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The Jam Factory
4 Hollybush Row
Oxford
OX1 1HU
Design and Access Statement

November 2023

architecture | planning | project management

Riach Architects Limited is registered in England and Wales, Company number: 8867519
Registered office: 65 Banbury Road, Oxford, OX2 6PE
A full list of Riach Architects Directors is available for inspection at the registered office.



1.0. Introduction

This Design and Access Statement has been prepared by Riach Architects Ltd and is offered in support of the planning application and listed building consent for external and internal refurbishment including replacement of windows and doors and addition of PV panels to part of the former Cooper's factory site.

Pre – application advice has been sought (ref:23/01983/LBPAC)

2.0. Location and Site



Fig.1 - Site Context (Google Maps)

The site is situated in West Oxford on the junction of Park End Street and Hollybush Row, less than 200m away from Oxford Rail Station. It is well connected to public transport links, being served by multiple bus routes and local and national rail services. The nearest public car parks are on Becket Street and Worcester Street, both situated a short distance away.

Currently the site is accessed from Hollybush row, via gated entrances in the boundary wall. The proposed scheme makes no changes to access and will retain the existing gates which will be refurbished as part of the works. Deliveries to the existing building are via a loading bay with a dropped kerb on Hollybush Row.

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Figure 2 - The site (Google Maps)

2.1. Existing Buildings

The site measures 483m² and comprises a number of early to mid-20th century industrial buildings. Formerly part of the Cooper's marmalade factory, the building is Grade II listed owing to its architectural and historical interest and is also located in Central Oxford Conservation Area. Most recently used as the 'Jam factory,' a restaurant and arts centre, the site has been unoccupied since its closure earlier this year. Due to the buildings listed status and its location in a conservation area, a Heritage Report has been commissioned to inform the proposed works and ensure that the proposed alterations do not compromise the historical integrity of the site.

The existing buildings are mostly single storey and predominantly built of brick, with a mixture of pitched and flat roofs. Owing to the growth of the site over several decades, there is little coherence to either the interior or exterior of the building, with many later changes eroding its historical significance. Prominent features within the existing building include the vaulted ceilings with exposed structure and extensive roof lights. Although the condition of the building is generally good, a lack of maintenance has resulted in deterioration, most notably as a result of water ingress.



2.2. Planning History

Although no planning applications for the site have been submitted under the address on Hollybush Row, a number of planning applications have been submitted for the site under the address of 27 Park End Street Oxford OX1 1HU. In these cases, the redline boundary covered both the offices fronting Park Street and the rear buildings on Hollybush Row.

Reference: 19/02596/ LBC

Address: 27 Park End Street Oxford OX1 1HU

Description: Repair and replacement of existing glazing bars and glazing to roof lights and canopy.

Reference: 15/03377/ FUL

Address: 17, 22, 25,26 And 27 Park End Street Oxford Oxfordshire OX1 1HU

Description: Change of use of pavement to allow provision of tables and chairs for customers.

Reference: 18/03144/ CND

Address: 27 Park End Street Oxford OX1 1HU

Description: Details submitted in compliance with condition 4 (External doors & Stairs) and 6 (External plant finish) of planning permission 18/03144/ FUL.

Reference: 18/03144/ FUL

Address: 27 Park End Street Oxford Oxfordshire OX1 1HU

Description: Demolish existing brick shed in the courtyard and timber shed on the roof. Replacement doors to front and rear of the lobby, installation of air handling units to roof, resurfacing works to the rear yard area, alterations to windows and doors and installation of cycle storage.

Reference: 18/03145/ LBC

Address: 27 Park End Street Oxford Oxfordshire OX1 1HU

Description: Internal alterations to include demolition of wall partitionings and refurbishment of offices. Replacement of front and rear passageway doors. Installation of roof mounted air handling units. Alterations to windows and doors. Jam Factory (Frank Cooper's Marmalade Factory). (Amended Plans)

Reference: 19/00885/ FUL

Address: 27 Park End Street Oxford OX1 1HU

Description: Formation of secondary glazing to all windows and installation of external lighting.

Reference: 19/02017/ LBC

Address: 27 Park End Street Oxford Oxfordshire OX1 1HU

Description: External refurbishment and installation of external lighting

Reference: 19/00886/ LBC

Address: 27 Park End Street Oxford OX1 1HU

Description: Installation of secondary glazing to all windows. (Amended description).

