

# Pontefract Market Place Conservation Area

Townscape Heritage Initiative  
Grant Application and Guidance





# **Pontefract Market Place Conservation Area**

## Townscape Heritage Initiative Grant Application and Guidance

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## How to Apply for a THI Grant

### Before you apply

You are advised to read the following advice notes; 'The Guide to Eligible Works' and 'Summary of the THI Grant Conditions' carefully before making an application.

- 1. Contact the THI Project Officer** on Tel. 01924 304960 for a preliminary discussion and possible site visit. This will help you to consider which works are eligible for grant aid under this scheme and the likelihood of you receiving grant aid.
- 2. Detail your initial proposals** - identify a schedule of repairs, budget estimates (split according to Heritage Lottery Fund categories of reinstatement of architectural details or building repairs show in Advice Note 3 'Guide to Eligible Works'). This initial proposal will be assessed against the THI criteria. You will be advised whether or not the project qualifies for submission of a full THI application.
- 3. Engage an approved conservation architect to prepare drawings and a specification for the works** which itemises the details of the repair or architectural reinstatement, including materials and the working methods to be used.

The drawings will be required for planning approval so development of these should be done in liaison with the Council's Planning Conservation Officer and THI Project Officer, who can give advice on appropriate materials, techniques for repair, styles of windows etc. Building regulations etc should be obtained in accordance with relevant national policies and advice can be sought from Wakefield Council Planning Department, Tel. 01924 306583. All repair works must be undertaken with respect for the character of the building and the Conservation Area.

### General requirements:

#### Interest in the property

To apply for a grant you must own or lease the property and in the case of a lease it must have at least 10 years still to run.

If you do not have such an interest, you must get the owner or leaseholder to make the application with you jointly. A lease with a break clause in it will not be acceptable.

#### Other grants and loans

If you have made a successful bid to the Heritage Lottery Fund for any other grant or loan towards this project, you will not be eligible for a THI grant. You will not be eligible for grant funding if you have received other grant funding from any other source in the excess of £200,000 over the last 3 years.

## How to Apply for a THI Grant

### **Prior to starting**

Applications for a THI grant cannot be made retrospectively. You will not receive grant aid if you start eligible works before your application is approved.

If you undertake any eligible works after you have been awarded a grant but before you have entered into a grant contract with the THI Grants Board you will not be paid grant money for that work (See Advice Note 2 - "Summary of Grant Conditions").

### **Grant Board**

Assessment and of grant decisions up to and including £15,000 will be undertaken by the THI Grants Board. Decisions for grant applications over £15,000 will be referred to Wakefield Council Cabinet Member Briefing for Regeneration & Economic Growth whose decision will be based upon recommendations made by the THI Grants Board.

### **Acceptance of the Grant**

You must accept the grant within three months of it being offered otherwise it may be withdrawn.

### **Commencing work**

You must start work within six months of the grant offer, otherwise the offer of grant may be withdrawn.

### **Completion of the project**

You must complete the works within a time period agreed in advance with the THI Grants Board, unless they agree in writing to extend this period.

### **Professional advice**

For all projects, you must appoint an appropriately experienced and qualified professional to act as project manager, such as a conservation architect registered with the Royal Institute of British Architects (RIBA) or the Architects' Registration Board (ARB), to prepare working drawings for your project.

If a project is likely to be over £25,000, in addition, you must appoint an appropriately experienced and qualified professional, such as a Chartered Building Surveyor registered with the Royal Institute of Chartered Surveyors (RICS) or employ your architect, to oversee the works to completion. These fees are eligible as part of the grant aid scheme.

## How to Apply for a THI Grant

### **Making an application**

The application form must be completed and returned with a large amount of additional detailed information about the proposed works. A check list for these items is included in the application form. Contact the THI Officer (01924 304960) if you need assistance to complete the application form.

*Please note: Incomplete applications will not be processed until all the information is supplied.*

### **The following documents are required in addition to the application form in all cases:**

1. You must give details of your interest in the property and provide proof of ownership and/or possession of the property.
2. Evidence of any encumbrances, restrictions or claims against the property.
3. If the proposed works require any statutory consents (such as planning permission, listed building consent, scheduled monument consent or building regulation consent), copies of the relevant notifications must be attached. Fees associated with these are all eligible for grant must be secured prior to applying for funding.
4. Proof of insurance for the property, works and any unfixed materials and goods delivered to the property.
5. Proof that your contribution towards the cost of the works is secured.
6. If you have had any grant offers or funding awards from other sources, you must attach copies of any relevant letters. These should indicate the amount and any conditions attached to the offer.
7. In addition to the summary of proposed works required by the application form, you must also attach full details of the proposed works. If you are applying for funding under more than one category (see *Advice Note 3*), these need to be identified separately. This must include:
  - A full specification of works, which must include details of materials and a method statement
  - Drawings - Relevant annotated plans, elevations and cross sections at an appropriate scale
  - Photographs of elevations and architectural details
  - Work programme
  - Expenditure profile
8. If you are a private company, sole trader or charity, you will also need to supply a copy of:
  1. Your most recently audited accounts and
  2. Articles of association or memorandum of agreement

## How to Apply for a THI Grant

9. Three written quotations are required for eligible works, based on clear written specifications of requirement. To assist with the calculation of grant rates, your architect should ensure that the priced specification states if works fall under the category of reinstatement of architectural details or building repairs. You must supply a copy of the summary sheet for all tenders received and a full copy of the successful tender.
10. All tenders must be accompanied by a completed Contractor Reference Form(s) which you will find in the application pack. These references are required to show that all of your building contractors (including sub-contractors) have experience of conservation projects. You should only invite tenders from contractors that have a reputation for achieving the standards required and that can demonstrate their experience of working on conservation projects. Sub-contractors should also have a reputation for achieving the standards required and be able to demonstrate their experience of working on conservation projects.
11. If you want to accept a tender other than the lowest tender, you must provide a written justification when submitting your application. If the THI Grants Board does not agree with your reasons, any grant awarded will be reduced by a percentage which reflects the difference between the lowest acceptable tender to the THI Grants Board and the tender you choose to accept.

### What happens next?

The Pontefract THI Grants Board will consider all applications for grant aid against the following criteria:

- Whether the funding is a "target" property. Projects already identified in the THI Bid document are a priority for funding.
- The conservation and townscape merit of the building and the extent to which the proposals will enhance this.
- The need for repair.
- The use of appropriate materials and techniques, in line with national conservation standards.
- The implementation of a comprehensive repair strategy to ensure the long term life of the building.
- The regard paid to the special character and interest of the property and the area in which it lies.
- Whether the proposals fully meet the criteria set out in the "Guide to Eligible Works" (Advice Note 3) and where appropriate, the criteria of other funding bodies.



