

Chia, Church Yard:

Internal Alterations, change of use

Design and Access/ Heritage Statement

April 2018

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PAD, Heritage statement
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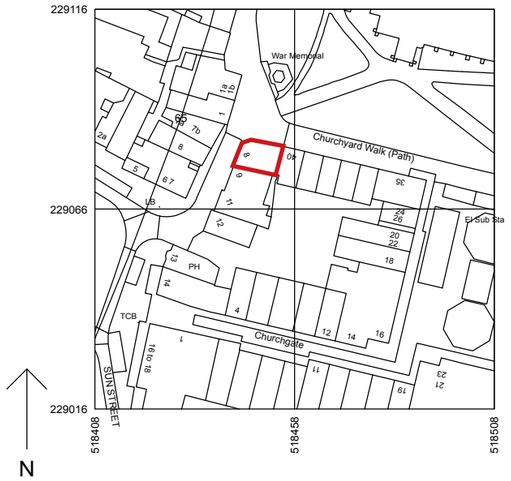

LOCATION PLAN 1:1250



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This statement, in accordance with guidance, will:
1./ Demonstrate how the proposals relate to the site context, and the impacts upon it

2./ Explain the design principles and concepts and how they are applied to the proposals, including taking into account the local planning guidance and mitigating measures to minimise effects upon neighbouring amenity and heritage assets.

The content of this statement is proportionate to the scale, complexity and nature of the application. It will tell the story by explaining the design thinking behind the proposal and how issues relating to access have been addressed using images, plans and diagrams to supplement the text.

1.0 Summary

The following is the description of the proposals:

Change of use of existing ice-cream takeaway (under class A1) to use Class A3 for a proposed cafe with a capacity of approximately 40 seated covers, along with associated new kitchen, bathroom facilities, kitchen ventilation and cooling plant.



Area plan 1:500

Michael Collins Architect

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Note: to be read in conjuntion with Structural Engineers Information, specification and drawings

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Internal Reconfiguration

Client
8 Market Place, Hitchin, SG5 7DR

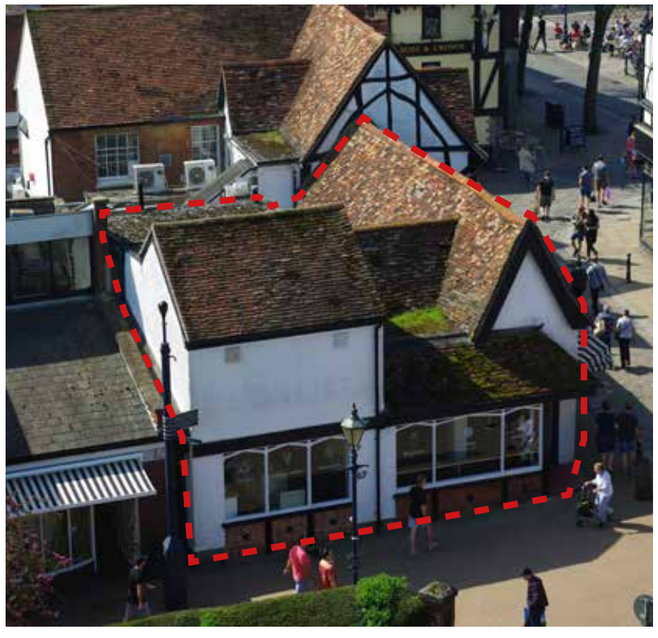
Job No.		Scale	DWG No.
048	Existing are plan	1:500 @:A3	001
REVISION:	Stage 1		



View of the north and west elevations from the churchyard



View of the west elevation toward st Marys church



Aerial View of the property from the church tower



View of the rear courtyard and south elevation of the property



View of the rear courtyard and south elevation (detail)



Internal view of the shop as existing

2.0 Building description and use
Nr 8 Market place has a total area of 93m2. The existing property is comprised of an open plan corner shop unit accessible to the public, with a first floor kitchen, toilet and preparation area at first floor level.

Currently the proposed use is an ice-cream and sandwich takeaway/bar and operates under use class A1. Historically the property was encompassed within the same use class (Class A3) when it was connected to no.9 Market place, however this use class has expired and the property currently holds A1 only.

3.0 Heritage statement
Number 8 Market Place is part of a group of buildings (8-12) with grade II* listing status. The West facing range of single storey, timber framed buildings, is all that remains of an original structure of 15th century origin built around a courtyard which was substantially altered during the 18th and 19th and 20th Centuries , with large portions demolished in the 1970s as part of the Churchgate development. The surviving building under the curtilage of nr 8 is two storeys with a pitched roof, and has been modified throughout the 18th and 19th centuries for commercial purposes.

The setting incorporates the south western extent of the Grade I listed Church of St Mary, the associated graveyard and the Hitchin War Memorial. The service ranges and car parking used to the rear of the property is part of a later addition as a result of the Churchgate development. The proposed allocation site sits within the Hitchin Town Centre Archaeological Area, and on the boundary with Hitchin conservation character areas 2b and 2c.

Historic England Listing description (1951).
The West range of a building which surrounded all four sides of a courtyard; this range alone survives in its original form, although some necessary alterations were made to suit it to its present use as a shop. Part of the Eastern side, re-built In C17, survived also; but the rest has vanished. This range is of timber construction in 2 storeys, below steep tiled roofs with a central cross-gable over-hanging the original gateway (now glazed over as part of the shop) on broad beam ends. The skeleton timber construction has been carefully preserved through most of the Interior, and can be well seen in the facade of the gateway with plaster in-filling. Ground floor is adapted as a shop-front without undue violation of the general appearance of the building; upper floor 7 windows of which the northern five are leaded casements, the southern 2 late C18 or early C19 sashes. 2 gabled dormers. Front recently curtailed on right, demolishing much of No 12.

4.0 The condition of the existing building
West elevation - remodelled during the 20th Century
• The west street-facing elevation is formed from a timber and glass elevation with a herringbone brick infill with rendered portions of the original gable corner
• The lower roofs to the west and north is composed of original red clay tiles, with a lead infill formed during the early-mid 20th Century
• The first floor roof is formed from matching clay ties and a felt roof to the rear
• The north front elevation is formed with rendered brick at first floor level with a matching timber, brick and glass infill at ground floor level.
•The rear elevation is composed of rendered brickwork with timber framed single glazed windows. Mechanical plant and services are located at the rear of the property.
• Generally the property is in good state of repair internally having undergone substantial fit out modifications in 2016, however areas of the roof at the first floor and to the front roof pitches require maintenance.

5.0 Relevant planning policy considered as part of developing these proposals

- NHDC Design guide for a shop-front (Hitchin)
- HITCHIN TOWN CENTRE STRATEGY
- Churchgate Development Area Planning Brief
- North Herts Council LDF
- NHDC Hitchin conservation area appraisal Areas 2b,2c

6.0 Pre-Application Discussion

Planning team:
Pre Application discussion regarding the appropriate application type was discussed by telephone and email on two separate occasions with Tom Donovan and Tom Allington at North Herts Council Planning team during April 2018. Whilst discussions/recommendations initially involved carrying out the change of use under a Notification for Prior Approval for a Change of Use from Shops (Class A1) to Restaurants and Cafés (Class A3), it was further advised on the 12/04/18 that:

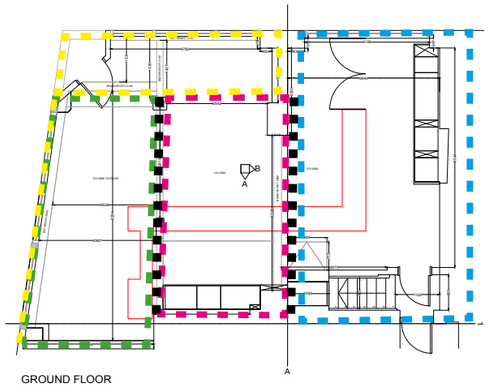
- Given the listed status of the building that a full planning application would be required to administer the change of use noting the requirement to submit details of the proposed method of extraction and the major works required to the exterior of the property to facilitate this change of use.
- A separate listed building consent application would be submitted to cover the physical and structural alterations within the property.
- It was noted in conversation that; (subject to reviewing additional detail against policy) that the change of use in itself would not be contentious given that this falls under the criteria normally permitted under prior notification, and that minor structural alterations to the property and cosmetic internal alterations that did not impact upon items deemed to have a heritage value are generally acceptable in such instances.

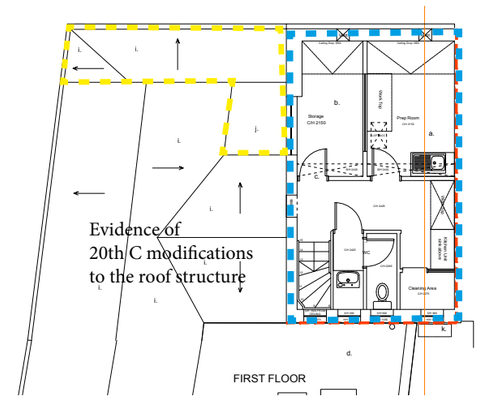
7.0 Heritage Appraisal of the existing building

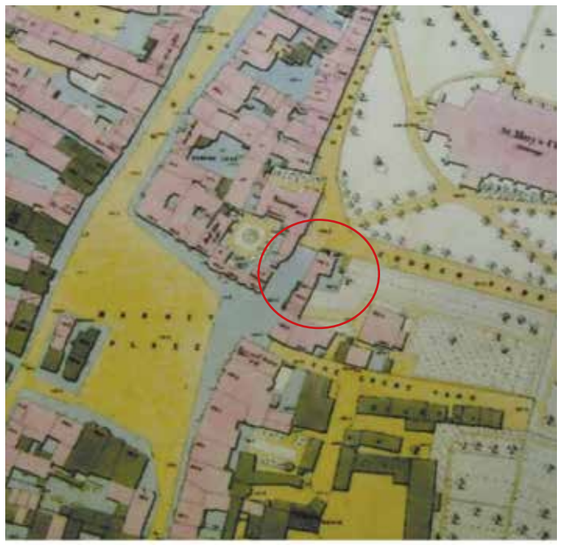
Nr 8 Market Place History

- In the 16th century a survey of Hitchin Rectory taken by Trinity College, suggested the building was once part of ‘The Parsonage House ‘
- Circa 1902 George Savage, tailor & woollen draper
- 1908 A shop Owned by Henry Moulden, a photographer and teacher of music as illustrated by photographs The building was at the edge of Church Gates. And its facade remodelled
- In 1948, the building became G.W. Halsey & Son and was connected to nr 9 Market place
- The building was substantially altered after 1965 as illustrated by the images to incorporate a new two storey extension
- The property was recently modified with an internal fit out as an ice cream takeaway in 2016

References:
http://hitchinhertfordshire.blogspot.co.uk/
Old Hitchin Hardcover – 1 Oct 1999 by Alan Fleck (Author), Helen Poole (Author)
Hitchin Town Through Time by Hugh Madgin (Author)







Map: 1844
Note the north elevation/portion has not been constructed



Map: 1923
Note the north elevation/portion has not been constructed

Key

- Late 20th C
- Early-Mid 20th C
- 18th-19th C
- 15th C
- Existing roof trusses



Image circa 1908 CO Francis Firth: Showing the original shop facade and suggesting a first floor



Image circa 1965 CO Francis Firth: Occupied by Halseys, note the west facade has been remodelled

7.0 Heritage appraisal nr 8 Market place continued

Evidence of built heritage within nr 8 Market place:

- The western portion of the building facing the street is the oldest part of the building C15th.
- The frontage on the north and west elevation was been substantially modified as illustrated by the photographs from 1965 and 1908
- The western portion of the building facing market place has evidence of two floors through the presence of upper windows as illustrated by photographs and the tall internal ceilings. The existing floor appears to have been removed during the alterations to form the new shop frontage as illustrated by the presence of awnings in later photographs.
- The existing timber trusses internally appear to the remains of the existing roof and floor structure of the western portion of the building and the later courtyard facing extension of the roof appearing on maps in the mid 19th Century.
- Historic maps illustrate the presence of a lane-way accessing a rear court where the current two storey portion is located. The photographs illustrate that the north eastern two storey portion of the building was not constructed until the latter part of the 20th Century along with the elevation and flat roof facing the rear yard which is of limited heritage value.

