

**GOVERNANCE ARRANGEMENTS – INVERARAY CARS SMALL GRANTS SCHEME**

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**1.0 EXECUTIVE SUMMARY**

This paper proposes governance arrangements for the implementation phase of the Inveraray Conservation Area Regeneration (CARS) Small Grants Scheme.

The type and quality of work that is eligible will be guided by the fact that the grant is in partnership with Historic Scotland and they have declared priorities and requirements.

This would involve officers making recommendations on applications under the Small Grants scheme for approval by the MAKI Area Committee. Reports would additionally be submitted to the MAKI Area Committee on progress on the Small Grants Scheme.

There is an allowance of £200,000 set against Small Repairs in the CARS Scheme and it is envisaged that demand will greatly outstrip the funds available. There therefore needs to be a robust and defensible scoring mechanism agreed to prioritise the grant allocation and an upper limit on the maximum grant for any particular property to be approved.

It is proposed that Priority scorings would take the following into account:

1. Eligibility of works under the terms of the Historic Scotland funding.
2. The value of the building in terms of historic importance (eg Listing), and visual prominence Townscape Value.
3. Does the proposed works meet the required Quality/Conservation Design criteria.
4. Do the submission costs reflect market value and at level is it to be supported given the likely high demand for grants and limitation of resources.

It is proposed that initially an upper limit of £17,000 be set against any submission with the possible exception of an application made by a major building such as a hotel.

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**2.0 SUMMARY**

2.1 This paper proposes the governance arrangements for the implementation phase of the Inveraray Conservation Area Regeneration Scheme (CARS). A (CARS) scheme is a jointly funded grant programme that provides assistance for regenerating Conservation Areas. The Inveraray scheme is funded by Historic Scotland and Argyll and Bute Council. Funding has been made available over a 4 year period to assist with a programme of repair and restoration to the historic fabric of Inveraray Conservation Area and promote maintenance, traditional skills and value of place. Within the grant funding there is an allowance of £200,000 set against Small Repairs to properties in the CARS Area boundary (Conservation Area).

**3.0 RECOMMENDATIONS**

That the Area Committee agree that the Inveraray CARS project is governed as detailed in paragraph 4. of this report.

**4.0 DETAILS**

4.1 Argyll and Bute Council has been successful in attracting Historic Scotland grant assistance from a conservation based regeneration scheme for Inveraray. The grant scheme is administered by Argyll and Bute Council under the title of Inveraray CARS.

4.2 The CARS Projects consists of a number of different elements:

1. Major grant funding targeted at 5 priority buildings. Grants are in the region of 87 to 90% of total costs. This is subject to the individual owners concerned agreeing to pay their percentage contribution.
2. An allowance for investigating a suitable use for a building on the “Building at Risk Register” ie the Community Hall.
3. An allowance for small grants/ shopfront enhancement for properties in the CARS boundary, which can be up to 70%. It is for owners to apply for the grant detailing costs and specification. There will be a marking system in place to allow grants applications to be prioritised in respect of CARS objectives. As grant applications are likely to exceed the grant allowance it will be necessary to cap the amount given in any one application.
4. There is an allowance for upskilling tradesmen in conservation techniques and public engagement

4.3 Prioritisation criteria to be used when assessing the Small Grants Scheme:

- **Priority of Works:** Existing condition and urgency in carrying out works. Reference to the pre-application CARS boundary *Condition Survey Sheet*.

- **Eligibility of works:** Does application meet eligibility criteria as per Inveraray Conservation and Regeneration Project 'Guide to eligible works' document. Higher marks given to works that are common repairs as traditionally it is difficult to get all owners to agree to carry them out. Emphasis also on roofing works, chimneys and rainwater goods as scaffold costs tend to result in these elements being left until structural deterioration has taken place.
- **Listing, Location/Townscape Value:** Mark based on whether properties are listed/ level of listing and if properties are within Conservation Area and designated CARS Grant Priority Area. Consideration must also be given to whether or not the proposed works will improve the townscape value. This factor can increase or decrease the score in this section by 1 or 2 points. If the score is amended, justification must be provided.
- **Quality/Design:** Does the proposed scheme meet appropriate conservation standards in quality, design and sustainability.
- **Economic Value/Viability:** Does the cost of the work provide value for money. Comparisons can be made with other similar jobs that have recently been completed. Three quotes are required for smaller applications and three tenders for larger applications.