## Summary of THI Grant Conditions

If your application for a Townscape Heritage Initiative (THI) grant is accepted, you will be asked to enter into a formal contract with Wakefield Metropolitan District Council. Below is a summary of the main conditions in the Grant Contract.

If you wish to see a copy of the Grant Contract, you should contact the THI Officer at the address given at the end of this leaflet.

### **Use of Grant**

The grant can only be used to carry out eligible works (see Advice Note 3) on the property specified in the application.

### **Compliance with Approved Documents**

The project works must be carried out in accordance with the specification drawings, development appraisal and other documents submitted and approved by the THI Grants Board.

### **Best Practice**

The works must be carried out in accordance with the current best practice in the conservation of historic buildings and the quality must be appropriate to a project of importance to the national heritage.

### **Other Works**

You must not carry out any works to the property that might detract from its value or integrity as a heritage asset.

### **Non-transferable**

The grant is not transferable to another property or person.

### **Contracts for the works**

The contracts you enter into with your building contractors to carry out the eligible works, must be the same as those that would be used by a reasonably experienced employer to engage parties for a project of a similar size, value, complexity and prominence.

### **Project records**

You must keep all records of the project, including financial records and let the THI Project Officer see them if they wish to do so. These should include invoices, evidence of payments to suppliers from bank statements and copies of architect certificates.

## Summary of THI Grant Conditions

### Project Management

We encourage the use of professional Project Managers to inspect the work in progress, be responsible for issuing the completion certificate and to liaise with the THI Officer. If a project is likely to be over £25,000, you must appoint an appropriately experienced and qualified professional, such as a Chartered Building Surveyor registered with the Royal Institute of Chartered Surveyors (RICS) or architect, to oversee the works to completion. These fees are eligible as part of the grant aid scheme.

### Inspections

You must let the THI Project Officer have access to the property to monitor the progress and standard of the project works.

### Recommendations

You must give due regard to any recommendations made by the THI Project officer about the project.

### Publicity

By receiving and accepting your grant you must publicly acknowledge the grant by displaying a prominent sign on the property during the project. The sign will display Wakefield Council's logo, the National Lottery 'crossed fingers' symbol and the Heritage Lottery Fund logo. This helps to make sure that the district's citizens and lottery players understand how and where their money has been spent, and encourages other building owners to apply for funding.

### Calculation of indicative grant rate

You will receive 77% grant offer for works relation to repair work to your building and 85% for restoration of architectural details.

Your grant offer will take into account both of these to form a single percentage.

Example:

Category	Eligible Costs	Grant level	Offer
Repair works	£40,000	77%	£30,800
Restoration of architectural details	£30,000	85%	£25,500
Total Eligible Costs	£70,000		
Value of grant funded works	£56,300		
Grant percentage	80.43%		

The actual rate of grant will be kept under review during the life of each project to ensure the correct amount of grant is ultimately awarded for each category of work.

## Summary of THI Grant Conditions

### **Payment of grant**

Grant payments will be made in arrears on receipt of a completed claim form and all supporting documentation. Claims should be submitted monthly, unless agreed otherwise, and will be based on actual expenditure incurred by you.

10% of the total grant will be withheld from the final payment until the THI Grants Board is satisfied that all works have been completed to the required standard, has received a copy of the practical completion certificate and the contractor's final account has been settled and all relevant evidence has been received and is deemed satisfactory by the Grants Board.

### **Repayment**

You may also be required to repay the grant in certain circumstances, for example if you went bankrupt or have acted fraudulently or negligently in applying for the grant or have breached the conditions in the Grant Contract. These circumstances are identified in the Grant Contract.

### **Selling the property and clawback**

If a property is sold within a specified period following the THI grant being awarded then the owner may have to repay all or part of the grant. This is known as 'clawback' and follows the principle that there should be little or no private gain resulting from the works carried out as a result of the grant.

For THI grants towards a property that is already in use involving up to and including £15,000 of grant funding, this condition will apply for three years from when the owner accepts the grant. For contributions above £15,000 it will apply for up to ten years. There is a formula for calculating this claw back. The Council may require that the sale can only take place if any conditions specified are satisfied.

### **Actual cost of completing the works**

The grant will not be increased if there is an overspend in the project works. If works cost less than anticipated at approval of your application the amount of grant funding will be reduced in line with your approved grant percentage rate.

### **Maintaining the property**

Following completion of the project works you must maintain the property in a manner consistent with its character and appearance.

## Summary of THI Grant Conditions

### **Insuring the property**

You must insure the property both during the works and afterwards for its full value and against all reasonable risks. The insurance should be held in the joint names of the person receiving the grant and the contractor carrying out the works.

**You must, during the project, insure any materials and goods used in the works.**

The proceeds of any insurance claim must be used to reinstate the property or the replacement of any goods or materials unless the Council agree otherwise, in which case, they must first be used to repay the grant.

### **Withdrawal of funding**

The THI Grants Board reserves the right to suspend or stop payment of the Grant if the required funding is withdrawn from the THI.

### **Security**

Payment of the Grant will normally be conditional upon you granting the Council either a legal mortgage over the property or a debenture over your assets.

### **Consents and permissions**

You must obtain all relevant and applicable consents and permissions required by law before you carry out the works.

### **Planning Fees**

Spending on fees associated with planning permission, Building regulations, and conservation area listed building consent are all eligible for grant, as long as these fees clearly relate to the building work the grant is being used for.

### **State aid**

The allocation of your funding is set carefully in order to comply with European Union State Aid Rules. You will not be eligible for grant funding if you have received other grant funding in the excess of £200,000 over the last 3 years.

### **Public access**

It is a requirement of your funding that the public can view works to your property. The details of access will be agreed between you and the Council.

### **Encumbrance**

You must provide evidence of any encumbrance, restriction or anything that affects or limits the fee simple title to a property, such as mortgages, leases, easements, or restrictions.

## Guide to Eligible Works

### General Principles

All work must be undertaken with respect for the character and integrity of the building or structure and of the Conservation Area. This is in accordance with the relevant national conservation policies, local guidance and following published guidance and advice issued or endorsed by the relevant national heritage organisation. Details of the Pontefract Market Place Conservation Area Appraisal and Masterplan can be found on [www.wakefield.gov.uk](http://www.wakefield.gov.uk) under conservation areas.

