

Cockenzie Conservation Area Regeneration Scheme

General Guidance and Application Notes revised April 2019



The Cockenzie Conservation Area Regeneration Scheme (CARS) is a partnership project developed by East Lothian Council and Historic Environment Scotland.

The Cockenzie CARS focuses on a range of heritage and conservation based regeneration activities over a five-year period. The scheme offers grant aid towards repair works to traditional buildings as well as supporting complementary initiatives, such as community heritage projects and traditional skills training, with the aim of increasing awareness and understanding of the area's rich heritage.

Applications to the Scheme close on the 31st of March 2022 and all projects must be completed by December 2022. Grants are awarded at a rate of 70% of the approved eligible costs for each project.

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1 Grant Funding

Subject to the following guidance, all traditionally constructed properties in the Cockenzie CARS Area are eligible for funding. Please see page 14 for a plan of the CARS Area.

A range of criteria will be used to assess all applications, including:

- Level of disrepair
- Conservation value of the building
- Listed building category
- Potential impact of repair of the building to the Conservation Area.

Cockenzie CARS funding can be used for the following types of repair:

- **General Building Repair** – The most common funding request. This relates to structural and external fabric repairs to traditional buildings.
- **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.
- **Shopfront Improvement** – 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 work which involves reversing alterations that are of good quality or interest will be excluded. Repairs to shopfronts that do not involve changes to form or appearance are classed as building repairs.

Professional Advisors

Depending on the complexity of the project, any applicant may be required to retain a Professional Advisor at their own cost at any stage of their project. A Professional Advisor is a building professional with relevant experience in the type of project in question. In most cases, a suitable Professional Advisor will be an Architect, Surveyor, or Engineer with Conservation Accreditation or experience, see section 2.

Royal Incorporation of Architects in Scotland (RIAS) <https://www.rias.org.uk/directory/conservation>

Royal Incorporation of Chartered Surveyors (RICS) <http://www.rics.org/uk/join/member-accreditations/building-conservation-accreditation>

Institute of Historic Building Conservation (IHBC) <https://www.ihbc.org.uk/hespr>

2 Grant Categories and Project Management

Minor Repair Grants

Grants of up to **£9,999** are considered for **Minor Repair Projects**, generally these may be managed by the applicant. We do however recommend that all applicants take advice from a Professional Advisor. Depending on the complexity of the project, and at their sole discretion, East Lothian Council may require any applicant to retain a Professional Advisor at their own cost at any stage of their project.

Minor repairs are generally carried out to one element of a building that is in an otherwise good state of repair, for example:

- Refurbishment of traditional sash and case windows, including draft proofing and external decoration.
- Refurbishment or replacement of cast iron rainwater goods.
- Minor repointing to external walls.

Major Repair Grants

Grants of between **£10,000 and £24,999** are considered for **Major Repair Projects** and applicants are required to retain, at their own cost, the services of a suitably qualified and experienced Professional Advisor. Depending on the type and complexity of proposed works, and at their sole discretion, East Lothian Council may require applicants to retain the services of a Conservation Accredited Professional Advisor to oversee grant aided works.

Major repairs are generally carried out to one or more significant element of the building, e.g.:

- Replacement roof coverings
- Structural works to walls or chimneys
- Major repointing or repairs to external walls

Comprehensive Repair Grants

Grants of over **£25,000** are considered for **Comprehensive Repair Projects** and applicants are required to retain the services of a Conservation Accredited Architect, Surveyor, or Engineer.

Comprehensive repairs are generally carried out to several significant elements of a building at the same time, or include more than one building or property, i.e. a tenement, for example:

- Replacement roof coverings AND rebuilding of chimneys.
- Structural works to walls AND roof.
- Major repointing to walls AND refurbishment of sash and case windows.

