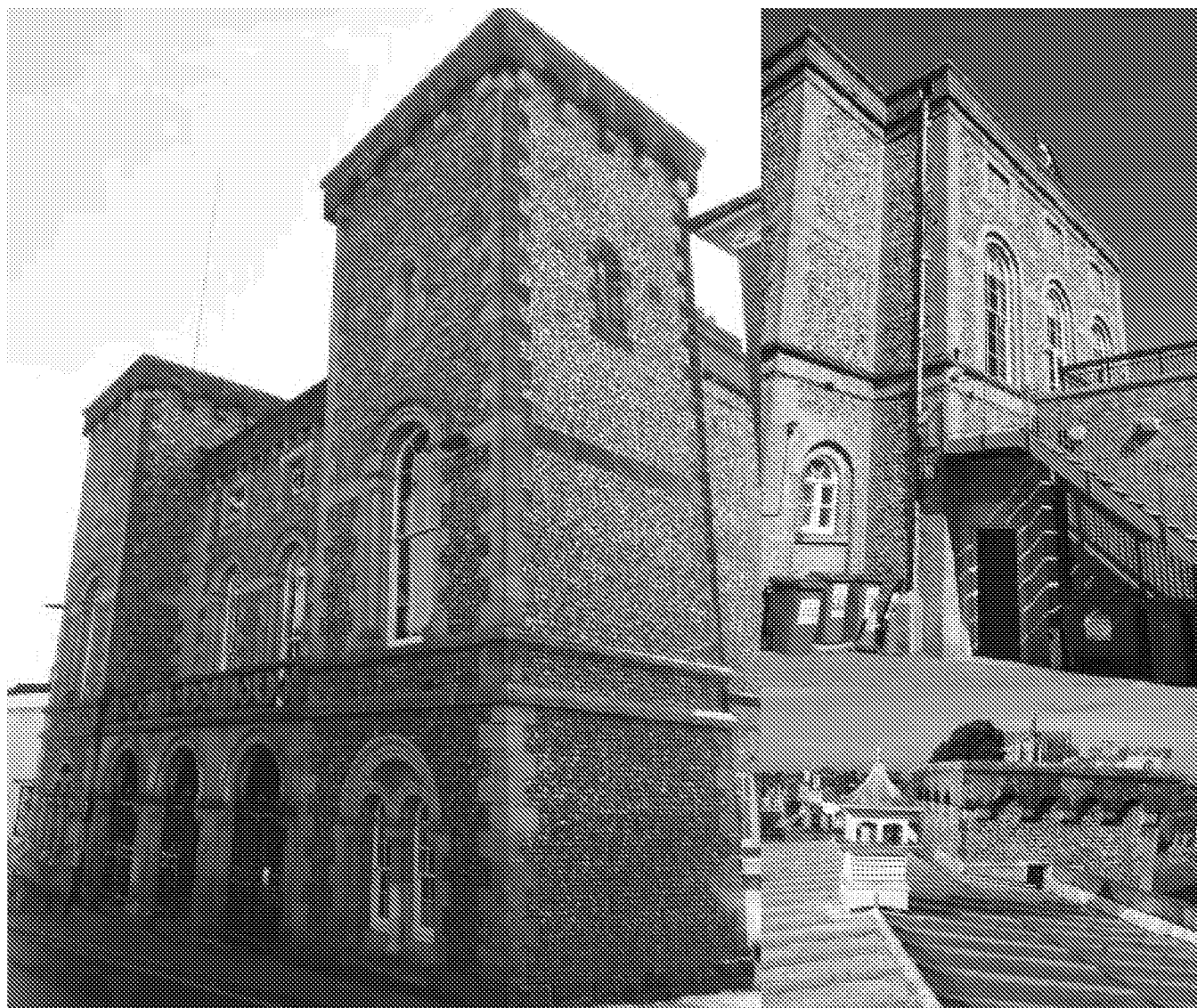
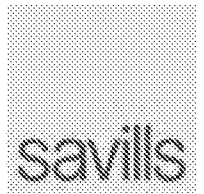

Heritage Statement

Arundel Town Hall, Arundel





3rd June 2020

Ref: 455947

Arundel Town Council
C/o The Town Clerk
Arundel Town Hall
Maltravers Street
Arundel
West Sussex
BN18 9AP

Michael Fountain



Exchange House
Petworth
GU28 9LG
T: +44 (0) 1798 345 980
savills.com

For the attention of Carolyn Baynes

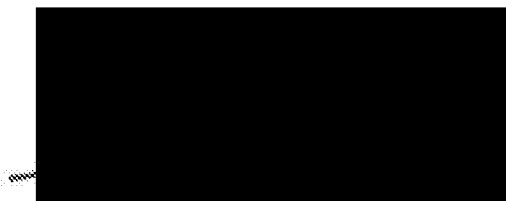
Dear Carolyn,

Please find enclosed the heritage statement in support of a listed building application to reroof the property later this year.

A heritage statement is required where proposed work affects a heritage asset or its setting, either directly or indirectly. It is used by an applicant to demonstrate that they understand the significance of the asset and that the proposed changes have been designed to better reveal or add to the asset's significance, or at least to minimise any harm to it. The level of detail within the statement should be proportionate, sufficient only to understand the potential impact of the proposals on the significance of the asset.

We trust that this is all in order and we will keep you posted of the application as it progress.

Yours faithfully

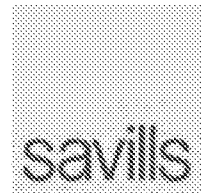


Michael Fountain, MCIAT

For and on behalf of Savills (UK) Limited

Office and residential developments in the Americas, Europe, Asia Pacific, Africa and the Middle East





Executive Summary

Offices and associates throughout the Americas, Europe, Asia Pacific, Africa and the Middle East.

Savills (UK) Limited. Chartered Surveyors. Regulated by RICS. A subsidiary of Savills plc. Registered in England No. 2805138.
Registered office: 33 Margaret Street, London, W1G 0JD

In 2019 the Arundel Town Council approached Savills (UK) Ltd to update the quinquennial survey and to comment on persistent water leaks coming from the main roof.

The main roof is a flat (6 degree) milled lead roof with wood cored rolls discharging into box gutters and hoppers. At the centre is a cupola that ventilates the gasolier in the Atherley Chamber below. During the survey multiple splits, cracks and movement creases were found across the roof. During rainfall leaks quickly appear dripping through the ceiling below. The ceiling in the Atherley Hall is likely to be a mix of original Victorian lath and plaster with modern replica repairs thought to have been carried out in the 1990's to facilitate dry rot repairs to the roof.

There are no inspection access hatches in the ceilings.



Splits in lead sheet

The brown spots are chemical erosion

Thermal movement creases

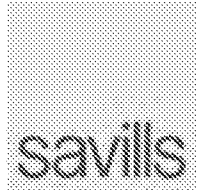
Temporary repairs have been carried out to the lead using non-traditional materials for the short term protection of the building whilst the re-roofing is organised.

Investigation concluded that the splits and discolouration in the lead is due to underside lead corrosion. This is caused by interstitial condensation forming to the underside of the lead due to a lack of ventilation. This causes carbonation (layers of white powder) to build up, thinning the lead by chemical attack to the point it pulls itself apart. The use of a woven geotextile membrane below the lead over the plywood substrate combined with incorrect fixing of the lead has brought forward the damage. The poor fixing stops the natural thermal movement of the lead causing the tears, ridges and creases seen.

The existing codes 5 & 6 lead are not heavy enough for the exposed location and there are a number of locations where the drips and laps are below minimum.

Offices and associates throughout the Americas, Europe, Asia Pacific, Africa and the Middle East.

Savills (UK) Limited. Chartered Surveyors. Regulated by RICS. A subsidiary of Savills plc. Registered in England No. 2805138.
Registered office: 33 Margaret Street, London, W1G 0JD



Unfortunately due to the fundamental design flaws and extent of the damage isolated repairs will be ineffective and replacement with new heavier code 8 lead and increased ventilation detailing is required. The opportunity will also be taken to form small inspection hatches to the ceiling below in discrete locations. Whilst not thought to be fibrous plaster the Association of British Theatre Technicians guide 20 on the survey and inspection of ceilings is still relevant.

The building is used by the Town Council but is also a popular wedding venue with its busiest period between April and September. The work to the roof is therefore being proposed during the off-season to commence in October 2020 through to March 2021.

Due to the tight timeframes and the ongoing pandemic pre-application advice was not sought but Arun District Council was notified by email of the forthcoming application. We respectfully request that this application is supported and considered quickly to allow for works to complete during the low season.



Michael Fountain, MCIAT
Savills (UK) Ltd, Petworth

Offices and associates throughout the Americas, Europe, Asia Pacific, Africa and the Middle East.

Savills (UK) Limited. Chartered Surveyors. Regulated by RICS. A subsidiary of Savills plc. Registered in England No. 2805138.
Registered office: 33 Margaret Street, London, W1G 0JD

Heritage Statement

Arundel Town Hall, Arundel



Contents

Heritage Statement

Arundel Town Hall, Arundel



1.0	Introduction	1
2.0	Description of the Site & Building	6
3.0	History of the Site & Statement of Significance	22
4.0	Impact & Justification	27
5.0	Conclusion	33

Appendix 1.0 Listing of Property

Appendix 2.0 Historic Environment Record Consultation

Appendix 3.0 Planning History

Appendix 4.0 Scaffolding Specification

Appendix 5.0 Assessment Criteria - Importance of Heritage Assets

Written by:	Michael Fountain, MCIAT	A large black rectangular box redacting the signature area of the table.
Checked by:	David Shaw, RIBA, CA	
Issue date:	June 2020	

Heritage Statement

Arundel Town Hall, Arundel



1.0 Introduction

1. Methodology

1.1 Aims, Objectives and Scope

- 1.1.1 The purpose of this report is to determine, as far as is reasonably possible from existing records, an understanding of the historic environment resource in order to provide:
- 1) A heritage baseline assessment to understand the archaeological and historical background to the Site;
 - 2) Where susceptible to impact, an assessment of the importance/sensitivity of the known or potential heritage assets considering their archaeological, historic, architectural and artistic interests; and,
 - 3) A preliminary assessment of the impact of the proposed development on the significance of the known heritage assets.

1.2 Assessment Methodology

- 1.2.1 Local planning authorities require an applicant to provide an assessment of the significance of any heritage assets affected by a proposal, including any contribution made by their setting.

- 1.2.2 The importance/sensitivity of some heritage assets is formally recognised through designation (Scheduling of a monument, or the Listing of a built structure). The following terminology has been adopted within this assessment for classifying and discussing the historic environment:

A **Heritage Asset** is a building, monument, site, place; area or landscape identified as meriting consideration in planning decisions because of its heritage interest (NPPF, Annex 2 Glossary);

The **Setting** of a heritage asset is the surroundings in which a heritage asset is experienced. Its extent is not fixed, can extend beyond the asset's curtilage and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance or may be neutral (NPPF, Annex 2 Glossary);

Significance (for heritage policy), as defined in the NPPF (Annex 2 Glossary) is used to describe the heritage interest of an asset to this and future generations. This interest may be archaeological, architectural, artistic or historic. Significance derives from not only a heritage asset's physical presence, but also from its setting (see **Table 1**).

Value is used in reference to the components of a heritage asset that determines its significance.

- 1.2.3 Guidance provided by English Heritage (English Heritage, 2008) introduced the concept of values when weighing the significance of heritage assets with reference to the following value criteria (bracketed terms indicate corresponding values identified in NPPF):

1. **Evidential** (Archaeological) value. Deriving from the potential of a place to yield evidence about past human activity.
2. **Historical** value. Deriving from the ways in which past people, events and aspects of life can be connected through a place to the present. It tends to be illustrative or associative.
3. **Aesthetic** (Architectural or Artistic) value. Deriving from the ways in which people draw sensory and intellectual stimulation from a place.

Heritage Statement

Arundel Town Hall, Arundel



4. **Communal** value. Deriving from the meanings of a place for the people who relate to it, or for whom it figures in their collective experience or memory. Communal values are closely bound up with historical (particularly associative) and aesthetic values, but tend to have additional and specific aspects.

- 1.2.4 The criteria for assessing the importance of heritage assets in terms of their evidential, historic, aesthetic and communal values are set out in more detail in **Appendix 5** and the definitions of heritage significance and importance are set out in **Tables 1 and 2** below.

