

**PROPOSED RE-SITING
of HOTEL RECEPTION,
and
CONVERSION of EXISTING MEETING ROOM,
SERVERY, STORE ROOM & STAFF BEDROOM
to form
1no. GUEST EN-SUITE BEDROOM (Ground Floor),
2no. GUEST EN-SUITE BEDROOMS (First Floor)
& 1no. GUEST EN-SUITE BEDROOM (Third Floor)
along with
ASSOCIATED MINOR WORKS

at

THE NORFOLK ARMS HOTEL,
22 HIGH STREET,
ARUNDEL,
WEST SUSSEX,
BN18.9AB.

for

The Norfolk Arms Hotel.**

DESIGN & ACCESS & HERITAGE STATEMENT
(to accompany Full Planning Application)

Revisions:-

Rev A 16-03-2022 Doors drawings 397-20 and 397-21 added to drawings list on page 2.



This Statement should be read in conjunction with the following:-

- 397-01 revA Existing GA Basement Plan
- 397-02 revA Existing GA Ground Floor Plan
- 397-03 Existing GA First Floor Plan
- 397-04 Existing GA Second Floor Plan
- 397-05 Existing GA Third Floor Plan
- 397-06 Existing GA Front Elevation
- 397-07 Existing GA Side Elevation to Courtyard
- 397-08 Existing GA Side Elevation to 22 High Street
- 397-09 revA Existing Internal Elevations & Detail
- 397-10 Proposed GA Basement Plan
- 397-11 revB Proposed GA Part Ground Floor Plan
- 397-12 Proposed GA Part First Floor Plan
- 397-13 revA Proposed GA Third Floor Plan
- 397-14 revA Proposed GA Front Elevation
- 397-15 Proposed GA Side Elevation to Courtyard
- 397-16 Proposed GA Side Elevation to 22 High Street
- 397-18 Proposed Bedroom 3 Replacement Window Details
- 397-19 Proposed Internal Elevation to Dispense Bar.pdf
- 397-20 Proposed Ground Floor Internal Doors Elevations
- 397-21 Proposed First & Third Floors Internal Doors Elevations
- 1:500 Proposed Block Plan
- 1:1250 Location Plan

1.0 Introduction

1.1 This Design, Access & Heritage Statement is submitted to accompany a Full Planning Application and a Listed Buildings Consent Application for proposed alterations and improvements within the existing building footprint of The Norfolk Arms Hotel, Arundel.

1.2 The proposals can be described as 3no. separate areas of work:-

- a. the re-positioning of the existing Hotel Reception, to improve accessibility for guests and the public, along with associated works to change the use of the existing reception & back office.
- b. the conversion of existing under-used facilities (Ground Floor Meeting Room, First Floor Store, First Floor Kitchen & Served and Third Floor Staff Bedroom) to form 4no. new En-Suite Guest Bedrooms.
- c. minor alterations to ancillary ground floor internal areas, adjacent to the main proposals described above.

1.3 Re-siting the existing Hotel Reception will improve accessibility for hotel guests and the public as they enter the Hotel, both for the able-bodied and especially for the elderly and the physically disabled.

Access to the Hotel Reception at present is not easy, due to the building's age and historical layout.

The Hotel's main entrance door (via the central archway), leads into a short Corridor, with the existing reception desk positioned out of sight, around a corner and up a flight of 4no. steps, which are also part of the main staircase.

Apart from a proposal to form an Accessible Guest En-Suite Bedroom (included within Full Planning and Listed Buildings Approvals granted in April 2016), the Hotel is not able to cater for the physically disabled persons, and in particular for wheelchair users.

The current owners are keen to improve access generally and to update the Hotel's facilities where possible, and the Hotel Reception is to be moved closer to the existing main entrance, and will replace the existing small Norfolk Bar.

1.4 The conversion of several under-used facilities will allow the formation of 4no. additional Guest En-Suite Bedrooms in different parts of the Hotel, which will ensure both better use of those parts of the building and include improvements to the building's decorations & fabric.

1.5 The Ground Floor meeting room, known as 'The Suffolk Room', sits behind the original Georgian staircase in the northern range of the building. It has relatively little use as a meeting room at present and it can easily be converted into a Guest Bedroom.

In addition, the adjacent existing Male & Female Toilets can be altered to enable the formation of an En-Suite Bathroom to serve the new Bedroom.

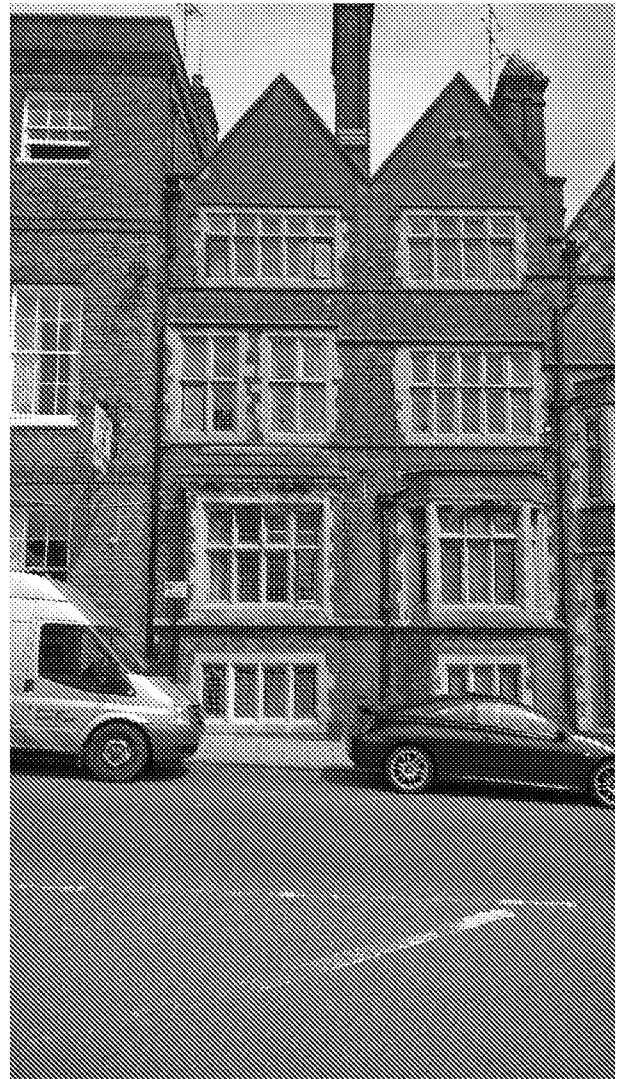
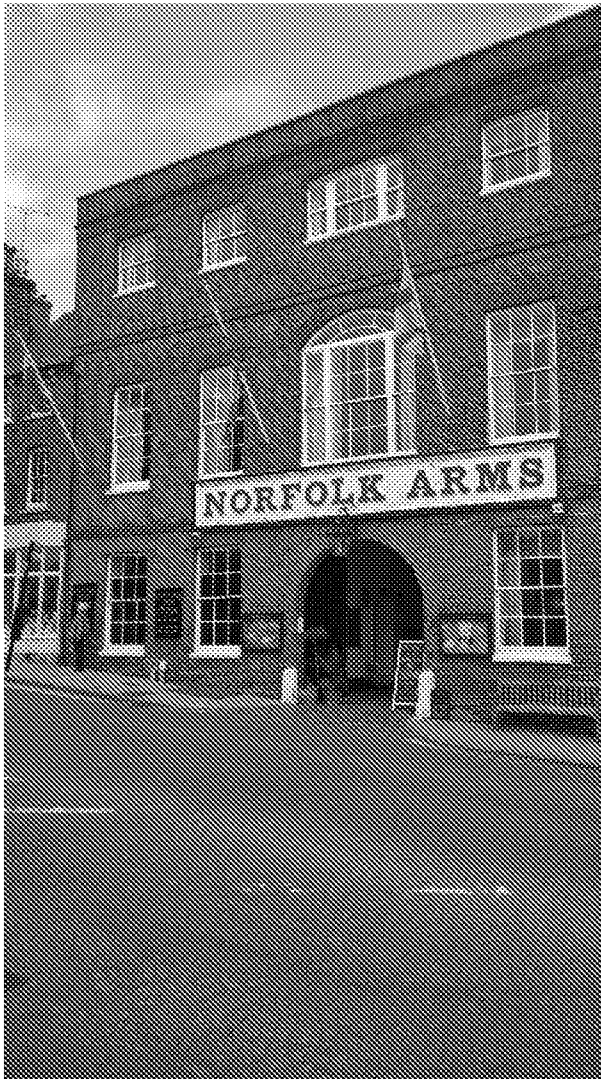
These Male & Female Toilets currently serve the 'Town Bar' pub (now trading as 'The Norfolk Tap') within the Hotel. They can only be accessed 'externally' via the archway and the rear courtyard, and they are in need of refurbishment and updating.

