

# GOSPORT

## HIGH STREET HERITAGE ACTION ZONE

### Repair and Conversion Grants

#### Guidance Notes

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##### 1. INTRODUCTION

Gosport Borough Council has secured funding from Historic England to help regenerate the High Street and Stoke Road areas of the town. One of the ways in which we are doing this is by providing grants to restore and enhance the local character and condition of our historic shops and bring vacant floor space into viable use.

**This guidance is for applications for Repair and Conversion Grants of £1,000 up to £50,000**

##### 2. WHO CAN APPLY?

We welcome applications from owners and leaseholders holding a minimum unexpired 5 year term, of shop properties within the Gosport High Street and Stoke Road Conservation Areas – see [map](#).

##### 3. WHAT WE CAN FUND

###### **Sympathetic conversion of shop buildings to enable the viable re-use of vacant floor space**

This includes internal and external alterations, basic provision of heat, light and power, basic decoration that will enable vacant or partly used floor space in shop buildings to be brought into viable use.

###### **Repairing the fabric of shop buildings.**

Where necessary conversion works **must** also include internal and external building repairs and can also include the restoration of lost or hidden historic features. This might include roofing works and stone and brickwork repairs to ensure the conservation of the building.

###### **As part of these works we can also fund:**

- temporary building works
- permanent access to carry out maintenance
- new build, where this is necessary to deliver the project aims
- damp treatment and pigeon deterrents
- professional fees and management costs
- preliminary costs, insurance and Value Added Tax (VAT)
- fees associated with gaining necessary permissions – Planning, Listed Building Consent etc

**See Appendix One for further details of costs we can fund.**

**We cannot fund the following:**

- the cost of fitting out space for a specific use
- furnishings and fittings, such as kitchen units and appliances, bathroom units and plumbing, shop fittings, restaurant fittings, etc.
- services beyond the basic provision of heat, light and power
- demolition
- building services
- substitute materials including GRP or similar replacement mouldings
- conjectural reinstatement
- routine maintenance and minor repairs
- work to the public realm
- works involving the reversal of alterations that are themselves of quality and interest
- cosmetic repairs and redecoration

**See Appendix Two for further details of costs we cannot fund.**

**We expect the following principles to be adhered to in the delivery of all grant-funded works:**

- works will be carried out using traditional methods and, where possible, materials appropriate to the history and condition of the building or area;
- where replacement is necessary, it should be done on a like-for-like basis;
- there should be a presumption on retaining historic fabric;
- a number of small repairs to elements of the historic building fabric are often more appropriate than complete renewal;
- works should be recorded to capture evidence that would otherwise be lost in the process of repair and to document the nature and extent of what has been done for future reference.

**To be considered for a grant we also expect you to demonstrate:**

- the floor space is vacant because of its poor condition or because it fails to meet the needs of modern users; *and*
- you have a future user in place for the space or there is a proven demand for type of space you wish to create.

**We will only fund projects that:**

- have a clear plan with a defined start, middle and end
- have not already started
- will be complete by March 2024

**4. YOUR CONTRIBUTION**

Our grant funding will meet the majority of eligible project costs but we also expect contributions from grantees. We ask that you contribute at least **25%** of project costs.

## 5. MAKING AN APPLICATION

### Pre-application advice

To help you develop your idea, we offer advice before you apply. When you have read this guidance tell us about your idea by emailing [peter.fellows@gosport.gov.uk](mailto:peter.fellows@gosport.gov.uk) with the following information:

- your name and contact details
- the location of the property
- your interest in the property – freeholder or leaseholder
- outline of the works you wish to undertake;
- an outline of any project planning work you've undertaken.

We will then contact you to discuss your ideas and offer you advice to help you develop your project further. **If we are satisfied that you will meet the requirements of the grant programme we will invite you to make a full application. Only invited bids will be considered for support.**

### What you need to send us

If invited, we will ask you to complete an application form and return it to us along with copies of:

- relevant ownership documents, eg land registry ownership documents or a lease etc;
  - bank details and evidence of the partnership funding for the project;
  - drawings of the proposed works – generally to RIBA Work Stage 4\*;
  - a priced schedule of works and evidence of how these have been identified – estimates, bills of quantities etc\*;
  - photographs showing the building and relevant areas where work is required;
  - evidence that any necessary permissions are secured (Planning Permission, Listed Building Consent, Advertisement Consent, Building Regulations)\*;
  - details of how you will look after your building in the longer term;
  - viability appraisal demonstrating the need for the conversion work\*;
  - details of your professional team or advisors and the process used for their appointment.
- Appointments with a value of up to £10,000 are unlikely to need to go through a full tender process but it will be necessary to demonstrate good value for money. This could be done by obtaining one to three written quotations on the basis of an open and transparent process.

\*We offer grants of up to £10,000 to help with the cost of employing professional advisers to undertake this work through our **Project Viability Grant** programme.

## 6. HOW WE ASSESS YOUR APPLICATION

When considering your bid we will take into account how well the project meets the programme's criteria and that your project is:

- a positive response to a need or opportunity;
- well planned and your proposals for managing it in the longer term are sound;
- financially realistic and offers value for money;
- able to deliver wider community benefits such as enhancing the appearance of the townscape.

## Decision making

We anticipate that the value of grants requested will exceed the available budget. Therefore, decisions on grant applications will be made by the *Gosport High Street Heritage Action Zone* Board in an initial four competitive rounds across 2021 - 2022. The deadline dates for the submission of bids and corresponding target decision dates are shown below.

Application Deadline		Funding Decision
30 June 2021	—————▶	15 September 2021
30 September 2021	—————▶	15 December 2021
30 December 2021	—————▶	16 March 2022
31 March 2022	—————▶	15 June 2022

## 7. RECEIVING A GRANT

### Contract and grant payment

If your bid is successful we will send you a formal grant offer letter and information on managing your award. Awards will normally be paid in two stages 75% at the project start and 25% upon project completion. If a grant is offered it will normally include a condition that if the building is sold within three years the grant may be reclaimed.

### Project Monitoring

Once a grant has been awarded we have to monitor the project to make sure that money is being used for the purposes for which the grant was given. We may also choose to visit your project both during delivery and after progress to ensure the terms of the award are being met.

### Data protection

We use the personal data you provide, such as contact details for individuals at your organisation, to help you apply for a grant and to assess your application. If a grant is awarded, we will use the personal data to manage and monitor the grant, carry out evaluations and research, and to check the money is being used appropriately. If your application is not successful we will delete your data.

## APPENDICES

### Appendix One – Works eligible for grant funding

### Appendix Two – Works not eligible for grant funding