Heritage Statement

Arundel Town Hall, Arundel



Table 1: Definitions of heritage significance/importance

Heritage significance/ importance	Criteria
Very High Of International Importance	- World Heritage Sites and the individual attributes that convey their Outstanding Universal Value. - Areas associated with intangible historic activities as evidenced by the register and areas with associations with particular innovations, scientific developments, movements or individuals of global importance.
High Of National Importance	- Scheduled Monuments. - Listed Buildings (Grade I, II*) . - Registered Historic Parks and Gardens (Grade I, II*). - Grade II Listed Buildings which can be shown to have exceptional qualities in their fabric or historic associations. - Registered Battlefields. - Non-designated sites and monuments of schedulable quality and/or importance discovered through the course of assessment, evaluation or mitigation. - Unlisted assets that can be shown to have exceptional qualities or historic association, and may be worthy of listing at Grade II* or above. - Designated and undesignated historic landscapes of outstanding interest, or high quality and importance and of demonstrable national value. - Well-preserved historic landscapes, exhibiting considerable coherence, time-depth or other critical factors.
Medium Of Regional Importance	- Conservation Areas. - Grade II Listed Buildings. - Grade II Registered Historic Parks and Gardens. - Historic townscales and landscapes with reasonable coherence, time depth and other critical factor(s). - Unlisted assets that can be shown to have exceptional qualities or historic association, and may be worthy of Grade II listing. - Designated special historic landscapes. - Undesignated historic landscapes that would justify special historic landscape designation, landscapes of regional value. - Averagely well-preserved historic landscapes with reasonable coherence, time-depth or other critical factors. - Archaeological features and deposits of regional importance.
Low Of Local Importance	- Locally Listed Buildings . - Sites of Importance within a district level. - Heritage Assets with importance to local interest groups or that contributes to local research objectives. - Robust undesignated assets compromised by poor preservation and/or poor contextual associations. - Robust undesignated historic landscapes. - Historic landscapes with importance to local interest groups. - Historic landscapes whose value is limited by poor preservation and/or poor survival of contextual associations.
Negligible	Assets with little or no archaeological, architectural or historical interest.

Heritage Statement

Arundel Town Hall, Arundel



Table 2: Guidelines for the Assessment of Magnitude of Impact

Level of Impact	Archaeological remains	Historic Buildings	Historic Landscapes
Major	Change to most or all key archaeological materials, such that the resource is totally altered. Comprehensive changes to Setting and consequential impact on significance.	Change to key historic building elements, such that the resource is totally altered. Comprehensive changes to setting and consequential impact on significance.	Change to most or all key historic landscape elements, parcels or components; extreme visual effects; gross change of noise or change to sound quality; fundamental changes to use or access; resulting in total change to historic landscape character unit.
Moderate	Changes to many key Archaeological materials, such that the resource is clearly modified. Considerable changes to setting that affect the character of the asset and impact some aspects of the assets significance.	Change to many key historic building elements, such that the resource is significantly modified. Considerable changes to setting that affect the character of the asset and impact some aspects of the assets significance.	Changes to many key historic landscape elements, parcels or components, visual change to many key aspects of the historic landscape, noticeable differences in noise or sound quality, considerable changes to use or access; resulting in moderate changes to historic landscape character.
Minor	Changes to key archaeological materials, such that the asset is slightly altered but remains understandable. Slight changes to setting that are tangible but without clear impact on significance.	Change to key historic building elements, such that the asset is slightly different but remains appreciable. Change to setting of an historic building, such that it is noticeably changed but without clear impact on significance.	Changes to few key historic landscape elements, parcels or components, slight visual changes to few key aspects of historic landscape, limited changes to noise levels or sound quality; slight changes to use or access; resulting in limited changes to historic landscape character.
Negligible	Very minor changes to archaeological materials, or setting without any consequential effect on significance.	Slight changes to historic buildings elements or setting without any consequential effect on significance.	Very minor changes to key historic landscape elements, parcels or components, virtually unchanged visual effects, very slight changes in noise levels or sound quality; very slight changes to use or access; resulting in a very small change to historic landscape character.
No change	No change.	No change.	No change to elements, parcels or components; no visual or audible changes; no changes arising from in amenity or community factors.

Heritage Statement

Arundel Town Hall, Arundel



2.0 Description of the Site & Building

Heritage Statement

Arundel Town Hall, Arundel



2.1 Description of Existing Building and Site

Landscape and Setting - Arundel Town Hall is Grade II Listed and located on Maltravers Street, Arundel. Listed buildings surround the plot to three sides and there is a small staff and visitor car park to the South.

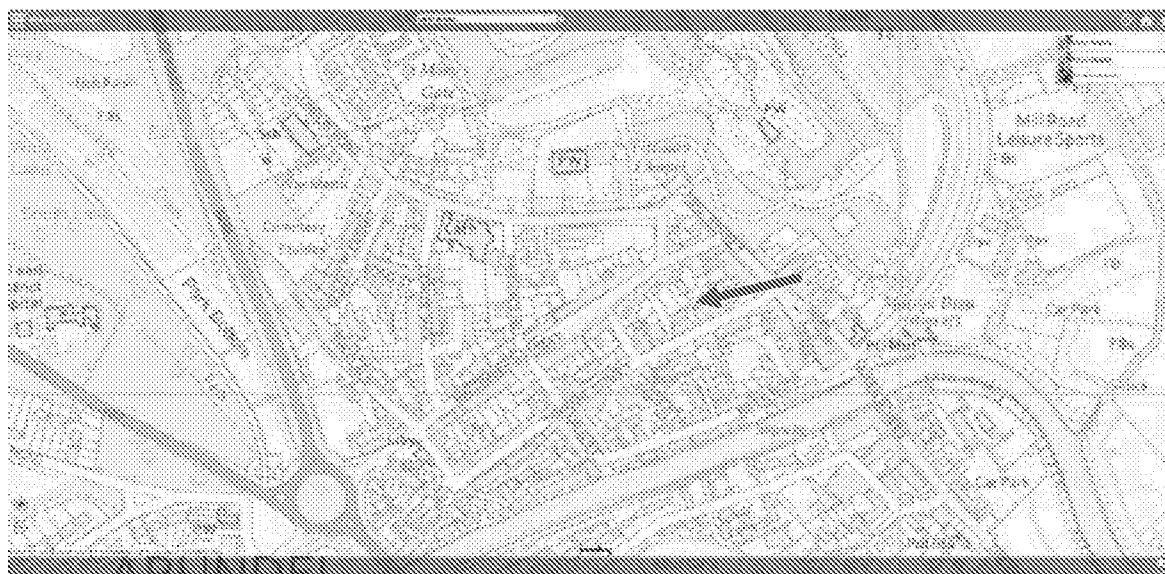


Image - Map – Arundel Town Hall - The site Location (ADC: 2020)

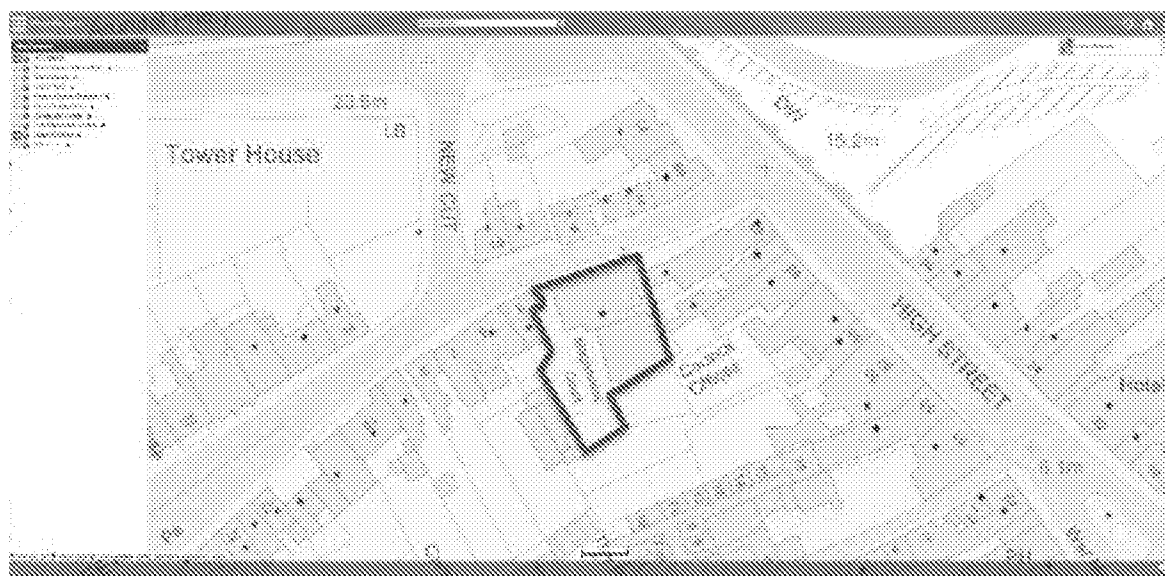


Image - Map – Arundel Town Hall - The Site Boundary (ADC:2020)

Heritage Statement

Arundel Town Hall, Arundel



- 2.1.2 The Town Hall sits just outside the southern boundary of the South Downs National park at this point but is within the Arundel Conservation Area. The Conservation area includes Arundel Castle, Arundel Cathedral of Our Lady and Saint Philip Howard and The Parish and Priory Church of Saint Nicholas Arundel (Fitzalan Chapel).

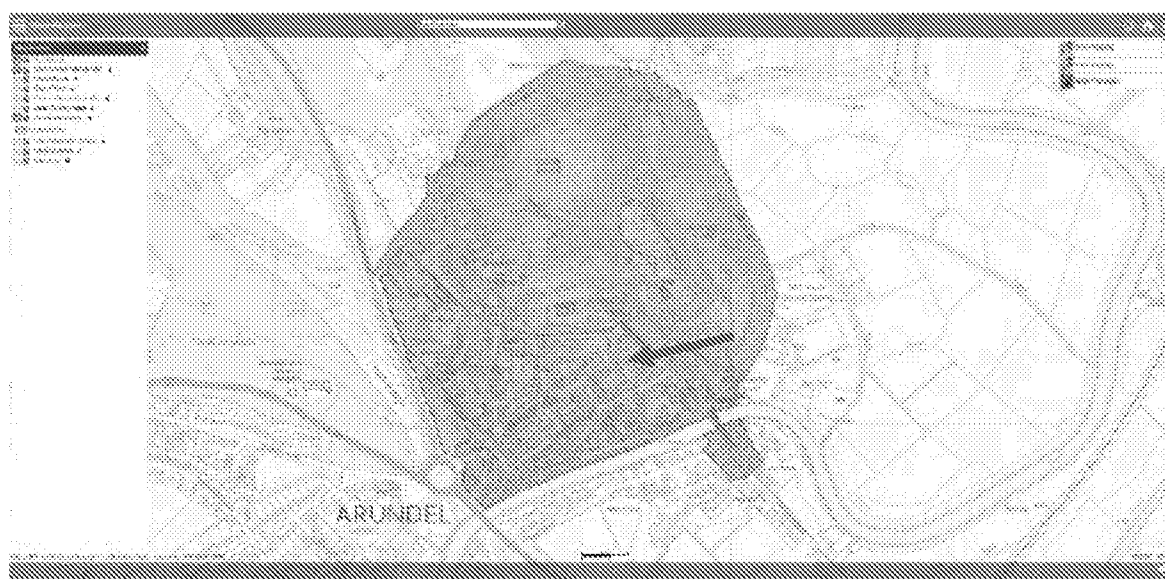


Image - Map – Arundel Town Hall - National Park Boundary and Conservation Area site boundary (ADC:2020) - The faint green line is the southern edge of the South Downs National Park and the purple hatch is the extent of the conservation area.

Heritage Statement

Arundel Town Hall, Arundel



- 2.1.3 There are many Grade II Listed Buildings in the area but those in the immediate vicinity include: Nos 65, 67 & 69 High Street, Nos 1 to 5, 6, 8 and No 10 Maltravers Street.

The nearest Grade II* listed building is Southeast – No 59 High Street.



Image - Map – Arundel Town Hall – Listed Building Map (ADC:2020)

Heritage Statement

Arundel Town Hall, Arundel



2.1.4 Arundel has a long history with most documentary evidence being available following the Norman Conquest. The 2009 Sussex Extensive Urban Survey (EUS) by Roland B Harris is an excellent summary of the built and archaeological environment in Arundel.

The report sub-divided the conservation area into regions to help group and define the town in terms of Historic Environment Value and Historic Character Value.

The report places the Town Hall within Historic Character Value Region 1. High Street and within the highest Historic Environment Value category - Category 5.

