

General Grant Guidance Notes

HAWICK
Conservation Area
Regeneration Scheme



Hawick Conservation Area Regeneration Scheme (CARS) is a partnership project developed by Scottish Borders Council in conjunction with a community based Hawick CARS Steering Group, which successfully obtained funding from Historic Environment Scotland in April 2019 for a heritage led regeneration project for Hawick town centre.

Hawick CARS is focused on a range of heritage and conservation based regeneration activities within the town centre over a five year period. The scheme will offer grant aid towards repair works to traditional buildings as well as supporting complementary initiatives, such as Community Heritage Projects and Traditional Skills Training, to increase awareness and understanding of the town's rich heritage.

The project has an overall budget of just over £1.5million, funded by Historic Environment Scotland (£1,314,800), South of Scotland Economic Partnership (£60,000) and Scottish Borders Council (£200,000) and will run until March 2024.

This leaflet provides general guidance on the Hawick CARS grant funding categories, eligibility and prioritisation as well as information on accepted conservation principles and standards.

1 Grant Funding Categories

All traditional properties in the Hawick CARS area are eligible for funding for traditional repairs however a number of Priority Buildings have been identified by the Hawick CARS Steering Group as being located in prominent positions and currently having an adverse impact on the town centre due to their condition or appearance. (see CARS plan). These buildings will be the focus for the Hawick CARS funding.

This is not however intended to exclude acceptance of applications for funding for the repair of other traditional buildings within the Hawick CARS boundary. A range of criteria will be used to assess these applications, including:

- Evidence of need for the repair
- Impact within the Conservation Area
- Quality of proposals
- Inhibited status of the property
- Deliverability of a programme of works

Hawick CARS funding can be used for the following types of repair / restoration:

General Building Repair – The most common funding request. This relates to structural and external fabric repairs to historic buildings which are still in use.

Re-instatement of Architectural Detail – Covers the restoration of missing architectural features. The building **MUST** be in an otherwise good condition, (or will be upon completion of associated works.) and there must be firm historic evidence to support the application. Any works which involve reversing alterations that are of good quality or interest will be excluded.

Public Realm Work – This relates to improvements to public spaces and other townscape features such as old walls and railings.

Shopfront Improvement – This is similar to Re-instatement of Architectural Detail and covers the restoration of traditional shopfronts. The building **MUST** be in an otherwise good condition, (or will be upon completion of associated works.) and there must be firm historic evidence to support the application. Any works which involve reversing alterations that are of good quality or interest will be excluded.

1.1 Priority Building Projects

Funding has been allocated to specific buildings identified by the Hawick CARS Steering Group as being located in prominent positions and currently having an adverse impact on the town centre due to their condition or appearance. The scheme aims to help these buildings establish a sustainable future as well as demonstrating the benefits of Heritage Led Regeneration.

The grant level for Priority Building Projects will be determined through 'before and after' valuations, carried out by the independent District Valuer, to ascertain the buildings Conservation Deficit value. However, the final applied grant level may be increased to encourage development subject to approval from the Hawick CARS Steering Group and Historic Environment Scotland.

Applications can be developed, submitted, assessed and offers made at any point until March 2023. The current Priority Building Project list will be subject to regular review and, where necessary, funding will be reallocated to an alternative project if progress cannot be made, subject to approval from the Hawick CARS Steering Group and Historic Environment Scotland.

All Priority Building Projects MUST have an appropriate professional agent appointed to be eligible for Hawick CARS funding. (See Professional Agent Guidance Notes)

Maximum Grant Rate	90%
Maximum Grant Amount	Dependant On Funding Allocation

1.2 Small Grants Scheme (Major Repairs)

Projects seeking CARS funding of between £5,000 to £15,000 will be assessed in this category. Applications will be invited in a series of rounds and will be assessed and scored via a set of criteria. (including need, impact, inhabited status, quality and deliverability)

The Small Grants Scheme (Major Repairs) will be open to all traditional properties located within the CARS area however priority will be given to buildings within the central priority zone (see map) and/or buildings which bring empty floorspace back into use.

