Extension and Refurbishment
Offices and Warehouse
NNR Global Logistics UK Ltd
Stanwell Road
Feltham
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TW14 8NG

Design and Access Statement

Contents:

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Introduction: NNR Global Logistics UK Ltd:

This Design and Access/Planning Statement has been prepared in support of a detailed Planning Application for the refurbishment and extension of the existing NNR Global Logistics UK Ltd office and warehouse building located off Stanwell Road, with a site area of 1,942 sq.m. (approx. 0.5 acres)

NNR Global Logistics UK Ltd is an international air freight logistics business with a parent company based in Japan.
The UK headquarters of NNR is based at Heathrow Airport in the London Borough of Hillingdon. The company currently occupies an outdated building which is limiting operations and growth.
The company is proposing to re-organize and extend the existing premises to increase operational floor area, both in terms of warehouse and office space in order to increase overall operational capacity. The company is also planning to add staff facilities to improve welfare and attract new employees.

The site is in use seven days a week, with the following operational hours:
Office: 9am – 5.30pm Mon – Fri
Warehouse: 6am – 10pm Mon – Fri / 6am – 12pm Sat – Sun

The proposals have been informed by a Pre-Planning Consultation with LB Hillingdon Planning, and are supported by a series of technical reports and assessments.

The site is located in Flood Zone 1 and is at low probability of flooding from fluvial or tidal sources.

The site is well connected to Heathrow Airport and in relation to London and the surrounding region. The principal transport infrastructure connecting the area is the road network, including access to the M25 and M4.
Heathrow Terminal 4 Underground Station is approximately 150m from the site and Hatton Cross Underground Station is 2km away.
The site has a Public Transport Accessibility Level (PTAL) rating of 1b to 2.

Right: Photos taken from existing site entrance

Site Location:

Above: There are no buildings immediately adjacent to the site
Other than a low level 2-level car park (shown white)

Right: The site is set back from Stanwell Road, accessed from a service road (Bedfont Cross)

The Existing Building:

NNR House is excellently located, and well maintained. However, the building is ill suited to modern logistics, and currently limiting the expansion of operations, although best efforts have been made to modernize the premises. The difficulties being experienced include:

- Insufficient warehouse space and height, with obsolete additional mezzanine space which is difficult to utilize
- Office space has expanded into the original warehouse area, reducing further the storage space available
- Insufficient space to expand and improve office facilities to enable growth of the business
- No space available for improved staff facilities which would help strengthen corporate identity and improve recruitment
- Warehouse roof is developing leaks and is in need of replacement

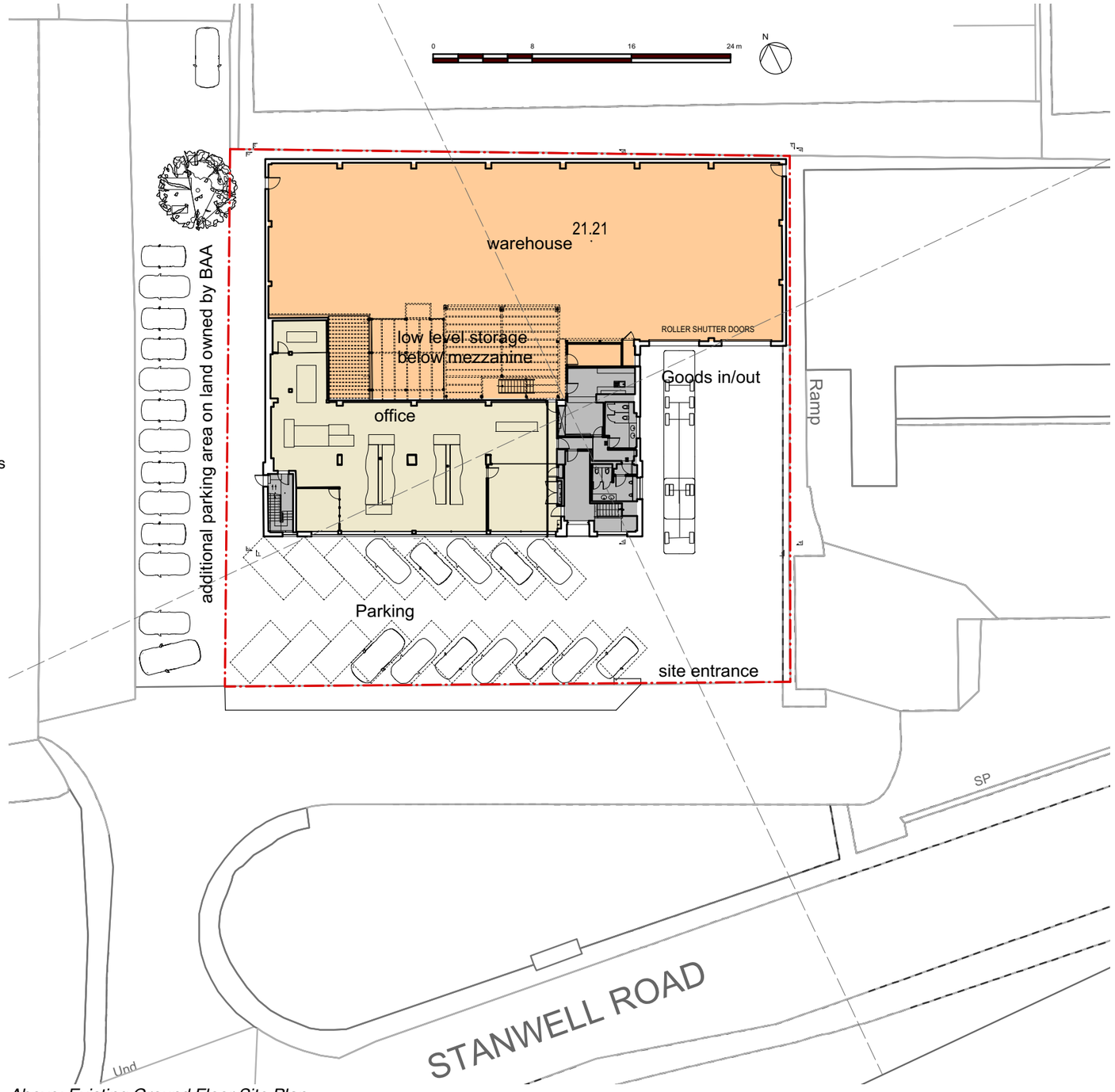
The site plan shows that the existing building largely covers the land available. The general disposition of parking, office, and warehouse are logical given the site constraints and access – a completely new building would not in these circumstances offer a greatly improved layout.
Extension with retention and refurbishment of parts of the building would be more cost effective, offer faster completion, and would be more sustainable than complete demolition and re-build. The proposals shown in this document therefore follow the approach of improvement and extension of the existing building.