The heritage setting of nr 8 Market Place

- The buildings are of key importance as a group that define the original laneway to the church gates. The area to the north and rear and east at the rear of the property is of limited heritage value having been subject to ungainly modifications during the late 20th century.
- The western elevation of the building when viewed from market place is of importance as it is a notable view of St Mary's church that has been recorded through artworks as illustrated by Frederick L Griggs, and popularised through photographs and book illustrations.
- The buildings are of importance when viewed from St Mary's Churchyard as illustrated in the NHBC Conservation area character appraisal.



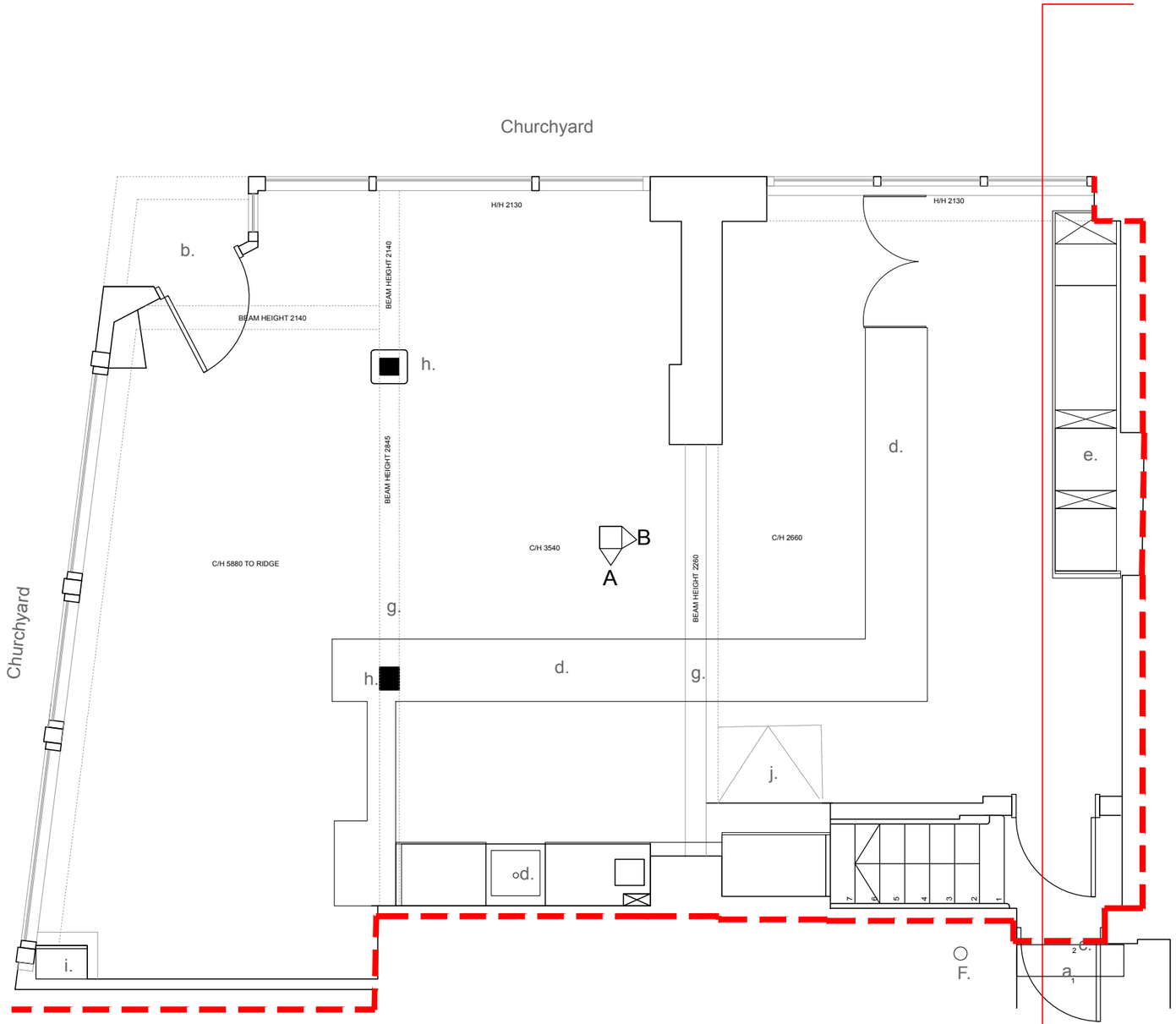
Image circa 1900 Showing the original shop facade at the church gates. Note the current north elevation is not built



Image of the north elevation taken circa 1965 - note the North-East two storey portion has not been constructed


Image circa 1900 Note the current north elevation is not built


Current north elevation



GROUND FLOOR

N

Notes:

a. Existing rear yard entrance
b. Existing customer entrance
c. Existing AC chiller unit over
d. Existing counter
e. Existing full height fridges
f. Existing SVP
g. Existing timber truss over
h. Existing timber column
i. Existing electrical box
j. Existing stair over

Note: This drawing is copyright
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Note: to be read in conjuntion with Structural Engineers Information, specification and drawings

All setting out dimensions to be checked on site by contractor and any discrepancies to be noted ASAP. Windows, steelwork, to be site sized.

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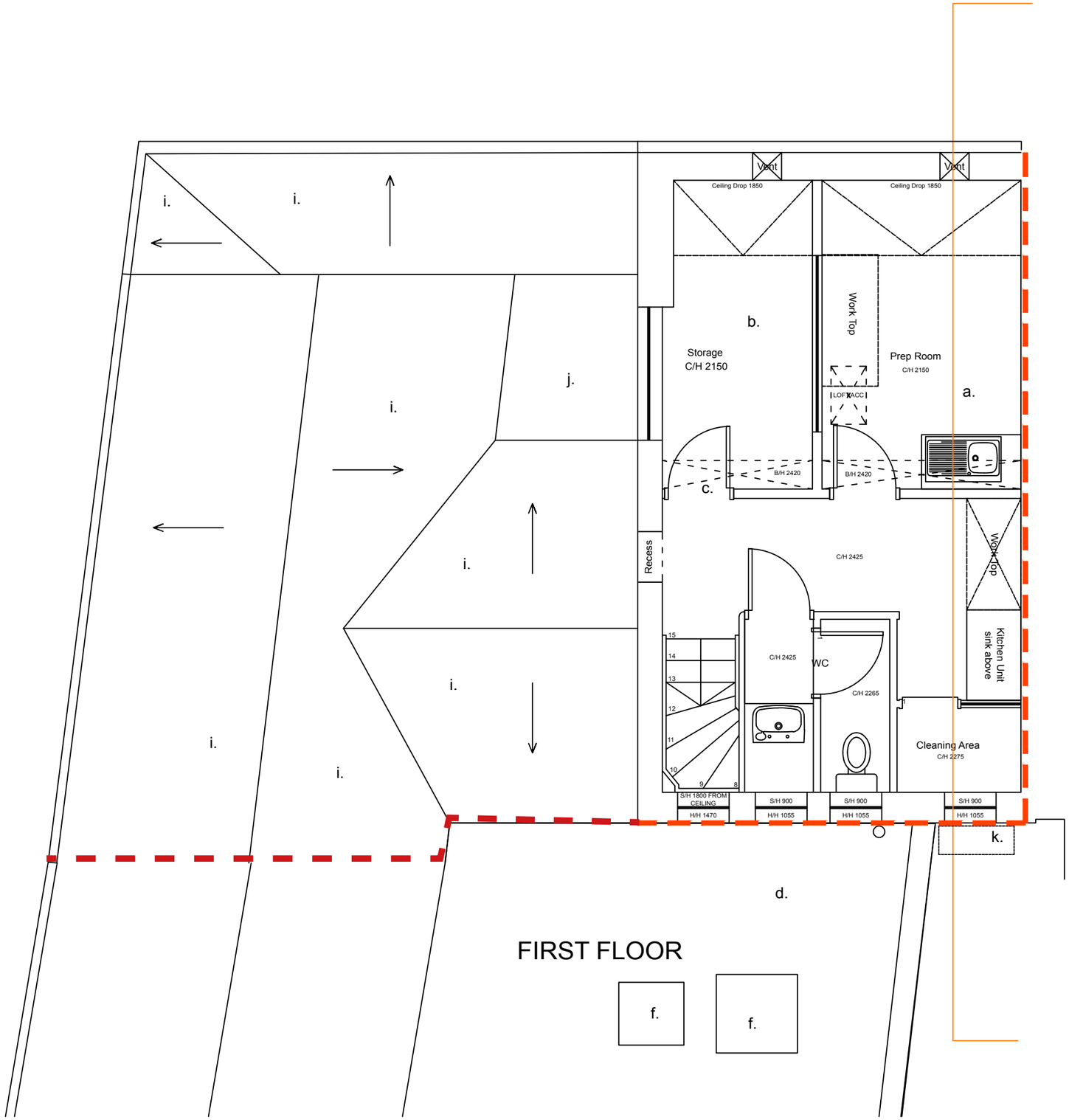
Internal Reconfiguration

Client
8 Market Place, Hitchin, SG5 7DR

Job No.		Scale	DWG No.
048	Ground floor plan as existing	1:50 @:A3	010
REVISION:	Stage 1		



First floor plan as existing 1:50

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N

Notes:

a. Existing Kitchen
b. Existing store
c. Existing valley beam over
d. Existing flat roof below
e. Existing tiled roof
f. Existing plant
i. Existing clay roof tiles
j. Existing lead flat roof
k. Existing AC unit

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Job No.		Scale	DWG No.
048	First floor plan as existing	1:50 @:A3	011
REVISION:	Stage 1		



