

## **London Borough of Camden**

### **Design and Access Statement for 7 Bedford Square**

1. What are the **features** on the existing site?

#### **General Information about the Bedford Square Area**

Bedford Square is named after the Dukes of Bedford, who were the main landowners in Bloomsbury and developed the area from the 1660s to the 1850s. It is one of the best-preserved squares, designed as a whole and surrounded by its original Georgian terraces (although the buildings now mainly contain offices rather than family homes). The Square was the first garden square with an imposed architectural uniformity and it set the style for garden squares in London through the late 18th and early 19th centuries. It became the focal point of a new grid of streets to the west, north and south, although this plan took eighty years to complete. The whole Bloomsbury Estate was formerly enclosed with a system of gates, which were erected in the early to mid 19th century to guarantee the residents' protection and privacy. The gates and lodges were removed between 1891 and 1893; those protecting Bedford Square in 1893.

Bedford Square was built between 1776 and 1780 and was probably the work of Thomas Leverton, as well as the builder/contractors William Scott and Robert Grews. Each side of the Square was treated as a single unit. The houses were plain brick with wrought-iron balconies to the first-floor windows and the doors were decorated with Coade stone. The central house on each side was stuccoed, pedimented and had a pilastered five-bay centre. Houses 1-54 are listed as Grade I on the English Heritage Register.

The layout of the gardens in the C19 consisted of a perimeter shrubbery and path, with serpentine paths leading from the west, north, east and south to a central feature (planting in the early C19 and an hexagonal pavilion by 1870). In the late C19 the design was changed to the present one, which involved moving the pavilion to the west of the garden and removing the paths that crossed the centre. These changes required little alteration to the planting. The gardens have a Grade II\* listing on the English Heritage Register .

Bedford Square is not normally open to the public, but like all the Bloomsbury Squares can be visited during Open Garden Squares Weekend, which is celebrated on the second weekend of June every year.

#### **7 Bedford Square (Lower Ground Floor) – Bloomsbury Institute Limited**

7 Bedford Square is made of 5 stories with Bloomsbury Institute Limited occupying the lower ground floor (basement) where the works are being proposed. The building is Grade I listed and is commercially used. The basement cannot be seen by the public via road or footpath.

No alterations of the exterior and no major works will affect the listed building. The works are purely to enhance the working welfare of the staff inside on the Lower Ground Floor. Works include Strip out of carpeting, ceiling, lighting, power and data, small solid partitioning, new plasterboard ceiling, new lighting, new power and data, new carpeting. All the above will be carried out by Aster Interiors.

The internal air conditioning upgrade (internal works only) will be carried out during the works too.

The only interior alterations to the fabric of the building will be the chasing of the flooring for access for the new power and data to suit the new layout. (all showing on drawings)





2. Please provide details of how **access** issues have been addressed

Access on to the site is via the basement entrance from the street side. The railing and gate are on the ground floor, you proceed to open the gate which then leads to concrete stairs taking you down to the basement with its own accessible door. From the basement there is also an internal staircase leading to the ground floor.

There is no parking on site, only wait and load. No waiting bay but the norm is to pull up offload and leave.

This is perfect due to the dropped kerb being here too, therefor offloading will be simpler and easily executed with the dropped curb.

Whilst offloading and work is carried out adequate protection and signage will be in place whilst transporting goods to and from the site. Offloading will not be a problem due to the dropped kerb situated just outside the building, the materials and equipment will then be taken in via the site entrance which leads to the basement only. This way we will not be disturbing the staff working on site on the other floors.

Visibility of the area is sufficient; the roads are lit well and regarding the traffic this road is quiet. There is enough viewing points to ensure the safety of the staff and the goods being offloaded.

All waste created from the strip out and packaging from materials and furniture will be disposed of accordingly, we have a waste certificate and we follow our quality and environmental policy. All waste removed will be taken through the basement entrance, this will then be taken off site and sorted through for general waste and recyclable waste.

With our work only involving refurbishment work, painting, decorating, partitions, ceiling, power and data and carpet the only access we would need is via the main entrance. This also coincides with the disability discrimination act 1995. With a sufficient amount of people on site the work will be carried out safely.





### **The Air Conditioning Work: (Internal Works only)**

Access: left of the front is a wrought iron gate, this leads to stairs are the front of the building to the basement passing the vaults to the basement access door, once through the door we then in the work space area.

The condenser is situated with the vaults.

### **Facilities within the building including WC provision, circulation within units and explanation of accessibility standards through all public parts of the building**

Signage warning others of the works taking place will be distributed throughout the construction site for the duration of the works. The signs will be laminated and clear to read. They will have bold text, clear information and recognisable colour and simple images known by all, so they are easily read, understandable and recognisable.

The staff will not be in the working area whilst the works are taking place, they will be on the ground, first, second and third floors. We are in the basement only. So the staff and contractors for the works will never make contact or pass each other.

The building has adequate toilet facilities which will be used by our staff always. The basement has 2 existing toilets with a sink and hand dryer.

