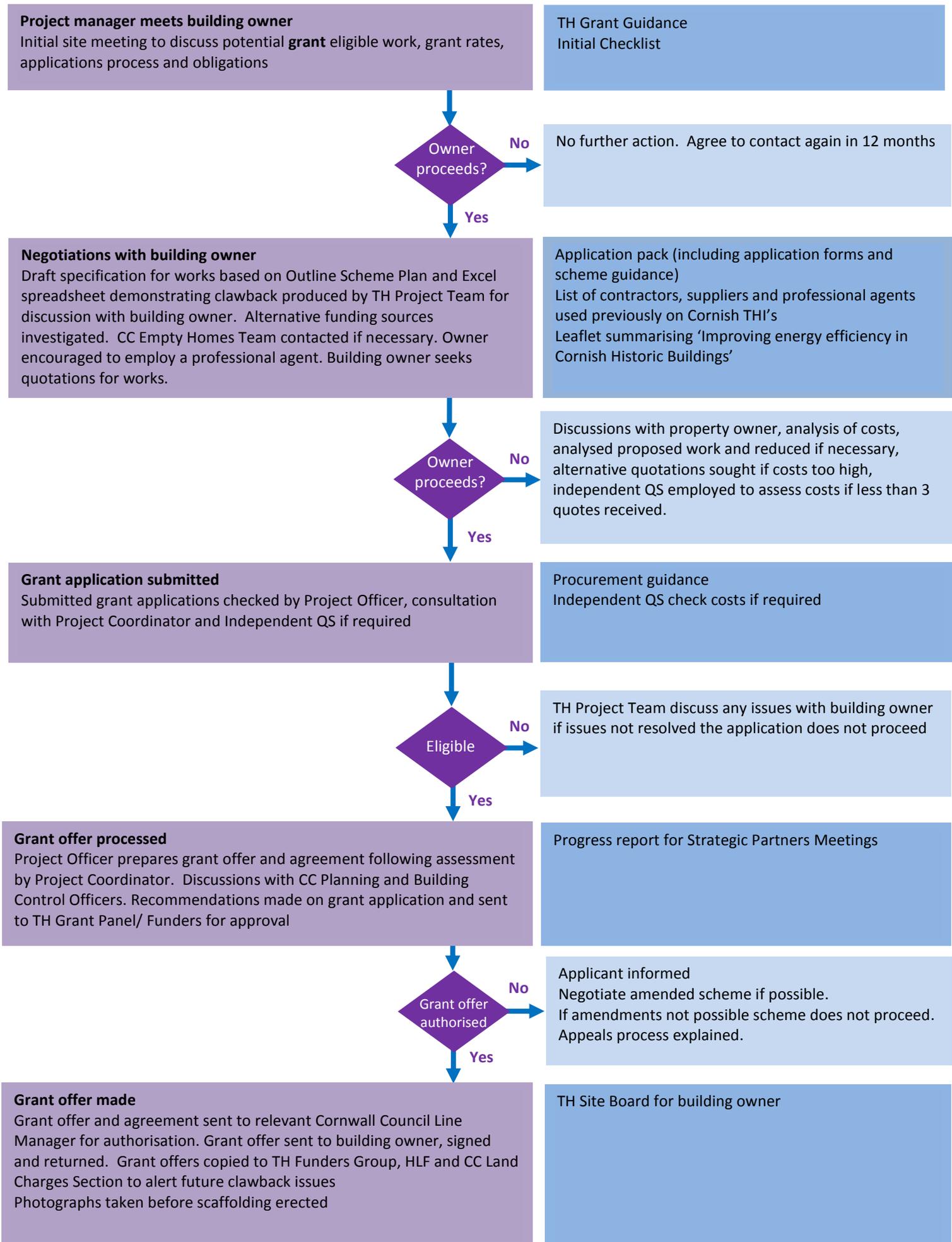
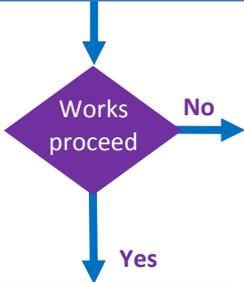