The new Guest En-Suite can be formed from most of both the existing Female Toilets & associated Store.

- 1.6 The existing Male Toilets and the remaining parts of the Store & Female Toilets can be converted into a new 'Unisex' Toilet facility to continue serving the 'Norfolk Tap' bar.
- 1.7 The conversion of an existing Store Room and 2no. rooms forming an existing Kitchen and Food Servery, all on the first floor, will allow the formation of 2no. Guest En-Suite Bedrooms.
The Store Room was used historically as a Guest Bedroom but taken out of such use some years ago when En-Suite facilities could not easily be provided.
The First Floor Servery was installed previously to serve the Ballroom, but the Servery has relatively little use at present. Events and functions within the Ballroom that involve food and drink can be serviced easily from the Kitchens and Bar facilities on the Ground Floor, without the need to use the First Floor servery. Some functions also use outside caterers.
The servery includes an old, disused service hoist that rises up from the Ground Floor, however the ground floor room that contains the hoist has been used for several years as 'The Old Kitchen' Dining Room and is used by guests and / or private bookings.
Removing this hoist will enable the formation of the proposed En-Suite facilities on the First Floor, and will also enable the removal of an ugly, unused protrusion within the 'The Old Kitchen' Dining Room.
- 1.8 The conversion of 1no. existing staff bedroom on the third floor to provide an additional En-Suite Guest Bedroom, would allow this room to be refurbished and to be put back into regular use.
Historically, several rooms on this topmost floor of the Hotel have been used as staff sleeping quarters. However, there is very little present-day need for staff accommodation and the room involved is the last staff room on the Third Floor. All other such staff rooms have been converted into Guest En-Suite bedrooms (included within Full Planning and Listed Buildings Approvals granted in April 2016),
The room is in need of renovation and has been used more recently as a temporary store room.
- 1.9 Alongside the proposed internal alterations described above, other minor works will be carried out to ancillary ground floor areas:-
- existing lightweight partitions will be removed between the 'The Old Kitchen' Dining Room, the main 'Arun Restaurant' and the adjacent Servery, to improve general circulation and access.
 - existing lightweight partitions & storage under the original georgian staircase (between the 'Norfolk Tap Bar' and the existing 'Suffolk Room', will be altered to open up the area under the upper flight and revert the hallway back closer to its original appearance.
 - the new glazed Entrance Lobby within the existing central archway (included within Full Planning and Listed Buildings Approvals granted in April 2016), has not yet been constructed, but will be formed in the near future. The Entrance Lobby was approved with single, fully glazed entrance doors in both front and rear elevations, to the High Street and the rear Courtyard. However, as part of complying with 'means-of-escape' requirements within current Building Regulations, the approved single doors in both front & rear elevations will need to be changed to pairs of doors, as required by the Building Inspector. The overall appearance and materials forming both Entrance Lobby elevations will not be altered.
- 1.10 All proposals included in items 1.3 to 1.9 above are described in greater detail in Section 4.0 below.

2.0 The Site

- 2.1 The Norfolk Arms Hotel is a Grade 2* Listed Building, positioned in the centre of Arundel, on the east side of the High Street.
The Hotel sits within the southern shadow of Arundel Castle and shares a 'party' boundary with the Castle (the North-East boundary of the Hotel site).
The Hotel also sits within the larger Arundel Conservation Area.



- 2.2 The 'Norfolk Arms Hotel' building comprises of a number of parts, built at different times:-

The core of the site is the original 3-storey plus Basement, 'U-shaped building, the front of which faces on to the High Street, and was erected in the late-18th Century, circa 1782-1785.

This can be seen in the left-hand photograph above.

The building consists of 2no. ranges set at right angles to the High Street – these ranges sit on both sides of a central carriageway / courtyard which was entered through the central archway (seen above).

The Hotel premises grew in the 19th Century with the addition of a service range of buildings behind the adjacent site (at the rear of Hotel's south-eastern range). The parts of this service range that still remain form the present-day Laundry & Cold Stores.

- 2.3 The Hotel grew further in the late 19th Century with the inclusion of part of a range of buildings that were built on the south-eastern side of the High Street elevation. These form the present-day Nos 18 and 20 High Street.

The buildings were constructed circa 1890, although their appearance is intended to suggest that they are a lot older.

The left-hand half of No. 20 was subsequently absorbed into the Hotel premises (date unknown), and this part of the building can be seen in the right-hand photograph above. This building forms the present-day Reception, Managers Office, main staircase and Arun Restaurant.

The northern-most parts of the Hotel buildings (possibly stabling and services buildings for the original Hotel) were replaced by two further 2-storey ranges, built in 1980, to provide additional guest bedrooms.

- 2.4 The building shown in the left hand photograph above, was built by Charles Howard, the 11th Duke of Norfolk (hence the Hotel's name).

- 2.5 By the 1830's the Hotel was listed as the 'pre-eminent' coaching inn in the town.

It also became the political centre for the Whig party in Arundel.

In addition, the Hotel served as the venue for Arundel Corporation meetings, until the construction of the Town Hall in Maltravers Street, in the late 1830's.

The Grade II* listing was put in place in March 1949, and is also accompanied by an English Heritage Building ID ref: 297195.

- 2.6 The Norfolk Arms Hotel forms a landmark building within the centre of Arundel, both in present-day and historical terms, and its prominence in the town is emphasised by its façade and central archway which are unique among the existing buildings on the High Street.

- 2.7 The Hotel's prominence is strengthened by the fact that it has escaped large-scale alteration over the years, both internally and externally.

This has resulted in the survival of much of the original building fabric, along with much of the original internal layout.

Many internal fixtures and fittings also remain, such as the collapsible tray tables outside the first floor Ballroom.

- 2.8 The freehold of present-day Norfolk Arms Hotel still belongs to The Norfolk Estate and the building stands as a testament to the long held interest of the Dukes of Norfolk with Arundel.

The family became regular residents in Arundel as the 18th century progressed, evidenced by the extensive refurbishment of Arundel Castle by Charles Howard, the 11th Duke of Norfolk, which was underway in 1799, after the main façade of The Norfolk Arms Hotel was completed.

- 2.9 In the 1949 Grade II* Listing, The Norfolk Arms Hotel is described as follows:-
(information sourced from:-

- British Listed Buildings website
- The National Heritage List for England website):-

5401 High Street

(East Side)

No. 22 (The Norfolk Hotel)

TQ 0107 1/21 26.3.49

II* GV

1783-5.

