



**The Old Post Office  
Sibford Ferris,  
OX15 5RG**

**Design and Access Statement**

Proposed addition of a second storey extension to an existing single storey utility room with the renovation of the current rear ancillary buildings.

13th November 2017

## Introduction

NCA-Architecture have been appointed by the Client to design a new second storey bathroom addition to an existing latter day single storey extension and the renovation of the existing ancillary buildings.

The Old Post Office is a four bedroom Grade II listed thatched dwelling with a two-storey pitched tiled extension, a single storey flat roof extension and single storey ancillary buildings located to the rear.

## Use

The proposed extension and alterations will provide a good sized family dwelling without adversely impacting on the neighbouring amenity of adjacent dwellings.

Careful consideration has been made to ensure the building is sensitive to its context, and neighbourly in its approach.

## Listing Description

SIBFORD FERRIS MAIN STREET, SP3436-3536 (North Side)  
16/142 Sunny Bank, GV II.

House. Early/mid C18. Coursed limestone rubble. Steeply pitched raised, thatched roof. Brick end stacks, one on chamfered stone base. 2-unit plan plus C20 extension to rear. 2 storeys. 2 window range. Entrance off centre to left has C20 door in wood frame and hood. Three 3-light wood casements to ground floor. Three 3-light metal casements in wood frames to first floor. Wood lintels, wrought-iron casement fasteners and springs. Interior not inspected.

Listing NGR: SP3590237431.

Selected Sources:  
<https://www.britishlistedbuildings.co.uk/101046828-sunny-bank-sibford-ferris#.WgLPjLacZhE>

## Amount

The proposal is for the addition of a new second storey extension onto an existing single storey utility room.

The proposal includes the sensitive renovation of the property and its current ancillary buildings.

The new extension and renovation is designed to compliment the existing context.