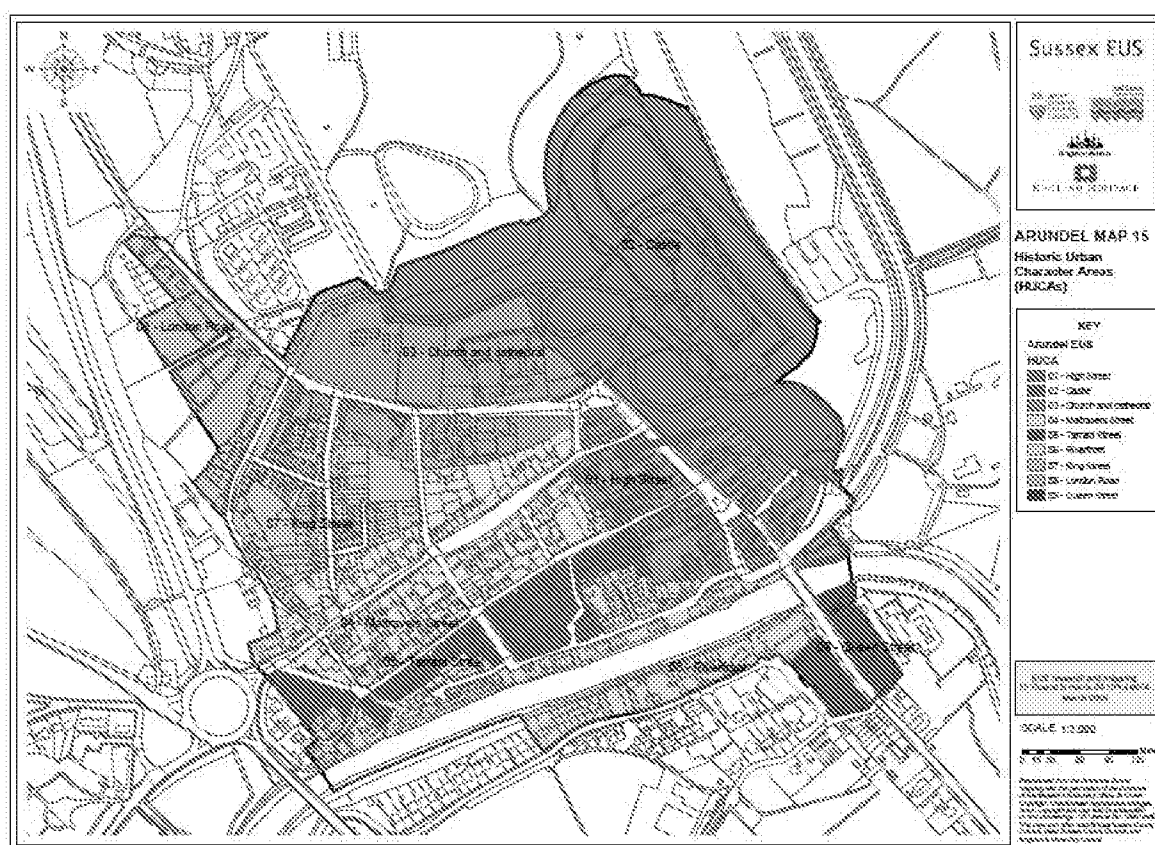


Image - Map – Arundel Town Hall – Historic Urban Character Areas (Sussex EUS :2009)

Heritage Statement

Arundel Town Hall, Arundel

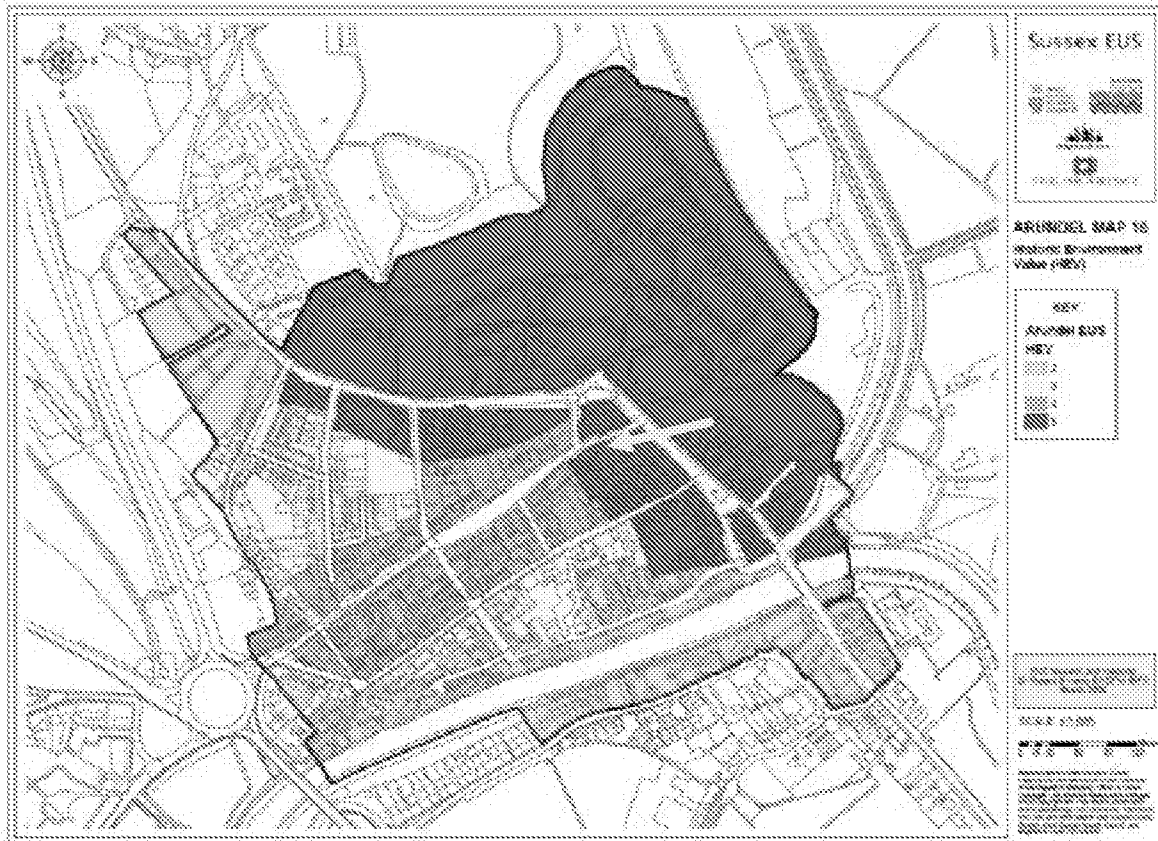


Image - Map – Arundel Town Hall – Historic Environment Value (Sussex EUS :2009)

2.1.5 Historic Urban Character Assessment 1. High Street

An extract from the Sussex EUS, 2009:

“... consists of most of the High Street, which was the principal road in the Norman town (its pre Conquest origins are uncertain, partly due to the unknown Saxon topography and the effect on this of the building of the Norman castle). Although the upper part of the High Street was blocked off in 1803 (thereafter routed along newly built London Road) and further houses demolished to make way for the expanding castle grounds (1850-1), it remains the principal commercial street of the modern Arundel.

There are 44 listed buildings, or groups of buildings, (three Grade II; and 41 Grade II)*

Medievalism in the 19th century saw use of a Romanesque revival style in knapped flint and Pulborough stone for the Town Hall in Maltravers Street (1834-5: Grade II)

There have been three small-scale excavations within this (area), two on the site of the Blackfriars and one to the rear of 51 High Street. These have demonstrated the survival of medieval finds and features and suggest that the archaeological potential of this (area) is high. The surviving medieval and post-medieval

Heritage Statement

Arundel Town Hall, Arundel



buildings, the completeness of historic street front and the survival of early plot boundaries, combine with the archaeological potential to give this (area) the very highest Historic Environment Value (HEV) of 5. (Area) 1 has seen modest change in the 20th century (principally through refitting of shops).

The Historic Environment Value of the area, however, means that vulnerability is high. The present shops and business premises are vulnerable to change of occupancy or, even, change of use, with potential for considerable impact on the historic fabric and on the ancient and defining commercial character of the High Street. Research questions especially relevant to this HUCA relate to the origins of the street plan and built-up frontages."

2.2 Historic Environment Record Consultation

The Historic Environment record office was consulted in advance of this application. The works are above ground (re-roofing) so a formal search is not required for this application and a copy of the correspondence is included in the Appendix.

2.3 Description of Existing Building and Site

- 2.3.1 The 1830's Town Hall building is Grade II listed in a Romanesque style defined by its stone triple arched loggia to the north elevation (facing Maltravers Street) and semi-circular windows throughout. The loggia and windows to the front are all in Pulborough stone and include roll mouldings and cushion capitals. External walls are built of knapped flint with galletting with the polite side being dressed with Pulborough stone changing to yellow brick dressings at side and rear elevations.

The end bays of the north elevation break forward and are continued upwards as towers with a balcony in between at first floor level. Chimney flues are well concealed in the east elevation but are part of a separate stone stack to the west elevation. External walls lead up to a parapet broken with string courses and brick bands. Lead rolled shallow pitched roof behind with box gutters leading to hoppers.

A 1950s single storey extension is to the south with an accessible decked terrace over with guard rails. The extension was formerly used as a Magistrates Court. This extension is of yellow brick and steel windows with a flat asphalt roof under the terrace and three layer felt coverings to the lower roofs to the east.

- 2.3.2 Externally, at high level to the south elevation two steel anchor plates can be seen which serve to provide lateral restraint to the wall and are thought to be tied to principal roof beams within. Above the projecting string course are four air bricks that date back to the mid 1990's when major works of repair were undertaken to deal with an extensive outbreak of dry rot. There are additional air bricks on other elevations to provide some additional cross ventilation to the roof void below.

- 2.3.3 The Arundel Town Swallow is fixed on the parapet wall of the south elevation.

- 2.3.4 Internally the brick arcade at ground floor is impressive in a yellow brick and there is similar construction (less refined) to the old police cells in the basement of red and grey brick. An elegant stone cantilevered stair winds between levels in the north-eastern tower and up to the main assembly room at first floor – The Atherley Chamber.

The ground floor entrance arcade and Atherley Chamber occupy the majority of the plan supported by offices, stores, toilets and a very small commercial grade kitchen. A lift has been added within the north-west tower and there is separate external access to the basement from both the east and west elevations. The basement is sub-let and used for evening entertainment.

The Holmes Chamber (previous magistrate's court) is lower (split level) to the south via internal steps and within the 1950's extension. It is sided by administrative offices, the Mayor's office and parlour with dedicated access to a raised dais in the old court room.

