
Wolverhampton Queen Street Townscape Heritage scheme Guidance for Grant Application

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Introduction

The **Townscape Heritage** programme is for schemes which help communities improve the built historic environment of conservation areas in need of investment. This Guidance sets out the requirements for Grant Applications for Eligible Works to Selected Properties within the Queen Street Townscape Heritage area.

The Selected properties are the buildings identified on the map below:



Queen Street showing the location of the selected Townscape Heritage properties

The Eligible works are for the repair of historic buildings within the Queen Street Townscape Heritage area, in particular works to restore their structure and fabric. Only restoration schemes that are sympathetic to the character of the building and repairs, which use traditional materials and avoid the unnecessary replacement of original fabric, will be considered for grant assistance.

1. How to Apply for a TH Grant

Before you apply:

You are advised to read the following advice notes; 'The Guide to Eligible Works' and 'Summary of TH Grant Conditions' carefully before making an application.

1. Contact the TH Project Officer (see contacts at end of this document) for a preliminary discussion and possible site visit. This will help you to consider which works are eligible for grant aid under this scheme and the likelihood of you receiving grant aid.

2. Detail your initial proposals - identify a schedule of repairs, budget estimates (split according to Heritage Lottery Fund categories of building repairs, reinstatement of architectural details or reuse of vacant floor space). This initial proposal will be assessed against the TH criteria. You will be advised whether or not the project qualifies for submission of a full TH application.

3. Engage an approved conservation architect to prepare drawings and a specification for the works which itemises the details of the repair or architectural reinstatement, including materials and the working methods to be used. The drawings may be required for planning and/or listed building approval so development of these should be done in liaison with the Council's Planning Conservation Officer and TH Project Officer, who can give advice on appropriate materials, techniques for repair, styles of windows etc. Building Regulations etc should be obtained in accordance with relevant national policies and advice can be sought from Wolverhampton City Council Planning Department. All repair works must be undertaken with respect for the character of the building and the Conservation Area.

General requirements:

Interest in the property:

To apply for a grant you must own or lease the property and in the case of a lease it must have at least 10 years still to run.

If you do not have such an interest, you must get the owner or leaseholder to make the application with you jointly. A lease with a break clause in it will not be acceptable.

Other grants and loans:

If you have made a successful bid to the Heritage Lottery Fund for any other grant or loan towards this project, you will not be eligible for a TH grant. You will not be eligible for grant funding if you have received other grant funding in the excess of £200,000 over the last 3 years.

Prior to starting:

Applications for a TH grant cannot be made retrospectively. You will not receive grant aid if you start eligible works before your application is approved. If you undertake any eligible works after you have been awarded a grant but before you have entered into a grant contract with the Council you will not be paid grant money for that work ("*Summary of Grant Conditions*").

Acceptance of the Grant

You must accept the grant within three months of it being offered otherwise it may be withdrawn.

Commencing work

You must start work within nine months of the grant offer, otherwise the offer of grant may be withdrawn.

Completion of the project

You must complete the works within 2 years of the grant offer, unless the Council agree in writing to extend this period.

Professional advice

If a project is likely to be over £10,000 you must appoint an appropriately experienced and qualified professional, such as a conservation accredited architect, or surveyor registered with the Royal Institute of British Architects (RIBA), the Register of Architects Accredited in Building Conservation (AABC), the Royal Institute of Chartered Surveyors (RICS), or a Chartered Structural Engineer accredited in conservation under their ICE scheme. They will prepare specifications and schedules of work, and seek tenders for the work. They must also supervise the works, and certify completion. These fees are eligible as part of the grant aid scheme.

For schemes below £10,000 this requirement will not apply, however the Council would strongly suggest appropriate professionals are engaged. For minor work such as replacement of windows necessary drawings and specifications could be agreed with a joinery manufacturer. For shop front schemes the Council will provide an in house design service up to concept stage; however applicants will have to provide those detailed drawings necessary to facilitate manufacture.

Making an application

The application form must be completed and returned with a large amount of additional detailed information about the proposed works. A check list for these items is included in the application form. Contact the TH Officer if you need assistance to complete the application form.

Please note: Incomplete applications will not be processed until all the information is supplied.