Existing street scene - Aerial View



Existing building frontage

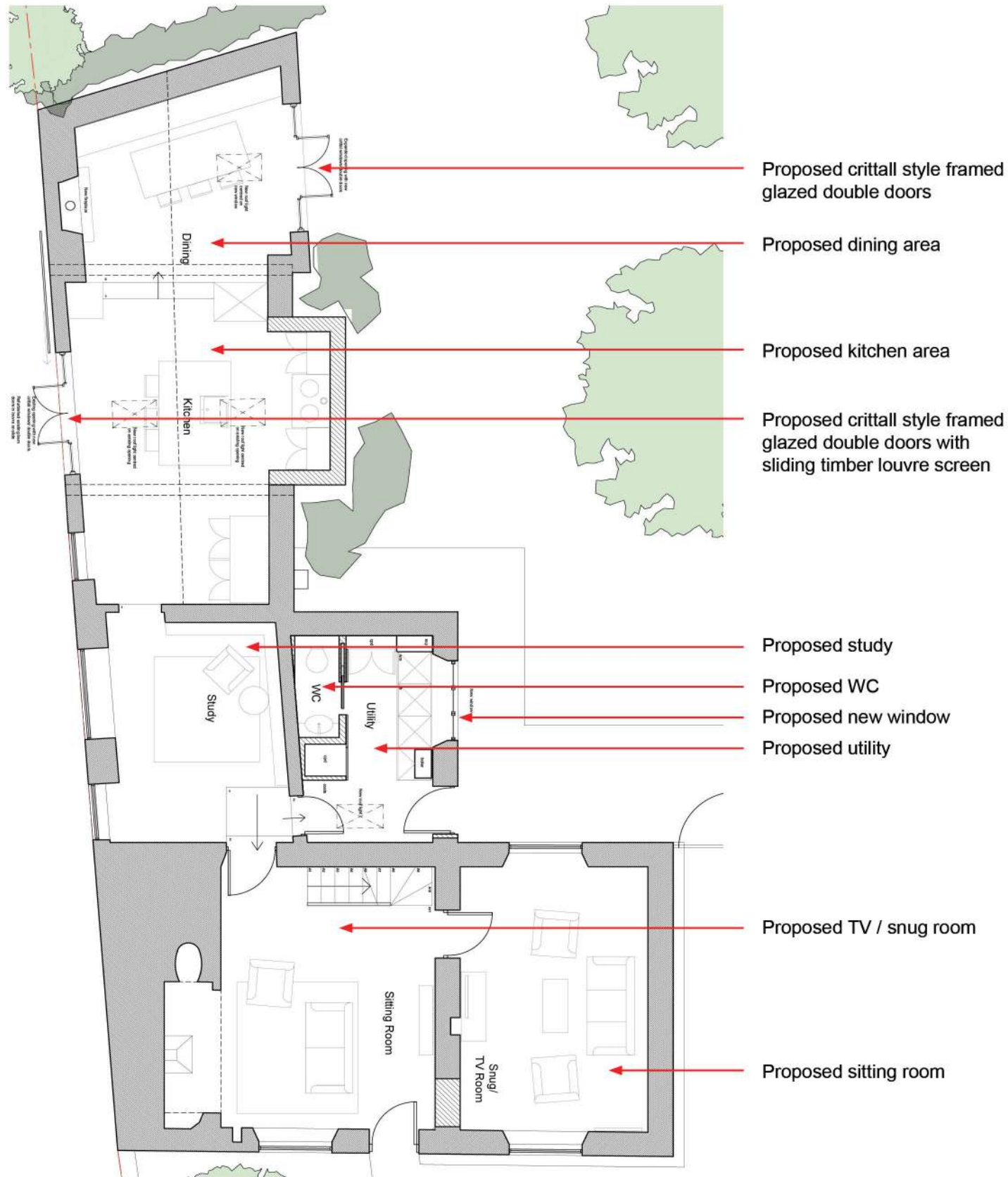


Existing Ground Floor Plan in context

## Scale and Mass

The scale and mass of the proposal respects the existing, adjoining two-storey extension and the main mid-18th century house.

When viewed from the Main Street frontage there is no change in appearance. The proposed changes to the existing building will only be visible from the sides and rear where it will read as modest and subservient to the host building.

