

KETTERING HIGH STREET HERITAGE ACTION ZONE



Eligible works for repair and restoration of Shopfronts and frontages



Funded by
Historic England

Kettering
Borough Council

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Introduction:

Kettering High Street Heritage Action Zone (HSHAZ) aims to reveal and highlight the rich heritage in Kettering by supporting the restoration and repair of historic buildings in the town with the following grant schemes:

Reinstate traditional shop fronts, signage and authentic architectural details - up to 80%: Grants are for the reinstatement of historical architectural features, HSHAZs must be using traditional methods and materials. Works may include the reinstatement of traditional shop fronts, upper floor windows and rainwater goods.

Repair the fabric of buildings - up to 60%: Grants are available for repairs to the historic building fabric using traditional building methods and materials to ensure the conservation of the building. HSHAZs can include roofing works, repairs to shop fronts, stone and masonry repairs. Routine maintenance can be undertaken as part of the programme of works but must be separately identified and are not eligible for funding.

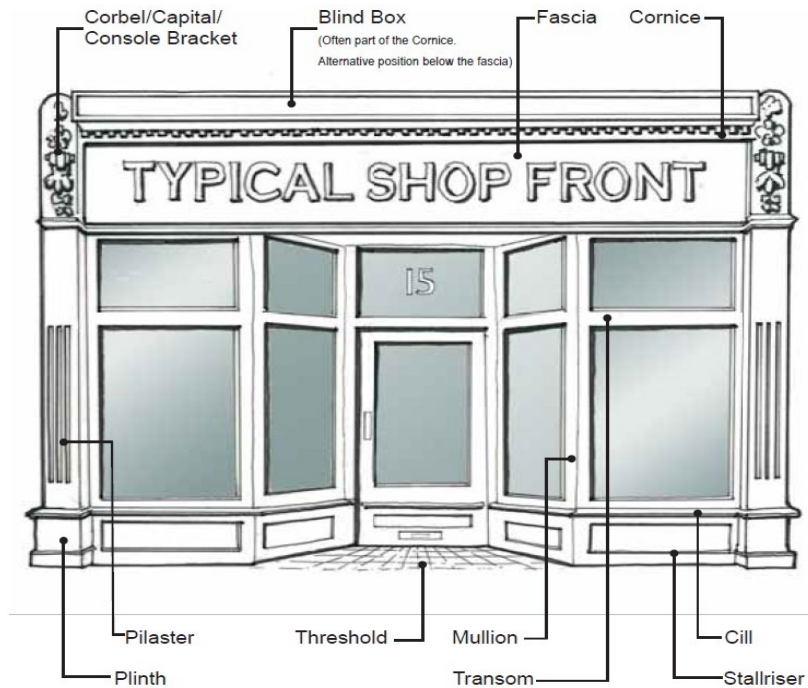
Note: Grants are not means-tested, they are discretionary and there is no automatic entitlement, all Grants must be applied for and will be appraised in line with guidance at the time of application.

Principles: The programme will emphasise traditional craftsmanship and high-quality traditional materials and must be overseen by professional advisers and contractors who specialise in historic conservation.

Works will respect the architectural and historic interest of the building, retaining historic fabric where it exists. Designs will take reference from existing fabric and historic photographs from the Kettering Museum archives or similar where possible and records of the existing condition will be made for posterity.

The programme will focus on shops and buildings of heritage importance. All applications must be from within the defined HSHAZ area. Specifications of work will be agreed with the HSHAZ Officer. They must comply with regulations including the need to obtain planning, listed building and building control consent and any obligations under other legislation.

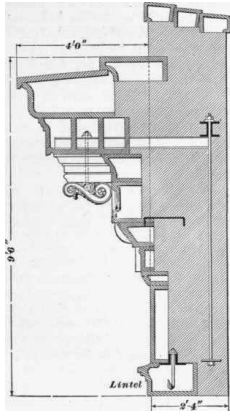
1. Traditional Shop Fronts



A centre-piece of the HSHAZ scheme involves restoring or re-instating historic shopfronts alongside other works to the façade and structure. The picture above gives an idea of the architectural features of interest and the elegant, classical proportions of a traditional shop front. The diagram is from the Council's Shop Front Design Guide, which provides detailed design advice and is available on our website.

