

Design & Access Statement

818_Walnut and Well Cottage

September 2025

The Applicant :
Emily and Rik Webster

Project Location:
Walnut and Well,
The Street,
Bolney,
West Sussex,
RH17 5QW

Householder Application for Planning Permission and Listed Building Consent

Single storey rear Kitchen extension and extended rear patio. Installation of additional windows to existing front porch. Internal alterations including removal of modern fabric and installation of new first floor Shower Room and second floor WC.

This document must be read in conjunction with the full plans associated to this application.

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Chartered Practice

IHBC
INSTITUTE OF HISTORIC
BUILDING CONSERVATION

ecotecture
ecological design



01. Introduction
02. The Site
03. History
04. Existing Drawings
05. Existing Appearance and Materials
06. Design Development
07. Proposed Drawings
08. Proposed Appearance and Materials
09. Ecology and Ecosystem Services
10. Access
11. Water Management
12. Sustainability and Energy Efficiency

Introduction



1.1 Introduction

This Design and Access Statement supports a planning application for proposed works at Walnut and Well Cottage. The existing cottage forms a grade II listed house, located in the village of Bolney.

The proposed renovation scheme includes the addition of a single story extension to the rear, western side of the house. This new extension shall feature an updated kitchen and a new dining area.

The proposed extension will be of a complementary style to the existing house. The addition will use materials that are in keeping with the existing historic fabric.

The existing back door will be removed and replaced with a window, of matching materials and appearance to the adjacent existing window. The lower portion of the opening will be filled in with brickwork, painted to match the existing external walls.

Other minor external and internal works are also proposed. Works at ground floor level will include the addition of windows to the northern wall of the front porch, designed to match the porch's existing black painted timber framed window.

The existing reception room's concrete floor will be grubbed up and replaced with a new limecrete floor slab in order to better regulate moisture and reduce dampness.

At existing first and second floor levels, internal works will include the select removal of modern internal partitions to enable the creation of a first floor shower room and second floor WC.



1.2 Ecotecture

Since starting Ecotecture, we've prioritised conscious and mindful practice, always considering and minimising our impact. This commitment is reflected in our name, Ecotecture.

At Ecotecture, we pride ourselves on being proactive designers specialising in energy-efficient architecture. We ensure we have early input from the council, structural engineers, heating engineers, and cost consultants, where possible.

This proactive design ethos allows us to develop solutions that are well-informed and tested by a myriad of experienced industry professionals, giving you confidence in our capabilities.

Our Values

We design buildings that enable people to lead better, more sustainable lives by combining our expertise in historic building conservation, energy efficiency, and retrofit.

We adhere to Quaker principles: Simplicity, Peace, Integrity, Community, Equality, and Stewardship of the Earth.

Our Design Approach

We follow the five Passivhaus principles:

- 1 – High quality insulation.
- 2 – Heat control and robust joinery
- 3 – Airtight construction
- 4 – Heat recovery ventilation.
- 5 – Thermal bridge free design.

Sustainability is our core ethos, not an afterthought. Our values are evident in our work and extends to our business operations and community activities.

We set annual objectives and measure our progress alongside our financial performance, reporting each New Year.

At Ecotecture, we think green, live green and design green.



Ecotecture Office
Ecotecture

1.3 List Entry

Official list entry

Heritage Category: Listed Building
Grade: II
List Entry Number: 1025760
Date first listed: 11-May-1983

List Entry Name:
WALNUT WALNUT AND WELL COTTAGE WELL COTTAGE

Statutory Address 1:
WALNUT AND WELL COTTAGE, THE STREET
Statutory Address 2:
WALNUT, THE STREET
Statutory Address 3:
WELL COTTAGE, THE STREET

Location

Statutory Address:
WALNUT AND WELL COTTAGE, THE STREET
Statutory Address:
WALNUT, THE STREET
Statutory Address:
WELL COTTAGE, THE STREET

The building or site itself may lie within the boundary of more than one authority.

County:
West Sussex
District:
Mid Sussex (District Authority)
Parish:
Bolney
National Grid Reference:
TQ 26114 22670

Details

BOLNEY THE STREET 1. 5405 Walnut and Well Cottage TQ 22 SE 15/247 II

2. Formerly 2 cottages. C17 or earlier timber-framed building with plaster infilling, ground floor rebuilt in painted brick. The 2 cottages had different roof levels, the north one being tiled, the south one of Horsham stone slate slabs. Casement windows. Two storeys. Four windows.

Listing NGR: TQ2611322673

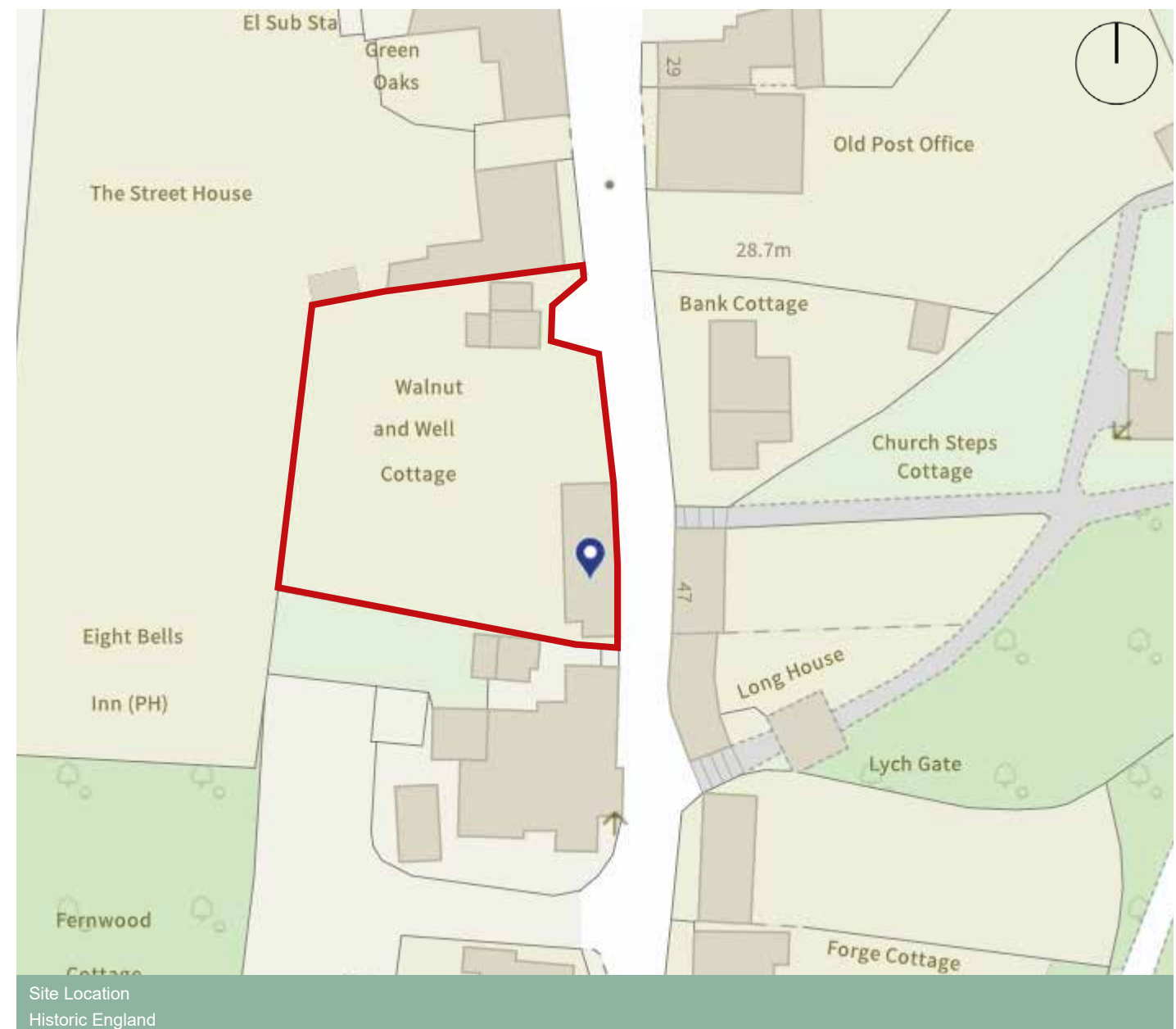
Legacy

The contents of this record have been generated from a legacy data system.

Legacy System number: 302421
Legacy System: LBS

Legal

This building is listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended for its special architectural or historic interest.



The Site



2.1 Site Location

The site is located in the village and civil parish of Bolney, within the Mid Sussex district of West Sussex. The site is not located within an area of outstanding natural beauty, but is approximately 500m to the west of the High Weald National Landscape AONB.

Bolney is an ancient settlement whose origins lie over a thousand years ago. It is believed the name of the village came from the Anglo-Saxon word "Bolne" meaning "a village (or high place) near marsh". The village features a fine Grade I listed church (mainly Norman, with some Saxon parts and later additions) and a number of Grade II listed houses, including Walnut and Well Cottage.

Bolney lies 36 miles (58 km) south of London, 11 miles (18 km) north of Brighton, and 27 miles (43 km) east northeast of the county town of Chichester, near the junction of the A23 and A272. Nearby towns include Burgess Hill to the southeast and Haywards Heath to the east.

Bolney is 5.6 miles from the nearest train station at Haywards Heath, which offers regular Southern, Thameslink and Gatwick Express services to destinations including London Victoria, Brighton and Cambridge.

Bus services through the village are infrequent and cease in the evening. Travel in and out of the Parish is mainly by car. The majority of the working population works in London or within the Gatwick/Brighton diamond.

The village lacks local amenities, but does feature a cricket club, a skatepark, a chapel, a primary school, two pubs and a village hall. The nearest shops and services can be found in Haywards Heath and Burgess Hill.

Bolney is situated at the edge of the High Weald Area of Outstanding Natural Beauty (AONB), which skirts the northern and eastern edges of the village. There is strong visual connectivity between the village and the landscape. The countryside around the village contains designated ancient woodland, species rich hedgerows and protected species.



2.2 Local Site Context

The site is located toward the Southern end of Bolney's main residential road, The Street. It is situated in close proximity to notable village landmarks such as the Eight Bells pub and St Mary Magdalene's Church.

The immediate area is fairly rural and agricultural with trees and fields immediately to the west of the site. Hangerwood Farm, Bolney Nursery and Bolney Wine Estate are all located within a kilometre of the site.

There are two bus stops located approximately 60m to the north of the site. These serve the No.2 and No.89 bus routes to destinations including Horsham, Balcombe, Cuckfield and Haywards Heath. However services are infrequent, only calling 4-5 times per day.

The site has good access to the local road network. It is located roughly 130m from Cowfold Road (the A272), which connects to the A23 within a 2 minute drive to the East.

The site includes a garage and driveway parking towards the northeast corner, with vehicle access via The Street. The Street itself is fairly narrow with pavement on the western side. Some locals choose to park in front of Bank Cottage and Church Steps Cottage, just opposite the northeast of the site.



2.3 Local Character

The site is located within the Southern part of the Bolney Conservation Area. It is also located within the Built up area of Boundary of Bolney Parish.

The Bolney Neighbourhood Plan, published by Bolney Parish Council, describes the conservation area as follows:

"The character of the Conservation Areas owes much to the variety of architectural forms, styles and materials represented by buildings constructed and developed over hundreds of years. This includes the twelfth century parish church of St Mary Magdalene and some examples of pre-fifteenth century timber framed buildings around the parish, together with some sandstone buildings, rendered or tile hung facades, Horsham stone roofs and many different styles of brick built properties constructed from the 18th century to the present day.

The diversity in building styles contributes greatly to the character of Bolney and future development should respect the distinctive height, scale, spacing, layout, orientation, design and materials of the area in which it is located. Innovative design should continue to reflect design cues associated with the context of the building".

The Bolney Conservation Area is also described in Conservation Areas in Mid Sussex, published by Mid Sussex District Council. The relevant extract is pictured right.

Heritage features such as clay wall tiles, prominent brick chimneys, black timber framing and white plaster infill walls are characteristic of several listed buildings within the area. In addition to Walnut and Well, these include The Bolney Stage and Ormonde Hall.

Bolney

Conservation Area

In recognition of the special architectural and historic interest of sections of the village the Local Planning Authority designated two parts of Bolney as a Conservation Area in January 1989.

The southern part of the village contains several listed buildings, including the Grade I Church of St Mary Magdalene with its Norman chancel and nave. The buildings which are arranged in an attractive manner around Bolney Street together create a sense of enclosure and form an attractive entry to the village. The northern part of the Conservation Area, which also contains a number of listed buildings, includes those properties fronting onto Bolney Street, north of 'Leacroft', Cherry Lane and Top Street. It is characterised by low density development, with trees, hedges and open spaces making an important contribution to its attractiveness.

