

APPENDIX 1

GUIDANCE ON APPLYING FOR LISTED BUILDING CONSENT

BASIC REVIEW OF CONSENT REQUIREMENTS

- 18.1 If any works do require Listed Building Consent, a formal Listed Building application must be submitted. The processing of most applications will take between six to eight weeks once the application has been submitted and registered (providing all of the necessary information is included). This is a nationally mandated timescale and the Council is required to meet this deadline, unless an extension of time is agreed. Please refer to the Council's website or contact the Council for information about applying for consent and downloading the necessary documents.
- 18.2 The following is a **broad, however, not comprehensive**, list of basic alterations and repairs to assist in understanding whether or not Listed Building Consent would be required. Every building is different and each situation is dealt with on a 'case-by-case' basis.
- 18.3 If an item is not on the list, or there is any doubt **contact the Council** for further information.

Please note: any unauthorised works to a listed building is a criminal offence.

PROPOSED WORKS TO BE CARRIED OUT	REQUIRES LISTED BUILDING CONSENT?	SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL COMMENTS
Internal decoration - such as painting or wallpapering	Maybe	It is important to be mindful of what materials are being used on a Listed Building. Breathable paints / non-acrylic and appropriate adhesives should be used. It depends on what materials exist, are they original and historic, modern, etc. Also, the Council would not support painting over any historic features, such as historic wallpaper, wall paintings, brick chimneys, timber beams with carvings or details, etc.
External decoration - such as painting or render, weatherboarding, etc.	Maybe	It depends upon what exists and the extent of the proposed works. If the building is rendered and the proposal is to re-render a small area of the building in matching materials, then consent is not required. The same goes for lime wash or paint (however, breathable paints should be used). The Council will determine if the works are considered to be minor or more significant in relation to requiring consent.

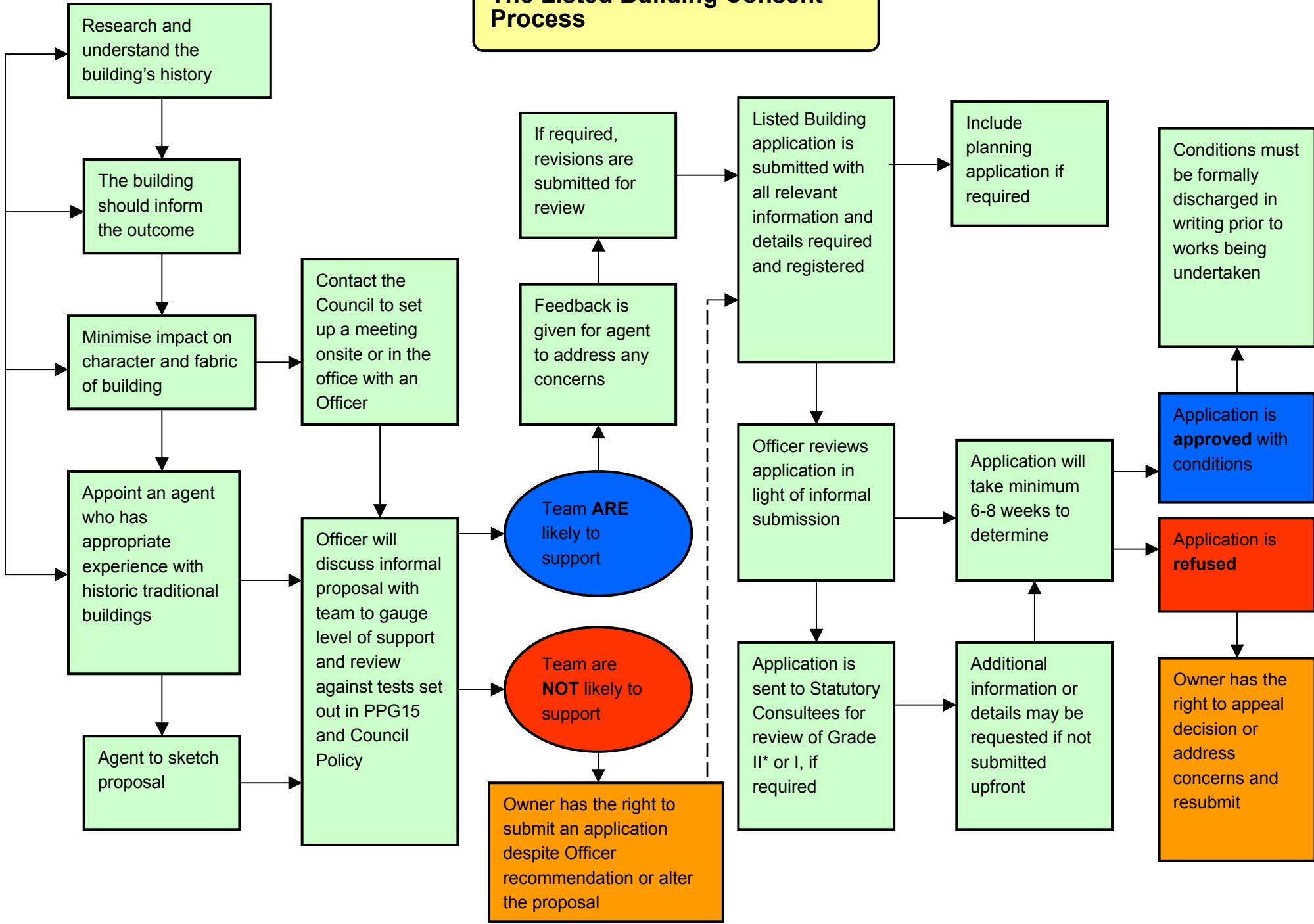
PROPOSED WORKS TO BE CARRIED OUT	REQUIRES LISTED BUILDING CONSENT?	SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL COMMENTS
Replacing flooring	Maybe	If the original historic flooring exists, then there is a presumption that it should be retained and repaired. But, if the original historic flooring has already been removed, then it may not require consent. If the original historic flooring remains, then it will depend upon what is being proposed.
Replacing kitchen and bathroom units, fixtures and fittings	Typically no	Replacing kitchen units, worktops, toilets, showers and bathtubs do not require consent. However, changing the use of a room might.
Changing roofing material	Yes	Consent is required for altering a building's character or appearance. Changes may include loss of historic fabric, strengthening, etc.
Repairing roofing material	No	If minor repairs are carried out in matching materials and detailing (traditional detailing is encouraged), consent is not required.
Roof lights	Yes	Roof lights will always require consent. Care should be taken to locate roof lights between rafters. May include loss of historic fabric.
Changing windows and doors	Yes	Consent is required for altering a building's character or appearance.
Repairs to windows and doors	No	Minor repairs carried out in matching materials and detailing does not require consent.
Dormers	Yes	The introduction of new dormers requires consent.
Secondary glazing	Maybe	Most secondary glazing units do not require consent, providing they are attached in a way that minimises any damage to the historic fabric and is reversible. If the units require more substantial installation or are visually more obtrusive, consent would be required.
Stairs	Yes	Any alteration to a staircase, either historic or modern requires consent.
Floor plan layout-moving or exposing structural elements, etc.	Yes	Any alteration to the historic floor plan, which may affect the character of the building, requires consent.
Extensions	Yes	Any extension to a Listed Building requires consent and may also require Planning permission.
Sole plates	Yes	Consent is required to carry out anything other than minor repairs to sole plates.

