LONDON BOROUGH OF MERTON

SUPPLEMENTARY PLANNING GUIDANCE

Listed Buildings: A Guide for Owners

INTRODUCTION

This Guidance Note is intended to provide information and advice on the implications of a building being included on the Statutory List of Buildings of Special Architectural or Historic Interest. The note applies to nationally (Statutory) Listed buildings as opposed to the Council's non-statutory local list, although some of the technical advice on maintenance and repair techniques could equally apply to locally listed buildings.

The Guidance Note is divided in 2 Sections, the first explains the mechanics of Listing Buildings and the Controls that apply once a building is added to the Statutory List. It provides as advice and information on the need to obtain Listed Building Consent and how to apply. The second section provides more detailed information on appropriate techniques that should be adopted when repairing or altering a Listed Building.

WHAT IS A LISTED BUILDING

Certain buildings are recognised to be of special interest either architecturally or historically. Well known examples include famous landmarks such as Westminster Abbey or St. Paul's Cathedral.

These buildings are included on the 'Statutory List' of Buildings of Special Architectural or Historic Interest, compiled by the Secretary of State for Culture, Media and Sport on the advice of English Heritage. This is a register of the best of British buildings. The list includes a wide variety of structures from castles to telephone kiosks. Not all the items included are what we might naturally think of as beautiful, some are included for their historical value or the pioneering use of materials or construction techniques alone.

Inclusion on the Statutory List means that any proposals involving the demolition of the building or alterations or extensions likely to affect its special historic interest will require Listed Building Consent. This Guide explains the implications of the listing, of your property.

IDENTIFYING BUILDINGS FOR LISTING

As a nation, we need to identify our heritage. Under the Town and Country Planning Act 1990 the Secretary of State has a duty to list buildings of special architectural or historic interest.

In choosing buildings for listing, the Department of Culture, Media and Sport does not consider their state of repair (unless this has harmed the architectural interest), the cost of maintaining them or there unsuitability for modern needs. All these things can be considered if an owner wishes to demolish or alter his or her listed building.

Most buildings are selected in the course of a national re-survey of listed buildings. This exercise was completed for the London Borough of Merton's area during 1988, and many previously unlisted buildings have now been recognised. Between the re-surveys, new information can from time to time lead to other buildings being listed.

These buildings are "spot listed" and the effect is the same.

All the properties the Department of Culture, Media and Sport inspects are judged according to a set of national standards. Very broadly, the following are listed:

- all buildings built before 1700, which survive in anything, like, their original condition;
- most buildings of 1700 to 1840 though selection is necessary,
- between 1840 and 1914 only buildings of definite quality and character, and the selection is designed to include the Principal works of the principal architects;
- between 1914 and 1939 selected buildings of high quality or historic interest
- A few outstanding buildings erected after 1939

In choosing buildings, Particular attention is paid to: -

- Special value within certain types, either for architectural or planning reasons or as illustrations of social and economic history (e.g. industrial buildings, schools and mills).
- Technical innovation or virtuosity (e.g. cast-iron, prefabrication, or the early use of concrete).
- Association with well-known characters or events.
- Group value, especially as examples of town planning (e.g. squares and terraces).

Buildings are classified in grades to show their relative importance as follows:-

Grade I

Buildings of exceptional interest (only about 2% of listed buildings so far are in this Grade).

Grade II*

Particularly important buildings of more than special interest (some 4% of listed buildings).

Grade II

Buildings of special interest which warrant every effort being made to preserve them.

LISTED BUILDINGS IN MERTON

Some of the very best and rarest examples of Merton's buildings have been protected by inclusion on these "lists" in recognition of their special architectural or historic qualities. There are currently 325 buildings and other structures in Merton included on the List. These vary from churches and public buildings to houses, milestones, horse troughs and tombs and memorials. The List includes a brief description of the key architectural features and relevant historical information. Copies of the list relating to Merton are available for inspection at the Civic Centre. The list is also reproduced within Merton's Unitary Development Plan in Schedule 3. This list is constantly under review.

WHAT DOES LISTING A BUILDING MEAN

Lists of Buildings of Architectural or Historic Importance are Statutory Lists; that is they are defined by an Act of Parliament. Specific protection is afforded to all buildings included on the list. Buildings are listed in their entirety, including the interior and also any objects or structures fixed to the listed building or located within its curtilage (grounds) and dating from before 1st July 1948.

THE EFFECTS OF LISTING

If you wish to demolish, alter or extend a listed building in a manner which would affect its character as a building of special architectural or historic interest, you must have "Listed Building Consent" from the Council. This will be in addition to any Planning Permission or Building Regulations Approval you may need, (Listed Building Consent applications are free). Works carried out to the interior of listed buildings may not need planning permission, but may need Listed Building Consent. If you are in any doubt regarding the need for Listed Building Consent please contact the Council's Conservation Officer within the Environmental Services Department.

By virtue of the Statute, any person carrying out works to demolish, alter or extend a listed building, without the written consent of the local planning authority or the Secretary of State for the Environment, Transport and the Regions, will be guilty of an offence and the penalties for this can he heavy.

FINANCIAL IMPLICATIONS OF LISTING BUILDINGS

Grants for the repair of buildings of outstanding architectural or historic interest (usually Grade I, and Grade II*) may he available from English Heritage. In London, grants may also be made to Grade II buildings located in Conservation Areas, in certain circumstances and where the building is included on English Heritage's Register of Buildings at Risk. Further information is available from the Council's Conservation Officer, or you can contact English Heritage at 23 Savile Row, London, WIX 2HE

VAT zero rating is available for "approved alterations", i.e. alterations with Listed Building Consent from the Council (when a VAT registered builder is used). However, works not requiring Listed Building Consent are standard rated, as is the construction of a new building within the grounds of a private listed residence (unless the new building is, itself, to be used as a private residence). Further information can be obtained from H.M Customs and Excise, Croydon LVO, Amp House, Dingwall Road, Croydon, Surrey - Tel: 0208 680 1700.

"APPEALS" AGAINST LISTING

If you feel your property is not of special architectural or historic interest and should be removed from the Statutory List you may write to:

The Department of Culture Media & Sport (Listing Branch)

2-4 Cockspur Street,
London, SW1Y 5DH.
Telephone: 020 7211 6910
Fax: 020 7211 6962

If you are thinking of making an Appeal against a decision to list your property, a guidance note is available from the Department of Culture, Media & Sport at the above address.

MAINTENANCE OF LISTED BUILDINGS

Generally, owners should bear in mind that regular maintenance such as the clearance of gutters and down pipes can prevent much more extensive and expensive repairs becoming necessary at a later date.