Heritage Statement

Arundel Town Hall, Arundel

savills

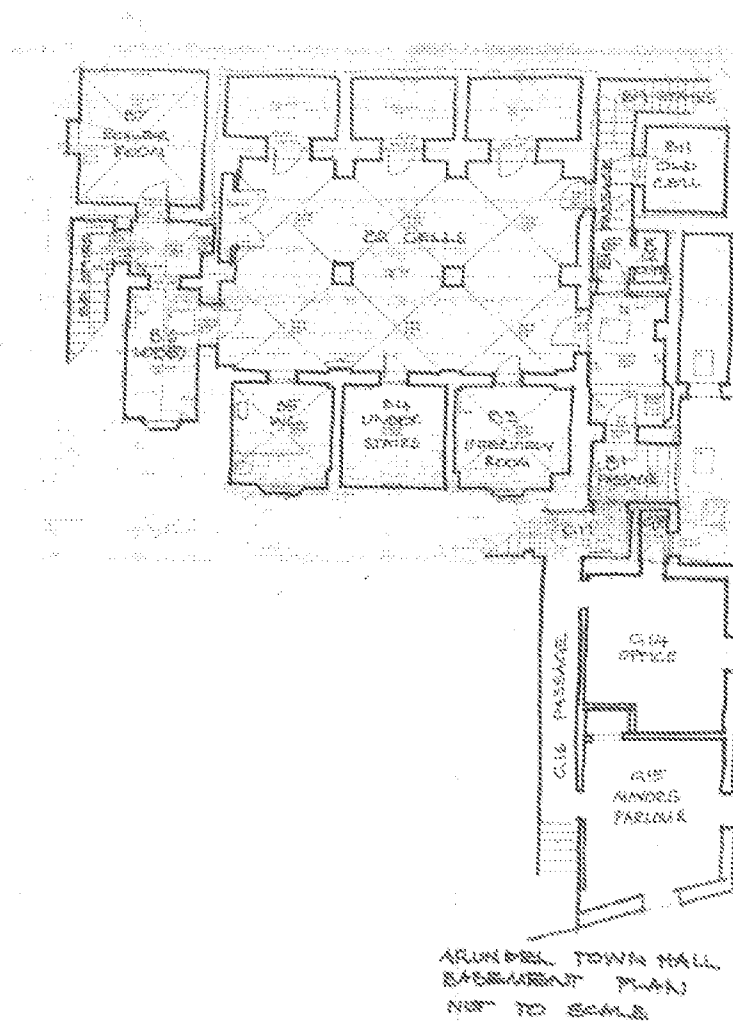


Image – Plan – Arundel Town Hall - Basement Plan

Heritage Statement

Arundel Town Hall, Arundel

savills

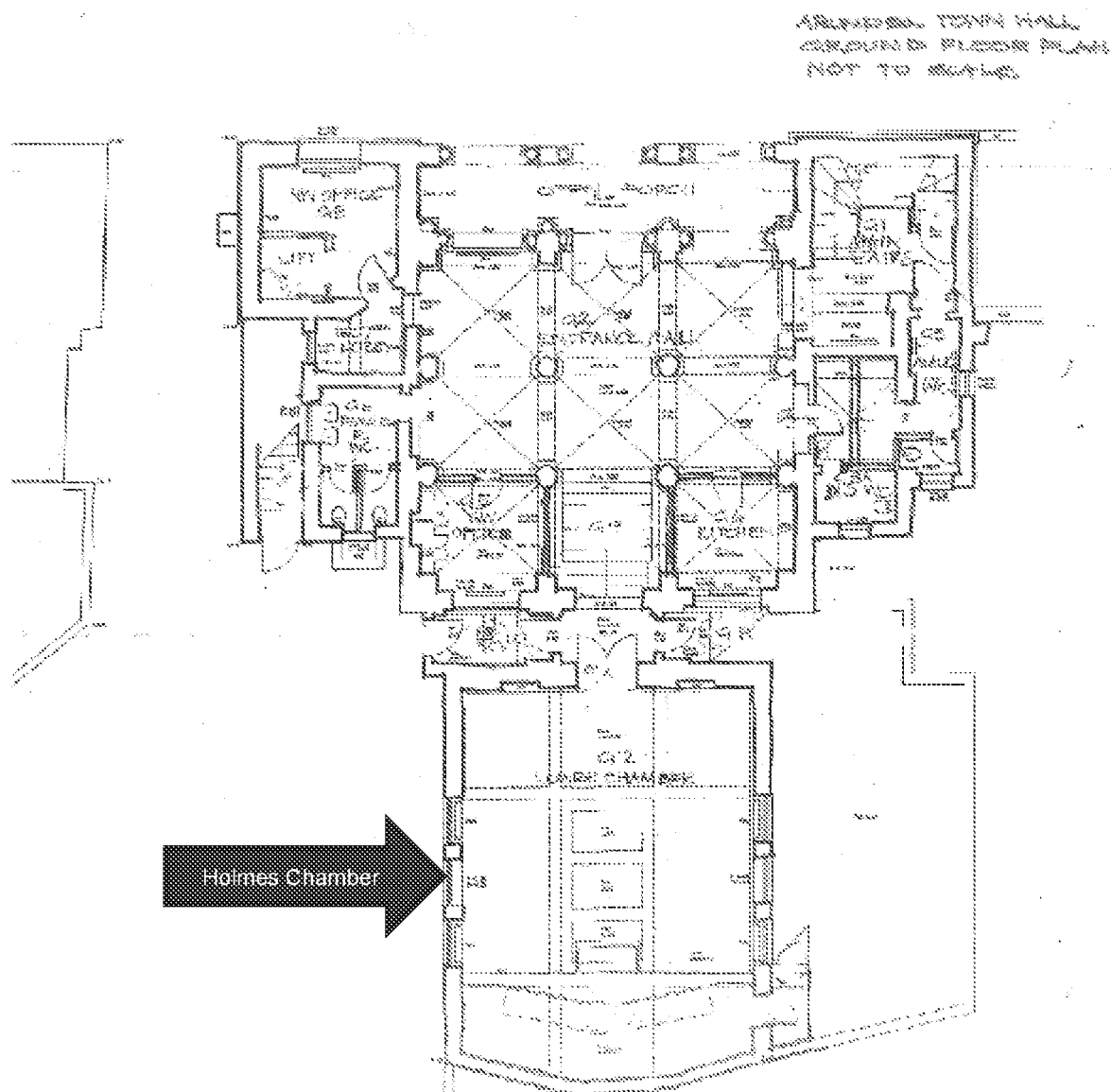
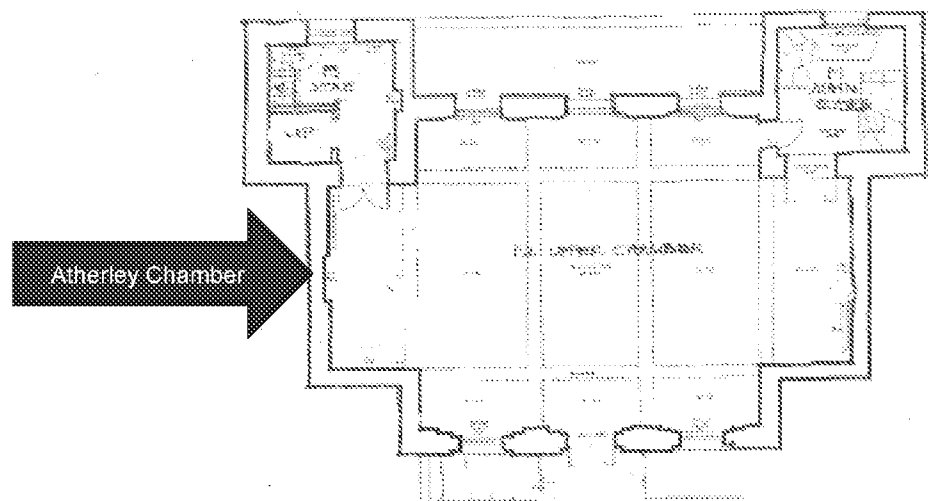


Image – Plan – Arundel Town Hall - Ground Floor Plan

Heritage Statement

Arundel Town Hall, Arundel



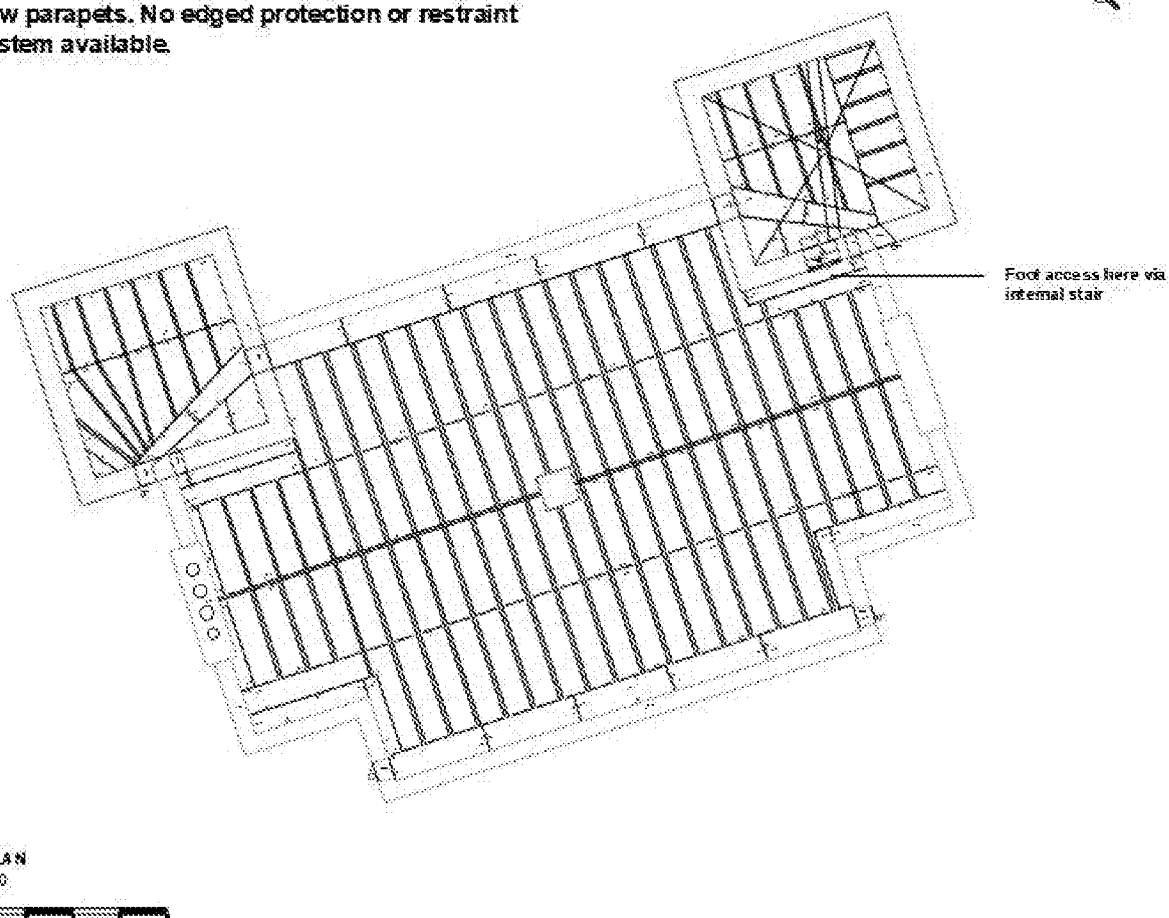
ARUNDEL TOWN HALL,
FIRST FLOOR PLAN
NOT TO SCALE

Image – Plan – Arundel Town Hall - First Floor Plan

2.4 The Existing Lead Roof



Low parapets. No edged protection or restraint system available.



ROOF PLAN
Scale 1:50



Image – Plan – Arundel Town Hall – Roof Plan

2.4.1 Description:

The existing roof is a flat (approx. 6 degree) milled lead roof with wood cored rolls. The pitch is divided into sections sloping and stepping down from a central ridge into to lead box gutters typically at the parapets. Parapet walls are generally at a consistent height capped with heavy stone copings.

At the centre is a GPR cupola with a metal flue for the gasolier (gas lit chandelier) below fixed into the lead with steel straps.

There is access onto the roof by internal stairs but there is no edge protection and parapets are very low.

2.4.2 Layout and drainage:

The layout of the roof is generally good, with good falls and steps between sections and along gutter lengths. However detailing at the steps between the eaves at top of the box gutter are below minimum and some gutters are at an unnatural angle for good leadwork detailing.

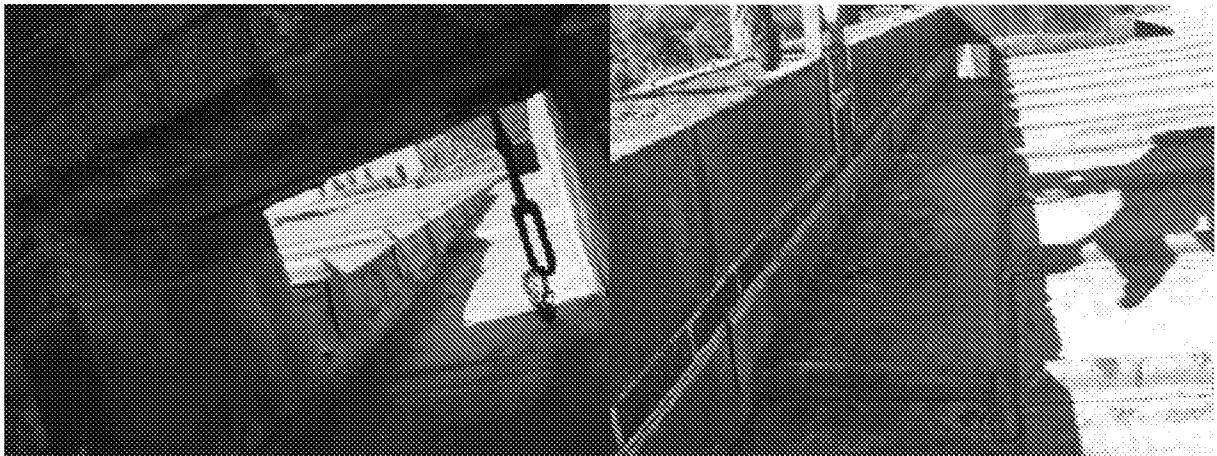


Image – Photos - Arundel Town Hall – Stepped Gutters. Note minimal step at eaves (right).

2.4.3 Leadwork:

Codes of lead used measure at a mix of code 5 and code 6 and underside lead corrosion has occurred. This can be seen on the surface with brown stains and large tears through the lead. Underside lead corrosion has been researched at length by Historic England (English Heritage at the time) and is usually caused by condensation but can be caused by other environmental factors such as internal heating levels, insulation and whether lead was laid on wet timber initially. Correct ventilation and steady heating is the key.

