

4.0 CONSERVATION PLAN POLICIES

4.1 General Policies

The effect of any alterations to these buildings will be considered in the light of their impact on their historic fabric and the surrounding area, both positively and negatively, and the benefits and/or dis-benefits balanced.

Exteriors:

4.1.1 Elevations

- i Any future alterations to the existing fabric will be carried out in a style and using materials appropriate to the various buildings.
- ii Repairs of alterations to the elevations will be carried out in a like-for-like manner.
- iii All original and other subsequent significant historical fittings (as set out in the gazetteer), including but not limited to rainwater goods, joinery, windows, doors and lighting will be repaired and / or restored and put into good order and maintained as such.
- iv Any works to the elevations should be properly recorded including recording of any fabric opened up during the works, and a précis included on the data sheet in the gazetteer.
- v Before works are carried out to the elevations, or to fittings or elements on or around the elevations, including pavings, anything that might be susceptible to damage shall be properly protected.
- vi Alterations to provide access for those with disabilities will be carried out in the style of the elevation to which they relate.
- vii Detracting services and ventilation equipment will be removed.

4.1.2 Roofs and Roof Top Structures

- i Any future alterations will be carried out in a manner and in materials sympathetic to the part of the buildings being worked upon.
- ii Any necessary alterations will take place only following due consideration of the full implications of the alterations on the historic fabric of lesser significance or later modifications.
- iii Any works will be properly recorded, including recording of any fabric opened up during the works, and a précis included on the data sheet in the Gazetteer.
- iv Repairs to and replacement of historic materials will be on a like-for-like basis.
- v Before any works are carried out to the roofs, or within roof voids, elements that might be susceptible to damages shall be properly protected with temporary roofing or by other suitable means.

4.1.3 External Pavings

- i Surviving original or historic paving and railings will be retained.
- ii The external surface in the light-well of the building surrounding New Square

should be read as a cohesive whole, and maintained as part of the external landscape of this area.

- iii Although the landscaping of New Square itself has been reconfigured, the road surfaces around the square would benefit from a more historically sympathetic material. The current tarmac road and parking arrangement detracts from the cohesiveness of this space.

4.1.4 Lighting

- i Any external lighting schemes, should take into due consideration the historical and architectural significance of the elevations.
- ii Lighting within the building, should be chosen with due regard to the historical and architectural significance of these areas.

Interiors:

4.1.5 Areas with Fabric of Architectural or Historic Significance, as noted in the Gazetteer

- i Any alterations to these areas will take place only following due consideration of the full effects of the alterations on the historic fabric and recognition that these areas form an architectural series of related spaces and must be, as far as possible, reversible.
- ii Any alterations will be carried out in a manner sympathetic to the historical style of the areas.
- iii Repairs to fabric or replacement of elements will be carried out in a like-for-like manner unless clear historical precedent advises otherwise.
- iv Any works will be properly recorded, including recording of any fabric within voids opened up during the works, and a précis included in the relevant room data sheets in the Gazetteer.
- v Before any works are carried out in or within the floor voids, elements that might be susceptible to damage shall be properly protected.

4.1.6 Areas of Neutral or Detrimental Significance, as noted in the Gazetteer

- i. When the opportunity arises, items noted as detrimental shall be removed and the areas made good.
- ii. In the event of thorough refurbishment, areas should be re-planned to regain the original plan layout (four rooms plus corridor) on each side of the central stair.

4.1.7 Hidden Spaces

- i When sub-floors or ceiling voids are opened up for works to be carried out, surveys should be undertaken of the fabric and any original services within and a relevant note made on the room data sheet in the Gazetteer.
- ii Wherever possible any alterations to fabric or services within voids in significant areas should be to later alterations.

