



Leominster
Heart & Heritage

LEOMINSTER HISTORIC PROPERTIES

**A GUIDE TO
MAINTENANCE
AND REPAIR
FOR OWNERS
AND TENANTS**



 HM Government

 Herefordshire
Council

REVITALISING OUR HISTREET

 Historic England

 Leominster
Town Council

INTRODUCTION

Leominster is a town steeped in history. Its historic streets and buildings are an important part of its development and we should ensure these are preserved, to celebrate the unique character of the town, and to pass on these special buildings for future generations to enjoy.

Keeping historic buildings in good condition isn't always easy, and it can be difficult to know where to start. The good news is there is a wealth of information available. We have compiled this resource to help you get the information you need to care for your building.

This guide is aimed at anyone who lives in, works in, or owns an historic property in Leominster.

The Guide can be read whole, or as a series of colour coded factsheets, depending what topic interests you:

-  **General Information about historic properties**
-  **Maintaining Historic properties**
-  **Repairing Historic properties**
-  **Permissions and Consents**
-  **Finding Professional Support**
-  **How to Research Your Property**
-  **Glossary**



WHAT IS A HISTORIC PROPERTY?

Chances are, if you live in central Leominster, then you live in a historic property! 'Historic' is a term which is generally used to describe properties constructed before the mid-20th century. The older they are, the more remarkable and special their survival is likely to be. Leominster town centre retains much of its medieval street plan. Within the town there are a significant number of surviving timber-framed buildings of 14th to 17th century date, sometimes concealed behind 18th/19th century frontages.

WHERE TO START



Historic
England

A good place to start is Historic England's webpages on owning historic property. The pages cover what living in an older building, listed building or conservation area means for owners. You can find information on the differences between old and modern buildings, and advice on buying an older property. You can also find out if your property is listed.



The Institute of Historic Building Conservation (IHBC) has a dedicated 'Caring for Your Home' section on its website. There is information of getting to know your home, regular inspections and how to find specialists. You can also get 15 minutes of free expert advice and guidance from conservation practices on the IHBC's HESPR register



The Society for the Protection of Ancient Buildings (SPAB) has lots of resources about maintaining a property, in-depth information and technical guidance and offers free, independent advice for homeowners via telephone.



Leominster
Heart & Heritage

WHY ARE HISTORIC PROPERTIES DIFFERENT?

Most properties built before 1914 were constructed with solid brick or stone walls or a timber frame with infill panels. This traditional method of construction allowed moisture (such as rain or groundwater on the outside of the property and humidity from washing, showers etc. on the inside) to evaporate away. This is sometimes referred to as 'breathable construction'. Modern construction methods such as cavity walls, modern cements or renders and damp proof membranes are designed to keep moisture out.

Problems can develop when traditional and modern methods of construction or materials are mixed, as it can trap moisture within the fabric of the building and lead to issues such as damp, condensation and mould.

The illustration below shows how moisture interacts with traditionally constructed buildings.

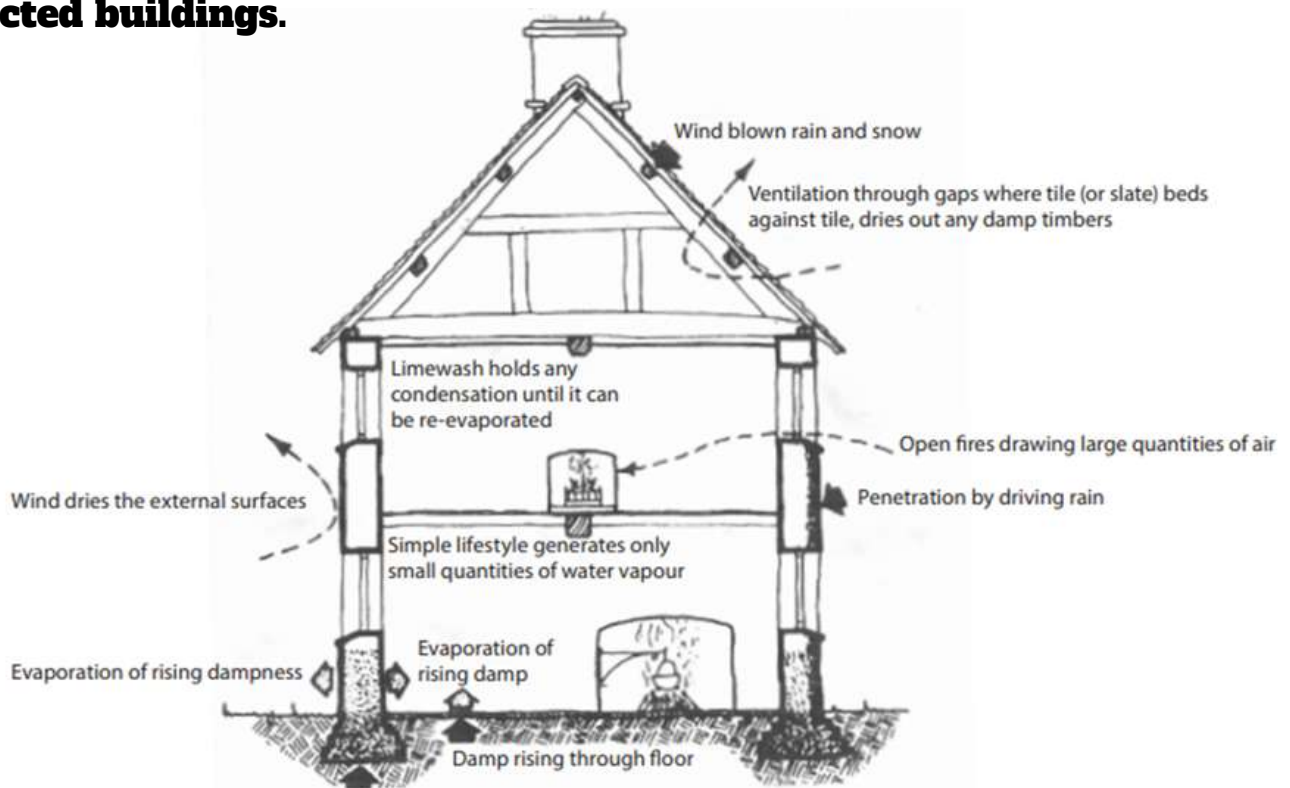


Image © SPAB. Reproduced with permission from SPAB.

