

Report to Executive

Agenda Item:

8.A

Meeting Date: 1 June 2015

Portfolio: Finance, Governance and Resources

Key Decision: No

Within Policy and

Budget Framework YES
Public / Private Public

Title: LAND TRANSACTION – LEASEHOLD DISPOSAL OF LAND AT

PORTLAND SQUARE, CARLISLE

Report of: Director of Governance

Report Number: GD. 26/15

Purpose / Summary:

Cumbria County Council has proposals to restore, convert and dispose of their largely vacant office accommodation in Portland Square and Alfred Street North. This report seeks Executive approval to the release and leasehold disposal of land in the ownership of the City, currently public adopted highway, either side of Portland Square for the provision of private vehicle access and parking associated with the County's regeneration initiative. In consideration for the transfer the County will undertake works of repair and restoration to Portland Square gardens.

Recommendations:

Subject to any necessary Planning and Highway consents, and the undertaking of agreed works of repair and renovation to Portland Square gardens, the Executive consents to the grant of a lease of land at Portland Square to Cumbria County Council, on terms and conditions recommended for approval by the Property Services Manager.

Tracking

Executive:	N/A
Overview and Scrutiny:	N/A
Council:	N/A

1. BACKGROUND

1.1 Portland Square Gardens

Portland Square Gardens, shown edged and hatched black on the attached Plan Appendix 1, is owned freehold by Carlisle City Council and managed as a public open space by the Environmental Services Green Space's Team. Located to the immediate east of Carlisle City centre the garden originates from the Victorian era. and is an excellent example of a formal green space within a heavily developed and populated urban area. The site, although small, provides multiple opportunities for both locals and visitors to the City to enjoy parkland surroundings within the City Currently the gardens could benefit from some works of repair and centre. restoration to help preserve the visual and inherent attributes of the site; in particular the Victorian boundary plinth wall and railings are in a deteriorating state of repair. Selective removal of some trees, subject to the necessary permissions, which are causing continued damage to the railings, is also required together with repairs to the hard and soft landscaping. Having regard to the strategic and historic significance of the site, the Green Spaces Team feel it essential that every effort is made to maintain the appearance of the gardens to a high standard

1.2 Cumbria County Council Property and Scheme

The County owns and occupies (as offices) a number of buildings around and adjacent to Portland Square shown edged in black on the attached Plan Appendix 1. The majority of these buildings are vacated or will become empty in the future as County staff are relocated elsewhere as part of a strategic office review. The buildings are Listed Grade II and separated from the gardens by a public adopted highway.

The County has pursued a strategy to seek private sector investment, to develop and ultimately to dispose of their properties once acceptable new uses can be secured. The future of Portland Square depends largely upon finding investors who will "buy into" the proposed long term master plan, in which a mixed-use residential and commercial community emerges from the planning and development process which is underway.

In May 2014 Cumbria County Council's Cabinet endorsed the proposal to pursue a master plan and long term strategy for Portland Square and it was agreed that, once the initial planning and highway opinions have been received, Cumbria CC would seek a development/investment partner with the intention of submitting a planning application in due course.

A phased development is intended (3 phases comprising: 15-19 Portland Square & 5 Brunswick Street; 1-5 Portland Square; 1-5 Alfred Street North). Phasing is

considered appropriate due to a number of factors including Cumbria County Council's timetable for vacating the buildings; the size of the project; quantum of accommodation available; the large amount of private sector investment sought; the economic climate and market conditions which have prevailed in recent years. If private investors cannot be found it may be the case the County have to move the project forward and undertake the works to bring properties to the market. Market research has been carried out and advice sought on the potential for a number of new uses including residential and commercial. From this advice, the development plan is emerging for a mixed use scheme which may include the following uses:

- High quality "restaurant with rooms"
- Family townhouses
- HQ office building
- Apartments
- Live/work units

1.3 Highway and Parking Issues

Market research and a "soft marketing" exercise carried out by the County in 2013 has indicated that to be viable the development needs to include adequate parking provision. New occupiers will require private parking.

There is only very minimal parking provision available to the rear of each County property. Therefore, following traffic surveys, analysis and discussion with County Highway officers, the development and restoration scheme will propose the stopping up of the north and south sides of Portland Square. Having taken these roads out of public vehicular use, it is proposed to use the roads for private parking and access for the new development.

Public pedestrian access to these streets and to Portland Square gardens will be maintained and enhanced by the development. Vehicular access for emergency services and refuse collection will be unaffected.

1.4 Stopping-up principles

Should the two sections of road be 'stopped up' to provide private parking, they will cease to be Public Highway and the understanding is that the doctrine of Ad Medium Filum will apply – i.e. the owner of land abutting the road is also the owner of the adjoining section of the road up to the centre line. In this situation, half the width of the highway would transfer to Carlisle City Council (as owner of Portland Square) and the other half to Cumbria County Council (as owner of the Portland

Square buildings). The highway land which would revert back to the City Council in the event of a stopping up order is shown on the Plan Appendix 1edged and cross hatched black.

1.5 Repair and Restoration of the Gardens

It has been recognised there is a need for restoration works to the gardens, and that mutual benefits might arise from incorporating this into the County's overall scheme proposals. Discussions with the County Council on how the development project could contribute to the gardens need for repair and refurbishment, concentrating on the historic original iron railings, stone plinths and associated issues, which are in fairly urgent need of attention, has taken place.

With this in mind, Cumbria CC has instructed Donald Insall Associates (Architects and Historic Buildings Consultants) to undertake a survey and record the condition of the railing and plinths surrounding the square and prepare a schedule of works required. Their report and recommended schedule of repairs is attached as Appendix 3.

1.6 Asset Management Plan and Statutory Considerations

The Council's policy on the release and disposal of assets for operational and non-operational purposes is set out in the Asset Management Plan. In general terms the strategy provides for the disposal of all assets which are not required for service delivery, or social, economic or environmental benefits, or longer term investment. Assets will be disposed of for the best price and in accordance with the provisions of Section 123 of the Local Government Act 1972, which imposes a statutory duty on the Council to sell property for the best consideration reasonably obtainable. Disposals will be also conducted in accordance with the Council's property procedures and the Code of Conduct for dealing with planning matters.

2. PROPOSALS

2.1 Facilitating the Scheme

To assist facilitate the County's regeneration scheme for Portland Square, and improve the prospects of financial viability, the City Council have been asked to transfer its interest in the highway land at either end of the Square, shown edged black and cross hatched on the Plan Appendix1, to the County Council. This is subject to the County Council first obtaining any Planning and Listed Building Consent for the scheme, and stopping up the highway with an Order under Section 247 of the Town and Country Planning Act, and secondly completing works to the gardens.

