

Funding for Local Authorities
PARTNERSHIP SCHEMES
IN CONSERVATION AREAS
Guidance Notes



ENGLISH HERITAGE

Thank you for expressing an interest in funding for partnership schemes in conservation areas in England. These Guidance Notes refer throughout to Local Authorities, however other bodies with an equivalent remit (e.g. National Park Authorities) will be considered. These notes provide guidance on this grant scheme and what you need to do to apply.

Before making an application, please contact your local English Heritage regional office to discuss your proposals and work with them to undertake an initial assessment of whether your proposal is likely to be a priority for funding.

Please read these notes thoroughly before you start to fill in your application template and refer to our web site at www.english-heritage.org.uk for further guidance. We would also welcome you completing a feedback form on the application process (available on our web site).

A summary of the priorities for English Heritage grants in your region is available from our website.

All guidance and documentation can be found on our website at www.english-heritage.org.uk.

These notes are for use by local authorities. They are not intended for owners of individual buildings.

English Heritage provides advice and support relating to all aspects of the historic environment. We are the principal public body and the Government's chief adviser for the historic environment in England. Our work covers three main categories:

- research and investigation to extend our understanding of the historic environment;
- advice and support for owners, local authorities and others involved in conserving and managing change in the historic environment, with the aim of securing its long-term future; and
- helping people to understand, value and enjoy their heritage.

English Heritage is subject to the Freedom of Information Act. All information held by the organisation will be accessible in response to a Freedom of Information request, unless one of the exemptions to the Act applies.

If you would like this document in a different format, please contact our Customer Services department: Telephone: 0870 333 1181; Textphone: 01793 414878; E-mail customers@english-heritage.org.uk

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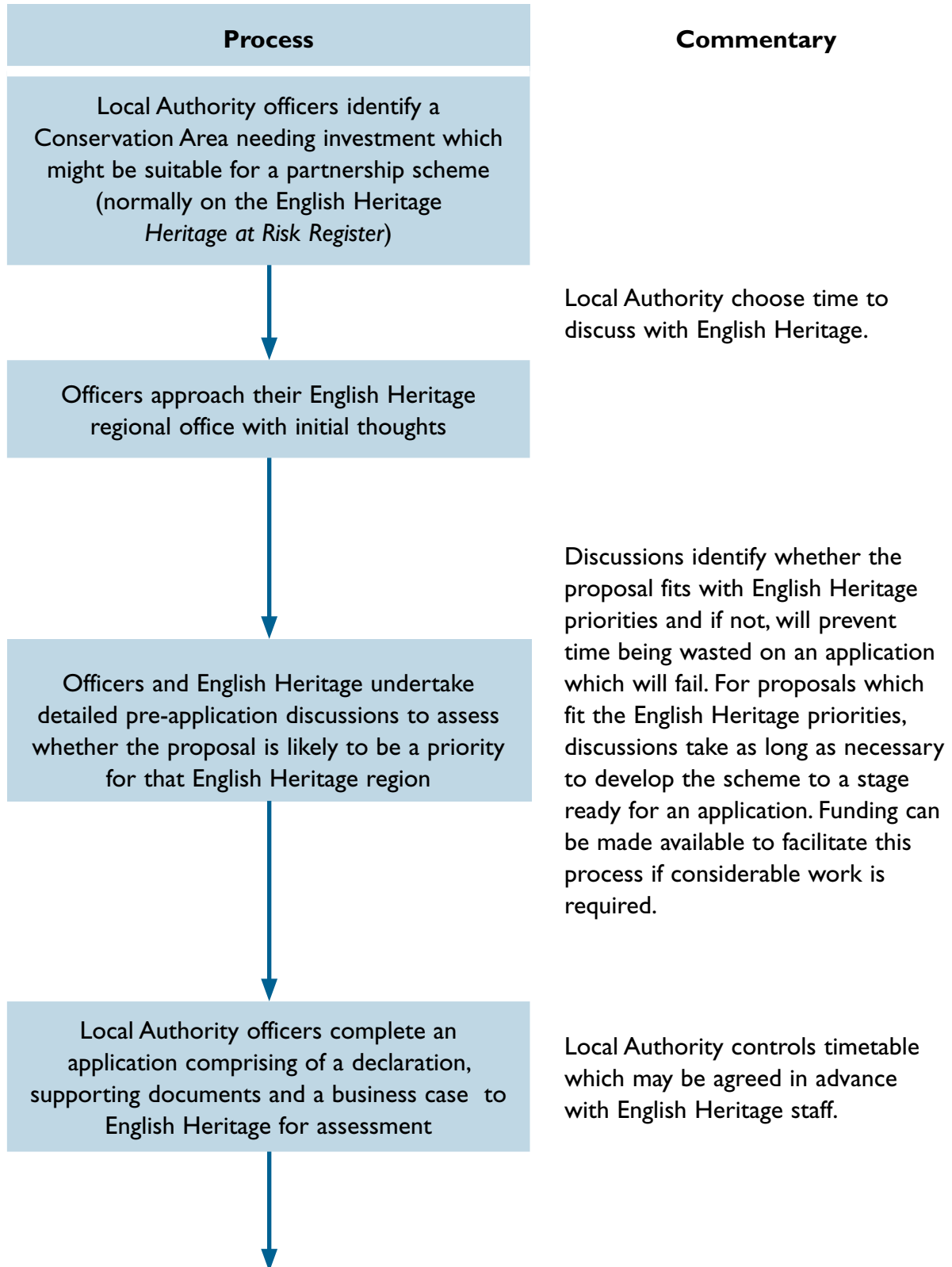
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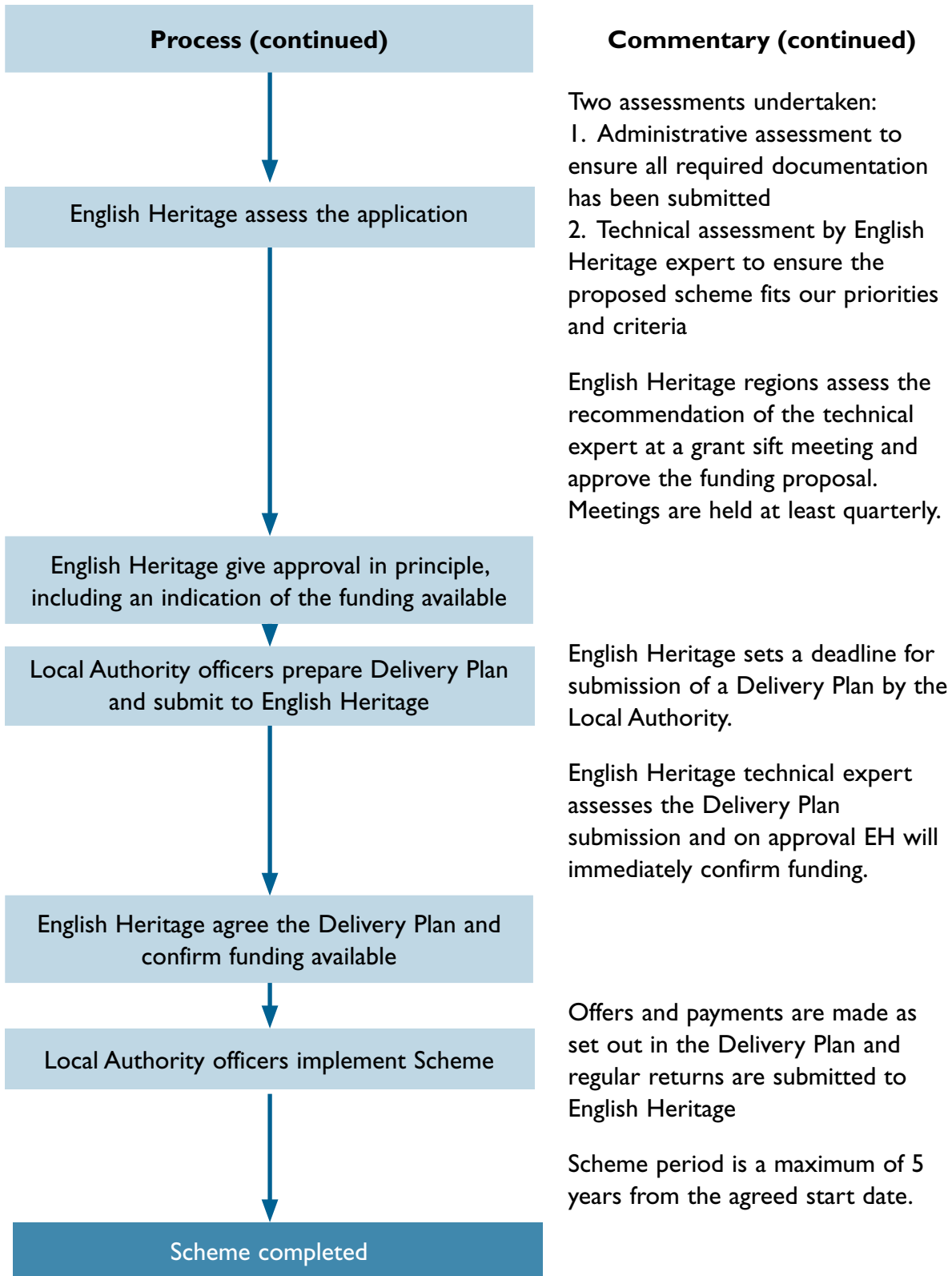
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Partnership Schemes in Conservation Areas Flowchart