The following documents are required in addition to the application form in all cases:

1. You must give details of your interest in the property and provide proof of ownership and/or possession of the property.
2. Evidence of any encumbrance's, restrictions or claims against the property.
3. If the proposed works require any statutory consents (such as planning permission, listed building consent, scheduled monument consent or building regulation consent), copies of the relevant notifications must be attached.
4. Proof of insurance for the property, works and any unfixed materials and goods delivered to the property.
5. Proof that your contribution towards the cost of the works is secured.
6. If you have had any grant offers or funding awards from other sources, you must attach copies of any relevant letters. These should indicate the amount and any conditions attached to the offer.
7. In addition to the summary of proposed works required by the application form, you must also attach full details of the proposed works. If you are applying for funding under more than one category (*see Guide to Eligible Works*), these need to be identified separately. This must include:
 - A full specification of works, with details of materials and a method statement
 - Drawings - Relevant annotated plans, elevations and cross sections
 - Photographs of elevations and architectural details
 - Work programme
 - Expenditure profile

8. If you are a private company, sole trader or charity, you will also need to supply a copy of:

- Your most recently audited accounts and
- Articles of association or memorandum of agreement

9. Three written quotations are required for eligible works, based on clear written specifications of requirement. To assist with the calculation of grant rates, your architect should ensure that the priced specification states if works fall under the category of reinstatement of architectural details or building repairs. You must supply a copy of the summary sheet for all tenders received and a full copy of the successful tender.

10. All tenders must be accompanied by a completed Contractor Reference Form(s) which you will find in the application pack. These references are required to show that all of your building contractors (including subcontractors) have experience of conservation projects. You should only invite tenders from contractors that have a reputation for achieving the standards required and that can demonstrate their experience of working on conservation projects. Sub-contractors should also have a reputation for achieving the standards required and be able to demonstrate their experience of working on conservation projects.

11. If you want to accept a tender other than the lowest tender, you must provide a written justification when submitting your application. If the Council does not agree with your reasons, any grant awarded will be reduced by a percentage which reflects the difference between the lowest acceptable tender to the Council and the tender you choose to accept. The Queen Street TH officers will consider all applications for grant aid against the following criteria:

- Whether the funding is a "target" property. Projects already identified in the TH Bid document are a priority for funding.
- The conservation and townscape merit of the building and the extent to which the proposals will enhance this.
- The need for repair.
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- The use of appropriate materials and techniques, in line with national conservation standards.
 - The implementation of a comprehensive repair strategy to ensure the long term life of the building.
 - The regard for the special character and interest of the property and its area.
 - Whether the proposals fully meet the criteria set out in the "Guide to Eligible Works".

2. Summary of TH Grant Conditions

If your application for a Townscape Heritage (TH) grant is accepted, you will be asked to enter into a formal contract with Wolverhampton City Council. Below is a summary of the main conditions in the Grant Contract.

If you wish to see a copy of the Grant Contract, you should contact the TH Officer at the address given at the end of this leaflet.

Use of Grant

The grant can only be used to carry out eligible works on the selected property specified in the application.

Compliance with Approved Documents

The project works must be carried out in accordance with the specification drawings, development appraisal and other documents submitted and approved by the TH Grants Board.

Best Practice

The works must be carried out in accordance with the current best practice in the conservation of historic buildings and the quality must be appropriate to a project of importance to the national heritage. The recently published British Standard BS

9313: Conservation of Historic Buildings, provides definitive guidance on best practice in the management and treatment of historic buildings. www.bsigroup.com

Other Works

You must not carry out any works to the property that might detract from its value or integrity as a heritage asset.

Non-transferable

The grant is not transferable to another property or person.

Contracts for the works

The contracts you enter into with your building contractors to carry out the eligible works, must be the same as those that would be used by a reasonably experienced employer to engage parties for a project of a similar size, value, complexity and prominence. Contractors with BS conservation standard and CITB conservation cards will be preferred.

Project records

You must keep all records, including financial records, of the project and let the TH Project Officer see them if required. These should include invoices, evidence of payments to suppliers from bank statements and copies of architect certificates.

Project Management

For all works above £10,000 we require the use of professional project management by a an architect, surveyor or structural engineer accredited in conservation to inspect work progress, be responsible for issuing the completion certificate in accordance with the RIBA stages, and to liaise with the TH Officer. We encourage the use of Project Managers on all other works.

Inspections

You must let the TH Project Officer have access to the property to monitor the progress and standard of the project works.

Recommendations

You must give due regard to any recommendations made by the TH Project officer about the project.