The existing building and site currently provide the following facilities:

- Around 735 sq.m of ground floor warehouse plus approximately 195 sq.m on an underused mezzanine level. Warehouse eaves level is approximately 7.5m with ridge height of around 9m.
- Around 465 sq.m of office over ground and 1st floors
- 35 members of staff (28 office based, 7 warehouse)
- Around 38 car parking spaces, half of these located on the strip of land leased from BAA. This is estimated, as there are no markings, so in normal use the capacity is likely to be less

The aims of the project are:

- To improve and enlarge the office space to increase staff capacity, to facilitate a corresponding expansion of the business
- To increase effective warehouse storage capacity and free up space for increased cargo handling operations
- To provide these improvements while maintaining parking capacity on site
- To minimize disruption to operations during the works



Above: Existing Ground Floor Site Plan

The Existing Building:

Dating from the 1960's, NNR House is a steel portal-framed warehouse building, and with a concrete framed office fronting Stanwell Road.

The warehouse is clad in brickwork, whereas the original brick/render office has been overclad in 2008 with an insulated aluminium cladding.

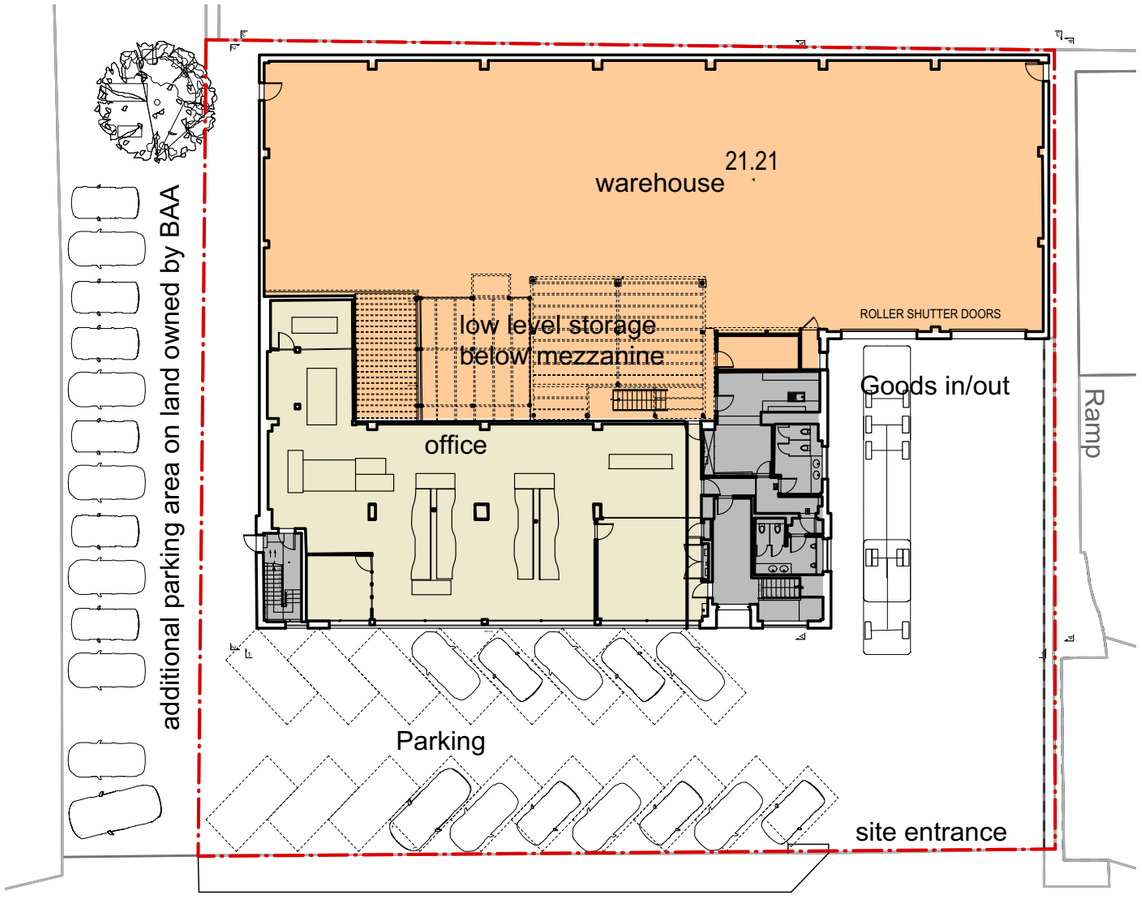
As can be seen from the internal views of the warehouse the height is low and unsuited to modern logistics requirements.

The offices have low ceilings which are poorly suited to the distribution of modern ventilation services. This can be seen in the photo below. Because much of the office space has expanded into what was warehouse area, it has an unplanned feel and is unable to make efficient use of space. The office space is daylit on one side only, so the deep-plan areas are almost entirely artificially lit.

