



walled city partnership

WALLED CITY TOWNSCAPE HERITAGE INITIATIVE GUIDANCE NOTES

INTRODUCTION

The Townscape Heritage Initiative (THI) is a grant-aid programme for restoration and regeneration of the historic environment in towns and cities in Britain and Northern Ireland and is administered by the Heritage Lottery Fund. The main aim of the THI is to promote the sustainable and viable use of the buildings that make up the special architectural character of historic urban areas. THI gives the highest priority to the restoration of historic buildings and to bringing derelict and underused historic buildings back into use, particularly buildings within a designated conservation area.

The Phase II Walled City Townscape Heritage Initiative scheme of restoration, repair and economic regeneration relates to an area within the Historic City Conservation Area, defined by Shipquay Street, Shipquay Place, Waterloo Place, Waterloo Street, and Foyle Street. An initial study has identified over 40 properties, which could benefit from participation in the THI scheme. The THI scheme has a five-year life cycle during which works are to be phased, with all work completed by the end of year five.

The Walled City Partnership Limited has been formed as a charitable organisation and will administer the Townscape Heritage Initiative grant of £1,669,000. The Partnership is comprised of the Foyle Civic Trust, Derry City Council and City Centre Initiative, with advisers from DOE Planning Service, North West Development Office and Northern Ireland Housing Executive.

In addition to THI grant aid, projects may be eligible for additional funding under the Planning Service Conservation Area Grant Scheme, the NI Environment Agency Listed Building Grant scheme, the NI Housing Executive scheme entitled City Centre Living Initiative and the DSD Urban Development Grant scheme. Applications for THI grants will be concurrent with grant applications to other sources. The THI is a top up grant based on aspects of the work deemed eligible. Applicants must apply for all complementary grant sources.



GENERAL PRINCIPLES

Applications

All THI grant applications are to be submitted in writing to the Walled City Partnership Limited on the Walled City Townscape Heritage Initiative Project Submission Form together with all appropriate information and enclosures. Incomplete application forms will be returned to the applicant for resubmission. Should inaccurate information be provided or information is deliberately withheld, the application may be considered null and void and may require repayment of any grant paid to date.

Design and Specification

All work must be undertaken with respect for the character and integrity of the building or structure, and of the area in which it lies, in accordance with the relevant national conservation policies, and following published guidance and advice issued or endorsed by the relevant national heritage organization.

Design and Specification should aim for the highest standards, quality and practice, aiming for use of matching materials and detailing where strong evidence exists as to the original construction or be aiming for bold contemporary designs, which compliment the historic building and the character of the area. Conjectural restoration will not be eligible.

Grant will not be paid for work that, in the reasonable opinion of the Walled City Partnership, does not meet generally accepted standards of quality in materials or workmanship appropriate to the circumstances, whether in conservation work or new construction.

GENERAL GUIDANCE

This guidance should be considered in conjunction with the design guidance for the Historic City Conservation Area which is published by planning Service. Works to listed buildings will need Listed Building Consent and the Northern Ireland Environment Agency will be able to advise on repairs and alterations to these properties.

Roofs

Pitched and slated roofs with cast iron gutters or cast aluminium gutters and downpipes, painted or powder coated black, are consistent with the historic character of the area.



Natural slate must be used. It is not acceptable to use artificial or composite slates. If a new roof is required on an existing building, it may be possible to salvage sufficient slates from the existing roof to cover the front slope, using new natural slate on the rear.

Where a traditional dormer pattern exists this should be maintained, and permission will not be given to enlarge or alter an existing original, or to add a dormer which does not conform to the original pattern. Where dormers are not a traditional feature of the street, a small number of non-original dormers will not be seen as a precedent.



Phase I Roof Repairs

On front roof slopes, permission is only likely to be given for roof lights where they would not affect the appearance of the street. In such circumstances the roof lights should be small, traditionally designed, flush fitting and have slim cast iron or steel frames. Only one would normally be acceptable, and its position should relate to the windows below.