ST AUSTELL TOWNSCAPE HERITAGE SCHEME

Appendix 19a. PROJECT APPLICATION FLOWCHART



ST AUSTELL TOWNSCAPE HERITAGE SCHEME
Appendix 19a. PROJECT APPLICATION FLOWCHART



Reasons for delays discussed with building owner. Deadline extended if needed. Final deadline given. If deadline exceeded application does not progress

Project starts on site
 TH Project team check all necessary permissions are in place
 Pre Start meeting with TH Project Team, contractor, owner and agent
 Conditions discharged prior to works by Project Coordinator
 Regular site inspections from Project Coordinator ,
 Check H&S, CDM provisions in place
 Site photographs taken and filed

Risk assessments (produce and file)
 Site progress meeting notes (file)

Project progress
 Project Manager assesses interim payment claims after consultation with Project Coordinator
 Check H&S, CDM provisions in place
 Site photographs taken and filed

Risk assessments (produce and file)
 Finance spreadsheet (update)

Project completion
 Project Coordinator signs off work
 Owner submits completed paperwork for assessment by Project Manager.
 Payments assessed and authorised by Project Coordinator then sent to relevant Cornwall Council Line Management for sign off
 Paperwork checked and payment arranged by Cornwall Council Finance Service. Cheque or BACS payment made direct to grantees bank account. CC Local Land Charge Service informed.
 End of scheme photographs taken and filed
 Produce Management and Maintenance Plan if required.
 Arrange site meeting in 12 months to check work and revue maintenance

Finance spreadsheet (updated)
 Finance Service update report
 Outputs spreadsheet (update and monitor)
 Target list (monitor)

Publicity and feedback
 Press release organised for completed works.
 Before, during and after photos of scheme made available on TH webpage
 Feedback visits arranged for TH Strategic Partners Group, Local Members, Cornwall College Students and Cornwall Council Staff.
 Scheme discussed at quarterly progress meetings with funders and Strategic Partners Group

TH Strategic Partners Group and HLF Progress Group agenda and minutes (distribute)

Target Buildings

A list of Target Buildings was compiled following an assessment of all historic buildings within the TH target area submitted in the Stage One application. Building surveys sheets were produced for each target building and included historic photographs where possible to identify any lost architectural detailing. The survey sheets are included in the Detailed Scheme Plan (Appendix 12a) and highlight the need for reinstating lost architectural detailing.

Each historic building in the TH target area was then given a score using an agreed criteria scoring mechanism (Appendix 12b). The scoring mechanism included 'Buildings at Risk' and buildings of significant local importance that were compiled following surveys carried out by local volunteers and College students. Scoring was then analysed to provide High Priority, Medium Priority and Reserve target buildings. This gave a transparent method of assessing priority target buildings for the scheme.

Building condition surveys were carried out on 5 key historic buildings during the Development Phase to get an accurate assessment of building costs and valuations. Proposals for grant percentages for TH grant offers and building costs for other proposed target buildings followed an assessment of the condition surveys.

Target Building list Assessment

Prioritisation of target buildings was finalised through assessing each historic building in the TH target area through a criteria scoring matrix (see Appendix 12b). The scoring matrix included entries from the Buildings at Risk and Locally Significant Building surveys that were carried out in the Stage 2 Development phase. Results showed an emphasis of potential targets in Fore Street, the town's main retail street and around Holy Trinity church. The criteria scoring analysis produced 17 High Priority targets, 36 Medium targets and 37 Reserve targets.

In the Stage One application 54 property owners expressed interest in the TH scheme (7 High Priority, 30 Medium Priority and 17 Reserve). Owners were contacted again during the Stage 2 development. These discussions are ongoing but to date 48 owners have expressed interest. 13 High Priority Owners expressed an interest in the TH with 11 also interested in being involved with the Property Owners Group. 20 Medium target building owners were interested in the TH with 19 also interested in being involved with the Property Owners Group. 15 Reserve target owners are interested in the TH with 14 also interested in the Property Owners Forum. Andrew Richards discussed proposed works in detail with each of the owners of High Priority target buildings and responses were extremely positive. A summary of these discussions is included in Appendix 16c.

Further discussions on all target buildings will commence prior to and at the start of the TH along with more detailed discussions with owners of Medium target buildings.