MAINTAINING HISTORIC PROPERTIES

Like many things in life (cars, gardens, people!) properties perform best when they are maintained. Regular inspection can help keep you and your property safe, warm and watertight.

Maintenance can also prevent or delay bigger problems developing, which can save money on large repair bills in future.

Ideally, you should complete a full visual inspection of your buildings at least once a year.

Autumn is a good time to do a thorough maintenance check, ensuring your property is ready for winter.

However, it is important to regularly inspect, particularly after periods of extreme weather such as storms, snow or drought.



Try our maintenance workout!



Maintenance is routine work which keeps your property in good working order.

10 MINUTE MAINTENANCE WORKOUT!



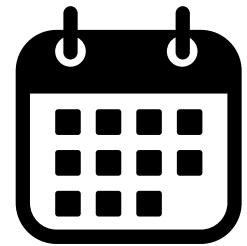
Regular maintenance should focus on keeping your property water-tight.

- **Clear leaves from drains, the bottom of downpipes**
- **Sweep or scrape any moss or plant growth from the base of your building or within easy reach**
- **Check air-bricks and flues aren't blocked**



MAINTAINING HISTORIC PROPERTIES

There are numerous resources available to help you plan regular maintenance through the year.



A great place to start is the SPAB [Maintenance Matters](#) campaign. Every November, they run a week long campaign to raise awareness of the importance of maintenance. Look out for helpful resources, such as this [calendar](#) of simple checks you can do to maintain your building. There is also practical advice such as [Maintenance tips to keep your home warm and dry in winter](#).

Historic England have a useful [illustrated maintenance checklist](#) on their website.

We have produced a Maintenance Checklist. You can print this off and complete it yourself, or use as a basis to instruct a tradesperson or handyman.

The SPAB Knowledge Base has [guidance on a range of maintenance topics](#) including roof, windows and floor maintenance.

Preventative maintenance is also important, such as [cold weather precautions](#).

Grants and financial assistance are not usually available for maintenance, but if you can prioritise it, you are likely to save money in the long term.



MAINTAINING HISTORIC PROPERTIES

You may be able to carry out some maintenance checks yourself. Here are some top tips:



- 1. Be systematic.** Start with the exterior of the property and inspect from top to bottom. Use the printable checklist or SPAB's more detailed [template](#)
- 2. Ideally carry out the inspection in the rain,** it's much easier to tell if a gutter is blocked!
- 3. Take lots of photos,** they can be useful to include when getting quotes for work
- 4. Use binoculars** to inspect roofs and upper floors- only attempt to inspect from ladders or scaffolding if you are confident, trained and have well maintained equipment. If in doubt, call someone in to help
- 5. Carry a torch** or camera or phone with a flash for seeing in dark and hard to access places
- 6. Watch out for slippery bits- wear boots** with good grip and gloves if inspecting cellars or little accessed areas
- 7. Don't stand in the road!** Or, if it can't be avoided, inspect at a quiet time and wear high visibility clothing.

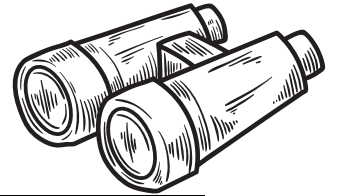


Make sure you stay safe, and only carry out maintenance work if you feel confident.

If in doubt, call in help.



Maintenance Checklist



Date of Inspection: _____

Exterior

- Roof. Inspect with binoculars for damage or loss of slates/coverings**
- Chimney. Broken pots, missing pointing, damaged brickwork**
- Gutters. Blocked, missing, damaged, staining below, plant growth**
- Walls. Cracks, missing pointing, damp, missing paint/render**
- Windows. Flaking paint, cracks, damaged timber or glass, rusting locks/catches and hinges.**
- Doors. Rot, cracking, flaking paint.**
- Drains. Blocked, damaged, draining slowly.**
- Boundary walls, gates. Flaking paint, rusting, missing mortar, bulging.**

Notes/Actions:

Interior

- Walls. Check for damp, peeling paint/paper, staining, condensation.**
- Floors. New cracks, dips, springiness, bulges.**
- Ceilings. Cracks, bulges, patches of damp or staining**
- Cellars. Damp, mould, rot, cracks.**



Notes/Actions:

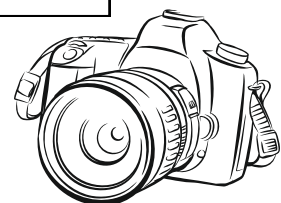
Services

- Water. Get boiler serviced, check for leaking taps and pipes**
- Heating. Get boiler serviced**
- Burglar alarm. Test and check batteries.**
- Smoke alarm. Test and check batteries**
- Fire extinguishers. Check.**

Notes/Actions:



Weather:



REPAIRS TO HISTORIC PROPERTIES

If the maintenance inspection reveals some repair work is needed to your property, this section will help you work out what to do next.

General Principles of Repair

There are some helpful general principles to keep in mind when repairing historic properties:

- 1. Do as little as is required. It is important to keep historic buildings as intact as possible.**
- 2. Use traditional materials whenever possible.**
- 3. Bring in specialist building conservation expertise if necessary.**



Repair is work to restore something damaged, faulty or worn back to a condition.

