



**Funding for Local Authorities**  
**PARTNERSHIP SCHEMES**  
**IN CONSERVATION AREAS**  
**Managing Your Scheme**



ENGLISH HERITAGE

This booklet refers throughout to Local Authorities, however, other bodies with an equivalent remit (eg National Park Authorities) will be considered.

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

This booklet sets out how you should keep us informed about your scheme and how we will work in partnership with you. It should be read in conjunction with the Guidance Notes for Partnership Schemes in Conservation Areas which you used when preparing your application.

You will need to read this booklet if you are a local authority managing a partnership scheme.

You will need to read part 1 of this booklet only if you have submitted a successful application and been given approval by your English Heritage regional office to produce your Delivery Plan.

Part 5 of this booklet, the Annexes, are the templates you will need for grant applicants and the forms you will need to send to us to keep us informed of how the scheme is progressing.

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](mailto:customers@english-heritage.org.uk)

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# Part 1: Developing your scheme

## 1.1 The Delivery Plan

You will need to read part I of this booklet only if you have submitted a successful application and been given approval by your English Heritage regional office to produce your Delivery Plan.

Your Delivery Plan is the main working document that underpins the whole partnership scheme. 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 3.10)

## 1.2 How we pay our contribution

If we have agreed to fund the production of your Delivery Plan with a capacity building grant, we will make a separate offer of funding, by letter, for this piece of work. Once the document has been produced and we are satisfied that it can form the basis of an agreement, we will release a single payment of the funding we offered.



## Part 3: How to administer a scheme

### 3.1 Managing the 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, with the agreement of your English Heritage contact, 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.

### 3.2 Keeping us informed

During the life of the partnership scheme a number of things can change that could affect the running of the project. You must let us know about any significant changes. In particular you must:

- inform us, and seek our approval, of any changes to the team of staff named in the Agreement to manage the scheme;
- inform us, and seek our approval, of any changes to the Delivery Plan;
- undertake an annual review of the partnership scheme to monitor progress on the Delivery Plan and consider revisions as necessary.
- carry out a final, more detailed review before the Agreement is due to expire which will determine whether the objectives of the scheme have been achieved.

### 3.3 English Heritage's role

We will undertake a monitoring and general supervisory role. 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.

## 3.4 Referrals to English Heritage

You must seek our written approval in the format set out in Annexe 1 (unless prior approval has been confirmed in the Delivery Plan) for cases which 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 which 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;
- properties owned by the local authority.

## 3.5 How you should offer grants

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.

A template application form for individual property owners can be found at Annexe 2.

If the returned application form is acceptable and does not fall within a category requiring referral to English Heritage (see section 3.4), an offer can be made using the template at Annexe 3. This should be sent out with Annexes 4 and 5 which explain the specification requirements for works carried out and how the applicant should claim payment from you.

You must keep us informed of all offers made by regularly sending in an Offers Return, using the template at Annexe 6. This should be submitted to us quarterly, in July, October, January and April each year. If no offers have been made in a quarter, a Nil return must be sent. The normal life of a scheme in which offer can be made is 3 years and so we would expect to receive 12 returns.

## 3.6 How we pay our contribution

Your authority will be responsible for making grant payments to individual owners. You will need to inspect the completed work, check receipted invoices and, if satisfied, pay the individual property owner. Claims for reimbursement of our proportion of any payment should be submitted to us quarterly, in July, October, January and April each year, using the template at Annexe 7. If no payments have been made in a quarter, a Nil return must be sent. The normal life of a scheme

in which payments can be made is 5 years and we would expect to receive returns regularly every quarter until all payments have been claimed. Therefore we would expect to receive 20 returns in total.

### 3.7 Other information we require from you to monitor the scheme and make payments

At the end of each financial year, you must also provide details of the economic regeneration benefits of the grant-aided projects using the template at Annexe 8. Again, Nil returns must be sent if there has been no economic regeneration benefit in any year.

**Without a full set of economic returns we will be unable to make our 4th quarter payment to you.**

Regular submission of these three returns at the times specified, including Nil returns, is a prerequisite for us to reimburse our proportion of the grants. We recommend that you keep returns continuously up-to-date as you make individual offers and payments.

### 3.8 How we deal with your payment request

We reimburse our proportion of the grants that you pay to individual property owners retrospectively, on receipt of a payment return (Annexe 7) from you. Your payment return to us must contain details of the payments you have made under the partnership scheme. We will check your payment return 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.

When we have approved your payment, we will write to let you know. We make all payments by automatic transfers (BACS) into the bank or building society account which you identified in your declaration form. You must therefore let us know immediately if you make any changes to your account.

### 3.9 Annual reviews

Towards the end of the first year (by mid February) you will need to send us an annual review of the scheme, detailing its successes and failures. This must be accompanied by a brief report outlining your performance against your targets, confirming your funding 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. We will request this information by letter in December each year, with an attached questionnaire to be returned to us by mid February at the latest.

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 Delivery Plan, before the start of the new financial year.

We will repeat this process before confirming the third year allocation.

### 3.10 Final 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.

## Part 4: After the Partnership Scheme is closed

### 4.1 Timescale

The active period for a partnership scheme (i.e. when grants can be offered) is up to 3 years. There is then a period of up to 2 more years to allow ongoing works to be completed. Payment claims for these works should continue to be made on a quarterly basis, including Nil returns.

### 4.2 Extensions

Should an extension to the time frame above be required you should contact your English Heritage regional office.

### 4.3 Disposal of property

Depending on the circumstances of the grant offer, you will be required to inform us, and seek repayment, if a grant recipient disposes of the grant-aided property by way of sale, exchange or lease while your grant conditions are still in force.

## Part 5: Supplementary documents required to manage the scheme

The following pages contain templates for you to use in producing your application forms and offer letters and the forms you must complete and return to English Heritage to help us to monitor your scheme.

- Annexe 1 Cases that will require referrals to English Heritage
- Annexe 2 Template application form for individual property owners
- Annexe 3 Template offer letter for individual property owners
- Annexe 4 Specification requirements for your use and for individual property owner's use
- Annexe 5 Payment note for individual property owners
- Annexe 6 Offer return to be sent quarterly to English Heritage
- Annexe 7 Payment return to be sent quarterly to English Heritage
- Annexe 8 Economic Output notes and return to be sent annually to English Heritage

## Annexe 1

REFERRALS TO ENGLISH HERITAGE (see Clause 16 of the Agreement):

### 1 PROJECT APPRAISAL

|                                |
|--------------------------------|
| Name of Scheme:                |
| Name and address of project:   |
|                                |
| Grade (if listed):             |
| Name and address of applicant: |

### 2 ATTACHMENTS: (all of the following must be sent)

- Copy of application plus drawings
- Copy of priced specification (annotated to identify grant eligible items)
- Photographs and site plan

### 3 REASON FOR SEEKING ENGLISH HERITAGE WRITTEN APPROVAL FOR THE COUNCIL TO MAKE AN OFFER (please tick the relevant box/es)

- a property owned by an elected member of the Council, an employee of the Council, a family member, co-habitee or business partner of a member or employee of the Council, or body corporate with which the member or employee of the Council is associated, of which the Council 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;
- properties owned by the Council.

