

ADDENDUM HERITAGE STATEMENT

**Former Offices at 3 York Street, Manchester
Above Browns Bar & Brasserie
1-3 York Street, Manchester, M2 2AW**

December 2023



Figure 1: York Street Entrance

Former Offices at York Street, Manchester Above Browns Bar & Brasserie, 1-3 York Street, Manchester M2 2AW

Client: Mitchells & Butlers PLC

Our Ref: GDF/ND/mac/8947

Prepared by	Checked by	Date	Signature
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1. INTRODUCTION

- 1.1 Applications for planning permission and listed building consent (refs 134736/FO/2022 and 134737/LO/2022), to convert the upper floors of No. 3 York Street to hotel use, were made in September 2022. A series of revisions, clarifications and additional information has previously been submitted, with this document being prepared in response to further requests made by Planning and Conservation Officers following a site meeting in October 2023. The information needed was confirmed by email on 18th October (**Appendix 1**). It has been agreed that the most appropriate vehicle for delivering the required information is via an addendum paper.
- 1.2 Each of the matters, where additional information is sought, is identified below and, where appropriate, the information is cross-referenced to the original Heritage Statement, the Design & Access Statement (Issue 4) and the Addendum Design & Access Statement (Issue 3).
- 1.3 An Addendum to Table 5 (which supersedes the original in the Heritage Statement) is included in this revision, broken down into the areas where further information and explanation have been requested. A full updated Table 5 is provided as a separate document.
- 1.4 Finally, the scheme architect has produced a table summarizing the responses to each request/question raised by officers.

2. WORKS TO YORK STREET ENTRANCE AND CONSTRUCTION OF NEW SERVICE LIFT.

- 2.1 A principal objective for the design team is to provide equal access for guests of all abilities into the building and the hotel. This is also a priority for the City Council, and it accords with best practice articulated by Historic England: Heritage is for everyone. *"The work we do ensures that a diverse range of people [including those with physical disability] are able to connect with, enjoy and benefit from the historic environment".*¹
- 2.2 Various options for providing access for disabled persons have been explored, including from Milk Street, the adjoining Brown's restaurant and via a dedicated lift in the service yard. None have met the City's planning criteria, and a strong preference has been expressed for a single point of access for persons of all abilities.
- 2.3 The design proposals seek to meet this objective by adapting the existing York Street entrance, to provide a single entrance for users of all abilities, to access the existing passenger lift in the York Street lobby. This solution requires the provision of a second goods lift for linen services. The reasons for needing an additional service lift are set out in the Heritage and Design & Access Statements. (D&A Para 2.13, HS Section 6.8). Briefly, they relate to the desirability of providing sole access for guests of all abilities through the York Street entrance without compromising the visitor experience by reason of long lift delays and service traffic interference.
- 2.4 It is not feasible to construct an additional service lift within the existing four-storey building envelope without breaking into Brown's restaurant, which occupies the original banking hall on the ground floor, with its ornate ceiling and features of high significance.
- 2.5 A suitable location for the lift was, therefore, sought within the single-storey Service Area. The Service Area is integral to the operation of the adjoining Brown's bar and restaurant and cannot be located elsewhere. It carries extract ducts as well as providing space for Brown's refuse storage and collection, condenser units, staff car parking, space for deliveries and fire exit corridors. It is accessed from Milk Street.
- 2.6 The requirements for the service lift are street access for linen deliveries and connection to each of the upper floors of the hotel. The proposed lift shaft will extend beyond the present

¹ Historic England: A Strategy for Inclusion, Diversity and Equality, November 2020 to March 2023

building envelope in the conservation area, with interventions being needed to gain access to each upper floors.

- 2.7 Further information has been requested to explain, and justify, the impact of these works will have upon the heritage significance of the listed building and the setting of other assets. It is convenient to separate the areas of work as follows:
- Service Area: installation of condenser units and water heaters in new enclosures, building up floor for linen delivery and marshalling area, breaking open the floor for new lift shaft, and installing replacement roller mesh shutter.
 - Breaking through the roof structures over the service area.
 - Raising the lift shaft above roof level
 - Undertaking works of demolition and alteration to gain access to the upper floors on the north-east elevation
 - Intervening/moving tiling and decorative timber panels in the altered entrance lobby on York Street. (For impact on the York Street frontage itself see HS)

3. SERVICE AREA & CAR PARK

- 3.1 Enclosures for the hotel's condenser units and water heaters, together with a linen delivery and marshalling area, are proposed in the service area. (**Drawings AP05revA & AP01revH**). This area also houses existing overhead utilities and staff parking. Previous works, which were carried out in the 20th century, include the construction of fire escape corridors on each side of the room and sloping the floor to street level.
- 3.2 The exact location of the lift has been determined by the position of basement stairs, underground services and, at roof level, the location of primary steel supports. The changes will create a more orderly appearance in the service area, without changing the character of the activities. In the absence of any practical or economic alternative use for the area, it is considered that concentrating new services and the lift shaft in this area best serves the interests of conserving the heritage asset.
- 3.3 Breaking out the existing floor for the lift shaft, and installing new foundations, will impact the original fabric; but the floor construction is not of special historic or architectural interest and any harm will be small. Given the present use of the service area, the works will not change an understanding of the significance of the asset.

TABLE 1 (ADDENDUM)

Building Element	Proposal/intervention	Heritage Impact	Mitigation
Service Area	Re-organisation of plant, service ducts and access arrangements within current enclosed area.	Revised internal arrangements of plant and activities within the covered service area will have a neutral impact on significance	Concentrating similar uses in this area avoids overspill into more sensitive areas of the site.
	Lift Shaft construction including breaking out the floor and building up the levels for the linen delivery area.	Having regard to the permitted use of the area and the extent of past interventions, the degree of harm caused by breaking out the floor and	The works will allow the main passenger lift to be made available to users of all abilities and are justified by

		building a lift shaft within the enclosed area is small.	providing public benefit.
	New shutter doors	Neutral or Small beneficial impact on significance by improving external appearance to Milk Street within conservation area	

Roof Interventions

- 3.4 Opening-up works have been undertaken in the location of the proposed service lift revealing structural timbers supporting an early 20th century glazed roof over the former clerk's room of Parr's Bank. They are located between the 1980's pyramid slate roof and the suspended ceiling above the Service Area.
- 3.5 The Clerk's Room occupied over a third of the area of the original Banking Hall. Its destruction in the late 20th century caused irretrievable harm. This action was authorised by the City Council, and ratified by the Secretary of State, as a means of finding a viable use for the remainder of the listed building; and it was justified for this reason. The roof timbers, a small amount of glazing and some marble wall cladding are the only remaining evidence of the quality of the clerks' room.
- 3.6 The proposed lift shaft will remove a section of a principal structural beam of the domed roof and a small number of supporting timbers. The applicant has been asked to demonstrate how the presumption in favour of preservation has been applied; what alternatives have been explored; and provide a justification and show what mitigation measures are being introduced.
- 3.7 In order to inform this appraisal, it is necessary to set out a short planning history of the building.