Reference: 19/00886/ CND

Address: 27 Park End Street Oxford OX1 1HU

Description: Details submitted in compliance with condition 3 (Further details – Window stays) of listed building consent 19/00886/ LBC

Reference: 19/02733/ FUL

Address: 27 Park End Street Oxford Oxfordshire OX1 1HU

Description: Provision of bin store. Relocation of cycle stores.

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Figure 3 - External brickwork showing later alterations. (Survey Photo)

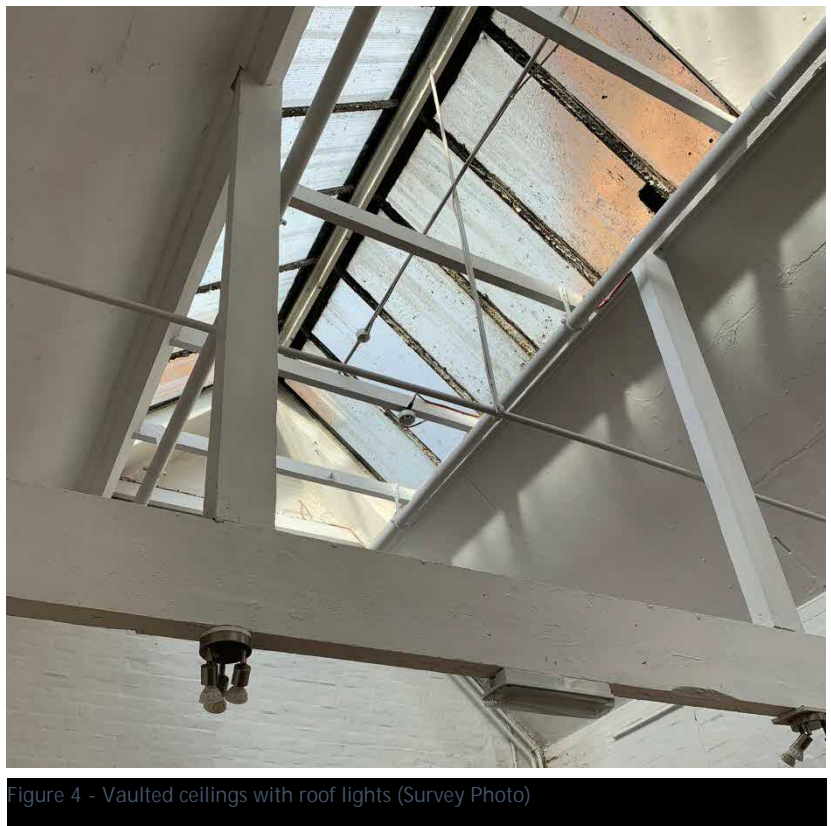


Figure 4 - Vaulted ceilings with roof lights (Survey Photo)

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Figure 5 - Evidence of water ingress (Survey Photo)

3.0. Detail Design Proposals and rationale

The building has suffered from a lack of maintenance over the years and now requires an extensive refurbishment. The proposed scheme seeks to address these issues with an internal and external renovation of the premises, including the replacement of windows and doors.

External Works –

New crittal windows reinstated in the original position. This will enhance the buildings appearance, by restoring the Hollybush Row elevation to its original appearance and removing mismatched brick infill.

New double glazed crittal windows and doors to the match existing will replace later UPVC glazing and restore the industrial appearance of the building.

The existing roof membrane will be replaced with slates to match the rest of the existing roof. This will prevent further water ingress and improve the roofscape of the conservation area by utilising traditional materials and methods. When renovating the roof, the opportunity will be used to insulate the building and improve its energy efficiency. These works will also prevent further water ingress and reduce the need for costly maintenance in the future.



The existing rooflights will be replaced or refurbished. This will enhance the buildings appearance by replacing unsympathetic modern rooflights with units to match the originals. Where replaced this will be with double glazing.

Boundary wall to be reduced to original height with new coping. This will remove mismatched brickwork and restore the Hollybush Row elevation to its original appearance.

The lintel above the gateway is to be repaired.

The wooden doors are to be refurbished and repainted the same colour.

New flues for the coffee roasters will be installed. These will be routed through a roof light to avoid cutting to the timber clad vaulted ceiling.

Installation of PV panels. It is proposed that these will generate electricity for the building as part of the sustainability strategy. As the roof is shallow and set back from the street, their visual appearance will be limited.

Internal Works –

The existing floor finish will be replaced throughout with new tiles. Concrete substrate will be retained where possible, with a new damp proof membrane and insulation laid on top. This will improve the buildings thermal performance and prevent issues with damp.