You must use an accredited agent registered with either the Royal Institute of British Architects or the Architects Registration Board (ARB) to prepare drawings. The website: [www.ribafind.org](http://www.ribafind.org) provides a list of architects throughout the United Kingdom who are accredited in building conservation.

Tenders should only be invited from contractors known to be able to achieve the high standard of conservation quality required. Contractor reference forms will be required from chosen contractors and their sub-contractors to demonstrate proven ability and experience on conservation projects. To assist with the calculation of grant rates, your architect should identify if works fall under the category of reinstatement of architectural details or building repairs. Grant will not be paid for work that, in the reasonable opinion of the HLF and the Council does not meet generally accepted standards of quality in materials or workmanship appropriate to the circumstances, whether in conservation work or new construction.

The Council is committed to furthering the objectives of sustainable development through the THI projects we fund. This means that, as far as possible, we will take account of all long term environmental benefits and costs. Proper consideration must be given to the special characteristics of a historic building when considering energy efficiency measures such as, renewable energy, water, building materials, construction waste, soil, including peat, timber, biodiversity and transport.

### Eligible categories of work:

#### Building repair

This **includes** the structural and external repair of historic buildings which are in use. It can sometimes include internal repairs but only if these are necessary for structural stability.

It does **not include** routine maintenance, redecoration or internal repairs alone unless the decoration is needed as a direct result of eligible repair.

#### Objective

To put into sound repair the structure and external envelope of buildings that make a positive contribution to the character or appearance of the conservation area. Repairs should be comprehensive in scope, using appropriate techniques or methods of construction and high quality natural or traditional materials, normally on a like for like basis. Substitute or artificial materials are ineligible and their use is generally unacceptable on grant aided projects.

## Guide to Eligible Works

### Grant Rate

Up to 77% of eligible cost.

### Repairs may include:

- Consolidation or reinforcement of the existing structure, using the most conservative approach that is practicable, although limited reconstruction as existing might be eligible.
- Appropriate repairs to timber frames, roof structure, beams and other structural timbers, based on a careful and comprehensive survey of the existing structure. In situ reinforced resin repairs to structural timbers are not acceptable unless justified on the grounds of avoiding major disturbance of historic fabric.
- Dry rot eradication and timber preservation treatments, preferably based on an analysis and specification by an independent consultant (whose fees are also eligible), and using non-destructive techniques and non-toxic applications wherever possible.
- Damp-proofing by traditional methods, but only where damp is causing structural damage to the building. Damp-eradication measures, such as improved drainage, the introduction of French drains, or the lowering of ground levels, are preferable where practicable. Post-application damp proof courses are ineligible and often further damage or exasperate damp problems in historic buildings.
- Re-roofing in natural materials traditional to the area, normally to match the historic covering, re-using sound existing materials or using new materials and/or where possible. Repairs to the roof structure and high level external elements should be undertaken concurrently. Re-roofing with artificial or alternative materials, such as concrete tiles, asbestos cement slates, reconstructed slates or reconstructed stone slates is not eligible for grant, nor is the use of roofing felt for flat roofs or lining gutters.
- Repairs to chimneys, including lining or rebuilding if structurally essential, provided that the chimney is reinstated accurately to the historic height and profile; also replacement of the historic style of chimney pots/cans. The retention and repair of existing stacks may be a condition of grant offered to other work.
- Repair or renewal of existing lead work, the provision of weatherings, and the re-forming of gutters to adequate falls, normally in accordance with the details and weights recommended by the Lead Sheet Association in the Lead Sheet Manual.
- The repair or replacement of rainwater goods or a rainwater disposal system to a building to match the historic material and sections. Generally, this will be in cast iron, but occasionally in lead, timber or stone, where appropriate. Cast aluminum may be appropriate in certain circumstances. Aluminum (other than cast), plastic, PVC or GRP rainwater goods are not eligible.
- The repair of external stonework and brickwork, to an appropriate specification. Plastic in-situ resin-based mortar repairs to brickwork and stonework are not normally acceptable or eligible, except in minor areas.

## Guide to Eligible Works

- The repair of external stonework and brickwork, to an appropriate specification. Plastic in-situ resin-based mortar repairs to brickwork and stonework are not acceptable or eligible.
- Selective rebuilding of existing stonework and brickwork, if structurally necessary and to an agreed specification. Generally, this will be using salvaged existing materials, and/or new matching materials and should be preceded by a record survey of the existing. Only repointing which is structurally necessary, kept to the absolute minimum required and carried out to an appropriate specification is eligible.
- The reinstatement to the historic pattern, detail and opening mechanisms, and in the historic material, of windows, external doors and other external joinery which contributes to the character of the building and/or the conservation area.
- Repairs to external render, stucco or harling and limited areas of renewal (there should be a presumption against total or substantial renewal, unless this is unavoidable), to an approved specification. If such a coating has been removed in recent years to the detriment of the performance and appearance of the building, its reinstatement may be the most appropriate form of repair.
- The external cleaning of stonework and brickwork is only eligible where there is such a build up of dirt, paint or built up resin coatings on the surface that it must be removed in order to assess the extent of necessary repair or where the surface build up is damaging the fabric of the building by chemical action. Cleaning for cosmetic reasons is therefore never eligible. Any cleaning which is agreed to be eligible must be undertaken to an approved specification and carried out by specialist contractors.
- The repair or reinstatement of retaining walls, boundary walls and/or railings, if they contribute to the stability of the building, enhance its setting, or are of particular interest in the conservation area.

### Reinstatement of architectural details

Grants available under this section can include the reinstatement of architectural features, but only where the building is otherwise in sound repair, or will be repaired as part of the project. These features must be clearly visible from public places.

### Objective

To reinstate in whole or part elements of the exterior fabric of buildings which are essential to their design and character, such as ornamental masonry (including architectural sculpture), stucco and other applied finishes and details, joinery to historic patterns, and ornamental metalwork such as balconies, canopies and finials. It does not include "conjectural restoration" work, that is work for which there is no firm historical evidence, either surviving on the building or recorded in photographs or drawings, nor does it include works involving the reversal of alterations that are themselves of quality or interest.

