

PENICUIK CONSERVATION AREA MANAGEMENT PLAN



INCORPORATING THE MANAGEMENT AND MAINTENANCE PLAN
FOR THE PENICUIK TOWNSCAPE HERITAGE PROJECT AREA

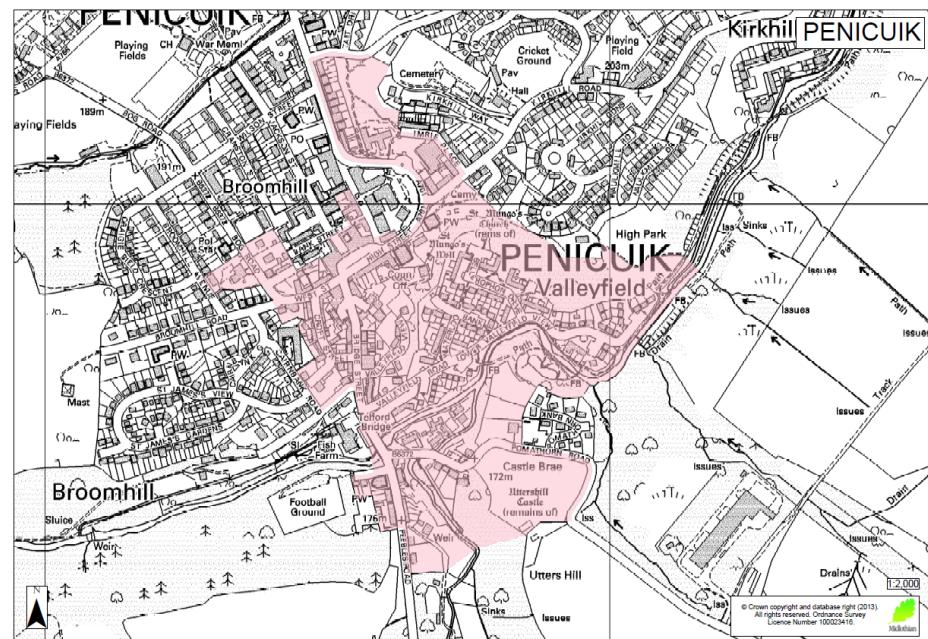
2018

Introduction

1. The purpose of this Conservation Area Management Plan for Penicuik Conservation Area is to set out the actions required to maintain and enhance the elements which contribute to the special architectural and historic interest of the conservation area, as defined in the Conservation Area Appraisal. Part of the Conservation Area is currently the focus for a combined Townscape Heritage project (funded by the Heritage Lottery Fund) and a Conservation Area Regeneration Scheme (funded by Historic Environment Scotland). Together these schemes form the Penicuik Heritage Regeneration project, which focuses on the High Street. As part of the Townscape Heritage project, a Management and Maintenance Plan for the project area has been prepared and is included in this document (see Section X).
 2. This Conservation Area Management Plan is intended to inform the actions of Midlothian Council and other stakeholders, including property owners and occupiers, in relation to the built environment within the Penicuik Conservation Area. It explores the issues facing the conservation area, opportunities for enhancement and building repair and maintenance.

Key Characteristics of Penicuik Conservation Area

- The Penicuik Conservation Area is focused on the town centre, extending from the junction of John Street and Eskhill to the north of the town centre, to Uttershill Castle in the south. It includes the modern development at Lower Valleyfield, which was the site of an important papermill, as well as properties on Pomathorn Road, West Street, Croft Street and Bog Road (south of the Police Station). The part of the town centre around John Street that has been modernised/redeveloped is not included in the conservation area.



- The core of the town centre was developed in the 18th and 19th centuries on the plateau above the valley of the river North Esk, based around a town plan created by Sir James Clerk (owner of Penicuik Estate). Development was formed around the main road to the south (the current A701) which forms a dog leg through the town centre. The extract (below) of a plan from 1796 shows the core structure of the town centre that can still be seen today, particularly John Street, High Street, Croft Street and The Square.



- There are few surviving buildings from the 18th century, with most of the historic buildings in the town centre dating from the Victorian era. A large number of stone buildings with slated roofs remain, some harled. Walls are largely local sandstone (grey, cream and yellow, with some terracotta from further afield), with square, dressed and coursed stone, often stugged, with some ashlar finishes. Doors are traditional and often panelled. Windows have a vertical proportion and are sash and case with astragals. Roofs can be prominent due to the changes in level. Both gabled and hipped roofs are evident. They are of Scots slate and chimneys are of stone and can be significant gable features. Rainwater goods in cast iron survive on many buildings.



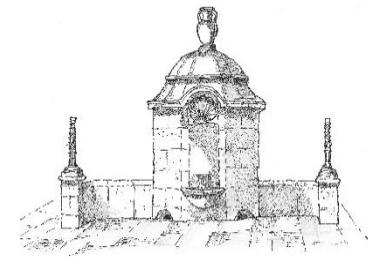
- Many of the shopfronts on traditional buildings in Penicuik town centre have been altered with unsympathetic fascias, signage and adverse advertisements which are having an adverse impact on the character of the conservation area. Many of the shopfronts on historic buildings therefore need enhancement to bring back character and vitality to the street. Close examination of many of the shopfronts today reveal examples of historic details and decoration still present under modern plastic fascias and signage.

7. The layout of the streets and the topography of the town results in a sweep down the High Street turning at the bottom into The Square and Bridge Street. The building line follows the levels and results in an interesting roof line of gables, dormers, chimneys, stepping down the street with a few key buildings providing punctuations i.e. the town hall with its pink sandstone façade and cupola. St Mungo's church classical facade at the top of the High Street provides a well-proportioned pedimented entrance closing the vista with St Kentigern's church tower seen behind.