The interior will be redecorated throughout with new plasterboard and painted finishes. This will update the inside of the building which has not been maintained over the years.

M & E will be replaced throughout.

4.0. Relationship with Context

The proposed external alterations are not intrusive and aim to enhance the appearance of the building, by removing late 20th century additions which have little heritage significance. By replacing the existing glazing with an industrial crittal style and reinstating the original slate roof the appearance of the building will be greatly improved, and its heritage significance enhanced. These actions will have little impact on the visual appearance of the building within the conservation area.



5.0. Materials and detail

It is proposed that the external alterations will replicate materiality like for like, this will ensure that these works are sensitive to the historic fabric. New metal crittal style windows and doors will replace UPVC glazing in the later extensions, replicating the style of the surviving original windows.

The proposed replacement of the roof membrane with slates restores the originality of the building and ensures that all the pitched roof areas match in materiality. Where later openings have been be cut into external brickwork, a brick of similar colour or size will be used to repair these areas.

6.0. Flood Risk

The site is located in flood zone 2, with a medium risk of flooding. The nearest watercourse is the Castle Mill Stream, situated 200m away to the east. As the proposal is for renovations to an existing building, the development will not increase the flood risk to additional properties.

7.0. Sustainability

The proposals seek to make efficient use of a previously developed site by sensitively altering the existing buildings to accommodate the changing necessities of its occupants. The reuse of an existing building is accepted as the most environmentally sustainable type of development and is in line with the Councils sustainability policies. By doing this the proposal will safeguard the future of the existing buildings on site as well as enhancing its sustainability.

During the proposed works, measures will be implemented to improve thermal performance and the sustainability of the building. As the existing buildings are a designated heritage asset, these works will be carried out within the limitations of conservation policy. The walls and floors will be insulated during the internal renovations and the removal of the existing roof membrane presents the opportunity to insulate the roof. The installation of double glazing in the new windows will also improve the thermal performance and offset heat loss through the original windows. The installation of solar panels will allow building to generate zero-carbon electricity and reduce dependency on energy from the grid.



8.0. Conclusion

Overall, although the proposed refurbishments are extensive, they are focussed on rectifying later alterations and are designed to sensitively enhance the existing building. The proposed works are respectful of its location in a conservation area and its designation as a Grade II listed building. It is our view that these proposals achieve these aims and that they should therefore be supported by the planning and conservation authorities.

9.0 Appendix.

Energy Strategy Report

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Energy Strategy Report

Prepared for: -

Milly Barr, of Columbian Coffee Roasters.
On behalf of CLPM Ltd by: -

Rob Bohm
CLPM Heating & Energy Consultant

Date: -
14th July 2023

Ref: The Jam Factory, No 4 Hollybush Row, Oxford, OX1 1HU.

Project Brief.

CLPM were instructed by Milly Barr to consult and carry out a condition survey for building and to advise on heating system options and general efficiency improvements to the building.

The specific requests were as follows: -

- To review the existing building to advise on thermal performance and potential heating options. This is to be carried out in conjunction with the potential plans supplied by Hart Miller Design.
- To provide a report outlining the deficiencies of the building, potential improvements and an estimated budget to carry out the works.

The Existing Building.

The site accessed from Hollybush Row was originally part of the entire Jam Factory, which was built in 1903.

The larger front section of the building accessed from Park End Street, was used for preparing and packaging the jam, whereas the smaller rear section was used for boiling the jam.

The production was moved from the site when the company ceased making jam in the building after the war.

The building has had various uses over the years, and the rear section was a restaurant and gallery space from 2006 till 2022 and has been vacant since.

The front section of the site went through extensive renovations and was completed in 2020 and is now used primarily for office space.

Even though the site is collectively known as the Jam Factory, it is divided into two specific areas, with the addresses of 27 Park End Street for the front section of the site and No 4 Hollybush Row for the rear.

The 27 Park End Street was Grade II listed in July 2000, and there is a possibility that the rear section of the site may be included as it was part of the curtilage. This requires confirmation as No 4 Hollybush Row does not appear on the National Heritage List for England.

The Structure

The building in question was built simply as a work space.

The building appears to have had little care and maintenance in recent years and is in need of some improvements and repairs.

The majority of the building is single storey and constructed mainly from solid masonry external walls.

The visible brickwork is in reasonable condition and has had some changes/ additions made over time, including a small infill extension, expected to have been built in the 70/80s.