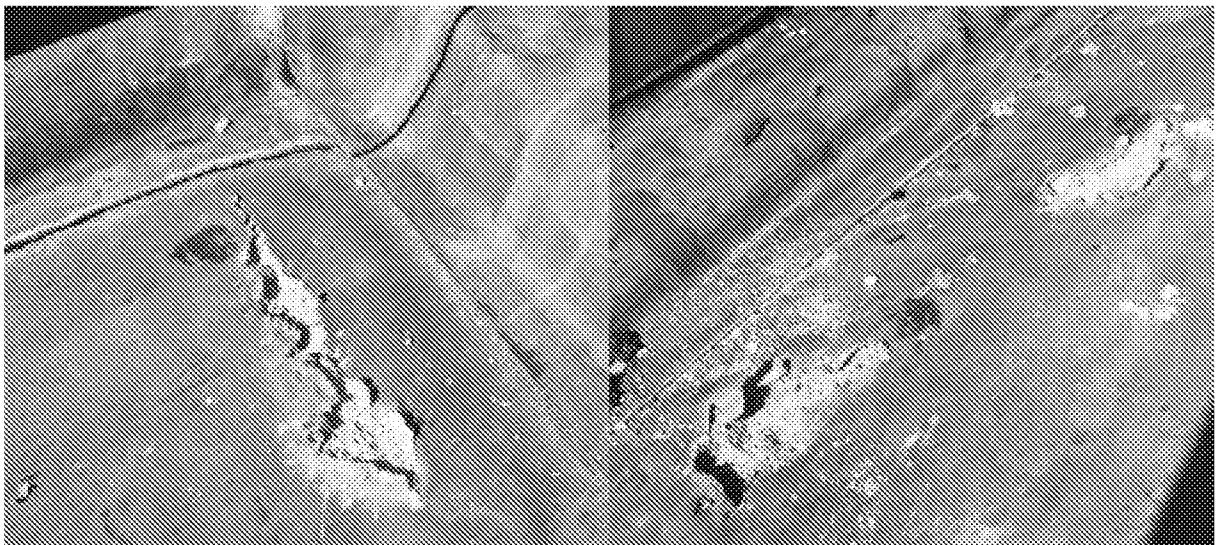


Image – Photos - Arundel Town Hall – Underside lead corrosion

The code of lead used is not heavy enough for the exposed coastal location and at the eastern and western ends sections of concrete coping have been planted to provide additional height for cover flashings and are a weak point.

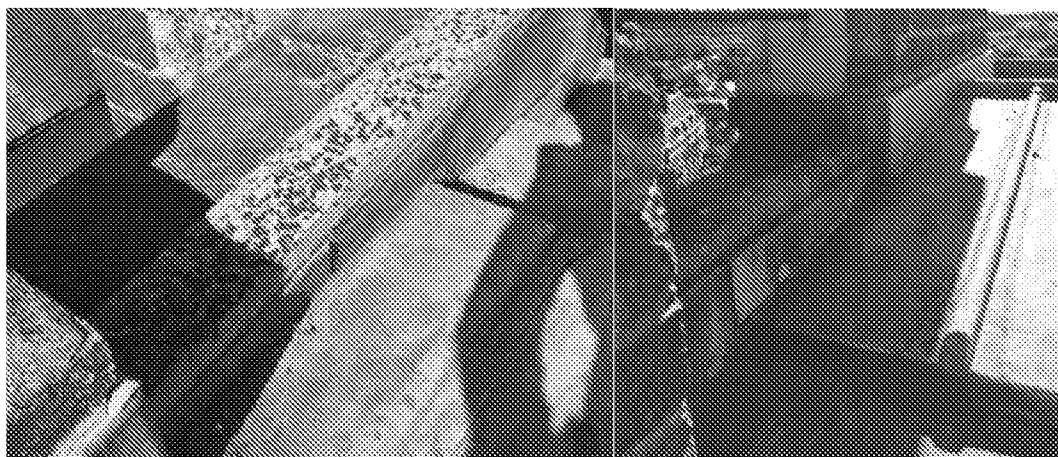


Image – Photos - Arundel Town Hall – Planted Copings

- 2.4.4 Substrate: The main roof is plywood with a geotextile underlay. It is not best practice to combine these two materials. When lifted the underside lead corrosion can clearly be seen as layers and layers of compacted white powder and in areas with little or no step the membrane has soaked up moisture.



Image – Photo - Arundel Town Hall – Underside Lead Corrosion & geotextile underlay

Heritage Statement

Arundel Town Hall, Arundel



2.4.5 North-east tower:

Cement render has been applied to the internal face of the external walls above the roof access stairs causing damp problems within the stairwell internally.



Image – Photos - Arundel Town Hall – Cement Render and internal damp

2.4.6 Chimneys

There are disused and need to be capped to discourage nesting birds and excess rain. Internally some fireplaces are blocked but not all are vented.

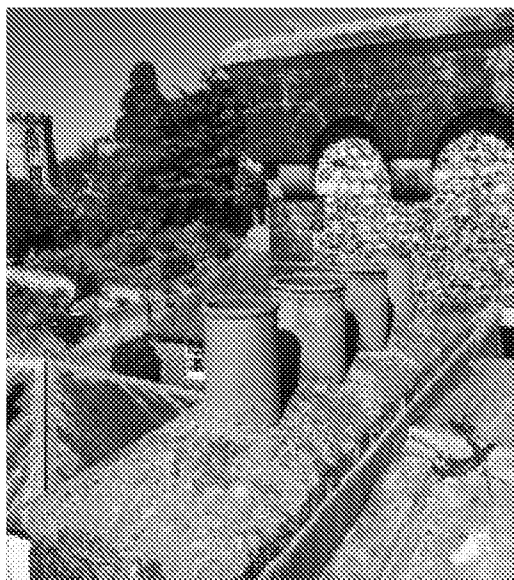


Image – Photo - Arundel Town Hall – Inactive chimney flues

2.4.7 Previous Works

Externally, at high level to the south elevation two steel anchor plates can be seen which serve to provide lateral restraint to the wall and would be tied to principal roof beams. Above the projecting string course are four air bricks that date back to the mid 1990's when major works of repair were undertaken to deal with an extensive outbreak of dry rot. There are additional air bricks on other elevations to provide some additional ventilation to the space below.

There is anecdotal evidence from the consulting engineer to combine with the physical clues but there are no record drawings or schedules to confirm the extent of the work. We also understand that parts of the original ceiling in the Atherley Hall were replaced to facilitate these works that extended to dry lining the internal walls of the hall.



Image – Photo - Arundel Town Hall – Vents at high level through parapets & black anchor plates.

3.0 History of the Site & Statement of Significance

3.1 Brief History of the Town Hall

- 3.1.1 The Town Hall was built between 1833 and 1838 by the 12th Duke of Norfolk at his own expense for the Corporation (Town Council) in return for the Corporation surrendering part of the northern part of High Street which the Duke wished to incorporate into the castle grounds. It is thought to have been designed by Robert Abraham, Architect who was carrying out other works for the Duke during this time.

The basement had three cells, which from 1844 were used by the county police force, it also housed the town fire engines for a time.

The building was sold in 1891 from the Corporation (Town Council) to what is now the County Council and it remained with them in civic use and a court and council offices. The Holmes Chamber (magistrate's court) was added in 1957 and commemorates the Holmes family who served as Mayors and Town Clerks for 200 years.

The current Town Council purchased the site in 2008 when its function as a magistrate's court ended and it became the administrative HQ and Mayors office for today's Town Council as well as a wedding / ceremony venue.

3.2 Planning History

- 3.2.1 Arun District Council have kindly provided a summary of the planning history of the building that tracks the significant alterations and additions over time.

Unfortunately due to the current pandemic the archives containing details of the applications on microfiche are unavailable. There are also no records to corroborate the repairs carried out in the 1990's to remedy dry rot.

The planning history report is included infill as an appendix.

Heritage Statement

Arundel Town Hall, Arundel

savills

3.3 Map Search

- 3.3.1 The earliest dated maps available without a physical archive search (again not possible due to pandemic) are the 1876 1:10,000 scale and the 1878 1:2,500 scale maps. The building is labelled 'Town Hall'.

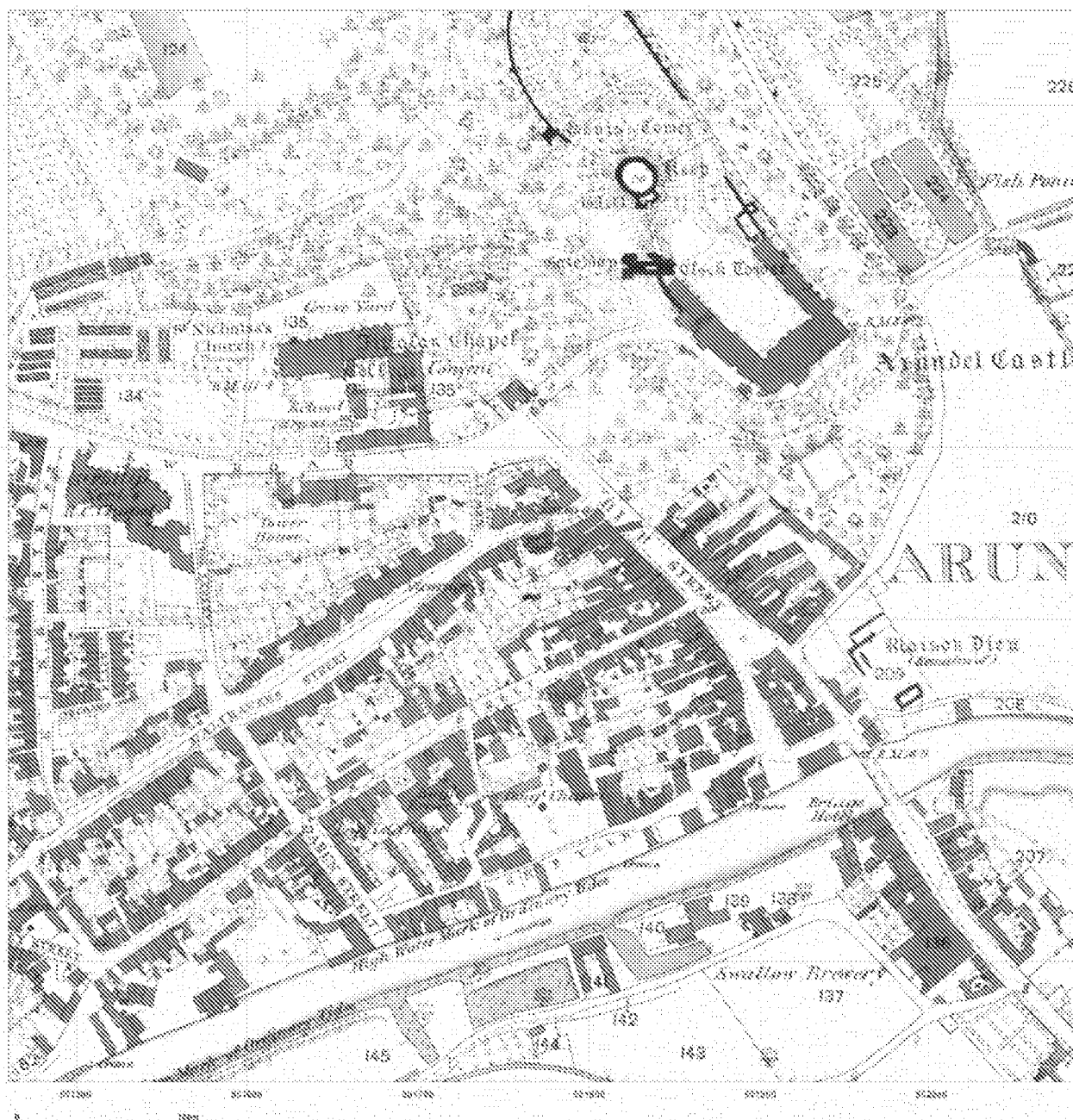


Image – Map - Arundel Town Hall –1878 Map 1:2,500

Heritage Statement

Arundel Town Hall, Arundel



- 3.3.2 There is little change to the mapping of this building until the 1972 1:2,500 scale map which shows the Magistrates Court to the south and the building is now labelled 'court'.

The 1957 magistrate's court extension is missed, possibly incomplete, at the time the 1957 map is published (see below).