8. Behind St Mungo's church is St Kentigern's church yard which provides a quiet oasis away from the busy street with interesting features such as the Clerk Mausoleum (1684). A chunky family sepulchre in the form of a vaulted pyramid-roofed cube, its broken cherubim, ringed urn-finial lies beside. The mausoleum and St Kentigern's Church tower are in poor repair with vegetation sprouting.



9. The old co-op buildings at 6-10 High Street provide a pleasing sweep around at the bottom of the street, taking the eye into West Street and The Square. This building has a fine bowed shop front with balustrade parapet dated 1905. In front is the restored Cowan Well (1864).



10. Half way down the High Street the building line widens out with a central row of 8 lime trees and a terrace of shops behind. These buildings have been radically altered over the years and large modern fascia and shop fronts inserted at ground level which has an adverse effect on the character of the buildings. Nos 22-26 retain their original upper floors with sandstone and slate roof and arched windows with stone architraves and timber sash and case windows

giving an indication of what this terrace used to look like. The terrace and shop fronts on the opposite side of the street are more intact in terms of historic detail and character.



11. 15-23 High Street is an interesting 2-storey sandstone ashlar fronted terrace block with dormers and scot slate roof. It contains three well-proportioned shop fronts with stone surrounds (now painted) with stone hood moulds over and arched doorways. There are two arched entrances, one giving access to properties at the rear. This building dates from the early 19th century.
12. From here the levels drop down together with the roof line with 2-storey buildings in the terrace. The Old Crown Inn dates from late 18th century and has the remains of a traditional frontage at ground level with stone painted façade above and slate roof. The property adjoining No. 9 High Street has the original stone exposed with upper floor arched sash and case timber windows. Both properties at roof level here have stone chimneys and skew stones. No. 5-7 has a fine

original late 18th century bowed shop front window. As the street drops down and starts to turn the corner into The Square properties here are single storey with poor modern shop fronts.



13. At the junction of West Street and The Square is another key building that turns the corner, the baronial former District Council Chambers (1916) with interesting crow stepped gable and dormers, ashlar dressings around door and window openings and coursed rough sandstone with a stone string course at first floor level with scot slate roof and chimneys.



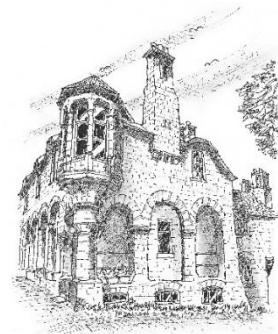
14. Continuing along West Street are terraces of traditional stone and slate buildings dating from the 18th & early/mid-19th century. Many have modern cement mortar repairs and modern window additions that adversely affect the scale and character of the buildings.
15. At the end of West Street the South Kirk Hall (formerly the South Kirk) (1843) together with the original church manse form a group that is prominent in view coming into the town centre along Bog Road and from the High Street. The church hall has lost many of its original features i.e. gables and spire but it still forms an important element in the street scene with its gothic windows and stone façade. The manse adjacent is a well proportional classical villa although modest it does add significantly to the character of the street. It is in poor repair together with its cast iron boundary railings.



16. The Square is attractively grouped beside a small green on the left hand side, begun in the late 18th century it has been progressively aggrandised with an early 19th century townhouse with pilastered shop front at No. 24 and a somewhat strange pair at 18 (1860) with

corbelled oriels. Opposite at No. 2 - 4 is a converted corn mill (1811) and a single and 2-storey building that is a retail outlet and partly vacant. These buildings and the space between them are very rundown and present a particularly poor impression as one enters the town centre from the south. The area is in urgent need of improvement both the public realm and the buildings. The plan of 1770 shows that The Square was a cul-de-sac. The main road going south from the town at that time was Croft Street. At some point in the late 18th century/early 19th century Bridge Street was laid out and became the main road going south.

17. Bridge Street going south has a mixture of traditional buildings dating from the mid-19th century with some later 20th century buildings. Nos. 1-9 Bridge Street houses the Pen-y-coe Press on the ground floor. This is run by the Penicuik Community Development Trust as a small heritage centre and stationery/printing work. The building is 2-storey with attic dating from the late 19th century rendered with modern dormer windows and clay tile roof (usual in the street scene). Windows at first floor level also modern and not in keeping with the character of the building.
18. Of particular interest is 22-34 Bridge Street designed by the architect FT Pilkington (1860). This block is designed around a courtyard to house single women working for Charles Cowan at Valleyfield paper mill. The architect has emphasised the vertical elements, Romanesque windows project into hipped gables and huge chimneys dominate the roofline. There are some attractive carved stonework details which contrast with the rock-faced masonry.