Chimneystacks

Chimneystacks located on ridge lines add character and interest to the skyline of the city. There are some examples of very ornate and dramatic designs which are found on the larger, more elaborate, high Victorian buildings in the conservation area. Whilst all chimneystacks should be retained, if there is a structural reason why one should be taken down, it must be rebuilt to match exactly the style and proportion of the original.

Adding chimneystacks of the correct scale and proportion to new works is also important to retain the particular character of the streetscape. New and existing buildings of three-storey and under must have correctly proportioned chimneystacks with clay pots, located in an appropriate position on the roof, even if they are not to be used for their original function.

Where chimneystacks are missing, these should be replaced as part of any scheme.

Rainwater Goods

Rainwater goods are important to help remove water from the roofs on buildings and take it away from the base of the building.



Traditionally rainwater goods were manufactured in cast iron with gutters shaped into a half round or ogee shape and laid to a fall.

Occasionally the fixing entails using 'drive in' brackets which are inserted into the wall and carry the gutters along the eaves. Hoppers, either plain or with some form of decoration, are often placed at the junction between the gutter and the down-pipe. Down-pipes, fixed vertically to the wall using collars, discharge the overflow into gullies. Alternatively brackets carrying gutters can be fixed to a timber fascia board.

It is acceptable to use either cast iron or heavy duty cast metal for rainwater goods. Extruded aluminium not appropriate as it is very light and can easily be damaged. uPVC is not acceptable as it is not a historic material.

Walls

Wall finishes within the conservation area includes stone, brick and stucco (smooth render). Most of the large former public buildings are constructed in stone, usually Portland limestone and sandstone. The smaller terraces and some remaining Georgian buildings are built in red brick. Other terraces have been rendered, either originally as part of the design or as a result of bomb damage. This render can be painted an attractive colour which would add

to the character of the streetscape.



Phase I Paint Removal

Windows

Traditional timber windows and doors are fundamental elements of the street scene. The majority of windows in the conservation area are vertical in proportion. Traditionally they would have been timber sliding sash windows and examples of this style of window do remain in some buildings in the area.

Any windows to upper floors should be in timber and painted in an opaque colour. New window openings should copy the style and proportion of the existing openings with timber frames and deep cills. uPVC and wood stained timber are not considered appropriate. The proportion and scale of window openings are important and the vertical dimension should dominate. Any original detailing, such as hood mouldings, should be replicated.



Stone cills to existing windows should not be painted. If a new cill is necessary, concrete may be acceptable provided the detailing is correct. The leading edge should be of substantial depth with a traditional profile and these can be painted to fit in with the rest of the building or streetscape.

Residents should be encouraged to draught-proof their existing windows with effective new weather strips or install secondary glazing, rather than tear out historic windows and substitute them with poor quality replacements. Double glazing is not acceptable.

Doors

The majority of buildings within the Historic City Conservation Area are either Georgian or Victorian in style. Where there are existing doors they should be retained and if new doors are required, these should be of a style that reflects the design style of the main building.

Most entrance doors are timber panelled with either four or six panels. Doors dating from the 17th and early 18th century have broad architraves and heavy mouldings. Six panelled doors became more popular in the late 18th century with panels of diminishing size from the base to the top. Bolection mouldings were also popular and these raised mouldings along the edge of each panel hid the join between panel and frame. Raised and fielded panels where the central panel was raised higher than the frame can also be found in many external doors.



Phase I Restored Doorway

Some decorated door cases can be found throughout the conservation area. The more ornate Victorian buildings, such as the former Belfast Bank on Shipquay Street, have used Classical details to create decorative pilasters, capitals and entablatures. Fanlights range from the plain overlight to ornate 'Spider's Web' designs depending on the age of the building and the wealth of the occupants. These should be retained whenever possible as they add considerably to the character and appearance of the area.



