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## Kelley House

18-20 Royal College Street, London, NW1

## Feasibility Study Report



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# 1 Introduction

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## 1.1 Client Brief

Kelley House is a vacant residential property currently owned by Equinox Ltd, a service provider specialising in the provision of care facilities on behalf of Central Government and other bodies. Until recently, it has been used as a hostel for offenders.

The Ministry of Justice, National Offender Management Service (MoJ/NOMS) is planning to take on the property's Title from Equinox and to subsequently complete a general refurbishment of the building so that its use as a Residents' premises can be continued. It was originally intended that the new premises would comply with the guidelines as set down in MoJ's Approved Premises Guide, however, due to the need to achieve Value for Money (VfM) and to ensure that the project is financially viable, the proposed renovation will not generally comply to the guide, although where possible aspects of AP design will be considered.

The continued use of the building requires applications to the Local Planning Authority and English Heritage for Planning Approval and Listed Building Consent respectively, which are to be submitted by the end of March 2010.

## 1.2 Purpose of this Report

The purpose of this report is to supplement the proposed statutory consent applications, which will be submitted by conservation consultants CGMS Ltd, by setting out in outline, the design intent of the proposed refurbishment works. It will therefore provide:

- an Overview of the existing property;
- an understanding of the existing Physical Constraints and other issues in relation to NOMS Approved Premises Guide;
- an Outline Works Scope for the proposed refurbishment;
- a proposed Accommodation Schedule;
- a set of Existing and Proposed Floor Plans applications;
- a set of existing Photographs, which outline the current format and condition of the premises.

### 1.3 Project Team

This report has been compiled involving the following core team members:

- 1) Home Office Property Group – Client-side projects procurement team, acting on behalf of MoJ/NOMS;
- 2) NOMS – Client-side, End-user input to advise on project and design brief. In addition to provide any business liaison function;
- 3) Drivers Jonas Deloitte – providing HOPG with project management and design services;
- 4) VegaAssociates Ltd – acting on behalf of NOMS as change management consultants;
- 5) CGMS Limited – providing HOPG with consultancy services in connection with the statutory approvals.

### 1.4 Exclusions

This report study excludes the following:

- It has not been subject to a detailed review of compliance with Statutory requirements although a cursory evaluation of overall requirements has been carried out to inform the space planning;
- No intrusive surveys were completed as part of our on-site visual inspection;
- This report is not accompanied by any cost or programme information;
- Any detailed design and that just an outline scope of works and finishes is contained herein;
- No specific BREEAM or sustainability proposals have been developed, although this has been subject of a cursory review;
- No in depth review of waste and recycling methods, although again this has been subject of a brief mention towards the back of this report.

# 2 Property Overview

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## 2.1 Building Context

Kelley House, 18-20 Royal College Street, London NW1 is a five-storey residential premises, previously converted from two separate properties into a single building, adapted for multiple-occupation. In the past, the premises has been used as a hostel and has recently become vacant. It is in fair condition, with a minimal evidence of significant building defects, albeit that there is some water ingress and fungal attack present in some parts of the building. The fabric is generally dilapidated, having not been maintained to any significant extent for a number of years. Apart from this, there are no identified structural deficiencies that were observed from our brief visual inspection. There is a record logged with the Local Authority's Building Control department that details underpinning having been completed to the property in 1993.

## 2.2 Current Layout

Presently, the building is laid out to provide 18 single bedrooms and it is intended to retain as many as possible in the proposed scheme.

The building covers five floors; Lower Ground to 3<sup>rd</sup> Floor and the two properties 18 & 20 Royal College Street are interconnected at 1<sup>st</sup> and 3<sup>rd</sup> floor level via openings in the party wall. In addition to the bedrooms, the building provides; office areas and ancillary spaces such as kitchen, laundry, lounge and rest areas. The property has not been maintained or significantly refurbished for some years and contains a dilapidated electrical system (1980s) and a gas-fired LTHW heating system with perimeter radiators.

The property retains its original core layout in that a staircase to each building is situated in its original location at the rear. In addition, the party wall, another key feature of the building is generally unmodified except for the two openings between 18 & 20.

The rear Garden, is bounded on each flank by low level brickwalls and timber fencing and to the rear a substantial brickwall upto approximately 9m, possibly a retaining wall, which therefore encloses the garden. As such the rear garden is 'land-locked' and prevents access and egress via the rear of the property. This is important as it means that fire escape from the building is onto the front pavement and restricts the degree of alterations that can be completed internally.