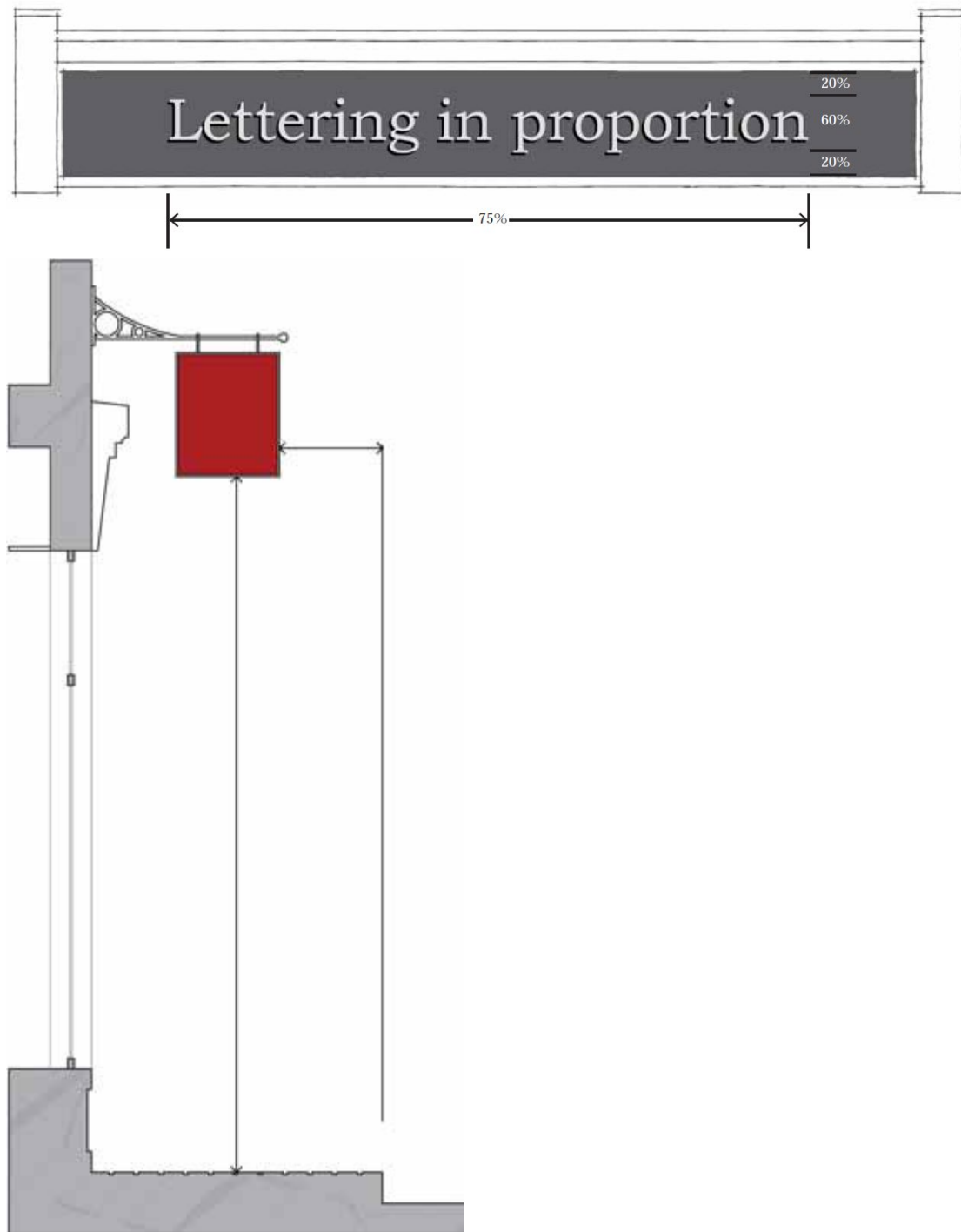
Also eligible is the repair of applied details and features such as cornices, string courses, window architraves, columns, pilasters and rusticated rendering. These should be repaired carefully and accurately to the historic form and profile, and as nearly as possible to the historic composition. Generally, GRP (glass reinforced plastic) or similar replacement mouldings are not acceptable for grant, nor are proprietary in situ resin-based repair techniques.

Once the design is produced, it is most important to pay close regard to the three dimensional details of the design, providing sectional details at a large scale, such as 1:5, as shown on the diagram to the right.



Sectional details are important for quality shopfront design

2. Signage



Signage traditionally formed part of the overall shop front design and would have been sympathetic to the original classical proportions of the shop front.

For example, many modern fascia boards detract from the character of the buildings because they are bolted on as an after thought with overly dominant proportions and materials that clash with the original shopfront.

