



Little Bolton

Townscape Heritage Initiative

Guide to eligible works

1. 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 policies, and following published guidance and advice issued or endorsed by the Heritage Lottery Fund, English Heritage and Bolton Council.

Tenders should only be invited from contractors known to be able to achieve the standards of quality required.

Grant will not be paid for work that, in the reasonable opinion of the Heritage Lottery Fund and Bolton Council, does not meet generally accepted standards of quality in materials or workmanship appropriate to the circumstances.

Eligible and non-eligible work can be undertaken in the same programme of work, but the costs must be identified separately.



2. Eligible categories or work

2.1 Reinstatement of architectural details

This can include the reinstatement of architectural features, but only where the building is otherwise in sound repair, or will be repaired as part of the project. 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, and ornamental metalwork such as balconies, canopies and finials.

It does not include “conjectural restoration” work, that is work for which there is no firm historical evidence, either surviving on the building or recorded in photographs or drawings. Nor does it include works involving the reversal of alterations that are themselves of quality and interest.

The level of grant will reflect the financial value (usually modest) added to the property as a result of such work.

2.2 Building repair

This includes the structural and external repair of historic buildings which are in use. It can sometimes include internal

repairs, but only if these are necessary for structural stability, and redecoration only if the public has access to the building by virtue of its use.

It does not include routine maintenance, redecoration or internal repairs alone unless the decoration is needed as a direct result of eligible repair.

The level of grant will reflect the difference between the cost of repair and the financial value added to the property as a result of repair.

The objective is to put into sound repair the structure and external envelope of buildings that 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.

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
- 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, preferably based on an analysis and specification by an independent consultant (whose fees are also eligible), and using non-destructive techniques and non-toxic applications wherever possible



- Damp proofing by traditional methods, but only where damp is causing structural damage to the building. Damp-eradication measures, such as improved drainage, the introduction of French drains, or the lowering of ground levels, are preferable where practicable
- 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
- 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 or stalks may be a condition of grant offered to other work
- Repair or renewal of existing leadwork, the provision of weatherings, and the re-forming of gutters to adequate falls, normally in accordance with the details and weights recommended by the Lead Sheet Association in The Lead Sheet Manual
- 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, PVC 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 should 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
- 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

- 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. These should be repaired carefully and accurately to the historic form or profile, and as nearly as possible to the historic composition. Generally, GRP or similar replacement mouldings are not acceptable for grant, nor are proprietary in situ resin-based repair techniques
- The external cleaning of stonework and brickwork is only eligible 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

- 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

2.3 Bringing vacant historic floorspace back into use

This includes vacant space within partly used historic buildings, such as unused upper floors over shops. Proposals for such work must respect the character and interest of the building internally as well as externally.

Since the objective 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. Internal work will normally involve decoration, but furnishings, and services beyond the basic provision of heat, light and power, are not eligible. Grants to bring floorspace into use must only be offered if the building is in sound repair, or will be made so through concurrent repair work.

The grant will cover the “conservation deficit”, that is the difference between the cost of conversion and exterior and interior repair work, and the value when converted. Grants cannot contribute to the cost of fitting out space for a specific use.

Proposals to bring vacant historic floor space back into use will involve individual assessment by a qualified independent professional. A reasonable developer’s profit may be included.

However, where the value of the property on completion is significantly higher than forecast, we may seek to recover all or part of the grant.



3. General matters

3.1 Professional fees

Expenditure on fees for qualified professional advisers is eligible for grant provided they belong to one of the recognised institutions: normally architects (but not architectural technicians) or Chartered Surveyors (members of the RICS) with an appropriate level of specialist experience. The involvement of professional advisers is encouraged. Full professional fees for architectural services are only eligible if the professional adviser inspects the work in progress and is responsible for its certification on completion.

3.2 Archaeological work

The cost of archaeological work in accordance with relevant national and local planning policies is eligible, in the following cases:

- 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

- Publication of the results, if necessitated by works which are themselves eligible within the scheme

3.3 Value Added Tax

VAT may be payable on eligible repair costs and fees and, where it cannot be recovered, it is eligible for grant. Guidance on VAT and listed buildings is contained in VAT Notice 708 Buildings and Construction available from the local VAT office.

3.4 Contingency

If the cost of the project exceeds the tender price, no increase in grant will be available. Project costs should therefore include an appropriate contingency allowance in accordance with professional advice to avoid or minimise the potential for cost over-runs. You will need approval from the THI Co-ordinator before any contingency allowance can be expended and it must be for eligible works only.

3.5 Insurance

Insurance must be taken out for the work and for any unfixed materials and goods delivered to the property. All of these must be covered for their full value against loss or damage. The insurance should be held in the names of the person or

organisation receiving the grant and the contractors carrying out the works. It must note the THI funder's interest.

3.6 Publicity

A requirement of the grant will be to publicly acknowledge the financial contribution of the THI whilst the grant aided works are in progress. Publicity arrangements can be discussed with the THI Co-ordinator.



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