
REPORT 4
(1215/52/IM)

HERITAGE GRANTS

1. Purpose of Report

The purpose of this report is to seek approval for the allocation of grants to applicants in the July 2010 round of the Built Heritage Incentive Fund (BHIF) as assessed by Council officers. The report also seeks approval for the release of an accrued grant to an applicant from the November 2009 Built Heritage Incentive Fund round now that the specified conditions of the grant have been met.

2. Executive Summary

In October 2006 the criteria and conditions of the Built Heritage Incentive Fund (BHIF) were approved by the Strategy and Policy Committee. The conditions were reviewed and modified then approved at the SPC meeting of 11 March 2010. The latest round of applications closed on 31 July 2010. Ten applications were received seeking funds of \$319,098.

This is the first of three rounds of Built Heritage Incentive Fund grants for 2010/2011. The total yearly fund is \$200,000. This report details the applications received and makes recommendations to SPC.

It is proposed to offer grants to nine applicants, with fund allocation totalling \$89,098 from the total yearly fund of \$200,000. It is recommended that one application be declined as it does not satisfy eligibility criterion 3. One application from the November 2009 BHIF round has been reactivated as additional information has been sourced from the applicant and from Council files and officers recommend that the accrued grant now be released.

3. Recommendations

Officers recommend that the Strategy and Policy Committee:

- 1. Receive the information.*

2. Agree to the release of the grant to Erskine College as assessed in the November 2009 Built Heritage Incentive Fund round.

Built Heritage Incentive Fund Grants – November 2009

<p><i>Erskine College, 25-31 Avon St, Island Bay</i></p> <p><i>Description: Seismic strengthening report.</i></p> <p><i>The grant will be offered on the condition that:</i></p> <ul style="list-style-type: none"> • <i>A conservation architect is consulted for input in the design and review stages of the proposed work if supported by a Built Heritage Incentive Fund grant.</i> 	<p><i>\$10,000</i></p>
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3. Agree to the allocation of grants 1 – 8 and 10 (decline Project 9) and associated conditions to applicants in the July 2010 round of the Built Heritage Incentive Fund, as assessed by Council officers, as follows:

Built Heritage Incentive Fund Grants – July 2010

	Project	Grant Proposed
1	<i>Bhikha Family Trust</i>	<i>\$7,000</i>
2	<i>Friends of Futuna Charitable Trust</i>	<i>\$10,000</i>
3	<i>Friends of Mount Street Cemetery</i>	<i>\$5,000</i>
4	<i>Lilburn Residence Trust</i>	<i>\$2098</i>
5	<i>Papua New Guinea High Commission</i>	<i>\$10,000</i>
6	<i>Sacred Heart Cathedral</i>	<i>\$15,000</i>
7	<i>St Peter's Anglican Church</i>	<i>\$10,000</i>
8	<i>Thorndon School</i>	<i>\$15,000</i>
9	<i>25 Patanga Crescent, Thorndon</i>	<i>\$0</i>
10	<i>Wellesley Westminster Ltd</i>	<i>\$15,000</i>
Total		<i>\$89,098</i>

4. Background

The Built Heritage Incentive Fund is a key initiative of the Built Heritage Policy, which was adopted by Council in June 2005. The policy aims to demonstrate Council's "renewed commitment to the city's built heritage to current owners, the community, visitors to the city and to future generations".

The purpose of the fund is to help people conserve and protect aspects of Wellington's built heritage for the enjoyment and benefit of current and future generations. It is intended that grants from the fund will help meet some of the additional costs associated with owning and caring for a heritage property.

In October 2006 the Built Heritage Incentive Fund (BHIF) report was presented to the Strategy and Policy Committee. The report set out the criteria and conditions for the fund and proposed a degree of flexibility in how funds were allocated. The first round of the grant was advertised for applications to be submitted to Council by the end of November 2006. The criteria and conditions were reviewed and modified in March 2010. The modifications were approved by SPC at the meeting of 11 March 2010.

A copy of the Built Heritage Incentive Fund Application Guide is included as **Appendix 3** to this report. It is available on the Council website. The Guide sets out the required conditions for payment of grants and the timeframe available for uplifting a grant.

There is \$200,000 available for grants in the 2010/2011 financial year. This is the first of three rounds for this financial year.

4.1 *Application from November 2009*

One application was accrued from the November 2009 BHIF round. This was to commission an engineers report regarding earthquake strengthening requirements for buildings at Erskine College.

Funds were originally considered for Erskine College in November 2009 (SPC 18 February 2010) however additional information was required for this application to proceed. The funding was granted in the SPC meeting of 18 February 2010 and the sum of \$10,000 accrued until all the additional information was received. This has now been received and grant criteria are satisfied, therefore the accrued funds can be released pending SPC approval.

5. Discussion

5.1 *Applications received*

Ten applications have been received requesting funding of \$319,098. Council officers have reviewed applications and determined that nine applications meet the criteria set out in the Built Heritage Incentive Fund report approved by Committee on 12 October 2006.

One application was declined as it does not meet eligibility Criterion 3 which states that: ‘The project relates to buildings and objects listed in the District Plan, or identified as contributing to a heritage area’.

Appendix 1 contains a summary of all applications received in this round.

5.2 Funding allocation process

A number of factors are considered in determining the level of importance of the grant application projects. These include:

- the risk of the heritage value diminishing if funding is not granted
- a level of confidence in the proposed quality of the work/professional advice
- funding would acknowledge additional costs associated with the listing of a heritage item
- applicant would not be financially able to undertake this project without assistance
- project is visible and/or accessible to the public
- project will provide a benefit to the community.

In addition to the level of importance of the project, further factors are considered in determining the level of funding appropriate for each application. These factors include:

- the value of the funding request
- the value of the funding request when considered against the total project cost
- the value of discrete stages of the project relating to immediate risk
- parity with similar projects in previous rounds (refer **Appendix 2**)
- equitable distribution in the current round
- the limited amount of funding available for allocation and the need to ensure that there are funds remaining to allocate in any following rounds.

