

30 Queen Victoria Street, Reading, RG1 1TG:

Listed Building Consent Application to Reading Borough Council

***In relation with FULL Planning Application 24/0867/FULL
for the Change of Use from Class E(c)(i) Financial Services,
to 3No Residential Apartments (Class C3 Dwelling houses)
on the first, second and third floors,
and Class E - Retail Use on The Ground & Basement Levels.***

Heritage Specification

27th April 2025

Ian Benbow, RIBA Chartered Architect.

The Purpose of This Document:

The Reading Borough Council Conservation Officer has requested the following by e-mail on am Thursday 10th April 2025

“As I stated before, I have no objections to the internal layout.

However, the Council would like to see appropriate materials used for the historic fabric in the listed buildings.

Therefore, lime-based mortar would be required for internal plastering, timber stud walls, and non-destructive elements and finishes.

The Council also needs a schedule of internal work. Although we can condition most of them, I think we should decide on some basic principles for the proposed materials. (This is how applications are processed for listed buildings, as you know.)

Cementitious mortars and elements are not acceptable for historic fabric. This is a well-known conservation principle.

Therefore, could you please provide further information and confirmation for the main elements of the proposal (not limited to the listed items below):

- Construction, design and material details for the proposed staircase*
- Finishing materials for original floors, walls and ceilings*
- Construction, design, and material details for proposed internal walls*
- Any reinstatement of original elements and insulation proposals or any condition problems to be addressed and solved via this application. (if considered)”*

This document has been prepared specifically in response to the above request:

This document is to be read in conjunction with the following documents:

- The Submitted Planning Application Drawings.
- The Submitted Heritage Statement.
- The Submitted Building Regulations Specification.

The Proposals:

This document to be read in conjunction with the original planning application, which includes drawings of the existing building and the proposed division on the first, second and third floors to three apartments.

**The application site is part of Grade II Listed Buildings,
35-38, Broad Street, 24-28, Broad Street, 2-32, Queen Victoria Street, 148,149 and 150,
Friar Street, 1-31, Queen Victoria Street. The site is not within a conservation area;**

No 30 Queen Victoria Street was previously part of The HSBC Bank, which is located on the corner of Queen Victoria Street & Broad Street.

This section of the building was sold off by HSBC under auction in October 2018.

This section of the building does not presently contain a staircase.

There are No Original Fittings or Fixture remaining in the property.
Existing Sash Windows will be preserved and restored accordingly.

The proposal is to install a new staircase throughout the building, and then to Convert the existing First, Second & Third Floor Levels (previously Banking Offices) to 3No One Bedroom Apartments, ie one on each floor level.

All Proposals will be subject to Building Regulations Approval.

Building Control Applications & Approvals will be managed through Stroma Building Control Ltd (Swindon Office):

Please also refer to The Building Regulations Specification produced for this project.

External Fabric of 30 Queen Victoria Street:

The external fabric of the Building is in a good and well maintained condition:

The existing roof has been well maintained and looks to have been restored in recent years.

There are no signs of leaking, dampness or mould with the building.

All lead rainwater goods, valleys and gutters are considered to be in a good condition and were restored in recent years.

There are No Pigeons or Bats within the building.

There are two small access hatches to the sides of the gable windows on the front elevation of the second floor level, providing personal cleaning and maintenance access to the roof area, for suitably qualified operatives only.

Front Elevation: (as observed from Queen Victoria Street) Fair-faced yellow sandstone Brickwork and moulded terracotta work is in a very good condition.

Timber Window frames to upper floors are painted white and are of a good decorative order.

Rear Elevation: (as observed from the rear light well windows) :

Fairfaced Clay Bricks and Soldiers Courses over windows are also in a very good existing condition.

Existing rear elevation window cills will need to be cleaned and restored by painting with exterior quality masonry paint.

There are No Render or External Painted Wall Surfaces on the external building.

There are No Signs or Ghost Signs.

There is therefore no work intended to be undertaken to the external fabric of the building.