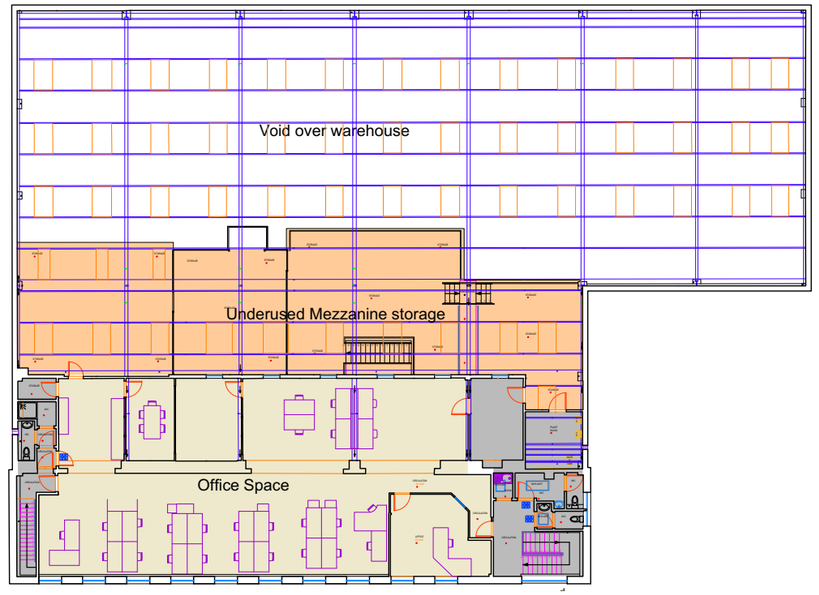
However, with extension and refurbishment the office and warehouse facilities could be transformed, forming pleasant and efficient workspaces better suited to the requirements of NNR Global Logistics.

The Existing Building – Layouts:

Below: Ground Floor plan as Existing (boundary shown with red dotted line)



Below: First floor Plan as Existing



Planning Policy:

Hillingdon Local Plan:

A number of Local Plan strategic policies are relevant to the proposed extension and refurbishment of NNR House:

DME3: Heathrow perimeter is identified as an area for office floorspace growth.

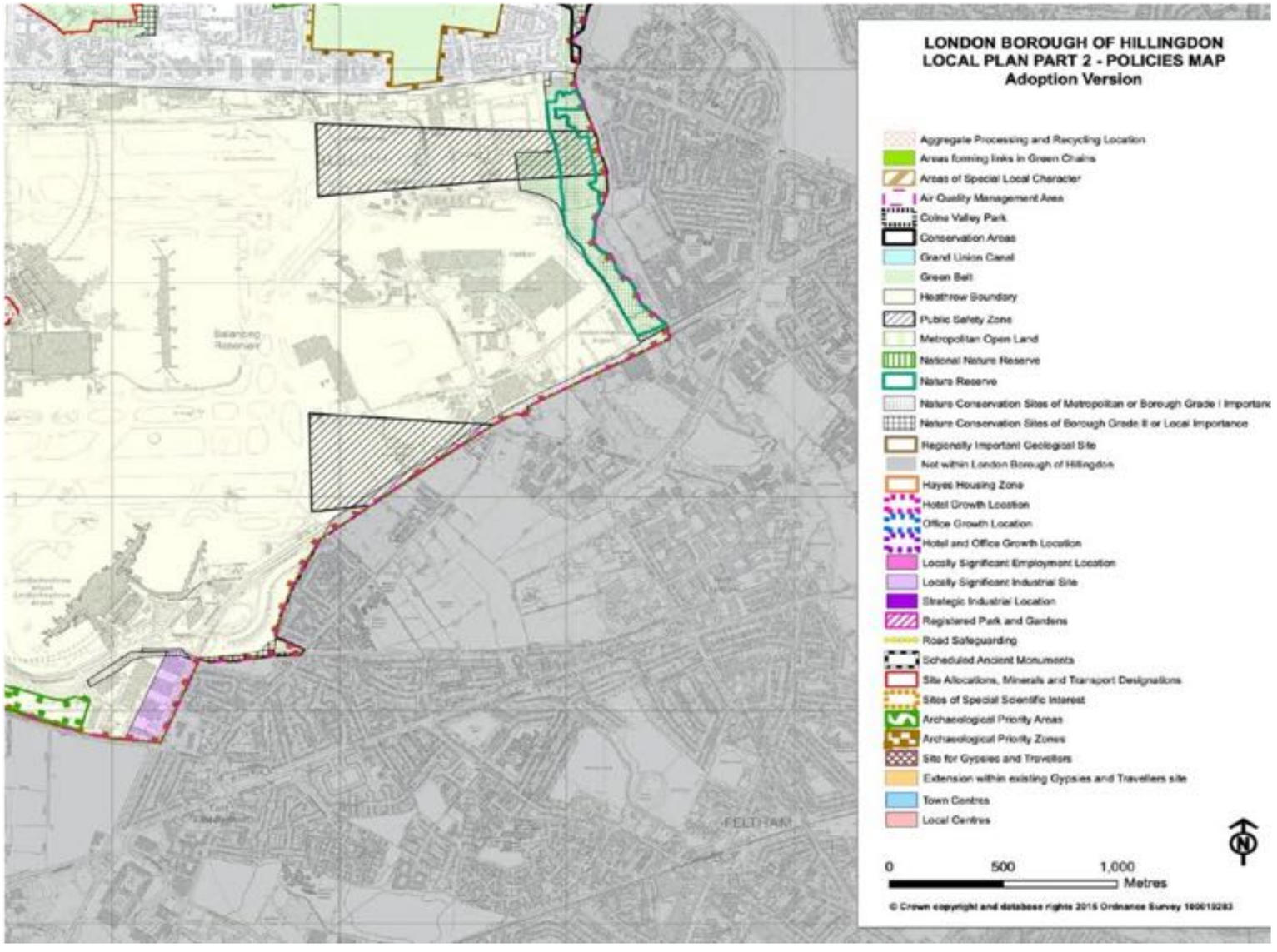
SO14 and E2: Identifies Heathrow Opportunity Area to provide new jobs and economic growth. Also identified within London Plan.

The site is identified within a 'Locally Significant Industrial Site' on the adopted Policies Map. These areas are designated industrial areas suitable for general industrial, light industrial and warehousing uses.

Policy BE1 and HE1 Demand for large scale commercial/ mixed use developments particularly in the southern part of the borough on the fringe of Green Belt and/ or Conservation Areas.