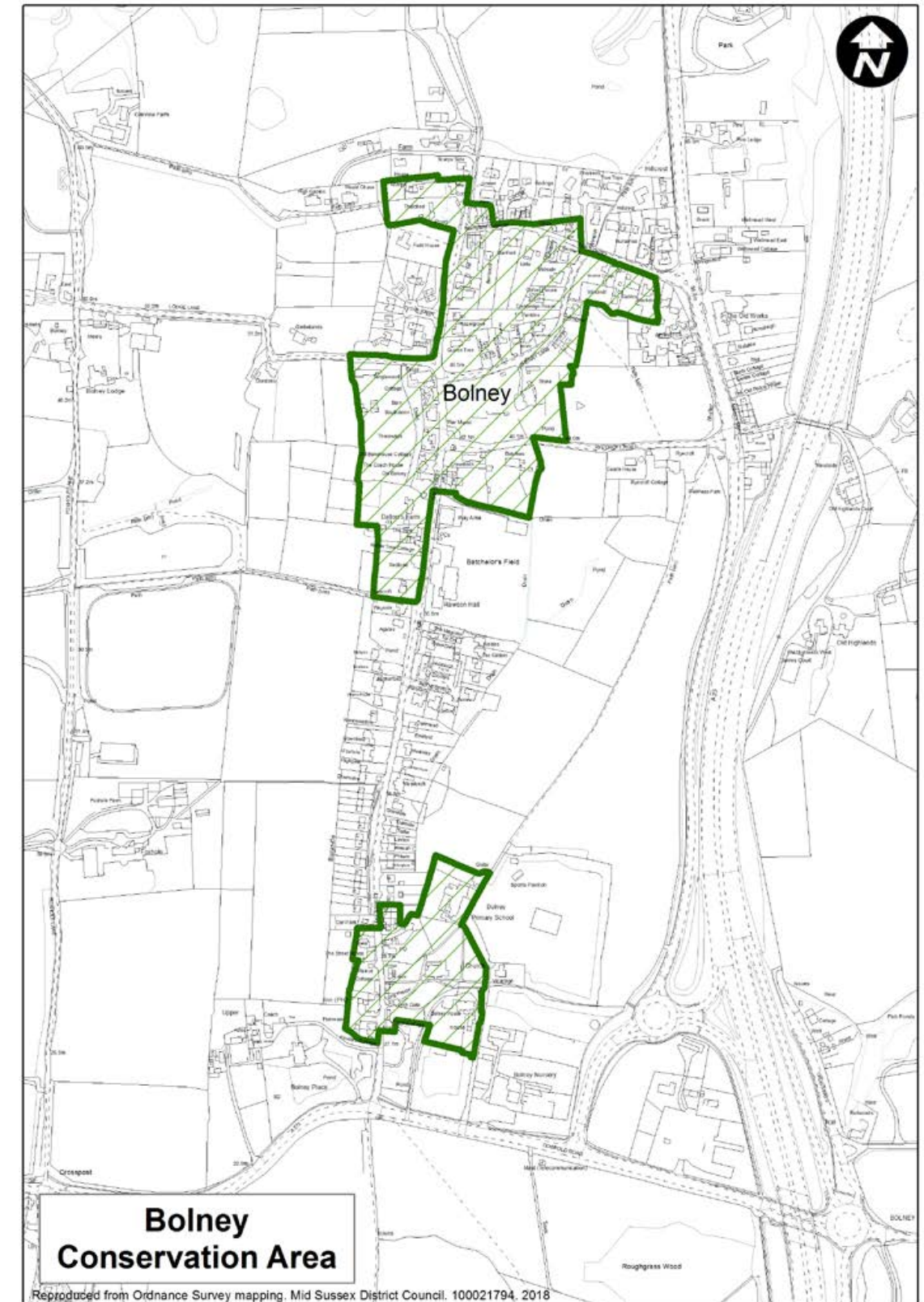
The following features, in particular, contribute to the character of the Conservation Area:

- the lack of a uniform building line which adds variety and interest, reflects the gradual growth of the village and enhances its semi-rural character;
- the variety of age and style of the buildings and the use of natural and traditional building materials;
- the attractive walling within the area;
- the attractive countryside views; and
- views into and out of the Conservation Area.

Bolney Conservation Area Description
Mid Sussex Council



The Bolney Stage
Trip Advisor



Bolney Conservation Area Map
Mid Sussex Council

2.4 Site Analysis

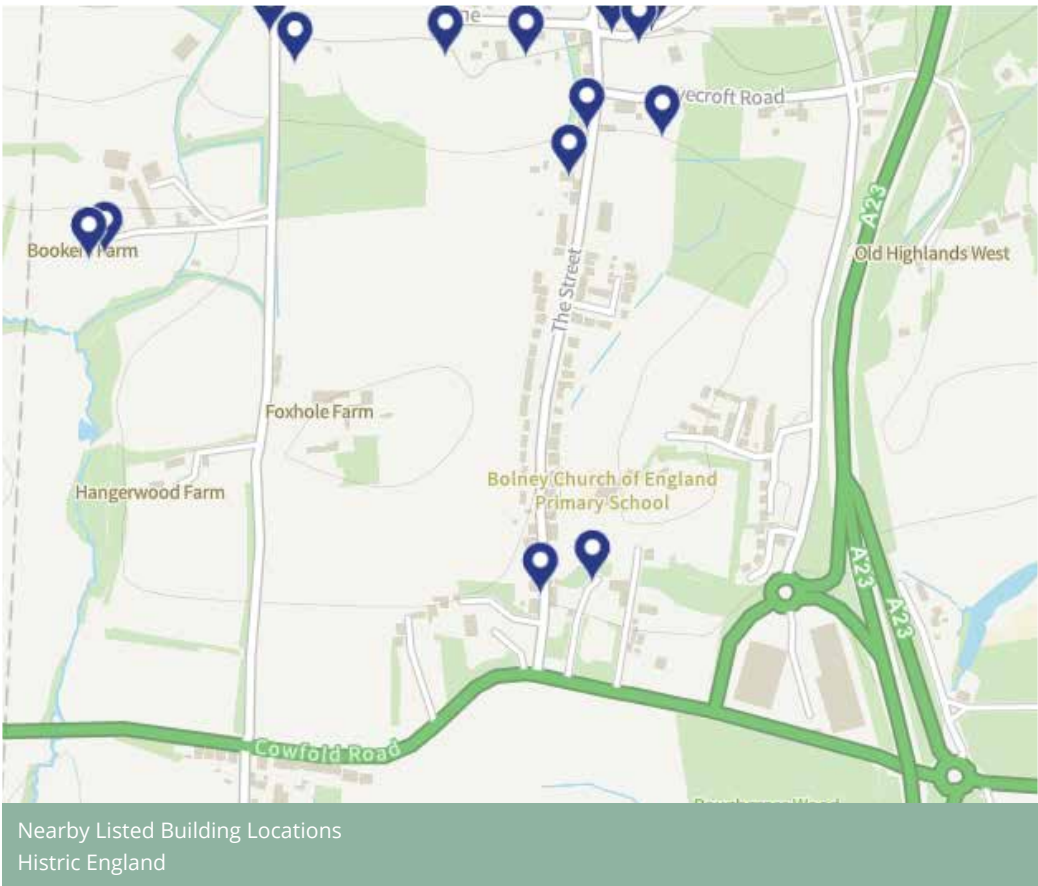
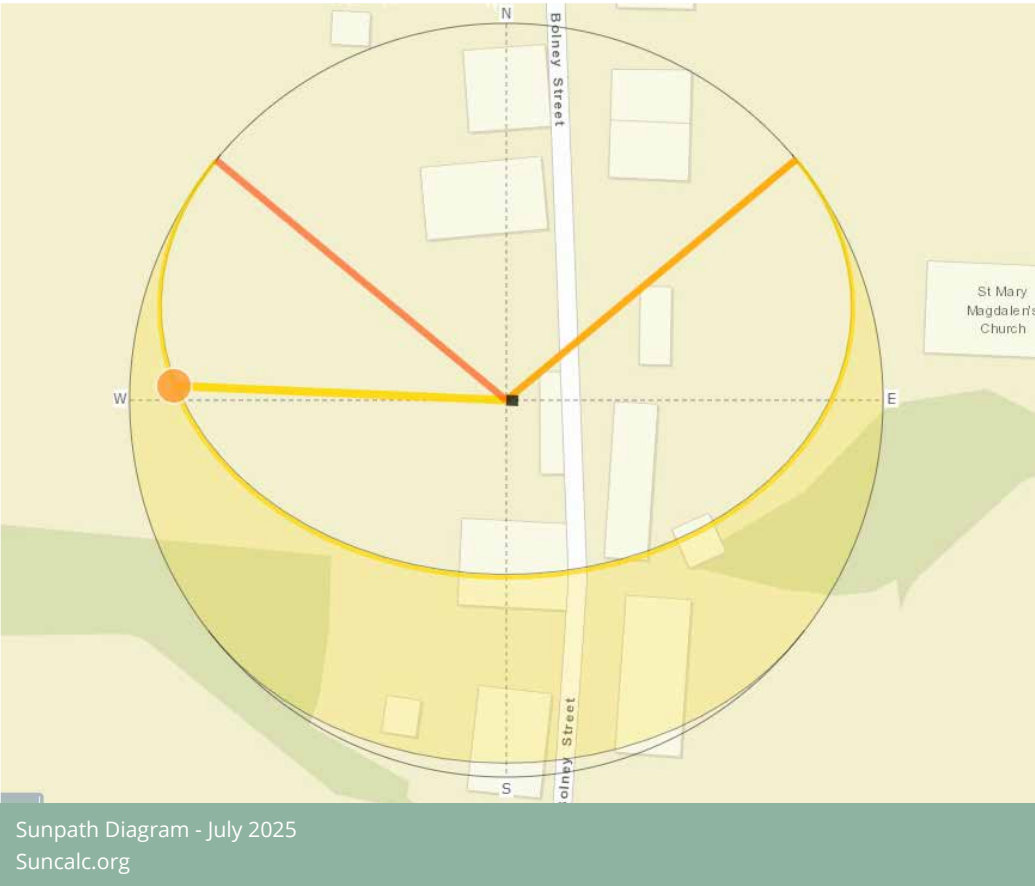
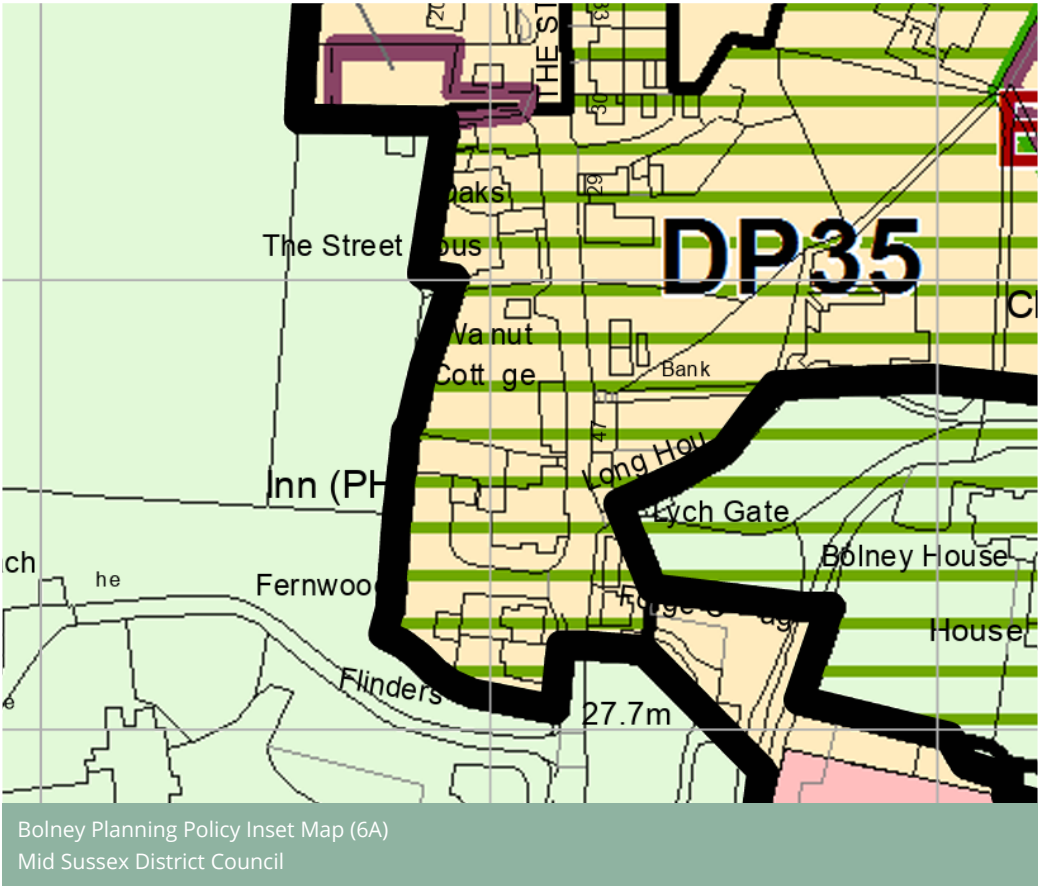
The site is located to the east of The Street, with the house located on the south side of the site's eastern boundary. The house's axis is oriented north-south, with principal eastern and western elevations.

The garden and the rear (western elevation) of the house receive the best sunlight in the afternoons. The front (eastern elevation) of the house receives the best sunlight in the mornings, but is somewhat overshadowed by nearby buildings on the opposite side of the street.