**4 RECOMMENDATION:**

a) Summary Statement (indicate nature of project and reason for support):

|  |
|--|
|  |
|  |
|  |
|  |

b) Summary of Costs:

| Itemised eligible costs | Itemised ineligible costs |
|-------------------------|---------------------------|
|                         |                           |
|                         |                           |
|                         |                           |
|                         |                           |
|                         |                           |
|                         |                           |
|                         |                           |
|                         |                           |

|                                    |  |
|------------------------------------|--|
| Fees                               |  |
| VAT                                |  |
| Total Project Costs (gross)        |  |
| Total Grant Eligible Costs (gross) |  |
| Proposed Grant                     |  |
| English Heritage Contribution      |  |

**Comment** (e.g. tendering process, quantity surveyor involvement, proposed rate of grant, any variation from the Delivery Plan etc):

|  |
|--|
|  |
|  |
|  |
|  |
|  |

|                               |
|-------------------------------|
| c) Financial Needs Assessment |
|                               |
|                               |
|                               |
|                               |
|                               |

Signed on behalf of the Council \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

**AUTHORISATION BY ENGLISH HERITAGE FOR THE COUNCIL TO  
MAKE A GRANT OFFER**

Signed on behalf of the Council \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

## Annexe 2

### EXAMPLE GRANT APPLICATION FORM

***English Heritage will not prescribe the design of grant application forms, but strongly recommends that it contains the following information fields, in order to ensure that all schemes are considered on an equal basis and that statistical information can be more readily obtained post completion.***

**PARTNERSHIP SCHEMES IN CONSERVATION AREAS: [Name]**

**FUNDED JOINTLY BY ENGLISH HERITAGE AND [Name] COUNCIL**

***We strongly recommend that you speak to your Council contact before starting to fill in this form.***

### **IMPORTANT NOTES: PLEASE READ CAREFULLY BEFORE FILLING IN THE FORM**

i) This application should be accompanied by two copies of the specification and (if necessary) drawings of the proposed works. Estimates based on the specification and drawings must be provided, copies of which should also be supplied. Your grant will be based on the eligible works detailed in the chosen priced specification. Suitable photographs of the building(s) are also required.

ii) No work may be started until written approval is given, or you will not be eligible for grant.

iii) If a grant is offered, it will normally include a condition that, if the building is sold within three years, the grant may be recovered.

#### ***Delete as appropriate:***

[iv) Where a grant is offered for repair works costing £20,000 or more in total, you must employ a competent professional with relevant specialist conservation knowledge, ability or experience. 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 RICS<sup>1</sup> conservation-accredited building surveyor.

#### ***Or (where you as a LA have employed a conservation-accredited professional to advise on schemes)***

iv). Where a grant is offered for repair works costing £20,000 or more in total, you must either employ a competent professional with relevant specialist conservation knowledge, ability or experience or accept the advice provided by the local authority's professional adviser. This professional must be a conservation-accredited architect or a RICS<sup>2</sup> conservation-accredited building surveyor. ]

v) Three tenders must be obtained for eligible works of a value exceeding £5,000 (unless agreed in writing beforehand with the Council).

<sup>1</sup>Royal Institution of Chartered Surveyors

<sup>2</sup>Royal Institution of Chartered Surveyors



**3 CONTACT POINTS**

3.1 Name of person to act as the point of liaison with the Council.

*If the same as 2.1 above, put a line through this question.*

Address:

|  |
|--|
|  |
|--|

|  |
|--|
|  |
|--|

Post Code:

Daytime Tel No:

Fax No:

E-mail address:

3.2 Name of architect and/or other professional advisers for the repairs:

*If none has been appointed, please speak to the Council contact before submitting the application.*

Address:

|  |
|--|
|  |
|--|

|  |
|--|
|  |
|--|

Post Code:

Daytime Tel No:

Fax No:

E-mail address:

## 4. TYPE OF PROJECT FOR WHICH GRANT IS SOUGHT

4.1 Summary and nature of repairs/project:

|  |
|--|
|  |
|  |
|  |
|  |

4.2 What is (a) the present use of the building and (b) the proposed use after repair?

|  |
|--|
|  |
|  |

4.3 Total estimated project cost (excluding fees and VAT):

4.4 Estimated grant eligible cost (excluding fees and VAT):

4.5 Is VAT likely to be recoverable or zero-rated on any part of the project?

YES       NO

If yes, please give details:

4.6 If you have already retained an architect or other advisers for your project (see 3.2):

What percentage will fees be charged at?

## 5. OTHER FUNDING

5.1 Have you applied to any other sources for a grant or loan towards this project?

YES       NO

If yes, please give details of these other sources, and the amount and type (e.g. grant or loan) of funding you are applying for.

| Source of funding | Amount applied for | Type of funding |
|-------------------|--------------------|-----------------|
|                   |                    |                 |
|                   |                    |                 |

5.2 Have any other grants or loans from other sources been awarded for the works outline in section 4.1?

**YES**       **NO**

If yes please state the amount of grant or loan and any time limits attached to the grant or loan.

| Source and type of secured funding | Amount of funding awarded | Time limits attached to secured funding |
|------------------------------------|---------------------------|---|
|                                    |                           |   |
|                                    |                           |   |

5.3 Is the property currently receiving any other forms of grant aid?

**YES**       **NO**

If yes please give details of the grant including the amount.

| Source of current grant | Date of grant award | Amount of grant |
|-------------------------|---------------------|-----------------|
|                         |                     |                 |
|                         |                     |                 |

## 6. PUBLIC BENEFITS OF PROJECT

6.1 Your project will provide some economic benefits beyond the physical repair of the building. Please provide a brief statement describing what social and/or economic regeneration benefits your project will provide.

|  |
|--|
|  |
|  |
|  |
|  |
|  |

*This question is aimed at identifying benefits such as employment opportunities after project completion, new or improved commercial or residential floorspace, regular and/or wider use of the building for community activities etc.*

## 7. SIGNATURE

*The completed form must be signed here by the applicant at 2.1 above. If the applicant is two or more individuals (e.g. if the property is jointly owned), all should sign. If the applicant is a body, an authorised member of that body should sign and should name his or her post in the body.*

I confirm that the information on this application form and the supporting information enclosed is true and complete to the best of my knowledge.