4.2 Area Policies

4.2.9 9 New Square

- i. Significant internal fittings as described in the Gazetteer remain in rooms 9NS/B1, B2, B6, B7, G1, G2, G12 (and the rest of the main staircase), F12, F13, S1, S4, S5, S9, S14, T5-8, which should be protected from mutilation, alteration or renewal.
- ii. There have been a number of detrimental insertions of partitions and lowered ceilings at 9NS/G4, G5, F4a, b, c, F6, F7, S6, S9/S11, T9, T10 and T13. The utility and enjoyment of the building would be enhanced by the early removal of these items, which are explained more fully in the Gazetteer.
- iii. The internal circulation has become chaotic, and consideration should be given to eventual full refurbishment of the building to leave a more useable layout – 6 New Square is an example of how this might be done while retaining significant fittings (as noted in i. above).
- iv. Consideration should be given to removing the safes at each floor level and inserting a lift in their place to provide disabled access – the storage room 9NS/B3 could be re-fitted to form a safe.
- v. The fourth floor/roof structure is of interest and should not be converted to office accommodation.

4.3 Elemental Policies

4.3.1 Maintenance

A maintenance plan for all of the building fabric based on Quinquennial surveys should be followed. Consideration should be given to installing monitoring devices to warn against water ingress into the buildings in areas with significant historic fabric.

4.3.2 Services Generally

- i Throughout the building during alterations, the opportunity should be taken where possible to remove surface-fixed fittings, pipework, cables and ducts.
- ii When installing new services preference should be given to locating them within existing voids and chases.
- iii When installing new services, routes through occupied spaces should be avoided.
- iv Routes for new services should be considered and designed with a view to preventing damage or destruction of historic fabric, particularly the most significant fabric.
- v Pre-planning of new installations in the most significant parts of the building should include fully worked out builder's work drawings.
- vi A record should be kept of all new services installations and alterations and a précis included within the relevant room sheets in the Gazetteer.

4.3.3 Lighting

- i Cable routes should, as far as possible, be within existing voids in the building.

- ii When installing new light fittings or lamps, only those items appropriate for the sensitivity of their location should be installed.
- iii When installing new light fittings in historically or architecturally significant areas, consideration should be given to whether they might adversely affect the historic fabric either physically, due to the need for chases to allow for the installation, for example, or visually.
- iv Emergency standby lighting in significant rooms and spaces should not be separate fittings but rather wired into the general lighting fittings.
- v Illuminated signs should be avoided as far as possible (see also Fire).
- vi External lighting should be maintained as historically appropriate to the setting.

4.3.4 Heating

- i Pipe routes should, as far as possible, be kept within existing voids in the building.
- ii New room heaters should be chosen to be appropriate to the sensitivity of their setting.

4.3.5 Ventilation

- i The existing system of opening windows should wherever possible be relied upon, and kept in good order.
- ii New ventilation plant should be located, as far as possible, in locations which are discrete.
- iii Air conditioners similarly should be installed discretely with pipes and cables concealed within existing voids. Permanently installed fittings in significant areas will not be considered. Free-standing units venting through part-open windows, fitted with blocking pieces are not satisfactory. See also 4.3.9 viii.
- iv Ductwork routes through occupied spaces should be avoided, and new ductwork will, where possible, be located within existing voids.
- v Grilles and vents should be chosen to be appropriate to the sensitivity of their setting.

4.3.6 Lightning Protection

- i Lightning conductor tapes should run, where possible, behind or adjacent to down pipes or other vertical features. In any case, full detailed design drawings should be prepared in advance of installation.
- ii Stake pits should be located with consideration of the significance of the pavings.

4.3.7 Public Health/Rainwater Goods

- i When replacing visible above ground pipework this should be done with consideration of the sensitivity of its location, and on a like-for-like basis, unless the existing fittings are already inappropriate.
- ii Plastic fittings should not be used.
- iii When carrying out maintenance to below ground services, the significance of pavings should be taken into account and appropriate records made of them

- prior to commencing the work.
- iv When replacing or installing new manhole or grating covers, this should be done with consideration of the sensitivity of their location. Pressed steel covers should not be used.