With regard to the building itself, the Lower Ground floor comprises lightwells and brick vaults, which run beneath the pavement to the edge of the road and can only be accessed via the two main rooms in 18 & 20 respectively. The Ground Floor currently includes for management offices and ancillary areas such as the Residents' kitchen.

The 1<sup>st</sup> floor also has ancillary Residents' areas and three bedrooms, whilst the 2<sup>nd</sup> and 3<sup>rd</sup> floors are dedicated to providing six bedrooms on each floor. The bedrooms currently have a single shower, whilst toilets are shared. It is noted that the 3<sup>rd</sup> floor is a mansard construction to the rear, which means that headroom in the two bedrooms at the back of the building is restricted.

# 3 Physical Constraints

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## 3.1 Compliance with MoJ's Approved Premises Guide

Draft proposed layouts have been reviewed and it has been decided by NOMS that the Approved Premises Guide cannot be implemented to any significant extent at Kelley House. It is therefore considered more appropriate to maximise VfM by providing small bedrooms and ensuring that management office space, and the ancillary functions such as group space and interview rooms are captured within the scheme. Furthermore, the provision of staff areas and all of the Guide's preferred Residents' facilities such as a Games Rooms cannot be accommodated but the best fit solution will be adopted incorporating 'double-use' rooms where feasible.

## 3.2 Lower Ground Floor

The AP Guide requires staff areas to be separated from but situated adjacent to Residents' accommodation. Due to the very narrow but deep lightwells at the front, it is not possible to locate the General Office and Reception on the Lower Ground floor. The Reception will therefore be in its current position on the Ground Floor of No. 18.

There is no opening in the party wall and an opening is not required. The single toilets situated beneath each staircase are small but it is preferred that toilet provision is retained in these instances.

The Lower Ground floor also comprises brick vaults beneath the pavement, which are used for storage and realistically could not be used for anything else.

## 3.3 Ground Floor & 1<sup>st</sup> Floors

A wheelchair accessible bedroom is most appropriately located on the Ground Floor. However, due to the impact of this upon absorbing valuable space for other facilities and the fact that there is no opportunity for introducing a lift to upper floor areas, NOMS management plan will be implemented to accommodate disabled residents at an alternative site.

To facilitate access between key Residents' space i.e. the Dining Room in No. 20 and the General Office in No. 18, it will be necessary to create an opening in the party wall.

To the 1<sup>st</sup> Floor there is little change proposed to the layout apart from creation of a separation corridor between the proposed Group Room and Interview Room. The 3 existing bedrooms cannot be easily adapted into AP compliant bedrooms.

### 3.4 2<sup>nd</sup> and 3<sup>rd</sup> Floors

The 2<sup>nd</sup> and 3<sup>rd</sup> floors currently provide six small bedrooms each of approximately 8m<sup>2</sup> and a shared toilet. On the 2<sup>nd</sup> floor there is a further shared toilet but this will be removed as part of the proposed works and replaced elsewhere. None of these bedrooms achieve the 16.5m<sup>2</sup> AP guidelines.



# 4 Proposed Outline Works Scope

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## 4.1 General Scope of Structural and Architectural Works

The general scope of works is based upon 17 residents and up to 4 staff present at anyone time.

### **Structural Works**

Structural works will be kept to a minimum. At present, the buildings are interlinked at 1<sup>st</sup> and 3<sup>rd</sup> floor levels via the party wall and the proposed works will require similar openings at ground and 2<sup>nd</sup> floors. It is intended that these openings will all be in the same vertical plane, to ensure that structural loadings are retained in the same area and to avoid unnecessary additional works related to this scope.

This also means that the existing opening on the 1<sup>st</sup> floor is therefore closed, to allow for a new opening to be created adjacent to the old one in line with the correct vertical plane.

In addition, there is a requirement to form an opening to create a through-room for the Residents' dining area on the Ground Floor.

### **Sanitary Provision**

Guidelines for sanitary accommodation in dwellings of multiple occupation like this, suggest the following:

- WCs, 1 per 4 persons i.e. 5 in total;
- Wash hand basins in each bedsitting room;
- Bath, 1 per 10 persons;

It is envisaged that a waiver will be sought to avoid the provision of a 2<sup>nd</sup> bath on the basis that en-suite shower facilities will be provided in all bedrooms. This report will be developed at Detailed Design stage to ensure that works meet the statutory requirements of the Building Regulations.

