

# Listed Buildings

A guide for Owners & Occupiers

DEVELOPMENT  
SERVICES  
DEPARTMENT



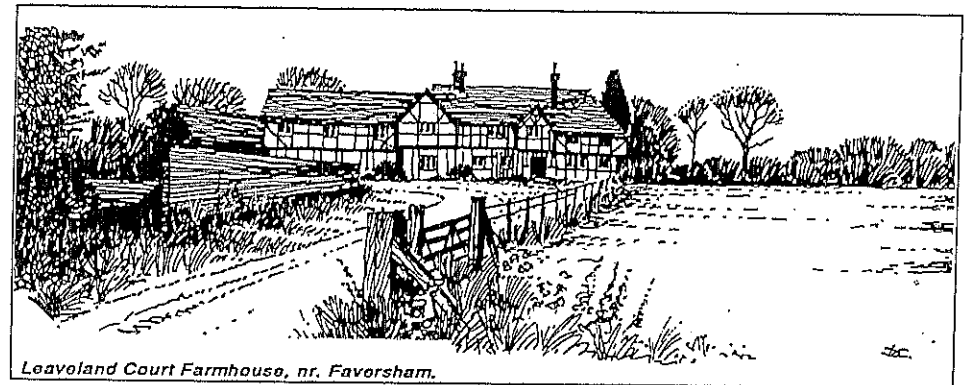
PLANNING AND  
DEVELOPMENT  
GUIDELINES No.2

## Introduction

Historic buildings are valuable not only as attractive and interesting objects in the landscape or townscape, but as a reminder of our social development. They also provide a sense of local continuity rooted in the past which is of value to our own generation and form a continuing attraction for tourists. Such buildings are often of special historic interest, sometimes because they are associated with famous persons or events or more often design, craftsmanship, and ways of living and building, and can be studied as "archaeology above ground". The finest buildings are works of art in themselves and it is unthinkable that such buildings should not be preserved.

Regional types of buildings survive. They represent a tradition of folk design based upon the slowly changing practices of craftsmen and availability of local building materials. As a result of the lack of a suitable local building stone and an abundance of timber, many of the buildings in Swale are timber framed. Many Georgian and later elevations often conceal earlier medieval timber framed buildings. There are also many first rate brick buildings.

The special character of old towns and villages is largely due to the surviving mixture of historic buildings. The ill-advised demolition or alteration of an historic building can mean that the special character of a whole area is irretrievably destroyed. The number of historic buildings is limited; they cannot be recreated and the remainder become more precious. They form an important part of our heritage which we hold in trust for future generations.



Leavoland Court Farmhouse, nr. Faversham.

## Planning Policy

1.0 Government advice is contained in Circular 8/87 entitled *Historic Buildings and Conservation Areas - Policy and Procedure*, whilst planning policies concerning historic buildings and conservation areas are contained within the *Kent Structure Plan* and the *Swale Borough Local Plan*.

## Listing

2.0 Buildings which the Secretary of State for National Heritage considers to be of special architectural or historic interest are included on Statutory Lists (listed buildings). The purpose of listing is to ensure that historic buildings are not demolished or altered before each proposal has been examined, and full consideration has been given to alternative solutions, where appropriate. Listing also aids the determination of priorities when allocating public funds for conservation. Anyone can apply to have a building listed, whether or not they are the owner.

## Controls & Consents

3.0 The majority of listed buildings are still capable of beneficial use and new work can be made to blend happily with the old.

3.1 The Borough Council's Conservation Officer will be pleased to give advice before applications are made for consent to alter or demolish historic buildings.

3.2 For most development, planning permission is needed before work can commence. In the case of listed buildings, *Listed Building Consent* is also required for any works involving alteration or extension. **This includes alterations or additions to the INTERIOR of any listed building.** The alteration or removal of such features as doors, windows, fireplaces, cornices, balustrades etc. requires consent. It should be noted that the descriptions of buildings included in the lists compiled by the Secretary of State have no legal significance and are intended primarily for identification purposes and should not be treated as a comprehensive or exclusive record of all the features which make the buildings worthy of listing.

### Historic Buildings In Swale

2.1 In Swale, there are over 1800 historic buildings and features which as at April 1993 were classified as follows:

*GRADE I buildings and features are of exceptional interest. There are 36 in Swale.*

*GRADE II\* are particularly important buildings and features of more than special interest. There are 116 in Swale.*

*GRADE II are buildings of special interest, which warrant every effort being made to preserve them. There are 1695 in Swale.*

*NB. Nos. include secular & ecclesiastical buildings and misc. items such as street furniture, walls, bridges etc.*

2.2 *The lists may be inspected during normal office hours at the Offices of the Borough Council, the County Council or the National Monuments Record, 23 Savile Row, London. W1X 2HE.*

3.3 Listed Building Consent is required for the demolition of all or any **PART** of a listed building such as the removal of a chimney stack or the substitution of concrete tiles for clay tiles on the roof. The term "listed building" includes the building in its entirety including any later additions together with any man-made object or structure fixed to or within the curtilage of a listed building (e.g. internal features; built-in cupboards, fireplaces, panelling and external features; porches, outbuildings, hanging signs, boundary walls and fences).

3.4 Listed Building Consent may be necessary even if planning permission is not needed.

3.5 Works of repair may also need consent. It is therefore wise to check with the Borough Council.

**IT IS AN OFFENCE TO DEMOLISH, EXTEND OR ALTER A LISTED BUILDING WITHOUT FIRST OBTAINING LISTED BUILDING CONSENT. THE PENALTY CAN BE A FINE OF UNLIMITED AMOUNT OR UP TO TWELVE MONTHS IMPRISONMENT, OR BOTH.**

3.6 These penalties can apply to the owner, the tenant or the contractor undertaking the work.

3.7 In many instances Building Regulation Approval will be required. Where alterations required by the Building Regulations would adversely affect a listed building, it may be possible sometimes to apply for a relaxation of the regulations.

3.8 When you have received listed building consent, please check the **CONDITIONS** under which this consent has been granted in order that these may, if necessary, be complied with **BEFORE** work commences.