Signature(s) \_\_\_\_\_

Name \_\_\_\_\_

Date: \_\_\_\_\_

Post held (For bodies only): \_\_\_\_\_

## Annexe 3

### GRANT OFFER LETTER TO APPROVED THIRD PARTY APPLICATIONS

**Attachments: Appendix 1 - schedule of eligible works and costs**  
**Appendix 2 - technical conditions**

#### **[NAME] PARTNERSHIP SCHEME GRANTS UNDER SECTIONS 57, 79 and 80 OF THE PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) ACT 1990**

Under the Partnership Scheme for [ ], English Heritage and

[ ] Council jointly make funds available towards the repair of certain buildings in the conservation area. Your application for grant towards the cost of repairs to [ ] has now been considered under the terms of the Agreement, and I am pleased to confirm that the contributing bodies are willing to offer you a grant. The offer is subject to the conditions stated below and should be carefully considered before the offer of grant is accepted. If any of the conditions are not complied with, the grant may be withdrawn or recovered.

#### **1. AMOUNT OF GRANT**

1.1 The offer is for a grant of up to £[ ] towards the cost of eligible work estimated at £[ ] (see list at Appendix 1). A proportionate reduction will be made in the grant if the actual cost of the Works is less than the estimated cost on which the grant calculation was based.

1.2 If the cost of the Works increases, or additional work is undertaken, there is no obligation to increase the grant. A request for a grant increase will, however, be considered by the Council if a request, with details, is received in writing as soon as the likelihood of increased costs, or additional work, becomes apparent. An increase in the Grant is entirely within the discretion of the Council and will only be made in exceptional circumstances.

#### **2. WORKS CONDITIONS**

##### ***Employment of professional advisers and contractors***

***(This condition must be included where the total cost of works is £20,000 or more - see Clause 20 to the Agreement. If costs are under £20,000, use of this condition is discretionary)***

##### ***Delete as appropriate:***

2.1 [The grant recipient must employ a competent professional with relevant specialist conservation knowledge, ability or experience. This professional must be a conservation-accredited architect or a RICS<sup>1</sup> conservation-accredited building surveyor, or team comprising such professionals, with appropriate specialist conservation knowledge, ability and experience to plan and specify the Works in detail, and to inspect the Works while they are in progress. Such professionals should not be employees of, nor directly associated with, any building or other contractors who may be invited to tender to carry out the Works.

<sup>1</sup>Royal Institution of Chartered Surveyors

***Or (where you as a LA have employed a conservation-accredited professional to advise on schemes)***

Where a grant is offered for repair works costing £20,000 or more in total, you must either employ a competent professional with relevant specialist conservation knowledge, ability or experience or accept the advice provided by the local authority's professional adviser. This professional must be a conservation-accredited architect or a RICS<sup>1</sup> conservation-accredited building surveyor. ]

2.2 All professional advisers, and building or other contractors, must be employed under a relevant standard form of written contract, or other comprehensive written terms and conditions duly executed by both parties as appropriate, unless otherwise agreed by the Council in writing. Proof of the terms of engagement must be supplied where applicable.

2.3 The Council and English Heritage accept no liability for any professional advice offered by its own representatives.

***Specification, conduct and standard of work***

2.4 The Works must be carried out in accordance with the schedule of Works and specification dated [ ] and hereby approved by the Council (as amended by and subject to the technical conditions attached at Appendix 2 and those contained below).

[The specification includes the following items that are not eligible for grant aid:

[ ]

The cost of ineligible items should not be included in any certificate presented for payment.]

2.5 The grant recipient must demonstrate adequate and proper competitive tendering for the Works appropriate to the nature and size of the project and generally conforming to guidance contained in the NJCC Code of Procedure for Single Stage Selective Tendering (January 1996). Contractors selected and invited to tender must have appropriate experience and expertise. The grant recipient must normally obtain at least three tenders (unless notified otherwise by the Council in writing) for any contract required to carry out or procure any Partnership Scheme eligible Works where the value of works exceeds £5,000. Before the Works begin the grant recipient must submit for the Council's written approval

(a) a priced copy of the schedule of Works and specification [and bill of quantities] based on the lowest tender, or on the tender which the grant recipient proposes to accept subject to the Council's approval, and signed by the building or other contractor whom the grant recipient proposes to engage in connection with the Works, and

(b) an overall evaluation of the tenders received.

The tendering requirement may be modified with the prior written agreement of the Council where the nature of the project, or scarce specialist skills, makes it reasonable to do so. Any change of contractor, or method of procurement, during the Works requires the Council's written approval.

2.6 Prior to the commencement of work the grant recipient must submit to the Council the original forms of tender received by, or on behalf of, the grant recipient in connection with agreed Works. The original forms of tender will be returned once the Council has completed an assessment of the tender documents.

2.7 The grant recipient must declare to the Council, as soon as known, any interest that they or their immediate family have in, or with any person or body involved in, the tender procedure for the Works.

2.8 The Works must be carried out in full and to the complete satisfaction of the Council. An inspection will be made on completion of the Works to ensure that all the terms and conditions of the offer of the grant have been complied with.

2.9 Additional Works or variations to the approved schedule of Works and specification must be approved in writing by the Council in advance and carried out strictly in accordance with any approval given. Any eligible items of work in the approved schedule of Works and specification that are not carried out will result in a corresponding adjustment to the grant.

### **Works insurance**

2.10 While the Works are in progress the grant recipient must maintain adequate insurance cover on the building, the Works executed, 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 the 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, as necessary.

2.11 If, in the opinion of the Council, such reinstatement, rectification or replacement is not reasonably practical due to the extent of the damage caused to the Works, or to the building, then the grant recipient must apply the proceeds of all claims under the insurance to the repayment of the grant in full.

2.12 The grant recipient must comply with, and ensure that the contractor complies with, any conditions, claims recording, or accident notification and investigation procedures which may be required in connection with the insurance held under condition 2.10.

2.13 The grant recipient must ensure that full disclosure is made to the insurance adviser of all information which the adviser requests for disclosure to the insurer, and of all information which in good faith the grant recipient could reasonably consider to be material to the insurance policy (or policies).

2.14 The grant recipient must provide the Council with a copy of the insurance policy (or policies) held under condition 2.10 as soon as practicable before the commencement of the Works.

### ***Time limits***

2.15 The offer of grant must be accepted in writing within one month of the date of this letter, unless otherwise agreed in writing by the Council.

2.16 The grant-aided Works must commence within six months of the date of this letter, unless otherwise agreed in writing by the Council.

2.17 The grant-aided Works must be completed, and copies of final receipted accounts received by the Council within one year of the date of this letter, unless otherwise agreed in writing by the Council.

### ***Notification of commencement/completion/delay***

2.18 The Council must be informed in writing:-

- a) of the date when work is to commence, and of the anticipated date for completion;
- b) of any significant change to the forecast date of completion;
- c) of the date of actual completion of the Works; and
- d) if any additional work is to be undertaken. The execution of additional work, or any variation to the agreed specification without the Council's approval, and which is not to the Council's complete satisfaction, may invalidate the grant offer even if the additional work is not grant-aided (see condition 1.2 above for availability of grant for additional work).