PROPOSED WORKS TO BE CARRIED OUT	REQUIRES LISTED BUILDING CONSENT?	SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL COMMENTS
Foundations	Yes	Works to the foundations, including replacing, installation of damp proofing, etc. will require consent.
Flue liners	Maybe	Consent might be required to install a flue liner, contact the Council to discuss.
Wood burning stoves	No	However, works may require a flue liner.
Creating an en-suite	Yes	Alterations require consent, including changing a room to an en-suite or creating one with new partitions. Consideration should be given to new soil and waste plumbing as well as ventilation.
Repairs to chimneys	Maybe	Minor repointing or repairs to chimneys do not require consent, providing matching materials and detailing are used. Structural works to a chimney, which may require taking down and rebuilding several courses of bricks, will require Listed Building Consent and may require Planning permission.
Chimney pots	Maybe	Depends on what exists, contact the Council to discuss.
Rainwater goods	Maybe	Repairs to or replacing existing rainwater goods on a 'like-for-like' basis do not require consent.
Internal lighting	Maybe	Consent is not generally required to install lighting; however, care should be taken so as not to damage any historic fabric. Historic timber beams or studs should not be cut into if avoidable. No lighting shall be installed in historic lath and plaster ceilings. If the proposal is to replace an existing light fixture for another, using the same socket, consent is not required.
External lighting	Yes- on commercial premises	Any lighting attached to the Listed Building will require consent. Style and design should be given careful consideration.

PROPOSED WORKS TO BE CARRIED OUT	REQUIRES LISTED BUILDING CONSENT?	SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL COMMENTS
Services - electrical, wiring, heating, water, etc.	Maybe	The introduction of new services, or upgrading of existing, does not generally require consent. Careful consideration should be taken when installing in rooms that have carvings, mouldings, cornices, plaster ceilings, upholstered wall coverings, or any other original or historic decorative features. If additional ventilation, flues or other works are required, consent may be necessary. Services in Grade I or II* Listed Buildings may require consent.
Signage and advertisements	Yes	Anything physically attached to a Listed Building will require Listed Building Consent and signage consent. Freestanding advertisement may require Planning permission.
TV Aerials	No	No consent required to install an aerial on a Listed Building, but care should be taken to avoid fixing to brickwork, any holes required should be drilled into the mortar joints.
Satellite dishes	Yes	Consent required, but not likely to be supported on the Listed Building. Alternative locations such as freestanding in the garden or on a modern outbuilding should be reviewed first.
Solar panels	Yes	Consent is required, but not likely to be supported on the Listed Building. Alternative locations on the ground, on a short post, in the garden or on a modern outbuilding should be investigated. Planning permission may also be required.
Damp proofing	Yes	Justification and evidence as to need must be included in any consent request. Alternative methods of reducing damp should be explored first.
Conversion of outbuilding - Curtilage Listed	Yes	Alterations to buildings within the curtilage (land) of a Listed Building which were built before 1948 will require Listed Building Consent and Planning permission and justification of need should be included.
Conversion of outbuilding - not Curtilage Listed	No	Alterations to buildings within the curtilage (land) of a Listed Building, which were built after 1948 will require Planning permission, but will be consulted on in regards to impact on the Listed Building.