## Guide to Eligible Works

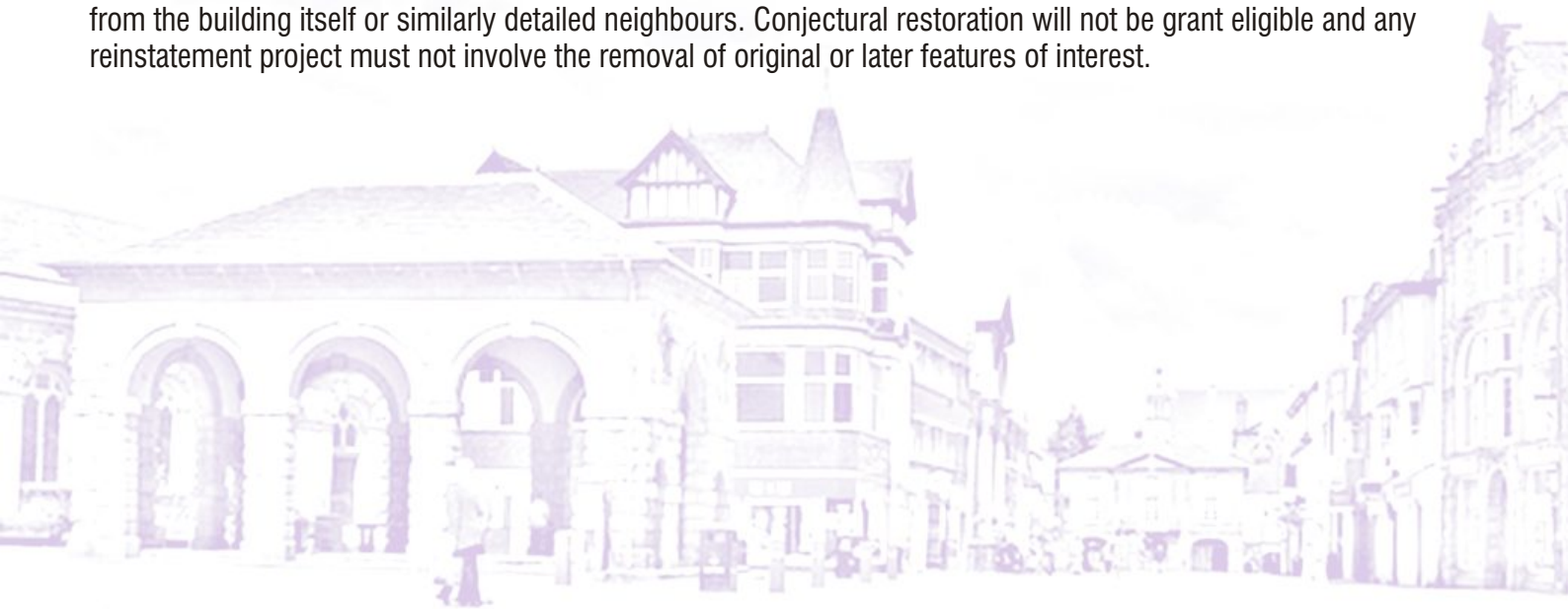
### Grant Rate

Up to 85% of eligible cost.

### Reinstatement of architectural details grants may be offered for:

- The reinstatement of applied details and features such as cornices, string courses, window architraves, columns, pilasters, etc. These should be repaired carefully and accurately to the historic form or profile and as nearly as possible to the historic composition. Generally GRP or similar replacement mouldings are not acceptable for grant, nor are proprietary in-situ resin-based repairs.
- The repair to the historic pattern and detail of distinctive architectural features, for example decorative ironwork such as balconies, canopies, cresting and railings, tiling and other historic finishes and architectural sculpture.
- The reinstatement of traditional shopfronts; these should take care not to damage or destroy any original features that may remain under later shop frontage additions, in particular the fascia board, cornicing, stall riser, and any original window framing or glazing. All schemes should start with careful dismantling of any existing, inappropriate frontage to allow recording and if relevant; the repair and reuse of the existing original or historic framework. Schemes should not be conjectural however a modern interpretation of a traditional scheme using appropriate proportions, materials and character relative to the integrity of the building it occupies, will be considered on individual merit. Lighting, signage and security measures appropriate to the Conservation area may also be eligible for grant if forming part of an overall shopfront improvement scheme.
- Installation of canopies is not eligible (and if non-traditional is unlikely to receive consent) however if the proposal involves the reinstatement of a traditional awning or sun blind- usually a length of canvas attached to a folding metal frame and roller- where evidence still exists of its presence (blind box, or photographic proof) this may be considered if part of an overall shopfront improvement scheme.
- Proposals should never involve the extension of a shop frontage across an independent means of access to upper floors and priority will be given to schemes which seek to reinstate such closed or stairwell routes to otherwise inaccessible upper floors above shops.

Reinstatement grants will only be offered where the building fabric as a whole is in sound repair, or will be made so with a concurrent repair grant. Details to be reinstated must be based on sound archival or physical evidence taken from the building itself or similarly detailed neighbours. Conjectural restoration will not be grant eligible and any reinstatement project must not involve the removal of original or later features of interest.



## Guide to Eligible Works

### **Other eligible works:**

#### **Professional fees**

Expenditure on fees for qualified professional advisers is eligible for grant provided that they belong to one of the recognised institutions: normally architects registered with either the Royal Institute of British Architects or the Architects Registration Board (ARB) (but not architectural technicians) with an appropriate level of specialist conservation experience. The involvement of specialist advisers is encouraged. Full professional fees for architectural services are only eligible if the professional adviser inspects the work in progress and is responsible for its certification on completion.

#### **Planning fees**

Spending on fees associated with planning permission, Building regulations, and conservation area and listed building consent are all eligible for grant, as long as these fees clearly relate to the building work the grant is being used for.

#### **Archaeological work**

The cost of archaeological work in accordance with the relevant national and local planning policies is eligible in the following cases and should be included in any development appraisal:

- Recording and analysing historic buildings of early origin or complex evolution as a basis for devising repair or conservation works, and monitoring during those works.
- Archaeological assessment, evaluation, excavation and monitoring in connection with alteration, extension or new build projects.
- Publications of the results, if necessitated by works which are themselves eligible within the scheme.

#### **Value Added Tax**

VAT may be payable on eligible repair costs and fees and, where it cannot be recovered, it is eligible for grant. Guidance on VAT and listed buildings is contained in VAT Notice 708 "Buildings and Construction" (August 1997) available from the local VAT office.

For further advice on making your application and for an application pack, please contact:

THI Officer  
Wakefield Council, Urban and Neighbourhood Renaissance  
Top Building, Newton Bar  
WAKEFIELD, WF1 2TX

Tel: (01924) 304960  
email: [majorprojects@wakefield.gov.uk](mailto:majorprojects@wakefield.gov.uk)



## Conservation Manual

Guidance on specification requirements and standards for work grant-aided under the Townscape Heritage Initiative (THI).

