

CHURCH STREET CONSERVATION AREA REVIVAL

Heritage-led Regeneration Grant Scheme

Grant Guidance and Criteria (March 2021)

PURPOSE OF THE GUIDANCE

This guidance provides advice and information for potential applicants to the Church Street Townscape Heritage (TH) Grant Scheme. Please read this guidance carefully and speak to the TH Project Officer before starting your application for your project (*Contact details are given at the end of this guidance*). The separate document 'Principles of repair for historic buildings' should also be read prior to submitting a grant application.

BACKGROUND

The Church Street Revival Townscape Heritage Scheme is a project focused around improving the structure and quality of the buildings in Church Street, supporting the enhancement to the public realm in Church Square and raising awareness and engagement in the history of Church Street through a comprehensive activity programme.

Funding has been secured from the National Lottery Heritage Fund for buildings grants on Church Street. The aim is to achieve comprehensive repair and re-use of eligible historic buildings within the Conservation Area, by conservation-led means and to support the regeneration of the wider Innovation and Skills Quarter. Grants are available for exterior repairs and reinstatement using high quality natural materials and traditional methods, and for works to bring vacant floorspace back into economic use. Works must be carried out in a way which protects and enhances the fabric and character of historic buildings, and which preserves or enhances the character and appearance of the TH area. The overall aim of the project is to have a positive impact on the local environment and economy within the Church Street Conservation Area by improving and bringing back into use historic buildings in the area.

GRANT

Building Grants –75% Grant

These grants are to support businesses or property owners looking to make their properties structurally sound, watertight, and repair and restore traditional details. Grants will be offered at 75% of the cost of the work for the consolidation of the structure and for the repair and reinstatement of architectural details including any professional advice that may be required. There is no cap on the grant amount offered.

Works could include:

- consolidation, reinforcement and repair of the existing structure
- selective dry rot removal, timber preservation and damp proofing to conservation standards
- repair or restoration of traditional shop fronts
- repair or restoration of windows using traditional materials and methods
- repair or restoration of doors using traditional materials and methods
- repair or restoration of roof structures
- repair of roof coverings using natural materials and traditional methods

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- repair or restoration of chimneys and pots to historic heights and profiles
- repair or restoration of leadwork and weatherings
- repair or restoration of rainwater goods / dispersal systems in suitable traditional materials
- repair of external stonework and brickwork using traditional materials and methods
- repair of external render and stucco using traditional materials and methods
- selective rebuilding of stonework and brickwork
- selective renewal of render using traditional methods and materials
- selective removal of render and masonry paint
- repair or restoration of historic windows and other external joinery
- repair or restoration of applied details e.g. cornices, string courses, architraves, etc.
- repair or restoration of decorative features e.g. ironwork, railings, tiling, timber signs, balustrades and other architectural details.

Where possible details should be taken from historic evidence and in all cases traditional materials should be used.

Decoration and signage can be included as part of these works.

Hartlepool Borough Council's [Shop Front and Commercial Frontages Design Guide Supplementary Planning Document](#) (SPD) should be viewed for guidance on appropriate traditional shop fronts.

GENERAL TERMS

1) APPLICANT

The applicant must own the freehold of the property or hold a lease of it with an unexpired term of at least 10 years without a break clause. If the property is held on a lease for less than 10 years or if it contains a break clause which may terminate the lease within 10 years, the landlord must join in the grant application and agree to be bound by the grant conditions if a grant is awarded. The grant cannot be transferred.

2) STANDARD OF WORK

All work must be carried out must be to a high standard using good quality materials, in accordance with current best practice in the conservation of historic buildings. Work must be undertaken with respect to the character and integrity of the building or structure and to the area in which it lies, in accordance with the relevant national conservation legislation and local policies, acting on any recommendations the Council or any professional working on its behalf makes in respect of the works.

The applicant must provide access to the property to enable the Council to assess the application and monitor progress as well as the satisfactory completion of works.