5.3 Officers’ recommendations

It is recommended that funds for this round are allocated in the following way:

	Project	Project Total Cost	Grant Requested	Grant Proposed
1	Bhikha Family Trust	\$27,855.00	\$16,930.00	\$7,000
2	Friends of Futuna Charitable Trust	\$35,000.00	\$30,000.00	\$10,000
3	Friends of Mount Street Cemetery	\$40,500.00	\$40,500.00	\$5,000
4	Lilburn Residence Trust	\$4,196.00	\$2,098.00	\$2,098

5	Papua New Guinea High Commission	\$2,875,000.00	\$80,000.00	\$10,000
6	Sacred Heart Cathedral	\$264,684.00	\$57,000.00	\$15,000
7	St Peter's Anglican Church	\$39,000.00	\$39,000.00	\$10,000
8	Thorndon School	\$30,000.00	\$30,000.00	\$15,000
9	25 Patanga Cres., Thorndon	\$14,285.00	\$3,570.00	\$0
10	Wellesley Westminster Ltd	\$35,669.00	\$30,000.00	\$15,000
(11	<i>Erskine College</i>	<i>\$10,000</i>	<i>\$10,000</i>	<i>\$10,000</i>
Total (excluding accrued amount)				\$89,098

4. Officers' consideration

A discussion of each of the applications is set out below:

Project 1:	Building, John Castle Chemist, 139 Riddiford St, Newtown
Applicant:	Bhikha Family Trust
Recommended Grant	\$7,000
Description:	To undertake seismic investigations and report on options.



Officer comments:	<p>Castle’s Chemist has operated from this building since 1888 and the building retains many original features. The current owners bought the business from the Castles in 1979 and have continued operating the chemist. They undertook remedial works in the 1980s and are now about to address the major issue of being earth quake prone. When those works are complete they will repaint the building.</p> <p>This building is an integral part of the newly notified Newtown Suburban Centres Heritage Area (DPC75).</p> <p>The grant will:</p> <ul style="list-style-type: none"> • help to protect the heritage values of the building; and • acknowledge the recently notified Heritage Area <p>Heritage buildings contribute to the city’s distinct identity and enhance its sense of place (LTCCP 6.5). The project is visible and will support this LTCCP outcome.</p> <p>The grant amount recommended for this project is consistent with previous grants of a similar scale and scope. It will be specifically directed to understanding the earthquake prone status of the building and identifying the options required to protect it.</p>
Conditions	<p>The grant will be offered on the condition that:</p> <ul style="list-style-type: none"> • All funds are for the commissioning of an engineers earthquake prone building assessment.

Project 2:	Futuna Chapel, Karori
Applicant:	Friends of Futuna Charitable Trust
Recommended Grant	\$10,000
Description:	<p>Repairs and restoration to specific building elements (windows and doors) of the original building elements – sacristy windows, external doors.</p> <p>An additional sum is sought to repair the plastic window treatments (right hand image).</p>



Officer comments:

Designed by John Scott and built in 1959, the chapel has been in receipt of numerous architectural commentaries from architects, most recently appearing in Deidre Brown’s “Maori Architecture” (Book of the Year nominee 2010). The Chapel of Futuna won a New Zealand Institute of Architects gold medal award in 1968 and a 25 Year Award in 1986.

The chapel commemorates the martyrdom of the St. Peter Chanel on the French Polynesian Island of Futuna, on 28 April, 1841. The Chapel was opened on 19 March 1961 and the 170 year celebrations will be marked in 2011.

Futuna Chapel is a modernist building with Scott being sensitive to its place and context. The use of coloured panels by artist, Jim Allen, allows coloured light to filter across the internal spaces.

The building also gains from Scott's Maori heritage. With a large centre pole and sharply sloping eaves, the building has its antecedents in marae architecture.

The grant will:

- help to protect the heritage values of the building; and
- acknowledge additional costs associated with owning a listed building.

Heritage buildings contribute to the city’s distinct identity and enhance its sense of place (LTCCP 6.5). The project is visible and will support this LTCCP outcome.

The grant amount recommended for this project is consistent with previous grants of a similar scale and scope. It takes into consideration the factors set out in section 5.2 of this report.

	<p>Previous funds were given to assist in the purchase of this building (November 2006).</p> <p>There are no conditions for this grant.</p>
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Project 3:	Cemetery structures, Mount Street Cemetery, Kelburn
Applicant:	Friends of Mount Street Cemetery
Recommended Grant	\$5,000
Description:	Repair and conserve two wooden grave surrounds of high heritage value in the Mount Street Cemetery.




Marshall 1886 (left) and McLaughlan 1887 (right) grave sites (current condition).

Officer comments:	<p>The Mount Street Cemetery was the first Roman Catholic cemetery in Wellington, consecrated in 1841. It was the first cemetery in Wellington for Catholic burials and remained open until 1891 although burials continued in existing family plots until 1954. The earliest surviving grave marker dates from 1851, and the latest from 1954. Many of the early markers were simple wooden crosses, and these two wooden grave surrounds are also frail.</p> <p>A memorial conservation report has been presented as part of the application. These two wooden surrounds are the least stable (materially and physically) of the memorials in that report.</p> <p>The grant will:</p> <ul style="list-style-type: none"> • help to protect the heritage values of the place; and • preserve and enhance the unique heritage fabric of parts of this cemetery, and are rare in a New Zealand context. <p>Heritage items contribute to the city's distinct identity and enhance its sense of place (LTCCP 6.5). The project is visible and will support this LTCCP outcome.</p>
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	<p>A previous grant was made to this group in March 2007, to review and update the existing conservation plan. This updated conservation plan identified tasks, including the appropriate refurbishment of some graves. This application to the Built Heritage Incentive Fund is based on a smaller conservation report on memorials which detailed the work required for specific memorials.</p> <p>The grant amount recommended for this project is consistent with previous grants. No previous requests have been received for historic cemetery conservation. Agreeing to fund this project does take into consideration the factors set out in section 5.2 of this report.</p>
<p>Conditions</p>	<ul style="list-style-type: none"> • Suggest that a record the types of plants found on graves before their removal (potential heritage values). • Request a maintenance plan for the grave surrounds to be supplied to the Trust, to ensure appropriate care over the long term.

