

TEWKESBURY HIGH STREET HERITAGE ACTION ZONE

Shop Front and Façades and Upper Floors and Facades - Grants Scheme Guidance



February 2022



1. Introduction and Background

- 1.1 Tewkesbury High Street Heritage Action Zone (HSHAZ) is a Historic England initiative to breathe new life into the town centre. It will aim to make Tewkesbury a more desirable place for businesses, visitors, investors and local people by restoring and enhancing the historic local character of the town centre area.
- 1.2 Jointly funded by Historic England and Tewkesbury Borough Council (TBC), the Shop Front and Façades and Upper Floors and Façades Grant Schemes (Grant Schemes) provide an opportunity for property owners and lessees with repairing leases to invest in the repair and restoration of their properties. The Grant Scheme seeks to improve the appearance and condition of the properties along the High Street, Barton Street and Church Street, as well as bringing vacant or under-utilised buildings back into use.
- 1.3 Two types of grants are available under this scheme:
- Shop front and Facade Grants and
 - Upper Floor and Facades Grants.
- 1.4 To be eligible for grant funding, buildings must be located within the Tewkesbury' s HSHAZ area (see attached map) and be included on the Tewkesbury HSHAZ approved Schedule of Buildings.
- 1.5 It is accepted however that vacant upper floors can be difficult to identify, and some may have inadvertently been omitted from the approved schedule. As such if there are owners of historic buildings (pre 1950) within the HSHAZ area with vacant upper floors that are not on the approved schedule and wish to be considered for this scheme please could they contact the Programme Manager on HSHAZ@tewkesbury.gov.uk
- 1.6 With regards to the 'Shop Front and Facade Grant Scheme' in order to achieve the greatest enhancement to the HSHAZ area, works that focus on shop fronts have been given priority (over more general façade works) and an approved 'Schedule of Buildings' has been put together with specialist conservation input, as well as support from Historic England and the Civic Society. Expressions of Interest (EOIs) related to these properties on this schedule are invited once the grant scheme opens.
- 1.7 Whilst proposals for works to the wider facades of buildings may be considered if they are part of an application for shop front works or upper floor conversions, standalone applications for façade improvements will not be accepted. This will be reviewed in the summer of 2022 and it may be possible, if sufficient funding remains, for the focus of works covered by the scheme, and the approved schedule of buildings to be expanded.
- 1.8 The Grants Scheme is open from September 2021, and will close to new applicants from 1st September 2023, to enable grant funded work to be completed and claims submitted by 16th February 2024, when the scheme finishes. Grant claims not processed by this date will lose grant funding eligibility. There can be no funding extension beyond this date.
- 1.9 All grant funded work must be completed and claims made within 12 months of the date of the Grant Offer Letter, or by Friday 16th February 2024, whichever is earlier.
- 1.10 The Tewkesbury HSHAZ Programme Manager at TBC will administer the programme and provide support to applicants.

2. Overview of the Grants

- 2.1 The funding available on both grant schemes is limited and will be administered on a first come, first served basis.
- 2.2 The funding offered, which is currently up to 75% for the works to shop front and facades and up to 50% for upper floor will be kept under review over the course of the scheme, and TBC reserves the right to change or lower the available grant contribution offered at its discretion.
- 2.3 In addition, there may be a limit to the level of funding that can be provided to each building / project, based upon the number of buildings expressing an interest and the

impact on the area of the works proposed. It may not always be possible, therefore, to fund larger projects and schemes to the percentages mentioned above. Please discuss this with the Programme Manager before developing your application.