PROPOSED WORKS TO BE CARRIED OUT	REQUIRES LISTED BUILDING CONSENT?	SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL COMMENTS
Garden shed	No	Any new freestanding shed will require Planning permission.
Fences, gates and railings	Maybe	If the fence or gate is physically attached to the Listed Building, then it will require consent and Planning permission. If it is not attached, then only Planning permission.
Walls	Maybe	If the wall is physically attached to the Listed Building, then it will require consent and Planning permission. If it is not attached, then only Planning permission.
Detached garage	Yes	It will not require Listed Building Consent, but will require Planning permission. The planning officer will consult the Historic Building Officer to assess the impact on the setting and character of the Listed Building.

The Listed Building Consent Process



CHECKLIST FOR LISTED BUILDING APPLICATIONS

Application for Listed Building Consent for alterations, extension or demolition of a Listed Building

Every item under Section A, National Requirements, must be included in ANY application for Listed Building Consent. Items under Section B are local requirements depending on the nature of the proposed works. Contact the Council with any questions.

NATIONAL REQUIREMENTS and 3 copies of all A. forms, plans drawings to be supplied unless the application is submitted electronically	Document File Name(s) (If supplying electronically)
Completed Form	
Site location plan (1:1250 or 1:2500) showing direction of north	
Block plan of the site (1:100 or 1:200) showing any site boundaries	
Existing and proposed elevations (1:50 or 1:100)	
Existing and proposed floor plans (1:50 or 1:100)	
Existing and proposed site sections and finished floor and site levels (1:50 or 1:100)	
Plans to scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details	
Roof plans (1:50 or 1:100)	
Ownership Certificates (A, B, C or D - as applicable)	
Design and Access Statement	
Notice under Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published, where Ownership Certificates B, C or D have been completed.	

B. LOCAL REQUIREMENTS	Documents Supplied: YES	Documents Supplied: NO*	Document file name:
Biodiversity survey and report			
Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)			
Photographs/photomontages			
Site Waste Management Plan			
Structural Survey			
Tree survey / Arboricultural implications			

APPENDIX 2

LIME

LIME (INTERNAL AND EXTERNAL)

- 19.1 Unlike modern buildings, which tend to rely on impervious materials or cavity walls to keep out moisture, those generally constructed before the mid 19th Century rely on allowing the moisture to evaporate from the surface. Lime based mortars and renders are vapour permeable; they allow the building to breathe and so manage moisture transfer naturally.
- 19.2 The walling materials of old buildings in Britain are usually stone, brick, timber or earth from the locality. They are all, to a greater or lesser extent, absorbent. Mortars are usually lime / sand for brickwork and lime / sand / aggregate for laying stone. Lime based mortars have a number of unique qualities. They resist the suction of the dry building materials of the construction for longer than other mortars, after being laid. This reduces shrinkage and maintains greater contact. The durable bonds formed provide permanent, weatherproof, frost-resistant joints. These are now acknowledged to resist rain penetration more effectively than with other types of mortar (such as cementitious render). Movement and temperature / moisture cycles tend to produce cracking in all kinds of mortar and render but not in lime mortar as it absorbs moisture and air allows small cracks to be closed as carbonisation occurs in the newly exposed lime. No other mortar has this ability.
- 19.3 As traditional lime based mortars were more permeable than the materials they bonded, moisture in the walls was evaporated out through the mortar. However, where cement rich pointing has been substituted, not only does the whole wall become less able to 'breathe' out moisture, but the mortar is often less permeable than the walling materials. Where mortars are impermeable, moisture can only escape through the stone or brick, which can lead to salt deposition and frost action causing spalling of the masonry. Whilst gradual erosion of a building's fabric is inevitable with the passage of time, the use of softer lime based mortars not only minimises moisture build-up but can also act as the sacrificial and most easily replaceable element of the structure.
- 19.4 Why use a mortar that is weak, flexible and vapour permeable? Because that was, and still should be, the method of construction in traditional buildings. A single, solid, thick wall standing on very shallow, often rudimentary foundations will move as it, and the ground it stands on, expand and contract in response to variations in humidity and temperature throughout the year. Thus, the mortar and render must not only allow movement but also allow the moisture, which inevitably will enter through the minute cracks generated, to exit the structure.
- 19.5 Strong cement mortars were preferred in post-war construction, as there was a requirement to build quickly, creating deep concrete foundations, damp courses and cavity walls.

- 19.6 When using lime there are a number of issues to consider:
- Colour, type and size of aggregate
 - Type and amount of animal hair
 - Weather conditions
 - Type of lime- hydrated or non-hydrated
- 19.7 There are two main types of lime products: hydraulic and non-hydraulic (lime putty). Hydraulic lime is capable of setting in damp conditions and is often used in exposed locations or where a quick set is required. Hydraulic lime results in harder and less permeable material lime putty. The appropriate mixture is critical for a successful project and the weather can determine the application of any lime-based product. If the weather is too damp or too hot or cold, the lime product will not carbonate and there is an increased risk of failure. Non-hydraulic lime, or fat lime, does not require water for setting and dries quickly.
- 19.8 **Lime Putty** is produced by burning relatively pure limestone (calcium carbonate) at between 850 and 1,300 degrees C. The resulting calcium oxide is slaked in clean water to produce lime putty (calcium hydroxide). This form of lime cures (carbonates) by absorbing carbon dioxide and reverting to calcium carbonate. It is usually stored under water to prevent it curing prematurely.
- 19.9 **Dry Hydrate of Lime** is produced from the same material and in the same way as lime putty except that, instead of slaking under water, the calcium oxide is hydrated with a precisely controlled amount of water to produce a dry powder (calcium hydroxide). Unfortunately it begins to carbonate from the moment it is produced. Tests show that up to 16 per cent of the contents of an old sack of dry hydrate may have reverted to calcium carbonate. Practitioners looking for a pure source of calcium hydroxide tend to prefer lime putty.
- 19.10 **Hydraulic Lime Putty** is also produced by much the same method as dry hydrate of lime but using limestone that contains a proportion of fine clay or silica in suspension. The advantage of a hydraulic lime is that it sets more rapidly and does not need to be in contact with the air to set. (A hydraulic set can also be achieved by adding a fine powder of fired clay or certain other 'pozzolanic' materials to ordinary lime putty.) The percentage of fine clay or silica in suspension determines the reactivity of the material, which ranges from eight per cent through to 25 per cent and is often categorised as feebly, moderately or eminently hydraulic.
- 19.11 **Portland Cement** is produced by burning together carefully measured quantities of relatively pure limestone and clay, which are then crushed and fired at higher temperatures to produce the very reactive material. A mortar made with Portland cement sets rapidly but for traditional construction it has the disadvantage of being much harder, less flexible and less porous than a mortar made with lime.