The correct style of ironmongery should be used for all historic entrance doors. Modern lever handles are not acceptable nor are modern materials such as stainless steel. Cast iron, brass and bronze are all acceptable. Letterboxes, handles, knobs and knockers should compliment the style of the entrance door.

Shopfronts

A good shop front should respect the scale, proportion and architecture of the building above it, so that it forms an integral part of the building. Each frontage may be separate with its own individual style, but should respect the form of the building above and frontages to each side. This gives the shopping street rhythm and harmony without monotony.

The key to achieving a good shop front design is proportion. The design may be traditional or contemporary but the elements which make up the shop front must be correctly proportioned and detailed. Shop fronts should be constructed in timber or powder coated aluminium although the stall riser, or base of the window, should be constructed in solid masonry to keep any timber off the ground and prevent it from decay.



Phase I Restored Shopfront

Archaeology

The history and nature of the Historic City Conservation Area which encompasses the historic Walls means that there is archaeological potential whenever works are proposed for buildings which lie on the Walls or for proposals for new developments which may affect the setting of these Walls. Consequently any works that involve excavation may reveal interesting finds. Where work is subject to the planning process it will be considered within the context of the PPS 6 and may be subject to relevant conditions.

If work is being carried out by private owners they should be aware that an archaeological evaluation may be requested by Northern Ireland Environment Agency at proposal stage and that if permission is granted, an archaeological excavation may be required.



GUIDANCE ON THI APPLICATION PROCESS

Property Ownership

The applicant must have full title to the property or possess an unexpired term of no less than 10 years leasehold and is therefore able to discharge their obligations under their contract. If this is not the case or the applicant is not empowered to discharge the conditions then the superior leaseholder or owner must be joined in the application and bound by the contractual conditions attaching to the grant.

The applicant will be required to provide documentary evidence of ownership/leasehold terms and conditions as part of the application process.

Consultant Services

All property owners will be required to appoint suitably qualified construction professionals, the lead consultant being a qualified architect with proven conservation experience appropriate to the project being undertaken. The Walled City Partnership are preparing a shortlist of conservation architects to which architects must apply and be approved before participating in the Townscape Heritage Initiative.

Architects are to be appointed to provide a full service, RIBA Plan of Work stages A to L inclusive. Any variation in the level of appointment must be brought to the attention of the Walled City Partnership.

Statutory Approvals

All applicable statutory obligations (planning permission, conservation area approval, listed building consent, building regulations, etc) are to be met and are the sole responsibility of the applicant. Conditions attached to approvals are to be met in full. Failure to adhere to these conditions will render the application ineligible for THI grant payment. Copies of all statutory approvals are to be provided by the applicant, including all attached conditions.

Development Appraisals

Proposals to bring vacant historic floor space back into use and the infilling of gap sites in key historic frontages will require individual assessment by a qualified independent professional. In the case of bringing historic floor space back into use, an appraisal must be carried out to ascertain the likely increase in property value as a result of undertaking the works. Any anticipated increase in value together with estimated project costs will be taken into account when calculating the conservation deficit as a basis for the level of grant on eligible works. A reasonable developer's profit may be included.



With respect to the infilling of gap sites, an appraisal will be required to establish eligibility and will be assessed on the basis that a building of an appropriate quality can be achieved only by subsidy combined with the use of planning powers. The level of grant will be limited to additional costs, which arise directly from the planning and architectural requirements of development in a historic setting, when compared to the cost of comparable local development outside the conservation area.

Development appraisals are required to be recalculated at the completion of the project on the same basis utilising actual costs, to determine whether a repayment (clawback) is due to the Partnership and Heritage Lottery Fund.

The usual form of development appraisal is a residual valuation and allowable costs are as follows (where applicable): acquisition costs; construction costs; professional and statutory fees; legal fees on acquisition and disposal; agency fees on disposal; financing charges; developers profit (private sector) or management charge (charitable sector).