3. Eligibility and Assessment Criteria

- 3.1 The first stage of the application process is the Expression of Interest (EOI), which will allow proposed fundable work to be checked for eligibility. Following submission of your EOI the HSHAZ Project Officer will contact you to discuss your proposals further. A site visit may also be undertaken
- 3.2 Following an approved EOI, the applicant or their agent/architect will prepare a draft specification of works for the grant application and for any relevant permissions/consents, for example planning permission and/or listed building consent.
- 3.3 Where the grant that is applied for is works to a building costing £20,000 or more in total the grant recipient must employ a competent professional with relevant specialist conservation knowledge and experience (the cost of which is eligible for grant funding). 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. Where the grant is for any works to a Grade I or Grade II* listed building, this professional must be an architect, chartered building surveyor or chartered architectural technologist with conservation accreditation. For grade II listed buildings this is also required but can be waived to an appropriately experienced conservation professional where there is evidence that it's not been possible to appoint. For unlisted buildings, only appropriately experienced conservation professionals are required. See <https://historicengland.org.uk/services-skills/training-skills/heritageskills-cpd/conservation-accreditation-for-professionals/>
- 3.4 If the grant that is applied for is for works with a total cost of less than £20,000, the employment of a conservation accredited professional is encouraged, but is not a requirement.
- 3.5 The applicant will be required to complete a formal application form. Applicants must demonstrate how the work they are seeking funding for complies with the criteria set out below.
- 3.6 Each grant application will be assessed based on the following criteria:
 - The property must be in need of repair and/or restoration;
 - The work must have a positive effect on the wider Tewkesbury Conservation Area and town centre;
 - The work should improve living or working conditions for existing or new tenants and/or residents;
 - The work should create new, or safeguard existing, jobs;
 - The work should bring back under-utilised or vacant spaces, and / or creating new commercial or residential spaces.
- 3.7 TBC's Head of Development Services will make funding decisions in liaison with the HSHAZ Grants Panel, which will convene at least quarterly. As a discretionary grant scheme there will be no right of appeal for unsuccessful applications, and in all cases the decision as to whether any works or costs proposed are eligible for grants shall be at the sole discretion of TBC and/or Historic England.
- 3.8 The impact of the proposed works on the significance or the setting of any relevant listed buildings, the character and appearance of the Tewkesbury Conservation Area, as well as on the HSHAZ area, will also be considered in determining applications, in order that grants are allocated to properties where they will have most positive impact, taking into account condition and historic/ architectural merit.
- 3.9 Appendix A sets out a list of eligible work that can be grant funded.

- 3.10 Appendix B sets out the application process in more detail.
- 3.11 Appendix C sets out a summary of the terms and conditions of the grant agreement to be sent out with a grant offer. Please read them to ensure you understand your responsibilities.
- 3.12 The grant is repayable in certain circumstances (i.e. the grant is not spent in accordance with the bid; breach of subsidy control (see further below) or the grant terms; the property is disposed of during the period of 3 years from the payment of the final instalment of the Grant). TBC will need to protect the requirement to repay against the property (a restriction against a title registered with the HM Land Registry or a land charge where the property is not registered)

4. Conservation and Heritage Principles

- 4.1 The Grant Scheme will emphasise the use of traditional methods and techniques, alongside high-quality, traditional materials and the use of an appropriately qualified and skilled design team. For overall works costing £20,000 or more in total, you must employ the services of a suitably qualified professional advisor¹ (the cost of which is eligible for grant funding). For overall works costing less than £20,000 the use of a suitably qualified professional advisor is encouraged but not required.
- 4.2 Where appointed, the professional advisor would be expected to:
- Analyse the site and assess its heritage value.
 - Help plan and specify the works;
 - Inspect the work while in progress;
 - Inspect and certify the work after completion;
 - Sign-off the works to release the grant payment.
- 4.3 All grant funded work, whether overseen by a competent professional or not, will need to be signed off by relevant TBC Officers, including the HSHAZ Programme Manager as well as the Conservation Officer.
- 4.4 The current Tewkesbury Conservation Area Appraisal should be referred to for further information on the area character, whilst the draft Shopfront Design Guidance will be a useful document in informing proposals to this type of property. Please refer to the website for the latest documents or contact the HSHAZ Programme Manager.

5. The Work

- 5.1 A schedule of work/specification will be submitted by the applicant to be approved by TBC Officers. This document will form the basis of the tendering/quotation process. Where works eligible for funding are combined with ineligible works (see Appendix A) a grant will only be able to support the eligible works.
- 5.2 Applicants will need to obtain at least three written quotations to an agreed specification for all works costing less than £50,000.
- 5.3 For projects anticipated to cost in excess of £50,000, a different tendering and advertising process will be required. Please speak to the HSHAZ Programme Manager in these circumstances.
- 5.4 Contractors selected and invited to tender must have appropriate knowledge, skills and expertise, and evidence showing this will need to be provided. For example, verified photographic evidence of contractors' previous work/or detailed method statements for relevant works. (To be agreed with the PM) Each contractor's quotation must be itemised to allow for each item of work, with VAT shown separately.