3 Grant Funding Priorities

The Scheme prioritises funding for projects as follows:

1. The **repair and re-use of redundant or underused buildings** where the Scheme will result in a viable use being identified.
2. The repair and **conservation of buildings in use**.
3. The **reinstatement of lost architectural detail**.

Priority funding will be allocated to essential repairs required to secure and/or stabilise a property, as well as works to the primary facades (usually the street elevation) including associated works (for example roofs and chimneys) 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 Cockenzie CARS OR they are being undertaken as part of a Comprehensive Repair 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 by a suitably qualified building professional that the works have been satisfactorily completed.

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. Roof durability includes condition of general roof coverings, valley, hip and 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 specialist contractor. High-level masonry includes chimneys stacks, pots and cans, cope stones, skewes and skew putts, as well as any other high level masonry structures.

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

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

General Walls - Evidence of defects to natural stone walling, brick, and/or render coverings are to be assessed by a suitably experienced building professional or specialist 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 specialist 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 and identification of relevant information to provide proof of missing elements must be gathered by the applicant (archive photos, drawings etc.).

4 General Principles of Repair

A key objective of Cockenzie CARS is to ensure the continued use of traditional and historic buildings whilst conserving their character and enhancing the Conservation Area. This will be achieved through the funding of conservative repair practices using appropriate natural materials and traditional construction and repair methods.

The Scheme also aims to help restore or enhance the features of buildings that contribute to their historic or architectural importance, and thereby assist in the creation of a more pleasant environment.

An explanation and details of accepted conservation standards that must be adhered to can be found in the Historic Environment Scotland *Advisory Standards of Repair* document, which is free to download at <https://www.historicenvironment.scot/media/5118/advisory-standards-repair.pdf> additionally BS 7913:2013 offers a guide to the conservation of historic buildings that can be followed during the development and implementation of projects.

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

- **Avoid unnecessary damage** - Public interest generated by traditional and 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 required.
- **Analysing the causes of defects** - The causes of decay/defects 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, and may be required.

- **Safeguarding the future** – Traditional and 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.

5 Repairs Eligible for Grant Funding

Eligible repairs for grant funding may include the following:

Professional fees incurred in the management of your project are eligible for funding; some fees associated with the development of your application (e.g. the cost of a building survey) may be eligible for funding if your application is successful. Development fees must be agreed in advance with East Lothian Council.

Strengthening or reinforcing the existing structure – Applicants 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 made in compatible materials.

Appropriate repairs to timber frames, roof structure, 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 fully justified.

Treating damp by traditional methods - Only eligible if damp is causing structural damage to the building or negatively impacting the living environment within the building. The cause of damp must be identified, measures to get rid of damp, such as repairing rainwater goods or improved drainage using French Drains or lowering ground levels, should be put into practice wherever possible. Chemical treatment of damp is not recommended or funded by the Scheme.

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. The use of bought in, reclaimed slates is not supported in all but exceptional circumstances. Repairs to the roof structure and other high-level external elements should be carried out at the same time. Re-roofing with artificial or alternative materials 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/cans.

Repairing or renewing existing leadwork - This may also include the provision of weathering and the reforming of gutters to adequate falls or increase capacity, 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 stone and brickwork - This is only eligible if there is such a build up of 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. 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 but 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, and may be a condition of grant. Repairing these details and features should be done carefully and accurately to the historic composition. GRP or similar replacement mouldings are not acceptable for grant, nor are proprietary in-situ resin based repair techniques.

Repairing external stone and brickwork - Must be to an appropriate specification. Plastic in-situ or resin based mortar repairs to brickwork and stonework are not eligible.

Selective rebuilding of existing stone 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. Re-pointing that is necessary 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 in the appropriate historically accurate material. Replacement with plastic, uPVC or GRP is not eligible. Upgrading of windows to double / triple glazing is also not generally 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 and 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 and benefit to the character of the Conservation Area.