Third Party Contracts

All applicants will be required to enter into a Third Party Grant contract with the Walled City Partnership Limited, prior to the commencement of works.

Contract Procurement

A minimum of three competitive tenders should be invited, and the applicant should seek to include only contractors, which are known to have demonstrated a capability of achieving the standards of quality required.

Insurance

All subjects of THI funding MUST be adequately protected by insurance for the duration of the building contract and cover all aspects of the works including protection in the event of fire and special perils. Cover must be adequate to allow re-instatement in materials and techniques, which are consistent with the quality and character of the building.

Commencement of Work

Formal written offers of grant from the Walled City Partnership must be accepted within 3 months of issue and works commence within 6 months. Eligible works must not commence until formal written approval has been provided by the Partnership, and a Third Party Grant contract has been entered into between the applicant and the Partnership. The works must be completed within an appropriately defined period unless otherwise agreed in writing.



Grant Payments

Grant payment will only be released in response to an application by the grantee for reimbursement for work undertaken. This must be supported by invoices for such work (certified as appropriate, by a suitably qualified person, or supported by a professional supervisor's certificate indicating the cost of work received).

A retention of 10% of the grant will be withheld from payment on completion until the Partnership are satisfied that all works have been completed to an appropriate standard in accordance with the conditions attached and a copy of the Practical Completion Certificate has been received.

Clawback

THI grants to private owners and developers should not give rise to realisable private gain. All grants may be subject to clawback, which requires repayment of a share of the proceeds if the property is sold within a specified period. HLF require repayment of a share of any increase in value, beyond that which was anticipated in calculating the grant. For grants up to £25,000 contribution from HLF, this condition will apply for three years from the acceptance of the grant. For grants involving over £25,000 contribution from HLF this condition will apply for ten years.

Levels of grant to development projects to bring vacant historic floor space into use will be based on the "conservation deficit", which is the difference between the cost of conversion and exterior and interior repair work, and the value when converted. The intention of the clawback provisions is to ensure that if the actual conservation deficit was less than that anticipated when the grant was awarded then the third party grantee must repay a proportion of this saving.

The conservation deficit should be calculated on the basis of actual costs and the open market value of their property. This valuation must be undertaken by an independent, qualified valuer, such as the Valuation Office Agency or a member of Royal Institution of Chartered Surveyors.

Levels of grant for building repairs, reinstatement of architectural details and infilling gap sites are set on a percentage basis to reflect the difference between the cost of repair or the works and the value added to the property. The intention of the clawback provisions is to ensure that if the property is sold then a proportion of any increase in value above that originally anticipated is repaid. If the property does not increase in value, or falls in value, there is no liability to repay any grant. If there is an increase in value it is shared between the third party property owner and the grantor (the partnership and HLF).



Clawback will only apply if the grantee sells or transfers ownership of their interest in the property. All valuations must be independently undertaken by a suitably qualified valuer such as the Valuation Office Agency or a member of Royal Institution of Chartered Surveyors.

ELIGIBLE CATEGORIES OF WORKS

Building Repair

The objective is to put into sound repair the structure and external envelope of buildings that make a positive contribution to the character or appearance of the conservation area.

Eligible works include the structural and external repair of historic buildings, which are in use. It may sometimes include internal repairs, but only if these are necessary for structural stability.

Routine maintenance including redecoration is ineligible, unless the decoration is needed as a direct result of eligible repair. Internal repairs are eligible only if they result directly from repairs to the structure and if the public has access to the building by virtue of its use.

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 generally unacceptable on grant-aided projects.

Repairs may include:

- Consolidation or reinforcement of the existing structure, using the most conservative approach that is practicable, although limited reconstruction as existing is eligible if unavoidable.
- Appropriate repairs to timber frames, roof structure, beams, floor joists and other structural timbers, based on a careful and comprehensive survey of the existing structure. *In situ* reinforced resin repairs to structural timbers are not acceptable unless justified on the grounds of avoiding major disturbance of historic fabric.
- Dry rot eradication and timber preservative treatments, preferably based on an analysis and specification by an independent consultant, using non-destructive techniques and non-toxic applications wherever possible.