We have designed this flowchart to show you the process we undertake when working with you on a possible partnership scheme in a conservation area.





Part 1: About this scheme

1.1 Introduction

Partnership schemes are designed to target funding for the preservation and enhancement of conservation areas. They are based on partnerships between English Heritage, local authorities (lead partner) and other funding partners.

In many deprived areas, conservation of the built heritage can act as the catalyst for wider regeneration. It can help to:

- improve the quality of run-down towns and cities;
- encourage inward investment and wider economic and community regeneration;
- create new opportunities for local people.

In making funds available under this scheme, we look at the wider benefits that projects can achieve, in addition to improvements to the historic environment.

Partnership schemes make grants available to the owners of individual properties, within a conservation area, who want to carry out repairs or other appropriate work which will enhance the area. This funding comes from English Heritage, you (the local authority) and other sources.

The day-to-day administration of your application for a partnership scheme is carried out by teams in our English Heritage regional offices. They will be your contact throughout the application process. They can advise you on whether your partnership scheme will be a priority

for our support and can also help you to complete your application.

You should contact your English Heritage regional office, before you submit your application. See section 4 below for details of all our English Heritage regional offices and the region in which your scheme is located.

1.2 Who can apply?

Only local authorities can apply to English Heritage for funding under this scheme. In any partnership, the local authority is the lead partner. Owners of individual properties cannot apply directly to English Heritage under this scheme.

1.3 How partnership schemes work

The role of partnership schemes is to:

- provide a framework for identifying problems and opportunities;
- channel resources to encourage remedial work;
- provide appropriate management and development controls.

The partnership takes the form of an agreement between English Heritage and the local authority. The day-to-day running of the scheme is delegated to the local authority for a fixed term of up to five years. All the individual grants offered under the scheme must be made within the first three years, although a carry forward of up to 20% of the amount available to offer in any one year may be made available by agreement. All works

must be completed and all claims for payment must be made within five years. We monitor the progress of the scheme while it is in operation.

Alongside the local authority, we are keen for other major funding partners to be involved in partnership schemes. For example, the involvement of Regional Development Agencies, Central Government or the European Union can give access to other sources of funding.

1.4 Our priorities

In all our partnership schemes, we aim to secure a sustainable future for the historic environment by ensuring that the work we fund:

- boosts the social and economic resurgence of England's urban and rural communities and helps to create safe and sustainable communities;
- reinforces the character and historic significance of the area (English Heritage will review the assessment of historic significance against its published *Conservation Principles*, available through our website);
- repairs and brings back into use historic buildings;
- is completed to an appropriate standard and that subsequent regular maintenance is carried out;
- is sustained by the local authority's policies and actions for the area.