4. PLANNING HISTORY

- 4.1 Permission (**FO5911/LB**) was granted to National Westminster Bank Limited on **7th October 1977** for the Use of Land after the demolition of part of the existing building [1/3 York Street, City], for car parking and delivery area for the remaining 4 storey section of the building.
- 4.2 The Officer's Report noted that, *"the Conservation Panel has been consulted and is satisfied with the scheme."* The proposal has now been advertised and there are no objections". He stated that:-
- "This application compliments an application for the demolition of existing buildings (see **05912/LB**). It is for the use of the cleared site as an operational car park, for improved delivery facilities and the provision of a fire escape. It is also the intention to treat the exposed wall of the Bank."*
- 4.3 Permission (**FO5912/LB**) was also granted to National Westminster Bank Limited on **10 October 1977** for *"demolition of single-storey rear area of building at 1/3 York Street, City."*
- 4.4 The Officer's Report noted that *"the Conservation Panel was consulted and agreed to the proposal."* The Ancient Monuments Society wrote on the 2nd February 1977 *"..., indeed if these changes improve the servicing of the building and thus make its retention easier we naturally welcome them."*
- 4.5 Listed building Consent was granted (**F21960**) for alterations to the existing ground floor of the Bank to form Office Accommodation and on the **6/02/1980**, under ref **F21199**, approval was given for alterations to elevations and refurbishing the building for office and banking purposes with provision of ground floor car parking and the creation of a new office entrance on the York Street frontage. It is believed that the refurbishment of the upper floor offices was undertaken at this time including the construction of additional fire escape stairs and corridor.

- 4.6 On **28th February 1985**, approval was given (**F23681**) for the change of use of the existing banking hall, including ancillary accommodation, for public licensed premises with a restaurant. Listed building consent was granted for internal alterations under ref. **23975**, dated **11th April 1985**.

5. DESCRIPTION OF THE DOMED ROOF

- 5.1 The Builder (14 June 1902 page 592) reported: “A curved beams feature of the banking chamber is the saloon roof over the clerks' portion. This roof is treated with enriched fibrous plasterwork and leaded glazing.”
- 5.2 The article included a plan of the ground floor plan which is reproduced as **Figure 2**. This shows the main structural beams of the top-lit banking chamber. Most of the glazing and plaster mouldings have been removed, but the structural timbers (**Photo 1**) and one or two glazed panels remain. From the remnants of plaster and glazing a picture can be built of the original ceiling.

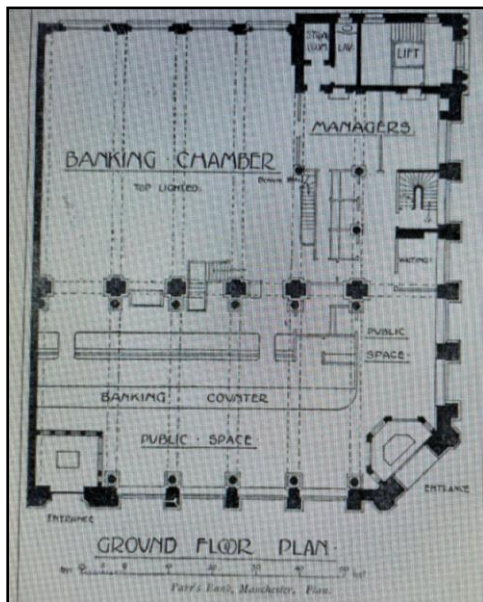


Figure 2: Ground Floor layout of Banking Hall



Photo1: Curved Structural Beams supporting glazed roof

- 5.3 Heathcote's original design concept was to create two adjoining bank chambers with a ceiling height of 25 feet running throughout the entire ground floor. The Clerk's Room measured about 17m x 17m, with a ceiling height of 7.4m (24 feet 3 inches) to the underside of the ceiling light. The main curved supporting beams are set 4m apart, with panels between. The beams were encased in white fibrous plaster mouldings. Between each of the main supporting beams were pairs of glazed panels in a pattern repeated seven times; making 56 panels in total across the ceiling. The modern pyramid roof built over the area has a maximum height of 11.8m, from which the service area ceiling is supported on metal straps that pass through the open frame of the original roof (**Photo 1**).
- 5.4 The proposed new lift shaft breaks through both roofs. This will involve carefully removing one complete panel from the original glazed roof to accommodate the shaft and trimming four others, as well as a section of a main curved structural beam. All existing timbers will then be re-supported on the lift shaft.
- 5.5 The modern pyramid roof is supported on steel beams and timber purlins and roof joists. None of the steel work is impacted by the lift shaft construction, but a timber purlin and several timber joists will be trimmed and supported on the new shaft. The modern roof lends no significance to the asset and the opening-up joinery works will have a neutral impact.
- 5.6 The glazed ceiling is not capable of being restored to its original condition. Glazing and decorative fibrous mouldings have been destroyed; the ceiling is no longer lit by natural

daylight. The optimum heritage outcome is to retain and conserve the remaining remnants of leaded glazed sections (**Drawing AP41**) and display them elsewhere with an explanatory panel. This will mitigate much of the harm caused by the proposed roof timber intervention and, because the present arrangement provides a dry, stable, environment for original timbers it is intended to leave them undisturbed. An appropriate location for the display panel is proposed within the hotel.

TABLE 2 (ADDENDUM)

Building element	Proposal/intervention	Heritage Impact	Justification /Mitigation
Original dome shaped ceiling light above Clerks' room	Cutting structural roof beam to accommodate masonry lift shaft upon which the beam will be re-supported together with attached glazing timbers	The significance of the domed roof to the Banking Chamber has been diminished by lack of context, following the destruction of the clerks' room and subsequent use as a service yard. However, the complete skeleton roof survives, hidden in the ceiling void, and intervention to a principal structural member and attached joinery will inevitably cause a degree of harm to significance. It is not possible to restore the ceiling: its raison d'être, natural daylight, is absent and there is no prospect of returning the service yard to its former use. The degree of harm is therefore judged to be moderate.	The lift shaft makes Intervention into the roof structure unavoidable, but damage will be minimized by carefully trimming and re-supporting all the joinery. In mitigation, the works will provide an opportunity to expand public knowledge of the glazed ceiling. The history will be brought to life by displaying a glazed panel on the hotel's first half landing the hotel, with an explanatory panel. (D&A Addendum 1.7 page 26) . The structure of the roof will be recorded. The roof structure occupies a dry, stable environment which will be maintained to protect the remainder of the structure.
Modern Pyramid roof	Structural intervention to modern joinery	No loss of significance. Neutral impact	

6. IMPACT OF NEW WORK ABOVE ROOF LEVEL

Setting of building : Pictorial Description

- 6.1 The three aerial photos (**Figures 3, 4 & 5**) below illustrate the general setting of 1-3 York Street. **Figure 6** is an extract from the Upper King Street Conservation Area Map showing Listed Buildings (edged **Blue**) and viewpoints in **Photographs 2 - 7** below.



Figure 3: Aerial photo of pyramid roof over service area behind 1-3 York Street. The picture is looking north-west. The street block is bounded by York Street (bottom right), Milk Street (top) Marble Street (left) and Spring Gardens (bottom centre).