It is noted that a new foul water drainage stack and duct will be required to serve the revised position of toilets and showers.

## **Bedroom Facilities**

Each bedroom will incorporate the following:

- Shower, 760mm x 760mm
- Wash hand basin – small 250mm x 350mm
- Bed, typically 900mm x 1900mm
- Desk & chair, typically 1400mm by 600mm
- Wardrobe space with anti-ligature points.

As space is at a premium, it is proposed that innovative solutions to space planning such as fold away desking and slimline shower cubicles will be introduced into the design. The design will address safety measures such as anti-ligature issues and restricted window openings.

## **Staff Areas**

Staff areas that are required include:

- Main Office and Reception;
- Staff Rest Area;
- Management Office for securely storing records;
- Toilets;
- Multi-faith room and Medical Room;
- Cleaner's store;
- Comms Room (Cupd).

These will be fitted out generally. It is envisaged that a fire-rated cupboard will be constructed to house a server, which is to be located in the Staff Rest Room.

## **Residents' Ancillary Areas**

Residents' Ancillary Areas that are required include:

- Dining Room;
- Interview Room;
- Kitchen;
- Laundry;
- Bathroom x1;
- Toilets x 5;
- Group Working Room.

The Dining Room can accommodate all 17 residents at one sitting but it is envisaged that there will be two sittings to allow for greater comfort. A structural opening will be required in the walls between the front and rear areas of the ground floor to No. 20 to facilitate this function.

## **Architectural Finishes**

Generally, partitions will achieve an acoustic rating and be severe duty. Wall and ceiling finishes will be hard plastered with vinyl matt emulsion paint. Floor finishes to be broadloom carpet, carpet tiles or slip-resistant vinyl to wet areas.

Doors will be fire-rated where required, with anti-ligature door furniture, brushed stainless steel. Joinery to be softwood or mdf with low VOC gloss paint.

Furniture will be designed to fit the space and within bedrooms may incorporate space-saving design characteristics, ensuring that anti-ligature issues are taken into account.

Where possible the Approved Premises Guide will be adopted in relation to all architectural finishes and building services and this is enclosed as an Appendix for reference purposes only.

## 4.2 General Scope of Mechanical, Electrical, Public Health and ICT Works

### Electrical Power

The incoming electrical meter and switch gear is located within a Lower Ground level cupboard towards the front of the property. Although access to the cupboard was not obtained it appears that a sub-main cable route is from the meter cupboard to a Ryefield distribution board located in an electrical riser cupboard. The last electrical inspection appears to have been undertaken in 2006, with the next inspection due in 2011

However it is considered that the condition of the existing electrical installation and lighting system is generally poor and that a complete strip out and replacement of all circuits is required in order to bring the electrical installation in line with current regulations, the AP Design Guide, and fit for purpose.

There is currently no provision of stand-by power at the site and any backup would be by way of a small UPS servicing the proposed Comms Server in the Staff Rest Room.

### Fire Alarms and Sprinklers

The existing fire alarm system appears to provide coverage through out the building. However, it is considered that similar to the electrical services strategy, the existing fire alarm system should be replaced. It is not proposed to provide sprinkler provision within the building.

### Access Control and Security

Access control of Kelley House is currently provided by a number of electric-powered locks installed on external doors, which are controlled from the main reception. Once inside the building, there is no electronic access control.

CCTV coverage is provided externally both at the front and the rear of the building, utilising a number of camera types, which feed images back to the main reception office. It is recommended that a new AACS, IDS and CCTV system be incorporated into the scheme along with any 'Redcare' or equivalent remote monitoring.

### Telecommunication and Data

The existing telecommunications into the building is untidy and unclear, particular to the front elevation. The proposed works will incorporate total re-cabling to provide new incoming fibre and copper comms cabling as required.

### Gas Heating and Cooling

Gas is used within the building and is for heating purposes. The incoming utility gas supply enters the site at Lower Ground level at the front of the property, and transfers through the building to serve boiler plant located in a separate enclosure in the rear Garden. The proposed works will remove in it's entirety the gas pipework downstream of the meter and a new system be installed along with low surface temperature radiators.

