

COMBINED PLANNING, DESIGN & ACCESS AND HERITAGE STATEMENT

Proposed Additional Dormer Window

16 Mill Hill, Botley, Hampshire, SO30 2GY

Applicant / Client	Mr & Mrs J Haynes
Proposal	Addition of a third dormer to the rear roof elevation, together with associated removal of existing roof windows
Planning Authority	Eastleigh Borough Council
Pre-application reference	Q/26/100769
Drawing package	ACM Architects Ltd drawings 2522-02-02, 2522-02-03 and 2522-02-05, dated July 2026
Statement date	01 August 2026

Prepared to accompany an application for Householder Planning Permission and Listed Building Consent

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1. Introduction and Purpose

This Combined Planning, Design & Access and Heritage Statement has been prepared in support of proposals at 16 Mill Hill, Botley, Hampshire, SO30 2GY. The proposal is for the addition of a third dormer to the rear roof elevation of the Grade II listed dwelling, together with the removal of two existing Velux roof windows and associated works to integrate the new dormer into the existing roof and tile-hanging arrangement.

The statement brings together the design, access and heritage considerations relevant to both the planning application and the application for Listed Building Consent. It has been prepared with particular regard to Eastleigh Borough Council's pre-application response dated 27 February 2026 (reference Q/26/100769), the submitted architectural drawings and the Preliminary Roost Assessment and Bat Activity Surveys dated 27 July 2026.

The Council's pre-application advice is particularly important to the design approach. The Council's Built Heritage advice raised no objection in principle, subject to detailed design and execution providing a seamless result, and specifically advised that the proposed new window should replicate the existing bathroom dormer, that the roof should mirror the other dormers, and that brick, mortar and tile-hanging should be carefully matched. [filecite\turn1file1\L92-L102](#)

2. Site and Surrounding Context

16 Mill Hill is an eighteenth-century cottage located on the south side of Mill Hill/Fareham Road in Botley. The building is a semi-detached brick-built dwelling with mature gardens to the front and rear. The existing accommodation extends into the roof space and the property has been altered over time, including side and rear additions.

The property occupies the south-west corner of Zone 3 of the Botley Conservation Area. The Council's pre-application response identifies a number of listed buildings within the surrounding townscape, including The Mill House, The Mill, the road bridge over the river, cottages on Winchester Street and buildings around Church Lane. [filecite\turn1file1\L83-L91](#)

The proposed works are located entirely to the rear roof slope. The rear elevation is therefore materially less prominent in the principal public views of the listed building than the principal front elevation and its distinctive entrance. Nevertheless, because the property is listed and within a conservation area, the detailed design and materials are important to preserving the architectural character of the building.

3. Heritage Asset and Significance

3.1 Listed building status

The property is Grade II listed under List Entry No. 1112069. Historic England records the building as first listed on 5 December 1955. The statutory description identifies it as an eighteenth-century building of two storeys, with a red tile roof, Flemish-bond brickwork incorporating red stretchers and blue headers, red rubbed flat arches, stone cills and sash windows. It also identifies the large and architecturally distinctive Doric doorcase with columns, open pediment, swags and fanlight.

These features establish the principal architectural significance of the building. The front elevation, particularly its formal doorcase, regular sash-window arrangement and brick detailing, makes a strong contribution to its special interest. The roof form and traditional materials also contribute to its character.

The statutory list entry is reproduced and relied upon as the primary source for the designation and significance assessment. Historic England confirms the Grade II designation, listing date and architectural description. [cite\turn0search0](#)

3.2 Conservation Area context

The property also contributes to the character and appearance of the Botley Conservation Area. The Council's pre-application advice identifies the building and its neighbouring cottages as part of the historic group at the

south-western end of Zone 3. The significance of the wider townscape is derived from the concentration of historic buildings, traditional materials, established street pattern and relationship between buildings and the river/bridge area.

The proposal is designed to remain visually subordinate to the historic front elevation and to respect the established rear roof composition.

3.3 Existing rear roof significance

The rear roof has already been altered and contains an existing double-dormer arrangement together with three Velux roof windows. The Council's Built Heritage officer considered that the addition of a third dormer would create a relatively large element of built form on the former cat-slide roof, but also recognised that the proposal would remove two out-of-character Velux windows, one of which is over-large, and would provide a third usable bedroom.

The Council therefore identified a heritage opportunity as well as a potential impact: the existing roofscape can be made more coherent by replacing visually unrelated roof windows with a dormer designed to replicate the existing historic-inspired dormer form. [filecite\turn1file1\L92-L102](#)

4. Planning History and Pre-Application Advice

The Council's pre-application response records a number of previous consents affecting the property, including Listed Building Consent/permission for works to the boundary wall and gates, replacement of the carport, and earlier two-storey and single-storey extensions. This demonstrates that the building has evolved through a series of controlled alterations while retaining its principal historic character.