4.4 As it is envisaged that demand will greatly outstrip the funds available it is proposed that initially an upper limit of £17,000 grant be set against any submission with the possible exception of an application made by a major building such as a hotel.

4.5 With the exception of very simple component replacements, such as like for like rainwater goods, applicants should use a suitably qualified professional to carry out a survey and provide a specification for the works. For larger works ie over £25,000 this consultant should be Conservation Accredited.

4.5 The following arrangements are proposed for the implementation phase of this project: Officers will assess the grants and will make recommendations to the Area Committee. At relevant meetings of the MAKI Area Committee, an update report on Inveraray CARS will be presented on small grant awards.

4.6 The Project Officer, Iain Barker, and Projects and Renewables Manager, Audrey Martin, will advise those concerned of the decision made by the MAKI Area Committee and will ensure that any changes to existing administrative arrangements are made to reflect the decision.

4.7 It should be noted that the arrangements described above are adapted from the model used in Rothesay THI which has been working well over the last year

## 5.0 CONCLUSION

5.1 This paper seek the approval of MAKI Area Committee to it's proposed governance arrangements for the implementation phase of the Inveraray Conservation Area Regeneration Scheme (CARS) Small Grants Scheme. This will involve regular reports to the Area Committee on applications for CARS Small Grants and recommendations by officers on their approval.

## 6.0 IMPLICATIONS

6.1 Policy The delivery of the Inveraray CARS fits with the Council's Corporate Plan, Single Outcome Agreement and approved Development Plan policy for town centre regeneration. The economic outcomes from these projects will contribute to the Government's Economic Strategy.

6.2	Financial	The Council has made available the sums requested to progress the Inveraray CARS Small Grants Projects.
6.3	Legal	Each of the CARS projects will require differing levels of legal resources to ensure their timely delivery.
6.4	HR	The resources have been allocated to progress the CARS Program and a CARS Officer is in post.
6.5	Equalities	Each project will be required to comply with Equal Opportunities.
6.6	Risk	There is likely to be more demand for grants than money available under the CARS scheme and by ensuring that necessary governance is in place the Council will reduce the risk of challenge.
6.7	Customer Services	The Council is responsible for administering the CARS grants on behalf of Historic Scotland and for ensuring due diligence in the performance of it's duties.

**Executive Director of Development and Infrastructure**

**Policy Lead** Ellen Morton

2<sup>nd</sup> September, 2014

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**APPENDICES**

Appendix 1 Small Grant Assessment Document

**Inveraray Conservation and Regeneration Project  
Small Grant Assessment Document**

Name of applicant: .....

Address of property: .....

Property Listing: .....

Grant Reference: .....

Completeness of application: Does application fulfill all items on application checklist. If not, return to applicant.

Category	Score	Comments
Priority of Works		
Eligibility of works		
Listing, Location/Townscape Value		
Quality/Design & Sustainability		
Economic Value/Viability		

Total Score: \_\_\_\_\_

If total score exceeds 17 out of a possible 25 it is recommended that application is approved.

Recommendation: .....

.....

.....

Completed by: .....

Date: .....

# Inveraray Conservation and Regeneration Project

## Small Grant Assessment Information

Scores as follows: 1-5 (1 = weak and 5 = strong)

**Priority of Works:** Existing condition and urgency in carrying out works. Reference to the pre-application CARS boundary condition survey sheet.

**Eligibility of works:** Does application meet eligibility criteria as per Inveraray Conservation and Regeneration Project 'Guide to eligible works' document. Higher marks given to works that are common repairs as traditionally it is difficult to get all owners to agree to carry them out. Works at high level requiring a scaffold would also attract high marks due to the fact that they are often neglected because of scaffold costs.

**Listing, Location/Townscape Value:** Mark based on whether properties are listed/ level of listing and if properties are within Conservation Area and designated CARS Grant Priority Area. Consideration must also be given to whether or not the proposed works will improve the townscape value. This factor can increase or decrease the score in this section by 1 or 2 points. If the score is amended, justification must be provided.

**Quality/Design & Sustainability:** Does the proposed scheme meet appropriate conservation standards in quality, design and sustainability.

**Economic Value/Viability:** Does the cost of the work provide value for money. Comparisons can be made with other similar jobs that have recently been completed. If disproportionately high would this prevent other small grants being awarded?