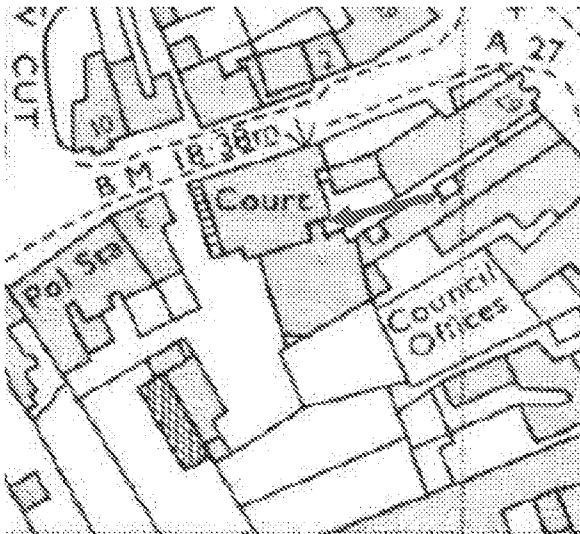


Image – Map –1972 Map 1:2,500

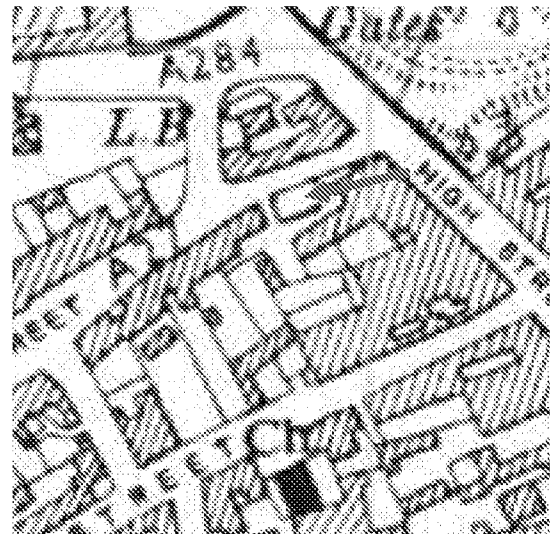


Image – Map –1957 Map 1:10,000

- 3.3.3 Additional maps from the data set are available on request.

3.4 Statement of Significance

- 3.4.1 The Town Hall is a prominent building in the street and in the lee of Arundel Castle. It started life linked to the Duke of Norfolk and has had a lifetime of civic use in Arundel. It is now the home of the Mayor, the Town Council and a popular wedding venue. It contains many portraits, records and items of local historic and cultural value.

The 2009 Sussex Extensive Urban Survey (EUS) by Roland B Harris categorised the area of the Town Hall in the highest value Historic Environment category - Category 5.

Historic Significance: Medium

Cultural Significance: High

Heritage Statement

Arundel Town Hall, Arundel



- 3.4.2 Architecturally the building is striking, although a confused mix of architectural styles. Flanking towers and the loggia entrance leading into a vaulted brick hall add to the sense of authority. There is also a clear hierarchy of finishes externally – a reflection of the Duke's value engineering? The gasolier (gas chandelier) in the Atherley Chamber is thought to be capable of functioning and would have been cutting edge in the mid-19th century.

The building is in a busy town centre location and is therefore vulnerable to change even with the protection of being listed.

Architectural Significance: Medium

- 3.4.3 The area overlays the medieval town and is archaeologically significant if ground works are required for works or access.

The 2009 Sussex Extensive Urban Survey (EUS) by Roland B Harris categorised the area of the Town Hall in the highest Historic Environment Value category - Category 5.

Archaeological significance: Medium

4.0 Impact & Justification

4.1 Scope of Works

4.1.1 The application seeks consent for two items:

- a) Reroof the main 1830's building (lead roof).
- b) Form 2no. Inspection hatches in the plaster ceiling of the Atherley Hall to comply with the recently published guidance from Association of British Theatre Technicians (ABTT) on the inspection of plaster ceilings.

4.2 Reroofing

This is a significant project to rationalise the layout and correct the existing defects and falls of the main lead roof coverings over the 1830's part of the building, including the towers, box guttering and associate repairs and maintenance.

The scope of works:

- Erection of an independent access scaffold and temporary roof structure for the duration.
- Stripping of all existing leadwork, underlay, the ply substrate and existing timber furrings.
- Inspection of the roof void and structure to identify and carry out any carpentry repairs.
- Insertion of breathable insulation at ceiling level – maintaining a ventilated cold roof arrangement.
- New treated timber furrings to create new falls and correct drip heights at end of bays.
- New 25 x 150mm softwood 'penny gap' board decking.
- New Type A Building paper underlay.
- New code 8 lead milled lead roof covering with traditional wood cored rolls between bays.
- Re-forming box gutters to ensure correct drips, laps and minimum of 1 in 60 falls.
- New ventilated ridges, eaves and abutment details to increase ventilation to the underside of the roof.
- Installation of roof access system.
- Form 2no new parapet outlets in lead at high level to be connected to existing lead downpipes.
- The external cement render causing damp to the interior of the north east tower will be removed and the lead roof abutment will be corrected.
- Extension of the existing fire detection system to include heat and smoke detectors in the roof void.
- Making good internal plaster and decoration in the Atherley Hall.

4.2.3 Justification

The roof is severely exposed and is actively leaking. The significant defects cannot be repaired in isolation without a comprehensive overhaul of the roof coverings and gutters.

4.2.4 Impact

Leadwork and Substrates

The works will involve the removal of later (1990's) codes 5 & 6 lead, underlay, ply substrate furrings as well as lay boards forming the gutters and outlets. If areas of historic timber decking are uncovered the standing order is to retain and reinstate all historic fabric if in sound condition.

New lead will be a minimum of code 8 installed by a contractor registered with the Lead Contractor's Association.

The new layout takes advantage of the additional bay sizes offered by code 8 lead to rationalise the layout and straighten box gutters to new minimum 1 in 60 falls. New furrings and penny gap boards are designed to build on top of the existing principal structure with a slight shallowing of the roof pitch from the ridge out to achieve more robust drip details over the existing with low impact.

As such the proposals should not affect the principal structure – trusses, purlins and the like and so should not need to be altered. There will be a period of inspection and reappraisal at the start of the construction phase once the roof coverings are removed and the underlying structure can be fully inspected and assessed where any isolated 'like for like' repairs can be detailed in conjunction with a consulting structural engineer.

The enhanced ventilation details have a visual impact on the roof if viewed from above. As shown in the drawings the Airtrak stainless steel ridge ventilation system in particular is broader than a traditional ventilated ridge roll but does offer practical advantages of massively increased ventilation. The roof of the Town Hall cannot be seen at all from ground level and then only from a very few surrounding structures. The slight negative visual impact of this should be considered against the practical ventilation benefits and considering the rare occasion it will be seen in the wider townscape.

Heritage Statement

Arundel Town Hall, Arundel



Layout and drainage

The parapet box gutters will be reformed to minimum 1 in 60 falls. The majority of which will discharge to existing hoppers and outlets.

However to avoid trapped bays and awkward lead detailing 2no. new outlets will be formed in the brickwork of the parapet walls to the NE and NW elevations. This will involve the removal of some brickwork at each tower to form 2no. new parapet outlets approx. 225mm x 225mm through the parapet walls, the extent of which is illustrated on the drawings.

New lead hoppers will be needed and a connection made into the existing downpipes. The visual impact should be minimal because the outlets are not on the polite sides of the Town Hall, avoid the string course (as existing) and are at high level.

In addition, where the northern box gutter passes through the tower walls at each end it is expected to need to lower the gutter by approx. one brick course across the width of the gutter at each tower to achieve the falls. This will be unseen and have a low visual and fabric impact.

Chimneys

The chimney pots will be capped with simple bird guard caps that are reversible, prevent birds nesting and offer ventilation to the flues. Low impact alteration.

Cement Render

Over the north east tower the cement render will be removed back to brickwork and then recoated in two layer lime render. Impact minimal.

Access and Protection

Measures will be in place to ensure the building below, its contents, facade and retained historic fabric are protected for the duration of the works.

Valuable pictures and paintings are to be removed from the room below and stored in Arundel Castle by arrangement before works commence.

The main protection will be in the form of a temporary roof covering and independent access scaffold to bring contractors and materials safely to the roof. The scaffolding will be designed to be completely independent of the historic fabric with materials and waste being moved by hand pulley and chutes up from ground level. There should be no impact on the historic fabric but there will be significant visual impact for the duration of the works.

A copy of the sample scaffolding specification is included in the appendix for further information.

Heritage Statement

Arundel Town Hall, Arundel

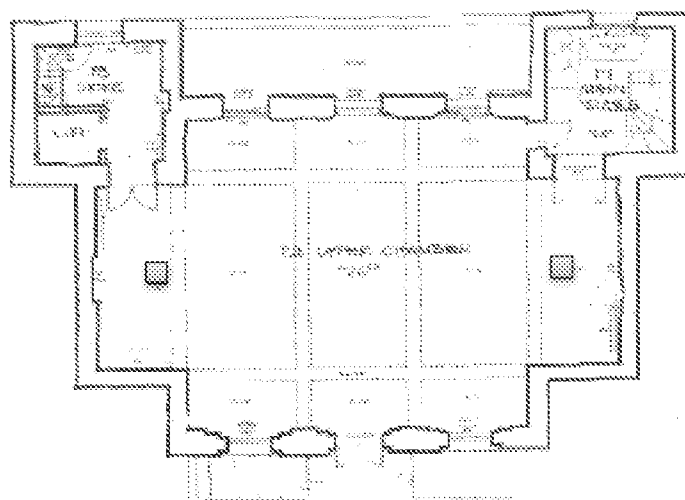


4.3 Inspection Hatches – Atherley Chamber

The scope of works:

It is proposed to install 2no. 600 x 600mm discreet, flush fitting plaster access panels in discreet locations to the ceiling of the Atherley Chamber as shown on the plan below. The locations have been chosen to be as discreet as possible out of sight to visitors on arrival whilst also being below the area of roof void, under the ridge, that should have the maximum height for inspection.

Visually they will be very sympathetic, flush with the ceiling finish and painted white to match.



Location of 600 x 600mm plaster access hatches

ARUNDEL TOWN HALL
FIRST FLOOR PLAN
NOT TO SCALE

4.3.1 Justification

In 2019 Historic England and the Association of British Theatre Technicians (ABTT) published guidance on the inspection of fibrous plaster ceilings. The ceiling in the Atherley Chamber is a mix of recent timber and plasterboard repairs alongside the original Victorian lathe and plaster panels. Whilst not fibrous the Town Council still have a duty of care to regularly inspect the suspended ceilings in the Atherley Chamber.

Currently there is no way to regularly inspect the roof void or the ceiling from inside or outside. There will be a clear need to inspect the space for the foreseeable future.

4.3.1 Impact

The loss of some historic fabric must be considered against the overall benefit brought by having the void accessible for inspection and maintenance. There will be some limited removal of lathe and plaster in order to form the new access hatches and trimming out of minor timber ceiling binders.

Visual impact will be minimal and further reduced because of careful placement in locations selected to be hidden by downstand beams or away from where the eye is naturally drawn when entering the room.

5.0 Conclusion

5.1 Impact upon the Heritage Values

5.1.1. Evidential (Archaeological) value

Whilst the area has a high potential to yield archaeological evidence the proposed works are all above ground so there is not an opportunity to find or disturb this through any groundwork activity.

No change / negligible impact.

5.1.2. Historical value

The proposed works are not expected to have an impact on any historical associations of the asset to the local or wider area.

Low impact.

5.1.3. Aesthetic (Architectural or Artistic) value

Evidence suggests that both the main roof and ceiling to the Atherley Hall have been subject to significant modern changes and repairs although the aesthetics on the face it have been maintained. The extent of changes beyond the surface are not clear but will become apparent should the proposals proceed.

Visually the proposed re-roofing and ceiling work will have physical and minor visual impacts on those elements of the heritage asset but the asset will remain appreciable with no overall effect on aesthetic or architectural significance.

The improvement of increased roof ventilation, heavier code lead and the ability to inspect the roof void should be considered alongside the slight visual impacts in areas that are largely not visible.

Low impact.

5.1.4. Communal value

The Town Hall has a high communal and cultural significance locally. The proposed works will have a temporary impact on access to the building but are essential to maintain it. There should be no long term impact on the communal value of the heritage asset from these proposals.

Low impact.