[filecite\turn1file2\L125-L144](#)

A formal pre-application enquiry was submitted for the proposed dormer under reference Q/26/100769. Eastleigh Borough Council responded on 27 February 2026.

4.1 Key points arising from the pre-application response

- Householder planning permission and Listed Building Consent will be required.
- The relevant adopted Local Plan policies identified by the Council are S8 (Historic Environment), DM1 (General Criteria for New Development) and DM12 (Heritage Assets).
- The Botley Conservation Area Appraisal and Management Proposals SPD is relevant.
- The new dormer should replicate the existing bathroom dormer at the western end of the rear arrangement to achieve a coherent and symmetrical composition.
- The new roof should mirror the other dormers.
- Brick and mortar should be an exact match to the existing in colour and content.
- Existing tile hanging should be reused where possible, with any unavoidable mismatched tiles well mixed into the surrounding area rather than installed in obvious patches.
- The detailing and execution should provide a seamless result.

The Council concluded that, subject to appropriate detailing and execution and acceptable ecological survey results, the proposal was likely to be considered acceptable under the relevant policies and supplementary guidance. [filecite\turn0file3\L112-L128](#)

5. Description of the Proposal

The proposal is illustrated on ACM Architects Ltd drawings 2522-02-02, 2522-02-03 and 2522-02-05, dated July 2026. The submitted drawings show the existing and proposed floor plans, existing and proposed elevations, and the proposed first-floor arrangement and rear/side elevations. [filecite\turn0file0\L9-L13](#)
[filecite\turn0file1\L18-L20](#) [filecite\turn0file2\L25-L29](#)

The principal element is the formation of an additional dormer to the rear roof slope, creating a balanced three-dormer composition. The works also remove two existing Velux roof windows. The intention is to provide usable accommodation to the third bedroom while improving the visual consistency of the rear roofscape.

The dormer is deliberately designed as part of the existing family of rear dormers rather than as a separate contemporary addition. Its roof form, proportions, window arrangement and external finishes are to match the existing bathroom dormer as closely as practicable.

The construction will require local removal and reinstatement of roof and tile-hanging materials. Existing suitable materials will be carefully salvaged for reuse. New materials will be selected to match the existing fabric in colour, texture, profile, size and weathering characteristics.

6. Design and Access Assessment

6.1 Design principles

The design has been developed around five principles: minimum necessary intervention; visual coherence with the existing dormers; retention and reuse of historic fabric where practicable; reversibility/legibility of new work where appropriate; and avoidance of harm to the principal architectural features of the listed building.

The Council's Built Heritage advice has directly informed the final design. In particular, the proposed dormer follows the form of the existing bathroom dormer, creating a consistent rhythm across the rear roof slope. This is preferable to introducing a different dormer type or a large rooflight arrangement.

6.2 Scale, massing and proportions

The additional dormer is contained within the existing roof envelope and does not alter the principal two-storey massing of the listed building. The proposal introduces a relatively limited element of additional built form to the rear roof slope, but this is offset visually by the removal of two Velux windows and by the repetition of an established dormer form.

The design therefore reads as an extension of the existing rear dormer composition rather than as an unrelated roof addition.

6.3 Materials and detailing

Materials are critical to the success of the proposal. The new brickwork and mortar will match the existing brick and mortar in colour, texture and composition. The roof covering will match the existing clay tile roof, with salvaged tile hanging reused wherever practicable.

Where new or replacement tile hanging is necessary, individual tiles will be selected and distributed so that differences in age or weathering are naturally blended rather than concentrated in visible patches. This responds directly to the Council's requirement that mismatched tiles are well mixed into the existing area.

□filecite□turn1file1□L98-L102□

6.4 Windows

The dormer window will replicate the proportions, detailing and character of the existing bathroom dormer window, as advised by the Council's Built Heritage officer. This approach creates a consistent architectural language and avoids introducing an alien window type into the listed building.

6.5 Access

The proposal is a domestic alteration to an existing dwelling. No alteration to the existing pedestrian or vehicular access arrangements is proposed. The existing entrance, boundary treatments, garden access and parking arrangements remain unchanged.

The Council's pre-application advice confirms that, given the modest scale and positioning of the proposal, it should not result in significant impacts on neighbouring amenity. □filecite□turn0file3□L105-L109□

7. Heritage Impact Assessment

7.1 Methodology

The assessment considers the significance of the listed building and the contribution made by its setting, then considers the effect of the proposed works on that significance. The assessment is proportionate to the scale of the proposal and is informed by the statutory list entry, the Council's pre-application advice, the submitted drawings and an understanding of the existing building fabric.