Roof plan as existing 1:50

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N

Notes:

a. Existing windows
b. Existing lower tiled roof
c. Existing Parapet
d. Existing flat felt roof
e. Existing extract
f. Existing AC unit below
g. Existing hopper and RWP
h. SVP outlet
i. Existing clay roof tiles
j. Existing lead flat roof
k. Existing roof plant

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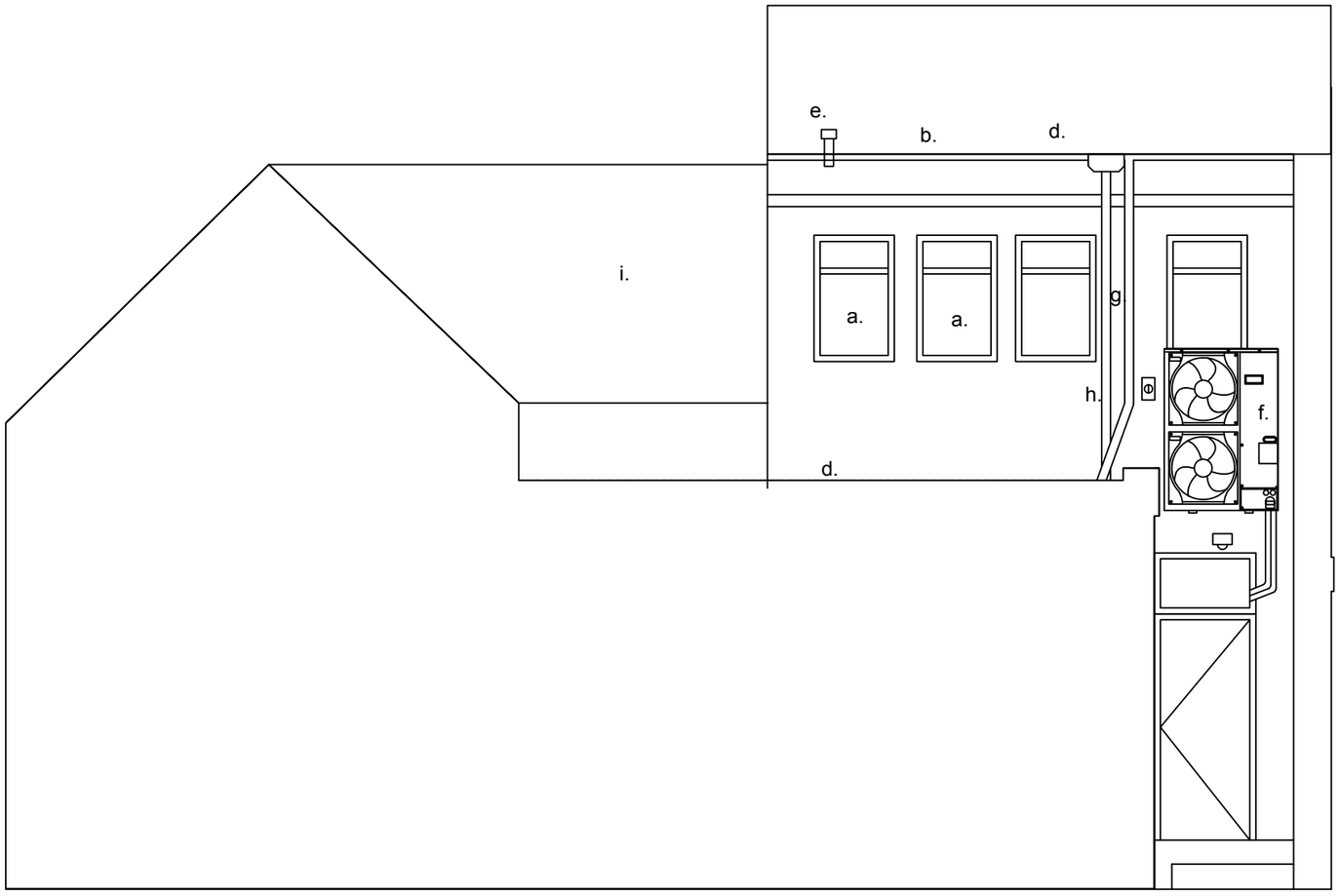
Client
8 Market Place, Hitchin, SG5 7DR

Job No.		Scale	DWG No.
048	Roof plan as existing	1:50 @:A3	013
REVISION:	Stage 1		



REAR ELEVATION A

Second floor plan as existing 1:50

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Notes:

a. Existing windows
b. Existing lower tiled roof
c. Existing Parapet
d. Existing flat felt roof
e. Existing extract
f. Existing AC unit below
g. Existing hopper and RWP
h. SVP outlet
i. Existing clay roof tiles
j. Existing lead flat roof

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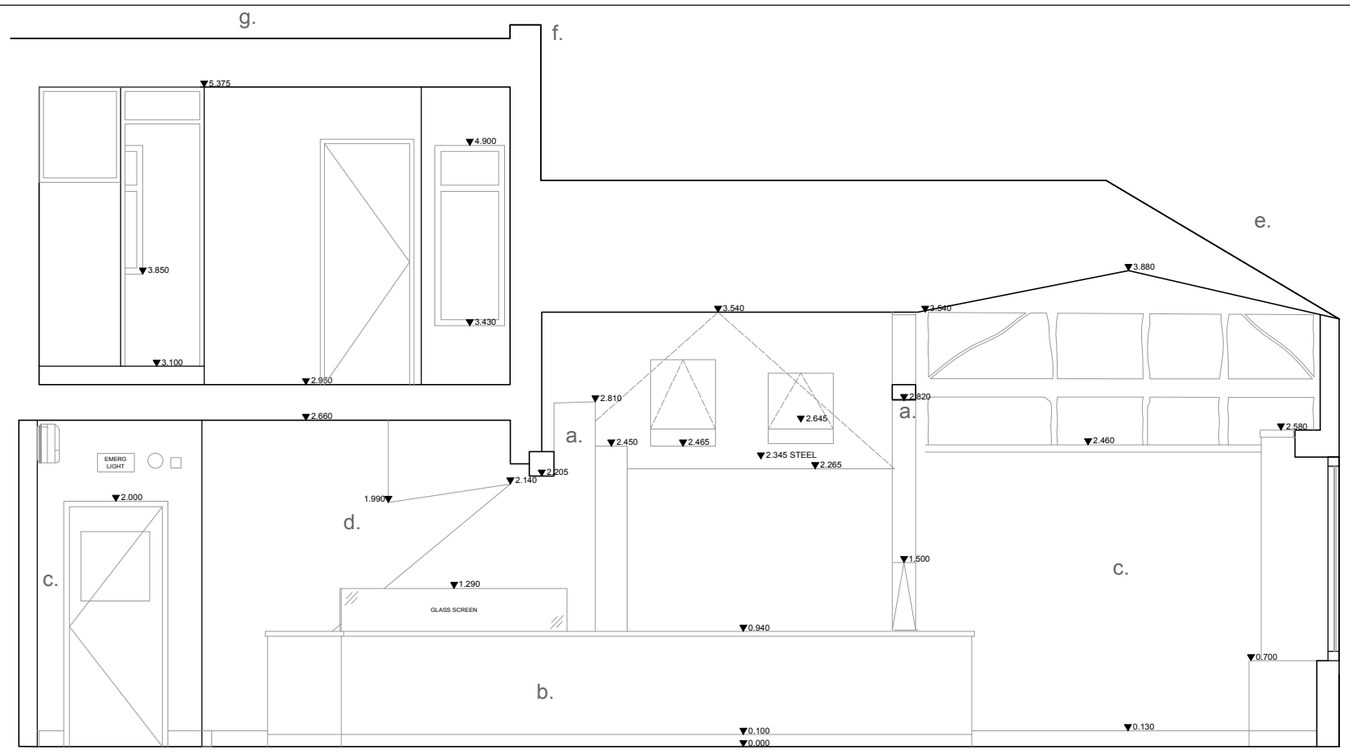
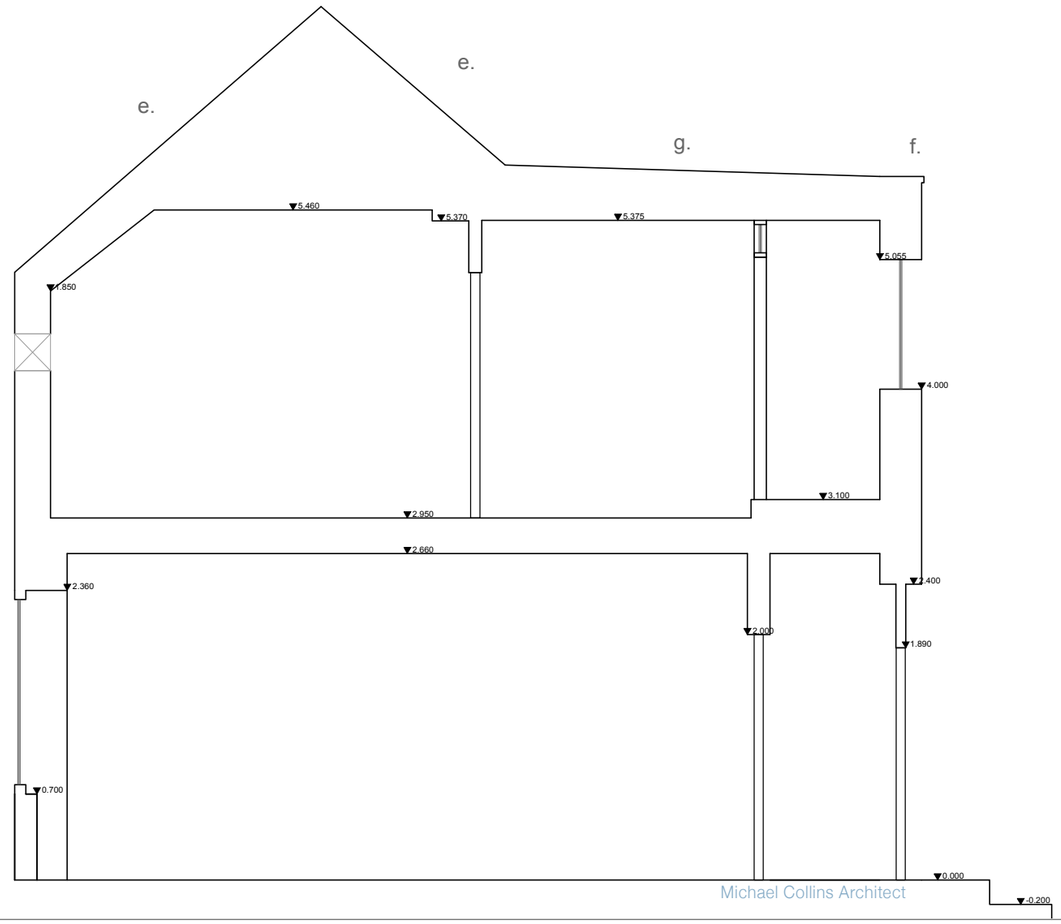
Internal Reconfiguration

Client
8 Market Place, Hitchin, SG5 7DR

Job No.		Scale	DWG No.
048	Rear elevation as existing	1:50 @:A3	060
REVISION:	Stage 1		



Section AA as proposed

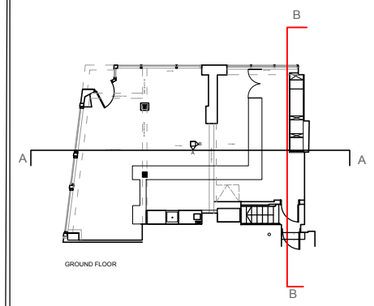


Section BB as proposed

Michael Collins Architect

Notes:

a. Existing truss
b. Existing counter
c. Existing drylining installed circa 2016
d. Existing stair
e. Existing lower tiled roof
f. Existing Parapet
g. Existing flat felt roof
h. Existing extract
i. Existing AC unit below
j. Existing hopper and RWP
k. SVP outlet
l. Existing clay roof tiles
m. Existing lead flat roof



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Internal Reconfiguration

Client
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Job No.		Scale	DWG No.
048	Elevation A as existing	1:50 @:A3	061
REVISION:	Stage 1		

8.0 Proposed change of use

The proposed change s from the current class A1 use to class A3 cafe use for a premises with approximately 40 seated covers. Chia Naturally Healthy are a plant based cafe currently based at 25 Churchyard Hitchin, and wish to locate to the nr 8 Market Place.