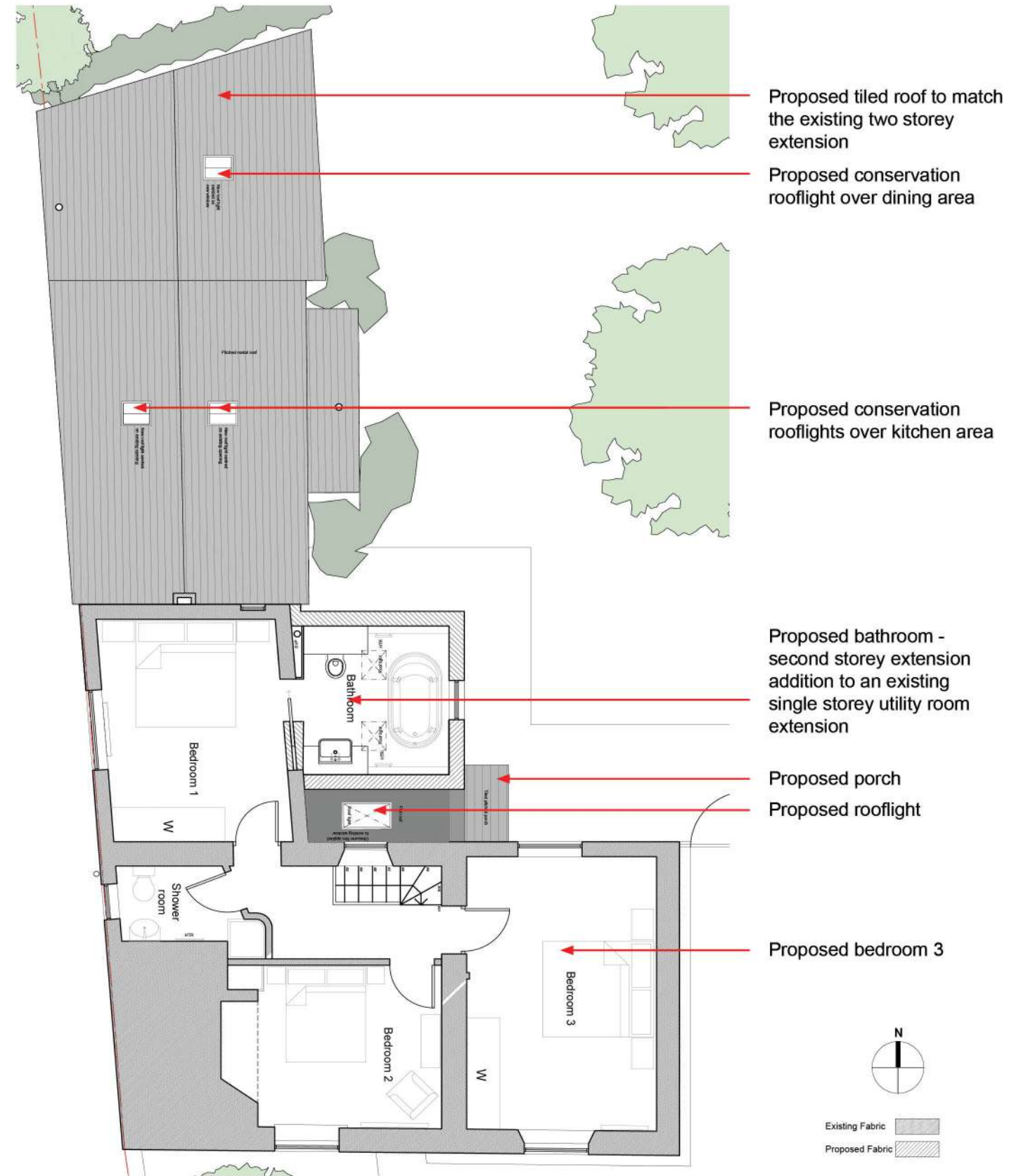


Proposed Ground Floor - Scope of Work

## Landscaping

We recognise the role played by the existing natural environment. Any landscaping will seek to blend with this existing natural environment.

The proposal seeks to minimise, as far as is practical, the removal of existing planting and supplement the existing with a variety of new complimentary planting.



Proposed First Floor Plan - Scope of Work

## Existing Building

The site is located on the North side of Main Street, Sibford Ferris.

The property comprises of a detached thatched mid-18th century property with frontage onto Main Street. A two-storey pitched tiled extension, a single storey flat roof extension and single storey ancillary buildings are located to the rear. The property has a front and rear garden.

The site area total is approximately 0.16 acres and is broadly rectangular in shape.

The building is Grade II listed.

### Existing Ground floor plan comments

The Ground Floor comprises of a main sitting room, and dining room/study in the thatched property; leading through to kitchen (at a lower level) and bathroom in the two-storey tiled extension and a utility room in a single-storey flat roof extension.