2.2 Restoration and Repair of the Gardens

In exchange for the transfer of the City's land for use by the County for parking and access, in connection with the Portland Square development and regeneration proposals, it has been provisionally agreed by way of consideration in lieu of a cash receipt the County will undertake works to the City's garden in accordance with an agreed specification and schedule of works. At this stage the precise detail around the works has to be finalised but, preliminary estimates based on survey findings, indicate the costs of repairs to be in the order of £100,000 to £120,000.

2.3 Method of Disposal

It is proposed to transfer the Council's interest in the highway land to the County by way of a leasehold interest at a peppercorn rent. The City Council will retain the freehold interest. This will be undertaken by initially granting the County a Licence to undertake the prescribed works to the gardens, and an Agreement for Lease setting out all the proposed leasing terms and conditions. Once the works to the gardens have been satisfactorily completed the Lease will be granted to the County.

2.4 Heads of Term for Licence and Lease

The full terms and conditions which have been provisionally agreed for the grant of a licence and lease to the County Council are set out in detail within Appendix 2 to this report. Basically the City will grant the County a lease of the highway land for 250 years, for use only as private access and parking, in consideration for the works undertaken to the Portland Square gardens. Other normal standard commercial leasing conditions will apply and the County will make a contribution to the City's surveyor's fees and legal costs. The receipt of works to the gardens, in lieu of financial consideration, represents best consideration to the Council for the leasehold land transfer.

3. CONSULTATION

3.1 Consultation to Date

The scheme of renovation and restoration works to Portland Square Gardens has been discussed and considered internally by officers representing Planning, Green Spaces and Highways.

Members and Ward Councillors have been advised and consulted on the proposals and scheme of renovation and restoration.

The Local Area Committee has considered the County Council's project.

3.2 Consultation Proposed

The application to Stop Up the public adopted highway and the proposals to develop and undertake works to the Portland Square properties and gardens will require planning, listed building and conservation area consents. Trees are

protected by virtue of being in the conservation area. Any consent which is sought will be subject to the usual procedures for comment and consultation; the public will be afforded the opportunity to voice any opinions and comments on the proposals coming forward.

4. CONCLUSION AND REASONS FOR RECOMMENDATIONS

4.1 Subject to any necessary planning and highway consents, and the delivery of an agreed scheme of works to restore and repair the gardens at Portland Square, the City Council should contribute its leasehold land to the County Council, on appropriate terms and conditions, to assist with the delivery of the wider scheme to bring back redundant buildings for future use. The project will have mutual benefits for both public authorities and the City with the creation of employment and housing opportunities, and the improvement to the recreational and leisure experience in the gardens.

5. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

- Working in partnership with another public authority to promote and deliver housing and employment opportunities in the City through the regeneration of redundant buildings and the improvement of public open space.
- 5.2 Improving the quality, appearance and recreational attributes of a formal Victorian area of park land, within a densely developed and populated urban location, for the benefit of locals and visitors.

Contact Officer: Raymond Simmons Ext: 7421

Appendices Appendix 1 - Ownership Plan attached to report: Appendix 2 - Heads of Terms

Appendix 3 – Draft Drawings and Specification for Repair

Works Portland Square

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:

None

CORPORATE IMPLICATIONS/RISKS:

Chief Executive's - None

Community Engagement – None

Economic Development – At this point in time no applications have been made for the required planning permission to change the use of the buildings or listed building consent regarding any external/internal alterations. Those processes would have to be followed in due course. Initial work by the County Council has identified potential uses and these would generally conform to the Development Plan. Adopted Local Plan policies have sought to retain single uses for buildings rather than conversion to flats/bedsits due to impact on listed buildings as well as impact on amenity space for refuse bins and parking. Previous applications for change of use in this area (not these specific properties) have been subject to lengthy negotiations and restrictive planning conditions regarding parking due to limited space.

With regard to the "stopping up" of the Highway, S247 relates to the necessary closure to implement the planning permission and therefore also has to form part of the planning process and consultation on any applications. Works to the railings around the square and any works to the trees will also require consent. Although the buildings are currently in County Council ownership the end uses will not be related to County Council functions and therefore the City Council is the determining Local Planning Authority for planning permission/listed building consent/works to trees.

Governance – Under Section 123 of the Local Government Act 1972, the Council may dispose of land held by it in any manner it wishes, save that it shall not dispose of land otherwise than by way of a short tenancy, for a consideration less than the best that can be reasonably obtained. This is subject to any restrictive covenants which bind the land and also subject to the proviso that it may not without the consent of the Secretary of State dispose of any land consisting or forming part of a public open space without first advertising its intention to do so and considering any representations received.

The relevant Government Circular guidance on the matter (General Disposal Consent (England) 2003) sets out that it is Government policy that Local Authorities should dispose of surplus land wherever possible. Again, the disposals should be at the best reasonable consideration.

Local Environment – None

Resources – The Asset Disposal Programme is embedded within the Council's financial planning processes. This leasehold disposal will not generate any capital receipt and is subject to the County Council funding restoration and repair works instead.

APPENDIX 2

PORTLAND SQUARE CARLISLE CUMBRIA COUNTY COUNCIL AND CARLISLE CITY COUNCIL PROPOSED LICENCE AND AGREEMENT FOR LEASE DRAFT HEADS OF TERMS (H o T s)

Licence

(i)	Parties	
	Licensor	The Council of the City of Carlisle
	Licensee	Cumbria County Council
(ii)	Property	Portland Square shown for identification
		purposes edged black and hatched on the
		attached plan
(iii)	Licence Period	I year or such earlier period required to
		complete the works to the satisfaction of
		Carlisle City Council
(iv)	User	For the purposes of undertaking the works
(v)	Works	To undertake works to upgrade and improve
		Portland Square in accordance with a
		specification, standard and contractors to be
		approved and agreed between the parties.
		These works include but not exhaustively:-
		 Repair and refurbishment of the iron

- Repair and refurbishment of the iron railings and stone plinth that surround the Square.
- Landscaping works to the Square including selective tree and scrub removal, hard and soft landscaping repairs.

The specifications for these works, together with any necessary planning and conservation area consents, are in the course of preparation.

(vi) Licence Fee £1 (One pound)

(vii) Costs Included in the arrangements for the costs

associated with the preparation of the

Agreement for Lease

(viii) Planning and TPO Cumbria County Council to obtain any

necessary Planning and Conservation Area consents required in connection with the works

Agreement For Lease

(i) Parties:

Tax:

Landlord: The Council of the City of Carlisle, Civic

Centre, Carlisle, Cumbria, CA3 8QG.

