

Design and Access Statement

relating to

Refurbishment Works

at

21 Bedford Square, London, WC1B
3HH

for

The Bedford Estates

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Design and Access Statement and Revision Sheet

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Section 1 - Introduction

This Design and Access Statement has been prepared to accompany a Planning and Listed Building application for 21 Bedford Square.

21 Bedford Square comprises 4,850 square feet and is arranged over basement, ground and three upper floors and includes a 'Coach House' to the rear.

21 Bedford Square is one of 16 consecutive symmetrical terraced houses forming the north side of Bedford Square. The property became Grade I Listed on 24 October 1951 (Listing Reference - 798-1/9977). DLG Architects have prepared a Heritage Assessment which gives a commentary of the significance of the building and how the proposals impact on the original fabric of the building. This assessment has been submitted as part of this application.

On 8 November 1978, permission was given to carry out alterations and improvement including new lift shaft, access points in party walls and works to the restoration of 21/22 Bedford Square (HB 1962).

On 7 July 1988, permission was given to demolish the rear extensions of 21-25 Bedford Square and 12 Gower Mews. Works included the renovation of the main buildings, rebuilding of 12 Gower Mews and new extensions to 21, 22, 24 and 25 Bedford Square (8870076).

On 11 October 1990, permission was given to amend the previous permission dated 28 October 1988 (900115) (8800180) (9070052) to change the fire escape routes to 21-25 Bedford Square and 12-13 Gower Mews.

On 7 December 2004, permission was given to repair the cantilever stone stair (2004/4226/L).

Section 2 – Design Statement

Use

- The current use of the property is B1 and there is no intention to apply for a change of use as part of this application.

Internal Proposals

Our proposal is to refurbish the property whilst conserving the original fabric of the building. We propose to install comfort cooling to all rooms within the main building and Coach House. By undertaking the following works, the property will be brought up to a modern day standard, suitable for office use, which will hopefully secure a long term tenant.

■ Installation of comfort cooling to offices

A variable refrigerant volume (VRV), heat pump system is to be installed to provide heating and cooling throughout the main building and the Coach House. The cooling installation will require 27 No. indoor VRV units, 6 No. roof mounted condenser units and associated pipe work connections. New, plain, electric panel heaters shall be installed in the common parts and WC's to provide heating during the winter months.

The 5No VRV condenser units serving the main building will be sited on the roof and will not be visible from street level or the rear. There will also be 1No VRV condenser unit serving the Coach House which will also be located on the roof of the main building.

The indoor units are to be chassis type, floor-mounted around the building perimeter, within bespoke joinery casings on the basement, ground and first floors. See TPS drawing 21BS/VRV/J for details of the bespoke casing. The units on the second and third floor are to be proprietary chassis mounted units with steel casings.

The indoor units will be installed on all floors of the main building and Coach House, utilising existing risers and joist notches for the refrigerant pipework distribution. The location of the risers are shown on the drawings. Within the Coach House, it will be necessary to create a small riser, as shown on drawing 26901/P00, to distribute pipework and cables from the ground floor up to the first floor. It will also be necessary to penetrate the front elevation brickwork of the Coach House so that pipework and cables can be connected to the external condensing unit.

Refrigerant and condensate pipework to and from the VRV units will be positioned within existing notches in the floor joists. The pipe runs will not disturb any external features and any notches made, will be made good and structurally sound via the addition of a metal plate, fitted and secured to the joist over the notch position as detailed in the timber notch plate TPS drawing 21BS/TN1.

In general, the pipework shall be installed within the existing joist notches where possible. Floor boards will need to be uplifted to facilitate the installation. This will be undertaken carefully and by numbering the floorboards, they will be reinstated in the same location. No other damage will be caused to the original fabric of the building by this installation and all of the proposals are fully reversible.

Existing, redundant pipe work running across the joists will be removed and a repair will be made as detailed in the timber notch repair TPS drawing 21BS/TN2.

The installation will be sympathetic to the existing fabric of the building. Existing riser routes will be utilised therefore there will be no need to alter the current plan form of the property, except where mentioned above.