Modern lighting schemes can also detract due to being overly dominant, for example internally illuminated plastic signage. Your Planning Officer will discuss with you effective lighting solutions compatible with the Council's design approach.

Signage details must be discussed and agreed in advance with the HSHAZ Office, it should respect the works carried out. The signage can be painted direct onto the fascia board, individual letters, individual letters halo lit or other appropriate methods.

Inappropriate signage contrary to Council policy may result in grant being withheld or reclaimed.

3. Reinstatement of Traditional Features

These works are only eligible where the building is otherwise in sound repair or will be repaired as part of the project. The objective is to reinstate to historic patterns in whole or part, elements of the exterior fabric of buildings, which are essential to their design and character. Examples include ornamental brick or stone including architectural sculpture, stucco and other applied finishes and details. Joinery including windows and external doors and ornamental metalwork such as balconies, canopies and finials.

This does not include “conjectural restoration” being work for which there is no firm historical evidence, either surviving on the building or recorded in photographs or drawings. Nor does it include works involving the reversal of alterations that are themselves of quality and interest.

Restoring architectural details must only be carried out if the building is otherwise in good repair, or is to be repaired as part of the project. Reinstatement grants will only be offered where the building fabric as a whole is in sound repair, or will be made so with a joint repair grant. Details to be reinstated must be based on sound archival or physical evidence taken from the building itself or similarly detailed neighbours. Conjectural restoration will not be grant eligible and reinstatement projects must not involve the removal of original or later features of interest.

Grants may be offered for:

- the reinstatement of the historic pattern, detail, material and opening mechanisms of windows, external doors and other external joinery which contribute to the character of the building and/or the conservation area
- the reinstatement of applied details and features such as cornices, window architraves, columns, pilasters etc. These should be repaired carefully and accurately to the historic form or profile and as nearly as possible to the historic composition. Generally GRP or similar replacement mouldings are not acceptable for grant,
- the repair to the historic pattern and detail of distinctive architectural features e.g. decorative ironwork such as canopies, cresting and railings, tiling and other historic finishes and architectural sculpture.

4. Building Repairs

The HSHAZ scheme covers repairs of the structure and to the external envelope of the building which contribute to the character or appearance of the Conservation Area or to the special architectural and historic interest of the building.

Eligible works may include structural repairs, roof works, timber repairs, windows and other external joinery, rainwater goods and external render. See Appendix 1 for more information about eligible repairs.

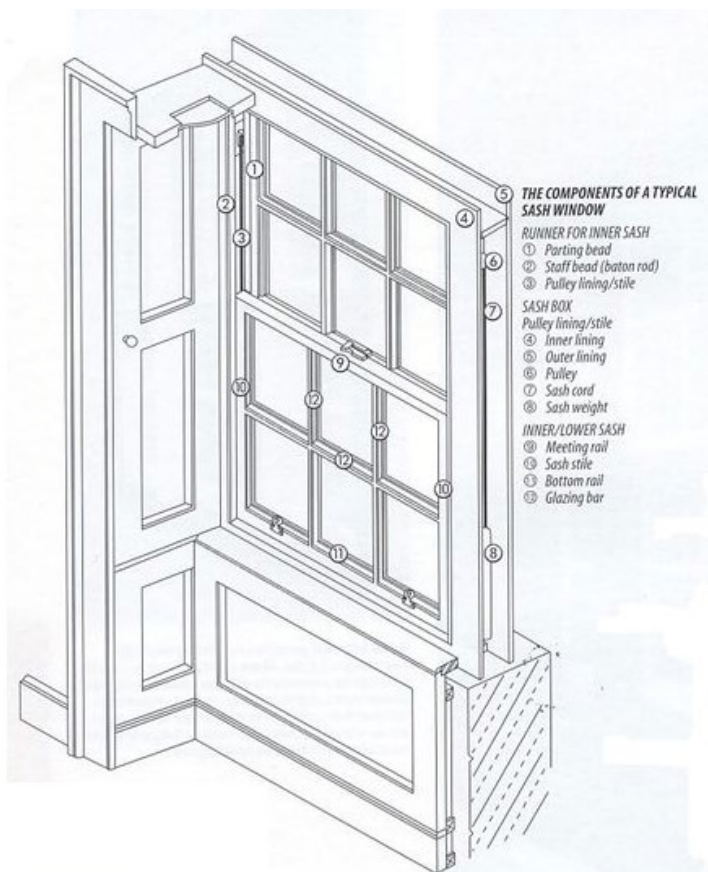
Repairs should be comprehensive in scope, using appropriate techniques or methods of construction and high quality natural or traditional materials, normally on a like-for-like basis. Substitute or artificial materials are ineligible, and their use is generally unacceptable on grant-aided projects. Grants cannot be offered towards routine maintenance, internal redecoration, or internal repairs alone unless they are necessary for the building's structural integrity or where they are directly required as a result of eligible works.