### ***Statutory consents***

2.19 Any approval or consent given by the Council under these conditions in relation to the Works does not relieve the grant recipient of the need to obtain any other consent, approval, permission, or clearance required under planning, ancient monuments, historic buildings or wildlife acts, buildings regulations, ecclesiastical or other relevant legislation. All necessary consents etc must be obtained before the Works begin and it is a condition of the offer of the grant that all consent requirements are complied with.

### ***Payment of grant and VAT (to be read in conjunction with enclosed note "Payment of Grants")***

2.20 Grant will be paid on satisfactory completion of the Works and submission of the relevant accounts. Interim payments against work in progress may be made at the Council's discretion up to a limit of 90% of eligible work. The final payment will only be made when all the eligible work has been completed and the Council has received a copy of the final account from the applicant's contractor. Final payment will also be dependant on submission of details of the economic regeneration benefits of your project as set out in the attached note: Payment of Grants. Documentation supporting claims for payment must identify the cost of individual grant-eligible items separately.

2.21 The grant offer is based on estimated costs including Value Added Tax, which is normally payable on the cost of repairs. In some cases, for example where listed building consent for the Works has been obtained, or the grant recipient is a commercial concern registered for VAT, the VAT may be wholly or partly recoverable. Before grant is paid, therefore, the grant recipient must certify that he is unable to recover any of the VAT payable.

### 3. GENERAL CONDITIONS

#### **Publicity**

3.1 The Council and English Heritage reserve the right to publicise the offer of the grant.

#### **Building access**

3.2 Representatives of the Council and English Heritage have the right of access to enter the building at any reasonable time, by appointment with the grant recipient, to carry out:

- (a) interim inspections of the Works in progress; and
- (b) final inspection of the Works on completion to establish whether all the terms and conditions of the offer of the grant have been complied with.

3.3 In exceptional circumstances during the grant-aided project, the Council and/or English Heritage representatives have a right of access to enter the building at any time, after giving reasonable notice to the grant recipient, to inspect the execution of the Works and/or to require the disclosure of such information relating to their procurement and execution as is reasonably necessary.

#### **Grant repayment**

3.4 The grant or any such part of it as the Council or English Heritage sees fit, may be recovered from the grant recipient under Sections 58 and 80(7) of the Planning (Listed Buildings and Conservation Areas) Act 1990 if:

- (a) any term or condition to which the grant is subject is not complied with or is contravened; or
- (b) during the period of 3 years from the payment of the final instalment of the Grant, the recipient disposes of the interest held in the property on that day (the relevant interest), or any part of that interest, by way of a sale exchange or lease for a term of not less than 21 years.

#### ***(Conditions 3.5 and 3.6 only to be included if the grant offer relates to a 'gap funding' application)***

3.5 In the event that the grant recipient disposes of the relevant interest, or any part of that interest, by way of sale of exchange or lease for a term of not less than 21 years, the Council will exercise its right pursuant to condition 3.4 (b) above to recover the grant only in accordance with the following condition.

3.6 For the purposes of this condition:

- (a) income shall be all income derived from the sale of the relevant interest at full market value.
- (b) current market value shall be [            ], as prepared by            Chartered Surveyors.

In accordance with condition 3.5, the Council will recover the grant at the rate of 50% of the amount by which income exceeds current market value, up to the full amount of the grant paid.

3.7 The Council must be notified immediately in writing of any disposal of the whole or any part of the relevant interest, to take place within 3 years from the payment of the final instalment of the Grant, by way of sale or exchange or lease for a term of not less than 21 years, or by gift (otherwise than by will). Notification must include details of the proposed purchaser or recipient of gift, and the proposed sale price.

#### **4. VARIATION OF TERMS AND CONDITIONS**

4.1 No variations to the terms and conditions of this grant offer will be effective unless the Council agrees them in writing. No representation or agreement, whether express or implied, about variations by representatives of the Council will be effective unless they are confirmed in writing by the Council, nor will the Council accept any responsibility for any such representation or agreement which is not confirmed in writing.

4.2 It is the sole responsibility of the grant recipient to ensure that all terms and conditions are satisfied, and it is clearly desirable that any contractor and/or professional adviser is aware of the conditions regarding the required standard of Works and the need for grant eligible costs to be identified separately. A list of the grant eligible items, with estimated costs, and a list of the main architectural conditions, is attached to this letter for your convenience, to bring to the attention of your contractor or professional adviser.

4.3 The grant is not transferable and is offered solely to the grant recipient.

4.4 If the offer of grant is acceptable on the terms and conditions stated above, I look forward to receiving confirmation of your acceptance in writing within one month of the date of this letter.

(appropriate chief officer's name)

## Annexe 4

### A Guide to Specification Requirements for Grant-aided Works

#### Principles

Any proposed works to listed buildings shall be in accordance with the principles of repair set out within Planning Policy Guidance 15: Guidance on alterations to Listed Buildings. Annexe C of that document provides guidance on proposed works and should be read alongside this booklet.

For more detailed guidance on repair techniques, you are advised to refer to the following English Heritage publications:

Brereton C *The repair of historic buildings: advice on principles and methods*. London, 1995

Ashurst J&N *Practical Building Conservation series: Gower*, Aldershot, 1988 (revision to be published 2010)

Volume 1 - Stone Masonry

Volume 2 - Brick, Terracotta & Earth

Volume 3 - Plasters, Mortars & Renders

Volume 4 - Metals

Volume 5 - Wood, Glass, and Resins

Ridout B *Timber Decay in Buildings the Conservation Approach to Treatment* SPON, London 1999

Teutonico J-M (ed) *English Heritage Directory of Building Limes*, Donhead, Shaftesbury 1997

Chapman S & Fidler J (ed) *English Heritage Directory of Building Sands and Aggregates* Donhead, Shaftesbury 2000

English Heritage Technical and Advisory Notes available as pdf documents on the HELM (Historic Environment Local Management) website: [www.helm.org.uk](http://www.helm.org.uk):

Anthrax and Historic Plaster. Managing minor risks in historic building refurbishment – (1238 kb) 1999

Anticipating and responding to the discovery of wall paintings: Practical Information Leaflet 3 – (2447 kb) 2005

Bats in Traditional Buildings - (6405 kb) 2009

Building Regulations and Historic Buildings - Balancing the needs for energy conservation with those of building conservation: an Interim Guidance Note on the application of Part L – (1113 kb) 2004

Conservation Principles, Policies and Guidance April 08 – (462 kb) 2008

Conversion of Traditional Farm Buildings: A guide to good practice part 1 – (2342 kb) 2006