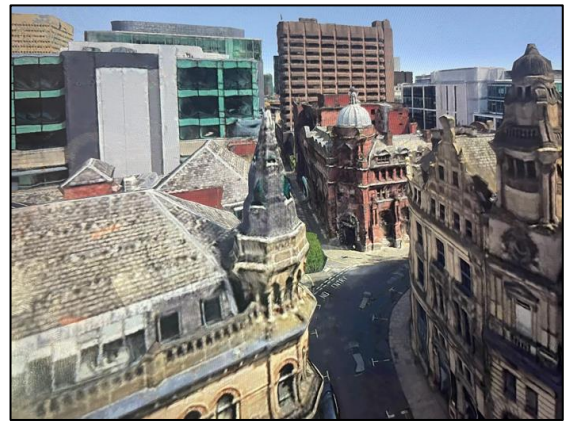


Figure 4: Aerial photo towards 1-3 York Street from King Street. In the foreground is the former Reform Club at 81 King Street and on the right is the former National Provincial Bank at 41 Spring Gardens

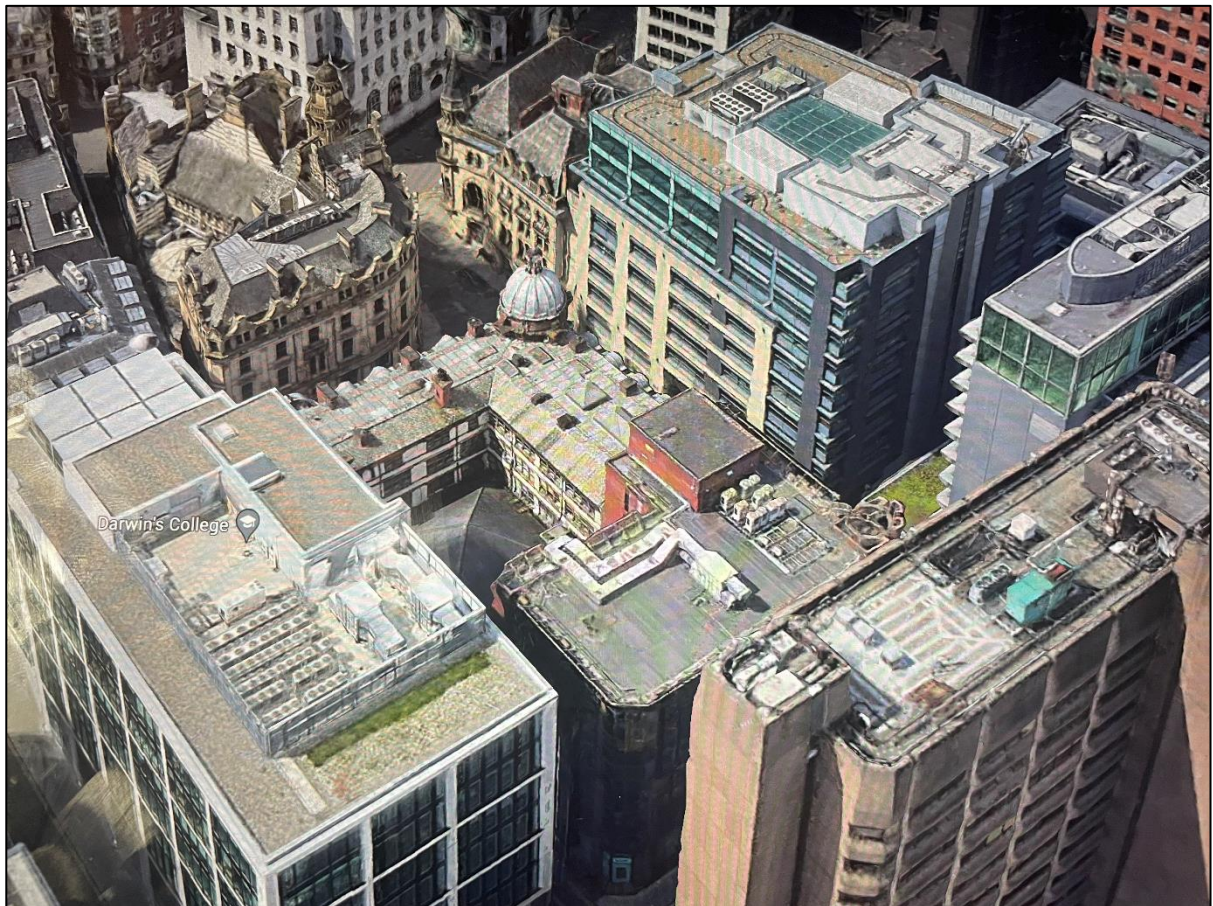


Figure 5: Aerial photo looking south-west showing 1-3 York Street within its setting in the Upper King Street Conservation Area. The modern high-rise buildings are (bottom left) 11 York Street; at bottom right 9 Marble Street: in the centre right Zenith Building.



Figure 6: Conservation Area map showing listed buildings edged blue and numbered street level viewpoints (below)

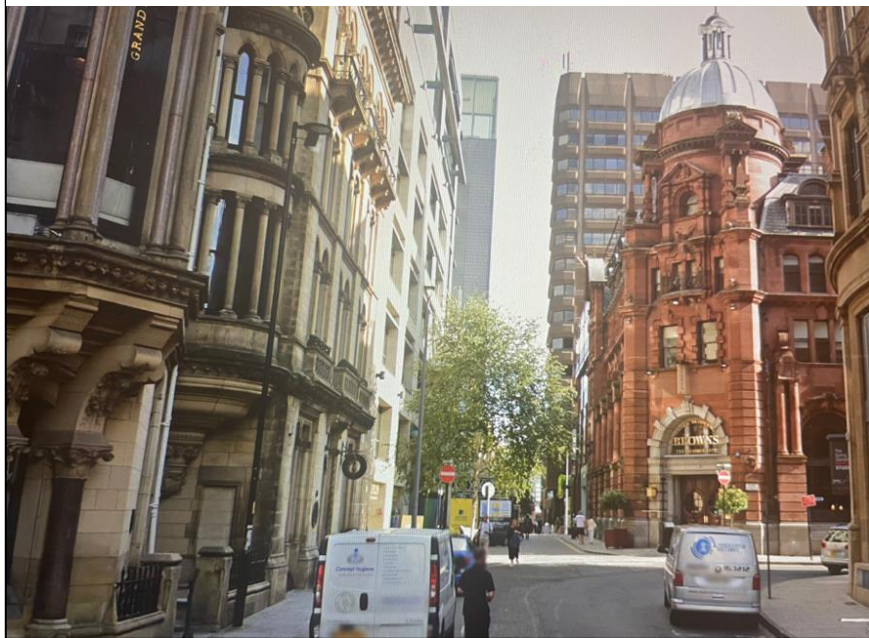


Photo2: Viewpoint 1 Spring Gardens looking north from junction with King Street towards 1-3 York Street. On the left is No.81 Former Reform Club. Modern office development behind.



Photo 3: Viewpoint 2. Milk Street looking north from York St. with service area /car park entrance on left and newly built offices at 11 York Street opposite

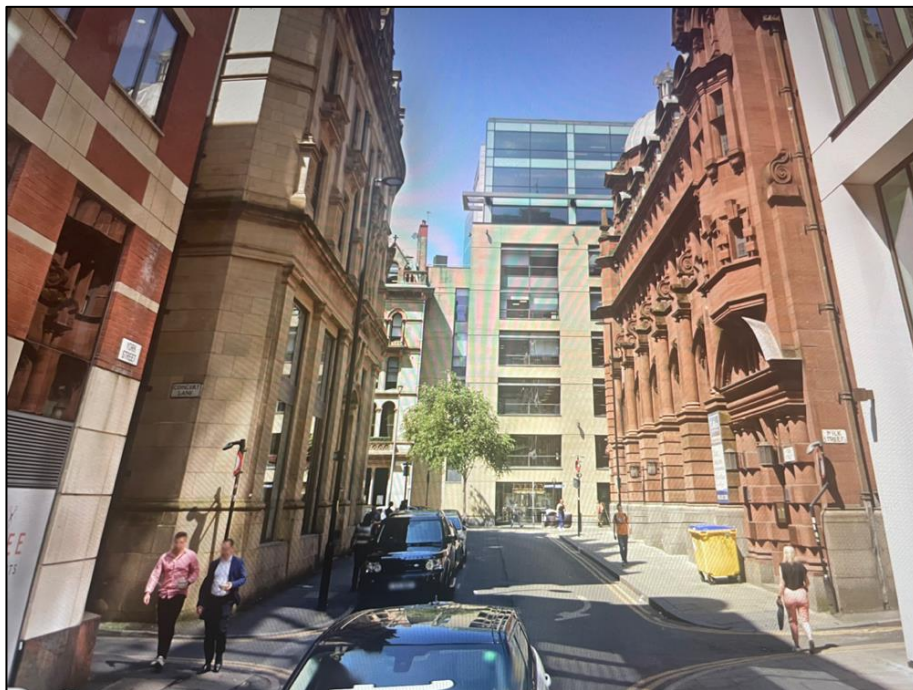


Photo 4: Viewpoint 3. Nos 1-3 York Street looking north with entrance to 3 York Street on lower right hand and No.41 Spring Gardens, formerly National Provincial Bank by Alfred Waterhouse on left hand side. Modern 9-storey office building in Spring Gardens term



Photo 5: Viewpoint 4 Milk Street looking south from Marble Street. New development in progress on left, service area to 1-3 York Street centre, 19 Spring Gardens on right.