The front of the site is directly overlooked by Magdalene Cottage, Church Steps Cottage and Bank Cottage. The rear of the site is indirectly overlooked by The Eight Bells.

The site is located approximately 30m above sea level, with no significant change in elevation across the site. The prevailing winds in the Bolney area are predominantly from the SSW direction, with maximum wind speeds around 30mph.

The Bolney Conservation area features many listed buildings, mostly located towards the north of the village. Walnut and Well Cottage and St Mary Magdalene's Church are the only listed buildings located in the southern part of the conservation area.



2.5 Topographical Survey

The topographical survey includes site levels and indicates the location of features including trees, flower beds, bushes, hedges, walls and fences. It also provides a good illustration of site access points.

The site is relatively level, banking up most significantly towards the western boundary. There is a minor change of level between the eastern boundary and The Street, with a couple of steps located in front of the porch.

The ground is mostly lawn, but there are areas of hardstanding such as the stone paved patio and tarmac parking area. The paved patio area includes a well and semi-circular steps up to the ground floor level of the house.

Trees are located mostly on the northern half of the site. They range in height 3m to 20m, with the largest and tallest tree located towards the centre of the western boundary. Trees, hedges and bushes located along the south, west and north boundaries help provide seclusion and privacy.

Immediately to the east of the site is a brick pavement. There are two small gates located along the eastern boundary, with the northern gate (opposite the house's front porch) providing primary pedestrian access to the site. A large gate located near to the garage and parking area. This gate facilitates cycle access and the loading/unloading of vehicles.

A stone/brick wall defines the eastern boundary, with close boarded fencing mounted along the top. The top of the fence is 2m high, screening the garden from those walking or driving along The Street.



2.6 Site Photos

The photos show the garden, house and garage. Photos of the house illustrate features such tall redbrick chimney stacks, clay roof and wall tiles, black timber framing with white painted brick or plaster infill and black timber framed windows.



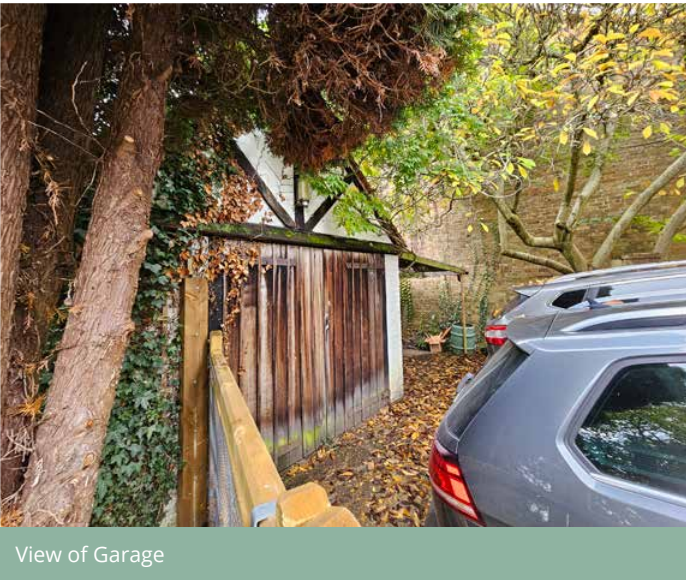
View of House from the Garden



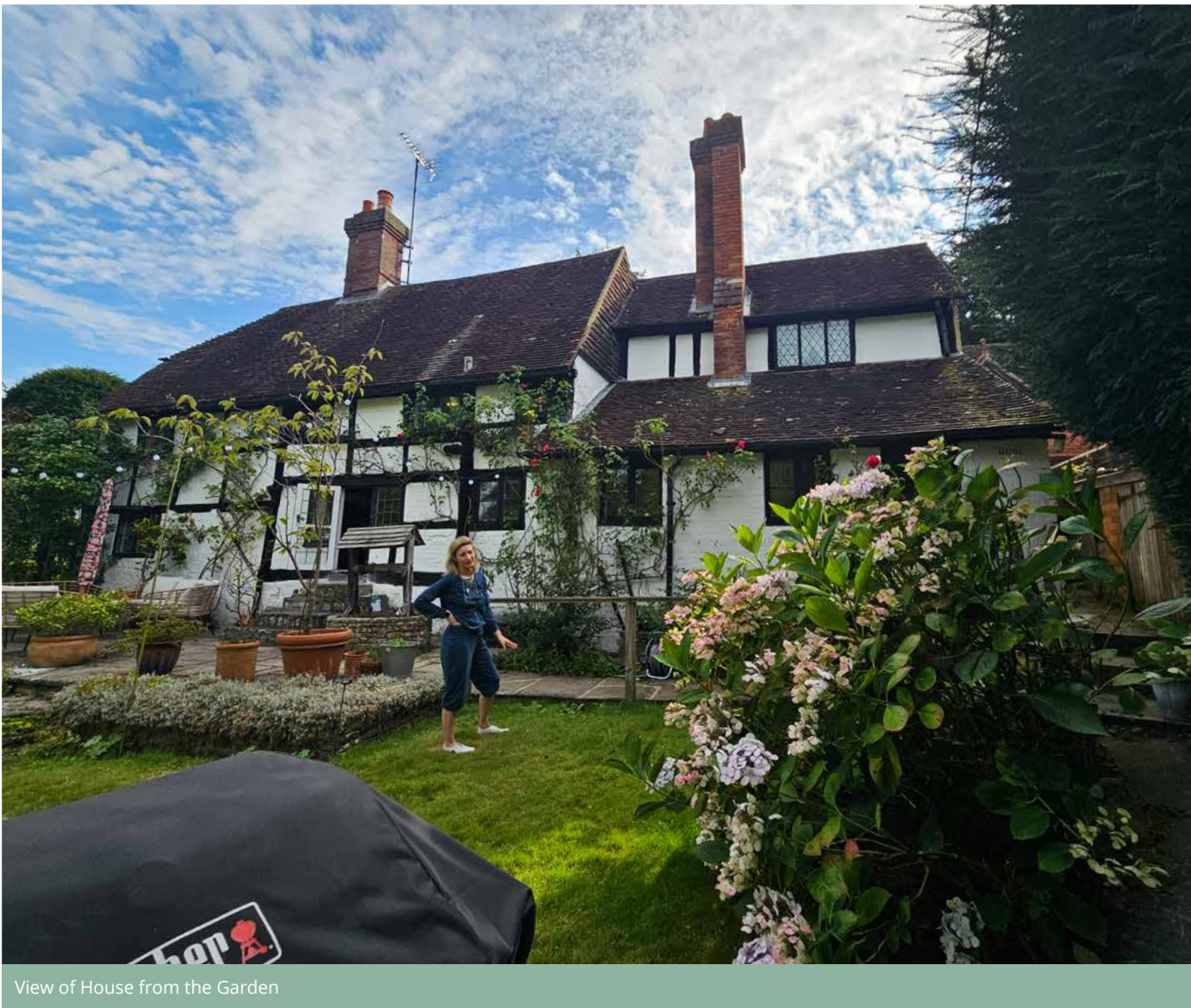
View of House from the Patio



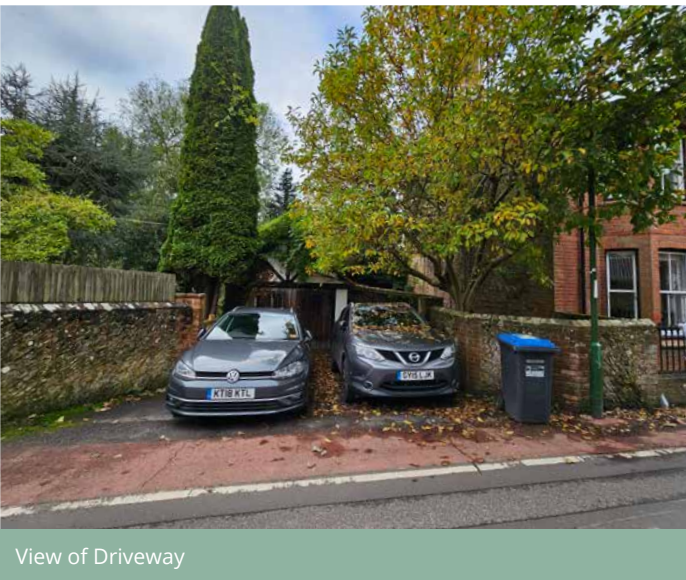
View of West Elevation



View of Garage



View of House from the Garden



View of Driveway



View of Porch and North Elevation



View of Site form The Street

History



3.1 Historic Maps

The historic maps of the site and its immediate surroundings indicate minor changes over the last 150 years.

Many of the surrounding buildings, including the Eight Bells pub, school and church, have retained their historic function. However, the nearby post office was converted to residential use around 2009.

The 1897 map shows the footprint of the house with a small extension to the west. This appears to have been demolished by 1899, and the house is shown with a rectangular footprint from that point onwards.

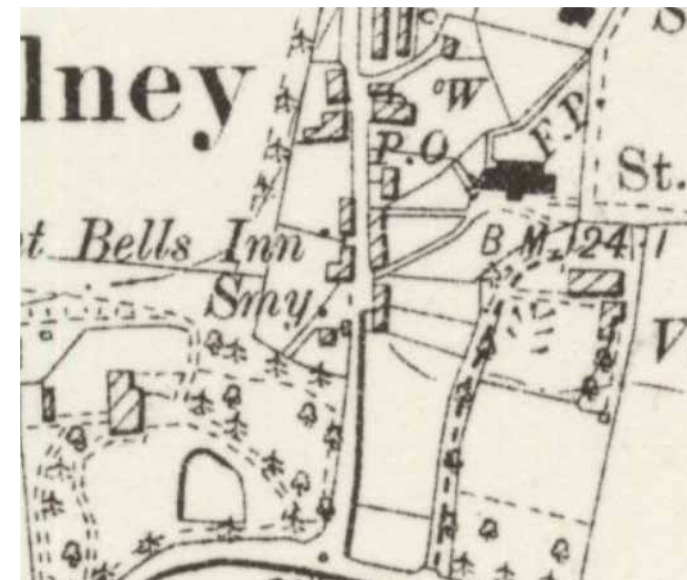
Between 1879 and 1899 the neighbouring brick houses to the north were constructed.

Although it is not recorded on the Mid Sussex District Council online planning register, it appears that the existing garage was constructed on the northeast corner of the site during the mid 20th century.

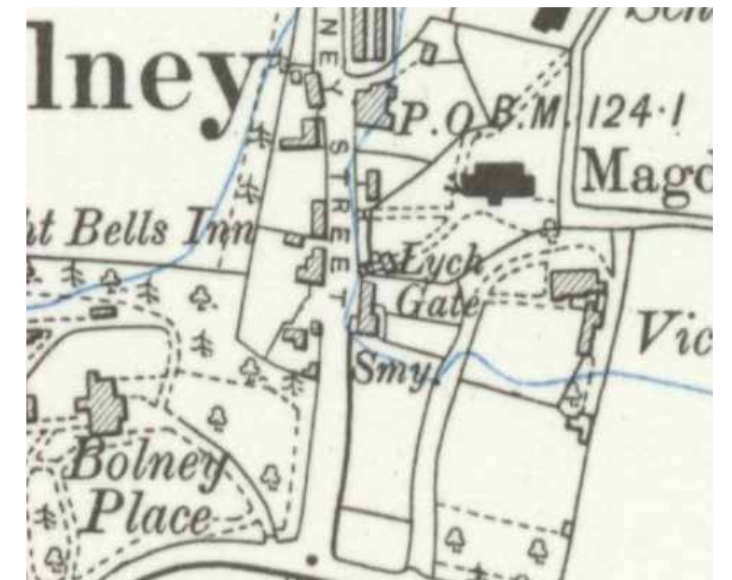
Further information on the history and evolution of the house can be found within the Heritage Statement accompanying this planning application.