WHY USE LIME?

19.12 ***Lime allows buildings to breathe***

In the search for building materials sympathetic to traditional construction, lime was found to be one of the most important. Lime binders are promoted by the Society for the Protection of Ancient Buildings for repairs because they allow buildings to breathe.

Lime provides a comfortable environment

19.13 Hygroscopic materials such as lime plasters, mortars and renders stabilise the internal relative humidity by absorbing and releasing moisture. This makes for a more comfortable environment and reduces surface condensation and mould growth.

Free lime enables autogenous healing by precipitation

19.14 When buildings made with lime are subjected to small movements they are more likely to develop many fine cracks than the individual large cracks which occur in stiffer cement-bound buildings. Water penetration can dissolve the 'free' lime and transport it. As the water evaporates, this lime is deposited and begins to heal the cracks. This process is called autogenous healing.

Free lime encourages the growth of calcite crystals

19.15 Calcite crystals tend to be larger than those formed by more complex compounds. The crystals form in voids in lime-rich environments. Crystal growth therefore adds strength over time and allows more permeability than dense mixes with little or no free lime.

Lime provides good adhesion

19.16 The fine particle size of lime, far smaller than cement, is linked to the root meaning of the word 'lime', which is 'sticky material'. Due to the fine particle size mixes penetrate minute voids in the background more deeply than other materials. They bind gently and the stickiness gives good adhesion to other surfaces.

Lime mortars can protect adjacent materials

19.17 Lime mortars with high free lime content have the benefit of high porosity and high permeability. These characteristics allow lime mortars to protect other adjacent materials by handling moisture movements through the building fabric and protecting masonry materials from harmful salts.

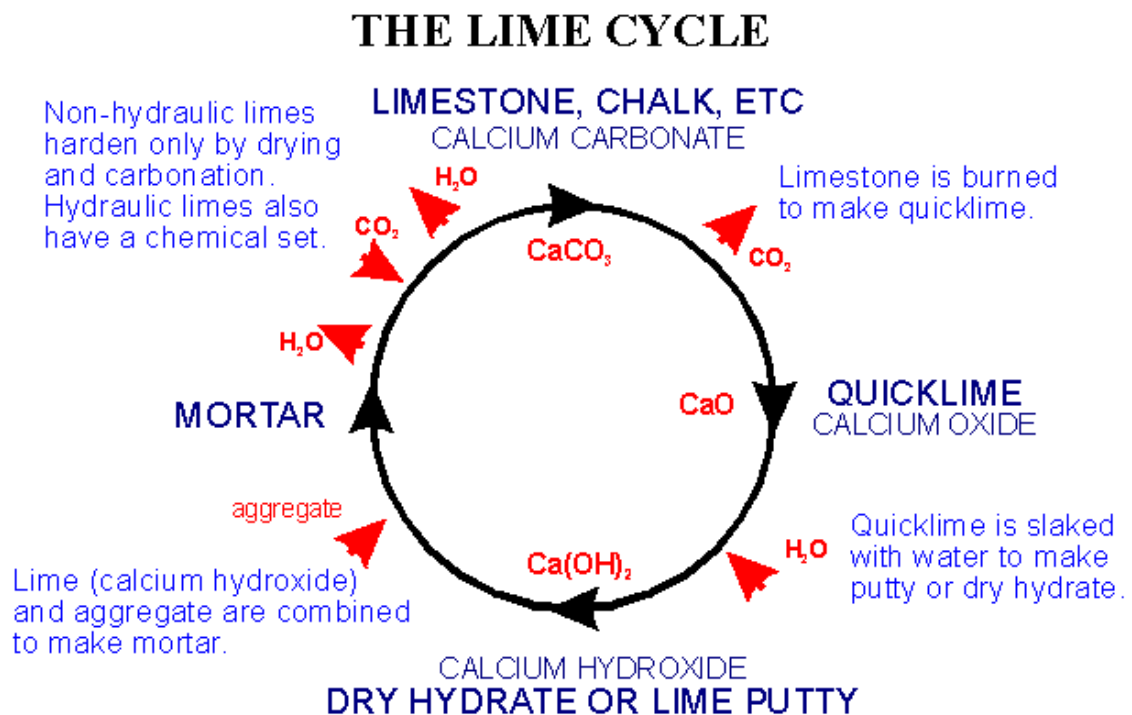
Lime renders can assist drying out by evaporation

19.18 Dense and impermeable renders can trap moisture within the building fabric. Trapped moisture is often the catalyst for various decay mechanisms. Dense renders used in conjunction with softer materials or on weaker backgrounds can cause serious problems by trapping moisture and creating high local stresses. High calcium lime renders allow evaporation and reduce the risk of trapped moisture and decay.