3) PROCUREMENT

Grant can only be paid towards costs relating to works and services which have been properly procured. The information that must be submitted in support of a TH grant is

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dependent upon the nature and scale of the proposed scheme. Quotes / tenders must be obtained from independent, professional, appropriately qualified contractors. Grant applications must be accompanied by the following:

- Single Works (e.g. just windows or roof repairs) – Less than £10,000
 - No agent needed
 - Basic plans and specifications prepared by applicant
 - 3 quotes
- Multiple Works (e.g. windows and roof repairs) – Less than £10,000
 - Appoint an agent
 - 3 quotes
- Work costing between £10,000 - £50,000
 - Appoint an agent
 - 3 competitive tenders
- Work costing in excess of £50,000
 - Appoint an agent
 - Full open tendering process which includes the advertising of contract opportunities in the local press and anywhere else deemed to be appropriate in order to ensure genuine competition and to meet procurement rules. The procedure followed by the agent must be demonstrated in a tender report which will accompany the application. Opportunities can be advertised on the NEPO portal via the Council.

4) APPOINTMENT OF PROFESSIONAL ADVISORS

If the total cost of the proposed project will exceed £10,000 then Grant recipients will be required to engage a competent professional with appropriate heritage and conservation knowledge, ability and experience to plan and specify the works in detail, to inspect and certify the works while they are in progress and on completion. If you intend to carry out a mixed schedule of works (e.g. windows **and** roof repairs) you must likewise appoint a professional advisor regardless of the cost of these works. An agent is an independent building professional (architect, surveyor) who will prepare a detailed specification of the works and will give guidance on all other information required to support the grant application.

Expenditure on fees is eligible for grant assistance, provided services have been procured according to the thresholds indicated below. Other forms of fee, including archaeological work and specialist reports from independent damp and timber decay consultants are similarly eligible. Fees should be detailed in the application form and schedule of costs.

Project works less than £10,000 and single type of works	No agent required
Project works less than £10,000 but mixed schedule of works	Professional Advisor required, 3 quotes needed
Project works exceed £10,000 and Agent fees are less than £10,000	Professional Advisor required. 3 quotes needed

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Project works exceed £10,000 and Agent fees exceed £10,000	Professional Advisor required. To be recruited through a tender process. 3 tenders required
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Professional advisors should be members of the following professional bodies, or equivalent:

- Architect (RIBA),
- Building Surveyor (RICS)
- Architectural Technician (CIAT)

Professional advisors should also be conservation accredited (e.g. included on the AABC register <http://www.aabc-register.co.uk/> or the CIAT conservation register - <http://www.ciat.org.uk>) or be able to demonstrate experience of leading successful conservation projects on similar historic buildings. See Appendix 2 for further information.

The Council has undertaken a procurement process and can direct applicants to an accredited conservation professional to carry out survey and design works.

5) SPECIFICATION

The application must be accompanied by a copy of the priced specification and schedule of works and drawings of the proposed works. Tenders based on the specification and drawings must be provided, copies of which must be supplied. Your grant will be based on the eligible works detailed in your lowest priced specification. Suitable photographs of the building are also required.

6) GRANT ASSESSMENT

Under the new scheme there is one type of grant available;

- 1) Building Grants – These grants are to support businesses or property owners looking to make their properties structurally sound, watertight, and repair and restore traditional details such as shop fronts, windows and other architectural features. Grants will be offered at 75% of the total cost of the works including any professional advice that may be required.

7) START OF WORK

No work may be started until written approval is given. A grant will not be offered if the work for which it is sought has commenced prior to submission of the application or if such work commences thereafter without the Council's written consent.