Issues facing the Conservation Area

19. Overall the conservation area is in reasonable condition, but there are emerging conservation and maintenance needs which need to be addressed. Many of the buildings are at a stage where work is needed now to prevent serious damage and decay. Specific problems include:
 - Generally poor maintenance, for example vegetation growth allowed in gutters and downpipes;
 - Inappropriate repair work, in particular cement pointing and rendering which is causing damp penetration, and replacement with inappropriate stone and stone substitutes;
 - Stone erosion;
 - Unsympathetic replacement of windows and doors and traditional sash and case windows requiring restoration;
 - Poor shopfront fascias obscuring original detail; and
 - Historic buildings in key locations in poor condition giving an adverse impression of the town centre when entering from the north and the south.
20. There is also a need to improve the quality and consistency of the public realm. Paving, street furniture and street lighting require replacement to a standard and style appropriate to the conservation area.
21. The gradual erosion of the historic environment in the conservation area through poor quality repair and maintenance will continue unless action is taken. As with many town centres, Penicuik faces challenges to remain competitive and relevant. The townscape quality of the area is a significant contributor to the success or otherwise of a town centre. Poor shop front design, unsympathetic public realm works and the under use/vacancy of some key buildings contribute to erosion of the character and quality of the townscape.
22. Overarching socio-economic factors which contribute to the need for continued action in the Conservation Area include the widespread decline of traditional town centres, general neglect and lack of investment, and incremental damaging changes. Penicuik town centre, in common with many town centres across Scotland, has suffered from changing patterns of social activity and shopping. The economic decline of the town centre has implications for the physical appearance of the conservation area due to its effect on investment in building repair and maintenance.
23. Significant levels of long term under investment, combined with a predominantly 19th Century building stock and a depressed economic setting has led to relatively high levels of deteriorating fabric, under use and vacancy. The poor condition of the building fabric due to lack of regular and appropriate maintenance and repair has been exacerbated by multiple ownership with limited or no factoring agreements (complicating implementation of repair works), lack of planned maintenance or inspection regimes and economic factors such as the high cost of repairs relative to low property values.
24. In addition to this, the limited investments in the public realm that have been achieved have not benefited the whole conservation area. The investments made in recent years around John Street have improved the streetscape and pedestrian experience, but there is still much needing improvement. The area around the High Street, West Street and The Square in particular would benefit from improvement in terms of design and use of historically appropriate materials.
25. A public realm audit was carried out as part of the development phase of the Townscape Heritage project. It included footway and road surfacing, materials, seating, bins, signage and information, public art, vegetation, access and movement, character, identify, ease

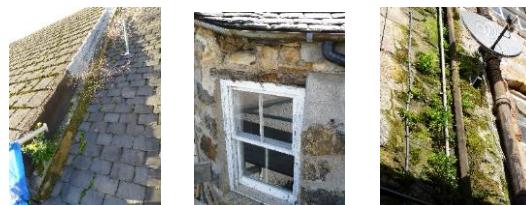
of use and safety. The audit results highlight issues with the public realm in the TH project area including:

- narrow footpaths in some areas;
- variety of surface materials (asphalt, asphalt with granite chips, pcc paving slabs, insitu concreate/concrete screed, sandstone/yorkstone paving slabs, pcc setts);
- signage being confined to traffic road signs;
- lack of DDA compliance, such as lack of tactile paving at crossing points and kerbs not being flush with the road surface;
- wide pedestrian road crossings;
- parking on footways;
- awkward levels and steep pavement falls in some areas;
- no designated on or off road cycle route; and
- limited cycle parking.

26. Public consultation on the public realm highlighted issues with the volume of traffic, road safety, impact of HGVs on buildings and road surface, the width of the High Street causing severance and parking on the pavement near the Town Hall.

27. The purpose of a conservation area management plan is to consider how the issues facing the conservation can be addressed. In Penicuik Conservation Area, these issues are:

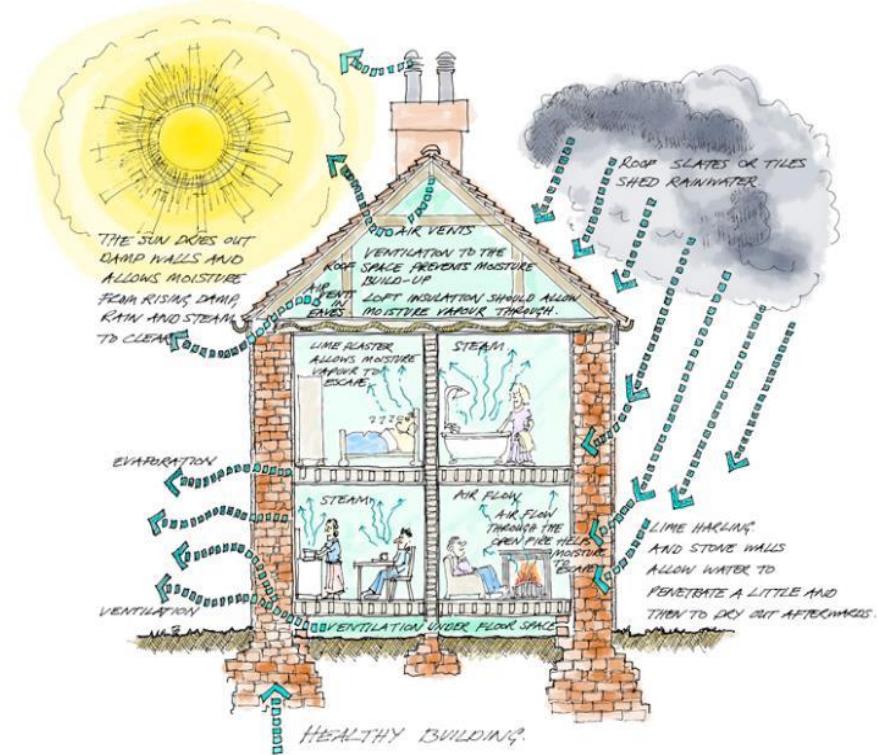
- Building repair and maintenance;
- Shopfronts in traditional buildings; and
- The public realm.



Opportunities for Enhancement

Building Maintenance and Repair

28. Most of the traditional buildings in Penicuik are built of relatively thick, solid stone walls, many of squared, dressed and coursed sandstone, sometimes with ashlar dressings, pointed in lime mortar. Some walls are coated in lime harling (coats of lime mortar) and were traditionally finished with several coats of limewash. This is known as mass construction and in traditional construction most walls do not have damp-proof coursing.