### Conservation Principles

The following conservation principles should be applied to all refurbishment, repair and new development within the Conservation Area:

Conservation projects to Listed Buildings should only be undertaken by consultants who have appropriate qualifications and a proven record in the conservation of historic buildings.

The website: [www.ribafind.org](http://www.ribafind.org) provides a list of architects throughout the United Kingdom who are accredited in building conservation.

Before design work commences, an appraisal of each historic building forming part of the development should be undertaken and proposal detailed on plans identifying all works to be undertaken. This must include a dimensional survey to provide plans, sections and external and internal elevations at an appropriate scale, a photographic survey, a condition survey, and an inventory and record of all surviving historic fixtures including chimney pots, rainwater goods, doors and windows, fitted joinery, plasterwork, carpentry features, equipment associated with the building use, metalwork, fixtures, materials and finishes. Surviving documentary evidence illustrating the development of the building and including historic maps, photographs or other illustrations should also be sourced.

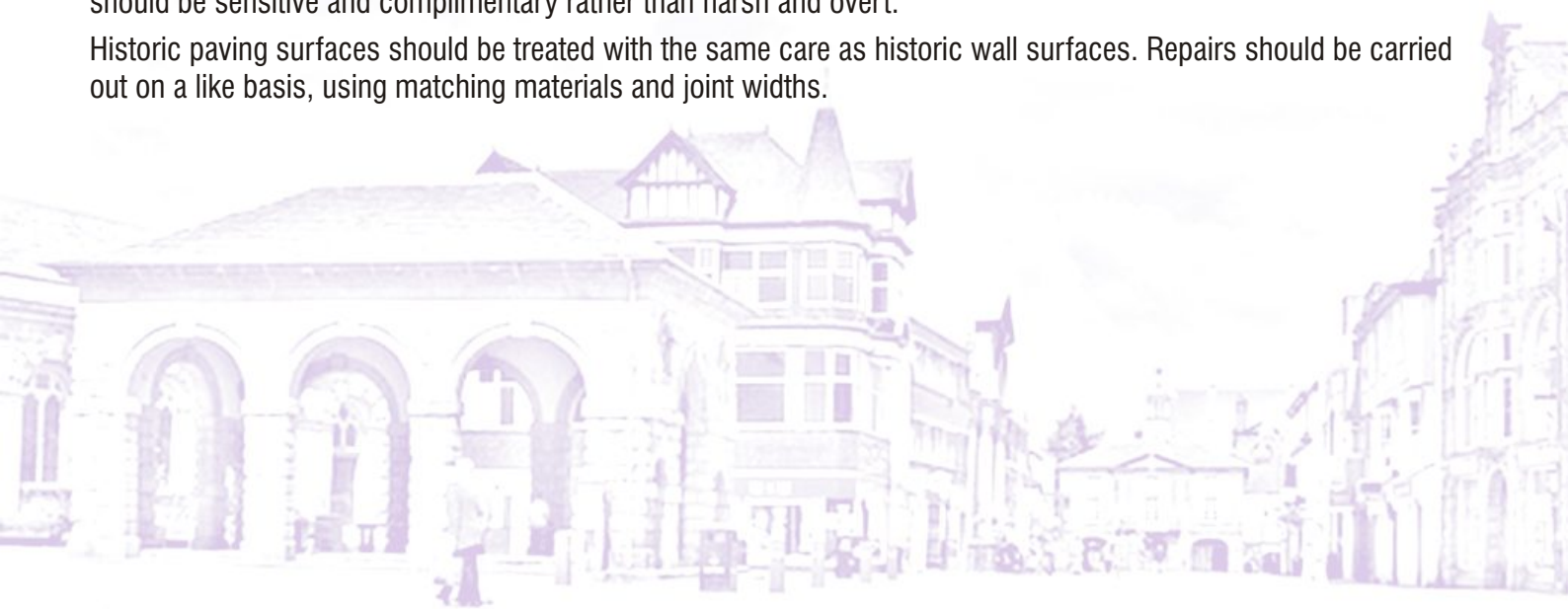
Repairs to historic buildings should use materials which precisely match the historic construction. This particularly applies to masonry, mortar, slates, carpentry and joinery materials.

Proposals should be based upon the maximum retention of historic fabric. Localised repairs shall be the rule and wholesale replacement the exception, and this only when the repair of the original is not possible. This applies particularly to historic windows, doors and other building components.

Replacement work including missing details should precisely match original sizes, sections and profiles.

Works of alteration to meet current legislation and new uses should be sensitively sited and detailed. Whilst works of alteration should be clearly articulated from historic fabric so that the historic and new can be discerned, this should be sensitive and complimentary rather than harsh and overt.

Historic paving surfaces should be treated with the same care as historic wall surfaces. Repairs should be carried out on a like basis, using matching materials and joint widths.



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### **Specification requirements for grant aided work:**

#### **Re-roofing**

Generally, roof works should be of a comprehensive nature and any necessary associated repairs (to the roof structure, chimneys, leadwork or rainwater goods, for example) should be undertaken at the same time.

Details of any new roof windows or skylights, roof vents, flue terminals, soil and vent pipes, aerials or solar panels should be approved before work starts.

#### **Re-slating**

Re-slating should be carried out re-using sound existing slates and/or new natural slates to match the existing, fixed with copper nails to battens which have been fixed with stainless steel nails: reclaimed and new materials should not, however, be mixed together on the same pitch. The slates if possible should be of British origin and appropriate to the region (Welsh, Delabole or Westmoreland slates, for example), laid in courses to match the existing. Detailing generally should be reinstated carefully to the original form, particularly at eaves, ridges and verges. Existing ridge and hip tiles or slates should be retained and re-set where possible, or should be replaced in slate, clay or stone to match the existing, as appropriate. Verges, ridge and hip tiles, etc should be pointed neatly in a coloured gauged mortar designed to suit each individual location.

New lead flashings should be provided at all abutments and chimneys (cement fillets alone are not acceptable) and leadwork generally should be checked and renewed or repaired as necessary. Provision should be made for ventilating the roof space(s) by an agreed method.

#### **Re-tiling**

Re-tiling should be carried out re-using sound existing clay tiles, plus additional matching new tiles as required, fixed with copper nails to battens which have been fixed with stainless steel nails: reclaimed and new materials should not, however, be mixed together on the same pitch. New tiles should be of natural clay to match the existing in type, colour and texture (hand-made plain tiles, or pantiles, for example) as closely as possible and laid in similar courses.