1879



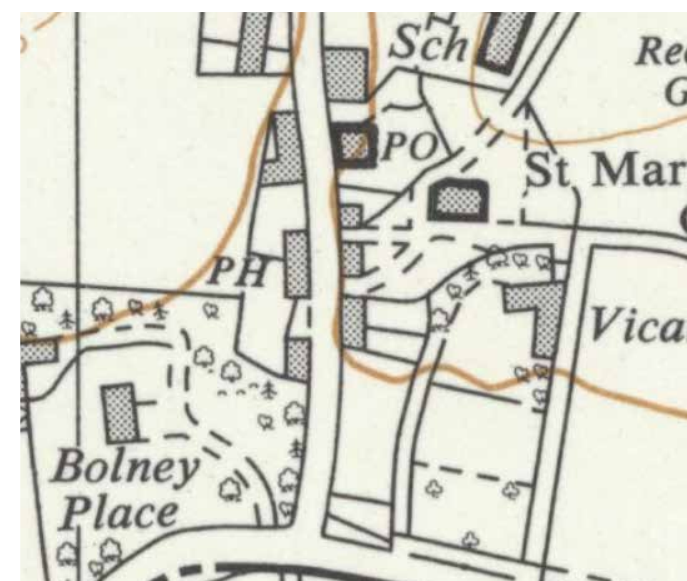
1899



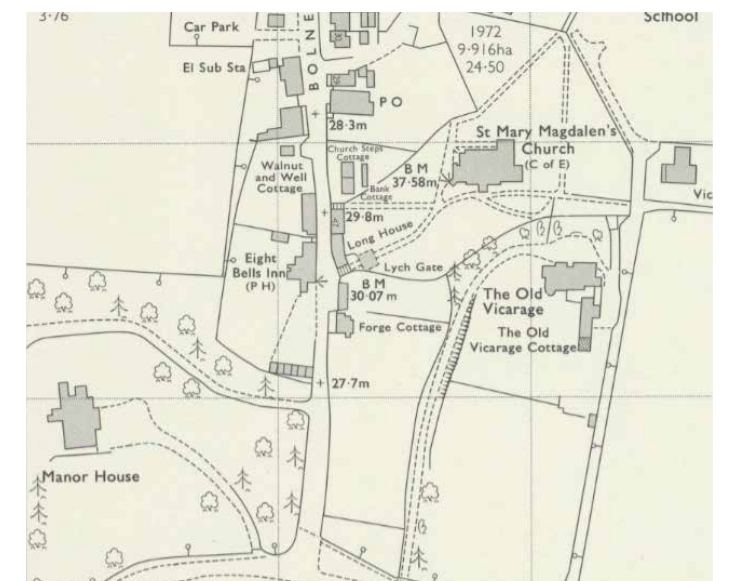
1912



1952



1963



1974

3.2 Planning Application History

The Mid Sussex District Council online planning register records the following 5 planning applications. The most notable applications are BK/007/81 and BK/016/79. Unfortunately no associated drawings are available.

The 1981 application for a four bedroom house and garage within the garden of the site was granted permission but was never built.

The 1979 application for the construction of an entrance porch was granted permission and was built. The porch was constructed in the same style as the existing house, using similar materials.

Past planning applications include:

Decision Issued Date: 07 Jan 2003
Reference: 02/02603/TCA
Decision: No objection
Proposal: Magnolia. To remove lowest limb on southern side.

Decision Issued Date: 10 Apr 2001
Reference: 01/00400/TCA
Proposal: No Objection
Description: Ash. Lift canopy by approx 1 metre.

Decision Issued Date: 14 Aug 1981
Reference: BK/007/81
Decision: Permission
Proposal: One four bedroom detached house with one integral garage and one detached garage.

Decision Issued Date: 27 Jan 1981
Reference: BK/046/80
Decision: Refusal
Proposal: Outline application for one four bedroom detached house with two garages.

Decision Issued Date: 04 Sep 1979
Reference: BK/016/79
Decision: Permission
Proposal: Construction of entrance porch at side of property.



Image of entrance porch from Google Streetview



Photograph of entrance porch



Photograph of existing entrance porch window (interior)

3.3 HER

A Historic Environment Record (HER) consultation report regarding the site has been acquired from West Sussex County Council and accompanies this planning application submission.

The record identified no Scheduled Monuments within 250m of the site. Walnut and Well Cottage, and the nearby Parish Church of St Mary Magdalene were identified as listed and described as follows:

“1025760 Walnut and Well Cottage

Grade II. Formerly 2 cottages. C17 or earlier timber-framed building with plaster infilling, ground floor rebuilt in painted brick. The 2 cottages had different roof levels, the north one being tiled, the south one of Horsham slabs. Casement windows. Two storeys. Four windows.

1193369 The Parish Church of St Mary Magdalene

Grade I. Chancel, nave with north aisle, south porch and west tower. Chancel and nave 1100 circa. Tower built by John Bolney in 1536-8. South porch 1718. North aisle 1853.”

The HER stated that The site lies within the Bolney (South) Conservation Area, and that there are no Registered Parks and / or Gardens within 250m of the site.

The record identified that the site is located within an Archaeological Notification Area (ANA). **Mid Sussex 011 - The Parish Church of St Mary Magdalene and the Historic Core of Bolney** has been defined due to the c. 11th century Church and the area to the south of this having been identified as the Historic Core of the village of Bolney by Historic Landscape Characterisation.

The HER included the following description of non-designated heritage assets:

“There are no recorded non-designated heritage assets within the site boundary. There has been no recorded below ground archaeological investigation of this site. [1]

Historic mapping for the site records a building on a similar footprint to the current Walnut and Well Cottage from the mid-19th century through until the early/mid-20th century. The area surrounding the building remains largely unchanged, until the mid-20th century when development began on either side of The Street. [2]

An archaeological watching brief was carried out on land at Chapel Road, Bolney, during the replacement scheme of a foul sewer main, following an existing sewer route from its northern point by the Recreation Ground along The Street, Bolney to its junction with the A272 Cowfold Road. No archaeological finds or features were identified.

Approximately 230m to the north east of the site, an archaeological evaluation was carried out at Land at London Road, Bolney. One archaeological feature was encountered; an undated gully, aligned northeast to southwest with concave sides and a rounded base. [3]

The site lies within an area that has been identified by the HistoricLandscape Characterisation survey as a Medieval hamlet with a possible manorial site. It is recorded in c.1263 as ‘Bolla’ meaning low lying land. Approximately 70m to the east of the site is the c.11th century Parish Church of St Mary Magdalene and the unlisted Lychgate which was designed and erected in c.1906. It is low-proportioned with overhanging eaves, unusually substantial, incorporating locally found millstones and with a roof of Horsham slabs. [4]

To the north east of Walnut and Well Cottage is the site of Glebe Barn, a 19th century double sided loose courtyard outfarm or field barn. It was in an isolated location but the outfarm has been totally demolished/lost. [5]”

3.4 Heritage Statement

A Heritage Statement has been prepared by Joanna Saady and João Ricardo Lopes to accompany this application. Joanna and João are both experts on architectural conservation, and are members of the Institute for Historic Building Conservation.

The statement provides further information on the history of site and its surroundings. It includes an assessment of the heritage significance of the site and the impact of the proposal.

The Interpretative Assessment and Condition Report sections detail on the house's architectural evolution and the present quality of the historic fabric.

The statement studies four main stages of evolution:

- Stage 1: The Tudor Half-Timbered Farmhouse (Late C16)
- Stage 2: The Late Georgian Addition (1784-1801)
- Stage 3: The Victorian Development (1840-1874)
- Stage 4: The Modern Adaptation (1955-Present)

The statement also details relevant and considered planning guidance, including:

- Bolney Neighbourhood Plan 2015-2031
- Mid Sussex District Plan 2014-2031
- Mid Sussex Design Guide Supplementary Planning Document (Nov 2020)
- National Planning Policy Framework (July 2021)

The document concludes that the proposed scheme will have "a negligible and neutral impact on the character and appearance of the Bolney Conservation Area, and make no impact on the settings of other nearby heritage assets".

3.5 Survey Drawings

A survey of the existing house was carried out by BES Geometrics. The survey document accompanies this application and also provides insight into the present condition of the existing house.

The architect's existing drawings and perspective images were prepared based on the survey floor plans, elevations and sections.

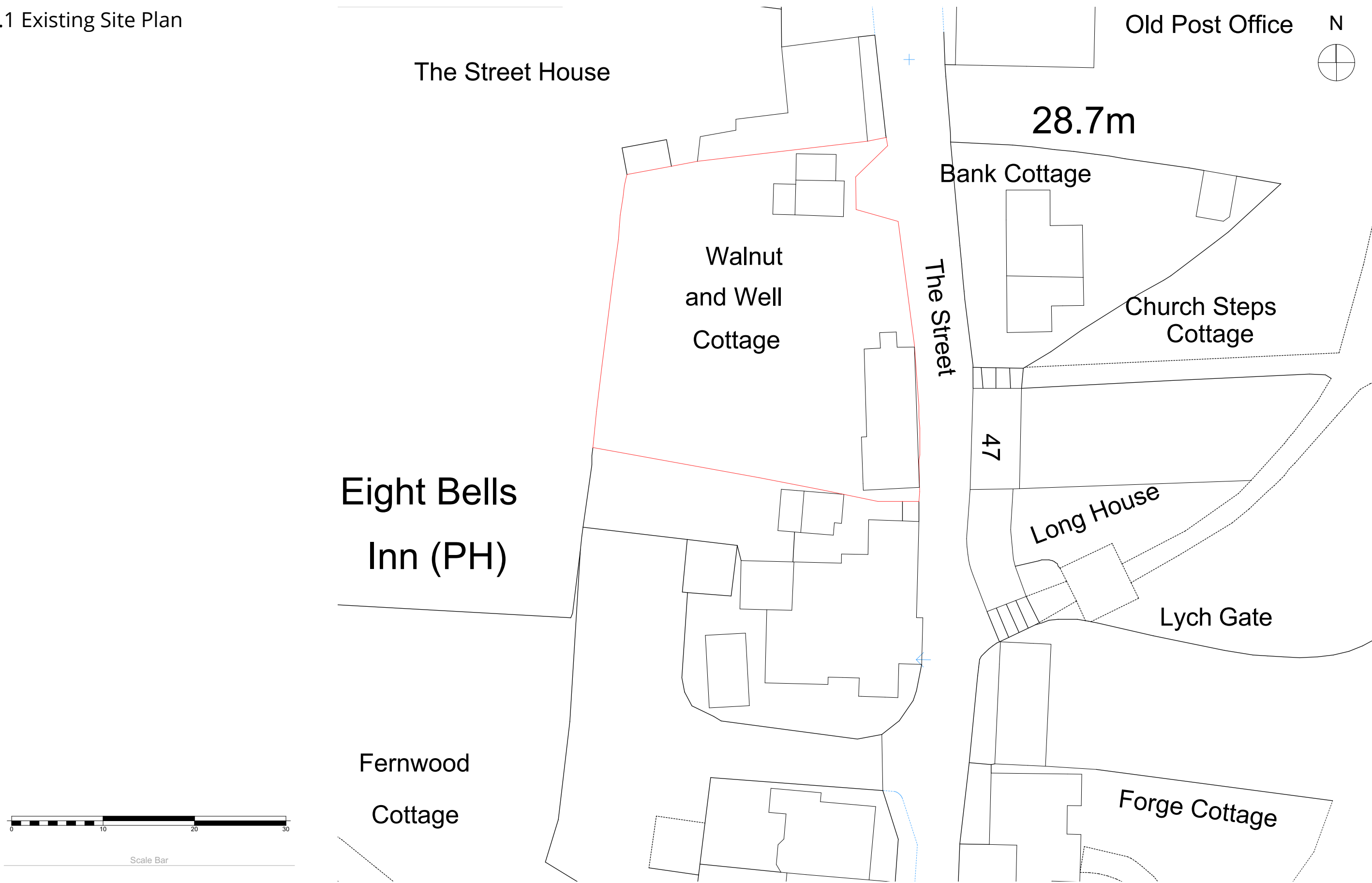


Image from the Interpretive and Condition Report: Historic postcard showing the cottage, dated 1909