29. This traditional method of building enables the structure to 'breathe' as it is able to accommodate varying moisture levels i.e. rain, wind-driven rain and snow, by taking in and then evaporating moisture, thus keeping the building dry on the outside. These buildings usually have good ventilation under the floors and air movement is encouraged by open flues and through roof spaces. By keeping a building dry, the inherent insulation values of the structure can be raised significantly. Wet buildings are cold, damp and miserable; breathing buildings are comfortable and healthy to live in. It is only when we try to introduce unreasonable degrees of draught proofing and thermal insulation that the natural air movement through traditional construction can be interrupted, sometimes with serious consequences. Comfort levels can be raised with careful design and specification without upsetting the natural balance of conditions within the structure.

30. Many of the older buildings in Penicuik have been repaired over the years using modern materials such as cement mortars, gypsum plasters, modern formula paints and replacement windows, with the best of intentions. But these works have often led to problems with damp, stone decay and rot in timbers, resulting in expensive repairs. In addition, lack of proper maintenance has severely compromised both the performance

and the aesthetics of the buildings. The following sections provide information on the construction methods and materials used in Penicuik, and expectations for the repair and restoration of traditional buildings in the conservation area.



Roofs and Roof Coverings

31. Pitched roofs are constructed of rafters, ceiling ties (beams), struts and wall plates. Regular inspection by property owners/tenants is recommended because if damp and unventilated conditions exist, fungal attack can result. Dry rot is particularly damaging. Insect attack can also weaken timber. If roof timbers need treating for dry rot, expert assessment is needed so that non-destructive methods and non-toxic applications can be used wherever possible. The spraying of rods and other timbers as a precautionary measure is of little value. In many cases the prevention of further water entry and the alteration of internal conditions by increasing natural ventilation may be sufficient to halt timber decay. Specialist contractors should undertake this work.

32. Roof coverings are mainly in natural Scots slate. This gives a distinctive character and texture to roofs which no substitute such as concrete tiles can replicate. The replacement of slate with modern materials can be particularly damaging and disruptive to the appearance of the town. When repairing and reroofing, attempts should be made to source Scots slate to match the existing roof. Missing, slipped or broken slates should be promptly replaced to match the original in order to avoid roof leaks.



33. The detailing of roof lights, dormers, copings and flashing is equally important to the overall appearance of the roof and any change of the original materials should be avoided. Roof lights tend to be of metal fixed flush to the slope of the roof. Where replacement is deemed to be necessary conservation style rooflights should be specified. Dormer windows can vary in design, some have hipped roofs, some with crow stepped gables, some with splayed side windows. Repair and restoration should match closely the original design, materials and profiles. Lead should always be used to repair/replace dormer window flashings, roof valley gutters and skew gutters.

Chimneys and Skews

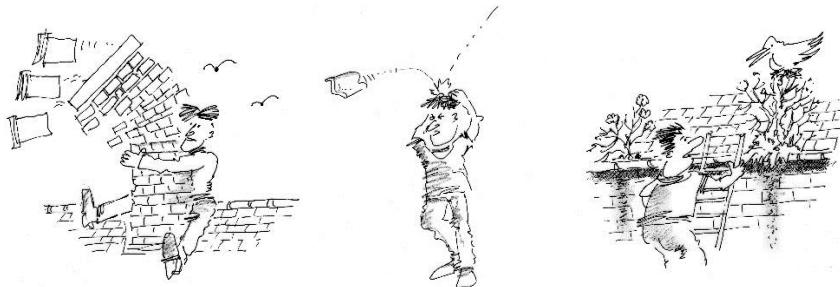
34. Chimney stacks (called 'stalks') are the parts of the building most vulnerable to weathering as they are generally exposed on all faces. Chimney stalks are usually built in fairface rubble masonry but are often rendered with cement where the stone has decayed. The junction between the chimney stalk and roof is a weak point in the roof covering and any deterioration of the lead flashings or cement fillets here should be repaired promptly.



35. Chimney cans (pots) are generally made of clay and set into a stone cope on top of the chimney stalk and haunched with cement. Skews are the stone cappings to the gable walls against which the slate roof abuts. The joint is formed with a concealed lead flashing, or more commonly a cement fillet as on a chimney. Skew stones are bedded and pointed in lime mortar on the sloping top of a gable wall and may be supported at the foot by a shaped stone called a skew putt. The repair of roof leadwork such as copings, flashings, valleys and gutter linings should be designed and installed in accordance with good practice and industry recommendations.

Rainwater Goods

36. Rainwater Goods include rhones (gutters), hoppers, brackets, downpipes and shoes at the foot. Cast iron was traditionally used because of its durability. If properly maintained, these elements have a long life. Cast iron must be painted to prevent deterioration and all joints between the various parts should be watertight. Rhones should be cleaned out annually to remove dirt and leaves. All cast iron should be repainted when the existing coating starts to deteriorate or at 5 yearly intervals (whichever is soonest). Replacing cast iron with other materials such as uPVC or aluminium is not acceptable.