- Conversion of Traditional Farm Buildings: A guide to good practice part 2 – (2430 kb) 2006
- Easy Access to Historic Buildings – (1454 kb) 2004
- Energy conservation in traditional buildings – (1480 kb) 2008
- Energy Performance Certificates for Historic and Traditional Homes – (205 kb) 2007)
- Flooding and Historic Buildings. Technical Advice Note – (504 kb) 2004
- Graffiti on Historic Buildings and Monuments. Methods of removal and preservation 1 of 2 – (1991 kb)
- Graffiti on Historic Buildings and Monuments. Methods of removal and preservation 2 of 2 – (1872 kb)
- Informed Conservation - An Introduction to the Guidelines.pdf – (3101 kb)
- Lead Roofs on Historic Buildings. An advisory note on underside lead corrosion 1 of 4 – (2079 kb) 1997
- Lead Roofs on Historic Buildings. An advisory note on underside lead corrosion 2 of 4 – (2149 kb)
- Lead Roofs on Historic Buildings. An advisory note on underside lead corrosion 3 of 4 – (2087 kb)
- Lead Roofs on Historic Buildings. An advisory note on underside lead corrosion 4 of 4 – (1799 kb)
- Micro wind generation and traditional buildings – (961 kb) 2008
- Microgeneration in the Historic Environment – (770 kb) 2008
- Paradise Preserved: An introduction to the assessment, evaluation, conservation and management of historic cemeteries – (6021 kb) 2007
- Small scale solar electric (photovoltaics) energy and traditional buildings – (1511 kb) 2008
- Small-scale solar thermal energy and traditional buildings – (1212 kb) 2008
- Stone Slate Roofing: Technical advice note – (3684 kb) 2005
- Surge Protection Equipment: A guide to selection and installation in historic buildings – (1816 kb) 2003
- Thatch and Thatching – (6955 kb) 2000
- Theft of metal roof coverings from churches and other historic buildings – (404 kb) 2008
- Understanding Historic Buildings: A guide to good recording practice - Part 1 – (1866 kb) 2006
- Understanding Historic Buildings: A guide to good recording practice - Part 2 – (2239 kb)

Understanding Historic Buildings: A guide to good recording practice - Part 3 – (1511 kb)

Understanding Historic Buildings: Policy and Guidance for Local Planning Authorities – (898 kb)

Wind Energy and the Historic Environment – (877 kb) 2005

**For copies of these leaflets in alternative formats, contact English Heritage Customer Services Department, Tel: 0870 333 1181; e-mail: [customers@english-heritage.org.uk](mailto:customers@english-heritage.org.uk)**

The following organisations also produce technical guidance notes:

The Society for the Protection of Ancient Buildings [www.spab.org.uk](http://www.spab.org.uk)

Historic Scotland [www.historic-scotland.gov.uk](http://www.historic-scotland.gov.uk)

### **Research, Analysis and Investigation**

Grant aided work should be based on a thorough understanding of the building and specific issues faced. The requirement, in most cases will be for a written or photographic specification, supported by drawings, which demonstrates an understanding of the nature of the building and provides sufficient information to be sure that the proposals will not have an adverse impact on the building or site. In some cases, additional investigation may be appropriate, such as a report from a building archaeologist.

### **Re-roofing**

Generally, roof works should be of a comprehensive nature and any necessary associated repairs (to the roof structure, chimneys, leadwork or rainwater goods, for example) should be undertaken at the same time.

Consideration should be given to the provision of a temporary roof to avoid damage to the building during the undertaking of the works.

### **Re-slating and Re-tiling**

Before tendering, adequate recording of existing details will be needed as the detailing generally should be reinstated to the original form, particularly at eaves, ridges and verges. Existing ridge and hip tiles or slates should be retained and re-set where possible, or should be replaced to match the existing.

Re-slating should be carried out re-using sound existing slates or tiles from the roof and/or new tiles or natural slates to match the existing and should be of an origin appropriate to the region. The slates/tiles should be fixed with copper nails to battens that have been fixed with stainless steel nails. The preference would be not to use reused and new tiles on the same pitch.

Verges, ridge and hip tiles, etc should be pointed neatly in an appropriately specified and agreed mortar designed to suit each individual location in terms of exposure and sensitivities of the masonry/ roofing.

Generally, new lead flashings should be provided at all abutments and chimneys and leadwork generally should be checked and renewed or repaired as necessary (n.b. cement fillets alone are not acceptable, but mortar fillets are, where they are the local tradition). Where additional ventilation is provided, this must be by an agreed method, which minimises impact on the character of the roofing.

### **Stone Slating**

(Reference should be made to the English Heritage Technical Advice Note *Stone Slate Roofing*).

Stone slates are a valuable and diminishing resource, and loss on stripping a roof is inevitable. Complete re-covering of a stone slated roof, therefore, should not be undertaken unnecessarily. Where unavoidable, stone slated roofs should be re-covered with matching good quality stone slates. Existing slates should be reused as far as possible. If replacement slates are required, these should be new (where quarries exist and appropriate new slates can be obtained). English Heritage may be able to advise on the location of stone slate producers. Sound second-hand natural stone slates to match the existing in size, colour and texture as closely as possible may be appropriate but only if new materials are not available and if provenance is known. The slates should be re-laid double lap in graduated (diminishing) courses and fixed with oak pegs, or non-ferrous nails. Detailing should be reinstated to the original form, particularly to valleys, dormers, eaves and verges. The local technique and traditions should be adhered to.

New artificial or reconstructed "stone" slates of any type are not acceptable.

(Notes for pointing, leadwork and ventilation as for section on re-slating/re-tiling).

### **Re-thatching**

(Reference should be made to English Heritage Technical Advice Note *Thatch and Thatching*).

Roofs should not be stripped completely unless they are thatched in water reed. Existing thatched roofs should be stripped back to a sound base, leaving historic base-coats in situ. Re-thatching should be carried out in materials and styles that are traditional to that area. New thatching should be to a minimum depth of 300mm (12") with particular attention given to the traditional form of detailing at verges, eaves and ridges. Ridges and dormers should be finished as simply as possible and not worked into unnecessarily elaborate shapes.

### **Leadwork**

(Reference should be made to English Heritage Advisory Guidance Note *Lead Roofs on Historic Buildings*).

All flashings, soakers, cappings, valley and gutter linings and other weatherings should be in lead, as a minimum, to the weights and details recommended by the Lead Sheet Association, as described in the Lead Sheet Manual plus the latest addendum's. Unless otherwise agreed, flat roof coverings, including to internal wells and dormer windows, should match the existing or otherwise be in lead. Ventilation may not always be beneficial. Appropriate consideration should be given to the soundness of any old lead or where conditions are likely to change e.g. where insulation or a new heating system has been installed.

