

Historic Buildings Development Guide



Warwick District Historic Heartland

INTRODUCTION

This guide is aimed to provide helpful information to those considering altering extending or changing the use of **Listed Buildings and buildings within Conservation Areas** and introducing new buildings adjacent to listed buildings in conservation areas.

It is hoped that the document may be helpful to architects, building contractors, house builders and private householders contemplating such changes.

The issues raised in this document are pertinent to both large scale and small scale changes. It may in some instances be more helpful for a private owner of a listed building or building in the conservation area to consult directly with a Conservation Officer.

This guide is aimed at providing insight into the issues which may be raised at such a meeting/discussion prior to works commencing in the form of frequently asked questions.

For further information contact :-

conservation@warwickdc.gov.uk

A complete selection of guidance documents are available to download for free from the website or alternatively to collect from Riverside House Reception.

Guidance for the Historic Environment is provided nationally in Planning Policy Statement No 5 (PPS5).



Warwick District Historic Heartland

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LISTED BUILDINGS

1. What is a Listed Building?

A Listed Building is a building which is statutorily protected under The Planning (Listed Buildings and Conservation Areas) Act 1990. This Act makes provision for lists to be prepared of buildings of special architectural or historic interest which conform to national criteria. It is considered should be protected as examples of buildings of their type as part of our local and national heritage. Lists of historic buildings are kept by all local authorities as paper documents and in many instances electronically and the "list" gives the postal address, grade of listing, the grid reference and a description of the architectural character of the building. The description, however, may not include all the features of note in the building, however these will be covered by the statutory listing.

Listing of a building includes the whole building and anything in the curtilage. It is untrue that only the façades of buildings are listed. If this is the case, it will be clearly stated in the description. Similarly, the whole building and anything within the curtilage is considered listed unless it is specifically excluded in the list description. In terms of curtilage, any small building or other building which is considered to be within the curtilage of the property at the time it was listed is also treated as a Listed Building, unless it was built after 1st July 1948. If a property has been subdivided since its listing then the buildings which were formerly in the curtilage at the time it was listed are still classed as curtilage buildings and would still require a listed building application for alterations. It is at the discretion of the Local Planning Authority how the buildings within the curtilage are considered as they may not have the same architectural merit as those which are individually listed.

All listed buildings are given a grade, either Grade I, Grade II* or Grade II.

Grade I buildings are the top 10 % of the listed buildings and include such well known local properties as Stoneleigh Abbey and Warwick Castle. They may also include less known buildings which are of a fine architectural quality.

Grade II* buildings are those which still maintain a high degree of importance but do not warrant a Grade I, however, many contain interesting features internally. Many small manor houses with interesting interiors are graded II*. A number of houses in Warwick High Street are listed Grade II* because they contain interesting features both internally and externally.

Grade II buildings cover the majority of the listed

building stock in the country. This can range from country houses which architecturally do not merit either Grade I or Grade II* to small cottages and pleasure garden summer houses.

The grade of a building represents its architectural or historic significance and architectural quality. It does not, however, represent the extent of the building that is listed and the degree of importance that may be placed upon it at the time the development proposal is being discussed.

Certain authorities maintain a 'local list' of buildings which do not have the benefit of statutory protection and these are sometimes called Grade III buildings. The majority of this type of building in Warwick District already have conservation area status. This type of designation may be appropriate for isolated buildings of interest. Owners of locally listed buildings should be notified of their designation.

Any alteration which makes a material change to the character or appearance of a Listed Building requires Listed Building Consent. This may range from significant alteration to the building to changing a small window or blocking off a chimney stack or if there are internal features of note, the removal of such a feature or alteration to it. There is no difference between the front and rear of a Listed Building and if a material change is being made to the back of a building then Listed Building Consent is required equally as much as a material change to the front of the building.

Listed Building Consent is also required for similar internal alterations to a Listed Building. Internal features which are often disregarded include original plaster to the walls, floorboards, cornices, lath and plaster ceilings, floor joists, doors, fitted furniture, fire places, skirting boards, staircase balustrades and in certain instances early plumbing and electrical fittings. In all cases, like for like reinstatement should be included as part of any restoration programme unless agreement is reached with the planning authority either by letter or by Listed Building Consent to use an alternative material. Planning permission may be required for development in the curtilage of a Listed Building that otherwise may not require consent.



2. Do I need consent to remove internal finishes in a Listed Building ?

The majority of Listed Buildings will retain at least some of their original internal finishes, for example, lathe and plaster ceilings and solid plaster walls and boarded floors. These do form part of the integrity of the building and should not be considered as dispensable. Wherever possible, lathe and plaster ceilings should be maintained and where upgrading for sound or other insulation purposes are required, this should always be done from above. Where this is not possible, careful consideration of some form of under boarding may be appropriate. In all cases, existing cornices should be retained.



It is not acceptable for a ceiling to be removed without consent and reinstated in modern material with cornices made from a modern material. If cornices are damaged, or sections missing, then these should be reproduced in a traditional manner. The insertion of down lighters and other forms of spotlights in traditional ceilings will always need consent.

In certain historic properties original wattle and daub panels may exist, and these should always be maintained. Traditionally, these were constructed with horse hair, plaster or mud and, therefore, extensive exposing of wattle and daub is not appropriate. It is also inappropriate, in most cases, to expose internal timbers within a timber framed building as these were structural elements and may always have been plastered over. In certain cases, main timbers may be expressed and in certain special cases these timbers may have been treated in a decorative manner and, therefore, were intended to be



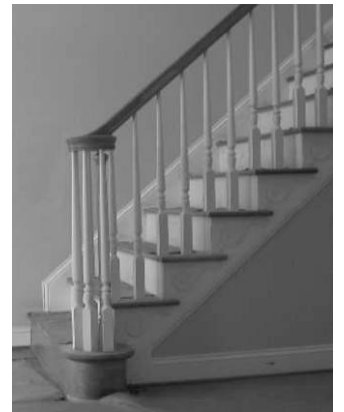
exposed.

Traditional floorboards should always be retained and where these are defective, then second-hand or new boards to match the originals should be introduced.

Where boards are butt jointed, this detail should be maintained, similarly where they are tongued this should also be repeated. The use of composite boarding for floors in historic buildings is inappropriate and where a floor needs to be replaced this should be done as a boarded floor. Where forms of insulation are required between floors then the boards should be carefully lifted and reinstated. Where there is a marginal increase in the floor depth, this should be carefully accommodated in conjunction with the staircase or other floor area.

In terms of insulation between floors in multi occupied buildings, early discussions with the Building Inspector are recommended in order that their requirements may be carefully accommodated within the fabric of the Listed Structure.

The replacement of electrical systems and insertion of new central heating can damage the fabric of a listed building and routing of cable and pipework should be carefully considered.



In all cases, original door cases, doors, skirtings and other joinery should be maintained. Only where these items are defective, should they be reinstated with new matching fabric.

3. Can I alter the plan form or staircases in a Listed Building ?

The plan forms of Listed Buildings tell the story of how the building was used and thus are equally important as the external view of the property.

Wherever possible, the plan form of a Listed Building should be retained and, where it has been destroyed or broken through, reinstated.

When planning alterations to the interior of a Listed Building care should be taken to maintain the original layout. The sub-division of principal rooms should always be avoided as it can detrimentally affect such things as cornices, the proportions of rooms and the historic integrity of a property. In many Leamington terraced houses, a principal reception room existed at first floor level and wherever possible these should always be retained as single spaces. In certain



instances these spaces have been sub-divided in the past and in the conversion of such a property the space should be reinstated back to its original proportions.

Staircases in Listed Buildings, should, in all cases, be retained and repaired. Wholesale reinstatement of staircases in Listed Buildings is inappropriate and can result in the loss of historic fabric. Where a historic staircase appears to be unsound, careful advice is needed from a Historic Buildings Structural Engineer who will advise on the way in which it can be strapped together to ensure a longer life.