- Damp-proofing by traditional methods, but only where damp is causing structural damage to the building. Damp-eradication measures, such as improved drainage, the introduction of French drains, or the lowering of ground levels, are preferable where practicable.
- Re-roofing in natural materials traditional to the area, normally to match the historic covering, using new materials and/or re-using sound existing materials where possible. Repairs to the roof structure and high level external elements should be undertaken concurrently. Re-roofing with artificial or alternative materials, such as concrete tiles, asbestos cement slates, reconstructed slates or artificial stone slates is not eligible for grant, nor is the use of roofing felt for flat roofs or lining gutters.
- Repairs to chimneys, including lining or rebuilding if structurally essential, provided that the chimney is reinstated accurately to the historic height and profile; also replacement of the historic style of chimney pots/cans. The retention and repair of existing stacks or stacks may be a condition of grant offered to other work.



Phase I Repaired Chimney

- Repair or renewal of existing leadwork, the provision of weatherings, and the re-forming of gutters to adequate falls, normally in accordance with the details and weights recommended by the Lead Sheet Association in *The Lead Sheet Manual*.
- The repair or if deemed beyond repair, the replacement of rainwater goods or a rainwater disposal system to a building, to match the historic material and sections. Generally, this will be in cast iron, but occasionally in lead, timber or stone, where appropriate. Aluminium, plastic, PVC or GRP rainwater goods are not eligible.
- The repair of external stonework and brickwork, including decorative elements, to an appropriate specification. Plastic *in situ* resin-based mortar repairs to brickwork and stonework are not normally acceptable or eligible, except for minor areas. Where existing stone is not considered structurally defective, there will be a presumption against replacement.



- Selective rebuilding of existing stonework and brickwork, if structurally necessary and to an agreed specification. Generally, this will be using salvaged existing materials, and/or new matching materials and should be preceded by a record survey of the existing. Only repointing that is structurally necessary, kept to the absolute minimum required and carried out to an appropriate specification, is eligible. Comprehensive repointing for cosmetic reasons is not eligible.
- The repair (or if unavoidable, replacement,) to the historic pattern and detail, and in the historic material, of windows, external doors and other external joinery, which contributes to the character of the building and/or the conservation area.
- Repairs to external render, stucco or harling and limited areas of renewal (there should be a presumption against total or substantial renewal, unless this is unavoidable), to an approved specification. If such a coating 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. Also eligible is the repair of applied details and features, such as cornices, stringcourses, window architraves, columns, pilasters, rusticated rendering. 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, nor are proprietary *in situ* resin-based repair techniques.
- The repair to the historic pattern and detail of distinctive architectural features, for example decorative ironwork such as balconies, canopies and railings; tiling and other historic finishes, and architectural sculpture.



Phase I Restored Detail

- The external cleaning of stonework and brickwork is only eligible where there is such a build-up of dirt, paint or built-up resin coatings on the surface that it must be removed in order to assess the extent of necessary repair or where the surface build-up is damaging the fabric of the building by chemical action. Cleaning for cosmetic reasons is not eligible. Any cleaning which is agreed to be eligible must be undertaken to an approved specification and carried out by specialist conservation contractors.



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

Reinstatement of Architectural Details

The objective is to reinstate in whole or part elements of the exterior fabric of buildings, which are essential to the buildings design and character. Grant for reinstatement of architectural details will only be awarded where the building is otherwise in sound repair, or will be repaired as part of the project. Reinstatement of architectural details such as ornamental masonry (including architectural sculpture), stucco and other applied finishes and details, joinery to historic patterns, and ornamental metalwork such as balconies, canopies and finials.