You can find further information on the links between the built heritage and social and economic regeneration in the *Heritage Dividend* series (available from English Heritage Customer Services

Department, PO Box 569, Swindon, SN2 2YP, telephone 0870 3331181 or e-mail customers@english-heritage.org.uk).

National and regional priorities

The demand for English Heritage funding for partnership schemes is much greater than the resources available to us. We therefore target our resources on conservation areas where there are particular reasons for our involvement, for example, where intervention is required to address a range of repair problems in a clearly defined area and where our funding can help to achieve wider benefits.

Our national priorities for grants are:

- significant elements of the historic environment which are at risk; and/or
- proposals that seek to strengthen the ability of the sector to manage the historic environment.

Within these national priorities, we recognise that different regions have different needs. To obtain a summary for your region or another region, please contact your English Heritage regional office or visit our website.

Before doing any further work on your application, you should contact your English Heritage regional office to discuss whether your proposals for a partnership scheme are likely to meet our priorities for your region.

1.5 What schemes qualify for help?

To qualify for English Heritage funding you must be able to show that your scheme:

- is within a conservation area (if appropriate, a scheme can include more than one conservation area);
- can attract partnership funding from your authority and possibly other funding partners;
- meets one of our priorities for your region (see the regional grant priorities on our website);
- will involve a range of work to a number of buildings, structures or spaces within a defined area;
- will focus on building repairs;
- will require property owners to contribute financially towards grant-funded works to their property.
- involve substantial repairs to buildings in use as places of worship, including cathedrals (such projects may be eligible under our other grant schemes). Minor works as part of the core objectives of the partnership scheme may be considered;
- involve substantial repairs to grade I or II* listed buildings (such projects may be eligible under our grant scheme for Historic Buildings, Monuments and Designed Landscapes). Minor works as part of the core objectives of the partnership scheme may be considered;
- involve repairs to war memorials (such projects may be eligible under our grant scheme for War Memorials);

You must also be able to demonstrate:

- financial need for English Heritage funding in the area;
- need for repairs in the area;
- that your authority has the resources, skills and suitable staff to manage the scheme and to deliver high quality work (we can consider contributing towards these costs);
- that a conservation area character appraisal is in place (exceptionally, we can consider funding the production of one).

1.6 What schemes do not qualify for help?

We are not able to support schemes which:

- are for projects involving a single building (such projects may be eligible under our grant scheme for Historic Buildings, Monuments and Designed Landscapes);

Please note that, for major projects, especially those covering a large area, the Heritage Lottery Fund's Townscape Heritage Initiative (THI) may be a more appropriate source of funding. This can provide Lottery funding of between £500,000 and £2 million towards a partnership scheme.

For further advice on our other grant schemes, please see our website or contact your English Heritage regional office.

1.7 Work that can be funded

Our guiding principle is that the projects we support through partnership schemes should help to reverse the process of decay whilst maintaining or enhancing the historic interest or character of a building or an area. English Heritage guidance *Conservation Principles* provides assistance in assessing historic interest and significance and should be referred to.

The emphasis of any scheme will normally be on the buildings, although partnership schemes can provide grants for the following kinds of work:

Building repairs

Major repairs to the structure and external fabric of buildings contributing to the historic interest of the area, such as reroofing, window repairs, pointing or structural stabilisation.

Reinstating architectural features

The repair and/or authentic reinstatement of decorative features that have been lost from historic buildings and their settings, where this will benefit the appearance of the conservation area and will be carried out to a high standard.

Work to the public realm

The repair and reinstatement of the public realm, where this would significantly improve the conservation area and help to reinforce the commercial attractiveness and local distinctiveness of an area, based on detailed historical and townscape analysis (see English Heritage guidance *Streets for All* on our website).

Management costs and administration

We expect local authorities to have an adequate staff resource for managing the historic environment in their area.

Successful schemes are well managed and we can consider contributing towards the extra costs of a project officer for the full five years, where existing resources are not sufficient, as well as administrative costs involved in publicising the scheme and preparing publications.

We can also consider funding the local authority for pre-scheme development work. Requests for funding towards pre-scheme development work should be discussed with your regional office.

The kinds of work that you can give grants for under a partnership scheme are set out in greater detail in sections 3.4 and 3.5.

1.8 Work that cannot be funded

Partnership schemes cannot fund the following:

- demolitions;
- conversions and alterations;
- modernisation;
- building services services (except in exceptional circumstances where the state of repair of current building services threaten the historic significance of a building);
- substitute materials;
- conjectural reinstatement;
- maintenance and minor repairs;
- work eligible under other English Heritage grant schemes;
- existing local authority staffing costs for any staffing or running costs already in place, for example, legal or other support costs;
- works started without prior consent and before a written offer of grant has been made by you and accepted by the individual building owner.

The kinds of work you cannot give grant for under a partnership scheme are set out in greater detail in section 3.6.

Part 2: Applying for funding

2.1 Making an application

To apply for funding under this scheme, you will need to develop your proposals through the following **two** stages, from an application to a fully worked-up scheme:

- stage 1: an application;
- stage 2: a Delivery Plan.

We expect to have had pre-application discussions with you before you submit your application, leading to broad agreement to the proposed scheme. The formal application process will follow these discussions if your proposals are likely to qualify for funding.

If we decide on the basis of your application that we can support your scheme, we will ask you to prepare a Delivery Plan. This will need to show in detail what work is planned and how the work will be carried out.

The following sections explain what kind of information you will need to provide at each stage.

We accept applications throughout the year.

If your application is successful, we will need to receive your Delivery Plan by a date agreed with our regional office.

2.2 Your application

Your application should give us an understanding of the conservation area, to explain why it would benefit from a partnership scheme and what you intend to achieve.

You will need to provide the following information in support of your application:

- a map of the conservation area highlighting the locations and extent of the proposed scheme (schemes should normally be based on clusters of buildings or a carefully defined area within the wider conservation area as experience has demonstrated that this approach has greatest impact);
- photographs showing the nature and scale of some of the problems;
- a conservation area character appraisal;
- a vacancy survey;
- a condition survey;
- cross-reference to the English Heritage *Heritage at Risk Register* and your local risk register;
- the indices of deprivation for the area and its employment rates.