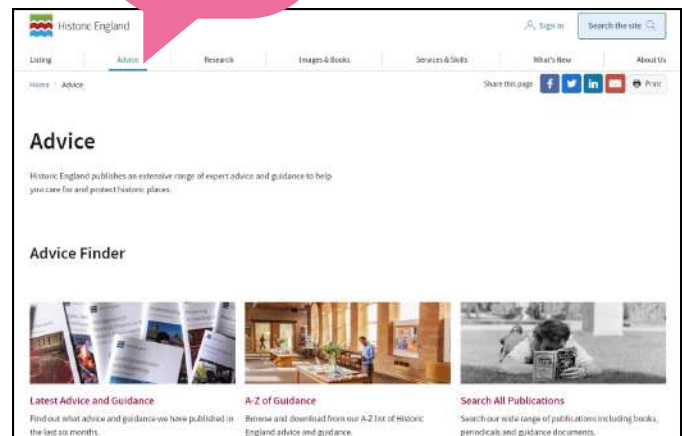
Historic England have further advice on the Principles of Repair for Historic Buildings.



REPAIRS TO HISTORIC PROPERTIES

Historic England produce a range of technical and specialist guidance. Some of the publications are aimed more at professionals, but you may be interested to consult them when applying for permission for repair work, or producing briefs for professional advisors or contractors.

From Historic England Homepage click 'Advice'



Most of the guides also include details of where to get further advice. The guidance on window repair and repointing brick and stone may be of particular interest.

The searchable SPAB Knowledge Base Common Problems section has advice on a range of topics including:

Condensation

Energy efficiency in old buildings

Paint

Rainwater fittings

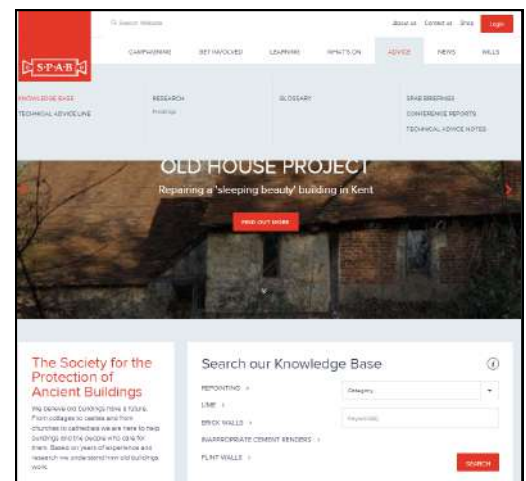
Raining penetration

Repointing

Rising damp

Upgrading timber windows

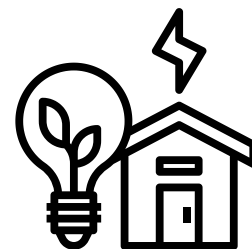
Wood-boring insects



From the SPAB Homepage either search the 'Advice' tab or use the search bar bottom right.

REPAIRS TO HISTORIC PROPERTIES

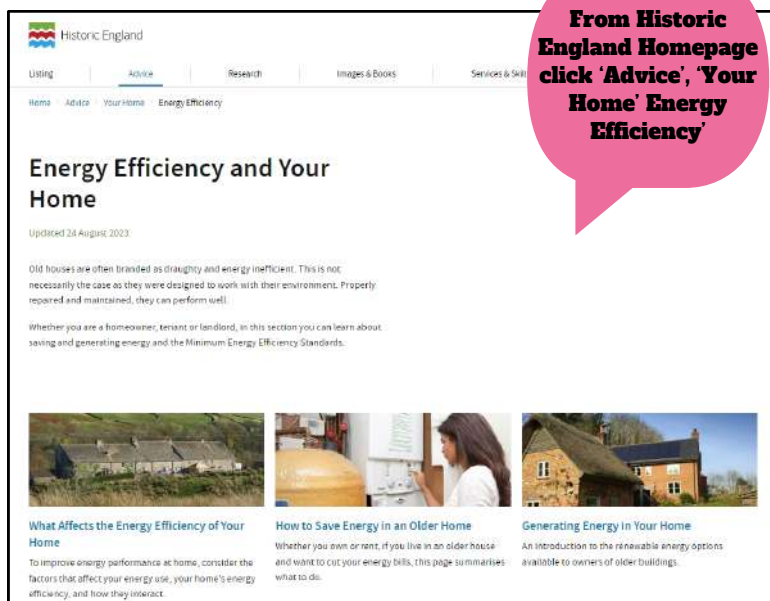
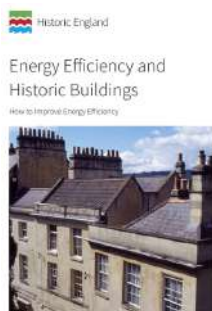
Improving energy efficiency



Historic England has also provided a **wide range of practical guidance** to help owners with saving energy in older and listed buildings.

A good place to start is the general guidance note:

Energy Efficiency and Historic Buildings: How to Improve Energy Efficiency.



More specific advice includes publications on:

Draught-proofing windows and doors

Insulating solid walls

Chimneys and flues



PERMISSIONS

Whether permission is required for work to your property will depend on a number of factors. In particular:



- **The nature of the work required.**
- **Whether the property is listed or in a conservation area.**

Routine maintenance is unlikely to require consent, but repairs may. The table below shows how consents may vary depending on different tasks you may carry out to timber framed windows.

	MAINTENANCE	MAINTENANCE	REPAIRS
	Repairing a broken window pane	Restraining sashes	Replacing timber window frames
Will it affect the special character of the property/area?	Unlikely	Unlikely	Likely
Consent likely to be required?	Unlikely	Unlikely	Likely

Planning permission may also be required for works involving the external alteration/extension of a listed building, where works affect the character of the building. This may include re-painting.

In this situation, a full planning application or householder planning application and listed building consent will need to be submitted.

Does the task go beyond routine maintenance and small repair?

Will it affect the character of the building or conservation area?

Planning permission is likely to be required



Listed Buildings

A building is 'listed' when it is of special architectural or historic interest in a national context. Listed buildings have extra legal protection within the planning system, and you may need permission to carry out repair work, usually [Listed Building Consent](#).

Historic England maintain the [National Heritage List for England](#), which you can search by postcode or keyword. If you have your postcode to hand you can use the map search. This allows you to determine more clearly whether your building is listed and at what grade.

[CHECK IF YOUR PROPERTY IS LISTED](#)

You can also look on the [British Listed Buildings](#) site which details over 300 listed buildings in Leominster.

