

**MONTAGU SQUARE ESTATE MANAGEMENT SCHEME**

**External Decoration and Repair**

**ESTATE SPECIFICATION**

**and**

**GUIDANCE**

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### **IMPORTANT NOTE**

*Clause 7(2) of the Montagu Square Estate Management Scheme (“the Scheme”) provides that in every “decoration year” the freehold and leasehold owners of enfranchised property within the Scheme shall “paint in a proper and workmanlike manner the whole of the outside woodwork, ironwork metalwork and cement or stucco work (if any) and other external parts of the enfranchised property usually painted with two coats at least of good quality paint or in such other manner as may be specified the nature of all paint used and the colour of all finishing coats being approved in writing by the Surveyor either specifically for the occasion or by reference to general guidelines in the form of an Estate Specification from time to time published for that purpose.”*

*Clause 7(4) provides that they shall “as often as in the reasonable opinion of the Surveyor may be necessary clean the exterior stonework (if any) of the enfranchised property in a manner previously approved in writing by the Surveyor and clean and repoint the external brickwork (if any) of the enfranchised property, but not in black pointing”.*

*The parts of this document printed in bold italics (like this) constitute the “Estate Specification” as to the nature of paints and colour of finishing coats authorised by clause 7(2) and the requirements of the Surveyor as to the cleaning and repointing of stonework and brickwork under clause 7(4), and those parts are obligatory. The remainder of the document, not printed in bold italics, consists of guidance and advice offered by the Surveyor to owners and their contractors.*

*This document is concerned only with decoration and with any repairs which involve no alteration within the scope of clause 21 of the Scheme, which applies to “any alteration in the height or external appearance of the enfranchised property or any part thereof (including any internal alteration which affects the external appearance, whether by darkening or obstructing windows or otherwise)”, to the enclosure of any portico, to any cut in or alteration of any of the exterior or load bearing internal walls or timbers and to the construction of any additional or substituted building or erection. Any alteration within clause 21 requires specific approval by the Surveyor.*

*This document is concerned only with buildings within the Scheme and fronting on Montagu Square, Montagu Street or Montagu Place. Mews houses within the Scheme will be dealt with as individual cases, bearing in mind Westminster City Council guidelines.*

## **INTRODUCTION TO GUIDANCE AND ADVICE**

This document is intended to help freeholders, leaseholders and their agents when carrying out external redecoration works to historic properties in or adjacent to Montagu Square. It underlines the Surveyor's recommendations in terms of defining the scope, quality and finishes of their historic buildings, so as to achieve consistency in appearance to rows of terraced properties whilst remaining sympathetic to the Georgian period.

Repair, restoration and redecoration works will require craftsmanship and professional skills of a high standard. In almost all cases materials used should match the original. The use of non-traditional materials will not be in keeping.

To ensure the long term preservation of all historic property in the Square, regular maintenance is essential. Prompt action to remedy minor defects will prevent costly and disruptive repairs at a later stage.

Reference should be made to the publications detailed in this document under the various sections. This will give the user a more comprehensive understanding of what is required when carrying out external redecoration works.

This document is concerned only <sup>with</sup> the position under the above Scheme. Compliance with it does not exempt anyone from any other requirements, whether they arise under transfers or leases, or under legislation as to planning, listed buildings, building regulations, party walls or other matters, or in any other way, all of which remain the responsibility of the person ordering or carrying out work.

## **SPECIFICATION AND GUIDANCE**

*References to “Clause 21” are to Clause 21 of the Scheme, as described in the “Important Note” above*

### **Main Entrance Doors**

- a. Original doors, including fanlights, should be retained and repaired rather than replaced. The “Window Care” system used in accordance with manufacturer’s instructions may be used where appropriate.
- b. ***Where doors are replaced, anything which does not match the original door exactly in materials and design is an alteration requiring the Surveyor’s approval under clause 21.*** Modern mass-produced doors are not in keeping.
- c. Where original fanlights are beyond repair, replacements should match the original.

#### **Door Furniture**

- d. Door furniture should be simple and a subordinate accessory to the door, in either cast iron painted black or polished brass. Bright large modern fittings are not in keeping.
- e. Door handles are inappropriate. Doors should be drawn by means of a heavy knob, centrally placed, or a ring that may also serve as a knocker. Other door furniture (letter boxes, door numbering, etc.) should be sympathetic to the Georgian period in terms of placement and materials.
- f. Where external doors are to be replaced, the original door furniture should be retained and re-fitted.