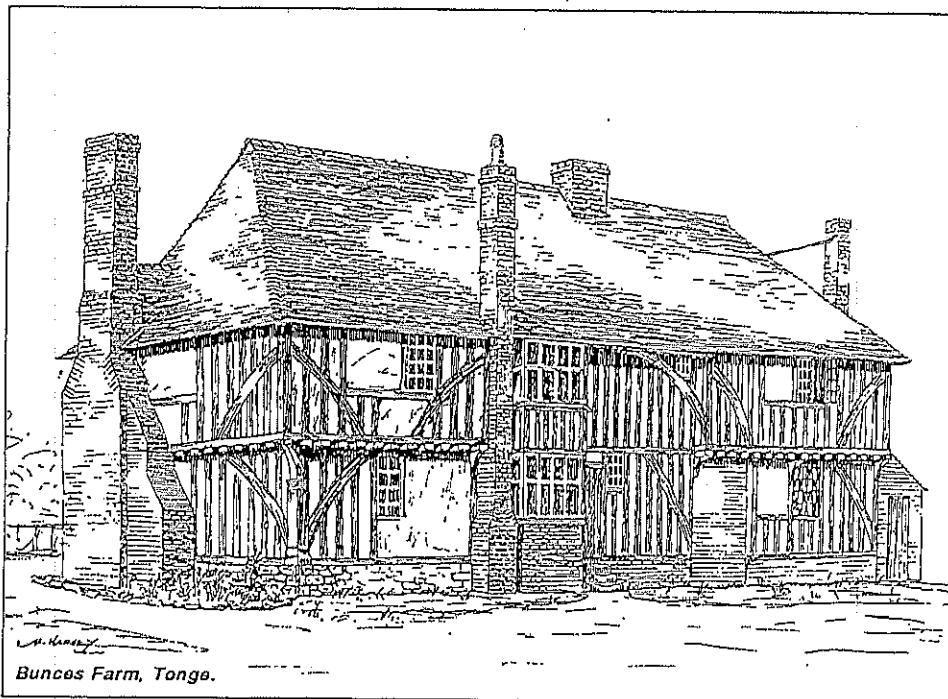
Milton Regis.

## The Use of Colour on Listed Buildings

4.0 As far as listed buildings are concerned, there is no doubt that the use of colour can have a considerable effect upon the character of the building and it therefore follows that to alter the colour used externally to a material degree requires an application for Listed Building Consent.

4.1 Many of the historic buildings within the Borough are timber framed. Traditionally, oak frames in Kent were never darkened with tar, creosote or similar substances but were either limewashed or left to weather naturally. Where such timber frames have remained uncoloured they should be retained in this way. Similarly, timbers exposed internally should not be darkened or painted but should be left untreated. It can be an offence to darken the frame of a listed building without first obtaining Listed Building Consent.

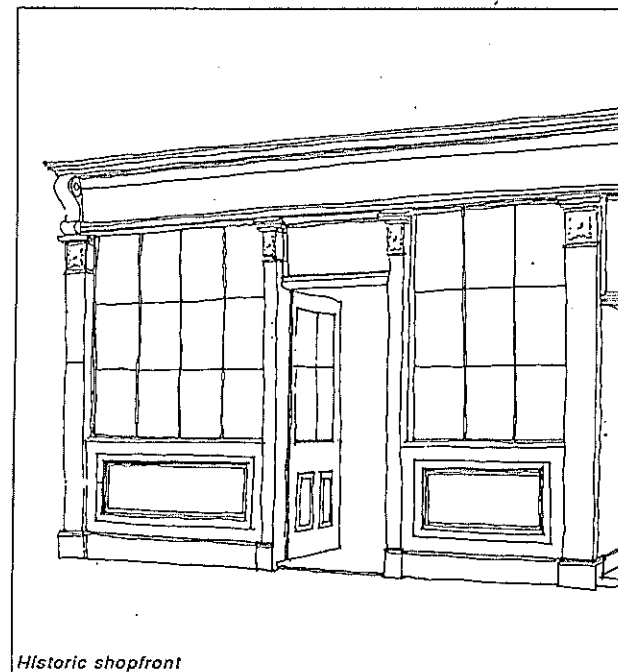
4.2 If you wish to change the external colour of a listed building, please seek advice from the Borough Council's Conservation Officer. Please also remember that you need consent to paint brickwork or masonry which is not at present painted.



## Repairing Historic Buildings

5.0 The majority of old buildings have undergone many alterations during their lifetime and it is generally unwise to remove later additions unless they are of no historic value or are unsympathetic. A house tends to evolve over time. Previous alterations bear witness to this process and should generally be retained. Any attempt to reconstruct, for example, the feeling of a fifteenth century yeomans house is unlikely to succeed. Again, when in doubt ask the Borough Council's Conservation Officer.

5.1 For owners who may not have the expertise, it is vital to obtain expert advice before embarking on any project affecting a listed building (see also box opposite) and it is important to make sure that any agent whom you commission to advise you is well versed in the specialised skills required to produce a scheme which will be correctly detailed and acceptable to the Council.



Historic shopfront

### Seeking Technical Advice

5.2 Advice on the repair of historic buildings can be obtained from the Borough Conservation Officer or from the Society for the Protection of Ancient Buildings, founded by William Morris in 1877. The methods of repair advocated by William Morris have come to be generally accepted and are used by the Society to this day. The aim is always to retain the greatest amount of original work possible. The Society can be contacted at 37 Spital Square, London. E1 6DY. (Tel: 071 377 1644).

5.3 Legislation on Listed Buildings is contained in the Planning (Listed Buildings and Conservation Areas) Act 1990, whilst general advice on the alteration and repair of Listed Buildings is contained in Graver 8/87 issued by the Department of the Environment. This advice forms the basis upon which the Borough Council judges applications for Listed Building Consent (see Appendix A).

5.4 When altering or extending a listed building, it is important to ensure that the new work does not dominate the original building. Architects should beware of the temptation to "leave their mark" on the building.