4. What restriction are there on loft conversions ?

The use of roof spaces in any property can provide welcome additional floor area. In historic properties there are a number of issues which need to be considered. Firstly, whether the building was designed with the intention of the attic level being used for domestic purposes. If this is not the case, the floor may be inadequate and the Building Inspector may require some form of upgrading. Where upgrading is required, this must be handled sensitively. The introduction of steel beams in the floor space or steel ridge beams are inappropriate in a Listed Building Property. If it is not possible to upgrade the floor loading by sensitive introduction of additional timbers, then it may be inappropriate for the area to be used. An early discussion with the Building Inspector should take place in these instances.

The second issue related to the use of an upper floor space is the provision of adequate natural light and ventilation. In certain cases discrete conservation rooflights may be introduced into the back slopes of a roof and in specific cases dormer windows may be considered. The

introduction of large dormer windows to increase headroom in both a Listed and Non Listed Buildings is completely inappropriate. Any dormer in a Listed Building or Conservation Area must be of a traditional form and will only be permitted where there are precedents for similar dormer windows on properties. The construction of dormer windows should be to a traditional style with narrow side wall construction, wherever possible incorporating the window frame to avoid large corner posts.

Where existing staircases give access to the roofspace, these should, wherever possible, be retained. They are part of the historic fabric and do form part of the history of the property. Existing staircases to existing domestic floorspaces in the same dwelling do not normally require approval from the Building Inspector to repair. To ensure safe access via old staircases, new handrails can be incorporated.

Where new staircases are required to give access they must be carefully incorporated into the existing plan form. Large new dormer windows to accommodate staircases are particularly unacceptable on Listed Buildings and buildings in Conservation Areas. By introducing winders into a staircase it can often be incorporated under the existing roof without the need for a dormer.

5. How important are fixtures and fittings in a Listed Building ?

In certain instances, specific fixtures within a Listed Building may be identified in the list description; for example, fireplaces or statues which are fixed to the building. In certain other instances, it has been held by the Courts that a statue that was made for a building, although not fixed to it, does form part of the listing and, therefore, should not be removed from the



building. Before embarking on a project which does have historic fittings, it is important to check with the Conservation Officer if there will be a requirement for such items to be retained in



the building or for Listed Building Consent to be obtained if removal is contemplated.

Fixtures and fittings which may form part of the building include fireplaces, historic bathroom fittings and historic kitchen fittings. Panelling in the form of decorative joinery forms part of the Listed Building and should always be retained.

Where it is obvious that fireplaces, doors or other fixtures have been removed, every endeavour should be made to reinstate traditional fittings rather than contemporary fittings.

6. Can I change the windows ?

Warwick District Council has produced separate guidance on windows to which anyone working on a Listed Building or building in a Conservation Area should refer.

Listed Building Consent is always required to change the window design in listed buildings. Planning permission will also be required for changes to windows in buildings which do not have the benefit of permitted development rights whether Listed or Non Listed and reference should always be made to the conservation section of the Planning Department.



It is important to remember that windows are part of the historic fabric of the building and that wherever possible they should be repaired and not replaced. Replacement should only be considered where a window is beyond repair. In all cases, windows in Listed Buildings should remain as single glazed windows. Adequate double glazing can be provided by secondary systems, which can be obtained as tailor made units for historic windows.

Prior to the commencement of work on a Listed Building, a careful window survey should be carried out to identify each window and the level of repair required. Often unusual window designs remain within Listed Properties such as iron casements, set in wooden frames, leaded lights and 'Yorkshire' sashes (which slide horizontally). In all cases, these historic survivals must be retained and repaired sensitively.

The use of uPVC windows and, in most cases, aluminium windows in Listed Buildings will not be permitted as they do not constitute traditional forms of material or design.

7. Can I change the rainwater goods ?

The disposal of rainwater from roofs is an important element in any building and certainly so in a historic building. The maintenance of properly functioning rainwater goods is essential to the overall maintenance of the building. Traditionally, rainwater goods were either wooden with lead lining, lead or cast iron, the larger proportion being cast iron. In many cases these have been replaced with uPVC. On a Listed Building the removal of traditional rainwater



goods or the introduction of new ones will require Listed Building Consent.

Many simple vernacular buildings had half round cast iron gutters set on rise and fall brackets. Designed buildings often had ogee gutters, which can still be obtained.

In certain instances the use of cast aluminium will be appropriate. In most cases pressed aluminium is not appropriate on Listed Buildings as it does



cast iron profile.

Where lead or wooden box gutters survive, these should, in all instances, be repaired and retained.

The use of GRP or fibreglass, or any form of plastic rainwater goods, on Listed Buildings is inappropriate.

8. Can I change the roofing materials ?

The District Council has published separate guidance on roofing of Listed Buildings and buildings in Conservation Areas and this should always be referred to when works are to commence on a Listed Building. In all cases, traditional roofing materials should be retained on a Listed Building. It is inappropriate to consider replacing natural materials with artificial materials.

Where a building has already been re-roofed in artificial materials then replacement with natural materials should form part of the specification for restoring the building.

The use of artificial slate in place of Welsh slate is not acceptable on a Listed Building. In all cases,



Welsh slate should be used or other British slate to match the existing on a Listed Building. On a non-listed building within a Conservation Area, appropriate imported natural slates may be considered acceptable where this element requires planning permission. Artificial slate will not be acceptable within Conservation Areas.

Roof abutments, roof valleys and parapet gutters should be re-instated using traditional lead detailing as approved by the Lead Development Association, and as detailed in their most recent publication.

9. Can I alter the chimneys on a Listed Building ?

Warwick District Council's roofs guidance also gives advice on chimneys.

Where chimneys remain on a Listed Building these are certainly part of the historic fabric and should be retained. The capping off of chimney stacks with slabs is not an appropriate means of retaining a chimney and wherever these exist they should be removed and the appropriate chimney pots and string courses reinstated at the top of the chimney stack. When a structural survey is to be carried out it is important that chimney stacks are checked at the outset as these can prove to be a costly extra if re-building is needed at a later date. Listed Building Consent is always required for changes to chimneys.

Re-pointing of chimney stacks should always be carried out to match the brick work or stonework on the main building. A commonly used specification for repairs to a chimney stack would be to repoint using 1:1:6 cement/lime/sand mortar mix with the joints rubbed back to the face of the brickwork. Any defective bricks should be cut out and sound secondhand matching bricks inserted wherever possible. Where this is not possible, and new



bricks have to be used, careful selection should be made.

10. What restrictions apply to the setting of Listed Buildings and their gardens ?

Maintaining the setting of a Listed Building is in many ways as important as the actual work to the building. If works are carried out which destroy the setting or the garden of a Listed Building, then the property is significantly affected.

Consideration should be given at the outset to reinstating traditional railings or hedges, the details of which should be discussed with the District Council prior to making a planning or Listed Building application.

The use of gardens and forecourts of Listed Buildings and Conservation Area Buildings for alternative uses such as car parking is generally not considered appropriate. The setting of Listed Buildings can be significantly devalued by the parking of vehicles within the front garden. The removal of boundary treatments to effect this, and the provision of new access points, can both adversely affect the setting of a Listed Building in a Conservation Area.

The Warwickshire Gardens Trust and certain garden centres will give advice on historic planting should it be necessary to reinstate traditional hedges or planting around the building. Planning permission may be required for certain forms of development within the garden (or curtilage) of listed buildings that otherwise would not require consent.

11. Can I reinstate traditional boundary treatment ?

Boundary treatments are important to the setting of a Listed Building and buildings in Conservation Area. Where traditional boundary treatment such as railings, hedges and stone walls exist then these should always be retained. Where there is no boundary treatment, consideration may be given to researching the type of treatment that may have existed. Many houses lost their railings



during the Second World War as part of the war effort. Many street scenes have been changed significantly by the loss of uniform metal railings and the gradual reinstatement with a variety of brick walls. Wherever possible, railings to match the original type should be reinstated.

The District Council can provide a specification for reinstatement of the railings and in many instances some remaining examples can be used to copy from. Listed Building Consent is required for new boundary treatments to Listed Buildings where it attaches to the building. Planning Permission is required for new boundary treatments in the curtilage of Listed Buildings, for Non Listed Buildings where the boundary treatment is of 1 metre high at the back of pavement and 2 metres high between properties.