#### **Door Decoration**

- g. Redecoration of doors should include thorough preparation, priming bare timber as necessary and painting in two coats undercoat and one coat gloss.
- h. ***Door finish must be in black gloss or other colour or finish approved by the Surveyor. In some areas red 04E53, blue 18E53 and green 14C40 may be permitted (BS4800 colour reference numbers).***

#### **Other joinery**

- i. ***All external joinery other than doors, including window frames, and all fanlight frames and bars, must be finished in white gloss.***

## **Windows**

- a. ***Any change to the external appearance of windows is an alteration requiring the Surveyor's approval under clause 21.*** In general windows should be repaired with timbers to exact dimensions and patterns of existing, particularly to glazing bars, but the Surveyor will in suitable cases approve taking the opportunity to reinstate the original glazing/fenestration patterns, which is generally to be encouraged.
- b. Large open joints in sashes, frames and doors can be repaired by removing the item, re-gluing the joints and clamping of open joints. When doing so, care should be taken not to damage original glass.
- c. Damaged timber and open joints not capable of being re-cramped may be repaired using the "Window Care" system, fully in accordance with the manufacturer's instructions or recommendations.
- d. Repairs should include renewing cracked or defective glazing and putties.
- e. Any new timber should be primed and all external timbers painted with two coats undercoat and one coat gloss.

## **Glazing**

- a. Historic glass, whether decorative or plain, should be retained and carefully protected from damage during building works.
- b. Where defective historic glass needs replacing, glass of identical type and thickness with associated linseed putties should be used.
- c. Where defective glass is replaced to timber French doors replacement glass should comply with Approved Document N of the Building Regulations. Where thicker toughened glass is required existing window frames should be adjusted to match the existing profile as closely as possible.

## **Stucco, Canopies, Porticos**

- a. Defective areas of stucco should be cut back to brickwork and renewed in a hydraulic lime : sharp sand mixture in three coats.
- b. Moulded decorations, where deteriorated, should be repaired by running mouldings in situ, for reproducing missing cornices and architraves and for repair of small parts.
- c. Stucco should be finished to match the original surface-ashlar, chamfered, banded, plain block or rusticated.
- d. ***Stucco must be painted with an oil based paint, finished in Gardenia BS4800 reference BS10B15.*** The Surveyor recommends, but does not insist upon, ICI Paint by AkzoNobel – Dulux Trade Weathershield Smooth Masonry Gloss paint (tel. 01753 691690).

- \* See “A guide to care and maintenance – Stucco” published by City of Westminster Department of Planning and Environment, March 1994.
- \*\* See “Facade Cleaning – The removal of soiling and paint from brick and stone facade” published by City of Westminster Department of Planning and Environment, February 1995.

### **Window Arches, Cills**

- a. Defective areas should generally be repaired as detailed in the **Stucco, Canopies, Porticos or Brick Repairs/Pointing** Sections.
- b. Where stone cills require replacement, matching stone cills should be installed.
- c. *Finishes to reveals, arches and cills must be as for stucco, unless in exposed brickwork*, which should be consistent with the terrace..

### **Parapets**

- a. Brick or stucco parapets should be repaired in accordance with the **Stucco, Canopies, Porticos or Brick/Repairs/Pointing** Sections.
- b. *Parapets must be decorated as for stucco, if previously decorated, and must otherwise be left in their natural state, or cleaned if the Surveyor so requires.*

### **Brick Repairs/Pointing**

#### **Repairs**

- a. Repairs to brickwork should accurately match the bond, colour, texture, dimensions, aging and pointing of the original brickwork.
- b. Any features such as rubbed brick arches or decorative mouldings should be retained and, where necessary, repaired or reinstated.

#### **Pointing**

- c. *Pointing in new work will be part of alterations requiring the Surveyor's approval under clause 21.* Pointing in existing work should be recessed sufficiently to prevent excessively wide joints or damaged arrises.
- d. Repointing should include raking out by hand (not machine) and repointing in a natural hydraulic lime : sharp sand mix using Portland cement.