4.3.8 Floors

- i Floors should not be lifted unless this is essential.
- iii When re-laying floors, below floor service positions which require access should have a discrete trap, or other method of gaining necessary access, formed.
- iv When replacing or repairing wooden floors generally, this should be done on a like-for-like basis, except where modern finishes have replaced earlier material or earlier material is inappropriately installed when consideration should be given to reinstating the original finish, or something appropriate to the setting of the room.
- v When carrying out work in floor voids, historic plasterwork below the floor should be protected.
- vi Structural alterations should be carried out on the basis of reinforcement or addition to existing fabric and not replacement in significant areas.

4.3.9 Joinery

Generally:

- i Historic joinery should be repaired rather than replaced.
- ii Dismantling significant joinery should be avoided, but if this is unavoidable it should be properly labelled and recorded before works commence and during dismantling.
- iii. Where necessitated by unavoidable change, significant panelling removed from any area should be salvaged and reused elsewhere in the same unit.

Significant Doors:

- iv Significant doors and frames and linings and glazing should be repaired with materials similar to those existing, except where these are already inappropriate.
- v When works are being undertaken appropriate protective measures should be taken to protect all significant doors and doorways

Windows:

- vi Windows, frames, cills and linings should be repaired in like-for-like materials, except where these are already inappropriate.
- vii Windows are vulnerable to damage when works are being carried out to external elevations and appropriate protective measures should be taken at these times.
- viii Where solar gain makes rooms excessively hot in summer, consideration should be given to fitting folding or sliding louvred shutters matching those which remain at No 2 New Square.

Other:

- ix Historic joinery should be repaired on a like-for-like basis.
- x Carved joinery is particularly vulnerable to damage when works are being carried out adjacent to it, appropriate protective measures should be taken at these times.
- xi Any moving joinery should be maintained in good working order; shutters should be un-seized where stuck or painted up, likewise the gown cupboards fitted into the panelling by many doors.
- xii External joinery should be kept well decorated.
- xiii Significant joinery should not be altered.

4.3.10 Ironwork

- i External ironwork should be kept well decorated.
- ii Iron is subject to damage (wrought iron bends but cast iron breaks if subject to impact) so when works are being carried out adjacent to significant ironwork appropriate protective measures should be taken.
- iii Only those with appropriate smithing skills should be employed to carry out repairs to wrought ironwork.

4.3.11 Glass

- i Glass should be protected when works are being undertaken in areas adjacent.
- ii Replacement of damaged glass should be carried out on a like-for-like basis.

4.3.12 Ironmongery and Door Furniture

- i Historic ironmongery should be repaired where possible.
- ii Historic locks and latches should be retained and mortice locks added if extra security is required.
- iii Inappropriate modern fittings such as escutcheons and locks should be avoided on significant doors.

4.3.13 Decorations

- i Decorative schemes for rooms with groups intended to be read as suites (such as individual apartments or chambers) should be undertaken cohesively.
- ii Decoration, rendering and stone and brick-cleaning of the external elevations should be co-ordinated.
- iv Wholesale stripping of paint coats in historically significant rooms should be avoided. If unavoidable this should not be undertaken without consultation with English Heritage and only after full recording of the previous schemes has been made, and then sample areas left of original paint in situ.

4.3.14 Finishes

External:

- i Replacement of or repairs to all external finishes: brick, stone, lead, slate etc, should be in like-for-like materials.
- ii The external fabric should be maintained in weather-tight condition.
- iii Historic fabric should be repaired rather than replaced wherever possible.
- iv Alterations to external fabric should be carried out using construction methods and materials similar to existing adjacent fabric.
- v Some external finishes are susceptible to damage when works are being carried out, proper protection of these should be installed during such operations.

Internal:

- vi Alterations to or replacement of or repairs to significant historic internal finishes should be in like-for-like materials using similar techniques.