The HSHAZ officer will be able to discuss with you which repairs are eligible for grant aid.

Appendix 1: Examples of eligible repair

This list and description of potential eligible repairs does not attempt to be exhaustive and is for illustrative purposes only. Your HSHAZ Officer will walk you through the repairs eligible at your property and discuss with you the appropriate approach.

Joinery



Existing windows, doors and other external joinery of historic or architectural merit should be repaired. As much of the original material as possible should be retained. Where timber is rotten new timber should be spliced into the existing material.

Where joinery cannot be repaired, new replacements can be made, these should be like for like replacements of the original design, to the same scale detailing, pattern and quality of material. If possible old glass from the window should be used in the replacement window to maintain the appearance of the building.

Where inappropriate replacement has taken place, reinstatement of original window types is encouraged. Such reinstatement should be based on evidence e.g. photographic or unaltered windows.

All new joinery work should be agreed by drawn details, showing profiles and dimensions. Typical sections should be provided at a scale of 1:5. Samples of

astragals and other mouldings should be prepared for approval. Joinery should normally be painted, not stained.

The use of double glazing in replacement or reinstated windows can only be considered when it can be demonstrated that it does not materially harm the architectural detailing of the building. UPVC windows, doors and metal shop fronts are not appropriate for historic buildings and buildings within the conservation area. Draught-proofing and/or secondary glazing is preferred, particularly for listed buildings.

Masonry Repairs

Repair of external stonework and brickwork, including decorative elements, must be carried out to an agreed specification. Plastic in situ resin-based mortar repairs to brickwork and stonework will need to be carefully considered to see whether they are appropriate.

When considering stone or brick repairs, the impact these will have on the building must be assessed. Significant replacement of original material will have a detrimental effect on the patina of age, and therefore the interpretation of the building.

Where brick or stone repairs are essential then decayed and damaged bricks/stone should be carefully removed from the building and replaced with sound bricks/stone to match the existing in strength, type, colour and texture. Any replacement brick or stone should be responsibly sourced.

Areas of unsound brickwork or stonework can be carefully rebuilt where structurally necessary. Existing masonry should be re-used where possible. Before rebuilding, a recorded survey of the existing fabric must be carried out.

Stonework repairs

Repairs to stonework should retain as much of the historic fabric as possible. Where replacement is required This should be in natural stone to match the existing in both colour and texture, obtained where possible from the same quarry as the original or a local source. Replacement stone must be approved and tooled to match the original unweathered finish with saw marks removed. Generally, stone which has lost its structural stability, or is badly decayed should be carefully cut out and matching stone pieced in.

Stone should be laid on its natural bed unless otherwise specified and new stonework should be laid to match the existing wall. All replacement details should be to the original pattern and profile.

Where stone is badly eroded, details must be agreed prior to work starting. Dressing off should be limited to the removal of dangerous or loose material with a bristle brush. Areas of unsound stonework should be rebuilt as existing and as much of the historic material as possible should be re-used. Unless

otherwise agreed, resin based in situ 'plastic' repair to stonework is not acceptable.

Brickwork repairs

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

Lime Mortar

Lime is the traditional alternative to cement, and it is many times more compatible with traditional materials which include stone and clay bricks. Lime has traditionally been used for construction e.g. mortar, render and plaster; it is also used for decoration. Lime produces durable, attractive and healthy buildings as moisture is allowed to evaporate away harmlessly, unlike cement which is non-porous. This 'soft but tough' material traditionally worked in harmony with seasonal changes in humidity and temperature. It is a self-healing material which adapts to the movement which inevitably occurs with older buildings. Using modern materials such as cement often destroys the building's equilibrium thereby potentially causing problems for its fabric.

The mortar used must be of a softer material than the brick or stone, in order that the mortar can fulfil its sacrificial role and allow moisture and deleterious salts to leave the brick/stone and therefore the wall. Should a mortar harder than the building material be used then this will cause further damage to the brick/stone as moisture always leaves through the softest material and spalling of the brick/stone may occur.

