

Appendix 1

**PROTOCOL FOR
APPROVAL OF GRANTS UNDER
PARTNERSHIP IN CONSERVATION AREAS SCHEME**

WYRE FOREST DISTRICT COUNCIL / ENGLISH HERITAGE

The following protocol shall be used for the approval of grants applied for under the English Heritage/ Wyre Forest District Council "*Partnership Scheme in Conservation Areas*".

Any application for funding under the *Partnership Scheme in Conservation Areas* must be accompanied by a completed application form, together with two copies of the specification of works, and where relevant, appropriate drawings. At least two estimates based on the specification and drawings must accompany any application. All details shall be submitted to the Conservation Officer for the District Council.

Bid details with a recommendation by the Director of Planning and Regulatory Services will be forwarded to the Cabinet Member for Planning and Economic Regeneration on a summary sheet (attached at Appendix 2) for consideration by the Community and Regeneration Scrutiny Committee. The Recommendation of the Community and Regeneration Scrutiny Committee will inform the decision of the Cabinet Member for Planning and Economic Regeneration.

The Cabinet Member for Planning and Economic Regeneration will have delegated authority from Cabinet to make decisions on the allocation of financial support for grants under the PSiCA, following the consideration of the Committee's recommendation. Should the Cabinet Member disagree with the Committee's recommendation, the matter would be referred to the Cabinet for a decision.