Photo 6: Viewpoint 5. Spring Gardens looking south. 1-3 York Street is on the left. Modern offices right foreground, then former Reform Club, then no.100 King Street in Portland Stone, centre.

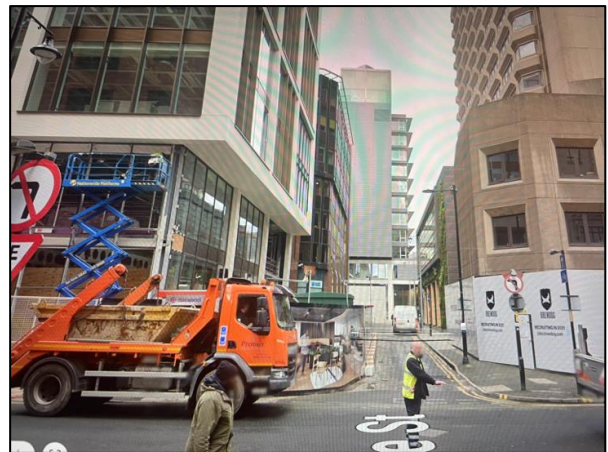


Photo 7: Viewpoint 6 Marble Street looking west from junction with Fountain Street modern quarter north of 1-3 York Street.

7. CHARACTER AND APPEARANCE

- 7.1 Nos.1-3 York Street lies in the City's 19th century finance and banking quarter. Within this area, the former National Provincial Bank, Barclays Bank and the Midland Bank had their regional, or headquarter, offices in the late 19th century. In the immediate area around 1-3 York Street are the following buildings of note:

Spring Gardens

- No.41. Former National Provincial Bank by Alfred Waterhouse (1890) Ashlar in French Renaissance style directly facing 1-3 York Street.
- Nos.43 and 45. Former Lancashire Bank by Heathcote & Rawle (1890) Ashlar sandstone and Portland Stone in Baroque style.
- No.47. Former Commercial Union Assurance Company offices by Charles Heathcote & Sons. (1881) in sandstone ashlar Baroque style.
- No 50 (west side) see no.81 King Street below.

King Street (north side)

- No.81. Former Reform Club by Edward Salomon (1871) sandstone ashlar with polychrome dressings in Venetian Gothic style on opposite corner to 1-3 York Street

King Street (South Side)

- No.100. Former Midland Bank by Sir Edwin Lutyens (1929) Portland Stone in modern classical style.

- 7.2 The Conservation Area Townscape description² notes that *"Sir Edwin Lutyens was well aware of the importance of the site when he designed the Midland bank with four front elevations. It is at this point that the rectilinear street patterns generated by Mosley Street and Deansgate converge. Sites around the bank are wedge-shaped and Spring Gardens curves around in order to conform to both grids. Views along the street terminate on corners of the bank, making it a very prominent structure."*

- 7.3 In contrast, Heathcote designed Parr's Bank with two principal elevations - on York Street and Spring Gardens - to take advantage of the important street corner position facing the Reform Club and (the then newly built) National Provincial Bank at 41 Spring Gardens. This triangulation of architecturally significant structures (see view 1) provides the key setting for the building. There are no important views of the building from the north or the west, where modern high-rise offices intervene. The rear elevations of the building are plain in contrast to the extravagant treatment of the principal elevations and contribute less to architectural and historical importance.

8. IMPACT OF NEW BUILDING WORK

- 8.1 The proposal is to construct an external lift enclosure to the height of the 4th floor to the right of the rainwater downpipe shown on the aerial photograph at **Figure 7** below and in the location shown on drawings **AP14revD** and **AP15revE**. Externally, the shaft will be finished in a slate grey metal cladding sympathetic to the modern slated roof, the apex of which is level with the third floor.
- 8.2 The lift shaft terminates below the ridge line of the building. From the principal setting viewpoints (**illustrated in Photos 4 and 6 above**), the shaft cannot be seen. Within this part of the conservation area, the rich mixture of 19th, 20th and 21st century buildings mostly have total site coverage (**Photos 2 and 7**), so that in the narrower thoroughfares, such as Milk Street, views are channeled along the street rather than up (**Photo 3**).

² Upper King Street Conservation Area – Townscape : manchester .gov.uk accessed 25/11/2023 16:36:47



Figure 7: Aerial photo of north east rear elevation, showing proposed lift shaft location to right of rainwater downpipe (top left)

- 8.3 Unseen from the surrounding areas, the lift shaft will have little impact on the character and appearance of the wider conservation area. It will, however, intrude into the tightly enclosed area bound by the L-shaped upper office floors of 3 York Street. The imposition of a modern structure here will be inherently harmful in the enclosed setting of the asset, although the harm is mitigated by the dominant presence of overlooking office buildings. Any diminution of heritage value in the building will, nevertheless, indirectly impact the conservation area.
- 8.4 Not all elements of the heritage asset carry the same importance – the rear office elevations contribute less to significance than the principal elevations. Moreover, the context in which the new shaft will be seen here already has a modern roof structure over the service yard which is prominent from surrounding windows.

TABLE 3 (ADDENDUM)

Building element	Proposal/ intervention	Heritage Impact	Justification /Mitigation
pace above service area roof close to southwest office elevation	Construction of External Lift shaft	(A) Impact on the listed building. Moderate harm will be caused by introducing another modern building structure into an enclosed setting behind the building, but the harm is moderated by the relatively plain architectural treatment of the back elevations and the predominance of service functions in this location.	By way of justification, the lift shaft is an integral and essential part of the overall hotel development concept to provide facilities for guests of all abilities. To mitigate harm the lift shaft has a plain design with a dark coated seamed zinc cladding material to tone in with the slate pyramid roof. The design will neither mimic historic design features nor compete with traditional building materials on the bank building. Further mitigation is provided by the smaller contribution made to significance by the existing elevations and structures at the rear of the building.

			The north facing back elevation (where the lift shaft floor connections are located) also lacks symmetry in the treatment of its fenestration.
		(B) Impact on the character and appearance of the conservation area and the setting of other listed buildings. A small degree of harm will be caused to the conservation area by virtue of any diminution in the significance of the bank building itself. The new works will however cause no harm to the overall perceived character and appearance of the conservation area. There will be no impact on the setting of nearby listed buildings.	In mitigation it is noted that the creation of the service yard, following the destruction of the Clerks' Room, altered the character and appearance of the back area and diminished its contribution to significance. By way of mitigating harm to the conservation area, the lift shaft will be unseen from the area surrounding the site, in an area already enlivened by many modern buildings.

9. UNDERTAKING WORKS OF DEMOLITION AND ALTERATION TO GAIN ACCESS TO THE UPPER FLOORS ON THE NORTH-EAST ELEVATION

- 9.1 The lift will connect to each of the upper floors by a link through existing window openings on the rear north facing elevation. The window openings are not symmetrical on this elevation. **Drawings AP02revJ; AP03revH; & AP04revH** show the extent of the window openings remaining on each floor after the lift shaft work is completed. The existing window frames and sashes will be carefully removed and retained or modified in matching materials to fit the new opening sizes. The size and positioning of the openings has been dictated by the need to line up the floors.