9.0 Waste management:

1. Existing waste management at the 8 Market Place
- Currently bin storage is located within the rear yard of the property.
- The waste profile of the existing use includes dairy products, and plant based (fruit and vegetable) waste for smoothies and deserts.
- 1nr bin collected at intervals during the week by a private contractor (Biffa)
- 1nr General waste collected by others
- 1nr Recycling bin for packaging and cardboard collected by others

2. Proposed waste management at the 8 Market Place
- Proposed bin storage is located within the rear yard of the property.
- The proposed waste profile (cafe specialises in plant based vegan foods), will include fruit, salad and vegetable waste as well as that associated with cafe baking. Food waste will include that arising from both takeaway and food served within the premises to approximately 40 indoor covers (and a number of external covers). No dairy or meat based products will be served at the premises.
- 1nr food waste bin collected at intervals privately by a licenced WCA
- 1nr general waste collected privately by a licenced WCA
- 1nr Recycling bin for packaging and cardboard collected privately by a licenced WCA

Summary
Aside from incremental adjustments to the intensity of waste collection the proposals do not substantially alter the profile, location or existing waste collection methodology associated with the
current use.

10.0 Opening hours
The premises will be open from 07:00 to 19:00 during the week and from 07:00 to 19:00 during the weekends. Both takeaway and food served within the premises to approximately 40 indoor seating covers will occur during these hours. This pattern of opening hours will occur throughout the year.
A number of additional external seated covers will be provided during the warmer months subject to approval by the churchyard.

11.0 Staff Parking
Currently informal parking is located within the rear yard of the property, there are no existing spaces available to customers and the proposed parking arrangements and provision will not vary from those already associated with the existing use.



Existing rear courtyard area at nr 8 Market Place



Existing Chia cafe at 25 Churchyard

12.0 Proposed extraction and roof plant
A new extraction system, designed by an experienced commercial kitchen specialist will be installed to the rear of the property, note that this is not immediately adjacent to existing residentialnproperties and within an area utilised by other premises for similar systems. The proposed extract will not be visible from the street level from the market square or adjacent pedestrian areas. See the enclosed information from the commercial kitchen specialist.

A new AC cassette unit is proposed to the rear of the property and two potential locations have been specified for this.
Option 1 - Wall mounted to the rear wall facing the yard.
Option 2 - Roof mounted to the existing felt flat roof at the rear of the first floor

Right - The proposed roof plant will be mounted discreetly at the rear of the flat roof facing the courtyard area. Note the presence of other roof mounted extracts to the rear roofs of nos. 9-12 Market place



Option 1



Option 2



Image showing location of new low level extract viewed from above

13.0 Design proposals

13.1 Proposed Internal Alterations - For LBC consent

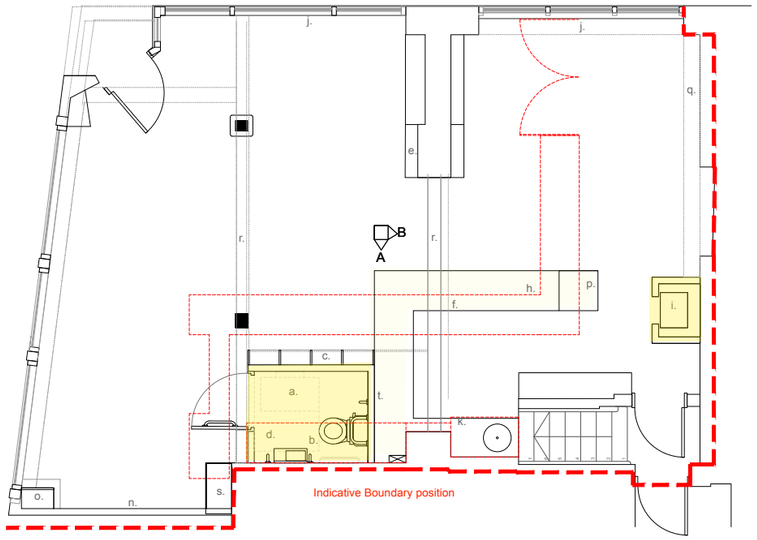
In order to make the premises viable as a new cafe and avoid impacts upon the oldest portion of the building the following interventions are proposed.

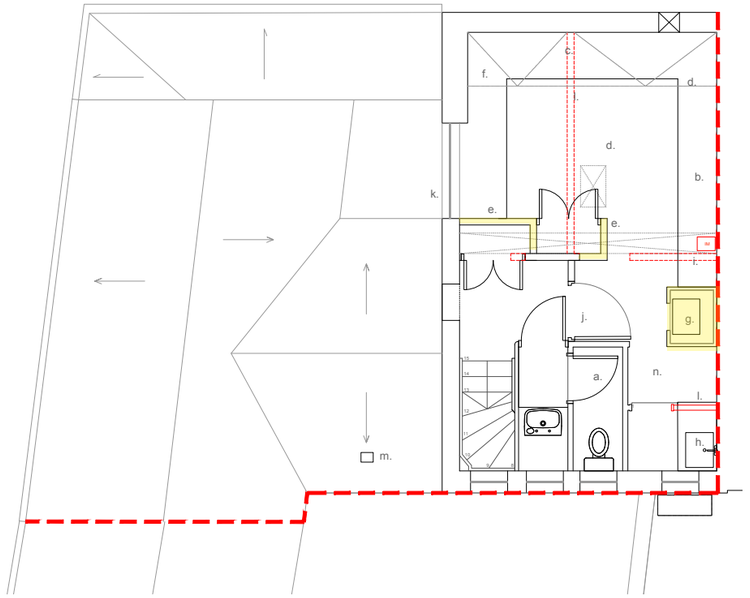
- A new first floor kitchen within the recently (circa late 20th century) first floor portion of the building. This requires a new extract and air conditioning system. (See below).
- A new food micro-lift to connect the kitchen and ground floor cafe area within the ground floor area of the more recently added part of the building.
- A new ground floor toilet as required by environmental health. This is located within the portion of the building that has been substantially altered over the years that connects the historic part of the building with the more recent two storey section. A new drainage connection will be made into the existing stack.
- the location of the new toilet has been coordinated to sit independently as a superficial element within the existing space and clear of the existing exposed internal timber structure in a location that allows it to conceal visually poorly resolved modifications to the existing rear roof pitch and form an enhancement to the properties existing heritage assets.
-A new (superficial) cafe bar and seating fit out within the space.

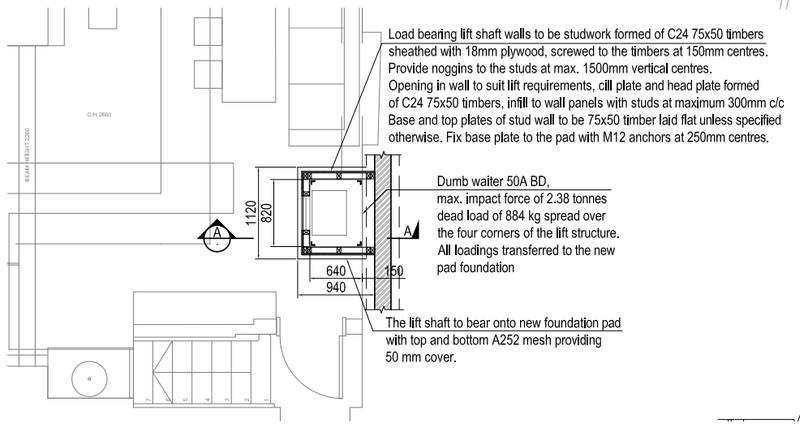
13.2 Proposed alterations to the existing building fabric

New micro-lift installation. This is located at the rear of the property, in the part of the building that was constructed toward the end of the last century. The installation of this element requires the following minor alterations to the existing structure.

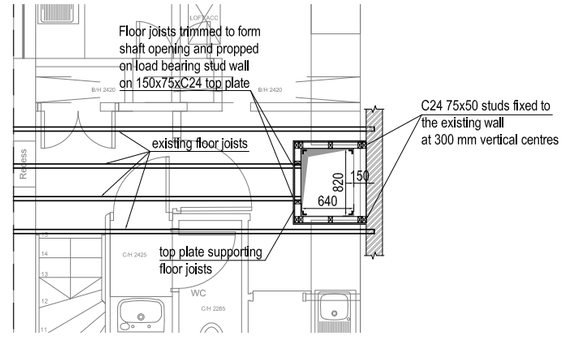
-Trimming of two number first floor joists 300mm sawn timbers as illustrated by the structural engineers information.
- installation of a lightweight stud partition from a new foundation to add stability to the existing floor above and avoid more instructive steelwork installation.
- The Microlift is self supporting and requires only restraint fixings back to the original structure.
- The microlift and partition are submitted on a new shallow (450mm deep) foundation. This will be either 500mm below the existing floor level or will be 450mm below the existing solum level pending further investigations on site.
- A microlift with a bottom drive unit it proposed to any avoid alterations to the existing roof, requiring secondary restraint fixings only:
-Trimming of the existing rafters to the late 20th century roof extension to the rear to form a void for the extract duct.



