



MENTER TREFTADAETH
TREFLUNIO DINBYCH
A'R RHYL
DENBIGH & RHYL
TOWNSCAPE HERITAGE
INITIATIVE



A GUIDE TO ELIGIBLE WORKS

SCOPE OF GUIDANCE

This guidance covers works assisted through the Townscape Heritage Initiative (THI), whether directly or indirectly, and should be read in conjunction with the 'Applying for a Grant' and guidance note 'Principles of Repair for Historic Buildings'. In addition, specific guidance published by other funders should be referred to prior to preparing proposals for grant assistance. Further information is given at the end of this guidance note.

GENERAL PRINCIPLES

All work must be undertaken with respect for the character and integrity of the building or structure, and of the area in which it lies, in accordance with the relevant national conservation legislation, policies, and following published guidance and advice issued or endorsed by the THI or Cadw: Welsh Historic Monuments Circular 61/96 '*Planning and the Historic Environment: Historic Buildings and Conservation Areas*' and have regard to BS7913:1998, '*The Principles of the Conservation of Historic Buildings*'.

The guiding principle is that THI assisted works should help to reverse the process of decay without damaging the historical, architectural or archaeological significance of the building concerned. Works for which grant assistance is given should be carried out using traditional methods and natural materials appropriate to the building, its condition and character. When replacement is necessary it should be done on a like-for-like basis to exactly match the original in all respects. Because of the value placed on retaining historic fabric, a number of small repairs, for example piecing new sections of timber into a historic window, will often be more appropriate than complete renewal. In general, assistance will be offered towards this approach as 'conservative' repair and not wholesale replacement, unless the item is beyond practical repair.

ELIGIBLE CATEGORIES OF WORK

Feasibility Studies

Grants of 25% up to a maximum of £5,000, are available to charities or community groups **only** for a project that would in principle qualify for a THI grant, towards engaging appropriate consultants to undertake a feasibility study for the reuse and repair of a historic building within the THI boundary. Further guidance should be sought from the Project Manager as early as possible if you feel a building may qualify for this form of assistance.

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Repair Works

The objective is to put into sound repair the structure and external envelope of buildings which make a positive contribution to the character or appearance of the conservation area. Repairs should be comprehensive in scope, using appropriate techniques or methods of construction and high quality natural or traditional materials, normally on a like-for-like basis.

Substitute or artificial materials are ineligible and their use generally unacceptable on grant-aided projects. Routine maintenance, including redecoration, is ineligible unless the decoration is needed as a direct result of eligible repair.

Normally, interior repairs are ineligible for assistance, although the specification for such works should be included within the application to ensure these works do not damage the integrity of the building or diminish the grant towards external works. Interior works are eligible only if they result directly from repairs to the structure, or are vital to its preservation.

Repairs may include:

- consolidation or reinforcement of the existing structure, using the most conservative approach that is practicable, although limited reconstruction as existing is eligible if unavoidable. The survival of vernacular building techniques such as clay wall, wattle and daub, etc (often found behind later finishes), or unusual materials such as faience, is very important, and repair should be in compatible materials
- appropriate repairs to timber frames, roof structure, beams, floor joists and other structural timbers, based on a careful and comprehensive survey of the existing structure. *In situ* reinforced resin repairs to structural timbers are **not** acceptable unless justified on the grounds of avoiding major disturbance of historic fabric
- dry rot eradication and timber preservative treatments using non-destructive techniques and non-toxic applications only may be eligible, but must be based on an analysis and specification by an independent consultant (such as Ridout Associates 01562 885135, or Hutton & Rostron 01483 203221) whose fees would also be eligible
- damp-proofing by traditional methods, but only where damp is causing structural damage to the building, by such damp-eradication measures as the lowering of ground levels, improved drainage, or the introduction of french drains. Injected damp-proof courses or other modern methods are not appropriate for historic buildings
- re-roofing in natural materials traditional to the area, normally to match the historic covering, using new materials and/or re-using sound existing materials where possible. Repairs to the roof structure and high level external elements should be undertaken concurrently. Re-roofing with artificial or alternative materials, such as concrete tiles, asbestos cement slates, 'reconstructed' slates or 'artificial stone' slates, is not eligible for grant, nor is the use of roofing felt for flat roofs or lining gutters
- repair or renewal of existing leadwork, the provision of weatherings, and the reforming of gutters to adequate falls, normally in accordance with the details and weights recommended by the Lead Sheet Association in *The Lead Sheet Manual*