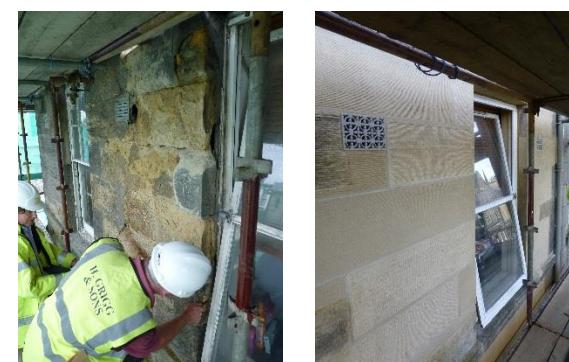
Masonry Repairs and Reporting

37. Traditional masonry walls were built with two ‘skins’ of stones and the core filled with broken stone, lime mortar waste and rubble. The outer layer or face was either random rubble to take a harl or smooth lime render, or ashlar (stone blocks with a smooth or textured face, built with fine joints). The inner stone was rubble with wider joints, also built with lime mortar. Horizontal timber laths were fixed to the inner face to take two or three coats of lime plaster. The cavity between the laths and the stone face allows air movement and the evaporation of any moisture in the wall.

38. Moisture in the base of walls can be reduced by lowering ground levels, improved drainage around the building, replacement of any hard cement mortar with lime mortar and, if none exists, the introduction of underfloor ventilation. Modern injected damp proof courses are of little value in traditional masonry walls of composite constructions as described above.



39. Natural stone deteriorates, albeit very slowly, and may require repair or replacement if surface decay becomes significant or structurally damaged. Repairs should only be carried out with matching stone. Patching with cement or other substitutes is not acceptable. Many buildings have been repointed with hard cement mortar which can accelerate the decay and deterioration of the stone blocks. Where repointing is to be carried out, lime mortars should always be used as this will prolong the life of the building. This work should be carried out by skilled tradespeople and should match the materials and style of the original pointing.



Windows and Doors

40. Window design and proportion are a key part of a building's character. Replacement of traditional windows with new types and styles. The majority of original windows in the town were either casements or sash. If traditional windows have deteriorated the first recommended course of action is repair. This can be carried out by an experienced joiner. Repairs can be carried out more cheaply than replacement with other styles or materials, and will maintain the original character and fabric of the house. The thermal insulation value of sash windows can be improved with draught stripping or secondary glazing, which must be fitted internally.



41. If a building is listed then formal consent will be needed for any change to the appearance of the windows. For all buildings in the conservation area, replacement with windows in other materials such as aluminium or uPVC is not recommended.
42. Traditional entrance doors on houses in Penicuik are made of timber and are generally panelled. Doors at the rear are usually plainer in style. As with windows, doors can be repaired with ease by an experienced tradesperson. Original doors should be retained wherever possible, and when replacement is unavoidable, new doors should be timber and in a traditional style. Replacement solid flush or glazed doors in uPVC or aluminium are not acceptable as they can adversely affect the appearance, character and value of the building.

Original door hardware such as knobs, handles, numerals and escutcheons should be retained. If required, new fittings of the correct pattern and materials should be used.



External Paint Finishes & Colours

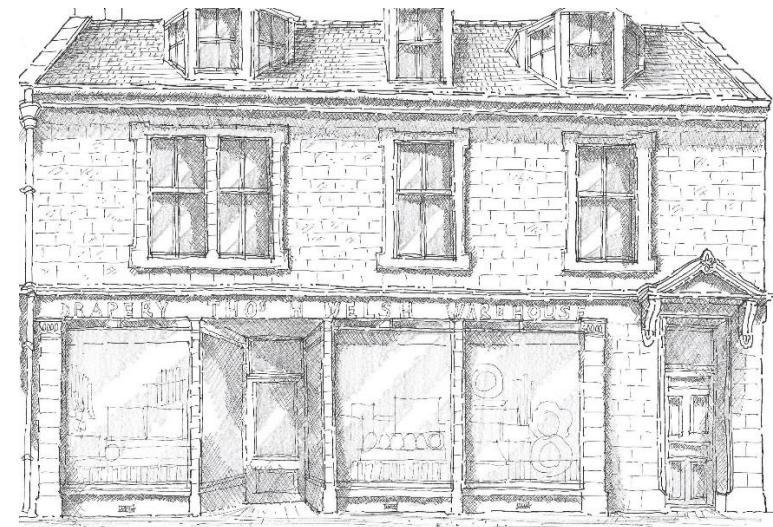
43. Where stonework has been painted, it should be maintained and renewed at regular intervals to ensure its waterproofing attributes and appearance. Limewash or natural emulsions should be used in preference to oil-bound paints which prevent moisture evaporation from the masonry surface. Exterior woodwork such as doors, windows and fascias should be painted with microporous paint which allows controlled moisture transfer without blistering.
44. Limewashing of masonry and harl was used to enhance the weathering properties of the applied finishes. Traditionally the choice of colour was white or natural earth colours. Recommended colours for external use are:
- Previously painted walls – white, off-white or cream
 - Previously painted windows and door architraves (surrounds) – muted contrasting colour or black
 - Windows – white, black, dark green
 - Doors – black, dark green, dark blue, red, maroon
 - Ropes and rainwater pipes – black, dark green, stone colour to match masonry.

Shopfronts

45. Good design can enhance the shop front, make a positive contribution to the street scene and improve retail operations. Aluminium or other “standard” shopfront systems that do not respect the historic pattern of bays, recesses and the like would not normally be acceptable, particularly for listed and traditional buildings in the conservation area. To design successful new shopfronts it is necessary to take into consideration the ten principles that are set out below:

- As a basic principle, all work should preserve and enhance the character of Penicuik Conservation Area.
- The use of quality traditional materials is expected, particularly for listed and traditional buildings.
- Shopfront design should be based on research into the historic shop front relating to the specific building and be related to the composition of the building as a whole.
- Proportions should reflect the historic proportions of the building.
- Aluminium or other “standard” shopfront systems that do not respect the historic patterns of bays, recesses and the like will not normally be acceptable, particularly for listed and traditional buildings.
- Over-large fascias that are out of scale with adjoining fascias or obscure the shop window will not be acceptable.
- Fascia signs should sit nearly within the fascia clear of any framing detail, and boldly projecting box like fascia signs will not normally be acceptable.
- Where separate buildings have been amalgamated at ground floor level into one unit, the shopfronts should be kept separate with strong vertical divisions between the buildings.
- Where two or more shop units occupy the same shop frontage in the same building, the shopfront design should not fragment the frontage.