■ **Installation of cooling to communications room**

The proposal includes the installation of a wall mounted fan coil unit internally within RB06 and 1No external condenser unit located at basement level within the front pavement vault under the main entrance stairs. The purpose is to provide cooling within the proposed communications room (RB06).

It will be necessary to core drill holes through the front wall to run refrigerant pipework. A trench will be formed within the basement slab for the power supply and pipework connections between the fan coil unit and 1No external condenser unit. It will also be necessary to install a louvered face to the pavement vault to allow sufficient air flow to the unit.

No other works are required to the original fabric of the building by this installation and all of the proposals are fully reversible. See drawing TPS/21BS/B/M for further details.

■ **Kitchen facilities**

The existing kitchenette in the basement RB10 will be removed and capped services will be provided for any future occupier to utilise.

A new kitchenette comprising kitchen sink, drainer, double base unit, laminate worktop, wall units and ceramic tile splashback will be installed within CHG01 as shown on TFT drawing 26901/P00. The drain connections and water supply will be taken from the newly constructed shower room as detailed below.

A new extract will be required for the kitchenette. It is proposed to vent this up the roof as shown on 23901/P00, P01 and P02.

■ Upgrade existing WC's

We believe the existing WC's within the basement, first, second and third floors were installed following the granting of planning and listed building consent in 1988 as detailed in section 1 above. The existing finishes comprise wall and floor tiles, white china sanitaryware and chrome fittings. Our proposals largely maintain the existing layout but simply replacing the finishes and fittings to give a more contemporary feel.

■ Construction of additional WC within RG07

There is currently a lack of WC's on the ground floor therefore we propose to construct an additional WC on the ground floor within RG07 as shown on 26901/P00. The partition used to form the WC and associated lobby will be of lightweight construction (metal stud lined with plasterboard) and will not damage any historic plasterwork or joinery. It will also be necessary to reposition door DG09 and remove DG08 as shown on drawing TFT drawing 26901/P00 and 26901/D00.

■ Construction of additional WC and shower room within CHG01 (Coach House)

There are currently no WC facilities within the Coach House therefore we propose to install a wet room complete with WC and shower facilities within CHG01 as shown on TFT drawing 26901/P00. The partition used to form the wetroom will be of lightweight construction (metal stud lined with plasterboard) and will not damage any historic plasterwork or joinery.

We have intentionally positioned the wetroom away from the windows so that this alteration will not be immediately visible when viewed from the main building.

A new drainage connection will be required for the wet room therefore we propose connecting into the existing manhole located within the rear basement lightwell to the north of RB12 as shown on TFT drawing 26901/E000. In order to make this connection, a trench will be excavated between the shower room and the manhole which in turn will mean lifting the flag stones in the courtyard. All flag stones will be numbered and reinstated in the same position on completion of the drainage works. The floor within the Coach House is concrete therefore this will be reinstated on completion.

The vent pipe for the WC and shower room will need terminate above the roof. The location of this pipe is shown on 23901/P00, P01 and P02.

■ Testing and repairs to existing electrical installations

The existing electrical installation will be tested and repairs undertaken to ensure compliance with current regulations. This may require a full re-wire which in turn will involve lifting floorboards and chasing walls. All floorboards will be numbered and carefully reinstated on completion. Walls with decorative mouldings will not be touched as part of any re-wiring that may be required. Walls will be repaired to exactly match existing materials.

■ **New lighting**

All light fittings throughout the property will be replaced. The type of fitting proposed depends on its location within the building. The lighting scheme will be similar in concept and design to the scheme carried out at 26-27 Bedford Square by Bedford Estates.

Generally, the existing chandeliers within the front principal rooms on the ground and first floors and the ground floor hallways will be replaced with new contemporary chandeliers. This will ensure no damage is caused to the existing wall and ceiling finishes.

Slim line luminaires suspended from the ceiling will be installed in the basement, the rear rooms within the first, second and third floors and also within the ground and first floors of the rear Coach House.

The existing stairwell lighting comprises both recessed spotlights and wall fittings. New fittings will be installed in a similar configuration.

