

CHURCH STREET REVIVAL – SMALL GRANTS (HBC)

Heritage Led Grant Scheme

Grant Guidance and Criteria

WHAT IS THE SCHEME?

This is a small heritage grant scheme focused on retention and reinstatement of historic architectural details to buildings as well as supporting repairs and renewal to buildings in the conservation area to ensure the sustainable future use of these premises and the enhancement of the historic environment.

PURPOSE OF THE GUIDANCE

This guidance provides advice and information for potential applicants to the Church Street Revival Small Grant Scheme. Please read this guidance carefully and speak to the TH Project Officer **before starting an 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

Hartlepool Borough Council is continuing to support businesses and building owners in Church Street and Church Square through this scheme which will complement the priorities of the Church Street Revival Townscape Heritage scheme.

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.

SMALL BUILDING GRANTS

Eligibility	
Grant Rate - 75% up to £7,000	<i>Eligible grant works would be supported at a 75% grant rate up to a maximum of £7,000. For example, an eligible grant project with total cost of works of £6,000 would receive a £4,500 grant whereas an eligible grant project with total cost of works of £15,000 would receive a £7,000 grant (not 75% of the costs which is £11,250).</i>
Location & Buildings	<i>Applications will be accepted from businesses and property owners in the following locations:</i> <ul style="list-style-type: none">• Church Street• Church Square• Upper Church Street <i>Modern buildings are not eligible for this grant.</i>
Other Grant Schemes	<i>Church Street, between Station Approach and Mainsforth Terrace is the priority area for the Townscape Heritage Grants. Applicants will not be eligible to apply for this grant if they are applying for, or intend to apply in the future, for a Townscape Heritage (TH) grant.</i>

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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 works including any professional advice that may be required; the maximum grant will be capped at £7,000.

Works could include:

- repair of the existing structure
- selective dry rot removal, timber preservation and damp proofing to conservation standards
- repair and reinstatement of traditional shop fronts (an architect will be required to provide drawings)
- repair or restoration of windows and doors using traditional materials and methods (e.g. *single glazed timber*).
- traditional signage
- internal shutters (*only in the instance where there are currently external shutters or existing internal shutters, premises with no shutters will not be eligible to apply for these works*)
- repair or restoration of balustrades and other architectural details
- repair or restoration of roof structures
- replacement of roof coverings using natural materials and traditional, including methods leadwork and weatherings
- repair or restoration of chimneys and pots to historic heights and profiles
- repair or restoration of gutters and downpipes in suitable traditional materials
- repair of external stonework and brickwork using traditional materials and methods
- renewal of external render and stucco using traditional materials and methods
- selective renewal of render using traditional methods and materials
- 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, etc.

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.

*In historic areas, the traditional colours for shopfronts were darker such as greens, browns, reds and black. White was not used as extensively as it is today. Vibrant colours can be unsuitable on historic buildings and in particularly sensitive historic areas. Therefore **prior to the commencement of any works**, details of all paint colours to be used **must** be provided to the Townscape Heritage Project Officer **for approval** to ensure appropriateness within the Church Street Conservation Area.*

Further detail of eligible grant works are set out in Appendix 1.

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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 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. Quotes / tenders must be obtained from an independent professional or appropriately qualified contractors. Grant applications must be accompanied by three fully itemised quotations against a schedule of works

4) APPOINTMENT OF PROFESSIONAL ADVISORS

If you are applying for a grant towards structural works or a shop front the services of a professional advisor will be required. You should 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.

Expenditure on fees is eligible for grant assistance, provided services have been properly procured with 3 quotations being provided.

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.

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5) SPECIFICATION

The quotations must be itemised against the schedule of works and drawings of the proposed works (where necessary). The schedule of works will be drafted by the Townscape Heritage Project Officer following an initial meeting to discuss the scope of works to be undertaken. Once agreed a finalised schedule of works will be provided to the applicant to source quotations for the project. Your grant will be based on the eligible works detailed in your lowest priced specification.

6) GRANT ASSESSMENT

Funding will be accessed on a first come first served basis on the submission of a complete and validated application, subject to the availability of funding.

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 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 assessed 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%

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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 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 (i.e. where the applicant is not VAT registered). The inability to recover VAT must be confirmed at the application stage. 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. If you are able to reclaim VAT this will not be an eligible cost for grant aid. 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

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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 (if applicable). 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. Grant applications can be submitted in advance of permissions being secured although grants will be subject to timescales for delivery.

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 2 months of the contract award date and be completed within 4 months of the contract award date.

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 Townscape Heritage Project Officer.

20) PUBLICITY

Before, during and after the grant works Hartlepool Borough Council publicity material may be required to be displayed for the purpose of making the grant scheme or individual projects more widely known.

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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 2 months of the contract date. All works must be completed within 4 months 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 and the signature of the corresponding contract by the applicant will form the basis of a binding Contract.

DURING AND AFTER GRANT FUNDED WORKS

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

Work must be carried out to the satisfaction of Hartlepool Borough Council and local 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 change from your named builder as agreed through the application process, you will need to discuss and get agreement from 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.

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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 (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

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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, 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.
- Renewal of external render or stucco, 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.
- 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 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.
- 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, such as decorative ironwork, balconies, canopies, railings, tiling and other historic finishes

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(for example 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 grant scheme.

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 grant assistance.

Contact

For more information and 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: 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.