Internal Fabric of 30 Queen Victoria Street:

Surviving / Existing Internal Architectural Features are as follows:

- Timber Sash Windows & Frames.
- Timber Window – Vertical Side Reveals.
- Timber Window Cills.
- Timber Floor Boards.
- Timber Floor Joists.
- Timber Ceiling Joists.

None of the following features survive or exist in the Building:

- No Staircases.
- No Internal Partition Walls.
- No Plastered or Rendered Walls.
- No Wattle & Daub Plaster Ceilings.
- No Plaster Features, such as Cove Mouldings or Cornices.
- No Skirting Boards.
- No Internal Doors.
- No Door Frames or Architraves.
- No Other Second Fixed Timber.
- No Fireplaces (Blocked up openings only). Some chimney breasts have previously been removed.
- No Metalwork (other than existing steel structural beams and brackets)
- No Loose Items, such as Joinery, Furniture, Carpets etc.
- No Feature Lighting or Victorian Gas Fittings etc.
- No Signage or Notices.

Proposed Schedule of Internal Works:

Planning (Listed Buildings and Conservation Areas) Act 1990, section 48

1 ACCESS, SAFETY & SECURITY PROVISIONS:

- 1.1 Provide and maintain while works are being carried out all boarding, screens and barriers necessary to keep the building secure.
Work has been completed.
- 1.2 Install temporary propping in accordance with the directions of a structural engineer in order to stabilise stairs, floor joists, and the structure generally. Provide temporary balustrade and handrails. Provide sheeting or boarding wherever floor boarding is missing. Cordon off floor areas where joists are missing or unsupportable and display warning signs for duration of works.
Work has been completed.
- 1.3 Clear out rubbish from internal spaces, so that all areas are open to inspection and free from nesting places.
Work has been completed.

2 EXISTING SASH WINDOWS:

- 2.1 All Existing Sash Windows are intact, fully, glazed and are in a Good Condition:
- 2.2 Where required overhaul windows and frames by replacing missing panes and parts; re-puttying and re-pointing externally; lubricating moving parts; refitting missing or defective ironmongery, cords and weights (adjusted as required for balance); preparing priming and redecorating including undercoat and two top coats to all bare wood, using good-quality gloss paint in accordance with the paint manufacturer's recommendations; easing and adjusting to ensure smooth operation. Isolated areas of decayed wood shall be replaced by piecing in new matching treated timber.

3 INTERNAL REPAIRS

- 3.1 Carry out repairs to timber floor structures and window lintels in accordance with a structural engineer's recommendations. Take up and retain for re-use sound floor boarding. Where more than 50% of length or depth of timbers are decayed or defective, install new material to BS 4978 GS Grade; otherwise splice new material to existing timbers; new work shall match the original in all other respects. Install suitable ties where recommended to tie timber framing to brickwork walls. Reinstall floor boarding including new material where required, to match existing.
- 3.2 Treat retained structural timbers affected by insect attack and rot, and basement/low level brickwork affected by rising or penetrating damp in accordance with a COSHH assessment and the standards of the British Wood Preservation and Damp Proofing Association.
- 3.3 Decorate all new internal skimmed plasterboard and woodwork surfaces using good-quality paint in accordance with the paint manufacturer's recommendations.
- 3.4 Provide ventilation to all internal spaces in accordance with BSCP 5925:1980, while ensuring that pigeons are prevented from entering the building.

All new external and internal works, and works of making good to the existing fabric, shall match the existing adjacent work with regard to the methods used and to material, colour, texture and profile, unless specified otherwise in the above schedule, or agreed otherwise in writing with the local planning authority.

It is not proposed to plaster any existing brick or block-work walls, as they will remain fair-faced.

Existing Brick & Block work Walls will be clad in timber studwork with plasterboard wall linings, to meet the Acoustic & Thermal Requirements of The Building Regulations.

All Proposed Building Work will be subject to The Building Regulations & Building Control Approval.

