

Conservation Area Grant Scheme: The Kasbah, Grimsby

Funded jointly by Historic England and North East Lincolnshire Council as part of the Greater Grimsby Heritage Action Zone

Grant Advice Note



These notes provide information on how to apply for a grant and are for guidance only.
Please contact the Heritage Action Zone Project Manager for further information.

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This document is also available at: www.investnel.co.uk/kasbah

1 Background

This grant scheme forms part of a wider programme of Council investment and support for the economic regeneration of Grimsby, through the wider Heritage Action Zone (HAZ) and Town Deal. It will be delivered over a five-year period commencing spring 2019, and is focused on the Kasbah Conservation Area.

This partnership grant scheme is open to current and future tenants who wish to play a key role in reviving the Kasbah as a flourishing commercial centre for Grimsby through heritage-led regeneration. It will support the economic re-use of heritage assets, including both listed and unlisted buildings within the Kasbah Conservation Area (see map on p.6). This will support the effective management and maintenance of heritage assets and help to sustain the development of specialist craft skills and employment in the area.

The partnership scheme includes provision of grants to property tenants/leaseholders to restore important architectural or historic features and to encourage the economic re-use of vacant premises. It will also create new opportunities for North East Lincolnshire residents to access and appreciate the area's heritage, and contribute to its 'sense of place'. This will also support the Council's health and wellbeing objectives. In addition, the economic re-use of historic buildings, utilizing their embodied energy, rather than replacement with new buildings, contributes to the Council's sustainability objectives.

Key points:

- The scheme will support the economic re-use of heritage assets, including both listed and unlisted buildings within the Kasbah.
- The aim of the scheme is to improve the historic environment of the Kasbah
- Grants will be focussed on the re-use of vacant buildings, but can extend to current tenants too, e.g. to reinstate lost historic features
- Grants covering up to 70% of project costs are available to tenants for eligible external repairs and reinstatement of historic features up to a maximum of £150,000
- Grants will be paid in arrears, but up to 90% of costs can be claimed prior to completion
- The scheme is funded by North East Lincolnshire Council and Historic England, with support from Associated British Ports and Great Grimsby Ice Factory Trust
- All works must be carried out to a high standard, using appropriate materials and qualified tradespeople

2 Works that can be funded

The projects that can be supported through this partnership scheme should help to reverse the process of decay whilst maintaining or enhancing the historic interest and character of the Kasbah Conservation Area.

Because of the value we place on retaining historic fabric, we believe that a number of small repairs to elements of the historic building fabric are often more appropriate than complete renewal. When replacement is necessary, it should be done on a like-for-like basis. Reinstatement of lost historic features will also be considered where evidence of this exists, and where it will benefit the appearance of the conservation area. Where it exists, the HAZ Project Manager may be able to make historical information on the buildings available to help inform the design process.

Please note that all works above repair will require planning permission, and all works to listed buildings will require listed building consent.

This scheme can provide grants for the following works:

- **Temporary building works** - including work to protect a structure from collapse, damage or deterioration, such as propping and shoring, temporary weather-proofing.
- **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.
- **Permanent access to carry out maintenance** – if difficult access in the past has prevented proper maintenance
- **Removing rainwater** – works to ensure that rainwater is effectively discharged from the building.
- **Walls** - repairs to external walls, including work to their structure, surfaces, decorative elements on the wall surface, and wall-coverings or claddings.
- **Windows and doors** – repairs, including their frames, glazing, ironmongery and other fittings.
- **External features** – repairs to 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.
- **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. The professional adviser may be the person appointed by the grant recipient.

- **Value Added Tax** - In general, grants will be offered on the expectation that all work is liable to VAT (unless you are able to reclaim some or all of the VAT which they will be charged, or the work will be zero-rated). Grants will only be paid towards the VAT which you are unable to recover.
- **Preliminary costs and insurance** - The formal contract between the yourself and your contractor will set out preliminary costs, such as scaffolding, hoardings, contractor's facilities and access for vehicles. The grant that we offer may take into account these costs.

3 Works that cannot be funded

Partnership scheme grants cannot be offered towards the following types of work:

- **Demolition** - the removal of any part of the building does not normally qualify for a grant, though exceptionally 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.
- **Conversions, alterations or adaptations of buildings** - includes all new work such as additions to buildings and basement or loft conversions. However, it would be perfectly in order to offer grant aid for the external repairs to the buildings.
- **Modernisation** - work which removes historical features from the building, both internally and externally, and destroys the historic plan form.
- **Building services** - the provision or renewal of building services, for example new heating systems or rewiring (except in the exceptional circumstances that failure to renew or replace building services systems puts the historic fabric at risk), although the entire rainwater disposal system is eligible.
- **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.
- **Speculative restoration** - Reinstatement of lost historic features will only be considered where evidence of this exists.