When removing the wall fittings, the redundant cabling will be safely terminated and the walls made good. When removing the ceiling recessed fittings, the cabling will be removed and the plasterboard ceilings patched in. No lath and plaster ceilings will be affected.

Through our design, we have been careful to specify fittings which will not have a negative impact on the appearance of the building when viewed from Bedford Square.

■ **Fire Alarm**

A new wireless fire alarm system will be installed throughout to meet current building regulation requirements. We have deliberately selected a wireless system so that no walls or floors will need to be disturbed.

The fire alarm panels will be located behind the main entrance door within RG02.

■ **Data / Telecommunications**

A new CAT 5e system will be installed throughout the property. Data points will be installed to all walls to provide flexibility for any incoming tenant. Where possible, existing wall mounted data points will be re-used to avoid chasing of walls and disturbance to existing skirting boards.

Floor boxes will be installed between the original joists to support the installation and allow the installation to be configured as required.

■ **Door Access Control**

A replacement door access control system will be installed to the main entrance at street level. The external door access panel will be recessed into the brickwork reveal (to match existing) and finished in brass.

■ **Removal of demountable partitions**

The non original demountable partitions installed in 1988 (as detailed in section 1) will be removed. This will restore the original plan form within RS03, RS04 and RS05.

The removal of these partitions will not disturb any historic fabric.

■ Flooring

All existing carpets throughout the property will be replaced with new carpet. Stair runners with satin stainless steel stair rods will also be installed on staircases.

The existing floor tiles to all WC's will be replaced with new porcelain tiles.

■ Ironmongery

All existing ironmongery which was installed as part of the refurbishment undertaken in 1988 (see section 1) will be replaced with new satin stainless steel fittings. The existing brass furniture to the front door will be replaced with new antique brass door furniture.

■ General repairs

Inevitably, there will be a need to undertake repairs to walls, floors and ceilings. Where required, these repairs will be undertaken to match the existing in terms of materials and method applied.

Any patched in wall and ceiling mouldings and joinery items will be made to match the existing as closely as possible.

■ Structural repairs

The following structural repairs are required:

- Chimney demolition and rebuild (21/22 Party wall)
- Chimney demolition and rebuild (Muse house)
- Cintec anchor installation
- Handrail repair and stiffening
- Installation of condenser support steelwork
- Floor strengthening and levelling
- Stone stair and landing repairs
- Brick arch lintel strengthening
- Repointing/making good of walls

For further details please refer to MNP drawings GA100-105, D300-301 and E400-401.

■ Redecorations

All existing ceilings, walls and joinery items will be suitably prepared and redecorated. With the exception of RG02, we do not propose to carry out poultice cleaning to the decorative coving unless it is deemed essential on site. Most of the areas of redecoration are sound but in some areas we may need to strip and reline the walls where damage has occurred, either through impact or water. It may also be necessary to replace plasterwork in those areas which is only obvious once we commence repairs. If repairs are required, we will use traditional lathe and plaster.

External Proposals

■ Rebuilding of chimneys

During our survey, it was noted that the front chimney stack located on the party wall between 21 and 22 Bedford Square and also the rear right hand side stack of the Coach House are leaning considerably.

A structural engineer has recommended that that they should be carefully taken down to coping level and rebuilt plumb using the original bricks. As the work will be carried out in the spring, a moderately hydraulic lime sand mortar will be used, with the joints pointed to match existing. The sand will contain 50% coarse grit (3mm down).

The flues (within the main chimney stack between 21-22 Bedford Square) will also be temporarily blocked to prevent debris falling into the offices below.

See figures 1 & 2 below for an image of each chimney.



Figure 1: Chimney between 21 & 22 Bedford Square to be rebuilt



Figure 2: Coach House behind 21 Bedford Square chimney to be rebuilt

■ External Condensers

It will be necessary to install external condensing units to serve the cooling for the offices and the communication room as detailed above.

The external plant will be located on the main roof and within the front pavement vault. See drawing TPS/21BS/B/M and TPS/21BS/R/M for further details.

We have commissioned an acoustic report to assess the impact these external condensing units will have on the adjoining buildings. This report confirmed that the noise levels will not exceed the permissible levels detailed within Camden planning policy. A copy of this report is included within the application.

