We normally expect that any work funded through the High Streets HAZ Programme will

be carried out using traditional methods and, where possible, materials appropriate to the

history and condition of the building or area. When replacement is necessary, it should

normally be done on a like-for-like basis.

We place considerable value on retaining historic fabric, and believe that a number of small

repairs to elements of the historic building fabric are often more appropriate than complete

renewal. An example of this would be piecing-in of new elements in a historic window frame.

In general, you can offer grants towards conservative repairs, i.e. repairs that are as limited as

possible in scope yet achieve their conservation objectives. In some cases you should require

grant recipients to carry out appropriate recording during the work and on completion of the

work. This is to capture evidence that would otherwise be lost in the process of repair and to

record the nature and extent of what has been done for future reference.

Detailed guidelines on projects and costs that can be funded in most cases can be found

below. We realise, however, that every historic building or area is different. Please contact [haz@medway.gov.uk](mailto:haz@medway.gov.uk) if you would like to discuss further.

It is not unusual for owners to want to undertake improvement works at the same time

as repairs to historic fabric. Eligible and non-eligible work can be undertaken in the same

project, but the costs must be identified separately and made explicit in agreed schedules of

works and tender documents.

Details of work eligible for grant-funding under the Programme:

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| Temporary building works | If there is an unavoidable delay before full repairs are  carried out, temporary measures, including work to protect  a structure from collapse, damage or deterioration, such  as propping and shoring, temporary weather-proofing, or  putting up protective structures could secure the building  while its structure is being surveyed or a repair specification  is being drawn up.  You will need Historic England’s agreement for a grant for  temporary works. |
| Roofs | Repairing roof structures, together with renewing or substantially repairing roof coverings; repairing roof features such as parapet and valley gutters, dormer windows and skylights, chimney-stacks and pots, cupolas and balustrading. |
| Leadwork | Renewing roof leadwork, if it is no longer serviceable, or using lead welding in order to extend the life of lead that is of historic interest. It may be necessary to redesign the substrate (the structure just below the lead) to keep to current good practice. The visual and physical implications of this need to be considered carefully, however, before any changes are made. To avoid the risk of underside lead corrosion, lead roofing should be carried out between April and September and under a temporary roof. You will need to consider carefully any proposals that do not allow for this. |
| Permanent access to carry out maintenance | If difficult access has prevented proper maintenance in the past, installing hatches, handrails or cables, fixed ladders or crawl-boards to improve access for maintenance and inspection may qualify for a grant as part of a wider project. |
| Rainwater disposal | The extensive repair or replacement of rainwater disposal systems, both above and below ground. Lead and cast iron should be replaced on a like-for-like basis, although in certain cases where theft, vandalism or maintenance access is exceptionally problematic, there may be a case for using appropriate substitute materials. Digging trenches for drains and soakaways in archaeologically sensitive areas should be supervised by suitably qualified archaeologists, and a grant can be offered towards such costs. Installing proprietary electric heating tapes in gutters and rainwater heads where access is difficult and weather conditions are particularly severe, or where especially valuable building fabric or contents may be at risk from the guttering and rainwater disposal systems failing. Providing overflows and weirs to rainwater disposal systems so that, in case of blockage, water is shed away from the building. |
| Walls | Necessary repairs to external walls, including work to their structure, surfaces, decorative elements on the wall surface, and wall-coverings or claddings. |
| Windows and doors | Repairing or replacing elements set in walls, such as panels, windows and doors, including their frames, glazing, ironmongery and other fittings |
| External features | Repairing or replacing, where necessary, existing external features, such as balconies, canopies, bargeboards and shutters, where these contribute to the special architectural or historic interest of the building |
| Damp | Measures to manage rising or penetrating damp, if this is directly damaging the fabric or contents of a historic building, including providing surface water drainage, lowering external ground levels (where this would not be archaeologically or structurally damaging), and improved ventilation, if this is essential. Old buildings need to breathe, and keeping vapourpermeable traditional plaster is preferable to replastering in relatively impermeable cement-based plasters. Providing a damp-proof course simply because the existing structure was built without one does not qualify for a grant. Experience has shown that providing damp-proof courses and membranes in historic structures has often transferred damp problems to other areas of the building. |