Policy LE1 Proposals for industry, warehousing and business development

The Hillingdon local plan identifies that there has been a 'steady decline in industrial and warehousing floorspace in Hillingdon but an increase in office floorspace. The Council maintains an effective employment land supply, and any release of land over the past 10-20 years has not harmed employment or business functions within the borough. Hillingdon remains a key industrial, warehousing and office location. To sustain a strong supply of office, factory and warehouse floorspace, this Hillingdon Local Plan: Part 1- Strategic Policies will provide appropriate sites and premises for different business needs and protect employment land in the long term from redevelopment for other uses.'



Right: Extract from Hillingdon Local Plan Policies Map. Site is within the pink hatched area at the bottom of the map, designated as part of a Locally Significant Industrial Site.

Policy BE25: The local planning authority will seek to ensure modernisation and improvement of industrial and business areas through careful attention to the design and landscaping of buildings and external spaces. Where appropriate it will seek improved vehicle and pedestrian access and circulation routes through the area and environmental improvements.

It is proposed that the maximum ridge height of the building is to be developed will be 37.36m AOD. This is considerably below the maximum AOD safeguarding levels of 67.93m AOD for Heathrow. This therefore accords with AOA Advice Note 1 and is considered appropriate given the scale of the former building on the site.

The LBH parking standards state in the Draft Development management Policies document that two car parking spaces plus one space per 50-100 square metres for B8 uses, and 1 space per 50-100 square metres of B1 office pace. The current guidance further states that the parking standard for wheelchair users and people with disabilities should be 5% of all parking spaces provided, plus 5% possible future converted spaces.
Cycle parking should be provided at 1 space per 250 square metres of office space, and 1 per 500 square metres of B8 warehouse space.

Car Parking Proposed:

Office Area proposed = 535 sq.m / 50 = 11 spaces
Warehouse Area proposed = 1273 sq.m /50 = 25 spaces +2 = 27 spaces

Number of car parking spaces proposed on site is 38 spaces.

Cycle spaces calculation:

Office space provision: 535/250 = 2 spaces
Warehouse space provision: 1273/500 = 3 spaces

Actual provision will be 9 long term and 5 short term cycle spaces.

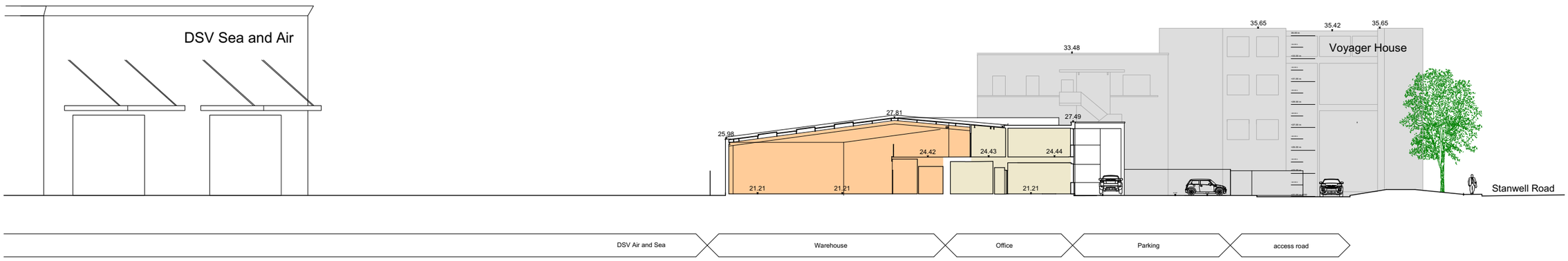
Local Plan Policy BE1 ‘Built Environment’ requires all new development to achieve reductions in carbon dioxide emission in line with the London Plan targets through energy efficient design and effective use of low and zero carbon technologies. Where the required reduction from on-site renewable energy is not feasible within major developments, contributions off-site will be sought. All developments should be designed to make the most efficient use of natural resources whilst safeguarding historic assets, their settings and local amenity and include sustainable design and construction techniques to increase the re-use and recycling of construction, demolition and excavation waste and reduce the amount disposed to landfill.

Above: Site Plan as Proposed showing parking and access

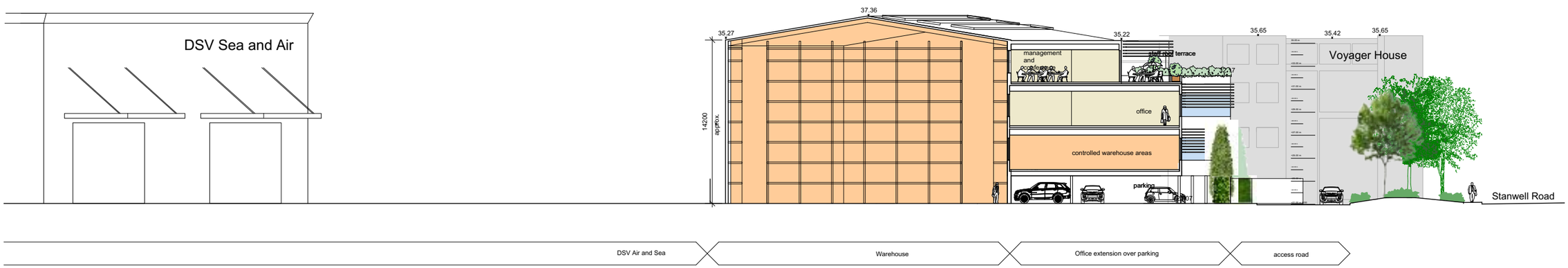
Policy EM1: Climate Change Adaptation and Mitigation identifies the measures that the Council will seek to mitigate against climate change and ensure that buildings have been adapted to respond to climate change. The measures identified include the following:

• Ensuring development meets the highest possible design standards whilst still retaining competitiveness within the market.
• Locating and designing development to minimise the probability and impacts of flooding
• Requiring major development proposals to consider the whole water cycle impact which includes flood risk management, foul and surface water drainage and water consumption.
• Giving preference to development of previously developed land to avoid the loss of further green areas.
• Promoting the use of living walls and roofs, alongside sustainable forms of drainage to manage surface water run-off and increase the amount of carbon sinks.

The above issues are addressed in the Sustainability Section later in this document.