Successful projects seeking funding between £5,000 to £15,000 will be supported at a grant rate up to a maximum of 75% of the eligible costs or a maximum sum of £15,000.

All Small Grants Scheme (Major Repairs) Projects MUST have an appropriate professional agent appointed to be eligible for Hawick CARS funding. (See Professional Agent Guidance Notes)

Maximum Grant Rate	75%
Maximum Grant Amount	£15,000

1.3 Small Grants Scheme (Minor Repairs)

Projects seeking CARS funding of up to £5,000 will be assessed in this category.

Applications will be invited in a series of rounds and will be assessed and scored via a set of criteria (including need, impact, inhabited status, quality and deliverability)

The Small Grants Scheme (Minor Repairs) will be open to all traditional properties located within the CARS area however priority will be given to buildings within the central priority zone (see map) and/or buildings which bring empty floorspace back into use.

Successful projects seeking funding of up to £5,000 will be supported at a standard grant rate of between 50% to 75% up to a maximum of £5,000.

Small Grants Scheme (Minor Repairs) Projects should identify if an appropriate professional agent should be appointed through discussion with the Hawick CARS Project Officer. (See See Professional Agent Guidance Notes)

Maximum Grant Rate	75%
Maximum Grant Amount	£5,000

2 Prioritisation of Grant Funding

Grant funding will be prioritised to the essential repairs to secure and/or stabilise a property, and works to the primary facades (Usually the street elevation) of eligible properties including associated works (ie roofs, chimneys etc.) to secondary facades.

Generally works to the rear of an eligible property will not be grant funded unless the applicant can demonstrate a clear need for the works to be undertaken that meets the aims of the overall Hawick CARS project.

The following Categories will be used in the assessment of grant funding:

Category 1 Essential (for the security of the building and the general public)

Structural Stability

Evidence of structural movement or defects in the building fabric will require to be assessed by a suitably qualified building professional. A proposal to rectify the defect will be required as part of the grant application and grant funding will only be paid subject to confirmation of the works being satisfactorily undertaken by a suitably experienced building contractor.

Roof Durability

Evidence of defects to the main roof of the property (pitched roofs and flat roofs) are to be assessed by a suitably experienced building professional or contractor. Roof durability includes condition of general roof coverings, valley, hip, & ridge flashings, abutments with adjoining structures and condition of traditional rooflights and cupolas.

High Level Masonry

Evidence of defects to high level masonry is to be assessed by a suitably experienced building professional or contractor. High level masonry includes chimneys stacks, pots and cans, cope stones, skews and skew putts, as well as any other high level masonry structures.

2 Prioritisation of Grant Funding (continued)

Category 2 Necessary (for the long term usage of the building)

Rainwater Goods

Evidence of defects to rainwater gutters, hoppers and downpipes to be assessed by a suitably experienced building professional or contractor and should include the need for redecoration or replacement of inappropriate materials.

General Walls

Evidence of defects to natural stone walling and/or render coverings are to be assessed by a suitably experienced building professional or contractor.

Category 3 Desired (for the enhancement of the buildings appearance)

Windows and Doors

Evidence of defects to windows and doors to be assessed by a suitably experienced building professional or contractor and includes accuracy of style and use of inappropriate materials.

Architectural Features

Evidence of missing architectural features to be assessed by a suitably experienced building professional or contractor and identification of relevant information to provide proof of missing elements to be gathered (archive photos, drawings, supporting material etc.)

3 General Principles For Repair

A key objective of Hawick CARS is to ensure the continued use of historic buildings whilst conserving their character and enhancing the conservation area.

The aim is to also help restore or enhance the buildings features which gives them their historic or architectural importance and thereby assist in the creation of a more pleasant environment.

A number of general principles should be adhered to when working with traditional buildings.