- Lime mixes have good workability***
- 19.19 The ability of a mortar or plaster to remain smooth and mouldable, even against the suction it may experience from porous materials, is termed workability. Good workability greatly assists good workmanship, helping to achieve full joints with good bonding to the other materials. This is what makes lime-based mixes such a pleasure to use.
- Lime binders can be durable and have stood the test of time***
- 19.20 When used carefully, lime is exceptionally durable. Caesar's Tower at Warwick Castle has stood the test of time for over 600 years, and many cathedrals have stood longer. An outstanding example is the Pantheon Temple in Rome, which has a lime concrete dome spanning over 43 meters (142 feet). This has survived for nearly 2,000 years.
- Lime finishes are beautiful***
- 19.21 The double refraction of calcite crystals give a unique aesthetic combining a soft texture with a lustre that has a liveliness and delight of its own. There is no evidence to support the view that a limewash finish on a building requires more maintenance or does not last as long as a modern finish. As lime is a porous material, it changes colour when it is wet. It will dry out and the visual appearance of the building will be returned.
- Lime contributes to a healthy environment***
- 19.22 Due to its alkalinity fresh lime is caustic and has been used, often in the form of limewash, for its disinfectant qualities. Lime is also used for water purification.
- The use of lime has ecological benefits***
- 19.23 Lime stone can be burnt at relatively low temperatures to achieve full calcinations. Kilns need to reach 900 to 1,000°C as opposed to 1,300 to 1,400 for OPC (Ordinary Portland Cement). Free lime absorbs carbon dioxide in the setting process of carbonation. It is possible to produce lime locally on a small scale and if this is done the consequent reduction in long distance transport also has ecological benefits.
- Local limes enhance regional identity and diversity***
- 19.24 The diversity of limestone types provides variety and local distinctiveness. Different limes will vary in colour, texture and setting properties. Local limes have a local identity; they give a sense of place and provide a continuous link with the local aesthetic. Local colour of limewash is an example of such a tradition.
- Disfiguring by excess cement can be avoided by the use of lime***
- 19.25 On site the temptation to use quick and easy solutions for short-term gain can lead to long-term problems. The attraction of using excess cement to be 'safe' is understandable if not desirable. The fact that it is plentiful, inexpensive and readily available adds to the problem. There is a high probability that over-strong and dense mixes that are not fit for purpose will be used in excess. The physical

damage and unsightly aesthetic that results from this can be avoided by the use of lime.

- 19.26 This is an extract from *An Introduction to Building Limes* by Stafford Holmes, presented to the Foresight Lime research Conference at Manchester University on 19 November 2002.



APPENDIX 3

VAT AND LISTED BUILDINGS

- 20.1 South Cambridgeshire District Council is not responsible for any VAT related issues with Listed Buildings. It is the responsibility of the owner and the builder or architect to discuss any savings with the appropriate tax office. The legislation regarding VAT is complex and should be understood before making any claims for zero ratings. However, please consult the Customs and Excise Office for complete information and requirements.

APPENDIX 4

GLOSSARY

Glossary terms often change over time; therefore the following terms should be taken within the context and be used as a guide.

Barge	Bargeboards -- also called verge boards -- hang from the projecting end of a roof. Bargeboards are often elaborately carved and ornamented.
Bed	A prepared heap of longstraw from which a yealm is drawn.
Bio-mass	Recycled materials (such as plant matter) formed into a reusable fuel source within a heat pump system
Blockcut ridge	Raised ridge, traditionally found on roofs thatched in water reed.
Butt	The lower end of a bundle of straw or water reed.
Butting	Dressing the butt ends by dropping onto a hard clean surface.
CABE	Commission for Architecture and the Built Environment.
Character (of a building)	The significance, value, visual aesthetic, materials-qualities or features that make the building architecturally and historically significant.
Clay bat/lump	Building construction material starting in the 19th century using local unfired blocks made from clay and straw.
Clunch	A soft limestone from the lower chalk used as a building construction material.
Conditions (associated with Listed Building Consent)	Listed Building Consents for works, which are approved by the Council, are likely to be conditional. The reason conditions are placed on the consent is to ensure the appropriate details, materials or methods are used, stipulate particular items are clarified, recorded or submitted, or to set a timescale on the permission. All conditions must be formally discharged, in writing, prior to any works being carried out or in line with any other requirements given.
Crown glass	Glass blown and spun into a disk. A bull's eye is formed where the rod is attached.
Curtilage / Curtilage Listed	Curtilage is the associated land and property with the Listed Building and any buildings on the property dating before 1948 which had an ancillary use to the main Listed Building.