Conjectural restoration work, that is work for which there is no firm historical evidence, either surviving on the building or recorded in photographs or drawings, is not eligible. Nor does it include works involving the reversal of alterations that are themselves of quality and interest. Details to be reinstated must be based on sound archival or physical evidence taken from the building or similarly detailed neighbours.

Proposals should not involve the extension of a shop frontage across an independent means of access to upper floors. Priority will be given to schemes that seek to reinstate means of independent access to otherwise inaccessible upper floors above shops

Reinstatement may include the following:

- The reinstatement of architectural details such as ornamental masonry (including architectural sculpture), stucco and other applied finishes and details such as cornices, string cornices, window architraves and pilasters
- The reinstatement of metalwork, for example decorative ironwork such as balconies, railings and canopies.
- The reinstatement of traditional shopfronts including traditional awnings or sunblinds. Care should be taken not to destroy or damage any original features that may remain under later shopfront additions.



- Schemes should not be conjectural, however a modern interpretation of a traditional design using appropriate proportions and materials that respect the character of and integrity of the building will be considered on their individual merit. Lighting, signage and security measures appropriate to the Conservation Area may also be eligible if forming part of an overall shopfront improvement scheme.
- The reinstatement of chimneys including lining or rebuilding so long as the chimney is reinstated accurately to the correct historic height and profile
- The reinstatement of external joinery including doors and windows, to the historically correct design, profile and operating mechanism appropriate to the character of the building.

Bringing Vacant Historic Floorspace Back Into Use

The objective is to bring currently vacant or underused floorspace within historic buildings, such as unused upper floors over shops, back into use, so as to maximize the buildings potential within the townscape, contribute to the local economy and protect against future lack of maintenance. This may involve a change of use and physical alteration to the building. Proposals for such work must respect the historic character and interest of the building internally as well as externally. Internal features of interest, such as fireplaces, decorative plasterwork or paneling etc. should be retained

Since the objective is to bring vacant floorspace back into use, all aspects of the physical work of conversion will be eligible, including necessary alterations both internal and external. Internal work will often involve redecoration, but furnishings, and services beyond the basic provision of heat, light and power, are not eligible. Grants to bring floorspace into use must only be offered if the building is in sound repair, or will be made so through concurrent repair work.

Infilling Gap Sites in Key Frontages

The objective is to achieve an appropriately high standard of design and materials in new buildings occupying presently vacant sites in key historic frontages. New build will not be supported where it might adversely affect the use or occupation of historic buildings in the area. Normally, the eligible works will be the structural elements whose appearance will affect the character of the conservation area, whose quality the grant is intended to secure.



A development appraisal will be required to establish eligibility and will be assessed on the basis that a building of an appropriate quality can be achieved only by subsidy combined with the use of planning powers. The level of grant will be limited to additional costs, which arise directly from the planning and architectural requirements of development in a historic setting, when compared to the cost of comparable local development outside the conservation area.

ELIGIBLE COSTS

Professional fees

Expenditure on fees for qualified professional advisers is eligible for grant provided they belong to one of the recognised institutions: normally Registered Architects (members of the RIBA/RIAI/RSUA) or Chartered Surveyors (members of the RICS) with an appropriate level of specialist conservation experience.

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.

Archaeological work

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 or 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 may be payable on eligible repair costs and fees, where VAT cannot be recovered, it is considered eligible for grant.

Guidance on VAT and listed buildings is contained in VAT Notice 708 *Buildings and Construction* (August 1997) available from the local VAT office.



GRANT LEVELS

(Measured as a percentage of the eligible costs)

Building Repair	maximum 55%
Reinstatement of architectural details	maximum 75%
Bringing vacant historic floorspace back into use	maximum 40%
Infilling gap sites in key frontages	maximum 30%

Note that the percentage grant levels define the maximum grant available through the common fund. The common fund is made up of all the available complementary grant sources as defined in the introduction. Heritage Lottery Funding is applied as a top up funding source only after the alternative funding sources have been exhausted.

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