The relevant policy in Merton's Unitary Development Plan is: -

POLICY BE.10 LISTED BUILDINGS; MAINTENANCE AND RESTORATION

IN SEEKING TO ENSURE THE PRESERVATION OF LISTED BUILDINGS, THE COUNCIL WILL ENCOURAGE THE MAINTENANCE, REPAIR AND RESTORATION OF LISTED BUILDINGS, THROUGH THE USE OF ITS STATUTORY POWERS AND THE PROVISION OF TECHNICAL ADVICE.

The Council is, therefore, keen to see Listed Buildings retained in beneficial use and will encourage their proper maintenance, preservation and protection. Listed Buildings that are vacant or have become neglected can become vulnerable to further deterioration and become a target for thieves and vandals.

Redundant Historic Buildings, and Problems with Neglect and Disrepair.

English Heritage in consultation with the London Boroughs, as part of a broader national survey, each year produces a Register of Buildings at Risk in Greater London. This comprises a schedule of vacant or partially occupied listed buildings 'at risk', or 'vulnerable' from neglect, based on an assessment of their condition and occupancy. A number of buildings in Merton are included on this Register. The Greater London Register includes all Grades of Listed Buildings. A separate National Register of Buildings at Risk is also produced by English Heritage which relates to Grade I and II* buildings only.

When it becomes evident that a listed building is being allowed to deteriorate, the Council may take action to secure repairs through its powers under the Planning (Listed Buildings and Conservation Areas Act) 1990 to issue Urgent Works Notices and Repairs Notices.

In general if your property is falling badly into disrepair the Council's Conservation Officer can help you with both practical and technical advice. However, if the property remains neglected the Council may serve a "Repairs Notice" on you, specifying what work needs to be done. If you fail to comply with the Notice, the Council can compulsorily acquire the property.

If a listed building is unoccupied the Council can carry out the work itself to make a building wind and weatherproof and can then recover the cost from the owner. English Heritage has similar powers with respect to unoccupied Council owned listed buildings. In addition, the Council may pay housing improvement grants at a higher rate for listed than for other buildings.

DEMOLITION OF LISTED BUILDINGS

Historic buildings represent irreplaceable evidence of our past and contribute to the familiarity of our surroundings essential to the distinctive character of our built environment, once lost they are gone for ever. The Council's policy is to resist demolition in line with Government Guidance. The relevant policy in Merton's Unitary Development Plan is:-

BE.11 - LISTED BUILDINGS; DEMOLITION

THERE WILL BE A GENERAL PRESUMPTION IN FAVOUR OF THE PRESERVATION OF LISTED BUILDINGS. CONSENT TO DEMOLISH LISTED BUILDINGS WILL ONLY BE GRANTED IN EXCEPTIONAL CIRCUMSTANCES AND ONLY WHEN THE COUNCIL IS SATISFIED THAT THE BUILDING IS INCAPABLE OF BEING CONVERTED, RESTORED OR IMPROVED. CONSIDERATION WILL BE GIVEN TO:

I. THE CONDITION OF THE BUILDING;

II. EFFORTS MADE TO RETAIN THE BUILDING IN USE; AND

III. THE MERITS OF ALTERNATIVE PROPOSALS FOR THE SITE.

THE COUNCIL WILL ATTACH CONDITIONS LIMITING IMPLEMENTATION OF ANY CONSENTS FOR DEMOLITION UNTIL THE LETTING OF A CONTRACT FOR AN APPROVED REDEVELOPMENT OF THE SITE.

The Council will not give consent for the demolition of a Listed Building without clear and convincing evidence that all reasonable efforts have been made to sustain existing uses or find viable new uses and these efforts have failed. There will need to be evidence of substantial benefits for the community from the proposed redevelopment when assessed against the arguments in favour of preservation. When considering proposals to demolish a Listed Building the Council will take into account the cost or repairing the building in relation to its importance and value derived from its continued use.

The Council will also require evidence that the possibility of preserving the building in some form of community or charitable ownership is not possible or suitable. The Council will not give consent to demolish simply because redevelopment is economically more attractive than repair and re-use or because the building was acquired at a price that reflected the potential for redevelopment rather than the existing condition or constraints of the building and/or site.

USES AND CHANGES OF USE

Demolition of listed buildings constitutes a major loss to the Borough and their may be instances when a change of use will be considered where this would enable a redundant or under-used building to be brought back into beneficial use. Ideally the best use for a historic building will be the use for which it was originally designed, and the continuation or reinstatement of that use should certainly be the first option when the future of a building is considered. However, not all original uses are viable, also the nature of particular uses can change over time and may no longer be appropriate to the existing building and new uses may be need to be considered. Applications for the change of use of a building will usually require planning permission and associated physical alterations to the listed building itself will probably require Listed Building Consent, the relevant policy in Merton's Unitary Development Plan is: -

POLICY BE.14 - LISTED BUILDINGS - USES

ALTHOUGH IT IS OFTEN PREFERABLE FOR LISTED BUILDINGS TO BE KEPT IN THE USE FOR WHICH THEY WERE DESIGNED, APPROPRIATE CHANGES OF USE WILL BE CONSIDERED IF THIS WOULD ENABLE THE LISTED BUILDING TO BE PRESERVED, AND WOULD NOT BE DETRIMENTAL TO ITS CHARACTER OR SPECIAL ARCHITECTURAL OR HISTORIC INTEREST.

There are, however, some existing uses, such as small shops and pubs that can add vitality to an area and assist in sustainable development objectives, for example by avoiding the need to travel. These buildings are often under pressure for changes of use, particularly to residential. However, they may still be viable in their original use even if they would produce higher financial returns if changes of use were agreed. The Council will seek to protect these vulnerable uses, but may consider exceptions in special circumstances.

Where a change of use of a building is being considered the correct approach is to adapt the proposed use to suit the building rather than trying to adapt the building to accommodate the proposed use.

ALTERATION AND EXTENSION OF LISTED BUILDINGS

Protection is afforded to the whole building, however, some parts of a listed building may be more important than others. This is significant if you are thinking of applying for Listed Building Consent for partial demolition or alterations.