In the event that you are unable to provide this information, we can consider offering funding towards pre-scheme development work. This should be discussed with your English Heritage regional office.

2.3 How to prepare an application

Your application should set out a clear vision of the local authority's wider ambitions for the conservation area, demonstrating how investment in the historic environment will help to achieve this vision and how this will tie in with the wider activities of your local authority.

We do not use an application form for this stage. Instead, your application should take the form of a business case detailing the topics in the order they appear below. This can be submitted to English Heritage either in hard copy or electronically by prior agreement (by CD or e-mail, files no larger than 5MB if by e-mail). The application template available on our website lists the information you need to provide and contains a declaration and bank details section that you will need to complete in hard copy.

Details of the conservation area

This should include a brief statement of the name, location, extent and designation history of the conservation area.

You should include a map showing the boundary of the conservation area and highlighting in colour the buildings you propose to target under your scheme.

A description of the historic interest of the conservation area

We give priority to areas of demonstrable quality and interest, where the heritage and economic benefit from a targeted programme of work will be significant. You should illustrate this section with maps and photographs and append a conservation area character appraisal. Please consult English Heritage's published *Conservation Principles*, available through our website for more information.

A description of the problems faced by the conservation area and the suggested programme of works

These may result from a combination of economic, social, geographic and cultural factors. You should provide an analysis of the underlying reasons for the current state of the area which looks at the root causes of decline or dereliction.

You should describe any current or past initiatives that have attempted to address these problems, indicating their success or failure. Please also include information on any past involvement by English Heritage, the Heritage Lottery Fund or other funding bodies in making grants or other funds available in the area.

Your analysis of the conservation area should consider the following factors:

- its economic base;
- its principal employment base (including recent employment figures);
- service or retailing activity;
- business confidence (if applicable);
- tourism potential;
- housing and social mix;
- identity and coherence;
- opportunities for building on the area's strengths.

Your programme of works should outline the repair or enhancement works needed in the conservation area, and state whether any use has been made of the local authority's statutory powers of enforcement in the past or whether these may be needed in future. You should include sample photographs showing the nature and scale of some of the problems.

An explanation of why the area needs funding

Your proposal should take account of other means for bringing about improvements, such as statutory action, technical advice or changes of ownership or use.

You should outline the extent, nature and cost of repairs anticipated in the conservation area by identifying and summarising the basic conditions and repair problems. Where heritage at risk surveys have already been undertaken, these will provide useful information.

You should include a brief overview of the scale of the resources that are needed. The resources of individual owners may be relevant, if there is an underlying economic problem affecting incomes and property values in the area.

How much funding you require

You should identify the estimated total funding requirement profiled over the three year period for making offers. We advise that funding profiles are normally lower in the first year and higher in the third to take into account building momentum in the scheme.

Sources of funding

If we agree to offer you partnership funding, you will normally need to provide match funding. In exceptional cases we may consider contributing up to 75% if you can show need. You should set out what you and other funding partners will be providing and what contribution you are asking for from us.

You can count funding from other sources, if it is available for work that is eligible under the partnership scheme.

Your conservation policies

You must show that clear planning policies are in place to support and sustain local economic activity. We expect local authorities to have a clear vision for the area and a corporate commitment to implementing that vision.

You should give a brief statement of your conservation policies. We need to be sure

that adequate conservation policies are in place to protect your and our investment and that the local authority is committed to implementing these policies. We will also need to know about other initiatives in the area and be assured that they complement, not diminish, our investment.

The aims of your scheme

You should outline your economic development policies and regeneration targets for the area, together with proposals for maintaining the effectiveness of the scheme in the long term. We want to support schemes that provide a comprehensive and balanced approach to the problems of the area as well as achieving wider public benefits.

These public benefits include:

Access and interpretation

Visitor access and interpretation is an important way of helping to increase understanding and enjoyment of our heritage. Where appropriate, applications for partnership schemes should consider the provision of public access (or improved access) to parts of the area or buildings within it. This may include intellectual or virtual access, as well as physical access. Where a building in public ownership benefits from a grant under this scheme, we normally expect that access will be provided.

Social inclusion

We want to support schemes that involve people who have not been involved with the heritage before, or that are designed to widen experience, knowledge, understanding and awareness of local and national heritage. We welcome schemes that can provide social and educational benefits for a broad cross-section of local communities. It is your responsibility to ensure that you have conducted an

Impact Assessment as required under equality legislation, when implementing this scheme.

Regeneration

Partnership schemes can contribute to regeneration by, for example, bringing a property back into use or changing its use to create new commercial or residential units, providing employment opportunities, or acting as a catalyst for investment in the area.

Training and skills

We want to support schemes that provide training and develop conservation skills at both a professional and craft level, in particular in those crafts or professions where skills are lacking or in short supply nationally or regionally.

Sustainability

We expect that any repairs we agree to fund will prolong the existing use of a building for at least a generation, and, with regular maintenance, for considerably longer.

You will need to get a commitment from owners of any properties that receive funding from the partnership scheme to undertake regular maintenance of the property. Where an individual project within the partnership scheme involves bringing a property back into use or a change of use, you must be able to show that this is viable in the long term. We may need to see a business plan before agreeing that a grant can be offered through the partnership scheme.

Partnership

Where partnership schemes depend on funding from other sources, we expect that any grants we offer will represent real added value. This means that the English Heritage funding should be key to

levering in funding for the scheme from other sources.

Declaration

You will need to complete the declaration and provide your bank details on the form provided in the application template.

2.4 Our assessment of your application

As soon as we receive your application, we will write to let you know who is dealing with it. This person will be your usual point of contact.

We will check whether your application meets the following initial assessment tests:

- you have included all the information specified in the application template, including the signed declaration form;
- your scheme must be within a conservation area;
- your scheme must meet one of our grant priorities for your region;
- you must demonstrate the need for repairs or reinstatement of architectural features;
- you must show that there is financial need for English Heritage funding.

Our detailed assessment will usually involve a site visit by one of our staff to discuss your proposals. They will need to meet the staff who will be responsible for the day-to-day management of the scheme.

