Design and Access Statement

relating to

Refurbishment Works

at

25 Bedford Square, London, WC1B 3HH

for

The Bedford Estates

Tuffin Ferraby Taylor LLP
2 Throgmorton Avenue
London EC2N 2DG

t: + 44 (0) 203 479 7777
f: + 44 (0) 207 256 8304

www.tftconsultants.com

Design and Access Statement and Revision Sheet

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Notes:

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Section 1 - Introduction

This Design and Access Statement has been prepared to accompany a Planning and Listed Building application for 25 Bedford Square.

25 Bedford Square comprises 3,764 square feet and is arranged over basement, ground and three upper floors.

25 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 19 May 1985, permission was given to form two doorway links in the rear additions at basement and ground floor levels.

On 14 April 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 extension to 21, 22, 24 and 25 Bedford Square (8870076).

On 28 February 1990, permission was given to amend the previous permission dated 28 October 1988 (8870076) to enlarge the fire escape routes from No 22 through 13 Gower Mews (9070052).

On 28 February 1990, permission was given to amend the previous permission dated 28 October 1988 (8800180) to enlarge the fire escape routes from No 22 through 13 Gower Mews (9000115).

On 10 May 1994, permission was given to install new partitions at basement level (9470140).

On 20 May 1996, permission was given to install a new partition at basement level (L9601511).

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. 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 to the building throughout the building. The cooling installation will require 21 No. indoor VRV units, 4 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 VRV condenser units will be sited on the roof and will not be visible from street level or the rear.

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 25BS/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 over five floors, from the basement to the third floor, utilising risers in existing and joist notches for the refrigerant pipework distribution. The location of the existing risers is shown on the TFT drawings.

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 25BS/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 25BS/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 though 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 doors 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/25BS/B/M for further details.

- **Kitchen facilities**

The existing kitchenette in the basement RB05 will be removed and capped services will be provided for any future occupier to utilise.

The exiting kitchenette on the first floor within RF05 will be removed.

- **Upgrade of existing WC's**

We believe the existing WC's within the basement, ground, second and third floors of No 25 Bedford Square were installed as part of the comprehensive refurbishment undertaken in 1988 referred to 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.

A new WC will be installed within the first floor rear addition (RF05) to match all of the other floors as shown on TFT drawing 26901/P01.

See section 3 below for further details on changes to WC in the basement.

- **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 luminaries suspended from the ceiling will be installed in the basement, the rear rooms within the first, second and third floors.

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 existing floor 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 RB04, RB05, RB10, RB11 and RB12.

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

- **Ceiling Alterations**

In order to improve the headroom within RT04, we intend to extend the existing bulkhead to the extents shown on TFT drawing 26901/P03. The curved section is currently constructed using lathe and plaster therefore we will replicate this detail.

- **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:

- Handrail repair and stiffening
- Floor strengthening and levelling
- Stone stair and landing repairs
- Brick arch lintel strengthening
- Repointing/making good of walls
- Lead work repairs

For further details please refer to MNP drawings GA101-105, D300-301 and E400.

- **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

- **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/25BS/B/M and TPS/25BS/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. 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. All works will be undertaken in accordance with the Lead Sheet Association Manual using the detailing and jointing to match the existing.

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 25 Bedford Square 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.

- **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 only access into the rear courtyard at basement level is via a WC (RB18) as shown on TFT drawing 26901/E000. In order to make the property more marketable, our proposal seeks to improve the access into the courtyard whilst retaining the WC provision.

As detailed on TFT drawings 26901/D000 and 26901/P000, we propose to construct a small extension (2.38sq.m GIA and 3.33sq.m of GEA) between the existing WC and the lift motor room so that the WC can be repositioned away from the only access point to the courtyard.

In order to improve the access further, we also propose removing the existing door and nibs (DB18). A new door opening will be constructed to RB13 using lightweight studwork lined with plasterboard and DB18 will be re-used.

Reclaimed London stock bricks, solid brick bond and flush lime mortar pointing will be used to construct the extension so that it matches the existing construction. Similarly, the roof will simply be extended over the extension to match the existing, which includes timber rafters and a slate covering.

The door opening to the lift motor room will be widened and new louvered timber doors will be installed.

The proposal above seeks to improve the layout of a modern extension completed in 1988.

As previously mentioned above, demountable partitions in RB04, RB05, RB10, RB11 and RB12 will be removed to reinstate the original layout of the rooms.

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 refurbishments 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.