- **Avoid Unnecessary Damage**

Public interest generated by historic buildings depends upon the development of the building fabric and design. Unnecessary replacement of sound historic fabric should be avoided.

- **Analysing Historic Development**

Identifying the appropriate method of repair requires an understanding of how the building developed. An accurate record of the repair process is therefore recommended.

- **Analysing the Causes of Defects**

The causes of decay should be investigated and fully understood before repairs are undertaken. Failure to do so will potentially encourage the repetition of defects.

- **Adopting proven techniques**

Repairs should be matched to existing materials and methods of construction. Exceptions should only be considered where the existing fabric has failed due to poor design or specification.

- **Restoration of missing features**

Restoration works based on appropriate evidence will be encouraged, but maintaining the building in a good state of repair must take priority.

- **Safeguarding the future**

Historic buildings should be regularly monitored and maintained and, where possible, provided with a sympathetic use. In this way they can contribute to the future of local communities in a sustainable manner.

4 Repairs Eligible For Grant Funding

Eligible repairs for grant funding may include the following:

- **Strengthening or reinforcing the existing structure**

Must use the most conservative approach that is practical. Limited reconstruction (in line with the existing structure) may be eligible if it cannot be avoided. The survival of vernacular building techniques which are often found in buildings behind later finishes is important so repairs should be in compatible materials.

- **Appropriate repairs to timber frames, roof structure, beams, floor joists and other structural timbers**

Repairs should be based on a careful and comprehensive survey of the existing structure. In-situ reinforced-resin repairs to structural timbers will not be acceptable unless justified on the grounds of avoiding major disturbance of historic fabric.

- **Dry rot or timber preservation treatments**

This should be based on an analysis and specification by an independent consultant and the use of non destructive techniques and non toxic applications wherever possible.

- **Damp-proofing by traditional methods**

Only eligible if damp is causing structural damage to the building. Measures to get rid of damp, such as improved drainage using French Drains or lowering ground levels, should be put into practice where possible.

- **Re-roofing**

Should be carried out using natural materials that are traditional to the area, new materials to match, or re-use the existing materials where possible. Repairs to the roof structure and high-level external elements should be carried out at the same time. Re-roofing with artificial or alternative materials (such as concrete tiles, asbestos cement slates, reconstructed slates or artificial stone slates) will not be eligible for grant nor is the use of roofing felt for flat roofs or lining gutters.

- **Repairs to chimneys**

Repairs can include lining or rebuilding of the chimney if structurally essential. Chimneys must be repaired accurately to the historic height and profile and should include restoring the historic style of chimneys pots and cans.

- **Repairing or renewing existing leadwork**

This may also include the provision of weathering and the reforming of gutters to adequate falls, normally in line with the details and weights recommended by the Lead Sheet Association in 'The Lead Sheet Manual'.

- **Repairing or replacing rainwater goods**

The existing historic material, sections and profiles, including decorative details such as hoppers and brackets, should be matched where possible. Generally this will be in cast iron, but occasionally in lead, timber or stone, where appropriate. Plastic, PVC or glass reinforced plastic (GRP) rainwater goods are not eligible.

- **Cleaning external stonework and brickwork**

This is only eligible if there is such a build up of dirt, paint or resin coatings on the surface that it must be removed to either assess the extent of the necessary repair or where it is damaging the fabric of the building by chemical action. Cleaning for cosmetic reasons is not eligible for grant assistance. Any cleaning which is found to be eligible must be carried out to an approved specification by a specialist conservation contractor.

- **Repairing external render, stucco or harling**

Repairing limited areas is preferred however total or substantial renewal will be eligible if it cannot be avoided. Specification of the material and method of application should be developed through investigation of existing fabric and may require verification by an independent consultant prior to application. If a coating has been removed in recent years and this has harmed the performance and appearance of the building, restoring it may be the most appropriate type of repair. Repairing applied details and features (such as cornices, string courses, window architraves, columns, pilasters and rusticated rendering) is also eligible. Repairing these details and features should be done carefully and accurately to the historic composition. Generally GRP or similar replacement mouldings are not acceptable for grant, nor are proprietary in situ resin based repair techniques.