Heritage Statement

Arundel Town Hall, Arundel



5.2 Conclusion

- 5.2.1 The works proposed, as set out in this document and associated appendices and drawings, are necessary to maintain the building and also offer a strong degree of betterment.
- 5.2.2 Having explored, evaluated and considered the proposals and their impact on the building we consider the overall impact to be low with a high level of sustainability in the long term. This is providing there is good oversight, recording and inspection throughout the construction phases with a sympathetic independent scaffolding design to avoid accidental damage to the heritage asset.
- 5.2.3 In considering the contents of this application in full, it is respectfully requested that this application is supported as the enclosed demonstrates that the scheme proposes less than significant harm on the overall significance of the building or its setting within the conservation area or as an individual listed building. *"Proportionality should govern the exercise of statutory controls" (CPPG: 2008)*
- 5.2.4 If there are any areas within the application that require further information or clarification we would encourage feedback, in order to amend any aspect within the proposals prior to a decision being made.

Heritage Statement

Arundel Town Hall, Arundel



Appendix 1.0 Listing of Property

Heritage Statement

Arundel Town Hall, Arundel



Overview

Heritage Category: Listed Building

Grade: II

List Entry Number: 1027921

Date first listed: 05-Jun-1969

Statutory Address: TOWN HALL, MALTRAVERS STREET

Location

Statutory Address: TOWN HALL, MALTRAVERS STREET

The building or site itself may lie within the boundary of more than one authority.

County: West Sussex

District: Arun (District Authority)

Parish: Arundel

National Grid Reference: TQ 01773 07146

Details

1. 5401 MALTRAVERS STREET (South Side) ----- Town Hall TQ 0107 1/24A 5.6.69.

II

2. 1833-8. The 12th Duke of Norfolk agreed to build a new Town Hall at his own expense in 1833 [Town Hall Deeds] in return for the gift from the Town of the north part of High Street, which he wished to enclose within the Castle Grounds. The Town Hall was probably complete by 21st October 1836, when the Corporation discussed its conveyance to the Town. It was certainly complete by 29th March 1838 when the Paving Commissioners met there for the first time [Corporation Archives]. Architect probably Robert Abraham, who was employed by the Duke of Norfolk on, as yet, unspecified work in Arundel during the 1830's [Colvin, Biographical Dictionary of English Architects, p 27]. He was definitely the architect of the Congregational Church (1836-8), which is very close to the Town Hall in style [Union Church Archives]. Knapped flint with galleting. Pulborough stone dressings and ground floor arcade. Yellow brick dressings at sides and south (rear) elevation. Red and grey brick foundations and basement. 2 storeys, basement, and towers. End bays of north elevation break forward and are continued upwards as towers. Triple arched loggia on ground floor between these bays, crowned by parapet. Arches and window embrasures are semi-circular, with roll mouldings and cushion capitals. 3 recessed oblong panels above 1st floor windows. Statue of swallow on parapet of south elevation. Police cells in basement.

Listing NGR: TQ0177207142

Legacy

The contents of this record have been generated from a legacy data system.

Legacy System number: 297226

Legacy System: LBS

Heritage Statement

Arundel Town Hall, Arundel



Sources

Books and journals

Colvin, H M , A Biographical Dictionary of English Architects 1600-1840, (1954), 27

Legal

This building is listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended for its special architectural or historic interest.

End of official listing

Heritage Statement

Arundel Town Hall, Arundel



Appendix 2.0

Historic Environment Record Consultation

Michael Fountain

From: Melanie Dickenson <m.dickenson@westsussex.gov.uk>
Sent: 26 May 2020 08:37
To: Michael Fountain
Subject: RE: Enquiry - Listed Building Application - Reroofing Arundel Town Hall

Dear Michael,

Thank you for your email.

As the proposed works is for re-roofing only, and not for below ground works or landscaping, we wouldn't require you to have a Historic Environment Record (HER) search. As you are already aware, you would need listed building consent.

However, if Arun District Council requests that for validation you would need a HER search then our enquiry option of a 'Householder' search will suffice. A householder search consists of a consultation report that sets out summary information about the location and extent of known heritage assets (designated and undesignated) within a 250 metre radius of the application site. This enquiry option would also allow you to add information about past and future impacts at the site in a separate document sent with the consultation report. The consultation report can be submitted to Arun District Council as part of your planning application.

If you do require this type of search please can I ask you to fill in a request for information form for the search, which can be found at <https://www.westsussex.gov.uk/land-waste-and-housing/landscape-and-environment/historic-environment-record/historic-environment-record-enquiry-form/>. Unfortunately, a request for information cannot be processed without the unique identifying number generated by the form.

A householder search costs £95.00 plus VAT

I hope this helps.

Keep well and stay safe

Best Wishes

Melanie

Please be aware that from 1st April 2020 our Historic Environment Record (HER) charges will be increasing as follows:
Standard Search (10 working day turnaround) - £158 + VAT
Priority Search (3 working day turnaround) - £252 + VAT
Householder Search (10 Working day turnaround) - £95 + VAT

Melanie Dickenson | Assistant Historic Environment Record Officer, Environment & Heritage, Planning Services | West
Sussex County Council, Ground Floor, Northleigh, County Hall, Chichester, PO19 1QT
| E-mail: melanie.dickenson@westsussex.gov.uk

From: Michael Fountain [mailto: [REDACTED]]
Sent: 20 May 2020 11:47
To: ENV HER
Subject: Enquiry - Listed Building Application - Reroofing Arundel Town Hall

Good morning,

Enquiry - Listed Building Application - Reroofing Arundel Town Hall

Site Address:

Arundel Town Hall
Maltravers St
Arundel
BN18 9AP

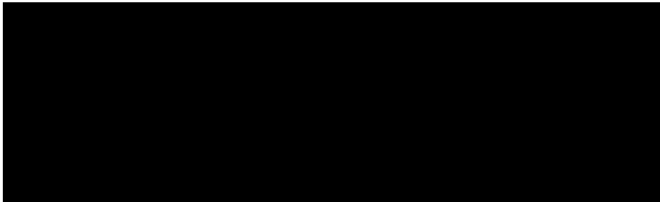
We are preparing an application for Listed building consent to renew the lead roof at this property and I expect for validation we will need to have consulted with the HER. The project will not involve works to the landscape or below ground and will be limited to the roof for the purposes of re-roofing only.

With this in mind would you require me to make an application for a full search?

With kind regards

Michael

Michael Fountain MCIAT
Chartered Architectural Technologist
Rural



NOTICE: This email is intended for the named recipient only. It may contain privileged and confidential information. If you are not the intended recipient, notify the sender immediately and destroy this email. You must not copy, distribute or take action in reliance upon it. Whilst all efforts are made to safeguard emails, the Savills Group cannot guarantee that attachments are virus free or compatible with your systems and does not accept liability in respect of viruses or computer problems experienced. The Savills Group reserves the right to monitor all email communications through its internal and external networks.

For information on how Savills processes your personal data please see our [privacy policy](#)

Savills plc. Registered in England No 2122174. Registered office: 33 Margaret Street, London, W1G 0JD.

Savills plc is a holding company, subsidiaries of which are authorised and regulated by the Financial Conduct Authority (FCA)

Savills (UK) Limited. A subsidiary of Savills plc. Registered in England No 2605138. Regulated by RICS. Registered office: 33 Margaret Street, London, W1G 0JD.

Savills Advisory Services Limited. A subsidiary of Savills plc. Registered in England No 06215875. Regulated by RICS. Registered office: 33 Margaret Street, London, W1G 0JD.

Savills Commercial Limited. A subsidiary of Savills plc. Registered in England No 2605125. Registered office: 33 Margaret Street, London, W1G 0JD.

Martel Maides Limited (trading as Savills). A subsidiary of Savills plc. Registered in Guernsey No. 18682. Registered office: 1 Le Truchot, St Peter Port, Guernsey GY1 1WD . Registered with the Guernsey Financial Services Commission. No. 57114.

We are registered with the Scottish Letting Agent Register, our registration number is LARN1902057.

Please note any advice contained or attached in this email is informal and given purely as guidance unless otherwise explicitly stated. Our views on price are not intended as a formal valuation and should not be relied upon as such. They are given in the course of our estate agency role. No liability is given to any third party and the figures suggested are in accordance with Professional Standards PS1 and PS2 of the RICS Valuation – Global Standards 2017 incorporating the IVSC International Valuation Standards issued June 2017 and effective from 1 July 2017. Any advice attached is not a formal ("Red Book") valuation, and neither Savills nor the author can accept any responsibility to any third party who may seek to rely upon it, as a whole or any part as such. If formal advice is required this will be explicitly stated along with our understanding of limitations and purpose.

BEWARE OF CYBER-CRIME: Our banking details will not change during the course of a transaction. Should you receive a notification which advises a change in our bank account details, it may be fraudulent and you should notify Savills who will advise you accordingly.

LEGAL DISCLAIMER

This email and any attachments are confidential and intended solely for the persons addressed. If it has come to you in error please reply to advise us but you should not read it, copy it, show it to anyone else nor make any other use of its content. West Sussex County Council takes steps to ensure emails and attachments are virus-free but you should carry out your own checks before opening any attachment.

Heritage Statement

Arundel Town Hall, Arundel



Appendix 3.0 Planning History



PUBLIC SITE HISTORY

The enclosed information is a complete record of the planning applications and Building Regulation submissions received against this property/site since 1948 compiled from our available records.

It is, as far as we are aware, a true and accurate record, however this Authority accepts no liability for any errors or omissions.

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex
BN17 5LF

Any queries please refer to:

Miss N Spencer, Technical Support Unit: Telephone 01903 737500 ext. 37446

SITE HISTORY

APPLICATIONS FOR SITE REFERENCE 100062239259

Location: Arundel Town Hall Maltravers Street Arundel

Grid Ref: **East** 501773 **North** 107142

OS Sheet No.s: L15SE TQ0107SE

OS Plot No.s:

Classifications:

ADOPTED LOC PLN
CLASS C ROAD
CONS AREA
LB GRADE II
NO PUBLIC SEWER
PD RESTRICTION

Application: AB/6/94/L

Description: Application under Regulation 13 of the Planning (Listed Building and Conservation Areas) Regulations 1990 to affix wall bracket public highway lighting to replace existing 1960's concrete columns and bracket lighting. Small floodlights (white light source) and one decorative light.

Address: Various properties within the Arundel Conservation Area Arundel West Sussex

Decision: Apprvd Cond by DCLG

Date: 28-03-94 **Issued:** 28-03-94

Appeal Dec:

Date:

Application: AB/59/96/L

Description: Application under Regulation 13 of the Planning (Listed Building and Conservation Areas) Regulations 1990 for replacement of ventilation hood. (This application is to be determined by the Secretary of State for the Environment)

Address: Arundel Courthouse Maltravers Street Arundel

Decision: Apprvd Cond by DCLG

Date: 06-11-96 **Issued:** 06-11-96

Appeal Dec:

Date:

Application: AB/58/96

Description: Application under Regulation 3 of the Town & Country Planning General Regulations 1992 for replacement of ventilation hood. (This application will be determined by West Sussex County

Address:	Council) Arundel Courthouse Maltravers Street Arundel				
Decision:	ApprvdCond-WSCC	Date:	12-11-96	Issued:	12-11-96
Appeal Dec:		Date:			
Application:	AB/41/02/L				
Description:	Application for Listed Building Consent for Escape staircase				
Address:	Town Hall Maltravers Street Arundel				
Decision:	ApproveConditionally	Date:	04-07-02	Issued:	04-07-02
Appeal Dec:		Date:			
Application:	AB/40/02/				
Description:	Escape staircase				
Address:	Town Hall Maltravers Street Arundel				
Decision:	ApproveConditionally	Date:	04-07-02	Issued:	04-07-02
Appeal Dec:		Date:			
Application:	AB/66/02/BR				
Description:	Escape Staircase				
Address:	Town Hall Maltravers Street Arundel				
Decision:	Withdrawn	Date:	12-08-02	Issued:	12-08-02
Appeal Dec:		Date:			
Application:	AB/75/04/L				
Description:	Application for Listed Building Consent for installation of a lift to allow access to first floor for people with walking disabilities				
Address:	The Town Hall Maltravers Street Arundel				
Decision:	ApproveConditionally	Date:	25-06-04	Issued:	25-06-04
Appeal Dec:		Date:			
Application:	AB/80/04/BR				
Description:	Installation of lift for disabled access				
Address:	The Town Hall Arundel				
Decision:	Passed Condit'n	Date:	20-07-04	Issued:	20-07-04
Appeal Dec:		Date:			
Application:	AB/128/05/TC				
Description:	Lop 1 No. Acacia tree within the Arundel Conservation Area				
Address:	Gardens rear of Arundel Museum (61 High Street) Arundel				
Decision:	Withdrawn	Date:	25-10-05	Issued:	27-10-05
Appeal Dec:		Date:			
Reference:	AB/14/81/B				

Description:	Installation of central heating internal double glazing new toilet fittings and fire alarm equipment		
Address:	Arundel Town Hall Arundel		
Decision:	Permitted	Date:	13-02-81
Appeal Dec:		Date:	
Reference:	AB/70/86/B		
Description:	Installation of w.c. to basement area/cells		
Address:	Arundel Town Hall Maltravers Street Arundel		
Decision:	Permitted	Date:	05-09-86
Appeal Dec:		Date:	
Reference:	AB/2/57		
Description:	Extension		
Address:	Town Hall Maltravers Street Arundel		
Decision:	Approved	Date:	20-03-57
Appeal Dec:		Date:	

Heritage Statement

Arundel Town Hall, Arundel



Appendix 4.0 Scaffolding Specification

Scaffold Performance Specification

Scaffold requirements

The existing structure is a Grade II listed building. All care is to be taken during the erection, use and dismantling of the scaffold to prevent any damage to the existing fabric.