Red brick, with rubbed brick voussoirs on Ground Floors.

Moulded brick cornice at eaves level, with parapet of red brick and grey headers (Flemish bond) masking roof.

Ashlar coping.

Hipped slate roof.

3 storeys.

Stringcourse above each floor.

2.10 (continued)

5 ranges of double-hung sash windows with glazing bars.

The central window on 1st and 2nd Floors has 3 lights, and on the 1st Floor a segmental fanlight over all 3 lights.

Beneath is a semi-circular archway, with spur stones, and gates with fielded panels, which leads into stable yard.

Rendered fascia board with “Norfolk Arms” in early C19 type.

Nos 18 to 34 (even) with the Castle Walls and Town Gates form a group.

3.0 Planning History (post 1987)

3.1 Below are recent Full Planning and / or Listed Buildings Consent applications, which are relevant to the site of these current applications:-

1. Application ref: AB/21/07/L
Applicant: Forestdale Hotels Ltd.

Date registered: 07/03/2007
Status: **Approved with Conditions**

Proposal: Application for Listed Buildings Consent to remove 6 window fire escapes & replace with outward opening doors. To upgrade the glazed window & door to The Norfolk Room to fire-resisting standard ½ hour.
2. Application ref: AB/108/12/L
Applicant: Akkeron Hotels Ltd.

Date registered: 06/09/2012
Status: **Approved with Conditions**

Proposal: Application for Listed Buildings Consent to retain and upgrade existing internal doors throughout building (to meet fire regulation requirements), remove & replace 4no. existing internal doors, and remove & replace 14no. internal doors where necessary (dependant on condition).
3. Application ref: AB/40/14/L
Applicant: The Duke of Norfolk, The Estates Office.

Date registered: 31/03/2014
Status: **Withdrawn**

Proposal: Application for Listed Buildings Consent for internal alterations, comprising of removal of telephone booths, re-plastering, removal of stud partitions, exposure of original features to fireplace and bar, new partitions and doors, new screen at first floor and sub-division of part of third floor, external alterations comprising of removal of doors wing, transom and wall lights and re-instatement of doors, new lantern, construction of glazed screens to carriage arch and new flooring, new fencing and trellis, repair of windows, frames and mullions, redecoration, replacement and repair of rainwater goods and roofs re-pointing.
4. Application ref: AB/39/14/PL
Applicant: The Duke of Norfolk, The Estates Office.

Date registered: 16/04/2014
Status: **Withdrawn**

Proposal: Various internal and external works to refurbish property, change of use of ground floor room from staff bedroom to guest bedroom, reconfiguration of third floor to create additional bedrooms and change of 4no. staff bedrooms to 3no. guest bedrooms. This application affects the character and appearance of The Arundel Conservation Area.
5. Application ref: AB/109/15/L
Applicant: St. James's Hotels Ltd.

Date registered: 04/08/2015
Status: **Approved with Conditions**

Proposal: Application for Listed Buildings Consent for change of use of rear garden to No. 20 High Street, to allow use of garden by hotel residents and guests and new pedestrian access doorway from the Hotel's Courtyard into the rear garden through existing brickwork 'party boundary' wall.

6. Application ref: AB/108/15/PL
Applicant: St. James's Hotels Ltd.
Date registered: 18/08/2015
Status: **Approved with Conditions**
Proposal: Change of use of rear garden to No. 20 High Street, to allow use of garden by hotel residents and guests and new pedestrian access doorway from the Hotel's Courtyard into the rear garden through existing brickwork 'party boundary' wall. This application affects the character and appearance of The Arundel Conservation Area.
7. Application ref: AB/165/15/L
Applicant: St. James's Hotels Ltd.
Date registered: 11/01/2016
Status: **Approved with Conditions**
Proposal: Installation of 1no. automatic operation, motorised, lifting arm type Car Park barrier, including associated buried induction loops, at Mill Lane entrance. This application affects the character and appearance of The Arundel Conservation Area.
8. Application ref: AB/22/16/PL
Applicant: St. James's Hotels Ltd.
Date registered: 12/02/2016
Status: **Approved with Conditions**
Proposal: Formation of fully glazed entrance lobby within the ground floor central archway, including removal of existing timber-clad & semi-glazed entrance porch, conversion of 1no. ground floor staff bedroom & bathroom to form 1no. wheelchair accessible guest en-suite bedroom, conversion of 4no. third floor staff bedrooms & 1no. separate staff bathroom to form 3no. guest en-suite bedrooms. This application affects the character and appearance of The Arundel Conservation Area.
9. Application ref: AB/23/16/L
Applicant: St. James's Hotels Ltd.
Date registered: 04/02/2016
Status: **Approved with Conditions**
Proposal: Formation of fully glazed entrance lobby within the ground floor central archway, including removal of existing timber-clad & semi-glazed entrance porch, conversion of 1no. ground floor staff bedroom & bathroom to form 1no. wheelchair accessible guest en-suite bedroom, conversion of 4no. third floor staff bedrooms & 1no. separate staff bathroom to form 3no. guest en-suite bedrooms.
10. Application ref: AB/18/18/PL
Applicant: Imolott Ltd.
Date registered: 06/03/2018
Status: **Approved with Conditions**
Proposal: Proposed new internal doors to third floor and proposed internal finishes to ground floor 'Town Bar'. This application affects the character and appearance of The Arundel Conservation Area.
11. Application ref: AB/19/18/L
Applicant: Imolott Ltd.
Date registered: 27/02/2018
Status: **Approved with Conditions**
Proposal: Proposed new internal doors to third floor and proposed internal finishes to ground floor 'Town Bar'.

4.0 The Proposals in Detail

- 4.1 The proposals can be described as 3no. separate areas of work:-
- a. the re-positioning of the existing Hotel Reception, to improve accessibility for guests and the public, along with associated works to change the use of the existing reception & back office.
 - b. the conversion of existing under-used facilities (Ground Floor Meeting Room, First Floor Store, First Floor Kitchen & Servery and Third Floor Staff Bedroom) to form 4no. new En-Suite Guest Bedrooms.
 - c. minor alterations to ancillary ground floor internal areas, adjacent to the main proposals described above

4.2 Re-siting the Hotel Reception, to replace the existing 'Norfolk Bar'.

(see application drawings 397-02 revA, 397-09 revA and 397-11 revB).

Re-siting the existing Hotel Reception will improve accessibility for hotel guests and the public as they enter the Hotel, both for the able-bodied and especially for the elderly and the physically disabled.

Access to the Hotel Reception at present is not easy, due to the building's age and historical layout.

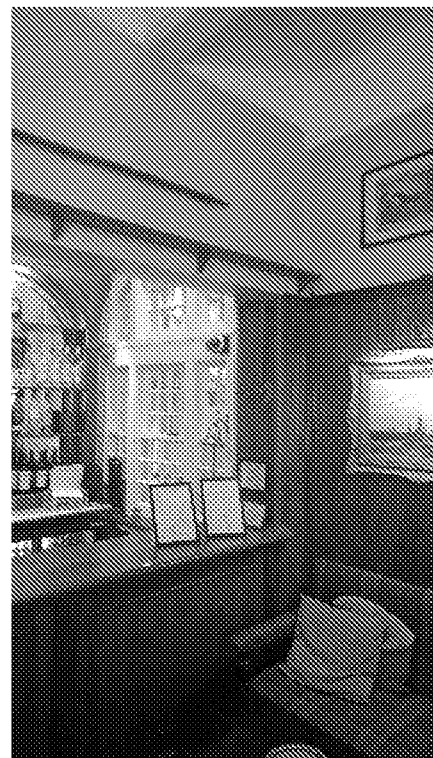
The Hotel's main entrance door (via the central archway), leads into a short Corridor, with the existing reception desk positioned out of sight, around a corner and up a flight of 4no. steps, which are also part of the main staircase.