Tenant: Cumbria County Council

(ii) Demise: Two strips of land, currently public highway, to

the north and south of Portland Square, shown for identification purposes edged black and cross hatched on the attached plan, amounting

to 300 m2 or thereabouts.

(iii) **Term:** 250 years from the date of commencement

(iv) Rent: The yearly rent of one peppercorn if

demanded.

(v) VAT: The rent or any other payments which arise

from the lease are exclusive of any VAT, or other tax of a similar nature, which may

become payable.

(vi) Repair & Cumbria County Council to keep the land in

Maintenance: good repair and condition at all times and to

ensure the land is kept in a clean and tidy

condition at all times.

(vii) Consideration The lease will be granted in consideration for a

nominal payment of £1 (One pound), and subject to the satisfactory completion under Licence of the agreed "Works" to Portland Square gardens, which are estimated to cost in

the region of £100,000 - £120,000.

(viii) Insurance: Cumbria County Council to insure against all

risks for loss and damage arising from the

occupation and use of the land.

(ix) Rates and Council Cumbria County Council will be responsible for

any National Non-Domestic Rates or Council Tax which may arise from the occupation and

use of the land.

(x) Utility Services: Cumbria County Council will be responsible for

the payment of all services consumed or used on the land.

(xi) Statutory Regulations:

Cumbria County Council will comply with all legal obligations, Acts, Statutory Regulations and Bye Laws.

(xii) User:

To use the land for private parking and access in association with the proposed redevelopment and future use and occupation of the properties 1 to 5 and 15 to 20 Portland Square and for no other purposes whatsoever. The erection of buildings or structures, apart from street and parking furniture/equipment is not permitted. Not to use the land for retail sales, or to carry on any offensive, noisy or dangerous trade, business or occupations, or to cause nuisance or annoyance to the Council or neighbouring properties.

(xiii) Road Closure

Cumbria County Council will be responsible for stopping up the highway, or obtaining a road closure, and bearing any associated costs prior to the grant of the lease.

(xiv) Improvements & Alterations:

Not to erect any structures on the land or make any structural or other alterations to the property without the consent of the Council as landlord, such consent not to be unreasonably withheld.

(xv) Fitting Out Works:

Cumbria County Council will be responsible for the cost of any works or adaption of the land required in connection with the occupation and use.

(xvi) Alienation:

Not to assign, transfer, underlet or part with possession of the whole of the land without the Council's consent, such consent not to be unreasonably withheld. There will be a bar on the assignment of part but, sub under letting of part of the land will be acceptable, subject to the City Council's consent, such consent not to be unreasonably withheld or refused.

(xvii) Advertising:

Not without the consent of the Council in writing to exhibit any advertisements on the land.

(xviii) Rent Reviews:

There will be no rent reviews during the term of the lease.

(xix) Outgoings:

Cumbria County Council will be responsible for any future rates, taxes, assessments, charges, duties or outgoings of whatever nature which may arise on the use and occupation of the land. (xx) Costs: Cumbria County Council will pay the City

Council's reasonable Legal costs incurred in the preparation of the Lease documentation and make a contribution of £750 to the City Council's surveyor's fees, exclusive of VAT.

(xxi) Stamp Duty Land

Tax:

Cumbria County Council will be responsible for the payment of any SDLT which may fall due

on the grant of the lease.

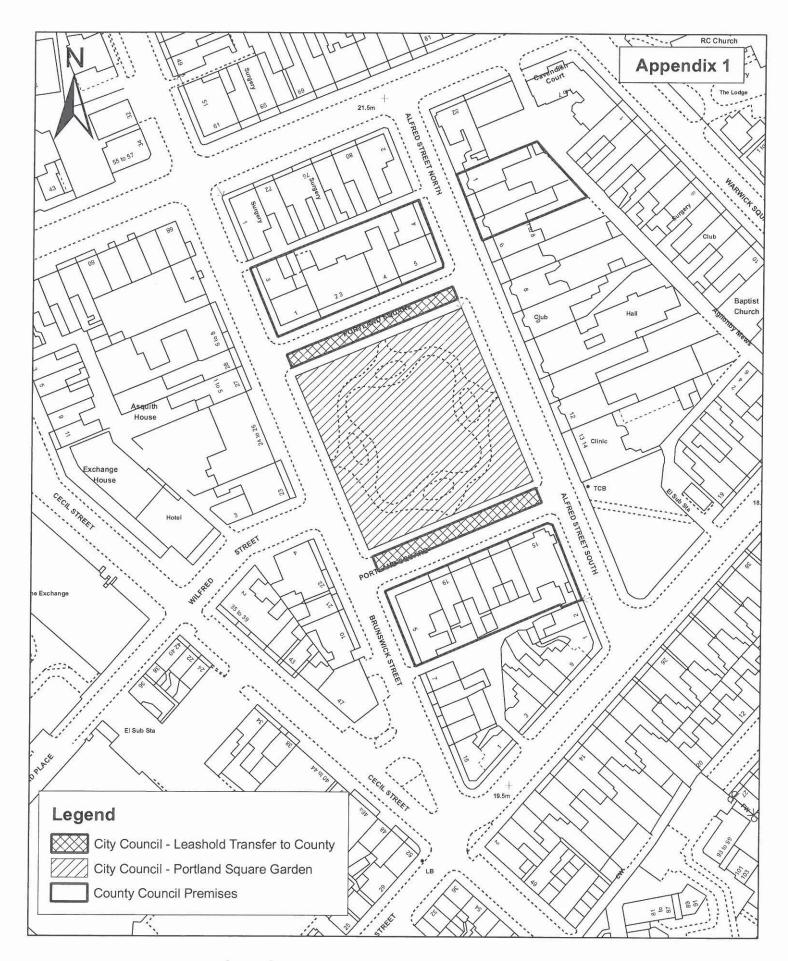
(xxii) Landlords Solicitor Director of Governance

Civic Centre Rickergate Carlisle CA3 8QG

(xxiii) Tenant's Solicitor Bond Dickinson

Newcastle upon Tyne FAO Mr Ian Ward

Raymond Simmons
Property Services Manager
1st May 2015



Land at Portland Square Carlisle

Scale: 1:1,250 Date: 11/05/2015

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Civic Centre Rickergate Carlisle CA3 8QG

Portland Square Railings

25 April 2014

C41DIA Repairing/ Renovating/ Conserving Masonry

121D RECORDING TO THE APPROVAL OF THE CA

Clearly mark by appropriate means, the defective stones or parts of stones to be cut out. Record by photograph or other approved method, stones to be cut out and/or missing stones to be reinstated, and the relationship of surrounding work. Note bond, joint size, style and texture of pointing and any special or unusual features for replication. Cross-reference identified and marked stones for cutting out and/or missing stones for reinstatement to drawings or photographs.