Many traditional houses had hedges as boundary treatments and these should be considered as appropriate forms of reinstatement where no boundary treatment exists. The use of fast growing leylandii and other fast growing hedges should be avoided as this can form a heavy barrier around a property if allowed to grow too high, which also affects the enjoyment of the garden space around the property.

12. How are buildings which are in the curtilage of a Listed Building treated ?

As described under question one, buildings which are in the curtilage of a Listed Building can also be considered as listed in terms of planning legislation and a Listed Building application can be requested for works to curtilage buildings. The Courts have upheld that anything which was within the curtilage of a building at the time it was listed remains in the curtilage even though that building may have been sold off unless it was built after 1st July 1948. An example of this may be a barn in the curtilage of a listed farmhouse for which a Listed Building application was requested for its conversion into a dwelling. The dwelling having been sold off separately would still remain as a curtilage building and the planning authority could require a Listed Building application for any subsequent changes to the former barn (now dwelling). In certain cases buildings within the curtilage of a principal Listed Building may also be separately listed if they are of particular interest and will then be dealt with as individual Listed Buildings.

It is important to appreciate that any building within the curtilage of a Listed Building could affect its setting and, therefore, will need to be handled sensitively. Wash houses, out buildings and former privy's are important survivals of how a building was previously used.

Certain new developments within the curtilage of a listed building will also require planning

permission.

13. How do I approach repairs to a Listed Building ?

Buildings are listed because they are of a certain age and clearly constructed of materials available at that period of time. The materials used are, therefore, part of the intrinsic character and quality of a Listed Building and should, wherever possible, be preserved.

All repairs to Listed Buildings should be carried out using traditional materials. It is generally inappropriate to replace historic fabric with modern materials. It is outside the scope of this publication to fully explain the extent of traditional repairs and the advice of a Conservation Officer should first be sought and if necessary a Conservation Architect should be employed to prepare a sympathetic specification for the repair of historic fabric.

In the first instance, the aim should be to conserve the historic fabric on site and there are various methods available for doing this. Generally where fabric has deteriorated to a point at which a specialist would say that it is no longer possible to retain it, then new materials may be introduced. The decision as to when fabric is no longer repairable should always be taken by either a Conservation Officer or a Specialist Historic Building Architect, or in some instances, a contractor. It is not an appropriate argument to indicate that it is no longer financially viable to repair an element of fabric. It will, in most cases, be more costly to repair historic fabric than take it out and replace it with a new lookalike element, however, there are grants available specifically for the purpose of repairing historic fabric to help meet the shortfall of funding required.

In the event of sufficient evidence being provided to indicate that it is no longer possible to maintain historic fabric, reinstatement using new traditional materials may be carried out. In certain instances, Listed Building Consent may be required for the reconstruction of part of a building using new material. This would generally be the case with a timber framed building where timber framing had to be taken down and reconstructed, or a masonry building where the structure has become unstable and the complete rebuilding of a wall is necessary. For replacement of windows, where the fabric is no longer repairable, a like for like replacement would not normally require a Listed Building application, similarly replacement of a roof using either reclaimed material or identical historic fabric would also not require consent. Any changes of fabric in the process of replacing irreparable elements would require Listed Building Consent. If there is any doubt concerning the need for

Listed Building Consent, the advice of a Conservation Officer or Planning Officer should always be sought.

In general terms the replacement of historic fabric with new matching fabric should be carried out using new materials. In respect of a timber framed building, it is normal to replace framework using green oak rather than reclaimed material from another building. In certain isolated incidents it may be appropriate to incorporate a reclaimed beam, however, this is not generally the correct methodology. The covering of weathered timber framing with new timber veneer is generally not acceptable. Similarly, where stonework is being replaced, new stone cut to the original profile should be used. The idea of weathering new elements is inappropriate and can lead to a change in the appearance of a building. The Society for the Protection of Ancient Buildings (SPAB) have always advocated that repairs should be clearly visible thus distinguishing them from original historic fabric. The SPAB provides a series of useful leaflets on various aspects of repair of historic buildings.

Where the structure of an historic building is affected, the advice of a Structural Engineer



familiar with historic buildings should always be sought.

The removal and demolition of a fabric which is considered to be unsound or has deteriorated can lead to a charge of wilful damage to a Listed Building if this has been carried out unnecessarily or without the appropriate Listed Building Consent. It is, therefore, necessary to seek advice in all instances where the fabric is considered to be at risk or no longer functional.

14. Will a change of use be permitted for a Listed Building?

The original use for which a building was built is always the most appropriate use for the building. Clearly with the passage of time the usages of buildings become redundant and new uses need to be sought. Guidance is given in PPS5 concerning the reuse of buildings and in certain instances it will be necessary to ensure the building has been adequately marketed for its original purpose before a change of use can be considered. Clear advice is also given in Local Plan Policy DAP5 on the change of use of Listed Buildings.

The consequences of a change of use need to be adequately assessed for each particular building. It may appear appropriate externally for a building to be used in an alternative way. However, there may be significant effects on the interior spaces that would not be acceptable. The need to retain the interior of Listed Buildings, including staircases, the plan form, etc are discussed elsewhere. Changes of use also may entail alternative or new signage which would need to be appropriate to that building. Where a change of use has been requested in isolation to a Listed Building application for the changes to the building then it may be appropriate for the Planning Department to request details of the changes required and the advertisements likely to be considered for the building. Change of use consent does not necessarily indicate that the subsequent changes to the building and signage would also be granted consent.

Changes of use need to consider the effect upon the whole building, for instance the use of a building for retail purposes may only involve the ground floor and the effect upon the upper floors should also be considered. Where a change of use is for flats then the need to provide small spaces for kitchens and bathrooms may be difficult in a building with large rooms on the principal floors. Various solutions have been put forward whereby shower rooms and toilets may be accommodated within cupboard units within large rooms, however these aspects need to be considered at an early stage.



15. How do I incorporate modern services into a Listed Building ?

When the majority of Listed Buildings were constructed the running of internal service pipes throughout the building was not part of the original design. In



many cases the only form of waste disposal would be from a scullery or kitchen at the back of the building. There would have been no other service connection to the property. With the passage of time, properties have been wired for electricity and better waste and heating systems have been introduced. In some cases this has been done sympathetically and in others unsympathetically and detrimental to the character of the Listed Building. Where a Listed Building is being restored or upgraded care should be taken in installing any new services and where possible any unsightly earlier installations should be revisited and sympathetic installations considered.

Where the installation of a service run will visibly affect the character of the Listed Building then Listed Building Consent will be required. There are, however, a number of general installations that would not require Listed Building Consent. These include installation of electric wiring and re-wiring of properties which generally can be done within the floor space and within the plasterwork of the building. Listed



Building Consent would only be required where significant historic fabric such as wattle and daub are affected and cable runs must be surface mounted across historic plasterwork or panelling or externally across the face of a building. The installation of central heating and waste and water supplies to kitchens and bathrooms generally does not require Listed Building Consent although where it is necessary to surface mount pipework, both internally and externally, then it may be necessary to seek Listed Building Consent as the installation may have an effect on the internal or external character of the building.



Although in many instances it is possible to hide pipework and cable runs within floorspaces, care should also be taken in terms of the amount of historic fabric and structural fabric cut away to accommodate such

runs. The removal of significant areas of floor joists can significantly weaken their structural capabilities.

Areas of work which may require Listed Building Consent and should be carefully considered when restoring or converting a Listed Building are discussed below:-

The installation of soil stacks to accommodate new bathrooms can involve pipework of 100 mm diameter being installed vertically throughout a building. This may involve breaking through cornices and forming unsightly boxings within the corner of significant reception rooms. It is therefore, necessary to consider in the first instance when locating new bathrooms the route where a soil stack may be taken discretely within the building. The same problem may arise on the exterior of the building where soil stacks are run externally. In many cases traditional soil and vent pipes were installed externally to the rear of properties and can be accommodated reasonably discretely in the corner of elevations or as part of a rhythm of pipework on the rear of a terrace. It is less satisfactory to consider installing such pipework on the front of buildings. Where this has been installed in the past effort should be made to remove it and replace all pipework either internally or to the rear of the property.