4 Repairs Eligible For Grant Funding (continued)

- **Repairing external stonework and brickwork**

Must be to an appropriate specification. Plastic in-situ resin based mortar repairs to brickwork and stonework are not normally acceptable or eligible except for minor areas.

- **Selective rebuilding of existing stonework and brickwork**

This should be structurally necessary and to an agreed specification. Generally this will be using salvaged existing materials or new matching materials (or both). Before the work is carried out, a record survey of the existing structure should be undertaken. Only repointing which is structurally necessary, kept to the absolute minimum needed and carried out to an appropriate specification is eligible.

- **Repairing or restoring external joinery (including doors and windows)**

External joinery including doors and windows should be repaired where possible and where unavoidable, replaced with the historic pattern and detail and in the historic material which contributes to the character of the building or the conservation area (or both). Replacement with Plastic, PVC or glass reinforced plastic (GRP) (external joinery items are not eligible. Upgrading of windows to double / triple glazing is also not eligible.

- **Repairing the historic pattern and detail of distinctive architectural features**

This may include decorative features such as balconies, canopies, railings, tiling and other historic features. Restoring architectural details must only be carried out if the building is otherwise in good repair (or will be repaired as part of the overall project).

- **Repairing or restoring boundary walls & railings**

Repair of retaining walls, boundary walls and railings are eligible for funding where they contribute to the stability of the building, improve its setting or are of particular interest to the conservation area.

5 General exclusions

The following works will usually be excluded from CARS funding:

- Routine maintenance and other minor repairs. (Including slipped slates or blocked rainwater goods)
- Alterations, extensions and internal work
- Demolition or unnecessary removal of historic fabric (Including replacement of sound single glazed timber windows with double glazed units)
- Upgrading and renewal of services. (Including underground drainage and electrics)
- Stone cleaning and other invasive treatments undertaken for aesthetic only reasons
- Decoration without associated repair works
- Works undertaken prior to approval of Hawick CARS grant applications and acceptance by applicant of grant offer & conditions.

Building contractors and professional agents working on Hawick CARS funded projects are required to demonstrate to the applicants that they have the relevant experience and skills to undertake repair works to traditional buildings to the satisfaction of Scottish Borders Council and Historic Environment Scotland. This does not, however, necessitate contractors and professionals to have formal accreditation from a conservation body in order to carry out works eligible for Hawick CARS funding.

Specification for traditional repairs and standards of workmanship will be assessed by the Hawick CARS Project Officer to ensure that accepted conservation standards are being achieved. Where specification and / or workmanship are deemed to be deficient grant funding will not be offered / paid until rectified. An explanation and details of accepted conservation standards can be found in the Historic Environment Scotland "*Advisory Standards of Repair*" document which is free to order or download at:

www.historicenvironment.scot

6 Professional Agent

The applicant **MUST** appoint a suitably qualified professional agent, experienced in works to repair traditional buildings to accepted conservation standards, for any project seeking grant funding in excess of £5,000. It may also be necessary / beneficial to appoint a professional agent on projects seeking grant funding less than £5,000 however this can be discussed and agreed with the Hawick CARS Project Officer.

The professional agent should be appointed, as a minimum, to assess the scope of works for the project, develop relevant information (including drawings and specifications) to allow necessary applications for statutory approvals and grant funding as well as contractors to tender for the works, and oversee the project as it develops on site.

Professional fees are eligible for Hawick CARS funding provided the agent belongs to a recognised professional institution, (eg. ARB, or RIAS for Architects, RICS for chartered surveyors) carries appropriate professional indemnity insurance, and can demonstrate experience in works to repair traditional buildings to accepted conservation standards. A Conservation Accredited Professional Agent must be appointed if the building is Category 'A' listed status

Professional fees are only eligible if the professional agent inspects work in progress and is responsible for its certification on completion.