National planning policy requires the significance of heritage assets affected by development to be identified and the impact of proposals on that significance assessed. The current NPPF was revised and published on 17 August 2026. [cite\turn0search1](#)

7.2 Impact on architectural significance

The principal architectural significance of the listed building lies in its eighteenth-century form, traditional brickwork, red tile roof, sash windows and particularly its formal Doric entrance. None of these principal front-elevation features is altered by the proposal.

The works affect the rear roof, which has already experienced alteration. The proposal therefore affects a less intact part of the building and does so through a form that is already established on the rear elevation.

The removal of two Velux windows is a positive aspect of the proposal. The Council expressly recognised that the existing Velux windows are out of character and that one is over-large. Their removal allows the roofscape to be expressed through a consistent dormer composition. [filecite\turn1file1\L92-L95](#)

7.3 Impact on conservation area character

The rear elevation is less prominent than the principal front elevation. The proposal will not alter the historic street frontage, principal entrance or the relationship of the listed building to Mill Hill.

The use of matching materials and an established dormer form ensures that the change remains subordinate and visually coherent. The proposal is therefore considered to preserve the contribution of the building to the character and appearance of the Botley Conservation Area.

7.4 Overall level of heritage impact

Having regard to the Council's pre-application response, the proposed works are considered capable of being undertaken without harm to the special architectural and historic interest of the listed building, provided the approved materials, proportions and detailing are implemented accurately.

The proposal offers a modest enhancement to the visual coherence of the rear roofscape through removal of the two visually intrusive Velux windows and replacement with a dormer that repeats an established architectural form. The Council's Built Heritage officer raised no objection in principle provided that the detailing and execution provide a seamless result. [filecite\turn0file3\L112-L119](#)

8. Ecology and Biodiversity

A Preliminary Roost Assessment and two Bat Activity Surveys were undertaken by Vesper Conservation & Ecology Limited. The report is dated 27 July 2026 and relates specifically to the proposed works at 16 Mill Hill. The surveys were undertaken on 19 May and 9 June 2026 following the earlier preliminary assessment. [filecite\turn1file0\L11-L30](#)

The building was assessed as having moderate suitability for roosting bats because of gaps and crevices associated with roof and hanging tiles. However, no bats were recorded emerging from, re-entering or otherwise using the building as a roost during either of the two dusk emergence surveys.

The ecologist concludes that no further bat surveys are recommended at this stage, provided the works proceed within the survey validity period and remain as described. An EPS bat mitigation licence is not considered necessary on the current findings. [filecite\turn1file0\L42-L56](#)

8.1 Ecological mitigation and enhancement

The works will nevertheless be undertaken using a sensitive soft-strip approach. Roof tiles and associated dormer materials will be removed carefully by hand where practicable and exposed crevices or gaps will be visually checked. If a bat or evidence of bats is discovered, works will stop immediately in the affected area and advice will be obtained from a suitably qualified ecologist. □filecite□turn1file6□L238-L250□

An integrated bat box will be incorporated into the new rear wall, positioned as close as practicable to eaves height and in accordance with the ecologist's recommendations. It will be retained for the lifetime of the development. External lighting will not illuminate the bat-box entrance, rear eaves, boundary vegetation or likely commuting routes; any necessary lighting will be low intensity, downward facing and shielded to minimise light spill. □filecite□turn1file6□L251-L283□

9. Planning Policy Assessment

9.1 Eastleigh Borough Local Plan 2016–2036

The Council's pre-application response identifies Policies S8, DM1 and DM12 as the principal local policies relevant to the proposal. Policy S8 seeks the conservation and/or enhancement of the Borough's heritage assets and includes listed buildings and conservation areas. The adopted Local Plan states that development should be managed so as to conserve and enhance heritage assets in a manner appropriate to their significance. □cite□turn0search36□

Policy DM12 provides the detailed heritage-asset framework. The proposal is consistent with this approach because it retains the principal historic fabric and character of the listed building, avoids alteration to the most significant front elevation, and uses matching materials and detailing to integrate the new work.

Policy DM1 provides general criteria for new development, including considerations relating to character, appearance, amenity and the natural environment. The modest scale and rear location of the proposal, together with the retention of existing access arrangements, means that the proposal is consistent with these general principles.