Any brick/stone pointing repairs must be carried out using an appropriate mortar. The use of cement is strongly discouraged, and where it is to be used then this must be agreed with HSHAZ Officer prior to commencement of works.

Stonework and Brickwork Re-pointing

Re-pointing of brick or stone is only eligible for grant where it is structurally necessary and must be kept to a minimum. Comprehensive re-pointing for cosmetic reasons is not acceptable as it is likely to detrimentally affect the historic value of the building. Re-pointing should match the surrounding work in colour and strength. The use of hydraulic lime or putty lime, rather than dry hydrated lime, is encouraged as is the preparation of course stuff, (i.e. the mixed sand and lime putty, which is kept covered until needed).

Existing mortar must be removed using hand tools. Cutting with a mechanical disc is not acceptable as this could cause damage to the surrounding bricks or stone. Any vegetation and foreign material should also be removed. The area to be re-pointed should be dampened before and, if appropriate, during the

mortar application to enable the mortar to bond. The mortar should be protected to allow the drying process to take place in a controlled manner to ensure that the lime does not fail.

The joints should be solidly filled with new mortar as far back as possible between the stones and finished flush, then brushed back with a bristle brush to expose the aggregate and the arises of the adjacent stone. Care should be taken to ensure that bristle lines are not left within the mortar.

Where existing stone is generally eroded, the face of the mortar should be kept back to the point at which the joint remains the original width. Joints should not be struck or finished proud of the masonry face to form 'strap' or 'ribbon' pointing or feathered over the edges of eroded blocks.

Prior to pointing being carried out, a sample area should be presented for approval.

External cleaning

Without the correct techniques, façade cleaning can lead to further damage to the fabric of the building. Cleaning may be considered eligible where a build-up of dirt, paint or built-up resin coatings on the surface is substantially damaging the fabric of the building by chemical action or harming its appearance.

Any cleaning which is agreed to be eligible must be undertaken to an approved specification and carried out by specialist conservation contractors. Abrasive or high-pressure cleaning techniques, especially grit or sand blasting are not acceptable as these can cause significant damage to the building during the process. The inappropriate specification and undertaking of building cleaning may irreversibly damage building fabric.

Of particular concern are the harder surfaces of fired bricks, which offer the brick protection, and the aged surfaces of natural stone, which again are tougher and provide protection. These surfaces, if stripped off, leave the rest of the brick or stone more vulnerable to erosion.

More acceptable techniques may include cleaning by low pressure water washing, assisted by bristle brushing or a proprietary chemical cleaning system appropriate to the surface and applied strictly in accordance with the manufacturer's instructions. The latter technique is not appropriate for sandstone, which generally should not be cleaned.

Should external cleaning be agreed, the completed area must not be treated with any form of sealant or silicone water repellent, because stone will still absorb moisture from the atmosphere, which can become trapped by the waterproof layer causing damage to the surface.

Prior to cleaning a building, a sample area should be presented on a discrete part of the building and be approved. Proper supervision of operatives is often

a crucial factor given the importance of regulating how much abrasive action the building receives and due to a need to use different methods on different parts of the building, depending on their vulnerability. For example, a south west facing wall may be more vulnerable than a north east facing wall not exposed to the prevailing wind and rain.

Render

Lime Render

Lime is used on the outside of buildings as a 'sacrificial coating' to protect the building materials underneath. Lime render was traditionally used to protect the walls, the porosity of the lime allowing the wall to breathe. It also allows general movement with the self-healing nature of lime reducing cracking.

The use of lime render and mortar on stone buildings gives the building a natural ability to hold and then evaporate moisture from the walls, thus enabling the building to remain dry inside.

Any render repairs must be carried out using appropriate mixes. The use of cement is strongly discouraged, and where it is to be used it must be agreed with HSHAZ Office prior to commencement of works.

External render or stucco

If render or stucco has been removed in recent years to the detriment of the performance and appearance of the building, its reinstatement may be the most appropriate form of repair. However, if the original render or stucco is in tact, it may be more appropriate to focus on targeted repairs.

The careful removal of later modern render or paint applied to a property to re-instate its original appearance may also be eligible for grant if it can be removed without damaging the brick or stonework, and if the brick or stonework has not been damaged to provide a key to bond the render.

Re-rendering and render repairs generally should be carried out to match the historic finish. The mix chosen should match the strength of the original rendering or stucco, unless otherwise agreed.

New rendering should be applied in three coats, with no metal beads or stops. Cracks in existing render should be cut back to the masonry face and the surrounding render undercut to provide a key. Coursing or blocking lines should be reinstated in areas of new render, where appropriate.