Refer to contract preliminaries for specific contract limitations and phasing.

Your attention is particularly drawn to the following:

- A. Scaffold roof to be Haki Cassette roof or similar approved by the Engineer and Client. Corrugated sheet systems will **not** be permitted.
- B. The scaffold and scaffold enclosure is to be designed for **the permanent condition with no reductions in wind load.**
- C. The scaffold roof is to have a suitable gutter designed for a 1:50 year storm draining to the existing surface water drainage system.
- D. **No ties** will be permitted to the historic fabric.
- E. There is to be **no contact** between the scaffold and the historic fabric unless expressly noted in the performance specification.
- F. The design drawings are to be fully annotated to show the magnitude, direction and location of any forces exerted on the historic fabric, where permitted.
- G. Scaffold contractor is to be a member of NASC.

The design drawings are to be checked by the contractor for compliance with the Performance Specification before they are forwarded to the Architect and Engineer.

All tenderers are to confirm in writing that they have read and understood the performance specification.

1.0 Scaffold

- 1.1 Putlog scaffolds will not be permitted.
- 1.2 Scaffold Enclosure
 - 1.2.1 The scaffold shall be designed as a general scaffold with working platforms and access platforms as required. The scaffold is to include hoisting as required.
 - 1.2.2 Contractor to supply fully detailed drawings showing layout of scaffold enclosure giving full details of the location of all scaffold,

scaffold lifts, buttresses, kentledge and the location, magnitude and direction of all forces, where permitted, exerted by the scaffold on the historic structure **fourteen days** before the programmed commencement of scaffold erection. A method statement is also required detailing the proposed method of scaffold erection.

- 1.2.3 Erection of the scaffold shall **not commence** until the drawings have been agreed with the engineer, architect and relevant authorities.
- 1.2.4 All kentledge to resist wind loadings shall be fixed and tested prior to the erection of roof and/or wall sheeting. Kentledge and self-weight only will be permitted to resist wind, imposed and internal loadings. No loads, if permitted, are to be applied to the existing structure except where shown:
- 1.2.5 Water will not be permitted for kentledge unless by prior agreement with the engineer and client and only when the contractor has supplied proposals approved by the engineer and client for ensuring kentledge is not lost or compromised due to freezing or leakage.
- 1.2.6 Bolted ties will not be permitted to the Historic Structure. Any butting, **if permitted**, to the historic fabric is to be carried out as shown on the performance specification drawing. Historic fabric to be protected with 150 x 150 x 50 pads on steel base plates of Dow Floormate 700A.
- 1.2.7 All access and working platforms to be protected with brick guards.
- 1.2.8 Transfer of scaffolding components is to be by hand, pulley or hoist. Dropping or throwing of components is strictly forbidden.
- 1.2.9 No scaffold element is to be within 50 mm of the historic fabric unless it is a butt tube with protection as specified.

1.3 Materials

- 1.3.1 All scaffold to be steel tube to BS EN 39:2001.
- 1.3.2 All scaffold fittings to be steel to the relevant British standard. **No** wedge fittings will be permitted.

1.3.3 All materials, tubes, fittings and boards to be classed as new and to be clean and free from tape and miscellaneous markings. All scaffold tube, beams and fittings are to be the property of a single supplier, to be equally marked throughout the works with a uniform colour identification system, and to be free from damage, rust, dirt and markings associated with other projects.

1.3.4 All scaffold boards are to be clean, sound, and complete with sound and properly fixed end straps. Where cutting is required it is to be uniform and carried out with a suitable saw. Boards are to be sorted prior to delivery to ensure that no boards which are warped or split are used for the works.

2.0 Design

2.1 The scaffold and scaffold enclosure is to be designed for **the permanent condition with no reductions in wind load** and unless otherwise stated to be entirely independent and not apply loads to the historic fabric.

2.2 The scaffold will be designed by a competent person. Scaffold to be designed to comply with the BS EN 12811-1 and NASC TG20:13, SG4 2005 & TG4 and all current codes and standards and current revisions.

2.3 The contractor shall submit a detailed design to the engineer and architect **fourteen days prior to the proposed erection of the scaffold**. The details should show principal dimensions of the structure and all necessary bracings, restraints and any special connection requirements. Where proprietary elements, such as ladder beams, cluster props etc. are to be used, the manufacturer's details and recommendations for the use of those elements are to be provided with the calculations. The calculations should include a copy of the main contractor's instructions as to the numbers and locations of working levels and loading bays which are to be provided.

2.3.1 It is also required that the designer attends the site on the day that work starts, to ensure that the scaffolder's foreman on the site fully understands the requirements of the design, and is to attend at intervals not exceeding one week thereafter throughout the erection period, to confirm that the requirements of the design are being met.

- 2.3.2 At the completion of the erection, the designer is to certify to the engineer and architect that the scaffolding and/or roof structures have been properly erected and checked. Give three working days' notice of completion of temporary scaffold structures.
- 2.3.3 Whenever planned or unplanned alterations are to be made to the scaffolding, the designer is to be consulted in advance of the alterations being undertaken, the designer is to obtain the agreement of the structural engineer, and is to give any necessary instructions or advice in writing, with a copy to the architect.
- 2.4 the working lifts of the scaffolds shall be designed to accommodate a general-purpose scaffold with working lifts as below and access lifts as required.

Duty	loading	number required
Inspection	0.75 kn/m ²	as required
Light duty	1.50 kn/m ²	as required
General purpose	2.00 kn/m ²	as required
Heavy duty	3.00 kn/m ²	as required

The number, location and loading of the working lifts is to be specified by the main contractor to suit the works.

- 2.5 The scaffold contractor shall be responsible for ascertaining the suitability of ground / floor conditions to support the proposed scaffold loadings and informing the structural engineer of any deficiency.
- 2.6 The scaffold contractor is to satisfy himself of the suitability of the proposed bearings for the scaffold, including the location of existing services and drains. The scaffold contractor is to ascertain from site inspection the location of all manholes, gullies and drains and to satisfy himself that the applied loads will not cause damage or affect same.
- 3.0 **Maintenance**
- 3.1 The contractor shall be responsible for maintaining the scaffold including:
All ties
Kentledge
monarflex sheeting
ladders & stairs

boarded lifts.

4.0 **Existing historic structure**

4.1 Scaffold elements shall not be in contact with the existing structure except in locations agreed in advance and shewn on the performance specification, shown on the drawings and with suitable protection.

4.2 **All** tubes shall have plastic end caps. Caps to all will be the same colour and be fitted prior to delivery to site.

5.0 **Contractors**

5.1 Contractors shall be members of the National Access and Scaffolding Confederation (NASC).

6.0 **Protection & security**

6.1 All scaffolds shall have suitable lightning protection and be suitably earthed. Location of earth rods is to be agreed with the archaeologist before being fixed. All in accordance with NASC SG3:08

6.2 Access to scaffold to be via system stair (Layher or similar) or tube and fitting stair with suitable protection to all connections, end joints etc. Where ladder access is appropriate proprietary protection gates are to be installed. Any ladders giving access to the scaffold shall be removed and secured at the end of each working day.

6.3 Exposed scaffold fittings are to be covered with Component Force Ltd standard joint cover or similar approved by the engineer.

7.0 **Health & Safety**

7.1 All consultants, clients' staff, residents and contractors must comply with all current Health and Safety legislation including:

Construction (Design & Management) Regulations 2015
Health & Safety at Work Act 1974

7.2 The main contractor is to be responsible for safety standards during the erection, working life and dismantling of all scaffolds

and to ensure all statutory checks are carried out and proper records kept of the scaffold.

- 7.3 The scaffold is to be fitted with a Wireless anemometer capable of recording wind speed magnitude and direction and issuing warnings at any given wind speed.

HOCKLEY &
DAWSON©
DRAFT

Heritage Statement

Arundel Town Hall, Arundel



Appendix 5.0

Assessment Criteria - Importance of Heritage Assets

Heritage Statement

Arundel Town Hall, Arundel



Summary of factors for determining the importance of known and potential heritage assets

Value	Importance	Factors determining the relative importance
Evidential	High	There is a high potential for the heritage assets to provide evidence about past human activity and to contribute to our understanding of the past. This potential relates to archaeological sites that are likely to survive (both below and above ground) and, in the absence of written records, provide the only source of evidence about the past, resulting in enhanced understanding of the development of the area. It also relates to other physical remains of past human activity, such as historic fabric within buildings and surviving elements in the historic landscape which contribute to its historic character.
	Medium	The potential for heritage assets to yield physical evidence contributing to the understanding of the development of the area is recognised, but there may be fewer opportunities for new insights to be deduced due to the nature of the heritage assets in question, our knowledge of the past of the area or subsequent changes to the development of the area throughout history. The potential for archaeological deposits to contribute to an understanding of the development of area may not be fully recognised due to the current level of understanding of the local and regional history. The potential may also be impacted, in a limited way, by later development.
	Low	The physical remains are preserved in a limited way – limited assets survive, very few are recorded or assets are known to have been partially or significantly damaged. Low evidential value of archaeological deposits may be affected by the current lack of research within the area, but this does not preclude for further remains of higher value to be discovered.
	None	There are no surviving physical remains from which evidence about past human activity could be derived (assets are known to have been removed or destroyed by later activity).
Historical	High	The legible heritage assets are clearly perceptible in the landscape/townscape and the links between the assets and the history or prehistory of the area (illustrative value) or to historical events or figures associated with the area (associative value) are easily visible and understandable. The high value is not precluded by some degree of the 20th/21st century alterations to the historic buildings and landscapes.
	Medium	The legible heritage assets are present in the area, but their legibility may have been compromised by some form of alteration to the asset or its surroundings (i.e. rural parish church now situated within a suburban residential development). Even in their present form, such assets enable the local community to visualise the development of the area over time as there are potential associations between assets. The presence of these assets may contribute to an understanding of the development of the area. Further research, including archaeological investigations, may clarify these associations and elucidate the contribution of these assets to the history of the wider area.
	Low	The historical associations of the asset are not clearly understood, as a result of severe changes to the asset or its surroundings.

Heritage Statement

Arundel Town Hall, Arundel



Value	Importance	Factors determining the relative importance
	None	There are no legible heritage assets and their associations are not understood.
Aesthetic	High	The aesthetic values of the heritage assets are visually perceptible within sympathetic surroundings, developed through conscious design or fortuitously, throughout prehistory and history. The completeness or integrity of the heritage assets within the landscape is clear and their contribution to the aesthetics of the surrounding area is significant.
	Medium	The aesthetic qualities of the individual assets or landscapes are legible, but there may have been considerably impacted upon by the modern, unsympathetic development.
	Low	The aesthetic qualities of the individual assets or landscapes have been significantly impacted upon by the modern development as a result of which the aesthetic value is not clear, however, there may be a possibility for improvement.
	None	Assets have no aesthetic values as they have been removed by inconsiderate modern development. Buried archaeological remains are not ascribed aesthetic values as, whilst buried, they are not visible/perceptible in their context.
Communal	High	Heritage assets which provide a sense of togetherness for those who experience it. Assets that hold the ability for people to feel a sense of collective experience or memory, and in which a collective identity can be understood. They may provide a feeling of reverence, remembrance or commemoration. The asset represents something which may be larger than the asset itself, and may represent an event or being despite any loss of fabric or character of the asset.
	Medium	The sense of a collective identity or collective commemoration may be limited by the lack of understanding of the event or asset. The process of time has lessened the meaning of the event or asset for the community or that meaning may be limited to specific groups or at a regional or local level.
	Low	The ability of the asset to create or reinforce a sense of togetherness for a community may be limited by later development which has encroached upon the asset or its setting. The ability of the asset to elicit a shared reaction or understanding has been severely impacted by the loss of, or major change to, the setting of the asset.
	None	Heritage assets that do not bring people together by providing a shared experience, memory or place of commemoration.