If you are still unsure, contact the National Heritage List for England Helpdesk: heritagelistenquiries@HistoricEngland.org.uk.

If your property is listed, Historic England's [Guide for Owners of Listed Buildings](#) answers some of the most commonly asked questions.

Whether you want to know more about the listing process or what to consider when you want to make changes to your home, such as adding an extension or updating your windows, the guide will help point you in the right direction.

It also covers some of the most common problems faced by those living in older buildings, such as dealing with damp.



Listing applies to both the inside and outside of a property. So if you are carrying out internal repairs permission may be required.

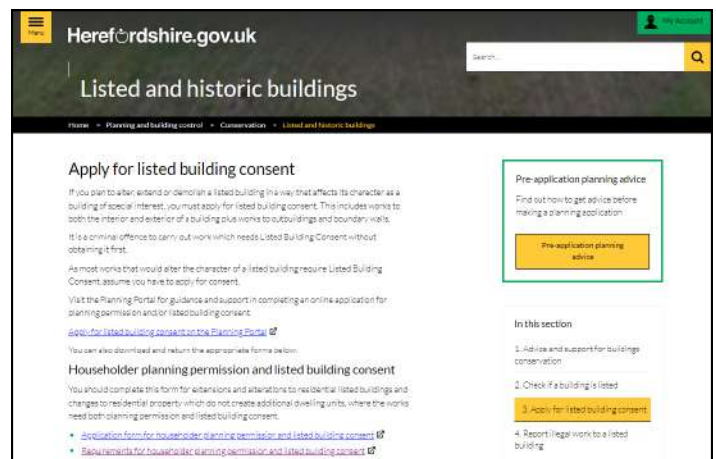
Listed Building Consent

Listed building consent is a type of planning control, which protects buildings of special architectural or historical interest. These controls are in addition to any planning regulations which would normally apply. The controls apply to any works for the demolition of a listed building, or for its alteration or extension, which is likely to affect its character as a building of special architectural or historical interest. This applies to the exterior and interior of the property, outbuildings and boundary walls.

Alterations including changes to windows or doors, or installing double glazing, are likely to require listed building consent.

There is no fee for a listed building consent application. Herefordshire Council is the local planning authority for Leominster, and will determine planning and listed building consent applications.

Decisions are made within 8 weeks of the application being validated by the local authority, inclusive of a 21-day consultation period where neighbours and interested parties can comment on the proposal. Granted consent lasts for 3 years, so any works need to be started within that time.



Apply online or download the relevant application form Herefordshire Council website.



Carrying out unauthorised works to a listed building is a criminal offence and individuals can be prosecuted.

Listed Building Consent

Within an application for listed building consent, you will be required to provide as a minimum:

Location plan which shows the site area and its surrounding context. This can be purchased online from the [Planning Portal's accredited supplier](#) either as part of the application process, or separately, and then attached to the application.



Image @ Planning Portal

Site Plan (sometimes known as a block plan) which shows the proposed development in detail and can be purchased from the Portal's accredited supplier, location plan and heritage assessment.

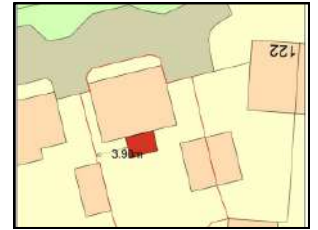


Image @ Planning Portal

A written explanation of the proposed works.

This can take several forms, depending on the complexity of the project. It is sometimes called a heritage statement or a design and access statement. As a minimum it should include:

- **An assessment of the impact of the works on the significance of the building (statement of significance)**
- **A statement of justification explaining why the works are required (heritage impact assessment/heritage statement)**
- **A method statement explaining how the work will be done.**

Applications need to contain enough detail to enable the local authority to fully understand and evaluate what you want to do and the impact it will have on the significance of the property. [Herefordshire Council](#) **provide more detail** on what documents are required when submitting a listed building consent application.

Top Tip: Include as much detail as possible in your application, for example name the exact paint you will use, not just the colour.

Listed Building Consent

Even when you are considering replacing modern windows or doors with something more appropriate to the period and design of your property it is still important to get advice from Herefordshire Council about whether consent is required before going ahead with the work.



Unauthorised work is a criminal offence. A planning authority can insist that all work carried out without consent is reversed.



The Historic England Advice Note on Listed Building Consent provides general advice for owners of listed buildings about listed building consent as an application process; how to judge whether proposals need consent, how to achieve certainty on the need for consent and how to make informed applications.

It also gives advice on works which may or may not need listed building consent, depending on how the works are proposed to be carried out.

The Advice Note also details whether consent is required in a number of common scenarios including repairing a broken window pane, rewiring and secondary glazing.

Properties in a Conservation Area

Much of Leominster town centre is a conservation area. This means it has been designated as an area of special architectural and historic interest. Within the planning system there is a presumption that the historic character and appearance of the area should be preserved and enhanced.

You can check if a property is within a conservation area on the [Herefordshire Council website](#).

The Leominster Conservation Area Appraisal and Management Plan contains more information about the special character of the area.



You may need permission for the following work if your property is in a conservation area:

- **Various types of wall cladding**
- **The insertion of dormer windows**
- **The installation of satellite dishes on walls and roofs facing a highway**
- **The installation of radio masts, antennae or radio equipment housing with a volume over two cubic metres**
- **A reduction in the size of residential and industrial extensions, which may be carried out without the need for planning permission**
- **The installation of solar panels**

In particular, Herefordshire Council will be looking to see if the work preserves or enhances the character or special appearance of the conservation area.

Heritage Assessments

A key part of any application for consent is a heritage impact assessment, also known as a heritage statement. You can write one yourself, or employ a professional (see Professional Support Factsheet). The heritage impact assessment is a statement of justification explaining why the works are desirable or necessary. It should contain the following:

- **A description of the property and its setting**
- **An assessment of the significance of property**
- **A description of the likely impact of the proposed work on the significance of the property**
- **An assessment of the overall heritage impact. This includes balancing any harm to the significance against the benefits of doing the work**
- **Identification of any opportunities to reduce or mitigate the harm caused to the significance.**



'Significance' has a specific meaning in relation to the historic environment. See Glossary Factsheet for a definition.