9.2 National Planning Policy Framework

The current National Planning Policy Framework was published on 17 August 2026 and replaces the December 2024 Framework. The Government describes it as the national framework for plan-making and decision-making on development proposals in England. □cite□turn1view0□L56-L87□

The proposal accords with the Framework's approach to the historic environment by identifying the significance of the designated heritage asset, considering the effect of the works on that significance and adopting a design which avoids unnecessary harm. The proposal also supports the continued viable domestic use of the listed dwelling.

9.3 Planning (Listed Buildings and Conservation Areas) Act 1990

The application is for works affecting a listed building and must therefore be considered having regard to the statutory duties under the Planning (Listed Buildings and Conservation Areas) Act 1990. The design has been developed specifically to preserve the special architectural and historic interest of the building and to preserve the character and appearance of the surrounding conservation area.

9.4 Biodiversity

The ecological assessment has informed the design and construction methodology. The integrated bat box and sensitive working method provide proportionate mitigation and enhancement while ensuring that the works do not result in unacceptable effects on protected species. The ecological report records that the proposed works are not anticipated to directly affect the designated sites identified within 1 km of the property.

□filecite□turn1file7□L301-L308□

10. Conclusion

The proposal represents a carefully considered alteration to the rear roof of a Grade II listed eighteenth-century dwelling. It provides improved first-floor accommodation while rationalising an already altered rear roofscape.

The design responds directly to Eastleigh Borough Council's pre-application advice by replicating the existing bathroom dormer, matching the existing roof form and using carefully matched brick, mortar and tile hanging. The removal of the two existing Velux windows, including the over-large window identified by the Council, improves the coherence of the rear elevation.

The principal architectural features of the listed building, including the formal front elevation, sash windows, brickwork and distinctive Doric doorcase, remain unaffected. The proposal is confined to the less prominent and already altered rear roof area.

The ecological assessment has established that no active bat roost was identified during the two dusk emergence surveys and that no further surveys are currently recommended, subject to the works proceeding within the appropriate validity period. Sensitive soft-strip working and an integrated bat box will be incorporated as recommended.

Overall, the proposal is considered to preserve the special architectural and historic interest of 16 Mill Hill, preserve the contribution of the building to the Botley Conservation Area, and accord with the relevant Eastleigh Borough Local Plan policies and national planning policy. The proposal should therefore be supported, subject to appropriate conditions controlling materials, detailed joinery and tile-hanging reinstatement and the ecological measures identified in the submitted survey.

Appendix A – Schedule of Supporting Documents

Document	Reference / Date	Purpose
Existing Floor Plans	ACM Architects Ltd 2522-02-02, July 2026	Existing layout and roof accommodation
Existing & Proposed Elevations	ACM Architects Ltd 2522-02-03, July 2026	Existing/proposed external appearance
Proposed Floor Plan & Elevations	ACM Architects Ltd 2522-02-05, July 2026	Proposed dormer and internal arrangement
Eastleigh Borough Council Pre-Application Response	Q/26/100769, 27 February 2026	Planning and Built Heritage advice
Preliminary Roost Assessment and Bat Activity Surveys	Vesper Conservation & Ecology Ltd, 27 July 2026	Protected species assessment and mitigation
Historic England National Heritage List Entry	List Entry No. 1112069	Statutory designation and listing description
Eastleigh Borough Local Plan 2016–2036	Adopted Local Plan	Local planning policy framework
National Planning Policy Framework	17 August 2026	Current national planning policy

Appendix B – Heritage and Design Commitments

The following commitments are intended to secure the heritage quality of the completed works and provide a clear basis for any planning or Listed Building Consent conditions.

- The new dormer window will replicate the existing bathroom dormer in proportions, form and detailing.
- The dormer roof will mirror the existing dormer roof form.
- New brickwork will match the existing brick in colour, texture and bond.
- New mortar will match the existing mortar in colour, texture and composition.
- Existing tile hanging will be salvaged and reused wherever practicable.
- Any replacement tiles will be carefully mixed into the existing roofscape rather than installed in visually distinct patches.
- No alteration is proposed to the principal front elevation or the distinctive historic entrance.
- The two existing Velux roof windows will be removed as part of the works.
- Roof and tile-hanging works will follow the sensitive soft-strip method recommended by the ecologist.
- An integrated bat box will be incorporated into the new rear wall and retained for the lifetime of the development.
- External lighting will be designed to avoid illumination of the bat box, rear eaves and likely bat commuting routes.
- If a bat or evidence of bats is discovered during construction, works in the affected area will stop and a suitably qualified ecologist will be consulted.

END OF STATEMENT

Source note: This statement has been prepared from the submitted architectural drawings, Eastleigh Borough Council pre-application response, Vesper Conservation & Ecology report, Historic England's National Heritage List entry and the current national/local planning policy sources identified above.