We will analyse the information that you provide to help us prioritise your scheme, by assessing your application against

national and regional priorities and looking closely at:

- the number, and importance to the area, of buildings that are being targeted for structural and external repair;
- whether those buildings are in sustainable beneficial use, in a use that may soon cease and where grant aid may make the difference; buildings not in use but where a potential user exists who would proceed if helped with repair; or problem buildings without an obvious viable use;
- the ability of the partnership scheme to work with other initiatives to bring unused upper floors back into use, and unused commercial space back into economic use;
- whether there are underlying economic or social problems deterring property owners from undertaking repairs and whether the scale of the scheme is such that it can encourage sufficient owners to undertake repairs and bring property back into use so that the decline is halted and reversed;
- whether there is evidence that encouragement is needed (in the form of a standard rate of grant as proposed) to secure repairs to typical properties facing similar problems;
- the conservation policies of the local authority and its commitment to the scheme.

2.5 Our decision

We aim to support partnership schemes that have the highest regional priority for English Heritage funding.

If we decide that your scheme is a priority for support, we will make you an ‘in principle’ offer of funding and ask you to prepare a Delivery Plan.

If we reject your application after a detailed assessment, we will let you know in writing, explaining why.

2.6 How to prepare a Delivery Plan

The Delivery Plan is a working document. Its main purposes are to:

- set out your vision for the conservation area;
- explain how the scheme will be implemented to achieve this vision;
- show how you will measure its effectiveness.

Your Delivery Plan must set out a clear programme of work and show how the success of the scheme can be monitored and measured. It must set clear and realistic objectives and define outputs, and should be regularly updated throughout the duration of your scheme.

Your Delivery Plan must:

- set out the programme of projects (including a location map highlighting in colour, and by year, the clusters of buildings or extent of the local area you propose to target);
- set out any additional planning policy work needed to protect or enhance the area, for example, supplementary planning guidance, Article 4 Directions, shop front policy or design statements;

- describe in detail how you will allocate the total funding available to the partnership (the best way of setting out this information is in the form of a spreadsheet, this should highlight priority projects and also alternatives);
- explain the specific project management controls you will put in place to ensure that a high standard of work is delivered;
- describe other local authority activities in the area and demonstrate how they will complement the scheme;
- show how implementation of the plan will be managed.
- show how the success of the scheme will be measured. (see also section 2.7 for the final review requirements)

2.7 Our funding agreement with you

When we are satisfied that your Delivery Plan provides a firm working document setting out the aims, objectives and targets of the scheme, we will draw up a contract between English Heritage and the local authority. This funding agreement will clearly define the roles of both organisations, set out agreed targets and will confirm the funding that we agree for the first year of the scheme.

Towards the end of the first year (by mid-February) you will need to send us the first annual review of the scheme, detailing its successes and failures. This must be accompanied by a brief report outlining performance against your targets, confirming your proposals for future years and whether there is any change to the allocation you need from

us for the second year. This report should also highlight any changes that you want to make to your Delivery Plan, including a request to carry forward up to 20% of the funding available to offer in that year, if required.

Without the annual review we cannot confirm any allocation for the following year.

Provided that the partnership scheme is proving successful, we will confirm our allocation for the second year, subject to our agreement of any changes in the scheme, before the start of the new financial year. We will repeat this process before confirming the third year allocation.

A final, more detailed review must be carried out before the scheme is due to expire to determine whether the objectives of the scheme have been achieved. The brief for this will be set out in your delivery plan and should include an element of customer perception survey to establish whether the local population and users of the conservation area have noticed change and if so, what it is and what impact it has had.

Part 3: Running a partnership scheme

3.1 How to administer a scheme

The day-to-day running of your partnership scheme will be delegated to within your local authority. You will need to identify existing staff with the necessary qualifications and experience. In some cases, staff will need to be recruited to run the scheme.

In order to ensure the consistent conservation quality of the individual projects to which you will offer grants, you will need the services of a conservation accredited architect or building surveyor. This professional may be an existing member of staff, or an outside consultant and should be part of your team.

To run a successful partnership scheme you will also need project management and administrative skills. The best schemes are those that encourage community participation in their management. You should consider setting up a steering group of key stakeholders. Partnership schemes that embrace wider initiatives are sometimes answerable to existing groups or committees.

You will be expected to run the scheme in accordance with the agreed Delivery Plan and funding agreement.

If we agree to fund the employment of staff specifically to carry out your scheme, we may ask to be a party to the recruitment process.

You will be responsible for offering grants and for confirming that work has been carried out to the necessary standard.

You will also be responsible for checking invoices or payment certificates before making grant payments to individual owners in advance of claiming English Heritage's contribution towards these payments.

You will need to notify us of all the offers and payments that you make, within four weeks of the end of each quarter, in a standard format that we will send you.

Regular submission of this information, at the times specified, is a prerequisite for us to reimburse our proportion of the grants.

You must seek our written approval before making an offer for individual projects within the scheme that involve:

- a property owned by an elected member of the local authority, an employee of the local authority, a family member, co-habitee or business partner of a member or employee of the local authority, or body corporate with which the member or employee of the local authority is associated, of which the local authority is aware;
- a contribution from English Heritage that would be more than £20,000;
- a percentage rate of grant that is not in accordance with the agreed Delivery Plan;
- funding stand-alone reinstatement of architectural features;
- temporary building works;
- any unforeseen, novel or contentious issues;

- funding public realm works;
- using partnership scheme funds to pay for management costs (see section 1.7);
- properties owned by the local authority.

Written approval may be granted in advance through the agreed Delivery Plan or may be required on a case by case basis, especially for large, novel or contentious offers.

3.2 How we pay our contribution

Under this scheme we reimburse our proportion of the grants that you pay to individual property owners retrospectively, on receipt of a payment application from you. Your payment application to us must contain details of the payments you have made under the partnership scheme.

Before submitting your application for payment, you will need to inspect the completed work, check receipted invoices and, if satisfied, pay the individual property owner.