5.5 If the owner of a listed building fails to take reasonable steps to preserve the building, the local authority may serve a repairs notice and in extreme cases may be entitled to buy it compulsorily (with the Secretary of State's consent). If the owner deliberately neglects the building in order to develop the site, the local authority may not only acquire the building, but may do so at a price which excludes the value of the site for redevelopment. If the building is unoccupied the local authority may carry out urgent works of repair themselves and charge the owner.

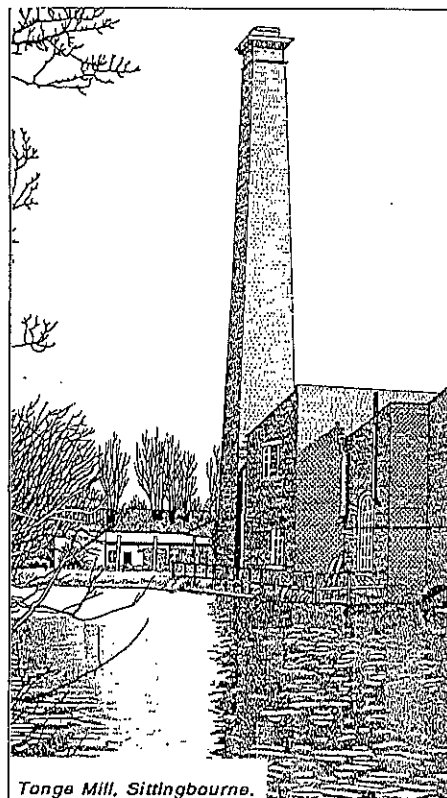
### The Setting of a Listed Building

6.0 The setting of a listed building is often an essential feature of its character, especially if a garden or grounds have been laid out as an integral part of the design and layout of the building. The setting of a listed building may be its immediate surroundings, or may include land some distance from it.

6.1 If development takes place near a listed building it should have careful regard not only to its existing landscape features which may contribute to its character and setting, but also to any proposed new landscaping. Tree and shrub planting should be typical of that which may have been planted at the time of construction of the building. Proposals affecting large historic houses with formally laid out gardens should respect their formal design and layout. The Garden History Society is able to give guidance. In addition the County Council has prepared details of the historic gardens in the Borough, together with advice on plant types.

6.2 In addition, many attractive streets or villages owe their character not so much to buildings of great individual merit but to the appearance produced by a whole range or complex of buildings.

6.3 The Borough Council will have special regard to preserving their setting when considering planning applications which affect them.

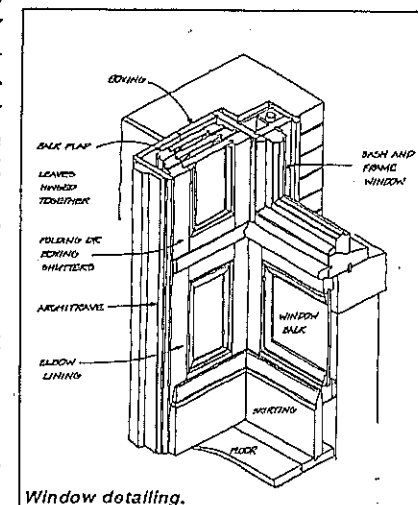


### Ancillary Buildings & Structures

7.0 Objects fixed to the building or objects not fixed, e.g. walls, other means of enclosure and outhouses, which have formed part of its curtilage prior to 1st July 1948, are regarded as part of the listed building and are thus subject to listed building control (for all structures, regardless of age, within a conservation area, a conservation area consent may be required for demolition).

### Windows & other Detailing

8.0 Whenever possible characteristic detailing - e.g. windows, mouldings, guttering etc. should be retained. Given the age of most listed buildings, it is often the case that repairs may be needed to features such as windows and the desire by owners to replace draughty windows is understandable. **Whenever possible, existing windows should be repaired**; however if windows require replacement then purpose made windows, using the exact style and materials of the original, should be made. The Borough Council will not permit the use of double glazed windows in listed buildings. Similarly the replacement of damaged rain-water goods with plastic guttering or down pipes will not be acceptable. If in doubt contact the Borough Conservation Officer. Further guidance is contained in appendix A, together with the advice contained in the *Society for the Protection of Ancient Building's* technical pamphlet No. 13.

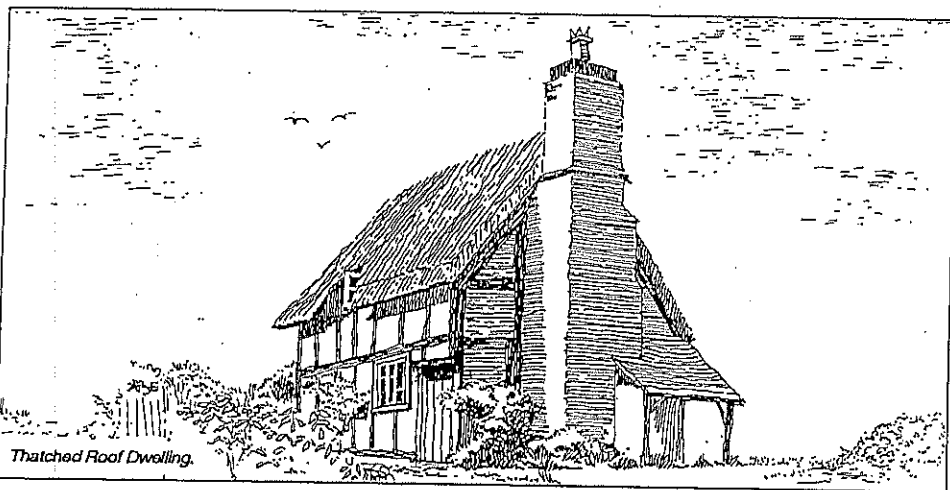


### Thatched Roofs

9.0 The retention of the original shape, pitch, cladding and ornament of a roof is important and this applies particularly to thatched roofs.

9.1 Traditionally, thatching materials in Kent were either long straw or, in some areas around marshland and estuaries, waterreed. Where new buildings are to be thatched or, in the case of existing thatched buildings re-thatched, this should be carried out in the traditional Kent Long Straw or in water reed where there is evidence that the building was originally thatched in this material.