Site Context Section BB as Existing



Site Context Section BB as Proposed

Above: Context sections as existing and as proposed showing the scale of buildings to the north (DSV sea and Air) and on Stanwell Road (Voyager House)

Proposals for Extension and Refurbishment:

The primary strategies for providing extended and more efficient space on site are as as follows:

- Strip out the existing offices which have been built into the original warehouse space, to free up as much warehousing floor space as possible.

- Remove the existing roof of the warehouse and provide a new higher roof to accommodate substantial high racking storage, freeing up floor space to increase cargo handling operations. The higher roof would be comparable with adjacent warehouses. (14m-16m)

- Construct new controlled warehouse area at 1st floor extension:
  - for e-commerce fulfilment where the warehouse requirement is for hand-pick bins rather than pallet racks, with packing automation.
  - Temperature-controlled areas for use with healthcare products; a corporate target sector for the future.
  - Secure areas for high value products.
  - Clean-room activity or customer-reserved space.

- Construct larger new office floors at second and third floors above the retained frontage parking and new specialist warehouse space, extending forward towards the front of the site to present a new NNR House elevation to Stanwell Road, and provide modern flexible office space.

- Greatly improved working environment for staff.

- Include new staff facilities at top floor including a lounge, changing/shower areas and landscaped staff terrace facing south across the open space. Management and meeting facilities would also be provided at top floor.

- Separate staff and commercial vehicle entrances for safer and improved access.

- Canopy over external loading area to protect operations from the weather.

- Maintain parking levels. Hillingdon requirements are one parking space per 50-100 sq.m. The proposed layout provides approximately one parking space per 50 sq.m of offices and warehouse, which is within the required range.

- Introduce new planting to the front boundary to soften the existing hard frontage

- Greatly improved insulation, reduced energy use and lower CO2 emissions.

The expansion of both the warehouse and office facilities would enable balanced growth of the business, and make more efficient use of this well-located property.

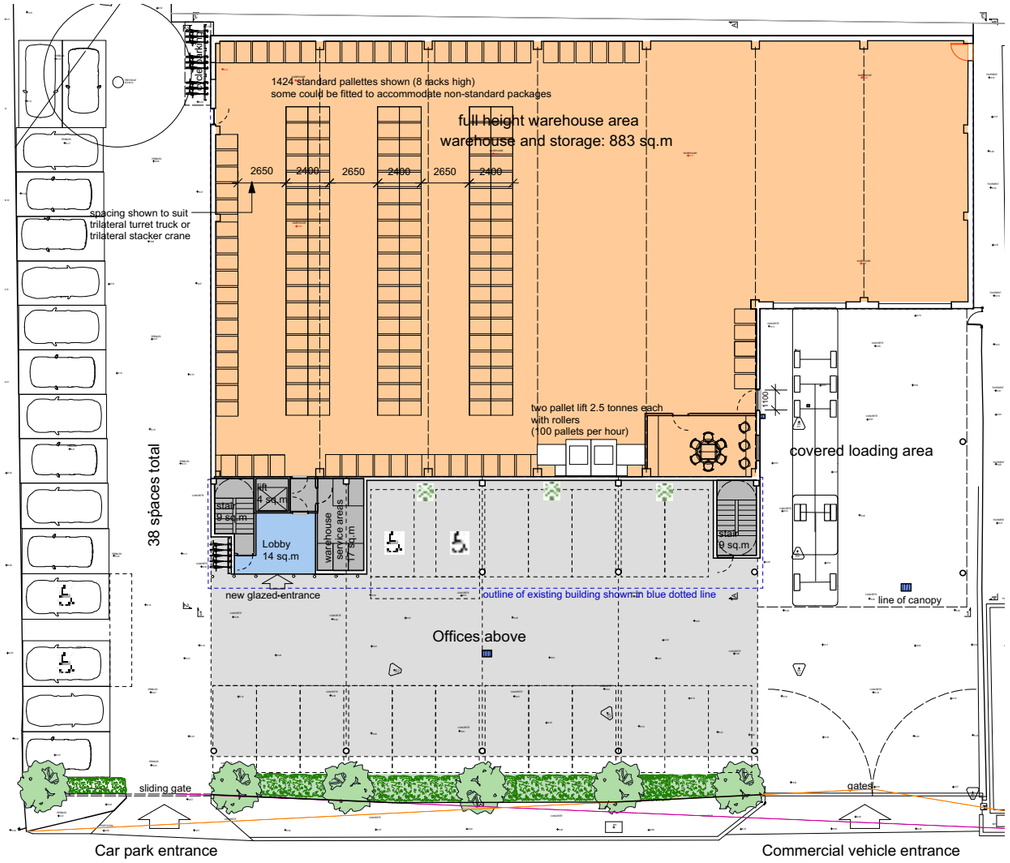
Elevation B: Preliminary Proposed Elevation from Stanwell Road
including proposed improved tree and shrub planting on open space to frontage

Elevation A: Preliminary Proposed Elevation from Access Road (Bedfont Cross)
including hedge and tree planting to front boundary

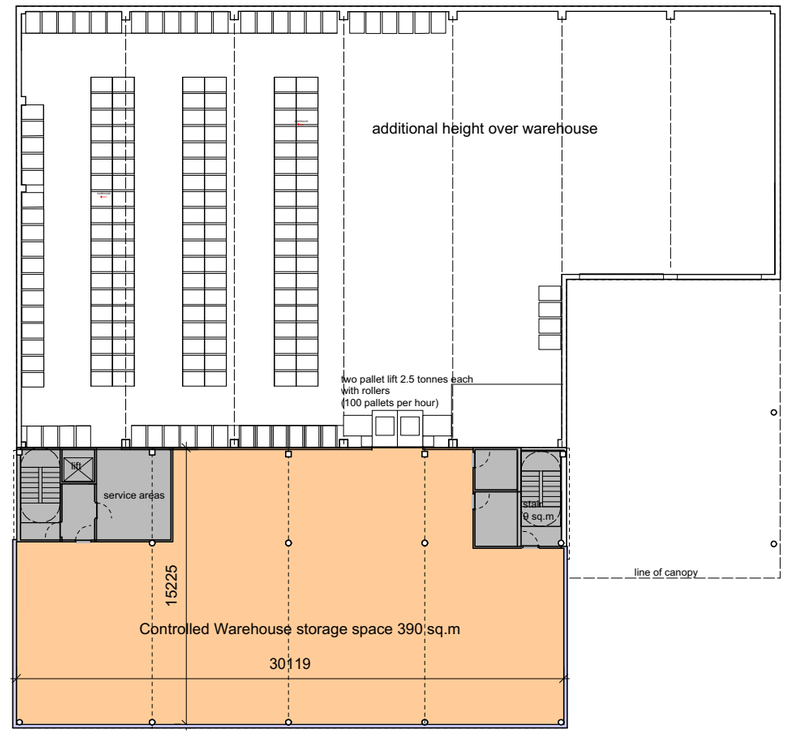
Proposed Floor Plans – Ground and First Floors:

- Existing warehouse foundations, floor structure and columns retained
- Repositioned entrance to building with new lift for improved accessibility
- Canopy over loading area to protect external operations from weather
- Staff parking numbers maintained
- New modern serviced office space

- Warehouse space at ground floor increased by around 35%
- Large flexible office floor with varied meeting facilities
- Warehouse volume increased by around 260% (Eaves height increased from 7.5m to 14.5m)
- New staff wc and service areas
- Separated staff and commercial vehicle circulation



Ground Floor as Proposed

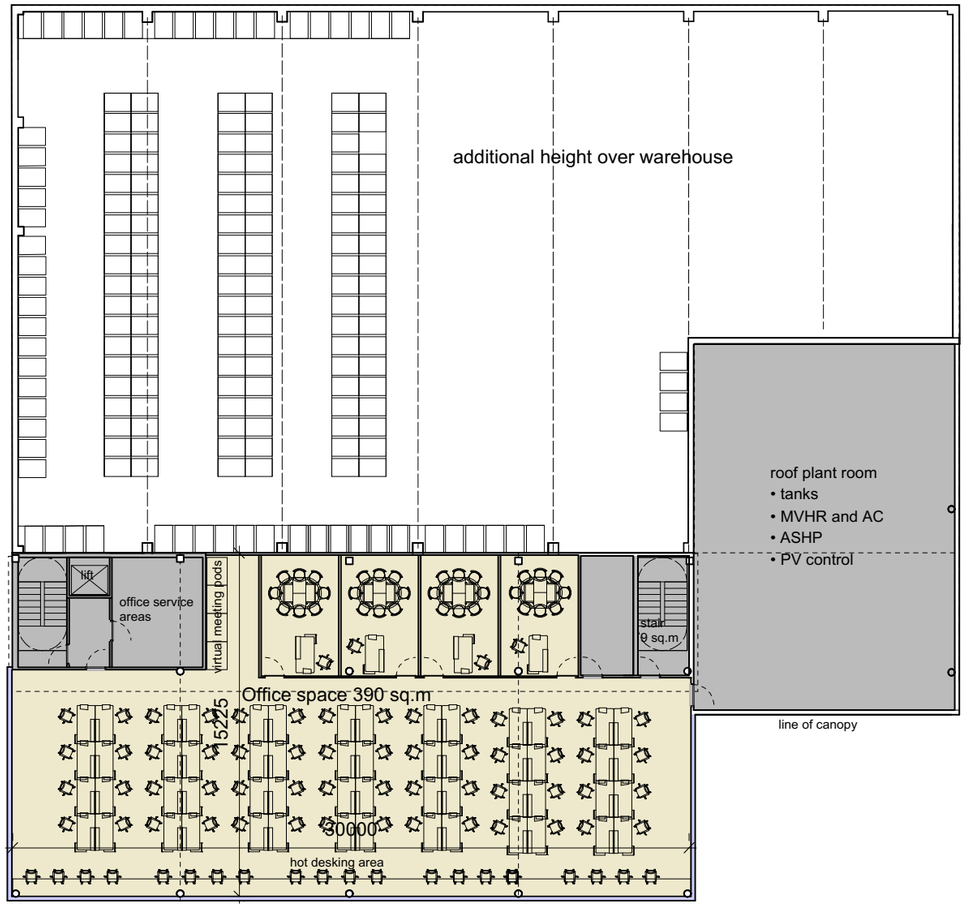


1st Floor as Proposed showing specialised warehouse space

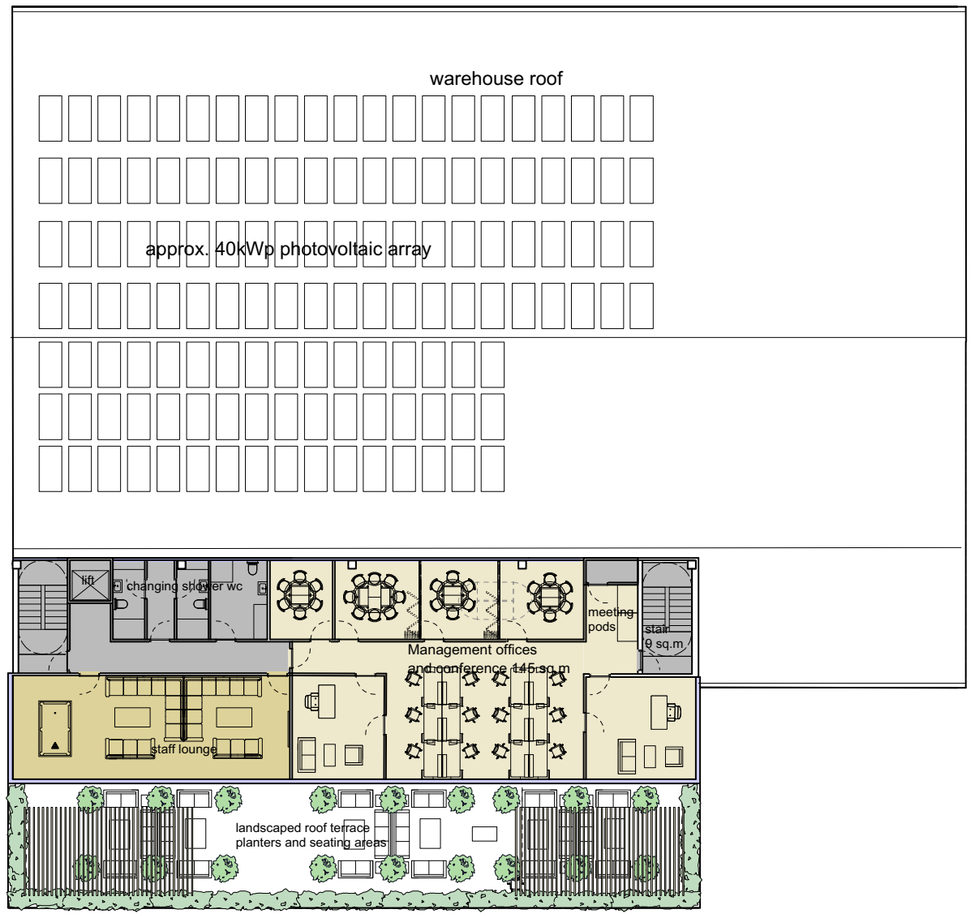
Proposed Plans – 2nd and 3rd Floors:

- Large flexible office floorspace with varied meeting facilities
-
- New staff gym with changing areas
- Semi-enclosed Plant Room forming canopy over loading area
- Staff Lounge area opening on to landscaped roof terrace for daily use and events
- Proposed large solar Photovoltaic array on warehouse roof

- New modern serviced office space
- Management suite with offices and flexible meeting spaces with views over terrace
- New staff wc and service areas

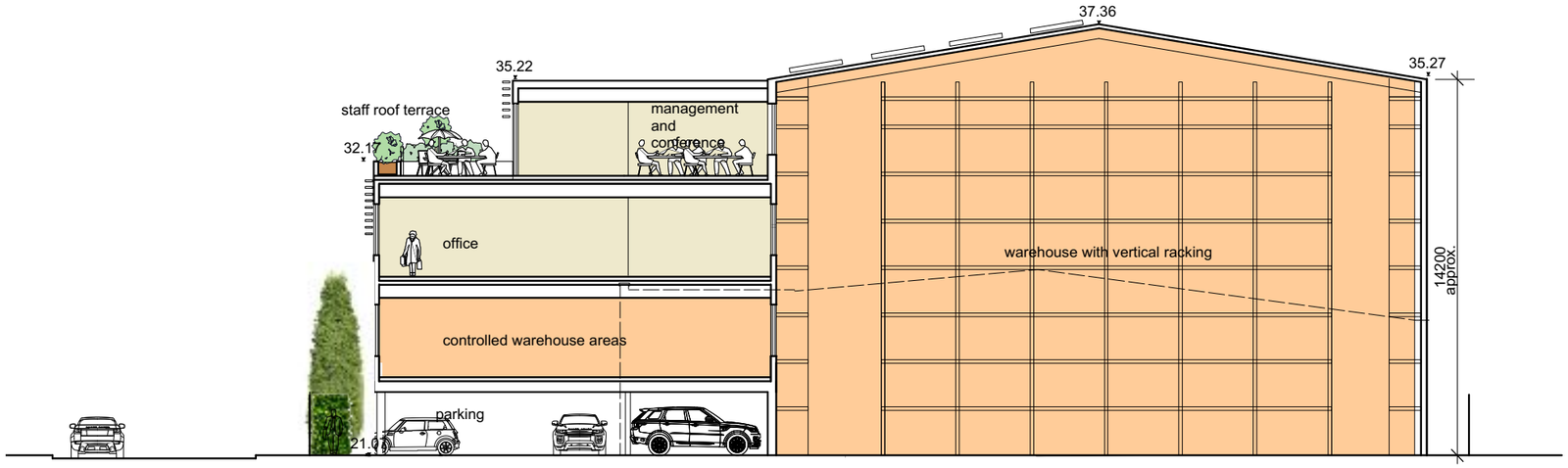


2nd Floor as Proposed – main office level

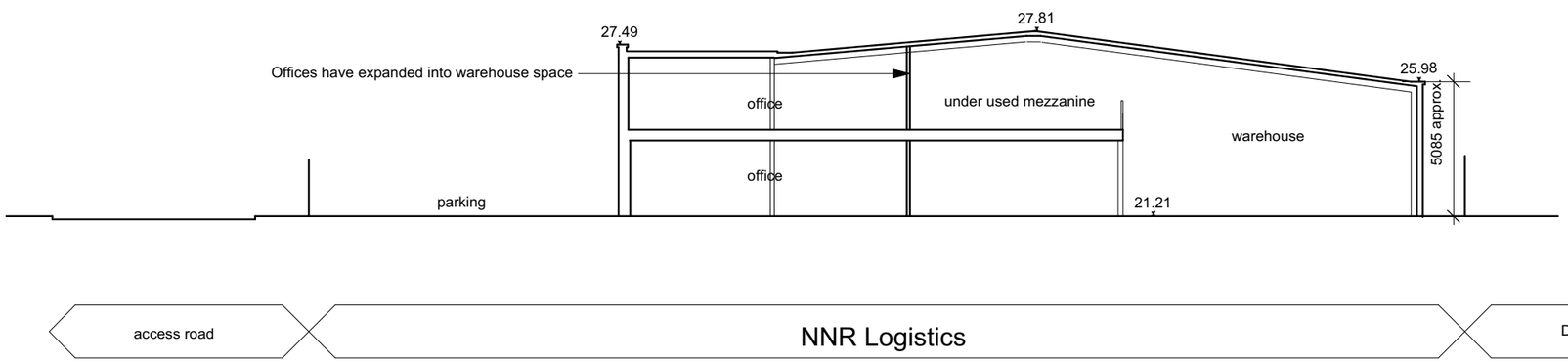


3rd Floor as Proposed – Staff, management and landscaped terrace

Sections as Existing and as Proposed:



Site Section as Proposed



Site Section as Existing

Schedules of Accommodation – Existing and Proposed

NNR House as Proposed

	Warehouse			Office		Service Areas		Staff Facilities	
	Square Metres GIA	Square feet GIA	Storage Capacity (no. pallettes)	Square Metres GIA	Square feet GIA	Square Metres GIA	Square feet GIA	Square Metres GIA	Square feet GIA
Ground Floor	883	10635	1424			68	732		
First Floor	390	4200				70	754		
Second Floor				390	4200	70	754		
Third Floor				145	1561	87	937	56	603
Totals	**1273**	**14835**	**1424**	**535**	**5761**	**295**	**3177**	**56**	**603**

* 2nd floor service area excludes unheated plant room

Total Building **2159** sq.m

Car Parking 27 11
based on Hillingdon requirements

NNR House as Existing

	Warehouse			Office		Service Areas	
	Square Metres GIA	Square feet GIA	Storage Capacity (no. pallettes)	Square Metres GIA	Square feet GIA	Square Metres GIA	Square feet GIA
Ground Floor	684	7363	?	260	2799	89	958
First Floor	205	2207		235	2530	65	700
Totals	**889**	**9570**	**0**	**495**	**5329**	**154**	**1658**

inc. underused mezzanine 205 sq.m

Total Building **1538** sq.m

Areas given are Gross Internal Areas

Sustainability:

In larger cities, such as London, commercial buildings account for over 70% of the city's overall emissions. So, it's understandable why companies need to pay close attention to the ways their premises can be adapted for greater sustainability. New materials and innovations have made it easier for new builds to be developed in an eco-friendly way. The government has announced a consultation on higher performance targets for non-domestic buildings which will mean they will be zero carbon ready by 2025. Where not possible, net-zero carbon will be achieved through offsetting payments.

We appreciate that these environmental requirements must be considered in parallel with the commercial viability of a project, maximising the return on investment. To meet the latest requirements for commercial buildings, the following seven principles require consideration:

- sustainable design
- durability
- energy efficiency
- waste reduction
- indoor air quality
- water conservation
- sustainable building materials
-

Passive measures forming part of the design can minimise loads on ventilation, heating, cooling and lighting systems, reducing energy use and running costs. These include using Winter solar gain to reduce heating input, while controlling Summer solar gain to reduce cooling requirements. Using natural ventilation as part of the overall strategy also helps reduce reliance on mechanical systems. A highly insulated building envelope also helps reduce heating and cooling loads.

Solar power (Photovoltaics) provides energy stability and is a low risk investment for companies. It can also be a great return on investment in just a couple of years. Beyond being a truly renewable energy source, solar is practical for businesses as it's completely silent and space-saving. It also demonstrates Corporate Social Responsibility, which is crucial in attracting new clients or customers.

BMS (Building Management System) integrated controls for lighting, ventilating, heating and cooling the property can provide significant energy cost savings. They also help to reduce the amount of energy used. Being able to keep track of energy expenditure, as well as the technology to adapt intuitively without constant manual changes, helps to lower the amount of energy used and subsequently reduce energy costs. They can also measure and maintain internal air quality. Alongside this it is important to maintain choice for staff – being able to open windows manually for instance.

Water Conservation: Reducing drinking water use, and reducing rainwater run-off to the mains sewers can be achieved in a number of ways. Rainwater harvesting to underground tanks can then be used to irrigate planting, cleaning, flush toilets (the largest use of water in most buildings) and for firefighting systems.

Sustainable materials should be a key feature of any green building plan in order to reduce the environmental impact of the commercial build. The materials used will have a significant impact on the energy efficiency of the building. The right materials can also help bring utility costs down, as an added bonus. From recycled materials to innovative materials, such as plant-based foams for insulation, there are eco-conscious solutions that can create a more sustainable building designed to deliver long-term benefits.
Retaining elements of the existing building (e.g. the brick enclosure to the warehouse, foundations) also help reduce embodied energy and reduce waste.

With gradual pressure being applied by the government for sustainability improvements to existing building stock, the existing fabric will require upgrades in any event. This could more easily be addressed as part of the planned building works.

Design Summary:

Dating from the 1960's, the existing building has become obsolete for modern logistics operations. This applies to both offices and warehouse areas. NNR Global Logistics would like to increase cargo handling but the limitations of the existing facilities prevent this at present. Expansion and refurbishment of the premises would enable them to expand both operations and workforce.

The proposed new facilities would be wrapped in a highly insulated envelope to reduce energy use, while avoiding overheating. One of the central aims of the project is to improve the working environment and facilities to help compete in staff recruitment and retention with other nearby logistics specialists.

Access to and within the building will be improved with level threshold entrance doors, and a lift serving all levels.

Car parking will be improved with more usable spaces under the new office extension, addition of disabled parking and cycle parking in accordance with LB Hillingdon guidance.

The appearance of the site would be improved by the new office frontage, and also by the formation of a landscape buffer to the front boundary for a substantial hedge with tall conifer trees spaced out along the frontage. This tall planting would also conceal the parking under the new offices. In addition, it is proposed to improve the amount and quality of planting to the large open area in front of the site (between the access road and Stanwell Road.) New tree and shrub planting would further improve the appearance of the area.

The proposed new office frontage and raised warehouse roof would be of comparable height with the recently constructed buildings around the site, including the more prominent Voyager House on Stanwell Road, and the large warehouse/office buildings to the north and west.

In addition to improving the quality of employment space in the area, and increasing employment, the proposals would also improve the visual appearance of the area, both through the built form and the new soft landscaping proposed.

Design Team:

Prior to commencement of Stage 2 (Concept Design) a measured building and site survey (topographic) would be needed to ensure that going forward the designs are based on accurate dimensions and levels. The preliminary drawings have been based on Ordnance Survey information and previously produced dimensioned drawings.

The recommended design team comprises the following roles listed below. DDWH Architects can assist with the appointment of the other members of the design team and are used to coordinating design teams.

Client

Architect

Structural Engineer (including assessment of existing building at Stage 2)

Building Services Engineer

Quantity Surveyor for cost review

Project Manager

CDM Health and Safety Advisor

Sustainability Consultant/BREEAM Assessor

Other inputs may be required on Acoustics, Fire Consultancy. A ‘Refurbishment and Demolition’ Asbestos Survey would be needed at Stage 2/3.

Any information on incoming services and drainage would be very useful, if this is not available it can be established through survey information.