4 Who can apply?

If you are a tenant or leaseholder of a building within the Kasbah Conservation Area, or you are in the process of becoming one, you can apply for a grant (see map on next page). If the property or any part of the property is jointly tenanted, all tenants must agree to the application and the grant conditions. Proof of tenancy or your negotiations with Associated British Ports (ABP) must be provided as part of your application.

SITE PLAN - KASBAH CONSERVATION AREA



| | | | | | | | | |
|----|---|----|----|----|-------|--|-------------------|--------------------|
| 25 | 0 | 25 | 50 | 75 | 100 m | Details/Fish Dock Peninsula / Building | Scale:1:1000 @A3 | Date: 7 - 3 - 2019 |
| | | | | | | Path / Filename : Conservation Area/Kasbah_Building Nos. | Drawn by: R Brack | |

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5 Grant Rates

Grants for eligible works (see Section 2) can be awarded as follows:

1. Tenants who wish to apply for the grant and manage the project themselves can apply for up to 70% of total project costs, up to a maximum grant of £150,000¹. ABP will offer rental holidays to new tenants who choose this option.
2. If a tenant doesn't wish to manage the project themselves, ABP can apply for up to 70% of project costs, up to a maximum grant of £150,000. However, full market rent will be charged to the tenant.
3. For buildings that are in very bad condition, ABP can apply for a grant towards the cost of urgent repair works, up to a maximum grant of £70,000. New tenants can then take on the building and as above can either manage the project themselves and receive a rental holiday, or ask ABP to apply and pay full market rent. The total grant available for each property, however, is £150,000, which includes any grant already awarded for urgent works.

6 Application Process

The Grimsby Heritage Action Zone Project Manager will support you throughout the application process, which has two main stages:

1. An Expression of Interest and in-principle offer which identifies that the project is eligible and allocates an estimated sum to cover the intended works.
2. A full application which includes any planning permissions, full detailed designs and a tender for the cost of works.

¹ January 2021: Due to the impact of Covid-19 on local businesses, the intervention rate and maximum grant amount has been increased. Please discuss this with the HAZ Project Manager in advance of applying.

1
Contact

- If you are interested in applying for a grant, please contact the HAZ Project Manager for a discussion
- If you have not yet agreed a tenancy for a property at the Kasbah, please contact ABP Properties to discuss your options

2
**Expression
of Interest**

- Complete and submit your expression of interest form
- The HAZ Project Manager will then meet with you to discuss your plans in more detail and visit the property with you.

3
Grant Panel

- If your proposed project is eligible, it will be considered by the grant panel
- You may be asked to provide additional detail, such as plans, drawings, annotated photos and a draft schedule of works for the grant panel to consider

4
**Offer in
Principle**

- If you are successful, you will receive an offer in principle, which guarantees that your project will be supported by the scheme
- This is not permission to start works - you will now need to complete a full application so that the grant panel can confirm your grant

5
**Planning
and
Tendering**

- You must have planning permission in place and have tendered for the work (see below) before you can submit your full application
- Historic England will also consider the design, specification and costed schedule of works

6
**Full
Application**

- When the tender process is complete, costs and designs have been finalised, and your application has been submitted, the grant panel will consider your full application to confirm that the project is still eligible for the grant offered in principle

7
**Permission
to Start**

- Work can begin as soon as you receive and sign your grant agreement, and your lease agreement with ABP is signed
- It is important that work does not begin before the full offer and grant agreement is received, signed and returned to the HAZ Project Manager

8
**Completion
and
Payment**

- When the works have been completed, the project will be signed off and the final 10% of your grant-funding will be released
- It's time to move your business into your new premises!

7 Stage 1: Expressions of Interest

If you are interested in applying for a grant, please complete the Expression of Interest Form. This is used to gather sufficient information to assess whether the proposed works meet the grant criteria. If successful, you will be invited to complete a Full Application. If you are unsuccessful feedback will be provided and you may have the opportunity to be assessed again in future rounds.

7.1 *What you will need to include*

- Details of the property, including the building number as shown on the map on page six of this advice note, and whether the building has already received a Stitch-in-time grant (p.7)
- Written confirmation that you have agreed a tenancy with ABP, or are in the process of doing so (e.g. copies of emails)
- Proposed use of the building once works are complete
- An outline of the proposed works, including details of any structural defects that you are aware of which will need to be rectified, and information on any historic features that you plan to reinstate. All proposed works must respect the character and integrity of the building, and of the conservation area it lies within. Depending on the extent of the proposed works, we may ask you for drawings of elevations and a draft schedule of works. If you already have these, please submit them with your expression of interest.
- An estimate of the costs of the works. Please note that the total grant available is spread over the five years of the project. Your cost estimate will therefore be used to help us profile this.