¹ Where the grant is for any works to a Grade I or Grade II* listed building, this professional must be an architect, chartered building surveyor or chartered architectural technologist with conservation accreditation. For grade II listed buildings this is also required but can be waived to an appropriately experienced conservation professional where there is evidence that it's not been possible to appoint. For unlisted buildings only appropriately experienced conservation professionals are required. See <https://historicengland.org.uk/services-skills/training-skills/heritageskills-cpd/conservation-accreditation-for-professionals/>

1.1 A summary of the terms and conditions can be found in Appendix C. Please read carefully before applying.

2. Payment of Grant

- 2.1 Payment for works will be retrospective and in whole once completed. In exceptional circumstances it may be possible to arrange interim payments at pre-agreed stages. Any decisions on this would be made on a case-by-case basis and based on individual circumstances.
- 2.2 For the exceptional circumstances where interim payments are made the aggregate of instalments paid before completion must not exceed 70% of the amount of grant awarded. Each interim payment will require an inspection of works claimed for.
- 2.3 Prior to any payment being made the work needs to be signed-off by the professional advisor (where appointed) and TBC Officer(s).
- 2.4 Applications for payment from TBC will always be retrospective and will reimburse costs incurred. All project debts, including payment of the contractor and professional project team, must have already been settled ahead of the grant claims. All claims for payment will need to be accompanied by original invoices and receipts to demonstrate this, with reference made to the building address and the grant reference number (included on the offer letter).
- 2.5 For joint applications between the lessee and owner, the funding would be paid to whomever has responsibility for paying contractors.
- 2.6 All grant funded work must be completed and claims made within 12 months of the date of the Grant Offer Letter, or by February 16th 2024, whichever is earlier.
- 2.7 There will be no later increase in grant if the cost of the project exceeds the agreed tender price.

3. Subsidy Control

The UK must comply with the Trade and Co-operation Agreement made between the UK and the European Union (TCA) in relation to financial assistance given to third parties. The TCA permits 325,000 Special Drawing Rights (approx. £330,000) of financial assistance to be given to an organisation over a rolling 3 financial year period by any public body (not just Tewkesbury Borough Council). Please note that financial assistance given for COVID-19 does not count towards the £330,000.

If your organisation has have received more than this amount, please continue to submit your application as other options may be available.

A completed enclosed UK Subsidy Control Declaration form will need to be submitted with each application.

Privacy Notice

The Privacy Notice for the project can be found [here](#).

Appendix A: Eligible works

- Reinstatement of architectural features (including shopfronts)
- Internal or external reinstatement alterations;
- Repair or restoration of external decorative features e.g. ironwork, railings, tiling, timber signs, etc., and ornamental masonry, including sculpture, stucco and applied finishes;
- Repairing or replacing existing external features, such as balconies, canopies, bargeboards, shutters, where these contribute to the special architectural or historic interest of the building;
- Repair or restoration of applied details e.g. cornices, stringcourses, architraves etc.;
- Conversion of buildings into alternative uses that better meet the demand of Tewkesbury town centre (subject to Historic England approval);
- Removal of non-historical features, the absence of which will enhance the overall character and appearance of the building;

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

- Making properties structurally sound;
- Consolidation and reinforcement of the existing structure;
- Selective dry rot removal and timber preservation;
- Measures to manage rising damp where this is damaging the fabric or contents of the building and improved ventilation, if considered essential, such as providing surface water drainage, lowering ground levels (where not damaging) and improved ventilation;
- Repair and restoration of windows using traditional materials and methods;
- Repairing or replacing elements set in walls, such as panels, windows and doors, including their frames, glazing, ironmongery and other fittings;
- Repair and restoration of roof structures, eaves, verges and ridges;
- Repair of roof coverings using natural materials and traditional methods;
- Repair or restoration of chimneys and pots to historic heights and profiles;
- Repair or restoration of lead work
- Repair and restoration of rainwater goods / dispersal systems in suitable traditional materials;

- Repair of external stonework and brickwork using traditional materials and methods;
- Repair of external render and stucco using traditional materials and methods;
- Selective rebuilding of stonework and brickwork;
- Selective renewal of render using traditional methods and materials;
- Selective removal of render and masonry paint;

- Repair or restoration of historic windows and other external joinery;
- Fire safety improvements;
- Works to bring under-utilised or vacant building back into use;
- Non-electric physical pigeon barriers to prevent a build-up of damaging droppings, where these can be provided in a visually acceptable way without using chemicals.