■ Pitched roof repairs

There is evidence of water ingress within the 3rd floor offices and the 1st floor of the Coach House. The existing slate covered pitched roofs will be stripped back and where possible, salvageable slates set aside for re-use. If required, repairs will be undertaken to the timber purlins, batons, sarking and felt prior to re-covering the roof with a combination of new Welsh Heather Blue slates and the salvaged slates. New and salvaged slates will be grouped together.

Existing roof level leadwork will be re-used where possible however new lead will be installed where required. All lead work will be installed in strict accordance with the Lead Sheet Manual.

Patination oil will also be applied to all leadwork.

■ External repairs and redecorations to elevations

Isolated pointing, brickwork, stonework, coping stone and render repairs will be undertaken as required. Where pointing repairs are undertaken, a new flush joint will be implemented. An analysis of the existing mortar mix will be undertaken prior to undertaking any re-pointing to ensure the same mortar mix is used.

Reclaimed London stock bricks to closely match the existing will be used where localised repairs are required.

All joinery and metalwork will be redecorated in colours to match existing.

■ Leadwork

All existing leadwork on both 21 Bedford Square and the Coach House will be closely inspected and where required, repairs and / or replacement will be undertaken. All works will be undertaken in accordance with the Lead Sheet Association Manual using the detailing and jointing to match the existing.

■ External Joinery

All existing joinery will be closely inspected and where required, a resin based repair will be implemented for small isolated repairs. If a large section of joinery is rotten, the rotten timber will be removed and new timber will be spliced in to match the existing profile.

Section 3 – Use / Layout

The layout of the property will remain largely unchanged.

As previously mentioned above, demountable partitions in RS03, RS04 and RS05 will be removed to reinstate the original layout of the rooms.

New partitions will be constructed in RG07 and CHG01 to form WC and shower facilities as detailed above.

The use of the property will remain as B1.

Section 4 – Access

As part of the design phase, we have undertaken an assessment of the current access arrangements with the view of improving access where possible.

The benefits of installing a motorised lifting platform to assist wheelchair users gaining access to the property from street level have been considered. Even if a wheelchair user could access the property, a level change restricts access to the lift at the rear. The lift also terminates on mid-landings to each of the upper floors therefore a wheelchair user would not be able to utilise the first, second or third floors.

Due to the above and as the building is Grade I Listed, it is our opinion that it is not feasible to make all of the necessary adaptations without having a detrimental effect on the fabric of the property. The visual appearance of an external motorised lifting platform within the Conservation Area would also be contentious.

Every effort will be made to bring access opportunities up to the best available standard within the constraints imposed by the listed nature of this building.

The following best practice guidelines have been considered:

- Equality Act 2010
- Building Regulations Approved Document M and K
- BS 8300:2001 – Design of Buildings and their approaches to meet the needs of disabled people Code of Practice

Section 5 – Landscaping

The steps leading to the main entrance from the pavement have isolated hairline cracks therefore minor repairs will be undertaken with materials to match existing. The stairs will also be cleaned.

The flag stones within the rear court and lightwell will be thoroughly cleaned and re-pointed as required.

Section 6 – Vehicular and Transportation Links

The vehicular and transport links to the building will not be affected by the proposed works.

Section 7 – Conclusion

We believe that the proposed works will not adversely affect the original fabric of the building. Finishes installed within the 1988 refurbishment will be removed and replaced with more modern and contemporary finishes whilst being sympathetic to the building.

Through our design, we have carefully considered the most discreet and practical location for the external plant to minimise the impact on the building externally and internally. The external units will be sited immediately adjacent to the existing riser which will negate any requirement for the construction of new additional risers to facilitate the installation of the internal fan coil units.

A careful considered approach will be implemented whilst lifting floorboards to run the pipework and cables to each of the fan coil units internally. The units are also to be positioned on the floor, which will minimise potential damage caused to original skirting and joinery items.

In our opinion, the installation of comfort cooling will not adversely affect the original fabric of the building and will benefit all future occupiers. By improving the service provision within the property, such as lighting, data, WC's, small power etc, we anticipate securing a long term tenancy.