As most of the buildings are in private ownership there is no guarantee that the property owners will take advantage of the grants on offer. There is scope, however, to add

ST AUSTELL TOWNSCAPE HERITAGE SCHEME
Appendix 19a. PROJECT APPLICATION FLOWCHART

additional buildings from the Reserve target list should any of the target buildings not precede.

As the scheme progresses the High Priority Target and Medium Target building list will be reassessed using the criteria matrix scoring criteria. This will allow the list to be updated if works on buildings proceed without grant aid, if owners lose interest or new owners become interested in the TH.

The TH Strategic Partners Group, TH Funders Group, TH Grants Panel meetings and HLF Progress meetings provide opportunities to monitor overall progress and reassess the target list. Any alteration to the target list will need approval by Heritage lottery Fund.

Project Management

The TH Project Team will link with the following management groups (see TH Management Structure Flow diagram in Appendix 17a) :

1. TH Strategic Partners Group (representing all stakeholders within the community, particularly key organisations within the town who will act as a reference group- quarterly meetings)
2. TH Funders Group (representing funders and key delivery partners with a management role- quarterly meetings)
3. TH Grants panel (representing funders and including elected members with a grant authorisation role- frequency of meetings dependent on grant applications)

Grant applications will be assessed by the TH Project team who will make recommendations on grant applications and produce draft grant offers and agreements. These will be sent to the TH Grants Panel for approval. There will be an option for the Grant Panel to authorise offers by e mail exchange on urgent cases where quick decisions are needed. The TH Grants panel will include a representative from each of the scheme funders (Cornwall Council, St Austell Town Council, St Austell BID).

After authorisation from the Grants Panel grant offers will need to be signed off by relevant Cornwall Council line management depending on the size of grant offered. Service financial delegation thresholds are:

Dan Ratcliffe (Historic Environment Strategy Lead)	£50,000
Rachael Bice (Head of Environmental Growth and partnerships)	£500,000
Peter Marsh (Service Director-Environment)	£3 million
Paul Masters (Strategic Director-Neighbourhoods)	£25 million

The four service signatories will give alternatives for sign off to prevent delays.

Reporting

Progress reports will be produced by the TH Project team for TH Strategic Partners Group meetings and Quarterly Heritage Lottery Fund Progress meetings with Funder Group. These reports will be attached to funding claims.

Priorities and requirements are likely to change during the lifetime of the scheme. TH Strategic Partners and Funders Group meetings and Heritage Lottery Fund Progress meetings will offer an opportunity to raise any concerns or queries on overall management, budget and progress with outputs. Issues relating to specific schemes could also be addressed.

In addition, the TH Project Team could attend the St Austell Town Council meetings if required and provide progress reports.

Key heritage projects in the area are coming together to form a St Austell Bay Heritage Forum which will have the principle aim “To champion and coordinate activity relating to St Austell and the wider area’s built, cultural archaeological and natural heritage”. Progress reports could be provided to this group.

Communications

The St Austell TH will be administered by Cornwall Council from their offices at Penwinnick Road, St Austell. The TH Project Officer will be based in the BID office at Burton House, Trinity Street, a central location within the town. This will give easy access to target buildings in the town and make meetings with property owners, agents and contractors easier.

Systems are already in place on Cornwall Councils central IT exchange to ensure that relevant information is readily accessible for the TH Project Team, Strategic Historic Environment Team and Finance Service.

Systems and Project Documentation

A digital photographic record of TH funded projects will be vital to help document the scheme. Current and archive photos have already been compiled on target buildings. This record will be updated prior to any works and photographs will be taken during and on completion of works.

Guidance notes based on those produced by English Heritage (now Historic England) will be updated and included in Application Packs sent out to owners of target buildings. A summary leaflet of Cornwall Council’s ‘Improving Energy Efficiency in Cornish Historic Buildings’ guide will also be included in Application Packs to allow owners to consider sympathetic energy saving measures (without TH grant aid) at the same time as seeking quotes for TH funded works.

Application forms from Camborne, Roskear, Tuckingmill THI, which is nearing completion, will be adapted for St Austell TH to obtain the necessary information on base line data (required for outputs). Digital copies of the application packs will be available on the Cornwall Council website.