The Reception will be moved into the existing room alongside the main entrance, currently occupied by 'The Norfolk Bar', which will allow easy access from the High Street or rear Courtyard into Reception without the need to negotiate steps or ramps.

The current 'Norfolk Bar' has only small regular use, with one of its main functions currently is to service the restaurants with drinks orders.

The existing bar counter, back-bar counter (see photographs below), all associated shelving, storage cabinets, glass-wash equipment, under-counter sink, handwash basin, associated plumbing & waste services and beer supply pipework etc. will be removed and all existing wall and floor surfaces will be made good and / or repaired as necessary.

Existing bar and back-bar elevations are also included on application drawing 397-09 revA.



4.2 (continued)

The existing room in front of the bar counter has dark-stain finished wall panelling up to approx. 2440mm above floor level, and a stonework fireplace and hearth (see the photographs above and adjacent). An existing deep bay window which looks out into the rear courtyard, contains continuous curved banquette style seating. All of these finishes will remain after the bar counter etc. has been removed.

These finishes and the bar counter etc., all date back to the 1970's era. It should be noted however, that the existing wall panelling is not timber, but has been found to be a type of 'plastic' material.

It is proposed to strip the existing dark-stain finish and to re-decorate the panelling with a 'Farrow & Ball' paint (colour to be agreed). Specialist advice will be sought from 'Farrow & Ball' regarding the paint specification and number of coats required to achieve a suitable finish.

The existing walls behind the bar counter and back-bar fittings etc. appear to be simply painted plaster. Any damage found will be made good, along with new moulded timber skirtings installed to match the existing, if skirtings are found to be missing when the back-bar fittings etc. are removed. All existing walls, doors, skirtings and retained joinery will be re-decorated.



All new Reception furniture and any associated office type shelving or equipment will all be 'loose' furniture, rather than being 'built-in' or permanent fixtures. The proposed Reception layout is included on application drawing 397-11 revB.

4.3 Alterations to existing Hotel Reception, to form 'Dispense Bar'.

(see application drawings 397-01 revA, 397-02 revA, 397-09 revA, 397-10, 397-11 revB and 397-19).

With the existing Reception facility moved, the current reception desk & back office room will be altered and re-decorated to form a new 'Dispense Bar'. This will be a staff facility to service the restaurants etc. with drinks orders, instead of the existing 'Norfolk Bar'. Although it will be staff facility, the front area of the new 'Dispense bar' will be visible to Hotel guests and the public using the main staircase.

The existing Reception when seen from the entrance hall & main staircase can be seen in the photograph below (on the next page). Again, this is a 1970's era installation, along with the existing plain veneer-faced door that can be seen to the right-hand side of the reception opening. The wall behind the reception opening (which displays a black & white print of the Hotel frontage in Victorian times), is a 1970's era lightweight partition which hides the back-office.

The proposal to form the 'Dispense Bar' will retain the existing Reception opening, counter top and opening sides reveals.

The existing full-length pelmet and 'reception' sign will be removed and replaced with a shallower timber facing & soffit, to match the existing side reveals cladding.

A fire-rated security shutter will be installed on the internal wall face above the existing opening, to close off the 'dispense bar' when it is not in use.

4.3 (continued)



The existing lightweight partition behind the opening will be removed and replaced by a new timber framed & plasterboard partition, in a different position, built off the existing timber floor boards and joists. A new back-bar counter & shelving will be installed against the new partition, utilising one of the back-bar shelving modules that will be removed from the existing 'Norfolk Bar'.

The existing reception back office will become a store and utility area, with new sink & drainer unit, worktop, separate hand-wash basin and glass-wash equipment installed. Water and electrical services to supply these will be run via the existing cellars, rising up the through the existing timber ground floor.

New foul waste pipes from the sink, basin & glass-wash will be taken down through the existing timber floor, into the Basement, through the existing Comms Room wall and into the Beer / Deliveries Cellar. The waste pipes will then be surface-mounted around the existing cellar walls, then dropping to connect into an existing floor gully. The floor gully empties via existing underground pipework into an existing sump located in the Basement Corridor floor. A submersible pump then lifts the waste water up into the existing foul drainage system that runs underneath the existing entrance archway, to connect to the adopted sewer under the High Street.

The existing floor gully in the cellar may need to be replaced with a modern, sealed plate version, subject to the Building Inspector's requirements.

The existing sump's submersible pump is 'manual' operation at present and this will be modified to become an automatic 'float switch' operation pump.

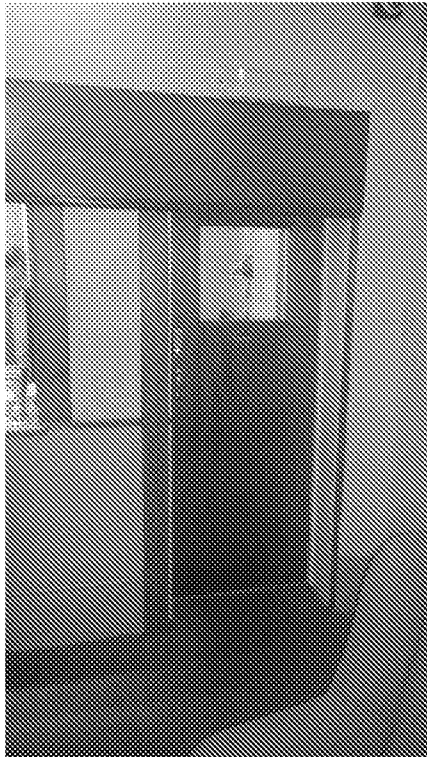
The existing reception door & frame will be removed and replaced with a new fire-rated, 6-panel door, frame and moulded architrave / surround, all to match the existing adjacent door & surround to the existing general office (new 'Private Dining Room').

Historically, this door and opening did match the adjacent general office door, but it was presumably altered or replaced during the 1970's era changes. Much of the original moulded timber surround still remains 'internally' within the existing reception and it is possible that some parts still remain on the stairwell side, behind the current decorations.

The existing Reception doorway and adjacent general office door & surround can be seen in the photographs below (on the next page), and on application drawing 397-09 revA.

The proposed 'Dispense Bar' elevation can be seen on application drawing 397-19.

4.3 (continued)



Existing Reception door & surround
to be to be replaced.

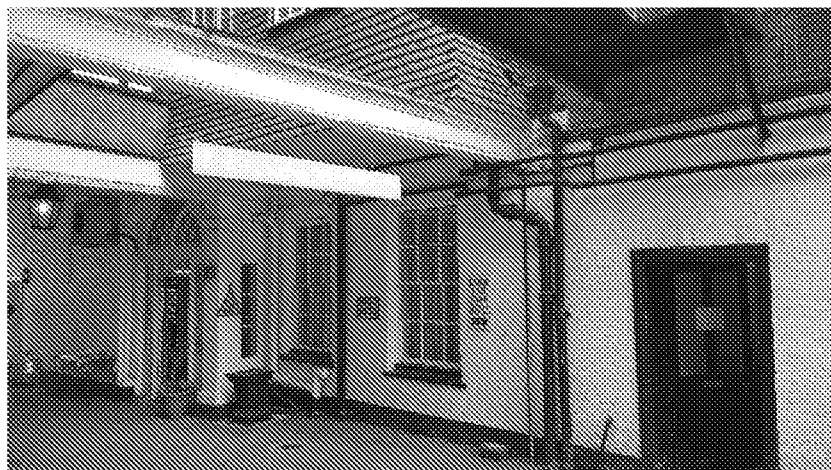


Existing General Office 6-panel door, frame
& moulded surround to be replicated within
new 'Dispense Bar'.