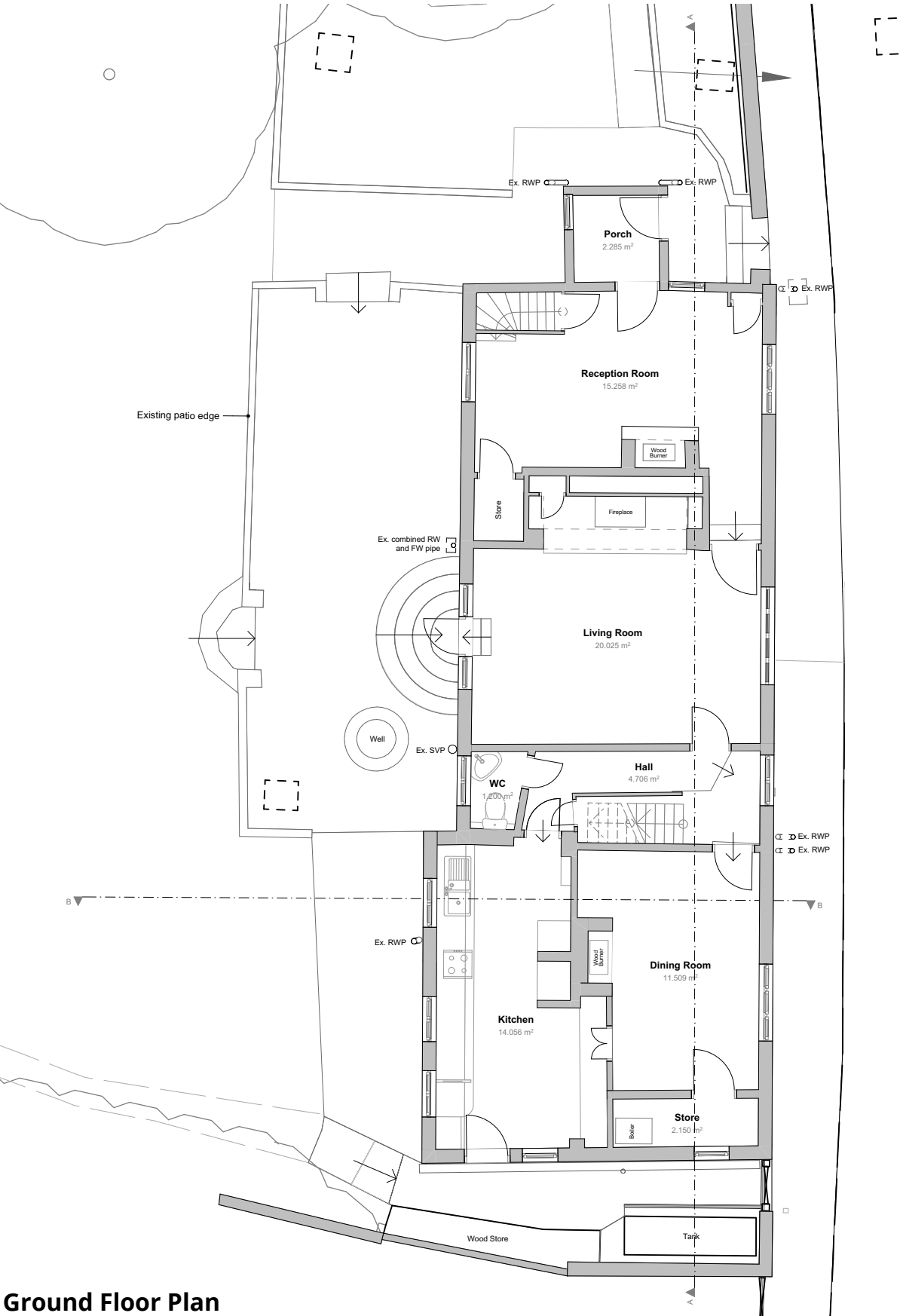
Existing Drawings



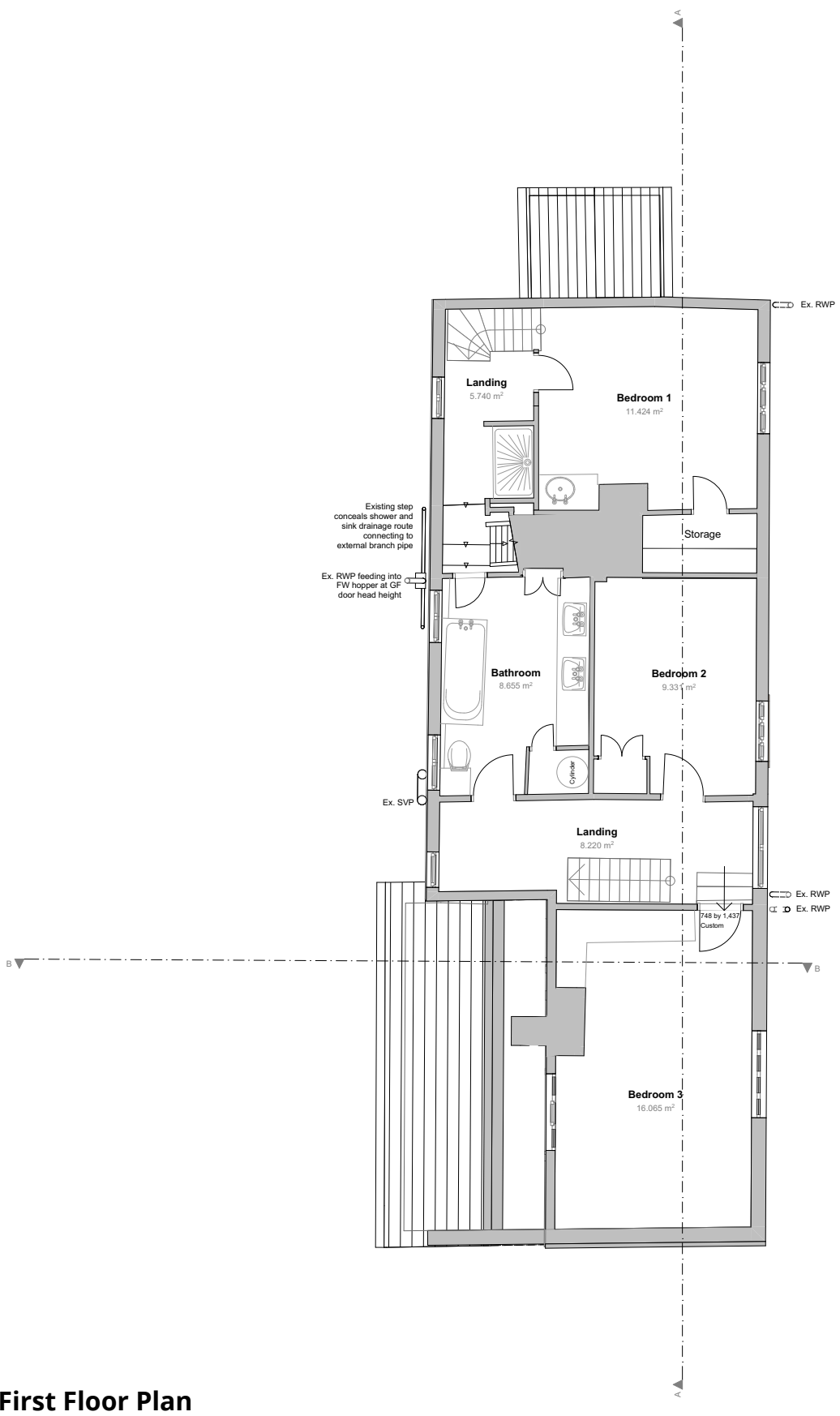
4.1 Existing Site Plan



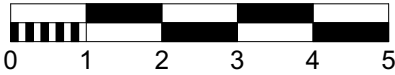
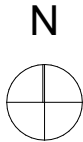
4.2 Existing Ground and First Floor Plans



Ground Floor Plan

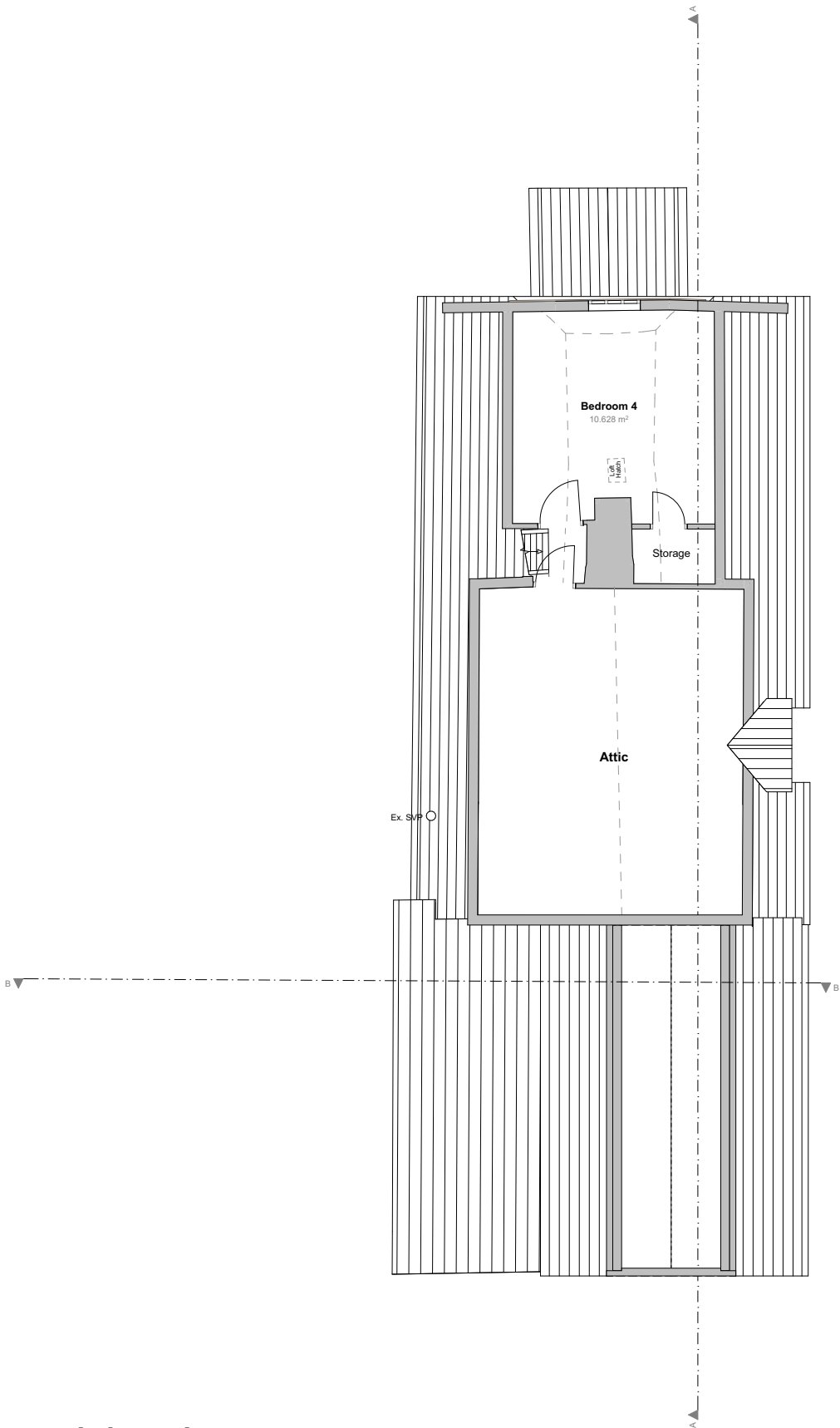
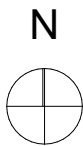


First Floor Plan

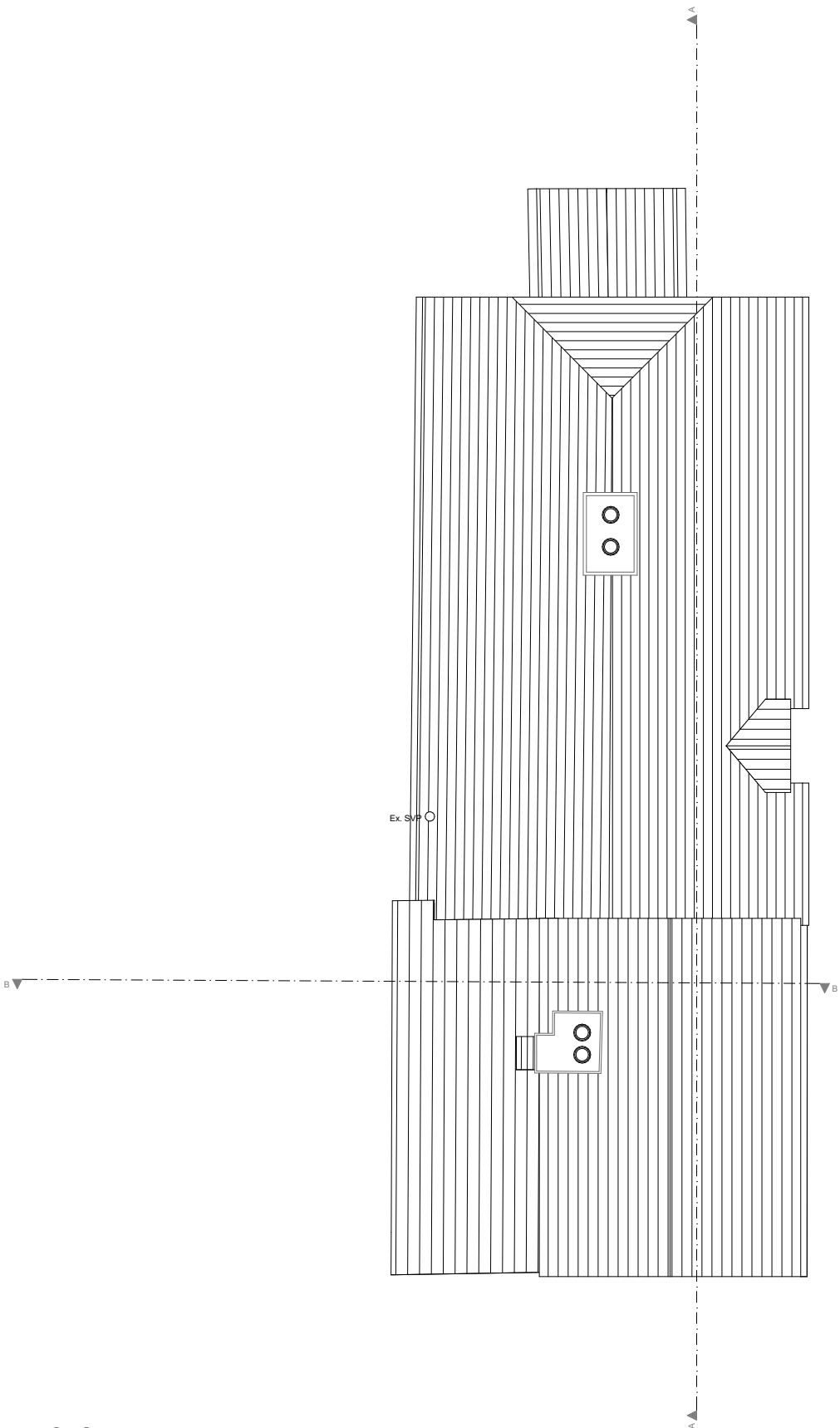


Scale Bar

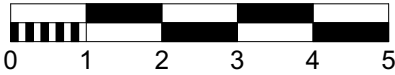
4.3 Existing Second Floor Plan and Roof Plan