Cornices, window surrounds and other mouldings should be re-run in situ building up in coats to the full original profile. Mouldings should be copied from an undamaged section cleaned of paint. Other decorative features should be

reinstated to the original pattern. All existing features requiring repair to be recorded before work starts.

Redecoration of render should be with traditional lime wash/silicate paints/alkyd oil paints, or mineral pigments where appropriate, otherwise with a smooth permeable masonry paint system. Textured or impermeable paint finishes are not acceptable. Samples of new render and colour should be agreed before the commencement of work.

Consideration should be given to the moisture content of the masonry where cement render has been removed, and possible drying out time needed before recoating.

Repairs to the Structure

The consolidation or reinforcement of the existing structure

Kettering HSHAZ requires as much of the existing structure as possible to be retained in situ, or in the case of rebuilding a small part of a wall for structural stability then bricks should be re-used when sound. A survey must be carried out for this part of the building noting the patterns and sizes used to ensure the area can be rebuilt as existing. The survey must be submitted to the HSHAZ Officer prior to the area being taken down.

Strengthening or reinforcing the existing structure should be done through the most conservative approach practicable. The survival of vernacular building techniques such as clay wall, wattle and daub, etc, often found in town buildings behind later finishes is very important, and repair should be in compatible materials. Limited reconstruction as existing, due to an altered structure might be eligible, only if unavoidable.

Structural timber repairs

Appropriate repairs to timber frames, roof structure, beams, floor joists and other structural timbers, can be undertaken provided any works are based on a careful and comprehensive survey of the existing structure. Replacement timber should be sourced from sustainable woodlands where feasible. In situ reinforced resin repairs are not acceptable unless justified on the grounds of avoiding major disturbance of historic fabric which may otherwise be necessary. Shakes in structural timbers should not be filled for cosmetic reasons.

Timber repairs should be made by splicing or bolting in sound replacement timber of similar scantling and species, retaining all timber of historic value. Specifications should be based on a comprehensive survey of the existing structure. Large sections of timber required for replacement should not be formed by laminating smaller sections.

Historic softwood, due to its production, generally has a greater resistance to fungal decay than modern softwood. Cutting out and replacement with a

modern 'equivalent' should therefore be kept to a minimum. Specialist advice should be sought concerning existing timber carrying decoration, carpenters' marks etc that may be of historic importance. Where painted decoration is found it may be necessary to employ a UKIC accredited conservator to advise on significance, condition and repair.

Roofing Repairs

Roof works and any necessary repairs to the roof structure, chimneys, leadwork, or rainwater goods should be undertaken at the same time. It is important to retain as much as possible of the original roof structure running any new timbers alongside existing. Consideration should be given to the provision of a temporary roof to avoid damage to the building during the work.

Details of any new roof window or skylights, roof vents, flue terminals, soil and vent pipes, aerials or solar panels, etc. should be approved before work start. Any proposed methods of repair to the roof structure will require approval before work starts. All details should be submitted to the local authority for its consideration. Insulation used within the roof is not eligible for grant support.

Re-slating

Recording of existing details will be needed as the detailing should be reinstated to the original form. This is particularly important for roofs with a diminishing course.

Re-slating should be done primarily by re-using sound existing slates, and where required new natural slates should be sourced locally to match. The slates should be of British origin and appropriate to the region e.g. Welsh or Westmoreland and should be laid in courses to match the existing roof. Reclaimed and new material should not be fixed together on the same roof slope, where possible. Slates should be fixed with alloy or copper nails to battens which have been fixed with stainless steel nails.

Detailing should be done to the original form, particularly at eaves, ridges and verges. Existing ridge or hip slates should be retained and reset where possible or replaced to match existing. Where appropriate, verges, ridges and hip tiles etc should be neatly pointed in gauged mortar.

Re-roofing with artificial or alternative materials, such as concrete tiles, fibre cement tiles, reconstructed/reconstituted slates, artificial stone slates or natural slate from abroad e.g. Spain or China are not encouraged for grant.

New lead flashings should be provided at all abutments and chimneys, cement mortar fillets alone are not acceptable. Leadwork should be checked and renewed or repaired as necessary. Provision should be made for ventilating the roof space by an appropriate method.

Re-tiling

Re-tiling should follow the same considerations as for re-slating. Retiling should be carried out re-using sound existing clay tiles and/or new tiles of natural clay, to match the existing in type, colour, size and texture, and laid in similar course. Reclaimed and new materials should not be fixed together on the same roof slope, where possible. Tiles should be fixed with copper or alloy nails to battens which have been fixed with stainless steel nails.