8) PAYMENT OF GRANT

The Council will only release a payment of grant in arrears. Grant will only be paid in response to a claim, accompanied by relevant invoices, certificates and evidence of payment and only against eligible work and subject to work being carried out to the required standard. The applicant must make available any financial records reasonably required in respect of the works. Payments will be made as a proportion of the eligible costs incurred calculated at the same percentage as the grant offer. Should the actual cost of the grant assisted works be less than envisaged, the grant will be reduced accordingly. There is no general provision to increase the grant award. The Council will withhold 10% of

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the grant offered until all the grant-eligible works to the property have been completed and the Council is satisfied that the conditions of grant have been met.

9) GRANT REPAYMENT

Due to the scheme being funded by public money, it is necessary to ensure that private property owners do not benefit unduly from the grant funding they receive. In the event of sale or lease of the property before the terms of the grant agreement have expired (i.e. within ten years of the works being completed) a proportion of the grant received may be required to be repaid. This amount will decrease incrementally over time. All assessment of clawback will be considered on a case by case basis. It is a condition of any grant offer that notification is given to the Council prior to the sale/lease of a grant aided building. Valuations of the property will be made as part of the grant process and will be kept on file until the clawback period has expired.

Where repayment is due, the level of clawback will be calculated as follows:

Year of Contract	Amount of Grant to be Reclaimed
0-6	Up to 100%
6-7	Up to 80%
7-8	Up to 60%
8-9	Up to 40%
9-10	Up to 20%

Disposal after a lapse of 10 years (from completion of the grant project) will not trigger clawback. Any repayment due must be made on or as soon as possible after the sale or lease of the property has been completed.

10) RESTRICTION

A Restriction on Title and / or Land Charge may be applied (arranged by the Council) which states that no disposal of the property can be made without the Council's consent.

11) TERM OF CONTRACT

The grant agreement will remain in force for 10 years from practical completion of the project.

12) INSURANCE

The applicant must insure the property during the course of the work and following completion of the work for its full reinstatement value. In the event of loss, theft or damage, the property must be made good. The applicant will normally also be expected to hold public liability insurance to a minimum limit of indemnity of £2,000,000.

While the works are in progress the grant recipient must maintain adequate insurance cover on the building, the work undertaken to date, and any unfixed materials and goods delivered to the building, against any loss or damage arising as a consequence of the works being undertaken. Insurance should be held in joint names of the grant recipient and the contractor unless otherwise agreed in writing by the Council. The proceeds of all claims under the insurance must be applied by the grant recipient towards the cost of the

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reinstatement of the works and the building, the rectification of any loss or damage caused to the works, and the replacement of any goods or materials damaged or lost.

13) MAINTENANCE

Following completion of the work, the applicant must also maintain the property in good repair and condition and in a manner consistent with the works undertaken to the building and the area's character and appearance.

14) VALUE ADDED TAX

VAT may be payable on eligible repair costs where it cannot be recovered. The inability to recover VAT must be confirmed by your Accountant at application stage. Grant can only be paid towards the VAT you are unable to recover. If you are subsequently able to recover the VAT towards which grant has been paid, you will be required to repay the relevant amount of grant. VAT should be shown as a separate item in the schedule of costs.

15) STATE AID RULES

The state aid rules of the EU prevent unfair competition between member states by favouring one undertaking over another. Grants below 200,000 Euros are not affected, providing that the commercial concern has not received assistance from state sources within the past three years. Large commercial concerns should seek legal advice for themselves as to whether they may breach these regulations by accepting a grant, as any challenge will be made against the recipient, not the grant awarding body. Applicants will be required to declare that they have not received any grant aid from state sources in the past three years.

16) ECONOMIC OUTPUTS

A condition of grant will be the requirement to provide evidence of the economic outputs (e.g. number of residential units created, new businesses, new jobs) achieved by the project. The Council will reserve the right to do this for 10 years after the date of the grant contract, this will allow for the collection of legacy information post completion of the grant works.

17) PERMISSIONS

All necessary statutory permissions such as Planning Permission, Listed Building Consent, Building Regulations and Advertisement Consent must be obtained prior to work commencing. Please note that such fees are not eligible for grant funding.

18) CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

The applicant must do all things required of a 'client' during the construction of the building works as set out in the CDM Regulations 2015. A summary guide to the regulations is available at <http://www.hse.gov.uk/pubns/indg411.pdf>.

19) TIMETABLE

Works must start within 6 months of the contract award date and be completed within 12 months of the contract award date.

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For estimating timescales, applicants should note that it is expected to take 2 months to approve applications and issue contracts to grantees for signing. Under no circumstances can site works commence prior to grantees signing a grant award contract and returning it to the Church Street Townscape Heritage Project Officer.

20) PUBLICITY

During grant works, material provided by the National Lottery Heritage Fund should be displayed and following completion of the grant works a permanent grant acknowledgement is required.

GENERAL INFORMATION – What happens once you have been awarded a grant?

The contract detailing the grant offer must be accepted in writing within one month of the contract date, and the agreed works must commence within 6 months of the contract date. All works must be completed within a year of the contract date unless an extension of time is agreed in writing by Hartlepool Borough Council (HBC).

Grant related work must not commence until the contract detailing the grant offer has been signed by the grantee and returned to HBC.

The receipt of a formal contract letter from HBC as administrator for the Church Street Townscape Heritage Scheme and the signature of the corresponding contract by the applicant will form the basis of a binding Contract.

DURING AND AFTER GRANT FUNDED WORKS

If you are awarded a grant, you must acknowledge the funders of the Church Street Townscape Heritage Scheme, both during the delivery of your scheme and after its completion. We will give you guidance on this and can provide some acknowledgement materials free of charge.

Reasonable access to the property must be given to representatives of HBC before, during and upon completion of the works.

Work must be carried out to the satisfaction of HBC and Planning / Building Control Officers (where appropriate) in compliance with the approved plans and specifications.

Any variations to the proposed scheme of works or the contractor completing the works must be agreed in writing with HBC prior to the works or change being undertaken and, if necessary, amended statutory permissions must be acquired. **It is the responsibility of the applicant to ensure that the work is completed to their satisfaction. Hartlepool Borough Council cannot be held liable for any design or construction faults or any failures on behalf of your appointed contractor.** If you defer from your named builder in your application, you

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will need to discuss this with the TH Project Officer. Grant Payments are made in arrears and only after submission of a validated grant claim.

Hartlepool Borough Council reserves the right to withhold all or part of the grant if any of the above conditions are not complied with.

Photographs must be taken by the applicant before, during and upon completion of the works and must be submitted to the TH Project Officer. These may be used by HBC and the National Lottery Heritage Fund.

APPENDIX 1: Repair Works Guidance & Detail

The objective is to put into sound repair the structure and external envelope of buildings which make a positive contribution to the character or appearance of the conservation area. Repairs should be comprehensive in scope, using appropriate techniques or methods of construction and high quality natural or traditional materials, normally on a like-for-like basis. Substitute or artificial materials are ineligible and their use generally unacceptable on grant-aided projects. Routine maintenance, including redecoration, is ineligible unless the decoration is needed as a direct result of eligible repair. Normally, interior repairs are ineligible for assistance, although the specification for such works should be included within the application to ensure these works do not damage the integrity of the building or diminish the grant towards external works. Interior works are eligible only if they result directly from repairs to the structure, or are vital to its preservation.