Many listed buildings can sustain some degree of sensitive alteration or extension to accommodate continuing or new uses. Many buildings have been changed and altered over time and these changes can be a reflection of the history of the use and ownership of the building that can in themselves contribute to its special character and as such further alterations need not be discounted. The relevant policy in Merton's Unitary Development Plan is:-

POLICY BE.12 - LISTED BUILDINGS - ALTERATIONS AND EXTENSIONS

WHEN CONSIDERING APPLICATIONS FOR ALTERATIONS AND EXTENSIONS OF LISTED BUILDINGS AND OTHER BUILDINGS OF IMPORTANCE, SPECIAL REGARD WILL BE HAD TO THE DESIRABILITY OF PRESERVING THE CHARACTER AND SPECIAL HISTORIC

INTEREST OF THE BUILDING, AND SAFEGUARDING ITS STRUCTURAL INTEGRITY. SUPPLEMENTARY PLANNING GUIDANCE WILL BE PREPARED ON DETAILED ASPECTS OF LISTED BUILDING CONTROL.

The character of historic buildings and their contribution to the townscape can be severely diminished through insensitive alteration, extension or neighbouring development, or through neglect and dilapidation.

The extent to which an historic building can accommodate change without diminishing its special interest will vary greatly. Some buildings, particularly those with important interiors and fittings may be sensitive to even slight alterations. The special interest of listed buildings can also be damaged by successive minor alterations, that may individually seem to have little impact on the building but which cumulatively can be destructive. In considering applications for extensions or alterations to a listed building, the nature and quality of previous alterations will be taken into consideration.

In general, the Council will take into account detailed guidance contained in Planning Policy Guidance Note 15 (PPG 15) - Planning and the Historic Environment in considering any proposals affecting historic buildings. The retention of the original structure, features, materials and plan form will be sought. Original features such as staircases, windows, doors, chimney-stacks, walls, gates and railings should be retained and repaired, rather than replaced.

Structural Problems

Some buildings may suffer from structural defects arising from their age, methods of construction or past use or later alterations such as the removal of partitions. They can, however, still give adequate service provided they are not subject to major disturbance.

Where structural repairs are required these should be low-key involving minimum disruption of the existing fabric and structure such as the re-instatement or strengthening of the structure only where appropriate. Structural repairs will in most circumstances require listed building consent, particularly where they involve alterations to the original structure/fabric and the introduction of new work. Where possible reinstatement of missing elements of structure such as removed partitions should be considered as an alternative to more radical structural intervention.

Alterations and Repairs

Each historic building has its own characteristics that are usually related to an original or subsequent function. These should be respected when considering alterations to a listed building. As a general rule alterations should based on a proper understanding of the structure and preserve or enhance the special character and historic interest of the property as a whole. The special historic interest of a listed building is not confined to the external elements, but will also include the orientation of the building, its plan form and arrangement of rooms, historic elements and features such as staircases, chimney breasts and fire-places, and historic features such as panelling, cornices, decorative mouldings, doors and windows and their ironmongery. Alterations should seek to preserve the special historic interest of the building and avoid removal of historic fabric. New works should be carried out in materials that match the original construction. Modern extensions based on an intimate knowledge of the building that is being extended may be considered appropriate provided they would not dominate the original building in scale, material or location. Such extensions would need to be handled sensitively in terms of design, scale, detailing and its relationship with the existing building.

In many cases a building may have been altered or extended over time; an understanding of a building's history and its development will enable further alterations to be designed sympathetically. By restricting alterations to less sensitive areas, such as areas previously altered, or which may be of lesser importance architecturally or historically to the building as a whole, loss or damage to those elements of the building's structure or fabric which contribute most to its character can be avoided. However, not all later alterations to a building necessarily detract from its quality and some such as conservatories, porches, balconies, verandas, door dressings and chimneys may have an interest in their own right and/or be indicative of the buildings historic development. Generally later features of interest should not be removed merely to restore a building to an earlier form.

ENABLING DEVELOPMENT

Enabling Development comprises development, beyond that which would otherwise be allowable under the application of

normal planning policies, within the site or curtilage of a historic building that is proposed on the basis that the profits will help fund the restoration of the historic building itself. There are many examples where enabling development has been agreed within Merton in the past, most notably Cottenham House in Copse Hill, Ravensbury Mill and Chester House, West Side Common, Wimbledon.

In general there would be a presumption against any 'enabling development' that would materially harm the historic building that it was intending to preserve. Where such development is proposed the applicant will need to demonstrate that the benefits of the proposals clearly outweigh any disbenefits arising from the additional development.

Where proposals for enabling development are put forward a 2 Stage test will be applied to assess the proposals. The first stage represents a set of criteria, all of which need to be met, to overcome the main 'Presumption' against such development. These criteria are:-

1. The proposed enabling development will not materially detract from the archaeological, architectural, historic or landscape interest of the listed building, or materially harm its setting;
2. The proposal avoids detrimental fragmentation of management of the building and its curtilage;
3. The enabling development will secure the long-term future of the historic building, and where applicable, it's continued use for a sympathetic purpose;
4. The need for enabling development arises from the inherent needs of the historic building, rather than the circumstances of the present owner or the purchase price paid.
5. Financial assistance is not available from any other source; and
6. It is demonstrated that the amount of enabling development is the minimum necessary to secure the future of the building.

Provided these first stage criteria are met a further test involving assessment against a further set criteria which need to be met if permission is to be granted:-

A. The impact of the development on the building and its setting is precisely defined at the outset, normally through the granting of full rather than outline planning permission.

B. The restoration of the historic building is securely and enforceably linked to the proposed development i.e by a Condition of Planning Approval or through legal agreement (S.106).

C. The building is restored to an agreed standard, or the funds to do so made available, as early as possible in the course of the enabling development, ideally at the outset and certainly before completion or occupation.

D. The implementation of the building restoration is closely monitored, if necessary acting promptly to ensure a satisfactory outcome.

Ways for reducing the need for enabling development will be actively pursued by the Council, including preventing or limiting deterioration by encouraging regular maintenance and repair, or the use of Statutory powers, such as issuing Urgent Works Notices and, where appropriate, Amenity (S.215) Notices and Repairs Notices, followed through to compulsory acquisition. Regard will be had to policy BE.13 of the Unitary Development Plan: -

POLICY BE.13 - SETTING OF LISTED BUILDINGS, ANCIENT MONUMENTS, HISTORIC PARKS AND GARDENS AND THE WIDER HISTORIC LANDSCAPE

IN CONSIDERING THE DESIGN AND SITING OF EXTENSIONS OR DEVELOPMENT, SPECIAL REGARD WILL BE HAD TO THE DESIRABILITY OF PROTECTING THE SETTINGS OF LISTED BUILDINGS, ANCIENT MONUMENTS AND THE WIDER HISTORIC LANDSCAPE, INCLUDING VIEWS TO AND FROM HISTORIC PARKS AND GARDENS (SEE ALSO POLICY L.5).