We will check your payment application against the information you have previously supplied showing offers made. Where we are satisfied that you are operating the scheme in accordance with our funding agreement, we will pay you our proportion of the grants within 30 days of receiving a valid claim.

3.3 Monitoring

We will need to be satisfied that the scheme is being implemented in line with the Delivery Plan and funding agreement, and we will make periodic visits to

monitor progress of the scheme and the standard of the grant-aided work. You will need to carry out an annual review of the partnership scheme in December/January to show whether the objectives of the scheme are being achieved and to consider whether revisions to the Delivery Plan are necessary, for submission to English Heritage in February, to confirm future funding.

You must also provide details of the economic regeneration benefits of the grant-aided projects in the standard format that we will agree with you, as part of the annual review.

A final, more detailed review must be carried out before the scheme is due to expire to determine whether the objectives of the scheme have been achieved. The brief for this will be set out in your delivery plan and should include an element of customer perception survey to establish whether the local population and users of the conservation area have noticed change and if so, what it is and what impact it has had.

3.4 Work that you can give grant for

We normally expect that any works funded through your partnership scheme will be carried out using traditional methods and materials appropriate to the history and condition of the building or area. When replacement is necessary, it should be done on a like-for-like basis.

Because of the value we place on retaining historic fabric, we believe that a number of small repairs to elements of the historic building fabric are often more appropriate than complete renewal. An example of this would be piecing-in of new elements in a historic window.

In general, you can offer grants towards conservative repairs; that is, repairs that are as limited as possible in scope yet achieve their conservation objectives.

In some cases you may require grant recipients to carry out appropriate recording during the work and when the work is finished. The final record should show clearly the nature and extent of what has been done. It should include, in detail, a particular record of any part of the fabric of the building or site newly revealed or destroyed during the course of the work.

The following detailed guidelines on projects and costs that can be funded apply in most cases. We realise, however, that every historic building or area is different. If special circumstances apply, you should contact your English Heritage regional office to discuss the merits of the application.

Eligible and non-eligible work can be undertaken in the same programme of work, but the costs must be identified separately and made explicit in agreed schedules of works and tender documents.

Temporary building works

If there is an unavoidable delay before full repairs are carried out, temporary measures, including work to protect a structure from collapse, damage or deterioration, such as propping and shoring, temporary weather-proofing, or putting up protective structures could secure the building while its structure is being surveyed or a repair specification is being drawn up.

You will need our agreement before you offer a grant for temporary works.

Roofs

Repairing roof structures, together with renewing or substantially repairing roof coverings; repairing roof features such as parapet and valley gutters, dormer windows and skylights, chimney-stacks and pots, cupolas and balustrading.

Leadwork

Renewing roof leadwork, if it is no longer serviceable, or using lead welding in order to extend the life of lead that is of historic interest. It may be necessary to redesign the substrate (the structure just below the lead) to keep to current good practice. However, the visual and physical implications of this need to be considered carefully before any changes are made.

To avoid the risk of underside lead corrosion, lead roofing should be carried out between April and September and under a temporary roof. You will need to consider carefully any proposals that do not allow for this.

Permanent access to carry out maintenance

If difficult access has prevented proper maintenance in the past, installing hatches, handrails or cables, fixed ladders or crawl-boards to improve access for maintenance and inspection may qualify for a grant as part of a wider project.

Removing rainwater

The wide-ranging repair or replacement of rainwater disposal systems, both above and below ground. Lead and cast iron should be replaced on a like-for-like basis, although in certain cases where theft, vandalism or maintenance access is exceptionally problematic, there may be a case for using appropriate substitute materials.

Digging trenches for drains and soakaways in archaeologically sensitive areas should

be supervised (and possibly done) by archaeologists, and a grant can be offered towards such costs.

Installing proprietary electric heating tapes in gutters and rainwater heads where access is difficult and weather conditions are particularly severe, or where especially valuable building fabric or contents may be at risk from the guttering and rainwater disposal systems failing.

Providing overflows and weirs to rainwater disposal systems so that, in case of blockage, water is visibly shed away from the building.

Snowboards in gutters tend to decay and cause further problems, and these cannot be funded.

Walls

Necessary repairs to external walls, including work to their structure, surfaces, decorative elements on the wall surface, and wall-coverings or claddings.

Windows and doors

Repairing or replacing elements set in walls, such as panels, windows and doors, including their frames, glazing, ironmongery and other fittings.

External features

Repairing or replacing, where necessary, existing external features, such as balconies, canopies, bargeboards and shutters, where these contribute to the special architectural or historic interest of the building.

Grants cannot be offered for speculative restoration (see section 3.6).

Damp

Measures to manage rising or penetrating damp, if this is directly damaging the fabric

or contents of a historic building, including providing surface water drainage, lowering external ground levels (where this would not be archaeologically or structurally damaging), and improved ventilation, if this is essential. Old buildings need to breathe, and keeping vapour-permeable traditional plaster is preferable to replastering in relatively impermeable cement-based plasters.

Providing a damp-proof course simply because the existing structure was built without one does not qualify for a grant. Experience has shown that providing damp-proof courses and membranes in historic structures has often transferred damp problems to other areas of the building.

Decoration

Decoration does not qualify for a grant unless it is necessary to make good after decorations have been disturbed as part of other work that has been funded by the partnership.

Cleaning

Grants must not be offered for cleaning for purely cosmetic reasons. Cleaning qualifies for a grant only if there is so much dirt on a structure that it must be removed in order to assess the need for and scope of repairs, or if chemicals in the surface build-up are damaging the fabric.

Cleaning brickwork or stonework for these reasons is rarely necessary. Unless appropriate methods are chosen and the work is carried out with extreme care, by specialist conservation contractors under adequate supervision, it can cause long-term damage. It may also detract from, rather than add to, the appearance of a building. Cleaning should always be followed by any necessary conservation of the cleaned surfaces.

Pigeon deterrents

Non-electric physical barriers to prevent a build-up of damaging pigeon droppings, where these can be provided in a visually acceptable way and without using chemicals.