Publicity

By receiving and accepting your grant you must publicly acknowledge the grant by displaying a prominent sign on the property during and after project completion. The

sign will display Wolverhampton Council's logo, the National Lottery 'crossed fingers' symbol and the Heritage Lottery Fund logo. This helps to make sure that Wolverhampton residents and lottery players understand how and where their money has been spent, and encourages other building owners to apply for funding.

Calculation of indicative grant rate

You could receive up to a 70% grant offer for works relation to repair work to your building; and up to 85% for restoration of architectural details. If appropriate, grants for vacant floor space will be determined after new valuations have been prepared.

Example of building with repairs and restoration:

Category	Eligible Costs	Grant level	Offer
Repair works	£40,000	70%	£28,000
Restoration of architectural details	£30,000	85%	£25,500
Total Eligible Costs	£70,000		
Value of grant funded works	£53,500		
Grant percentage	76.43%		

The actual rate of grant will be kept under review during the life of each project to ensure the correct amount of grant is ultimately awarded for each category of work.

Payment of grant

Grant payments will be made in arrears on receipt of a completed claim form and all supporting documentation. Claims should be submitted monthly, unless agreed otherwise, and will be based on actual expenditure incurred by you.

10% of the total grant will be withheld from the final payment until the Council is satisfied that all works have been completed to the required standard, has received a copy of the practical completion certificate and the contractor's final account has been settled and all relevant evidence has been received and is deemed satisfactory by the Council.

Repayment

You may be required to repay the grant in circumstances, for example if you went bankrupt or have acted fraudulently or negligently in applying for the grant or have breached the conditions in the Grant Contract. A full list of circumstances is given in the Grant Contract.

Selling the property and clawback

If a property is sold within a specified period following the TH grant being awarded then the owner may have to repay all or part of the grant. This is known as 'clawback' and follows the principle that there should be little or no private gain resulting from the works carried out as a result of the grant.

Before expiry of the terms of the Grant if you decide to sell, or otherwise transfer ownership of your entire interest in all the Property the Grant must be repaid and repayment is calculated as follows:

- 0-6 year of the date of Agreement up to 100 % reclaimed
- 6-7 year of the date of Agreement up to 80% reclaimed
- 7-8 year of the date of Agreement up to 60% reclaimed
- 8-9 year of the date of Agreement up to 40 % reclaimed
- 9-10 year of the date of Agreement up to 20 % reclaimed

The Council may require that sale can only take place when these conditions are satisfied.

Actual cost of completing the works

The grant will not be increased if there is an overspend in the project works. If works cost less than anticipated at approval of your application the amount of grant funding will be reduced accordingly.

Insuring the property

You must insure the property both during the works and afterwards for its full value and against all reasonable risks. The insurance should be held in the joint names of the person receiving the grant and the contractor carrying out the works.

You must, during the project, insure any materials and goods used in the works.

The proceeds of any insurance claim must be used to reinstate the property or the replacement of any goods or materials unless the Council agree otherwise, in which case, they must first be used to repay the grant.

Maintaining the property

Following completion of the project works you must maintain the property in a manner consistent with its character and appearance.

Withdrawal of funding

The Council reserves the right to suspend or stop payment of the Grant if the required funding is withdrawn from the TH.

Security

Payment of the Grant will normally be conditional upon you granting the Council either a legal mortgage over the property or a debenture over your assets.

Consents and permissions

You must obtain all relevant and applicable consents and permissions required by law before you carry out the works.

Planning Fees

Spending on fees associated with planning permission, Building regulations, and conservation area listed building consent are all eligible for grant, as long as these fees clearly relate to the building work the grant is being used for.

State Aid

The allocation of your funding is set carefully in order to comply with European Union State Aid Rules. You will not be eligible for grant funding if you have received other grant funding in the excess of £200,000 over the last 3 years.

Encumbrance

You must provide evidence of any encumbrance, restriction or anything that affects or limits the fee simple title to a property, such as mortgages, leases, easements, or restrictions.

3. Guide to Eligible Works

General Principles:

All work must be undertaken with respect for the character and integrity of the building or structure and of the Conservation Area. This is in accordance with the relevant national conservation policies, local guidance and following published guidance and advice issued or endorsed by the relevant national heritage organisation. Details of the Wolverhampton City Centre Conservation Area Appraisal and the Conservation Management Plan for the City Centre Conservation Area can be found on www.wolverhampton.gov.uk under conservation areas.