In general, the heating pipework is concealed throughout the building, routed between ceiling/floor joists before connecting with radiators. With consideration to the comprehensive extent of proposed works, the heating system will be stripped out in its

entirety and replaced with new. There is no proposal to provide comfort cooling provided accept in staff office areas. This will require a split DX unit with outdoor condenser unit situated either within the front lightwell or to the rear. This work will require separate Planning and Listed Building Consent applications and we understand that this will be submitted at a later stage.

### **General Ventilation**

Kelley House is naturally ventilated, with mechanical extract ventilation provided to areas such as toilets, showers, and kitchens. New systems will be installed to suit the proposed refurbishment.

### **Domestic Hot and Cold Water**

It has not been possible to determine how the domestic hot and cold water supply is provided to Kelley House and further surveys will be required. However, a mains water supply enters the site at Lower Ground level at the front of the property but not be satisfactorily traced after this point.

Evidence was not found of their being any cold water storage on site, and it is suggested that the cold water outlets may be mains supplied, based on their being electric showers installed throughout the building. It is proposed that wholesale replacement of the hot and cold water system be completed as part of the works scope.

### **Foul Water & Rainwater Drainage**

The existing foul water drainage is serviceable. However, it is considered that as a result of the level of works generally required to upgrade the building the existing foul water drainage requires removing in it's entirety, and new drainage installed to suit proposed changes in space planning.

The rainwater drainage is serviceable and this system can be re-used. There is currently no provision for the use of rainwater discharge, and this will be reviewed with regard to achieving the sustainability aims of the AP Design Guide as part of the scope of works.

## 4.3 Statutory Compliance

### Building Regulations

This study has not been subject to a detailed review of compliance with the Building Regulations, from an Approved Inspector or Local Authority Building Control Officer. However, it has been reviewed to ensure that any issues that may have impacted upon the general configuration of the building and the overall output of the works to provide 17 bedrooms and the ancillary areas have been raised.

Sanitary Provision – The Building Regulations refer to BS 6465 Parts I-III and these have been reviewed. The requirement is as set out in Table 9 of Part 1, below:

Cleaners' room

Table 9 **Minimum provision of sanitary appliances for bedrooms in hotels, hostels, and similar accommodation**

Type of accommodation	Sanitary appliance	Number of sanitary appliances	Remarks
Bedrooms with en suite accommodation	Bath or shower, WC and washbasin	1 per bedroom	
Bedrooms without en suite accommodation	WC	1 per 9 persons	
	Washbasin	1 per bedroom	1 per 4 persons in dormitories
	Bathroom	1 per 4 persons	Containing bath or shower, washbasin and additional WC
Cleaners' room	Cleaners' sink	1 per 30 bedrooms	At least one per floor

### Fire Precautions

The key aspect of Part B of the Building Regulations requires separation of the staircases from the rest of the property to provide a protected means of escape. Fire-rated doors will be installed as necessary to bedrooms and fire lobbies onto the staircase.

In addition, fire and smoke detection will be provided to ensure early warning. Internal fire spread and compartmentation will be tackled by incorporating the correct level of protection to substrates and surfaces.

### BREEAM and Energy Efficiency

The works will be assessed using the BREEAM Multi-residential Assessment. A Pre-assessment has not been completed at this stage but the brief requires an aspiration to achieve, as a minimum, a Very Good rating.

This may be done by implementing the following:

- a) new energy efficient water heating and cooling system introduced into the building;
- b) energy efficient lighting;
- c) introduction of double-glazing or secondary glazing;
- d) upgraded thermal insulation to the solid brickwalls and roofs;
- e) implementation of a structured travel plan;
- f) seasonal commissioning of any plant and equipment.

## **Waste and Recycling**

Recycling The Government SOGE targets for recycling are:

- Departments to reduce the waste arisings by 5% by 2010, relative to 2004/05 levels;
- Departments to reduce their waste arisings by 25% by 2020, relative to 2004/05 levels;
- Departments to increase their recycling figures to 40% of their waste arisings by 2010;
- Departments to increase their recycling figures to 75% of their waste arisings by 2020.

Recycling measures will be introduced at Kelley House, to ensure that waste is properly disposed of and re-cycling targets are achieved at this premises. This can be done by implementing the following:

- a) Items are re-used i.e. removed from the waste stream, without treatment or processing;
- b) Waste is re-cycled or composted either on-site or removed by a waste contractor and recycled or composted elsewhere;
- c) Disposed of to an energy recovery plant (EfW) Plant;
- d) Construction works to be subject to guidelines set down in WRAP by utilising Contractors who implement waste and recycling best practice.