9.2 Combed wheat reed which has been introduced into the area from the West Country over recent years will not normally be permitted. Owners of listed buildings are reminded that listed building consent is required to change from one type of thatching material to another.



## Churches

10.0 Many Churches are of special architectural or historic interest and are listed as such. Planning permission is required to extend or alter the exterior of any church. Some churches may also be subject to "faculty jurisdiction" and advice should be sought from the appropriate Diocesan Advisory Committee.

## Scheduled Ancient Monuments

11.0 Some buildings and other structures as well as archaeological remains are scheduled as Ancient Monuments (they may also be listed). Scheduled Monument Consent is required before these can be altered or repaired in any way. Details may be obtained from the Department of National Heritage (see contacts).

## Other Legislation

12.0 Where a building is to be used for commercial premises or for a flat conversion, it is important to obtain the advice of the local Building Control Officer. It may be suggested that certain features be altered or obscured to comply with these requirements. It should be understood however that in no way do the requirements of the Fire Prevention Officer or other Statutory Bodies override the need to obtain listed building consent. There are usually several alternative ways of complying with the legislation and sometimes regulations can be relaxed.

12.1 The Borough Council will expect listed building owners to adopt a scheme which causes the least possible alteration or disruption to the historic structure. It is essential to obtain such advice at an early stage in a project so that these requirements may be discussed with the Conservation Officer and can then be included in an application for listed building consent.

## Grants & Loans

13.0 In certain circumstances grants are available both from Central Government and Local Government funds towards the cost of eligible repairs. They are always at the discretion of the body giving them. Further details are given in Appendix B.

13.1 The Borough Council allocates funds jointly with English Heritage toward a number of "Town Schemes" currently at Faversham, Sheerness and Queenborough. The owners of selected buildings in these areas can apply for grant assistance towards the cost of eligible works.

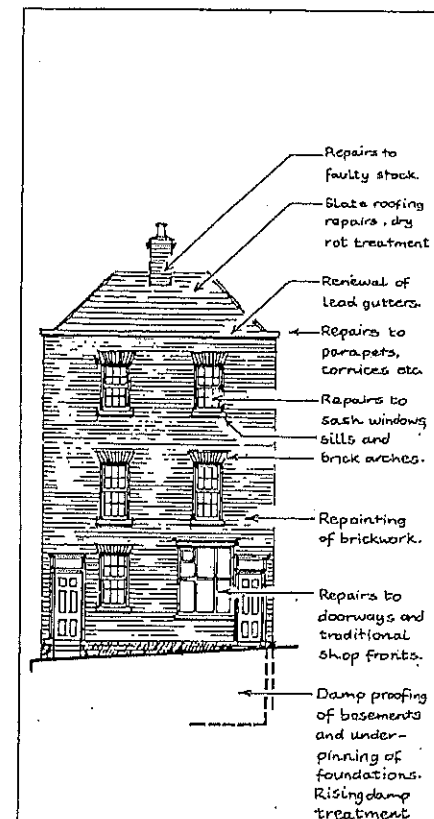
13.2 Elsewhere within the Borough the Borough Council provides funds so that grants can be offered towards eligible repairs to listed buildings.

13.3 Advice on all aspects of grant aid can be sought from the Borough Council's Conservation Officer.

13.4 You may also be eligible for a grant under the Housing Acts for bringing a listed building up to a habitable standard. Details are available from the Environmental Services Department at Swale Borough Council.

## Vat

14.0 Listed buildings enjoy a more favourable position on the payment of VAT on works than do unlisted buildings. Repairs and alterations to unlisted buildings are subject to VAT at the normal rate; but alterations to listed buildings are not subject to VAT provided that the works have received listed building consent. VAT remains payable on works which do not require consent.



Typical examples of eligible work

Town schemes can help with the repair of historic buildings

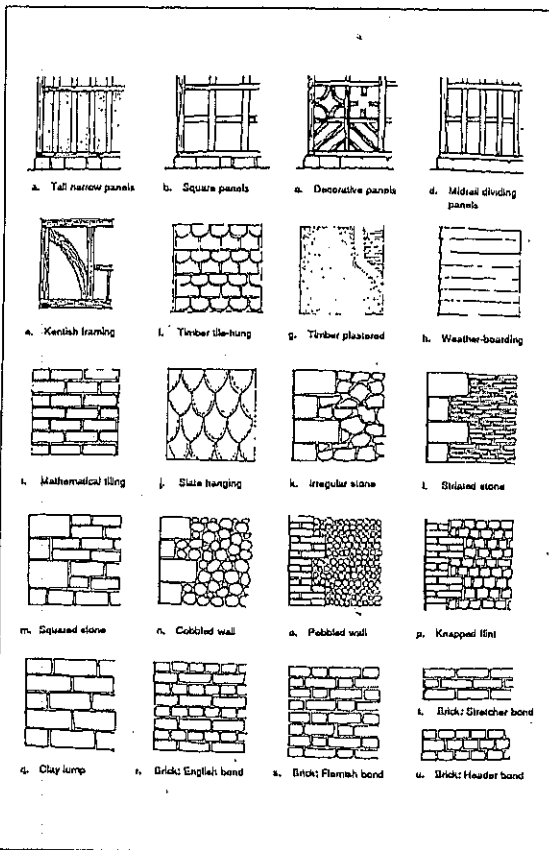
# Appendix A: DoE Circular 8/87 "Historic Buildings & Conservation Areas -Policy & Procedures", Appendix IV: Advice on Altering & Extending Listed Buildings. (1) see "Notes".

**NB. Some of the advice is regional in nature. Illustrations added by Swale Borough Council.**

## Alterations in Detail

### I External Elevations

1. Any alteration or repairs to external elevations should respect the existing materials and match them in texture, quality and colour. Artificial materials can be objectionable and every effort should be made to retain or re-use facing brickwork, flintwork, stonework, tile or slate hanging, mathematical tiles and weatherboarding. Cob walling should be carefully maintained as it is a particular vernacular form of construction in the south west.