Cylinder glass	Cylinder glass, sheet glass made by blowing the glass in the form of a cylinder, which is then split longitudinally, opened out, and flattened.
DDA	Disability Discrimination Act 1995/2004.
DPC	Damp proof course.
DPM	Damp proof membrane.
Ear	The upper end of wheat straw that contained the grain prior to threshing.
Eaves	Horizontal overhanging edge of a building's roof.
Embodied energy	Embodied energy is the total primary energy consumed during the lifetime of a product, ideally from the extraction of raw materials (inc fuels) to the end of the products lifetime (including energy from: manufacturing, transport, energy to manufacture capital equipment, heating & lighting of factory...etc). The energy consumed to construct the building and to manufacture the materials of construction becomes greater than repairing an existing building.
Enhancement	In regards to Listed Buildings, carrying out works which improves or increases the visual setting, appearance and character, replacing or reintroducing appropriate historic details and materials.
Eyebrow dormer	Eyebrow shaped dormer traditionally seen in longstraw thatch.
Fabric	The fabric of a building is the building material itself, historic fabric refers to the historic building materials, e.g. lathe, plaster, timber.
Fenestration	Any window or door opening.
Fleeking	A woven mat of water reed used traditionally as a base to the thatch and an alternative to battens.
Float glass	Sheet of glass made by floating the molten glass on a bed of molten tin.
Flue	A channel in a chimney that transports smoke from the fire to the outside.
French drain	To assist with drainage, a French drain is a trench laid around the perimeter of the building with a perforated tube placed underground and gravel above. This takes water away from the building.
Furniture	Relates to fittings of a window, door, etc. For example, hinges, handles, closers, letter boxes, door knockers, etc.
Gault clay	Local clay in Cambridgeshire fires to a buff colour used to make bricks, roof tiles, etc.

Joinery	Visible finished woodwork in a house, including panelling, doors, windows, skirting boards, railings, cornices, shutters, staircases, door and window frames.
Lath and plaster	Laths, made from chestnut, oak or softwood, were applied directly to timber frame generally over the studs with lime plaster applied between.
LBC	Listed Building Consent- formal permission to carry out works to a Listed Building.
Leggett	Wooden tool shaped like a bat with a grooved surface, used to dress or drive water reed and combed wheat reed into place to create an even surface that results in a uniform, crisp, sharp appearance.
Ligger	Hazel or willow sapling pegged down by spars used to secure and decorate thatch.
Limecrete	A combination of concrete and lime used as a solid flooring material, which allows degrees of breathability and flexibility.
Listed / Listed Building	A building of special architectural and historic interest which has been nationally recognised by the Secretary of State and placed on a national register of buildings, Graded II, II* or I.
Lych gates	Roofed gate in a churchyard under which a bier rests during the initial part of the burial service.
Macerator	Plumbing term for the mechanical handling of waste.
Micro generation	Defined by the Government as, 'The production of heat and / or electricity on a small-scale from a low carbon source'.
Ogee	A double curved moulding, one concave the other convex, used to refer to gutter profiles.
Pamment	Traditional clay floor tiles, usually square.
Pan tile	Traditional clay tiles curved to interlock together.
Partition	Wall dividing a space or room.
Part L	Section of the Building Regulations relating to energy efficiency.
Part M	Section of the Building Regulations relating to disabled access to buildings.
Paviour	Traditional clay bricks, used externally for flooring.
Peg tile	Early clay tile with one or two holes for a wooden peg hooked onto laths (nails were used later).
Pencilling	A white limewash over painted on top of mortar joints. This faux effect suggested precise narrow joints.

Permitted Development	A general Planning permission (known as 'permitted development rights') for certain types of minor development, not normally associated with Listed Buildings.
Photo voltaic	Solar powered unit using the sun's energy to generate electricity.
Plain tile	Early clay tile which is flat.
PPG	Planning Policy Guidance.
Rainwater goods	Name for gutters and down pipes associated with the drainage of rainwater from the building.
Reed fleeking	A woven mat of water reed used as an alternative to battens.
Reversibility	Reversible is a term used to describe works which could be removed later and not permanently affect the Listed Building.
Ridge	The apex of a roof.
Ruddle / Ruddling	A red limewash used as 'paint' over masonry.
Screed	A screed is a flat board used to smooth concrete after it has been placed on a surface commonly used to distribute a solid concrete floor.
Shoof grass	Marsh grass found in reed beds and sometimes mixed with water reed and other plants in water reed thatches.
Situ	In its original place, an artefact or feature still located in its original location, not moved.
Slate	Geological term for rock that splits along the grain, typically from north Wales.
SmartWater	SmartWater is a colourless liquid solution that is simply dabbed onto the uneven surfaces of your valuables marking them with an invisible code that the police can use to trace if stolen.
Smoke-blackened thatch	Underside of thatch dating from the Middle Ages that is coated with soot from an open fire, prior to the introduction of chimneys.
Solar panel	A panel placed in the direction of the sun, which captures the sun's energy and converts it to either electricity or heat for water.
Sole plate	A horizontal timber that sits on a brick plinth in a timber framed building.
Spalling	The surface of masonry by the loss of fragments usually caused by water getting in, then freezing and blowing the surface material.
Spar	Split hazel or willow saplings about 60cm (21in) long, triangular in section, bent through 180 degrees and used for securing new thatch to old or securing liggers whilst ridging.