TABLE 4 (ADDENDUM)

Building element	Proposal / intervention	Heritage Impact	Justification /Mitigation
Windows on 2 nd 3 rd and 4 th floors on northeast facing rear elevation.	Intervention into window frames and masonry to makes openings for service lift access.	The proposed works will have a negative impact on significance.	Justification is sought by the need to provide a single point of access for all users of the hotel. In mitigation, the service yard is the optimum site for the new structure and the access points are able to use existing window openings to minimize interventions into existing

			masonry walls. The demolition is the minimum required and where necessary windows will be reduced in sized/remade to fit to match existing. The window pattern is already irregular on this face of the building.
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10. IMPACT ON INTERIOR OF THE ENTRANCE LOBBY ON YORK STREET

- 10.1 Further details and justification have been sought on the proposed treatment within the entrance lobby to York Street, including the reuse of original decorative materials, and any mitigating factors.
- 10.2 **Heritage Statement Paragraphs 6.8 to 6.13** explain the proposal and the impact on significance is addressed in Table 5. Existing elevation F and Proposed elevation E are included within the application. **Drawings AP50/A and AP51/A** (with photographs) show the existing and proposed treatment to elevation C.
- 10.3 **Floor Tiles.** A small section of the floor tiling will be lifted to test whether it can be re-used and laid to the same pattern on the new floor. This is the preferred heritage approach. If there are breakages, or the tiling is too firmly bedded in concrete to be saved, new tiling will be sourced on a like-for-like basis. If no suitable source can be identified, a design will be submitted for approval using colours and patterns appropriate to the age of the building. The preferred approach minimizes harm to significance, but the steps set out above will mitigate harm if the preferred approach cannot be adopted.
- 10.4 **Timber Paneling.** Paneling on elevation A is to be retained. On elevation C, the mahogany raised and fielded wall panels will be lifted, and the wall boxed-out with studwork to accommodate fire alarm panel and disabled call points. The panels will be refixed where possible and new panels made to accommodate the lowered floor level on a like for like basis. This approach is preferred because it will retain original decorative fabric but mitigate the harm caused by placing modern call buttons and fire alarm points in the vestibule on existing panels.
- 10.5 **Wallpaper.** The wallpaper put up in the 1980's will be removed and the walls painted with an approved colour.

TABLE 5 (ADDENDUM)

Building element	Proposal / intervention	Heritage Impact	Justification /Mitigation
York Street entrance Lift lobby floor tiling and tiled wall friezes	Lift existing floor tiles and relay on new floor level (Drawing AP51revA and D&A Amended 1.8 page 27)	Relaying existing tiles in the same pattern will cause little harm to significance; alternative approaches will be more harmful and therefore ranked in order of least harm.	Re-using tiling in the same pattern will largely mitigate the harm caused by lowering the floor level. These works are justified by the public benefit of providing a single access for people of all abilities.

	In the alternative, tiles will be replaced on a like-for- like basis; alternatively, agreement will be sought on an appropriate design.	The pattern and colour of tiling in the lobby makes a strong design statement which contributes to heritage values. Loss of original tiling would be regrettable and harmful. If unavoidable, the alternatives proposed will mitigate the greater harm.	If relaying existing tiles is not possible, the next least harmful approach will be agreed with the planning authority.
Walls – existing timber panels to stairs, mirror feature, (elevation B)	Raised and fielded mahogany timber wall panels and wall mirror to be protected during works and to remain in situ.	Heritage based approach	
Walls – new timber panels (elevation B)	Where the stairs are to be extended new raised and fielded panels to be made in matching design and materials.	Use of matching panels avoids undue speculative treatment and the impact on heritage values is neutral	
Walls - wallpapered	Wallpaper to be stripped	Modern wallpaper patterns are not in keeping with historic decorative treatment. Painted plasterwork will be restored in a colour to be agreed. Beneficial impact	
Walls Elevation D	Existing paneling and mirror feature to be carefully removed to allow fixing studwork for new boxing. The boxing is proposed to house fire alarm panel	A degree of harm will be caused by removal of original paneling and mirror feature.	In mitigation the features will be refixed onto the box paneling and allow a neater appearance by recessing the fire alarm panel and call point. New matching raised and fielded panels with call point cutout will be fixed below the dado to allow for deeper floor level.

	(left of mirror above dado) and a secondary call point (centered below dado). The features to be refixed on face of box paneling.		
Stairway and landings	No other interventions are proposed except where specifically indicated on the lift landings and to install a display of the glazed ceiling lights.	The heritage benefits flowing from the explanatory display panel and artifacts will help mitigate harm to the domed ceiling structure.	

11. SPATIAL LAYOUT, LOCATION OF DOORWAYS, TREATMENT OF HERITAGE FEATURES

- 11.1 Further explanation and justification is sought with respect to the proposed layout of guest bedrooms and the subdivision of existing spaces. The principal features of the office layout, which contribute to heritage interest, include the pattern of spine corridors from the lift landings at each floor level; decorative finishes (plaster mouldings and tiling); internal borrowed lights on the 2nd and 3rd floors; the location of doorways and the spatial layout of individual offices; and the chimney pieces, windows and ceiling cornices. A key objective of the proposed design has been to balance retention of the existing layout, doorway locations and heritage features, with the creation of modern and comfortable hotel guest rooms.
- 11.2 A number of features were obscured in the 1980 refurbishment scheme, but which have heritage value, including borrowed glazed lights in the corridors and wall tiling. Features added at that time, but which detract from significance, include the boxed in heating panels and drylined plaster walls.
- 11.3 A substantial benefit that flows from the scheme is the restoration of plastered walls, tiling and borrowed lights on the 2nd, 3rd and 4th floor corridors. The reinstatement of these features will significantly mitigating the cumulative harm caused by other works.
- 11.4 Details of the proposals are summarised below. The impact of each change on heritage values is set out in the Addendums to Table 5.

12. SPATIAL LAYOUT

- 12.1 Where practicable, bedrooms with en-suite facilities in former office spaces are accessed through the original door from the corridor (i.e. Bedrooms 207, 209, 210, 211, 308, 310, 312, 408, **410**, 411, **412**). In each case, the original door has been retained, with some (highlighted) being rehung to accommodate internal alterations. This is an acceptable heritage approach.
- 12.2 Single office spaces near to the lift landings are too small to accommodate a bedroom as well as an en-suite, so adjacent offices, with existing connecting openings, have been used to create a bedroom and adjoining en-suite (i.e. 102, 201, 202, 302, 303, 403). This is an acceptable heritage approach.

- 12.3 The toilets off the lift landings on each floor are to be re-purposed as guest bedrooms (3rd & 4th floors) and a reception area (2nd floor). The toilets were redecorated, and new sanitaryware was installed, in the 1980's and have no special heritage significance. The demolition of internal cubicle walls and removal of sanitary ware will not be harmful to significance.
- 12.4 Interventions into original masonry are also required on all levels in these areas. On the 2nd floor, an opening is proposed in a masonry wall between the service lift lobby and reception to allow goods to be signed in. On the 3rd and 4th floors, new openings are proposed to provide access to the bedrooms and to the adjacent linen rooms. Concern was raised by the conservation officer that the 3rd floor access to the linen room is shown to impact on a heritage feature and the applicant was asked to reconsider this proposal (See new openings below).
- 12.5 Elsewhere, large office spaces have been partitioned to create two bedrooms (i.e. 204/208, 305/309, 314/316, 405/409) utilising existing doorways. Conversely, 1980's partitioning in 206 has been removed to create a large family room. The partitioning of the larger spaces has been re-examined, but the loss of three guest bedrooms is considered to be critical to the viability of the scheme. The creation of these guestrooms represents the least harm to heritage value, whilst delivering a viable hotel proposal. (In mitigation, it is possible that the original commercial office layout was built with some flexibility in mind to accommodate subdivision to meet individual tenant's needs, as there is evidence of former openings/door sealings).
- 12.6 The open space offices created on the 2nd floor, when the fire escape stairs were added in the 1980's, are shown partitioned for bedrooms and stores. This work will reinstate the spine corridor feature (212, 214 and 215) and is of heritage benefit.
- 12.7 On the 4th. Floor, modern partitioning will be removed to create two family guestrooms (414 and 415).

