

Commissions Team Contact List

Who to contact:

Head of Grants

Kath Buxton

07789 650227

Kath.buxton@historicengland.org.uk

- Day-to-day management of the Heritage Protection Commissions programme
- Appraisal of and advice on project documentation
- Quality control of projects
- Matters arising from existing projects
- Advice on project planning
- Advice on project documentation

Grants Manager

Tim Cromack

07500 791438

Tim.cromack@historicengland.org.uk

- All financial and administrative casework
- Financial matters (VAT, overheads etc.)
- Contracts
- Calls for Proposals

Tendered Projects Manager

Caroline Howarth

07824 605246

Caroline.Howarth@historicengland.org.uk

- Competitive tenders
- Project Briefs
- Advice on project documentation

Commissions Project Officer – Project Documentation

Gareth Watkins

07825

844555 Gareth.watkins@historicengland.org.uk

- Contact for initial queries regarding proposals

Administration of:

- Project outlines
- Project designs
- Project proposals
- Managing the internal appraisal of proposals and project designs

Commissions Project Officer – Progress

Hannah David

07500 122453

Hannah.David@historicengland.org.uk

Administration of:

- Agreements
- Stage Payments
- Dissemination of programme information

Commissions Project Officer – Publications

Rebecca Garrett

07917 839084

Rebecca.Garrett@historicengland.org.uk

- Editorial, archive preparation, Storage (physical and digital) and Publication funding
- Receives draft and final reports and manages the refereeing process
- Contact for advice on the Research Report Series, digital and hard copy publishing

Commissions Business Support Officer

(Vacancy)

- Administrative, Casework and general team support
- Organization of meetings
- Maintenance of Commissions team databases
- General Enquiries about Commissions and Programmes and the Heritage Protection Commissions Programme (HPCP)

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Fax: 01793 414926

Textphone: 0800 015 0516

E-mail: customers@HistoricEngland.org.uk