Reinstating architectural features

The reinstatement of architectural details must be carried out only if the building is otherwise in good repair (or will be repaired as part of the scheme). The objective is to reinstate (in whole or part) elements of the exterior fabric of buildings that are essential to their design and character and that contribute to the character of the building and the conservation area, provided the reinstatement is to the original size, pattern, detail and material. This can include decorative ironwork, such as balconies, canopies and railings; ornamental masonry, including architectural sculpture, stucco and other applied finishes; and details and joinery to historic patterns.

The reinstatement of shop fronts to the original design (based on evidence), or to a design that is appropriate to the period and location, can also be considered for a grant.

Generally, eligible work relating to special architectural features will form part of a more comprehensive repair proposal, or be included in a specific 'architectural features' scheme.

Work to the public realm

You will need our agreement before you fund public realm works through this scheme.

However, these proposals, including highway management schemes, for the conservation area should be included in

the Delivery Plan at the start of the scheme, whether or not funding is being sought from the partnership scheme.

In this category, priority should be given first to the repair of historic surfaces and features. Next in priority are schemes involving the reinstatement of the surfaces of a street or space in matching materials. Only in exceptional cases should funding be offered towards new works of resurfacing streets or spaces in appropriate materials, and then only for works that respect the configuration of existing streets and pavements.

Other environmental improvements, which might qualify for a grant, include the installation of appropriate street lighting and street furniture, where it has to be specifically made for the street; permanent landscaping; and the costs of removal of unsightly clutter on buildings and other eyesores which are detrimental to the appearance of the conservation area.

Works solely to comply with the Disability Discrimination Act do not qualify.

Nevertheless, all major environmental enhancement projects need to take account of the Act. Within each project, there should be provision to make streets and spaces fully accessible.

3.5 Other costs that you can give grant for

Grants offered through partnership schemes will normally represent a fixed financial contribution towards the overall costs of the project, including related costs such as professional fees and VAT. Where eligible and ineligible works are combined in a single project, a grant must be offered towards the cost of eligible work only. In such cases, the contribution

towards the related costs listed below will normally be calculated in proportion to the works that qualify for a grant.

Professional fees

Where a grant is offered for repair works costing £20,000 or more in total, a competent professional with relevant specialist conservation knowledge, ability or experience must be employed. He or she will analyse the site, plan and specify the work, and inspect and certify the work while it is in progress and after it is completed.

This professional must be a conservation-accredited architect or a RICS¹ conservation-accredited building surveyor.

The professional adviser may be the person appointed by the local authority or appointed independently by the grant recipient. The service should include, where applicable:

- preparing a thorough survey of the structure(s) or site and its condition, including survey drawings and plans;
- research, analysis and archaeological investigation of the fabric likely to be affected;
- preparing a detailed specification and drawings for the urgent and necessary repairs, or recording of the fabric;
- providing a list of competent contractors able to carry out the work to a high standard;
- getting competitive tenders and providing a tender report;
- arranging a contract for the works;
- regular inspections and valuations of the work on site until it is completed;

- full contact with the local authority on the technical details of both the application and the work for which a grant has been awarded.

Applicants for partnership scheme grants should make sure that, when they appoint their professional adviser, they include all the requirements set out above.

We consider the competitive tendering of professional fees on price and quality to be best practice. Where an applicant has already appointed their professional adviser before applying for a grant, you must set an upper limit for fees when working out the total costs that will qualify for a grant and the applicant must justify why the professional advisor is appropriate to the scheme. Where this advisor is an employee of the local authority, this justification is not required.

You should use the fee scale in the RIBA's² *A Client's Guide to Engaging an Architect* or other similar recognised fee scales as a guide to the maximum allowances for fees for any work that qualifies for a grant. This fee allowance will form part of the total project costs that you can consider for a grant.

In cases where it is agreed that more than one consultant is needed, you should calculate the grant on the basis of total fees of no more than 20% of the cost of any work that qualifies for a grant. The maximum percentage fee used in working out grants should include all expenses, such as travel and photocopying.

Value Added Tax (VAT)

VAT on work associated with historic buildings, monuments and other conservation repairs is not straightforward. Generally speaking, work to existing fabric is subject to VAT, while

¹Royal Institution of Chartered Surveyors

²Royal Institute of British Architects

new works are zero-rated. The Customs and Excise VAT Notice 708; *Buildings and Construction* (July 2002) is a useful guide.

In general, grants should be offered on the expectation that all work is liable to VAT (unless an applicant tells you in their application form that they are able to reclaim some or all of the VAT which they will be charged, or that the work will be zero-rated). Grants should only be paid towards the VAT which an applicant is unable to recover. If an applicant is subsequently able to recover the VAT towards which a grant has been paid, you should ask them to repay the relevant amount of grant.

Preliminary costs and insurance

The formal contract between the applicant and their contractor will set out preliminary costs, such as scaffolding, hoardings, contractors facilities and access for vehicles. The grant you offer may take into account these costs.

The contract will set out the responsibilities of the employer and the contractor for insurance. If an applicant needs to take out other insurance than that which forms part of the contract cost, you can include the cost of this other insurance when working out the project costs that qualify for a grant.

Management costs

Not every local authority has all the necessary professional skills in-house and you may need to employ consultancy services. We can offer support towards these costs. However, we cannot contribute towards the cost of your existing staff, including support costs such as in-house legal costs. If you believe that you will need to employ consultancy services, you should speak to your English Heritage regional contact to discuss the

scope of the work and briefs for the employment of such consultants and a list of potential tenderers.

3.6 Work that you cannot give grant for

Partnership scheme grants cannot be offered towards the following types of work:

Demolition

The removal of any part of the building does not normally qualify for grant, though exceptionally grant may be offered for:

- the careful dismantling of a structure that threatens to damage surrounding historic fabric;
- careful dismantling prior to reinstatement;
- the removal of later additions of little merit which alter or obscure the original design of the building and where careful dismantling is carried out as part of an agreed scheme of reinstatement.

Conversions, alterations or adaptations of buildings

This includes all new work such as additions to buildings and basement or loft conversions. However, it would be perfectly in order to offer grant aid for the external repairs to the buildings.

Modernisation

Work which removes historical features from the building, both internally and externally, and destroys the historic plan form.