2. Refacing of brick, terracotta, flint or stone facades with rough-cast, cement render, Tyrolean render, cement-based paints or any other treatment which is irreversible, should always be avoided. This is particularly so where rubbed brickwork, ashlar, architectural details in stone, flint, cut brick, rubbed brick, glazed brick, terracotta, ceramic, stucco, Coade Stone and wood should always be retained.

3. When repointing brickwork or stone, strong cement mortars and weather struck jointing must be avoided. It is essential that any new work or repair should integrate with the existing coursing. Tumbled brickwork are particularly important in this context.

4. Cleaning of stone, brick or terracotta facades should only be carried out by specialised firms or under close supervision, as details can all too easily be blurred or obliterated by crude techniques.

5. Advice on painting of facades should not be standardised, except in terraces. Drainpipes are usually best painted in unobtrusive colours but old lead down-pipes and heads should preferably not be painted.

6. On original plaster elevations, pargetting or any moulding, however simple, should be retained or copied when repairs are necessary. On no account should plaster originally applied to the building be stripped off to expose rubble, brick or timber-framed walls which were never intended to be seen.

7. On stuccoed late C18 or C19 elevations where there is mock jointing, grooving, rustication, architectural details - i.e. orders, cornices, architraves etc. - these should always be retained or copied, never skimmed off.

8. With timber-framed buildings the totality of structure has to be taken into consideration - i.e. walls, roof and partitions: the retention of just a timber-framed facade is meaningless. As few as possible of the timber members should be replaced when restoring. Original carved details are becoming increasingly rare so that facsimiles should be avoided unless essential. The timber frame should not be exposed where this was never intended, and the infill of the panels should be matched in any repairs. Later facings of weatherboarding, tile or slate hanging, mathematical tiles, stone, brick or stucco, may have a quality of their own and should be respected.

9. Inscriptions, fine old lettering, old shop signs, inn sign boards, date plaques and stones, coats of arms, monograms, fire insurance plaques, commemorative or symbolic carvings and statues in niches are part of the history of the building. These features should never be obscured or obliterated but retained in situ. If the works require the removal of an interesting feature it is very desirable that it be re-set in an appropriate position.

10. Existing openings should not be widened or heightened out of proportion to an elevation. Rubbed gauged brick or stone voussoir arches should be kept wherever possible or copied and their design repeated in any new work or restoration. "Brick-on-end", soldier courses and exposed concrete lintels should always be avoided.

11. Parapets, solid or balustraded, pediments, parapetted or coped gables and saddlestones, eaves, cornice and moulded cappings are essential terminal features in the gradation of an elevation. If they have to be replaced then it should be in facsimile and wherever possible in natural materials. By the same token ornamental bargeboards, fretwork, urns, trophies, cartouches, finials and statuary are important.

12. Balconies and verandahs of stone or stucco, and, particularly for the late C18 and Regency/mid-Victorian periods, of wrought or cast iron and trellised wood, are very often formal components in the design of an elevation. It is essential that they should be maintained and repaired; and if they have to be replaced then facsimiles should be erected.

13. Gate piers and gates, area and forecourt failings and overthrows with their fittings have the same importance.

14. Porches are very often the dominant feature of an elevation; their detailing should always be respected. Open columned porches of the Classical type should preferably never be enclosed, eg with glazed sides and doors to front, but left open - and this applies equally to balconies and verandahs.

15. Modern porches should be designed in keeping with the character of the elevation; where they are inappropriate they should be avoided.

16. Subsequent additions to an earlier building, and Victorian and Edwardian accretions such as conservatories, porches, balconies, verandahs, windows, door dressings, bargeboards and chimneys, by no means necessarily detract from the quality of the building. Instead they are often of interests in their own right as part of the organic history of the building. Generally, good later features should not therefore be removed in order to restore a building to its original form.

17. When dealing with formal urban compositions such as terraces, squares and crescents, or with planned garden villages, it is essential to maintain the uniformity of the detailing - ie balconies, fenestration, doorways, fanlights, area railings, overthrows etc. In this context, the relationship of traditional street furniture, paving and road surfacing to formal compositions and other areas of high architectural quality is most important. The lanterns of lamp-posts and overthrows can usually be adapted to modern use whilst retaining their character.

18. The symmetry and traditional divisions of elevations, particularly in compositions such as terraces, must be observed. Doors and windows no longer required can sometimes be blocked from inside, leaving a dummy or blind feature to the exterior. Shop fronts should preferably never run through several distinct elevations.

19. Fire escapes should be located as inconspicuously as possible and carefully designed if visible. Plumbing should remain concealed or be kept to a minimum on front elevations and should not disturb or break through any mouldings or decorative features.

20. Extensions: Extensions should not dominate the original building in either scale, material or situation. Sometimes, but of course not always, matching materials for extensions are visually more obtrusive than lighter modern materials such as glass and aluminium. The attempted harmonious addition becomes difficult to distinguish from the original and can sometimes cause a serious imbalance in the original design. The modern addition may by way of contrast, not "be read" with the rest of the building and so not affect its appearance too radically. Generally, however, traditional or matching design for additions is most appropriate. Great care should be taken to follow the fenestration and detailing of the original. Pitched roofs with matching cladding or parapets should be used, whichever is more appropriate. Successful extensions require an intimate knowledge of the building type and a sensitive handling of scale and detail.

## II Windows and their Details

1. Fenestration should always be of appropriate design and respect the existing openings. If appropriate, relaxation of the Building Regulations should be considered. Window arches and dressings should not be altered and should be repeated in any new work.

2. It should be remembered that the term "Georgian" does not mean only buildings dating from the late C18. There are a great variety of window types, ie sashes and casements, within the Georgian period. Standardisation to one late C18 type should be avoided and the thickness of glazing bars and size of pane should correspond to the date of the building or to when the window apertures were made.