Second Floor Plan

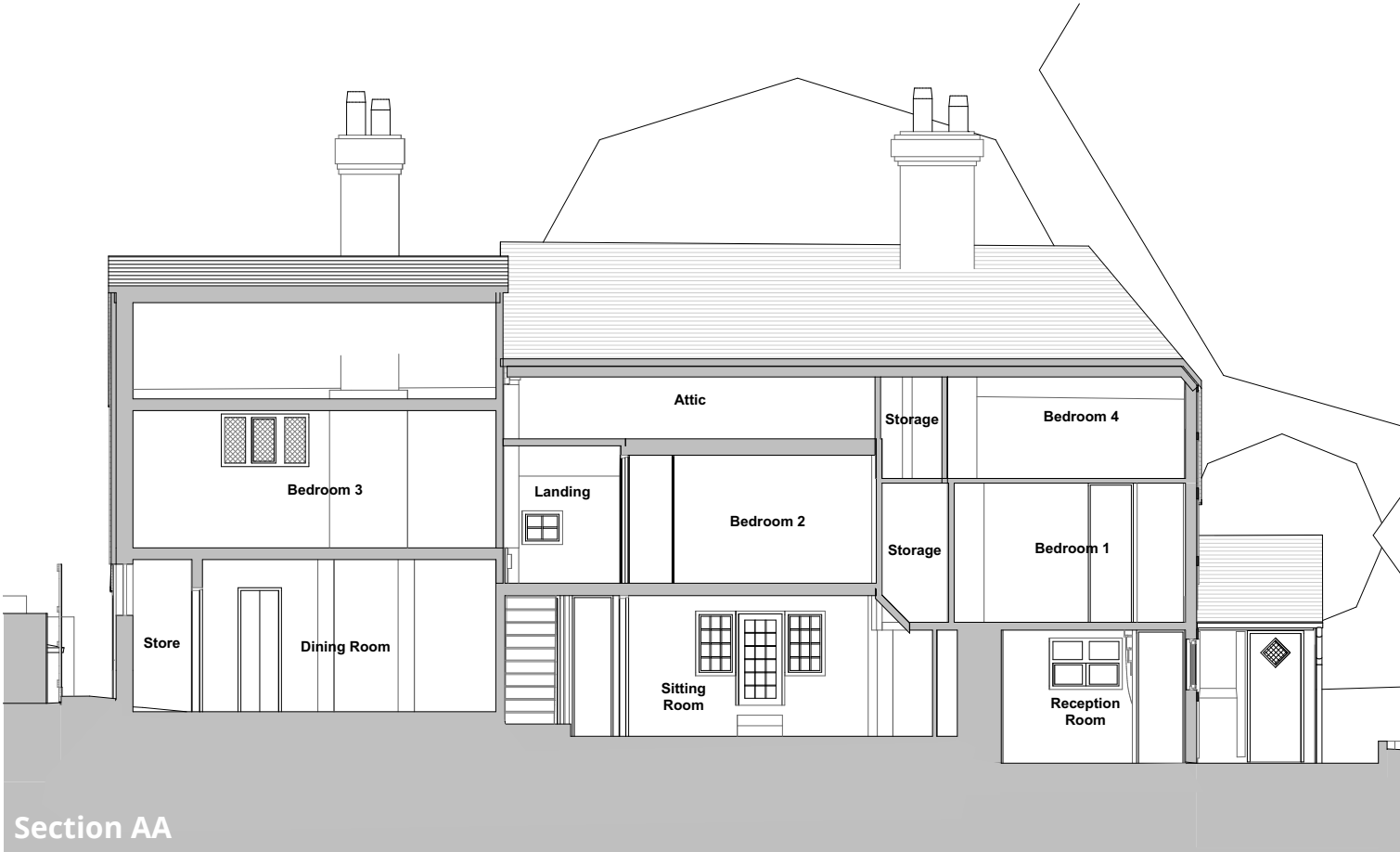


Roof Plan



Scale Bar

4.4 Existing Sections

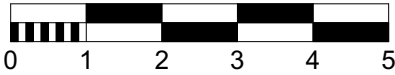
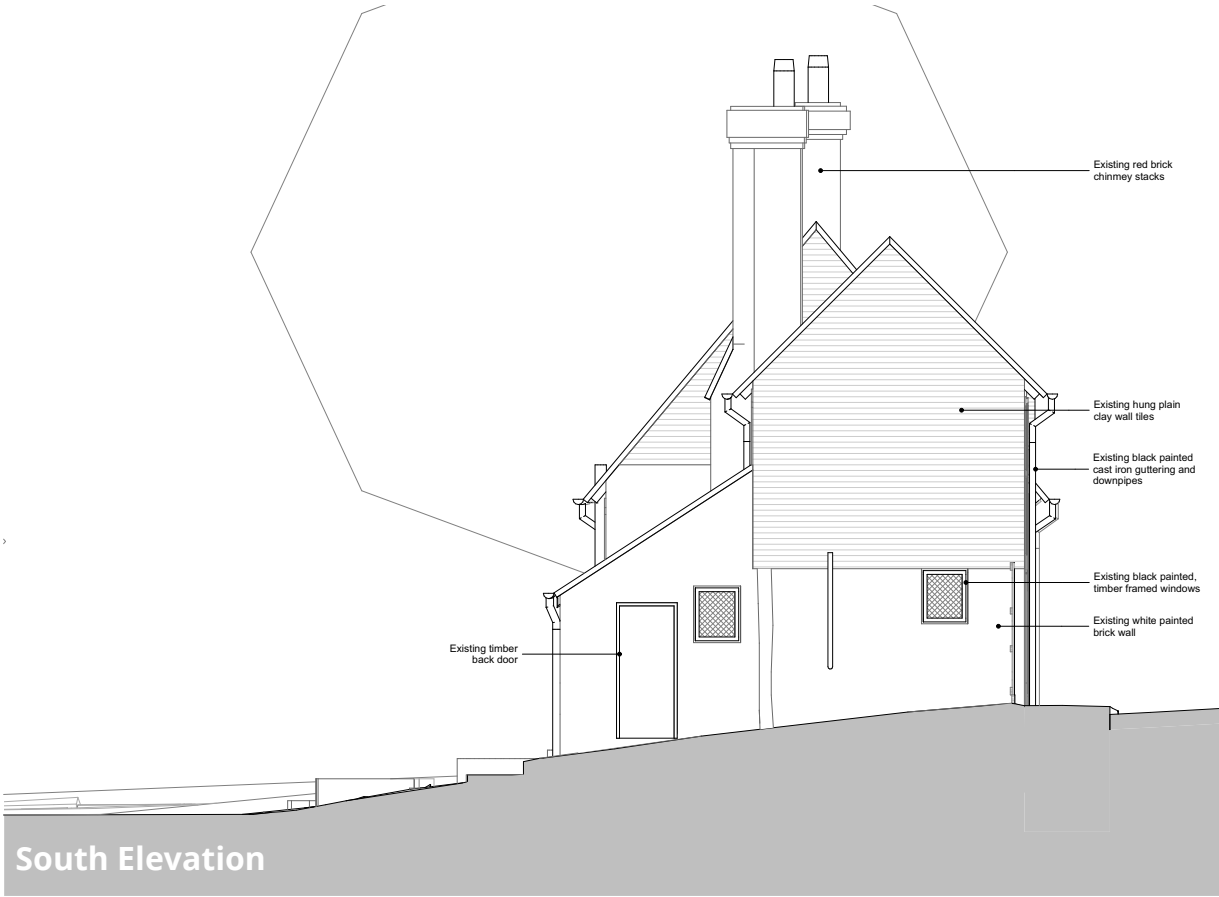


Scale Bar

4.5 Existing Elevations



4.5 Existing Elevations



Scale Bar

Existing Appearance and Materials



5.1 Existing Perspectives



View Towards the South



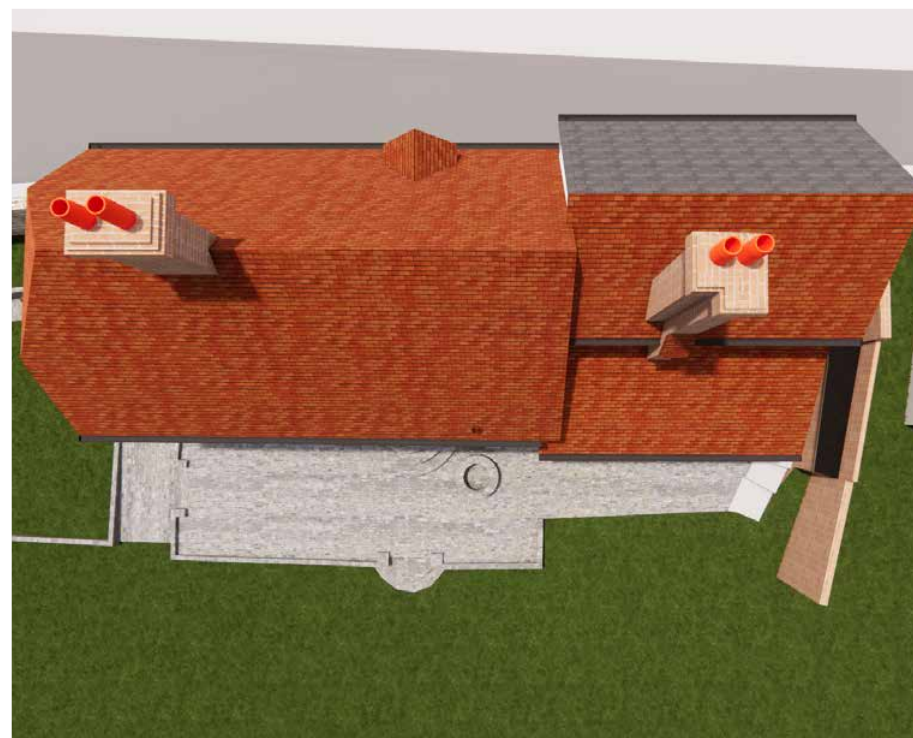
Rear View



View Towards the North



Aerial View



Bird's Eye View



Aerial View

5.2 Appearance and Materials

Existing appearance:

The form and appearance of the house reflects its 17th century origin. The front porch, added in the 1970s, was designed to match with the building's heritage style and materials.

Existing materials include:

- Plain clay roof tiles
- Horsham Stone roof tiles
- Hung plain clay wall tiles
- Black painted timber framed windows, with some windows featuring diamond pattern leaded glazing
- Black painted timber frame external walls
- White painted brick infill walls at ground floor level
- White painted plastered infill walls at first floor level and gable ends
- Redbrick chimney stacks
- Black painted cast iron guttering and downpipes
- Stone and brick boundary wall with timber fencing at high level
- Stone paving slab rear patio with stone steps



Black painted timber frame with white painted plaster infill



Hung plain clay tile cladding



Timber framed window with diamond pattern leaded glazing



Plain clay roof tiles



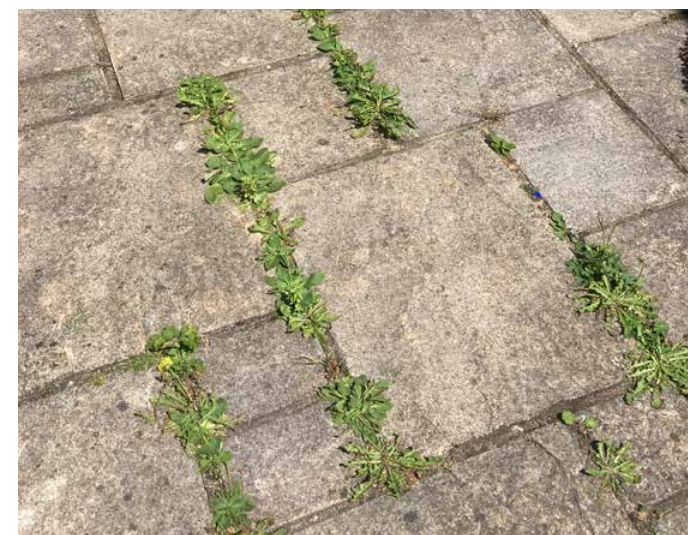
Red brick chimney



Horsham Stone roof tiles



White painted brick walls



Stone paving slabs



Stone external steps

Design Development



6.1 Sketch Scheme 1

The initial sketch scheme proposed works to 3 main areas:

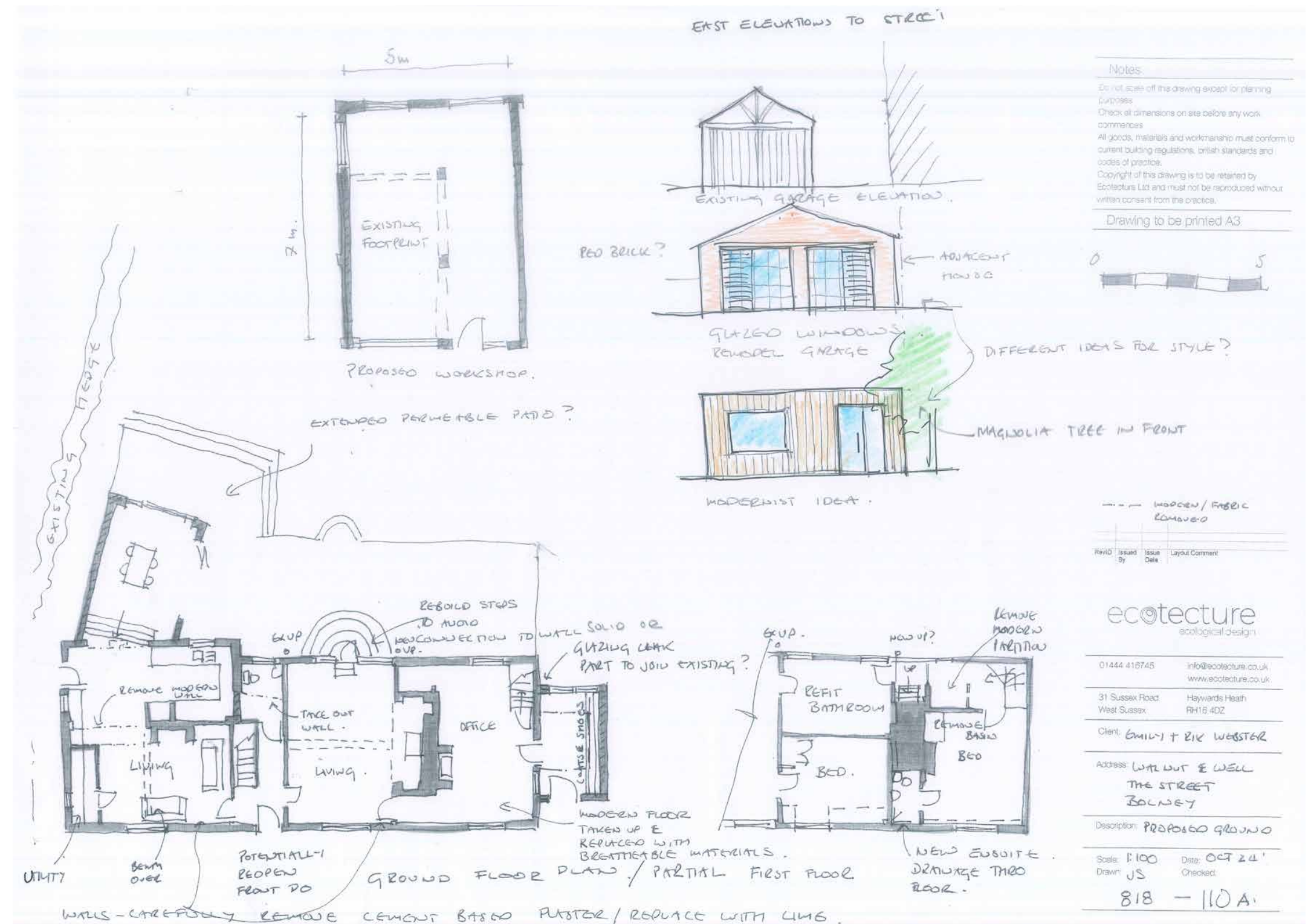
- Construction of a new rear extension to the south-west of the house
- Construction of a new workshop to replace the garage
- Rebuilding of the front porch to a usable size



6.1 Sketch Scheme 1

Initial sketch plans included:

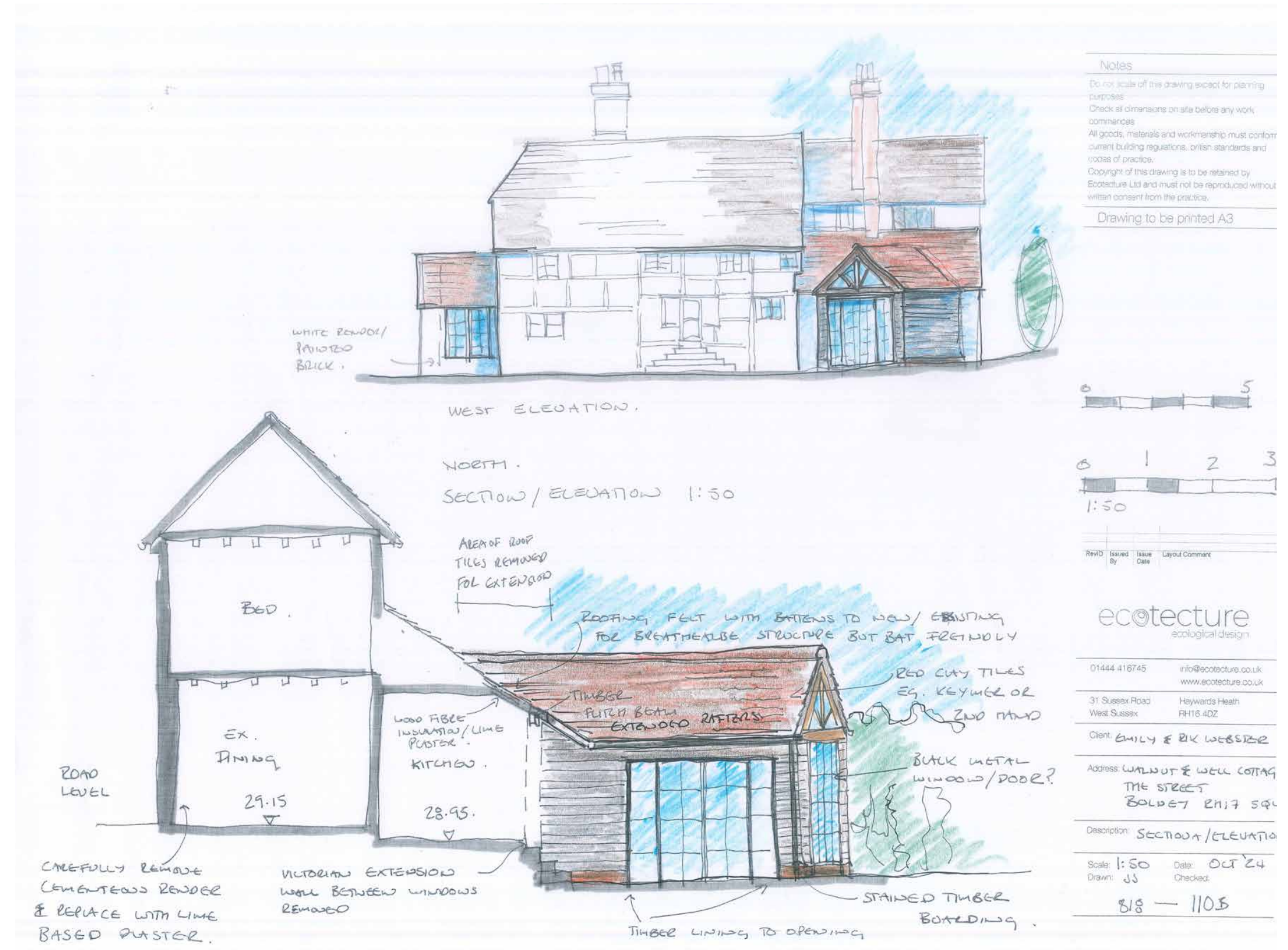
- Construction of a new rear extension to provide dining space
- Removal of an interior wall to create an open plan kitchen / living area
- Demolition of the existing front porch
- Construction of a new front porch
- Modern ground floor to be taken up and replaced with breathable materials
- Installation of a new en-suite bathroom at first floor level
- Refitting the existing first floor bathroom
- Demolition of the existing garage
- Construction of a new workshop



6.1 Sketch Scheme 1

Proposed materials included:

- White rendered or painted brick walls to the new front porch
- Black metal framed windows and doors to new extension and porch
- Red clay roof tiles to new extension and porch
- Dark stained timber board cladding to walls of new extension
- Lime based render to interior of existing dining room to replace cementitious render



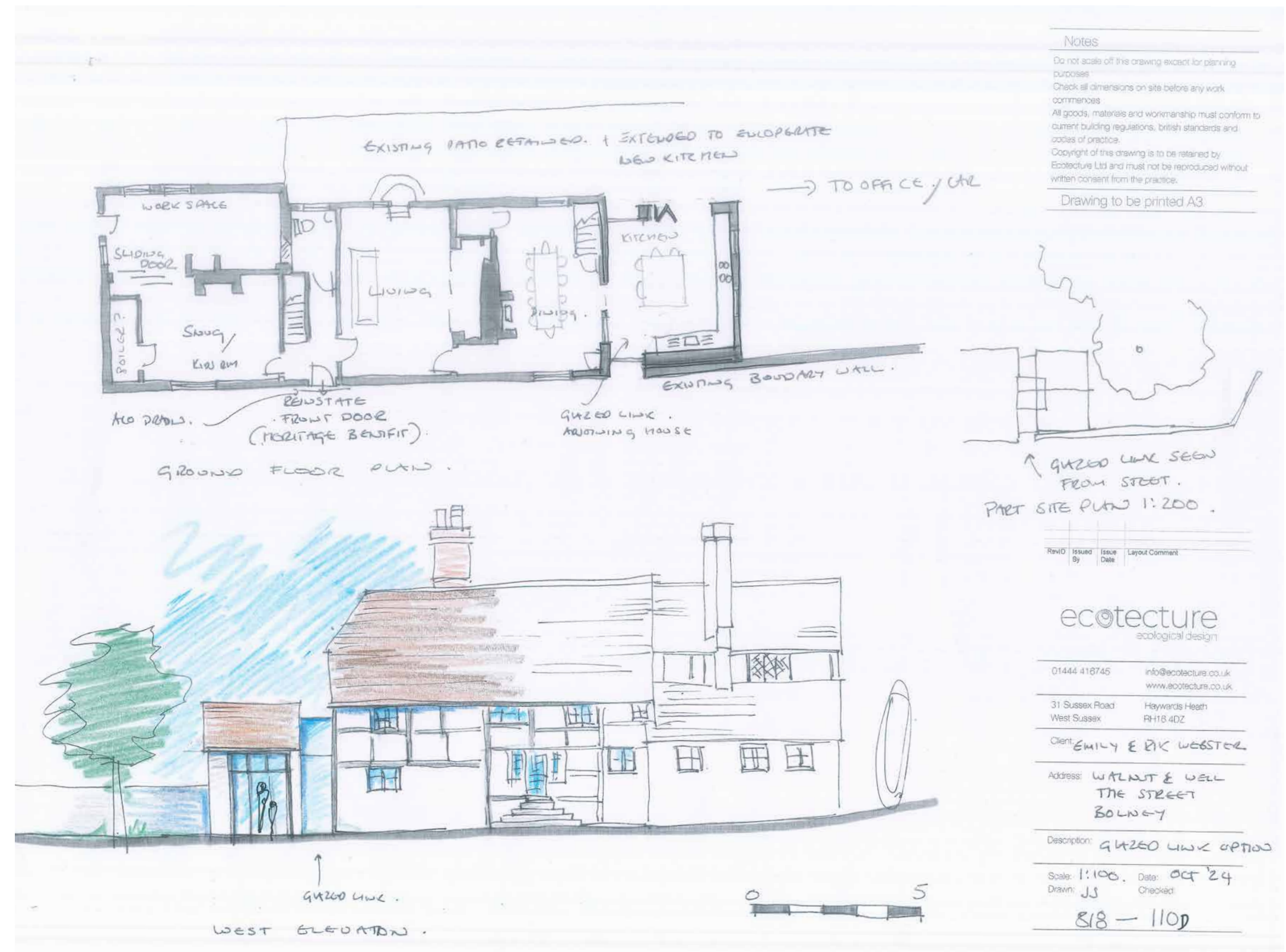
6.2 Sketch Scheme 2

Alternative initial sketch plans included:

- Demolition of the existing front porch
- Construction of a side extension to provide new kitchen space
- Conversion of the existing kitchen into a work space
- Removal of an area of interior wall to create a sliding door between proposed workspace and snug
- Reinstatement of the front door

Proposed materials included:

- White rendered or painted brick walls to new side extension
- Red clay roof tiles to new extension
- Black metal framed windows and doors to new extension
- Fully glazed link between existing house and new side extension

