

**CAMPBELTOWN CONSERVATION AREA REGENERATION SCHEME (CARS)  
ROUND 6 – SMALL GRANTS SCHEME**

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**1.0 EXECUTIVE SUMMARY**

- 1.1 This report proposes the governance arrangements for the implementation of the first phase of the Campbeltown Conservation Area Regeneration Scheme (CARS) Round 6 Small Grants Scheme.

The CARS budget includes an allowance of £397,200 for Small Grants. This includes £200,000 for repairs to two prominent buildings, The Old Post Office and 16-20 Main Street. The remaining £197,200 is available for other repair projects within the grant area. It is proposed that £100,000 is made available in the first phase with the remainder being retained for the second phase.

It is proposed that officers will make recommendations on applications under the Small Grants Scheme for approval by the Mid Argyll, Kintyre and the Islands Area Committee (MAKI). In addition to this, regular progress reports will be submitted to the MAKI Area Committee. These reports will include updates on the Small Grants Scheme works.

It is envisaged that the demand for grant funding will exceed the funds available therefore a robust and defensible scoring mechanism is required to enable funds to be allocated. Two grant categories are proposed: Small Grants up to a maximum of £10,000 per building and Medium Grants between £10,000 and £25,000 per building.

In exceptional circumstances the upper limit can be increased to accommodate an application made by a major building.

**1.2 RECOMMENDATION**

That the Mid Argyll, Kintyre and the Islands Area Committee agree that the Campbeltown CARS Round 6 Small Grants Scheme is governed as detailed in section 4 of this report.

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**2.0 INTRODUCTION**

2.1 This report proposes the governance arrangements for the implementation of the first phase of the Campbeltown Conservation Area Regeneration Scheme (CARS) Round 6 Small Grants Scheme.

**3.0 RECOMMENDATIONS**

3.1 That the Mid Argyll, Kintyre and the Islands (MAKI) Area Committee agree that the Campbeltown CARS Round 6 Small Grants Scheme is governed as detailed in section 4 of this report.

**4.0 DETAIL**

4.1 In March 2015, The Council secured funding from Historic Scotland for a Round 6 Conservation Area Regeneration Scheme (CARS) for Campbeltown town centre. The £2.2M+ initiative runs from April 2015 to March 2020 with the main aim being the repair of historic tenements in the centre of Campbeltown, safeguarding commercial and residential units and over 70 jobs whilst creating opportunities for new investment and job creation. The agreed funding package includes funding from Historic Scotland, Argyll and Bute Council CHORD, Private Sector Housing Grant (PSHG) and contributions from private property owners.

4.2 Campbeltown CARS Round 6 consists of a number of different elements:

1. Major grant funding targeted at 4 priority tenement buildings. Significant funds are ring fenced for the repair of these prominent buildings. Delivery is subject to the individual owners working in partnership with each other and each owner agreeing to meet the required owners contribution to the total repairs costs for their building. Governance arrangements for priority buildings was approved by MAKI on the 02 December 2015. Work started on the first priority building at 10-20 Longrow South on the 04 April 2016. Officers are now working with the owners of the remaining priority buildings, providing advice and guidance regarding project development.

2. An allowance of £397,200 for Small Grants for repairs to properties within the grant area (See appendix 1). This report seeks approval for the governance arrangements for this element of funding.
3. There is an allowance for traditional skills training and complimentary initiatives to upskill local building contractors and professionals and to promote the historic built environment.

4.3 The CARS budget includes an allowance of £397,200 for Small Grants. This includes £200,000 for repairs to two prominent buildings, The Old Post Office and 16-20 Main Street. The remaining £197,200 is available for other repair projects within the grant area. It is proposed that £100,000 is made available in the first phase with the remainder being retained for the second phase.

