

Beverley Road Townscape Heritage Scheme Guidelines for Potential Grantees

Please read these guidelines carefully before deciding whether or not to apply for a Townscape Heritage grant.

The aim of the Beverley Road Townscape Heritage Scheme is to improve and celebrate the unique townscape heritage of Beverley Road and to make it a better place to live and work. The scheme is offering grants to property owners and long-term tenants at the south end of Beverley Road to help to fund conservation repairs to historic properties. These guidelines are intended as a brief introduction to the scheme, and the terms and conditions that you will be expected to sign up to if you are awarded a grant. Additional, more detailed, guidance has been produced to help you to complete the application forms if you decide to apply for a grant.

Properties covered by the scheme

The Beverley Road Townscape Heritage scheme covers the south (town) end of Beverley Road. Properties that are eligible for funding are the historic (i.e. 19th and early 20th century) properties on Beverley Road itself, in the section between Norfolk Street and the junction with Queens Road and Sculcoates Lane. The scheme does not cover the smaller roads to the east and west of Beverley Road. The scheme is aimed at supporting the conservation of historic buildings and cannot usually fund repairs to modern (i.e. mid-late 20th and 21st century) buildings

Scheme funders

The scheme is jointly funded by the Heritage Lottery Fund (HLF) and Hull City Council. The HLF receives funding from the National Lottery. If you are awarded a grant you will be asked to display a visible banner with the HLF logo at a suitable place on your building (i.e. where it is clearly visible to the public) for the duration of the works. If this is likely to cause an issue you must discuss this with the TH project officer as soon as possible, and before submitting an application.

Grant application process

Applying for a grant is a two stage process. At stage one you will be asked to outline the works that you are seeking funding for, as well as providing evidence of your status in terms of property ownership and eligibility to receive a grant.

If your stage 1 application is approved you will then be asked to provide a detailed stage 2 application, including detailed plans and specifications for the work you are seeking funding for and quotes from qualified contractors. You will also need to apply for any statutory consents that may be required to carry out that work, and produce a maintenance plan to set out how you will look after the property after the work is completed.

The Townscape Heritage project officer will be able to offer support and advice throughout the process, including advising on eligible works, assisting with detailed specifications and helping with the procurement of contractors and the production of a maintenance plan if necessary.

If you are awarded a grant you will be asked to sign a contract with Hull City Council before any work can start on site. This contract will set out the terms and conditions of the grant.

Property Ownership

In order to be eligible for a TH grant you must own the freehold of the property, or have a lease in place that will run for at least 10 years after the project is completed without a break clause or forfeiture on insolvency clause. If you are a leaseholder you must get consent from the owner to carry out the works, unless the conditions of your lease allow you to carry out works without the owner's consent.

If you own the property we will need to conduct a land registry search to confirm your legal ownership. If there are any previous charges on the building you must declare this as part of your application. If you are a lease holder you will be asked to supply a copy of your lease as part of the grant application process, as well as confirmation from the owner that they are happy for the works to be carried out.

If your lease is for less than ten years you can still submit a joint application with the property owner. In the event of a joint application both parties must sign the application and agree to be bound by the terms and conditions of the grant.

Eligible works

As part of your grant application you must specify the works that will be funded, and the dates by which the works will be both started and completed. This will form part of the formal grant agreement and progress towards these outputs will be monitored by the TH project officer.

The following list is not exclusive, but the Townscape Heritage scheme can fund the restoration and repair of existing external architectural features, including:

- wooden sash windows
- historic wooden porches and doorways
- historic stone and brickwork
- historic roofs, fascias, gutters and rainwater goods

The scheme can also fund the reinstatement of external architectural features that have previously been lost, including

- wooden sash windows
- historic wooden porches and doorways
- façade details (such as decorative stone and brickwork)
- historic roofs, fascias, gutters and rainwater goods

In the case of reinstatement, the design of any new features should be closely based on historic evidence such as photos or archive drawings. Where these are not available the design should be based on surviving architectural evidence on the building itself, or on other similar buildings in the immediate area. The TH officer can give further advice on this.

In the case of new sash windows (e.g. where these replace existing UPVC units) slim line double glazing panels may be used, as long as these can be appropriately placed within the reveal to replicate historic window proportions (with slim line glazing bars and moulded detail where appropriate). If original sash windows survive, the preferred option would always be to refurbish (rather than replace) the existing windows and install secondary double glazing in order to preserve as much of the original historic fabric as possible whilst also improving the environmental performance of the building.

The Townscape Heritage Scheme can also fund the repair and reinstatement of historic shop fronts, including;

- Repair/reinstatement of traditional wooden shop front, including doors and windows
- Repair/reinstatement of wooden sash windows to upper floors (where appropriate)
- Creation and installation of new 'heritage-style' shop sign
- Removal of external roller shutters and installation of internal, open-grill or lattice security shutters

There is more detailed guidance on the design of historic shop fronts on the Hull City Council website (supplementary planning guidance note SPG9 - <http://www.hullcc.gov.uk/SPG>). Please note that shop frontages should be viewed as a single combined unit and therefore applications for the repair or reinstatement of single elements only (as listed above) are unlikely to be successful.