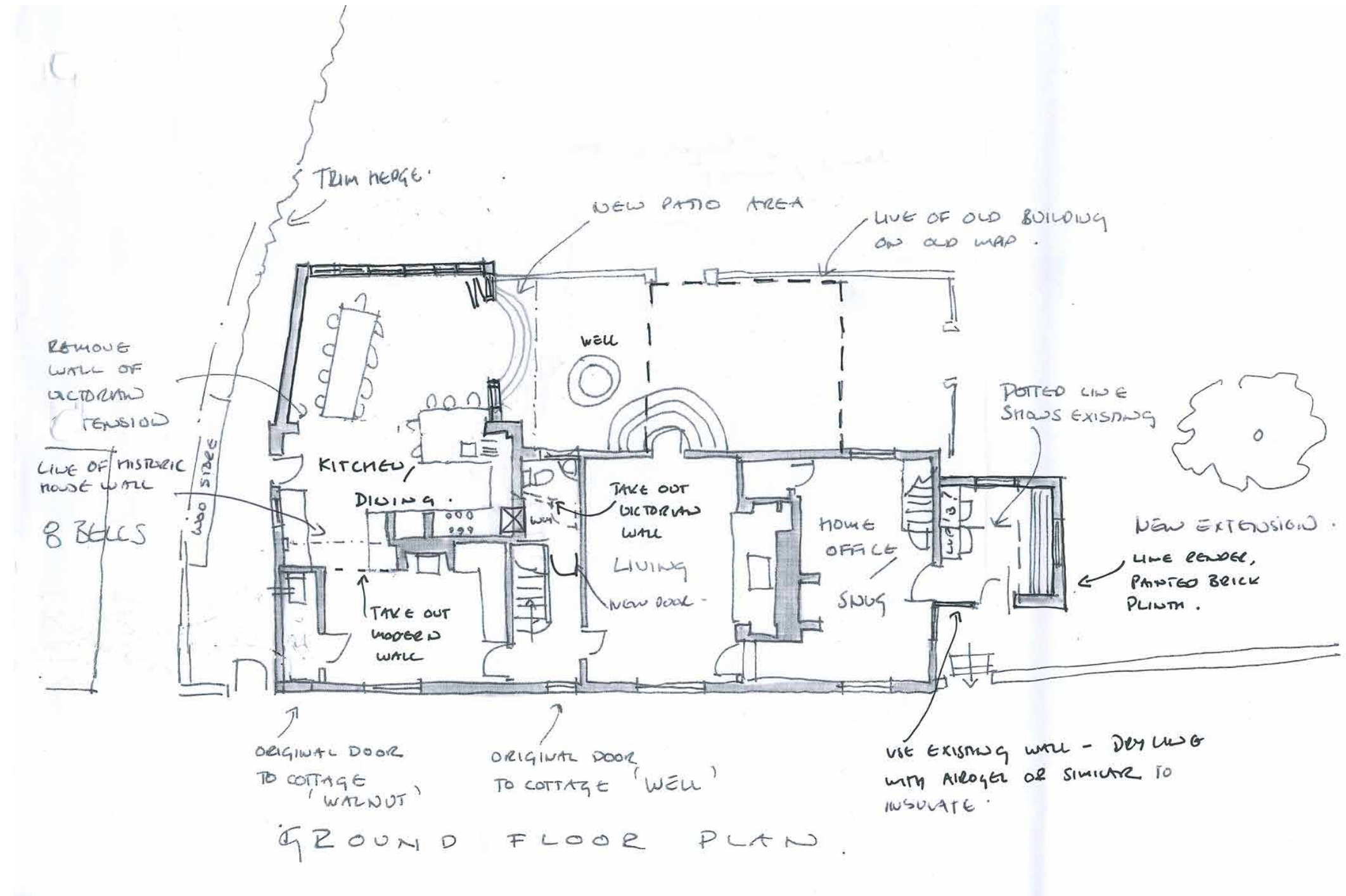


6.3 Pre-App Scheme

In May 2025 a Pre-application submission was made to Mid Sussex Council.

The pre-application scheme included the following proposals:

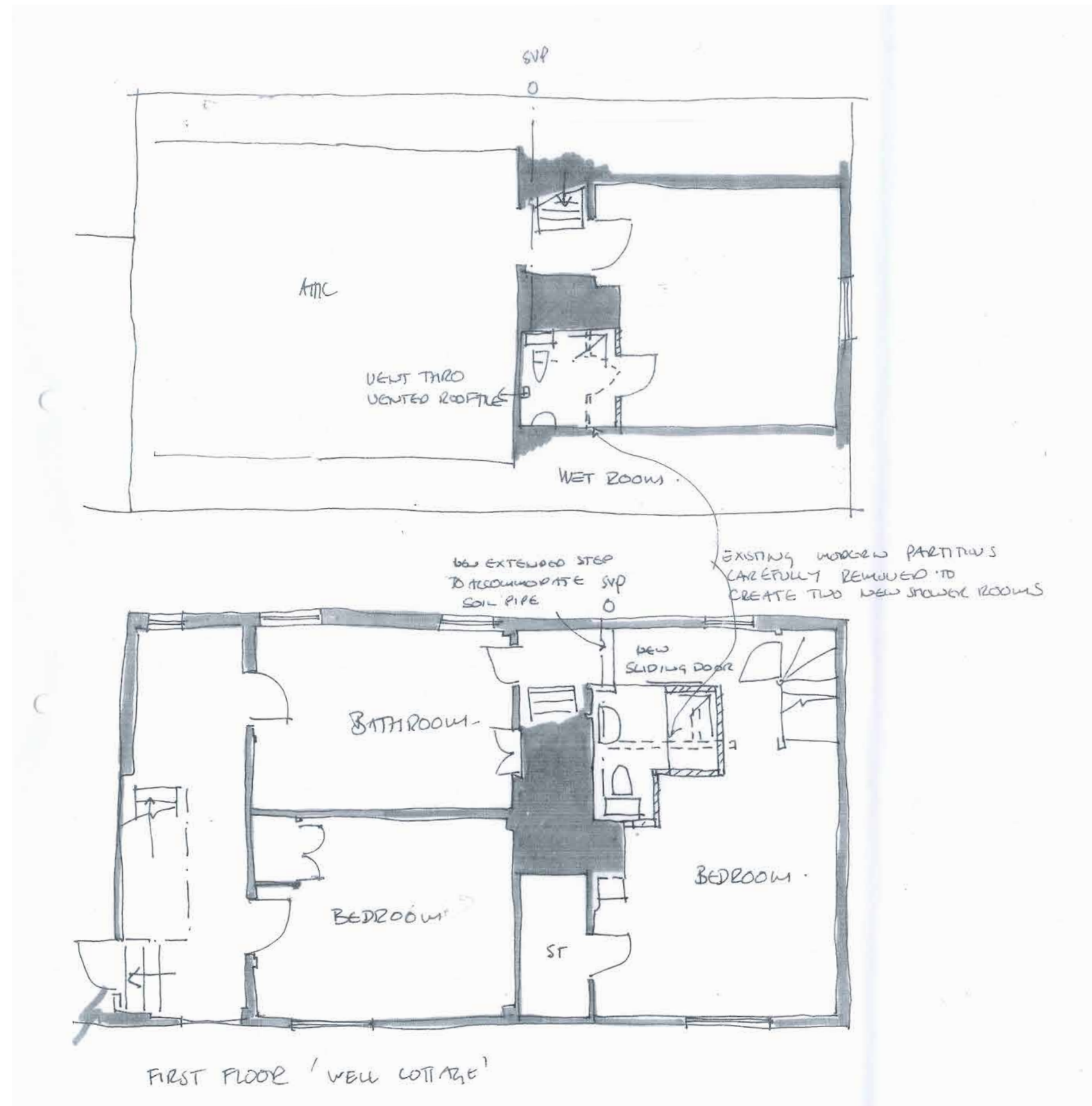
- Construction of a single storey rear extension
- Enlargement of the rear patio
- Removal and replacement of a 20th century porch to the northern side of the building
- Removal of a wall within the southern end of the building at ground floor
- Removal of modern concrete flooring throughout the ground floor and installation of hemp/Limecrete floors
- Reconfiguration of partitions at first floor to create an enlarged WC/shower room



6.3 Pre-App Scheme

The Conservation Officer's feedback was largely positive and included the main points:

- The proposal to enlarge the rear patio adjacent to the rear extension is not considered contentious subject to detail.
- The existing modern porch to the northern end of the building is not of any special interest, and its removal is not considered contentious in principle. The proposed replacement structure appears possibly slightly larger but is open sided and therefore, subject to detail, has the better to reveal the underlying historic fabric. In principle this aspect of the proposal is therefore considered acceptable.
- The wall which it is proposed to remove at ground floor is described as Victorian. Subject to confirmation of this and further information as to the significance of this phase of the house's development, this aspect of the proposal may not be considered contentious, although retention of nibs and a downstand may be required to allow for a continuing appreciation of this aspect of the floor plan.
- The removal and replacement of the concrete flooring with a more sympathetic breathable alternative is likely to be welcome, subject to detail.
- The relocated partition at first floor will have some impact on the floor plan of the adjacent bedroom, which will be reduced. However, given the relatively minor nature of the alteration, this is may be acceptable subject to the more detailed heritage statement mentioned above.



6.3 Pre-App Scheme

The conservation office stated that, "in summary, the proposals are considered unlikely to prove contentious in principle, although this is with the caveat that a more detailed heritage statement based ideally on a historic building survey is required to allow a fully informed assessment of some of the works."

In response to this comment we have ensured that the finalised application includes a Heritage Statement, with expert input from João Ricardo Lopes (accredited conservation architect and member of the Institute for Historic Building Conservation).

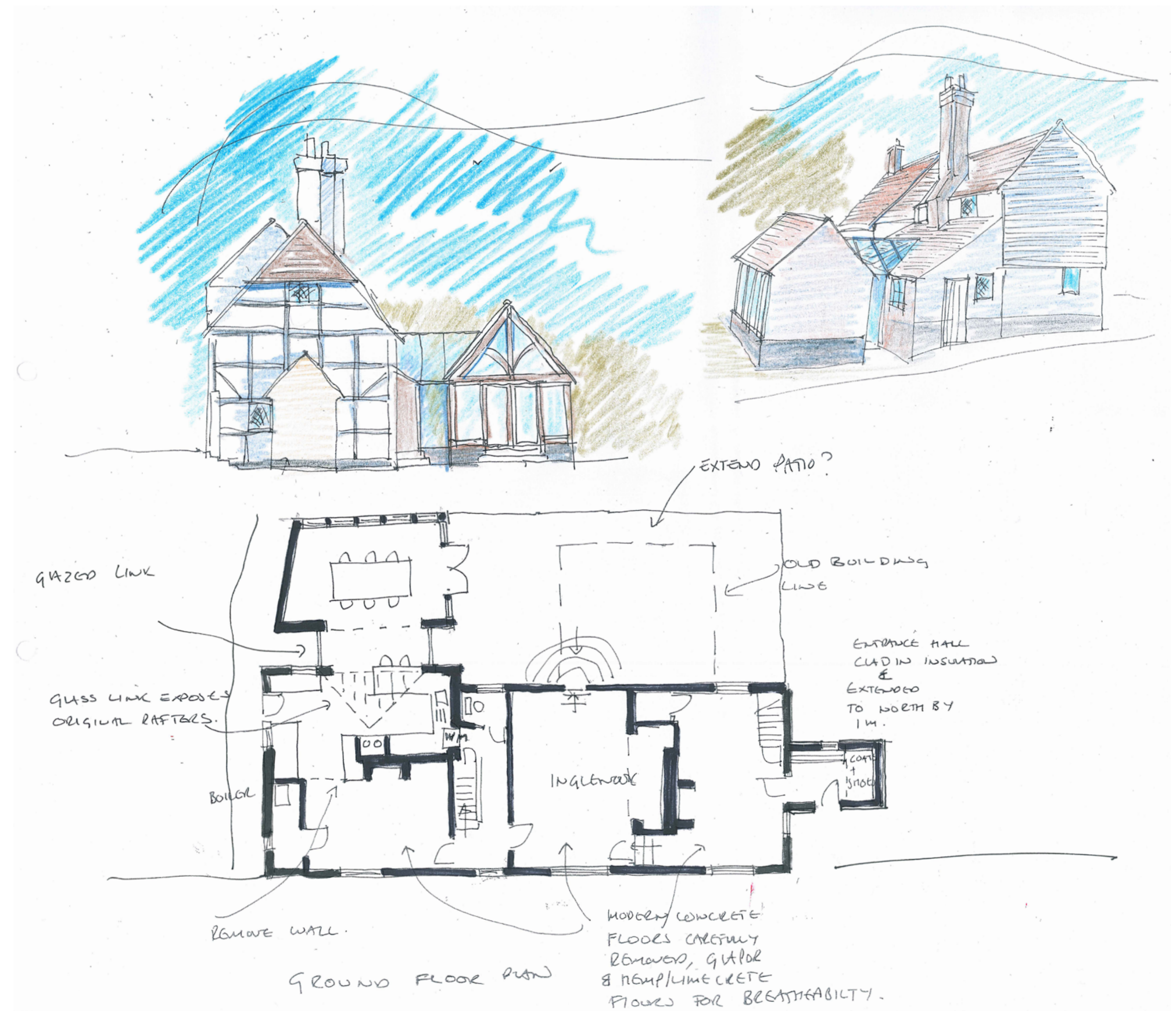
Following advice from the council we also commissioned a tree report from David Challice (chartered arboriculturalist) to confirm that the proposal would not adversely affect any trees within 50m.



6.4 Sketch Scheme 3

Following the submission of the pre-app scheme the design was further developed through conversations between the clients and architects.

The design of the extension was further developed, with the idea of creating a glazed link between the existing house and new dining area. Proposals for extending the front porch were scaled back.



There was minor design development to the first floor level plan, as the form of the Shower Room was re-designed to be more rectangular.