Eligible Repairs Detail:

- Consolidation or reinforcement of the existing structure, using the most conservative approach that is practicable, although limited reconstruction as existing is eligible if unavoidable. The survival of traditional building techniques is very important, and repair should be in compatible materials. Appropriate repairs to timber frames, roof structure, beams, floor joists and other structural timbers, based on a careful and comprehensive survey of the existing structure. In-situ reinforced resin repairs to structural timbers are not acceptable unless justified on the grounds of avoiding major disturbance of historic fabric.
- Dry rot eradication and timber preservative treatments, based on an analysis and specification by an independent consultant and using non-destructive techniques and non-toxic applications wherever possible.
- Damp-proofing by traditional methods, but only where damp is causing structural damage to the building; damp-eradication measures, such as improved drainage, the introduction of French drains, or the lowering of ground levels, are preferable where practicable. Post-application DPC or DPM are ineligible and often further damage or exacerbate damp problems in historic buildings. Experience has shown that the provision of inappropriate damp-proof courses

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(DPC) and membranes (DPM) in historic buildings has often diverted damp problems to other areas.

- The repair (or if unavoidable, replacement), to an approved historic pattern and detail, and in the historic material, of windows, external doors and other external joinery which contributes to the character of the building and/or the conservation area. This includes the repair or restoration of historic dormer windows.
- Re-roofing in natural materials traditional to the area, normally to match the historic covering, using new materials and/or re-using sound existing materials where possible. Repairs to the roof structure and high level external elements should be undertaken concurrently. Re-roofing with artificial or alternative materials, such as concrete tiles, asbestos cement slates, 'reconstructed' slates or 'artificial stone' slates, is not eligible for grant, nor is the use of roofing felt for flat roofs or lining gutters.
- Repairs to chimneys, including lining or rebuilding if structurally essential, provided that the chimney is reinstated accurately to the historic height and profile; also replacement of the historic style of chimney pots. The retention and repair of existing stacks may be a condition of grant offered to other work.
- Repair, renewal or reintroduction of leadwork, the provision of weatherings, and the reforming of gutters to adequate falls, normally in accordance with the details and weights recommended by the Lead Sheet Association in The Lead Sheet Manual.
- The repair, replacement or reintroduction of rainwater goods or a rainwater disposal system to a building, to match the historic material and sections. Generally, this will be in cast iron, but occasionally in lead or timber, where appropriate. Plastic, PVCU or GRP rainwater goods are not eligible.
- The repair of external stonework and brickwork, including decorative elements, to an appropriate specification. 'Plastic' in-situ resin-based mortar repairs to brickwork and stonework are not normally acceptable or eligible, except for minor areas.
- Repairs to external render or stucco and limited areas of renewal (there should be a presumption against total or substantial renewal, unless this is unavoidable), to an approved specification. If such a coating has been removed in recent years to the detriment of the performance and appearance of the building, its reinstatement may be the most appropriate form of repair. Also eligible is the repair of applied details and features, such as cornices, string courses, window architraves, columns, pilasters, 'rusticated' rendering and the like. These should be repaired carefully and accurately to the historic form or profile, and as near as possible to the historic composition. Generally, GRP or similar replacement mouldings are not acceptable for grant, nor are proprietary in-situ resin-based repair techniques.

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- Selective rebuilding of existing stonework and brickwork, if structurally necessary and to an agreed specification. Generally, this will be using salvaged existing materials, and/or new matching materials and should be preceded by a record survey of the existing. Only repointing which is structurally necessary, kept to the absolute minimum required and carried out to an appropriate specification, is eligible. Comprehensive repointing for cosmetic reasons is not eligible, unless this is for the replacement of unsuitable cement based mortar.
- The external cleaning of stonework and brickwork only where there is such a build-up of dirt, paint or built-up resin coatings on the surface that it must be removed in order to assess the extent of necessary repair, or where the surface build-up is damaging the fabric of the building by chemical action. Cleaning for cosmetic reasons is normally not eligible. Unapproved cleaning may render the project ineligible. Any cleaning which is agreed to be eligible must be undertaken to an approved specification and carried out by specialist conservation contractors.
- The repair and reinstatement of historic distinctive architectural features, for example decorative ironwork such as balconies, canopies, railings, tiling and other historic finishes (i.e. traditional signage), and architectural sculpture, cornices, string courses, and architraves.
- Where works of repair involve existing historic shopfronts consideration should be given, where appropriate, to the character of the building and to the provision of disabled access. This work may be eligible for assistance where it forms part of a wider scheme of works assisted through the TH.