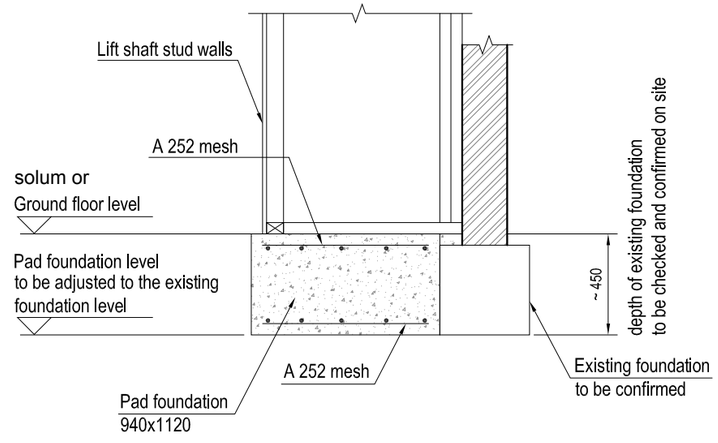




Ground floor structural plan of the opening to the existing floor

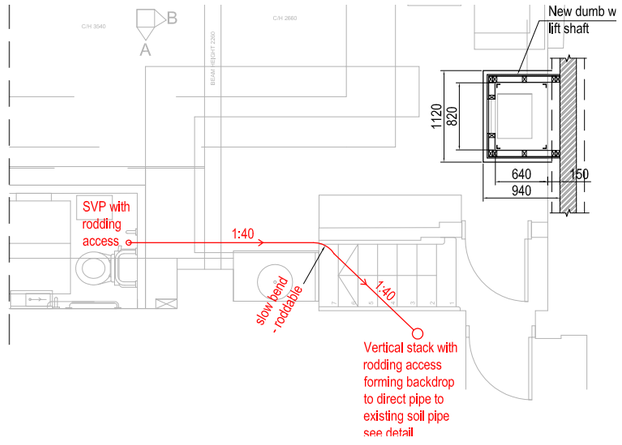


First floor structural plan of the opening to the existing floor



Section A - A

Proposed foundation detail through the microlift shaft



Proposed new drainage route and connection to existing stack

New Wc
- A new non load bearing (superficial) removable timber partition is proposed requiring no additional structural works or digging to the existing ground floor.
- A foul connection will run above floor level and connect below floor into the existing drainage stack below the existing stairs as illustrated by the engineers drawings.
- A new fan extract will terminate on the rear tiled middle pitch of the property (see drawing 048-021 (facing the rear courtyard). A proprietary tile vent will be utilised externally.
- New waste pipes and water supplies will be located within the structural envelope of the existing building.

13.3 New first floor kitchen
- Recent non-loadbearing partitions with no heritage value will be removed to create a larger commercial kitchen fit out. New minor partitions work and installation of a new door as indicated by plans.
- A new 400x200mm extract duct will exhaust via the flat felt roof at the rear of the property as per Colin Hill drawings and spec. This will be a low level roof duct that will penetrate the the more recent addition to the property. This will be designed and directed to avoid nuisance, and will have a low level sound attenuator fitted internally. (see 12.0)
- A new internal ac unit will run to an compact external AC fan. Two optional locations have been proposed as part of this application. Both locations are set behind existing roof pitches facing the churchyard and minimise impacts upon the conservation area setting. All new pipes and cabling routes will be carried out in locations that minimise disruption to the historic fabric. See 12.0 for options

13.4 Superficial alterations internally.
1. New furniture (removable) and wall mounted fixtures, light fittings. Non intrusive to the building fabric.
2. Cleaning and treatment of the existing timber beams to expose the natural finish and color of these elements.
3. New cafe bar counter.

14.0 Impacts upon the existing heritage asset no. 8 Market place

The proposed change of use will not involve any physical changes to the external elevations facing market place and the churchyard.

- A new extract flue will run through the recent flat roofed structure built during the latter part of the last century. Two potential positions have been identified for location of a small scale AC cooling system subject to NHDC planning approval.
- New ventilation and cooling systems have been located to the rear of the property and penetrate more recent parts of the building fabric at present. The oldest part of the building will be retained and enhanced by this proposed change of use through its increased accessibility.

14.1 Impact upon neighbouring heritage assets no.s 9-12 market place:
The proposed change of use will not involve any physical changes to the external elevations facing market place or the setting of this group of buildings from the Churchyard.

14.2 Impacts upon the conservation are (character areas 2c, 2b)
These interventions will not be visible from key views from Churchyard to market place or from market place to the churchyard.

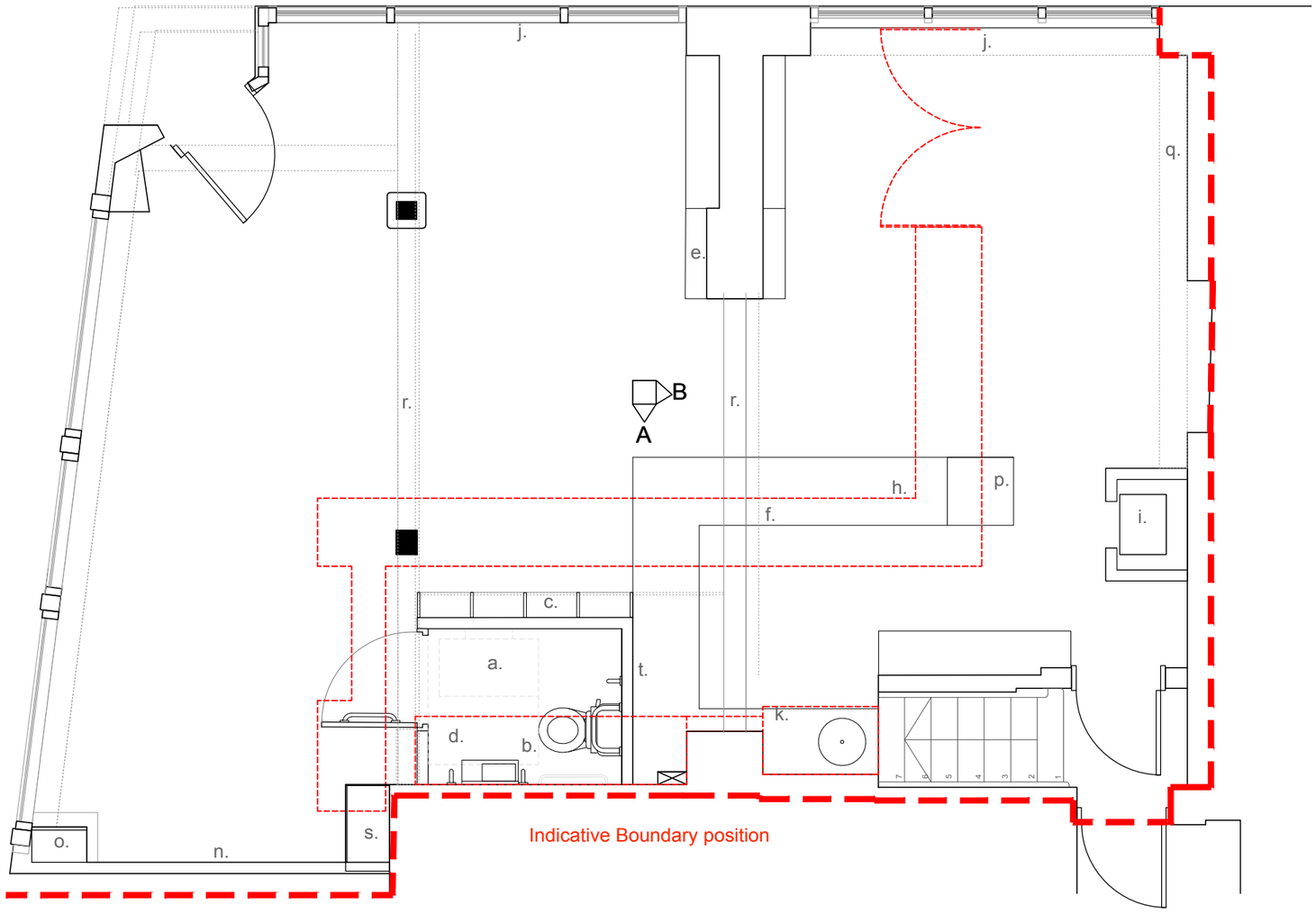
15.0 Access
The proposals add a ground floor toilet suitable for ambulant disabled use and aim to create a more sympathetic and long lasting space for public enjoyment along Market Place. A secondary toilet is retained at first floor level. The additional capacity allows for outdoor seating that can be used to overcome access issues resulting from existing level changes at the entrance to the shop.



Sensitive internal interventions
Concept Image of the full height display that conceals the WC. Note that the trusses will be treated to reveal the existing timber



Existing view of the rear of the counter area



Ground floor plan as proposed 1:50

Michael Collins Architect

N

Notes:

a. Baby change (fold down)
b. WC and WHB
c. full height display
d. Optional grab rails
e. Water station
f. Below counter Refrigerated display
g. Counter
h. coffee counter.
i. Dumb waiter
j. Outward facing Window seat/shelf tables
k. Sink area
l. seating inward facing
m. soft seating area
n. High level hydroponic mural
o. Existing electrical cabinet
p. Accessible till
q. High level display/counter
r. Existing beams and trusses retained, and timber exposed and treated.
s. Free-standing cleaner cupboard
t. New timber partition

Total aprox 40 Seated covers

Downtakings.

Note: This drawing is copyright
Do not scale from this drawing

Note: to be read in conjuntion with Structural Engineers Information, specification and drawings

All setting out dimensions to be checked on site by contractor and any discrepancies to be noted ASAP. Windows, steelwork, to be site sized.