Following submission of your expression of interest, the HAZ Project Manager and the Council's Heritage Officer may wish to visit the property with you to discuss your plans in more detail.

7.2 *Personal Data*

North East Lincolnshire Council in partnership with ENGIE collects and processes your personal data including your name, address, email address and telephone number for the purpose of administrating your grant application. We will process your personal data in accordance with the Data Protection Act / General Data Protection Regulation, and only disclose your personal data to our partners Associated British Ports and Historic England, and the Grants Panel as part of the grant process, unless required to do so under the Data Protection Act or other legislation. Your information will be retained for a period of five years from the date of your grant. For further details about the processing of your personal data please see our Full Privacy Notice available [here](#).

7.3 Assessment Criteria

Expressions of interest will be considered in relation to the following:

- a. **Location** – the building must be within the Kasbah Conservation Area
- b. **Condition** - buildings in a worse state of repair or which require re-instatement of lost historical detail are of higher preference
- c. **Occupancy** - vacant buildings are more at risk and of higher preference
- d. **Viability** - future use and sustainability of proposed works
- e. **Value for money**
- f. **Impact** of works and the potential to be a catalyst for regeneration of other buildings
- g. **Heritage Significance** - local and national significance of building

7.4 Grants Panel

If your project is eligible (see Section Two), it will be considered by an independent grants panel. You may be asked to provide additional detail for submission to the panel, such as plans, drawings, annotated photographs and draft works/costs schedules. The HAZ Project Manager will discuss this with you and let you know in advance if additional information is required.

Expressions of interest will be considered by an independent Grants Panel, which usually sits quarterly. A decision will be made within one month of the panel, and you will be notified of this in writing by the HAZ Project Manager.

If you are unsuccessful at this stage, feedback will be provided and you are welcome to submit a new Expression of Interest form which takes this in account.

Please note that grants are discretionary and it may not be possible to fund all eligible projects.

8 Offer in Principle

If the Grant Panel recommend that a grant should be awarded to cover the cost of eligible works, you will be sent an offer in principle, and will be invited to submit a full application. This is not a final decision, but it guarantees that your project will be supported by the scheme if your full application meets the requirements outlined below. It does not, therefore, give you permission to start works. Works should only begin once you have received permission to start and have signed a lease agreement or Heads of Terms for the property with ABP. Any works which begin before permission to start will invalidate your application.

9 Stage 2: Full Application

When you receive your Offer in Principle, you will also be invited to complete a full application. For this, you will need to have applied for and have in place all relevant permissions, including planning permission/Listed Building Consent (including discharge of prior to commencement conditions). You must also have tendered and tested all estimates for contractors to carry out the works (including professional advisers), and agreed the final designs and specifications following consultation with the grant scheme partners including Historic England.

9.1 *What you will need to supply with your application*

- You must be able to demonstrate your interest in the property. Please provide a copy of your Lease Agreement or Heads of Terms agreed with ABP.
- Contact details for your architect or professional advisor, who must be conservation accredited.
- In addition to providing an updated project summary on the application form, you will also need to provide:
 - A full specification of works which must include details of materials and a method statement
 - A costed schedule for the works
 - Drawings: relevant annotated plans (including a red line plan), elevations and cross sections at an appropriate scale
 - Photographs of elevations and architectural details. If you have access to any historic photographs, please provide copies of these along with a current photograph taken at the same angle. Photographs should be good quality, high resolution images, with permissions in place for our use in our project publicity.
- A tender report with recommendations regarding contractor appointment – at least four tenders must be obtained for eligible works exceeding £5,000. The tender report should include:
 - Confirmation that due diligence has been carried out for all tenders received, including checks to ensure that contractors are suitably qualified and registered with an appropriate body.
 - Evidence that any contractor carrying out structural work under the grant scheme shall provide “all risks” insurance cover and hold adequate public liability insurance.
 - A written justification if the recommendation is to accept a tender other than the lowest tender.
- Planning permission, building regulations and in many cases other building consents and statutory approvals, such as advertisement consent, will be required for the works. If you

have not already done so, you should speak to the planning department at NELC about these, and think carefully about suitable advertisements that would gain consent. Copies of decision notices should be provided.

- A heritage statement which includes the rationale for the proposed works will be required as part of your planning application. Please also submit a copy of this with your grant application.
- Details of any other grants you have applied to or received offers for. You will also need to supply evidence of your ability to pay your contribution of the costs, as well as a summary of your accounts for the previous three years. Please note that grants are paid in arrears (see Section 13 below).
- Information on the social and economic benefits of the project including the number of people to be employed on the project.