Be clear why the works are required, include a method statement detailing how the work will be done and include photos with the work areas marked



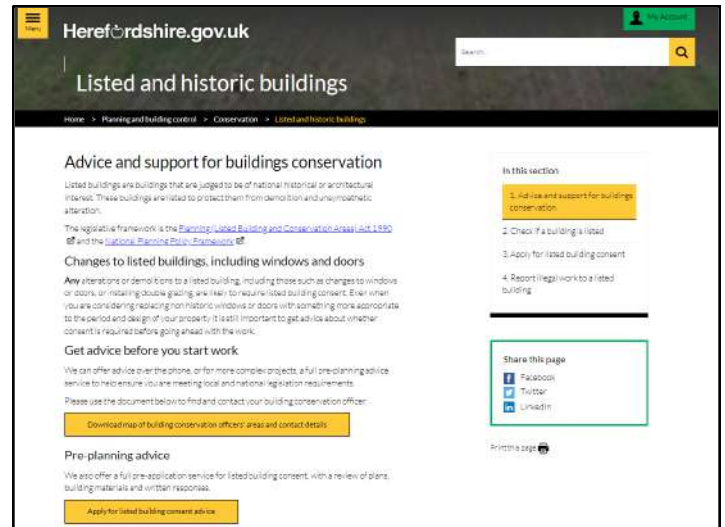
Getting Planning Advice

You can ask a planning officer for informal advice on your building project or listed building consent.

**For general advice email: planning_enquiries@herefordshire.gov.uk.
Tel: 01432 260386**

For more complex projects, Herefordshire Council operate an optional, pre-planning advice service to help ensure you are meeting local and national legislation requirements. There is a charge for this service.

Find out more about [pre-planning advice](#) and associated [fees](#) via [Herefordshire Council's website](#).



[Click to complete the online pre-planning advice form](#)



The Historic Towns and Villages Forum also has a [helpful publication](#) with top tips for making better planning applications.

Professional Support

Working with older buildings calls for a particular set of skills and expertise. For any significant work to your property you will likely need to employ a specialist advisor such as an architect or surveyor, or a specialist contractor.



Professionals use conservation accreditation to demonstrate their competence.

Regardless of the type of support you need, here are some top tips to help you ask the right questions.

- **Have they any experience of working with your type of building and with the type of work you want them to do?**
- **Can they provide references?**
- **Are they local?**
- **Are they willing to visit the property before providing a quote?**
- **Are they accredited?**
- **Have they been recommended?**
- **Are there any requirements from the Planning Authority?**
- **Are they insured?**
- **How soon are they available to do the job?**

It is always recommended that you get three quotes for any professional service.



Advisors

Professionals can help plan and oversee work to your property. This can include advising on specialist surveys, drawing up plans and specifications, costing the work, supporting applications for consent, producing a schedule of works and helping appoint contractors.

Find an advisor with knowledge and experience of historic buildings where possible. Conservation 'accredited' professionals will give you, and planning officers, confidence that the work will be carried out appropriately.

You can include the contact details of your advisor as your 'Agent' on planning applications. Make sure you sign-off what goes into the form as you are responsible.



Directories of conservation professional advisors:

<u>HESPR</u>	Promotional service for businesses that work to standards expected by the Institute of Historic Building Conservation. Includes architects and surveyors but also firms who prepare heritage statements.
<u>Royal Institute of Chartered Surveyors</u>	Downloadable register of Building Conservation Accredited Surveyors.
<u>Register of Architects Accredited in Building Conservation</u>	Independent accreditation body for architects experienced in building conservation, searchable by area.
<u>Royal Institute of British Architects</u>	Conservation Register includes architectural specialists in all aspects of historic building conservation, repair and maintenance. Searchable by area.
<u>Conservation Accreditation Register for Engineers</u>	Downloadable register of conservation accredited engineers.

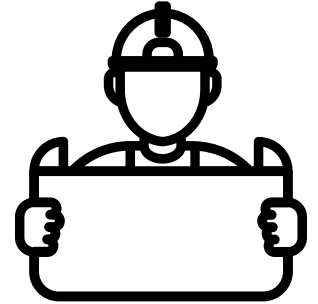


Contractors

Getting the right contractor is vital. Where possible find a contractor with knowledge and experience of historic buildings.

Depending on the size and complexity of the job, it may not be necessary to get a conservation accredited contractor.

Local knowledge, good communication and reliability are key. Ask around neighbours, local groups and online forums for recommendations too. And don't forget to share your recommendations with others.

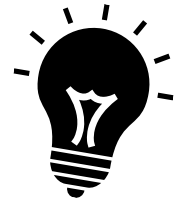


Directories of conservation professional contractors:

<u>Maintenance Booker</u>	Accredited contractors experienced in historic building maintenance and services.
<u>Lead Contractors Association</u>	Association for contractors working with lead sheet.
<u>National Federation of Roofing Contractors</u>	Also manage the National Heritage Roofing Contractors Register.
<u>National Society of Master Thatchers</u>	Largest recognized body of thatchers in the UK

Working with professionals

Here are some top tips to help you get the best out of your advisors and contractors:

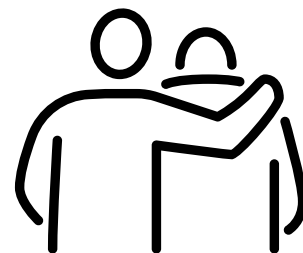


- **Agree the appointment in writing, confirming the price, scope or schedule of works, timescales and any other agreed conditions of the work including a payment schedule. Home Owner contracts may be useful templates for small-scale maintenance and minor work, but emails or letters can also be used as a form of contract.**
- **Check the small print if the contractor supplies a form of contract, and if necessary seek legal advice.**
- **Agree at the outset how you will communicate and who the main point of contact will be.**
- **Getting quotes and making appointments takes time- make sure you build in enough time to do this when planning the work.**



Other Sources of Support

It's important to remember you aren't alone. About 20% of England's housing stock was built before 1919 (over 4 million houses!).