General exclusions - The following works will be excluded from CARS funding:

- Underground services, stone cleaning for aesthetic reasons, routine maintenance, and other minor repairs (including slipped slates or blocked rainwater goods), alterations, extensions, internal works, or decoration without associated repairs.

- Demolition or unnecessary removal of historic fabric (including replacement of sound or otherwise repairable single glazed timber windows with double glazed units).
- Works undertaken prior to approval of a Cockenzie CARS grant application and acceptance by the applicant of the Grant Offer and its conditions.

6 Conditions of Grant

All grant offers are accompanied by grant conditions that must be agreed to by the applicant / owner. These will relate to the requirement to maintain and insure the property, not to alter it without permission, carry out or provide access for inspections, as well as provisions for repayment of the grant if conditions of grant are not met or the property is disposed of within a set period.

Applicants should be aware that they will be required to repay a proportion the grant should the applicant / owner sell or otherwise dispose of their interest in the property during a period of time known as the Control Period (where an award is over £25,000 the grant is secured on the property). This 'clawback' of grant is made on the following basis:

Year from date of Grant in which claw back event occurs	Grant amount			
	up to £5,000	up to £15,000	up to £24,999	£25,000 and over
0-1 Years	100%	100%	100%	100%
1-2 Years	55%	77%	85%	93%
2-3 Years	10%	55%	70%	86%
3-4 Years	0%	33%	55%	79%
4-5 Years	0%	10%	40%	72%
5-6 Years	0%	0%	25%	65%
6-7 Years	0%	0%	10%	58%
7-8 Years	0%	0%	0%	51%
8-9 Years	0%	0%	0%	44%
9-10 Years	0%	0%	0%	37%
10-11 Years	0%	0%	0%	30%
11-12 Years	0%	0%	0%	24%
12-13 Years	0%	0%	0%	18%
13-14 Years	0%	0%	0%	12%
14-15 Years	0%	0%	0%	6%
15+ Years	0%	0%	0%	0%

Additional, project specific, conditions will also be included. These usually relate to the requirement to use a particular material or technique during the project. They may also require an applicant to reintroduce a particular architectural feature or otherwise make an aesthetic

improvement to the benefit of the Conservation Area, for example replacing uPVC windows with timber sash and case, or removing or redesigning large dormer type conversions on primary facades.

The full extent of works to be carried out, which repair elements are eligible for funding, and whether individual items or elements of the building are to be repaired or replaced, and by which method is to be verified and agreed following a detailed site survey involving the Contractor, the Professional Advisor / Grantee, and East Lothian Council or their representative.

Pursuant to the aims of the Scheme, the determination of grant eligibility, approval of material / methods of work / workmanship, and whether a Conservation Accredited Professional Advisor is required is at the sole discretion of East Lothian Council and / or Historic Environment Scotland.

7 Grant Application Guidance Notes

The following numbered notes correspond to the those found in the Grant Application form:

1. **Applicant Name** – please enter the name of the person applying for the grant. If the application is being made in joint names please enter both names. If the application is being made by a legal entity, a limited company for example, please enter the name of the person authorised to apply for the grant. This person must have the power to enter into a contract with East Lothian Council and the Historic Environment Scotland on the organisation's behalf. Please also provide the name of the organisation.
2. **Applicant Address** – please enter the best correspondence address, including postcode for the applicant(s).
3. **Project Address** – please enter the address, including postcode of the property for which grant aid is being sought.
4. **Contact Telephone Number** – please enter the best contact telephone number for reaching the applicant(s) during office hours.
5. **Contact Email** – please enter the best email address by which the applicant(s) can be contacted.
6. **Type of Applicant** – please state whether the applicant is an individual (a person or persons), a partnership, a limited company or any other legal entity.
7. **Name and Address of Property Owner** – Please enter the name and postal address, including postcode of the property owner. Please note that where the applicant is not the owner of the property they must provide written consent from the owner that they agree to the proposed grant aided works.