Detailing generally should be reinstated carefully to the original form, particularly at eaves, ridges and verges. Existing ridge and hip tiles should be retained and re-set where possible, or should be replaced to match the existing, particularly if of a decorative pattern. Pointing to ridge and hip tiles, verges, etc should be neatly done in a gauged mortar designed to suit each individual location.

New lead flashing should be provided at all abutments and chimneys (cement fillets alone are not acceptable) and leadwork generally should be checked and renewed or repaired as necessary. Provision should be made for ventilating the roof space(s) by an agreed method.

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### **Chimneys**

Chimneys requiring repair should be reinstated or re-built accurately to the original height and profile, in materials to match the existing (stone, brick or rendered masonry, as appropriate). Re-pointing or rebuilding should be carried out as described separately.

Original details, including the original style of chimney pots, should be reinstated wherever possible.

### **Leadwork**

All flashings, soakers, cappings, valley and gutter linings and other weatherings should be in lead, to the weights and details recommended by the Lead Sheet Association, as described in the "Lead Sheet Manual" plus the latest addendum. Unless otherwise agreed, flat roof coverings, including to internal wells and dormer windows, should also be in lead. Appropriate provision should be made for ventilation below the lead, particularly where thermal conditions are likely to change e.g. where insulation or a new heating system has been installed.

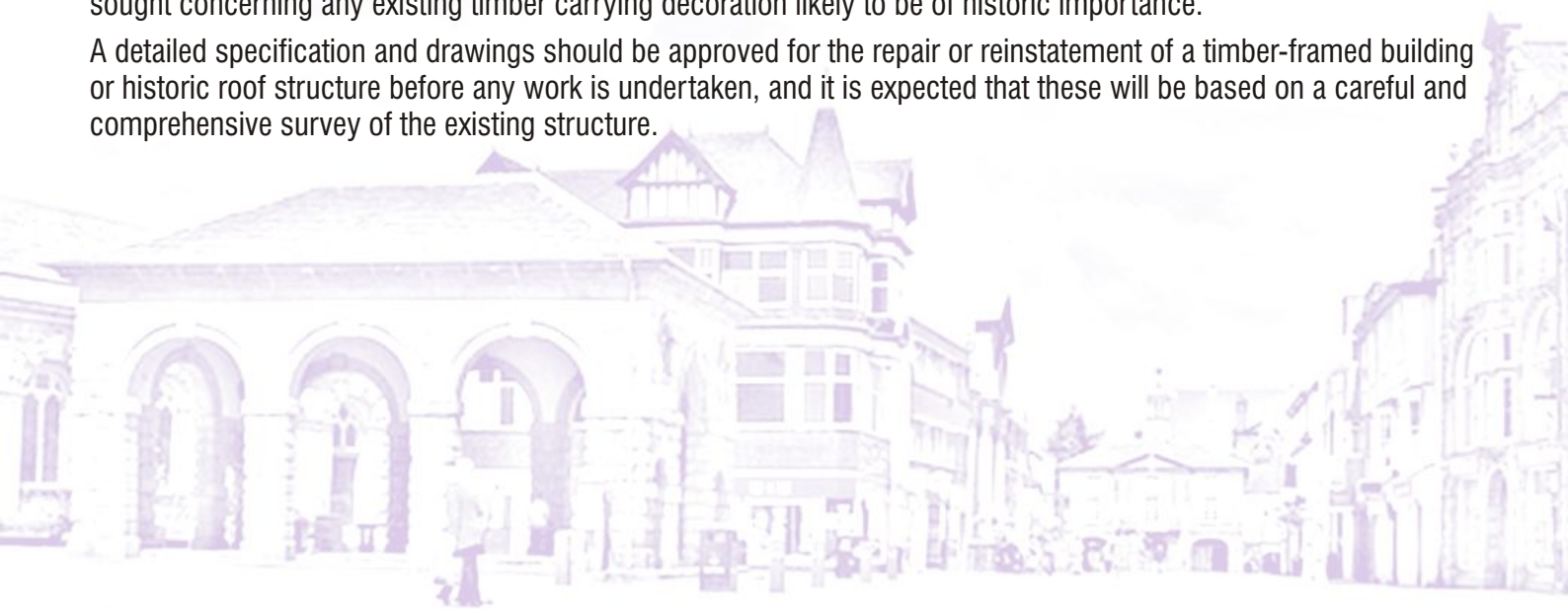
### **Rainwater goods**

Generally, any new or replacement rainwater goods required should be in cast iron, to the original pattern. Cast aluminium gutters are acceptable in cases where the original section is no longer obtainable in cast iron. Gutters and rainwater goods originally of a different material, such as lead, stone or timber, should be replaced accordingly, unless otherwise agreed.

### **Structural timber repairs**

Repairs to structural timber should be made by splicing in sound replacement timber of similar scantling (dimension) and species wherever possible, retaining all existing timber of historic value. In situations where the use of steel is required to strengthen timbers to retain the historic fabric of a building, a conservation accredited structural engineer should be employed for this work. Replacement timber should be new green oak (e.g. for new elements) or kiln-dried oak (e.g. for face patching and similar small repairs): second hand material should not be used. No surface treatment should be applied to exposed new oak frame elements. Specialist advice should be sought concerning any existing timber carrying decoration likely to be of historic importance.

A detailed specification and drawings should be approved for the repair or reinstatement of a timber-framed building or historic roof structure before any work is undertaken, and it is expected that these will be based on a careful and comprehensive survey of the existing structure.



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Any mechanical repair methods proposed to structural timbers should also be approved by a structural engineer, as should the overall structural proposals.

Large sections of timber required for replacement should not be formed by laminating smaller sections.

Generally, *in situ* resin repairs to structural timbers are **not** acceptable, and it is important to maintain flexibility at joints in order to allow for some movement in the frame. Shakes (splits) in structural timbers should not be filled for cosmetic reasons.

All infill panels of historic interest (e.g. wattle and daub or lath and plaster) should be retained wherever possible: the form and detailing of any new infill panels required should be agreed. If previously covered by lime render, repaired timber framing generally should be re-rendered and not exposed.

### The use of sustainable timber

The Timber Trade Federation (TTF) has recently introduced a Responsible Producer Policy into its Code of Conduct. The first line of the Code of Conduct states: "Members are committed to sourcing their timber and timber products from legal and well-managed forests. The THI Grants Board requires that all grant-aided buildings restored through THI funding will only use timber supplied by members of TTF by ensuring that the THI Project Officer will check invoices to confirm this before releasing any grant monies.