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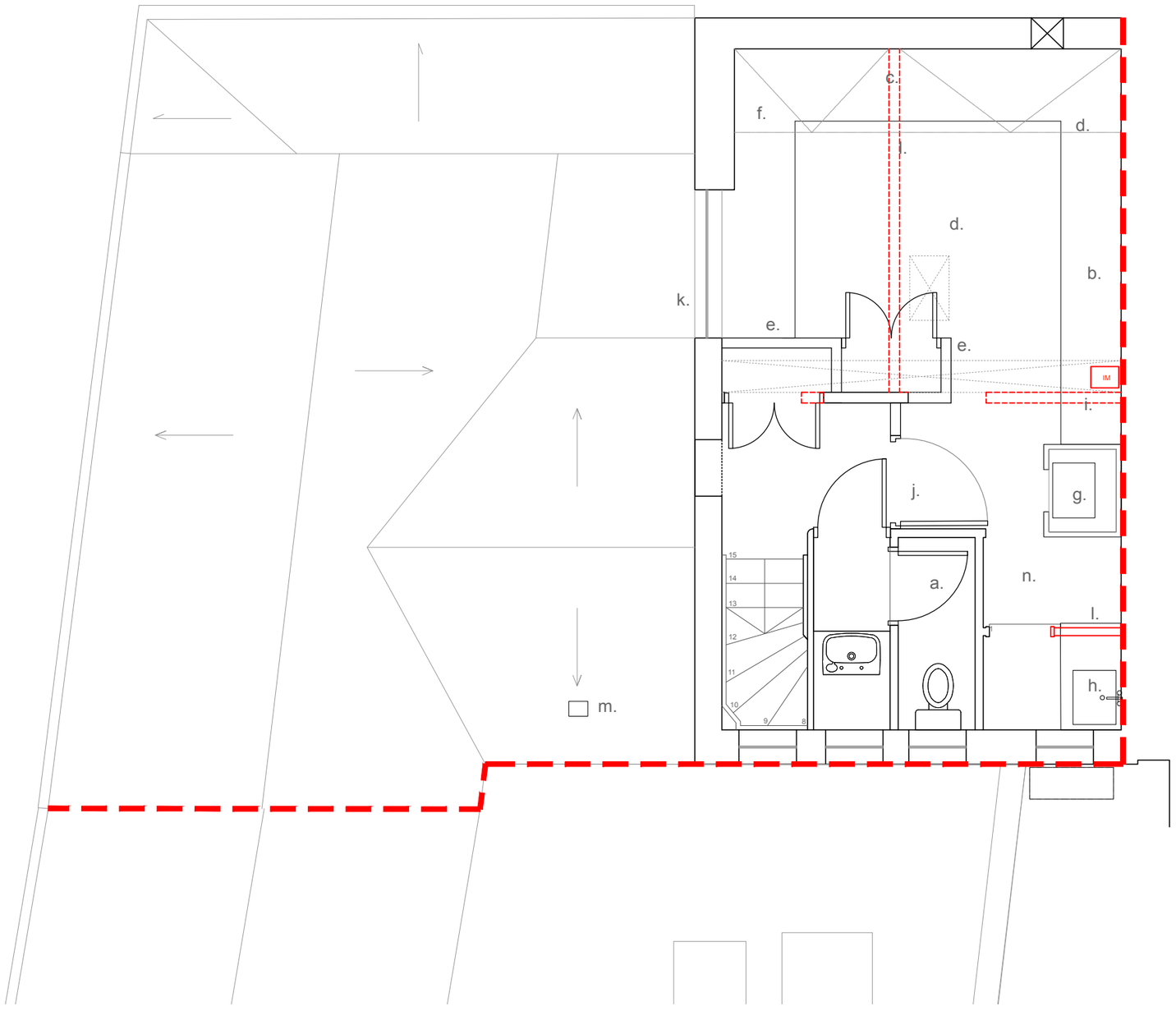
Internal Reconfiguration

Client
8 Market Place, Hitchin, SG5 7DR

Job No.		Scale	DWG No.
048	Ground floor plan as Proposed	1:50 @:A3	021
REVISION:	Stage 1		



First floor plan as proposed 1:50

Michael Collins Architect

N

Notes:

a. Staff WC
b. Cooker
c. Fridge area
d. Prep space
e. New partition
f. New storage racking
g. Dumb waiter
h. Sink area
i. Loading /plating area
j. new partition and fire door
k. Existing window retained
l. Existing partition removed
m. New WC extract to rear roof pitch via tilevent terminal
n. New cooker extract through existing flat roof

Downtakings.

Downtakings

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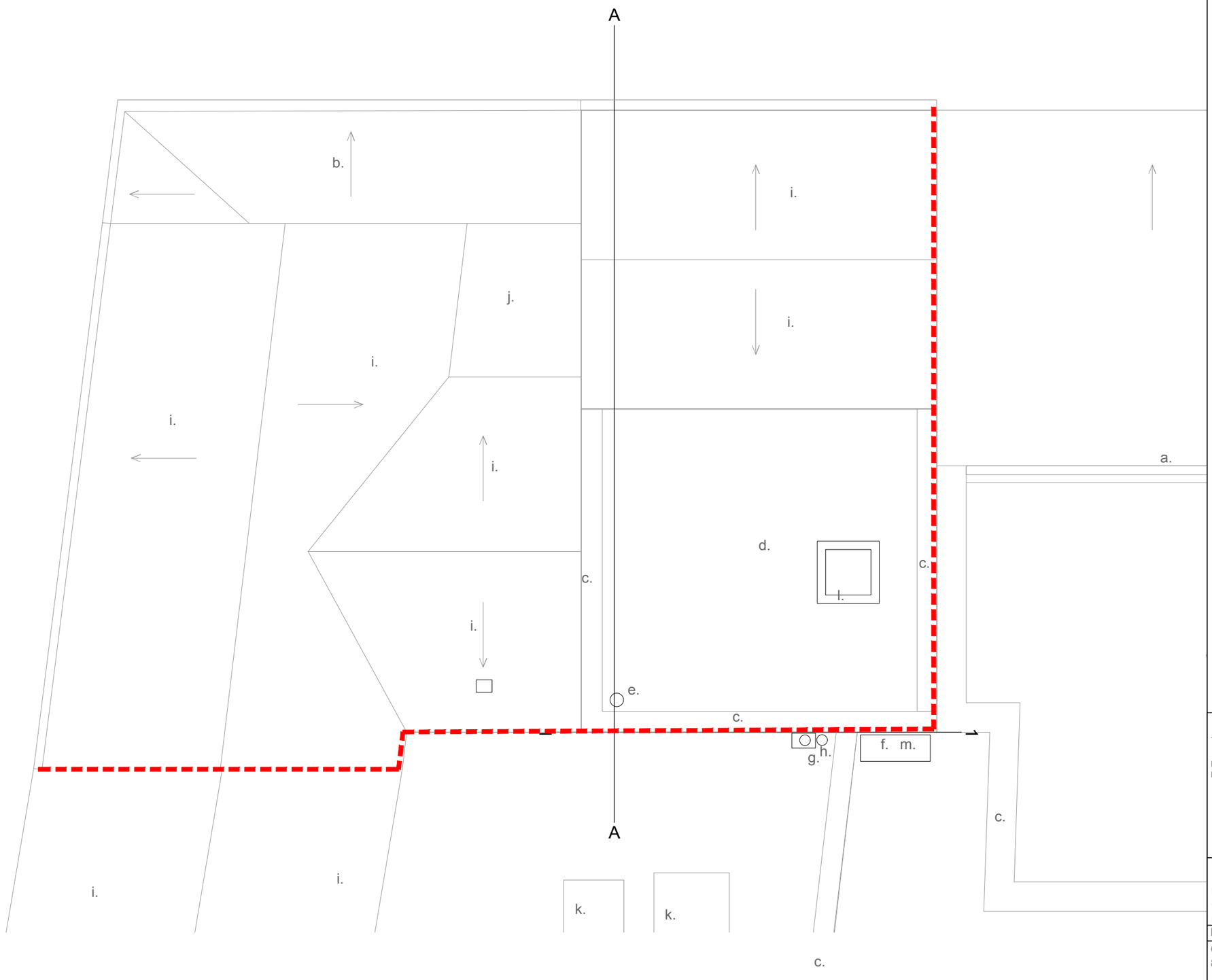
Internal Reconfiguration

Client
8 Market Place, Hitchin, SG5 7DR

Job No:		Scale	DWG No:
048	First floor plan as Proposed	1:50 @:A3	022
REVISION:	Stage 1	2	



N

Notes:

a. Existing windows
b. Existing lower tiled roof
c. Existing Parapet
d. Existing flat felt roof
e. Existing extract
f. Existing AC unit below
g. Existing hopper and RWP
h. SVP outlet
i. Existing clay roof tiles
j. Existing lead flat roof
k. Existing roof plant
l. Proposed low level roof extract ducting and outlet. Design by others
m. Proposed AC cassette

Downtakings

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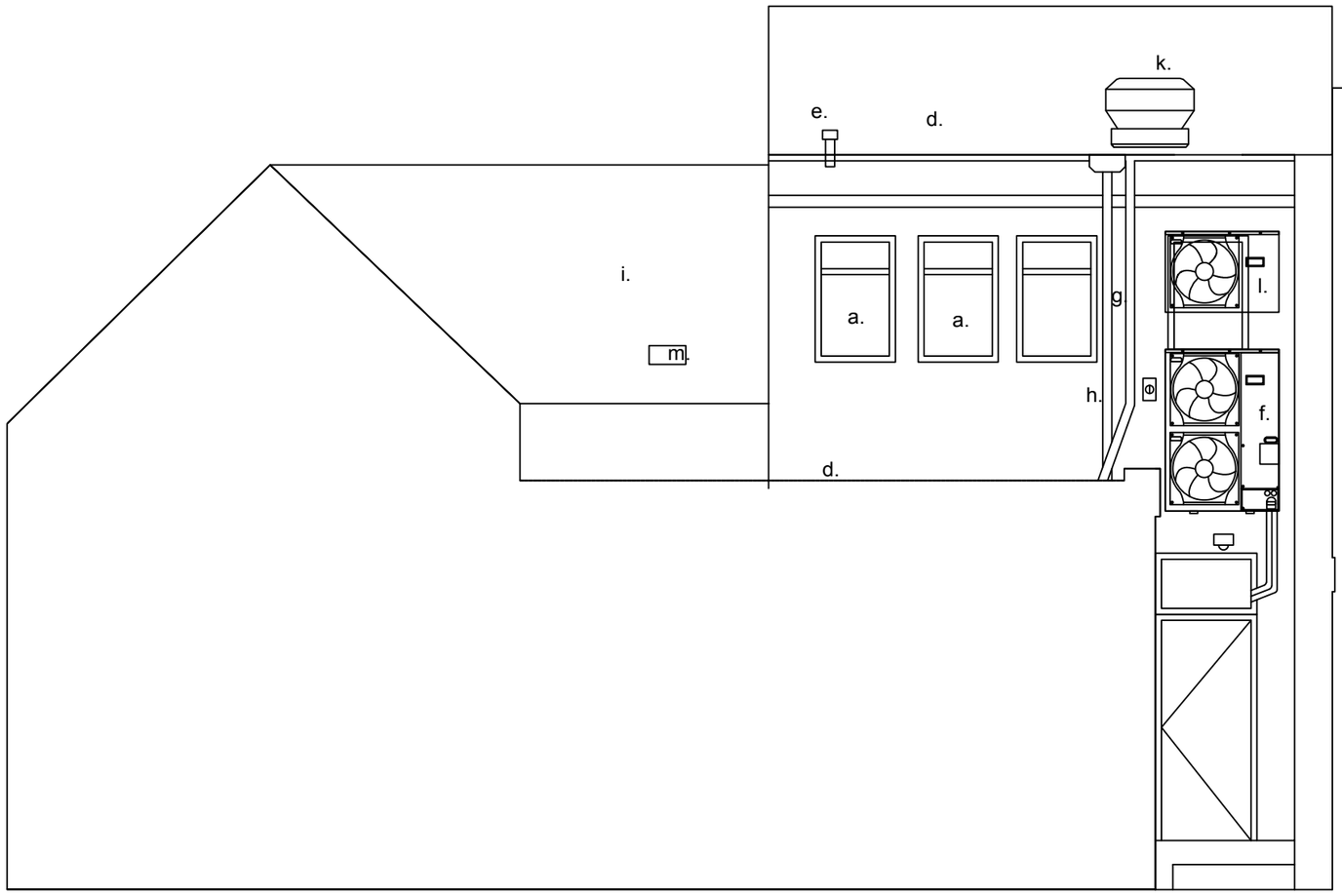
Internal Reconfiguration

Client
8 Market Place, Hitchin, SG5 7DR

Job No.		Scale	DWG No.
048	First floor plan as Proposed	1:50 @:A3	023
	Stage 1		

Note:
This shows option 1
-AC Cassette mounted to the rear facade -
Internal extract duct with low level vertical discharge flue.