The following supporting work may also be grant funded to support works for the Grant Schemes:

- Any necessary planning application costs (where schemes come to fruition, and a claim is successfully made.)
- Permanent access, such as installing hatches, handrails or cables, fixed ladders or crawl-boards to improve access for maintenance and inspection, where difficult access has prevented proper maintenance in the past;
- Enabling works costs, such as scaffolding, hoardings, contractors' facilities and vehicle access;
- VAT where it cannot be recovered by the grant recipient;
- Conversion of buildings (with specific Historic England approval) from economically unviable to viable uses, where this can be specifically demonstrated and where this supports the future conservation of the building to reduce the number of further harmful changes made;

- Professional advisor services, (in situations where schemes come to fruition, and a claim is successfully made) including:
 - Surveys of the structure(s) or site and its condition, including survey drawings and plans;
 - Research, analysis and archaeological investigation of the fabric likely to be affected;

- Preparation of a detailed specification and drawings for the necessary repairs, or recording of the fabric;
- Getting competitive tenders and providing a tender report, and arranging contract for the work;
- Regular inspections and valuations of the work on site until it is completed;
- Full contact with the local authority on the technical details of both the application and the work for which a grant has been awarded.

Reinstatement works will only be funded if the building is in otherwise good structural repair, or will be repaired to an acceptable standard as part of a grant funding application.

Eligible and non-eligible work can be undertaken at the same time, but costs must be identified separately and made explicit in the schedule of work. Where eligible and ineligible works are combined in a single project, a grant will be offered towards the cost of eligible work only.

Items not eligible for grant funding:

- Building services works, such as drainage, electricity, gas, photovoltaic panels or water is not normally eligible;
- Conjectural reinstatement of historic features;
- Free-standing maintenance or minor repairs;
- Routine maintenance, redecoration, or internal repairs such as cleaning rainwater goods, checking of flashing and roof coverings and removal of plants (unless the works are necessary for the reinstatement of historic features or for structural integrity);
- Routine modernisation unless integral to the conservation repair works;
- Demolition work;
- Work started without prior written consent and before a written offer of grant has been made and accepted by the individual building owner;
- Providing a damp proof course simply because the existing structure was built without one;
- Cleaning brickwork or stonework for cosmetic reasons.

Grant applications may also be referred to Historic England. Written approval is always required from Historic England for any scheme that involves:

- A property owned by an elected member of local government (defined as the Town Council, District Council or County Council), an employee of local government, a family member, co-habitee or business partner of a member or employee of local government, or corporate body with which the member or employee of the local government is associated, of which the local government authority is aware;
- A contribution from Historic England that would exceed £50,000;
- Funding stand-alone reinstatement of lost architectural features;
- Temporary building works costing more than £5,000;
- Any unforeseen, novel or contentious issues;
- Funding public realm works;
- Using High Street HAZ funds to pay for management costs;
- Works involving the conversion, alteration or adaptation of buildings; and
- Works to Grade I or Grade II* listed buildings.

In all cases the decision as to whether any works or costs proposed are eligible for grant shall be at the sole discretion of Tewkesbury Borough Council and/or Historic England.