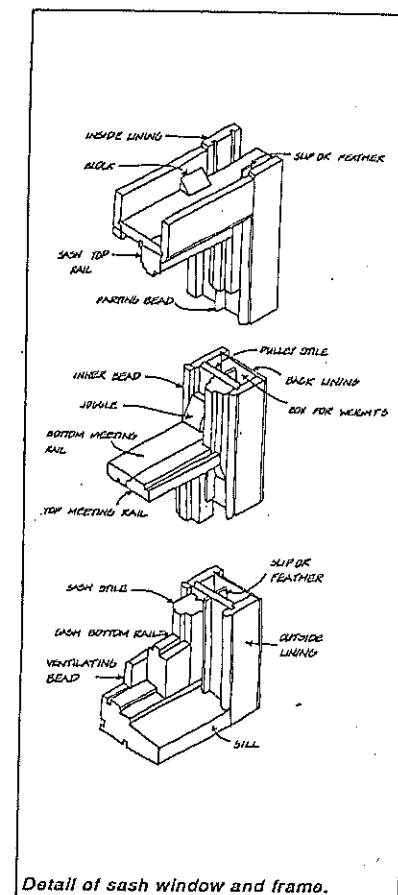
3. Window types vary according to the region and its building tradition. Mullioned and transomed casement windows continue into the 18th century in some areas. In the North, particularly West Yorkshire and the Pennines, mullioned windows are standard for vernacular buildings right through to the mid C19 - the mullions should therefore never be cut out. There is often a misguided tendency, due to current fashion, to insert bow windows as "restoration". Unless these are actually replacements or copies or original bows and a local feature, then they are often unacceptable.

4. Modern casements with top opening or louvred lights or asymmetrically spaced lights are unsuitable. Pivot windows are normally out of character but C19 horizontal pivot windows, multipaned and often used as dormers to "match" the sashes below, or where they serve their original purpose in industrial and agricultural buildings, should be preserved. Architect's drawings and specifications should make perfectly clear the manner in which new windows are made to open.

The tendency to use non-traditional fenestration in elevations of value, should be resisted and replacement windows in UPVC are almost always unacceptable.

5. C18 and C19 fancy glazing bars in geometric, Gothic or marginal patterns should be retained wherever possible or copied, whether they are original to the building or later insertions.

6. Leaded and iron-framed casements in C19 and particularly earlier buildings are an increasing rarity.





7. Original glass, crown glass, stained glass and the rare examples of other very early glazing materials are obviously important and if they have to be removed should be reset where possible.

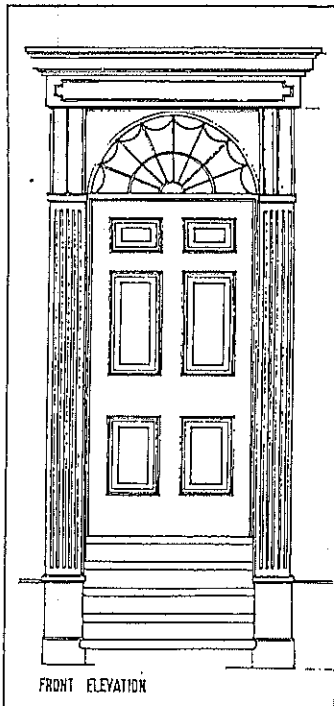
8. Old louvered or panelled shutters are important features and often contribute to the design of the elevation. Blind cases and canopies must also be taken into consideration particularly in Regency and early to mid-Victorian buildings.

9. If an attic storey is required where one did not exist, the dormers should be sited on the rear elevation (or in the gable ends as appropriate). The same would apply if large window openings are required. But the rear elevation is sometimes of equal importance to the front and respect for original features is essential. Enlargement of existing dormers on principal elevations should always be avoided or only permitted where they can be kept in proportion to the rest of the fenestration. Original or early dormers, especially the C17 or early C18 pedimented type, should be retained, but if absolutely necessary they should be replaced in facsimile.

### III Doors

1. Original doorways or any surviving doors up to the mid-Victorian period are of value and should be retained. Their replacement or defacement is often entirely unnecessary.

2. Domestic and public building door types vary widely and if they have to be renewed their design should be appropriate to the character of the building.



3. Doorcases, door furniture, foot scrapers, fanlights, pediments, columns, pilasters, cornices, consoles and carved or stucco moulded details should not be removed or mutilated but retained even if the doorway is redundant. Artificial materials such as fibre glass can be an acceptable alternative for mouldings etc.

### IV Roofs

1. The roof line is nearly always a dominant feature of a building and retention of the original shape pitch, cladding and ornament is most important.

2. Thatched roofs should be preserved as far as possible as they are important survivals of a craft and a very early vernacular type. The availability of grants for repair should be made known and a list of local thatchers compiled. Relaxation of the safety provisions of the Building Regulations may sometimes be possible for thatched buildings. It is most desirable that formerly thatched roofs, where the thatch survives under a later cladding, should be restored.

3. With stone slate, slate or old tile roofs at least the visible pitch should retain the original cladding.

4. Shaped stone slates, slates and tiles and the patterns they are laid in are a distinguishing feature of certain types of roof cladding, particularly in the limestone belt and in C19 buildings.

5. Details such as lead roll hips and ridges, ridge and cresting tiles or slates, iron work cresting, finials, gargoyles and spouts are important visual and decorative elements. In some cases, sympathetic artificial materials can be acceptable replacements.

6. Chimney stacks are both formal and functional features of the roofspace and can be important indicators of the date of building. They should be retained even when no longer required or reinstated, particularly where they are a dominant feature or of obvious antiquity.

7. Chimney pots can sometimes be valuable decorative features in their own right.

8. Towers, turrets, spires, bellcotes, cupolas are not only part of the overall design, or indeed its main feature, but frequently make an important contribution to the townscape or landscape. This is particularly so in public buildings, churches etc which may be listed for just these features.

### V Shop Fronts

1. Wherever old shop fronts of merit survive every effort should be made to retain them. Early C20 shop fronts such as those with Art Nouveau or early Art Deco details can be as unusual as C18 or C19 examples. Original features of value are often concealed beneath later facings.