145D OPERATIVES

Cutting, dressing, laying and jointing of stone to be carried out by masons skilled in the work required. Provide evidence of previous experience and details of work previously carried out.

166D TEMPORARY SUPPORT

Provide temporary support to structure. Maintain and modify support as required during repair work.

176D INCLEMENT WEATHER

Do not use frozen materials and do not lay or point on frozen surfaces. Do not lay blocks/dressings or mortar when air temperature is at or below 3°C unless mortar has a minimum temperature of 4° when laid and walling is protected.

Maintain temperature of the work above freezing until mortar has fully hardened. Adequately protect newly erected/pointed walling against rain and snow by covering when precipitation occurs and at the completion of each day's work.

Rake out and replace mortar damaged by frost and, where instructed, rebuild damaged work.

186D WARM DRY WEATHER

In dry weather keep areas of work damp for a minimum of four hours before pointing and three days after.

211D ORDERING OF STONE

Calculate the quantities required, agree delivery dates and place a firm order for stone from the suppliers specified below promptly upon placement of contract.

221D GUARANTEE

Obtain and submit written guarantee by suppliers that all new stone will be from the quarry and bed specified.

222D TAKING PROFILES/PREPARING MOULDS

Take profile of existing stones, as identified by the CA, by letting zinc/plastic plates into joints. Prepare moulds, face and zinc/acrylic templates, clearly marked for identification and location. Hand all templated to CA on completion.

230D OPERATIVES

Cutting, dressing, laying and jointing of stone to be carried out by masons skilled in the work required.

Provide evidence of previous experience and details of work previously carried out.

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237D APPEARANCE OF STONE

Make arrangements for the CA to inspect samples of dressed and/or rubble stone which represent the range of variation in appearance. Obtain approval of appearance before placing orders with suppliers or proceeding with production.

248D CARVING

Supply sufficient stone, consistent in grain and colour, for carver to have ample scope for this work. Carve stone to accurate clean profiles before or after building in, as agreed with the CA

249D PRODUCTION

Cut and dress stone so that:

- Shaping, finishing and all sinkings and holes for fixing and lifting devices are completed after seasoning but before delivery to site.
- Finished surfaces match those of existing surrounding stones.
- Stone bond and joint lines are maintained.
- Meeting surfaces between adjacent stones are compatible with each other and free from hollow or rough areas.
- V-shaped sinkings and dowel holes correspond with those in new or existing stones that remain or are to be reincorporated, for filling with mortar to form joggles.
- Drill holes for dowels are of equal depth in adjacent stones and in core work.
- Joint size between stones matches that of existing work.
- Joint size within repaired stones is kept to minimum.
- Mitred joints do not occur at corners.
- Natural bed is horizontal in plain walling and quoin stones, vertical and at right angles to wall face in projecting stones and at right angles to line of thrust in arches.

252D IDENTIFICATION

Mark each stone, whether new, secondhand or re-used, clearly on an unexposed face to indicate the natural bed and, where known, its position in the finished work.

310D REMOVAL OF UNWANTED FIXINGS, ETC

Cut out all metal, timber and other fixings, etc. from stone faces.

Remove iron cramps, ties, etc. as instructed, at or below surfaces.

Rake, clean/vacuum out resulting cavities to provide sound hard surfaces for making good in replacement stone or mortar.

Where remaining aperture is greater than 20 mm square, cut opening to square or rectangular shape ready for filling or as instructed by CA.

Set aside removed metal items for the CA's inspection.

324D REMOVAL OF IVY

Cut out a section of main stem at a convenient point. Do not pull complete plant from wall but carefully ease and tease out roots at each joint, wedging with temporary soft wood wedges dampened just after insertion. Peel bark back 50mm at stump and coat exposed surface with herbicidal paste. Leave stump to wither.

325D REMOVAL OF PLANTS ROOTED WITHIN WALL FACES

Cut out roots by easing and teasing plants from joints.

Treat live root systems that prove difficult to remove with approved biocide as clause 326D.

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326D CONTROL OF ORGANIC GROWTH

DO NOT CLEAN LICHEN FROM STONES unless instructed otherwise.

Clean all moss and vegetation from stone surfaces and from joints and cracks in stones with palette knife and long bristle or non-ferrous soft wire brushes.

If the surface below the growth is delicate or liable to be marked or scoured in any way by the above treatment, limit the treatment to the lifting of the moss only.

Fill a pneumatic garden-type sprayer two thirds full with approved biocide diluted in accordance with the manufacturer's recommendations.

Adjust the nozzle to a coarse spray setting.

Pump the container until there is sufficient pressure at the wand nozzle to saturate the surface of the masonry without causing excessive 'bounce back' and spray drift.

Apply a flood coat commencing at the top of the vertical surface to be treated and move slowly across to allow approximately 100mm run down.

Make subsequent passes horizontally across the previous run down.

Leave the treated area for at least one week.

Brush off as much dead growth as possible with bristle brushes ensuring that adjacent gutters, hoppers, gulleys, etc. are kept clear.

Repeat spray treatment as above as recommended by the manufacturer.

Protect areas of ornamental shrubbery/landscape against chemical spray and other damage.

327D REMOVAL OF PAINT, BITUMEN ETC

Clean face with manual tools only: paint scrapers, bristle brushes, mason's brushes and, if necessary, bronze wire brushes.

If any stain proves difficult to remove without causing damage to surface of stonework, stop work and seek further instruction from CA.

341D PREPARING BEDS AND BACKINGS

Remove soft mortar by brushing, vacuuming or raking with chisel in preference to cutting with hammer and chisel.

Cut out defective stones or parts of stones until structurally sound material is reached. Leave cavities cut square and take care not to damage adjacent stones or surfaces to be retained.

Remove or cut out fully all stones, or parts of stones, to be replaced with new, prior to cutting and dressing replacement stone, to ensure that new stone exactly matches the void into which it is to be set.

Remove all unwanted remaining bedding and backing material, fixings and similar items from voids left where defective stones have been cut out and/or where stones are missing. Rake and clean out cavities to provide sound, hard surfaces for replacement stones/tiles. Remove dust throughout with a vacuum cleaner. Treat voids with biocide as clause 322D, if instructed.

343D REPAIRS TO EXISTING STONEWORK

Take great care when reconstructing stonework to save as much as possible of the original fabric and to retain the character of the masonry.

In particular, strictly maintain the existing pattern of jointing.

Take extreme care not to disturb, move or damage any masonry however humble, unless instructed otherwise.

Where stones are to be removed keep area of removal to minimum.

Remove stones in their entirety, irrespective of size, unless instructed otherwise.