Notes:

a. Existing windows
b. Existing lower tiled roof
c. Existing Parapet
d. Existing flat felt roof
e. Existing extract
f. Existing AC unit below
g. Existing hopper and RWP
h. SVP outlet
i. Existing clay roof tiles
j. Existing lead flat roof
k. proposed Kitchen Extract Helios VDW 355
l. Proposed AC cassette
m. Proposed tilevent outlet to WC extract

REV A - extraction amended as indicated.

Note: This drawing is copyright
Do not scale from this drawing

Note: to be read in conjuntion with Structural Engineers Information, specification and drawings. Refer to M&E engineers spec for extraction and ductwork.

All setting out dimensions to be checked on site by contractor and any discrepancies to be noted ASAP. Windows, steelwork, to be site sized.

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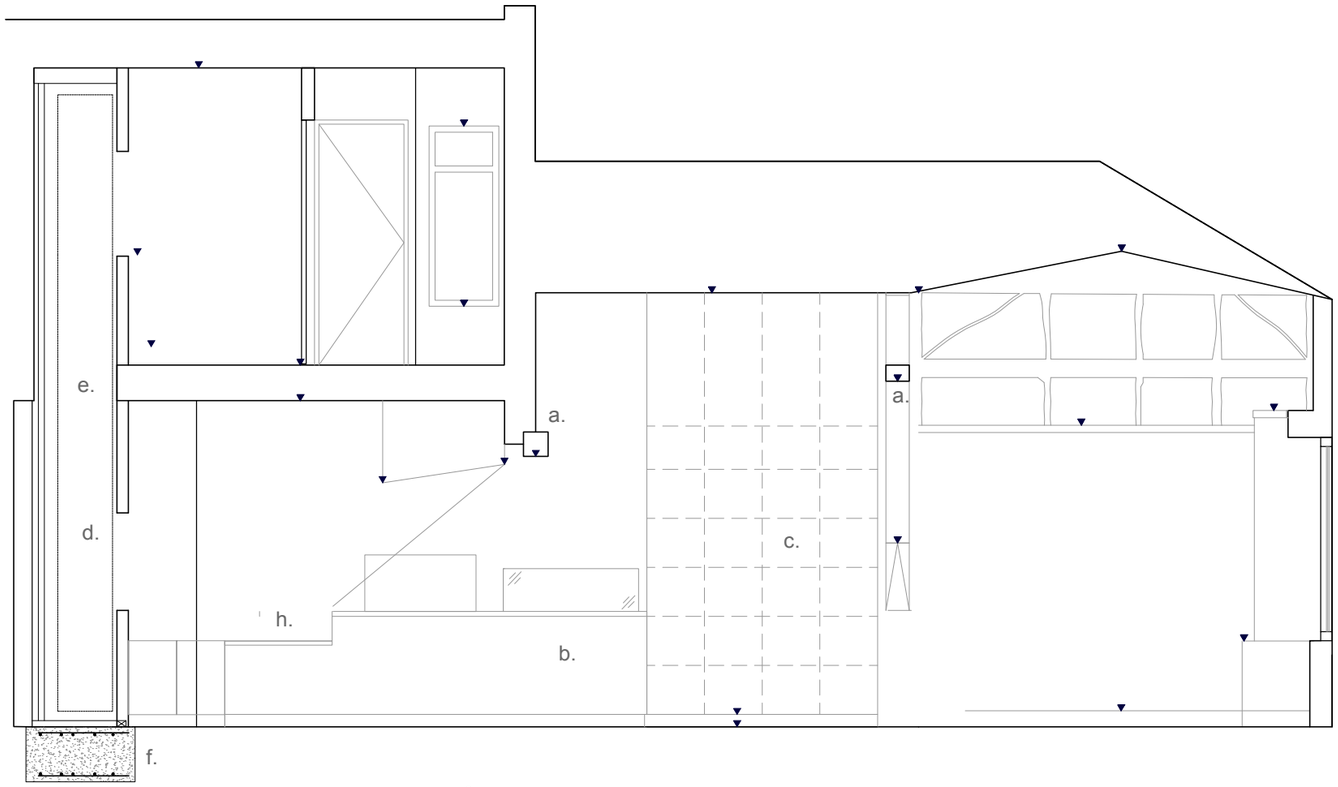
Internal Reconfiguration

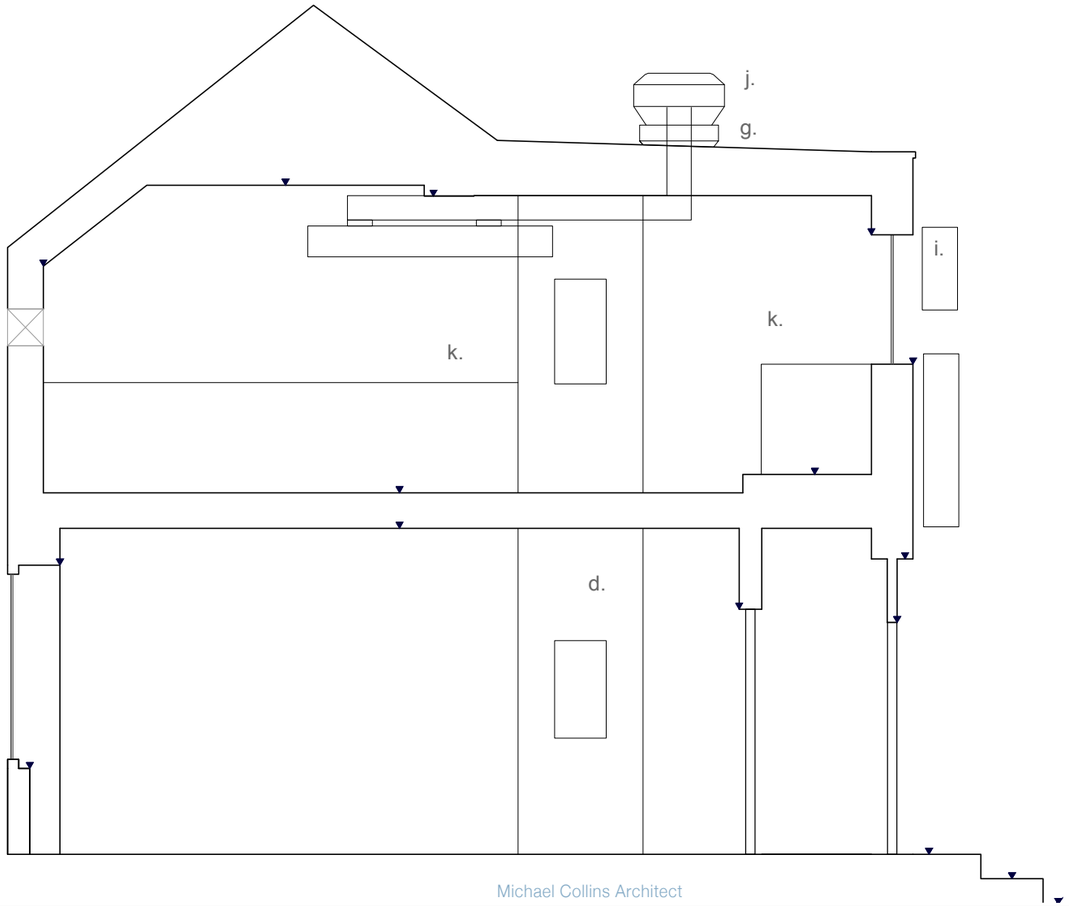
Client
8 Market Place, Hitchin, SG5 7DR

Job No.		Scale	DWG No.
048	Rear elevation as Proposed (north)	1:50 @:A3	064
REVISION: A	Stage 2 - Option 1		

Rear (north) elevation as proposed



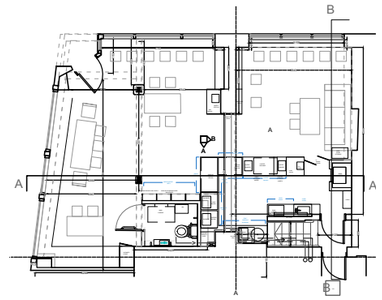
Section AA as proposed



Section BB as proposed

Notes:

a. Existing truss
b. New counter
c. New full height display unit to conceal WC (behind)set between existing trusses
d. Proposed microlift/dumbwaiter
e. Proposed structural opening to floor
f. Proposed concrete footing
g. Existing flat felt roof
h. New accessible till area
i. New mounted AC Cassette
j. New extract duct to roof
k. Existing partitions removed



Note: This shows Option 1 for the extraction

Note: This drawing is copyright
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Note: to be read in conjuntion with Structural Engineers Information, specification and drawings

All setting out dimensions to be checked on site by contractor and any discrepancies to be noted ASAP. Windows, steelwork, to be site sized.