Generally enabling development is a one-off solution to providing a source of funding for the repair and restoration of an historic building and involves the permanent loss of part of building's assets, usually a significant part of its grounds. The longer-term future maintenance of the building will need to be taken into considerations in assessing proposals for enabling development.

APPLICATIONS FOR LISTED BUILDING CONSENT

Where an application for Listed Building Consent is required it should be submitted on a standard form which can be obtained from the Environmental Services Department. New arrangements were introduced by the Department of Environment, Transport and the Regions and the Department of Culture, Media and Sport in February 2001 for referring applications for Listed Building Consent to English Heritage. Within Greater London, applications that must be referred to English Heritage are those that involve:-

a) Works to any Grade I or Grade II* listed building;

b) Demolition of a Grade II (unstarred) listed building;

c) Works to any Grade II (unstarred) Listed station (including underground Station), theatre, cinema, or bridge over the Thames;

d) Works to any curtilage building to a Grade II (unstarred) listed building which is a railway station (including underground station);

e) Works to any listed building owned by the Council

d) Works to any Grade II listed building which would involve:

   i) the demolition of more than 50% of any principal external wall

   ii) the demolition of all or a substantial part of the interior of a listed building, including any staircase, load-bearing wall, floor structure or roof structure.

A 'curtilage building' is any building or structure within the curtilage (grounds) of a listed building and dating from before 1st July 1948.

All other applications for listed building consent will be dealt with by the Council without referral to English Heritage. However, where specialist advice is required the Council may seek the advice of English Heritage specialist staff.

In submitting proposals it is important to provide sufficient information for planning officers to fully understand and assess the proposals and their impact on the special architectural or historic interest of the building concerned, and also to ascertain if the application should be referred to English Heritage. Some proposals may also require Planning Permission, particularly where a change of use is proposed or extensions or other alterations likely to materially affect the appearance of the building. Where Planning Permission and Listed Building Consent is required it is helpful for them to be submitted at the same time so that they can be considered together.

It is important for applicants to understand the difference between applications for Planning Permission and Listed Building Consent, particularly in terms of the detail required to support applications for Listed Building Consent. Generally information submitted for a Planning Application will not be sufficient for a Listed Building Consent Application. It is essential that applications for listed building consent should be sufficiently detailed to allow the impact of the proposals upon the special architectural or historic interest of the building, and on its setting, to be fully understood. Applications should specify the grade of building and include a statement explaining why the works are necessary or desirable. The precise requirements of the Building and Fire Regulations and any proposals for improving access for people with disabilities should be made explicit at the application stage. Below are some guidelines on how to prepare information to support applications for Listed Building Consent:

Drawings: Accurately scaled drawings should be provided for all parts of the listed building affected by the proposals. Plans and elevations should be provided of the building as existing as well as proposed in an easily comparible form. The drawings of the building as existing should where possible distinguish between original and more recent structural elements and identify any surviving historic elements, features and details, such as fire surrounds and panelling.

The drawings showing the proposals should clearly illustrate the full extent of alterations or works of demolition, including removal of architectural features or details, whether internal or external as well as any new construction.

Where proposals involve extensions, alterations to floors or floor levels, or roofs, sections should also be provided at an appropriate scale to (normally no smaller than 1:50 scale) to fully illustrate the proposals. Details of the proposed materials, any structural alterations, including any strengthening works and/or new structural elements and their means of support. Where works proposed would affect the exterior of the building, including re-pointing, elevational drawings should also be provided.

Where proposals involve extensions to a listed building, or the construction of building within its curtilage, drawings should be provided showing the proposals in their context, particularly the relationships with adjoining properties, both in plan and elevation. A site plan may also be required with any trees accurately plotted in terms of size and location. If the site is within a conservation area protection is afforded to trees and the Council should be separately notified of these proposals. Details of any landscaping proposals likely to affect the setting of the listed building should also be provided. The following types of drawings are likely to be required:

- A site plan at 1:1250
- Floor plans at 1:50 minimum
- Elevations at 1:50 minimum, showing:
  - all external elevations affected by the proposals
  - all internal elevations where changes are proposed which cannot be fully expressed on plan
- Sections at 1:50 minimum for proposed extensions, partial demolition or other alterations to the profile of the building, or for internal changes (eg removal or insertion of floors) which cannot be fully expressed on plan
- Details of new or replacement architectural features (joinery, cornices etc) should be provided at a larger scale (1:20 minimum). Some decorative features may require 1:5 or full size drawings.
- Perspectives for proposed extensions.

SUPPORTING INFORMATION

Structural engineering information: Where significant structural alterations are proposed, a structural engineer's report should be submitted setting out why the works are necessary. For partial demolition, details should also be provided of how the building is to be protected during the course of the works.

Specification/Method of working: Proposals involving major repairs and alteration to the existing fabric should be supported by a supplementary schedule of works or details of the method of working, which should include reference to re-use of materials, where appropriate, materials and details and any making good of areas disturbed by the proposals.

Specialist Reports: Where specialist surveys and reports have been commissioned either from timber treatment or other specialists or a structural engineer, and these reports include recommendations which form part of the proposals, these too should be submitted with the application for Listed Building Consent. It is recommended that specialist surveys and reports should be commissioned from specialists independent of treatment contractors.

Photographs: In many cases it can be extrememly helpful if photographs of the building are provided in support of applications for Listed Building Consent.

Historical Analysis: Proposals for major refurbishment, or works which affect particularly sensitive or complex buildings, may need to be supported by a report on the history and development of the building. Such a report should be prepared by a professional with appropriate expertise. In some cases, a Conservation Statement or Plan will be necessary to enable a fuller understanding of the building and the impact of the proposals on it.

Archaeology: If the site is located within an Archaeological Priority Zone and the proposals would involve disturbing the ground a preliminary archaeological site evaluation and archaeological impact assessment may be required. The Council has prepared a separate Supplementary Guidance Note on Archaeology that provides more detailed information and guidance.

Five copies of the application form and supporting information should be submitted. No fee is chargeable for Listed Building Consent applications, however, there are fees attached to applications for Planning Permission regardless of whether the building is listed.

Once an application has been registered the Council will advertise the application by site Notice and also in the local press. Adjoining occupiers, local amenity groups, English Heritage and where appropriate the statutory amenity societies (such as the Victorian Society and the Georgian Group) will be consulted.

REPAIRS, ALTERATIONS AND EXTENSIONS – THE BASIC PRINCIPLES

Works to listed buildings should be based on a thorough understanding of the building and the specific problems faced. Listed below are the basic principles that apply to any repairs or alterations to a listed building. These principles will be taken into consideration by the Council in determining applications for Listed Consent to alter or extend buildings included on the Statutory List.