Many people live or work in historic buildings and face the same challenges keeping on top of maintenance and repair. Below are some further sources of support and inspiration.

Business Properties

Are you signed up to the local business E-newsletter from Leominster Town Council? There are over 100 local contacts on the circulation list. Get details of available grants and upcoming events.

Sign-up by emailing: business@leominstertowncouncil.gov.uk.

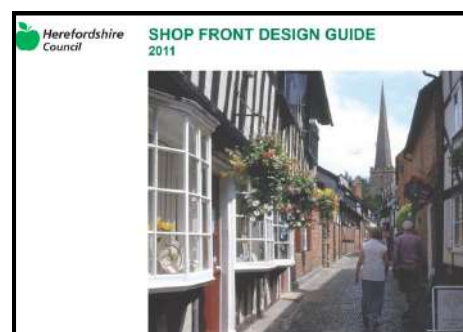
Herefordshire Business Improvement District (BID) are a good source of local business knowledge and support.



The Marches Growth Hub offer advice and support including grants and loans.



Wanting to reinstate a historic shopfront? Herefordshire Council have further guidance on design principles, considerations such as lettering, materials and security. The Guide was produced in 2011 so be sure to check the latest information about planning and permissions.



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Domestic Properties

Take a look at the [Old House Project](#). You can follow the progress of the SPAB as they repair a listed property which has stood empty for 50 years. Lots of inspiring videos, and lots of information ranging from topics on finance and budgeting to scaffolding.

SPAB periodically run (paid for) [courses](#) in [Understanding Your Building](#). It can be a great way to meet like-minded owners of historic properties.

Project Resources

Finding a project house
This chapter introduces the SPAB's Old House Project at St Andrew and asks the question: "Is a 'project house' right for you?" The thought of 'doing up' a wreck is appealing to many people but there are many things to consider before embarking on a significant repair project. The chapter briefly looks at suspecting future pleasure will go into greater detail and where you might look for a project house of your own, such as heritage-related registers.

Getting started
The second chapter from the SPAB's project book looks at 'Getting started: security, survey and assessment', and stresses the importance of doing your homework. The SPAB approach to building conservation emphasises fully understanding your building before beginning the work. Surveying and securing the building, looking at water services, archaeology and environmental factors were important early measures. This chapter shares the SPAB's early processes and advises who to consult before getting started.

Finance and budgeting
Chapter three in the project book explores how a person new to a large-scale building project should tackle budgeting. Restoring an old house can come with some risks so you should always undertake as much as possible about the extent of the repairs and the likely value of them. We have also aimed to be transparent about the SPAB's own finances during the project so far. The chapter also includes pre-application advice and contingency planning.

Home > About Us > Courses

Courses

Training and sharing knowledge and skills have always been an important part of the Society's work. We offer a range of courses and other educational events, constantly reviewing and developing our programme to respond to current research or training priorities. Working with leading experts we deliver hands-on workshops, masterclasses, seminars, lectures, short courses and other activities to hundreds of people from across the UK and overseas each year.

Sign up for our monthly courses bulletin

SUBSCRIBE

Other Sources of Support

Local Groups

Get involved with some of the fantastic Leominster community groups:

Leominster Civic Society has a newsletter, periodic events and special interest research projects.

LARC Development Trust is a charitable trust set up to support the preservation of historic buildings in Leominster, focused on Grange Court.

There are some useful local social media groups online too.

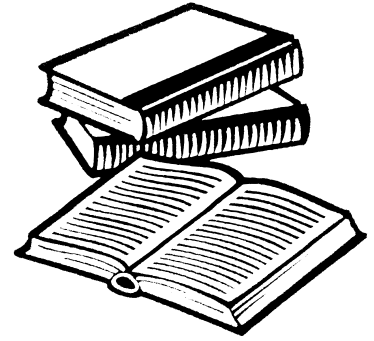
Some neighbourhoods have local residents groups. Leominster Town Council can help you find your local group. Email: admin@leominstertowncouncil.gov.uk.

The Leominster Conservation Area Management Plan also has lots of useful local information. Contact the Town Council for a copy.



How to Research Your Property

It can be useful to find out more about the history of your property. It can help you understand how the building is constructed, what it was used for and how it has changed over time. It can also be fascinating to learn about the lives of previous occupants and custodians.



Starting Points

There are some useful national resources available.

Historic England's ['Your Homes' History](#) is a good place to start.

A screenshot of the Historic England website. The page title is 'Your Home's History'. The text below the title reads: 'Discovering the history of a house - who lived in it and when it was built - can be a challenging and rewarding experience. It can also be very useful. Knowing its history, and that of its surroundings, can tell you what's important about it - its significance. It can also tell you how your house was constructed, and if there were later additions or alterations. This sort of information can help when you're thinking about making changes, or tackling the building's energy efficiency.' Below the text are two images: one of a thatched cottage and one of a street scene. Under the first image is the heading 'What Could You Find Out about Your Home?' and the text 'Architectural history isn't only about grand stately homes or picturesque thatched cottages - though they do of course play their part.' Under the second image is the heading 'How to Find Out About Your Home's History' and the text 'There are a wide range of resources available if you want to start researching the history of your house, from archives to local studies centres.'

THE NATIONAL ARCHIVES

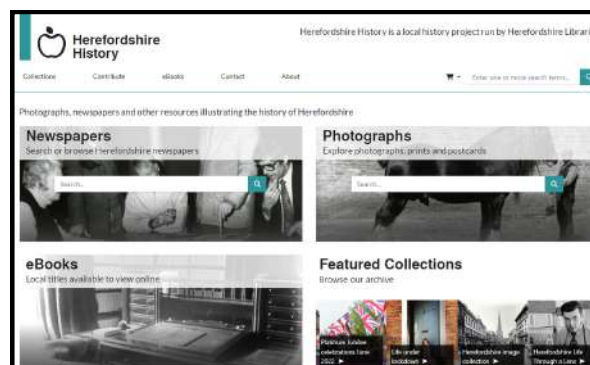
The UK Government's official archive, known as the National Archives, holds over 1,000 years of public records.