| Decoration | Decoration does not qualify for a grant unless it is necessary to make good after decorations have been disturbed as part of other work that has been funded by the partnership |
| Cleaning | Grants must not be offered for cleaning for purely cosmetic reasons. Cleaning qualifies for a grant only if there is so much dirt on a structure that it must be removed in order to assess the need for and scope of repairs, or if chemicals in the surface build-up are damaging the fabric. Cleaning brickwork or stonework for these reasons is rarely necessary. Unless appropriate methods are chosen and the work is carried out with extreme care, by specialist conservation contractors under adequate supervision, it can cause long term damage. It may also detract from, rather than add to, the appearance of a building. Cleaning should always be followed by any necessary conservation of the cleaned surfaces. |
| Pigeon deterrents | Non-electric physical barriers to prevent a build-up of damaging pigeon droppings, where these can be provided in a visually acceptable way and without using chemicals. |
| Reinstating architectural features | The reinstatement of architectural details must be carried out only if the building is otherwise in good repair (or will be repaired as part of the Programme).The objective is to reinstate (in whole or part) elements of the exterior fabric of buildings that are essential to their design and character and that contribute to the character of the building and the high street, provided the reinstatement is to the original size, pattern, detail and material. This can include decorative ironwork, such as balconies, canopies and railings; ornamental masonry, including architectural sculpture, stucco and other applied finishes; and details and joinery to historic patterns. The reinstatement of shop fronts to the original design (based on evidence), or to a design that is appropriate to the period and location, can also be considered for a grant. Generally, eligible work relating to special architectural features will form part of a more comprehensive repair proposal, or be included in a specific ‘architectural features’ scheme. |
|  | You will need Historic England’s agreement before you fund conversion works through this Programme. We can support the conversion of buildings from economically unviable to viable uses where it can be demonstrated that there is local demand. It is important that any use is viable not only for the owner but also for the future conservation of the building to reduce the risk of a number of unnecessary harmful changes being made to a building. Harmful alteration may sometimes be justified in the interests of realising the optimum viable use of a building provided the harm is minimised. If, from a conservation point of view, there is no real difference between alternative economically viable uses, then the choice of use is a decision for the owner, subject of course to obtaining any necessary consents (see https:// www.gov.uk/guidance/when-is-permission-required). |
| Work to the public realm | You will need Historic England’s agreement before you fund public realm works through this Programme. Public realm enhancement proposals for the high street, however, including highway management schemes, should be included in the Programme at the start of the scheme, whether or not funding is being sought from the High Streets Heritage Action Zones Programme. In this category, priority should be given first to the repair of historic surfaces and features. Next in priority are schemes involving the reinstatement of the surfaces of a street or space in matching materials. Only in exceptional cases should funding be offered towards new works of resurfacing streets or spaces in appropriate materials, and then only for works that respect the configuration of existing streets and pavements. Other environmental improvements, which might qualify for a grant, include the installation of appropriate street lighting and street furniture, where it has to be specifically made for the street; permanent landscaping; and the costs of removal of unsightly clutter on buildings and other eyesores which are detrimental to the appearance of the high street. Works solely to comply with the Disability Discrimination Act do not qualify. Nevertheless, all major environmental enhancement projects need to take account of the Act. Within each project, there should be provision to make streets and spaces fully accessible |

Other costs for which you can include within a grant:

Grants offered under High Streets Heritage Action Zones Programme will normally represent a fixed financial contribution towards the overall costs of the project, including related costs such as professional fees and VAT. Where eligible and ineligible works are combined in a single project, a grant must be offered towards the cost of eligible work only. In such cases, the contribution towards the related costs listed below will normally be calculated in proportion to the works that qualify for a grant.