8. **Contact Telephone Number of Property Owner** – please enter the best contact telephone number, including international dialling code where applicable, for reaching the owner during office hours.
9. **Contact Email of Property Owner** – please enter the best contact email address for the owner of the property.
10. **Is the applicant or owner related to an employee of East Lothian Council?** – if the owner of the property or the applicant for grant is related to an employee of East Lothian Council you must declare this and provide details. This includes people in civil partnerships or who live together as spouses.
11. **Is the property or any part of the property commercial?** – if the property or any part of the property is in commercial use please provide full details, including the number of full and part time employees. Commercial activity might include use as a shop, office or workshop, but does not include instances where applicant(s) is/are home worker(s).
12. **Will this project allow you to create or secure any full or part time jobs?** – will the project to repair or improve the building in question allow you to keep employing people or allow you to take on more staff? For example, would fixing the roof of your property allow you to expand your business and recruit more staff?
13. **Are you able to reclaim VAT on the works associated with this project?** –Individuals and businesses who are VAT registered may be able to reclaim some or all of the VAT charged on building repair and improvement works. If you are, or East Lothian Council believes you are able to reclaim VAT your grant will be calculated on the lowest tender received before VAT is added. If you are VAT registered please provide your registration number. If you are not able to reclaim VAT on your project please explain why. You may be asked to seek specific VAT advice from a suitably qualified person in relation to your application for grant and to share this with East Lothian Council.
14. **Brief Description of the Property** – please provide a short description of the property, for example: end terraced sandstone house, 2 floors and attic, slate roof, timber sash and case windows approximate year of construction 1850.
15. **Brief Description of the Proposed Works** – please provide a short description of the project, what part of the property is to be repaired and why. For example: Repair of sandstone chimney which is structurally unstable, renovation of traditional timber sash and case windows including draft proofing to replace rotten timber and improve efficiency, full re-roofing including replacement rainwater goods in order to prevent rainwater ingress.
16. **Current use of Property** – please provide the current use of the property, for example: residential, hotel, shop, community hall, and what the proposed use will be after the completion of the project if this is applicable.
17. **Name of Professional Advisor** – if you have employed an Architect or other Professional Advisor to assist with your project please provide their details here. Projects in receipt of grant in excess of £25,000 are required to retain the services of a conservation accredited architect or other professional; other applicants are advised to seek advice and assistance of a suitable building professional. Depending on the type and complexity of proposed works, and at their

sole discretion, East Lothian Council may require any applicant to retain the services of a conservation accredited professional advisor to oversee grant aided works at any stage of their project.

18. **Address of Professional Advisor** – please provide the address of any Professional Advisor employed to oversee or assist with your project.
19. **Contact Telephone Number of Professional Advisor** – please enter the best contact telephone number for reaching your Professional Advisor during office hours.
20. **Contact Email of Professional Advisor** – please provide the best contact email for your Professional Advisor.
21. **Membership of Professional Bodies** – please provide details of any professional memberships your Advisor holds, for example membership of the Royal Incorporation of Architects in Scotland 'RIAS', membership of the Institute of Historic Building Conservation 'IHBC'.
22. **Conservation Accreditation** – please provide details of any conservation accreditation your agent holds, for example RIAS award architects in Scotland either advanced or standard accreditation in conservation. Projects in receipt of over £25,000 in grant aid must retain the services of a conservation accredited Professional Advisor.
23. **Details of consents with dates and reference numbers** – some projects will require planning and/or listed building consent or a building warrant. Projects will only be awarded grant where these are in place or likely to be granted within an agreed timescale.
24. **Specifications and drawings** – all projects will require a full specification of the proposed works, including the materials and techniques to be used. Some projects will require detailed drawings or surveys. Please contact the CARS Project Team if you are unsure as to whether this applies to your project. Specifications must be agreed with East Lothian Council in advance of obtaining quotes or tenders for the works.
25. **Programme / Timetable** – please enter the proposed start and end dates of your project, when will the contractor start on site and when will they finish? Please note that all projects are inspected by east Lothian Council before grant is paid, you must tell us if the proposed dates for your project change. **All projects must be complete on site by December 2022.**
26. **Summary of Competitive Tenders** – all projects are required to provide like for like quotes for proposed works. These should be based on a specification for the works agreed in advance with East Lothian Council. Projects in receipt of over £25,000 of grant are required to retain the services of a conservation accredited Professional Advisor who can oversee a full competitive tendering process. All projects are required to provide three quotes or tenders for the works; these must be obtained on a competitive basis. In some instances this requirement may be relaxed, but only where it can be demonstrated that the particular skill/trade involved in the project is in short supply. The CARS Team can help local contractors source training to improve skill and/or capacity, in some instances funding may be available for training. All quoting contractors must fill out a Contractor Questionnaire detailing their suitability to carry out the project.