13. NEW OPENINGS

- 13.1 The number of new openings has been kept to the minimum necessary for the hotel to function.
- 13.2 In a limited number of instances, new openings are shown to allow the formation of two bedrooms linking to en-suites in the adjoining rooms (101, 203, 205, 304, 306, 402, 404, 406, 407). Where new doorways are to be formed in existing masonry walls, only masonry necessary to create a door opening will be removed. Existing plasterwork walls and cornices will be conserved. The number of new openings is the minimum needed to deliver the required number of rooms needed to support the scheme.
- 13.3 The only location where it is proposed to make a doorway in an existing corridor wall, that is faced with decorative tiling below a borrowed light, is the access to the 3rd floor linen room (as detailed in the **D&A Amendment section 1.4 page 21**). Alternative layouts have been considered at the conservation officer's request, including sharing a single access to both the guest room and the linen room. This would also impact on original masonry but allow retention of the borrowed light and wall tiling.
- 13.4 It has been concluded that a single shared point of access would unacceptably reduce the circulation space in the guest room and that a staggered trolley route shared with guests would fail to meet hotel standards. By way of mitigating harm caused by the proposed access, the glazed window frame will be carefully removed, trimmed and refitted at the reduced size. It is probable that two complete pawns, out of three, can be retained and revealed. This feature cannot be enjoyed at the present time because it is ensconced in plaster boarding.
- 13.5 It is also confirmed that the proposed access to the 2nd floor linen store is through an opening previously blocked with brick and blockwork infill, as were the openings on the 4th floor to the linen room and bedroom 401.

14. DOORS AND WALLS

- 14.1 A heritage-based approach has been adopted in order to retain original doors and walls, with particular regard to heritage features including tiling, borrowed lights and cornicing. Where necessary, doors have been retained but re-hung to accommodate the bedroom layout (i.e. 102, 208, 2nd, 3rd and 4th floor service risers, 2nd floor fire escape stair, 305, 312, 315, 405, 406, 409, 410, 411, 412, 4th floor storeroom).
- 14.2 Where a doorway has to be blocked, the preferred approach is to fix the door in situ (e.g. 407, 314). Doors which must be removed are re-used elsewhere in the scheme and where new doors are required, they will be of the same design as the original.
- 14.3 Except for room 314, all existing doorways/doors on the 3rd and 4th floor corridors are retained in situ and re-used. At the conservation officer's request, the need to block up 314 has been re-examined. It has been concluded that the least harm to heritage interest will be caused by fixing the existing door in situ and forming a new door opening in the adjoining wall that has no tiling feature. This will allow drainage services to drop in the same location as the rooms above and below. Otherwise, additional vertical service runs would be required with additional boxing in the bedrooms, which it is felt would cause the greater harm.
- 14.4 On the 2nd floor, one existing door is re-hung in a new opening (204/linen trolleys).
- 14.5 In the raised corridors at 2nd floor level, all existing tiling will be retained and exposed above the new floor level, with missing tiles patched in with new or reclaimed tiles. Door heads will be raised, where possible within the existing frame round the top light. The 2nd floor doorways affected are 203, 205, 206, 207, 208, 209, 210, 211, & 2nd floor escape stair.
- 14.6 Where open areas are proposed to be partitioned on the raised 2nd floor, new doorframes and doors will be built to match others in the raised sections (i.e. 212, 214, 215, riser, store). The blocked door from room 211 will be reused elsewhere.

15. CHIMNEY PIECES

15. The chimney breasts on the internal walls of guestrooms are key heritage features. The proposals have been amended to allow the room space and the chimney breast, together with other heritage features, to be expressed better and so mitigate the cumulative impact of the changes.
- 15.1 Cornices are expressed by setting back partitions with a "shadow-gap" that allows the cornice to appear to continue beyond the wall junction (**D&A Amendment 1.3 page 18**). Shallow ceiling rafts are set back from chimney breasts and from windows by about 600mm to reveal and illuminate the cornice. A shadow gap plaster detail is provided between the ceiling raft and partitions or downstand features.
- 15.2 The bedhead and shelf feature has been redesigned as a single joinery item. It will now appear as bedroom furniture, occupying only the lower part of the chimney alcove, allowing the chimney breast, or original wall features, to be read as a distinct feature (Rooms 204, 205, 207, 209, 304, 305, 306, 314 and 401).
- 15.3 The w.c in the en-suite to 210 has been repositioned to express the adjoining alcove. Following discussions with the conservation officer, rooms 206 and 307 have been redesigned to obviate the need for additional partitioning.
- 15.4 These above measures will express the historic features and allow the chimney breast to remain as a dominant feature in the room space. Typical bedroom visuals are given in **D&A Addendum 1.3 page 18**.
- 15.5 Because the original floors are solid concrete construction there are no ceiling or floor voids to distribute services. Dropped ceilings are therefore shown in the bedrooms but their design has been amended. The proposed plasterboard ceiling rafts are 150mm deep to accommodate a frame supporting cables for smoke alarms and downlights. The raft has a wide margin to perimeter walls. A lower ceiling is shown where services enter the bedroom

(at the level below the cornice in the corridor) and the void is the minimum to house an air conditioning unit. On the 2nd floor the downstand ceiling will be deeper in bedrooms where the floor is not being raised. Services will be carried through the bedrooms rather than on corridor trays; this will enable full restoration of the historic details in the corridor.

16. CORRIDOR TREATMENT

- 16.1 The applicant has been asked to provide further information on the areas of glazed tiling within the corridors and the location of borrowed lights and to make further amendments to the scheme.
- 16.2 On the 2nd floor, the timber frame and plasterboard encapsulating the wall tiling will be removed to expose the tiling above the raised floor level as well as in the section nearest to Reception. The borrowed lights will be uncovered and exposed on the side facing the corridor. For reasons of privacy, soundproofing and fire safety, a new shaft wall will be installed on the bedroom side. **(D&A Amendment page 20)**. The cornices and decorative plaster archways will also be exposed. Above the raised floors, services will be carried on service trays supported from the ceiling. These will extend to the wall above the bedroom doors to provide services access to the rooms. The trays have a decorative raft below. Pipework for water services is run at high level and white wrapped. As stated above, in the corridor section nearest to Reception, the corridor features will be fully restored and services will be routed through adjoining rooms.
- 16.3 The 3rd floor corridor will be fully restored to its original appearance with tiling, borrowed lights cornicing and archway features exposed.
- 16.4 The 4th floor will be fully restored, but services will be carried on trays with exposed and wrapped water pipes run at high level.