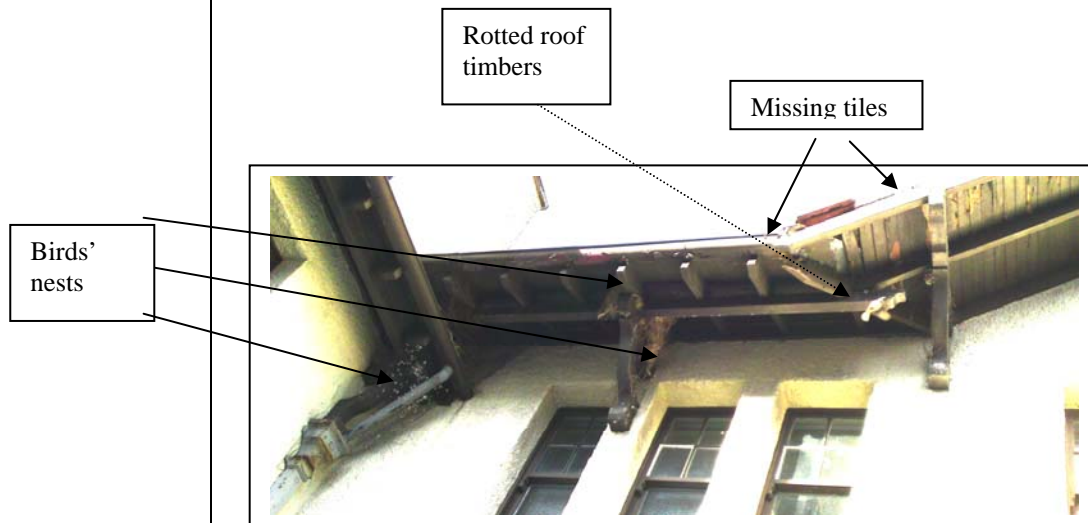
<p>Project 4:</p>	<p>Residence, 22 Ascot Street, Thorndon</p>
<p>Applicant:</p>	<p>Lilburn Residence Trust, Thorndon</p>
<p>Recommended Grant</p>	<p>\$2,098</p>
<p>Description:</p>	<p>Repairs to the concrete foundation at the north-east corner of the house.</p>
<p>Officer comments:</p>	<p>Lilburn was the central figure in the development of New Zealand composition between 1940 and 1980. His move to Wellington in 1949 enabled him to teach at the newly established Music Department of Victoria University.</p>  <p>Lilburn's purchase of the Ascot Street house in 1959 occurred at</p>

	<p>the time when he pioneered New Zealand composition for electronic music. During this period Lilburn's house provided him with the essential conditions for composition and also became a gathering place for composers, musicians and artists.</p> 
Conditions	<p>The grant will be offered on the condition that:</p> <ul style="list-style-type: none"> • No shrubs or trees over 60cm high will be planted adjacent to (within 50cm of) the foundations of this building.

Project 5:	Building, Appraisal House, 279 Willis Street
Applicant:	Papua New Guinea High Commission
Recommended Grant	\$10,000
Description:	Preparation of Conservation Plan prior to seismic re-strengthening & exterior repair.
Officer comments:	Hoggard and Prouse designed this Arts & Crafts style building for eminent surgeon and hospital administrator Dr John Ewart. Built as Ewart's home and surgery around 1910, it is authentic in exterior form and detail, including stucco walls and Marseille tile roof.



The PNG High commission is about to commence an extensive period of works on this building which in total will cost about \$3 million. In order to provide an overarching guide to the owners to retain the heritage values of this property, it is proposed to cover the conservation component of this project, being the provision of a conservation plan and on-going input from a heritage professional.




The grant will:

- help to protect the heritage values of the building; and
- acknowledge additional costs associated with owning a listed building.

Heritage buildings contribute to the city's distinct identity and enhance its sense of place (LTCCP 6.5). The project is visible and will support this LTCCP outcome.

The grant amount recommended for this project is consistent with previous grants of a similar scale and scope. (For example: the Karitane Greenhouse was granted \$8,000 in the July 2008 round). This proposed grant takes into consideration the factors

	set out in section 5.2 of this report.
Conditions	<p>The grant will be offered on the condition that:</p> <ul style="list-style-type: none"> • These funds are for the heritage conservation component of the project, specifically for the preparation and use of a conservation plan. • That a heritage professional will be retained for the length of the project, for input in to the design and review stages of the proposed works.

Project 6:	Sacred Heart Cathedral, Hill Street
Applicant:	Sacred Heart Cathedral Parish
Recommended Grant	\$15,000
Description:	Repair and stabilisation of the heritage fabric of the Cathedral, in accordance with the conservation plan.
	
Officer comments:	To undertake essential repair and maintenance work, including repair of roof, windows and external masonry with appropriate techniques and finishes applied as required.



These works will be guided by a heritage conservation professional. It is imperative to understand that these works are part of the on-going maintenance of such a building and to neglect this work would result in much higher costs in the future. Additional financial support of a similar amount has been applied for from the NZ Lottery Grants Board.

The grant will:

- help to protect the heritage values of the building; and
- acknowledge additional costs associated with owning a listed building.

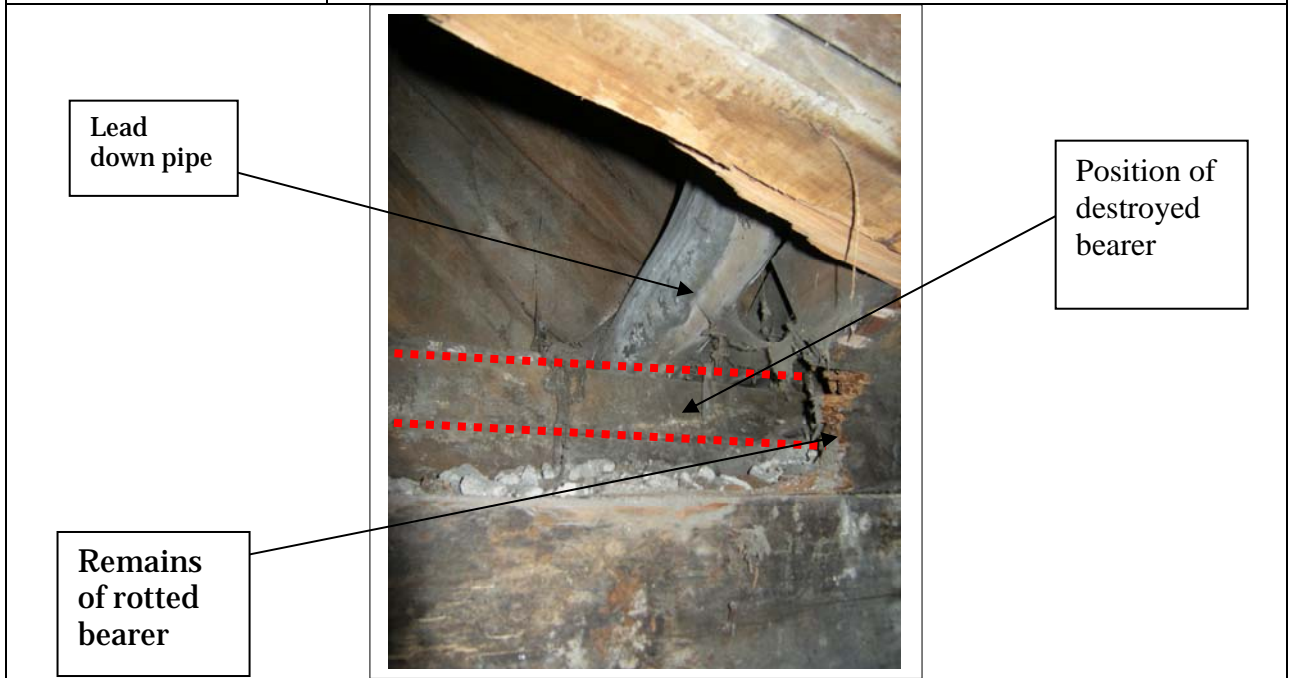
Heritage buildings contribute to the city's distinct identity and enhance its sense of place (LTCCP 6.5). The project is visible and will support this LTCCP outcome.