27. **Total Grant Eligible Costs** – please provide details of the lowest tendered price for the grant eligible works without VAT added. Some projects may include a mix of eligible and non eligible works, for example we may grant aid repointing the front elevation of a property but not the rear. In this instance the tenders should clearly show the cost of the works to the front of the property (the eligible works) and the costs of works to the rear (non eligible works), grant will be paid as a percentage of the eligible works only. Please also include any professional fees you would like included in the grant, as well as any fees for planning permission you may have paid to East Lothian Council.
28. **Other Sources of Grant** – have you been awarded or have you applied for any other funding for this project, for example from a charitable trust or lottery fund? Please provide full details. If you are applying on behalf of an organisation, do you currently receive or do you intend to apply for other funding from East Lothian Council (for any purpose).
29. **Funding Details** – All applicants are required to provide evidence that they can fund the proposed project. Grants are paid in arrears after the works are complete having been inspected and approved by East Lothian Council. All applications for payment of grant must be accompanied by receipted invoices showing that the contractor / supplier / Professional Advisor have been paid in full **AND** proof of the funds leaving the applicant(s) account(s). Staged payment of grant is available by agreement with East Lothian Council. If staged payments are required applicants must submit a funding proposal detailing the individual stages of the project, how much of the overall grant would be required at each stage, and the dates these would be requested. Projects requiring staged payment of grant must be overseen by a building professional (surveyor, architect, engineer) who can inspect and certify that each stage of the project has been completed. In the event that a project supported by staged payments does not complete successfully, for whatever reason, East Lothian Council may require the repayment of all monies already paid to the applicant.
30. **Proof of Title Enclosed** – all applicants must prove that they own or lease the property in question, where the applicant is not the owner or lessee they must obtain the written permission of the owner agreeing to the works. Grants in excess of £25,000 are secured against the property for a period of 15 years. Further details of this will accompany any grant offer made by East Lothian Council.
31. **Proof of Building Insurance** – all properties funded by Cockenzie CARS must be fully insured throughout the project and for a period of 15 years following payment of the grant. Further details of this will accompany any grant offer made by East Lothian Council.
32. **Owner Consent Enclosed** – if the applicant is not the legal owner or lessee of the property written consent to the full programme of works from the owner must be provided with the application.
33. **Checklist** – please ensure you have included all the items on the checklist, failure to do so may result in a delay in determining your application.

Cockenzie CARS Funded Area



This document can be made available in large print, audio file, British Sign Language, and various other formats, including other languages, please contact us for more information.

East Lothian Council and Historic Environment Scotland reserve the right to update or revise this guidance without prior notice. Last revision April 2019.

For further information or assistance with your application please contact:

Wendy Malkin – Conservation Area Regeneration Scheme Officer

**Strategic Investment and Regeneration
John Muir House – Brewery Park
Haddington – EH41 3HA**

Telephone: 01620 827 827 – Email: wmalkin@eastlothian.gov.uk



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