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**DUNOON CONSERVATION AREA REGENERATION SCHEME (CARS) GOVERNANCE  
AND COMMUNICATION**

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**1.0 EXECUTIVE SUMMARY**

- 1.1 This report asks members to agree to the governance arrangements for the Dunoon Conservation Area Regeneration Scheme (CARS) (Round 7 2017-2022).
- 1.2 The Dunoon Conservation Area Regeneration Scheme (CARS) is a grant programme focusing on the regeneration of historical buildings as well as traditional skills training and community engagement jointly funded by Historic Environment Scotland (HES) and Argyll and Bute Council. The total grant fund available is £1,257,400.00. Dunoon CARS aims to deliver four priority building projects, eight shopfront repair projects and a number of small repair grant projects to private home owners and businesses.

**1.3 RECOMMENDATION**

That the Bute and Cowal Area Committee agree to the governance arrangements proposed for Dunoon CARS, as detailed in section 3 of this report.

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**2.0 INTRODUCTION**

- 2.1 This report asks members to agree to the governance arrangements for the Dunoon Conservation Area Regeneration Scheme (CARS) (Round 7 2017-2022).
- 2.1 This paper details Dunoon CARS grant figures including Historic Environment Scotland funding of £1,002,348 and Argyll and Bute Council match funding of £500,000. The total projected budget for Dunoon CARS including owners' contributions is £1,889,429. This budget will cover priority building projects, small repair grants, shopfront repair grants, traditional skills training, community engagement and staff costs.

**3.0 DETAIL**

- 3.1 On 20<sup>th</sup> of April 2017, the Council agreed to the Historic Environment Scotland Offer of Grant of £1,002,348 for Dunoon CARS which was awarded on the 9<sup>th</sup> of February 2017 and delegated authority to the Executive Director - Customer Services to sign and agree the terms with Historic Environment Scotland in respect of Dunoon CARS. The type and quality of works eligible for CARS grant funding will be guided by the *Scheme Guidance* (including Historic Environment Scotland's Advisory Standards of Repair) in accordance with the Dunoon CARS grant contract of the 6<sup>th</sup> of April 2017.
- 3.2 A total grant budget of £114,323 will be made available for small repair projects. The grant level is set at 60% and will be made available for small scale projects of repair, such as individual joinery or masonry repairs.
- 3.3 A total grant budget of £103,910 will be made available for shopfront repairs. It is envisaged that up to eight shopfront projects could be funded. The grant level for shopfront repair/replacement is set at 80%.

- 3.4 Four Priority Building projects have been identified for comprehensive repair:
- 165-171 Argyll Street
  - 65-67 Argyll Street
  - 2-4 Ferry Brae
  - 81-87 Argyll Street
- 3.5 The total grant budget for Priority Building projects would be £1,062,552 with a grant rate of between 60% and 80%.
- 3.6 In the event that one of these Priority Building projects does not proceed, the former La Scala Cinema (119 - 123 Argyll Street) has been identified as the next priority project.
- 3.7 Building owners can incur expenses when developing a CARS Small Grant or Shopfront Repair project to application stage, particularly when a professional adviser is involved. It is therefore proposed that a two stage process be 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 proposed as follows:
- Formal launch of the Small Grants Scheme and Shopfront Repair Scheme in January 2018. Both schemes would be widely publicised via all available means and ensure that funders are recognised on all material.
  - Initial expressions of interest invited from property and business owners in the grant area. A closing date of early March 2018 would be set.
  - All potential projects would be scored by council officers using the Dunoon CARS grant assessment table (Appendix 1).
  - All scored projects would be reviewed, and ranked highest to lowest.
  - “Invitations to Apply” would be issued to the highest scoring projects. Where applicable, the owners of these buildings could then appoint a suitably qualified professional adviser to oversee the delivery of their project. The resulting fees would also be eligible for CARS grant funding.
  - Building owners who have been invited to apply must attend a start-up meeting with the CARS project officer. The full grant procedure process would be discussed and questions answered. The meeting would provide further evidence of the commitment of the building owner to the process.
  - At this stage funding would be ring-fenced within the CARS Small Grant and Shopfront Repair Scheme budgets for these projects.
  - Deadlines would be set for the submission of the CARS grant application form and associated documentation.
  - In the event that schemes are undersubscribed or projects fail to go ahead, a second round of expressions of interest would be invited.