The replacement roof construction in total should be considered, in case of condensation risk and possible underside corrosion. This risk can be reduced by not roofing in damp conditions and avoiding damp materials. Ideally, re-roofing should take place between April and July (avoiding the autumn).

### **Rainwater Goods**

Ineffective rainwater collection and disposal is a major source of building deterioration. Where rainwater goods are undersized, liable to blockage, badly maintained and inefficient, they pose a risk to historic buildings.

Generally, any new or replacement rainwater goods required should be in cast iron, to the original pattern. Cast aluminium gutters may be acceptable in cases where the original section is no longer obtainable in cast iron. Gutters and rainwater goods originally of a different material, such as lead, stone or timber, should be replaced accordingly, unless otherwise agreed. Appropriately designed new overshoots and weirs, detailed to discharge water clear of hoppers and catch-pits should these become blocked, can also be grant-eligible.

### **Structural Timber Repairs**

(Refer to *Timber Decay in Buildings*, B Ridout, English Heritage/Historic Scotland 1999).

Repairs to structural timber should be made by splicing or bolting in sound replacement timber of similar scantling and species wherever possible, retaining all existing timber of historic value.

A detailed specification and drawings must be approved for the repair or reinstatement of a timber-framed building or historic roof structure before any work is undertaken, and it is expected that these will be based on a careful and comprehensive survey of the existing structure.

Exposed structural timbers such as oak timber framing should always be repaired in new green oak (e.g. for new elements) or kiln-dried oak (e.g. for face patching and similar small repairs). Second-hand material should not be used. Surface treatments such as stains should not be applied to exposed new oak frame repairs. Specialist advice should be sought concerning any existing timber carrying decoration, carpenters marks etc. that may be of historic importance. Where painted decoration is found it may be necessary to employ an accredited conservator with ICON (Institute for Conservation) to advise on significance, condition and repair.

Traditional timber repairs are preferred, and any proposed mechanical repair method to structural timbers should be approved, as should the overall structural proposals. Large sections of timber required for replacement should not be formed by laminating smaller sections. Generally, in situ resin repairs to structural timbers are not acceptable, and it is important to maintain flexibility at joints in order to allow for some movement in the frame. Shakes in structural timbers should not be filled for cosmetic reasons.

Historic softwood, due to its production, generally has a greater resistance to fungal decay than modern softwood and therefore cutting out and replacement with modern “equivalent” should be kept to a minimum.

All infill panels of historic interest (e.g. wattle and daub) should be retained wherever possible: the form and detailing of any new infill panels required should be agreed. If previously covered by lime render, repaired timber framing generally should be re-rendered with lime based materials and not exposed.

### **Stonework Repairs**

Repairs to stonework should be carried out in natural stone to match the existing in both colour and texture, obtained where possible from the same quarry and beds as the original, and a detailed specification for this must be agreed before work starts.

As much historic fabric as possible should be retained. A knowledgeable professional adviser should be able to prepare a specification utilising the full range of repairs to stonework; ranging from adequately detailed and specified mortar repairs to stone replacement. Both the professional adviser and contractor need to have adequate skills and knowledge of traditional materials and quality conservation repair.

Generally, stone that has lost its structural quality or is too badly decayed should be carefully cut out and matching replacement stone pieced in. Replacement stone should be cut to the full dimensions of the existing blocks, unless otherwise agreed and face patches should never be less than 100mm deep. Samples of any new stone to be used should be approved: the face of new stone should be tooled to match the original unweathered finish, and all saw marks should be removed.

Stone should always be laid on its natural bed, unless otherwise specified and new stonework should be laid to match the existing wall (e.g. as ashlar work, or coursed squared rubble). All replacement stone details should be cut accurately to the original pattern and profile; this is particularly important for cornices, mullions, hood moulds and other architectural features. Where the existing stone is badly eroded, replacement details should be agreed before work starts. Dressing off should be limited to the removal of dangerous or loose material, and should be carried out with a bristle brush: chisels, particularly claw chisels, should never be used.

Areas of unsound stonework should be carefully rebuilt as agreed, re-using as much of the existing stone as possible. Unless otherwise approved, resin-based in situ "plastic" repairs to stonework are not acceptable. The skill-full building up of lost areas with soft tile and lime mortar and lime based finish to match the surrounding masonry, may be acceptable.

### **Masonry Re-pointing**

Re-pointing of external masonry should be kept to the absolute minimum necessary and comprehensive re-pointing for cosmetic reasons is not acceptable.

The joints should be carefully raked out manually to a depth of at least two times the width or 18-25mm ( $\frac{3}{4}$ "-1"), depending upon the width of the joints, flushed out, then saturated with clean water to limit suction and the new mortar pressed well in. Cutting out of existing mortar with a mechanical disc is not acceptable, and will prejudice grant-aid to other eligible work.

Decayed or damaged bricks should be cut out carefully; using hand tools only and replaced

with sound bricks to match the existing in size, type, colour and texture. Where structurally necessary, agreed areas of unsound brickwork should be carefully re-built, re-using the existing bricks where possible.

Stonework or brickwork should be re-pointed or bedded in an appropriate mortar mix (that is, one weaker and more porous than the adjacent masonry and usually in a lime-based mortar). Mortar mixes should be designed to suit each individual building, location and exposure. The material, texture and colour of the “original” construction mortar should be determined and matched.

Proprietary coloured mixes or colouring additives should not be used. Joints should be finished to match any specific “original” feature (e.g. lined-out or tuck pointed mortar joints in brickwork).

In some instances, mortar analysis may be appropriate to determine original binder/ aggregate types, ratios, colours etc and grading of sand. EH can give advice on companies able to undertake such work.

Conservation mortars need to be compatible with the condition of historic masonry and the nature of its exposure. Weaker mortars based on lime are usually appropriate for the repair of historic buildings, unlike strong cement mortars. The use of non-hydraulic putty lime, rather than hydrated lime, should be encouraged, as should the preparation of coarse stuff (i.e. mixed sand and lime, kept covered until needed). Samples of mortar mixes, finishing and surface texture should be agreed on site prior to undertaking the work.

Alternatively, mixes based on natural hydraulic limes may also be appropriate (classified as NHL 2, NHL 3.5, NHL 5 in the current British Standard). Manufacturers provide technical information on specifications and use. As these achieve variable strengths over time, they should be specified with caution.

The specification for repointing should also take into consideration the time of year/ provision of skilled craftspeople/ aftercare needed and be detailed enough on items such as placing, compaction and protection of mortars to ensure high quality work.

The joints should be filled with new mortar as far back as possible between the stones and finished flush, then brushed back with a bristle brush to expose both the aggregate and the edges of the adjacent stone - compacting the joint and promoting carbonation. Joints should on no account be struck, or finished proud of the masonry face to form "strap" or "ribbon" pointing, or feathered over the edge of eroded blocks. Care should be taken to finish the joints to match the surrounding work and the width of the original joints should not be increased.