4.4 Small Grants are being offered under two grant categories:

- Small Grants for projects seeking CARS funding of up to £10,000 per building. Applicants should identify if a professional adviser is required through discussion with the Cambeltown CARS Project Officer.
- Medium Grants for projects seeking CARS funding of between £10,001 and £25,000 per building. Applicants must appoint a suitably qualified professional adviser.

4.5 The proposed standard grant rate is between 50% and 75%.

4.6 Building owners can incur expense developing a CARS Small Grants Scheme project to application stage, particularly when a professional adviser is involved. It is therefore proposed that a two stage process is adopted, ensuring that only projects that are likely to be recommended for grant approval are invited to complete the application process. The proposed grant application and approval process is as follows:

- Formally launch the Small Grants Scheme in early July 2016. The scheme will be widely publicised via all available means.
- Invite initial expressions of interest from property and business owners in the grant area. A closing date in late August will be set.
- All potential projects will be scored by Council Officers using the Small Grants Scheme Assessment sheet (Appendix 2). The explanation sheet (Appendix 3) provides the grant criteria for scoring purposes.
- All scored projects will be reviewed and ranked highest to lowest.
- "Invitations to Apply" will be issued to the highest scoring projects. Where applicable, the owners of these buildings can now appoint a suitably qualified professional adviser to oversee the delivery of their project. The resulting fees will be eligible for CARS grant funding.
- Building owners who have been invited to apply must attend a start-up meeting with the CARS Project Team. The full grant procedure process will be discussed and any questions answered. The meeting will provide further evidence of the commitment of the building owner to the process.
- At this stage funding will be ringfenced within the CARS Small Grants Scheme budget for these projects.

- Deadlines will be set for the submission of the CARS grant application form and associated documentation.
- In exceptional circumstances a Small Grant Scheme case can be considered prior to the closing date.

4.7 It is proposed that officers will make recommendations on applications under the Small Grants Scheme for approval by the MAKI Area Committee.

4.8 The Project Officer will notify grant applicants of the decision made by the MAKI Area Committee.

4.8 Regular progress reports will be submitted to the MAKI Area Committee outlining progress with the Campbeltown CARS. These reports will include updates on the Small Grants Scheme.

4.8 In exceptional circumstances the upper limit can be increased to accommodate an application made by a major building. No grant award will be issued until formal approval has been granted by the MAKI Area Committee.

4.9 The type and quality of work that is eligible will be guided by Historic Environment Scotland's Advisory Standards of Repair.

## **5.0 CONCLUSION**

5.1 This report seeks the approval of the MAKI Area Committee to its proposed governance arrangements for the approval of grant applications for Campbeltown CARS Round 6 Small Grants Scheme.

## **6.0 IMPLICATIONS**

6.1 Policy – the Single Outcome Agreement (SOA) and Economic Development Action Plan support town centre regeneration and a diverse and thriving economy.

6.2 Financial – All grant funding is in place as part of the Campbeltown CARS Round 6 budget. The total common fund including the Historic Environment Scotland grant, Council and owners contributions is £2,170,422. To date only one grant has been offered amounting to £203,609 in respect of 10-20 Longrow South.

6.3 Legal – None

6.4 HR – The resources have been allocated to progress the CARS Program and a CARS Officer and Administration and Finance Assistant are both in post.

6.5 Equalities – None

6.6 Risk – None

6.7 Customer Service – The Council is responsible for administering the CARS grants on behalf of Historic Scotland and for ensuring due diligence in the performance of its duties.

**Executive Director of Development and Infrastructure Services Pippa Milne**

**Policy Lead Councillor Aileen Morton**

**For further information contact:** James Lafferty, THI Project Officer  
(01586 559049, [james.lafferty@argyll-bute.gov.uk](mailto:james.lafferty@argyll-bute.gov.uk))

## **APPENDICES**

Appendix 1 - Campbeltown CARS Grant Area

Appendix 2 - Small Grants Scheme Assessment sheet

Appendix 3 – Explanation sheet for scoring