EXTERNAL WALLS

Walls represent the main structural fabric of a building. Alterations to the external walls can have a major impact on the overall appearance of a historic building. Where alterations or repairs are proposed to external walls they should respect the existing fabric and match the original in terms of materials, texture, quality of detailing and workmanship and colour.

Brickwork : By far the majority of historic buildings in Merton are constructed wholly or partly of bricks bonded together with mortar. Brickwork can often provide clues as to the age and history of a building. The appearance of brickwork derives from a combination of the type and texture of the bricks themselves, the bonding, the pattern in which the bricks are laid, the joints including the texture and colour of the mortar and pointing detail. The colour and nature of the bricks depends on the proportions of the various components from which they are made as well as the firing process. Brick is a porous material which will regulate its own moisture content by absorbing and releasing water; the ability to do this is dependant on the use of a mortar mix which is compatible with the brick to create a natural balance to allow moisture to permeate and evaporate freely.

Repairs: Where repairs are required to brickwork the correct approach is to limit their extent to the bare minimum, often expensive works are undertaken to brick walls which are structurally sound. The most common brickwork repairs include brick cleaning, repointing, the cutting out and replacing damaged bricks and rebuilding. Listed Building Consent may be required before any work is carried out. The Conservation Officer should be contacted for advice on whether this is needed.

Brick Cleaning: Brick cleaning for purely aesthetic reasons is not appropriate as it can result in damage to the brickwork beneath, particularly loss of the patina of old bricks and damage to old mortar which tends to be softer and more absorbent than the brick. The inappropriate specification and undertaking of brick cleaning may irreversibly damage building fabric and needs to be carefully considered. Some brickwork, particularly Victorian polychromatic brickwork can contain many different brick types, as well as stone features, each with its own colour texture which are likely to react differently to cleaning treatments. In some cases it may be appropriate to remove an excessive build up of dirt, paint or staining, however this should be carried out without damaging the brickwork beneath. It is, therefore, essential to test clean a small, unobtrusive area embracing all the different materials that make up the wall's construction before tackling larger areas. The least damaging techniques include the brushing off of loose dirt and efflorescing salts with a bristle brush (wire brushes should never be used as they can easily score the surface of softer bricks and damage the mortar joints). Brushing down with clean water is another option unlikely to cause much harm, provided the wall is not saturated and has a chance to dry out properly, ideally washing down should not be undertaken if there is any prospect of a frost. Other methods involving the use of chemicals or poultices should only be undertaken by specialist contractors under the supervision of a conservation professional. In some circumstances listed building consent will be required for brick cleaning and paint removal.

***Repointing**:* Pointing can significantly affect the appearance and durability of brickwork and should only be considered where the existing mortar joints are crumbling or loose, or the joints have opened or weathered back to such an extent that water is seeping into the brickwork. Repointing of brickwork should be kept to the absolute minimum necessary and comprehensive pointing for cosmetic reasons is not acceptable. Special care must be taken to avoid damaging the bricks and widening the joints when removing the old pointing, particularly if it is 'modern' cement based mortar. Power tools such as angle grinders should not be used as they can permanently scar the bricks. The joints should be carefully raked out manually to a depth of 18-25mm (¾" to 1") depending on the width of the joint, flushed out, then saturated with clean water to limit suction. Mortar used for repointing should be lime-based mixed with sands and aggregates to match the colour and texture of unweathered portions of the original mortar and should be weaker, or more porous, than the bricks. The use of putty lime, rather than hydrated lime, is encouraged as is the preparation of 'coarse stuff' (mixed sand and lime kept covered and stored) which is worked up prior to use. Care must be taken to ensure new mortar is pressed well into the joint, finished flush and brushed back with a bristle brush. Lime mortars are more flexible than cement and can yield to slight structural movements without cracking and they are also porous allowing the wall to breathe. The use of incompatible, hard cement pointing can upset the natural balance the brickwork resulting in water becoming trapped in the wall causing problems of dampness and potential frost damage resulting in the spalling of the face of bricks. It is also important that the pointing detail of the original brickwork is matched exactly, care should be taken to avoid the mortar spreading over the face of the bricks. In some exposed conditions, the addition of cement, or hydraulic limes in carefully considered mixes may be appropriate, although some care is needed if using hybrid mixes of hydraulic and non-hydraulic lime.

New lime pointing can appear to be very bright in contrast with the bricks and adjacent weathered pointing, however, this should tone down over time as a result of exposure to the elements. It is possible to colour the mortar to match the original joints by the use of appropriate sand. Where only small areas of pointing are to be undertaken the addition of brick dust or soot could be considered. Alternatively a soot wash can be applied to the brickwork to offset the patchiness of repaired brickwork. Proprietary coloured mixes or colouring additives should not be used.

Rendering/Painting: Brickwork should not be rendered unless the surface was rendered originally nor should other surface treatments be applied to bare brickwork such as paint or 'weatherproof' coatings as these will not only affect the appearance of the building but also upset the natural balance of the brickwork.

Replacing and Matching Bricks: Individual bricks, which have seriously deteriorated, can be carefully cut out with hand tools and replaced with new sound bricks to match the existing bedded into matching mortar. Damaged bricks can be turned so that the damaged side faces inwards. If new bricks are to be introduced care needs to be exerted to ensure an accurate match to the original is achieved in terms of type, size/proportions, colour and texture. When cutting out bricks care also needs to be taken to avoid damaging adjacent bricks. Plastic repairs, involving the facing up of damaged bricks with mortar coloured to match the bricks is rarely successful as they rarely adhere fully and pigments tend to fade over time resulting in ugly blotches.

Re-building: In some cases brickwork may have deteriorated to a point where it needs to be wholly or partly rebuild. This may be a result of collapse, poor weathering or structural problems, such as ground movement or settlement which have caused cracks and bulges that are too serious to be stitched or tied together. Significant re-building of a brick wall will almost certainly require Listed Building Consent. Where a wall has to be dismantled and rebuilt as many of the original bricks as possible should be saved and cleaned off for re-use in the rebuilding. If there are insufficient original bricks it may be necessary to introduce bricks from other sources, where this is necessary care needs to be taken to ensure the bricks introduced match the existing in terms of size, texture, colour density/porosity. Sometimes it will be possible to source matching second-hand bricks alternatively specialist brick manufacturers can supply new bricks to match the existing.