Rainwater goods generally run externally on properties and the siting of any new rainwater goods or replacement of rainwater goods needs careful consideration on a Listed Building. These should always be cast iron or cast aluminium, generally located at the corner or intersection of elevations or on the rear of a property to follow the rhythm of other pipework. In certain Regency houses in Leamington Spa the gutters are hidden behind a parapet and the water is taken internally through the attic to a rainwater discharge at the rear of the building. Wherever possible, this system should be maintained and can be upgraded by enclosing the pipework within the building. It is not satisfactory to take away rear discharge systems and provide pipework to the front of a Regency Terrace.

The installation of meters can also be an issue

in Listed Properties and wherever possible these should be located and grouped discretely together. If at all possible a special housing, either within the building or located in the basement area out of site, would be most suitable. Where meter boxes are to be introduced to a Listed Building then normally Listed Building Consent would be required.

In terms of security alarms, Listed Building Consent is normally required for the provision of alarm boxes on the exterior of the building, unless these can be located discretely such that they do not materially change the character of a Listed Building. In all cases, on rendered buildings we would normally ask for the alarm boxes to be coloured to match the render.

Television aerials, have normally been accepted as not requiring consent on Listed Buildings. In general television installations have become smaller and more discrete. A large mast, satellite dish or wireless aerial would, in most instances, require Listed Building Consent. The installation of wind turbines would also require Listed Building consent and we would advise discussion prior to any decision on the location of a wind turbine on a Listed Building. There is a separate question in this leaflet on renewable energy.

The provision of below ground drainage and service runs into a building do not normally affect the character of the Listed Building. Where, however, a building is within a Scheduled Ancient Monument, then Scheduled Monument Consent is always required for the installation of any below ground works.

16. How are Listed Buildings affected by the Building Regulations (including disabled access) ?

The majority of Listed Buildings were constructed prior to the need to obtain Building Regulation approval although with many 19th and 20th Century properties there were byelaws in place which governed certain aspects of building construction.

It is possible to live in a Listed Building and maintain it with like for like repairs and not need to apply for Building Regulation approval for any works. Once alterations are made then the building works come under the scope of the Building Regulations and it is possible that some wide ranging requirements may be necessary.

Some of the cautionary elements already highlighted in this document relate to issues in respect of the Building Regulations and it is imperative to ensure that in designing alterations to a Listed Building that a Building Inspector has

been consulted prior to a Listed Building application being made.

Applications for Listed Building Consent should be made concurrently with Building Regulations submission in order to avoid the need to seek later consent.

Appropriate meetings may be arranged with a Conservation Officer and Building Control Officer to ensure that the Building Regulations can be met within the scope of the Listed Building requirements.

In certain instances, a waiver on aspects of the Building Regulations may be obtained, however, this is at the discretion of the Building Control Officer and not the Conservation Officer. Some aspects of particular concern where Building Regulation requirements may need to be met in a Listed Building can relate to the following:-

- The need to provide double glazing, or double glazing in a Listed Building where new windows are to be installed or existing windows restored.
- The need to provide adequate fire protection around staircases and between dwellings and separate floors within a Listed Building.
- The need to provide adequate structural support in a building where a change of use is taking place.
- The need to provide adequate smoke detectors, fire alarms or sprinkler system.
- The need to provide adequate insulation to meet Building Regulations
- The need to provide disabled access into a Listed Building.
- The need to provide improvements in respect of the D.D.A.
- The need to meet current regulations in terms of staircase design where changes are proposed or new staircases are installed.
- The need to prove the structural stability of historic fabric.

In certain of these cases, a waiver may be provided or a compromise solution reached, however, in certain other instances there must be a strict adherence to the Building Regulations and in these cases the impact on the Listed Building needs to be considered at a very early stage as it may be possible that a building cannot meet both criteria and therefore is unsuitable for the use proposed.

In terms of disabled access to a Listed Building, it is now a requirement that there should be disabled access through the main entrance of any publicly accessible building.

This can, in certain instances, be difficult with a Listed Building which has only a flight of steps to the main entrance. It may be possible to provide a discrete ramp alongside the steps or in certain instances this may be impossible.

The legislation, however, states that where this can be reasonably provided, and clearly where it cannot be reasonably provided, the building cannot comply in the first instance with the Act and an alternative form of disabled access must be considered, for instance a chair lift, a ramp to a secondary entrance or the provision of physical assistance in an approved manner to access the building by disabled people.

Where ramps are to be designed there are specific requirements to be considered in respect of handrails, the need to guard spaces under rails and the grading and surface treatment of the ramp.

Where a ramp is designed against a Listed Building, the detailed design of the ramp must be considered prior to applying for Listed Building Consent. It is not adequate to show a ramp with a simple handrail and then seek permission for a more complex arrangement to meet the Building Regulations.

In certain instances ramps may be concealed behind traditional boundary treatments and handrails fitted discretely to the back of the boundary treatment. The use of appropriate surface treatment is also important as certain roughened surfaces are not complimentary to the setting of a Listed Building and careful consideration can visually



produce a more appropriate alternative. Lighting can also be provided discretely at ground level.

17. How do I achieve adequate structural support In Listed Buildings ?

It can be quite difficult by today's standards to prove structural stability of a Listed Building and therefore it is important that a specialist structural engineer is always employed where there are structural problems relating to Listed Buildings.

Most historic buildings do not perform in the same way as a modern structure and modern structural thinking cannot always be imposed on listed properties. Many historic buildings have over time settled and no longer display the level qualities of a modern building, this however, does not necessarily mean the building is structurally unsound. Much of the character of historic buildings lies in the way in which elements have settled. When purchasing a Listed Building, it is always important to ensure that a building surveyor, sympathetic to historic buildings is employed for the initial structural survey. This can be a saving in the long run as those who do not understand historic structures may identify problems which in effect are seen through the eyes of modern construction rather than the characteristics of an historic building.

Where a timber framed building is defective the structural timber should be cut out and new green oaks spliced in, (or an equivalent timber). Where stone is defective new stone should be inserted normally not distressed to match the surroundings.

Where it is necessary to remove other fabric to expose defective structural elements such as lathe and plaster ceilings, these should be replaced using traditional constructional methods and the lathe and plaster should in most instances be replaced.



Where timber structures are considered undersized to meet current loadings where a change of use has taken place, then it is often possible to upgrade existing timbers by setting additional timbers alongside rather than condemning the whole structure or inserting unsympathetic steel work.

The use of steel work in Listed Buildings should, wherever possible, be avoided. Listed Building Consent is always required for the insertion of steelwork into a listed structure. Wherever possible, upgrading should be carried out using traditional materials rather than the introduction of steel work; in some instances laminated glued timber beams may be an appropriate alternative to the use of steel work in a



Listed Building. The use of modern forms of renovation can in some instances be helpful to a Listed Building, for example, specialist ties within a building, or anchors and other generally non-invasive forms of structural support to maintain historic fabric in position. A balance needs to be taken between the demolition and reconstruction of a piece of defective historic fabric and use of ties and additional support members. In certain instances a particularly fragile historic building may be supported by a new frame. This can often be the least invasive way of keeping the fragile structure in place. However, in all instances, the advice of a sympathetic structural engineer and close negotiations with the Conservation Department should take place. Wherever structural changes are proposed or reconstruction is necessary for structural reasons, Listed Building Consent is always required.

18. How do repairs notices and Enforcement issues affect Listed Buildings ?

Owners of Listed Buildings are required under the Planning (Listed Buildings and Conservation Areas) Act 1990 to maintain historic buildings to a good standard of repair. Where it is apparent to a Local Authority that the building is not being maintained properly then they may serve either a Repairs Notice or an Urgent Repairs Notice. It is important to understand when purchasing a Listed Building that this responsibility immediately falls upon the owner of the property and the Local Authority may at any time consider that a building has reached a certain state of disrepair such that a Repairs Notice should be served.