There are two small mezzanine areas which were constructed relatively recently, and not of particularly high quality.

The majority of the roof is vaulted with exposed roof supports, bar the extension which has a flat roof.

The external roof covering is a mix, with the majority of the area covered with bitumen roofing felt and the remainder with slate tiling. There is a significant area of roof lights.

The ceilings are a mixture of close timber boarding and plasterboard.

There is evidence of leaks from the roof in three areas to the front of the building, and two areas to the rear. One area appears to have had leaking for some time as the boarding is quite rotten.

The floor is of solid concrete with a mix of coverings of parquet, vinyl, and bare screed.

The glazing is a mix of timber and crittal single gazed casement windows, and uPVC double glazing to the infill extension.

The side doors are timber, and a double glazed door to the front elevation.

The roof has significant areas of skylights, with the majority being single glazed.

Some of the glass is wired safety glass.

An external courtyard area is covered with a glass roof which appears to be in relatively good condition. This area abuts No 27 Park End Street.

A lean too small shed/storage area is present at the front of the building.

The door was locked at the time of the survey and no access was available.

Services

The building is served by a three phase power supply, with the incoming cable, meter, and main isolators located at the front of the building.

Please note that there is evidence of a leak to the roof above the incoming power supply.

There may be a risk of damage and power shorting if the leak is current and were to become worse.

The visible electrics appear to be mainly satisfactory, albeit with one bare connection.

However, it was not known if a current electrical certificate is available, so I suggest that the electrics are checked as a matter of course.

The lighting throughout the building is mainly LED type bulbs.

There is some evidence of a fire detection system, but it is not known if it is operational.

The building is served by a natural gas supply via commercial G25 meter.

The gas supply is expected to feed to the heating system and a capped off supply is present in the kitchen area.

The gas supply from the meter splits and also feeds the neighbouring property, presumably to No 27 Park End Street.

There was no visible evidence of a subsidiary gas meter, but there were some areas of the building which we were not able to access. If this is the case, then the metering will require altering to allow for separate billing.

The building is served directly from the mains' water supply.

The cold water supplies the kitchen area and the cloakrooms.

The pipework is somewhat haphazard due to the removal of the fixtures and fittings.

The water in the area has high levels of limescale in the region of 350ppm.

This will adversely affect the pipework fittings and hot water systems.

The hot water is provided by a combination hot water tank located at high level close to the cloakrooms. The water is heated electrically, and the tank appears to be quite aged.

The heating is supplied by a commercial gas boiler, but no access to the boiler room was available, therefore we are not able to give any specific details.

The heating throughout the building is mainly provided via a wet radiator system.

The radiators are cast iron and the majority of the pipework is steel. One section has been replaced with stainless steel.

The heating is controlled by programable room thermostats, but no radiator thermostats are present.

Wall panel heaters are also present throughout the building totaling 8 No 2kW units.

These heaters are controlled at source with no overall control system.

Energy Performance Certificate and landlord obligations.

All commercial lettings must have a minimum EPC rating of E, but there are potential exemptions.

As the building is potentially Listed, there may be an exemption if the energy efficiency improvement work would unacceptably alter the building's character and appearance, and this would require confirming.

An EPC certificate has been issued by the letting agent for No 27 Park End Street, dated March 2015.

We have subsequently checked on the EPC database and found another EPC for No 27 Park End Street dated July 2020 with a reduced floor area. The reduced floor area equals the floor area of No 4 Hollybush Row.

This more recent EPC will supersede the previous EPC, rendering the EPC issued non valid.

There appears to be no EPC logged for No 4 Hollybush Row.

An EPC assessment must be carried out to determine whether the exemption for listed buildings is applicable prior to the building being let.

If this has not been carried out, the building is not in a lettable state.

The building must also have current gas and electrical safety certificates.

The building must also be fit for purpose with no defects.

Energy Performance.

The building was constructed with no thoughts of thermal performance and will be very inefficient indeed.

There will be no insulation to the walls, the likelihood of no insulation to the roof, with poor performing glazing, bar the small area to the front of the building.

The large areas of skylights will increase the ambient temperature through solar gain.

It is highly probable that the building would not achieve the minimum standard of an EPC rating of E in its current state.

The largest factor in energy usage is generally heating, which will be adversely affected by the poor performing building.

This will impact on the cost of running the property and inevitably the carbon usage.

The existing heating system is based on a 'one pipe' system which is an old, obsolete design which compounds the inefficiency of the building.