Set stones for re-use aside with care and mark them as necessary on unexposed faces to ensure their replacement on their proper beds and in their proper locations.

Use manual tools only.

Power tools will not be permitted.

Notify the CA of any signs of structural movement found within the walls when stones have been cut out.

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344D UNSTABLE STRUCTUAL WALLING/ARCHES/ETC

Report any unstable areas not already noted immediately to CA.

Do not remove any loose stones/mortar unless instructed by CA or Structural Engineer.

345D CUTTING OUT FOR PIECING IN

Where possible ascertain depth of the stone to be repaired.

If practical remove stone to a depth of 100mm.

If the stone is less thick than 50 mm or the material that would be left would be unstable, seek instruction.

Cut out defective section to a square or rectangular profile.

356D CLEARING OUT OF CAVITIES IN INDIVIDUAL ERODED STONES

Gently brush out loose sediment from eroded cavities as preparation for mortar flaunching as clause 462D. Treat prepared cavities with biocide and flush out with clean water.

361D REMOVAL OF HARD POINTING

Remove a sample section of hard mortar pointing in each area scheduled for removal in agreed location. Carefully cut out hard mortar by picking with chisel to reveal original mortar joint.

Drill fine holes along centreline of especially hard mortar joint to loosen mortar, then pick out pointing with chisel.

Submit samples to CA.

Obtain approval before proceeding with removal generall

362D REMOVAL OF STRAP/RIBBON AND PLASTIC SMOOTH POINTING

Remove a sample section of strap and plastic smooth hard pointing in each area scheduled for removal in agreed location.

Carefully cut out overlying mortar by picking with chisel to reveal original mortar joint. Submit samples to CA.

Obtain approval before proceeding with removal generally.

363D REMOVAL OF OLD MORTAR STANDING PROUD

Remove a sample section of mortar standing proud of adjacent stones in each area scheduled for removal in agreed location.

Carefully dress back the joints with fine chisels to the adjacent stone surfaces.

Bevel off the joints at the perimeters of recessed sections to weather and avoid stepped surfaces.

Submit samples to CA.

Obtain approval before proceeding with removal generally.

370D BASIC WORKMANSHIP

Comply with the clauses of the following that are relevant to this section, unless otherwise specified or shown on drawings:

BS EN 1996, parts 1-3; 2005 and 2006, and PD 6697:2010.

371D PROTECTION

Provide all necessary protection to:

- Surrounding work.
- Voids left after defective stones have been cut out and/or where stones are missing.
- Areas of ancient/eroded stonework.

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372D SUPPORT

Ensure that structural stability of the building and of all temporary work is maintained throughout.

Putlog scaffolding will not be permitted.

Scaffolding may be in contact with the building only with the approval of the CA. All scaffold pole ends within 100mm of the building must be fitted with plastic caps.

378D REPLACE DAMAGED STONES

To a minimum depth of 100mm all stones damaged during cutting out, as instructed.

382D MASONARY ADHESIVES

For fixing small sections of stone in 'dentistry' repairs use 'Akemi' resin/epoxy-based adhesive from Ebor Equipment Limited, Trans-Pennine Trading Estate, Gorrells Way, Rochdale, Lancashire OL11 2PX. Tel. 01706 869691, or other approved. For piecing-in larger stones use Certite from SBD Ltd. Dickens House, Enterprise Way, Flitwick, Bedford MK45 5BY, Tel. 01525 722 100, or other approved, in conjunction with metal fixings as clause 392D.

392D METAL DOWELS, FIXINGS AND WALL TIES

Copper or stainless steel as defined in Table 1 of BS 5390.

451D RETAINED ORIGINAL MASONRY

Is not to be cut or adjusted in any way to accommodate new or re-used masonry, except with prior approval of the CA.

452D RE-TOOLING

Where a firm surface cannot be achieved by brushing, use chisels to cut back face to a maximum depth of 20mm and re-tool the surface to match existing adjacent stonework. Re-tool exposed faces to match existing adjacent stonework if and as instructed by CA.

453D REMOVAL OF WATER TRAPS

Report to CA where water traps and steps result either from dressing back or erosion. Carefully weather stone to remove traps if and as instructed by CA.

454D BRUSHING BACK OF ERODED/FLAKING MORTAR POINTING

Brush back stone joints to remove loose and flaking mortar for inspection by CA. Smooth and compact underlying mortar by gently tamping with smooth rounded dowel.

464D CRACKS AND FISSURES TO DRESSED STONEWORK

Point in plastic repair mortar, as clause 815D, tamping mortar face back from face of stone.

509D SAMPLE PANELS

Allow for providing four different samples of plastic repair, each approximately 300 mm square, to be carried out successively, in agreed locations, for each type of mix/colour required.

Base mortar on preliminary mix of 1:1:2 NHL3.5 hydraulic lime:sand:crushed stone. Allow for altering the mortar mix for each sample and for each panel to dry out completely. Obtain approval of sample areas before ordering bulk materials.

Retain and protect approved samples until Practical Completion and ensure executed work matches.

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511D PREPARATION FOR MORTAR REPAIRS

Cut back damaged stone to firm base and minimum depth of 25mm, in ashlar preferably in regular shape parallel to original coursing.

Undercut head and sides of small areas to provide key.

Reinforce where necessary with 3mm diameter austenitic stainless steel or non-ferrous wire, resin anchored as clause 463D.

541D APPLYING MORTAR

Brush out or vacuum clean cavity to remove all dust and either wet to reduce suction or prime with bonding agent as clause 384D.

Press mortar firmly into cavity and around reinforcement and finish surface slightly rougher than surrounding stone with a wood float.

Apply the mix in two coats scratching the first to receive the second.

Where tile reinforcements are to be used, leave them projecting 5mm to key the final coat.

Roughen surface after initial set with bristle brush or scrim to remove laitance.

Do not form feather edges.

Keep plastic repairs moist for three to four days after completion. Repair each stone individually.

Do not take plastic repair or reinforcement across joint.

Point joint after plastic repairs have set as later separate operation.

811D DEPTH OF CUTTING OUT OF POINTING

Cut out and remove pointing where indicated on drawings to a minimum depth of 30mm. Where remaining mortar in the joint is found to be loose or soft, cut back to solid material up to a maximum of 100mm.

Remove all loose or powdered mortar to the beds or perpend joints of the stone.

Report to CA where mortar remains loose or soft or cavities are found at or beyond 100m depth and seek further instructions.

815D REPOINTING MIXES

(Final mixes subject to appraisal of sample panels. Note that it is likely that mix constituents will vary to suit the varying site conditions.)

Joint depth > 130mm or where stones loose: point 1:3 NHL 3.5 hydraulic lime:sand mortar mix to within 30mm of outer stone face, allow 48 hours to pass then point 30mm deep face joint 1:1:2 NHL 3.5 hydraulic lime:sand:crushed stone.