Normally a Local Authority would warn an owner that the building had fallen into a state of

disrepair and suggest that works of repair are implemented. Where there is no attempt to repair a building and a warning letter has been sent to an owner, then the Council may take the decision to firstly serve an Urgent Repairs Notice requiring the owner to carry out certain urgent repairs to stop any further deterioration. An Urgent Repairs Notice cannot require complete repair and may only require a building to be sheeted or the windows boarded to ensure deterioration is stemmed. A Local Authority may, under an Urgent Repairs Notice, carry out these works themselves and then charge the owner, and may take the owner to the Magistrates Court for reimbursement of costs.

A full Repairs Notice may be served following an Urgent Repairs Notice or in cases where there has been an ongoing history of decline and neglect of building. A full Repairs Notices requires a detailed specification of works to be served upon the owner and a period of time given for these to be carried out. If this is not adhered to then a Local Authority may carry out the works themselves and again reclaim the costs through the Courts, compulsory purchase the building with a view to either carrying out the work themselves or passing on the building under a back-to-back arrangement to a new owner. Use of this legislation is not taken lightly by Local Authorities and the consequences of taking this form of action are always clearly thought through.

Enforcement action will be taken against the owner of a Listed Building where works have been carried out either without the benefit of Listed Building Consent or contrary to a Listed Building or planning application which has already been approved. Any changes to an approved drawing must first be agreed either as a minor amendment, or at the discretion of the planning officer, as a new application. Significant harm can be done to the character of the Listed Building by works carried which have not formed part of a planning or Listed Building approval. Where works are carried out without the benefit of any form of approval, then part of the building may have been destroyed.

This is a criminal offence and the owner of the building can be prosecuted. Where the owner has purchased a property with unauthorised works

they are still liable for prosecution even though they did not carry out the works.

19. Is the demolition of a Listed Building possible ?

The demolition of any part or the whole of a listed building always requires Listed Building Consent. There is always a presumption against demolition of a whole Listed Building. Demolition of Listed Buildings is covered under the Local Plan Policy DAP6 and this should be clearly read and followed before any discussions are entered into in respect of the demolition of a listed building. Specific text as set out in PPG15, must first be proven where demolition is contemplated. In certain instances, applications to demolish Listed Buildings may be 'called-in' by the Secretary of State and the application determined by a Planning Inspector.

In terms of demolition of parts of historic buildings, there may be a case for the removal of later unsympathetic alterations which will improve the appreciation of the listed building by returning it back to a more original state. However, where there are later additions such as 19th Century or even early 20th Century wings attached to a listed building which are part of its historic development a case for demolition is more difficult to justify.

The complete demolition of the rear fabric of listed building and the retention of the façade only is an unacceptable form of historic building retention. In certain instances, this was considered an appropriate means of retaining visually the exterior of Listed Buildings in the 1970's and 1980's. However, many valuable interiors were lost at this time by using this approach and subsequent national advice has strongly recommended in favour of the retention of the whole fabric of a Listed Building.



The removal of small features of a Listed Building such as chimneys, cornices, porticos, will detract from the character of the building and in general terms these are items which, where missing, should be reinstated. The reinstatement of missing details is always encouraged as part of other works to a Listed Building

CONSERVATION AREAS

20. What is a Conservation Area and what status do non Listed Buildings have in Conservation Areas ?

Conservation Areas are designated at a Local Authority level under the term of the Planning (Listed Building and Conservation Areas Act) 1990.

The act states that the area must be of Architectural or Historic Interest, the character of which it is considered important to maintain or enhance.

Non Listed Buildings in Conservation Areas do not have the same statutory protection as Listed Buildings. However, they do have protection under the terms of the Planning (Listed Building and Conservation Areas Act) 1990 and guidance given in PPS5. Conservation Area Consent is required for the demolition of any building over 115 cubic metres within a Conservation Area.

Partial demolition of Non Listed Buildings in Conservation Areas does not normally require consent. However any form of demolition of a Non Listed Building in the Conservation Area should always be subject to consultation as to whether permission is required with the Local Planning Authority before works commence. There is generally a presumption against the demolition of buildings which make a contribution to the Conservation Area. A replacement building in a Conservation Area should enhance the character of the area. Conservation Area Consent is not normally given for demolition of buildings without the design of the replacement being approved at the same time.

Retaining facades only is not normally now an option and, although Non-Listed Buildings do not have the same internal protection as Listed Buildings, the whole building should still be seen as contributing to the Conservation Area rather than just the front elevation. Planning Permission would normally be required for all external alterations to any Non Listed Building in a Conservation Area (unless the building is a single dwelling, which does have certain permitted development rights). Unless there are permitted development rights, alterations to windows, roof coverings, doors and roof finishes may all require

planning consent.

Certain Non-Listed Buildings in Conservation Areas may be covered by what is known as an Article 4 Direction. This takes away specified permitted development rights and, therefore, planning permission must be obtained for these works. This includes in Leamington Spa, painting of buildings, but may also include roof coverings, changes to windows, changes to front boundary treatments, and other significant items which add to the character of the Conservation Area.

Details of all Article 4 directions are available from the Planning Department and are normally recorded when a legal search is carried out.

21. How important are non Listed Buildings in Conservation Areas ?

The status of Non Listed Buildings in Conservation Areas has already been described and covered by Local Plan Policy DAP9.

Often the exterior of a Non-Listed Building in a Conservation Area contributes significantly to the quality of the Conservation Area and, therefore, should be retained in its original form. This generally involves the use of traditional materials as described for Listed Buildings. The use of modern materials such as uPVC windows can significantly change the character of a Non Listed Building and should, at all times, be avoided. Separate guidance is available for windows in Listed Buildings and Non Listed Buildings, which describes the consents that may



be required. The retention of traditional roofing materials and boundary treatments are also important to the maintenance of the character of a Conservation Area.

In evaluating a Non Listed Building in a Conservation Area, it is important to draw out the aspects of the building which contribute to a Conservation Area and which are original to the building. It may, in certain circumstances be important to reinstate missing architectural details particularly if it is part of a terrace or group of buildings which retain similar features.

Many Non Listed Buildings have lost their boundary treatment such as railings or original walls and it may again be important to reinstate traditional boundary treatment to enhance the character of the Conservation Area as described for boundary treatments for Listed Buildings.

In certain instances, grants are available from the District Council for the reinstatement and maintenance of aspects of Non Listed Buildings in Conservation Areas which contribute to the character of the Conservation Area and these are described in the Council's guidance leaflet on grants available for historic buildings.

The use of Article 4 Directions by a Local Authority can control changes to non Listed Buildings that would otherwise be Permitted Development. Many buildings in Leamington Spa are already covered by an Article 4 Direction to ensure that they are painted a unified colour where they are part of a unified terrace. Separate guidance "Painting Facades in Conservation Areas" describes the Article 4 Directions that exist in terms of the painting of buildings.

The external decoration of buildings can significantly affect the Conservation Area. Where these are not controlled by an Article 4 Direction then it is important to consider the setting of the building as a whole in the Conservation Area and choose colours that will blend sympathetically with neighbouring properties.

The use of all forms of external cladding is to be discouraged in Conservation Areas unless this is part of a reinstatement of traditional features. In certain circumstances external rough cast treatment may not allow traditional buildings to breathe adequately and is not advisable as a maintenance solution. In the appendix to this leaflet are certain traditional specification clauses which apply both to Listed Buildings and to non Listed Buildings in the Conservation Area. The painting of brickwork that was not historically intended to be painted should also be avoided. This creates a long term maintenance issue and can also, if not properly maintained, lead to deterioration of the brickwork and can not be

easily removed should the situation be reversed.

22. What general guidelines must I follow for new development in Conservation Areas or adjacent to Listed Buildings ?

Planning Policies DAP 4, 8, and 9 cover the development of buildings within the setting of Listed Buildings and also buildings in Conservation Areas. The District Council's Residential Design Guide gives explicit guidance on the design of residential properties, which is an expansion of Local Plan Policy DAP1 which should always be followed in any form of development.

It is important when designing a new building adjacent to any form of traditional building whether it is Listed or non Listed to respect the appearance of that particular building. In the first instance the adjacent building should be thoroughly analysed and the important features which make that building a satisfying composition should be identified. These elements should then be taken forward into the design of the new building and can be either recreated in a traditional way or in a contemporary format.