### Stonework repairs

Repairs to stonework should be carried out in natural stone to match the existing in both colour and texture, porosity, permeability, strength and durability, and should match the existing in size, profile and finish and should be obtained where possible from the same quarry as the original, and a detailed specification for this must be agreed before work starts. Generally, stone which has lost its structural quality or is badly decayed should be carefully cut out and matching replacement stone pieced in.

Replacement stone should be cut to the full dimensions of the existing blocks, unless otherwise agreed and face patches should never be less than 100mm deep. Samples of any new stone to be used should be approved: the face of new stone should be tooled to match the original unweathered finish, and all saw marks should be removed. Stone should always be laid on its natural bed, unless otherwise specified and new stonework should be laid to match the existing wall (e.g. as ashlar work, or coursed squared rubble). All replacement stone details should be cut accurately to the original pattern and profile; this is particularly important for cornices, mullions, hood moulds and other architectural features. Where the existing stone is badly eroded, replacement details should be agreed before work starts. Dressing off should be limited to the removal of dangerous or loose material, and should be carried out with a bristle brush: chisels, particularly claw chisels, should never be used.

Areas of unsound stonework should be carefully rebuilt as agreed, re-using as much of the existing stone as possible. Unless otherwise approved, resin-based *in situ* "plastic" repairs to stonework are **not** acceptable, except for small areas.

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### Stonework re-pointing

Stonework should be re-pointed or bedded in an appropriate lime mortar mix (that is, one weaker than the adjacent masonry). Mortar mixes should be designed to suit each individual location. A lime based mortar should be used. The colour of the new mortar, which should match the original mortar before weathering, should be provided by the use of an appropriate aggregate. Proprietary coloured mixes, or coloured pigments should not be used.

Joints should be carefully raked out manually to a depth of at least 25mm and up to 40mm, width of the joint and flushed out with clean water. Cutting out of existing mortar with mechanical discs is **not** acceptable, and could prejudice grant-aid to other eligible work. The joints should be solidly filled with new mortar as far back as possible between the stones and finished flush, then stippled back with a bristle brush to expose both the aggregate and the edges of the adjacent stone. Joints should **on no account** be struck, or finished proud of the masonry face to form "strap" or "ribbon" pointing, or feathered over the edge of eroded blocks.

Where the existing stone is generally eroded, the face of the mortar should be kept back to the point at which the joint remains the original width. Re-pointing should not increase the width of the original joints.

### Brickwork repairs

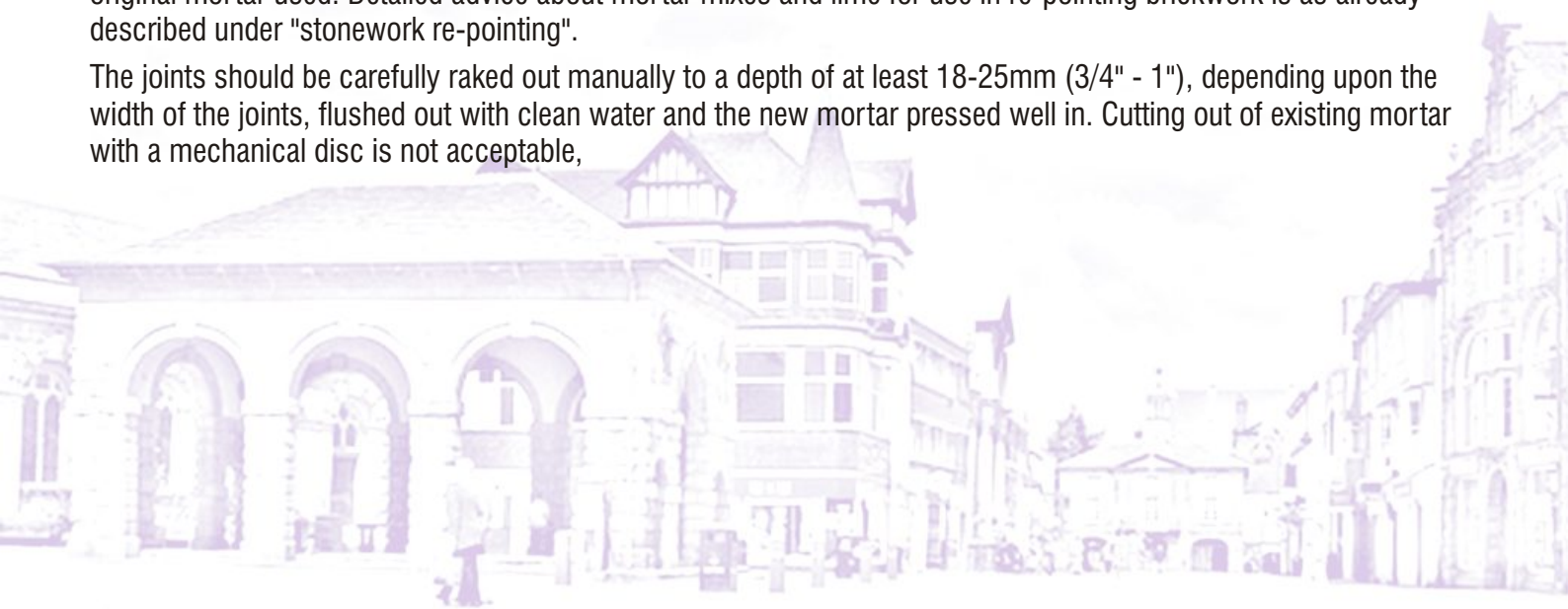
Decayed or damaged bricks should be cut out and carefully replaced with sound bricks to match the existing in type, colour and texture. Where structurally necessary, agreed areas of unsound brickwork should be carefully re-built, re-using the existing bricks where possible. Unless otherwise agreed, resin-based in situ 'plastic' repairs to brickwork are not acceptable

### Brickwork re-pointing

Re-pointing of external brickwork should be kept to the absolute minimum structurally necessary and comprehensive re-pointing for cosmetic reasons is not acceptable. Care should be taken to finish the points to match the surrounding work and the width of the original joints should not be increased.

Re-pointing and any necessary re-building of existing brickwork should be carried out in an appropriate lime mortar (that is, one weaker than the adjacent bricks), the starting point for which should be based in consideration of the original mortar used. Detailed advice about mortar mixes and lime for use in re-pointing brickwork is as already described under "stonework re-pointing".