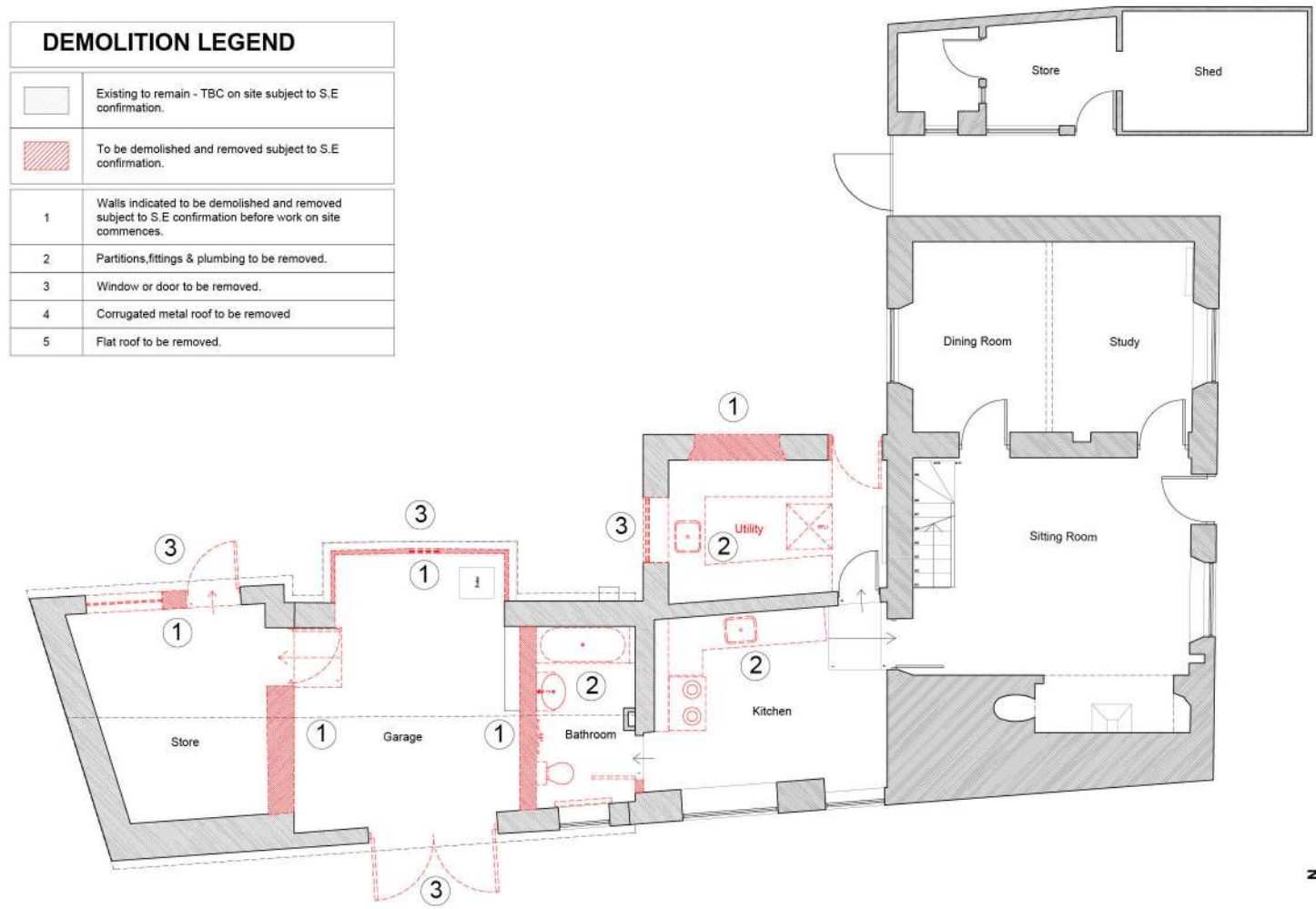
The garage/store is accessed by the garden or side road. The store is constructed from masonry and the garage is red brick; both with corrugated roofing.

There are various level changes throughout the Ground Floor of the building.



Existing Side Elevation of ancillary buildings: Garage door and metal frame window.

DEMOLITION LEGEND	
	Existing to remain - TBC on site subject to S.E confirmation.
	To be demolished and removed subject to S.E confirmation.
1	Walls indicated to be demolished and removed subject to S.E confirmation before work on site commences.
2	Partitions, fittings & plumbing to be removed.
3	Window or door to be removed.
4	Corrugated metal roof to be removed
5	Flat roof to be removed.