It is important to consider that pastiche developments next to historic buildings do not always work successfully. The architecture of the original building may have been developed as a single residence and the adjacent property may be flats or a commercial premises which has a different function and, therefore, will reflect differently as a piece of architecture. There are a number of unsuccessful examples of pastiche architecture in the District. A successful use of pastiche architecture would be an infill of a terrace situation or the recreation of a missing building to complete a block of buildings. The use of contemporary architecture may be a more appropriate solution picking up the salient points of an assessment of the historic building adjacent. There are a number of successful contemporary solutions adjacent to Listed Buildings within the District, for example Gem House adjacent to Hamilton Terrace in Leamington Spa.

In certain instances, it may not be appropriate to build adjacent to a Listed Building or a building in



build adjacent to a Listed Building or a building in the Conservation Area as any form of building may detrimentally affect the setting of the Listed Building and the way in which it was intended to be viewed.

There are many examples of buildings in conservation areas where inadequate consideration has been given to the surroundings and consequently the building is either too large or too small for the site or does not in any way respect the detailing or rhythm of the adjacent buildings.

The scale and massing of new buildings and extensions to existing buildings adjacent to historic buildings is a critical element. There is a need to fully assess the scale and massing of existing properties and to reflect that in the new building. This does not necessarily mean that the existing scale should be maintained as in certain instances such as corners and sites formerly occupied by single storey buildings the scale may be improved by taking it to a greater height to respond to other adjacent buildings. Careful analysis of a site, however, will be required to prove the appropriateness of scale changes within a Conservation Area.

Rhythm is an equally important element. The prevailing rhythm in Leamington comes from the effects of fairly narrow plots with vertical emphasis even where there are such horizontal effects as cornices and balconies. In Warwick the rhythm of the streets is defined by burgage plots again relatively narrow although in the High Street there are double fronted houses with central front doors which tends to set the rhythm of the street pattern.

In rural situations the rhythm may not be so obvious, the mix of buildings however is an important consideration that can be destroyed by a series of overlarge buildings.

The integration of new buildings into conservation areas can be an exciting challenge which produces a new building which will stand the test of time. The crucial element is to have carried out an adequate analysis of the site first.

When considering any form of new development or extensions to Listed Buildings or buildings in Conservation Areas we would always recommend the use of an architect who is a member of Royal Institute of British Architects or other appropriate professional who is a member of a recognised institute.

23. What are the important considerations for extensions to traditional vernacular buildings including timber framed buildings ?

It should be understood that in some instances traditional buildings may not be capable of taking further extensions. In some instances buildings have previously been extended and particularly where they are Listed Buildings the character and the dominance of the original building may be lost by the cumulative impact of further extensions.

Where it is appropriate to consider an extension, it should always be subservient to the main building by stepping down the roof or eaves line or creating a single storey extension rather than a two storey building. In many instances it is more appropriate to provide an extension to the rear of the building thus not affecting the front elevation. This does not necessarily mean the rear elevations of such buildings are of little interest. Care needs to be taken how extensions are formed at the rear of the building.

Many traditional buildings were extended to the rear, generally because they were part of the terrace on narrow burgage plots where extensions of the front elevation would not be possible. It is therefore important to stay within these historic parameters when considering extensions. Past extensions to historic buildings are often discernable by the use of an alternative material, for instance, an 18th Century brick house may have been extended using Victorian bricks which are noticeably larger than narrow 17th or 18th Century bricks. It may be appropriate to extend further the later Victorian extensions to give additional accommodation or where there are no historic extensions contemporary extensions at right angles may be appropriate to the rear of the building.

Infilling between rear extensions is generally not acceptable as it destroys the original concept of rear extensions with a side yard or garden and forms a conglomerate of buildings which masks or loses the original plan form and concept of the building.

If a building is timber framed or has large areas of 17th or 18th Century brickwork, it is generally inappropriate to add on an extension that will mask these features. Also covering over or removing significant traditional windows at the rear of a building to provide an extension is also inappropriate.

Before considering where to locate an extension it is important to form a checklist of all salient features of the historic building, these are often noted in the list description. Although to the rear

of a building this may not be the case and a separate assessment may be necessary.

Once these features have been identified, for instance, windows, timber framing, overhanging of the eaves, cat slide roofs and important lateral stacks, there may be an obvious location where a rear extension can be accommodated without affecting any of these features. There may however, be instances where there is no obvious place to locate an extension and these types of buildings may not be appropriate for an extension.

In certain isolated cases, it may be appropriate to consider constructing a detached building which may be linked by a simple single storey unit either in the form of a conservatory or simple infill (which may be contemporary) to the free standing single storey building. The scale and design of such an extension may be in the form of an outbuilding which would traditionally have been adjacent to the main house. In certain instances, existing outbuildings may be incorporated into a property to provide the appropriate level of additional accommodation.

In terms of the design of an extension to an historic building, it is generally important to use either matching or compatible materials. In most cases a simple vernacular form is also the most appropriate, and does still maintain the historic



fabric as separate from the new extension. Recreation of timber framing and the use of thatched roofs on extensions should generally be avoided as these can mask and distort the original integrity of the building.

Windows in new extensions generally need to comply with Building Regulations and therefore need to be double glazed so care needs to be taken in choosing the window pattern to avoid thick glazing bars and inappropriately designed windows compared with the rest of the buildings. In some instances in Listed Buildings, the Building Inspector will allow the use of single

glazing, where the change to the building is an alteration rather than a new extension.

Where a building is timber framed it is important to maintain all framing in place and to avoid building over exposed timber framing. In certain instances it may not be obvious that a building is timber framed where it may be fully rendered or hidden behind later brickwork. The use of a historic buildings architect or surveyor is always recommended. Where works are proposed to vernacular buildings early identification of important features by experts is essential. Where timber framing is covered, both internally and externally, exposure may not necessarily be appropriate and again expert advice should be sought.

In terms of contemporary extensions to vernacular buildings, these can sometimes be accommodated but do need to be of the highest quality design that will stand the test of time. Where contemporary approaches are to be used, it is always most appropriate to make a clear distinction between the contemporary architecture and the historic building. Contemporary extensions have been successfully welded on to historic buildings by creating a small pastiche link or traditional element to the original building before starting the contemporary architecture.

24. What are the important considerations For extensions and conversions of Regency Terraces?

Regency Terraces are particularly notable in Leamington Spa and fall within the period of 1810-1830 when much similar development took place in the growing Spa town. They are often very tall buildings designed to a format to accommodate a lifestyle which has now ceased.

The design of the terrace generally is integral with the street or square with basement level kitchens and service rooms. The basement area to the front gives access to the under pavement coal cellars and other storage areas which could also be accessed from pavement grids. The principal levels of such houses were the ground and first floors. The dining rooms and smaller sitting rooms or studies being at ground level approached by a flight of steps to a front door generally with a portico. Principal living room was at first floor level which were particularly palatial rooms. Both ground and first floor rooms at the front and rear of terraced properties were often linked by large double doors to facilitate entertaining. Above first floor level there would be bedrooms and nurseries and some servant accommodation. Larger houses such as those in Clarendon Square often had two or even three floors of accommodation above the first floor.

Smaller houses often only had one further storey with possibly a small attic for a live-in servant. As many servants lived out in Leamington Spa or were only needed for seasonal use, the level of servant accommodation is often limited in these houses. They were essentially designed for entertaining during the seasonal visits to the Spa.

From this brief description of the property, it is important to understand that these houses are an important historical survival both architecturally and socially. It is therefore important to respect the plan form of these houses as much as the architectural features externally.

In terms of extensions to Regency Terraces, there is generally no scope for extending at the front of these buildings. The only possibility for an extension or building alongside a Regency terrace would be where a terrace had not been completed, in which there are a number of examples of incomplete terraces in Leamington Spa. In many instances, sites alongside complete terraces have been developed at a later date and therefore there is no scope for completing or recreating a terrace.

