

Community Development of Parkfield House & Grounds

Guidance on Occupying a Listed Building

Parkfield House is a Grade II listed building, which brings both opportunities and challenges. A Grade II Listing means that buildings are of special interest which warrant every effort being made to preserve them. As an owner or occupier of a listed building you become a custodian of a unique and protected building. This comes with responsibilities and a duty of care which must be followed in order to preserve the special character that led to the building being listed. Each grade of listing is equally protected under the planning system, the main difference is that English Heritage must be consulted on applications for works to buildings of grade I and II* Grade II (two) Buildings of special interest which warrant every effort being made to preserve them.

Listed Building Consent is required for any alteration which materially affects the 'special interest' of a listed building. For example, consent would normally be needed for any of the following alterations:

External:

- Adding an extension or rebuilding walls in different materials.
- Changing the roof pitch or roof covering materials.
- Inserting roof lights, removing, altering or adding dormer windows, adding solar panels or other microgeneration equipment.
- Altering or removing chimney stacks and pots.
- Covering existing wall surfaces e.g., with render, cladding or paint.
- Changing the size of door, window, or other openings.
- Altering window frames or doors, replacement with different types, including replacement of single glazing with double-glazing.
- Removing historic features e.g., door cases, chimney breasts.
- Forming new openings for any reason, including boiler flues.
- Changing the material of any rainwater goods.
- Adding any feature including porches, signs, satellite dishes, security alarm boxes, CCTV cameras or external floodlights.
- Inserting cavity wall insulation.
- Works to boundary walls.
- Works to buildings in the grounds that were present in 1948 and at the time of listing.

Internal:

- Altering the plan by removing or adding walls or forming new openings
- Taking out or altering original features including staircases, fireplaces, decorative plasterwork, panelling shutters, doors, architraves, and skirting boards.
- Installing new ceilings, partitions, doors, and secondary glazing.
- Filling in cellars or digging out cellars to increase usable floor space.
- Removing or replacing floors or floor finishes.
- The obliteration of wall paintings, decorative tiles and mosaics.
- Installing new ducting, waste pipes and openings associated with new bathrooms.

- Inserting damp proof courses or tanking systems.

Some works that require Listed Building Consent may also require Planning Permission or Building Regulations approval. You should check with the Council before you apply for any consent.

The most important element of caring for historic buildings is maintenance, which if undertaken regularly can avoid the need for repair or restoration work altogether, saving you money and time, and sustaining the historic fabric of the building into the future. By establishing the nature, extent and cause of any problems at an early stage by carrying out regular inspections, caretakers will have the opportunity of remedying defects promptly and economically.

Any party interested in taking on the asset should make themselves aware of the implications and potentially significant additional cost of occupying and managing a listed building such as Parkfield House. Historic England provides comprehensive guidance on a variety of topics, in the form of written guides and video webinars, including:

Managing historic buildings, including advice on maintenance, repair and restoration:

[Looking After Historic Buildings | Historic England](#)

Improving the energy efficiency of historic buildings:

[Energy Efficiency and Historic Buildings | Historic England](#)

Looking after the gardens, trees and wildlife in a historic setting:

[Looking After Parks, Gardens and Landscapes | Historic England](#)