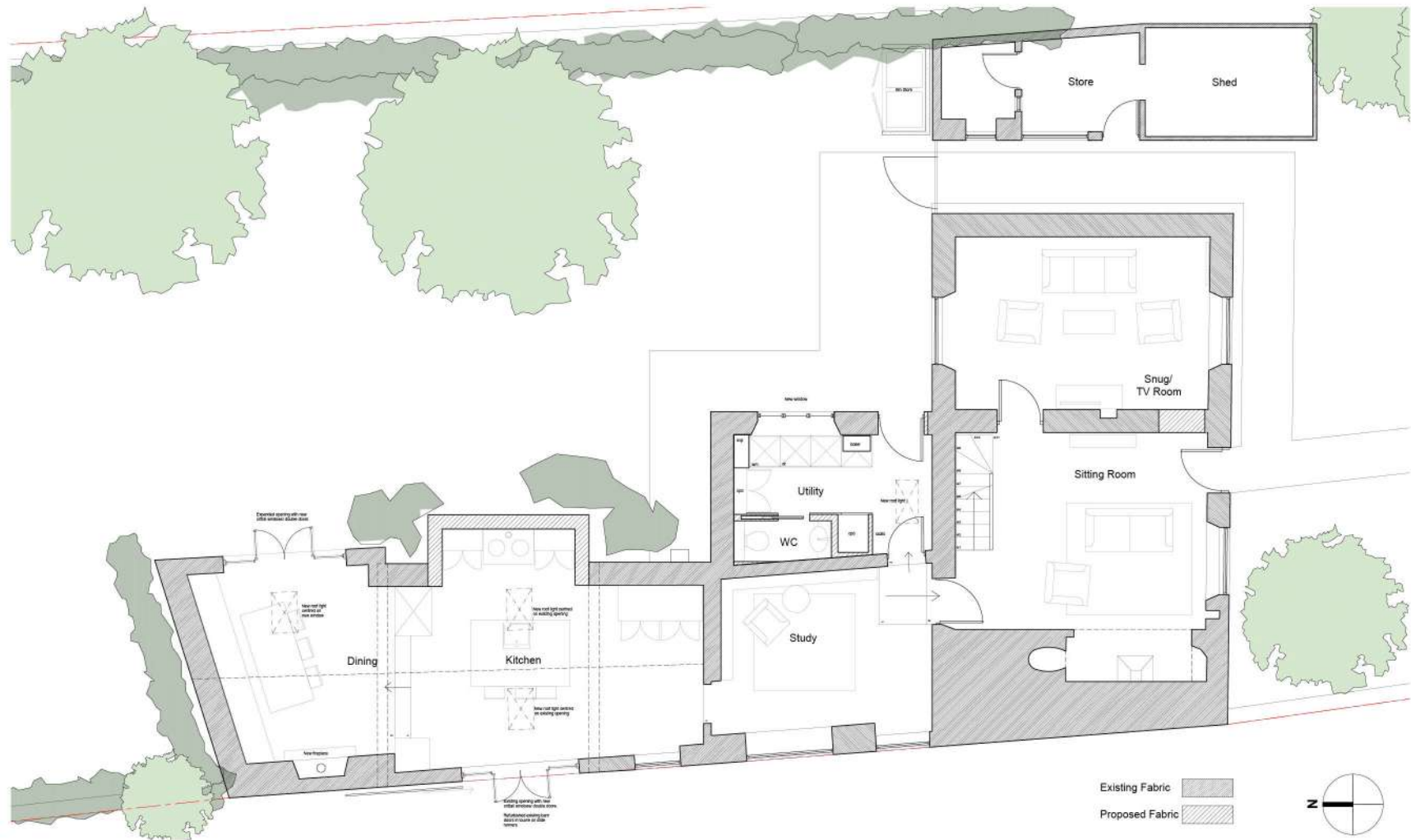
Existing Demolition Ground Floor Plan

Ancillary Buildings - Store & Garage	Tiled Extension	18thC Thatched House
Single Storey	Two Storey	Two Storey



Existing Demolition Side Elevation

Ancillary Buildings - Store & Garage	Tiled Extension	18thC Thatched House
Single Storey	Two Storey	Two Storey



Proposed First Floor Plan

Ancillary Buildings - Proposed Kitchen / Dining	Tiled Extension	18thC Thatched House
Single Storey	Two Storey	Two Storey



Proposed Side Elevation

Ancillary Buildings - Proposed Kitchen / Dining	Tiled Extension	18thC Thatched House
Single Storey	Two Storey	Two Storey

**Proposed Ground Floor Design Comments**

The existing Ground Floor utility room window has been removed and relocated in order to create symmetry and proportion on the side elevation gable end.

The existing ancillary building's (garage/store) roof will be replaced with a tiled roof. An addition of three new conservation rooflights is proposed: two above the new kitchen and one above the new dining area.

The existing kitchen will be relocated into the renovated garage/store to form an open plan kitchen dining space.

The existing store room located in the ancillary buildings has a single light painted timber barn door and timber frame window which will be removed and replaced with a proposed crittall style glazed double doors. Similarly the garage double timber barn doors are to be replaced by a proposed crittall style glazed double doors with the addition of a sliding louvre timber screen.

In addition a timber frame tiled porch is proposed above the utility room external door to provide protection and soften the utility extension with the rest of the house.



Proposed side elevation 3d view with timber louvre sliding screen open



Proposed side elevation 3d view with timber louvre sliding screen closed

**Existing First floor plan comments**

The first floor of the property comprises of four bedrooms and a small shower room which is insufficient for the needs of a family.