You must use an accredited agent registered with the Royal Institute of British Architects (RIBA), the Register of Architects Accredited in Building Conservation (AABC), or Royal Institute of Chartered Surveyors (RICS) to prepare tender documentation, including specifications, schedules of works and any necessary drawings. The websites: www.ribafind.org, www.aabc-register.co.uk, and www.ricsfirms.com, provide respectively lists of architects and surveyors throughout the United Kingdom who are accredited in building conservation.

Tenders should only be invited from contractors known to be able to achieve the high standard of conservation quality required. Contractor reference forms will be required from chosen contractors and their sub-contractors to demonstrate proven ability and experience on conservation projects. To assist with the calculation of grant rates, your architect should identify if works fall under the category of reinstatement of architectural details or building repairs. Grant will not be paid for work that, in the reasonable opinion of the HLF and the Council does not meet generally accepted standards of quality in materials or workmanship appropriate to the circumstances, whether in conservation work or new construction.

Sustainability:

The Council is committed to furthering the objectives of sustainable development through the TH scheme. This means that, as far as possible, we will take account of all long term environmental benefits and costs.

Listed buildings, locally listed buildings and buildings within conservation areas are exempt from compliance with the relevant part of the Building Regulations (Part L)- to the extent that such requirements would unacceptably alter the character and appearance of such buildings-the aim being that these buildings should achieve improved efficiencies, as far as reasonably practical without prejudicing their character, or increasing risks of deterioration. Thermal performance overall can however be improved without detracting from the character of the building or the Character Area as a whole.

Opportunities where improvements can be made to both environmental and energy efficiencies within the TH area include:

- environmental sustainability in historic refurbishments through appropriate design;
- window glazing with the use of secondary glazing or the use of Histo Glass / Slim Light;
- restoring historic features rather than replacing;
- utilising insulation materials that breathe and avoid the build-up of moisture;
- locally sourcing labour and materials; and
- limiting waste by the re-use of materials
- small scale renewables
- high efficiency condensing boilers and flue gas recovery
- biomass boilers
- micro combined heat and power
- waste water heat recovery

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- smart metering

The HLF publication *Planning Greener Heritage Projects, 2009* includes guidance and information on a wide range of aspects of sustainability in relation to heritage buildings and the provision of new buildings within a heritage context. A copy of the document can be viewed on the HLF website, www.hlf.org.uk and the information covers topics including:

- energy efficiency;
- renewable energy;
- water;
- building materials;
- construction waste;
- soil;
- biodiversity; and
- local transport.

Proposals on alterations and development should be based on ‘whole life costs’.

This means that decisions should be based not just on initial capital cost, but also on the costs of renovation, maintenance and day-to-day operation over the expected lifetime of an asset.

Ideally, part of ‘whole life costing’ or ‘whole life value’ should also be to look at impacts that are not fully reflected in financial costs, or which are difficult to measure in financial terms – particularly carbon impacts. This means considering social and environmental costs associated with the design, construction, operation, decommissioning and (sometimes) the re-use of a building or the building materials at the end of its useful life.

The Sustainable Traditional Building Alliance seeks to promote and deliver a more sustainable traditional built environment by assessing and understanding the real performance and impact of traditional buildings, and to develop guidance for the refurbishment and management of traditional buildings. The Alliance has recently

produced a Sustainable Retrofit Wheel www.responsible-retrofit.org/wheel. It depicts more than 50 measures that can be used in the retrofit of traditional buildings and evaluates their performance and potential interactions.

Heritage England's publication Energy Efficiency and Historic Buildings has been produced to help prevent conflicts between energy efficiency requirements in Part L of the Building Regulations and the conservation of historic and traditionally

constructed buildings. The advice also acts as "second tier" supporting guidance in the interpretation of the Building Regulations.

The Society for the Protection of Ancient Buildings (SPAB) has also produced a comprehensive Briefing on Energy efficiency in old buildings.

Eligible categories of work:

1. 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.

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

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 is generally unacceptable on grant aided projects.

Grant Rate Up to 70% of eligible repair costs.

Repairs may include:

- Consolidation or reinforcement of the existing structure, using the most conservative approach that is practicable, although limited reconstruction as existing might be eligible.
- Appropriate repairs to timber frames, roof structure, beams 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 preservation 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. Post-application damp proof courses are ineligible and often further damage or exasperate damp problems in historic buildings.
- Re-roofing in natural materials traditional to the area, normally to match the historic covering, re-using sound existing materials or using new materials and/or 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 reconstructed stone slates is not eligible for grant, nor is the use of roofing felt for flat roofs or lining gutters.
- Repair or renewal of existing lead work, the provision of weatherings, and the re-forming of gutters to adequate falls, normally in accordance with the details and weights recommended in the Manual by the Lead Sheet Association.