Spark arrester	A device designed to keep sparks from escaping, from a chimney flue.
Statutory List	A nationally held list, maintained by the Secretary of State, for all Listed Buildings.
Sway	In thatched roof construction, one of the willow, hazel or metal rods laid at right angles to the thatch to hold it in position.
Threshing	The process of removing grain from wheat by hand or machine.
Trimmers	A beam across an opening, such as a staircase, into which the ends of joists can be fitted.
Twisted tarred cord	Historic twine that is tarred, used to secure thatch to the rafters.
Verge	Vertical edge of a roof projecting over a gable.
Wall plate	Load bearing timber supporting the first floor or roof, similar to sole plate, which is used to support the ground floor walls.
Wattle and daub	Infill material between timber frame members. Wattles are the vertical timber sticks (made from hazel, oak) to which daub (clay with straw) was applied.
Yealm	A prepared drawn layer of wetted longstraw 350-450mm (14-18 in) wide and 100mm (4 in) thick.

APPENDIX 5

CONTACT DETAILS AND FURTHER INFORMATION

Conservation and Design Section

South Cambridgeshire District Council
South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridgeshire
CB23 6EA

TEL: 08450 450 450

FAX: 01954 713152

Website: www.scambs.gov.uk/

USEFUL WEBSITES

- Building Conservation www.buildingconservation.com
- English Heritage www.english-heritage.org.uk
- Institute for Historic Building Conservation www.ihbc.org.uk
- Images of England www.imagesofengland.co.uk
- Heritage Gateway www.heritagegateway.org.uk
- Historic Scotland www.historic-scotland.gov.uk
- Pevsner Architectural Guides www.lookingatbuildings.org.uk
- PPG 15 and 16 www.communities.gov.uk
- Planning (Listed Buildings and Conservation Areas) Act 1990
www.opsi.gov.uk/acts/acts1990
- Royal Institute of British Architects www.riba.org
- Society for the Protection of Ancient Buildings www.spab.org.uk
- Vision of Britain www.visionofbritain.org.uk
- Disability Discrimination Act
www.direct.gov.uk/en/DisabledPeople/RightsAndObligations
- Disability Discrimination Act www.opsi.gov.uk/acts/acts1995

- Church of England, Church care www.churchcare.co.uk
- Energy Saving Trust www.energysavingtrust.org.uk
- Planning (Listed Buildings and Conservation Areas) Act 1990 www.opsi.gov.uk
- Historic Environment Local Management www.helm.org.uk
- Royal Institute of Chartered Surveyors www.rics.org.uk
- English Heritage and climate change www.climatechangeandyourhome.org.uk
- Funds for historic buildings www.ffhb.org.uk
- Architectural Heritage Fund www.ahfund.org.uk
- Planning Portal www.planningportal.gov.uk
- Georgian Group www.georgiangroup.org.uk
- Victorian Society www.victoriansociety.org.uk
- Garden History Society www.gardenhistorysociety.org
- 20th Century Society www.c20society.org.uk
- Ancient Monuments Society www.ancientmonumentsociety.org.uk
- Council for British Archaeology www.britarch.ac.uk
- Maintain our Heritage www.maintainourheritage.co.uk
- Maintain your building www.maintainyourbuilding.org.uk
- Thatching Association www.thatch.org
- East Anglia Master Thatchers www.eamta.co.uk

FURTHER READING:

General

- *Old House Handbook: A Practical Guide to Care and Repair, 2008*. London: SPAB
- *Informed Conservation, 2001*. London: Kate Clark, English Heritage

- *Conservation Principles Policies and Guidance: for the Sustainable Management of the Historic Environment, 2008.* London: English Heritage
- *Planning Policy Guidance Note 15, 1994.* London: CLG
- *Planning Policy Guidance Note 16, 1990.* London: CLG
- *Understanding Historic Buildings: A guide to good recording practice, 2006.* London: English Heritage
- *Living Buildings in a Living Landscape: finding a future for traditional farm buildings, 2006.* University of Gloucestershire: English Heritage
- *The Conversion of Traditional Farm Buildings: A guide to good practice, 2006.* London: English Heritage and HELM
- *Listed Buildings and Conservation Areas, Fourth edition, Sweet and Maxwell 2006,* Mynors, Charles

English Heritage, HELM and SPAB, all have excellent guidance and advice both on their website and in publications.

Thatch

- Society for the Protection of Ancient Buildings, (1990) *The Care and Repair of Thatched Roofs*
- Rural Development Commission, (1988) *The Thatchers Craft*
- West R., (1989) *Thatch – a manual for owners, surveyors, architects and builders*
- English Heritage, (1999) *Thatch and Thatching*
- English Heritage Research Transactions Volume 5, (2000) *Thatch – Thatching in England 1790 – 1940*
- English Heritage Research Transactions Volume 6, (2000) *Thatch – Thatching in England 1940 - 1994*

Archaeology

- *Archaeology and Planning (PPG16).* London; HMSO
- Ancient Monuments and Archaeological Areas Act 1979
- Department of the Environment (DoE) 1990. *Planning Guidance Note 16*

Ecclesiastical Buildings

- *The Ecclesiastical Exemption (Listed Buildings and Conservation Areas) Order 1994*. London: HMSO
- English Heritage 2003. *New Work in Historic Places of Worship*. London: English Heritage

Church of England

- *The Care of Churches and Ecclesiastical Jurisdiction Measure 1991*. London: HMSO
- *Faculty Jurisdiction (Care of Places of Worship) Rules 2000*. London: The Stationery Office
- The Council for the Care of Churches has published useful guidance booklets on church extensions and adaptations, servicing and other subjects. Church House Publishing www.chbookshop.co.uk

Baptist Union

- LB1 (09/2006) *Introducing the Listed Building Advisory Committee*
- LB2 (08/2004) *Applying to the Listed Building Advisory Committee*