Stonework: The use of stone in building ranges from the construction of main structural elements such as walls, specific features such as cornices, quoins and ashlar courses to decorative elements such as window surrounds and mullions, cills, stone plaques and copings. There are relatively few predominantly stone buildings in Merton, examples include the former Town Hall in The Broadway, Wimbledon and also the two listed underground stations at South Wimbledon and Collier's Wood. There are, however, a number of stone structures and monuments including milestones, horse troughs, war memorials and drinking fountains constructed from various types of stone. A significant number of brick built historic buildings also have stone dressings and features. There is a wide range of stone types used in building construction, ranging from coarse textured sandstone, smooth limestone through to dense marble and granite. In Merton the most commonly used stone is 'Portland' a fine textured, pale limestone. There are, however, a number of listed marble monuments and granite horse troughs within the Borough. There are also a number of flint and knapped flint buildings in Merton, such as Cote Cottage in Conway Road, St Mary's Church, Merton Park, the Church or the Sacred Heart, Edge Hill and St. Mary's Church, Wimbledon. There are also a small number of rubblestone and flint and rubblestone buildings and structures including Christ Church, Copse Hill, the Colour House at Merton Abbey Mills and various surviving fragments of the Merton Priory Walls. Most problems with historic stonework can be attributed to weathering and erosion, which can badly affect carved elements, and also inappropriate repairs undertaken in the past. In urban areas stone can be badly affected by build up of grime and dirt deposits and also suffer from the eroding effects of 'acid rain' and sulphur dioxide in the atmosphere which can react with the stone resulting in the formation of salt deposits. Sandstone can be particularly vulnerable to this form of erosion as the salt deposits are washed into the porous stone and crystallise.

Routine Maintenance: Sensible maintenance can reduce the need for repair and replacement. Particularly maintaining gutters, downpipes, roof coverings, flashings and hoppers in good order, removal or controlling of excessive vegetation and painting of ferrous metal can prevent stonework becoming badly eroded and weathered.

Stone Cleaning: Cleaning of stonework for purely aesthetic reasons is not generally appropriate as often the techniques employed can result in damage to the stonework itself. In urban locations sandstone can absorb dirt deposits extensively and they can become deeply ingrained and removal would result in an unacceptable level of damage. Cleaning may be appropriate as part of a programme of repairs employing appropriate techniques such as low-pressure water washing assisted by bristle brushing. It is important test clean a small area before undertaking cleaning of an entire wall. Stone cleaning should only be undertaken by specialist contractors under the supervision of a conservation professional.

Repair and Replacement of Stones: Before undertaking any repairs to stone buildings or stone features a proper understanding of the problems is required in order that correct techniques are employed and appropriate materials used. Problems of stone decay can be complex and the effects and causes can include problems associated with construction, detailing and use and/or weathering. Repair and replacement of stone should not be undertaken without first undertaking a thorough survey to establish the condition of the stone and joints and identify the causes. The range of repair techniques available include the introduction, repair and/or replacement of flashings or weatherings, minimal descaling, minimal piecing in of stones, replacement of individual stones, facing up damaged stones with mortar 'plastic repairs', application of a surface treatment to consolidate friable areas and treatment of joints including removal of an impermeable cement pointing. Stone repairs should only be undertaken by specialist contractors under the supervision of a conservation professional.

Timber in Buildings: Timber is prevalent in all building types being the most common material used in roof and suspended floor construction in the form of beams, joists, wall plates, rafters and trusses. Older brick and masonry built buildings will also have structural timbers build in to the structure such as bond timbers and timber lintels and backing lintels over door and window openings.

***Timber Frame Buildings*:** There are a number of surviving examples of timber frame buildings in Merton. Softwood framing clad with feather-edged weather boarding, usually painted white, was a particularly common form of construction from the 18th Century onwards especially in Surrey and the outskirts of London where timber used to be a cheap and readily available building material. Rendering on lathes was also used to clad timber-framed buildings.

There are also examples of timber-framed buildings, where the original weatherboarding was replaced, usually during the 19th Century, with either an external brick skin or render on lathes. Often canopies, porches and/or more ornate door surrounds were added at the same time to give the impression of a more solid construction thus enhancing the building's status.

There are relatively few examples of exposed hardwood framed buildings in Merton. However examples do exist at the Burn Bullock, London Road, Mitcham which has a timber framed range to the rear with exposed timbers believed to date from the late 16th or early 17th Century and also the north-east wing to Claremont House, High Street, Wimbledon Village.

***Structural Problems*:** The structure of a timber framed building acts a single structural entity, often timber frames will have distorted over time, however, there is no harm in this as long as the joints remain sound. Problems with timber frame building result from failure of one or more members or joints which result in increased stresses in the remainder of the structure. Often timbers are concealed behind internal finishes and problems can go undetected until evidence of failure manifests itself in the form of bulges or cracks and fractures to brick arches.

Causes for failure can be manifold ranging from the affects of rot, fungal or insect attack to failure of the timber due to past intervention in the structure. Particular problems arise from past 'improvements' to a building such as removal of cross frames within partitions to open up two rooms into one, cutting through beams or braces for new openings or insertion of staircases involving cutting through main cross-beams. Roof timbers can be subject to decay if roof coverings and flashings fail. Modern central heating in historic buildings can also affect timber structures by drying out the timbers and causing joints to open up.

***Preservation of Timber*:** Prevention is often the best approach to the preservation of timber in buildings. Therefore, it is important to avoid cutting in to timber members, particularly for pipes and cables as this can seriously weaken the timber. Maintaining a good environment within buildings, particularly maintaining good ventilation and prevention of damp and excessive cold thus avoiding conditions were insects and funguses, associated with wet and dry rot, can flourish.

Other measures can be taken to avoid moisture levels in buildings, particularly checking and maintaining flashings, gutters and rainwater down-pipes and roof coverings generally and were appropriate the insertion of damp proof courses. Where it becomes evident that timbers have been subject to fungal or insect attack it will be necessary to seek the advice of a timber treatment specialist, ideally with expertise in historic buildings.

***Timber Repairs*:** Were timbers have failed repairs will become necessary, this will require an appreciation and understanding of the structure as a whole to establish the causes of the failure. If the problem is the result of the removal of structural elements in the past of these should were possible be reinstated. If structural elements have become weakened methods include: -

- cutting out damaged timber, or failed rafter or beam ends, and scarfing in new timber to match;
- replacement of the timber member in its entirety with new timber jointed to the original with mortise and tenon joints,
- joint repairs
- Stiffening of floors by the insertion of addition struts between joists
- Strengthening of timbers by installing additional timber alongside or applying surface reinforcement in the form of steel plates. Care need to be taken to avoid forming voids which can provide a breeding ground for beetles.
- Strengthening with flitch plates or epoxy resin repairs in conjunction with GRP rods.

