

DESIGN AND ACCESS STATEMENT

Trailfinders, 24 High Street, Windsor, SL4 1LH

Prepared by Lustedgreen - 21/12/2023

This report has been commissioned by Trailfinders Ltd, the freeholder of the building, to understand the building within its local context, to provide a visual and written summary record of the building and to assess the significance of the building and the potential impact of the proposed works.

INTRODUCTION

The building, previously occupied by a Cath Kidston, now sits vacant on the high street and has been acquired by Trailfinders Ltd.

EXISTING BUILDING

Address

24 High Street
Windsor
SL4 1LH

Location

The shop is located on the High Street, between a vacant bank building and a hotel. Most of the properties along the high street are occupied by retail and hospitality/food & drink outlets. The unit is in extremely close proximity to Windsor Castle, and sits less than 100m away from the Lower Ward and King Henry VIII Gate,.

Extent

Dating from the early to mid 18th century, the Grade II listed (list entry number: 1281141) property is arranged over basement, ground and three upper floors and is part of a terrace of retail properties located within Windsor Town Centre's Conservation Area.

The property is traditionally constructed with solid masonry outer walls supporting timber framed, slate and tile covered, pitched roofs. The building's shop front is comprised of two metal framed single glazed bay windows, flanking a set of glazed timber entrance doors. Upper floors are fitted with single glazed timber sash windows.

The ground floor is presently devoted to retail use with office, toilets and welfare accommodation provided to upper floors. Floors are predominantly suspended timber, connected by three timber staircases between ground and 3rd (attic) level. A set of metal steps provides access to the basement.

The property is fitted with small power and lighting, which mainly form part of the previous occupiers fit out. There is also VRF air conditioning to the retail areas and electric panel radiator heating to the upper floors.

The property has the benefit of mains gas, electricity, water and drainage. A passenger lift serves floors ground to second however this is not currently in working order.

DESIGN

The proposed works to the property will improve the fire protection and safety of the building. New FR30 doors will be fitted in place of old doors. Where door surrounds are clearly original fabric, these will be retained, with only the door set being new. The partially external fire escape route, used by the adjacent two properties, will be reviewed, and made clear and safe, as there are currently two external fire escape doors (one of which is swelled and therefore unopenable). It is felt that this is confusing and therefore any redundant fire escape doors or parts of a fire escape route will be carefully removed. A fire rated ceiling is required in the basement to provide sufficient fire compartmentation between basement and ground floor level.

New ventilation will be installed throughout the unit in line with the M&E consultant's drawings, which have been included as part of this application. Ventilation in the basement will help to alleviate the current damp problem and prevent further mould and rot setting into the timber floors and steel joists.

The newly designed shop floor will serve both employees and customers as a fully accessible space with a new DDA WC proposed to go at the rear of the unit. All ground floor doors and openings will comply with the Part M Building regulations and we will provide level access from the street into the shop. The first floor will also be fully accessible via a customer lift (the existing lift will be restored back to working order as part of the proposed works).

The damaged plastic conservatory roof will be replaced with a reclaimed slate tile roof to match the rest of the building and its surrounding properties. This will not only improve the character of the building but will ensure that its energy efficiency is in line with current Building Regulations.

The shopfront and its glazing will be retained, made good and redecorated in line with Trailfinders branding – this being subject to a separate Consent to Advertise application.

We are extremely sympathetic to the fact that the building is Grade II listed, and have meticulously noted and photographed all windows and doors, as well as elements of the building fabric we believe to be original, and compiled these pictures into schedules. Further to this, we have also documented all damage to the existing unit to ensure the building can be preserved as best as possible and made good where required. Any original features will be retained within reason and incorporated into our designs.

We will be including our photographic schedules with this listed building consent application for reference.

SCOPE OF PROPOSED WORK

External Works

The shopfront will be totally retained and will be painted to Trailfinders brand colours, as detailed in our Display of Advertisements application. Areas that are in disrepair or that are damaged will be made good and if any replacement fixtures are required, these will be like for like. The timber fascia board and windows in the shopfront currently show signs of water damage, therefore it may be pertinent to carefully open up the fascia board to allow for inspection in order to identify any issues and successfully remedy these.

At the rear of the property, our proposals include:

- The polycarbonate conservatory roof, which is currently damaged and in extremely poor condition, will be replaced with a reclaimed slate tile roof designed to current Part L Building Regulations.
- A redundant fire escape door at first floor level, which is swelled and unfit for purpose, will be removed and the opening blocked up.
- The external metal stairs at first floor level will also be removed as part of the works to clarify the fire escape route for both 24 High Street and its two neighbouring buildings at 25 and 26 High Street.
- Replacement of the French doors at second floor level with a new pair of external fire doors with a panic bar and the appropriate ironmongery to allow for the adjacent properties to gain internal access in and emergency evacuation event, while keeping the property secure under ordinary circumstances.
- Install new HVAC plant equipment as indicated on the M&E consultant's drawings – notably condensing units installed on the flat roof on a new metal checker plate which will be fitted following the removal of the redundant external stairs.