A new matching 6-panel door, frame & moulded surround is to be included within the new partition which will separate the 'Dispense Bar' from its rear store / utility space.

4.4 Conversion of Ground Floor 'Suffolk Room' & adjacent Female Toilets, to form 1no. new Guest En-Suite Bedroom 115. (see application drawings 397-02 revA and 397-11 revB).

The existing 'Suffolk Room' is a meeting room on the ground floor of the northern wing, accessed from the stairwell of the original georgian staircase.



4.4 (continued)

The external part of the 'Suffolk Room' can be seen in the photograph above (the 2no. large vertical sliding sash windows). These are alongside the glazed entrance screen that provides access to the georgian stairwell from the existing central archway, and the windows to the room will be immediately outside the new fully glazed Entrance Lobby when that is constructed (included within Full Planning and Listed Buildings Approvals granted in April 2016).

The existing external wall and existing sliding sash windows will all be unaffected by the proposals shown on the application drawings, apart from being overhauled, repaired and re-decorated where necessary.

Whilst the new Guest Bedroom is not intended to be a wheelchair accessible room, the existing large door opening will accommodate a wheelchair and the room will have accessible-compliant access and floor levels etc., when the new previously approved Entrance Lobby is constructed.

Internally, the existing room door will need to be replaced. The existing door is an old timber leaf which has been overboarded & fitted with a georgian-wired vision panel, to comply with earlier fire precautions. This will be replaced with a new 60-mins. FR rated, self-closing, timber 6-panel door, to fit the existing wide opening. The existing frame will be retained and upgraded with rebated intumescent strips if these are not already present.

The rest of the room will remain unaffected by the proposals apart from forming a new internal door opening to provide access into the new En-Suite, through the existing masonry wall to the right-hand side of the existing chimney breast. New lintels will need to be built into the existing wall (to a Structural Engineer's design) and existing plastered wall finishes will need to be made good.

The room generally will be redecorated and a new non FR rated, 6-panel timber En-Suite door & frame installed, similar to the new main room door.

The new En-Suite Bathroom will be formed from most of the existing Female Toilets and half of the existing associated Store, which are located behind the existing 'Suffolk Room' chimney breast.

The photograph below shows the existing Male and Female Toilets doorways from the rear courtyard (the existing 'Suffolk Room' windows can be seen on the left-hand end of the photograph).



The Male Toilets door and associated windows in the centre of the photograph, will remain.

The Female Toilets door, to the left of the Male door & windows, will be removed and the existing opening infilled with new masonry construction, all properly brick-bonded into the existing walling. A new 'fake' 'bricked-up' window opening will be formed under the existing brickwork flat arch, all similar to an existing 'fake' window opening directly above on the second floor, and including a new pre-cast concrete sub-cill. The new 'fake' opening & sub-cill will have a white masonry paint finish to match the surrounding areas.

4.4 (continued)

The existing internal dividing walling between Male & Female Toilets will remain and will be extended through the existing rear Store to abut the existing 'party boundary wall'.

The new walling will be plasterboard faced timber or metal studwork, built full-height off the existing ground floor up to the existing first floor soffit.

In addition, the existing & new dividing wall between Male & Female Toilets will be faced with a new independent, acoustic insulated studwork lining, also built off the existing ground floor, up to the existing first floor soffit.

As the existing first floor soffit is approx. 3.630m above the floor level, the new En-Suite will include a new suspended plasterboard ceiling at a lower level.

The existing Store wall, door & frame will be removed, along with all existing sanitary ware and associated plumbing and waste pipes, all of which appear to be 20th century additions.

New En-Suite sanitary ware, plumbing and waste pipes will be installed, with waste pipes running above the floor level, to connect into an existing foul drainage soil & vent pipe located in the existing Store room, behind the existing Male Toilets.

New floor and wall finishes will be applied throughout, assumed to be ceramic tiles.

4.5 **Conversion of Ground Floor Male Toilets, to form new 'Unisex' Toilets facility.** (see application drawings 397-02 revA and 397-11 revB).

The existing Male Toilets and the redundant parts of the existing Female Toilets and associated Store are to be re-configured to form a new 'Unisex' Toilet facility, to serve the current 'Norfolk Tap' Bar.

The existing entrance door, frame & windows on to the rear courtyard are to remain, apart being overhauled, repaired and re-decorated where necessary. The existing semi-glazed door is to be re-hung to open in the opposite hand. The existing door & windows can be seen in the photograph on the previous page.

All existing internal partitions forming the existing toilets cubicles and the rear Store are to be removed and remaining surfaces made good. All existing sanitary ware and associated plumbing and waste pipes are also to be removed. The existing partitions and sanitary ware all appear to be 20th century additions.

New acoustic insulated, plasterboard faced timber or metal studwork partitions will be built to form 2no. new toilet cubicles, built full-height off the existing ground floor up to the existing first floor soffit, to ensure privacy and security. The studwork framing will also be faced with 12mm thick exterior grade ply sheeting, behind the plasterboard layers.

A 'shared' area will be created between the entrance door and the 'unisex' cubicles, which will contain hand wash basins and hand driers.

As the existing first floor soffit is approx. 3.630m above the floor level, the new toilets cubicles and shared area will include new suspended plasterboard ceilings at a lower level.

New sanitary ware, plumbing and waste pipes will be installed, with waste pipes running above the floor level, to connect into an existing foul drainage soil & vent pipe (located in the existing Store room), which will be enclosed & hidden behind the new 'unisex' toilets cubicles.

New floor and wall finishes will be applied throughout, assumed to be ceramic tiles.

4.6 **Conversion of First Floor Store Room to form 1no. new Guest En-Suite Bedroom 3.** (see application drawings 397-03, 397-12 and 397-18).

The existing First Floor Store Room is located next to existing Bedroom 4, in the rear southern range alongside the rear courtyard.

This Store Room used to be Bedroom No. 3, but was taken out of use some years ago, when the Hotel's previous owners upgraded all Guest Bedrooms to include En-Suite facilities.

4.6 (continued)

The existing Store room can easily be put back into use as Bedroom 3 and the room generally will only need re-decorations. The existing 6-panel timber room door & frame has been upgraded previously to provide 30-mins. FR protection.

The only remedial work needed is to replace the existing room's window.

Historically, the 'window' was actually a pair of outward opening 'french' doors, which opened out on to the flat roof over the ground floor 'Arun Restaurant'.

Existing door height internal shutters and shutter boxes still exist and can be seen in the adjacent photograph.

However, the 'french' doors have long since been fixed shut, with one door leaf being replaced by a mis-matched fixed light which includes a small top-hung opening casement.

It is not easy to take photographs of the building elevation which contains the windows to new Guest Bedrooms 3 and 3a, due to existing ground floor construction and the fact that the elevation faces into the rear of No. 20 High Street,. However, the photograph below shows the existing 'window' to Bedroom 3 along with the second and third floor windows above.

The new Bedroom 3 'window' is in poor condition generally, with significant rot at low level, and needs to be completely replaced.

Detailed proposals to replace the 'window' within the existing opening & under the existing brick arch are shown on application drawing 397-18.



In addition to the above, it is proposed to form a connecting door opening with existing Bedroom 4, which will allow the option of Bedrooms 3 and 4 being used as a suite or for a guest family if required.

A new door opening will be formed through the dividing wall between the two rooms, in an existing recess between the existing chimney breast and the external wall. A new lintel will need to be built into the existing wall (to a Structural Engineer's design) and existing plastered wall finishes will need to be made good.