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| Professional fees | Where a grant is offered for repair works costing £20,000 or more in total, a competent professional with relevant specialist conservation knowledge, ability or experience must be employed. They 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 building surveyor. The professional adviser may be the person appointed by the local authority or appointed independently by the grant recipient. The service should include, where applicable: • preparing a thorough survey of the structure(s) or site and its condition, including survey drawings and plans; • research, analysis and archaeological investigation of the fabric likely to be affected; • preparing a detailed specification and drawings for the urgent and necessary repairs, or recording of the fabric; • providing a list of competent contractors able to carry out the work to a high standard; • getting competitive tenders and providing a tender report; • arranging a contract for the works; • regular inspections and valuations of the work on site until it is completed; • full contact with the local authority on the technical details of both the application and the work for which a grant has been awarded. Applicants for High Street HAZ grants should make sure that, when they appoint their professional adviser, they include all the requirements set out above. We consider the competitive tendering of professional fees to be best practice. You will need to satisfy yourself that grantaided projects follow the Public Procurement Regulations. The fee scale in the RIBA’s A Client’s Guide to Engaging an Architect or other similar recognised fee scales can be used as a guide to the maximum allowances for fees for any work that qualifies for a grant. This fee allowance will form part of the total project costs that you can consider for a grant. |
| Value Added Tax (VAT) | VAT on work associated with historic buildings, monuments and other conservation repairs is not straightforward. Generally speaking, work to existing fabric is subject to VAT, while new works are zero-rated. The Customs and Excise VAT Notice 708; Buildings and Construction (July 2002) is a useful guide. In general, grants should be offered on the expectation that all work is liable to VAT (unless an applicant tells you in their application form that they are able to reclaim some or all of the VAT which they will be charged, or that the work will be zero-rated). Grants should only be paid towards the VAT which an applicant is unable to recover. If an applicant is subsequently able to recover the VAT towards which a grant has been paid, you should ask them to repay the relevant amount of grant. |
| Preliminary costs and insurance | The formal contract between the applicant and their contractor will set out preliminary costs, such as scaffolding, hoardings, contractors’ facilities and access for vehicles. The grant you offer may take into account these costs. The contract will set out the responsibilities of the employer and the contractor for insurance. If an applicant needs to take out other insurance than that which forms part of the contract cost, you can include the cost of this other insurance when working out the project costs that qualify for a grant. |

Details of works which are ineligible:

High Streets Heritage Action Zones Programme grants cannot be offered towards the following types of work:

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| Demolition | The removal of any part of the building does not normally qualify for a grant, though exceptionally a grant may be offered for: • the careful dismantling of a structure that threatens to damage surrounding historic fabric • careful dismantling prior to reinstatement • the removal of later additions of little merit which alter or obscure the original design of the building and where careful dismantling is carried out as part of an agreed scheme of reinstatement |
| Building services | The free-standing renewal of building services, e.g. new heating systems or rewiring (unless integral to conservative repair or where failure to renew or replace building services systems puts the historic fabric at risk). Note, however, that the entire rainwater disposal system is eligible |
| Substitute materials | The use of substitute materials where the original is obtainable, except in situations where the original materials have failed and will continue to fail regularly if they are replaced like-for-like. In the case of lead and copper where there has been a history of theft or there is a high risk of theft we can assess substitute materials on a case-by-case basis. |
| Conjectural reinstatement | There is a strong presumption against wholly speculative reconstruction or reinstatement of features that have totally disappeared leaving no archaeological traces or photographs or drawings. Exceptionally, cases may arise where the ground floor façade of a building has been totally lost and the present façade detracts from the high street, in which case grant-aid may be given towards a well-informed design that is in keeping with its context. |
| Maintenance and minor repairs | This is work that we would expect to be carried out on a regular basis to prevent the building from deteriorating, such as the cleaning out of rainwater goods, checking of flashings and roof coverings for slipped slates or tiles, removal of plants, redecoration including cleaning of metalwork and regular repainting of joinery. Snowboards in gutters tend to decay and cause further problems, and these cannot be funded. |