9.2 Professional Advisors

Professionals should have relevant specialist conservation knowledge, ability or experience and should be a conservation-accredited architect (AABC Registered or RIBA conservation architect) or a RICS conservation-accredited building surveyor. Fees must demonstrate value for money.

9.3 Tendering and Appointment of Contractors (Eligible Work Costs)

As the grant scheme is financed with public money, the Council requires that a competitive process is followed for architects, consultants and contractors. This means that you will need to engage appropriate professional advice at the outset. If the grant application is approved these initial project costs can be claimed. Planning and building regulation application fees are also grant-eligible.

To ensure best value for the grants, the costs of eligible works should be supported by tenders or quotations from contractors secured following a competitive process. Invite tenders from contractors known to be able to achieve the standards required and with demonstrable experience of working on conservation projects. Four tenders must be obtained for eligible works exceeding £5,000.

The grant offer will be based on the most competitive tender. If you want to accept a tender other than the lowest, you must submit reasons why, within your application. For example, contractors who include places for apprenticeships and trainees during project work will be welcomed by the grant panel, but this may mean that the quotation is higher. If the Grant Panel do not agree with your reasons, any grant awarded will be reduced by a percentage, which reflects the difference between the lowest acceptable tender and the one you accept.

Any contractor carrying out structural work under the grant scheme shall provide “all risks” insurance cover and hold adequate public liability insurance in the event of a claim being made, unless otherwise agreed in writing with the Council. They may be asked to provide evidence of that insurance. It is your responsibility to ensure that this is complied with.

10 Grant Panel

The independent grant panel will meet again to confirm whether, on receipt of your full application, your project remains eligible for a grant through this scheme. The panel will confirm the grant to be offered, and will make recommendations for the Council to approve this.

11 Grant Agreement

If your project remains successful and the panel recommend that the grant is offered, a decision to approve it will be made by the Council within 60 days, and a Grant Offer Letter and Grant Agreement will be sent to you requesting your acceptance of that offer. You will be required to agree to the terms and conditions detailed in the Grant Agreement within one month.

An offer of a grant and the formal acceptance of that offer constitute a legal contract between you and the Council. The grant will be based on the eligible works detailed in your application. These will also be highlighted in your contract.

If you are offered funding and you sign a Grant Agreement, the grant-work must be completed within one year of signing the Agreement. We are happy to share a copy of the Grant Agreement with you if asked.

11.1 Legal Requirements

The criteria for the Programme has been developed to meet with Subsidy Control requirements as defined with Part 2, Title XI, Article 3 of the UK-EU Trade and Cooperation Agreement (TCA), the World Trade Organisation’s Agreement on Subsidies and Countervailing Measures and the Subsidy Control provisions in the UK’s Free Trade Agreements.

12 Starting the Work

Once the Grant Agreement has been signed work must commence within six months and be completed within a year. Work must not start until written approval is given, a start-up meeting arranged and a schedule of works submitted (with timeframe and milestones). You must also have signed your Lease Agreement with ABP before any works can begin at the property. Please take this into account when filling in the estimated start date in your application.

The project will be periodically monitored to ensure work is progressing satisfactorily and that the Grant Agreement is being adhered to.

13 Grant Payments

13.1 Pre-contract costs

Before the grant is approved and the grant agreement is signed, all initial project costs are at the grant applicant's risk. These pre-contract costs, such as planning consents, surveys and architect fees, must initially be paid by the applicant.

13.2 Costs of eligible works

The grant is claimed using paid invoices. Interim payments may be made based on the costed schedule of works, however, if agreed in advance with the HAZ Project Manager. You will need to provide the Heritage Action Zone Project Manager with relevant invoices and evidence that payments have been made. Up to 90% of the costs can be claimed prior to completion of the works.

If there is an overspend on the grant-aided works the grant will not be increased. If the total cost of grant-aided works is less than indicated in your application, the amount of grant funding will be reduced. The grant payment will be withheld until the Heritage Action Zone Project Manager is satisfied that all works have been completed to the required standard.

14 Publicity

Historic England and North East Lincolnshire Council reserve the right to display hoardings during the building work and use photographs and details of your project in promotional literature.

15 Completion

Following completion of the project the Heritage Action Zone Project Manager will visit the site to assess the completed works and ensure compliance with all terms and conditions. Following this visit, the final 10% of the grant, or 100% if no claims have been made, will then be released. You will be asked to submit original copies of paid receipted invoices and copies of certificates for the works undertaken for which you are claiming grant funding.

A grant will not be paid for work that does not meet generally accepted standards of quality and accuracy in materials and/or workmanship. Work should be completed by the approved contractor and sub-contractors as per the approved schedule of works, plans and drawings.