The grant amount recommended for this project is consistent with previous grants of a similar scale and scope, for example, in July/November 2007 round, \$40,000 was granted to St Andrews on the Terrace for similar works. It also takes into consideration the factors set out in section 5.2 of this report.

There are no conditions for this grant.

Project 7:	Organ loft, St Peter's Anglican Church, 211 Willis Street
Applicant:	Wellington Diocesan Board of Trustees, St Peter's Trust Board
Recommended Grant	\$10,000
Description:	<p>To repair the organ chamber roof and roof drainage system prior to re-installation of the organ.</p> <p>To repair damage caused by water entry and to correct drainage problems to ensure this does not recur. The work includes replacing the internal lead downpipes (2), re-routing to external points, repairing or replacing lathe & plaster, timber repairs, wall repairs and reinstatement of sprinkler head.</p>
Officer comments:	<p>There has been a church on this site since 1848, the present wooden building dates to 1879 and was designed by Thomas Turnbull.</p> <p>The external wall by the organ chamber was subject to an arson attack in 2008. While the fire was brought under control rapidly (due to fire control mechanisms already installed), the resulting damage from smoke and water has required an extensive organ refurbishment project and emergency roofing works which were not planned for.</p> <div data-bbox="810 1211 1230 1765" data-label="Image"> </div> <p>When the organ was removed from the chamber, the presumed issue of roof leaks was found to be more extensive than previously thought. An entire structural beam for the roof had been destroyed through both insect and water damage, and the lathe and plaster wall lining underneath it had dissolved. Appropriate advice from a specialist plasterer and specialist plumber have proven that the original internal lead downpipes have caused this</p>

damage and that this part of the original design needs to be rectified (redirect rain water) and the heritage fabric replaced with a modern solution. Ordinarily this form of replacement cladding would not be supported, but no other solution is appropriate in this space because this part of the building (internal roof access) will be inaccessible for another 40-80 years (the next organ refit) and lathe and plaster will not provide the required wall seal for that time. Additional financial support has been applied for from the New Zealand Lottery Grants Board.




Heritage buildings contribute to the city's distinct identity and enhance its sense of place (LTCCP 6.5). The building is visible and this project will support this LTCCP outcome.

The grant amount recommended for this project is consistent with previous grants of a similar scale and scope. It takes into consideration the factors set out in section 5.2 of this report. Similar projects to this include Reid House, Cuba Street (\$20,000 in March 2009) and the Trades Hall weatherproofing (\$30,000 in March 2009).

Conditions: The grant will be offered on the condition that:

- Suitable heritage professionals are consulted.

Project 8:	Hall building, Thorndon School, Turnbull Street
Applicant:	Thorndon School Board of Trustees
Recommended Grant	\$15,000
Description:	Repaint the roof of the hall.
Officer comments:	<p>A primary school does not have a Ministry of Education entitlement to a school hall, therefore this building belongs to the school trustees. As it is not part of the education facility it receives no maintenance funding therefore the Board is seeking funds from BHIF and other sources.</p> <div style="display: flex; align-items: center;"> <div style="border: 1px dashed black; padding: 5px; margin-right: 10px;">Peeling paint</div>  </div> <p>The hall building was relocated here in the 1990s when the education buildings in Kate Sheppard Place (Sydney Street West) were demolished to make way for Department of Justice buildings. The hall was relocated to Turnbull Street by Roger Walker; it is now on the District Plan as Old St Pauls schoolroom, 1897, map 18 reference 276. It has subsequently been proven definitively that Katherine Mansfield went to her first dance in this building.</p> <p>The hall continues to be used for community activities as well as by the school. It is a resource for the Thorndon community.</p>
Conditions:	<p>The grant will be offered on the condition that:</p> <ul style="list-style-type: none"> • Adequate preparation of the roofing is undertaken, and a high quality paint is used.

Project 9:	Residence, 25 Patanga Crescent, Thorndon
Applicant:	Victoria Moss and Michael Heydon
Recommended Grant	Not eligible
Description:	Re-pile and fumigate
Officer comments:	This application is ineligible because the building: <ul style="list-style-type: none"> • is not included on the District Plan Heritage List and • is not in a Heritage Area.

Project 10:	Wellesley Club Building, 2-8 Maginnity Street
Applicant:	Wellesley Westminster Limited
Recommended Grant	\$15,000
Description:	To commission an engineers report on options for seismic strengthening of the building.
Officer comments:	<p>Constructed around 1925, this building won the Gold Medal for architecture in 1932 from the NZ Institute of Architects. William Gray, the architect, was from Oamaru and buildings by him include the Wellington and Christchurch railway stations and several buildings at Victoria University. This building is of reinforced concrete and brickwork. It was built for the Wellesley Club. Membership has declined and the building has new owners. Tenants now include a boutique hotel, a café and a Masonic Lodge.</p> <p>It is listed on the District Plan, map 17, reference 193.</p>



The grant will:


- help to protect the heritage values of the building; and
- acknowledge additional costs associated with owning a listed building.

Heritage buildings contribute to the city's distinct identity and enhance its sense of place (LTCCP 6.5). The project is visible and will support this LTCCP outcome.

The grant amount recommended for this project is consistent with previous grants of a similar scale and scope. It takes into consideration the factors set out in section 5.2 of this report. Similar grants for structural engineering investigation and reports have been made to Hazel Court (\$9,337.50 in November 2008) and the Sai Centre (\$40,000 in November 2007).