Its website includes a searchable online catalogue and online guides to various topics such as wills and probate records, and census returns. It also has a helpful [research guide](#) for houses.

Local Information

Herefordshire's [Historic Environment Record \(HER\)](#) is a great source of information about buildings in Leominster. It can be accessed from the [Herefordshire Through Time website: https://htt.herefordshire.gov.uk/](https://htt.herefordshire.gov.uk/) Similarly, [Herefordshire Archives and Record Service \(HARC\)](#)

[Herefordshire History](#) has an online collection of photographs, newspapers and other resources illustrating the history of the county. The postcards of old Leominster collection is particularly fascinating.



[Leominster Museum](#) is a great source of local information. They also have a range of publications about the history of the town.

[Leominster Library](#) is also a good source of local history.

It is also useful to look up the planning history for a building or site using the [Herefordshire Council website](#) or the [Planning Portal](#). Previous and current applications may include building plans, photographs, maps or even planning and heritage statements which could give you some interesting and useful background information.

The [Leominster Conservation Area](#) appraisal and Management Plan provides a detailed assessment of the town's development, character and appearance.

Newspaper archives

The [British Newspaper Archive](#) online is a searchable database of national papers. From 1800s up to the 1950s.

Another online newspaper tool is [The Gazette](#).

Picturing the Past

Collections of photographs by enthusiastic local photographers are sometimes deposited at an archive and can be as early as the late 19th or early 20th century in date.

Newspapers have substantial photograph archives. [Mirrorpix](#) is a national collection, including the archives of many regional newspapers such as [The Mirror Group](#) took over ownership. There are often license and copyright restrictions / fees with these, but fine if you are only sourcing for personal research.

An online catalogue of archive material is held at the [Historic England Archive](#) in Swindon. The archive is a large collection of historic photographs of buildings, including [Britain from Above](#). Some museums also hold large online available archive collections.

The [Frith archive](#) is an extensive database of heritage postcards available online.

Regional heritage film footage can be searched here [BFI](#)

Maps

Historic Ordnance Survey Maps, or OS maps, can also be very useful. They are usually available to view at your local records office, with many available on the [National Library of Scotland](#) website.



Find Tithe maps (c.1838) by subscription at [The Genealogist](#) or at your local record office, or archives. There are also some private websites sharing historic maps which might be useful, though you may be expected to pay for a subscription to view some of them, or reproduce their images.

Researching Businesses

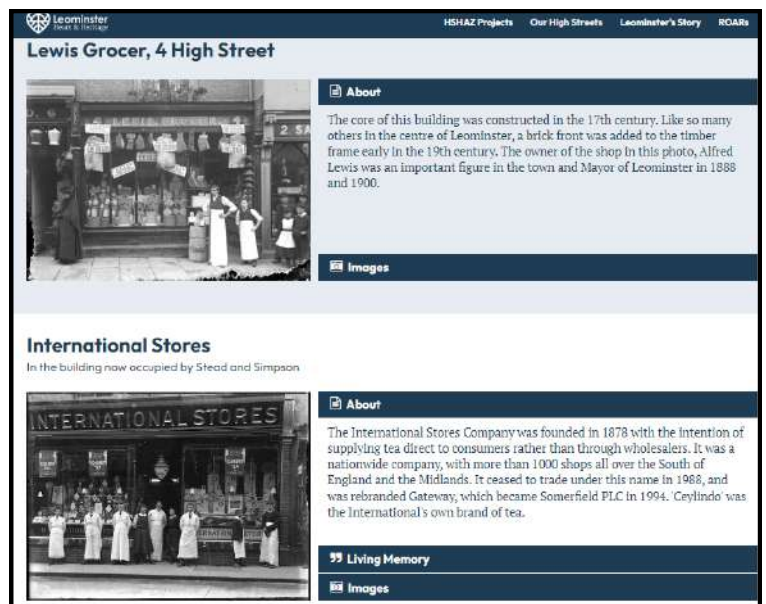
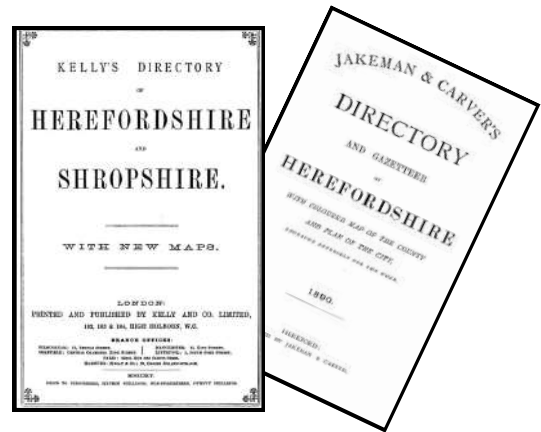
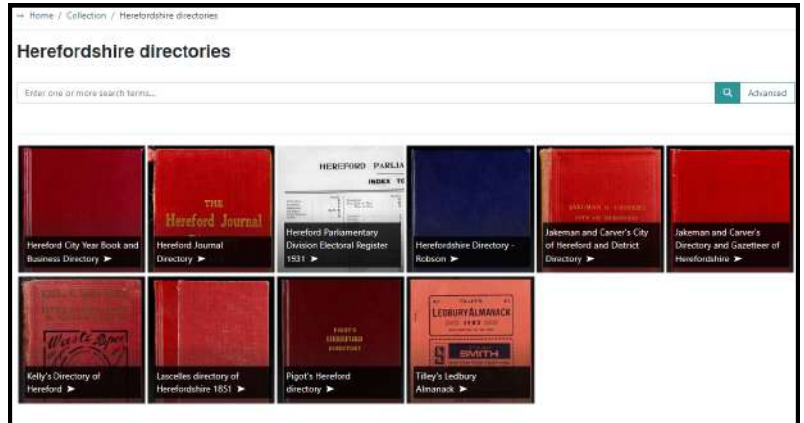
Trade directories are an essential tool for local, urban and family history.