United Reformed Church

- Procedure for Control of Works to Buildings, 2005

Methodist Church

- Useful information can be found in the, “*Resourcing Mission*” section of the Methodist website www.methodist.org.uk

Agricultural Buildings

- English Heritage 2004c, *Farming the Historic Landscape: Caring for Farm Buildings*. London: English Heritage
- English Heritage 2006, *The Conversion of Traditional Farm Buildings: A Guide to Good Practice*. London: English Heritage
- English Heritage / Countryside Agency 2006 *Living Buildings in a Living Landscape: An English Heritage and Countryside Agency Statement on Traditional Farm Buildings*

STATUTORY CONSULTEES

English Heritage
East of England Region
24 Brooklands Avenue
Cambridge
CB2 2BU

Victorian Society
1 Priory Gardens
Bedford Park
London
W4 1TT

Society for the Protection of Ancient Buildings
37 Spital Square
London
E1 6DY

Council for British Archaeology
St Mary's House
66 Bootham
York
YO30 7BZ

Ancient Monuments Society
St Ann's Vestry Hall
2 Church Entry
London
EC4V 5AB

The Georgian Group
6 Fitzroy Square
London
W1P 6DX

The Twentieth Century Society
70 Cowcross Street
London
EC1M 6BP

THATCHING ASSOCIATIONS

The East Anglian Master Thatchers Association
C/o The Secretary
Green Farm
Burgate Great Green
Wortham
Diss
Norfolk IP22 1QL
Tel: 01379 783457

East Midlands Master Thatchers Association
C/o the Secretary
Honeysuckle
Haverhill road
Horseheath
Cambs CB1 6QR

National Society of Master Thatchers Ltd
C/o The Secretary
13 Parkers Hill
Tetsworth
Oxford OX9 7AQ
Tel: 01844 281208

The Home Improvement Agency
South Cambridgeshire District Council
Cambourne Business Park
Cambourne
Cambridgeshire CB23 6EA
Tel: 08450 450500

WHERE TO GET COPIES OF THE LEGISLATION:

- Planning (Listed Building and Conservation Areas) Act 1990
www.hmso.gov.uk/acts/acts1990/Ukpga_19900009_en_1.htm
- Planning Policy Guidance Note 15: Planning and the Historic Environment
(September 1994) www.planning.odpm.gov.uk/ppg/ppg15/index.htm

FREE LEAFLETS

- A Stitch in Time - Maintaining Your Property Makes Good Sense and Saves Money:
a useful free leaflet for owners of historic buildings produced by SPAB and the IHBC.

- The Georgian Society, English Heritage and Victorian Society both produce free leaflets dealing with specific issues i.e. Georgian Brickwork (GG), Dormer Windows (EH) etc.

Department of Culture, Media and Sport

2-4 Cockspur Street
London
SW1Y 5DH
Tel: 0207 211 6200
www.culture.gov.uk

Heritage Information

www.heritageinformation.org.uk

Building Conservation Directory

www.buildingconservation.com

APPENDIX 6

FREQUENTLY ASKED QUESTIONS AND COMMON MISCONCEPTIONS

'Only the outside of a building is Listed'

No! All of the building is Listed- inside and out, including buildings and structures in the grounds of a Listed Building that were built before 1948 or attached to the Listed Building are also covered by the same legislation and are treated as Listed Buildings.

'I can alter the inside of a Grade II Listed Building without Consent'

No! No matter what Grade the building is, if the works affect the building's character, you will need to apply for Listed Building Consent.

'Because my house was built in the seventeenth century I can remove parts added later than that without consent'

No! Often later alterations are just as important because they show the development of the building. Their removal usually needs consent.

'My house is Listed, so I can't do anything to it'

No! You may need to apply for Listed Building Consent if the works affect the character, setting or historic fabric of the building. **But the best advice is to contact the Council with any questions**

'I can do what I want to the building in my garden'

Maybe not, if the building in the garden was built before 1948, the building will be Curtilage Listed.

FACTS REGARDING UPVC DOUBLE GLAZING:

Life span:

- Short life span of 10-15 years (not decades like timber)

Maintenance:

- Seals dry out, frames crack or become brittle, discolour in the sun
- They DO require maintenance and painting
- Impossible to repair, unlike timber windows

- Condensation problems

Environmental:

- Not sustainable, large carbon footprint and NOT capable of being recycled, does not break down, energy intensive production using toxic chemicals
- They provide only minimal energy savings compared to cost of production
- Can provide warmer spaces, but could promote a damper climate internally leading to decay, mould and health problems through vapour barrier
- Releases toxic chemicals if burned

DISCOUNTING MYTHS:

- Old windows account for 20% or more of the heat loss from a building – FALSE
- Double glazing saves you 20% heat loss – FALSE
- Every building is different; the windows may not be the only air gap in the building. If there is a concern about heat loss, a simple and cost effective air pressure test can be carried out to identify where any significant gaps are. Then a well-informed discussion can take place to determine what the best course of action is for that particular situation.

APPENDIX 7

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- English Heritage
- The Society for the Protection of Ancient Buildings
- The Institute for Historic Building Conservation
- Communities and Local Government
- Planning Policy Guidance Note 15
- Planning Policy Guidance Note 16
- Kate Clarks *Informed Conservation*
- *Old House Handbook; A Practical Guide to Care and Repair*
- Energy Savings Trust
- Planning (Listed Buildings and Conservation Areas) Act 1990
- Town and Country Planning Act 1990