Appendix B: Application Process

1. **Submit Expression of Interest** – this should provide an overview of the proposed work.
2. **Officer Site Visit** - the HSHAZ Programme Manager and/ or Conservation Officer will visit the property as considered necessary to assess the proposed works, taking into account any Covid-19 restrictions or limitations at the time.
3. **Evaluation of EOI and response to applicant.** Where works considered to be eligible the process would continue as follows
4. **Preparation of Specification** – to be submitted to and agreed with TBC
5. **Apply for Necessary Consents** – applicant to ensure other necessary consents are applied for ahead of application. Grants may be offered provisionally where these consents have not been confirmed. These costs can be included on the grant application. Successfully securing these consents in no way guarantees the grant application would be approved. Failure to secure consents could jeopardise later grant payment.
6. **Complete Grant Application Form and return the Subsidy Control Declaration** – applicants must submit an application form with the necessary supporting documentation. This must include three written quotations/tenders based on the agreed specification, as well as an indication of a preferred contractor, based on value and quality. An evaluation summary of the tenders received, based on a set criteria, will also need to be provided.
7. **Validation and Consideration** – HSHAZ grants panel will review the proposals (on the basis of the criteria set out in 3.6 and 3.8) and submit a summary recommendation to the Development Services Manager. The application details may also be referred to Historic England for approval (see Appendix A).
8. **Approval** – the Development Services Manager will approve, refuse or defer any proposal.
9. **Grant Offer Letter** – if your application is approved you will receive a Grant Offer letter stating all terms and conditions, to be returned to the Council within one month. No work will be funded that was started without full prior approval and without an agreed Grant Offer Letter in place.
10. **Work to commence** – work must commence within 6 months of the Grant Offer Letter, and conclude within 12 months (or by 1st February 2024, whichever is earlier). Any delays could result in a withdrawal or reduction in grant funding.
11. **Inspections & Sign-off of work** - by appropriate TBC Officer.
12. **Submission of receipts** – along with other requested information by applicant to trigger payment of grant. Payments made in arrears and upon satisfactory receipt of invoices and certification.
13. **Monitoring** – building to be maintained in good order for grant condition period of 3 years.

Appendix C: Summary of Terms and Conditions

A grant agreement will need to be entered into with the Council, a copy of which will be sent with the Grant Offer Letter. Below is a summary of the key conditions that apply to this grant scheme.

- a) Notwithstanding the fact that an application for grant is made correctly and in respect of an eligible building, TBC shall not be under any obligation to make a grant and any decision to make a grant shall be entirely at the discretion of TBC.
- b) The applicant must own the freehold of the property, or hold a repairing lease with an unexpired term of at least 3 years from the projected date of the final grant payment without a break clause. Applicants must be over 18 years of age.
- c) If the property or land is held on a lease for less than 3 years, is not a repairing lease, or if it contains a break clause that may terminate the lease within 3 years, the landlord must join in the grant application and agree to be bound by the grant conditions if a grant is awarded;
- d) The terms of the grant will last for 3 years from the date of the payment of the final instalment of the grant.
- e) Grant offers will be withdrawn, or fully repayable, if the grant recipient breaches any of the terms of the offer as set out in this document, or if the grant recipient has behaved fraudulently or misleadingly in connection with its grant application or in carrying out and completing the works or activities.
- f) To protect the TBC's ability to reclaim the grant, it will register a restriction against the applicant's interest in the property if registered at HM Land Registry or, if the property is unregistered, as a land charge and caution on the Land Charges Register (held by HM Land Registry).
- g) Permission for the works must be sought from every person with a freehold or leasehold interest in the property, and the applicant is responsible for obtaining these.
- h) Grant recipients will make available any financial records the TBC reasonably requires in respect of the works.
- i) TBC Officers shall have the right, at all reasonable hours, to inspect any work that has been approved for grant assistance during the time that the work is being carried out and after it has been completed for the grant condition period of 3 years;
- j) VAT will only be paid if the grant recipient is not entitled to any refund on the VAT, and that if the grant recipient becomes entitled to a VAT refund they must pay the relevant amount to the Council. Grant recipients must certify that they are unable to recover any of the VAT payable.
- j) Grant recipients must fully insure the property or site for its full reinstatement value while the works are being carried out and following their completion. In the event of loss, theft or damage, the property or site must be made good.
- k) Grant recipients must ensure that the property or site is maintained in good repair when the works have been completed throughout the grant period of 3 years from the date of the payment of the final instalment of the grant.
- l) Work must be started within six months from the date of the Grant Offer Letter, and concluded within 12 months, or by 1st February 2024, whichever is earlier.
- m) Applicants will be responsible for ensuring that necessary public liability insurance is in place, and that all work is undertaken in accordance with all relevant Health and Safety legislation.
- n) It is up to grant applicants to ensure their works meet all requirements in relation to Listed Building Consent, Planning, Building Control, and any other consents.
- o) All contractors will be expected to follow and reference Historic England technical guidance in the course of their work. This information can be found on the Historic England website.
[Technical Guidance | Historic England](#)
- p) Grants cannot be transferred.
- q) TBC shall not be liable to pay any grant in respect of any commitment entered into by an applicant prior to the notification of a decision on the application.
- r) TBC and Historic England reserve the right to publicise the offer of the Grant at any time.