TABLE 6 (ADDENDUM)

Building element	Proposal / intervention	Heritage Impact	Justification /Mitigation
Inside corner offices on floors 2-4 (north-east corner of building)	Sub-division of rooms to create guest rooms 204/208, 305/309, 405/409	The mix of different sized offices to meet the needs of a variety of tenants (HS Table 1) is of historic interest. (The large outside office on the 3 rd floor was probably sub-divided in the 1980's). Whilst little harm may be caused by the sub-division of an individual space, cumulative instances diminish significance causing moderate harm.	On review, it was concluded that the loss of three guest bedrooms by omitting the sub-division of these spaces is critical to the success of the hotel scheme. In mitigation, access to the new bedrooms is through original retained doorways. No new corridor openings are to be formed. As a consequence, no intervention is necessary to original tiling and borrowed light features which will be exposed and restored.
Outside corner offices on floors 2-3 (south-west corner of building)	Sub-division of rooms to create guest rooms 206/205, 307/306		
1 st , 2 nd , 3 rd and 4 th floor toilets off lift landings	Removal of cubicles, wall tiling and	The spatial layout and toilet fittings are modern and have no intrinsic	The proposed new uses will require modern partitioning but

<i>D&A addendum 1.5</i>	sanitaryware dating from the 1980's to facilitate use as hotel office and staff w.c.(1 st floor), reception (2 nd floor) and guest bedrooms (3 rd & 4 th floors).	heritage interest. Their removal will have a neutral impact on significance.	historic window details are unchanged (opaque film applied to secondary glazing to shower units in 301 & 401).
1 st floor lift landing	Enlarge narrow doorway to riser and replace with wider door to form an access to a luggage store.	The works to enlarge the existing doorway are minor and will have no discernable adverse impact on significance.	In mitigation the new door and frame will match those throughout the remainder of building.
1 st floor room 101	New opening between 101 and en-suite	Creation of two guest rooms from three existing offices. The mezzanine floor is of later date and the alterations will not harm significance.	By way of mitigation the frame and door in the opening will match those elsewhere in the building. The works are justified in order to create a UA bedroom with level access from the 1 st floor lift landing
2 nd floor lift landing	Works to take down the wall on the 2 nd floor landing to form an open entrance to the reception area.	Moderate harm to significance will be caused by changing and enlarging the space and breaking into original masonry.	In mitigation, the plans have been amended to clearly express the beam above the opening and deepen the wall nibs so that the line of the wall can clearly be "read". The work is justified to provide guests with a clear arrival point from the stairs.
2 nd floor reception	New opening between reception and service lift lobby	The proposed intervention into original masonry is moderately harmful	In mitigation, the new door opening will leave original masonry above and will be framed and built to match existing doors. The intervention is justified to provide a goods inwards facility reporting to reception.
2 nd floor 203	New opening to access the en-suite	The proposed intervention into original masonry is moderately harmful	The work is justified to meet modern hotel standards

2 nd floor 204	A new door opening to be formed between 204 and the shared entrance lobby (with linen trolley store). Door frame to the corridor to be raised/ adapted to suit raised floor level.	Moderately harmful masonry intervention	In mitigation, the existing door from the corridor will be relocated to the new opening. The opening will be restricted to door height and the frame will match the existing
2 nd floor 205	New opening between 205 and en-suite	Moderately harmful masonry intervention	The opening will be restricted to door height and it is justified to increase the floorspace to meet modern hotel standards
2 nd floor male toilet (proposed linen room)	Blocking up opening to male toilet lobby	The opening is a lobby entrance without a door, possibly made at a later date. Largely neutral in impact.	There exists a question whether this is an original opening or formed later.
2 nd floor door to linen room	New opening formed	Contrary to the previous assumption that a borrowed light would be impacted, further investigation has shown that the proposed intervention is through a modern brick and blockwork infill. The work is largely neutral in its impact	The opening will be restricted to door height to retain ceiling cornice detail. The new doorway and door to match existing.
2 nd floor open area near fire escape stairs	New partitioning to form rooms 212, 214, 215, and store	The open offices are understood to have been created in the 1980's. Creating guest rooms will have a neutral impact on significance; extending the spine corridor feature is mildly beneficial.	
3 rd floor	Two new openings to 301, in the corridor	Moderately harmful masonry interventions.	In mitigation the openings will be restricted to door height to retain ceiling cornice detail. There is no wall

	wall and in a crosswall.		tiling on the corridor wall. The work is justified by the need to allow sufficient space for furniture and circulation within the bedroom (D&A Addendum 1.4 page 21)
3 rd floor	New opening to linen room	Harmful intervention impacting on decorative tiling and a borrowed light feature.	By way of mitigation, this is the only instance of an intervention into a borrowed light feature. Elsewhere, the borrowed light features are to be revealed and retained and in this case 2/3rds of the window will be restored after adaptation of the joinery frame. Justification for the proposal is sought only after a detailed investigation rejected an alternative access treatment which created a risk from laden trolleys sharing a staggered access with guests.
3 rd floor	New openings to 304 and 306	Moderately harmful intervention into original masonry wall	Mitigated by restricting opening to door height to retain ceiling cornice detail. In both cases, the openings allow efficient use of adjoining rooms for en-suite facilities.
3 rd floor	317/315 Partial demolition and reconstruction of dividing wall	Wall is possibly of later date and work will have a neutral impact on significance	Justified by need to create a bedroom space with sufficient circulation
3 rd floor	Blocked up openings 312/314,	Blocking up an opening previously formed in masonry will have a neutral impact on significance	Justified by need to create sufficient space in small adjoining room for furniture and circulation.

3 rd floor lift landing	Door to 301 to be sealed shut from lift landing	Neutral impact on significance	Justified for reasons of security and privacy
4 th floor	New door opening to linen room	Neutral intervention into recent block and brickwork wall	Further investigations have shown that the proposed openings are through a previous opening filled back with brick and blockwork of more recent date.
4 th floor	New opening in original cross walls in 401	Moderately harmful	Justified by need to create a bedroom space with sufficient space for furniture and circulation. Harm is mitigated by restricting opening to door height to retain ceiling cornice detail.
4 th floor	Demolition of partition wall in 402	The partition is of recent date and its removal is restorative	
4 th floor	New openings in 402, 404, 406, 407	Moderately harmful interventions into original masonry wall	Mitigated by restricting opening to door height to retain ceiling cornice detail. In each case, the work is justified because openings allow efficient use of adjoining rooms for en-suite facilities.
4 th floor	Demolition of modern partitions in 414 and 415	The work has a neutral impact on significance	Work justified to provide family room of adequate size.
2 nd and 3 rd floors	Internal linings to borrowed lights within adjacent bedrooms	Moderate harm to significance in rooms 202, 203, 204, 205, 208, 304, 305, 306, 307, and 309.	The internal wall linings are justified to provide fire protection, noise reduction and privacy to the adjoining guestrooms. The harm is mitigated by the overriding benefits of stripping out the plasterboard ensconements
	(D&A Amendment 1.4 page 20) The proposed "shaft wall" lining impacts rooms 202,	Internal linings fitted to shower rooms will have no additional impact on significance (shower rooms to 203, 205, 207, 209, 210, 211,	

	203, 204, 205, 208, 304, 305, 306, 307, and 309.	204, 304, 305, and 310)	and restoring corridors to their original appearance.
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17. VENTILATION OF BEDROOMS

- 17.1 Further justification and explanation of the ventilation strategy has been requested with particular clarification on the treatment of the rear facing windows and the impact on heritage values.
- 17.2 On the 4th floor, en-suite showers are to be vented directly through the roof space. However, there is insufficient headroom to contain a central ventilation system for the whole building, so preference has been given to ventilating rooms on the principal frontages on York Street and Spring Gardens by this means. This is considered to be good heritage practice.
- 17.3 The rear bedrooms on the 2nd and 3rd floors are proposed to be vented through individual windows. On the rear elevation, the sash windows are grouped in a pattern of 3-3-3-4, and it is proposed to replace the glazing in one of the sashes in each group with opaque grey spandrel glass, with cut outs of the appropriate diameter for air vents.
- 17.4 The spandrel glass will have a detrimental impact on the appearance of the fenestration by disturbing the rhythm of the grouping. An attempt has been made to judge the severity of the impact on significance. First, it has been noted that existing window blinds create a similar disturbance because their use is not synchronized. Second, the rear elevations of the bank do not have the very special architectural quality of the principal facades. There are no street views of the rear elevation from the conservation area. The roof above the service area largely, or partly, obscures views from adjoining office buildings to the extent that the windows on the 2nd and 3rd floors of the north-east façade are never “read” as a whole.
- 17.5 In mitigation, the reglazing is reversible and the original sashes will not be harmed by the intervention.
- 17.6 Alternative means of ventilation through the brickwork have been explored but are not considered practicable for the reasons explained in **D&A Amendment Section 1.2 page 16**. In heritage terms, this option will cause greater harm to significance and it is not reversible.