Where replacement and partial renewal is undertaken care will need to be taken in selecting timber comparable with the original in terms of its strength, density, grain, moisture content and flexibility. As much of the historic timber of value as possible should be retained. The use of second hand timber that has aged under similar circumstances to the timber being repaired may be appropriate provided it is sound and free from decay or insect infestation. Where joints are repaired it is important to maintain flexibility to avoid stresses being transferred to the main structural members. Under no circumstances should larger timber sections be replaced with laminated sections of smaller timbers.

With all structural repairs it is important to seek the advice of a structural engineer with special expertise in historic timber framed buildings.

Other Structural Elements: Structural elements of a building, such as staircases, chimneybreasts and chimneypieces, and internal walls are important features of a building's design. These elements are often significant to the plan form, one of the most important characteristics of a building and are intrinsic to its history. Staircases in particular are often the most considerable pieces of design within a building and provide important dating evidence. Chimneybreasts should not be removed even if a chimney is redundant not least because of the affect it may have on the structural stability of the building. Removal of later chimneypieces to expose earlier open hearth which is known to survive behind would not be appropriate where the later chimney piece is of interest in its own right. Similarly removal of internal walls can undermine the structural stability of an historic building and affect the plan form. Where new openings are essential, for example to afford access to a new extension the size should be kept to a minimum and disruption of existing internal features such as mouldings and panelling avoided. Similarly the introduction of new partitions should be kept to a minimum and the cutting through or removal of mouldings or enriched plaster decoration avoided. New partitions should be shaped around mouldings to allow re-instatement at a future date.

Doors and Windows: A large number of styles and types of window are represented in historic buildings. Within broad window types such as sashes and casements there is a wide variation of detail relating to the date, function the region within which the building is located and local building tradition. The thickness and moulding of glazing bars, the size and arrangement of panes and other details can be indicative of the date of a building and need to be taken into consideration when repairing or replacing windows.

***Openings*:** Door and window openings establish the character of a building, existing openings should not generally be altered in terms of their size, proportions or details, especially where they are a prominent element of the building design. The depth of the reveals, the extent to which window or door frames are set back into the wall, is a varying historic feature and is important to the character of a building. The detailing of the openings themselves, such as rubbed gauged brick or stone voussoir arches should be retained or copied where possible. Historic cill and lintel details should also be retained.

Repair and Replacement of Doors and Windows: Original windows, doors and doorways should be retained and if necessary carefully repaired. It is particularly important to retain and repair surviving early casement windows. If windows or doors have deteriorated to appoint that replacement is the only option new windows and doors should be accurate replicas of the original design in pattern and detail. Timber sections, especially mouldings, should be to the original profile, this of particular importance to glazing bars and meeting rails to horizontal sash windows, door panels and surrounds. Old, especially crown, glass where this survives should be retained and re-used in new windows, as replacement with modern float glass will adversely affect the appearance of a building. Generally new and repaired joinery should be painted with a microporous gloss paint system. Metal framed windows, included leaded lights should were possible be repaired and re-leaded rather than replaced. If replaced they should be replaced on a like-for-like basis.

***Replacement Windows*:** Window replacement will generally require listed building consent particularly if it would involve removal of traditional windows. Replacement of obviously inappropriate windows with windows of the original pattern would be appropriate although agreement would be required on proposed

design and detailing. Attention will need to be paid to the style and age of windows being replaced, particularly replacement early sashes should be without horns. Replacement sashes should be hung on cords with weights. Replacement of original timber or metal windows with factory made standard windows, particularly plastic (uPVC) or aluminium is almost always damaging to the character and appearance of historic buildings. In particular the frame members of plastic and aluminium windows tend to be thicker than timber ones and it is almost impossible to reproduce moulding details, particularly of glazing bars, in these materials. Modern casements with top opening or louvered lights or asymmetrical lights are unsuitable as replacements for historic windows.

***Double-Glazing*:** It is usually impossible to install double glazed units in existing window frames or to replicate existing frames with new sealed units, particularly where the original windows are subdivided it small window panes, without making noticeable changes to the profiles of glazing bars, styles and rails. Such changes are rarely acceptable in listed buildings. It is usually possible to significantly enhance the performance of windows by easing and adjusting them to ensure the elimination of gaps and installation of weather-stripping and draught proofing. The installation of secondary glazing may be acceptable if it can be installed without loss or removal of original features such as architraves or shutter boxes.

***Replacement Doors*:** The replacement or defacement of original doors and doorways is often entirely unnecessary. However if replacement is unavoidable the design of the replacements should be appropriate to the character of the building. Domestic and public building door types vary widely and where original doors survive these should be copied including materials, detail of design and paint finish. Modern 'off the peg' doors are not generally acceptable in listed buildings, nor are doors with incongruous design features such as integral fanlights. Where doorways become redundant they should not be removed, ideally they should be left in place and fixed shut.

***Shop fronts*:** There are many listed buildings in Merton which include shop fronts, the majority located within Wimbledon Village, others include shop units at Merton's two listed Underground stations, South Wimbledon and Collier's Wood. Original shop fronts, were these survive, should be retained as should any surviving features of value such as blinds and blind boxes. Sometimes original details can become concealed behind later alterations and facings, where works are proposed to shop fronts of historic buildings the existing shop front should be carefully inspected and the survival of old features checked. Proposals to remove modern shop fronts and restore them to the original appearance may be appropriate provided the existing shop front is not of interest in its own right.

Installation of modern plastic blinds is not acceptable in the case of listed buildings nor is the fixing of external security shutters. New shop fronts should be designed in sympathy with the existing building and incorporate any surviving details of interest. Installation of large plate glass displays should be avoided as should alterations to upper floor windows. Modern corporate shop fronts, modern materials such as plastics and aluminium are not appropriate nor are internally illuminated fascia boxes or signs. Fascias should be of proportions appropriate to the building and generally should incorporate a console and bracket and a cornice as this can provide a visual distinction between a modern shop front and older upper floors.

Internal features: Many historic buildings retain historic decorative features such as moulded cornices, architraves, chair and picture rails which should be preserved. Many buildings also retain their original or early historic plain plasterwork and again this should be retained where possible. Traditional lime and hair plaster has good insulation properties and is more tolerant of condensation than modern gypsum plaster. Repairs to plaster should be undertaken using compatible materials and where chasing in of plaster for wiring etc is proposed care should be taken in case there is earlier decoration beneath the plaster.