Flat Roofs

The use of roofing felt for flat roofs or lining gutters is not eligible for grant support. If the building was constructed with a flat roof the condition and long term treatment should be discussed with the HSHAZ Office to establish the original construction methods and materials.

Repairs to chimneys

Repairs to chimneys can include lining or rebuilding if structurally essential, provided the chimney is reinstated accurately to the historic height and profile. Bricks and other material should be re-used where structurally sound. Before any rebuilding takes place a recorded survey of the existing chimney must be carried out.

The reinstatement of the historic style of chimney pots/ caps are eligible for grant. These should be purchased from current manufacturers or from salvage yards where the origins of the chimney pot can be proven. The retention and repair of existing stacks may be a condition of grant offered for other work.

Leadwork

All flashings, soakers, cappings, valleys and gutter linings and other weatherings should be in lead, to the weights and details recommended by the Lead Sheet Association, as described in the latest advice from the "Lead Sheet Manual".

Rainwater goods

The repair or replacement of rainwater goods, where they are damaged or weathered, must match the historic material and sections. Generally, this will be in cast iron, but occasionally in lead, timber, stone or aluminium where appropriate. UPVC or GRP rainwater goods are not eligible for grant.

Ineffective rainwater collection and disposal is a major source of building deterioration as it can allow water to get into the building and fabric. Generally, any new or replacement rainwater goods required should be in cast iron, to the original pattern, and painted black.

Cast aluminium gutters are acceptable in cases where the original section is no longer obtainable in cast iron. Gutters and rainwater goods originally of a different material, such as lead, stone or timber, should be replaced accordingly, unless otherwise agreed. Appropriately designed new overshoots and weirs, detailed to discharge water clear of hoppers and catch pits should these become blocked, can also be grant-eligible.

Other Repairs

Damp proofing

This may be acceptable if using traditional methods, but only where damp is causing structural damage to the building. Damp-eradication measures, such as improved drainage, the introduction of well-designed French drains, or the lowering of ground levels, are preferable where practicable. The technique to be adopted must be agreed in advance of any stripping out works.

Post-application Damp Proof Courses are ineligible and often cause further damage or exacerbates damp problems in historic buildings.

Other External Works

The repair or reinstatement of retaining walls, boundary walls and/or railings may be eligible if they contribute to the stability of the building, enhance its setting, or are of particular interest in the conservation area.

Architectural Features

The repair to the historic pattern and detail of distinctive architectural features, for example decorative balconies, canopies, railings, tiling and architectural sculpture, using similar materials and techniques as existing, are encouraged and will generally be covered by the grant scheme.

Decorative ironwork, such as balconies, canopies or railings, should be carefully repaired or, if absolutely necessary, replaced with new to the original pattern and detail, in a similar material. Existing decorative ironwork should be recorded before work starts, and the existing paint finish analysed to determine the original colour scheme. Drawings for any new/replacement ironwork will be required for approval.

New or repaired ironwork should be painted with an appropriate paint and to the original colour scheme to match the existing. Any alternative colour scheme should be agreed in advance.

Special Features or Materials

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

Appendix 2: Other Costs

A significant number of associated costs are also covered by the grant scheme as follows:

Professional Fees

Expenditure on fees for qualified professional advisers is eligible for grant provided they belong to one of the recognised institutions, normally architects, (but not architectural technicians), or Chartered Surveyors who are members of the RICS with an appropriate level of specialist experience. Grants will be offered at the same percentage to the works they are overseeing.

The involvement of professional advisers is encouraged. Full professional fees for architectural services are only eligible if the professional adviser inspects the work in progress and is responsible for its certification on completion.

. He can also assist with:

- the design works
- applying for planning permissions
- complying with building regulations
- designing the specification of works
- carrying out and assessing tenders
- overseeing the works on site
- liaising with HSHAZ Officer

Planning Fees

Spending on fees associated with planning permission and Building Regulations are eligible as long as the fees clearly relate to the building and the works being carried out. Listed Building Consent is a free service.

Archaeological Works

The cost of archaeological work in accordance with relevant national and local planning policies is eligible in the following cases:

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

Value Added Tax (VAT)

VAT may be payable on eligible repair costs and fees. Where it cannot be recovered, it is eligible for grant. Guidance on VAT and listed buildings is contained in VAT Notice 708 Buildings and Construction.