2no. new 'back-to-back' 6-panel timber doors & frames, to match the existing main room door, will be built into the new opening,

The room will be re-decorated throughout.

4.7 Conversion of First Floor Kitchen to form 1no. new Guest En-Suite Bedroom 3a. (see application drawings 397-03 and 397-12).

2no. existing rooms accessed from the main First Floor Landing and the Corridor serving Bedroom 4, form an existing Kitchen and Food Servery, which was used previously to service functions in the main Ballroom, the 'Fitzalan Howard Suite', located at First Floor level and facing on to the High Street.

The Kitchen room includes a smaller side room which contains 2no. small Stores (possibly earlier food larders) and an access to a short staircase which leads down to a small store at Ground Floor Mezzanine level.

This Kitchen and 2no. stores will become new Guest Bedroom 3a, with the smaller side room becoming a Dressing Room with 2no. Wardrobes.

The staircase & lower-level store will be retained, but closed off with a new 60-mins FR rated door & frame, to become a 'staff access only' Store room.

4.7 (continued)

On plan, it looks like the existing Kitchen windows look into the existing stairs which serve the lower-level Store, but this is not the case.

The photograph adjacent shows the existing first floor & second floor windows, and the pitched roof over the existing staircase that serves the lower-level Store. The existing Kitchen window is the one that is partially obscured by the staircase roof, but this doesn't prevent natural light into the room, or prevent the windows from being opened for natural ventilation.

Internal photographs of the existing kitchen are not available at present, but the existing finishes will need to be stripped out and replaced – the floor finish is an old 'safety-floor' type vinyl sheet and the walls are a mixture of white ceramic tiles, plastic laminate sheet cladding and gloss eggshell paint. Plastered surfaces behind these finishes will need to be made good.

All of the existing kitchen equipment, shelving and other associated fixtures will be removed, and existing surfaces made good, but the room can be converted to a bedroom use with only minimal disturbance.

New moulded timber skirtings will be installed, to match existing skirtings elsewhere on the first floor (original skirtings were removed previously when the kitchen was formed & wall tiling etc. applied).



The existing semi-glazed door between Kitchen & Landing will need to be replaced, with a new 30-mins. FR rated, self-closing 4-panel or 6-panel timber door, to match existing bedroom doors installed previously in the Hotel.

The existing non-FR rated connecting door & frame between kitchen and servery, will be carefully removed and re-fixed & re-hung to open into the new Bedroom, as part of forming the new En-Suite (described below).

The existing external walls and existing sliding sash windows to the new Bedroom, Dressing Room and Wardrobes will all be unaffected, apart from being overhauled, repaired and re-decorated where necessary.

The Bedroom, Dressing Room and Wardrobes will be re-decorated throughout, including all doors and woodwork.

4.8 Conversion of First Floor Servery to form 2no. new En-Suites (to serve new Bedrooms 3 and 3a). (see application drawings 397-03 and 397-12).

As with the existing Kitchen described above, the Servery will need to have all of the existing equipment, shelving and other associated fixtures removed, and existing surfaces made good. Existing vinyl flooring and white ceramic wall tiling finishes will need to be removed and existing plastered surfaces behind the tiling will need to be made good.

In addition, the Servery contains an existing service hoist / 'dumb waiter' (now disused), which rises up from the ground floor - the hoist enclosure in the Servery can be seen in the photograph on the page below. In order to form the new En-Suites, the hoist and its enclosure will need to be completely removed, the existing opening through the first floor will be infilled with timber floor joists & floorboards etc., to match the existing construction (to a Structural Engineer's design where required), and all existing wall & ceiling surfaces will be made good.

4.8 (continued)

The adjacent photograph shows the existing Servery service hoist, which is to be removed.

The existing semi-glazed access door and frame from the Corridor will be removed, and the opening infilled with construction and finishes to match the existing adjacent.

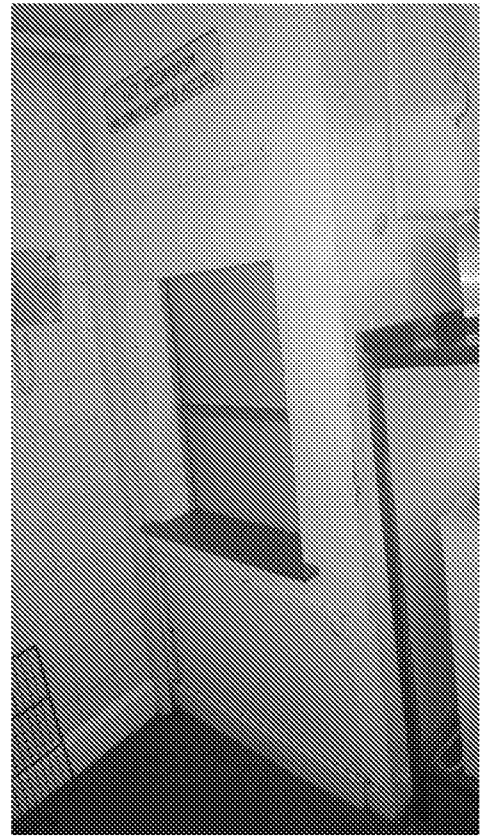
The En-Suite for new Bedroom 3a will be accessed via the existing re-positioned door opening (from existing kitchen into the servery).

The En-Suite for new Bedroom 3 will be accessed via a new door opening to be formed through the existing masonry dividing wall between the rooms. A new lintel will need to be built into the existing wall (to a Structural Engineer's design) and existing plastered wall finishes will be made good.

A new non-FR rated 6-panel timber door and frame will be installed, to match the existing Bedroom 3 door.

The existing external wall and existing sliding sash window to new En-Suite 3a will be unaffected by the proposals, apart from being overhauled, repaired and re-decorated where necessary.

A new sound insulated, plasterboard faced, timber or metal studwork partition will be installed to break the existing servery room into two separate En-Suites, all built off the existing timber floor joists and floorboards, full-height up to the existing ceiling. Additional timber noggins will be installed between the floor joists to support the partition where necessary.



New sanitary ware will be installed to both En-Suites, including all new plumbing & wastes services. New internal foul wastes will include new toilets waste pipes running above floor level within the En-Suites, then dropping into the void between the existing first floor joists. The 100mm dia. waste pipe will run under the existing Corridor, between existing floor joists, through the external wall and be connected to an existing external soil & vent pipe. All new external pipework will be installed in new black-painted cast-iron pipes similar to existing pipes adjacent.

New floor and wall finishes will be applied throughout to both En-Suites, with the walls finishes assumed to be ceramic tiles.

4.9 Conversion of Third Floor Staff Bedroom to form new Guest En-Suite Bedroom 17. (see application drawings 397-05 and 397-13 revA).

The existing last remaining Third Floor Staff Bedroom (recently used a temporary store) is a room which is large enough to accommodate a new En-Suite Shower Room within the existing room's masonry walls, so the proposals can be carried out with only minimal disturbance.

The existing panelled timber door and frame to the room will remain, all of which have been upgraded previously to provide 30-mins FR rating.

The existing external wall and existing sliding sash window will be unaffected by the proposals, apart from being overhauled, repaired and re-decorated where necessary.

A new sound insulated, plasterboard faced, timber or metal studwork partition will be installed within the room, to form the new En-Suite, built off the existing timber floor joists and floorboards, full-height up to the existing ceiling. Additional timber noggins will be installed between the floor joists to support the partition where necessary.

4.9 (continued)

The existing Bedroom's hand basin and all associated plumbing and waste will be removed.