There are no conditions for this grant.

Project 11:	Erskine College, 25-31 Avon St, Island Bay
Applicant:	Property Link (Developments) Limited
Recommended Grant	\$10,000
Description:	Seismic strengthening report.
Officer comments:	Erskine College Chapel of the Sacred Heart was designed by John Swan and built in 1930. It has very high aesthetic significance for its architectural qualities and very high social value for its connections to the community. It has a high level of

	<p>authenticity. Its interior is noted as one of the finest in New Zealand.</p> <p>Erskine College Main Block was designed by John Swan and completed in 1906. The building has aesthetic significance for its architectural and landmark qualities, social value for its high public esteem, and historic value for its association with the education of women.</p> <p>Both the chapel and the main block both are listed in Wellington City Council's District Plan. Erskine College complex and grounds are registered Category I with the NZ Historic Places Trust. There is a Heritage Order on the entire site.</p> <div style="display: flex; justify-content: space-around;">  </div> <p>The grant will:</p> <ul style="list-style-type: none"> • help to protect the heritage values of the buildings; and • acknowledge additional costs associated with owning a listed building. <p>The project is visible to the surrounding community and it will provide a benefit to the community.</p> <p>The amount recommended for this project is consistent with previous grants of a similar scale and scope. It takes into consideration the factors set out in section 5.2 of this report. It has parity with the St Mary of the Angels Church project in the November 2007 round (\$10,000) and the Cadbury Building project in the July/November 2008 round (\$12,500).</p>
<p>Conditions</p>	<p>The grant will be offered on the condition that:</p> <ul style="list-style-type: none"> • A conservation architect is consulted for input in the design and review stages of the proposed work if supported by a Built Heritage Incentive Fund grant.

5.5 Financial Considerations

This is the first of three rounds for 2010/2011. The total yearly fund is \$200,000. The recommended allocation for this July 2010 round is \$89,098.

If the allocations recommended in this report are approved by the Committee the total remaining allocation for the year will be \$110,902 of the \$200,000 total fund for the year.

5.6 Long-Term Council Community Plan Considerations

An amount of \$200,000 has been allocated to this project in the 2010/2011 financial year.

6. Conclusion

The Built Heritage Incentive Fund is a key initiative of the Built Heritage Policy and demonstrates Council's ongoing commitment to protect and conserve Wellington city's built heritage.

Contact Officer: *Myfanwy Eaves, Specialist Heritage Advisor, Urban Design & Heritage*

Supporting Information

1) Strategic Fit / Strategic Outcome

This initiative supports Council's overall vision of Creative Wellington – Innovation Capital. It has a direct link to the Urban Development Strategy, has links with the Transport and the Cultural Well-Being Strategies.

This initiative supports the strategic priority - high quality urban design. It also contributes to the delivery of other strategic priorities:

- *Protection of sense of place*

High quality urban design contributes to the following Council outcomes:

Outcome 1: More liveable – by developing and maintaining a high quality public environment.

Outcome 2: Stronger sense of place – by integrating sense of place into asset management, by enhancing the role of the city as Capital, by ensuring high quality built design and by conserving the city's heritage.

2) LTCCP/Annual Plan reference and long term financial impact

\$200,000 has been allocated to this project in the 2010/2011 year.

3) Treaty of Waitangi considerations

N/A

4) Decision-Making

Not a significant decision for Local Government Act matters.

5) Consultation

a) General Consultation

Consultation has occurred as part of the development of the Built Heritage Policy.

b) Consultation with Maori

N/A

6) Legal Implications

No legal advice has been sought for this round of the Built Heritage Incentive Fund.

7) Consistency with existing policy

This initiative is consistent with existing Council policy.

Appendix 1: Summary of Applications

Built Heritage Incentive Fund - July 2010

	Project	Description of Grant Component of Project	Grant Proposed
1	Bhikha Family Trust	Seismic strengthening report	\$7,000
2	Friends of Futuna Charitable Trust	Repairs and restoration to specific building elements	\$10,000
3	Friends of Mount Street Cemetery	Repair two wooden grave surrounds	\$5,000
4	Lilburn Residence Trust	Repair of concrete foundation at north-east corner of house	\$2,098
5	Papua New Guinea High Commission	Conservation plan, seismic re-strengthening & exterior refurbishment	\$10,000
6	Sacred Heart Cathedral	Repair and restoration of the heritage fabric of the Cathedral	\$15,000
7	St Peter's Anglican Church	To relocate downpipes, repair water damaged fabric and stabilise heritage roof and walls damaged by 100+year leaks.	\$10,000
8	Thorndon School	Repaint school hall roof	\$15,000
9	25 Patanga Cres., Thorndon	Re-pile and fumigate	\$0
10	Wellesley Westminster Ltd	Seismic strengthening report	\$15,000
Total			\$89,098

Accrued from the 2009/10 financial year.

	Erskine College	To develop a solution for the seismic strengthening of the buildings	\$10,000
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Appendix 2: Past grant allocations

Built Heritage Incentive Fund Grants (November 2006)

Project	Description of Grant Component of Project	Amount Granted
Rita Angus Cottage: Thorndon Trust	Painting kitchen interior	\$1,113.75
'Boxhill,' 38 Box Hill, Khandallah: Michael M Timmer	Brick and associated wall repair, consultant fees	\$5,000
'Fernhill,' 15 Fernhill Tce, Wadestown: Jacqueline Matthews	Conservation of windows, fence, weatherboards, gate; painting	\$10,000
St Christopher's Seatoun Strathmore Presbyterian Church	Stained glass restoration and protection	\$10,000
Tower Building, 50-64 Customhouse Quay: Maurice Clark	Façade restoration: crack sealing, window & joint resealing	\$20,000
St Barnabas Church, Roseneath: The Friends of St Barnabas Roseneath Charitable Trust	Sprinklers; conservation of front entry, spire, interior porch, foyer	\$30,000
Futuna Chapel: Friends of Futuna Charitable Trust	Purchase and refurbishment	\$50,000
Victoria House Student Hostel, 276 The Terrace: Victoria House Inc.	Piling, over-cladding, timber replacement, exterior repairs, structural engineering	\$25,000
Total		\$151,113.75

Built Heritage Incentive Fund Grants (March 2007)