### **Stone Repairs**

- a. Where stonework is seriously decayed, indenting should be undertaken in natural stone, matching as close as possible the colour, texture, moulding and weathering characteristics of the existing stone.
- b. Superficially flaking stonework should be carefully brushed down using a stiff bristle brush and left as it is.
- c. *Stonework must be decorated as for stucco, if previously decorated, and must otherwise be left in its natural state, or cleaned if the Surveyor so requires.*

### **Cleaning of Brickwork and Stonework**

- a. Advice should be sought from the City of Westminster and other such specialists and proposals put forward to the Surveyor before undertaking any works.
- b. *The approved method of façade cleaning is water washing – brush and low pressure water spray*
- \* *See “Façade Cleaning – The removal of soiling and paint from brick and stone facades” published by City of Westminster Department of Planning and Environment, February 1995.*

### **Railings**

- a. All loose, perished or flaking paint should be removed back to a sound surface as necessary.
- b. Small areas of rust can be removed by hand abrasion and exposed metals treated with a chemical rust converter.
- c. All lead caulking, nuts, bolts and rivets should be checked after cleaning and refixed as necessary, leaving all fixings tight.
- d. *Where replacement of old railings is undertaken, any departure from exact replicas of the old in every aspect of design, construction and materials will amount to alterations requiring the Surveyor's approval under clause 21.*
- e. Decorations should include for priming any bare metal, painting two coats undercoat and one finishing coat. *The finish must be in black gloss..*
- f. *Finials and spearheads on railings are not to be painted in contrasting/different colours.*
- \* *See “Railings in Westminster – A Guide to their Design, Repair & Maintenance” published by City of Westminster Department of Planning and Environment, September 1997.*

### Railing/Step Parapets

- g.** *Previously painted stonework to step parapets must be painted in a light colour close to any natural stone colour in the terrace. If not previously painted it must be left in its natural state, or cleaned if the Surveyor so requires.*

### Front Entrance Steps

- a. Original natural stone steps should be carefully repaired using matching materials to maintain the original aesthetic.
- b. *Where entrance steps are beyond repair any replacement involving a change to their appearance is an alteration requiring the Surveyor's approval under clause 21.*

### Basement Steps

- a. Basement steps should either be in stone or metal (wrought iron or steel) and should be decorated to match existing surfaces if previously decorated.
- b. Replacement steps should be in full compliance with Part K of the Building Regulations in terms of performance, scale and construction.
- c. Treads should have a non-slip finish, consisting of either carbon grit coating, slip-resistant nosings or anti-slip tapes.

### Balconies

- a. Where previously painted, stone balconies should be repainted in a colour to match the original stone. *Stone edges must be decorated as for stucco, if previously decorated, and must otherwise be left in their natural state, or cleaned if the Surveyor so requires.*
- b. Refer to '**Railings**' section for balcony railings.

### Roof Coverings

- a. Roofs should be repaired or replaced in materials to match the original, i.e. Natural Welsh Slate, and existing slates should be re-used where these are still serviceable. Non-traditional materials such as concrete tiles or flashings, mineral felt etc, are not in keeping. Inappropriate or mismatching slates should not be used.
- b. Ridges to slate roofs should be in Code 8 lead but where stone ridges already exist, these should be retained and repaired as necessary.
- c. Flashings should be in Code 6 lead.



- d. Lead-lined gutters and valleys should be in Code 6-8 lead.
- e. All leadwork should be laid in accordance with the Lead Development Association's guidelines.

### **Chimneys**

- a. *Any replacement of chimneys involving a change to their appearance is an alteration requiring the Surveyor's approval under clause 21.* Repairs should be undertaken in materials to match the original.
- b. Chimney pots should generally be retained in position and replaced where missing with appropriate clay pots and associated cowls.

### **Rainwater Goods**

- a. Rainwater goods should be in cast iron and decorated as detailed in the 'Railings' section. *The finish must be in black gloss, unless the Surveyor approves or requires otherwise.*
- b. The location of downpipes should be carefully considered to ensure continuous vertical runs rather than horizontal or oblique runs.

### **Metalwork generally**

- a. Except where specifically covered above metalwork should be decorated as detailed in the 'Railings' section. *The finish must be in black gloss, unless the Surveyor approves or requires otherwise, except that brackets supporting balconies must match the stucco façade.*

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- \* *Further guidance and information is available in Guidance Notes published by English Heritage:*

*“Georgian Joinery 1660-1840” – 1993*

*“Ornamental ironwork: gates and railings” – 1993*

*“The pointing of brickwork” – 1994*

*“Timber sash windows” – 1994*

*Guides are also available from the Georgian Group.*

- \* *Two helpful publications are available online at [www.westminster.gov.uk/environment/planning/listedbuildings.cfm](http://www.westminster.gov.uk/environment/planning/listedbuildings.cfm):*

*“The Listing of Buildings of Special Architectural or Historic Interest” provides a general background to listed buildings*

*“Repairs and Alterations to Listed Buildings” gives more detailed guidance*