Investigative Works

If a study/survey/investigation is required to develop a project, it may be considered when a full grant application is submitted, but only where the study was vital in the project's development.

Building surveys, feasibility studies, options appraisals and business plans are not eligible unless part of a total scheme. The HSHAZ grant cannot be used to support the cost of stand-alone condition and structural surveys, technical feasibility studies or other similar work.

Contingency

If the cost of the project exceeds the tender price, no increase in grant will be available. Project costs should therefore include an appropriate contingency allowance in accordance with professional advice to avoid or minimize the potential for cost over-runs. You will need approval from the HSHAZ Officer before any contingency allowance can be expended and it must be for eligible works only.

Insurance

Insurance must be taken out for the work and for any unfixed materials and goods delivered to the property. All of these must be covered for their full value against loss or damage. The insurance should be held in the names of the person or organisation receiving the grant and the contractors carrying out the works. It must note the HSHAZ funding interest.

Specification

All work must be undertaken with respect for the character and integrity of the building or structure and of the conservation area in which it lies. This follows relevant national, regional and local conservation policies. It also follows published guidance and advice issued or endorsed by the Historic England (HE) and Kettering Borough Council also provides local guidance, supplementary planning documents and advice.

Materials and workmanship should be consistent with the grant requirements, even where grant has not been awarded. Material should match the existing, be traditional and of local origin where possible. Only materials that match original or long-established designs will be eligible for grant assistance.

A knowledgeable professional advisor should prepare a specification for repairs and reinstatement works to the building. Both the professional advisor and the contractor need to have adequate skills and understanding of traditional materials and quality conservation repair techniques.

Prior to any works commencing a full specification of works must be submitted and agreed with the HSHAZ Office. Any amendments required must be agreed in writing prior to works being carried out.

Contractors

Tenders should only be invited from contractors known to be able to achieve the standards of quality required.

Grant will not be paid for work that, in the reasonable opinion of the HSHAZ Office and the HE, does not meet generally accepted standards of quality in materials or workmanship appropriate to the circumstances. Kettering Borough Council do not recommend any contractors.

Building Appraisal

Grant-aided work should be based on a thorough understanding of the building and the problems to be addressed. There is a requirement to provide a written specification, supported by drawings and photographs, which demonstrates an understanding of the nature of the building and provides sufficient information to be sure that the proposals will not have an adverse impact on the building or site.

Please be aware that in some cases additional investigations may be required, for example a report from a building archaeologist, if the building is of early origin and has a complex structural history.

An appraisal of the building to be targeted by this grant should be undertaken. This may have been carried out by Kettering HSHAZ, and if so, advice can be given in this respect.

A detailed appraisal should include a dimensional survey to provide plans, sections and external and internal elevations at an appropriate scale, a photographic survey, a condition survey, and an inventory and record of all surviving historic fixtures. Surviving documentary evidence illustrating the development of the building and including historic maps, photographs or other illustrations should also be sourced and presented if possible.

Appendix 3: Planning Issues

It is likely that re-instatement of traditional features and some repair works will require planning permission as it is a material change to the property which also falls within Kettering Town Centre Conservation Area. It would therefore be advisable when designing your scheme to discuss your proposals with Kettering Borough Council Planning Department.

Conservation Areas

The existing Conservation Area in Kettering town centre was designated in April 2007. This means it is “an area of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance”. Local authorities have a statutory duty to identify and designate such areas. The aim of designation is not to prevent change but to control and manage it in the interest of protecting the existing character of the area. This means to preserve as well as to enhance the character or appearance of the conservation area.

Article 4(1) Direction

An Article 4(1) Direction removes “permitted development rights” for residential properties and therefore for example, under the Direction anyone intending to paint or repaint a building may need to make a planning application, there will be no fee for such application. Please check requirements with the Planning Department.

Building and Other Regulations

Many of the works may need to comply with building regulations. It would therefore be advisable when designing your scheme to consult a Building Control Officer. This could either be a private company or building control advisors of the Council.

It is important that you consider all the regulations that may apply for the proposed project, e.g. for bringing vacant floorspace back into use. If you have Licenced premises extending the area you are using may affect your Licence.

Working with Tenants or Landlords

It is important that all those with an interest in the building are aware of the HSHAZ, its aims and the investment it will make in the building. The grant recipient is responsible for ensuring that the landlord or existing/future tenants abide by the grant agreement the recipient has signed. Should other parties not comply with the grant agreement the grant recipient will be responsible and grant may be withheld or reclaimed.