TABLE 7 (ADDENDUM)

Building element	Proposal / intervention	Heritage Impact	Justification /Mitigation
2 nd and 3 rd floors Rear facing elevation	Replace glazing in 7no. sash windows with spandrel glass with vents extract/inflow ventilation	The intervention will be moderately harmful	In mitigation, the timber sash windows will remain in situ and the work is reversible. The windows are not visible from street level. The pyramid roof obscures views from surrounding offices. Alternative extract locations have been investigated but rejected for having insufficient headroom or masonry width.

18. SUMMARY

- 18.1 It is the applicant's position, as stated at Sections 8.3 and 8.4 of the Heritage Statement, that a hotel use, in the same ownership as the restaurant and bar, would have potential operational benefits; the use complies with the City's planning policies; and that the spatial layout of the former offices, served by a central corridor on each floor, lends itself to hotel use. Hotel use will give the public greater access to the upper floors of the building. Reducing the risks to the asset (by reason of continued vacancy) is desirable. It would provide a currently vacant area with a viable use and, thereby, better secure its ongoing preservation. As noted by the conservation officer, the expression "optimum viable use" used in 8.4 was not supported and is withdrawn.
- 18.2 In Historic England's Letter of Direction (Appendix 10 of the HS) attention was drawn to physical interventions which are a cause for concern. This Amended HS has given more detail and justification for the works and has shown how they may be mitigated.
- 18.3 Foremost of these is the proposed lowering of the floor around the York Street entrance, and the removal of the entrance steps, in order to facilitate level access. This would not only alter the character of this important space internally, and externally, but would also require the loss of historic fabric. Table 5 gives much more detail with respect to the internal alterations and the proposed mitigation measures that greatly reduce the harm caused.
- 18.4 The need to provide level access also requires the creation of a lift shaft. This is proposed to the rear of the building, in an area that has already been heavily altered. Whilst this is the least sensitive location in the building, it will still involve the loss of historic fabric in the former domed ceiling as well as the creation a visually prominent new element rising up the building.
- 18.5 This Addendum Statement provides a detailed visual analysis of the setting of the asset, surrounding listed buildings and the conservation area, from which it is concluded that whilst there will be harm, it will be contained. The loss of historic fabric will be mitigated by recording the roof structure and displaying a section of glazing, with explanatory panel, in the hotel stairway.
- 18.6 The proposal requires the installation of new services throughout the upper floors. In order to respect the most important parts of the building, which contribute most to its Grade II* status, it was decided, at an early stage, not to drop the services through the ground floor banking hall and management suite. Accordingly, the services will, instead, be accommodated by creating a raised floor (but not a dropped ceiling) at second floor (to provide service voids), with the majority carried on baskets/trays and ground together to minimise the number of new interventions that are required.
- 18.7 There are associated works to door frames in the corridors and a small number of original offices spaces will be partitioned. Great care has been taken within the rooms to protect historic features, including chimney pieces, windows and plaster mouldings. Whilst the cumulative effect of the partitioning, and other works, will denude architectural interest, considerable changes have been made to the proposals to mitigate harm and detailed justification for the measures has been given.
- 18.8 The wider scheme also requires a number of other associated works, including the installation of secondary glazing and the insertion of louvres with the windows on the Milk Street elevation. The Addendum HS and the D&A Statement have provided justification for these works and demonstrated how appropriate detailing will reduce the impact on the character of the listed building.
- 18.9 A significant mitigating factor is the restoration of the corridors on the 2nd, 3rd and 4th floors. This will remove harmful encapsulation and modernisation works of the late 20th century to positively restore the building's historic character and appearance at these levels.

REQUEST FOR ADDITIONAL INFORMATION / CLARIFICATION

York Street Entrance Alterations

- More information
 - The existing elevation F and proposed elevation E – to be submitted; missing?
 - Elevation c – photograph of existing, further information on proposed works
 - Confirm the impact of the proposed wall boxing – see proposed ground floor finishes as per drawing no. AP51
- Amendments:
 - Tiled floors – reuse and retain pattern;
 - Retain panelling to elevation A
 - Remove wallpaper

Floorplans

- More information
 - New linen door on second floor – will any original/historic fabric be removed? Photographs required.
 - New entrance to the proposed bedroom 314 will any original/historic fabric be removed? Photographs required.
- Amendments
 - Chimneybreasts – remove proposed boarding out (other than M&E services) (i.e. toilet to bedroom 201, to bedrooms 204, 205, 207, 305, 306, 304, 314, 401).
 - Remove proposed 'boarding-out' of the wall in the proposed family rooms 206 and 307
 - Retain existing door to room 314
 - Reconfigure access to bedrooms (301 and 401) and linen room on third and fourth storeys, to retain borrowed lights and original doors on third floor
 - Retain more of the original walls on second floor
 - Remove proposed subdivision of bedrooms 204-208, 309-306 and 409-405
 - Remove proposed 'dry-lining' to original walls in former toilets on third and fourth floor

Ventilation

- More information AND/OR amendments
 - Exhaustive option analysis for the ventilation strategy, to show that the proposed option is conservation-led – delivering the necessary ventilation with minimal harm to the Grade II* listed building; please note – discrete vents to brickwork would be preferred to more considerable louvres to windows as proposed [considerable adverse internal and external impact].

Works to walls

- More information
 - Scope of works to the main landing/staircase core (strip-out works, restoration or original/historic finishes)

Works to ceilings and floors

- Amendments
 - Remove proposed suspended ceilings to corridor on second floor (entrance 'lobby' to corridor)
 - M&E services on 2nd floor – need to give greater weight to the conservation of the asset through minimal interventions and 'rationalised' routes. Not currently the case - i.e. six new penetrations are proposed to apartment 206. Above ceiling M&E service routes as per drawing no. AP35B do not match proposed service routes as per drawing no. AP20.1A
- More information
 - M&E services other than on 2nd floor. The 'typical ceiling services' for floor second and fourth floor (drawings no. 20.1 and 20.3) are informative but not complete.
 - Exhaustive option analysis for the drainage strategy on the second floor to show that the proposed option is conservation-led – delivering the required drainage with minimal harm to the Grade II* listed building [discussed on site – not submitted]

Windows

- More information
 - Scope of demolition to accommodate lift; the removal of original/historic fabric should be minimal required
 - Cross-reference proposed secondary glazing window types with proposed plans
- Amendments
 - Retain original window to the linen room on second floor exposed
 - Retain original windows on the in apartment 401 on fourth floor exposed
 - Please confirm a ventilation strategy for original windows to prevent deterioration; original windows should not be sealed shut;

Lift Shaft & Former Clerk's Hall

- Amendments:
 - Additional works to improve/restore the appearance and historic fabric in the Former Clerk's Hall, in particular consideration of the ornate domed ceiling