New sanitary ware will be installed within the En-Suite, including all new plumbing & wastes services. New internal foul wastes will include a new toilet waste pipe running above floor level, then dropping into the void between the existing third floor joists. The 100mm dia. waste pipe will run under the existing Bedroom floor between existing floor joists, through the internal wall and under the existing Corridor floor. The waste pipe will then run through the masonry wall on the other side of the Corridor and run surface-mounted under the existing Second Floor Store Room ceiling. The waste pipe will then be taken through the existing Store Room's external wall to connect to an existing external soil & vent pipe. All new external pipework will be installed in new black-painted cast-iron pipes similar to existing pipes adjacent.

Running the waste pipe route within the existing third floor Corridor floor void will require that one or two existing timber floor joists will need to be trimmed (to a Structural Engineer's design), in order to allow the pipe to change direction.

New floor and wall finishes will be applied throughout to both En-Suites, with the walls finishes assumed to be ceramic tiles.

The existing Bedroom room will be re-decorated throughout.

In addition, the existing open Lobby between the Corridor and Bedrooms 17 and 18 will be 'closed-off', by the inclusion of a new 30-mins. FR rated, self-closing, panelled timber door & frame, all to match the existing door to Bedroom 17, all built into the existing opening through the existing masonry wall.

This will allow the option of Bedrooms 17 and 18 to be used as a suite or for a guest family if required.

There is some visible evidence that a door & frame were present in this opening historically.

4.10 Minor Alterations within 'The Old Kitchen' Dining Room.

(see application drawings 397-02 revA and 397-11 revB).

Following on from item 4.8 above, 'The Old Kitchen' Dining Room contains the lower half of the disused service hoist / 'dumb waiter' that rises up to the first floor Servery.

It can be seen on the application floor plans that this hoist and its enclosure forms a significant projection into the room and removing this enclosure, and the adjacent existing built-in cupboard, will improve the general circulation and usable floor space.

Infilling the first floor opening is included I item 4.8 above, and existing floor wall & ceiling surfaces within 'The Old Kitchen' Dining Room will be made good and redecorated to match the existing, including the continuation of existing exposed & decorated ceiling joists.

In addition, it is proposed to alter the existing access between 'The Old Kitchen' Dining Room, the rear Servery and the 'The Arun Restaurant', to improve circulation and access between the two restaurants, both for staff and guests.

The application drawings show existing steps from the 'Arun Restaurant', up towards both of the adjacent rooms. Whilst the steps rise up through an existing opening through the existing masonry wall, they also appear to provide access to an enclosed recess & shelving, under a semi-circular arch. This can be seen in one of the photographs included on the page below.

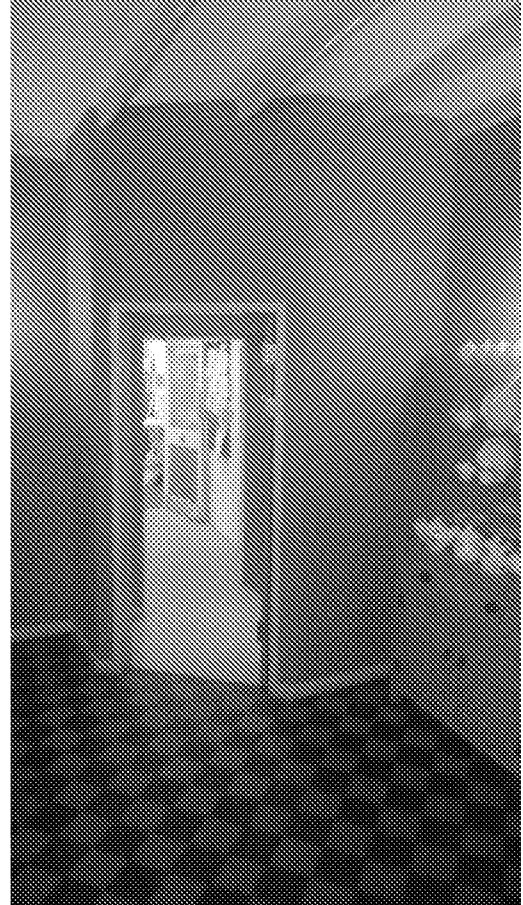
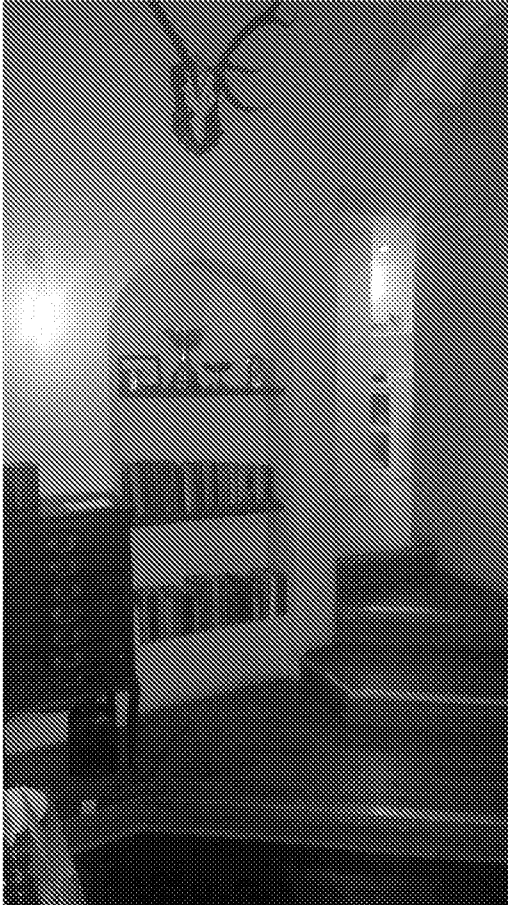
This archway appears to be an older access / link between the two rooms, which has been closed-off and infilled previously. The original steps that passed through the arch still exist and the archway has a rising, sloping soffit over the steps, both of which can be seen from 'the Old Kitchen' side.

It is proposed to re-open the existing archway, remove the existing lightweight infill partition and refurbish the existing steps if necessary, to match the existing steps adjacent.

If necessary, and if required by the Building Inspector's to meet current Building Regulations, the existing archway will be carefully adjusted, raised and re-instated at a higher level, with all existing surfaces and finishes made good, to improve the headroom over the steps.

4.10 (continued)

Along with opening up the existing archway, an existing lightweight studwork partition, door and frame between 'The Old Kitchen' Dining Room and the rear Servery will be removed. These are fairly recent 20th century additions, situated behind the closed-off archway and can be seen in the right-hand photograph below.



Lastly, a new lightweight plasterboard faced, timber or metal studwork partition will be built across an existing opening into the rear Servery, from the existing ground floor full-height up to the existing ceiling, and including a new 30-mins FR rated, self-closing, 6-panel timber door & frame. This will 'close-off' any possibility of the rear Servery activities being seen by guests using the two restaurants.

4.10 General Office change of use.

(see application drawings 397-02 revA and 397-11 revB).

Alongside the change from Reception & back-office to form the new 'Dispense Bar', the existing General Office in the adjacent room will be re-decorated and re-furnished to form a 'Private Dining Room'. When not being used as such, the room will also be used as a 'Residents Lounge'.

The existing 'Office' function has recently been moved down into one of the Basement Rooms which also serves as the Mangers Office.

4.11 Alterations to Ground Floor Store under Georgian Staircase.

(see application drawings 397-02 revA and 397-11 revB).

The existing Georgian staircase in the northern range of the building sits within an entrance hall, between the 'Norfolk Tap' Bar and the existing 'Suffolk Room' meeting room and is accessed from the rear of the existing central ground floor archway.