Existing Internal Architectural Materials & Finishes:

Basement:

Previously Ancillary HSBC Banking Storage Accommodation:

- Floor - Concrete Screed - untreated.
- External Walls – Insitu Cast Concrete – Painted.
- Internal Partitions – None exist.
- Over Head – Exposed Profiled Metal Deck Structure to the structural concrete slab above.
- Other Features – Modern Structural Steel Beams.

Ground Floor:

Previously Public Front of House HSBC Banking Hall:

- Floor – Structural Concrete Slab with Terrazzo Floor Tiles (Modern HSBC Bank Style Grey Floor Tiles).
- External Walls – Poor Quality Brickwork with Modern Block Work In-fills.
- Internal Partitions – None exist.
- Over Head – Currently Exposed Timber Floor Joists to the floor level above.
- Other Features – None.

First Floor:

Previously HSBC Banking Offices:

- Floor – Exposed Floor Boards (previously office carpet).
- External Walls – Poor Quality Brickwork with Modern Block Work In-fills.
- Internal Partitions – None exist.
- Over Head – Currently Exposed Timber Floor Joists to the floor level above.
- Other Features – 6No Sash Windows.

Second Floor:

Previously HSBC Banking Offices:

- Floor – Exposed Timber Floor Boards (previously office carpet).
- External Walls – Poor Quality Brickwork with Modern Block Work In-fills.
- Internal Partitions – None exist.
- Over Head – Currently Exposed Timber Floor Joists to the floor level above.
- Other Features – 6No Sash Windows.

Third Floor:

Previously HSBC Banking Offices:

- Floor – Timber Floor Boards (previously office carpet).
- External Walls – Poor Quality Brickwork with Modern Block Work In-fills.
- Internal Partitions – None exist.
- Over Head – Currently Exposed Timber Ceilings Joists to the Roof Structure above.
- Other Features – 6No Sash Windows.



Existing Typical Internal Party Wall :

Proposed Internal Architectural Materials & Finishes:

Basement:

Proposed Ancillary Retail Accommodation:

- Floor – Flooring Finish (to be agreed) on existing concrete screed.
- External Walls – Damp Proofing Membrane with Moisture Resistant Plasterboard – Skimmed & Painted.
- Internal Partitions – Internal Studwork Partitions – Plasterboard – Skimmed & Painted
- Over Head - Ceiling - Plasterboard – Skimmed & Painted
- Other Features – New Staircase.

Ground Floor:

Proposed Public Front of House Retail Unit:

- Floor – Flooring Finish (to be agreed) on existing terrazzo tiles.
- External Walls – to be lined with Studwork & Plasterboard – Skimmed & Painted.
- Internal Partitions – Studwork Partitions Plasterboard – Skimmed & Painted.
- Over Head - Ceiling – Suspended Timber Ceiling with 60 minute Fire Line Plasterboard – Skimmed & Painted.
- Other Features – Shop Fillings

First Floor:

Proposed Single Residential Apartment:

- Floor – Existing Floor Boards to be made good - Upgraded with a Platform Floor - Floor Finish to be agreed.
- External Walls – to be lined with Studwork & Plasterboard – Skimmed & Painted.
- Internal Partitions – Studwork Plasterboard Partition Walls – Skimmed & Painted.
- Over Head Ceiling – 60 Minutes Fire Line Plasterboard – Skimmed & Painted.
- Other Features – 6No Sash Windows - to be overhauled where required.
- New Features – Residential Fittings & Fixtures.

Second Floor:

Proposed Single Residential Apartment:

- Floor – Existing Floor Boards to be made good - Upgraded with a Platform Floor - Floor Finish to be agreed.
- External Walls – to be lined with Studwork & Plasterboard – Skimmed & Painted.
- Internal Partitions – Studwork Plasterboard Partition Walls – Skimmed & Painted.
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- New Features – Residential Fittings & Fixtures.

**External Walls - Proposed Internal Timber Studwork linings:
This Provides Acoustic & Thermal Insulation as required by The Building Regulations:**



Proposed Internal Timber Studwork Partitions:



Proposed Traditional Style – Solid Timber Staircases – Typical Details – Finish Dark Wood Stain:

