



Donald Insall Associates
Chartered Architects and Historic Building Consultants

Hornsey Town Hall and the Gas and Electricity Showrooms

Conservation Management Plan, Hornsey Town Hall

May 2025



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Site plan with development boundary outlined in red

1.0 Introduction

1.1 Background to the Conservation Management Plan (CMP)

This document is part of a Conservation Management Plan (CMP) for the former Hornsey Town Hall and the Broadway Annexe commissioned by the Ardmore Group on behalf of the property owners, Far East Consortium International Ltd. This document focusses on the former Hornsey Town Hall and draws together material produced by others and is combined with on-site analysis, discussion and further consultation. The companion document focusses on the Broadway Annexe & 26 The Broadway.

This CMP explains the significance of the building, its site as well as the more intangible aspects of its significance. It highlights the individual elements of fabric significance within the building itself. It then looks at the ways these might be at risk or vulnerable to damage or loss. It then provides a series of policies in order to mitigate any risks. The format follows the standard CMP form as guided by the National Lottery Heritage Fund, Conservation Management Planning (2017):

- About the heritage
- Why it matters
- What is happening to it/has happened to it
- What needs to be done to look after it long term

This CMP plan draws together material produced by others and is combined with on-site analysis, discussion and further consultation. The range of main documents consulted for the site analysis includes the following:

- General Arrangement Plans for Hornsey Town Hall, KDS Associates Ltd
- General Arrangement Plans for Broadway Annexe, KDS Associates Ltd
- Hornsey Town Hall I: Historic Building Report (2017), Donald Insall Associates

There is an additional corpus of information, prepared as part of the programme of change to Hornsey Town Hall, and these are set out in section 1.6.

Donald Insall Associates were originally appointed to conduct research in 2017 and produced a Historic Building Report as part of the planning and listed building application for the Hornsey Town Hall and The Broadway; Insalls were not involved in any of the design iteration process. Insalls were subsequently appointed to undertake this CMP in November 2022, with site visits for the preparation of the Gazetteer carried out in December 2022. Key members of the team and users, both community and commercial alongside management teams were interviewed in March 2023, to support understanding of the management of the site. This update has taken on board feedback from the Conservation Officer at London Borough of Haringey, with an additional site visit carried out in October 2024 to capture the (nearly) completed project.

This CMP aims to capture the adjusted significance of the refurbished former Town Hall and also the evidence base for recommended policies written with the aim of 'preserving and enhancing' the character, appearance and special architectural and historic interest of the site in future years.

As mentioned already, the CMP is spread across two documents as outlined below. There will be some cross over with regards the external and landscaped areas which are shared between the buildings and the wider site

- Conservation Management Plan, Hornsey Town Hall
- Conservation Management Plan, The Broadway Annexe and Loft Apartments

1.2 Scope and Content of the CMP

This CMP covers the Grade II*-listed Town Hall and should be read alongside the separate document 'Conservation Management Plan, Broadway Annexe & 26 The Broadway' noted above.

- The document includes: A description and history of the Town Hall, including the recent changes to bring the building back into a more comprehensive use **(Section 2)**,
- An assessment of the significance of the site, with regard to Aesthetic, Historic and Communal considerations **(Section 3)**.
- Policies to address the Issues and Opportunities, which will ensure a consistent framework for the management and conservation of the site and accord with current best-practice for conservation **(Section 4)**
- Agreed statements for the implementation of the Policies contained in the CMP **(Section 5)**
- The Gazetteer for the Town Hall **(Section 6)**
- The intention is that, at completion of any project in a particular area, the Gazetteer will be updated with a brief description of the works and a reference to where any relevant drawings, reports or other material relating to them is archived. In the first instance, this can be as an additional file note stored (electronically or in paper form) with the main document. Later, at the recommended 5-yearly review, it can be collated into the main text.

1.3 Location and Ownership of the Site

The Town Hall lies on the east side of The Broadway, in Crouch End. The meandering Broadway fragments into a distinctive Y-shaped junction, at which point the Clock Tower (1895, Grade II) stands rather unceremoniously on a traffic island. This main street is mostly characterised by its late-Victorian and Edwardian commercial buildings, which belie the area's medieval origins. The buildings have a tight urban grain with narrow plots developed hard up against the pavement. The buildings are typically two and three storey plus attics, arranged in parades and terraces with shops on the ground floor and either residential or commercial accommodation above. The building line is disrupted on the east side by the impressive civic complex, centred on R. H Uren's Hornsey Town Hall (1935), which is set back from the street around a public square (or forecourt). The character of The Broadway is enhanced by the street trees at the north end around the Clock Tower, in the centre on the public square, and at the south end at the junction with Crouch Hill and Crouch End Hill.

Hornsey Town Hall is being leased by the Far East Consortium (FEC); the Council, London Borough of Haringey, being the freehold owner of site comprising the building known as (i) Hornsey Town Hall and Broadway Annexe and (ii) public realm to the front of the building known as Town Hall Square.

1.4 Legal Status of the Site

Hornsey Town Hall is a Grade II*-listed building located in the Crouch End Conservation Area in the London Borough of Haringey. It is in the immediate setting of the Grade II-listed Broadway Annexe (former Gas Showroom) of 1937-9 and the Grade II-listed former Electricity Board Office and Showroom of 1935, buildings of a similar style which form a composition with Hornsey Town Hall. The Grade II-listed Hornsey Library, a building of the 1960s, is to the southeast. The former clinic, the Weston Park Annexe, is unlisted.

The statutory list descriptions are included in Appendix I. Hornsey Town Hall has, since 2015, been designated as an 'Asset of Community Value'. The town hall, however, also had a substantial repair backlog and was added to the Historic England 'At Risk' Register in 2000. One of the key aims of this careful refurbishment and conversion project was to remove the building from the 'At Risk' register and provide it with a sustainable future in community use.

1.5 Authorship of the CMP

This CMP has been written by a team of experienced specialists in the field of building by Donald Insall Associates, Conservation Architects and Historic Building Consultants. The Practice has authored CMPs for some of the UK's most prestigious buildings, including the Palace of Westminster, as well as for sites abroad. Key contacts are below:

Dr Victoria Perry MSc DipArch, Architect.	Practice Director	Donald Insall Associates	Historic Buildings Consultant, editor
Nabeela Ameen B.Arch MSc	Senior Designer	Donald Insall Associates	Surveyor and co-author

1.6 Additional reference information

The following information provides additional research

1.6.1 Historic Building Reports

- Donald Insall Associates, Historic Building Report (2017)
- McAslan & Partners, Historic Building Record (2010)
- Alan Baxter & Associates, Conservation Plan (2004)

1.6.2 Design information relevant to this project

- Make Architects, Hornsey Town Hall Furniture, Fixtures and Objects Inventory (Nov 2018)
- Make Architects, Methodology for the removal and reinstatement of finishes (Sep 2017)
- Make Architects, Hornsey Town Hall Design and Access Statement (Oct 2017)

1.6.3 Condition surveys etc

- Make Architects, Condition Survey and Refurbishment Benchmarking (Nov 2018)
- Bradbrook Consulting, Structural Conditions Survey Report 16-037R_001 (Jul 2017)

1.6.4 Additional historic information on local history and Town Hall websites

- <https://hornseyhistorical.org.uk/brief-history-hornsey-town-hall/>
- <https://hornsey-town-hall.org.uk/index.php/the-project/>

The Bibliography at the end of this documents includes additional sources which may be of further interest.

1.6 Summary Key Findings of the CMP

The key findings of the Conservation Management Plan are:

Significance

- Hornsey Town Hall was built in 1933-5 to designs by the New Zealand architect Reginald Uren, who was just 27 when he won the architectural competition to replace council offices in Highgate for the Metropolitan Borough of Hornsey. It is listed at Grade II*, placing it in the top ten per cent of all listed buildings nationally. The building has very high significance for its history, architecture and community values.
- Hornsey Town Hall is a seminal building in English architectural history, combining the massing and spatial planning of the International Modern Movement with craftsmanship and decoration in the English Arts and Crafts tradition. The quality of the materials in the key public areas is very high, including the hand-selected pinkish grey bricks of the brick-expressionist exterior, carved Portland stone decoration by sculptor Arthur J. Ayers on the tower, and a bronze grille featuring woodland birds and animals to the main door.
- The historical and communal significance of Hornsey Town Hall is also high, relating principally to its interest as the municipal and entertainment centre of Hornsey from 1935 until 1965. The building is the physical manifestation of the civic pride of a prosperous middle-class borough in the interwar years, an era of burgeoning municipal activity.

- The building also has significance for its setting, which is high. This includes the forecourt with its original Uren-designed circular fountain and the flanking former Gas and Electricity Showrooms which together form a coherent 1930s architectural set-piece in an otherwise predominantly commercial Victorian and Edwardian townscape.

Issues, Opportunities and Policies

- At the time of the completion of this conservation management plan, the restoration, repair and adaption of the former Town Hall to new uses was almost complete. Nevertheless, the long-term conservation of the building's significance is not just about the repair and future conservation of built fabric, important though that is. As a structure designed originally to serve the public, continued public access to major spaces and the building's relationship with the urban centre of Crouch End is a key part of the former Town Hall's historical significance. The Issues, Opportunities and Policies section therefore considers future management, maintenance and uses of the former Town Hall from a variety of perspectives.

2.0 Historical Background

2.1 The Area: Hornsey and Crouch End

2.1.1 Early Development in the 19th Century

The village of Crouch End, together with Hornsey village, Muswell Hill and Highgate, formed part of the Middlesex parish of Hornsey, which remained predominantly rural until the late-19th century after previously serving as hunting grounds for the Bishop of London. Pringle and Greenwood's map of 1819 illustrates the spatial relationship of the separate villages, connected by a sparse network of roads west of Tottenham [plate 1]. Crouch End was so named by 1375, taking its name from a cross used to mark the boundary between two large local estates, Rowledge Farm and Topsfield, placed at the intersection of five important roads where a number of farmsteads were established.¹ By the 19th century the village comprised several large villas and houses occupied by the families of upper-middle class Londoners seeking convenient respite from the city; several of these houses including Topsfield House, rebuilt in 1791 within extensive grounds at the northern end of Crouch End Broadway, remained at the time of the Ordnance Survey map of 1863-9 [plate 2]. A number of smaller houses, cottages and shops also populated the area, housing craftsmen, tradesmen and those appointed to look after the area's larger estates and pastures. To the southeast of The Broadway was Haringey Park, initially laid out in 1861 as a private 'gated' street.



1 Pringle and Greenwood's 1819 map (Haringey Archives)



2 1863-9 Ordnance Survey map (National Library of Scotland)

1 Denford, 2008, p. 10.

2.1.2 Industrialisation and Urbanisation

Industrialisation in London brought change to its outlying rural areas as the demand for housing quickly escalated.² Local growth was accelerated by the arrival of the Great Northern Railway's main line north from London in 1850, initially with a link to Hornsey and a later station opening at Crouch End Hill in 1867.³ The parish soon took the form of a late-Victorian suburb, with the first streets laid out in the period after the construction of Alexandra Palace in the 1860s. In Crouch End, the majority of the larger country estates had been sold by the late-1860s and built over with new streets lined with terraces and modest two-storey villas, the latter particularly popular with the middle classes. Catering to a growing market, The Broadway began to develop as a suburban shopping centre from the 1850s, and Christ Church by Arthur William Blomfield was erected at Crouch End Hill in 1861-62.

The village's most intensive period of development, however, began in the 1880s, when approximately 400 new houses were erected between 1882 and 1892.⁴ The population rocketed from 11,082 in 1861 to 72,056 by 1901.⁵ The Ordnance Survey of 1894 illustrates this expansion, which retained The Broadway as its focal point with parades of shops in place along either side **[plate 3]**. Broadway Hall along the eastern side of the street, a former chapel, was also clearly demarcated. Following the demolition of Old Crouch Hall and Linslade House, more residential streets were built

including Weston Park and Elder Avenue, laid out in 1889 and lined by large, semi-detached houses to the designs of architect J. Farrer.⁶ The prominent Clock Tower at the northern end of The Broadway followed soon after in 1895, depicted in a c. 1905 photograph of The Broadway, with the site of the present town hall forecourt to the right **[plate 4]**.

2 Gay, 1998, p. 8.

3 *ibid*

4 Haringey Council, 2010, p. 16.

5 *ibid*

6 Gay, 1998, p. 92.



3 1894 Ordnance Survey map (Haringey Archives)



4 Crouch End Broadway, c. 1905 (Haringey Archives)

2.1.3 Early-20th Century Development

Hornsey parish became the Municipal Borough of Hornsey in 1903, by which time Crouch End Broadway was firmly established as an important suburban commercial thoroughfare. Housing development continued to target middle-class families, as the local authority was keen to promote the idea of a 'healthy Hornsey' encircled by open spaces which civic leaders and campaigners had fought hard to protect.⁷ By 1915 some of the smaller shops had been replaced by larger commercial premises along The Broadway and a telephone exchange had been erected to the rear of Broadway Hall, though the area to the east remained open ground [plate 5].

By the 1920s the Municipal Council had outgrown its offices in Highgate. In 1920 and 1923 it bought up Nos. 12-24 Crouch End Broadway and land to the rear. This was a long, wedge-shaped site containing one of Hornsey's oldest timber-framed buildings – Broadway Hall – flanked by shops, hoardings and back gardens, and constrained by a telephone exchange that could not be compulsorily purchased. After fire destroyed Broadway Hall in 1923, the land was laid out as a public park. In 1929 the Council suggested building new shops that could have subsidised municipal offices above, then recognised that some off-street parking was essential. The Council built a clinic on the rear part of the site in 1931-2 and in 1933 decided to hold an architectural competition for a new town hall on the Broadway site. Historic photos show the site in 1934 [plates 6A-6C], before the buildings were cleared.



5 1915 Ordnance Survey map (Haringey Archives)

The population of Hornsey continued to grow well into the 20th century, peaking in 1951 at 98,159,⁸ and in 1965 the boroughs of Hornsey, Wood Green and Tottenham were combined under the new London Borough of Haringey. Hornsey Town Hall became redundant as a civic centre in 1965, as ceremonial and democratic functions moved to Wood Green, although it continued in use as offices until around 2004.

7 Denford, 2008, p. 6.

8 Gay, 1998, p. 8.



6A Lake Villa, c. mid-19th century (Haringey Archives)



6B Cottages present on site in 1934 (Haringey Archives)



6C Forecourt area, 1934 (Haringey Archives)

2.2 The Buildings: Hornsey Town Hall

2.2.1 The Development of the English Town Hall

From the end of the 19th century through the early decades of the 20th century, local government in England gained a considerable amount of authority and responsibility. The Local Government Acts of 1888 and 1894 created a system of localised councils to better-organise an extant and dense network of parish vestries and local boards in place nationwide. The newly-empowered authorities were responsible for a good deal of new civic architecture generated throughout England, including county offices, power stations, public housing, welfare centres, libraries, transport building and, perhaps the most prestigious typology, town halls. The design of the latter gave architectural expression to municipal pride and provided a setting for civic ceremonies, as well as fulfilling the more pragmatic need for efficient, modern office space where the expanding functions of the local authority could be carried out.⁹

An elaborate Edwardian Baroque style pervaded much of Britain's municipal architecture for a number of years following the turn of the 20th century. However, the 26 new town hall complexes erected throughout London during the inter-war period expressed a shift in architectural taste. Some were at the forefront of the Modern Movement in England (among them Hornsey and Greenwich in London) but most emphasised a more reserved monumentality, with stripped classical architecture and careful planning of civic, community and administrative functions within, although some interiors could be no less lavish than their Edwardian

counterparts, with marble-lined foyers, panelled committee rooms and council chambers with fixed seating.¹⁰ The council chamber was often the principal feature of the interior design, usually situated near the centre of the building and back from the street, while entrances (often separate for the building's different purposes) were set back from the street behind a forecourt to give a civic dignity to the composition.

2.2.2 Hornsey Town Hall

Hornsey Town Hall, built in 1933-35 to the designs of architect Reginald H. Uren, reflected Hornsey's status at that time as a prosperous, solidly Conservative, middle-class suburb of London. Uren's design was the product of an architectural competition chaired by C. Cowles Voysey, architect of the celebrated Worthing Town Hall. The brief was for a council chamber, committee rooms and administrative offices alongside an assembly hall with seating for 800 to 1,000 people.

Uren's proposal was selected from a pool of 218 entries and satisfied the requirements included in the competition brief:

...that the character of the buildings shall be dignified and they rely on good proportions and a fitting architectural setting rather than elaborate decoration and detail, which is not required. Stress is laid on straightforward planning, with rooms and corridors well lighted and ventilated.¹¹

The *Architect and Building News* condemned the competition on the grounds of that the site was unsuitable: '*In all, 218 highly trained brains have exerted themselves to the full to find the solution to a problem which should never have been set.*' But Uren had vindicated the Council's course of action. His plan was an ingenious solution; as the chair of the judges remarked, Uren had grasped '*that ceremonial areas did not expand but offices did*'. Uren dispensed with traditional symmetry and drew a compact plan set back from The Broadway at the widest part of the site. The assembly hall was accessed directly from three doors facing the Broadway forecourt, and there was a separate door at the foot of the tower for the civic and ceremonial areas (committee rooms and a council chamber were arranged on the first floor and accessed via a marble-lined imperial staircase); corridors of offices ran E-W along the southern part of the site where the aspect and levels of daylight were greatest. At the pivot of the plan was the tall, slender tower which brought a measure of civic dignity to what was essentially a narrow gap in an Edwardian suburban high street.

Hornsey Town Hall was modelled on Willem Dudok's Hilversum Town Hall of 1928-30, a Dutch civic building celebrated internationally for its pioneering Modernist design. The design also shows the influence of Ragnar Östberg's Stockholm Town Hall of 1911-1923. Hornsey's detail and planning, however, was Uren's own and the perfect solution for a difficult brief that stipulated a budget of no more than £100,000.

9 English Heritage, 1999.

10 English Heritage, 1999, p. 26.

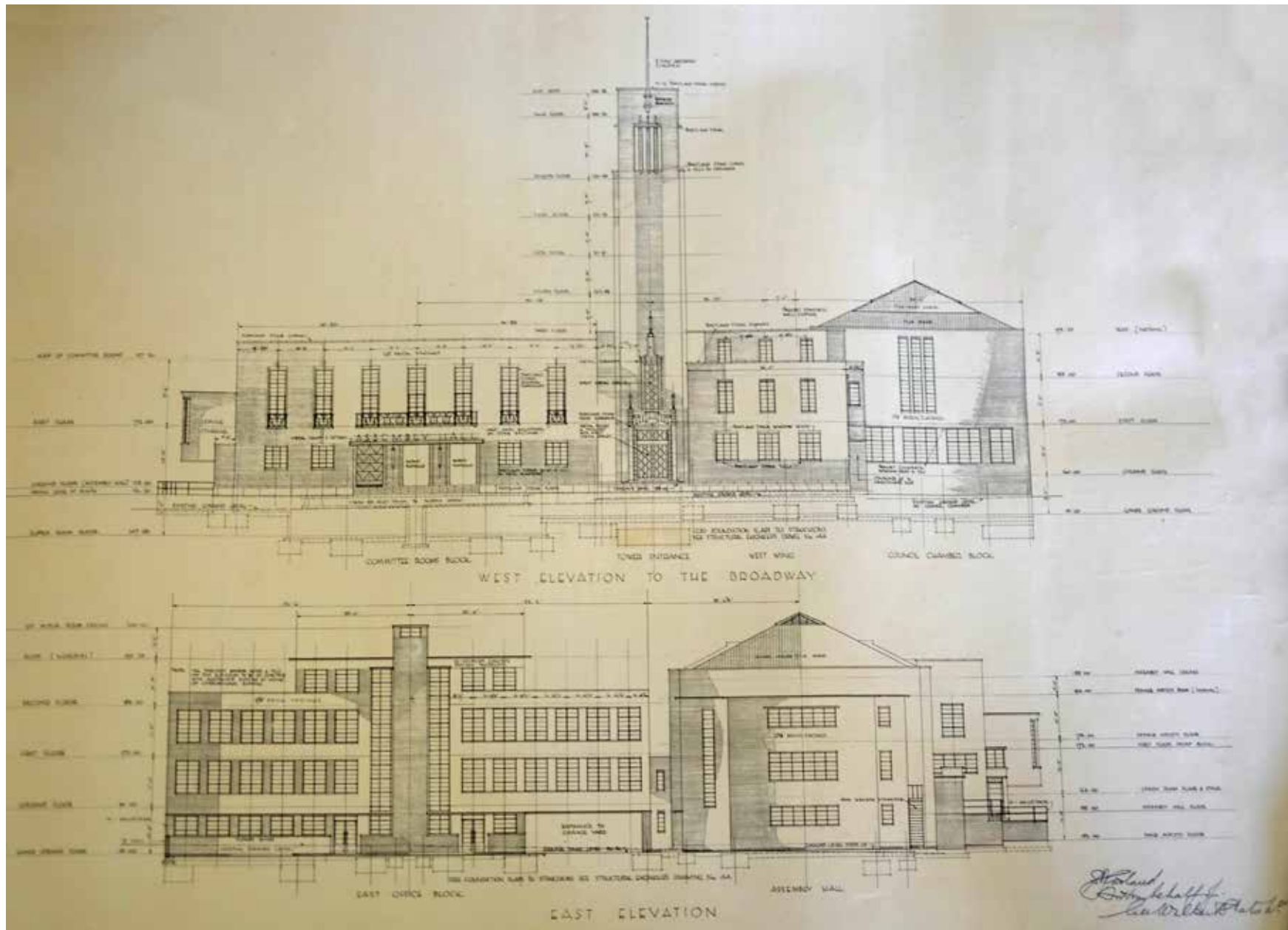
11 English Heritage, 1999, p. 50.

Horse Town Hall was awarded the RIBA London Architecture Bronze Medal in 1936. The building was described in an article in *The Times* on 12 May 1936 thus:

Gracious and rather slim in its lines, and faced with pinkish-grey bricks of a beautiful colour and texture, Hornsey Town Hall is the sort of building that is come upon with an exclamation of pleasure...That the building has both Dutch and Swedish flavours is true, but they are digested to the local scene.

Certainly, Uren's attention to artistic detail softened the austere massing of the Hilversum precedent. Hornsey's tall tower was decorated with carving in Portland stone by sculptor Arthur J. Ayers and its main entrance door was decorated with a bronze grille featuring woodland birds and animals; such touches place the building firmly in the English Arts and Crafts tradition, despite the modernity of its overall planning and form. Also of Arts and Crafts inspiration were the materials, including the hand-made bricks of the exterior, marble floor and wall surfaces inside, and Australian walnut and Indian laurel panelling in the important rooms. Etched glass, bronze fittings and furniture, clocks and curtains from Heal's (many to Uren's personal designs) make for a complete and unified work of art. The *Times* article described the interiors as '*extremely simple, with the emphasis on beauty of surface*'.

A 1934 series of Uren's working drawings on file at the Haringey Archives illustrates his detailed plans. The asymmetrical principal west and rear east elevations were illustrated in detail, with careful attention paid to fenestration **[plate 7]**. The northern section of the principal elevation was labelled as the 'committee rooms block', with a service staircase projecting further northward toward the rear of the building; while the balconettes at the first floor were implemented in construction, the metalwork details to the ground floor were modified as built. The 'west wing' and 'council chamber block' to the south were simpler and without additional decoration, though annotation called for Portland stone window sills and heads at the ground floor, as well as copings at the roofline. The rear elevation is also illustrated, clearly dividing the building into administrative and assembly hall blocks, separated by a service court at the lower ground floor level. A c.1936 photograph shows the rear elevation to the southern office block, including the delicately curved glazing to the rear stairwell and planting scheme **[plate 8]**.



7 West and east elevations, 1934 (Haringey Archives)



8a Rear elevation, c. 1936 (RIBA)



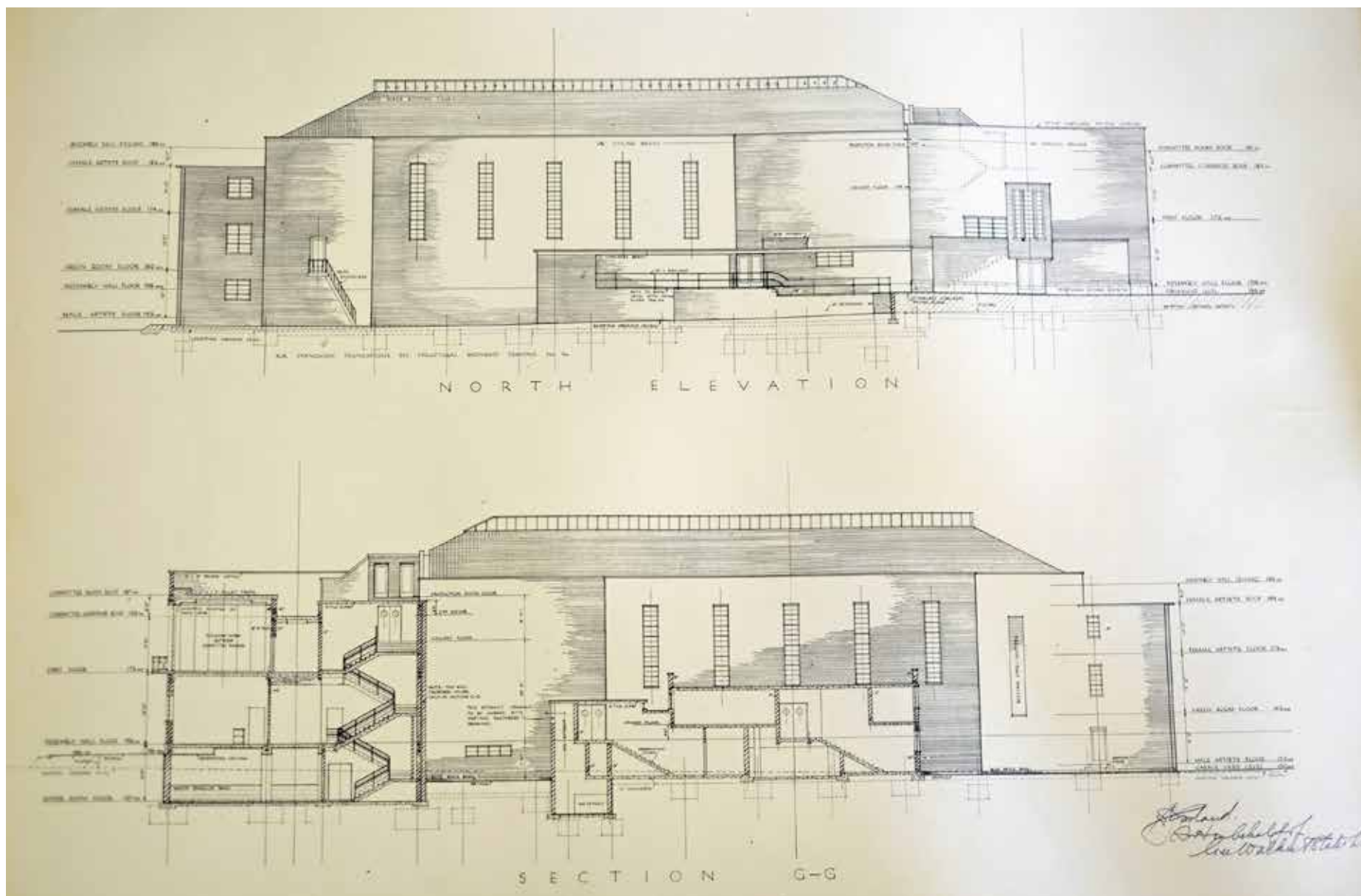
8b Office block rear elevation, 1935 (*The Builder*)

The north elevation of the building and its section drawing indicate a similarly modernist approach, in brick with Portland stone coping and plinths **[plate 9]**. A rooflight running the length of the space above the assembly hall is illustrated, as well as its elongated and narrow fenestration. Additional section drawings provide a view of Uren's proposed internal arrangement, clearly divided into blocks **[plates 10A-10C]**. These drawings also indicate the intended use of the internal spaces, while Section B-B **[plate 10B]** also provides a view of the small upper floor plans in place within the tower, principally used for plant and storage with an iron staircase running between its fourth and seventh floor levels.

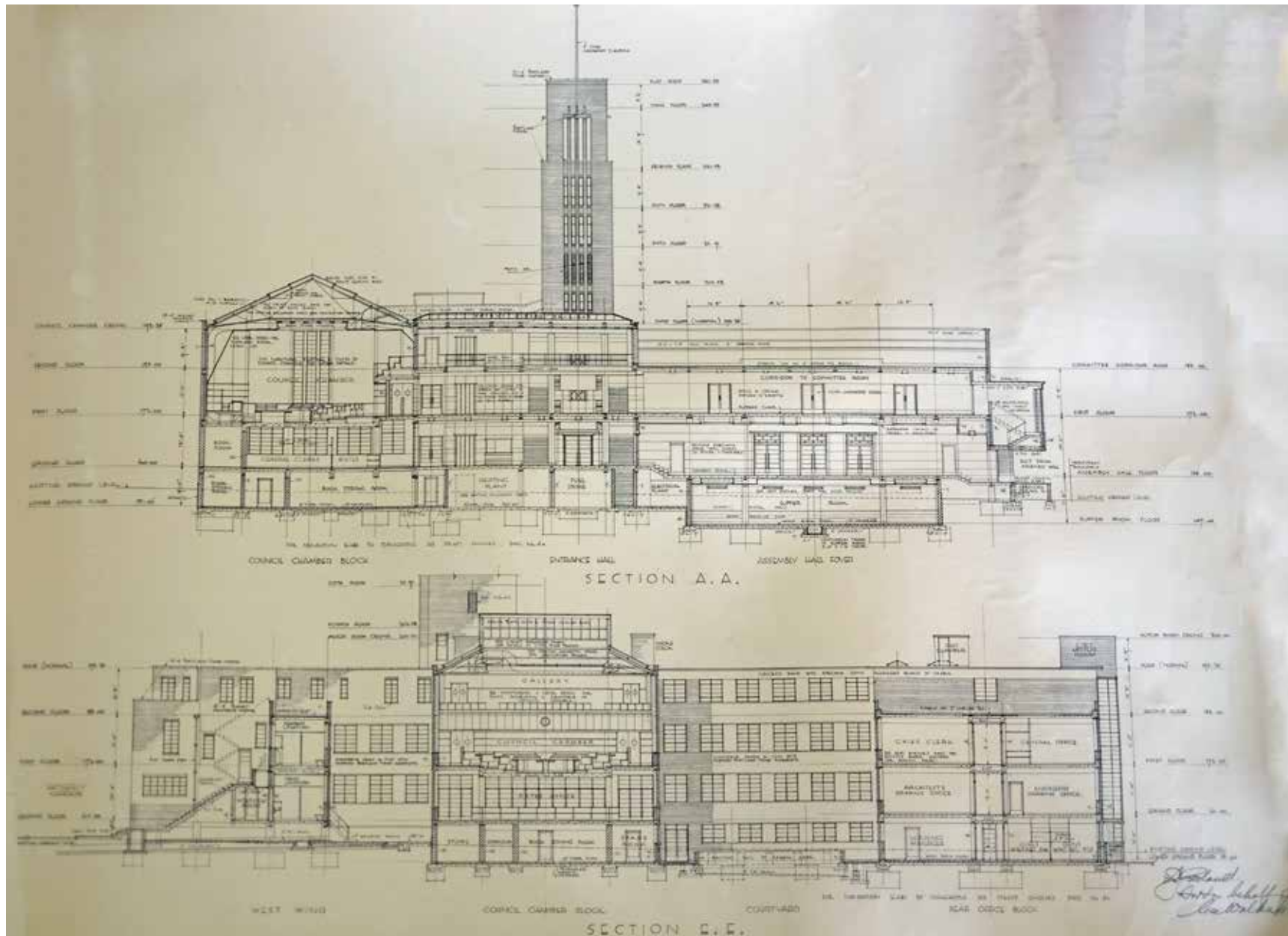
Uren's lower ground floor plan provides a view of the basement laid out to either side of a central service court **[plate 11]**. Toward the north end of the building this included a supper room flanked by terrazzo staircases leading to the ground floor, a service bay and kitchen, and plant and store rooms further east. A men's dressing room and lavatory was located at the eastern end with stairs to the stage above. The southern end of the floor included a number of plant, storage and safe rooms linked by corridors and accessible from the ground floor by both a lift and narrow staircase. Garage rooms faced the service court, while a number of offices were located toward the southeast corner of the floor between a southern garden courtyard and the rear elevation of the building; the eastward slope of the ground allowed these rooms to feature large windows. Another lift and staircase connected the lower ground floor to upper floors along the rear elevation.

At the ground floor a separate entrance vestibule for the assembly hall block led into a foyer with corridors leading to cloak rooms and lavatories to either side **[plate 12]**. This foyer entrance was specifically designated to provide access from the forecourt for assembly hall events; a c. 1935 photograph reveals the original fenestration of its doors with marble surrounds, floor pattern and original pendant lighting **[plate 13A]**. The expansive assembly hall was just east of the foyer beyond a small box office, with a large stage and green room at the eastern end of the building; a 1935 photograph offers a view of this grand space and its seating and interior rooflight arrangement **[plate 13B]**. Stairs led up to the stage from the assembly hall floor, and the hall itself had two additional exits to either side.

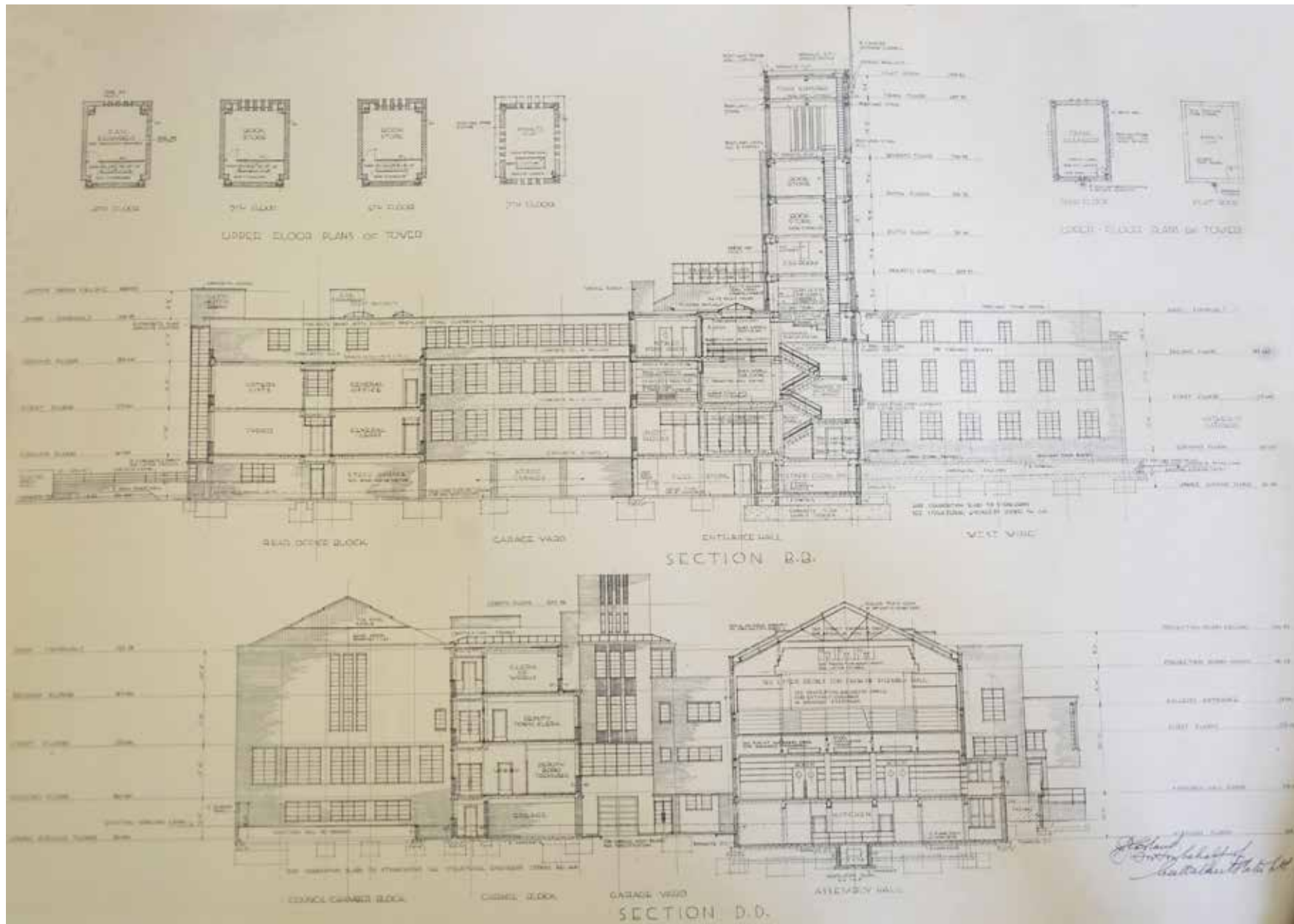
The principal entrance of the building led from an exterior terrace paved in York stone through a small lobby into the main entrance hall; this featured a marble imperial stair to the first floor, etched glazed entrance doors and cylindrical ceiling lighting, as illustrated in a c. 1935 photograph **[plate 13C]**. This section of the ground floor was reserved for civic purposes, including clerks' offices, the office of the borough treasurer, and a number of drawing offices for borough architects and engineers, all well-lit by windows to courtyards and the front and rear of the building. A c. 1935 photograph provides a view of the borough engineer's office with nearly full-height panelling, and above, globe pendants, ventilation vent, glazing above the panelling to the corridor and ceiling panels **[plate 13D]**.



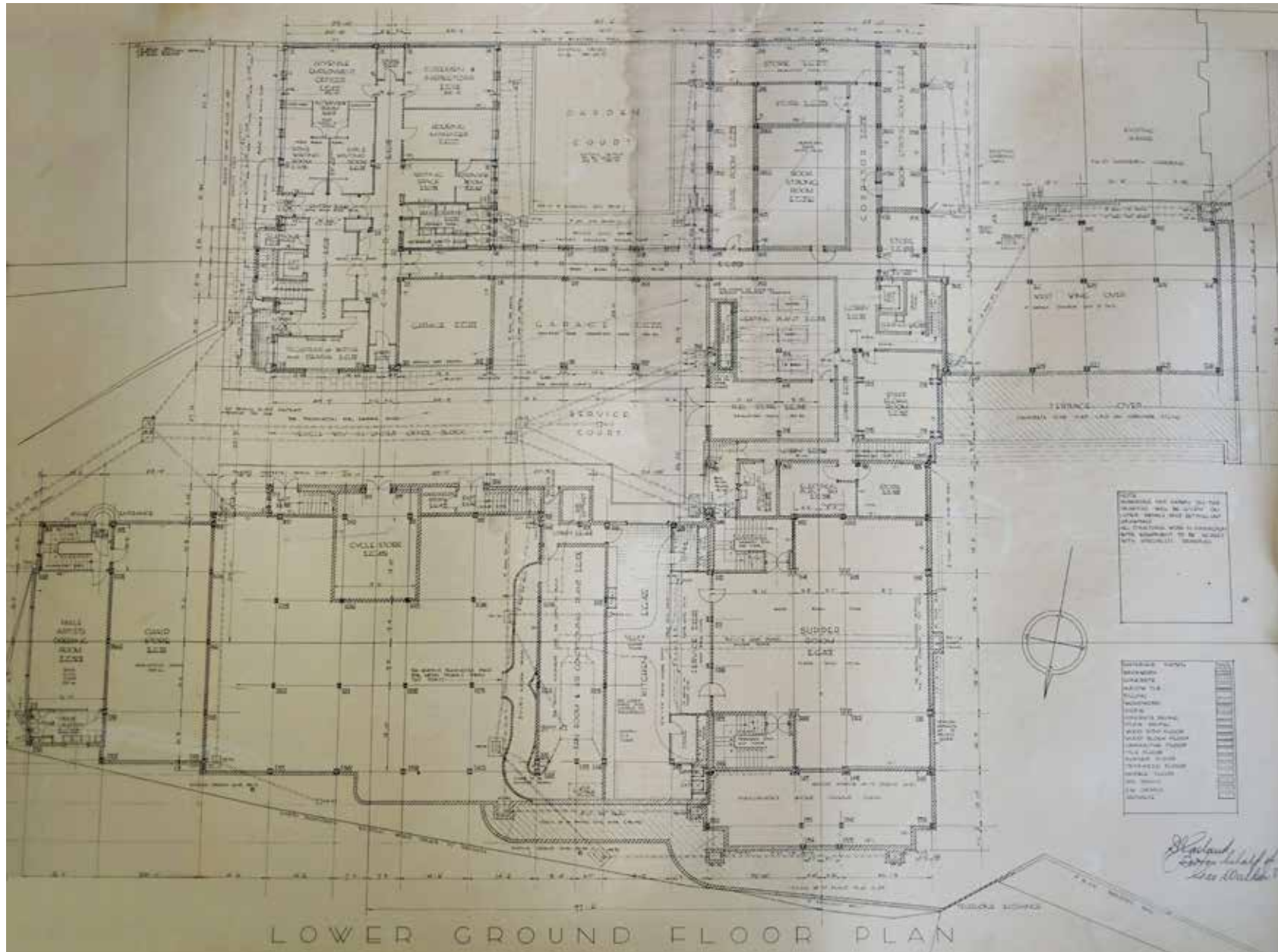
9 North elevation and section G-G, 1934 (Haringey Archives)



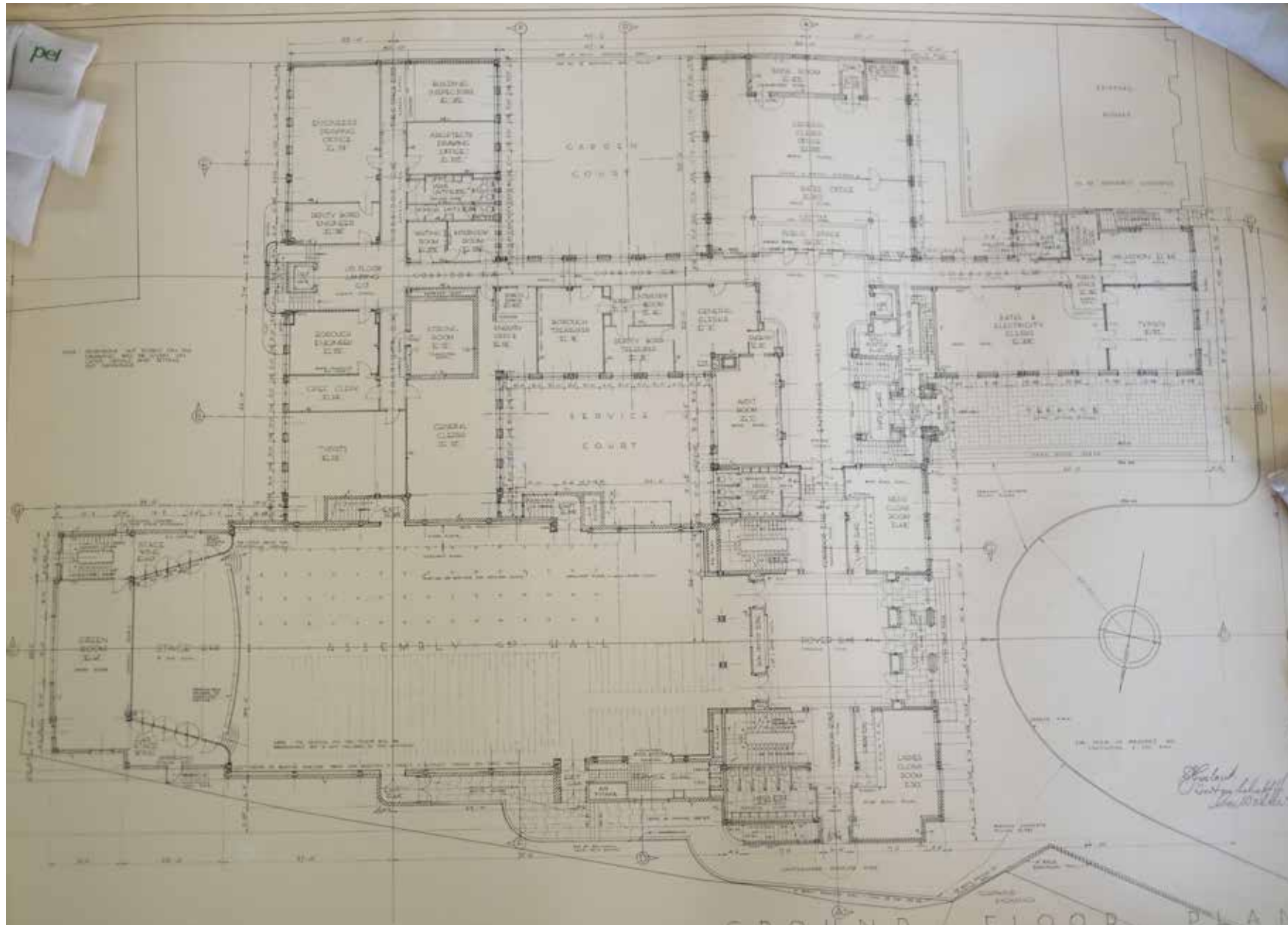
10A Sections A-A and E-E, 1934 (Haringey Archives)



10B Section B-B and D-D, 1934 (Haringey Archives) photoshop



11 Lower ground floor plan, 1934 (Haringey Archives) photoshop



12 Ground floor plan, 1934 (Haringey Archives)



13A Assembly Hall foyer, c. 1935 (RIBA)



13B Assembly Hall, 1935 (RIBA)



13C Main entrance hall, c. 1935 (RIBA)



13D Borough engineer's office, c. 1935 (RIBA)

The first floor of the north end of the building included gallery seating over the assembly hall and a female dressing room and lavatory to the rear of the stage **[plate 14]**. The approach to the first floor from the main staircase is illustrated in a c. 1935 photograph **[plate 15A]**; this space was originally open to the north, presenting an elegant, linear view with a continuous range globe ceiling lights, further enhanced by natural light from the second floor landing. A long committee room ran the full width of the assembly hall block at the front of the building, able to be separated into smaller rooms by folding door partitions, illustrated in a 1935 photograph **[plate 15B]**. A mayor's parlour and small lavatory were opposite the main imperial staircase; a c. 1935 photograph provides detail of its original walnut panelling, furnishings and pendant lighting **[plate 15C]**. The borough council chamber dominated the southern section of this floor, accessed via two small lobbies with seats arranged in a semi-circular pattern. A historic photograph depicts the interior design and furnishings of this room in 1935 **[plate 16A]**. The rooms at west of the chamber were intended for use by council members, including robing rooms and lavatories, while rooms to the east included offices, waiting rooms and storage rooms; a c. 1935 photograph of the Members' Room shows a number of original details, including panelling, cabinetry, pendant lighting, carpeting and ceiling pattern **[plate 16B]**.

The second floor of the building was considerably smaller **[plate 17]**. A small projection room for the assembly hall was included at the north end, while the south end was designated for local education offices to the east and a caretaker's flat within the west wing. The principal second floor landing featured two open wells looking down to the first floor, and provided access to a public gallery above the council chamber. A roof plan indicates the position of the building's rooflights **[plate 18]**.

Though bombs fell in The Broadway, Weston Park and Haringey Park, the town hall was spared wartime damage, and was in fact used as premises by the Civil Defence Department. Hornsey Council ceased its municipal use of the building following the London Government Act of 1963, when the borough was absorbed by the newly-created London Borough of Haringey with offices in Wood Green. Other than permission granted in 1972 for a small extension at the fourth floor, the building's planning history (outlined in Section 2.3) indicates little change to the building since its construction, aside from minor alterations for plant, services and disabled access, and interior modernisation and refurbishment.



15A First floor staircase hall, c. 1935 (RIBA)



15B Committee Room, 1935 (RIBA)



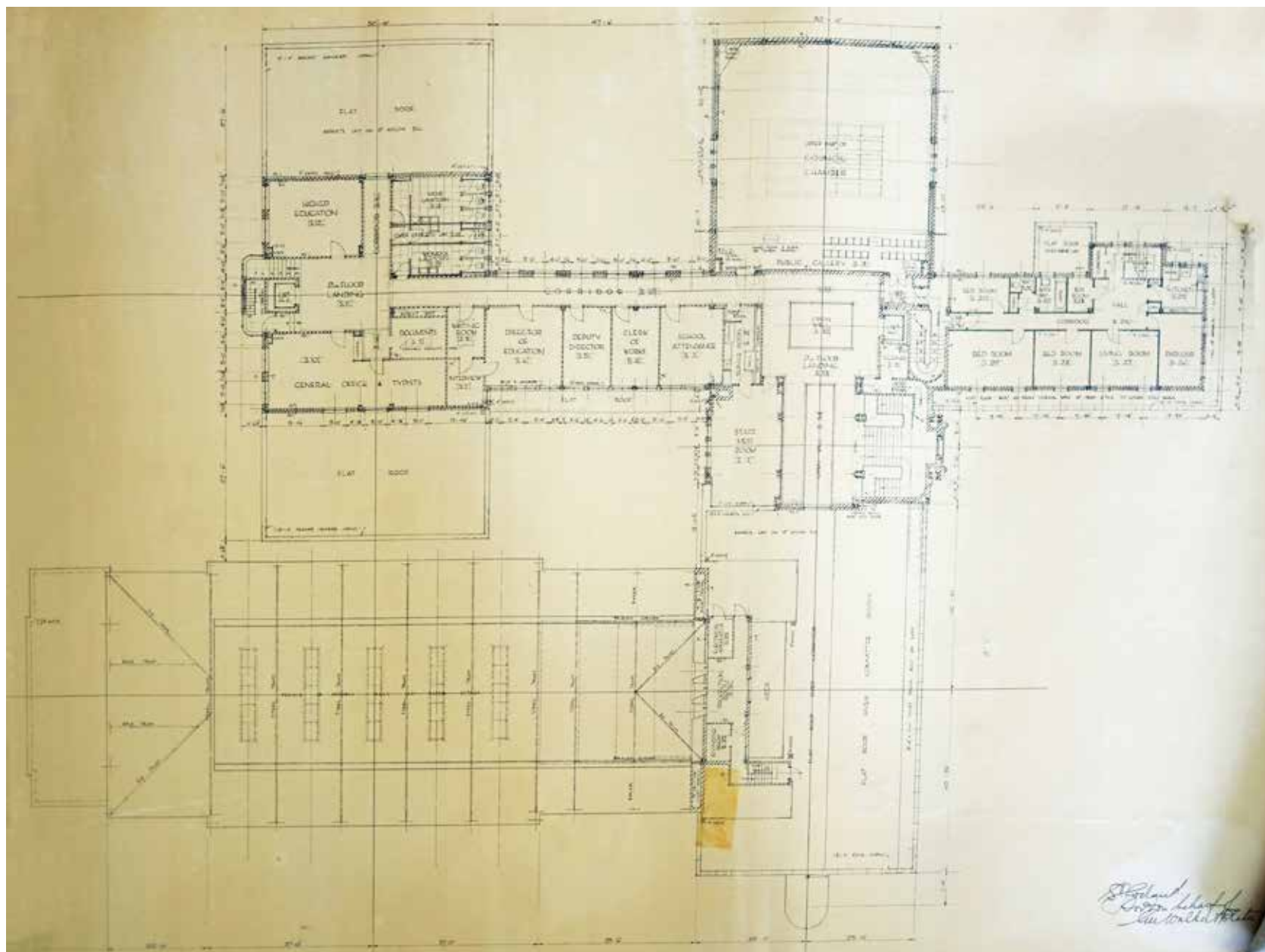
15C Mayor's parlour, c. 1935 (RIBA)



16B Members' Room, c. 1935 (RIBA)



16A Council Chamber, 1935 (RIBA)



17 Second floor plan, 1934 (Haringey Archives)

2.4 Settings and Views: The Forecourt and Rear of the Site

The setting of the town hall was also a key feature of Uren's initial design, which elegantly set the building back from The Broadway and provided for parking and a lane for one-way traffic when the assembly hall was in use. A series of historic photographs taken of the forecourt provides a view of its early layout and subsequent evolution [plates 22A-22G]. A c.1936 photograph of the town hall provides a view of its relationship to the early forecourt, including the latter's faceted bollards, fountain and closely-cropped lawn with maturing trees. The curve of the vehicular access lane is also visible, with a broad pavement to the north. A brick wall with stone coping was lined with greenery and bench seating, just south of the site of the future Broadway Annexe building, framing the view of the town hall from The Broadway. Images of the c. early-1940s depict the forecourt and what were most likely its original globe-and-crescent lamp standards, as well as a depiction of an early planting scheme; the brick wall north of the forecourt appears to have been removed following the completion of the Broadway Annexe building in 1939. A municipal signboard facing The Broadway which appears to be part of the original design is depicted in the c. 1950s. By the 1960s the street lighting had been replaced by sturdier lamp standards topped by elongated lanterns with mature trees in the central lawn area. A 1985 photograph of the forecourt shows the lawn and its mature trees enclosed by simple iron railings, with slightly different faceted lanterns to the lamp standards, as well as changes to the parking scheme.



22A Principal elevation and forecourt, c. 1936 (RIBA)

The buildings together form a set piece, a modernist composition in the mainly Victorian and Edwardian High Street. The key view is the principal front elevation of Hornsey Town Hall, flanked by the Gas and Electricity showrooms.



22B Hornsey Town Hall and forecourt, c. 1940s
(Haringey Archives)

22D Forecourt signage, c. 1950s (Haringey Archives)

22C Hornsey Town Hall, c. 1940s (Haringey Archives)





22E Hornsey Town Hall and forecourt, c. 1960s (Haringey Archives)



22F Forecourt and fountain, c. 1960s (Haringey Archives)



22G Hornsey Town Hall and forecourt, 1985 (Haringey Archives)

2.5 The Architect: Reginald Uren FRIBA FNZIA, Architect (1906-1988)

Reginald Harold Uren was born at Petone, North Island, New Zealand in 1906. After being articled in Wellington and qualifying there in 1929, he travelled to London in 1930 where he studied briefly at the Bartlett School of Architecture from 1931-32 while gaining experience at a number of London firms, including Adams, Holden and Pearson. He quickly garnered attention for his work, winning the Manchester Trades Exhibition competition in 1933. After winning the open competition for Hornsey Town Hall and practicing independently for a number of years, he entered partnership with J. Alan Slater and Arthur Moberly by 1936. He served with the Royal Engineers during wartime from 1941-46, after which he was demobilized with the rank of Captain.

Noted for his inclination toward modernist design and work for public authorities, Uren once explained:

*Buildings are vital organisms, they contain people who are doing something and it is the people that matter, not the buildings. Buildings should be designed as environments to make the lives of people more enjoyable against a pleasant background.*¹²

His career was marked by several awards and professional recognitions, including the RIBA London Architecture Bronze Medal in 1936 for Hornsey Town Hall at age 29 (the youngest to ever win the award),

the Gold Medal of the Worshipful Company of Tylers and Bricklayers in 1937, election to the RIBA Council in 1946, membership in the Architects' Registration Council of the United Kingdom from 1950-66, membership in the Council of the Architectural Association in 1954 and the London Region Housing Medal in 1954, as well as fellowship in the Royal Institute of British Architects, the New Zealand Institute of Architects and the Royal Society of Arts. In addition, he was the first recipient of the New Zealand Award of Merit for Architecture in 1965.

His work was particularly prolific in the 1930s and included the extension to the Hospital for Nervous Diseases in Queen Square, Bloomsbury, the Granada Cinema in Greenwich (1936-37, listed Grade II*), the Rayners Lane Underground Station (1938, listed Grade II), as well as town halls, underground stations, department stores, swimming pools and housing schemes. Later notable buildings include the John Lewis department store in Oxford Street (1960-66), the Sanderson Building (now hotel) in Berners Street (1957-61, Grade II*), and Norfolk County Hall, opened by H.M the Queen in 1968.¹³

Reginald Uren returned to New Zealand upon his retirement in 1967, where he died on 17 March 1988.

2.6 Arthur J.J. Ayers, Sculptor (1902-1985)

Arthur J. Ayers trained at the South Kensington School of Woodcarvers and at the Royal Academy Schools, after which he was awarded the Prix de Rome in 1931 and studied in Italy until 1933. Upon his return, Ayers was commissioned by Reginald Uren to execute the carved work on Hornsey Town Hall at the beginning of his career; as such the town hall sculptures were his first major works. He was noted for his technique in low-relief stone carving, particularly popular during the inter-war period following more flamboyant Edwardian methods. This aptitude is clearly demonstrated by the carved stone panels of the Gas Showrooms adjacent to the town hall building, which feature shallow yet delicate naturalistic detail. Later works include an ambitious carved figure on the new Adelphi, later commissions for Dawe and Carter, architects of the Gas Showrooms, a wooden crucifix for the Convent of Tyburn Martyrs, Bayswater Road, and a mural for Mitchell Engineering, Peterborough, in addition to a good deal of restoration work to historic buildings in wood and stone.¹⁴

12 Harrow Observer, 1965.

13 The Times, 1988.

14 Cherry, 1995, p. 11.

2.7 21st century history – current programme of works

Hornsey Town Hall became redundant as a civic centre in 1965, as ceremonial and democratic functions moved to Wood Green. The building continued in use as offices until around 2004, although it was placed on the Historic England 'At Risk' Register in 2000.

2.7.1 Previous 21st century design scheme

Following the creation of the London Borough of Haringey, Hornsey Town Hall became redundant as a civic centre in 1965, although it continued in use as offices until around 2004. It was on the Historic England 'At Risk' Register from 2000. Its condition was described as 'Poor' and there is 'Slow decay; no solution agreed'.

Permission was granted for a scheme by John McAslan and Partners which proposed residential development in two new buildings on the site (necessitating the demolition of the clinic), residential uses in a new wing abutting and connected to the Town Hall east wing, and the conversion to residential of the Broadway Annexe and parts of the Town Hall itself. Public or community use of the principal spaces in the Town Hall such as the Assembly Hall, Council Chamber and Committee Rooms was proposed, alongside a programme of repair for the most significant parts of the listed building. This scheme did not go ahead.

The site was sold, and the new owners appointed Make Architects to develop new proposals for a mixed-use scheme, with residential development in the grounds of the building as before.

2.7.2 The current design scheme, completion 2024

Planning Application Reference No. HGY/2017/2220
Listed Building Consent Application Reference No. HGY/2017/2222

The scheme by Make architects is outlined in the planning permission and listed building consent applications noted above. The scheme allowed for the conversion of the town hall to a mixed-use building, comprising café/restaurants, a hotel, a performance space and co-working offices, with community uses in the principal spaces including the Foyer, the Assembly Hall, the Council Chamber, the Committee Rooms and the Mayor's Parlour. The Assembly Hall was subdivided into provide 3 distinct spaces, with other principal spaces remaining undivided. The office spaces were reconfigured to provide hotel rooms arranged along corridor routes to all floors, with the lower ground floor being reconfigured to provide new circulation and ancillary support spaces.

A new landscape design is proposed for the public forecourt to fronting the Broadway, along with new housing and landscape improvements to the rear of the building.

The below extract from 2017 Historic Building Report (section 4.1.1) outlines the scheme as outlined in the above applications.

... The proposals – by Make architects – are described in the drawings provided as part of this submission for planning permission and two separate listed building consents. They entail the conversion of the town hall to a mixed-use building, comprising café/restaurants, a hotel, a performance space and co-working offices, with community uses in the principal spaces including the Foyer, the Assembly Hall, the Council Chamber, the Committee Rooms and the Mayor's Parlour. A new landscape design is proposed for the public forecourt to fronting the Broadway. Residential accommodation and a restaurant/café are proposed within the Broadway Annexe (Grade II). Further residential accommodation would be provided in two new-build blocks (blocks A and B), one of which (B) would abut the east wing of the town hall; the residential blocks proposed are broadly on the same footprint as those in the consented scheme, but are taller, reflecting the need to make up for the absence of any residential accommodation in the town hall itself. In this respect, the proposals are guided by the principle that the interior of the listed town hall building is of greater significance than its setting to the rear. Alterations are also proposed to structures within the setting of Hornsey Library (Grade II) to facilitate the scheme.

The proposals would also be accompanied by a comprehensive programme of repair throughout the listed building, including to the brick and stonework, roofs, floor and wall surfaces, decorative metalwork, joinery, ironmongery, etched glazing and windows (which would be repaired, secondary glazed, or

reglazed with double glazing depending on the location and style). Historic soft furnishings such as upholstery or curtains would be conserved, as would commemorative plaques and the war memorial. Historic furniture will be repaired and reused, where possible. Much of this detail is set out in the condition survey, and the repair schedule will be scrutinised as part of the process for discharge of planning conditions.

3.0 Assessment Of Significance

3.1 The Criteria for Assessment

Significance is the criteria that underpins current conservation philosophy and practice; with the UK practice part of a wider international development and understanding of this criteria. The significance of heritage assets is defined in the National Planning Policy Framework (NPPF) as, *'The value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting.'*

There are also alternative assessment criteria, with English Heritage (now Historic England) *Conservation Principles, Policies and Guidance* (2008) being cited often. This CMP will adopt the English Heritage assessment criteria, as set out in section 3.3.

3.2 What is 'significance' and why is it important?

Building conservation has evolved markedly since the first legislation was put in place to protect historic sites in England and Wales in the late-19th century. At first, the aim was 'preservation', which meant keeping a building or place in a relatively fixed state such that its beauty or any evidence of the past it might yield was left undisturbed. The *Venice Charter* of 1964 and the *Burra Charter* of 1979 have developed an approach to 'managing change' and have introduced internationally recognised standards of conservation.

The great number of buildings now listed or protected through conservation area designation has resulted in a shift in emphasis in the 20th century away from 'preservation' and towards 'conservation' although the *Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990* still places a duty on local authorities to 'preserve' the 'special interest' of listed buildings and to 'preserve or enhance' conservation areas.

The *Burra Charter* defines conservation as the process of looking after a place to retain its significance. Conservation means regular maintenance to support continued use. It may also involve repairs, refurbishment, and – more unusually and only with robust justification – removal of one layer of fabric to reveal another, the restoration of lost fabric, or wholesale replacement or reconstruction of a historic building.

Understanding the significance of a place is a fundamental part of conservation because it informs decision-making about the most appropriate approach in managing change. In addition, establishing an outline hierarchy of significance can be helpful when major changes are proposed, as more intrusive alterations can be focused on areas of lesser interest and greater care can be taken in areas of high importance. The aim of any project which affects a place of high or outstanding heritage significance, however, should be the preservation of as much original fabric as is possible, given that understanding of what is significant is bound to change over time.

3.3 How is Significance Assessed

Although significance can be assessed on factual and tangible evidence, such as architectural design and/or technology and association with important people, an important additional element of significance is what makes things important to people who experience and appreciate them ...

...value of a heritage asset to this and future generations because of its heritage interest...

In this way, assessing significance can be a subjective and emotive undertaking. For this reason, it helps to combine a set of varying principles to understand and articulate significance. For the purposes of this CMP, significance is the overarching analysis and understanding about Hornsey Town Hall, both in terms of the physical building and site, as well as its links to surrounding civic buildings.

This assessment of significance for the Hornsey Town Hall will be based on the four characteristics of 'heritage values' in accordance with English Heritage (now Historic England) *Conservation Principles, Policies and Guidance* (2008), as set out below. This is to be in keeping with the 2017 Historic Building Report.

Evidential value – The potential of a place to yield evidence about past human activity.

Historical value – The ways in which past people, events and aspects of life can be connected through a place to the present. This can be both illustrative and associative.

Aesthetic value – The ways in which people draw sensory and intellectual stimulation from a place.

Communal value – The meanings of a place for the people who relate to it, or for whom it figures in their collective experience or memory

3.4 Significance of Hornsey Town Hall

The illustrated history compiled in Chapter 2 provides the background information required for understanding the overall significance of Hornsey Town Hall. The purpose of this section is to provide an overview of the significance of the building to inform the future maintenance, restoration or change, which are set out in the Management Policies in Chapter 4, so that the effect of the policies on that significance can be evaluated and managed.

This chapter will begin by first setting out the significance of Hornsey Town Hall as set out in the 2017 Historic Building Report; followed by an overview of the adjusted significance following the recent works to remove Hornsey Town Hall from Historic England's 'At Risk' Register and bring the building back into use.

3.4.1 The original significance of Hornsey Town Hall (from 2017 Historic Building Report)

Hornsey Town Hall was built in 1933-5 to designs by the New Zealand architect Reginald H. Uren, who was just 27 when he won the architectural competition to replace council offices in Highgate for the Metropolitan Borough of Hornsey. Hornsey Town Hall is listed at Grade II*, placing it in the top ten per cent of all listed buildings

nationally. The building has very high significance for its historic, aesthetic and communal values, in accordance with Historic England's Conservation Principles which set out four categories of heritage value¹.

Aesthetic value

The principal significance of the building is its special architectural interest; this is the reason the building is listed at Grade II*. The building has been described as 'Britain's quintessentially municipal building of the 1930s'² and 'the first English town hall demonstrably in the tradition of Dudok's modernist brick town hall at Hilversum'.³ Hornsey Town Hall is a seminal building in English architectural history, combining the massing and spatial planning of the International Modern Movement with craftsmanship and decoration in the English Arts and Crafts tradition. The quality of the materials is very high, including the hand-selected pinkish grey bricks of the brick-expressionist exterior, carved Portland stone decoration by sculptor Arthur J. Ayers on the tower, and a bronze grille featuring woodland birds and animals to the main door. Inside are Ashburton marble floor and wall surfaces, Australian walnut and Indian laurel panelling in the important rooms, etched glass screens, bronze fittings including balustrades and door furniture, saucer chandeliers and globe lights, and furniture, clocks and curtains from Heal's (much of this to Uren's personal designs). Together, this makes for a complete and unified work of art.

Historical and communal value

The historical and communal significance of Hornsey Town Hall, is also high, relating principally to its interest as the municipal and entertainment centre of Hornsey from 1935 until 1965. The building is the physical manifestation of the civic pride of a prosperous middle-class borough in the interwar years, an era of burgeoning municipal activity. This is expressed through the council chamber, mayor's parlour and committee rooms, the war memorial, and plaques listing mayors and freemen of the borough which feature in the building.

The communal value of the building is focused on the ceremonial and public spaces and also the assembly hall, which is remembered locally as the scene of dances, concerts and gigs in the period from 1935 to 1987, when it closed. Other rooms in the building have been used for marriages and the registration of births and deaths. In very recent years the building has been given a new sense of purpose through the Hornsey Town Hall Arts Centre. These communal values add a further, if very modest, layer of significance to the building.

The building also has significance for its townscape setting. This includes the forecourt with its original Uren-designed circular fountain and the flanking former Gas and Electricity Showrooms which together form a coherent 1930s architectural set-piece in an otherwise predominantly commercial Victorian and Edwardian townscape. The Broadway Annexe building (the former Electricity showroom) has intrinsic interest in its own right, in addition to its group value. The setting of the building to the rear, by contrast, is largely

1 Historic England, Conservation Principles, Policies and Guidance, 2008

2 Harwood and Saint, 1991, p. 49.

3 Cherry and Pevsner, 1988, p. 553-4.

unplanned and includes empty buildings and areas of hardstanding. This part of the setting has modest significance and the 1930s clinic (while drawing out the modernity and brilliance of Uren's design through comparison) has only modest intrinsic interest

3.4.2 Reassessed significance of Hornsey Town Hall (2024)

Following the completion of recent, extensive construction and repair programme to Hornsey Town Hall and its setting, a review of the former Town Hall's significance would be in order. This section will focus on the former Town Hall only; there is a separate CMP for the Broadway Annexe.

Aesthetic value

The principal significance of the building remains its special architectural interest, and this interest is manifest both in the interior and exterior form and finish of the building. The following sections outlines the main changes firstly covering the exterior before moving to the interior of the building.

Exterior and Wider setting

Despite the substantial change which has taken place to the building and its setting, the principal significance of the Town Hall remains its glamorous public architecture. The building remains an architectural set piece set back from the main street of Crouch End - the square has been landscaped; the forecourt has been paved, has new access ramps and planting with a working fountain as its centrepiece. The main front elevations are no longer dreary, with the metal windows and railings being a bright addition. The rear elevation is also recognisable in its spatial

arrangement, with the plain Assembly Hall block to the north contrasting against the East Wing Office Block which has an additional storey with fenestration and setback respectful of the original building.

Although the new residential block to the south is attached to the former Town Hall building, it is clearly recognisable as being a contemporary addition. The inclusion of housing, with its associated high-quality landscaping and planting, improves the setting of the rear of the building which was previously a mundane and shabby back of house area. There is a distinct enhancement to the rear of the building. The north elevation is unchanged, and the south elevation is, again, improved with the public realm improvements adjacent to the west wing.

Interior: Public and Ceremonial Spaces

The former Town Hall's internal layout is still recognisable with the large, prominent public civic spaces still being the centrepiece of the building. These spaces are the Entrance Foyers; Assembly Hall (now made smaller with a ground floor Function Room and second floor Cinema, formerly the Assembly Hall's Gallery); Council Chamber and Committee Room. The extravagance of size, finish, light and materiality are still palpable – these spaces were made for gathering and have retained their capacity to bring awe to those who pass through them.

The corridor remains as a spine to the southern end of the building, linking the new uses (arts & community centre, hotel, co-working and civic); with one section of corridor overlooking the garden court being filled with light. Most of the corridors have retained the

original floor finish, and the same is true for the vertical circulation throughout the building. As with the hierarchy of space, there is also a hierarchy of vertical circulation with an exceptional Imperial staircase from ground to second floor; followed by two grand staircases either side of the Assembly Hall which rise from the lower ground floor to the second floor and roof, and the eastern lift and stair tower with curved glass windows; and finally, more utilitarian staircases. There are some private civic spaces which have retained much of their historic fabric, and these include the Mayor's Parlour; Member's Room and the Co-working Space. The accessibility improvements allow the building to be better accessed and appreciated.

Interior: Hotel

A new hotel has been carefully integrated into the building with a reception space linked to the main foyer and bedrooms arranged on the lower ground, ground, first and second floors. Along with this there are ancillary support services such as restaurants, laundry and staff facilities etc. - the original plan form lends itself to this new use. The design of the new hotel rooms has clearly been inspired by the Town Hall finishes of timber, terrazzo, metalwork and brick – the rooms have timber parquet block floors; the ensembles have terrazzo vanities and herringbone tile floors reminiscent of the rectangular brick used for the building. Some rooms have reappropriated the elegant timber cabinetry to some of the rooms on the ground, first and second floors. There are larger rooms providing improved accessibility for those who need it.

Historical and communal value

This is largely unchanged – the building still holds high significance for these criteria. The new uses will allow an even wider and diverse audience, as a younger demographic will frequent the new Arts and Community centre and a diverse range of people likely to use the hotel (perhaps even international tourists) thereby broadening the appeal and exposure of the building.

The Town Hall remains a building of highest significance for the reasons set out above. The removal from the At-Risk Register should be celebrated, with a careful and methodical management plan being put in place for the continued care of this wonderful and accessible historic asset.

3.5 Levels of Significance

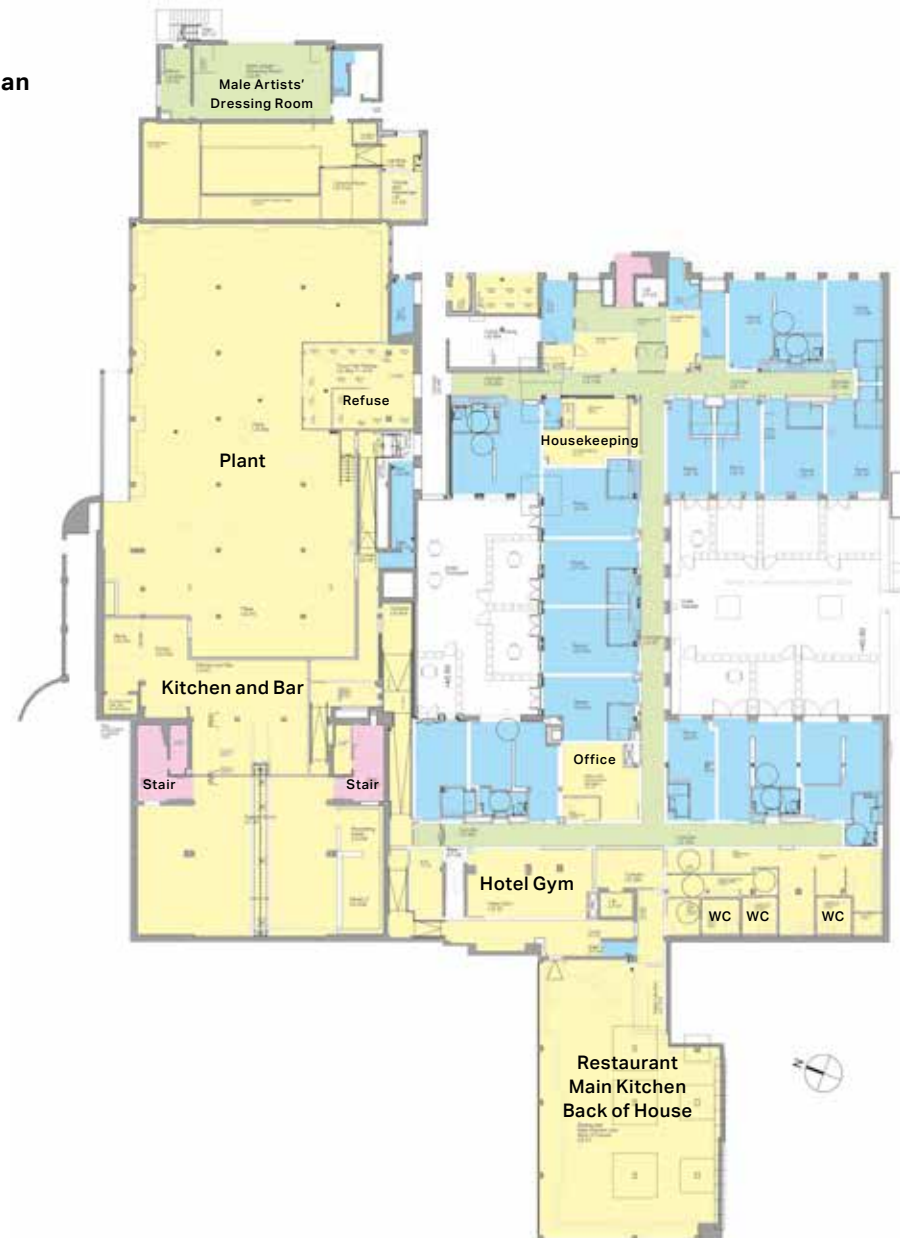
- **Highest Significance:** generally, to front elevations; internally the entrance/ foyer space and communal gathering spaces of Hornsey Town Hall are the showpieces of this building. The setting with adjacent buildings, including the 20th century and new build residential blocks and surrounding landscape are also of Highest Significance, especially the front forecourt elevation.
- **High Significance:** generally, to all former civic office spaces, which were of a private nature e.g. Mayor's office and remaining external elevations.
- **Moderate Significance:** is applied to those elements whose values make a positive contribution to the way the building is understood e.g. corridors; larger open plan office spaces; hotel rooms which have retained some/most original built in furniture.

- **Low Significance:** is applied to those spaces which have limited heritage value, this could be either in plan form or with connection and views to other spaces of higher heritage value; typically, the hotel rooms are of low heritage significance. Although the hotel rooms have low heritage significance, it should be noted that the styling and aesthetic finish of these spaces has responded sensitively to the original Grade II* listed interior palette with timber parquet floors and dark timber cabinets used; as well as herringbone floor tiles and terrazzo vanity units in the ensuites.
- **Neutral Significance:** is assigned to elements which typically do not possess any heritage value and neither add to, nor detract from, the significance of the building. These would include some of the lower ground floor corridors and ancillary support spaces. Lastly;
- **Detrimental Significance:** is assigned to elements of no historic interest or aesthetic or architectural merit that detract from the appearance of Hornsey Town Hall or mask the understanding of significant elements. None have been identified

Refer to the following significance plans
[plates 23A – D].

These plans offer a high-level mapping of significance. Please refer to the Gazetteer for more detailed information on each of the spaces.

23A Lower Ground Floor Significance Plan



- Highest Significance
- High Significance
- Moderate Significance
- Low Significance
- Neutral Significance

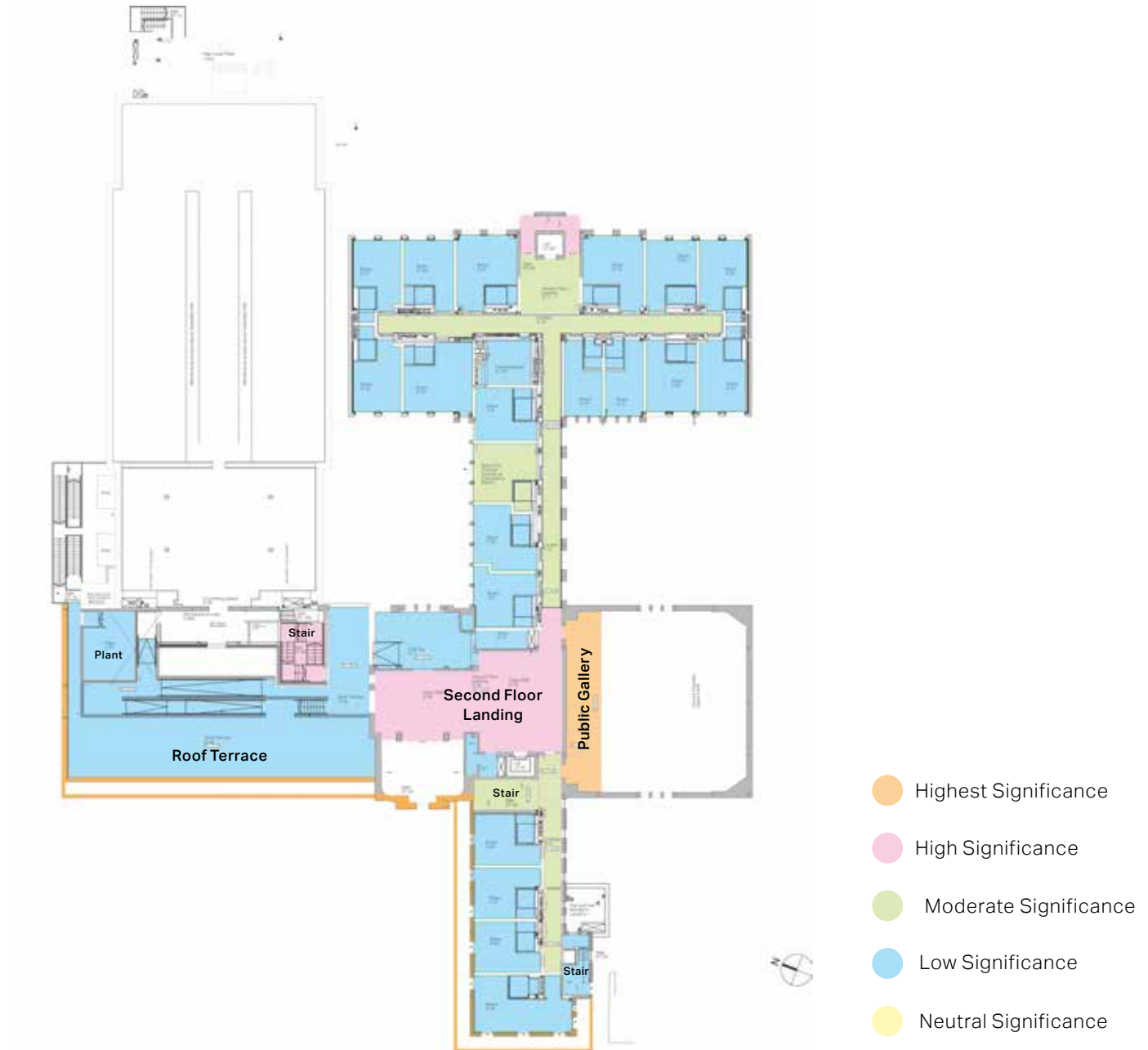
23B Ground Floor Significance Plan



23C First Floor Significance Plan



23D Second Floor Significance Plan



4.0 Issues, Opportunities and Policies – Hornsey Town Hall

At the time of the preparation of this conservation management plan, the substantial restoration, repair and adaption of the former Town Hall was mostly complete, and in doing so it has been removed from the Historic England 'At Risk Register'. The change is manifest in the building's form, appearance and use; the main re-configuration/s undertaken have been set out in section 2 and the significance of the refurbished building has been outlined in section 3.

The long-term conservation of the building's significance is not just about the repair and conservation of built fabric, important though that is. As a structure designed originally to serve the public, continued public access to major spaces and the building's relationship with the urban centre of Crouch End is a key part of the former Town Hall's historical significance. This section will address the issues, opportunities and policies relating to the former Town Hall, with a focus on the heritage significance of the building. The original building was an architectural marvel, and with the passing of time and changing society this novelty wore off; it is worth remembering that this refurbished Grade II* building (delivered with considerable expense and effort) may be subject to a similar fate in future.

For this reason, this section identifies issues which may affect Hornsey Town Hall; sometimes, past issues may recur, with potential future risks needing mitigation with long-term planning. For each item, issues and opportunities are identified together – generally, they should be seen as two sides of the same coin. The proposed policies address the issues, by taking advantage of the opportunities, where

possible. The Policies are high level advice which should inform future strategy and planning, and these seek to uphold and elevate heritage significance.

This section will also include a 'Conservation Philosophy' which state the more generic observances of legislation and stewardship which should be followed.

The following section therefore considers future management and uses of the former Town Hall from a variety of perspectives.

This section of the report is subdivided into the following sub-sections:

- 1 The Context for Assessment
- 2 Conservation Philosophy
- 3 The Management and Use of Hornsey Town Hall – Securing Heritage Value
- 4 Management of Future Change to Hornsey Town Hall
- 5 Conservation, Maintenance and Repair of Hornsey Town Hall
- 6 The Townscape Setting, Sustainability and the Environment
- 7 Presentation, Education and Interpretation of the Town Hall

4.1 The Context for Assessment

This section provides an assessment of the potential future issues and opportunities which affects Hornsey Town Hall and the site.

It outlines the conservation approaches to be considered for future maintenance and management including the role the regenerated site plays in the life of the people living nearby and further, especially in light of its new Arts Centre use and the hosting of the Crouch End Festival in the Town Hall Square.

The process for identifying and addressing issues is set out below:



Conservation Principles have been considered throughout the process and have guided the generation of Policies.

A separate document has been prepared for The Broadway Annex and 26 The Broadway as part of the Conservation Management Plan.

4.2 Conservation Philosophy

"The value of a heritage asset to this and future generations because of its heritage interest"

Hornsey Town Hall is a highly significant heritage asset, which has been through a comprehensive programme of regeneration and refurbishment to the building and site. There needs to be a *continued conservation-led approach* in the daily management; ongoing maintenance and repair; and accommodation of future change of this Grade II* building. This conservation led approach should be informed by best practice and overseen by persons who are familiar with working with heritage assets of a similar nature.

The surviving historic fabric (included architectural fabric, decorative fixtures, fittings and finishings) should be preserved.

All available information on the building should be made available, and kept readily accessible, to the occupants, and those who will manage, maintain and repair the building. This body of information will be a useful aide-memoire when it comes to the care and maintenance of the building.

It is also important that there is a continual attempt to uncover and share relevant information on the history and use of the site. These could be in the form of photographs and stories of the building, with an appreciation that some information uncovered would only be of interest to a narrow group. In this respect, it is helpful to remember the definition of significance as set out in the National Planning Policy Framework, 2023:

4.3 The Management and Use of Hornsey Town Hall - Securing Heritage Value

Issues and Opportunities: Management and Use

The refurbished Grade II* building provides a mix of uses, and this could give rise to some confusion when it comes to the daily operation, management and use of the building and site. However, this also presents an opportunity to share the burden of maintenance, management and operation which can lead to positive outcomes for the building and occupants, thus ensuring the heritage value is preserved. The current uses are:

Arts and Community Centre

The scheme provides a new creative hub, centred on the Arts Centre with community space and access to the Assembly Hall and Foyer area, Supper Room, Committee Room, Council Chamber and Green Room. These spaces are the most important in the building and continued public access is a key success of this project, given the original design intent of this civic building. As part of this Arts Centre function, a new creative industry office headquarter will also be based here, with co-working office spaces.

Hotel

The hotel is integrated into the main building, located predominantly in the East Wing and Link Building on all floors, but this spills over to the West Wing on the second floor. This new function makes efficient use of a large swathe of space across these locations. Along with the hotel rooms the usual hotel servicing required has been discretely allowed for near the circulation

zones, with physical deliveries from the shared loading bay to the east courtyard. There are separate hotel staff facilities in the lower ground floor.

Shared Services

The reception area is designed to serve the whole building and its diverse user groups.

Town Square

This area will provide amenity space to the occupants and users of the site buildings as well as the general public, fulfilling its original civic purpose

Policies: Management and Use

A key factor for the successful operation of the mixed use of the former Town Hall will be the co-operation and collaboration between the different occupants, underpinned by clear lines of communication and accountability. To ensure that clear communication and shared responsibility teams will:

1. Have a shared management structure and operational system for the Town Hall and The Broadway Annexe & 26 The Broadway. A regular forum should be set up with representatives from all users across the site, with relevant information being shared across the wider team and occupants. Stakeholder weekly meetings during the 'fit out' period of construction will spread out to regular monthly operations meetings thereafter. This system should include the Town Square as well, in particular the maintenance and care of this public space.

2. Have an induction process for all new administrative and operation staff which includes a brief description of the risks and opportunities of occupying and using this listed building. Each stakeholder will run their own induction process, which will consider risks and opportunities specific to their demised area and the shared spaces, but with a view of the overall building and its heritage significance – it is important to remember that the building and site were designed as an architectural set piece .
 - A one-page document explaining the special nature of the listed building has been provided to all parties for inclusion in their own induction manual.
3. There is a defects liability period of two years, with a defect management procedure in place: During defects liability period, as below

Area	Responsibility for managing and dealing with defect
Demised Area	Operator for FEC/Ardmore action
Shared/ non-demised area	Brunsfeld for Ardmore action
Public external areas	Brunsfeld for Ardmore action

After defects liability period, as below

Area	Responsibility for managing and dealing with defect
Demised Area	Operator action
Shared/ non-demised area	Brunsfeld action
Public external areas	Brunsfeld action

4. Following the expiry of the defects period a clear system for identifying and reporting minor repairs and maintenance items should be set up with a means of checking that they are attended to in a timely manner. Stakeholder engagement confirmed that there will be daily and/or weekly checks by the maintenance and operation/ household cleaning staff for each operator. Major issues will be raised at the wider forum. Defects must be attended to in a timely manner.
5. Encourage and ensure community use within some of the spaces by encouraging local schools and colleges to hire out the space, consider blocking out certain times of the day for community groups/meeting space.
 - *The Community Use and Access Agreement relating to Hornsey Town Hall and Town Hall Square, The Broadway, London N8* has been prepared as part of the Section 106 agreement and sets out 'publicly accessible space(s) free at the point of entry'.
6. Allow easy and accessible systems to encourage community use.
 - *The Community Use and Access Agreement relating to Hornsey Town Hall and Town Hall Square, The Broadway, London N8* sets out the minimum requirements for at least 60% community use access availability at reasonable rates.

7. Encourage local volunteer groups to 'own' the Town Square and gardens so that the external public spaces are genuine public spaces.
 - *There will be community outreach, with a Dedicated Head of Community (Time+Space).*
8. Review the CMP document regularly every 5 years (alongside the Quinquennial inspection – in this case an external and internal inspection of the listed building carried out by a conservation professional experienced to undertake such surveys) to ensure policies stay relevant. Update and issue to relevant parties, ensuring that adequate stakeholder engagement has taken place.

A system for the management of the Town Hall and Broadway Annexe has been developed by the owners, Far East Consortium {Crouch End (FEC)} and operators. Dorsett Hospitality International will manage the hotel use; Time + Space will operate the creative hub, which is an Arts Centre with a Community Use Agreement (see item 4.2.2). The overall site estate management will be carried out by Brunsfield (on behalf of FEC, see note below). There has been discussion and Agreement documents produced to satisfy Planning Conditions which provide relevant supporting documentation to the above policies.

The strategic overall management of the site which includes the Town Hall and Broadway Annexe lies with Crouch End (FEC).

Responsible post holders are as follows:

- Arts centre/community use of the building: Head of Operations, Facilities Manager.
- Hotel use: Operations Manager
- Food outlets: TBC

Further permanent on-site staff include the Estate Manager who will report to the project manager (Chloe Walker, Brunsfield). These post holders are responsible for teams of security, cleaners and caterers, gardeners and the like.

There are other staff, not based at Hornsey Town Hall, who also play a role in the continuing successful management of the property. These include:

- Andrew Major, Managing Director, Time + Space
- Nick Lauezzari, Area Chief Engineer, Dorsett Hospitality International
- Mark Gallagher, Area General Manager UK, Dorsett Hospitality International
- Chloe Walker, Senior Property Manager, Brunsfield

At the time of writing this CMP, there are no tasks undertaken by volunteers at the former Hornsey Town Hall, although this may change as future community activities and use take hold at the building. Perhaps in the long-term, maintenance volunteers may be able to offer support for gardening or the appearance of the Town Hall Square. There are potential issues regarding, for example the use of parts of the square or gardens for socialising or rest by homeless or other vulnerable groups which might impact on hotel function use without careful management. These issues need to be addressed at regular forums to find solutions acceptable to all stake holders.

4.3 Management of Future Change to Hornsey Town Hall

4.3.1 The Management of Future Change – General

Issues and Opportunities: Management of Change – General

Given the extent of works to the former Hornsey Town Hall it seems unlikely that any great change is likely for some time. Having said this, however, it may be that smaller changes (as well as conservation repairs – see section 4.5) may be required as users settle into the buildings and site. For this reason, a clear process should be in place for the managing any such change, and to understand the legislative backdrop against which these considerations are set against.

The overriding principle to managing change will be adopt a conservation-led principle, this will ensure the heritage significance of the building is protected.

Policies: Management of Change – General

1. Full records of the current development will be maintained and easily accessible to all users and operators of the building, including the maintenance and operation manual for the building which should include the care and maintenance of the special materials and finishes on site.
Hard copies of the Operations & Maintenance Manual (O&M Manual) will be kept on site in the Security Room at the back of the former Town Hall. Electronic copies will also be available via Brunsfield (Hornsey Town Hall complex estate management company).

2. Plan for change, don't just react. A close working relationship between the users, operators and maintenance staff will allow a holistic understanding of the building – in this way preparations for thoughtful and considered changes can be made.
3. Full records will be maintained of all future alterations. Ideally, any future works should seek to enhance the special interest of the building and site. Commission professionals who are familiar with working with heritage assets of this nature i.e. Grade II* 20th century civic buildings.
4. *Hard copies of future records should also be kept on site, with electronic copies being made available.*

4.3.2 Management of Future Change – Planning and Legislation

Issues: Management of Future Change – Planning & Legislation

There are additional statutory approvals which are required when allowing for change to historic buildings and their settings.

In addition to the Grade II* listed Hornsey Town Hall, the Electricity Board office and Showroom (Broadway Annexe & 26 The Broadway) is Grade II listed. The area immediately around the complex lies within the Crouch End Conservation Area, within a protected vista

viewing corridor. The Town Hall Square is mentioned in the listing description of Hornsey Town Hall as it affects the setting of the building.

Alterations to listed buildings require listed building consent. Any further development which affects the special interest (i.e. more than maintenance) of the listed buildings require listed building consent; and development in a conservation area required planning permission. *Any licence to alter will be made to Brunsfield in the first instance, who will forward it to FEC for review and action.*

Other permissions may be required, including:

- Buildings Regulations
- Health and Safety at Work Act: generally, this includes fire controls
- Licensing Act
- Equality Act

Policies: Management of Future Change – Planning & Legislation

1. Any alterations which might affect the special interest of the former Hornsey Town Hall or its setting will first be discussed with Haringey Borough Council and Historic England and applications would be made for Listed Building Consent or Planning Permission as appropriate. Relevant consents should be obtained *before* any work commences. Other work will remain fully compliant with relevant legislation.

2. Safety for staff and visitors is paramount and any work of maintenance and repair should fulfil all safety requirements. All consents should be in place prior to any work commencing. A copy of the consent should be held on file.
3. Ensure that any legislation changes (especially health & safety related) are considered either at the time of the legislation rollout or during the Quinquennial inspection (see item below). Listed Building Consent may still be required to implement these, depending on the nature of the legislative change.
4. Use conservation and design professionals who are familiar with working with heritage assets to prepare the statutory applications, the aim should be to minimise harm whilst ensuring resilience for the continued occupation and use of this Grade II* listed building.

4.4 Conservation, Maintenance and Repair of Hornsey Town Hall

4.4.1 Conservation, Maintenance and Repair – General

Issues and Opportunities: Conservation, Maintenance and Repair – General

A great deal of conservation and repair work has taken place as part of the major renovation and upgrade. This does not mean, however, that immediate and ongoing care, maintenance and repair won't be required. There are appropriate policies and processes for the continuing care and maintenance, as well as conservation and repair, of historic buildings are well established in the UK, which should be carried out by suitably qualified design professionals. These professionals are registered with either the Architects Accredited in Building Conservation (AABC) register or the RIBA scheme as SCA registered. There are also qualifications for structural engineers (CARE accredited), Building surveyors (the RICS Conservation Accreditation scheme).

Undertake maintenance and repairs in a timely fashion, adopting a principle of 'prevention is better than the cure'. This will mean regular five year or 'Quinquennia'l condition surveys are carried by suitably qualified persons in addition to the regular maintenance checks by the building users and operators; with survey recommendations being acted upon in a timely manner. Hornsey Town Hall will require dedicated maintenance and repair team member/s who systematically work through the identified areas of concern; clear and accessible record keeping of works will help to overcome any staffing issues. Ensure there is an appropriate budget

and financing in place for the permanent maintenance staff and specialist personnel who will carry out the Quinquennial surveys.

On a daily basis, the Estate Manager (Brunsfield) takes responsibility for commissioning and managing ad-hoc maintenance and management of the Town Hall, its use and occupation. The estate manager and operators should utilise the following general building policies:

Policies: Conservation, Maintenance and Repair – General including funding

1. Any future alterations will be undertaken by suitable professionals and craftsmen, appropriate to the status of the listed building, and in accordance with current conservation best practice.
2. Ensure that any contractor fully protects areas of vulnerability and contractor liability / insurance is in place, in case of damage to the significant elements of the building's fabric, furniture and contents.
Brunsfield maintain a contractor portal to ensure suitability of contractors etc.
3. A quinquennial report (condition survey carried out by a professional experienced in conservation and historic buildings every 5 years, to include internal and external areas) with a maintenance plan which includes prioritised recommendations should be considered from the outset; its findings should be acted upon in a timely manner. These condition surveys can be costed to aid with costing/ funding maintenance and repair items. Given the amount of change and conservation work which has taken place to Hornsey Town Hall, this Quinquennial

report might be brief but become more onerous as the building continues to age. The aim of regular inspection is to ensure regular maintenance is undertaken to avoid issues building up to become problems (see item below). A maintenance plan is attached in the Appendix II, this document is not exhaustive and should be viewed as a read alongside the Operation & Maintenance Manual.

4. A budget should be set aside for regular maintenance. Although the building subject to major renovation and repair, regular inspection, maintenance and repair is good conservation practice, this avoids problems building up, especially with the external building envelope where water penetration can cause unchecked damage both externally, and sometimes internally.
5. External repairs should be undertaken in a timely manner to guard against water and weather penetration, including redecoration works. Repairs to façade as required and/or dictated by regular inspection.
6. Any maintenance, regular or emergency, will be undertaken by suitable professionals who will be made aware of special interest of the listed status of the buildings and site by either the operator and/or estate management. The estate management company Brunsfield hold copies of insurance for their pre-approved contractors. Ensure that maintenance/care of the more unusual materials is in line with the Operation & Maintenance manual. Window cleaning to take place every 6 months; ensure Pest Control contractors are also in place.

4.4.2 Conservation, Maintenance and Repair – Exterior elements of the Town Hall

Issues and Opportunities: Conservation, Maintenance and Repair – Exterior elements of the Town Hall

The exterior of the building is significant as a landmark piece of architecture within the urban centre of Crouch End. Given that it is a focal point, the main public elevations should be maintained to retain the architectural significance. The same holds true for the east elevation, which although designed as a minor elevation is now overlooked by the apartment complex 'Uren Building'.

The same degree of attention should also be paid to the Town Hall Square, front forecourt and the newly landscaped areas to the east of the building near the new residential blocks on the eastern edge of the site, as these contribute to the setting of the building.

It is also worth noting that roof should also be maintained – both as a matter of building maintenance, health and safety (slips and trips) and promoting visitor numbers. The roof terraces are likely to be a popular destination in the building, it allows wonderful views across London and nearby surrounding areas.

Policies: Conservation, Maintenance and Repair – Exterior elements of the Town Hall

1. Where renewal is required to external materials, use materials which match the existing in size, colour, material, and finish in order to maintain a visually cohesive arrangement appropriate to the significance and special interest of the listed building.
2. Regularly inspect, clean and promptly repairs section of roof, guttering and downpipes in a safe manner, as part of the regular maintenance cycle.
3. Regularly clean metal windows, with suitable cleaning methods taking account of original finish.
4. The clock tower should be inspected at regular intervals for aesthetic and structural soundness. Also inspect for birds nesting to prevent build-up of guano, clean guano regularly. Engage regular pest control to control nesting birds.
5. The main entrance decorative gates and grillwork are a key feature of the building, and these should be regularly cleaned and maintained. Any repairs to the metalwork should be carried out by suitable professionals familiar with historic ironwork of this age and style.
6. Avoid clutter and paraphernalia in the setting of the building, especially when viewed from the front elevation (The Broadway Town Square).
7. The large tree on east elevation near main stairwell (to the East Wing Gardens) should be protected.
8. Ensure that any greenery introduced to the roof, if desired by users, is properly managed and maintained.
9. Ensure that the patterned metal screens to roof plant are cleaned regularly – this is both for aesthetic reasons, and to avoid discolouration of brickwork and windows beneath.
10. The grass to the Town Square is being worn out where people are cutting through on the preferred 'desire line' – consider adding a line of paving here to allow for this 'abnormal wear and tear' (obtain necessary permissions).

4.4.3 Conservation, Maintenance and Repair – Internal elements of the Town Hall

Issues and Opportunities: Conservation, Maintenance and Repair – Interior elements of the former Town Hall

The architectural significance of the town hall's interiors lies principally in the combination of the elegantly proportioned spaces and careful use of good quality, and in some cases unusual, decorative materials. The well-preserved aesthetic of some of the exceptional interior should be retained as highly significant elements of the building. Any future redecoration should aim to return to the original colour scheme (likely to have been a softer colour tone) and reintroduce furnishings which would be in keeping with the original Art Deco building.

One of the issues that is likely to arise is the increased footfall and cleaning required from the new hotel and community use; this could cause additional wear and tear on some of the unusual material e.g. cork floor; original finely detailed cabinetry which has been re-used in hotel rooms; some of the original glazed-pattern doors.

Another issue which could arise is the clutter which could arise from multiple occupants using the building e.g. wayfinding signs, posters being stuck up with blue tack and pins etc. Whilst this could be a positive sign of pride and ownership of the physical space, it needs to be carefully managed for appearance and wear and tear on the building.

Policies: Conservation, Maintenance and Repair – Interior elements of the former Town Hall

1. Where the original interior is intact these need to be diligently preserved through ongoing care and maintenance, with an eye for detail concentrating particularly on the following:
 - a. Highest status former civic spaces: Entrance Hall G.41; Foyer G.55; Assembly Hall G.57; Function Room G.55b; Council Chamber F.33; Committee Room F.46; Mayor's Parlour F.3; Members Room F.37
 - b. High status circulation spaces: Main stair to entrance hall ST-03; the pair of matching stairwells ST-01 and ST-02 accessed from the Foyer; First Floor Landing F.44 and Second Floor Landing S.33 and although simpler ST-06 provide an unusual architectural statement with its curved windows to the wrap around stair and lift arrangement.
 - c. Some of the hotel rooms where original timber panelling, especially where original panelling and built in furniture has been reused/repurposed: G.8 Former Borough Treasurer; G.15 Former Borough Engineer's Office; G.25 Former Interview Room; and F.6 Former Deputy Town Clerk's Room; F.9 Former Town Clerk's Office; F.15 Former Voter's Room; F.21 Former Medical Officer's Room; F.38 & F.39 Co-working Space;
2. Some of the floors are rather special – with cork being an unusual highlight, amongst the parquet, Perrycot stone and terrazzo floors.
 - a. Cork floors should be cleaned and maintained with specialist products and only have light traffic. Protect the floor when heavy traffic events are underway (consider asking occupants to avoid stilettos).
 - b. Original parquet and timber floors should be regularly maintained; these tend to be in the corridors and the Assembly Hall and Function Room with a consistent finish applied as close as possible to the original scheme.
 - c. The stone and terrazzo floors should be carefully maintained, taking care to use cleaning materials which do not abrade the surface and jointing material.
 - d. Protect all historic floors when moving furniture/ stage sets/ using heavy wheeled trolleys.
3. Some of the walls are lined with stone, marble, timber panelling and even cork. These materials should be carefully and regular maintained to maintain a consistent patina through the building.
4. Some areas have decorative glazed screens and these should be maintained, and carefully adapted to ensure that visibility is allowed for the safe access and operation of the building; viewing panels and such like required for modern Building Regulations. Any replacement glass should ensure the decorative patterns are included.

5. Decorative ironwork and balustrade to the main staircase/s and lightwells add to the elegance and openness of the main circulation areas, and these should be maintained carefully.
6. Some original furniture and light fittings, including small tactile elements such as light switches etc., remain –these should be retained and carefully maintained so that they continue to be part of the building
7. The original signage, where remaining, should be preserved. New signage complementing the existing would benefit the scheme. Try and reintroduce some of the missing signs especially to the first floor Committee Room doors – size, colour and font should match the original design.
8. Some original door furniture, and ironmongery remains – and these should be retained and carefully maintained so that they continue to be part of the building's new use.
9. A note on any future redecoration scheme to the hotel rooms: the current scheme has been inspired by the Art Deco design of the Hornsey Town Hall. Any future schemes should follow the same design inspiration to continue the 'spirit' of the original building i.e. Art Deco. This could be extended to the soft furnishings as well.
10. Some of the hotel rooms have re-used the fine detailed cabinetry. The frequent wear and tear could cause maintenance and repair issues – guests should be encouraged to use these elements with additional care. These rooms would benefit from attracting a 'heritage surcharge' which could be used to offset additional maintenance and repair costs.

4.5 The Townscape Setting, Sustainability and the Environment

Issues: Townscape Setting, Sustainability and Environment

This section refers to the wider societal concerns of the building use and management, in particular to understand how it can be used and operated more sustainably, in response to the current climate change crisis. The building is conveniently located in an urban environment with good transport links, reducing the need for travel by car.

Some of the new uses are likely to be energy intensive e.g. hotel, arts & community centre; but these will be run by experienced operators who will have their own Quality Assurance processes and procedures in place, who will be able to offer and adopt best practice operation. Additionally, the new uses will generate local employment which will contribute positively.

Policies: Townscape Setting, Sustainability and Environment

1. Monitor the use of the former Town Hall to ensure that a wide and diverse user group is encouraged and maintained to ensure the building's continued use and viability. Assess occupancy on an annual/biannual basis. *Refer to the Community Use and Access Agreement relating to Hornsey Town Hall and Town Hall Square, The Broadway, London N8 has been prepared as part of the Section 106 agreement*

2. Foster and adopt pro-active policies for sustainability in terms of maintenance and operation of the building. All operators have sustainability policies and these should be reviewed (and updated if necessary) regularly to ensure these are in line with current legislation and/or best practice.
3. Considering the use of material and energy use in the service and operation of the building (waste less; re-use more). An annual energy use survey is planned with each operator having specific policies in place to reduce waste and energy (Time + Space: Operational Sustainability Waste Management; Dorsett Hospitality: Sustainability taskforce)
4. Consider planting schemes which provide greater biodiversity and response to the changing climate; perhaps even have planting on the accessible roof terraces (check loadings with structural engineers and planning constraints); maintain what is planted as part of the scheme proposal.
5. Review this strategy with operation and management team annually, with regular review to take place in monthly meetings.

4.6 Presentation, Education and Interpretation of the Town Hall

Issues: Presentation, Education and Interpretation of the Town Hall

Given the original civic use of the building, this new scheme has the capacity to contribute greatly to the site and wider context by engaging communities, both locally and wider afield. The inclusion of an Arts Centre and the setting for the Crouch End Festival has the capacity to draw people into the building and make it relevant to the community. The aim should be to make the building relevant and useful to the community beyond the Festival and Arts Centre association – by engaging adults and school age children.

Policies: Presentation, Education and Interpretation of the Town Hall

- 1 interactive digital material could be considered as part of the wider reach to the local community via the website to provide more targeted information in an accessible format, acting at several levels to cover: primary and secondary school pupils; the general public; as well as those with a deep interest and knowledge of architecture (historic or otherwise).
 - *Monthly heritage tours already take place with guides (locally organised).*
 - *Consider Heritage film and TV associations (Time + Space are already exploring this).*

- 2 Local food and retail businesses integrated with the “offer” – making these relevant to the building’s style, use and purpose; to fit in with the visual distinctiveness of the Town Hall. There is work underway with Crouch End Trade, it would be good to have them involved for greater community interaction.
- 3 Conduct tours of the Former Town Hall as part of PSHE to local and wider school groups, on some suggested topics below:
 - the role of local government – the changing landscape of UK politics.
 - the use of ‘exotic’ construction materials from overseas – the changing technology and the impact of carbon on how we build now, which now influences our choice of more sustainable building materials.
 - the Commonwealth, as the building was design by Reginald Uren, a New Zealand architect.
 - modern architecture in landscape and urban settings – the role of Modernism and urban planning – what this means for how we live now.
 - Name a Seat (performance hall) initiative for patronage and memory.
- 4 Consider a ‘Friends of Hornsey Town Hall’ who might be able to run some of these outreach activities.

- 5 Include on the Hornsey Town Hall site development website (<https://www.hornsey-townhall.co.uk/>) a section on the history and development of the original building.

5.0 Adoption and Implementation: Hornsey Town Hall

The agreed policies have been developed following discussions with and comments from with the different organisations and individuals who use and care for the former Hornsey Town Hall as noted below:

Brunsfeld

- Communal internal areas
- Food & Beverage Operators
- External areas

The Time + Space Co.

- Arts Centre general representative
- Arts Centre
- Workspace Arts Centre
- Events Arts Centre
- Hornsey Exchange
- Hornsey Community Users
- Construction Steering Group (set up by FEC and Time + Space)

Dorset Hotels International

- Hotel Operator

Hornsey (FEC) Limited

Ardmore Group (main contractors)

Additional statutory parties who are being informed are

- Elisabetta Tonazzi, Principal Conservation Officer, Housing, Regeneration and Planning at Haringey Council
- Claire Brady, Inspector of Historic Buildings and Area, Development Advice, London and South East Office, Historic England
- The Crouch End Neighbourhood Forum (CENF) has also commented.

5.1 Stakeholder Meeting

An online stakeholder meeting was held on 27 March 2023 with the following attendees:

- Far East Consortium (FEC): Scott Lau, Ilias Spanakis, Jafor Rahman
- Dorsett Hotels International (hotel): Nick Lauezzari
- Time + Space (arts centre): Andre Major
- Brunsfield (estate management): Chloe Walker, Brunsfield
- Make Architects: Sepideh Heydarzadeh
- Donald Insall Associates: Victoria Perry, Aimee Felton and Nabeela Ameen

A Draft version of the CMP had been issued to participants prior to the meeting which included all chapters in full except this one (chapter 5), which was only partly complete.

Crucially, Chapter 4 'Issues and Policies' was complete in draft and much of the two-hour long meeting was spent discussing the issues and policies to understand if they were an accurate reflection of the challenges and opportunities of the variety of end users and the different parties in charge of the operation and care of the building. The content and appearance of the document was also discussed to ensure that a robust and user-friendly CMP document was being produced for stakeholder use.

The stakeholder meeting was led by Donald Insall Associates as an open forum for stakeholders to inform and educate one another on the measures which have been taken in preparation to occupy the building, including Planning Agreement documents required to demonstrate how public access will be maintained – these documents are referred to below. Primarily the discussion centred on the regular management and use of the buildings. but also the Environmental, Sustainable and Governance (ESG) requirements, again for the management and use of the buildings.

5.2 Management and Operational Structure: Hornsey Town Hall

There are 2 operators for the hotel and Arts Centre, each of whom will have their own management, facilities and maintenance teams for their demised areas:

- Dorsett Hotels International (Hotel)
- Arts & Community. This is to be fully transferrable to a future provider with oversight from the Community Use Access and Steering Group. Documents setting out strategy for these uses have been provided by The Time + Space Co and are summarised below.

The estate management team responsible for the whole site including internal communal areas, building exterior and external works

- Brunsfield (on behalf of Hornsey (FEC) Limited)

Refer also to section 5.5: Inspection, Defects Notification and Responsibility

5.3 Meetings and communication: Hornsey Town Hall

Given the new, mixed use and operation of the building and wider site, clear communication should be maintained to ensure the use, care and maintenance of the building and wider site is not compromised. At the stakeholder meeting, it was clear that this had already been discussed amongst the parties who confirmed the following

- weekly meetings during fit out between all operators
- monthly meetings once buildings are occupied between all operators; Haringey Council to attend once a quarter to discuss social housing matters.

It is noted that, prior to the CMP there has been considerable collaboration between all parties (Hornsey (FEC) Limited; Brunsfield; The Time + Space Co. and Dorsett Hotels International partly due to the unusual arrangement of the mixed-use occupancy, use and management. The wider community will undoubtedly play a key role in embedding the revitalised civic building in the heart of the Crouch End community. Also, because of the new hotel use embedded within the complex the ideals of historic building conservation as a means of regeneration can be informally promoted by visitors from elsewhere in Britain and around the globe. The Crouch End Neighbourhood Forum (CENF) and Community Use Access and Steering Group will play a continuing role in oversight of this.

5.4 Staff and Visitor Induction: Hornsey Town Hall

Each operator will have their own induction process, with reference made to the CMP.

Donald Insall Associates have provided a 1-page document which could be included in each of the induction documents to briefly explain the special interest of the listed building and the additional care and protection which is sometimes required to preserve and enhance this character.

5.5 Inspection, Defects Notification and Responsibility: Hornsey Town Hall

There is to be a two-year Defects Liability Period. Each operator will have their own facilities management and maintenance team for their demised areas, which they will be responsible after the defects liability period. Each operator will inform the Estate management team (Brunsfield) of items requiring attention to communal areas – these items should be addressed in a timely fashion.

The Estate management will conduct regular inspection of the building exterior and external space, as well as engaging a Quinquennial inspection of the building.

5.6 Management of Change: Hornsey Town Hall

Given the major construction works which has been undertaken, it is unlikely that additional major change will be required soon. However, any change to the listed buildings and/or external space will first be made to Brunsfield, who will address the matter further with Hornsey (FEC) Limited.

Please refer to Policy: Manage of Change in section 4 which outlines additional measures required when making repairs and/or alterations to a listed building and its setting.

5.7 Community Use: Hornsey Town Hall

Hornsey Town Hall Arts Centre, as noted above, will be operated by a provider (to be agreed) to which it will be fully transferred. The Time + Space Co., have however, as part of the planning conditions for this redevelopment, prepared documentation which sets out the proposed use and access in the document **‘Hornsey Town Hall Arts Centre - Community Use Plan’**. Some of the items of note are below for context only:

- Definition of community user
- Which part of the building (Hornsey Town Hall) will be made available for use and access by the community
- How, where and when community access will be made available, including location and times
- Communicate to local community and stakeholders of any temporary closures

- Marketing and promotion of space available for community use and access (Head of Community to work with Marketing)
- Monitor and review community use, by Head of Community; review in Community Use and Access Steering Group meetings to take place quarterly
- Core Community Use and Access Steering Group: core function and desired membership noted; with meeting minutes distributed to the Council's Head of Strategic Property

Reference is also made to the additional document ***HTH_Community_Use_and_Access_Agreement (public copy)*** which sets out the legal agreement between The Mayor and Burgesses of the London Borough of Haringey and Hornsey TH (FEC) Limited. As noted above, the Crouch End Neighbourhood Forum (CENF) and Community Use Access and Steering Group will also have oversight of future use.

5.8 Events Management: Hornsey Town Hall

A provider on behalf of Hornsey Town Hall Arts Centre, will hold community and private events across the several event spaces and the crowd management. The Time + Space Co have prepared a document ***'Hornsey Town Hall Arts Centre - Events and Local Area Management Plan - REVISED 21_12_22'*** noting the following

- dispersal and stewarding;
- car park management;
- signage strategy to local transport;

- shuttle bus strategy for local transport and
- taxi collection strategy

5.9 Feedback and consultation with Ardmore Group (Main Contractor)

The Draft CMP was also shared with the main contractor Ardmore Group, and comments were received from the Design Manager which we have been taken on board. The comments included rearrangement of some sub-sections (to improve the flow of the chapter); definitions and description of certain terminology; and finally including Gazetteer sub-sections in the Contents page.

Some of the changes requested were not included because they would fall outside of the normal scope of a CMP and our speciality as historic buildings consultants, especially as this site has undergone considerable construction works to accommodate the new mixed-use occupation (e.g. fire, accessibility, structure etc).

Additionally, Ardmore requested that the CMP be divided into two separate documents.

6.0 Gazetteer



6.0 Gazetteer

6.1 Exterior

6.1.1 General Description:

The Town Hall forms the centrepiece of a civic complex. It is set back from the main street, on the east side of the public square. Uren's bold building comprises a series of large brick-faced volumes, with a strong interplay of solid and void. The building is asymmetric, using the 'group plan' to separate out its functions into individual blocks: namely the Assembly Hall (north) and the Administrative and Civic Block (south). Within the latter, the east and west office wings are connected by a light-filled corridor known as the Link Block. Uren managed to get plenty of light into his building, despite the constrained site, by arranging the blocks around two internal courts: the Garden Court (east) and the Service Court (west). He also deployed a series of rooflights, glazed screens and borrowed lights throughout.

There are two main entrances: one to the Assembly Hall and one to the Administrative and Civic Block and a striking tower. There is a secondary entrance at the rear for the offices, which has eye-catching wrap-around windows in the stairwell. There is also disused entrance to the Service Court for vehicles to the rear.

Significance: Highest Significance. This is a near-complete survival of a seminal 20th century building and the extent to which the historic fabric and features of the principal civic spaces in the building have been preserved at Hornsey Town Hall is one of its most significant qualities.

6.1.2 Front (West) Elevation:

The Assembly Hall Block is seven bays wide. Its base is Portland stone and its ground floor contains squat bronze-framed windows with Portland stone lintels and sills. There are three large entrances framed by curved and rusticated brick piers, accessed via stone steps with slim metal railings in a bronze colour, the style and finish is in keeping with the original. These openings are fronted by ziggurat openwork shutters. Between are semi-hexagonal wall-mounted lights and above a curved-profile canopy (later, yet suitable additions). There is new lettering: 'HORNSEY TOWN HALL' above the north Assembly Hall block entrance in a font similar to Uren's original 1934 drawing [plate 30, 31].

At first floor are seven double-height bronze-framed windows, surrounded by Portland stone with slit keystone details. Fronting the three central windows is a bronze openwork balcony, and the remaining windows have individual openwork balconies.

The entrance to the Administration and Civic Block is set within the base of the tower. It is accessed via stone steps and ramps (original with some areas of earlier and more recent alteration). The entrance contains a large door with a Portland stone surround carved with Haringey coat of arms and animals. Above is a copper-grilled window surmounted by a bronze hood [plate 32]. The central bay of the tower features rusticated brickwork. Its upper stage contains four slit windows with stone strips set between. At the very top is a central flagpole, supported by curved brackets.



30 Main elevations of Hornsey Town Hall



31 Front West elevation



32 Carved stone doorpiece to the Administrative Entrance

6.1.3 North Elevation:

The north elevation of the west office wing is six bays wide. Beneath the first window on the left is the inscribed Portland stone foundation stone. Its ground floor contains squat bronze-framed windows with Portland stone lintels and sills and the first floor contains taller windows with Portland stone sills and brick lintels. There is a set back third floor which is five bays with a three bay return (this contains the former caretaker's flat). There are curved flagpole brackets set between the windows, some are missing / broken and no poles survive.

The west elevation of the south office wing is three bays wide and otherwise matches the north elevation, with three further bays to the set back second floor. There is a narrow south elevation to this block, where it abuts No.10 Hatherley Gardens. It contains steel-framed casements and a fire escape stair **[plate 33]**.

The north elevation of the Assembly Hall block is largely plain except for the attractive curved cantilevered stair core, which is lit by three tall steel-framed windows **[plate 34]**. The Assembly Hall is lit by five tall narrow steel-framed windows.



33 West elevation to southern block



34 North elevation of the Assembly Hall Block, cantilevered stair

6.1.4 East Elevation:

The rear of the Assembly Hall Block is three storeys, two bays wide and is arranged asymmetrically. The left hand bay contains a tall steel-framed strip window which illuminates the stair core. The right hand bay contains wide steel-framed windows with concrete lintels and sills on each of its levels [plate 35].

The rear elevation of the east office wing is largely symmetrical. It is four storeys as it accommodates the lower ground floor. It is thirteen bays wide with its central stair and lift core flanked by the secondary entrances. The stair and lift core is the main feature of this elevation – it is oblong and features curved wrap-around windows. The remainder of the windows are steel-framed casements (like the stair, all painted white) with continuous concrete sill and lintel bands. At lower ground floor, there are entrances either side of the stair, with a large curved canopy over (half of which has been altered). To the north, the remainder of the lower ground floor contains the former car entrance to the Service Court, this has been blocked off with sheets of ply. The second floor is arranged as two bays wide either side of the stair core, again with large steel-framed windows. There is a deep stone parapet above and the core rises to accommodate the lift overrun, the second floor has been extended either side of the stair core to the full length of the building [plate 36]. There is a new residential block to the east of the Town Hall across what was a previous service court [plate 37]. The area between the Town Hall and new residential blocks has been landscaped with paving and planting of a high standard, together with the retention of the mature tree this creates an attractive setting.



35 Rear (east) elevation of Assembly Hall Block



36 Rear (east) elevation of the east office wing, second floor extended to length of east office wing



37 New buildings to east of Town Hall

6.1.5 South Elevation:

The south elevation of the Assembly Hall faces the Service Court and is largely obscured by the east office wing. Between the two blocks runs a narrow fire exit passage; the Assembly Hall has five tall steel-framed windows facing onto this. Where it faces the rear of the site, one of these narrow windows is visible. The projecting two-storey stage wing is a later addition; it is in a very similar brick. The remainder of this block contains the stair core, accessed via the stage door, which has curved steps and a corresponding canopy. At ground and first floor there are steel-framed windows [plate 38].

The east office wing and Council Chamber block are set around the 'Garden Court', and its elevations are fairly utilitarian. A new residential block abuts the south elevation of the east wing. The south elevation of the Council Chamber block is largely blind, with the exception of two new ground floor doors providing access from the co-working space to the new public realm area which has been landscaped to a high standard, with the mature tree being a focal feature [plate 39].

Facing the Garden Court, the south elevation of the Link Block is four-storeys, six bays wide and contains large steel-framed windows at each level, linked by continuous concrete lintel and sill bands. The return elevation of the east wing is four storeys and ten bays wide, with steel-framed windows at each level. The Council Chamber Block is four storeys; at lower ground level, the former Caretaker's room (now hotel rooms) have large steel casements, which are in keeping with the original style of windows. Five large steel casements illuminate the former General Clerk's offices (now providing co-working space) and the Council Chamber above is lit by three narrow double-height steel-framed windows [plate 40, 41].



38 South elevation of Assembly Hall Block



39 South Elevations (2017). Note that timber extension to right now replaced with a new storey providing hotel accommodation to the second.



40 *Council Chamber block around the 'Garden Court'*



41 *South elevation of Link Block, now Hotel corridor and rooms*

6.1.6 Hotel Courtyard Elevations:

(formerly known as Service Court) The south elevation of the Assembly Hall has a largely blind elevation, except for the two entrances at lower ground floor level. The west elevation of the east office wing rises four storeys and is four bays wide; the lower ground floor contains large openings which formerly provided access for cars, but these spaces have now been converted to hotel rooms with new doors in a different style to the existing windows. The ground and first floors contain large steel casements, linked by stone sill and lintel bands. The north elevation of the Link Block is three storeys, plus a set-back third floor and is six bays wide [plate 42, 43]. The ground and first floors contain large steel casements, linked by concrete sill and lintel bands. The set back third floor is nine bays wide, faced in concrete, with a deep parapet and overhanging cornice; this floor has been extended on the north section of the east wing. The remaining elevation is four storeys and is asymmetrically-arranged. The ground floor contains a very wide steel casement, which illuminates the main entrance hall and adjacent are high-level casements for the WCs. The first floor contains three tall narrow steel casements and adjacent, windows lighting further WCs. The second floor contains three tall narrow steel casements and adjacent is a projecting bay with wrap-around steel casements.



42 Service Court elevation looking north



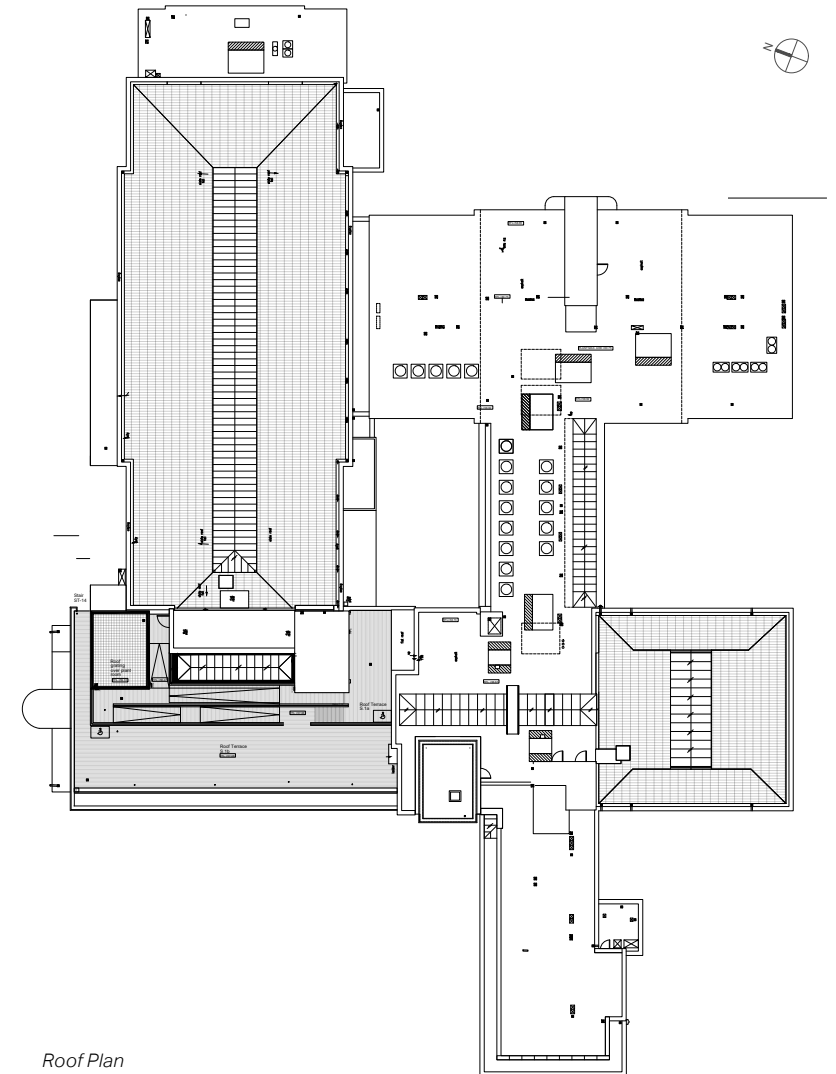
43 Hotel courtyard elevation looking east

6.1.7 Roof:

The roofs over the Assembly Hall and Council Chamber are pitched and slated. The remaining flat sections of roof now have a new decking with stairs and ramps for accessibility [plate 44].



44 Flat roof over Assembly Hall Block



Roof Plan

6.1.8 Windows:

The original steel casement windows are a defining feature of the building, the placement, proportion and detailing provide elegance and personality to the building. Internally the detailing of the ironmongery adds extra interest reinforcing the care and attention which has gone into the building. New windows are doors are slimline double glazed with proportions based on the original; with secondary glazing installed in some instances. The windows remain a defining feature.

6.1.9 Doors:

Whilst some of the doors are steel casements to match the windows, others are solid timber doors with additional detail and ironmongery entirely in keeping with the building.

6.1.10 Additional Fixtures, Fittings and Features:

sculpture, decorative gates and urban elements such as external fountain to the front forecourt, now in working order. Additional elements worth noting are small but together they contribute to the essence, and indeed the underlying principle, of Hornsey Town Hall. These include furniture, clocks, light fittings, metal light switches and the war memorials **[plates 44A - D]**. Another element which contributes to the interiors is the glazing pattern (sometimes obscured) on some of the windows and doors – these provide interest along with privacy and natural light levels **[plate 44E]**.



44A Ground floor reception desk



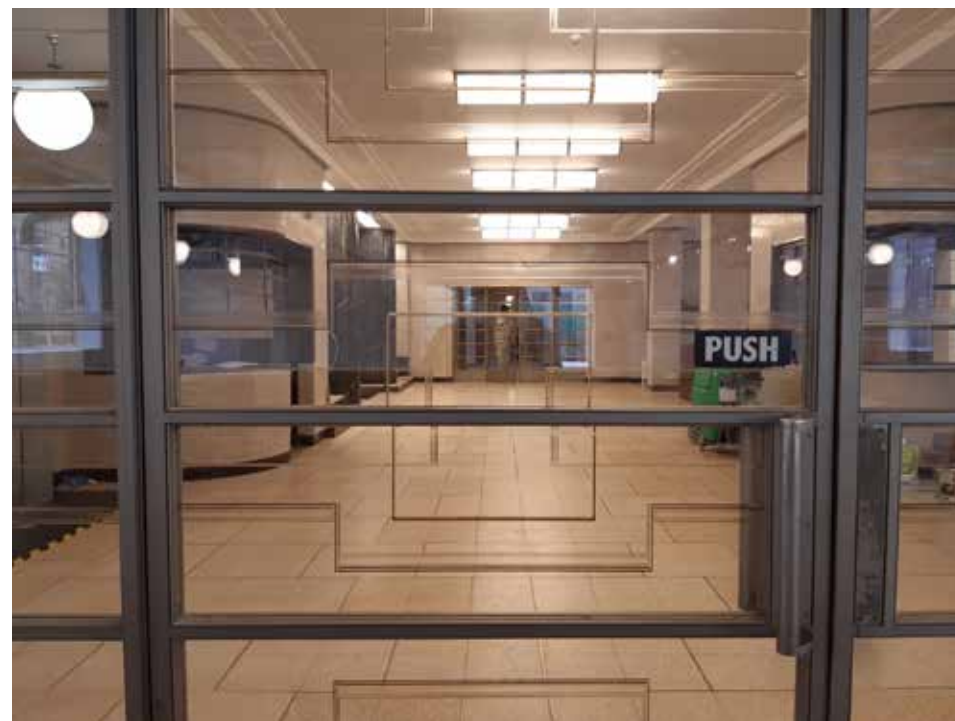
44B Ground floor war memorial



44C First floor war memorial



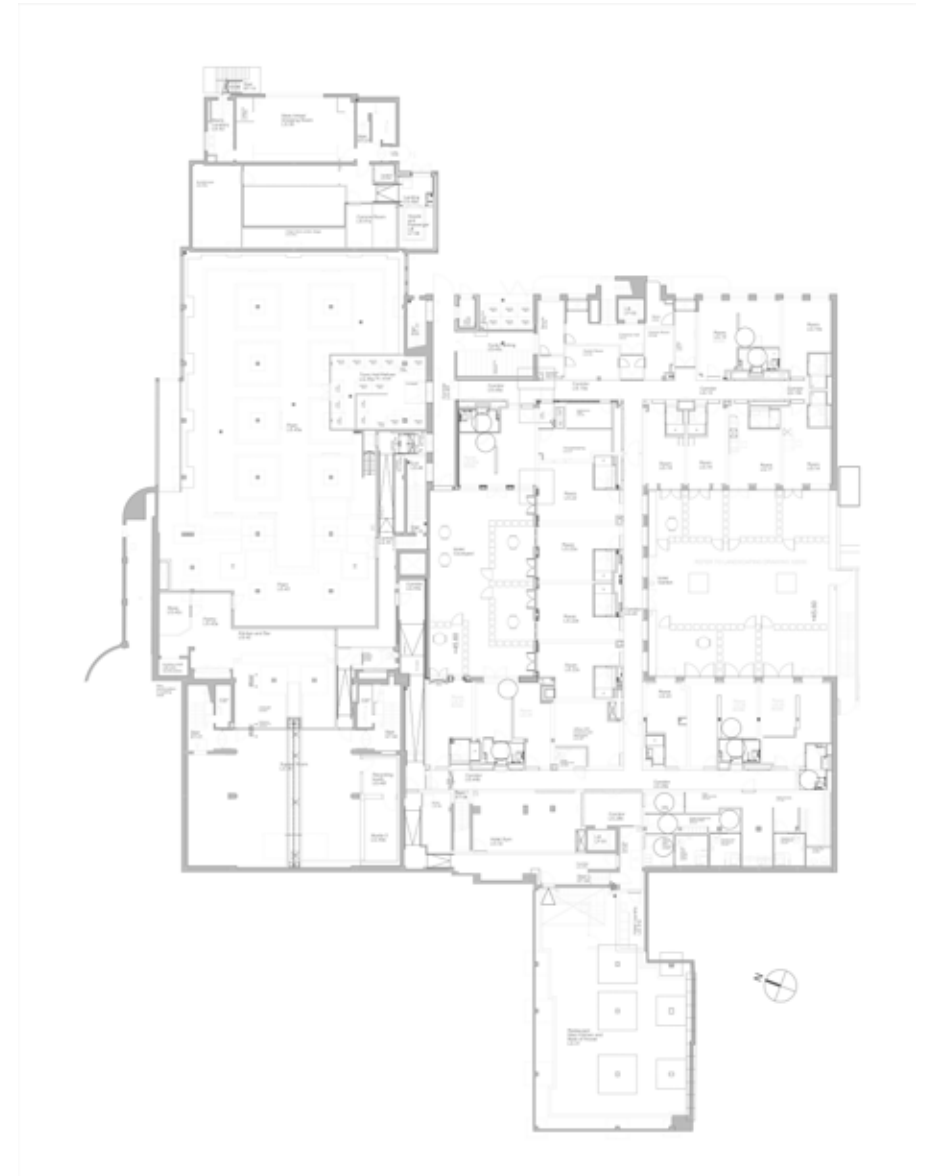
44D original light switches



44E original glazing patterns

6.2 Interior

Lower Ground



Room: LG.3 Entrance Hall [plates 50 and 50A]

General Description: Entrance Hall, with access to stair No.6 and lift No.2.

Significance: Moderate

Use: Circulation.

Ceiling: Modern plasterboard with exposed services.

Walls: Large cream bricks, laid in stack bond to lift and stair wall. Painted plaster walls elsewhere.

Windows: Not applicable.

Doors: New timber doors to exit.

Lift Doors: The original lift doors were veneered with cross band detail, and framed with yellow terrazzo, with a large concrete lintel over. The metal lift doors and surround have been retained along with original switches around it.

Floor: Historic timber parquet.

Fittings: see above.



50 Basement, lobby and stair, LG.03 and ST.06 (2017)





50A LG.03 Entrance Hall Basement



50B lift doors

Room: LG.4 Store

General Description: This is a Storeroom (but formerly Telephone Exchange), adjacent to Stair No.6. Access now from Lobby LG.7 and not connected to stair/lift lobby. The room is now a storeroom with modern finishes, with the original curved window remaining.

Significance: Low

Use: Ancillary service area (storage).

Ceiling: Plaster.

Walls: Plaster and bare brick upper sections during site visit.

Windows: Original curved glazing, part of projecting stair above

Doors: Modern.

Floor: Modern.

Fittings: -



Room: LG.4b Comms Room

LG.5c Switch Room [plate 51]

General Description: New rooms formed for services and support.

Significance: Low.

Use: Ancillary service area: Communications & Switch Rooms.

Ceiling: Modern plasterboard and some exposed concreted beams

Walls: Modern.

Windows: None

Doors: Modern

Floor: Modern.

Fittings: -



51 LG.5c Switch Room



Room: LG.5a Security

LG.5b Residential Deliveries Store

General Description: Security (no access) and Residential Deliveries Store (no access)

Significance: Low to Security; Neutral to Residential Deliveries Store.

Use: Ancillary support services.

Ceiling: -

Walls: -

Windows: Original steel casement windows to LG.5a Security.

Doors: -

Floor: -

Fittings: -



Room: LG.7 Lobby [plate 51A]

General Description: New Lobby corridor south of lift tower, mainly modern finishes.

Significance: Low.

Use: Circulation/Access.

Ceiling: Modern

Walls: Modern

Windows: None.

Doors: Modern

Floor: Historic timber parquet.

Fittings: -



51A LG.07 Lobby



Room: LG.10 Room [plate 52]

LG.10a Room [plate 52A]

(Subdivided from GL.10 Juvenile Employer's Office)

General Description: En-suite hotel rooms, with LG.10 larger.

Significance: Low.

Use: Hotel accommodation.

Ceiling: Modern.

Walls: Modern.

Windows: Steel-framed casements

Doors: Modern.

Floor: Modern timber parquet.

Fittings: -



52A LG.10a Hotel Room



52 LG.10 Hotel Room



Room: LG.13a Corridor [plate 53]

LG.13b Corridor [plate 53A]

LG.20 Corridor [plate 53B and 53C]

LG.45a Corridor [plate 53D]

General Description: Corridor spine running north-south servicing hotel rooms through easternmost stair lobby ST-06.

Significance: Moderate

Use: Circulation.

Ceiling: Modern.

Walls: Modern.

Windows: None to LG.13, LG.13a and LG.45a. Original steel-framed casements to LG.20 facing the Garden Court lighting eastern portion.

Doors: Modern to hotel bedrooms.

Floor: Modern timber parquet to LG.13b Corridor. Historic timber parquet all other rooms

Fittings: -.



53 LG.13 and LG.13a Corridor (southern section)



53A LG.13a Corridor (northern section)

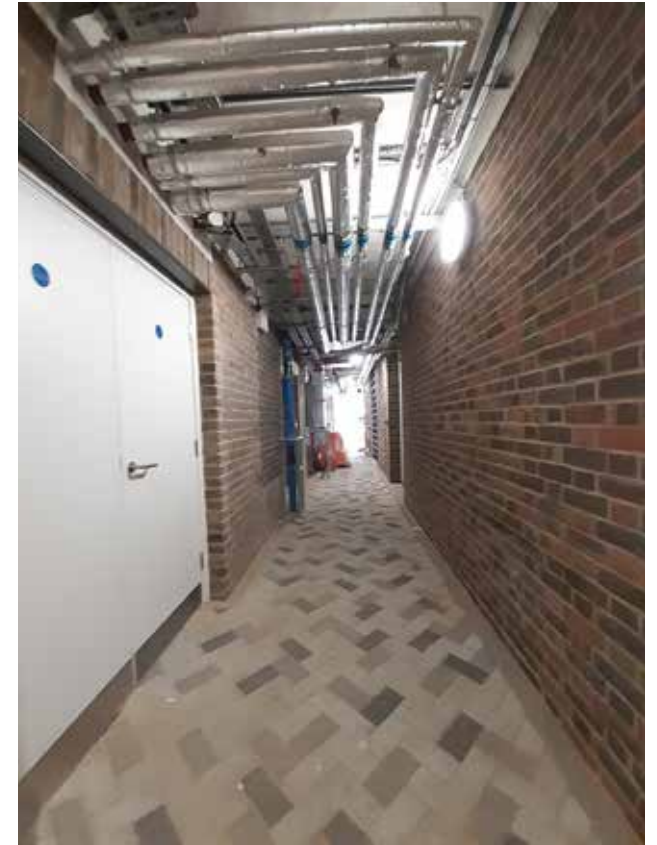




53B LG.20 Corridor (western section in Link Block)



53C LG.20 Basement, corridor in Link Block (2017)



53D LG.45a Corridor (continuation of LG13a Corridor)

Room: LG.14 Room [plate 54]

LG.15 Room [plate 54A]

LG.17 Room [plate 54B]

LG.19 Room [plate 54C] (Men's Lavatory
LG.18 and Women's Lavatory LG.19
combined [plate 54D])

General Description: En-suite hotel rooms

Significance: Low.

Use: Hotel accommodation.

Ceiling: Modern.

Walls: Modern.

Windows: New double glazed steel framed
window and doors.

Doors: Modern.

Floor: Modern timber parquet.

Fittings: -



54 LG.14 Hotel Room



54A LG.15 Hotel Room





54B LG.17 Hotel Room



54C LG.19 Hotel Room



54D Former Female WCs, LG.18 (2017) now combined with adjacent space to form Hotel Room

Room: LG.20 Housekeeping [plate 55]

LG.21b Maintenance Store

LG.21c Lobby

General Description: Housekeeping and maintenance store (previously part of Garage LG.21), now made of modern partitions and materials to service the Hotel.

Significance: Neutral.

Use: Circulation and ancillary support services.

Ceiling: Modern.

Walls: Modern.

Windows: None.

Doors: Modern.

Floor: Modern.

Fittings: -



55 LG.21b Maintenance Store



Room: **LG.22 Room** (previously LG.21 and LG.22) [plate 56]

LG.22a Room (previously Garage LG.22 and LG.22a) [plate 56A]

LG.22b Room (previously Garage LG.22 and LG.22a) [plate 56B]

LG.22c Room (previously Garage LG.22a and LG.22b) [plate 56C]

General Description: En-suite hotel rooms (formerly Garages off Service Court).

Significance: Low.

Use: Hotel accommodation.

Ceiling: Modern.

Walls: Modern.

Windows: Modern timber double glazed.

Doors: Modern.

Floor: Modern timber parquet.

Fittings: -



56 LG.22 Hotel Room



56A LG.22a Hotel Room





56B LG.22b Hotel Room



56C LG.22c Hotel Room

Room: LG.23 Room [plate 57]

LG.23a Room [plate 57A]

LG.23b Room [plate 57]

General Description: En-suite hotel rooms

Significance: Low.

Use: Hotel accommodation.

Ceiling: Painted plaster.

Walls: Painted plaster.

Windows: New double glazed steel framed window and doors.

Doors: Modern.

Floor: Modern timber parquet.

Fittings: -



57 LG.23 Hotel Room





57A LG.26 Hotel Room



57B LG.25 Hotel Room

Room: LG.24a Arts Centre Staff Facilities

LG.24b Disabled WC and Shower

LG.24c Estate Management Staff Facilities

LG.24d Disabled WC and Shower

LG.24e Hotel Staff Facilities

LG.24f Disabled WC and Shower

LG.24g Staff Changing

LG.24h Unisex WC

LG.24j Lobby

General Description: Staff Facilities/ Room including washing and toilet facilities, with new partitions and finishes. Not inspected.

Significance: Neutral

Use: Ancillary (staff) support services.

Ceiling: Modern.

Walls: Modern.

Windows: None.

Doors: Modern.

Floor: Modern.

Fittings: -



Room: LG.28a Corridor [plate 59]

LG.28b Corridor [plate 59B]

LG.28c Corridor [plate 59A]

LG.44b Corridor

General Description: Corridor to west end of building connecting staff facilities area to Hotel/Gym.

Significance: Moderate

Use: Circulation.

Ceiling: Modern plaster.

Walls: Modern plaster.

Windows: None.

Doors: None present during site visit (Dec 2022).

Floor: Historic timber parquet.

Fittings: -



59 LG.28a Corridor



59B LG.28b Corridor floor showing parquet floor



Room: LG.31 Restaurant Main Kitchen and Back of House [plate 60]

General Description: Servicing to new area to form main kitchen and BOH.

Significance: Neutral

Use: Food preparation and ancillary services.

Ceiling: Modern.

Walls: Modern.

Windows: None.

Doors: Modern.

Floor: Modern.

Fittings: -.



60 *LG.31 Restaurant Main Kitchen and BOH*



Room: LG.31a [plate 60A]

General Description: Hotel Laundry

Significance: Neutral.

Use: Hotel ancillary support service.

Ceiling: Modern.

Walls: Modern.

Windows: None.

Doors: Modern.

Floor: Modern.

Fittings: -



60A LG.31a Laundry



Room: LG.31b Corridor [plate 60B]

General Description: New corridor formed behind lift.

Significance: Neutral.

Use: Circulation.

Ceiling: Modern.

Walls: Modern.

Windows: None.

Doors: Modern.

Floor: Modern.

Fittings: -



60B LG.31b Corridor



Room: LG.32 Hotel/ Gym [plate 61]

General Description: Hotel Gym

Significance: Neutral.

Use: Hotel ancillary guest services (Leisure).

Ceiling: Modern.

Walls: Modern.

Windows: None.

Doors: Modern.

Floor: Modern.

Fittings: -



61 LG.32 Hotel Gym



Room: LG.33 Office [plate 61A]

LG.33b Unisex Disabled WC [plate 61B]

General Description: New rooms formed with modern partitions for Office (HR, Finance and Manager)

Significance: Neutral.

Use: Ancillary (staff) support services.

Ceiling: Modern.

Walls: Modern.

Windows: None.

Doors: Modern.

Floor: Modern.

Fittings: -



61A LG.33 Office



61B LG.33b Unisex Disabled WC



Room: LG.34 Room [plate 62]

LG.37 Room [plate 62A]

General Description: En-suite hotel room.

Significance: Neutral

Use: Hotel accommodation.

Ceiling: Modern.

Walls: Modern.

Windows: New double glazed steel framed window and doors.

Doors: Modern.

Floor: Modern timber parquet.

Fittings: -.



62 LG.34 Hotel Room



62A LG.37 Hotel Room



Room: LG.39 BOH

General Description: BOH (not inspected).

Significance: Neutral

Use: Ancillary service/support space.

Ceiling: Modern.

Walls: Modern.

Windows: None.

Doors: Modern.

Floor: Modern.

Fittings:



Room: LG.40 Supper Room [plate 63]

LG.40c Studio 2

LG.40d Recording Booth

LG.40e Studio 2 [plate 63A]

LG.40f Recording Booth [plate 63A]

General Description: The Supper Room, set beneath the Assembly Hall foyer, with the Recording booth and Studio 2 to the southern side of the room.

Significance: Low.

Use: Arts Centre.

Ceiling: Modern.

Walls: Modern.

Windows: None.

Doors: Modern. ('WAY OUT' signs removed.)

Floor: Historic timber floorboards to LG.40 Supper Room. Modern to other rooms

Fittings: -



63 LG.40 Supper Room



63A LG.40f Recording Booth & LG.40e Studio



Room: LG.40a AV room

LG.40b AV room

General Description: AV Room.

Significance: Low.

Use: Arts Centre.

Ceiling: Modern.

Walls: Masonry.

Windows: None.

Doors: Modern.

Floor: Historic terrazzo.

Fittings: -



Room: LG.42 Kitchen and Bar [plate 64]

General Description: Kitchen and Bar adjacent to the Supper Room. There is a level difference with some items of furniture remaining.

Significance: Low.

Use: Food & Beverage.

Ceiling: Some original ceiling structure including beams with sections of new plasterboard to sections.

Walls: Existing columns and some new plasterboard.

Windows: None.

Doors: Modern.

Floor: Modern.

Fittings: Double dumbwaiter (original) and metal Kitchen Counter retained.



64 LG.42 Kitchen and Bar



Room: LG.42a Pantry [plate 64A]

LG.42c Store [plate 64A]

General Description: New rooms formed of modern partitions.

Significance: Neutral

Use: Ancillary support area.

Ceiling: Modern.

Walls: Modern.

Windows: Modern.

Doors: Modern.

Floor: Modern.

Fittings: -



64A LG.42 Pantry and LG.42c Store



Room: LG.42d [plate 64B]

General Description: Unisex disabled lavatory and corridor

Significance: Neutral

Use: Sanitary provision.

Ceiling: Modern.

Walls: Modern.

Windows: Modern.

Doors: Modern.

Floor: Modern.

Fittings: -



64B LG.42d Corridor near Unisex Disabled Lavatory



Room: LG.43a Plant [plate 65 and 65A]

General Description: Plant Room, set beneath Assembly Hall Block.

Significance: Neutral

Use: Plant Room.

Ceiling: Painted concrete plank.

Walls: Columns and plastered masonry walls.

Windows: None.

Doors: Modern.

Floor: Modern.

Fittings: -



65 LG.43 Plant Room beneath Assembly Hall 1



65A LG.43 Plant Room beneath Assembly Hall 2



Room: LG.44 Corridor [plate 65B]

LG.44a Corridor

LG.47 Exit

General Description: Access and service corridors of modern finish.

Significance: Neutral

Use: Circulation.

Ceiling: Modern.

Walls: Modern.

Windows: None.

Doors: Modern.

Floor: Modern.

Fittings: -



65B LG.44 Corridor



Room: LG.45a Town Hall Refuse [plate 65C]

General Description: Town Hall Refuse housed in previous Cycle Store LG.45

Significance: Neutral

Use: Ancillary service.

Ceiling: Low concrete ceiling, with some areas raked.

Walls: Concrete columns internally, some areas brick.

Windows: None.

Doors: Modern.

Floor: Granolithic finish.

Fittings: None



65C LG.45a Refuse store



Room: LG.45e Room

General Description: New en-suite hotel room built in former Service Court. All new finishes and fabric.

Significance: Neutral.

Use: Hotel accommodation.

Ceiling: Modern.

Walls: Modern.

Windows: Modern.

Doors: Modern.

Floor: Modern.

Fittings: -



Room: LG.45b Hotel Refuse

LG.45c Cycle Parking

LG.45d Security

General Description: New service provision built in former Service Court. All new finishes and fabric.

Significance: Neutral

Use: Ancillary service area.

Ceiling: Modern.

Walls: Modern.

Windows: Modern.

Doors: Modern.

Floor: Modern.

Fittings: -



Room: LG.45f Corridor [plate 66 and 66A]

General Description: New covered (outdoor) access corridor built in former Service Court.

Significance: Neutral.

Use: Circulation

Ceiling: Concrete slab.

Walls: Modern brickwork.

Windows: None.

Doors: None.

Floor: Modern.

Fittings: -



66 LG.45f New covered corridor near Plant and Refuse Store



66A LG.45f Corridor



Room: LG.46 Exit [plate 67]

General Description: Stairs up to ground floor.

Significance: Moderate

Use: Circulation - stair.

Ceiling: Painted plaster.

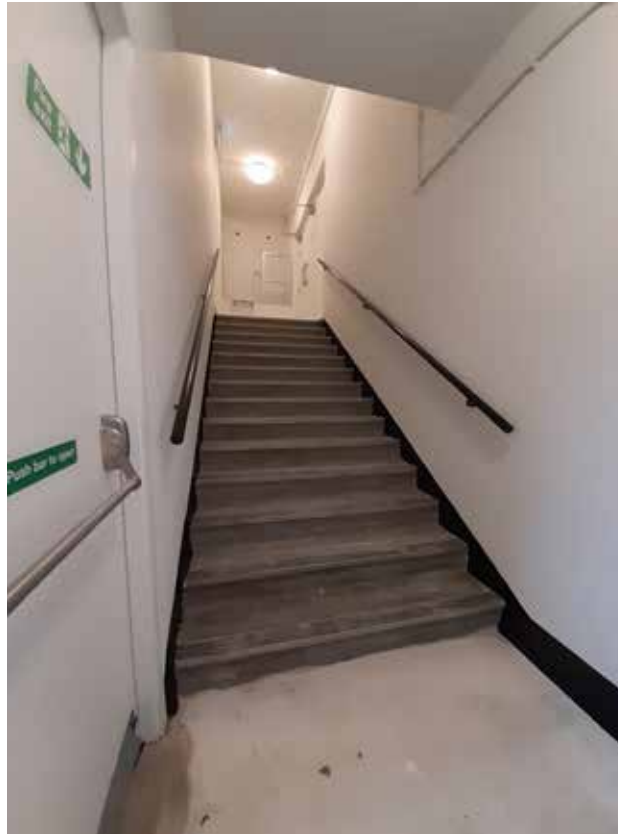
Walls: Painted plaster.

Windows: None

Doors: None.

Floor: Granolithic stairs with handrails.

Fittings: None.



67 LG.46 Stair ST11



Room: LG.49a Landing

LG.51a Comms room

LG.51b Switch room [plate 68]

LG.51c Chair store under stage [plate 68A]

General Description: Back of house space under the stage with storage, Goods Lift, switch and comms room.

Significance: Neutral

Use: Storage and service rooms including switch and comms room.

Ceiling: Modern.

Walls: Modern.

Windows: None.

Doors: Modern.

Floor: Modern.

Fittings: -



68A Corridor near LG.51a Comms Room



68 LG.51c Chair store under stage



Room: LG.50 Male Artists' Dressing Room [plate 69]

LG.52 Men's Lavatory [plate 69A]

General Description: The former Male Artists' Changing Rooms are set behind the stage.-

Significance: Moderate.

Use: Co-working space.

Ceiling: Painted plaster.

Walls: LG.50: Painted plaster walls. LG.52: Precast terrazzo tiles with bitumen joints to walls (up to head height). Contrasting terrazzo dado band and curved skirting detail. Painted plaster upper parts of walls. Terrazzo cubicles.

Windows: Original steel casement windows.

Doors: Modern.

Floor: Historic timber parquet to LG.50; precast terrazzo tiles with bitumen joints to LG.52:

Fittings: Modern.



69A LG.52 Men's Lavatory



69 LG.50 Men's changing room



Ground Floor

The ground floor holds some of the building's most exceptional spaces. Whilst there has been some loss/change of soft furnishings, this does not detract from the special interest of this Grade II* listed building. Most of these areas are connected by light-filled circulation spaces, where in the west wing and glazed screens provide physical separation but maintain visual connection. There have been some changes to the Assembly Hall (subdivided into a ground floor Function Room with the Gallery now serving as a Cinema); Borough Treasurer's room, Rates & Electricity Clerk's Office (now G.38 F&B Restaurant, but previously much altered) and subdivision of some larger office rooms in the east wing to make hotel rooms.



Room: G.2 Concierge [plate 70]

General Description: Concierge

Significance: Moderate

Use: Ancillary service area (part of Entrance Hall).

Ceiling: Modern.

Walls: Modern.

Windows: Timber panel and glazed section to G.41 side.

Doors: Architrave remains on G.41 entrance hall side, temporary door installed during sit visit.

Floor: Historic terrazzo.

Fittings: Enquiry desk and counter.



70 G.2 Concierge interior showing curved wall and painted ceiling



Room: G.3 Room [plate 71]

G.6 Room [plate 71A]

G.9 Room [plate 71B]

General Description: En-suite hotel rooms.

Significance: Low.

Use: Hotel accommodation.

Ceiling: Modern.

Walls: Modern.

Windows: Steel-framed casement.

Doors: Modern.

Floor: Modern timber parquet.

Fittings: --



71 G.3 Hotel Room



71B G.9 Hotel Room



71A G.6 Hotel Room



Room: G.4 Corridor [plate 72]**General Description:** Corridor

This was the main office corridor in the Link Block, which is accessed off the Entrance Hall and connects the west block to the east block (now mainly hotel). There were large screens with nickel-plated frames and double doors, which divide the office corridor from the Hall [Plate 72A, 2017]. They contained Georgian wired glass (non-original). There are glazed screens with single doors onto the former General Clerk's Office (now part of G.3 Room) and the Lounge (G.29), again with their glazing replaced.

The western section of the corridor has modern timber-framed borrowed lights into the new F&B/ Restaurant/Café (G.38).

Significance: Moderate

Use: Circulation.

Ceiling: Modern.

Walls: Modern finish.

Windows: Original steel framed casements with some secondary glazing.

Doors: Modern and some original steel framed to Entrance Hall.

Floor: Historic cork [Plate 72B, 2017].

Fittings: None during site visit.





72 G.4 Corridor looking west to entrance hall (courtyard on left)



72A G.4 Original windows to corridor similar to these



72B Ground Floor, G.4 from the Entrance Hall (2017)

Room: G.8 Room (Former Borough Treasurer)
[plate 73]

General Description: En-suite hotel room formerly the Borough Treasurer's Room (historic photo plate 73A).

There are photographs of the Borough Treasurers on completion in the 1930s in the Photograph Collection of the British Architectural Library at the Royal Institute of British Architects,

Significance: Moderate.

Use: Hotel accommodation.

Ceiling: Modern.

Walls: Panelled walls – existing resued; Indian silver greywood and teak to walls and cupboard doors (see 2017 Historic Building report).

Windows: Original steel-framed casement.

Doors: Modern.

Floor: Modern timber parquet.

Fittings: Hotel cupboards are modified from original built-in furniture.



73 G.8 Hotel Room Former Borough Treasurer Room



73A Ground Floor, Former Borough Treasurer's Room, G.8 (2017)



Room: G.11 Housekeeping [plate 74]

General Description: Housekeeping.

Significance: Neutral

Use: Hotel ancillary service area.

Ceiling: Modern.

Walls: Modern.

Windows: None.

Doors: Modern.

Floor: Modern.

Fittings: None.



74 G11. Housekeeping



Room: G.12a Room [plate 75]

G.12 Room [plate 75A]

G.13 Room [plate 75B]

G.14 Room [plate 75D]

General Description: En-suite hotel room. Previously this was a Typist's room and thereafter a dance studio [plate 75c].

Significance: Low

Use: Hotel accommodation.

Ceiling: Modern.

Walls: Modern.

Windows: Original steel-framed casements.

Doors: Modern.

Floor: Modern timber parquet.

Fittings: -.



75 G.12 Hotel Room



75A G.12a Hotel Room

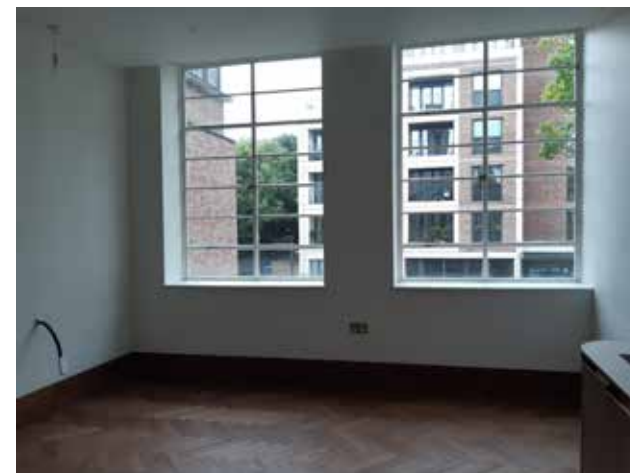




75B G.13 Hotel Room



75C Ground Floor, Former Typist's Room, G.13 (2017)



75D G.14 Hotel Room

Room: G.15 Room [plate 76]

General Description: En-suite hotel room.

2017 inspection noted that this room (Former Borough Engineer's Office) had full-height panelled walls with Indian silver greywood and teak; set out with cross-banding and glazed and solid panel doors to built-in cupboards. [Plate 76A].

There are photographs of the Borough Engineer's Office on completion in the 1930s in the Photograph Collection of the British Architectural Library at the Royal Institute of British Architects.

Significance: Moderate

Use: Hotel accommodation.

Ceiling: Modern.

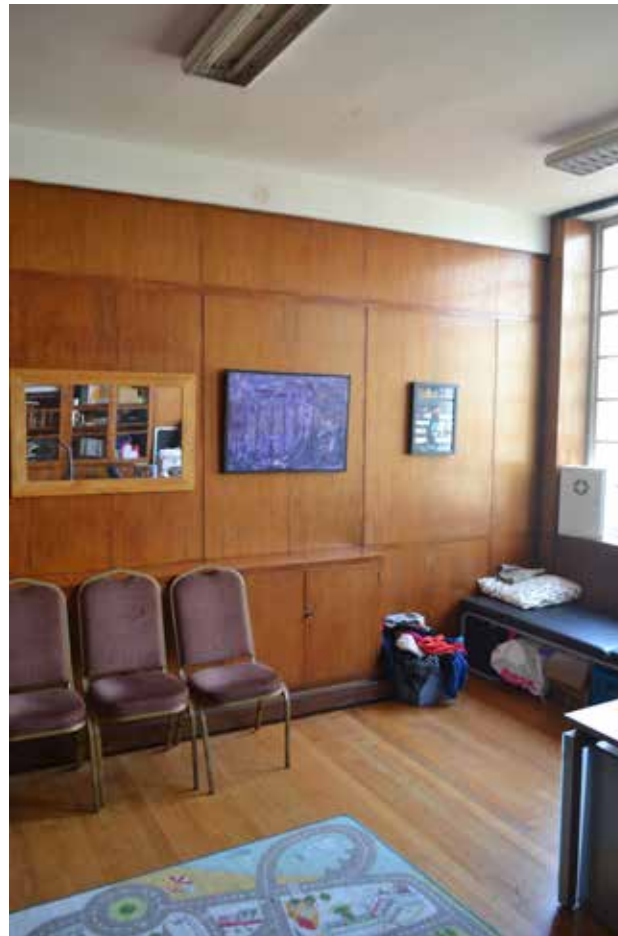
Walls: Panelled walls – existing reused; Indian silver greywood and teak to walls and cupboard doors (see 2017 Historic Building report).

Windows: Original steel-framed casement.

Doors: Modern.

Floor: Historic timber parquet.

Fittings: Hotel cupboards are modified from original built-in furniture. [plate 76B].



76A Ground Floor, Former Borough Engineer's Office, G.15 (2017)





76 G.15 Hotel Room Former Borough Engineer's Office



76B G.15 Hotel room built in furniture from original.

Room: G.16 Corridor [plate 77 and 77A]

General Description: Corridor. This is the cross corridor (running north – south) providing access from Stair ST-06 and Lift LF-02. The 2017 inspection noted that there is a timber-framed glazed screen, which borrows light from the lobby (G.17). Further light is borrowed from G.21.

Significance: Moderate

Use: Circulation.

Ceiling: Modern.

Walls: Modern.

Windows: None.

Doors: Modern.

Floor: Historic cork.

Fittings: -.



77 G.16 Corridor



Room: G.17 Ground Floor Landing [plate 78]

General Description: Ground Floor Landing; eastern lift and stair core.

Significance: Moderate

Use: Circulation.

Ceiling: Modern.

Walls: Modern.

Windows: Original curved steel casement windows to stairwell; modern metal door/ fixed panels to landing.

Doors: Metal lift doors

Floor: Historic terrazzo with bitumen joints.

Fittings: Lifts with terrazzo surround and clock above.



78 G.17 Ground Floor Landing - 1



78A G.17 Ground Floor Landing -2



Room: G.19 Room [plate 79]

G.19a Room [plate 79A]

G.19b Room [plate 79B]

G.21 Room

G.21a Room [plate 79C]

G.23 Room [plate 79D]

G.25 Room [plate 79E]

General Description: En-suite hotel rooms.

Significance: Low to all except LG19b which is Moderate (re-used furniture).

Use: Hotel accommodation.

Ceiling: Modern.

Walls: Modern.

Windows: Original steel-framed casements.

Doors: Modern.

Floor: Modern timber parquet.

Fittings: LG19b has cupboards modified from original furniture.



79 G.19 Hotel Room



79A G.19a Hotel Room





79B G.19b Hotel Room (original furniture for reassembly in room)



79C G.21a Hotel Room



79D G.23 Hotel Room



79E G.25 Hotel Room Former Interview Room

Room: G.27 Permanent Co-working space [plate 80, 80A, 80B, 80C]

G.29 Lounge

General Description: Co-working space; this single larger space previously housed several Clerks offices, book room and a public access space for dealing with the rates office. The 2017 inspection notes: This is the former General Clerk's Office, which was used as a rates collection office. The space is currently occupied as a gallery. There are large screens with nickel-plated frames and a single leaf door onto the main office corridor (G.4), the glazing replaced with Georgian wired glass. There have been earlier changes to the layout of these areas, with new partitions. [plate 80D]

Significance: Moderate.

Use: Co-working space.

Ceiling: Modern with exposed services.

Walls: Modern.

Windows: Large steel-framed casements facing the Garden Court and to west elevation.

Doors: Existing steel frame doors in place to G.41 entrance hall, G.38b Corridor and G.4 Corridor

Floor: Modern (bare concrete floor during site visit, Oct 2024).

Fittings: Original Rates Office desk (including Chubb safe) has been retained for reuse (not in position during site visit).



80 G.29 Co-working space view 1



80A G.29 Co-working space looking north to Entrance Hall G.41





80B G.29 Co-working space view 2



80D G.27 Ground Floor, Former General Clerk's Offices, G.29 (2017)



80C G.27 original windows to co-working space

Room: G.38 F&B/Restaurant/ Café
[plate 81, 81A, 81B]

General Description: F&B/ Restaurant/
Café (Currently being used to store furniture
to other rooms).

Significance: Low

Use: Food & Beverage (ancillary service area).

Ceiling: Painted plaster with exposed
down stand beams.

Walls: Modern.

Windows: Original Bronze-framed casements to west
elevation [plate 81C].

Doors: New double-glazed bronze casement doors
[plate 81D. Door to G.38 is original but has been
shifted, the door and borrowed lights to G.38a
are non-original.

Floor: Modern.

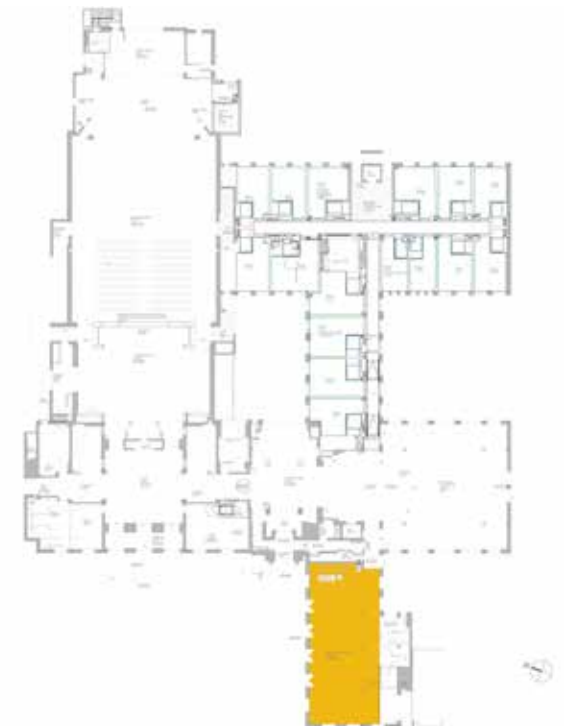
Fittings: -



81 G.38 F&B Restaurant Cafe looking west



81A G.38 F&B Restaurant Cafe looking southwest to kitchen prep area
(by others)





81B G.38 F&B Restaurant Cafe looking east to G.41 Entrance Hall



81E Ground Floor, Former Rates and Electricity Clerk's Offices, G.38b (2017)



81C G.38 F&B Restaurant windows (original)



81D G.38 F&B Restaurant doors (new double glazed)

Room: G.38b Corridor [plate 82]

General Description: Continuation of main link corridor G.4, which runs along the south of the main blocks.

Significance: Moderate

Use: Circulation.

Ceiling: Painted plaster.

Walls: Painted plaster.

Windows: Original steel casement windows to south elevation.

Doors: New external doors and original doors were part of the glazed screens [see plate 82A]

Floor: Historic cork.

Fittings: -.



82 G.38b Corridor



82A Ground Floor, G.4 from the Entrance Hall (2017)



Room: G.39 Lobby [plate 83]

General Description: Lobby which connects G.43 Vestibule to G.38b Corridor, running parallel to and part of Stair ST-04.

Significance: Low.

Use: Entrance/lobby.

Ceiling: Painted Plaster.

Walls: Plaster. Low stair walls are lined with buff bricks, laid in stack bond.

Windows: None.

Doors: Doors with some original ironmongery.

Floor: Screed to lobby area, historic cream terrazzo tiles beyond.

Fittings:-



83 G.39 Lobby



Room: G.40 Barista

General Description: Barista, formerly Hall Porter's kiosk, balancing the form and function of the enquiry desk opposite (now G.2 Concierge). This space was boarded up during the site visit, but a previous image is shown from 2017 [plate 84A].

Significance: High (mirrors G.02 Concierge opposite).

Use: Food & Beverage.

Ceiling: Painted plaster.

Walls: Painted plaster.

Windows: Original metal grille.

Doors: Half swing door.

Floor: Historic terrazzo.

Fittings: Curved counter lined with stone and timber worktop.



84A Ground Floor, Main Entrance Hall (2017), G.41 looking to Hall Porter's kiosk. (2017)



Room: G.41 Entrance Hall [plates 85, 85A, 85B, 85C, 85D, 85E]

General Description: Entrance Hall: the Administration Entrance Hall is one of the most impressive spaces within the building due to its use of sophisticated materials and fine detailing. The hall leads to a spectacular Imperial staircase, which serves the ground to second floor. Despite having few windows, Uren cleverly introduced light into the hall via a series of glazed screens.

Full-height screens (nickel-plated) divide the Entrance Hall from the former Rates Office, the Assembly Hall Foyer and the former General Clerk's Room, the glass is etched and has the geometric pattern, found elsewhere in the building. There are further matching doors with overlights dividing the office corridor from the Hall. Some of the glass to the Rate's Office screen and those to the office corridors been replaced by Georgian wired glass [Plate 85G].

There are photographs of the Administration Entrance Hall on completion in the 1930s in the Photograph Collection of the British Architectural Library at the Royal Institute of British Architects.

Significance: Highest

Use: Entrance Hall.

Ceiling: Original half-barrel strip lights to the ceiling (removed during site visit), globe pendants and flush light boxes to the underside of the stair [plate 85F].

Walls: Lined with Perrycot stone and the columns flanking the stair (which support the tower) and skirtings are picked out in Ashburton marble.

Windows: Original steel casement windows to east wall behind reception area.

Doors: Various: with glass doors to south (as part of glazed screen) and panelled timber to north; some have been boarded.

Floor: Historic cream terrazzo, with brass expansion joints. There is a Greek key-motif cornice and a brass trim.

Fittings: Enquiry Desk [plate 44A]. The east wall contains a large steel-framed casement with etched glass which matches the screens. Below is built-in bench seating (framed with Perrycot stone), with original leather cushions. There is a timber civilian war memorial case (1939-1945) attached to the north wall.





85 G.41 Entrance Hall looking east to the 'service' court



85B G.41 Entrance Hall looking north, with the main entrance on the left



85C G.41 Entrance Hall looking west to Imperial staircase



85A G.41 Entrance Hall looking south, with the main entrance on the right



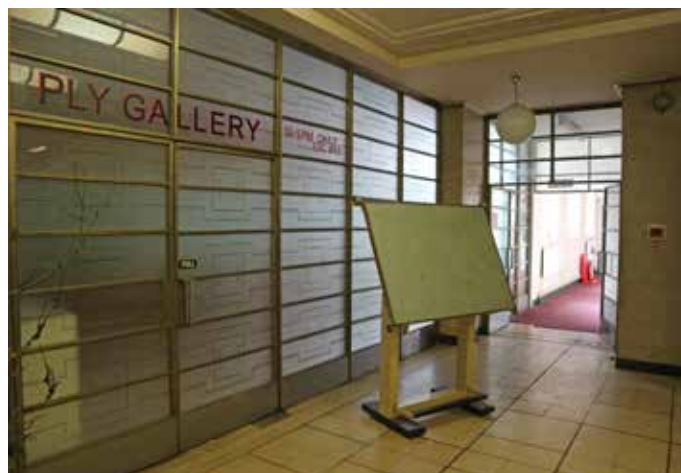
85D G.41 Entrance Hall screen at south end



85F Ground Floor, Main Entrance Hall, G.41 (2017)



85E G.41 Entrance Hall light switches



85G Ground Floor, Main Entrance Hall, G.41 (2017)



85H Ground Floor, main entrance lobby and stair ST.03 (2017)

Room: G.42 Entry [plate 86]

G.43 Vestibule [plate 86A]

General Description: Vestibule and entrance to the Administration Entrance Hall. The Vestibule has an outer and inner door, with the entrance being a small area under the main entrance stair. On entering the building there are 3 steps up to the main entrance area.

Significance: Highest

Use: Entrance.

Ceiling: Bronze-panelled with flush light boxes.

Walls: Vestibule walls lined with Perrycot stone.

Windows: -

Doors: It has decorative bronze gates which were presumably closed at night; they feature stylised animals including horses, squirrels, owls and storks [plate 86A]. There is a matching bronze grille fitted externally over the overlight. There are two panelled timber doors off the vestibule, leading to ST.08 and G.39. G.42 is set beneath the main staircase.

Floor: Vestibule floor lined with Perrycot stone.

Fittings: Some switches in Vestibule.



86 G.42 Entrance





86A G.43 Vestibule



86B Bronze gate to the administrative entrance (2017)

Room: G.45 Men's Lavatory [plate 87 and 87A]

General Description: Men's Lavatory, adjacent to Stair ST-02.

Significance: Moderate

Use: Toilets.

Ceiling: Moderate.

Walls: Precast terrazzo tiles with bitumen joints to walls (up to head height with contrasting yellow trim). Painted plaster to some upper sections of walls, other plaster areas removed.

Windows: Steel-framed casements with terrazzo sills.

Doors: Door with some original ironmongery [plate 87B].

Floor: Historic terrazzo.

Fittings: Terrazzo cubicles. Urinals retained. Sinks, taps and other fixtures and fittings removed.



87 G.45 Men's Lavatory looking east





87A G.45 Men's Lavatory looking south



87B G.45 entrance door

Room: G.48 Café [plate 88]

G.48a Servery

General Description: Servery and Cafe

Significance: Moderate

Use: Food & Beverage.

Ceiling: Modern.

Walls: Plaster, some painted murals on south wall (not original).

Windows: Bronze-framed casements with metal sills in the west wall.

Doors: Timber with signage.

Floor: Part terrazzo and part parquet.

Fittings: -.



88 G.48 Cafe



Room: G.49 Vestibule [plates 89, 89A]

General Description: Vestibule to Assembly Hall Foyer. The inner reveals of the three main entrance doors are clad in Ashburton-marble (to G.55 Foyer). Two of the outer entrances have been temporarily closed with a temporary door in the outer door in the remaining outer entrance.

Significance: Highest

Use: Entrance.

Ceiling: Plaster.

Walls: Decorative brick band detailing with curved brick reveals to outer doors.

Windows: None.

Doors: Inner doors are new metal framed in bronze finish with patterned glass panels , with overlights above. Shutters appear to be intact.

Floor: Cream terrazzo, with a pale blue threshold.

Fittings: Ceiling radiator lights, light switches.



89 G.49 Vestibule external





89A G.49 Vestibule looking south



89B G.49 Vestibule, new entrance doors

Room: G.50 Retail [plate 90]

General Description: Retail space located north of G.49 Vestibule.

Significance: Low.

Use: Retail.

Ceiling: Modern.

Walls: Modern.

Windows: One original steel casement window.

Doors: Original timber

Floor: Part terrazzo and part parquet.

Fittings: -.



90 G.50 Retail



Room: G.50a Public Lavatories [plate 91]

General Description: Public Lavatories which include a Unisex disabled WC.

Significance: Low

Use: Toilets.

Ceiling: Modern.

Walls: Modern.

Windows: One original steel casement window.

Doors: Modern.

Floor: Covered during site visit (could be part terrazzo).

Fittings: -.



91 G.50a Public Lavatories



Room: G.54 Ladies' Lavatory [plate 92 and 92A]

General Description: Ladies' Lavatory, adjacent to Stair ST-01.

Significance: Moderate

Use: Toilets.

Ceiling: Modern.

Walls: Precast terrazzo tiles with bitumen joints to walls (up to head height with contrasting yellow trim). Painted plaster to some upper sections of walls, other plaster areas removed.

Windows: Steel-framed casements with terrazzo sills.

Doors: Door with some original ironmongery, including panelled door to G.54

Floor: Historic terrazzo.

Fittings: Terrazzo cubicles.



92 G.54 Ladies Lavatory looking back to entrance door



92A G.54 Ladies Lavatory looking east



Room: G.55 Foyer including [plate 93, 93A and 93B]

G.52 Corridor [plate 93C] and G.53 Exit

G.46 Corridor [plate 93D]

General Description: This is the Foyer to Assembly Hall, another of the building's prominent public spaces, though it is less elaborate than the Entrance Hall. There are two sets of double doors to the Assembly Hall, these are veneered with portholes (with later wired glass) brass pull handles, with fluted timber friezes over and are framed by Ashburton marble jambs and reveals [plate 93E]. Between these doors the former Ticket Office is set into the wall, which is fronted by silver openwork screens.

There are male and female cloakrooms and WCs arranged off the Foyer via the corridors G.46 and G.52. These spaces have veneered doors and retain original ironmongery, although there has been some change to the internal layout and finishes of these spaces. There are terrazzo lined steps and etched glass screens with double doors through to the Entrance Hall [plate 93F].

There were a number of appealing additional features and fittings in this area mentioned in the 2017 inspection, including the ceiling-hung 'WAY OUT' signs and cigarette butt plates. There is modern illuminated artwork (depicting the architect - Uren) and signage attached to the walls [plate 93F].

There are photographs of the Assembly Hall foyer on completion in the 1930s in the Photograph Collection of the British Architectural Library at the Royal Institute of British Architects.

Significance: Highest

Use: Entrance Hall (Arts Centre Assembly Hall)

Ceiling: Contains a series of five metal-framed borrowed lights, divided by painted timber panels, which now conceal lighting, the original arrangement although this was historically supplemented by pendant lights. There is ongoing work to the ceiling and borrowed lights.

Walls: Finished with Perrycot stone, with Ashburton marble to the skirtings, to the jambs of the Assembly Hall doors and as a trim to walls. The upper portion of the walls are plastered.

Windows: None

Doors: Modern metal doors in bronze finish from G.49 Vestibule and two sets of doors to G.55a Function Room and Assembly Hall beyond.

Floor: Made up of cream and pale blue terrazzo tiles with guiding strips, and ebonite expansion joints.

Fittings: Box Office window and clock position.





93 G.55 Foyer looking towards G49 Vestibule entrance



93A G.55 Foyer looking towards G.41 Entrance Hall



93B G.55 Foyer looking towards Assembly Hall



93C G.52 Corridor looking north



93D Corridor looking south



93F Ground Floor, Assembly Hall Foyer, G.55 (2017)



93E Ground Floor, entrance doors to the Assembly Hall from the foyer G.55 (2017)

Room: G.55a Function Room [plate 94, 94A and 94B]

G.55b Bar/BOH (part of G.55a Function Room)

G.56 Box Office (No Access, Dec 2022)

G.56a Cupboard and G.56b Cupboard

General Description: This is a new space Function Room, previously part of G.57; the original ceiling layout has been retained, with much of the panelled walls to be reinstated, see historic photo [plate 94C]. There are two new lobbies at either corner of the room, which leads into G.57a Assembly Hall.

Significance: Highest

Use: Arts Centre Function Space.

Ceiling: The ceiling has 5 coffered panels (previously with disc shaped light fittings); painted plaster.

Walls: Painted plaster and panelled walls (some areas to be reinstated – construction works ongoing during site visit, Dec 2022). The walls here are panelled with veneered walnut, set out in geometric pattern. There is a timber panelled hatch through to the servery (G.66) [plate 94B]. The vents for the heating system are framed by timber architraves with timber louvers. There are two veneered columns behind the Box Office.

Windows: None.

Doors: Entrance doors into G.55 foyer and Assembly Hall lobbies.

Floor: Narrow floorboards; some infilling of flooring has taken place to the west side of Hall (mismatched colours and junctions are not straight)

Fittings: Original light switchboard; lighting and built in cupboards to west section of wall





94 G.55a Function Room looking towards G.55 Foyer



94A G.55a Function Room looking south



94B G.55a Function Room, looking towards G66 Servery Pantry, image shows panelled wall to this north side of the room



94C Former Ground Floor, Assembly Hall, this section now to be used as G.55a Function Room next to Servery Pantry (2017)

Room: G.57 Assembly Hall [plate 95, 95A, 95B]

G.57a Balcony and Control Room

General Description: This is the Assembly Hall, another of the principal spaces within the building. It takes the form of a large performance space with a stage at its eastern end. The raked gallery to the west has now been converted into F.50(a) Cinema, accessed separately from the first floor.

There are two sets of double doors into the Assembly Hall from G.55a Function Room, these are veneered with portholes (with later wired glass), with brass ironmongery and 'WAY OUT' signs.

The main space of the Assembly Hall is finished with the same timber wall panelling. The floor was covered during the site visit and would be the same as the Function Room (with perimeter linoleum). Above the panelling, the walls are finished in acoustic plaster. The panelling contained timber louvres for ventilation interspersed between the inset metal panel radiators, in the original arrangement. The ceiling is finished in fibrous plaster; it contains large flat metal-framed rooflights at the centre and lower sections of ceiling along the north and south walls; which contained large disc-shaped pendants, which could be raised or lowered (light fittings not present during site visit). There are five tall narrow steel-framed casements line the north and south walls, framed with walnut. Panelled fire exit doors in the north and south walls have 'WAY OUT' signs. The proscenium arch has a shallow stepped profile. Some of the velvet stage curtains are original. The stage front is panelled in the same design as the walls. Historic photos are plates 95E and 95F.

The Balcony is a modern introduction, current to this scheme following the partitioning of the original Assembly Hall. It is painted plaster to match with the plain back wall and houses the controls for the retractable seating.

There are photographs of the Assembly Hall on completion in the 1930s in the Photograph Collection of the British Architectural Library at the Royal Institute of British Architects.

Significance: Highest

Use: Arts Centre auditorium/ performance space.

Ceiling: The ceiling is deeply coffered (containing the radiator panels) and has small disc pendants. **[Plate 95F and 95].** The ceiling has been repaired and redecorated in flat white.

Walls: The walls here are panelled with veneered walnut to the underside of the tall windows, set out in geometric pattern. The vents for the heating system are framed by timber architraves with timber louvers. The walls above the panelling have been repaired and redecorated in flat white.

Windows: Five tall narrow casement windows to north and south walls.

Doors: Panelled timber fire exit doors.

Floor: The floor is sprung teak.

Fittings: -.





95 G.57 Assembly Hall looking to east (stage)



95A G.57 Assembly Hall looking north



95B G.57 Assembly Hall looking west to Function Room and Foyer



95C G.57 Assembly Hall, showing timber stairs up to stage and part of proscenium



95D G.57 Assembly Hall panelled fire exit doors



95E Ground Floor, Assembly Hall, G.57 (2017)



95F Ground Floor, Assembly Hall, G.57 (2017)

Room: G.60 Stage Wing

G.62 Stage [plate 96]

G.63 Stage Wing

**G.60a Landing near Goods and Passenger
Lift LF-06**

General Description: The stage is faced in walnut panelling and there are curved-profile speakers encased in walnut louvres at the corners. The proscenium is staggered and its cheeks clad in walnut, with deep jib stage doors. The area behind the proscenium is plain and utilitarian, with plastered walls to the side and back. There is mechanical duct overhead with a ladder and platform with balustrade to the north wall only.

Significance: Highest.

Use: Performance Stage

Ceiling: Plaster at high level above ducting and gantry etc.

Walls: Plaster to side and back.

Windows: None

Doors: Timber door to north wall from G.62. Flush veneered doors with some original ironmongery. G.60 has a tall and narrow opening for bringing props on to stage, with a modern steel roller shutter.

Floor: Timber floorboards, dark stain.

Fittings: None (2017 inspection noted that some of the velvet curtains were original).



96 G.62 Stage looking north to G.63 Stage Wing



Room: G.61 Green Room [plate 97]

G.61a Disabled Lavatory and Shower

General Description: The Green Room is accessed directly from the stage and previously had timber concertina doors to separate it, although this was absent during the site visit. The room has large windows to the east wall and a new lavatory is to be included to the northeast corner.

Significance: Moderate

Use: Performance space.

Ceiling: Painted plaster.

Walls: Plaster walls.

Windows: A single large metal-framed casement is set in the east wall.

Doors: Modern.

Floor: Timber floorboards, dark stain.

Fittings: None. (The 2017 inspection noted that there are several interesting features and fittings including the illuminated 'SALIDA' box sign above the exit.)



97 G.61 Green Room looking north with G.62 Stage on the left of the image



Room: G.64 Exit [plate 98]

G.65 Exit [plate 98A]

G.67c Store

General Description: Exit routes and store off Assembly Hall and G.55a Function Room.

Significance: High to G.64 and G.65 and Neutral to G.67 Store.

Use: Escape routes with G.67a a storeroom.

Ceiling: Painted plaster.

Walls: Painted plaster.

Windows: None.

Doors: Original double external solid panelled doors, with ironmongery.

Floor: Sprung timber floor boards.

Fittings: -.





98 G.64 Exit Lobby



98A G.65 Exit

Room: G.66 Servery/Pantry

General Description: Originally a servery / bar with two dumbwaiters linking it to kitchens in the basement. This space will continue as a servery/ pantry with the existing servery lift shaft to be reused. It is part of G.55a Function Room

Significance: Neutral

Use: Food serving.

Ceiling: Modern.

Walls: Modern.

Windows: Steel casement windows with secondary glazing.

Doors: Modern.

Floor: Small terrazzo tiles.

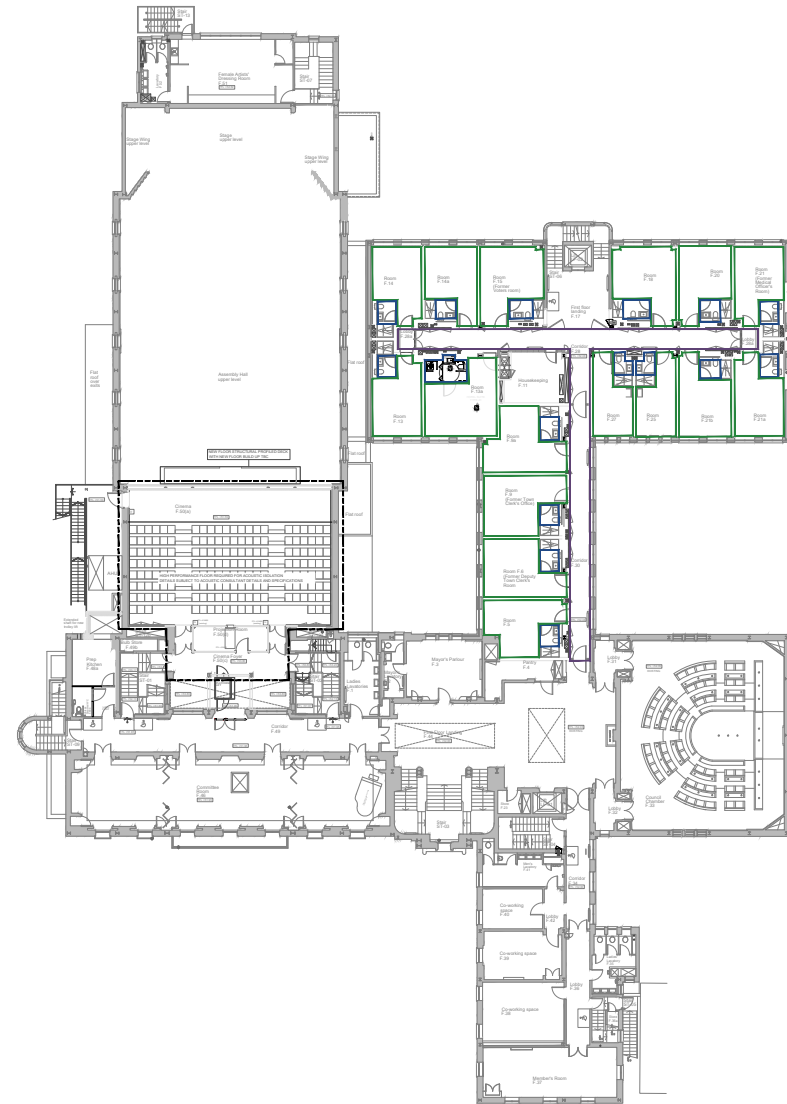
Fittings: -.



First Floor

The first floor holds some of the building's most exceptional spaces and is largely intact in terms of main planform, fitting and finishes; although some of the soft furnishings have been updated. The first-floor landing, Committee Rooms and Council Chamber steal the show, but there are other more modest but finely detailed spaces including the Mayor's Parlour and Member's rooms which retain most of their fine timber panelling. Other original rooms which were also panelled and finely detailed, such as the former Town Clerk's office; former Voter's Room and former Medical Officer's room) have been altered but retain some of the original panelling and furniture.

The office spaces were a mixture of small finely panelled rooms and larger plain rooms for typists and clerks, whereas most of the rooms are now hotel rooms of similar size with some co-working space to the west wing. A range of original features and fitting were previously noted, some of which are to be reinstated including panelling, built-in cupboards, doors, wall-mounted clocks (some to be reinstated), squat domed ceiling lights, radiator panels and ironmongery.



Room: F.1 Ladies' Lavatories [plate 100]

General Description: Ladies Lavatories, currently under refurbishment with all fixtures and fittings removed.

Significance: Low

Use: Toilets

Ceiling: Modern.

Walls: Modern.

Windows: Steel-framed casements.

Doors: Modern.

Floor: Modern.

Fittings: None.



100 *F.1 Ladies Lavatories*



Room: F.2 Mayor's Lavatory [plate 101]

General Description: Mayor's WC with access from F.3 Mayor's Parlour only, now with most of fixtures and fitting removed.

Significance: Moderate

Use: Toilet.

Ceiling: Modern.

Walls: Terrazzo tiles up to head height, terrazzo cubicle, with painted plaster above.

Windows: Small casement window to east elevation.

Doors: Door with some original ironmongery (panelled on Mayor's parlour side, plain on inside face).

Floor: Historic terrazzo tiles.

Fittings: -



101 *F.2 Mayor's Lavatory*



Room: F.3 Mayor's Parlour
[plate 102, 102A and 102B]

General Description: Mayor's Parlour, this panelled room has built in cupboards either side of the entrance door and a large window to the east elevation overlooking to the inner courtyard.

Veneered door with decorative banding, original ironmongery, and lettering.

There is a photograph of the Mayor's Parlour on completion in the 1930s in the Photograph Collection of the British Architectural Library at the Royal Institute of British Architects.

Significance: High

Use: Mayor's Parlour.

Ceiling: Painted plaster.

Walls: Panelled very finely, to full height in walnut and have built-in cupboards with glass panels.

Windows: Three tall bronze-framed casements with etched glass in the east wall, set in walnut reveals [plates 102A and 102C].

Doors: Veneered door with decorative banding, original ironmongery, and lettering from first floor landing, with a panelled door into F.2 Mayor's lavatory.

Floor: New carpet.

Fittings: Marble and stone radiant heater; clock; nickel-plated chandeliers There is a 1930s vanity with keyhole-shaped mirror (from elsewhere). Original curtains lost.



102 F.3 Mayor's Parlour looking north



102A F.3 Mayor's Parlour looking southeast





102B F.3 Mayor's Parlour looking to stairwell



102C First Floor, former Mayor's Parlour, F.3 (2017)

Room: F.4 Pantry

General Description: No access (observation from 2022 visit).

Significance: Neutral

Use: Food & Beverage.

Ceiling: Modern.

Walls: Modern.

Windows: None.

Doors: Original door and fixed sidelights.

Floor: Modern.

Fittings: None.



Room: F.5 Room [plate 104]

F.6 Room (Former Deputy Town Clerk's Room) [plate 104A]

F.9a Room [plate 104B]

General Description: Ensuite hotel rooms accessed from F.30 Corridor, which links the east and west wings.

Significance: Low to F.5 and F.9a.

Moderate to F.6

Use: Hotel accommodation.

Ceiling: Modern.

Walls: Modern.

Windows: Original steel casement windows.

Doors: Modern.

Floor: Modern timber parquet.

Fittings: Original cupboards modified and fitted to room F.6.



104 F.5 Hotel Room



104A F.6 Hotel Room Former Deputy Town Clerk's Room



104B F.9a Hotel Room



Room: F.9 Room (Former Town Clerk's Office) [plate 105]

General Description: Ensuite hotel room accessed from F.30 Corridor, previously fitted with full height panelled cupboards [plate 105A].

There is a photograph of the Town Clerk's Room on completion in the 1930s in the Photograph Collection of the British Architectural Library at the Royal Institute of British Architects.

Significance: Moderate

Use: Hotel accommodation.

Ceiling: Modern.

Walls: Panelled walls – existing reused; Indian silver greywood and teak to walls and cupboard doors (see 2017 Historic Building report).

Windows: Original steel-framed casements.

Doors: Modern.

Floor: Modern timber parquet.

Fittings: Original cupboards modified and fitted.



105 F.9 Hotel Room Former Town Clerk's Office



105A First Floor, former Town Clerk's Room, F.9 (2017)



Room: F.11 Housekeeping [plate 106]

General Description: Housekeeping

Significance: Neutral

Use: Hotel ancillary service space.

Ceiling: Modern.

Walls: Modern.

Windows: Modern None (internal room).

Doors: None during site visit (construction, Dec 2022).
Original John Tann's 'Reliance' steel door to be refitted.

Floor: Modern (screed floor during site visit).

Fittings: None.



106 *F.11 Housekeeping*



Room: F.13 Room [plate 107]

F.13a Room [plate 107A]

F.14 Room [plate 107B]

F.14a Room [plate 107C]

F.15 Room [plate 107D]

General Description: Ensuite hotel room accessed from F.28 Corridor and Lobby (north section of corridor).

Significance: Low to all, except Moderate to F.15

Use: Hotel accommodation.

Ceiling: Modern.

Walls: Modern.

Windows: Original steel-framed casements.

Doors: Modern.

Floor: Modern timber parquet.

Fittings: Original cupboards modified and fitted to F.15.





107 *F.13 Hotel Room*



107A *F.13a Hotel Room*



107B *F.14 Hotel Room*



107C *F.14a Hotel Room*



107D *F.15 Hotel Room Former Voters Room*

Room: F.17 First Floor Landing [plate 108]

General Description: First Floor Landing; eastern lift and stair core.

Significance: Moderate/High

Use: Circulation.

Ceiling: Modern.

Walls: Modern.

Windows: Original curved steel casement windows to stairwell; modern metal door/ fixed panels to landing.

Doors: Metal lift doors

Floor: Historic terrazzo with bitumen joints.

Fittings: Lifts with terrazzo surround and clock above.



108 *F.17 First floor landing*



Room: F.18 Room [plate 109]

F.20 Room [plate 109A]

F.21 Room (Former Medical Officer's Room) [plate 109B]

F.21a Room [plate 109C]

F.21b Room [plate 109D]

F.25 Room [plate 109E]

F.27 Room [plate 109E]

General Description: Ensuite hotel room accessed from F.28 Corridor (south section of corridor).

Significance: Low to all, except Moderate to F.21 (Former Medical Officer's Room)

Use: Hotel accommodation.

Ceiling: Modern.

Walls: Moderate.

Windows: Original steel-framed casements.

Doors: Moderate.

Floor: Modern timber parquet.

Fittings: Some original cupboards re-fitted in F.21 Former Medical Officer's Room (previously this room was panelled full height with built in cupboards).



109 F.18 Hotel Room



109A F.20 Hotel Room





109B *F.21 Hotel Room (Former Medical Officer's Room)*



109C *F.21a Hotel Room*



109D *F.21b Hotel Room*



109E *F.25 Hotel Room*



109F *F.27 Hotel Room*

Room: F.28 Corridor [plate 110]

General Description: Corridor which runs north-south in the east wing, now the main circulation route for hotel rooms. Historic photo plate 110A.

Significance: Moderate

Use: Circulation.

Ceiling: Modern.

Walls: Modern. -

Windows: None.

Doors: Modern.

Floor: Historic cork.

Fittings: -.



110 F.28 Corridor [resaved as file corrupt]



Room: F.30 Corridor [plate 111]

General Description: Main corridor in the Link Block. It runs between the east wing and the Council Chamber / landing; and is now a circulation route for the hotel rooms here.

Significance: Moderate

Use: Circulation.

Ceiling: Modern.

Walls: Modern.

Windows: Steel casement windows.

Doors: Modern.

Floor: Historic cork.

Fittings: -.



111 F.30 Corridor looking east, with courtyard to the right



Room: F.33 Council Chamber
[plate 112, 112A and 112B]

F.31 Lobby

F.32 Lobby [plate 112D]

General Description: This is one of the principal spaces on this floor which housed the formal functions of the Council; it is arranged much like a court room with seating arranged in a horseshoe configuration and a gallery at second floor level, all facing the Mayor's rostrum. Materials are good quality but not extravagant.

The lobbies are panelled full height to match the Council Chamber (low ceiling as public gallery above).

There are photographs of the Council Chamber on completion in the 1930s in the Photograph Collection of the British Architectural Library at the Royal Institute of British Architects.

Significance: Highest

Use: Civic Space.

Ceiling: Very large rooflight with stepped sections above public gallery and a sloped ceiling above the former Mayor's rostrum.

Walls: Panelled half-height in walnut, with decorative banding around framing the clock behind the Mayor's rostrum, and the upper half is plastered.. There is a narrow gallery at second floor level, set against the south wall. The walls beneath the gallery are faced in cork.

Windows: Tall casements to east and west wall, framed in walnut. Either side, new fabric panels either side of windows to east and west walls (pattern as original)).

Doors: Temporary doors on site during construction works but originally veneered doors with decorative banding and small vision panels, with later Georgian wired glass.

Floor: New carpet

Fittings: Much of the original seating has been repaired and arranged in tiers, with integrated writing desks with drawers. The bench seats are Australian walnut and teak and upholstered with leather. Two mayoral and council member chairs behind the rostrum, others not present during site visit (could be stored elsewhere in the building). Semi-circular-ended table in the centre of the horseshoe is free-standing. See plate 112 C.





112 F.33 Council Chamber looking north to Public Gallery



112A F.33 Council Chamber lookin west



112B F.33 Counil Chamber looking south to former Mayor's rostrum



112C First Floor, former Council Chamber, F.33 (2017)



112D Interior of Council Chambe lobby

Room: F.34 Corridor [plate 113]

F.36 Lobby [plate 113A]

General Description: Corridors leading from first floor landing to the member's rooms.

Significance: Moderate

Use: Circulation.

Ceiling: Modern.

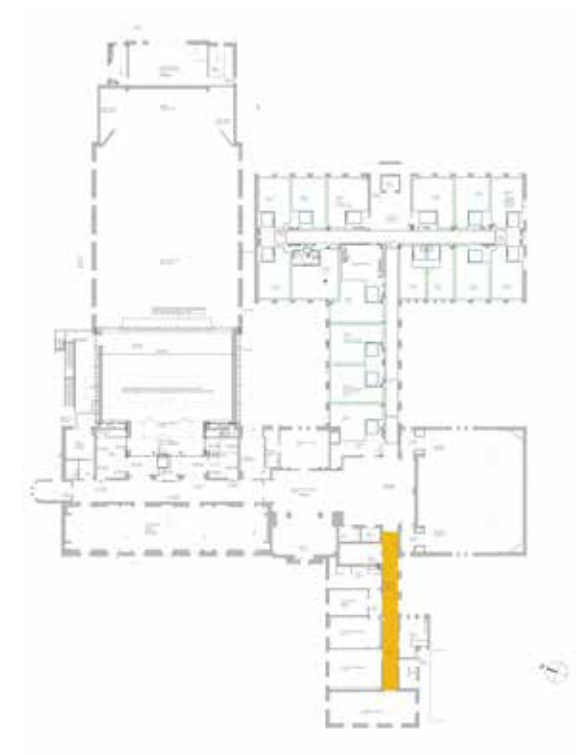
Walls: Modern.

Windows: Original steel-framed casements, overlooking the rear gardens of the houses on Hatherly Gardens.

Doors: Modern.

Floor: Historic cork.

Fittings: -.





113 *F.34 Corridor*



113A *F.36 Lobby*

Room: F.35 Ladies Lavatory [plate 114]

General Description: Ladies Lavatory which now has some additional ducting through it.

Significance: Moderate

Use: Toilet.

Ceiling: Moderate

Walls: Original precast terrazzo to head level, with tesserae band and skirting detail. Terrazzo cubicle walls.

Windows: Original windows with obscure glazing.

Doors: Flush panel on solid core doors cubicle.

Floor: Original terrazzo tiles.

Fittings: -.



114 *F.35 Ladies' Lavatory*



Room: F.37 Member's Room [plate 115]

General Description: This prominently positioned room is panelled full height with five tall windows, making it well lit.

There are photographs of the Member's Room on completion in the 1930s in the Photograph Collection of the British Architectural Library at the Royal Institute of British Architects.

Significance: Highest

Use: Multi-purpose including civic/ co-working.

Ceiling: Plastered ceiling - there is a cut back junction at window heads for curtains[**Plate 115B**].

Walls: Full height panelling with walnut laid out with decorative cross-bands, with built-in glazed cupboards (original brass ventilation grilles to the walls removed).

Windows: Five tall steel casement windows with original ironmongery.

Doors: Modern.

Floor: New grey carpet.

Fittings: Light fittings.



115 F.37 Member's Room looking south



115B F.37 Member's Room looking north





115A *F.37 Member's Room, typical window to room*



115B *First Floor, former Member's Room, F.37 (2017)*

Room: F.38 Co-working space [plate 116]

F.40 Co-working space

General Description: Formerly Member's and Lady Member's Robing Rooms, these are now co-working spaces.

Significance: Low

Use: Co-working.

Ceiling: Modern.

Walls: Modern.

Windows: Original bronze-framed casements.

Doors: Modern .

Floor: Cork.

Fittings:



116 F.38 Co-working space formerly Member's Robing Room



Room: F.39 Co-working [plate 117]

General Description: Formerly Lady Member's Room, this panelled room is now a co-working space.

Significance: Moderate

Use: Co-working

Ceiling: Modern.

Walls: Full height panelling with walnut laid out in decorative cross-bands, with built-in glazed cupboards. Brass ventilation grilles to the walls.

Windows: Original Bronze-framed casement with timber reveals.

Doors: Modern.

Floor: New grey carpet.

Fittings: Marble and stone radiant heater and clock [plate 117A].



117 F.39 Co-working space - 1 panelled room formerly Lady Member's Room



117A First Floor, former Lady Member's Room, F.39 (2017)



Room: F.41 Men's Lavatory [plate 118]

General Description: Men's Lavatory, stripped out during site visit (Dec 2022).

Significance: Moderate

Use: Toilets.

Ceiling: Modern.

Walls: Original precast terrazzo to head level, with tesserae band and skirting detail. Terrazzo cubicle walls.

Windows: Original windows with original terrazzo window boards.

Doors: Original flush panel on solid core doors to entrance door and cubicle doors.

Floor: Original terrazzo tiles.

Fittings: -.



118 *F.41 Men's Lavatory*



Room: F.44 First Floor Landing
[plate 119, 119A and 119B]

General Description: The first-floor landing is one of the most successful spaces in the building due to its use of refined materials and fine detailing. Light floods into the landing via a series of lightwells, which visually connect this formal space with the ancillary office spaces above. It is reached by ST.03: an elaborate Imperial staircase, which is framed by Ashburton marble columns, with Perrycot stone treads and Ashburton marble risers. The balustrades are bronze openwork, with bronze handrails.

There are two lightwells over the landing, which illuminate this space and visually link it with the second floor; these openings are framed by decorative bronze openwork balustrades. The walls are lined with Perrycot stone.

There are photographs of the First Floor Landing on completion in the 1930s in the Photograph Collection of the British Architectural Library at the Royal Institute of British Architects.

Significance: Highest.

Use: Circulation.

Ceiling: Painted plaster with lightwells to second floor above.

Walls: Lined with Perrycot stone and the jambs of the entrances to the Council Chamber and Committee Rooms are emphasised by bands of gold mosaic and deep marble skirtings.

Windows: None.



119 F.44 First floor landing arriving at the top of stairs, looking east

Doors: Generally, original doors (door closers removed),

Floor: Cork tiles, with a stone border.

Fittings: There is a range of original light fittings and switch plates **[plate 119C]**, including flush lighting panels beneath the stair and over doorways and squat domed ceiling lights. Two bronze plaques flank the door to the Mayor's Parlour; containing lists of past mayors **[plate 119D]**. There is a Second World War memorial at the centre of the south wall, from Hornsey County School (installed in the 1980s, covered during site visit). The lift is fronted by walnut doors and retains its lift car. There is a range of original furniture in this space, including the reception desk from the Entrance Hall, leather-covered benches and velvet-covered bucket seats, all of which were not inspected (covered during site visit).

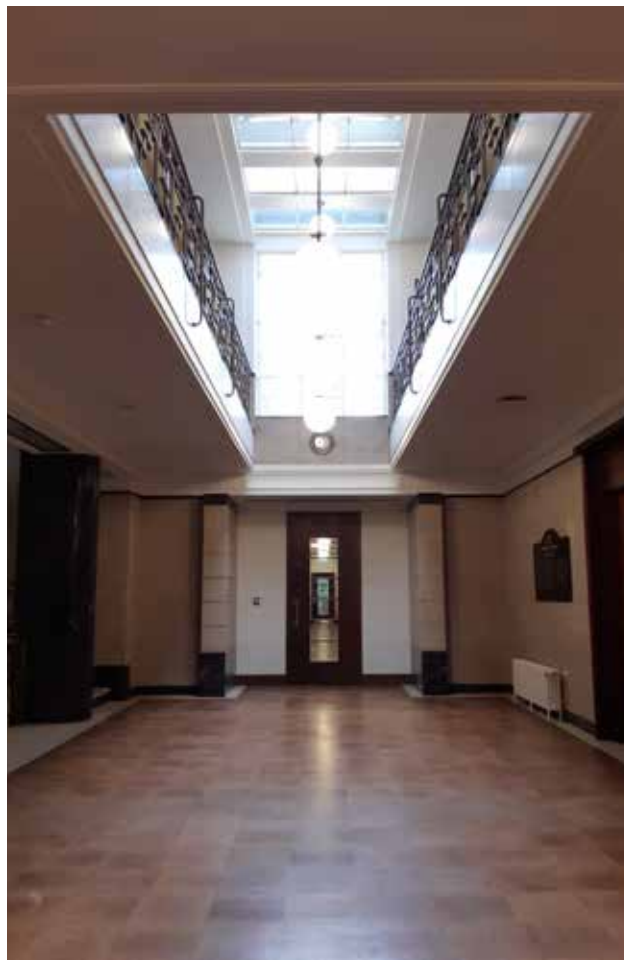




119B F.44 First floor landing south lightwell, looking west to F.37 Members Room



119D First Floor, landing, F.44 (2017)



119A F.44 First floor landing, looking south to Council Chamber



119C F.44 First floor landing fittings

Room: F.46 Committee Room [plate 120 and 120A]

General Description: These grand rooms (formerly Committee Rooms) are set over the Foyer to the Assembly Hall; they are currently in use as a single room, though have the capacity to be broken down into three rooms by concertina doors, hidden within the full-height walnut panelling [plate 120B].

There are photographs of the Committee Rooms on completion in the 1930s in the Photograph Collection of the British Architectural Library at the Royal Institute of British Architects.

Significance: Highest.

Use: Civic/ co-working.

Ceiling: Modern with large rectangular recesses, which was part of the heating / cooling system.

Walls: Timber panelled walls, with end walls are faced in cork.

Windows: Seven tall bronze-framed casements with timber beading in the west wall [plate 120B].

Doors: Four sets of double doors flanked; all are faced in walnut with decorative banding to match the Committee Room and have original ironmongery including Britten door closers.

Floor: Historic timber parquet with a Perrycot stone border.

Fittings: Globe lighting pendants, clock and switch plates.



120 F.46 Committee Room, looking south





120A F.46 Committee Room 3, looking west to forecourt



120B F.46 Committee Room, typical tall glazing to west elevation



120C First Floor, former Committee Rooms F.46 (2017)

Room: F.48a Prep Kitchen.

F.48b Unisex Disabled WC

F.48c Lobby

General Description: These spaces are new, now accommodated in the former service room.

Significance: Neutral

Use: Ancillary support space and toilet.

Ceiling: Modern.

Walls: Modern.

Windows: None.

Doors: None.

Floor: Modern.

Fittings: -.



Room: F.49 Corridor [plate 121]

General Description: Main corridor adjacent to the Committee Rooms, this area was under construction works during the site visit (Dec 2022). There has been some change to the east area of this corridor, with the space under the raked gallery seating now accessible as storage (there was a lightwell here before).

Significance: High

Use: Circulation

Ceiling: Modern.

Walls: Plaster.

Windows: None.

Doors: The two sets of double doors into the Committee Room are panelled walnut (lettering: 'COMMITTEE ROOM' in the frieze of the architraves and original brass-coloured Britten door closers removed [see historic images, plates 121A and 121B]).

Floor: Historic cork tiles.

Fittings: None during site visit, but previously noted as having long cork notice boards (painted) line the Committee Room side walls. Domed ceilings lights and switch plates.



121 F.49 Corridor





121A First Floor, Committee Room corridor, F.49 (2017)



121B First Floor, Committee Room doors, F.49 (2017)

Room: F.50 (a) Cinema [plate 122]

F.50 (c) Cinema Foyer [plate 122A].

F.50 (d) Projection Room

General Description: New Cinema (formerly Gallery to Assembly Hall) with associated foyer area accessed via F.49 Corridor. Modern projection room.

Significance: Moderate to F.50a Cinema, Low to other spaces (being new).

Use: Arts Centre/ community.

Ceiling: Ceiling contains staggered rooflights.

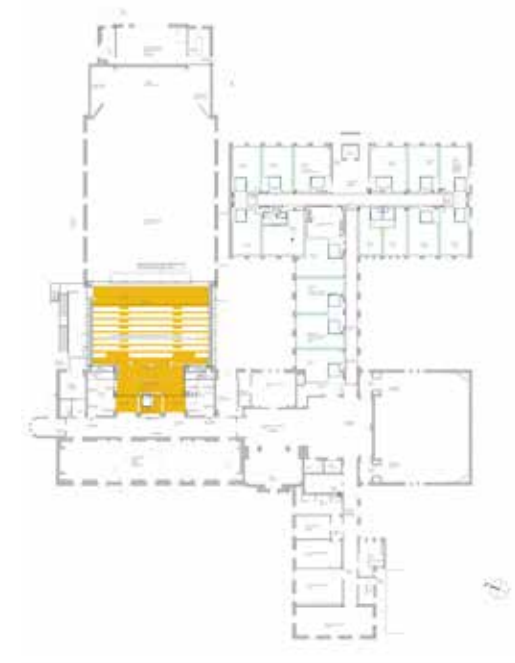
Walls: Plasterboard above staggered timber panelling remaining on the side walls (this used to line up with the Gallery seating).

Windows: None.

Doors: Flush veneered doors with ironmongery to Cinema Foyer area [plate 122A].

Floor: The floor is tiered, with no floor finish during site visit (Oct 2024), the steps have modern safety tread-ends.

Fittings: None during site visit, but previously noted as having upholstered folding seats retained.





122 F.50a Cinema



122A F.50c Cinema Foyer lobby doors (parquet floor lifted)

Room: F.51 Female Artists Dressing Room

General Description: Co-working space (formerly Female Artists' Dressing Room).

Significance: Moderate

Use: Co-working space.

Ceiling: Painted plaster.

Walls: Painted plaster.

Windows: Large steel-framed casement in east wall, metal radiator panels set beneath.

Doors: Modern

Floor: Narrow timber floorboards.

Fittings: Anglepoise task lights and globe ceiling pendants [plate 123A]; with some furniture being reassembled,



123A First Floor, former ladies' dressing room, F.51 (2017)



Room: F.52 Lavatory

General Description: Lavatory

Significance: Moderate

Use: Toilets.

Ceiling: Modern.

Walls: Terrazzo tiles up to head height with contrasting trim to skirting and frieze. Terrazzo cubicles with a later overlaid infill over. Painted plaster above.

Windows: Steel-framed casement with terrazzo sill.

Doors: Modern.

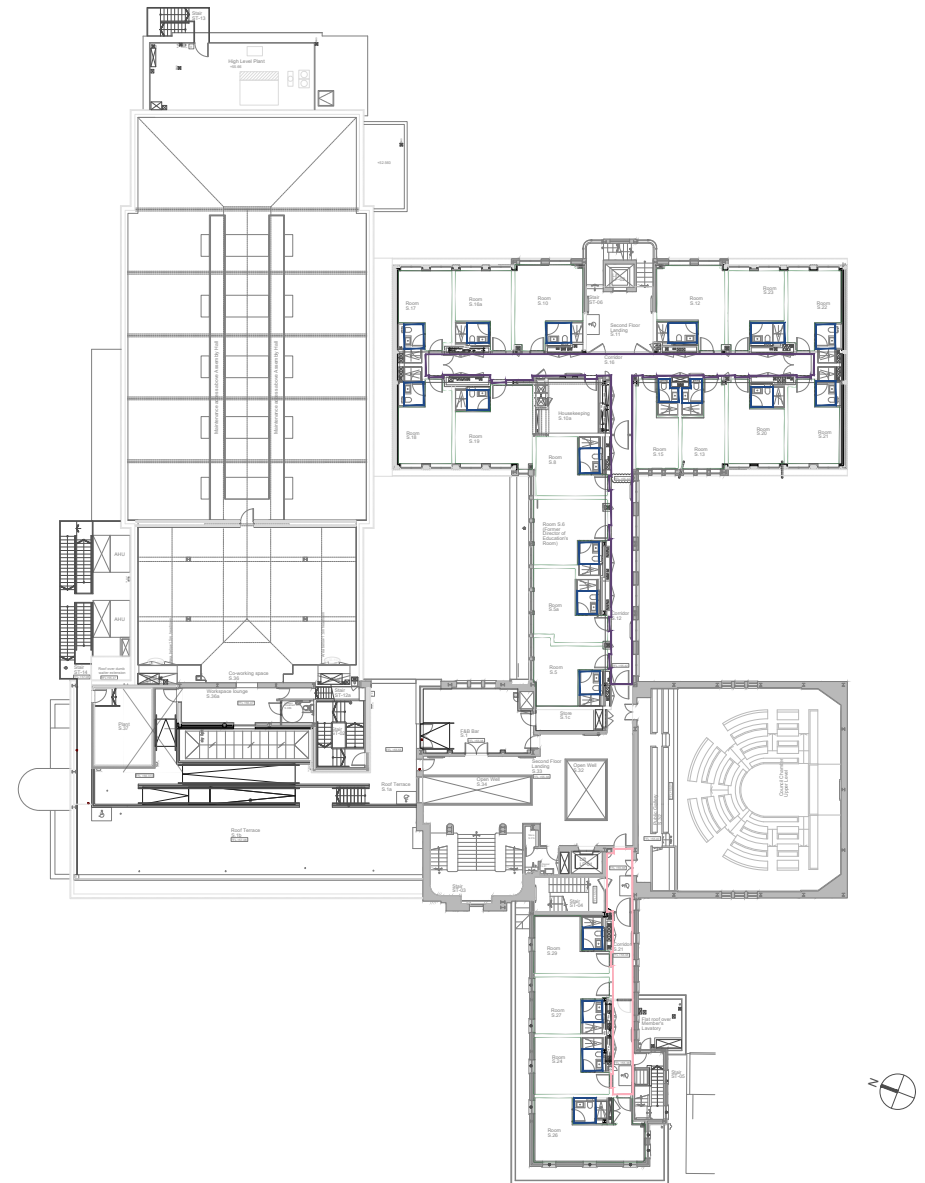
Floor: Historic terrazzo tiles.

Fittings: -



Second Floor

The second floor was originally intended as offices and the caretaker's flat (set over the west office wing). The spaces are intentionally plain, with narrow floorboards and plastered walls and ceilings, however the second-floor landing is a grand space, in keeping with the floors below. A range of original features and fitting remain, including doors, squat domed ceiling lights, wall-mounted clocks, and ironmongery. There have been historic changes to the layout with 1970s extensions to the east office wing. The current scheme has rationalised the layout to provide hotel rooms to the east wing (including extension) and when converting the caretaker's flat (western wing) to additional hotel rooms.



Room: S.1 F&B Bar [plate 130]

S.1c Store

General Description: Formerly the Staff Mess Room, this room at the top of the building is well lit with windows on two elevations. Much of the finishes are modern, and a new opening to the second-floor landing which better connects it to circulation space. The store is a new room formed from the previous Deputy Director's room, it is narrow, small and plain (original door opening into S.1 F&B Bar).

Significance: Low

Use: Arts centre/ food & beverage/ co-working

Ceiling: Modern.

Walls: Painted plaster.

Windows: Continuous glazed screen window type [wrap-around window to north elevation] and three individual windows to east elevation.

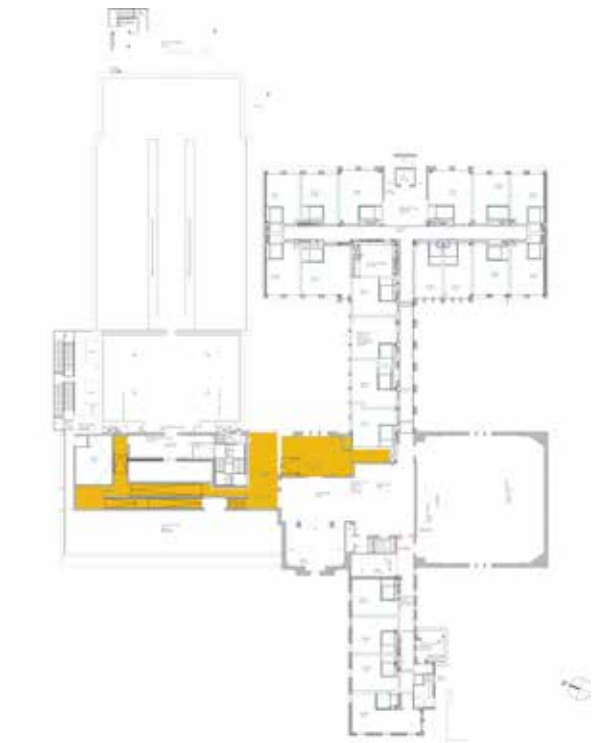
Doors: Modern.

Floor: Modern (none during site visit, Oct 2024).

Fittings: -.



130 S.01 F&B Bar - 1



Room: S.1a Roof Terrace [plate 130A]

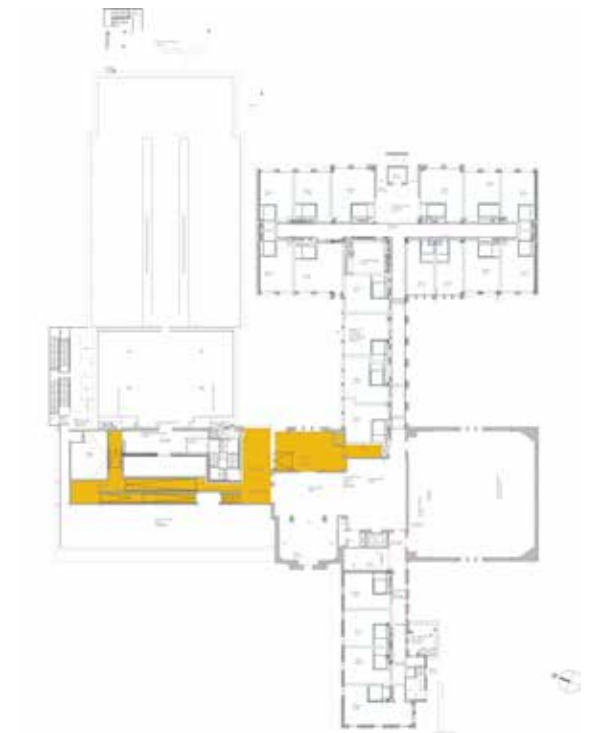
General Description: There is an external Roof Terrace immediately outside of S.1 F&B Bar, where a section of the existing windows is being removed to provide double doors.

Significance: Low

Use: Arts centre/ food & beverage/ circulation



130A S.1a Roof Terrace looking east



Room: S.5 Room

S.5a Room [plate 131]

S.6 Room (Former Director of Education's Room) [plate 131A]

S.8 Room [plate 131B]

General Description: Ensuite hotel rooms accessed from S.12 Corridor, which links the east and west wings.

There is a photograph of the Director of Education's Office on completion in the 1930s in the Photograph Collection of the British Architectural Library at the Royal Institute of British Architects.

Significance: Low to all except Moderate to S.6

Use: Hotel accommodation.

Ceiling: Modern.

Walls: Modern walls to all rooms, but S.6 has panelled walls.

Windows: Original steel casement windows.

Doors: Modern.

Floor: Modern timber parquet.

Fittings: Some original cupboards re-fitted in S.6 (Former Director of Education's Room); previously this room was panelled full height with built in cupboards.-



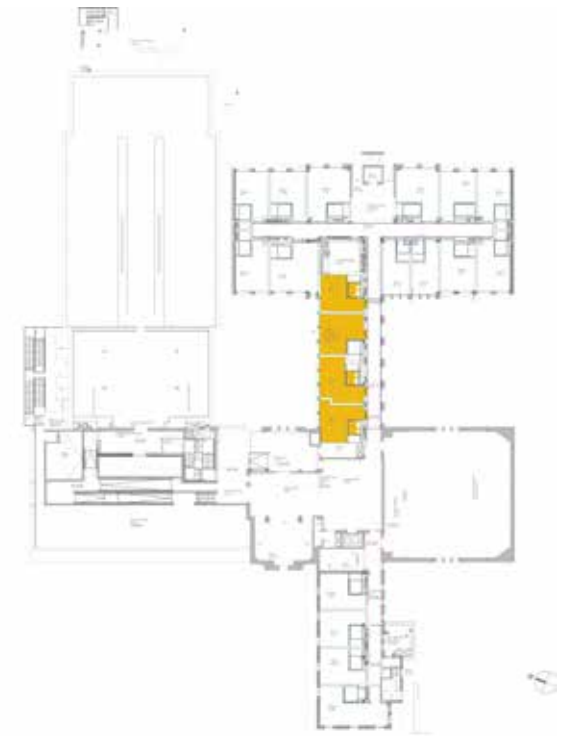
131 S.05a Hotel Room



131A S.06 Hotel Room



131B S.08 Room



Room: S.10 Room [plate 132]

S.16a Room [plate 132A]

S.17 Room [plate 132B]

S.18 Room [plate 132C]

S.19 Room [plate 132D]

General Description: Ensuite hotel rooms accessed from north section of S.16 Corridor. S.10 was originally a General Office and Typists room.

Significance: Low

Use: Hotel accommodation

Ceiling: Modern.

Walls: Modern.

Windows: Original to S.10 and S.19. Modern to other rooms.

Doors: Modern.

Floor: Modern timber parquet.

Fittings: -.





132 S.10 *Hotel Room*



132A S.16a *Hotel Room*



132B S.17 *Hotel Room*



132C S.18 *Hotel Room*



132D S.19 *Hotel Room*

Room: S.10a Housekeeping [plate 133]

General Description: This former Documents Room (S.9) has been expanded and converted to provide housekeeping facilities; now with modern finishes.

Significance: Neutral

Use: Hotel ancillary service space.

Ceiling: Modern.

Walls: Modern.

Windows: None.

Doors: Modern.

Floor: Modern.

Fittings: -



133 *S.10a Housekeeping*



Room: S.11 Second Floor Landing [plate 134 and 134A]

General Description: Second floor Landing; eastern lift and stair core.

Significance: Moderate/ high

Use: Circulation

Ceiling: Modern.

Walls: Modern.

Windows: Original curved steel casement windows to stairwell.

Doors: Modern.

Floor: Historic terrazzo with bitumen joints.

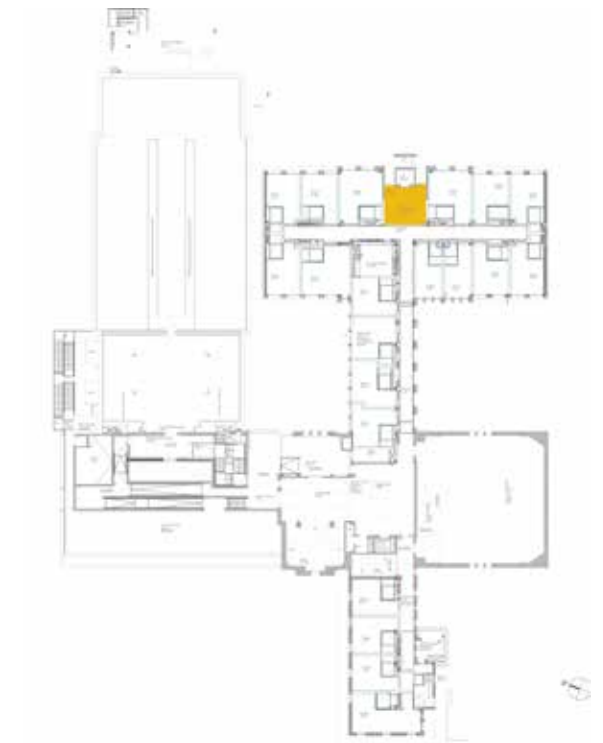
Fittings: Lifts with terrazzo surround and clock above.



134 S.11 Second floor landing (east stair) - 1



134A S.11 Second floor landing (east stair) - 2



Room: S.12 Corridor [plate 135]

General Description: Main corridor in the Link Block. It runs between the east wing and the second-floor landing in the Admin block and is the main circulation route for the hotel rooms here.

Significance: Moderate

Use: Circulation

Ceiling: Modern.

Walls: Modern.

Windows: Steel casement windows.

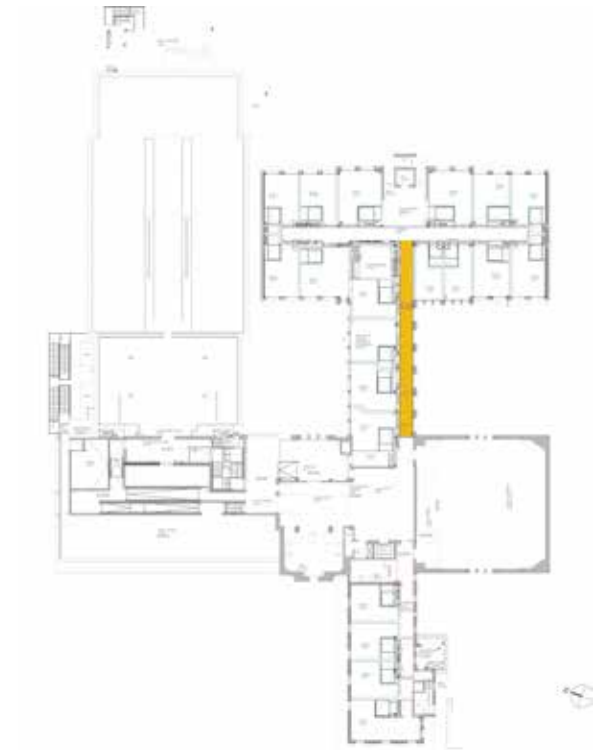
Doors: Modern.

Floor: Cork.

Fittings: -



135 S.12 Corridor looking east from second floor landing S.33



Room: S.12 Room [plate 136, 136G (2017)]

S.13 Room [plate 136A]

S.15 Room [plate 136B]

S.20 Room [plate 136C]

S.21 Room [plate 136D]

S.22 Room [plate 136E]

S.23 Room [plate 136F]

General Description: Ensuite hotel rooms accessed from the south section of S.16 Corridor. This area has been reconfigured to provide the hotel rooms, particularly those at the southern end S.20, 21, 22 and 23.

S.13 and S.15 were formerly WCs which had terrazzo tiled walls and floors.

Significance: Low.

Use: Hotel accommodation.

Ceiling: Modern.

Walls: Modern-

Windows: Original to S.12, S.13 and S.15. Modern to other rooms.

Doors: Modern.

Floor: Modern timber parquet.

Fittings:



136 S.12 Hotel Room



136A S.13 Hotel Room





136B S.15 Hotel Room



136C S.20 Hotel Room



136D S.21 Hotel Room



136E S.22 Hotel Room



136F S.23 Hotel Room



136G Second Floor, office, S.12 (2017)

Room: S.16 Corridor [plate 137]

General Description: Corridor which runs north-south in the east wing, now the main circulation route for hotel rooms. Historic photo plate 137A.

Significance: Moderate

Use: Circulation.

Ceiling: Modern.

Walls: Modern.

Windows: None.

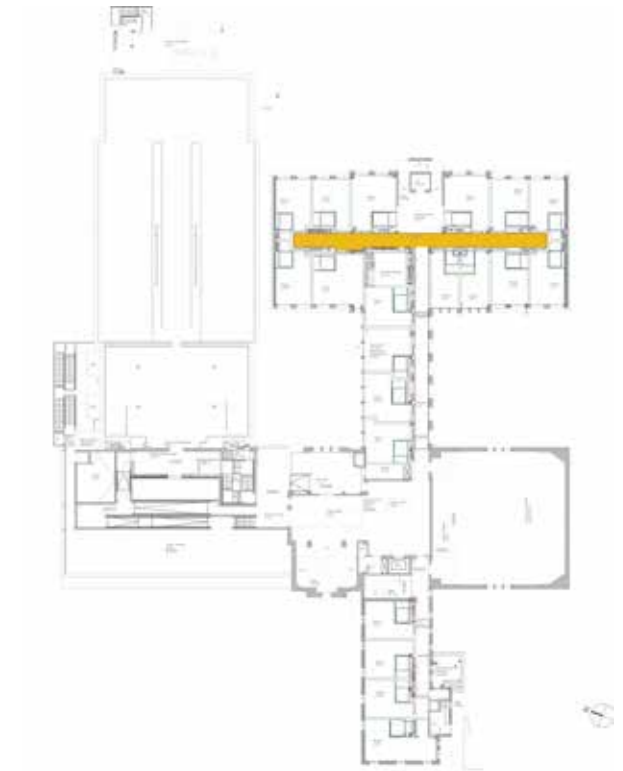
Doors: Modern.

Floor: Modern timber parquet.

Fittings: -



137 S.16 Corridor looking south from second floor landing S.11



Room: S.21 Corridor [plate 138]

General Description: Corridor which runs east-west, in the western wing which was formerly the caretaker's flat.

Significance: Moderate

Use: Circulation

Ceiling: Modern.

Walls: Modern.

Windows: Steel casement windows.

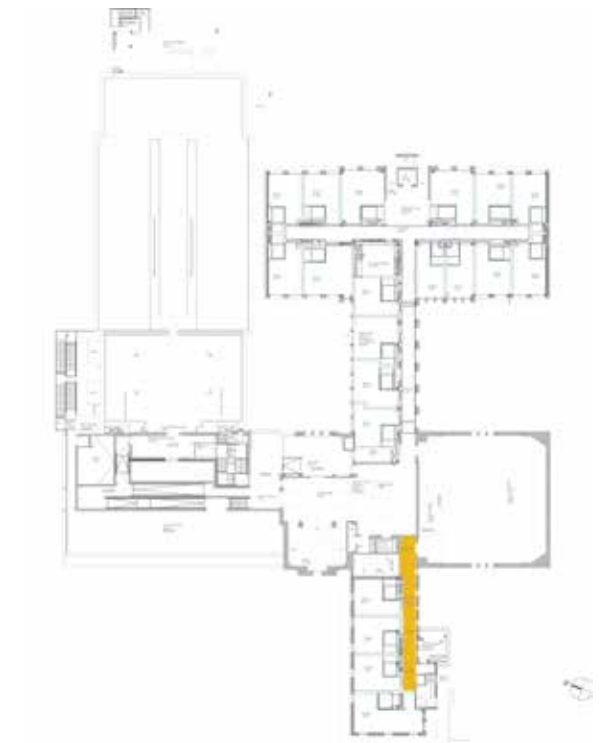
Doors: Original timber six-glazed panel door to stair ST-04, original ironmongery. Other doors modern of similar style.

Floor: Timber parquet.

Fittings: -



138 S.21 Corridor in western wing



Room: S.24 Room [plate 139]

S.26 Room [plate 139A]

S.27 Room [plate 139B]

S.29 Room [plate 139C]

General Description: Ensuite hotel rooms accessed from S.21 Corridor. These rooms have been reconfigured from its original design as the former Caretaker's Flat.

Significance: Low.

Use: Hotel accommodation

Ceiling: Modern.

Walls: Modern.

Windows: Steel-framed casements.

Doors: Modern.-

Floor: Modern timber parquet.

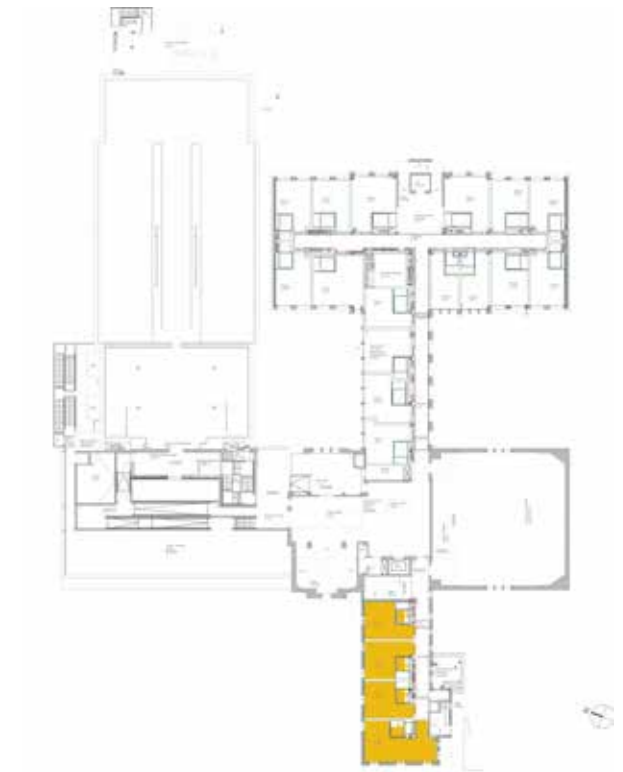
Fittings: -



139 S.24 Hotel Room



139A S.26 Hotel Room





139B S.27 Hotel Room



139C S.29 Hotel Room

Room: S.31 Cleaners Room

S.31b Store (accessed from S.31)

General Description: S.31 Cleaner's Room within tower.