The preliminaries (scaffolding, setting up, etc) for eligible works can be grant funded, along with any professional advisor fees and statutory consent fees (including Building Control fees) incurred directly as part of the eligible works. Fees for statutory consents and professional advice incurred between stage 1 and 2 will only be eligible for funding if the stage 2 bid is successful.

VAT is also eligible for funding, but only if the third-party (you, the grantee) is not entitled to

reclaim VAT. If you become eligible to reclaim VAT at any point during the work, you must declare this and repay the full amount of any VAT that you are eligible to reclaim to HCC at the earliest opportunity.

Match-funding

The TH restoration grants can cover up to 70% of the costs of eligible works (including preliminaries and related fees). You will be required to provide match funding to make up the remaining 30% of the eligible costs of the works proposed.

Permissions and consents

You will be responsible for obtaining any formal permissions and consents that are required for the funded works. This may include (but is not limited to) planning permission, Listed Building consent and building regulations consent. Further details about statutory consents are given in the grant application guidance.

You should also contact Hull City Council's Principal Conservation Officer to discuss your plans, how they are likely to impact on the historic character of your building and any formal consents that may be required. This should be done at an early stage in the process, usually before submitting your stage 1 application.

Reducing negative environmental impacts

As part of your detailed stage 2 application you will be asked to provide information on what your scheme will do to reduce environmental impacts and, where appropriate, what the difference in the environmental impact of your building will be as a result of the funded works. This is a requirement of all HLF funded projects.

All funded works must consider the following environmental issues:

- Where appropriate, renovation works should use natural, rather than synthetic insulation materials
- Wherever possible, traditional products and building materials should be used
- Wherever possible, contractors should try to source local materials, and use products with low embodied energy
- Any paints, varnishes and other finishes that are used must be natural oil or water-based, as opposed to petrochemical or solvent-based products
- Wherever possible, refurbishments should incorporate re-used materials from the existing building (e.g. by reusing original roof slates, or by refurbishing rather than replacing original sash windows).
- Wherever possible 10% of constructional materials should be recycled

- Where soil and compost is used these should be peat free.
- All timber should come from proven legal and sustainable sources.

Where appropriate, you must also produce a site waste management plan.

Appointing contractors - quotes and tenders

If the grant you are applying for is likely to be £28,000 or more, you must appoint a qualified professional with relevant conservation expertise to plan and oversee the works.

Professional advisors should be members of the following professional bodies, or equivalent:

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

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

If the grant is less than £28,000 you may still wish to appoint an advisor to manage the scheme on your behalf. Professional fees can be included as an eligible cost, although any fees incurred in advance of the final grant being awarded must be done at the applicant's own risk.

As part of your stage 1 application you will just be asked to identify the works you are asking the TH scheme to fund. At stage 2 you will be asked to obtain competitive quotes for the work that you are seeking funding for (as agreed at stage 1) including any professional advice or services. The number of quotes or tenders that you are required to obtain will depend on the value of the works.

- For works, goods or services costing £5,000 or less, at least two written quotes must be obtained.
- For works, goods or services costing more than £5,000 but less than £50,000, at least three written quotes must be obtained.
- For works, goods or services costing more than £50,000 at least three competitive tenders must be obtained through an appropriate tendering process. Tenders should be scored on a quality to cost ratio of 70:30, and this should be made clear in the brief, with a number of quality questions identified.

All consultants, contractors and sub-contractors who supply quotes must have demonstrable and relevant experience of conservation work on historic buildings, otherwise their quote will be deemed to be invalid.

The TH project officer will be able to help you throughout the procurement process, including helping you to produce detailed briefs and obtain quotes or tenders for the work, if needed.

Maintenance Plan

You will be asked to produce a maintenance plan as part of your stage 2 application. This will need to clearly identify regular maintenance tasks (such as checking and cleaning out gutters) and set out how often these will be carried out.

Insurance

We need to ask you to protect the investment of public money that the Heritage Lottery and Hull City Council are contributing towards the improvement works on your building. To achieve this we will ask you, with your contractors, to take out insurance for any property, works, materials and goods that are included in the scheme of works. All of these must be covered for their full reinstatement value against loss or damage.

If the building is affected by fire, lightning, storm or flood damage to the extent that you can no longer achieve the works specified under the terms of your grant, we may have to consider withdrawing the grant and claiming back any grant money that has already been paid out.

The insurance should usually be held by the building owner, or jointly by the owner and the principle contractor. However, in instances where the building is currently empty and is under the sole control of the lead contractor for the duration of the works it may be acceptable for the insurance to be held solely by the contractor. This should be discussed and agreed in writing with the TH project officer as part of the grant application process. You must provide us with a copy of your insurance certificate before work begins on site.