Herefordshire trade directories can be viewed [here](#) for the 1850s, 1890s and 1910s, including the national Kelly's and Pigot's directories as well as those by regional publishers.

The Herefordshire Directories can also be viewed on the [Herefordshire History](#) site.

You will often find trade directions on the shelves in reference library sections of the local archives or library to browse too.

Leominster [Heart and Heritage](#) website also has lots of historical information about Leominster businesses.



GLOSSARY

Conservation

'The process of maintaining and managing change to a heritage asset in a way that sustains and, where appropriate, enhances its significance' (Historic England).

Design and Access Statement

A short report accompanying and supporting a planning application. They provide a framework for applicants to explain how a proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users. They are a required document for a listed building consent application.

Like-for-like

As in like-for-like repair, refers to works which are compatible physically and visually. These usually constitute repairs and other works which go beyond simple maintenance. It does not normally mean the loss of fabric, except where the fabric to be lost is of the type which is intended for periodic renewal and has failed. Even then some elements may be retained and reincorporated (as with tiles and slates re-used in re-roofing works). Like-for-like repair where physically and visually compatible may not need LBC but, where there is doubt, it is worth checking with a specialist advisor and/or by exchange of correspondence with Herefordshire Council.

Local Planning Authority (LPA)

The local authority or council which determines planning application. In Leominster's case, Herefordshire Council.

GLOSSARY

Maintenance

Routine work regularly necessary to keep the fabric of a place or building in good order and to prevent further deterioration.

Matching materials are those with similar properties – matching normally goes beyond the appearance of the material to include composition, performance, provenance, quality, texture, colour, finish, dimensions and so forth.

Repair

Work beyond the scope of maintenance, to remedy defects caused by decay, damage or use. Replacement is the comprehensive dismantling and renewal of an element of a building, in the case of structures normally reincorporating sound units.

Significance

The value of a heritage asset to this and future generations because of its heritage interest. The interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting.

GLOSSARY

Elements of a historic shop front

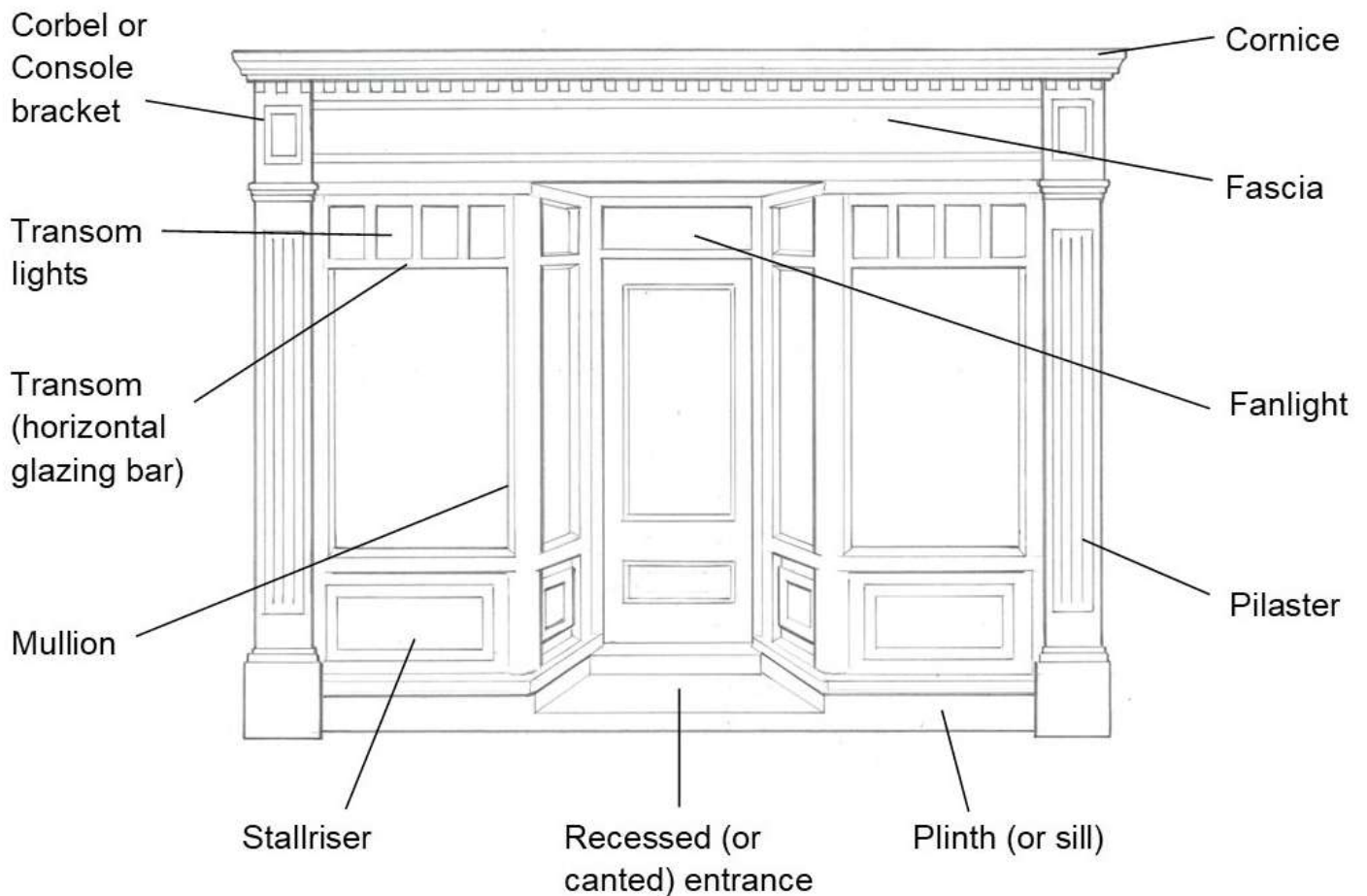


Image © TDR Heritage Ltd

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