Building services

The provision or renewal of building services, for example new heating systems

or rewiring (except in the exceptional circumstances that failure to renew or replace building services systems puts the historic fabric at risk), although the entire rainwater disposal system is eligible.

Substitute materials

The use of substitute materials where the original is obtainable. This does not mean you should not consider alternative materials in situations where the original materials have failed and will continue to fail regularly if they are replaced like for like.

Conjectural reinstatement

Generally, within the architectural features element of the scheme, grant should not be given for wholly speculative reconstruction or reinstatement of features that have totally disappeared leaving no archaeological traces or photographs or drawings. Exceptionally, cases may arise where the ground floor of a building has been totally lost and the present façade detracts from the conservation area, in which case grant aid may be given towards a good design that is in context.

Maintenance and minor repairs

This is work that we would expect to be carried out on a regular basis to prevent the building from deteriorating, such as the cleaning out of rainwater goods, checking of flashings and roof coverings for slipped slates or tiles, removal of plants, redecoration including cleaning of metalwork and regular repainting of joinery.

Work eligible under other English Heritage grant schemes

Projects that have applied for a grant from us or are eligible under another English Heritage grant scheme. However, if there are elements of those buildings, such as railings or boundary walls that contribute

to the conservation area, that are not able to be funded under the other schemes, they could be considered for grant under this scheme.

3.7 Standard partnership scheme grant conditions

Some of the more important conditions of grant we will expect you to include in any grant offer, are set out below. If any of the grant conditions are contravened or not complied with, you will normally require an owner to repay the grant.

For grants made under a partnership scheme, all conditions normally apply for 3 years from the date of the final grant payment. However, in the case of larger schemes or public realm work we may require a longer period. For a full list of grant conditions, please contact your English Heritage regional office.

Conditions covering how the work is carried out:

Tender documents

You will be expected to agree the tender documents (for example specification, bill of quantities, drawings, etc) for all individual projects that are offered a grant under a partnership scheme. Work on a project must not start before you have approved the tender documents in writing, and you should not pay grants for any work carried out before you have approved these documents.

Competitive tender

For all work covered by a grant awarded under a partnership scheme, individual applicants will need to get at least three competitive tenders from independent contractors. If they, their family or their business(es) are connected in any way to

one of the tenderers, they must inform you when they send you their tender documents for approval.

Professional advisers

Where an individual project involves repair work costing £20,000 or more in total, the local authority or the applicant must employ a conservation-accredited architect or a RICS conservation-accredited building surveyor after a suitable tender process. Where an appointment has been made prior to the grant application, a single tender action justification will be required. Where the conservation-accredited professional is an employee of the local authority, no tender process or justification is required.

European Community procurement regulations

As the grant giver, the local authority is responsible for ensuring that all relevant European Union and UK statutory procurement regulations are satisfied.

Conditions applying after work has been carried out include:

Disposal of property

Depending on the circumstances, the owner will normally be required to repay the grant if they dispose of the grant-aided property by way of sale, exchange or lease while the grant conditions are still in force.

Part 4: Getting in touch

4.1 Your comments

We are committed to monitoring the service we provide at all stages of the funding application process and after an agreement has been signed. If you would like to make comments and suggestions for improving our processes and publications, please fill in the feedback form available on our web site.

If, after going through the application process, you have a complaint about the way we have handled your application, please write to your English Heritage Regional Director. Please check our website for current addresses:
www.english-heritage.org.uk

4.2 English Heritage regional offices

If you have any questions about the application process, please contact your regional office.

East Midlands

Covering: Derbyshire, Leicestershire, Lincolnshire, Northamptonshire, Nottinghamshire, Rutland.

English Heritage

44 Derngate

Northampton

NN1 1UH

Telephone: 01604 735400

Fax: 01604 735401

E-mail:

eastmidlands@english-heritage.org.uk

East of England

Covering: Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk, Suffolk.

English Heritage

Brooklands

24 Brooklands Avenue

Cambridge

CB2 2BU

Telephone: 01223 582700

Fax: 01223 582701

E-mail:

eastofengland@english-heritage.org.uk

London

Covering: Greater London.

English Heritage

1 Waterhouse Square

138-142 Holborn

London

EC1N 2ST

Telephone: 020 7973 3000

Fax: 020 7973 3001

E-mail:

london@english-heritage.org.uk

North East

Covering: Co. Durham, Northumberland, Tees Valley, Tyne & Wear.

English Heritage

Bessie Surtees House

41-44 Sandhill

Newcastle upon Tyne

NE1 3JF

Telephone: 0191 269 1200

Fax: 0191 261 1130

E-mail:

northeast@english-heritage.org.uk

North West

Covering: Cheshire, Cumbria, Greater Manchester, Lancashire, Merseyside.

English Heritage
Suites 3.3 & 3.4 Canada House
3 Chepstow Street
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M1 5FW

Telephone: 0161 242 1400
Fax: 0161 242 1401
E-mail:
northwest@english-heritage.org.uk

South East

Covering: Berkshire, Buckinghamshire, East Sussex, Hampshire, Isle of Wight, Kent, Oxfordshire, Surrey, West Sussex.

English Heritage
Eastgate Court
195-205 High Street
Guildford
GU1 3EH

Telephone: 01483 252000
Fax: 01483 252001
E-mail:
southeast@english-heritage.org.uk

South West

Covering: Bristol, Cornwall, Devon, Dorset, Gloucestershire, Isles of Scilly, Somerset, Wiltshire.

English Heritage
29 Queen Square
Bristol
BS1 4ND

Telephone: 0117 975 0700
Fax: 0117 975 0701
E-mail:
southwest@english-heritage.org.uk

West Midlands

Covering: Herefordshire, Shropshire, Staffordshire, Warwickshire, West Midlands, Worcestershire.

English Heritage
The Axis
10 Holliday Street
Birmingham
BI 1TG

Telephone: 0121 625 6820
Fax: 0121 625 6821
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westmidlands@english-heritage.org.uk

Yorkshire & the Humber

Covering: East Riding of Yorkshire, North East Lincolnshire, North Lincolnshire, North Yorkshire, South Yorkshire, West Yorkshire.

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