**Existing Fenestration / doors comments**

The majority of windows are either light painted timber casement or metal casements in timber frames; timber lintels, wrought-iron casement fasteners and springs. The front door is a timber door with timber hood.

The bathroom has a metal crittall style window and the garage has a double timber barn door with exposed black painted metal hinges.

The store room has a light painted timber frame window and single light painted timber barn door with exposed black painted metal hinges.



Existing single storey utility room which has little architectural merit



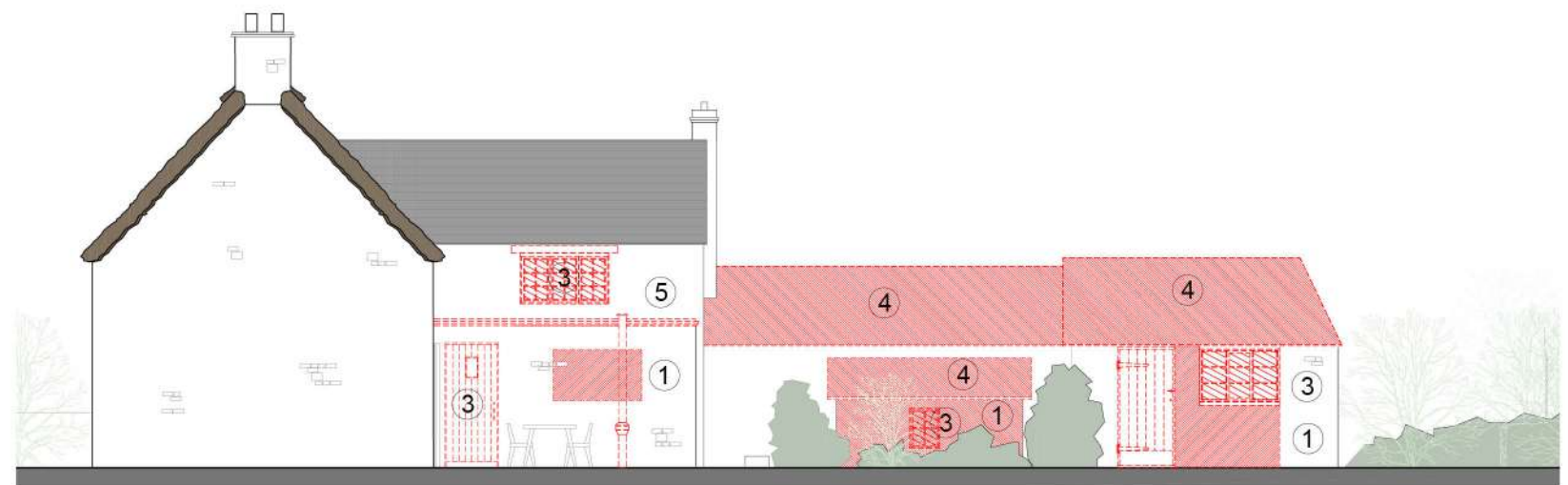
Existing ancillary building: store room window