Roofing: The majority of listed buildings in Merton have pitched roofs finished with tiles, pantiles or slate. Earlier buildings were frequently roofed in red pantiles, although examples of plain tiling and slate can be found on the better quality buildings. Later roofing materials varied between plain tiles, pantiles or, increasingly during the 19th Century, (Welsh) slate. Other coverings include metal sheet

coverings such as lead or copper. A roof represents a dominant feature of a building and the original structure, roof form, pitch, covering and any ornament should be retained.

Deterioration of roof coverings can be prevented by routine maintenance including re-fixing of slipped slates or tiles, replacement of individual badly weathered or broken slates or tiles and maintenance of gutters, flashings and cappings.

Slate and Tile Roofing: Replacement tiles or slates should match the original both in terms of colour, texture and density as well as size and proportions. This is particularly important where slate roofs are laid to diminishing courses. Where re-roofing is the only option it should be comprehensive in nature with any necessary repairs to the roof structure, chimneys, leadwork and/or rainwater goods undertaken at the same time. Listed Building Consent may be required, particularly if large-scale replacement of roof coverings are proposed. Stripping of the original roof coverings should be undertaken with care and any sound slates or tiles salvaged for possible re-use, ideally on the most visible slopes.

New slates and tiles should match the original and be fixed to battens with copper nails, which in turn should been fixed with stainless steel nails. Reclaimed and new materials should not be mixed on the same pitch. Slates should be of British origin laid in courses to match the original. Tiles should be of natural clay to match the existing in type, colour and texture as closely as possible and laid to similar courses. Detailing should be reinstated carefully to the original form particularly any decorative tile bands and at the eaves, ridges and verges. The original eaves and ridge tiles should where possible be retained and re-fixed, or replaced to match existing, particularly if of a decorative pattern. Pointing of ridge and hip tiles should be neatly done using a lime-based gauged mortar no stronger that 1:1:6 (cement:lime:sand) mix.

Flashings: New lead flashings should be provided at all abutments and chimneys. Cement fillets are not acceptable, they can crack and allow moisture to penetrate to the structure below. It is important to maintain ventilation to roof voids by an agreed method. All flashings, soakers, cappings, valley and gutter linings and other weatherings should be in lead to weights and details recommended by the Lead Sheet Association, as described in their “Lead Sheet Manual”.

Sheet Metal Roofing: Both lead and copper are traditional roof materials and should not be replaced with modern equivalents. Details such as lead rolls, hips and ridges are important visual elements that should be retained. Where sheet metal roof coverings are to be replaced, including flat roofs to dormers and internal wells, should be in matching materials and detailing. Appropriate provision for ventilation below the metal sheeting, particularly where thermal conditions are likely to change for example where insulation or a new heating system has been installed.

Rainwater Goods: Any new or replacement rainwater goods should be in materials to match the original, either cast-iron, lead or stone to the original pattern, including fixings and brackets. New external pipe-work should be kept to a minimum and should not disturb or break through any mouldings or decorative features.

Roof Embellishments: Towers, spires, turrets, bellcotes and cupolas are not only integral to the overall design of a roof but also make an important contribution to the areas townscape and should be preserved. Similarly lesser features such as ridge tiles, finials, gargoyles and spouts, and bargeboards are also important historic features which should be retained.

Chimney Stacks and Pots: Chimney stacks are important functional features of a building that also make an important contribution to an area’s townscape, they can also provide important indicators of an age of a building and internal plan form. Chimneys are also important structural elements of a building and should be retained even if no longer required. Chimneys requiring repair or rebuilding should be restored to the original height, design and detail. Decorative pots should be retained and re-seated and not removed.

Further Reading and Bibliography:

Department of the Environment/Department of National Heritage:

Planning Policy Guidance Note 15: Planning and the Historic Environment (PPG 15).

Annexe C of PPG 15 ***Guidance on alterations to Listed Buildings***

English Heritage's publications:

Brereton, Christopher:

"The repair of Historic Buildings: advice on principles and methods" London 1991, 1995

Ashurst, John and Nicola:

"Practical Building Conservation" Series: Aldershot, 1988, 1989, 1990

Volume 1 - *Stone Masonry*
Volume 2 - *Brick, Terracotta & Earth*
Volume 3 - *Plasters, Mortars & Renders*
Volume 4 - *Metals*
Volume 5 - *Wood, Glass, Resins, Technical Bibliography*

(Please note that some detail within the books may have been superseded by more up to date research e.g. *Smeaton Phase I*: JM Teutonico, I. McCraig, C. Burns, J. Ashurst. *Smeaton Phase II*: JM Teutonico, Building Research Establishment, BS 8221-2:2000 *Cleaning and surface repair of buildings*).

Ridout, B:

"Timber decay in Buildings the Conservation Approach to Treatment. SPON London 1999

English Heritage Transactions Series: -

Volume 1 - *Metals* (1998)
Volume 2 - *Stone* (Forthcoming)
Volume 3 - *Earth* (1999)
Volume 4 - *Timber* (Forthcoming)
Volume 5 - *Thatching in England 1790-1940* (1999)
Volume 6 - *Thatching in England 1940-1994* (2000)

English Heritage Technical Advice Notes: -

Stone Slate Roofing (1998)
Anthrax and Historic Plaster (1999)
Graffitti on Historic Buildings and Monuments, Methods ofRemoval and Prevention (1999)
Framing Opinion leaflets

English Heritage Advisory and Guidance Notes: -

Lead Roofs on Historic Buildings (1998)
Thatch and Thatching (2000)

Letts, J:

"Smoke Blackened Thatch" English Heritage & University of Reading 1999/2000

Teutonico, J-M (ed):

"English Heritage Directory of Building Limes" Donhead, Shaftesbury 1997

Chapman, S & Fidler, J (ed):

"English Heritage Directory of Building Sands and Aggregates" Donhead, Shaftesbury 2000

Other relevant publications:

Ashurst, N:

Cleaning Historic Buildings:

Volume 1 Substrates, Soiling and Investigation

Volume 2 Cleaning, Materials and Processes (both London 1994)

Also guidance notes produced by:

The Society for the Protection of Ancient Buildings (SPAB)

e.g. Technical Pamphlet *The need for Old Buildings to Breathe.*

The Georgian Group
The Victorian Society
Historic Scotland

FURTHER INFORMATION

If you would like further information or advice please contact the Council's Conservation Officer at:

The Environmental Services Department
London Borough of Merton
Civic Centre
London Road
Morden
Surrey
SM4 5DX

Tel: 020 8545 3055.

A copy of the complete list of buildings of special architectural or historic interest within the London Borough of Merton is available for inspection at the address above and is also reproduced with the Unitary Development Plan at Schedule 3.

If you move home please pass this leaflet on to the new occupants of your house