The lower flight of the staircase remains intact and possibly includes part of the original Georgian handrail and balusters.

The space under the upper flight's soffit currently contains an ugly, lightweight construction Store room that sits between the lower flight and the 'Suffolk Room' entrance door. The Store room provides access to the original staircase down to the Basement and cellars, but also contains the ice machine and other supplies for 'The Norfolk Tap' Bar.

Unfortunately, the side partition forming the Store room sits on the line of some of the original handrail and balusters, which may now be missing.

It is possible also, that the existing construction would not meet current Building Regulations. As the Store is within the stairwell, it would need to provide at least 60-mins. fire-resistance to protect the stairwell use and 'means-of-escape' in the event of a fire breaking out inside the Store.

It is proposed to remove the existing Store's construction and construct a new smaller Store with partitions positioned underneath the existing curved central part of the staircase. This would open up the existing Hallway and expose the soffit of the upper flight, similar to the original georgian appearance.

New 60-mins. FR rated lightweight partitions will be built between the existing floor level and staircase soffit, comprising plasterboard faced metal studwork framing and including a 60-mins FR rated, self-closing timber panelled door and frame.

This will also enable any missing parts of the staircase handrail and balustrading to be replaced / reinstated, all to match the existing.

4.12 Change to Elevations of Approved Entrance Lobby.

(see application drawings 397-02 revA, 397-06, 397-11 revB and 397-14 revA).

The proposed glazed Entrance Lobby within the existing central archway (included within Full Planning and Listed Buildings Approvals granted in April 2016), has not yet been constructed, but will be formed in the near future.

The Entrance Lobby was approved with single, fully glazed entrance doors in both front and rear elevations, to the High Street and the rear Courtyard.

However, in order to comply with 'means-of-escape' requirements within current Building Regulations, the approved single doors in both front & rear elevations will need to be changed to pairs of doors, as required by the Building Inspector.

The overall appearance of both front and rear elevations forming the proposed Entrance Lobby will not be materially altered – the approved single doors were proposed as fully glazed doors with stainless steel ironmongery & ancillary items, and the proposed pairs of doors will be in the same fully-glazed materials.

4.13 Addition of Suspended Plasterboard Ceiling to Approved Ground Floor Accessible Guest Bedroom.

(see application drawing 397-11 revB).

The proposed Accessible Guest Bedroom & En-Suite (Room 114) within the ground floor of the northern range, alongside the rear courtyard (included within Full Planning and Listed Buildings Approvals granted in April 2016), has not yet been constructed, but will be formed in the near future.

It is proposed to add a new plasterboard suspended ceiling within the existing room (which will become the Accessible guest Bedroom 114), to hide 2no. existing large diameter heating flow & return pipes which run at high level below the existing ceiling & below 2no. existing downstand beams.

The new ceiling will also protect the existing old lath & plaster ceiling, which has been over-papered in the past, but which appears now to be in poor condition.

4.13 (continued)



The existing ceiling can be seen in the photograph above (this was taken when the room was temporarily being used as a Store; at present it is in use as a Staff Bedroom).
One of the heating pipes can be seen – the other pipe is hidden behind the one that is visible.

The proposed ceiling will be painted plasterboard fixed to a 'British Gypsum ref: MF System' lightweight metal frame suspended from the existing ceiling, with fixings through the existing lath & plaster finish into the existing timber first floor joists.

The proposed suspended ceiling will be positioned close underneath the existing heating pipes, approx. 250mm below the existing ceiling and approx. 3300mm above the floor level, so will sit well above and clear of the existing window head.

The proposed Accessible En-Suite will not be affected by this proposal.

The existing Staff Bathroom has an existing suspended plasterboard ceiling at 2600mm above the floor level (hiding existing water services pipework etc.), and this existing ceiling will be retained and extended though to meet the proposed new full-height partitioning which will form the previously approved En-Suite.

5.0 Access to the Site & to the Proposals.

- 5.1 All of the proposed works are internal, so access to the Hotel, by staff, guests and the public will not be affected in any way.
These individual areas where alterations are proposed can also be easily isolated from the day-to-day operation of the Hotel, whilst the works are being carried out.
- 5.2 Pedestrian access to and exit from the Hotel will not be affected and all existing entrance and exit points to the building will remain in use throughout.
- 5.3 Vehicular access to the Hotel by staff, guests and the public will also will not be affected, as permanent access to the Hotel's existing car park is via Mill Lane.
- 5.4 Deliveries to the Hotel will not be affected in any way by the proposals or the works.
- 5.5 The existing Hotel's car park and parking provision will not be affected by these proposals, despite there being a slight increase in the number of Guest bedrooms.
The Hotel's car park has 29no. car spaces and its access and use is restricted to Hotel guests only, controlled by an automatic operation barrier across the entrance with a security code exit requirement.

6.0 Conclusions and Heritage Assessment

- 6.1 The proposals described above and shown on the applications drawings are essentially minor works in terms of their impact on the existing historical nature of the building and it is intended that all proposals described above would have a minimal impact on the existing building fabric.
Each area of the proposals when seen in isolation, or even when all taken together, will not have a detrimental effect on the historical interest or architectural merit of the building.
- 6.2 Re-positioning the Reception closer to the existing main entrance will provide an improved entrance experience for the Hotel guests and for the public and will enable an easier access into the building for the elderly and physically disabled persons.
- 6.3 The conversions of the existing ground floor, first floor and third floor rooms to form 4no. additional Guest En-Suite Bedrooms will allow under-used areas of the building to be refurbished, re-invigorated and brought back into useful and productive life.
- 6.4 The proposals have been discussed with the Hotel's freehold owner, The Norfolk Estate, and the support of the Norfolk Estate has been given to the Hotel's management.
- 6.5 Apart from item 4.13 above, the proposals have also been discussed with the Arun District Council Conservation Officer, Clare Dales, both by e-mail correspondence and by way of a visit to the Hotel, with on-site 'in-principle' discussions and inspections of the various areas involved, carried out on 21st November 2017.
Subsequent correspondence with the Conservation Officer resulted in the following comment:-
'... the works seem to be entirely in keeping with the hotels status as a Grade II*. The proposed alterations would in many cases enhance the appreciation of the public spaces, and division of other spaces to create bedrooms/suites could be achieved with relative ease and minimum intrusion to the historic fabric'
- 6.6 Item 4.13 above was discussed separately and more recently by e-mail correspondence with Conservation Officer Martyn White, which resulted in the following comment:- '... installing a second ceiling would be acceptable in this instance. The existing ceiling should remain in-situ and the new one be installed so that as much of the floor to ceiling height can be maintained'
- 6.7 Planning Policy relating to the proposed development can be found within national planning guidance. The interest brought about through gradual, but appropriate, alterations to listed buildings is identified within advice contained within Policy PPG15: Planning & The Historic Environment, which states that:-
Para 3.13 Many listed buildings can sustain some degree of sensitive alteration or extension to accommodate continuing or new uses. Indeed, cumulative changes reflecting the history of use and ownership are themselves an aspect of the special interest of some buildings, and the merit of some new alterations or additions, especially where they are generated within a secure and committed long-term ownership, should not be discounted.
- 6.8 The Norfolk Hotel building has been altered and extended over many years, and as stated in PPG15, the cumulative impact of these extensions are in themselves of interest.
As with earlier proposals and approvals granted in April 2016, these proposals add a twenty-first century addition to the building, which reflects the way in which the building is used at the present time, whilst not impacting on the historical or architectural interest of the existing fabric.
- 6.9 In view of the above, it is hoped that the Council and its Planning and Conservation Officers will be supportive of these Planning and Listed Buildings Consent applications.

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