2. New shop fronts must be kept in sympathy with the rest of the elevation and incorporate, where possible, any ground floor details of interests. Large modern plate-glass shop fronts without any visual support for the upper part of the premises can have a very unfortunate effect, and highly glazed tiles and garish modern materials are to be avoided as facings. The fascia board should not be out of scale with the building as a whole and should be finished at the top with a cornice or capping. Not only is this the traditional treatment for shop fronts but the cornice provides an architectural division between the modern shop front and the older upper floors. Depending on the nature of a proposed commercial or office use, it is very often unnecessary to provide display windows and thus alter an intact domestic ground floor. The potential prestige value of listed building premises should always be emphasised.

### VI Interiors

1. Interior features of interest should be respected and left in situ wherever possible. Staircases, panelling, doors and doorcases, mouldings, decorated ceilings, stucco work, wall paintings of all periods, are part of the listed character of a building and indeed may be the most valuable feature. Whatever the grading interiors should be inspected even if they are not referred to in the list description.

2. Repairs to important interiors can be considered grantworthy by the Historic Building and Monuments Commission for England.

3. The form of the Building Regulations 1985 enables local authorities to adopt a flexible approach to the requirements (including fire safety provisions) when staircases of note and panelling or timber framing are liable to be affected.

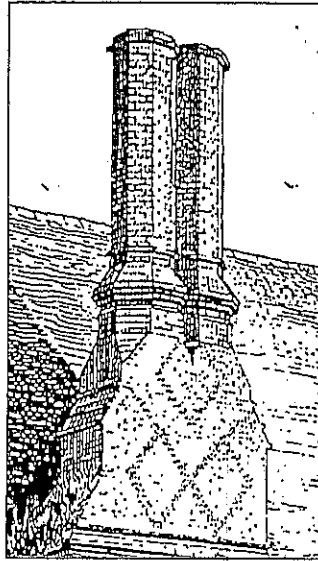
4. New internal walls should not cut through mouldings or enriched plaster decoration but be shaped around them to allow for reinstatement at a later date.

5. Timber-framed buildings can be much damaged by interior alteration. Later C17 and C18 brick or stone buildings often have entirely timbered and panelled interiors and these deserve careful treatment.

6. Survivals of early roof structures are often important and as few as possible of their members should be renewed.

7. Good chimney-pieces are part of the decorative history of a building and often central to the design of a room. There is no excuse for their removal if this is simply because a chimney is redundant. If there is absolutely no alternative, then the chimney-piece should be saved for use in another position.

8. Every care should be taken that no interior feature of interest is unnecessarily removed or inadvertently damaged when a building is standing vacant or is in the process of conversion. If a rebuild is required then interior features of note should be carefully dismantled and re-set wherever possible.



**VII Outbuildings, Garden Ornaments and Architecture**

1. Barns and stabling, cow byres, dovecotes etc and rare survivals of agricultural history such as horse engine houses, should be retained wherever possible. If they have to be converted then the visual evidence of their function - ie ventilation slits, barn doors, loft doors, barred windows etc - should be respected. Barns and other outbuildings may often have a later brick or stone casing to a much earlier timber-framed structure.

2. Gazebos, temples, follies, grottoes, obelisks, park bridges, statues, urns, vases, ice houses, terraces, ha-ha's, crinkle-crinkle walls and boundary walls and gates and gate piers all contribute to the planned landscape and setting. They also may well be architect designed or even important works of art.

**VIII Industrial, Church and Public Buildings**

Mills, wind-, steam- or water-powered, maltings, pumping stations, railway stations, barracks, warehouses, dockyard buildings and structures, early examples of industrial archaeology, churches, chapels, assembly rooms, town halls, early department stores and offices, market halls and shopping arcades, toll houses etc - all these buildings or structures where they become redundant or adapted to other uses have surviving fittings or machinery that indicate their past history and these features should be respected as far as possible.

**IX Bridges**

Road, rail, foot and canal bridges, viaducts, aqueduct and causeways are of importance as major examples of industrial archaeology as well as for their architectural qualities. Original fittings - ie lamp-posts, balustrades, railings, parapets, plaques etc - should be retained. Functional services such as sewer pipes, cables and lighting should be carefully designed and sited so as to avoid harming the appearance of the structure.

**X Theatres and Cinemas**

Theatres, early cinemas and former music halls are often of considerable architectural and sociological importance and wherever good, unaltered auditoria survive, every effort should be made to retain their decoration if adaptive uses have to be found.

**XI Public Houses and Billiard Halls**

Apart from their frequent contribution to the townscape, public houses, particularly the purpose-built ones of the late-Victorian and Edwardian periods, can retain splendid interior fittings. Where these survive they should always be respected as they are often magnificent examples of craftsmanship such as the glass engraver's, wood turner's and tile maker's art. A number still retain full suites of public rooms and billiard rooms. Too many have been destroyed by radical modernisation programmes.

**XII Public Parks**

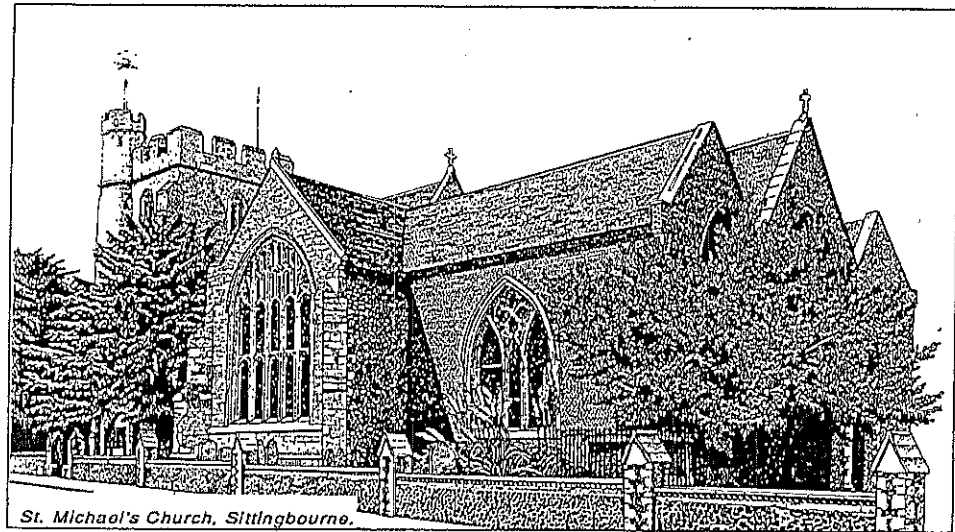
The furnishings, ornaments, structures and general layout of C19 public parks are of considerable value both in terms of their formal history as well as their design. Bandstands, grottoes, fountains etc make a valuable contribution to their appearance.