The verification of this is the requirement of extra 16kW of heat provided by the electric wall panel heaters.

Please note that direct electrical heating is in the region of 3 times the cost per kW than gas, which would result in very high running costs.

I estimate that the building would require in the region of 75kW of heat to bring the property to a comfortable temperature.

The building could be upgraded thermally by adding insulation to the internal surface of the external walls, adding insulation to the roof, and replacing/ upgrading the windows.

Some of these may be subject to whether the building is indeed listed/ or planning approval.

It is entirely possible to reduce the heat load to in the region of 35kW if a full suite of thermal improvements were carried out.

These thermal improvements would reduce the energy and therefore carbon usage for the heating by around 46%, which is a significant amount.

We have considered the works required to improve the efficiency of the building.

The majority of the roof is pitched, and it would be expected that it would be covered in slate tiling. It appears that at some point in the past, for some reason, a significant amount of the roof slates to the property were removed and replaced with bitumen roof felt material.

This material has a relatively short lifespan of around 20 years and is traditionally used for utility buildings such as garages and sheds.

The roof material appears to be in good condition, but the multiple leak points need to be investigated to check whether they are current, or historical.

There may be a wish to return the roof to being slate tiled as it was originally constructed.

Slate tiling will have a far greater longevity than bitumen felt roof material.

This would give the ideal time to install insulation at the same time, and the existing roof slates could also be removed, and insulation fitted. This would necessitate an increase of the ridge height by approximately 150mm, but this would not be particularly visible from the road due to the orientation of the roofs, and the existing brick features on the front elevation.

Alternatively, the roof could be insulated from below, but this would reduce the internal visuals of the exposed timber roof to remain, which is an attractive feature.

If the building is indeed Listed, then it is possible that some of the existing windows may need to remain, in which case secondary glazing can be fitted which will improve the efficiency.

Double glazed skylights would be very beneficial, especially with solar reflective coating.

The internal surface of the walls can be insulated by fitting an internal insulated wall, which would however reduce the interior space a little, but have no planning consequences.

I would suggest that a new heating system should be fitted to replace the existing obsolete system as it is no longer fit for purpose.

A new system would be able to have zonal heating control allowing for areas not being used to have the heating turned down, giving further energy reductions.

A gas fired system would be the best option in terms of capital cost investment, but there may be a wish to come away from carbon fuels and utilise renewable technologies.

Heat pump technologies can be in the region of three times more efficient than a gas system which will reduce the carbon significantly.

Combined heating and ventilation systems with ducted air are available which can be powered by renewable technologies.

These systems are often available with a cooling function.

The vaulted roof would certainly be suitable for this type of system.

The building has areas of south facing roof which could have Photo Voltaic panels fitted, which would not likely been seen from the road.

PV systems are certainly a viable proposition, with the generation tying in with daytime energy usage resulting in further energy reductions.

Conclusions.

Unfortunately, as the building has had little attention carried out over the years, it is in need of some renovation and upgrading works.

The cost to carry out the works will not be insignificant.

We have carried out an estimated budget to carry out improvements for the following.

- Re roofing the building with new slates.
- New roof insulation.
- Internal wall insulation and re boarding.
- New glazing/ secondary glazing.
- New skylights.
- New gas fired heating system.

It would be possible to spend considerably less by just patching up the building and carrying out the minimum works to achieve the minimum letting EPC rating of E, depending on the Listed status of the building.

This would however result in a building with high energy and therefore carbon usage.

The Oxford Colleges have a sustainability strategy with a commitment of reaching net zero carbon by 2035.

Please see the link below.

<https://www.ox.ac.uk/about/building-our-future/environmental>

We would hope that this policy also includes the property portfolio.

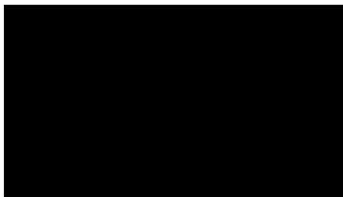
I would estimate that the EPC would reduce to around a rate of C by carrying out the improvement works, with potential further improvements by utilising renewable technologies.

Please note that there is a strong indication that the minimum letting EPC rate may drop to B by 2030.

I would suggest that the next steps are to commission a fully measured survey following on with the compiling of a schedule of works.

These documents can then be issued to contractors for accurate pricing, so decisions can be made with respect to the works to be carried out.

Kind Regards,



Rob Bohm

CLPM Heating & Energy Consultant