S.31b Store: there is separate air conditioning and ventilation plant for the council suite was located within the tower. The tank room is also located within the tower. Bitumen-coating to lower section, expanded steel to the upper flights.

Significance: Low.

Use: Ancillary service support areas.

Ceiling: S31: Painted plaster; S31.b: concrete plank ceiling.

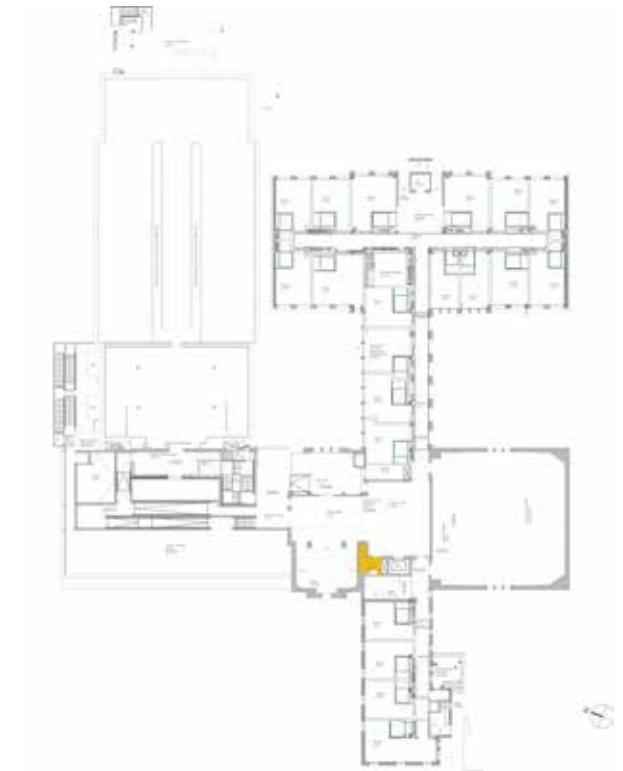
Walls: S31: Painted plaster; S.31b: plain painted brick walls.

Windows: None.

Doors: Modern.

Floor: Granolithic floor covering.

Fittings: -



Room: S.32 Public Gallery [plate 141]

General Description: Public gallery to Council Chamber. Bench seating with separate standing area, presumably for press.

Significance: Highest

Use: Civic.

Ceiling: Plasterboard with stepped section/s from front of gallery seating area.

Walls: Timber panelled to lower section and plasterboard above.

Windows: None.

Doors: Original timber doors with ironmongery from second floor landing.

Floor: New carpet.

Fittings: Refurbished Oak benches with new leather cushions [historic image, see plate 141A].



141 S.32 Public gallery



Room: S.32 Open Well (southern) [plate 142]

S.33 Second Floor Landing [plate 142A]

S.34 Open Well (northern)

General Description: Second floor landing at west wing (admin block). This is an attractive space lit from above by large rooflights and linking visually with the first-floor landing below via oblong lightwells. See historic image, plate 142B.

Significance: High

Use: Circulation.

Ceiling: Upstands of the lightwells are faced in Perrycot stone with marble trim and are lined with bronze openwork balustrades. Cornice.

Walls: Ashburton marble dado. Walls above dado are plastered.

Windows: Large steel-framed casement to north wall.

Doors: Two sets of walnut double doors to the Council Chamber lobbies are framed by staggered Perrycot stone.

Floor: Cork with Perrycot stone borders and Ashburton marble skirtings and dado.

Staircase: Balustrades over Stair No.3 and lightwell opening have had a secondary taller balustrade of mesh screen, uprights and flat horizontal bar added for safety.

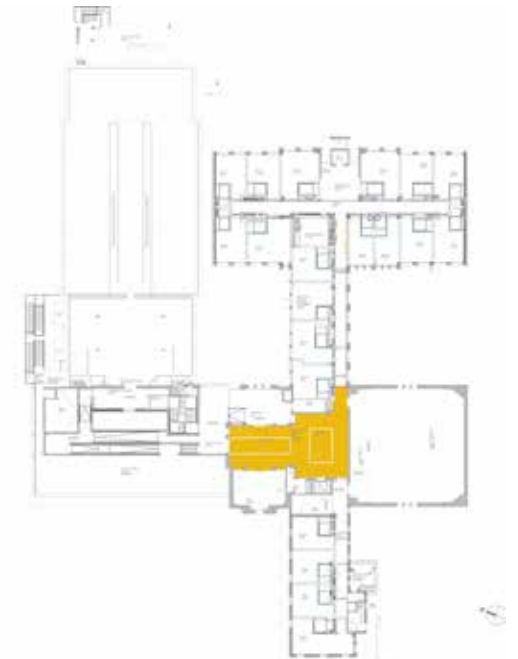
Fittings: Squat domed ceiling lights and globe pendants [plate 142A & B].



142 S.32 Open lightwell looking south



142A S.33 Second floor landing with S.32 in foreground and S.34 in background



Room: S.37 Plant

General Description: Plant Room with original door to brick enclosure. Interior not inspected.

Significance: Neutral

Use: Plant room.

Ceiling: Modern.

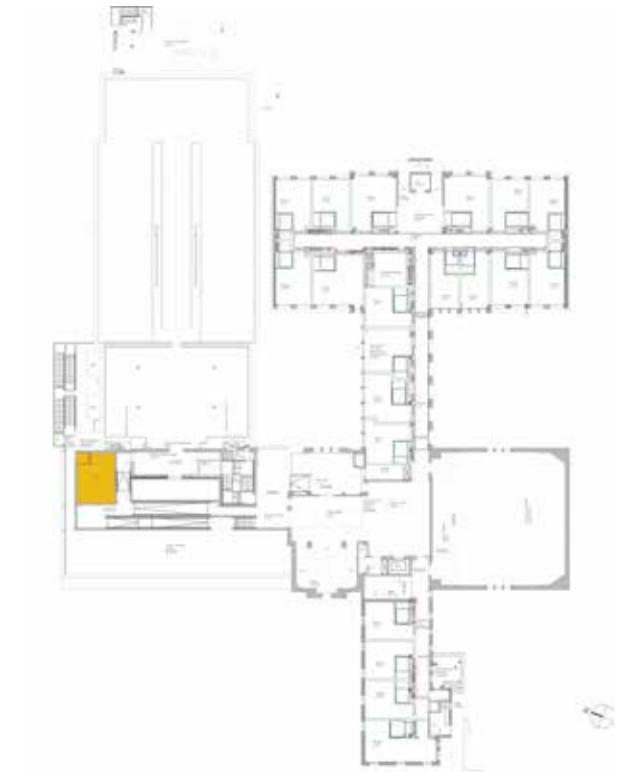
Walls: Modern.

Windows: None.

Doors: Timber doors with original ironmongery.

Floor: Modern.

Fittings: -



Room: ST.01 and ST.02 [plate 150 – 150C].

General Description: North and South stairs in the Assembly Hall block, flanking the entrance to the Assembly Hall G.57 and accessed from the Foyer G.55. Both stretch from basement to second floor, with ST.02 extended beyond its original endpoint to connect to S.1a Roof Terrace.

Significance: High

Use: Circulation: access stairs to northern section of building (basement to second floor)

Ceiling: Painted plaster.

Walls: Painted plaster walls

Windows: None.

Doors: Generally original timber doors opening onto Committee Room corridor F.49 and Cinema Foyer G.50 (c).

Floor: Historic precast terrazzo treads, tiles at landings and risers and stepped skirtings.

Handrail & balusters: Decorative, steel handrail and balusters.

Fittings: None.



150A Ground Floor, ST-02 (2017)





150 ST.01 view at lower ground



150A ST.01 view at ground floor



150B ST.01 view at second floor



150C ST.02 second floor stair extension to roof



150D ST.02 balustrade detail

Room: ST.03 [plate 151-151B]

General Description: This is the main stair in Administration Block; and it forms a fundamental element of the Entrance Hall. It is a spectacular Imperial staircase leading from ground to second floor. It is framed by columns clad in fluted Ashburton marble. The treads are Perrycot stone and the risers again Ashburton marble. The balustrades are bronze openwork, with bronze handrails. The half-landing between ground and first is lit by a tall bronze-framed window fronted by an iron openwork screen, which contains the same stylised animals found in the administrative entrance gates.

There are photographs of the main stair on completion in the 1930s in the Photograph Collection of the British Architectural Library at the Royal Institute of British Architects.

Significance: Highest

Use: Circulation: access stairs to civic administration section of building (ground to second floor)

Ceiling: Painted plaster to underside of stair.

Walls: Perrycot stone with black marble skirting detail.

Windows: Tall bronze framed window, covered during site visit (Dec 2022).

Doors: None.

Floor: Historic precast terrazzo treads, tiles at landings and risers and stepped skirtings.



151 ST.03 ground floor

Handrail & balusters: Steel handrail and balusters.

Fittings: None.





151A ST.03 midlanding



151B ST.03 view to first floor

Room: S.36 Co-working space

S.36a Workspace Lounge

S.36b Unisex Disabled WC

General Description: New spaces formed to provide co-working space and a lounge area. The co-working space is located within the roof space with part exposed steel beams and exposed services.

Significance: Low.

Use: Co-working space with ancillary toilet facilities.

Ceiling: Modern.

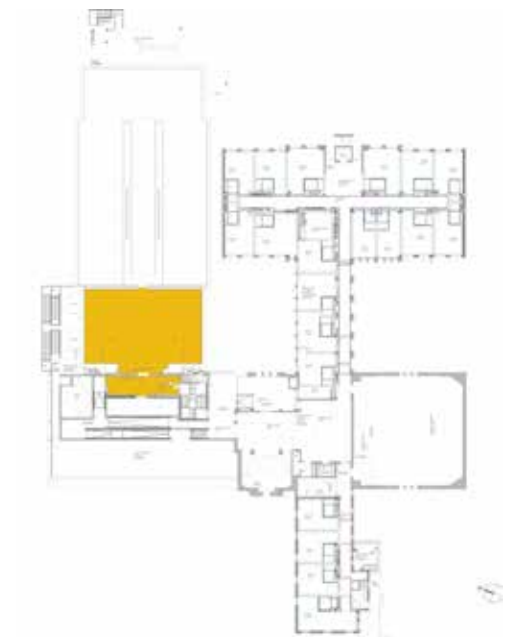
Walls: Modern.

Windows: None.

Doors: Modern.

Floor: Modern.

Fittings: -.



Room: ST.04 [plate 152 – 152B]

General Description: Secondary service stair off the Entrance Hall, stretches between basement and second floor. It is utilitarian from basement to ground and increases in proportions and finish from ground floor upwards. At ground floor, there is a corridor/lobby which connects G.43 Vestibule to G.38b Corridor.

Significance: Moderate

Use: Circulation: access stairs at western section of building (basement to second floor)

Ceiling: Painted plaster.

Walls: Painted plaster.

Windows: None.

Doors: Some original doors and ironmongery remain at the corridors on to which they open.

Floor: Historic granolithic covering and skirting between basement and first, terrazzo tile up to second floor.

Handrail & balusters: Tubular steel handrail and balusters linked by flat rails between ground and second floor [plate 152B].

Fittings: -.





152A ST.04 to second floor



152B Second Floor, ST.04 (2017)

Room: ST.05 [plate 153]

General Description: This is a secondary stair which reaches between ground to second floor in the west office wing. It was noted previously that it appears to have been altered between ground and first floor (the balustrades have been over-boarded). At second floor level it provides access to a small flat roof over the WCs. Some areas of the stair were not accessible during the site visit (Dec 2022).

Significance: Moderate.

Use: Access stair.

Ceiling: Painted plaster.

Walls: Painted plaster.

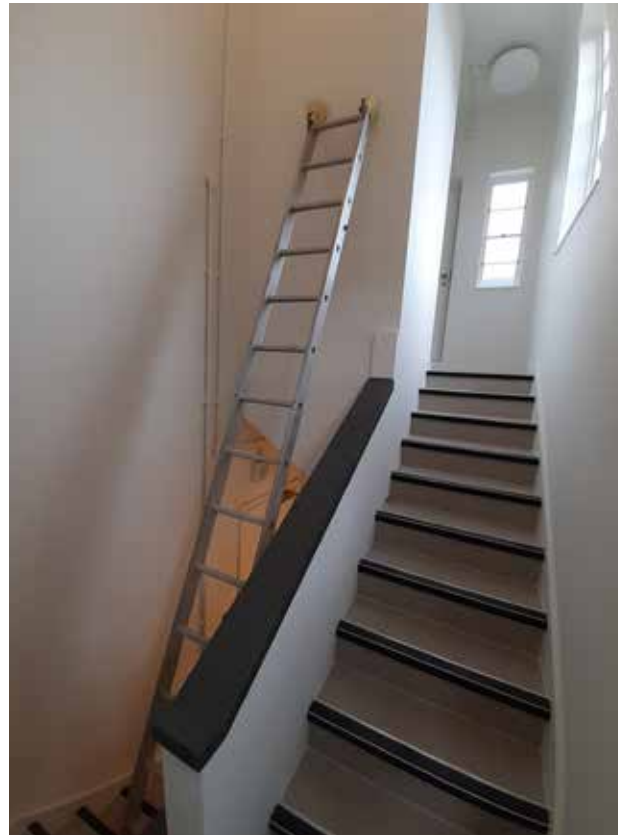
Windows: None.

Doors: -

Floor: Modern linoleum with metal anti-slip treads.

Handrail & balusters: Solid with timber top.

Fittings: -.



153 ST.05 first floor



Room: ST.06 [plate 154-154B]

General Description: This is the main stair in east office wing, which served the offices. It wraps around Lift No.1. Steel railings also front the original curved windows, which are the most striking element of the stairwell [plate 154C].

Significance: High

Use: Circulation: access stair.

Ceiling: Painted plaster.

Walls: Painted plaster.

Windows: Original steel framed windows with curved sections (some opening sections).

Doors: None.

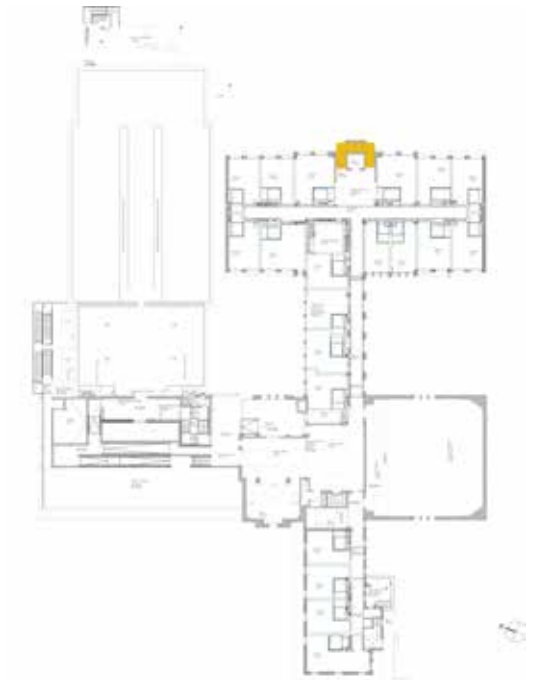
Floor: Historic precast terrazzo treads, risers and stepped skirting.

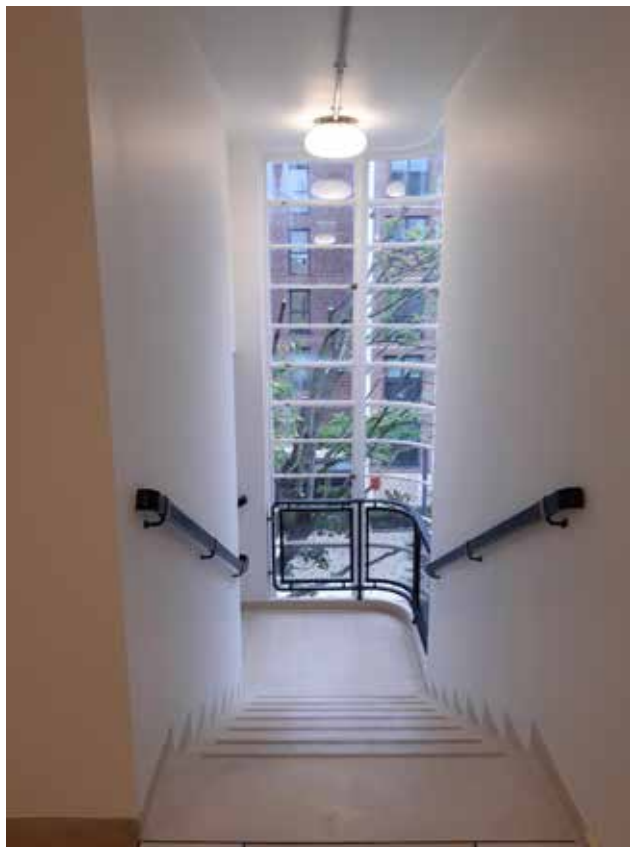
Handrail & balusters: Painted steel handrails are supported on brass wall brackets.

Fittings: -.

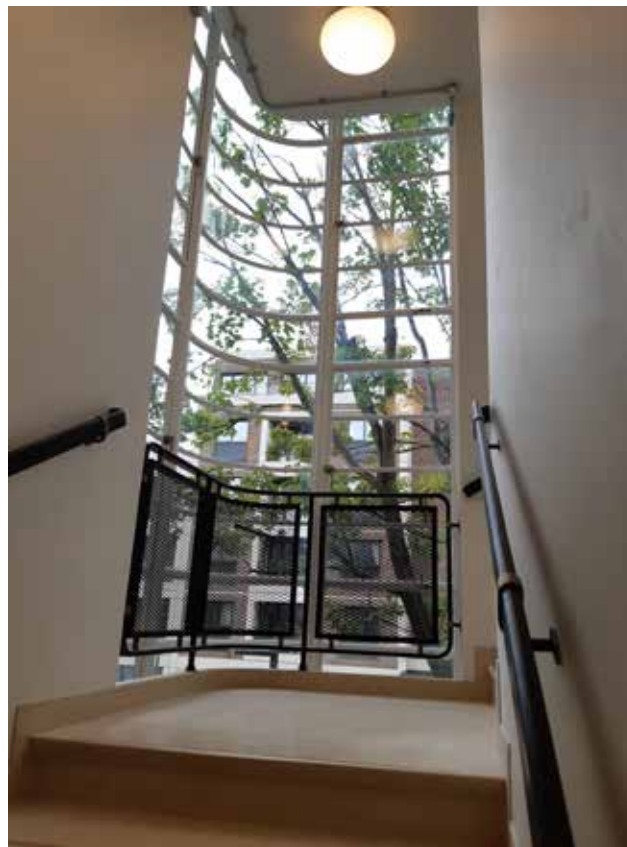


154 ST.06 second floor





154A ST.06 first floor



154B ST.06 ground floor



154C Basement, ST-06 (2017)

Room: ST.07 [plate 155]

General Description: This is a secondary service stair set behind the stage of the Assembly Hall. It is utilitarian, but well-lit with tall windows.

Significance: Low.

Use: Circulation/access stair.

Ceiling: Painted plaster.

Walls: Painted plaster.

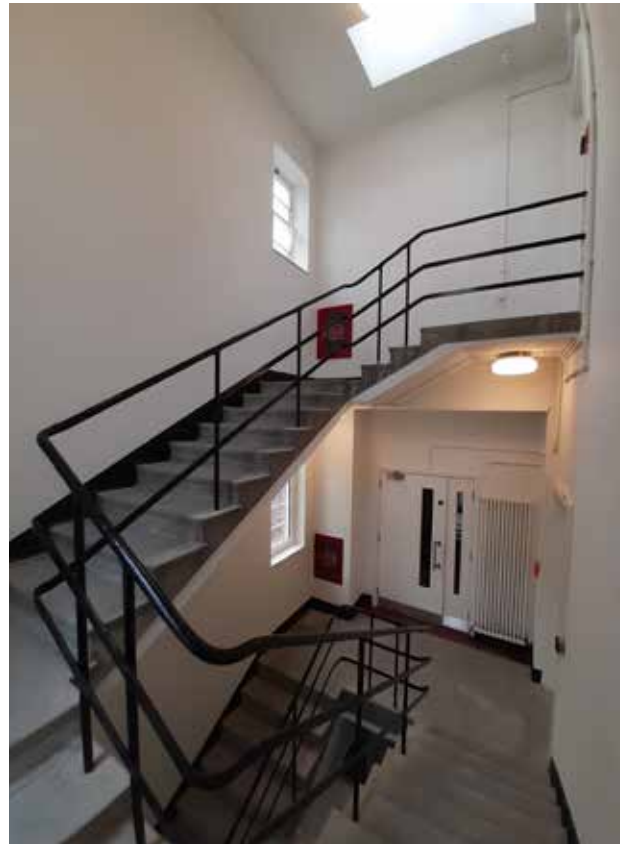
Windows: Tall steel window illuminating stair.

Doors: Some original timber panelled doors, painted.

Floor: Historic granolithic finish.

Handrail & balusters: Fine tubular steel handrail and balusters linked by flat rails, painted black.

Fittings:



155 ST.07



Room: ST.08

General Description: Located north of G.43 Vestibule.

Significance: Low.

Use: Circulation: access stair.

Ceiling: Painted plaster.

Walls: Painted plaster.

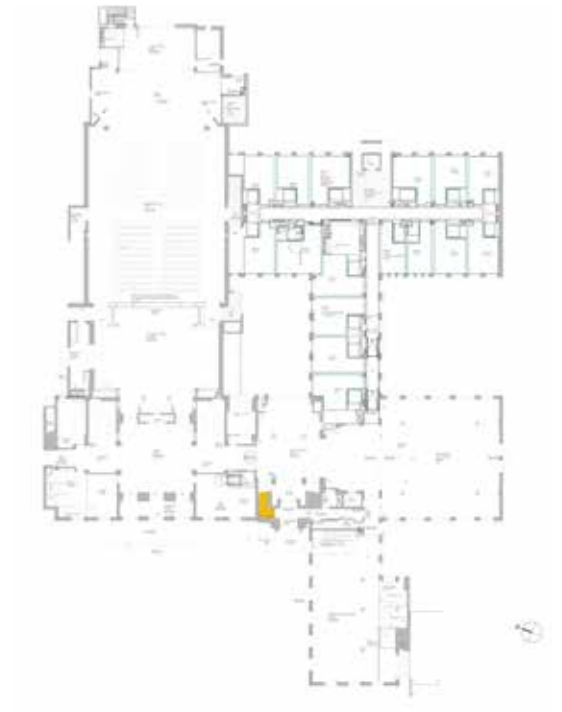
Windows: None.

Doors: Modern.

Floor: Historic granolithic finish.

Handrail & balusters:

Fittings:



Room: ST.09 [plate 156]

General Description: This is the cantilever curved bay stair to the north of the Assembly Hall Block. It runs between ground and first floors. It is utilitarian, with a solid balustrade but has grand proportions and is well lit by a tall north window.

Significance: Low.

Use: Circulation: access stair.

Ceiling: Painted plaster.

Walls: Painted plaster.

Windows: Tall Steel window illuminating the stair.

Doors: Original timber and glazed panelled door.

Floor: Historic granolithic finish.

Handrail & balusters: Solid balustrade with timber cap.

Fittings:



156 ST.09



Room: ST.10 [plate 157]

General Description: This is a utilitarian escape stair located at the southern end of the Assembly Hall and runs from the basement to ground floor only.

Significance: Low.

Use: Circulation: access stair.

Ceiling: Painted plaster finish on solid construction.

Walls: Painted plaster finish on solid construction

Windows: None.

Doors: None.

Floor: Historic granolithic finish with painted black skirting

Handrail & balusters: Tubular metal handrail, painted black.

Fittings:-



157 ST.10 basement to ground



7.0 Bibliography

7.1 Bibliography

Sources and Bibliography

London Metropolitan Archives

GLC Photographs Collection

Maps Collection

Plans (Building Act Case Files)

Haringey Local Archives

Historic Photographs

Historic Maps

Architect's Drawings

Haringey Planning Archives

Building Case File

Redevelopment Drawings

RIBA Library

Photographs Collection

Architect's Biographical File

Journals

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Harwood, E. and Saint, A. 1991. *Exploring England's Heritage: London*. London: Stationery Office Books.

The Times. 28 April 1988. 'Obituary, Mr Reginald Uren, Pioneer Architect from New Zealand'.

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Haringey Council. 2010. *Conservation Area No. 5 Crouch End Conservation Area Character Appraisal*.

Appendix I - Site Statutory List Descriptions

Hornsey Town Hall

Grade II*

Date first listed: 16 Jan 1981

BROADWAY N8 (east side) Hornsey Town Hall

1935 by R H Uren. Forms, centrepiece of composition around small green, flanked by Gas Board and Electricity Board showroom. Handmade brick of pinkish colour with stone dressings; flat roofs, stone coped parapets. Modern style combined with display of craftsmanship. Two storeys. L- shaped front with 7 bays facing courtyard, 6 narrower bays on right inner return with a set-back attic floor (perhaps later); tall rectangular tower at junction. Main block has long first floor windows with bronze bars and guards and bronze balcony to 3 central windows. Below, a wide triple entrance with rusticated brickwork is flanked by plain windows. Tower has large door with carved stone surround below a copper-grilled window with bronze hood. Blank walls, with raised brick strips, rise to top stage where stone hoods crown 5 and 4 slit windows. At North end projects a bowed, cantilevered first floor. Rear: round-cornered canopies to entrances flanking the stair tower which has curved full-height window with glazing bars; oversailing flat roof.

Interior decoration and furnishing all designed as part of the original conception and much is still preserved including: floor surfaces; wall cladding; columns; doors, light-fittings; imperial main stair. with decorative openwork metal balustrade; and inlaid wood-panelled walls (with clocks), cupboards, and bookcases to' Borough Engineer's Office, Room 108, former Mayor's Parlour and Committee Room. Council Chamber retains original seats and desks (set in half-round). Galleried

theatre with inlaid wood-panelling to walls.

R H Uren. was a RIBA Architecture Medal winner and winner of the Gold Medal of the Worshipful Company of Tilers and Brickmakers. This was the first town hall in Britain to be modelled on Dudock's seminal town hall at Hilversum, and was an important influence on others built subsequently.

Electricity Board Office and Showroom (part of site)

Grade II

Date first listed: 16 Jan 1981

5015 BROADWAY N8 (east side) ----- TQ 3088
33/291 Electricity Board Office and Showroom II GV

1938 by Slater, Moberly and Uren. Forms part of composition around small green, with Hornsey Town Hall and Broadway House.

Two builds. Light pinkish brick with stone coped parapet 5 storeys. Nine-bay west part has projecting right entrance bay with stone architrave, long window over and carved brick sculpture representing light above this, Set back 6-bay right section has projecting ground floor. Long windows ground and first floors. Top floor blank but for narrow stone panels over first floor windows. Showroom on ground floor of left section continues round corner to main road.

Broadway House (adjacent to site)

Grade II

Date first listed: 16 Jan 1981

5015 BROADWAY N8 (east side) ----- TQ 3088
33/292 Nos 1 to 4 (consec) II Broadway House) GV
1936-37 by Dawe and Carter. Forms part, with Hornsey Town Hall and the Electricity Board building, of group around a small green.

Light pinkish brick with stone dressings. West part of two tall storeys, five windows with canted corner to main road, three-bay return. Tall first floor windows in architraves with carved relief panels below detracting the uses of gas. Modern showroom below. Three-storey, four window plainer left section has corner entrance in rusticated architrave. Stone coped parapets, flat roofs.

Sources

Library Association Record, April 1965, pp.117-121 W B Stevenson, 'Hornsey Goes Long and Low' in Library World, 1 December 1965, pp.5215-17 Booklet issued to participants in official opening ceremony, 5 March 1965 S G Berriman and K C Harrison, British Public Library Buildings, London, Andre Deutsch, 1966 Hornsey Journal, 23 March 2000

Selected Sources

Books and journals

Berriman, S G, Harrison, K C, British Public Library Buildings, (1966)

'Hornsey Journal' in 23 March, (2000)

'Library Association Record' in April, (1965), 117-121
Stevenson, W B, 'Library World' in 1 December, (1965), 5215-17
National Grid Reference: TQ 30235 88273

Appendix II - Maintenance Plan

Appendix Suggested Maintenance Plan												
To be read in conjunction with Building and Site Operation & Maintenance Manual (By Others)												
Item No.	Location	Element	Construction	Unit	Maintenance component, tasks and	Timing	Frequency	Renewal	Responsibility	Record	Annual Cost	Notes
					Performance standard. To be agreed		per year			Action/ date		
1.0 Roof Hornsey Town Hall												
1.1	Roof areas	generally	various		Inspect roof areas from the ground and accessible high points and report any loss or damage to the roof coverings	Annually/after bad weather	1					
1.2	Roof areas	generally	various		Inspect underside of roof and internal spaces particularly below gutters. Report any evidence of roof or gutter leaks.	Annually/after bad weather	1					
1.3	Roof areas	generally	various		Inspect internal structure including roof timbers and report any signs of structural movement or damp, fungal growth, beetle infestation and dry rot.	Twice yearly	2					
1.4	Roof areas	generally	various		Check integrity, damaged slabs, vegetative growth.	Inspect monthly March - November	9					
1.5	Roof areas	generally	various		Check for leaks/damage slipped flashings and slates	Inspect monthly March - November	9					
1.6	Roof areas	Asphalt section	Asphalt or membrane		Inspect condition of flat areas and upstands. Make temporary repairs to splits and holes.	Twice yearly	2					
1.7	Roof areas	Access Doors /Hatches	various		Check for integrity/ ease of opening/ security of locks/ glass failure/	Inspect monthly March - November	9					
1.8	Roof areas	Gutters	various		Check for blockages/ leaks/ damaged and slipped flashings	Inspect monthly March - November	9					
1.9	Roof areas	Gutter and rainwater outlets	various		Check for blockages/ leaks/ damaged and slipped flashings	Inspect monthly March - November	9					
1.10	Roof areas	Ridge hips	Leadwork		Check for leaks/damage slipped flashings	Twice yearly	2					

1.11	Roof areas	Frames to opening lights, glass and frames	various		Check for integrity/ ease of opening/ security of locks/ glass failure/	Twice yearly	2						
1.12	Roof areas	Fall restraint			As per installers recommendations	As per installers recommendations	TBC						
1.13	Roof areas	Fire Egress	Metal and various		As per installers recommendations	As per installers recommendations	TBC						
1.14	Roof areas	Metal screen around plant area	Metal		Check for integrity/ ease of opening/	Twice yearly	2						
2.0 Facades Hornsey Town Hall													
2.1	Facades	generally	Brick		Check for integrity of mortar and bricks, especially adjacent to weathering edges	Twice yearly	2						
2.2	Facades	generally	Brick		Check for integrity of mortar and any broken/weak sections	Twice yearly	2						
2.3	Facades	generally	stone copings		Check for any vegetative growth	Twice yearly	2						
2.4	Facades	generally	stone plinths		Check for any vegetative growth	Twice yearly	2						
2.5	Facades	doors	metal and glass		Check for ease of operation/broken glass	Twice yearly	2						
2.6	Facades	windows	metal and glass		Check for ease of operation/broken glass	Twice yearly	2						
2.7	Facades	window architraves	stone		Check all parts are still fixed and safe, no signs of corrosion or loss of integrity	Twice yearly	2						
2.8	Facades	windows	metal balconies		Check for signs of rust and loose/broken fixings	Twice yearly	2						
2.9	Facades	signage	metal and various										
3.0 External Landscape Hornsey Town Hall Read in conjunction with The Broadway Annexe & 26 The Broadway Conservtion Management Plan													
3.1	Paths and Driveways	External resurfaced			Leaf clearance self-propelled motorized vacuum and disposal	October - January	16						
					Sweep with pedestrian equipment and dispose of arisings once a month	March - September	7						
					Resurfacing (frequency depends on use)	Once every 10 years/ inspect with Quinquennial							

					Snow and ice clearing	December - March/ April	5					
					Check gullies and ensure they are not blocked	Once a month/ after bad weather	12					
3.2	Paved areas: building, forecourt and Square	External stone paving including stone steps			Sweeping once a month dispose of arising	March - September	7					
					Jet washing	Annual	1					
					Repointing provisional sum for 1 person day + materials each year	March - November	2					
					Snow and ice clearing	December - March/ April	5					
					Check gullies, channels and grating and ensure they are not blocked	Once a month/ after bad weather	12					
3.3	Lightning Protection				checks		4					
3.4	Planted areas				Ongoing landscape maintenance as required	Atleast once a month (more in growing season	12					