- repairs to chimneys, including lining or rebuilding if structurally essential, provided that the chimney is reinstated accurately to the historic height and profile; also replacement of the historic style of chimney pots/ cans. The retention and repair of existing stacks/ stalks may be a condition of grant offered for other work
- the repair or replacement of rainwater goods or a rainwater disposal system to a building, to match the historic material and sections. Generally, this will be in cast iron, but occasionally in lead, timber or stone, where appropriate. Aluminium, plastic, PVCu or GRP rainwater goods are not eligible.
- the repair of external stonework and brickwork, including decorative elements, to an appropriate specification. `Plastic' *in situ* resin-based mortar repairs to brickwork and stonework are not normally acceptable or eligible, except for minor areas
- selective rebuilding of existing stonework and brickwork, if structurally necessary and to an agreed specification. Generally, this will be using salvaged existing materials, and/or new matching materials, and must be preceded by a record survey of the existing. Only repointing which is structurally necessary, kept to the absolute minimum required and carried out to an appropriate specification, is eligible. Comprehensive repointing for cosmetic reasons is not eligible, unless this is for the replacement of unsuitable cement based mortar
- the repair (or if unavoidable, replacement), to the historic pattern and detail, and in the historic material, of windows, external doors and other external joinery which contributes to the character of the building and/or the conservation area. It is advisable to consult Historic Scotland's TAN 3 '*Performance Standards for Timber Sash and Case Windows*', 1994
- repairs to external render, stucco or harling and limited areas of renewal (there should be a presumption against total or substantial renewal, unless this is unavoidable), to an approved specification. If such a coating has been removed in recent years to the detriment of the performance and appearance of the building, its reinstatement may be the most appropriate form of repair. Also eligible is the repair of applied details and features, such as cornices, string courses, window architraves, columns, pilasters, `rusticated' rendering and the like. These should be repaired carefully and accurately to the historic form or profile, and as nearly as possible to the historic composition. GRP or similar replacement mouldings are not acceptable for grant, nor are proprietary *in situ* resin-based repair techniques. It is advisable to consult Historic Scotland's TAN 1 '*Preparation and Use of Lime Mortars*', 1995 & TAN 15 '*External Lime Coatings*' 2001 for further assistance
- the external cleaning of stonework and brickwork **only** where there is such a build- up of dirt, paint or built-up resin coatings on the surface that it must be removed in order to assess the extent of necessary repair, or where the surface build-up is damaging the fabric of the building by chemical action. Cleaning for cosmetic reasons is therefore **never** eligible. Any cleaning which is agreed to be eligible must be undertaken to an approved specification and carried out by specialist conservation contractors. It is advisable to consult Historic Scotland's '*Stone Cleaning - A Guide for Practitioners*', 1994



- the repair to the historic pattern and detail of distinctive architectural features, for example decorative ironwork such as balconies, canopies and railings; tiling and other historic finishes, and architectural sculpture
- the repair or reinstatement of retaining walls, boundary walls and/or railings, if they contribute to the stability of the building, enhance its setting, or are of particular interest in the conservation area.
- Where works of repair involve existing historic shopfronts consideration should be given, where appropriate to the character of the building, to the provision of disabled access (practical advice can be found in Historic Scotland's TAN 7 'Access to the Built Heritage' 1996) for and the use of bilingual signage. These elements of work may be eligible for assistance where they form part of a wider scheme of works assisted through the THI.

Reinstatement of Architectural Details

The objective is to reinstate in whole or part elements of the exterior fabric of buildings which are essential to their design and character, such as ornamental masonry (including architectural sculpture), stucco and other applied finishes and details, joinery to historic patterns, lost historic shopfronts and ornamental metalwork, such as balconies, canopies and finials. Reinstatement grants will only be offered where the building is already in sound repair, or will be made so with a concurrent repair grant; the details must be known from the building, its neighbours, or documentary sources, not be speculative; and reinstatement must not involve the removal of later features of interest.

Bringing Vacant Historic Floorspace Back Into Use

Assistance may be offered towards the internal works necessary to enable a vacant building in poor condition to be brought back to a condition where it may be fully occupied. Where the cost of undertaking the works exceeds any increase in value of the property, the grant can be offered not as a percentage of the cost of eligible works, but as the 'conservation deficit', which is the difference between the costs of eligible works and any increase in the value of the property as a result of the works being implemented. Each case is also examined on a value for money basis; in cases where the conservation deficit significantly outweighs the increase in the building's value, the deficit may not be met in full, although a significant contribution will be made.

As one of the objectives of the THI is to bring vacant floorspace back into use, all aspects of the physical work of conversion will be eligible, including necessary alterations both internal and external, which must be sympathetic to the character and interest of the building concerned. Internal work will normally involve decoration, but in calculating grant on the conservation deficit basis normally applicable to development projects, furnishings, and services beyond the basic provision of heat, light and power, are not eligible. Grants to bring floorspace into use will only be offered if the building is in sound repair, or will be made so through concurrent works to the structure or external elevations.



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A Historic Building Regeneration Grant Scheme

Development Appraisal

A development appraisal must be prepared as part of the grant application process, setting out the estimated costs of undertaking the development, including letting it or selling it, and its estimated value on completion. The development appraisal would normally include the financial basis on which the grant is being sought in the form of a residual valuation. Acquisition costs, construction costs, and professional and statutory fees in connection with the project would generally be allowable, as may legal fees on acquisition and disposal, agency fees on disposal, financing charges and developers profit (no more than 15%).