Project	Description of Grant Component of Project	Amount Granted
Erskine College, 25-31 Avon St, Island Bay: Save Erskine College Trust Inc.	Conservation report to guide garden restoration	\$3,426
41 Palmer Street, Aro Valley Wellington: Hamish Dahya	Painting exterior of cottage	\$2,450
Mount Street Cemetery Wellington: Roman Catholic Archbishop of the Archdiocese of Wellington	Consultant fees to review existing Conservation Plan and write new Conservation Plan	\$8,248.75
19 Simla Crescent: Amanda Rider	Conservation report to establish heritage significance	\$1,000

288 Cuba Street: Keith Powell	Restoration. Includes RC fees, conservation plan, architects fees, re-piling.	\$27,915.19
26 Stoke St, Newtown: Simon Bachler	Replacement of roof	\$20,000
Sai Centre, 8 Daniell St, Newtown: Sathya Sai Service Organisation of Wellington	Conservation plan to guide restoration and refurbishment	\$10,000
Total		\$73,039.94

Built Heritage Incentive Fund Allocations July and November 2007

Round	Project Venue	Project Description	Amount Granted
Jul-07	Sai Centre, 8 Daniell St	Strengthen & upgrade facilities at Sai Centre for safe multipurpose community use	\$40,000.00
Jul-07	St Mary of the Angels Church, 17 Boulcott St	Investigative phase of earthquake strengthening	\$10,000.00
Nov-07	1 Ranfurly Tce, Mt Cook	Work including re-piling, plaster repair, electrical work, chimney reinstatement, tile work, and painting.	\$15,000.00
Nov-07	Bristol Hotel, 127 Cuba Street, Wgtn	Structural strengthening and fire alarm and hydrant installation.	\$17,500.00
Nov-07	61 Holloway Rd, Aro Valley	Work including roof flashing and weatherboard replacement, reinstatement of baseboards, and painting.	\$3,000.00
Nov-07	Cadbury Building, 60 Ghuznee St, Wgtn	Repair and maintenance work to exterior including plaster repair, re-pointing brickwork, timber repair, waterproofing, sill flashings, sign repair and painting	\$12,500.00
Nov-07	Clarke's Buildings, 121-123 The Parade, Island Bay	Revised project: window joinery repair, recladding roof, painting in historic colours	\$12,000.00
Nov-07	St Andrews on the Terrace, 28 The Terrace	Work including roof replacement, structural strengthening, concrete repair, and interior conservation	\$40,000.00
		Total:	\$150,000.00

Built Heritage Incentive Fund Grants (March 2008)

Project	Project Description	Amount Granted
Plimmers Emporium, 3 Plimmers Steps	Exterior repaint and concrete repairs	\$12,000.00
Cadbury Building, 60 Ghuznee Street	Structural assessment of building structure to determine seismic capacity, concept designs for earthquake strengthening, and pounding analysis phase 2	\$8,000.00
Hikitia Refurbishment Project, Hikitia Floating Heavy Lift Crane Ship	Water-blast and paint decks and lower platform	\$38,000.00
Totals		\$58,000.00

Built Heritage Incentive Fund Grants (July 2008)

Project	Project Description	Grant Proposed
(1) Green-house, Karitane Products Society, 21A Manchester Terrace, Melrose	Professional conservation advice and stabilisation and repair of an historic green-house	\$8,177.50
(2) House, 25 Ascot Street, Thorndon	Repainting the exterior of the walls and roof	\$3,500.00
(3) Building, 288 Cuba Street, Te Aro	Restoration of a nineteenth century two-storey shop and residential building including archaeological assessment, earthquake strengthening, shop front restoration, reconstruction of balcony, and installation of fire alarm system	\$17,000.00
(4) Hummingbird, 20 Courtenay Place	Conservation of building exterior including professional conservation advice, repair and maintenance, and structural engineering services for potential earthquake strengthening requirements	\$14,000.00
Total		\$42,677.50

Built Heritage Incentive Fund Grants (November 2008)

Project	Project Description	Amount Granted
St Anne's Church Hall, 69 Northland Rd, Northland	Renovation and extension of hall, and entranceway connection to church	\$40,000.00
Gear Meat Co. Building, 130 Cuba St	Structural engineering assessment to determine earthquake strengthening requirements	\$2,500.00
Massey House, 126 Lambton Quay	Conservation plan preparation	\$16,250.00
Hannah Warehouse, 13 Leeds St, Te Aro	Strengthening report	\$1,679.06
Hazel Court, 4 Claremont Grove, Mt Victoria	Structural engineering assessment to determine earthquake strengthening requirements and assessment of cracking to columns	\$9,337.50
House, 99 Cockayne Rd, Khandallah	Repair of main entry porch glazed infill walls	\$5,612.25
Former Masonic Hall, 221 Clyde St, Island Bay	Conservation plan preparation and repairs to roof	\$20,000.00
Lawson Scout Hall, 32 Salamanca, Kelburn	Conservation plan preparation	\$8,718.75
Roundhouse, Khandallah Bowling Club, 26 Woodmancote Rd	Conservation including roof and exterior painting	\$8,672.22
House, 8 Ascot St, Thorndon	Reconstruction of stairs to front of house and interior painting	\$2,500.00
Rita Angus Cottage, 194A Sydney Street West, Thorndon	Replacement of existing boundary fence and construction of new boundary fence	\$1,777.50
Rita Angus Cottage, 194A Sydney Street West, Thorndon	Purchase of ferns to establish garden	\$1,185.00
Granny Cooper's Cottage, 30 Ascot St, Thorndon	Re-roofing of flat roof area of cottage	\$5,179.81
Inverlochy House, 3 Inverlochy Place, Te Aro	Re-roofing and painting of the house	\$30,000.00
Total		\$153,412.09

Built Heritage Incentive Fund Grants (March 2009)

Project	Project Description	Amount Granted
(1) Formerly Liks Niteclub, 143-147 Vivian Street	Conservation work to the exterior and renovation of the interior	\$20,000.00
(2) Reid House, 191-195 Cuba Street	Structural strengthening, fire protection, and restoration of the building exterior	\$20,000.00
(3) House, 50 Tarikaka Street, Ngaio	Conservation of windows and baseboards and renovation of interior walls	\$15,000.00
(4) House, 52 Tarikaka Street, Ngaio	Resource consent fee reimbursement for alterations and additions to house	\$1,783.00
(5) House, 24 Ascot Street, Thorndon	Painting of exterior of house (excluding roof)	\$3,722.50
(6) House, 11 Salisbury Garden Court, Wadestown	Preparation and painting the exterior of the house	\$5,000.00
(7) Path, Salisbury Garden Court, Wadestown	Engineers report to identify priorities for staging work and to establish cost	\$1,050.00
(8) House, 100 Hobson Street, Thorndon	Installation of sound-proof glass to existing windows	\$20,000.00
(9) Trades Hall, 124-128 Vivian Street	Weatherproofing and installation of fire alarm system	\$30,000.00
(10) House, 24 Ascot Street, Thorndon	Replacement of foul water pipe and retaining wall on path to Tinakori Rd	\$0
Total		\$116,555.50