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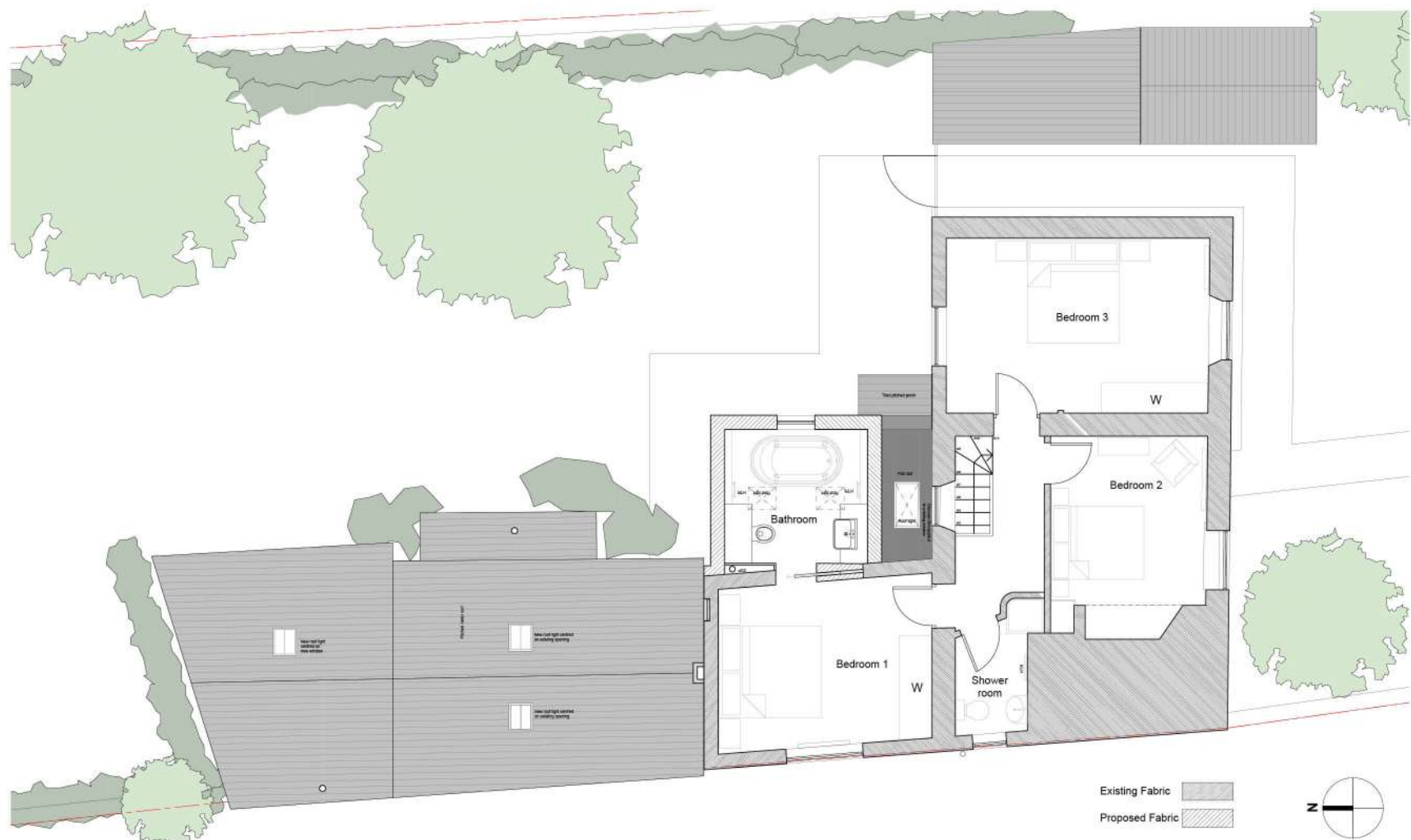
Existing Demolition First Floor Plan

Ancillary Buildings - Store & Garage	Tiled Extension	18thC Thatched House
Single Storey	Two Storey	Two Storey



Existing Demolition Garden Side Elevation

18thC Thatched House	Proposed Bathroom	Ancillary Buildings - Store & Garage
Two Storey	Two Storey	Single Storey



Proposed First Floor Plan

Ancillary Buildings - Proposed Kitchen / Dining	Tiled Extension	18thC Thatched House
Single Storey	Two Storey	Two Storey



Proposed Garden Side Elevation

18thC Thatched House	Proposed Bathroom	Ancillary Buildings - Proposed Kitchen / Dining
Two Storey	Two Storey	Single Storey

**Proposed First Floor Design Comments**

The design provides a second storey addition, including two conservation rooflights and a new window. This will form a new bathroom en-suite for the main bedroom.

The proposed ridgeline sits subservient to the existing ridgelines of the host building.

The proposal creates a separation between the existing thatched roof and the new second storey addition.

The proposed design retains the existing stairwell window and keeps a rooflight into the utility room for additional natural lighting.

**Material Considerations**

The materials proposed for the design will match the existing construction using masonry and tiles. Matching timber casement windows and critical style metal frame windows/doors will be used.

**Parking Provision**

The parking provision will remain as the existing on street parking.

**Conclusion**

The proposal aims to make best use of the existing building for required family needs.

The proposal seeks to form an appropriate visual relationship with the site and surrounding.

The design will not detract from the character and appearance of the area.



Proposed side elevation 3d view