- Install new fully functioning bird netting to replace existing. It was noted during visits that the current bird netting is not fit for purpose on account of bird carcasses and guano found inside the netting.
- Removal of external door at top floor level and replacement with new window
- Removal of portion of metal grating in front of external door at top floor level.

The details of this work are shown on the drawings that are included as part of this application.

Structural Works

Minimal structural amendments will take place. Minor holes for ventilation ducts and AC pipework will be undertaken.

External Signage

New signage is proposed however this will be painted, non-illuminated signage, the details of which are outlined in our separate Consent to Advertise application.

If it is found that the current timber fascia board requires replacing, the new fascia board will match the size and proportion of what is there currently. In this case, the new fascia would be constructed from timber and painted to match Trailfinders branding. White letters would be painted to spell 'Trailfinders' and 'The Travel Experts below, beside an oval logo which is also proposed to be painted on.

Walls

Any new partition walls will be built using metal stud, Gypglas and plasterboard on both sides, independent of the existing wall. A skimmed plaster finish will be applied ready for decoration.

Flooring

Carpet and heavy-duty vinyl sheet/tiles.

Ceilings

New raised plasterboard ceiling elements will be added with uplit features in the ground floor sales area. Accessible suspended ceilings and MF plasterboard ceilings will be added to other rooms. A fire rated ceiling will be installed at basement level to provide sufficient fire compartmentation between basement and ground floor level.

M&E

All existing condenser units currently located on the property will be removed and replaced with:

- three new models, to be located on side wall of the building at first floor level.
- One new model perpendicular to the new HRU (see below and refer to M&E consultant's drawings for further information)

These will be quieter and more energy efficient models.

New extract fans will be installed throughout the unit, meaning there will be some penetrations made in external walls and roof at the rear of the property.

A heat recovery unit will be installed on the flat roof underneath the external metal stair.

The improved air quality within the building will help to preserve the existing materials and prolong their lifespan.

Please refer to the M&E consultants drawings for further information.

Internal doors

All existing doors to be replaced with solid core fire-rated flat panel doors, with vision panels where required, to be 30-minute fire rated. Doors facing onto ground floor and first floor sales areas will be oak veneered, and all other doors to be paint finish.

Internal Decoration

All new and existing walls and ceilings to be painted in one mist & two top coats of breathable matt emulsion.

Internal lighting

New energy efficient lighting to retail and staff areas will be installed as shown on the ceiling plans that form part of this planning application.

PRE-APPLICATION INVOLVEMENT

We have had no pre-application advice.

ACCESS

Vehicular

The proposed plans will not affect the current vehicular access to the site.

Disabled Access

The proposed plans will allow full access to the ground floor sales for wheelchair users. The proposal also includes a DDA compliant WC on the ground floor for both staff and customer use – this is an improvement, as the unit currently only has WCs on the first floor which are not wheelchair accessible.

SUPPORTING DOCUMENTS

This Design and Access Statement should be read in conjunction with the following drawings, which form part of this planning application:

DESIGN CONSULTANT

Lustedgreen Drawing Package-

- LG22/158_001 – Site Location Plan
- LG22/158_100 – Existing/Strip Out Roof and Basement
- LG22/158_101 – Existing/Strip Out Ground and First Floor
- LG22/158_102 – Existing/Strip Out Second and Third Floor
- LG22/158_103 – Proposed Roof and Basement General Arrangement Plan
- LG22/158_104 – Proposed Ground and First Floor General Arrangement Plan
- LG22/158_105 – Proposed Second and Third Floor General Arrangement Plan
- LG22/158_106 – Proposed Roof & Basement Floor Enabling works & BWIC Plan
- LG22/158_107 – Proposed Ground and First Floor Enabling works & BWIC Plan
- LG22/158_108 – Proposed Second and Third Floor Enabling works & BWIC Plan
- LG22/158_109 – Proposed Ground and First Floor Fit Out Plan
- LG22/158_110 – Proposed Second and Third Floor Fit Out Plan
- LG22/158_113 – Proposed Basement RCP
- LG22/158_114 – Proposed Ground and First Floor RCP
- LG22/158_115 – Proposed Second and Third Floor RCP
- LG22/158_120 – Existing Ground Floor Door & Window Photographic Schedule
- LG22/158_121 – Existing First Floor Door & Window Photographic Schedule
- LG22/158_122 – Existing Second Floor Door & Window Photographic Schedule
- LG22/158_123 – Existing Third Floor Door & Window Photographic Schedule
- LG22/158_130 – Existing Ground Floor Damages and Original Features Photographic Schedule
- LG22/158_131 – Existing First Floor Damages and Original Features Photographic Schedule
- LG22/158_132 – Existing Second Floor Damages and Original Features Photographic Schedule
- LG22/158_133 – Existing Third Floor Damages and Original Features Photographic Schedule

LG22/158_200 – Existing shopfront elevation
LG22/158_201 – Proposed shopfront elevation
LG22/158_202 – Existing Rear elevation
LG22/158_203 – Proposed Rear elevation
LG22/158_305 – Existing Shopfront Section A-A
LG22/158_306 – Proposed Shopfront Section A-A
LG22/158_500 – Signage Details

Heritage Statement
Design and Access Statement

HVAC CONSULTANT

Nextgen Drawing Package-

NG365M01RevA HVAC