There is sufficient means of escape in place at the site to ensure the safety of all site team, staff and employees. There are many fire escape routes within the building that can be accessed. As for the basement, it has it's own complete separate entry and exit (as shown in the following pictures) There are fire exit doors leading to the fire exit route outside the building. Many fire alarm bells are in the building, a call button is also identified, emergency lighting, fire extinguishers, fire doors, emergency torches and smoke detection is in place. The meeting point is on Montague Place, opposite Malet Street.

### **3. Please provide details of the **layout** of proposed development**

The building is mid-terrace and situated on Bedford Square. It is connecting to property 6 and 8 and they are both used for commercial purposes too.

The building is composed of the basement, ground, first, second, and third floors. There is a main entrance that is used for the ground, first, second and third floor. And the basement (where the works are taking place) has it's own entrance and exit which can be accessed from the street side via a gate on the railings.

The beautiful spiral core stairs run throughout the building from ground to the 3<sup>rd</sup> floor.

There is also a lift that runs through the core of the building.

Toilets can be found on the basement – 2 existing toilets with handwashing facilities.

There is a central stair core which gives access to all levels as well as a lift (shown on drawings)

On each floor there are fire extinguishers and smoke detectors.

### **4. Please provide details of the **scale/appearance** of the proposed development**

Attached are detailed drawings of the proposed work. Refurbishment work to be internal and to match the character of the building. We can confirm that we are using simple colours and plain design to reflect the heritage of the grade I listed building.

Schedule of works include the below – (which also reflects in the drawings created by Aster Interiors)

### **Site Strip Out**

We will be providing the labour to strip out existing surface mounted sockets and data points. Existing carpet tiles and broadloom, ceiling tiles, light fittings, shelving in the alcove, projector, projector screen and associating cabling.

We will also be chasing out the existing concrete floor to provide containment to the new wiring solution. 2No. 5m long x 50mm wide x 50mm deep in concrete & 8No. floor boxes (size up to 250mm x 250mm x 50mm deep).

### **Partitioning**

To supply and install new retractable wall with DB rating including door with vision panel.

Solid partitioning will include a new solid tv wall and new plasterboard wall built out to existing walls to house power and data cabling.

### **Power and Data**

To supply and install new double electrical sockets for general use. To provide new CAT5e cabling for telecoms points and cabling to be terminated into the floorboards. To provide new CAT5e cabling for telecoms points and cabling to be terminated into the walls. To install new 3-compartment shallow depth floor boxes into the raised access computer flooring. To carry out required fire detection alterations to suit the latest building regulations.

All electrical testing NIC EIC will take place.

### **Lighting**

To carry out the necessary light switching to the new cellular spaces are created to conform with approved document "B" requirements governing fire protection. To supply and install a new circular recessed LED lighting cassette into the suspended ceiling including associated wiring. To supply and install a new circular recessed LED lighting cassette into the suspended ceiling including associated wiring – emergency.

### **Flooring**

To supply new broadloom to the lobby and stairs. New carpet tiles to the open plan. New acoustic carpet tiles to the edit suite.

### **Ceiling**

To install a new MF solid plasterboard ceiling with access panels (1 panel per 10 SQM). Ceiling to be tape & jointed for smooth finish in readiness for final decorators coat.

### Acoustics

To supply and install a new acoustic cladding to Edit Room walls - 12mm thick to all walls shown on visual (not folding wall line and not beyond the small curtain line / storage area). To supply and install acoustic ceiling baffles above the plasterboard ceiling at the same line as the folding wall. To supply and install acoustic ceiling baffles above the plasterboard ceiling at the same line as the existing acoustic panelling length to the wall for the office next door

### Decorating

To make good and decorate the core walls – decorations to include one undercoat coat and two final coats of emulsion Dulux paint.

To decorate the existing skirting – decorations to include one undercoat coat and two final coats of oil based Dulux paint

To carry out the necessary caulking and sealing for the site to finish off door frames and new partitions

To make good and decorate the window sills and frames- decorations to include one mist coat and two final coats of Dulux oil based paint

### Air Conditioning

The proposed equipment is a Mitsubishi Heavy Industries FDK22KXZE1.

A wall mounted fan coil, connected to the existing mini VRF unit.

No new plant will be positioned outside.

(Pamphlets of the new AC will be attached to the submission)

The works involved do not alter to the surrounding development as we are only doing internal work.

5. Please provide details of the landscaping in the proposed development.

Not applicable. All work to be done internally.

6. Please provide details of how **Heritage Assets** issues have been addressed

The works are taking place in a Grade I listed building and will not affect the exterior of the building. The client (Bloomsbury Institute) are based on all floors in the building but we will only be carrying out work to the basement (lower ground floor) which has its own entrance and exit via the street side. The client simply wants to enhance the welfare of their staff and therefore has asked ourselves (Aster Interiors) to carry out the works. All works carried out will be kept within the relevance of the building to stay in touch with the heritage and history but also to represent the company that it inhabits. The building is just one part of a long street of terrace houses, all with such dated history and surrounded by beautiful gardens. We are very aware of the heritage and history of this beautiful building and all protection and works carried out here have and will be very well executed.