Joint depth <30mm point 1:1:2 mix NHL 3.5 hydraulic lime:sand:crushed stone mix in one operation.

825D SAMPLE PANELS

Allow for providing four different sample panels of re-pointing, each approximately 900mm square, to be carried out successively, in agreed locations, for each type of joint/colour required.

Allow for altering the mortar mix for each sample and for each panel to dry out completely. Submit panels first raked out and prepared for re-pointing.

When this stage is approved then re-point panels and obtain further approval before proceeding generally.

Obtain approval of sample areas before ordering bulk materials.

Retain and protect samples until Practical Completion and ensure executed work match

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835D REPOINTING PROCESS

Begin from top of wall. Immediately before re-pointing flush out joints with water to remove all dust and to control suction.

Wet surface until it remains wet.

While damp fill joint with specified mortar.

Thoroughly compact mortar to fill all voids and to ensure it adheres firmly to each side of joint.

Iron mortar in with appropriate pointing tool (not trowel) of width to suit joint width, keeping finished mortar face back from damaged and weathered arrises and to width of original joint.

Allow sufficient time for the re-pointing to be done without hurry.

851D CLEANLINESS

Keep face of brickwork/stonework clean during pointing.

Wash and brush down surface to remove light staining as soon as it occurs.

Turn back scaffold boards at night and during heavy rain to prevent splashing

865D FINISH TO STONEWORK POINTING

Ensure that all new pointing to stonework harmonises in pattern, width, style, colour and texture with the old and surrounding work.

Finish joints slightly recessed from the stone face.

Rub mortar as it 'goes off' with a stiff bristle brush to pull forward grit and give the mortar a roughened but weathering surface.

Take care to ensure that no mortar is smudged over the surfaces of the stones and that no mortar is left covering stone arrises.

866D WASH DOWN

Completed sections of wall from top to bottom after pointing has hardened.

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M60 Painting/clear finishing

COATING SYSTEMS

150 EGGSHELL/ SATIN PAINT TO GATES AND RAILINGS

- · Manufacturer: Crown.
 - Product reference: Acrylic satin finish.
- · Surfaces: Previously decorated.
 - Preparation: Remove all millscale and rust back to clean metal. Remove all residues.
 Degrease and provide key.
- · Initial coats: Crown Trade Water Based Metal Primer.
 - Number of coats: 1.
- Undercoats: Acrylic satin finish.
 - Number of coats: 1
- · Finishing coats: Acrylic satin finish.
 - Number of coats: 2.

GENERALLY

215 HANDLING AND STORAGE

- Coating materials: Deliver in sealed containers, labelled clearly with brand name, type of material and manufacturer's batch number.
- Materials from more than one batch: Store separately. Allocate to distinct parts or areas of the work.

220 COMPATIBILITY

- Coating materials selected by contractor:
 - Recommended by their manufacturers for the particular surface and conditions of exposure.
 - Compatible with each other.
 - Compatible with and not inhibiting performance of preservative/fire retardant pretreatments.

240 SURFACES NOT TO BE COATED

Masonry.

280 PROTECTION

• 'Wet paint' signs and barriers: Provide where necessary to protect other operatives and general public, and to prevent damage to freshly applied coatings.

300 CONTROL SAMPLES

• Sample areas of finished work: Carry out, including preparation, as follows:

Types of coating Location

M60/ 150 and 190 . On loose piece of matching metal for architect's approval .

• Approval of appearance: Obtain before commencement of general coating work.

320 INSPECTION BY COATING MANUFACTURERS

 General: Permit manufacturers to inspect work in progress and take samples of their materials from site if requested.

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PREPARATION

400 PREPARATION GENERALLY

- · Standard: In accordance with BS 6150.
- Suspected existing hazardous materials: Prepare risk assessments and method statements covering operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.
- Preparation materials: Types recommended by their manufacturers and the coating manufacturer for the situation and surfaces being prepared.
- · Substrates: Sufficiently dry in depth to suit coating.
- · Efflorescence salts: Remove.
- Dirt, grease and oil: Remove. Give notice if contamination of surfaces/ substrates has occurred.
- Surface irregularities: Remove.
- Joints, cracks, holes and other depressions: Fill flush with surface, to provide smooth finish
- · Dust, particles and residues from preparation: Remove and dispose of safely.
- · Water based stoppers and fillers:
 - Apply before priming unless recommended otherwise by manufacturer.
 - If applied after priming: Patch prime.
- · Oil based stoppers and fillers: Apply after priming.
- Doors, opening windows and other moving parts:
 - Ease, if necessary, before coating.
 - Prime resulting bare areas.

430 EXISTING IRONMONGERY

Refurbishment: Remove old coating marks. Clean and polish.

440 PREVIOUSLY COATED SURFACES GENERALLY

- Preparation: In accordance with BS 6150, clause 11.5.
- Contaminated or hazardous surfaces: Give notice of:
 - Coatings suspected of containing lead.
 - Substrates suspected of containing asbestos or other hazardous materials.
 - Significant rot, corrosion or other degradation of substrates.
- Suspected existing hazardous materials: Prepare risk assessments and method statements covering operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.
- Removing coatings: Do not damage substrate and adjacent surfaces or adversely affect subsequent coatings.
- · Loose, flaking or otherwise defective areas: Carefully remove to a firm edge.
- · Alkali affected coatings: Completely remove.
- · Retained coatings:
 - Thoroughly clean to remove dirt, grease and contaminants.
 - Gloss coated surfaces: Provide key.
- · Partly removed coatings:
 - Additional preparatory coats: Apply to restore original coating thicknesses.
 - Junctions: Provide flush surface.
- · Completely stripped surfaces: Prepare as for uncoated surfaces.

490A PREVIOUSLY COATED METAL

- Defective paintwork: Remove to leave a firm edge and clean bright metal.
- · Sound paintwork: Provide key for subsequent coats.
- · Corrosion and loose scale: Take back to bare metal.
- Residual rust: Treat with a proprietary removal solution.
- Bare metal: Apply primer as soon as possible.
- · Remaining areas: Degrease.

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622 ORGANIC GROWTHS

- · Dead and loose growths and infected coatings: Scrape off and remove from site.
- Treatment biocide: Apply appropriate solution to growth areas and surrounding surfaces.
- Residual effect biocide: Apply appropriate solution to inhibit re-establishment of growths.