- In all cases the intention is to encourage individuality and distinctiveness in a manner that reflects the diverse range of architectural and historic qualities that exist in the town centre, yet also provide a high quality continuum of shopfront design.



Public Realm

47. Identified objectives for the public realm in the conservation area, in particular the TH project area, are to:

- Increase the pedestrian footway widths;
- Reduce pedestrian crossing widths;
- Improve accessibility for people of all abilities;
- Increase the extent of soft landscape and street trees;
- Maintain bus and service vehicle access; and
- Maintain car access and the current number of parking spaces.

Summary

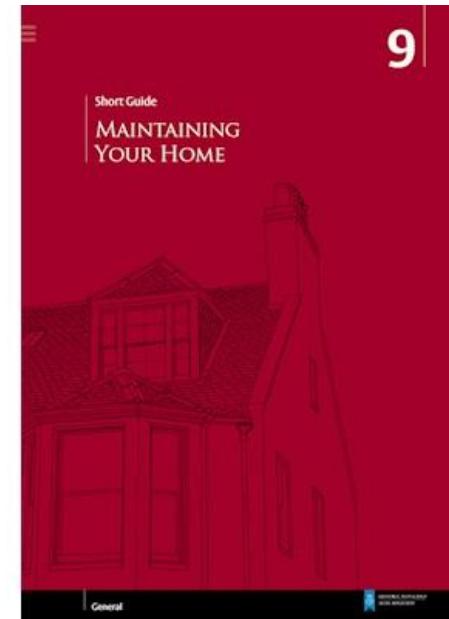
49. The table below summarises the actions that are planned for Penicuik Conservation Area. Some of these actions will result from the TH/CARS project in the town centre, but others are applicable to and will therefore benefit the wider conservation area.

ISSUE	WHAT WE WILL DO ABOUT IT
Poor quality building repair and maintenance	<p>Training for contractors, home owners and tenants on the maintenance and repair</p> <p>Enforcement of planning controls including reminders to owners/tenants about limits on PD Rights in Conservation Areas</p> <p>Publish guidance for owners and tenants on repair and maintenance of historic buildings</p>
Poor quality shopfronts on historic buildings	<p>Publish a shopfront design guide</p> <p>Grant fund shopfront restoration and improvement through the CARS/TH project</p> <p>Training for contractors and shop owners/tenants on historic shopfront restoration and maintenance</p>
Public realm	<p>Undertake improvements to the public realm in the High Street & The Square as part of the CARS/TH project</p> <p>Create a 'Penicuik style' for the public realm which integrates the historic streetscape with the more modern elements.</p>

	Provide guidance to statutory undertakers, Midlothian Council services and other relevant land owners on choice of materials etc. for the public realm and linked matters such as refuse collection
--	---

Sources of Advice and Further Information

www.historicenvironment.scot/advice-and-support/
www.enginshed.org
www.scotlime.org
www.rics.org
www.heritagefundingdirectoryuk.org



PENICUIK CONSERVATION AREA MANAGEMENT PLAN

Midlothian Council & Douglas Wheeler Associates

CONTENTS

1. BACKGROUND AND OBJECTIVES	2
2. UNDERSTANDING THE HERITAGE AND CONSERVATION VALUE OF THE AREA	4
3. CURRENT SITUATION	6
4. RISKS	10
5. MANAGEMENT AND MAINTENANCE AIMS AND OBJECTIVES	13
6. ACTION PLAN AND COSTS	14
7. MONITORING & REVIEW	25

1. BACKGROUND & OBJECTIVES

BACKGROUND

- 1.1 Midlothian Council received funding for the development phase of the Penicuik Townscape Heritage scheme from the Heritage Lottery Fund (HLF) in January 2017. This grant has been used to prepare detailed proposals for building restoration, public realm improvements, creation of heritage based training opportunities and community activities within the historic core of Penicuik town centre. These proposals will be part of the second-round application which, if successful, will mean an HLF grant of up to £1.69 million over 5 years to deliver the townscape heritage scheme.
- 1.2 One of the requirements of the second round application is a Management and Maintenance Plan for the scheme area. It is a document which sets out what maintenance and management is needed, when it will be done and who will do it. It also sets out how much it is anticipated to cost and how the work will be monitored. This Management and Maintenance Plan has been prepared by Douglas Wheeler Associates and Midlothian Council, based on the relevant guidance from the Heritage Lottery Fund. Douglas Wheeler Associates is a multi-disciplinary consultancy which specialises in mixed use regeneration and heritage based regeneration, including townscape heritage projects.
- 1.3 The broad principles of this Management & Maintenance Plan were subject to consultation at Penicuik Heritage Regeneration Project Workshop on 16th August 2017 and the Community Drop-In Event on 19th September 2017.