4.3.15 Structural Elements

- i Alteration of significant historic fabric should be avoided.
- ii Any alterations to historic fabric should be fully recorded.
- iii Repairs and alterations to historic fabric should be carried out in compatible materials and, where visible, in like-for-like materials.
- iv When structural repairs to historic fabric are being made these should be done as far as possible in ways which avoid wholesale removal or replacement of original fabric.

4.4 Particular Policies

4.4.1 Fire Safety and Implementation

- i Any implementation of fire safety requirements should be sensitive to the significance of the buildings and not undermine or de-value this significance.
- ii Wherever possible the need to change to accommodate fire safety installations should be avoided by management of risk rather than alteration of the fabric.
- iii When planning improvements to the fire safety of different elements or areas of the building, alterations should be considered in the light of the particular significance of the element or area being addressed, and the affect of alterations on the historic and architecturally important fabric and settings assessed with regard to the requirements of the building area and building element policies.
- iv Alterations to historic joinery and ironmongery should be avoided. English Heritage guidance notes on the upgrading of significant doors for fire purposes should be used if alterations are the only solution. If possible, alterations to significant joinery should be reversible and use materials, which reflect the existing fabric.
- v Emergency lighting should be installed as discreetly as possible and, in historic rooms, should be part of the permanently installed lighting scheme.
- vi Standard fire escape signs, fire door and similar signs are inappropriate in historic interiors. These should be avoided if possible in historically significant areas. Suitable signs should be designed for these sensitive areas

and developed with English Heritage for agreement with the local fire officer and the licensing authority:

4.4.2 Accessibility and Implementation

- i Any implementation of access requirements of the Disability Discrimination Act 1995 should be sensitive to the significance of the buildings and not undermine or de-value this significance.
- ii Wherever possible the need to change to accommodate access requirements should be avoided by management rather than alteration of the fabric.
- iii When planning new access, alterations should be considered in the light of the particular significance of the element or area being addressed, and the effect of alterations on the historic and architecturally important fabric and settings addressed with regard to the requirements of the building area and building element policies.
- iv New access planned for the external areas should be designed to benefit as many units as possible.
- v Alterations to historic finishes and fabric should be avoided, but if they are the only possible solution, if possible, they should be made reversible and alterations constructed in materials and in a manner which reflects the existing adjacent fabric.

4.4.3 Security and Implementation

- i The implementation of any security installations and alterations to the fabric to make the buildings more secure should be sensitive to the significance of the buildings and not undermine or de-value this significance.
- ii Wherever possible the need to change to accommodate security requirements should be avoided by management of risk rather than alteration of the fabric.
- iii When new security installations are being planned they should be considered in the light of the particular significance of the element or area being addressed and the affect of the alterations on the historic and architecturally important fabric and settings assessed with regard to the requirements of the building area and building element policies.
- iv Alterations to historic finishes and fabric should be avoided but if they are the only possible solution, if possible, they will be made reversible.

4.4.4 Signage

- i Should additional signage be required, new signs should be appropriate for their location, and be sited in positions which do not compromise the architectural setting in which they are positioned; Signwriting should be considered, as an alternative to the fixing of additional plaques.
- ii. A policy should be put in place ensuring that the signage is uniform throughout New Square

4.4.5 Disaster Planning

- i Measured and photogrammetric records older parts of the building generally and the most significant fabric in particular.

4.4.6 Chinese Whispers – Review and Management

- i To engender a respect for and an interest in the buildings, those working and studying in them should be advised of their significance in general and the architectural, historic and cultural significance of the areas they occupy.
- ii Areas not generally occupied, such as stores, should be annually inspected and assessed for ill treatment and gradual degradation. This assessment will be acted upon by carrying out on-going repairs and maintenance as necessary.
- iii A Quinquennial survey should particularly review areas in light of the possibility of accretive degradation of the fabric.