**XIII Seaside Piers, Esplanades and Promenades**

Piers are increasingly under threat of redevelopment or partial demolition. The decorative details of their design and the particular structures associated with them often make piers a special category requiring sensitive design treatment. Esplanade and promenade features such as shelters, kiosks, clock towers, railings and their ornamental work should be assessed in a similar light.

**XIV Churchyards and Cemeteries**

The tombs and monuments of cemeteries and in particular old, established churchyards should be retained unimpaired and in situ. They are frequently of very considerable artistic and historic interests, whilst their setting is a major contribution to town- and village-scape. Their layout, whether the haphazard accumulation of centuries or the formal/picturesque conception of the C19 cemetery companies, should always be respected.



St. Michael's Church, Sittingbourne.

## Appendix B: Grant Aid

1. The Borough Council is sometimes able to assist the owners of historic buildings towards the cost of carrying out essential repairs using traditional materials and methods. Each application will be treated on its merits and further details can be obtained from the Director of Development Services.

2. In some instances grant may be available from the Borough Council under the provisions of the Housing Act (see contacts).

3. Financial assistance in the form of grants and loans is available from a number of other sources. Very often it will be possible to combine funds from different sources.

4. Advice on grants and loans is available from the following bodies:-

5. *English Heritage* can make grants available for the repair of buildings of outstanding historical or architectural interest or where the expenditure to be incurred will make a significant contribution toward preserving or enhancing the character of appearance of a conservation area. Grants can also be made available toward the repair of buildings included in a "town scheme" (see paragraph 12.1).

English Heritage,  
Fortress House,  
23 Savile Row,  
London.  
W1X 1AB. ☎ 071 973 3000.

6. The trustees of *The National Heritage Memorial Fund* can make grants or loans towards the acquisition, maintenance or preservation of historic buildings, land or features, which, in the opinion of the Trustees is of outstanding scenic, historic, aesthetic, architectural or scientific interest.

The National Heritage Memorial Fund,  
10 St James Street,  
London.  
SW1A 1EF. ☎ 071 930 0963.

7. *The Architectural Heritage Fund* can provide low-interest loans to help local historic building trusts to purchase, repairs and sell an old building.

The Civic Trust,  
17 Carlton House Terrace,  
London.  
SW1Y 5AW. ☎ 071 930 0914.

8. *The Society for the Protection of Ancient Buildings* will give technical advice and suggest suitable architects to assist with repairs.

The Society for the Protection of Ancient Buildings,  
37 Spital Square,  
London.  
E1 6DY. ☎ 071 377 1644.

9. For some types of works, such as the conversion of rural buildings for uses (other than residential) the following may be able to offer advice/assistance.

*Agricultural Development and Advisory Services*,  
District Offices, Headquarters,  
Government Buildings,  
New Marston,  
Oxford.  
OX3 0TP. ☎ 0865 244891.

10. The Development Commission in conjunction with the *Rural Development Commission* grant aid scheme for redundant buildings in rural areas.

Rural Development Commission,  
8 Romney Place,  
Maidstone.  
ME15 6LE. ☎ 0622 765222.

11. *The Countryside Commission* give grant aid towards the conversion of redundant buildings, situated in recreation areas, country parks etc used extensively by the public, that can be used as visitors' or information centres and other recreation uses.

Countryside Commission,  
John Dower House,  
Cheltenham.  
Gloucester.  
GL50 3RA. ☎ 0242 521381.



**For further planning advice please contact:**

Planning Services, Swale house, East Street, Sittingbourne, Kent, ME10 3HT; ( advice is also available on the planning pages of website at [www.swale.gov.uk](http://www.swale.gov.uk) )

Email us on [planning@swale.gov.uk](mailto:planning@swale.gov.uk) or Fax us on 01795 417417

**The Duty officer is: available:**

8.45 to 5.00pm Monday to Thursday and 8.45 am to 4.30 pm on Friday.

Contactable either in person at Swale House or by telephoning **01795 417442** and can

- Give advice on procedures and processes
- Answer general questions and Comment on development potential
- Give general advice on who to contact and how best to seek pre-application advice.

Swale's Conservation Officer - telephone 01795 417375

**For Building Regulation advice please contact:**

South Thames Gateway Building Control Partnership,  
Compass Centre, Chatham Maritime, Chatham, Kent, ME4 4YH

Telephone 01634 331133  
Fax 01634 331299

Email [building@stgbc.org.uk](mailto:building@stgbc.org.uk)

If you would like further information, more copies or alternative versions (i.e large print, audio, different language) we will do our best to accommodate your request please contact:

**Customer Services**

Phone: **01795 417850**

Email: [csc@swale.gov.uk](mailto:csc@swale.gov.uk)

**Notes**

(1) .. On its publication the reader should refer to the Department of Environment and Department of National Heritage Planning Policy Guidance Note No. 15 entitled "Historic Buildings and Conservation Areas".

This booklet is one of a number of planning and development guidelines published by the Development Services Department of Swale Borough Council. Others include:

1. ● *The Conversion of Buildings into Flats and Houses in Multiple Occupation.*
2. ● *Listed Buildings - A Guide for Owners and Occupiers.*
3. ● *The Conservation of Traditional Farm Buildings.*
4. ● *The Design of Shopfronts, Signs and Advertisements.*
5. ● *Designing an Extension - A Guide for Householders.*
6. ● *Planting on New Developments - A Guide for Developers.*
7. ● *The Erection of Stables and Keeping of Horses.*
8. ● *Conservation Areas.*

Others may be published from time to time. Should you wish to obtain any of the above then please contact:

Swale Borough Council. Development Services Department,  
Swale House, East Street, Sittingbourne,  
Kent. ME10 3HT. ☎ (0795) 417344.