APPLICATION

711 COATING GENERALLY

- Application standard: In accordance with BS 6150, clause 9.
- Conditions: Maintain suitable temperature, humidity and air quality during application and drying.
- · Surfaces: Clean and dry at time of application.
- · Thinning and intermixing of coatings: Not permitted unless recommended by manufacturer.
- Overpainting: Do not paint over intumescent strips or silicone mastics.
- · Priming coats:
 - Thickness: To suit surface porosity.
 - Application: As soon as possible on same day as preparation is completed.
- · Finish:
 - Even, smooth and of uniform colour.
 - Free from brush marks, sags, runs and other defects.
 - Cut in neatly.
- Doors, opening windows and other moving parts: Ease before coating and between coats.

740 CONCEALED METAL SURFACES

- General: Apply additional coatings to surfaces that will be concealed when component is fixed in place.
 - Components: Inside of decorative elements not visible. .
 - Additional coatings: Black bitumen to BS 3416, type 1.

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Z11 Purpose made metalwork

31 METAL PRODUCTS

- Grades of metals, section dimensions and properties: To the appropriate British Standards and suitable for the purpose.
- Fasteners: Generally, same metal as component, with matching coating and finish.

50 PREPARATION FOR APPLICATION OF COATINGS

- General: Fabrication complete, and fixing holes drilled before applying coatings.
- · Paint, grease, flux, rust, burrs and sharp arrises: Removed.

51 FABRICATION GENERALLY

- · Contact between dissimilar metals in components: Avoid.
- · Finished components: Rigid and free from distortion, cracks, burrs and sharp arrises.
 - Moving parts: Free moving without binding.
- · Corner junctions of identical sections: Mitre.
- · Prefinished metals: Do not damage or alter appearance of finish.

53 WELDING AND BRAZING GENERALLY

- Surfaces to be joined: Clean thoroughly.
- Tack welds: Use only for temporary attachment.
- Joints: Fully bond parent and filler metal throughout with no inclusions, holes, porosity or cracks.
- Surfaces of materials that will be self-finished and visible in completed work: Protect from weld spatter.
- · Flux residue, slag and weld spatter: Remove.

56 FINISHING WELDED AND BRAZED JOINTS VISIBLE IN COMPLETE WORK

- · Butt joints: Smooth, and flush with adjacent surfaces.
- · Fillet joints: Neat.
- · Grinding: Grind smooth where indicated on drawings.

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Z21DIA Mortars

20 SAND FOR SITE MADE LIME MORTARS

- Standard: to BS EN 13139
- Grading: 0/2 (FP or MP).
- Fines content where the proportion of sand is specified as a range (e.g. 1:1: 5-6):
 - Lower proportion of sand: Use category 3 fines.
 - Higher proportion of sand: Use category 2 fines.
- Sand for facework mortar: Maintain consistent colour and texture. Obtain from one source.

25 SAND FOR LIME:SAND MASONRY MORTARS

- Type: Sharp, well graded.
 - Quality, sampling and testing: To BS EN 13139.
 - Grading/ Source: As specified elsewhere.

26D SAND FOR CONSERVATION WORK

- Clean, to BS EN 13139.
- Aggregate to match existing in colour, texture, grain size and grading. If necessary, source from variety of suppliers.
- Soft building sand may be added to achieve required colour or to improve workability up to 50% of total volume of sand.

29A NATURAL HYDRAULIC LIME POWDER

- Manufacturer and reference: Contractor to submit proposals
- · Strenght: NHL3.5.
- · Store in dry place as for Ordinary Portland Cement.

60 MAKING MORTARS GENERALLY

- Batching: By volume. Use clean and accurate gauge boxes or buckets.
- Mix proportions: Based on dry sand. Allow for bulking of damp sand.
- Mixing: Mix materials thoroughly to uniform consistency, free from lumps.
- · Mortars containing air entraining admixtures: Mix mechanically. Do not overmix.
- · Contamination: Prevent intermixing with other materials.

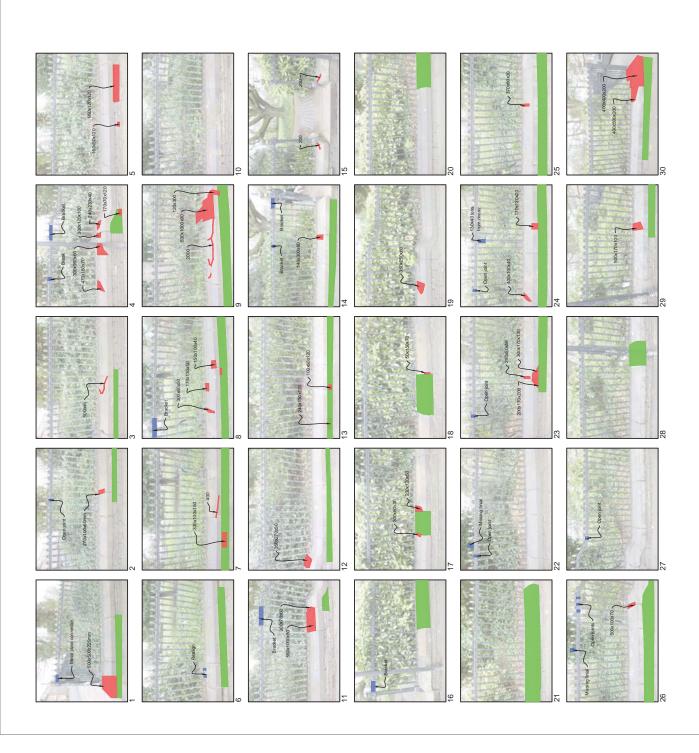
70 MAKING HYDRAULIC LIME:SAND MORTARS

- Mixing hydrated hydraulic lime:sand: Follow the lime manufacturer's recommendations for each stage of the mix.
- · Water quantity: Only sufficient to produce a workable mix.

75D POINTING SAMPLES TO MATCH EXISTING WORK

- Prepare up to twelve sample tablets of varying mortar mixes to match colour, texture and profile of existing for approval.
- Prepare samples in advance of site visit so that they can be inspected when dry.
- Execute up to three sample areas of pointing in approved location(s) using approved mix.
- Retain approved pointing sample for reference during the contract.