- 3.9 The Dunoon CARS project officer will make recommendations on grant levels over £10,000 to the Bute and Cowal Area Committee for their approval. Officers will have delegated authority to award grants up to the value of £10,000.
- 3.10 Factors such as winter working can have a significant negative impact on the cost and timescales for repair and conservation projects particularly where traditional materials are to be used. Where possible, it would be advantageous to avoid delays that would affect the value for money realised by Dunoon CARS grant-funded projects. Should an urgent decision on small repair or shopfront repair grants in excess of £10,000 be required officers will have delegated authority to award grants. This will be done following email consultation with the Chair and Vice Chair of Bute and Cowal Area Committee.
- 3.11 All proposed Priority Building grants will require approval at the Bute and Cowal Area Committee.
- 3.12 The Dunoon CARS project officer will notify grant applicants of the decision made by the Bute and Cowal Area Committee.
- 3.13 The type and quality of work that is eligible will be guided by Historic Environment Scotland's Advisory Standards of Repair.
- 3.14 Regular progress reports will be submitted to the Bute and Cowal Area Committee.

#### **4.0 CONCLUSION**

- 4.1 The arrangements described above are based on processes used successfully within Rothesay Townscape Heritage Initiative and Campbeltown CARS.
- 4.2 This report seeks the approval of the Bute and Cowal Area Committee for its proposed governance arrangements to ensure the process of grant distribution is made as smooth as possible.

#### **5.0 IMPLICATIONS**

- 5.1. Policy – The Single Outcome Agreement (SOA) and Economic Development Action Plan support town centre regeneration and a diverse and thriving economy.
- 5.2. Financial – All funding is in place. Budget reports will be taken to Policy and Resources Committee for review as necessary.
- 5.3. Legal – Grant contracts will be provided to third parties.
- 5.4. HR – The resources have been allocated to progress the CARS Programme

and a CARS project officer is in post.

5.5. Equalities – None

5.6. Risk – That grant schemes are undersubscribed or that projects run over time or budget. These risks will be carefully monitored and mitigated by the CARS project officer as schemes progress.

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

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

**Policy Lead Councillor Aileen Morton**

18<sup>th</sup> of October 2017

**For further information contact:**

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## Appendix

### Dunoon CARS grant assessment table

Potential Points	Score 1-5 (1 weak/5 strong)	Score
Up to 5	TOWNSCAPE VALUE	
	Listed Building	5
	Building at Risk	4
	Unlisted building that makes a positive contribution to streetscape	3
	Unlisted but adjacent to a priority building or listed building	2
	Unlisted	1
Up to 5	ECONOMIC GAIN	
	Vacant or partially vacant property brought back into residential or commercial use	5
	Supporting existing business or creation of new business	4
	Supporting properties occupied by owner	3

	REPAIR/REINSTATEMENT		
Up to 5	Eligible repairs to roofs, including leadwork	5	
	Repairs to chimneys		
	Repairs to traditional windows	4	
	Replacement of unoriginal windows with traditional timber sash and case		
	Repair and restoration of render		
	Repair and restoration of masonry	3	
	Repair of cast iron rainwater goods		
	Replacement of plastic or aluminium rainwater goods with cast iron	2	
	Repairs to doors, including fanlights and transom lights		
	Reinstatement of decorative architectural features including decorative ironwork	1	
	Up to 2	WHOLE BUILDING	
Owners' association in place		1	
Comprehensive repairs proposed			
Up to 4	Urgent or dangerous	4	
	Complete repair	3	
	Extensive repair	2	
	Good/fair	1	
	<b>TOTAL</b>		
<i>The property and works should score at least 14 points out of 21 to qualify for grant</i>			