Environmental Works

The objective is the repair, and reinstatement of missing sections, of built or man-made elements of the built environment, like historic surfaces, boundary and retaining walls, railings, and historic street furniture. This may include external works which enhance the setting of a grant-aided building, such as related paving or boundary walls; the removal of unsightly or redundant clutter on buildings, but not the cost of rerouting visible supply cables etc; and the removal of other eyesores which are detrimental to the appearance of the conservation area.

Repair work should involve the use of natural materials and traditional techniques so as to match the historic work as nearly as possible. Pedestrianisation schemes, new design, and the speculative recreation of lost townscape elements are not eligible.

Non-Eligible Works

While some ineligible works will be occurring concurrently with works which are eligible for assistance, they must still comply with the requirements and principles of repairs to historic buildings, even if assisted by other grant bodies, so as to not damage the integrity of the historic building's fabric and diminish the value of the THI grant assistance. Failure to comply with this requirement may invalidate an application, or result in a clawback of the grant already awarded.

GENERAL MATTERS

Professional Fees

Expenditure on fees for qualified professional consultants is eligible for grant at 70%. A professional consultant should be preferably be appointed from the list of professional consultants provided; applicants wishing to employ an alternative consultant will need to provide evidence of membership of one of the recognised institutions – either ARB registered architects (but not architectural technologists or technicians) or chartered surveyors (members of the RICS) - and an appropriate level of specialist experience. The consultant will prepare full and detailed drawings, specifications and schedules of works, and budget estimates; they will also be required to inspect the work throughout the contract period, and be responsible for its certification periodically and on completion.



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Specialist Services

Fees for other specialist services including, but not limited to, structural engineering, planning supervisor, quantity surveying, archaeological, and specialist reports from independent damp and timber decay consultants, may be grant aided, provided all fees do not exceed 15% of construction costs, with prior agreement from the Project Manager.

The THI does not recommend professional services, but where it is of assistance, contacts for professionals who have worked previously with the THI for other services, such as archaeological, specialist survey work etc, can be suggested.

Archaeological Work

The cost of archaeological work in accordance with relevant national and local planning policies, including publication of the results, is grant eligible if necessitated by works which are themselves eligible within the THI scheme. These are

- recording and analysing historic buildings of early origin or complex evolution as a basis for devising repair or conversion works, and monitoring during those works
- archaeological assessment, evaluation, excavation and monitoring in connection with alteration, extension or new build projects

Value Added Tax

VAT may be payable on eligible repair costs and fees, provided it cannot be recovered by the applicant. VAT may be charged at different rates on construction works, depending on the nature of the building to which it applies, and guidance on VAT rates, in particular listed buildings, is contained in VAT Notice 708 *Buildings and Construction* (August 1997) and VAT Information Sheet 4/01 *VAT Budget Changes - VAT Reduced Rates - Urban Regeneration Measures* available from the local VAT office.

At the application stage, a statement will be required, signed by the applicant's consultant or accountant, setting out which elements of work and fees would be subject to VAT, and the appropriate rate for each; if this does not accompany the application, any grant offer made will exclude VAT. However, grants will only be paid towards VAT where receipted VAT invoices show the actual amount of VAT paid, and this cannot be recovered. Where a grantee is subsequently able to recover the VAT towards which grant has been paid, they will be required to repay the relevant amount of grant.



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EUROPEAN UNION REGULATIONS

Procurement of Services

If the applicant is a public body, or if a grant from the THI will exceed 50% of a contract for works worth more than the current threshold, presently £3.5 million (November 1999), it is a requirement that the applicant follows European Union Procurement Regulations. Such contracts have to be put out to public tender by placing an advertisement in the Official Journal of the European Communities. Applicants will be responsible for ensuring compliance with these regulations.

State Aid Rules

The state aid rules of the EU prevent unfair competition between member states by favouring one undertaking over another. Grants to commercial concerns below £60,000 are not affected providing the undertaking has not received assistance from state sources within the past three years.

The Heritage Lottery Fund is currently negotiating with the relevant Government Department for all THI projects to be exempt on cultural and heritage grounds. In the meantime large commercial concerns should seek legal advice for themselves as to whether they may breach these regulations by accepting a grant, as any challenge will be made against the recipient not the grant awarding body.

FURTHER ASSISTANCE

Other Grants / Advice Available

In addition to the THI, the County Council and others can offer complementary grants and assistance to businesses and residences.

Certain business premises may qualify for assistance with proposals which create employment or safeguard existing jobs. For further information, contact the Rural Business Development Manager, Sue Haygarth, on 01824 708083.

More general advice on business support can be sought from the Business Support Team, on 01824 708047.

Where THI cannot assist with the costs of bilingual signage a 'Sense of Place' scheme is operated locally by Menter Iaith, please contact their Denbighshire Development Officer, Dylan Jones, on 01745 812822.

Neighbourhood Renewal Areas are in operation in Denbigh, and residential properties may be eligible for assistance through Group Repair Schemes. For further details please contact the Area Renewal Officer, Carol Evans, on 01824 706590.