The joints should be carefully raked out manually to a depth of at least 18-25mm (3/4" - 1"), depending upon the width of the joints, flushed out with clean water and the new mortar pressed well in. Cutting out of existing mortar with a mechanical disc is not acceptable,



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The joints should be finished to match the original or existing joints (e.g. lined-out or tuck pointed) or, unless otherwise agreed, finished flush (not struck or raised), neatly and cleanly, with the mortar brushed back as described under "stonework repointing" to expose the edges of the adjacent bricks.

Mortar for re-pointing should be coloured by the use of an appropriate sand to match the original joints before weathering. Proprietary coloured mixes or colouring additives should not be used.

### Rendering

Re-rendering and render repairs generally should be carried out in a lime mortar mix. The mix and character chosen should match the strength of the original rendering or stucco, unless otherwise agreed.

New rendering should be applied in three coats, and no metal beads or stops should be used externally; arrises and angles should be formed in the traditional manner. Cracks in existing render should be cut back to the masonry face and the surrounding render undercut to provide a key.

Cornices, window surrounds and other mouldings should be re-run in situ with a template in the traditional manner, to the full original profile and accurately formed: mouldings should be copied from in undamaged existing section cleaned of all paint. Other decorative features should be reinstated carefully to the original pattern. It is important for all existing features requiring repair to be recorded by photographs, drawings and templates, if necessary, before work starts. Coursing (or blocking) lines should be reinstated in areas of new render, where appropriate.

Subsequent redecoration of rendered areas should be with traditional lime wash or mineral pigments where appropriate: otherwise, with a smooth, water-permeable masonry paint system. Textured or impermeable sprayed coatings are not acceptable. The proposed colour scheme for redecoration should be agreed.

### Windows and doors

Windows and doors are important to the character of buildings.

Existing windows and/or external doors should be retained and carefully repaired wherever possible; it is important to retain and repair surviving early casements. If replacement is unavoidable, the new windows should be accurate replicas to the original design, in both pattern and detail. Timber sections, especially mouldings, should be to the original profile; this is of particular importance for glazing bars and meeting rails to horizontal sashes. Double-hung sliding sashes should be hung on cords pulley's and weights. Spring balances for sashes are not acceptable.

Details of any new windows proposed which are not replica replacements of existing should be agreed. When an architecturally significant building is concerned, a sample window for approval may be required.

UPVC replacements are not acceptable, replacement window frames must be made from timber obtained from local and sustainable sources wherever possible.

THI grant aided properties which are listed buildings, shall be single-glazed but where properties are to be used for living accommodation over shops, it may be necessary to install secondary glazing on the inside of the windows.

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Reinstatement of traditional windows replacing poor or modern windows and doors would enhance individual buildings, the streetscape and promote local characteristics.

Existing old, especially crown, glass should be retained and re-used in new windows, as replacement with modern float glass will always adversely affect the appearance. New door and window furniture should be to the original pattern. New and/or repaired external joinery should be painted with a gloss paint system (unless otherwise agreed) and not stained.

### Ironwork

Decorative ironwork, such as balconies, canopies or railings, should be carefully repaired or, if absolutely necessary, reinstated accurately to the original pattern and detail, in a similar material (unless otherwise agreed). Existing decorative ironwork requiring repair or replacement should be recorded by photographs or drawings before work starts, and the existing paint finish analysed to determine the original colour scheme. Drawings for any new/replacement ironwork will be required for approval.

New or repaired ironwork should be painted with a gloss paint system, to the original colour scheme. Any alternative colour scheme proposed should be agreed.

### External works

Boundary walls, fences and gates should be repaired to match the existing, or reinstated to the original design. The installation and design of any new such elements must be approved.

External paving should be in appropriate natural materials, such as Cobbles or Yorkstone setts, to match the existing where relevant and/or laid in the traditional manner.

A detailed scheme for any external landscaping proposed, including any planting, lighting, signage and street furniture, should be submitted for approval.

### Special features or materials

Where unusual features or materials special to the building or area exist or are required, the specification for their repair or reinstatement should be agreed.

### NOTE:

**THE APPLICANT, OR THE, APPLICANT'S AGENT, SHOULD MAKE SURE THAT THESE CONDITIONS ARE DRAWN TO THE ATTENTION OF THE CONTRACTOR(S) WHO WILL CARRY OUT THE WORK.**

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### Further advice and information

#### Publications

- 'The Repair of Historic Buildings: Advice on Principles and Methods', English Heritage, 1995.
- 'Timber Decay in Buildings: The Conservation Approach to Treatment', English Heritage & Historic Scotland, 2000.
- 'Practical Building Conservation: Volume 1 - Stone Masonry', English Heritage, 1988.
- 'Practical Building Conservation: Volume 2 - Brick, Terracotta & Earth', English Heritage, 1988.
- 'Practical Building Conservation: Volume 3 - Mortars, Plasters & Renders', English Heritage, 1988.
- 'Practical Building Conservation: Volume 4 - Metals', English Heritage, 1988.
- 'Practical Building Conservation: Volume 5 - Wood, Glass & Resins', English Heritage, 1988.

#### Government Guidance Notes

PPG15 - Planning and the Historic Environment

#### Technical pamphlets and guides

Various titles by The Society for the Protection of Ancient Buildings (SPAB).

#### Free advisory leaflets

'Framing Opinions 1-7', (available from English Heritage).

#### Videos

- 'Framing Opinions - Protecting our legacy of traditional windows', English Heritage, 1994.
- 'Making the Point - Pointing brickwork the traditional way', English Heritage, 1994.

#### Directories

- 'The Building Conservation Directory', Cathedral Communications Ltd ([www.buildingconservation.com](http://www.buildingconservation.com)).
- Historic Scotland - advice notes on practical building conservation available from Wakefield Council.

#### Other Council guidance available

- Wakefield Council Shop Front Design Guide
- City Centre Street Style Design Guide

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### **Conservation architects practices with experience of work on historic buildings**

Please refer to Royal Institute of British Architects (RIBA) website: [www.ribafind.org](http://www.ribafind.org) for a list of conservation architects. These are recognized by English Heritage for grant-aid purposes and are listed under the following categories.

#### ***Specialist conservation architects***

Suitable for those working on historic buildings of outstanding national importance, such as Grade I and II\* listed buildings, or scheduled monuments, and with highly specialist skills in one or more aspects of conservation.

#### ***Conservation architects***

Suitable for those working on regionally important historic buildings such as Grade II listed structures and buildings in sensitive historic environments.

#### ***Conservation Registrant***

Suitable for those working on the repair, maintenance, alteration and refurbishment of heritage buildings, for example unlisted buildings in conservation areas, locally important historic buildings and the general pre-1919 building stock.