Where it is possible to recreate a terrace or fill in a gap, the architecture should match in all respects that of the adjacent terrace. Number 44 Clarendon Square was successfully recreated in the 1950's to complete the east corner of the Square although the rear elevations are less successful and do not reflect traditional rear elevations.

The principle scope therefore for extending such buildings is normally to the rear. There are many instances, however, where extensions may not be appropriate. It is important to understand that the rear elevations, which remain unaltered, are as important as the front elevations and in many places are equally as visible in Leamington Spa. As the front elevations were designed as set pieces to be seen, the rear elevations were generally brick and of a much simpler design. Where these remain unaltered however, they are interesting compositions reflecting the scale and importance of the building. In some instances, there are rear wings at right angles to the main terrace which contained domestic offices and minor bedrooms accessed at half landing level. In many cases, there are significant tall staircase windows where it would be inappropriate to cover by any form of extension. If certain terraces, which have a rear wing, it may be appropriate to create a similar wing on an adjacent property. However, where there are a run of terraces without rear wings it would not be appropriate to spoil the symmetry of the rear of the building. In certain cases, small lean-to extensions or single storey extensions have been added at the back of Regency terraces and can be accommodated without destroying the appearance or scale of a

rear elevation.

Matching materials should be used for any form of extension that has been permitted. It is also important to ensure that the windows match and have appropriate arch heads. Sash windows should always have sliding sash mechanisms and in a listed property with counter-balances and single glazing. The Council's guidance on windows gives further advice on this matter.

In some circumstances large roof extensions in the form of boxed dormers were added to Regency Terraces in the 1960's and 1970's before current planning and listed building controls were in place. These often detract from the appearance of the buildings. It is, however, recognised that in some instances these provide a flat at attic level and therefore cannot generally be removed from the building without significant loss of accommodation. In certain instances, where a whole building is being refurbished and the format of flats being reassessed, then the aim should be to remove such extensions from the building and restore back the original roofline either by providing traditional conservation rooflights or small appropriate dormer windows similar to those found on original properties. The introduction of large dormers and excessive numbers of rooflights is inappropriate for any modern conversions as it destroys the original roofline of the building. Reference should be made to question 4 relating to loft conversions when considering altering or incorporating an existing attic into residential accommodation.

In the case of basement conversions, careful consideration needs to be given to the installation of any new doorways at the front of the building as generally the symmetrical arrangement of windows is carried through to the basement level. Where the door cannot be incorporated into the symmetry this may best be located underneath the steps to the front door of the house.

Wherever possible, when considering the conversion, restoration or extension of a Regency Terrace examination of the existing fabric should be carried out to ensure that it is capable of conversion and will not require inappropriate extensive steel work to be inserted to carry new floor loads. Careful examination of the external features should also be carried out as in some instances, balconies, capitals to pilaster, windows surround and glazing bars are all missing. Complete restoration would normally involve the reinstatement of such features. Reference to adjacent houses or historic photos may provide clues to missing features. In certain cases, grants may be available for the reinstatement of such features.

In terms of conversion of Regency Terraces into



flats, the subdivision of rooms can have a serious detrimental effect on the integrity of the listed building. As already pointed out, the use of the building reflects very much the social history of the town and the ground and first floor rooms are generally finished to a high standard with cornices, quality joinery and in certain instances, original fire places. It is therefore inappropriate to consider sub-division both from an internal understanding of the space and also the historic character and use of the rooms. In particular, the sub-division of large first floor rooms is to be avoided, and where possible, later sub-division should be removed during restoration.

Where basements have vaulted areas then the vaults should always be retained and in some instances where ranges and stone sinks and other historic remnants of domestic offices remain, these should be incorporated into new uses. Similarly, original slate flagged floors should be retained or relayed onto a new floor with a damp proof membrane.

Hallways and staircases are of particular importance and generally such circulation routes in a listed building should not be changed or compromised.

Second and third floor rooms often have less decorative plaster work and in some cases, sub-division of rooms can be countenanced. It is always difficult to accommodate bathrooms and kitchens particularly where large rooms are being preserved and in certain instances the incorporation of kitchen units in a sitting room can be an appropriate solution. Also a small door head height enclosure to accommodate a shower or toilet can create the impression of a cupboard

within the room. In certain instances, where a building has been badly converted in the 1960's or 1970's it is important to try to salvage at least one principal room and restore traditional plaster cornices.

Although it is necessary to upgrade the fire rating of a building for fire escape purposes, wherever possible original joinery should be retained and upgraded rather than new doors inserted. Careful consideration of these elements by the use of intumescent strips or intumescent paint can help to retain such fabric and early consultation with the Building Inspector and Conservation Architects as necessary.

25. What are the important considerations for extensions and alterations to Victorian Terraces?

Victorian Terraces do differ in their original use, scale and form from Regency terraces and tend to be more widespread throughout the District in Leamington Spa, Warwick, Kenilworth, Whitnash and certain of the rural villages.

Although terraced housing started at the turn of the 19th Century much of it dates from the mid to late 19th Century in Warwick District and tends to relate to the expansion of the towns at this time. The majority of Victorian terraced housing is of a smaller scale to the Regency terraces and relates to a different lifestyle. Often working class and middle class people were accommodated in terraced houses and in many instances whole terraces belonged to one family or related to an employer in the area. Victorian terrace houses often had cellars, rather than basements which were used purely for storage of coal. At ground floor was a principal room at the front and a rear room at the back used as a dining room, often the kitchen was accessed directly off the dining room although in larger terraces there is a through corridor occasionally with a breakfast room before the kitchen. At first floor there are generally three bedrooms, with sometimes a small fourth room at the front. Occasionally there is attic accommodation accessed by a narrow staircase.

Extensions to Victorian terraced houses as with Regency terraces, can normally only be accommodated at the rear. Where a terrace house is the end terrace or there is a gap, there may be a case for infilling with a similar property built as a pastiche of the terrace to complete it. A single storey or subsidiary extension to end terraced properties can often be more difficult to accommodate. Where a diminutive building is expressed at the end of a terrace it can detract from the terrace as a whole.

26. What are the important considerations for extensions and conversions to detached villas and symmetrical houses?

Detached villas can range from 17th/18th Century detached houses and farm houses to mid to late Victorian houses. In the majority of cases, this type of house was occupied by middle and upper class families who supported some kind of domestic service. Unlike terraced houses, where the main design considerations were given to the front of the terrace as a whole, villas were designed as an individual entity and often have the same architectural characteristics to the front and side elevations and occasionally to the rear. Generally the principal rooms in a villa were ground floor rooms with a drawing room or sitting room and dining room either side of a central access corridor or hallway leading to a staircase. Depending on the size of the villa, there are sometimes rear principal rooms and domestic offices. Occasionally, villas were constructed with basements which accommodated domestic offices and kitchens, however, in most cases, the domestic offices and kitchens were at ground level at the rear of the building.

The extension of villas needs to be carefully handled as in most cases there are symmetrical compositions from the front and side and therefore any form of extension to the side is not necessarily appropriate and can destroy the architectural symmetry of the building. It is therefore in most instances to the rear that extensions should be considered. Large villas often had smaller subsidiary wings at the back accommodating the domestic offices and in certain instances it is possible to recreate or extend these wings at right angles to the main villa range. As with vernacular and terraced properties, there are certain instances where villas cannot be satisfactorily extended particularly where historic extensions have already taken place or the building has a designed rear elevation as well as a designed front elevation.

Villas often have distinctively designed roofs either with hipped ends or shallow pitches occasionally



with hipped ends or shallow pitches occasionally with a lead flat area in the centre. It is often quite difficult therefore to accommodate dormer windows in such roofs to extend the accommodation into attic spaces. Where there are parapets, then it may be possible to accommodate rooflights or small dormers to the rear elevation. However, large dormers and excessive rooflights are not appropriate in the majority of villas.

Villas normally have cellars rather than basements and therefore conversion to domestic accommodation at cellar level is often more difficult and similar issues arise to conversion of cellars in Victorian terraced houses. It is not generally appropriate to create large basement areas in front of villas where they did not traditionally exist and the introduction of railings to protect such lightwells or basement areas is inappropriate close to the front elevation of a villa which traditionally would have had its railings at the boundary of the garden adjacent to the road. It is therefore not always appropriate to consider the use of a cellar in a villa for additional habitable accommodation unless windows can be discreetly located.