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- 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. Cast aluminium may be appropriate in certain circumstances. Aluminium (other than cast), plastic, PVC or GRP rainwater goods are not eligible.
 - The repair of external stonework and brickwork, to an appropriate specification. Plastic in-situ resin-based mortar repairs to brickwork and stonework are not normally acceptable or eligible, except in minor areas. The repair of external stonework and brickwork, to an appropriate specification. Plastic in-situ resin-based mortar repairs to brickwork and stonework are not acceptable or eligible.
 - 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.
 - 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.
 - 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 contractors.
 - 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. Grants available under this section 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. These features must be clearly visible from public places.

2. Reinstatement of architectural details

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 or interest.

Grant Rate Up to 85% of eligible reinstatement costs.

Reinstatement of architectural details grants may be offered for:

- The reinstatement to the historic pattern, detail and opening mechanisms, 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.
- The reinstatement of applied details and features such as cornices, string courses, window architraves, columns, pilasters, etc. 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 repairs.
- The repair to the historic pattern and detail of distinctive architectural features, for example decorative ironwork such as balconies, canopies, cresting and railings, tiling and other historic finishes and architectural sculpture.
- Reinstatement of 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 may be a condition of grant offered to other work.

- The reinstatement of traditional shopfronts; these should take care not to damage or destroy any original features that may remain under later shop frontage additions, in particular the fascia board, cornicing, stall riser, and any original window framing or glazing. All schemes should start with careful dismantling of any existing, inappropriate frontage to allow recording and if relevant; the repair and reuse of the existing original or historic framework. Schemes should not be conjectural however a modern interpretation of a traditional scheme using appropriate proportions, materials and character relative to the integrity of the building it occupies, will be considered on individual merit. Lighting, signage and security measures appropriate to the Conservation area may also be eligible for grant if forming part of an overall shopfront improvement scheme.
- Installation of canopies is not eligible (and if non-traditional is unlikely to receive consent) however if the proposal involves the reinstatement of a traditional awning or sun blind- usually a length of canvas attached to a folding metal frame and roller- where evidence still exists of its presence (blind box, or photographic proof) this may be considered if part of an overall shopfront improvement scheme.
- Proposals should never involve the extension of a shop frontage across an independent means of access to upper floors and priority will be given to schemes which seek to reinstate such closed or stairwell routes to otherwise inaccessible upper floors above shops.

Reinstatement grants will only be offered where the building fabric as a whole is in sound repair, or will be made so with a concurrent repair grant. Details to be reinstated must be based on sound archival or physical evidence taken from the building itself or similarly detailed neighbours. Conjectural restoration will not be grant eligible and any reinstatement project must not involve the removal of original or later features of interest.

Other eligible works:

Professional fees

Expenditure on fees for qualified professional advisers is eligible for grant provided that they belong to one of the recognised institutions: normally architects registered with either the Royal Institute of British Architects or the Architects Registration Board (ARB) (but not architectural technicians) with an appropriate level of specialist conservation experience. The involvement of specialist 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.

Planning fees

Spending on fees associated with planning permission, Building regulations, and conservation area and listed building consent are all eligible for grant, as long as these fees clearly relate to the building work the grant is being used for.

Archaeological work

The cost of archaeological work in accordance with the relevant national and local planning policies is eligible in the following cases and should be included in any development appraisal:

- Recording and analysing historic buildings of early origin or complex evolution as a basis for devising repair or conservation works, and monitoring during those works.
- Archaeological assessment, evaluation, excavation and monitoring in connection with alteration, extension or new build projects.
- Publications of the results, if necessitated by works which are themselves eligible within the scheme.

Value Added Tax

VAT may be payable on eligible repair costs and fees and, where it cannot be recovered, it is eligible for grant. The zero rating of VAT on works of alteration to listed buildings no longer applies .

For further advice on making your application and an application pack, please contact:

John Healey, Queen Street Townscape Heritage Officer,

Historic Environment Service, Planning, Wolverhampton City Council,

Civic Centre, St Peter's Square, Wolverhampton WV1 1RP

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