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Donald Insall Associates

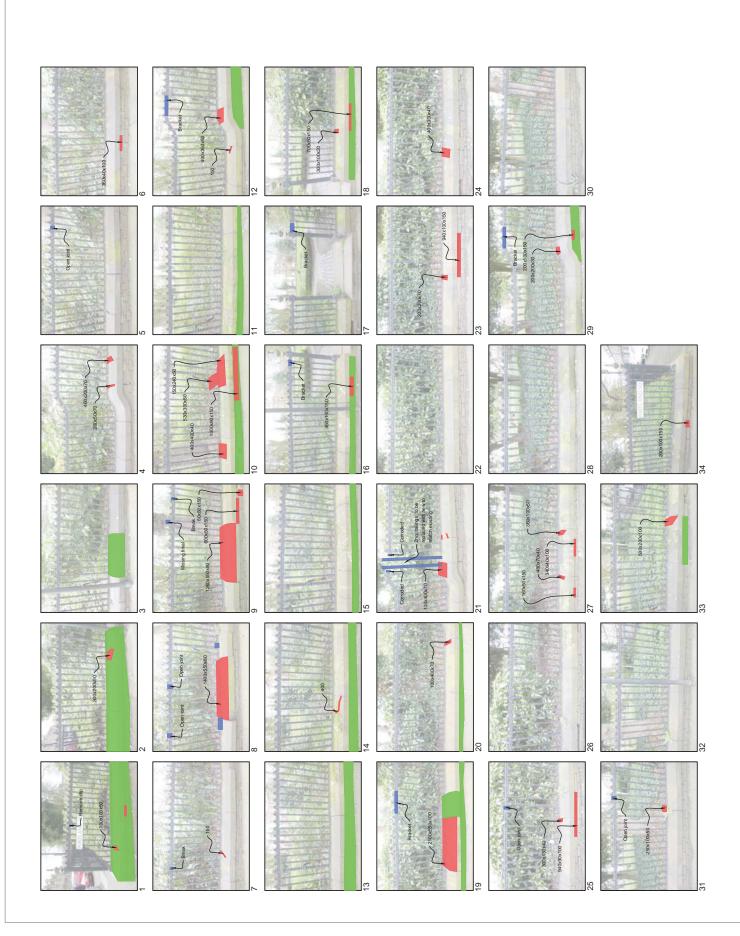
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PORTLAND SQUARE RAILINGS CARLISLE

SOUTH RAILINGS EXISTING CONDITION

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Donald Insall Associates

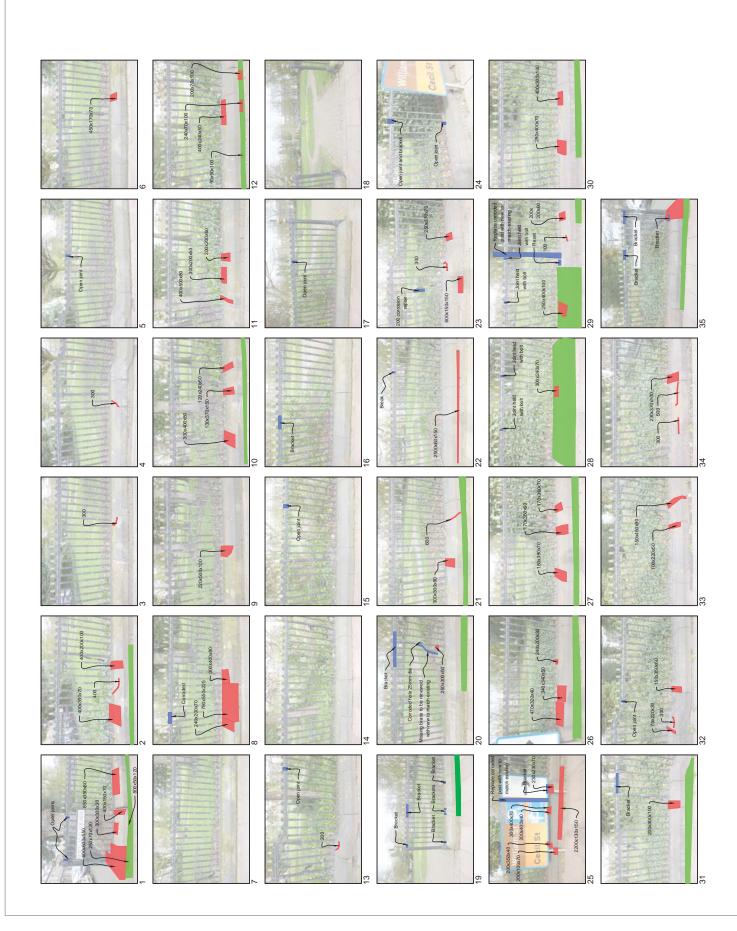
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PORTLAND SQUARE RAILINGS CARLISLE

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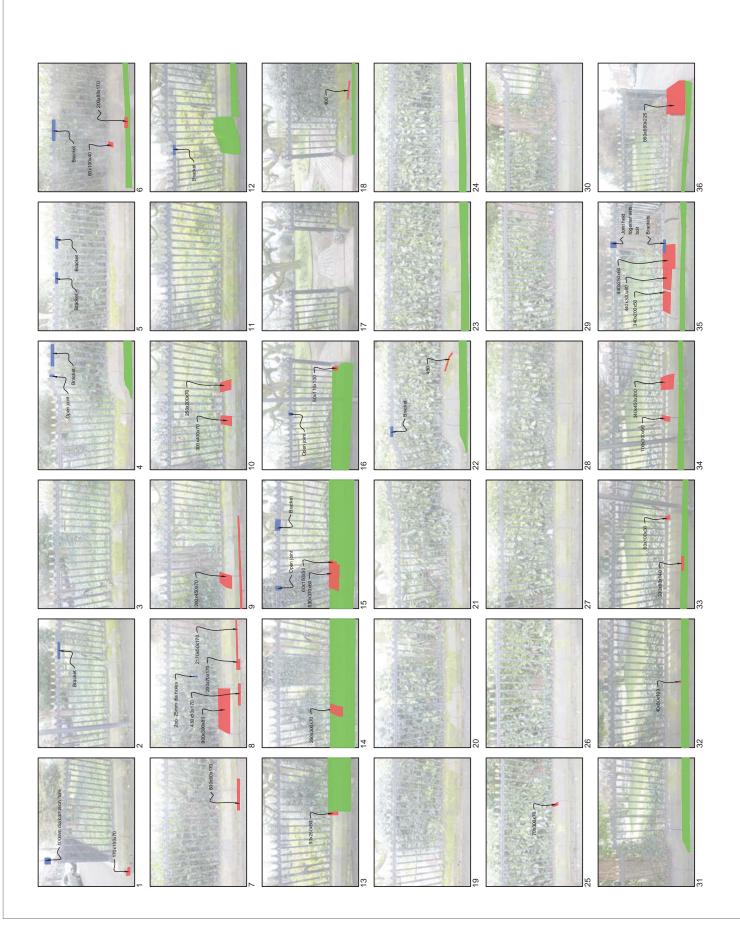
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PORTLAND SQUARE RAILINGS CARLISLE

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PORTLAND SQUARE RAILINGS CARLISLE

NORTH RAILINGS EXISTING CONDITION

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S Sketch Design	M Measurement	
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