Villas often sit in significant grounds. These should always be respected particularly where there is original planting and boundary treatment to the front of the building. Wherever possible, missing boundary treatment should be reinstated and original garden features retained. It is not appropriate to turn large front gardens to villas into parking areas or create additional vehicular access points or new vehicular access points where they do not traditionally exist. Where there is parking in the front garden, it is often more appropriate to use gravel or bonded



gravel surfacing rather than excessive block paving which would not traditionally have been used in the front of such properties.

Consideration should be given to the setting of buildings when proposing any form of extension in or around villas set in their own grounds.

27. What are the important considerations for conversion or extension of former agricultural barns ?

The District Council have produced a separate document to cover design aspects of barn conversions. Generally policies do not permit agricultural barns to be converted into dwellings and alternative uses should generally be sought. In all cases, the original format of the agricultural building needs to be retained and excessive use of domestic detailing such as windows and doors can seriously detract from the appearance of the building and this level of detail is fully referred to



in the District Council's document.

Generally, extensions are not permitted to barns and therefore it is important to assess the level of accommodation that can be or has been accommodated within a barn conversion. The use of such domestic extensions as conservatories are completely inappropriate on agricultural buildings.

The creation of overly domesticated gardens around agricultural buildings is inappropriate and in certain cases the use of high brick walls to

in certain cases the use of high brick walls to emulate a farm yard can hide a domestic garden in an appropriate way.

28. What are the important considerations for new shopfronts in Conservation Areas or Listed Buildings ?

The District Council has produced shopfronts guidance for Warwick, Leamington Spa and Kenilworth and full details are given in these three documents for the design of new shopfronts in each of the towns.

The use of traditional shopfronts can often enhance a traditional street scene and upgrade the quality of the retail units. Large fascias which cross more than one building, and plate glass windows are generally inappropriate in any conservation area. For shopfronts that are not within the guidance areas of Leamington and Warwick, it is always appropriate to discuss proposals with a Conservation Officer in the first instance.



29. Are renewable energy measures compatible for domestic historic buildings?

Conservation of energy is as important as conservation of historic buildings, however, the introduction of such measures need careful consideration in any historic setting both at a level of individual listed building and within conservation areas. PPS5 gives guidance on renewable energy and the historic environment

The use of solar panels could possibly be disguised within opposing roof slopes and therefore will not be visible or can be accommodated within the garden of the property. Use of clearly visible panels is not generally appropriate. It is possible to use photo voltaic tiles, however, these should in all instances be discussed with a Conservation Officer and will be

considered on their merits as to the loss of historic fabric that would take place and the change that would be made to the appearance of the building. In certain instances, a modern roof to the rear of a historic property or a non visible roof may be appropriate for such tiles.

Wind turbines, may be appropriate as a single feature for an isolated building or to the rear or less visible part of a terrace of buildings or group of buildings within the historic context. Careful consideration will be taken in each case of the need for the appliance and the value that the installation of the appliance will give to the property. Therefore, there are no standard solutions as to the siting of wind turbines within the historic environment.

The introduction of improved insulation if sensitively installed into historic buildings can work effectively to save energy.

Historic buildings need to be considered holistically and appropriate energy audits carried out before any one solution be considered.

30. What kind of developments are permissible in mews roads?

The question applies largely to Leamington Spa although both in Kenilworth and Warwick there are mews buildings to the rear of 19th Century properties and the information provided is relevant to each of the towns.

In certain instances, there are existing mews buildings built to provide stabling and coach houses. In Leamington Spa, the gridiron layout of the town provided for mews roads at the back of the principal streets, for example, Bedford Street running parallel with Parade and Trinity Street running parallel with both Beauchamp and Binswood Avenues. On early plans of the town these are noted as mews roads rather than being named. There is often a clear distinction in historical terms between those houses which had mews buildings and stabled horses in their own grounds and properties which did not have stabling but only rear access onto the mews road.

A distinction is clearly definable in Leamington Spa between the early Regency houses of the 1820's and 30's which often had their own mews buildings, and houses of 1850's and 1860's which have, little evidence of mews buildings within their own grounds. It is most likely that these properties were serviced by livery stables and therefore had no requirement for their own stabling. The distinction has remained reasonably clearly visible in Leamington Spa with the exception of a few isolated examples and it has been the Council's wish to maintain this regime on

mews roads.

The advice generally given therefore for building of the 1820s and 1830s is that where there is evidence of two storey mews buildings at the rear of properties of a similar age, two storey infill onto a mews road would be acceptable. For later properties of the 1850's and 1860's and the later developments of the 1880's, generally there



were no mews buildings and therefore only single storey garage buildings are considered appropriate. The advice given in answer to this question therefore is that each site is considered on its merits largely on the basis of its historical precedent.

In terms of conversion of existing mews buildings, these are historically important buildings mainly with stable type doors and double doors at ground floor level and only limited windows at first floor level. The eaves are generally quite low and there is little architectural embellishment. It is important that the principles of this type of building are maintained in any form of conversion. Where possible, original doors onto the street should be retained and glazed screens as infill panels only used on rear and garden elevations. Generally, it is inappropriate have dormer windows on these buildings as they are not traditionally part of the original design. Where there are interesting features internally such as cast iron columns, traditional flooring, feeding troughs, these should generally be restored and retained, or possibly relocated in the building if it is considered appropriate.

In certain cases, the maintenance of historic walls to mews roads can be of importance in the Conservation Area. In such instances, it may be inappropriate to put any form of building in this location. Where there are garages existing, these quite often form a simple gateway into the existing high wall and this can be the most appropriate way of expressing garages rather than creating buildings with pitched roofs which clearly are not an historic form in this location. Again, each site needs to be considered on its merits and location within the conservation area.

OTHER SOURCES OF INFORMATION

The Warwick District Local Plan

This contains policies relating to design in general, conservation areas and listed buildings and should always be the first point of reference for any new development, alterations or changes to listed buildings and buildings in conservation areas. The Local Plan can be found on the Council's website at [www.warwickdc.gov.uk/Local plan](http://www.warwickdc.gov.uk/Localplan).

Residential Design Guide

This document contains design and advice on all residential developments and refers back to the Local Plan policies. A series of design steps and detailed guidance is provided to help produce quality residential properties.

Conservation Area Statements for Royal Leamington Spa, Warwick, Kenilworth and Whitnash

These give detailed advice on the conservation areas by breaking the conservation areas down in the towns down into significant character areas.

These documents are a series of individual sheets highlighting as a series of bullet points the character of each particular area together with photographs of the area. There is also advice in general terms for each conservation area which should be noted in conjunction with the individual sheets.

Conservation Area Leaflets for Rural Villages

Each village conservation area has its own leaflet which gives general advice to householders on conservation area status together with a character statement on each conservation area which should be noted when carrying out development or restoration in each individual conservation area. Listed buildings in each conservation area are also noted within this document, together with Scheduled Ancient

Monuments.

Leamington Spa, A Design Framework For A Historic Town by Rock Townsend

This is now an historic document, however, reference to it is still relevant in certain instances although current documents cover much of the guidance given.

Guidance for Listed Buildings and Buildings in Conservation Areas

These are produced by the District Council and cover listed buildings and conservation areas in general, windows, roofs, painting of buildings, shopfronts in Leamington Spa and Warwick and shopfront security. The aim of the District Council is to add to the guidance from time to time as the need arises. All available on the council's website at www.warwickdc.gov.uk or from Riverside House Leamington Spa.

Planning Policy Statement NO 5 The Historic Environment

This, together with the Planning (Listed Buildings and Conservation Areas) Act 1990 gives the basis for all decisions made in respect of listed buildings and conservation areas. (PPS 5 now supercedes PPG 15)
There is also a Practice Guide which accompanies PPS5 which should be read in conjunction with PPS5.



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Where possible, information can be made available in other formats, including large print, cassette tape, CD and other languages if required. Tel. 01926 450000.