Non-Eligible Works

Grant aid is not available for installation of fittings (e.g. shop counters), decoration (unless as a direct result of eligible repair), or routine maintenance.

Eligible and non-eligible works can be undertaken in the same programme of work, but costs must be identified separately. Non-eligible works must still comply with the requirements and principles of repairs to historic buildings, even if assisted by other grant bodies, so as to not damage the integrity of the historic building's fabric and diminish the value of the Townscape Heritage grant assistance.

Contact

For more information on the Church Street Townscape Heritage Scheme, further guidance on grant eligibility or to arrange a site visit please contact:

Emma Ackroyd

Townscape Heritage Project Officer

Hartlepool Borough Council, Civic Centre, Victoria Road, Hartlepool, TS24 8AY

Telephone: 01429 523495

Email: emma.ackroyd@hartlepool.gov.uk

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APPENDIX 2: Appointing a Professional Advisor

1. A Grantee must appoint a suitably qualified professional advisor experienced in conservation work to draw up plans and specifications, and oversee project delivery where works are in excess of £10,000. A Grantee must obtain 3 competitive quotes prior to appointing an agent except where total professional fees exceed £10,000, whereby agents must be appointed through a competitive tendering process where 3 tenders have been received. A Suitably Qualified Professional Adviser is defined as:
“A suitably accredited professional in building conservation appointed by the Grantee to manage and oversee the carrying out of the Works, provided they belong to a recognised institution and have appropriate experience”.
2. The following websites can be helpful for finding a professional advisor:
 - Royal Institute of British Architects (RIBA) www.architecture.com
 - Architects Accredited in Building Conservation (AABC) www.aabc-register.co.uk
 - Royal Institution of Chartered Surveyors (RICS) www.rics.org
3. In certain circumstances, as agreed in writing with the TH Officer, other suitably qualified professionals may be acceptable for specialised schemes requiring their particular expertise.
4. The services provided by the professional advisor should always include:
 - Preparing detailed specifications and drawings for the urgent and necessary repairs of properties and/or recording of the fabric.
 - Getting competitive construction tenders, quotes or sealed bids and providing associated reports.
 - Preparation of pricing schedules and industry standard tender documentation for projects exceeding £50k.
 - Preparation of required building condition surveys for projects exceeding £50k.
 - Obtaining all statutory consents.
 - All costs associated with gaining all required statutory consents.
 - Arranging and managing a contract with the builder.
 - Making sure all work is carried out to the correct specifications.
 - All CDM and HSE requirements.
 - Regular inspections and valuations of the work on site.
 - Regular meetings with HBC staff as required, to validate grant payments.
 - Provide electronically, before, during and after photographs of works.
5. You and your agent are responsible for managing the delivery of the project within time, on budget and to the required standards.
6. Most importantly, the **professional advisor works for you** and it is your responsibility to hire a professional advisor / agent that meets your needs and who can fulfil the needs of the Church Street Townscape Heritage grant.

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APPENDIX 3: Useful Contacts

PLANNING

Your works may require planning permission or listed building consent.

For further information on planning and the informal advice service that Hartlepool Borough Council offers see www.hartlepool.gov.uk/planning or telephone 01429 523741.

BUILDING CONTROL

Your works may require a building regulations application.

For further information on building control services offered by Hartlepool Borough Council visit the website, https://www.hartlepool.gov.uk/info/20210/building_control or telephone 01429 523289.

It is your responsibility to ensure that any required permissions are obtained as part of the grant application process.

ECONOMIC REGENERATION TEAM

Hartlepool Borough Council's Economic Regeneration Team offer a range of services to support local businesses. For further information on the support they offer, view www.investinhartlepool.co.uk or contact 01429 867677.