PENICUIK TOWNSCAPE HERITAGE SCHEME

- 1.4 The Penicuik Heritage Regeneration project, which includes the Townscape Heritage scheme, focuses on the historic core of the town centre and aims to tackle the effects of poor maintenance and loss of architectural features, poor shopfront design, unsympathetic public realm works and under use/vacancy of key buildings. The recent formation and early successes of Penicuik First (Business Improvement District) and the community led development of the Storehouse and Pen-y-coe Press present excellent catalysts for targeted action to restore and improve the historic core of Penicuik town centre. The proposed scheme focuses on improving the quality of the historic townscape, providing a strong setting for existing and future community activities, and promoting Penicuik as a visitor destination.
- 1.5 The key elements of the project are:
 - Restoring priority buildings;
 - Operating a grant scheme to support restoration of specified buildings; public realm improvements;
 - Traditional construction and maintenance skills training; and
 - A heritage education and awareness programme.

MANAGEMENT & MAINTENANCE PLAN OBJECTIVES

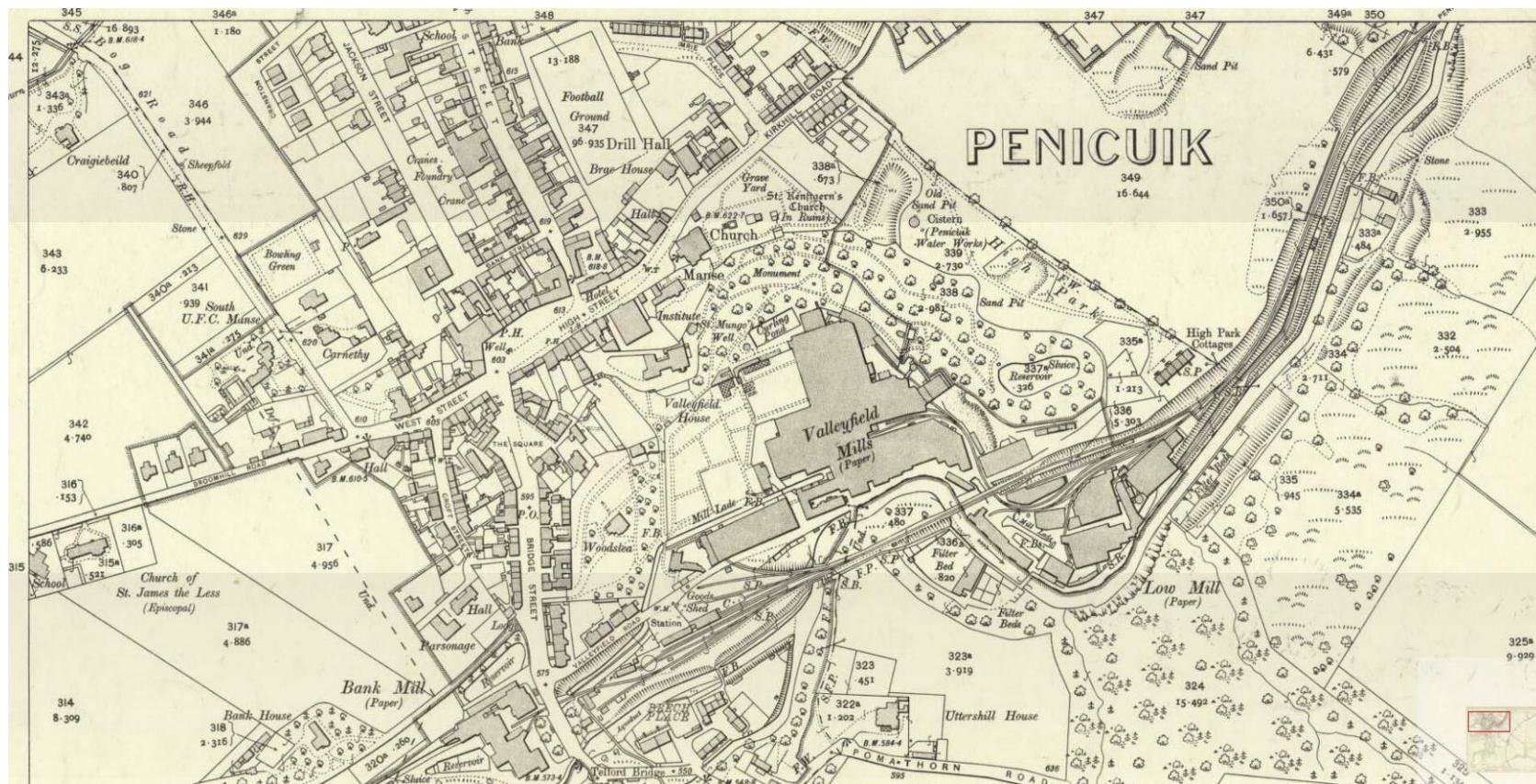
- 1.6 This Management & Maintenance Plan covers the part of the Penicuik area that is subject to the Townscape Heritage scheme. It sets out the measures that will put into practice to make sure that the benefits of the Townscape Heritage scheme are maintained and was prepared to demonstrate how those projects which are funded through the Townscape Heritage scheme will be managed and maintained during the project period of 2018-2023 and for a 10-year period following the project's completion.
- 1.7 The plan below shows the area covered by the Townscape Heritage scheme. It also identifies the buildings that are being prioritised through the project (high priority and medium priority buildings), the areas of public realm that will be improved and reserve building projects.

IMPLEMENTATION

- 1.8 This Management & Maintenance Plan for the Penicuik Townscape Heritage scheme area forms part of the Conservation Area Management Plan for the Penicuik Conservation Area, which was adopted by Midlothian Council. Section X provides more information on how this plan will be implemented.