Where the existing masonry is generally eroded, the face of the mortar should be kept back to the point at which the joint remains the original width. Repointing should not increase the width of the original joints. Mortar for re-pointing should be coloured by the use of appropriate sand to match the original joints before weathering. Proprietary coloured mixes or colouring additives should not be used.

Samples of mortar colour/ texture and joint finishing and the checking of depth of compaction within the joint, may be appropriate.

### External Cleaning

Inappropriate specification and cleaning may irreversibly damage building fabric. The need to clean should be carefully considered.

Reference should be made to technical advice on this subject and assessment, trials and specification need to be fully considered before any work is undertaken. The time of year/ porosity of the material or presence of ferrous fixings may also make water washing unsuitable.

An independent specialist, if agreed to be appropriate, should carry out any external cleaning of brickwork or stonework, to an approved detailed specification. Where surfaces have historic finishes, a report by an ICON (Institute for Conservation) accredited conservator may be necessary.

Acceptable techniques may include cleaning by the following methods:

Limestone - low pressure, low volume water or soft dry abrasive or alkaline chemical cleaning and rinsing.

Sandstone brick and Terracotta - alkaline chemical degreaser and low concentration hydrofluoric acid cleaner and thorough cleaning.

(Refer to N. Ashurst: *Cleaning Historic Buildings: Volume 1 Substrates, Soling & Investigation; Volume 2 Cleaning, Materials and Processes*, Donhead, Shaftesbury 1994)

Volumes 1 and 2 and British Standard BS8221-2:2000) For risks associated with cleaning sandstones refer to Historic Scotland Publications *Stonecleaning in Scotland* Research publications- Research Summary and 3 parts, 1991 Historic Scotland/ Robert Gordon Institute of Technology).

A specialist conservation contractor should always undertake cleaning of historic masonry. No abrasive or high-pressure cleaning techniques should be used, particularly unregulated grit or sand blasting. Cleaned surfaces should not be treated with any form of sealant or silicone water repellent.

### Rendering

Re-rendering and render repairs generally should be carried out in a lime mortar mix or an appropriate mix based on an analysis of original material. The mix and character chosen should match the strength of the original rendering or stucco, unless otherwise agreed.

New rendering should generally be applied in three coats, and no metal beads or stops should be used externally; arrises and angles should be formed in the traditional manner. Cracks in existing render should be cut back to the masonry face and the surrounding render undercut to provide a key. Coursing (or blocking) lines should be reinstated in areas of new render, where appropriate.

Samples of new render should be agreed before the commencement of work. The specification,

Consideration should be given to the moisture content of the masonry where cement based render has been removed - and possible drying out time needed before re-coating.

Cornices, window surrounds and other mouldings should be re-run in situ with a template in the traditional manner, building up in coats to the full original profile and accurately formed: mouldings should be copied from an undamaged existing section cleaned of all paint. It is important for all existing features requiring repair to be recorded by photographs, drawings and templates, if necessary, before work starts.

Subsequent redecoration of rendered areas should with traditional lime wash/silicate paints/alkyd oil paints where appropriate (n.b. mineral paint may bond irreversibly to an historic substrate and may sometimes be inappropriate): otherwise, with a smooth, water-permeable masonry paint system. Textured or impermeable sprayed coatings are not acceptable. The proposed colour scheme for redecoration should be agreed.

### **Windows, Doors and Other External Joinery**

Existing windows and/or external doors should be retained and repaired wherever possible; it is important to retain and repair surviving early casements and glass. The quality of early twentieth century timber, glass and fittings and those of earlier date should be respected. If replacement is unavoidable, the new windows should be accurate replicas to the original design, in terms of construction, arrangement of panes and detail. Timber sections, especially mouldings, should be to the original size and profile; this is of particular importance for glazing bars and meeting rails to horizontal sashes. Double-hung sliding sashes should be without horns (unless the original sashes were to this pattern) and should be hung on cords with weights. Spring balances for sashes are not acceptable. The quality of the timber for repairs should be stated e.g. for high quality softwood repair, the heartwood of a stated timber species and vacuum pressure impregnated may be appropriate.

Existing old, especially crown, glass should always be protected from damage, retained and re-used in new windows, as replacement with modern float glass will always adversely affect the appearance. New door and window furniture should be to the original pattern. New and/or repaired external joinery should be painted with an appropriate exterior joinery paint and not stained.

### **Ironwork**

Decorative ironwork, such as balconies, canopies or railings, should be carefully repaired in a technique and the same material i.e. cast or wrought iron and not mild steel. If absolutely necessary, features may be reinstated accurately to the original pattern and detail, in a similar material (unless otherwise agreed). Existing decorative ironwork requiring repair or replacement should be recorded by photographs or drawings before work starts, and the existing paint finish analysed to determine the original colour scheme. Drawings for any new/replacement ironwork will be required for approval.

New or repaired ironwork should be painted with a gloss, or other technically appropriate paint system, to the original colour scheme. Any alternative colour scheme proposed should be agreed.

### **External Works**

Boundary walls, fences and gates should be repaired to match the existing, or reinstated to the original design. The installation and design of any new such elements must be approved.

External paving should be in appropriate natural materials, such as stone slabs or granite setts, to match the existing in size, depth, coursing pattern and pointing profile where relevant and/or laid in the traditional manner.

A detailed scheme for any external landscaping proposed, including any planting, lighting, signage and street furniture must be submitted for approval.

**THE APPLICANT, OR THE APPLICANT'S AGENT, SHOULD ENSURE THAT THESE CONDITIONS ARE DRAWN TO THE ATTENTION OF THE CONTRACTOR(S) WHO WILL CARRY OUT THE WORK.**

## Annexe 5

Note to be included with grant offer letter

### **PAYMENT OF GRANTS**

To obtain payment, you should submit a written claim to [ ] Council ("the Council"), at [address], clearly stating the address of the property for which grant is claimed and the reference number quoted by the Council in the offer letter.

The claim must include receipted accounts or architect's certificates in respect of the work for which grant is claimed, and also, where appropriate, receipted fee accounts from professional advisers. An itemised statement should be attached to these, showing how the expenditure relates to those items of work in the schedule approved for grant by the Council. If works not eligible for grant also are being carried out, you should show the expenditure included which relates to the grant-aided work separately. If you can recover VAT, this should be clearly stated. The grant will exclude VAT in cases where it can be recovered. All payments (including interim 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-aided works be less than originally estimated, the payment will be reduced accordingly. The final payment will only be made when all the eligible work has been completed and the Council has received a copy of the final account from your contractor.

It is the Council's usual practice not to return accounts. However, if you have sent the original documents, these can be photocopied and returned on request.