Hawick CARS does not operate an approved agent scheme and will not provide potential applicants with details of professional agents. It should be noted that whilst Hawick CARS can provide general advice in relation to the potential works, it cannot provide specification, direction or certification services. It is the responsibility of the applicant to ensure that an appropriate professional agent is appointed. (or for grant funding less than £5,000 that necessary and appropriate information is developed and submitted with the application) .

Further information on the services of professional agents can be found on the websites of the individual professional institutions.

Should the applicant be a suitably qualified and experienced professional agent who wishes to undertake the professional work themselves, they can do so subject to the grant funding bodies' approval. The applicant's professional fees would not then be grant eligible. (See Professional Agent Guidance Notes)

7 General Conditions of Grant Funding

The following general conditions form part of any grant offer made from Hawick CARS. The Hawick CARS Grant Offer is a legal agreement and should therefore be read thoroughly and legal advice sought where necessary. The Hawick CARS Project Officer can be contacted to help with clarification of the grant offer or conditions attached therein.

- **Clawback**

If a property is sold within a predetermined timescale (Usually 10 years), we reserve the right to recover, if appropriate, a share of the net proceeds of the sale based on any increase in value directly attributable to the CARS grant.

- **Archaeology**

Archaeological assessments may be required for some schemes. Where an Archaeological assessment is required then policy guidance on conserving archaeological resources should be followed.

Archaeological evaluation at an early stage should be used to inform decisions about development.

Projects should try to preserve deposits in situ where possible, and, where disturbance is unavoidable, mitigate this by organising a full archaeological investigation. Fees will be eligible where they clearly relate to the project and conservation works the grant is being used for.

7 General Conditions of Grant Funding (continued)

- **Works Insurance**

While the works are in progress, the grant recipient must maintain adequate insurance cover on the building, the works executed, and any unfixed materials and goods delivered to the building, against any loss or damage arising as a consequence of the works being undertaken.

The proceeds of all claims under the insurance must be applied by the grant recipient towards the cost of the reinstatement of the works and building, the rectification of any loss or damage caused to the works, and the replacement of any goods or materials damaged, as necessary. The grant recipient must provide the Project Officer with a copy of the insurance policy (or policies) as soon as practicable before the commencement of the works.

- **Reassessment of Level of Grant Aid**

If the cost of the work increases, or additional work is undertaken, there is no obligation for the grant to be increased. The Project Officer will consider a request for a grant increase if a request, with details, is received in writing as soon as the likelihood of increased costs, or additional work, becomes apparent. An increase in the grant is entirely within the discretion of the Project Officer and the funders and will only be made in exceptional circumstances.

- **Health and Safety**

All contractors carrying out building works funded by this scheme must fully comply with the current CDM Regulations. Scaffolding will normally require a permit to be issued before it is erected on site.

- **Acknowledging the Grant**

During the works period you must provide facilities to clearly display boards acknowledging the grant contribution. The Hawick CARS Project Officer will supply the individual boards.

- **Interim & Final Inspection of The Works**

The Hawick CARS Project Officer should be allowed access to the works at regular intervals (to be agreed) to assess progress as well as at completion. The Hawick CARS Project Officer should be informed a minimum of five working days prior to the date where scaffold is to be removed to allow.

Safe access to the completed works must be maintained to allow the Hawick CARS Project Officer to carry out a final inspection. Failure to provide adequate safe access may result in the grant claim being delayed or until safe access is made available. Costs incurred to provide safe access where previous access has been removed will NOT be eligible for assistance from Hawick CARS

- **Retention**

Please note that a retention of 10% of the grant sum will be held by Hawick CARS until the final accounts have been settled.

You can get this document on CD, in large print, and various other formats by contacting the HawickCARS Project Officer at the address below. In addition, contact the HawickCARS Project Officer at the address below, for information on language translations, additional copies, or to arrange for an officer to meet with you to explain any areas of the publication that you would like clarified.

For further information on Hawick CARS please contact:

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