Built Heritage Incentive Fund Grants (July 2009)

Project	Project Description	Amount Granted
(1) House, 16 St Mary Street, Thorndon	To restore, stabilise and support restorative work currently being carried out	\$20,000.00
(2) Greer House, 420 Middleton Rd, Glenside	To replace old rubber coated wiring and complete upgrade of electrics	\$3,456.00
(3) Hannah's Factory Apartments, 14 Leeds St, Te Aro	Maintenance and preservation plan for management of exterior over medium to long-term	\$10,000.00
(4) House, 10B Tinakori Rd, Thorndon	Preparation of prioritised work plan. Execution of identified remedial building works to eliminate causes of current problems with drains, piles, windows etc.	\$14,839.00

(5) St Michael's Anglican Church, Upland Rd, Kelburn	Repair and cleaning roof and sealing of roof tiles to church.	\$14,630.00
Total		\$62,925.00

Built Heritage Incentive Fund Grants (November 2009)

Project	Project Description	Amount Granted
(1) Augusta Apartments, 254 Willis St, Te Aro	Manufacture and testing of a prototype steel window required for the remediation of the building.	\$15,000
(2) Shed 22, Macs Bar, corner Cable St and Taranaki St, Te Aro	Critical waterproofing repairs to arrest damage to the building, and to make good the effects of the previous damage.	\$12,000 (Confirmed as eligible)
(3) St Johns Bar, 5 Cable St, Te Aro	Critical waterproofing repairs to arrest damage to the building, and to make good the effects of the previous damage.	\$15,000 (Confirmed as eligible)
(4) Jaycee Building, 99-101 Willis St, Te Aro	Determine if the building is earthquake prone.	\$6,400
(5) St Gerard's Monastery, 75 Hawker St, Mt. Victoria	To restore strengthen and undertake remedial maintenance on St Gerard's Church and Monastery	\$10,000
(6) Erskine College, 25-31 Avon St, Island Bay	Seismic strengthening report	\$10,000 (On-hold awaiting further information.)
Total		\$68,400

Built Heritage Incentive Fund Grants (May meeting for March 2010)

Project	Project Description	Amount Granted
Cook Islands High Commission, 56 Mulgrave Street, Thorndon	External maintenance and repair works including repainting the exterior of the building.	\$8,000
195 Oriental Parade, Oriental Bay	Repair and repaint fence, gate and street wall.	\$3,000
5b St Mary Street, Thorndon	Restore the front aspect of the property.	\$5,000
Former Rehabilitation League Bldg, 21 Hania Street, Mt Victoria	Undertake essential repairs including repair replacement of steel window frames and exterior painting.	\$24,000
Former St Anne's Church, 77 Northland Road	Repairs to fix serious water entry issues and concomitant damage to the interior and exterior fabric of the building.	\$4,600
Building, 84-92 Dixon Street, Te Aro	Re-strengthening and refurbishment of a heritage building in the Cuba Heritage Area.	\$10,000
46 Tarikaka Street, Ngaio	Restoration, repair and maintenance.	\$4,000
Te Marama Woolshed, 171 South Makara Road, Karori	Repair and upgrade of existing woolshed.	\$5000
YHA Assoc NZ, 292 Wakefield Street (1 Cambridge Tce), Te Aro	Replacement of original timber windows on the façade of the building.	\$5,000
Total		\$68,600

Appendix 3 – Built Heritage Incentive Fund Application Guide

Built Heritage Incentive Fund Application Guide

Introduction

The Built Heritage Incentive Fund helps with the conservation, restoration and protection of Wellington's heritage-listed buildings and objects. The grants can also help meet some of the additional costs associated with owning and caring for a heritage property.

There is \$200,000 in total available for grants in 2010/11. Grants from the fund are allocated three times a year – applications close on the last working day of July, November and March.

All applications will be assessed by officers within the Council's Urban Design and Heritage Unit and reviewed by the Council's Strategy and Policy Committee. Projects that fall outside of the criteria may be referred to the Strategy and Policy Committee for further consideration at the officers' discretion.

All applications must meet the criteria listed below. Depending on the quantity and quality of applications in each funding round, priority will be given to the following:

- At-risk significant heritage buildings and objects which are listed on the District Plan Heritage List or are included in a Heritage Area listed in the District Plan
- Funding for professional services (e.g. structural strengthening reports, maintenance reports, conservation plans, archaeological sites assessments, conservation work specifications, or supervision of work, technical advice etc.)
- Projects that have high public access and/or visibility from public areas.
- Fire protection systems for places which allow for high public access

For advice regarding the application process and **basic** criteria questions contact the grants team - Phil Railton-Jacks, Grants Advisor: phil.railton-jacks@wcc.govt.nz, ph 803 8562

For more detailed advice on criteria and specific projects, contact Vivien Rickard, Principal Heritage Advisor: vivien.rickard@wcc.govt.nz, ph 803 8122

Criteria

Projects must meet all of the following criteria:

1. The project makes a positive contribution to achieving the Council's Strategic Outcomes as listed in the Council's LTCCP. (Refer Note A below)
2. The project is within Wellington City
3. The project relates to buildings and objects listed in the District Plan or to buildings and objects identified as contributing to a heritage area which is listed in the District Plan
4. The project conserves and enhances the heritage significance of the item concerned where elements of the item are protected by provisions of the District Plan (eg the exterior of a heritage place)
5. The applicant provides evidence of: appropriate project management, appropriate technical supervision, sufficient resources to complete the project

on time, and demonstrated ability to report back on the project results as appropriate