Interim payments of the grant may be made as work progresses, provided that the schedule of work has been approved by the Council, and the work has been carried out to the Council's satisfaction. Claims should indicate clearly a request for partial payment. The final payment, however, is only made when all the work has been completed satisfactorily and we have received details of the economic regeneration benefits of your project. These details should at least include the following information: the total cost of the project (incl. non-grant-aided works); the area (in m<sup>2</sup>) of new or improved commercial and/or residential floorspace; the number of jobs created and/or safeguarded; and regular and/or wider use of the building for community activities.

Please note that grants are only paid if the work is carried out to the satisfaction of the Council's (technical) officer.

### **NOTE ON INSURANCE OF BUILDINGS**

It is highly desirable that buildings which have received grants from public funds should, in future, be adequately insured against fire. It is hoped that all owners of grant-aided property will arrange to have this done if the building is not already insured.

**PARTNERSHIP SCHEME: [NAME]**

**Annexe 6**

GRANT OFFERS MADE

Financial Year 200[ / ]

English Heritage Allocation £

**Quarter: [Apr – June]. [July – Sept]. [Oct – Dec]. [Jan – March] (delete as appropriate)**

| Applicant's name | Address of grant-aided property | Brief description of eligible work | Total cost of eligible works (inc. fees and VAT) | Total grant offered to the nearest £ | Date of offer (say if increase) eg: Inc, 22/03/09 | English Heritage contribution to the nearest £ | Balance of English Heritage allocation |
|------------------|---------------------------------|------------------------------------|--|--------------------------------------|---|--|--|
|                  |                                 |                                    |  |                                      |   |  |  |
|                  |                                 |                                    |  |                                      |   |  |  |
|                  |                                 |                                    |  |                                      |   |  |  |
|                  |                                 |                                    |  |                                      |   |  |  |
|                  |                                 |                                    |  |                                      |   |  |  |
|                  |                                 |                                    |  |                                      |   |  |  |

SIGNATURE (SCHEME OFFICER) ..... NAME (BLOCK CAPITALS) .....

(LOCAL AUTHORITY) ..... TELEPHONE NO: .....

DATE ..... E-Mail: ..... SHEET NO. .... /OF .....

Annexe 7

**PARTNERSHIP SCHEME: [NAME]**

GRANT PAYMENTS CLAIM Financial Year 200[ / ]

**Quarter: [Apr – June]. [July – Sept]. [Oct – Dec]. [Jan – March] (delete as appropriate)**

| Applicant's name | Address of grant-aided property | Offered to nearest £ | Date of offer or increase | Total grant payment to applicant to nearest £ | Interim or Final (I or F) | Payment claimed from English Heritage to nearest £ | Any saving made from the English Heritage allocation |
|------------------|---------------------------------|----------------------|---------------------------|---|---------------------------|--|--|
|                  |                                 |                      |                           |   |                           |  |  |
|                  |                                 |                      |                           |   |                           |  |  |
|                  |                                 |                      |                           |   |                           |  |  |
|                  |                                 |                      |                           |   |                           |  |  |
|                  |                                 |                      |                           |   |                           |  |  |
|                  |                                 |                      |                           |   |                           |  |  |

SIGNATURE (SCHEME OFFICER) ..... NAME (BLOCK CAPITALS) .....

(LOCAL AUTHORITY) ..... TELEPHONE NO: .....

DATE ..... E-Mail: ..... SHEET NO. .... /OF .....

## Annexe 8

### NOTES ON ANALYSIS OF ECONOMIC OUTPUTS

#### Notes on the Economic Development Impact Study for Partnership Regeneration Schemes

The purpose of the attached form is to gather information about the economic and regenerative impact of partnership schemes, particularly in town centres and the inner cities. This will complement the information we already have about the numbers of historic buildings repaired and improved through such schemes and we anticipate that this additional information will be useful in exploring the synergy between Partnership Schemes and other public sector initiatives.

The completed forms should be returned quarterly (to your English Heritage regional contact), giving details about the individual building repair or environmental projects for which grant has been offered. We hope it is relatively quick and straightforward to complete without involving you or the applicants in very much extra work. Most of the information requested is self explanatory, except perhaps the question about the number of jobs. It is based on Full Time Equivalent (FTE) jobs. The table below explains how these should be calculated.

#### Number of Jobs Created/ Safeguarded

##### Measures

- i) Number of full time equivalent permanent jobs created.
- ii) Number of full time equivalent permanent jobs safeguarded.
- iii) Number of full time equivalent construction jobs (expressed as person weeks).

##### Definitions

- a) A full time job is defined as one that involves a standard 30 hour week or longer. Full Time Equivalent (FTE) jobs are part time jobs described in full time terms. In calculating FTE jobs, the following table should be used.

| Hours worked                | Full Time Equivalent |
|-----------------------------|----------------------|
| 3 or more but less than 6   | 0.1                  |
| 6 or more but less than 9   | 0.2                  |
| 9 or more but less than 12  | 0.3                  |
| 12 or more but less than 15 | 0.4                  |
| 15 or more but less than 18 | 0.5                  |
| 18 or more but less than 21 | 0.6                  |
| 21 or more but less than 24 | 0.7                  |
| 24 or more but less than 27 | 0.8                  |
| 27 or more but less than 30 | 0.9                  |
| 30 or over                  | 1.0                  |

- b) A permanent job is expected to last for at least 6 months.
- c) Jobs are normally created when a post has been filled.
- d) A safeguarded job is one that has been made secure by investment in the business.

**PARTNERSHIP SCHEME: [NAME]**

**Annexe 8**

**ANALYSIS OF ECONOMIC OUTPUTS**

Financial Year: 200[ / ]

| PROJECT/NAME<br>(describe on<br>attached page) | GRANT<br>£<br>1. Council<br>2. EH<br>3. Other Public<br>Sector property | TOTAL PRIVATE<br>SECTOR<br>INVESTMENT £ | TOTAL PUBLIC<br>INVESTMENT £<br>(total col 2) | TOTAL COST OF<br>PROJECT £ (total<br>cols 3 & 4) | NO. OF<br>BUILDINGS<br>IMPROVED | M <sup>2</sup> OF<br>COMMERCIAL<br>FLOORSPACE<br>IMPROVED/<br>CREATED | NO. OF<br>DWELLINGS<br>IMPROVED/<br>CREATED | NO. OF JOBS<br>a. Created<br>b. Safeguarded<br>c. Construction<br>jobs** (**expressed<br>in person weeks) | M <sup>2</sup> OF<br>ENVIRONMENTAL<br>IMPROVEMENTS |
|--|---|---|---|--|---------------------------------|---|---|---|--|
|  |   |   |   |  |                                 |   |   |   |  |

SIGNATURE (SCHEME OFFICER) ..... NAME (BLOCK CAPITALS) .....

(LOCAL AUTHORITY) ..... TELEPHONE NO: .....

DATE ..... E-Mail: ..... SHEET NO. .... / OF .....



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