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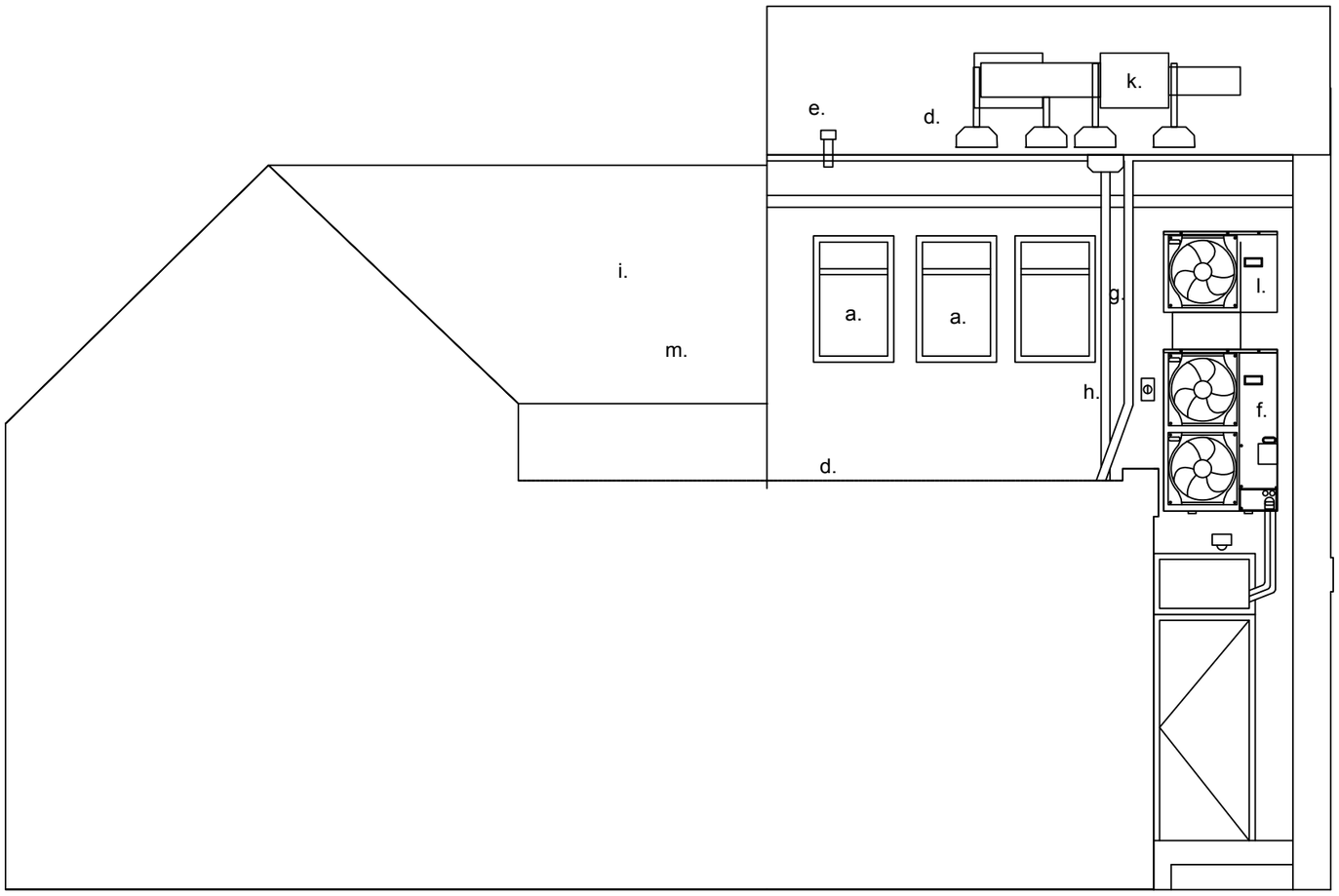
Internal Reconfiguration

Client
8 Market Place, Hitchin, SG5 7DR

Job No.		Scale	DWG No.
048	Sections as proposed	1:50 @:A3	063
REVISION:	Stage 1		



Note:
This shows option 2.
-Cassette wall mounted on galv brackets to the rear wall to the face of the existing window
-Extract duct arrangement set to top of existing flat roof

Notes:

a. Existing windows
b. Existing lower tiled roof
c. Existing Parapet
d. Existing flat felt roof
e. Existing extract
f. Existing AC unit below
g. Existing hopper and RWP
h. SVP outlet
i. Existing clay roof tiles
j. Existing lead flat roof
k. proposed Kitchen Extract to M&E engineers design
l. Proposed AC cassette wall mounted in front of existing window uni-strut brackets or similar
m. Proposed tilevent outlet to WC extract

Rear (north) elevation as proposed

Michael Collins Architect

Note: This drawing is copyright
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Note: to be read in conjuntion with Structural Engineers Information, specification and drawings

All setting out dimensions to be checked on site by contractor and any discrepancies to be noted ASAP. Windows, steelwork, to be site sized.

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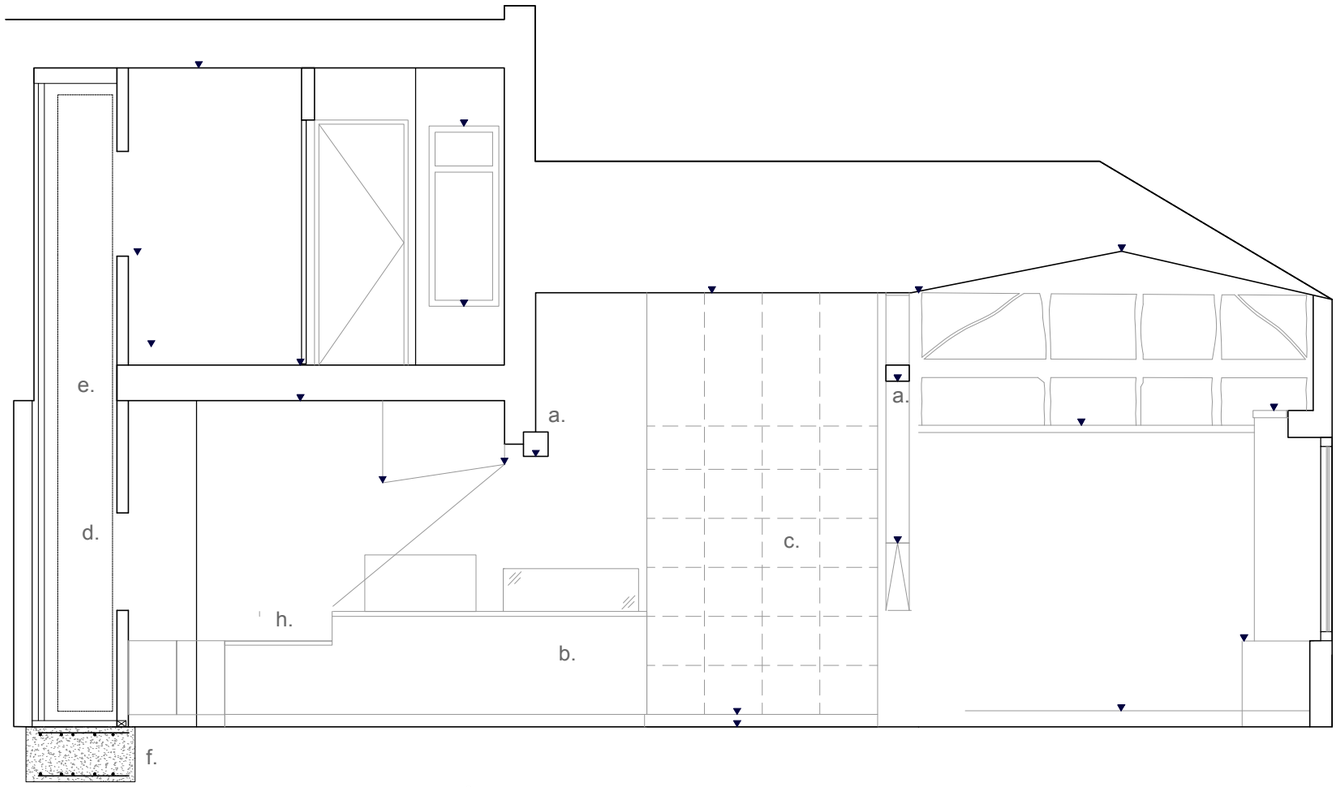
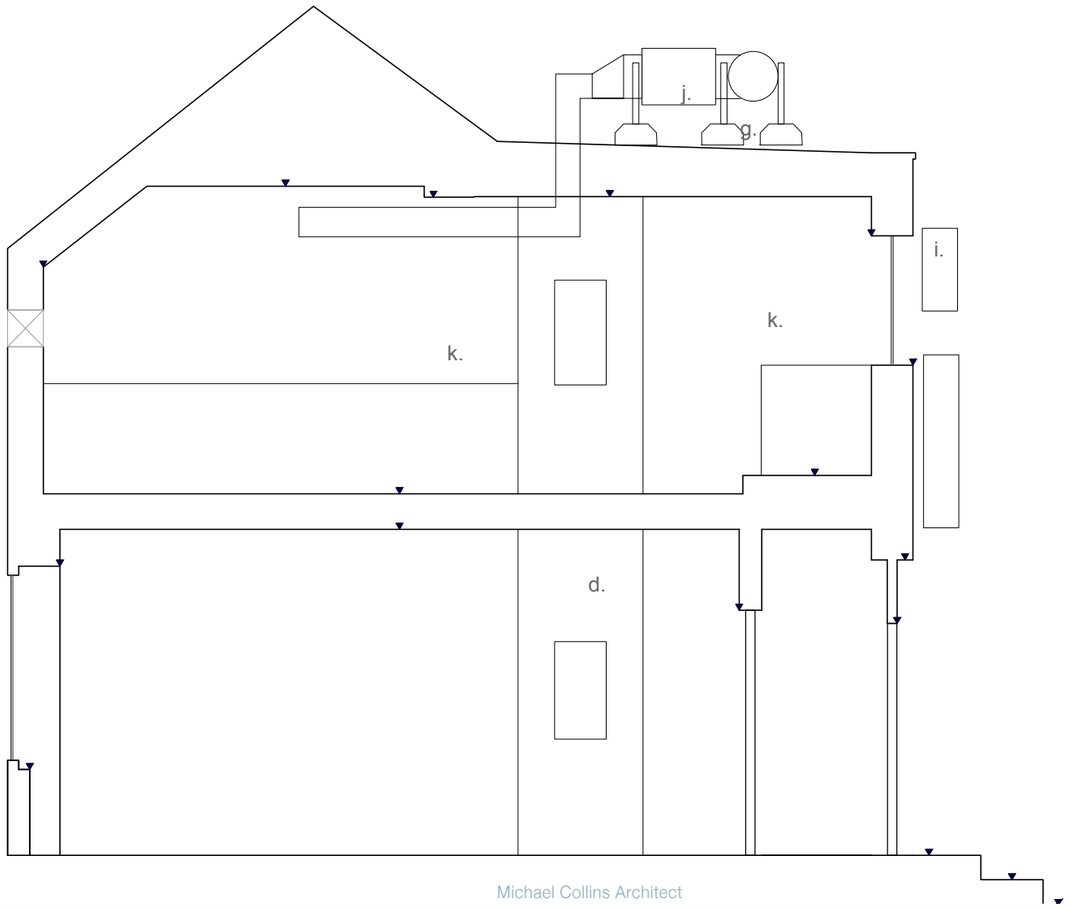
Internal Reconfiguration

Client
8 Market Place, Hitchin, SG5 7DR

Job No.		Scale	DWG No.
048	Rear elevation as Proposed (north)	1:50 @:A3	064
REVISION:	Stage 1		



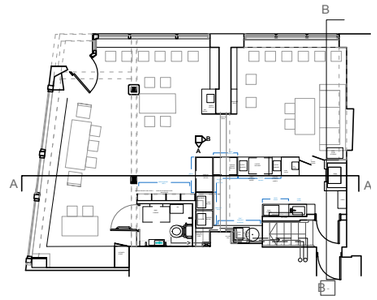
Section AA as proposed



Section BB as proposed

Notes:

a. Existing truss
b. New counter
c. New full height display unit to conceal WC (behind)set between existing trusses
d. Proposed microlift/dumbwaiter
e. Proposed structural opening to floor
f. Proposed concrete footing
g. Existing flat felt roof
h. New accessible till area
i. New mounted AC Cassette
j. New extract duct to roof
k. Existing partitions removed



Note: This shows Option 2 for the extraction

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Internal Reconfiguration

Client
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Job No.		Scale	DWG No.
048	Sections as proposed	1:50 @:A3	063
REVISION:	Stage 1		