6. The project must be for:
 - A. Stabilisation, repair or restoration of original heritage fabric relating to historic buildings, structures, or objects or the remains thereof (e.g. repairs to masonry, joinery, plaster or glazing, earthquake strengthening, fire protection, protective works on archaeological sites); **OR**
 - B. Professional services (e.g. structural strengthening reports, maintenance reports, conservation plans, archaeological sites assessments, conservation work specifications, or supervision of work, technical advice etc.); **OR**
 - C. Reimbursement of Council resource consent fees for approved conservation work requiring a resource consent where the proposed work will impact on heritage fabric. (Note: A project which has received funding for either A or B above cannot also obtain reimbursement of Council resource consent fees.)
7. The applicant is the owner or part owner of the heritage building or object (e.g. a private owner, charitable trust including church organisations). The Crown, Crown entities, District Health Boards, Community Boards, Council Controlled Organisations and Council Business Units are not eligible for funding
8. For any applications for funds over \$3000, applications will be considered only if a heritage report or advice from a suitably qualified conservation professional is provided or budgeted for in the proposal
9. Only one grant can be given to any one heritage place, except in exceptional circumstances and if agreed by Committee
10. Grants will only be assessed as a percentage of the heritage conservation component of a project, not of the total project cost. The grant assessment is at the sole discretion of the Council
11. Only applications for work that has not yet commenced will be accepted for consideration

Note A

In particular, projects are considered relevant if they contribute to the following outcomes in the Council's 'Draft Annual Plan':

- 6.5 Our overall aim is to make the city more liveable, retain its character, and enhance an even stronger 'sense of place' through continual improvement to public areas.

The fact that a building is listed with the District Plan means that it has heritage significance and hence its repair and restoration provides a positive contribution to achieving the Council's Strategic Outcomes around supporting a 'stronger sense of place'.

Grant Conditions

Council will reserve the right to impose conditions when approving grants under this funding policy, as set below:

1. Grants will be subject to the availability of funds in any particular financial year.
2. Staged availability of funding may be considered for approved projects.

3. Where a grant has been approved for a conservation report or other professional report, payment will be made following a peer review of the report by Council officers or a designated consultant.
4. The amount of funding available for projects involving only construction costs, such as earthquake strengthening will be based on a percentage of the value of the conservation improvements. This will be up to 25% of the cost of the work to a maximum of \$80,000.
5. Funding for conservation reports, technical advice and for domestic fire protection systems will be generally up to a maximum of \$10,000.
6. Grants will only be available for uplifting for a period limited to 18 months from the date of written approval. Extension of this timeframe will only be in exceptional circumstances, agreed to in consultation with Council officers.
7. Grants of over \$50,000 may require a memorandum of encumbrance to be registered on the relevant title(s) to ensure retention of the heritage place.
8. Where an encumbrance is required under condition 7 (above), grants are only payable on completion and certification of the works and the final registration of an encumbrance.
9. Work which is supported by a grant must comply with all other statutory requirements including provisions of the District Plan, the Building Act and Resource Management Act.

How to Apply

- Fill in the Built Heritage Incentive Fund **Application Form** – you have two options:

1) PDF File – labelled 'Application Form Hard Copy' – this needs to be printed off and filled in by hand.

2) Microsoft Word document – labelled 'Application Form Electronic' – this can be downloaded from our website:

- Click on **Application Form Electronic**
- Click **Save** and save the document onto your computer
- Open up the document and type your answers to the questions
- Save as you go, then print out the finished document, sign it, and add the attachments requested. We do not accept emailed applications.

Note: The document is protected, which means that you can only type into the areas that are shaded grey, or click on grey boxes to mark them. If you have any problems formatting the document then contact the Grants Team for assistance.

- Please do not bind your application or enclose it in a folder of any sort as it will need to be photocopied.
- Make a copy of the application for your own records.
- Completed applications (along with the attachments required) must be **received** by the grants co-ordinator before 5pm on the closing date. Late applications will not be considered

Assessment Process

- Within 2 weeks of the closing date you will receive a letter to confirm your application has been received
- In the 6-8 weeks following the closing date you may be contacted by the Heritage Advisor or a member of the grants team for further information, or to discuss your project
- Approximately 6-8 weeks after the closing date the Council's Strategy and Policy Committee will meet to decide who will be funded and to what level. This is a public meeting.
- The grants team will write to all applicants within a few days of the committee meeting to let them know the outcome
- If you are successful you will be sent a funding agreement to sign and return
- Payment of a grant will be made once the project has been completed satisfactorily and any conditions met
- Strategy and Policy Committee decisions cannot be appealed, as decisions are final
- Any complaints about the grants process need to be made in writing to the Director, Citizen Engagement within 14 days of the date of the letter of notification of grants results

Application Form

Make sure that your application clearly explains the need for the project and how it fits with the purpose of the fund. It is up to you how much detail you provide but you should try to answer all the questions concisely and aim to keep the document within 6 pages.

Budget

Your budget must clearly show all income and expenditure relating to the project. We need to see the full cost of the project even if you are only requesting the cost of a specific item.

GST

Show your project costs using columns: *Net cost / GST component / Gross cost*

If you are registered for GST

- The amount you request should be GST exclusive, as GST can be added to your grant. A tax invoice will be required if a grant is approved. (i.e. If a grant of \$1000 is approved, you will send us an invoice for \$1125, being the \$1000 grant plus GST of \$125.)

If you are not registered for GST

- You should apply for the true cost of project which may include GST costs you have incurred
- GST will not be added on top of your grant as you are not registered, and what you are given recognises that you have incurred GST costs.

Income

- List all other income that has been or will be received for the project.
- List any other grants that have been (or will be) applied for, and note the date that you expect to know the outcome of each application.

Expenditure

- **Budget items should be supported by formal quotes.** All quotes should clearly show whether GST is included or excluded.

- If the budget include professional fees, specify the hourly rate and how many hours are required

In-kind Sponsorship

- If you are receiving any in-kind sponsorship please list this separately at the bottom of your budget.
- If your organisation is contributing resources other than a cash amount towards the project, please note your contribution separately and NOT as both income and expenditure.

Other Funding

The Council is unlikely to ever be the sole funder for any project so a contribution from the applicant and evidence of effort to find other sponsors or sources of funding is important.

The **NZ Historic Places Trust** website includes information on funding sources – see <http://www.historic.org.nz/heritage/funding.html>.

Lottery Environment & Heritage Fund

This committee makes grants for projects that promote, protect and conserve New Zealand's natural, physical and cultural heritage.

See <http://www.cdgo.govt.nz/available-grants/>

Fundview, a database listing a wide range of potential funders, can be viewed for free at Wellington Central Library and branch libraries and Citizen Advice Bureaux.

See www.fis.org.nz.

If you have a WCC library card you can access Fundview from anywhere: go to www.wcl.govt.nz then click on 'Online Database > Community and Funding > Start Fundview > then type in your library card number and name.