Payment of the Grant

If you are awarded a grant this will be paid to you in stages. You will be required to submit copies of invoices from your contractors to you for completed works, and once we have received confirmation that the work has been completed 70% of the total value of the invoices submitted will then be paid to you directly via BACS, in order for you to pay your contractor(s).

Work that has already started, or been completed, before the formal grant agreement is signed will not be eligible for funding.

To ensure timely payment you must agree a payment schedule with your contractor and the Townscape Heritage project officer in advance of any works starting on site. There may be a short delay between you submitting invoices to us and grant money released. You

should therefore endeavour to submit invoices to us as soon as possible after you receive them.

10% of the grant will be withheld until a practical certificate of completion has been signed off by the TH project officer, in consultation with the Hull City Council Conservation Officer and an independent advisor (who will be appointed by the scheme).

Grant payments will be made via BACS and must be paid into a UK bank account. You will be required to supply details of the bank account to which grant money will be paid as part of your stage 2 application. You may also be asked to supply copies of your bank statements to show that the grant money has been paid to the designated contractors before the final grant payment is made.

Grants cannot be transferred. If any of the allocated funding has not been spent once the works are completed, the grant total will be reduced accordingly.

Acknowledging the grant

If you are awarded a grant you will be asked to publically acknowledge the contributions that the Heritage Lottery and Hull City Council have made towards the scheme wherever possible. More detailed guidance will be provided if your application is successful, but as a minimum you will be expected to include the HCC and HLF logos on any printed materials funded by the grant (including reports and surveys) and to install a temporary construction site board or banner on site displaying the HLF logo whilst any funded works are taking place. These will be provided by the HLF free of charge and should be located in a place that is visible to the general public for the duration of the works.

For larger grants we will also ask you to install a small permanent plaque inside the building once the work is complete, usually at the main entrance and exits to the building. In the case of listed buildings, this may require listed building consent and this should be discussed with the TH project officer and Hull City Council Conservation Officer during the application process. Plaques will be provided by the HLF.

The HLF logo is a generic logo with no link to the Lottery games or commercial Lottery operator. You are not approving the commercial side of the National Lottery by displaying the HLF logo, you are simply promoting and acknowledging the Lottery funding which goes to good causes all around the UK.

Monitoring and Access to the Property

As part of the stage 2 grant application you will be asked to specify clear targets for the project, and proposed timescales for each of these targets. If your application is successful you will also be asked to provide regular updates on these targets as the work progresses.

As part of the grant agreement you will also be required to allow reasonable access to the property so that representatives of the scheme (including representatives of Hull City

Council and the Heritage Lottery Fund) can monitor the progress of funded works, and agree satisfactory completion of the works before the final grant payment is made. We will

always endeavour to give reasonable notice for all site visits.

Withdrawal or termination of grants

The grant may be withdrawn if the following situations arise:

- The third-party grantee breaches any of the terms of the grant agreement (as set out in this document)
- The third-party grantee has behaved fraudulently or misleadingly in connection with the grant application or in carrying out and completion of the works
- The building on which the works are to be carried out becomes damaged (either accidentally or through malicious action) to the point where reinstatement is not considered economically viable.
- The HLF suspends, or requests repayment of funding for the TH scheme for any reason.

If the grant is withdrawn you will be required to repay any grant monies already received in full to HCC. Repayment must be made at the earliest opportunity and in no longer than 1 calendar month from the date of the notification. Any extensions to this deadline must be agreed in writing with the TH project officer.

You will be notified in writing if the grant is withdrawn. Any decisions on grant withdrawal will be made at HCC's discretion, in discussion with the HLF.

Grant Repayment

Because the scheme is funded by public money we need to ensure that private property owners do not benefit unduly from the funding they receive. In the event that you sell or lease the property before the terms of the grant agreement have expired (i.e. within ten years of the works being completed) you may therefore be asked to repay a proportion of the grant received. This amount will decrease incrementally over time.

If your grant is subject to claw back you must have a professional valuation carried out by a registered surveyor at the start of the project. The costs of this are eligible for grant funding and so can be included in the overall costs of your scheme.

Claw back will apply to grants with a value of £25,000 or more. If claw back is applicable it will be calculated using the following formula –

$$\frac{G}{C} \times \frac{(CV-OV)}{10} \times Y$$

Where G is the grant total, C is the total cost of the project, OV is the market value of the property before the works are carried out, CV is the market value of the property once the works are completed, and Y is the number of years from the end of the grant agreement.

The term of the grant agreement is ten years.

If you are required to repay any proportion of your grant this must be done on, or as soon as possible after, the sale or lease of the property has been completed. A legal charge will be placed on the property at the time the grant is awarded to ensure that we are notified in the event that the property is sold. This charge will be removed after the grant agreement expires.

After the works are completed

The terms of the grant will be valid for ten years after the completion of the works. Grantees will be expected to regularly maintain all funded works and ensure that they are kept in good repair for the duration of the grant agreement, as set out in the maintenance plan that will need to be agreed as part of the funding application. If you do not keep your property in good condition for the term of the grant agreement, you may also be asked to pay back a proportion of the grant based on the claw back calculation above.