2. UNDERSTANDING THE HERITAGE & CONSERVATION VALUE OF THE AREA

- 2.1 Penicuik is Scotland's 50th largest town and currently the largest settlement in Midlothian (by population). The town as we know it was originally developed as a planned settlement in 1770 by Sir James Clerk of Penicuik, although there are records of a settlement dating back to the 13th Century. The town became a burgh in 1867.
- 2.2 The town's wealth was originally founded on mining but in 1709 Agnes Campbell successfully established papermaking in the town. By the middle of the 18th century Charles Cowan, originally a grocer in Leith, had established the Cowan Valleyfield Mills. In 1796, Cowan brought in his son, Alexander Cowan, to manage the mill. Alexander's ability and interest in the subject ensured the success of the papermaking works and established Penicuik as a major producer of various paper types. This industrial activity led to the need for homes and the hamlet of Penicuik therefore expanded as a planned town set out by Sir James Clerk, the builder and landowner of nearby Penicuik House. By 1800 the population of Penicuik was 1,700.
- 2.3 The original planned layout of the 18th Century town still exists to this day in the road and street pattern. The town was established around the main toll route running from the south and the Borders to Edinburgh via Croft Street, High Street and John Street. The route (now the A701) has been realigned at various points and now runs via Bridge Street and a bypass of the southern part of John Street. The original core of the town was the Square, originally late 18th century, but subsequently developed with Victorian buildings. The High Street forms an informal roughly rectangular space again comprising of several smaller two storey older 18th Century buildings together with larger Victorian structures often three storeys in height. This juxtaposition of scale and architectural form creates an interesting town centre with a variety of buildings of historical importance and special interest.
- 2.4 The area covered by the Townscape Heritage scheme forms the historic core of Penicuik and is of some considerable architectural merit; from the surviving early core around the Square to the grander High Street and John Street that developed from the early 18th Century onwards as Penicuik changed from a very modest hamlet to a major industrial planned town.
- 2.5 The map which follows shows the dense urban settlement following the main north south toll road immediately adjacent to the major employer and paper making works of the Valleyfield Mill complex. Note the virtually continuous edge of building frontages tightly packed along Bridge Street, West Street, High Street and John Street.



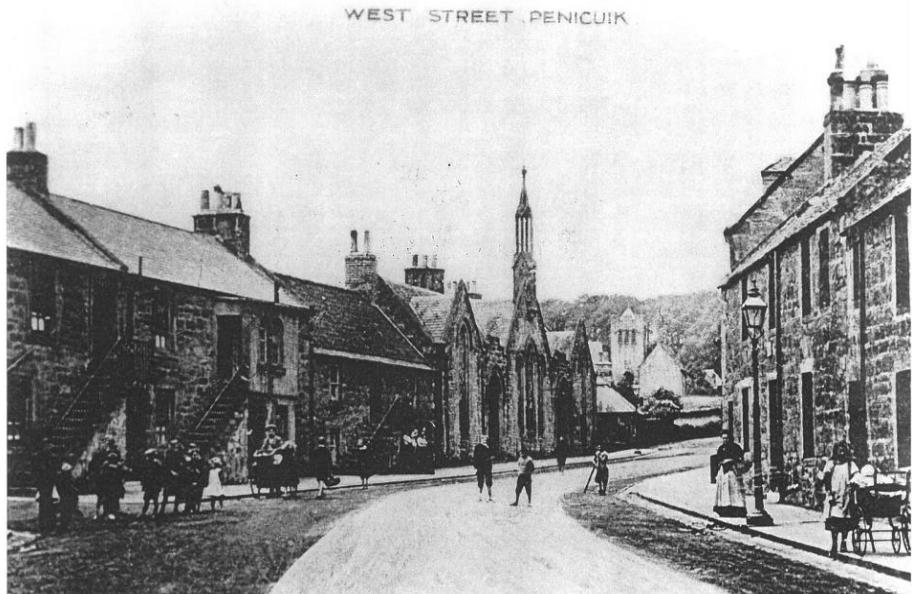
Late 19th Century map of Penicuik town centre

3. CURRENT SITUATION

- 3.1 The particular physical geography of Penicuik has led to most new residential development being located to the north of the town centre. Over time this has strengthened the influence of Edinburgh and Straiton on travel, work, shopping and leisure activities. As a result of this and societal changes in shopping and leisure patterns, Penicuik town centre has struggled to maintain a role as a retail and services destination losing out in competition with nearby out-of-centre retail locations.
- 3.2 The TH/CARS area was selected on the basis of heritage need and is focused on this historic core of the town centre. This central area was developed in the 18th and 19th century and, with its listed buildings, offers a unique insight into the history and heritage of the town. Development was formed round the main road to the south (now A701) which forms a dog leg through the town centre. Part of the original route (John Street) was pedestrianised in the 1980s, with a new road being routed in a curve to the rear of the properties. There are 20 listed buildings (1 Category A, 6 Category B and 13 Category C) within the Conservation Area, most of which are within the Townscape Heritage area (See Figure 2 below).



- 3.3 It has been observed that some original historic features on buildings have been lost or deliberately removed such as the West Street church spire (Figure 3) and the “witches hat” turret roof form at 30 Bridge Street (Figure 4). Several chimney stacks have been removed or reduced in height and inappropriately capped. More common across the TH area is the steady erosion of character caused by the substitution of modern fenestration styles and the use of UPVC windows rather than traditional timber sliding sash and case window units. In a similar manner, cast iron guttering and downpipes have been removed and substituted with modern, inferior plastic rainwater systems.



West Street Church with Spire (now South Kirk Hall)



Pilkington Buildings (22-30 Bridge Street) with original turret roof

- 3.4 There are also several examples of restorations which have introduced cement pointing to the mortar bedding of the sandstone masonry which most of the buildings are constructed from. The original construction would have used traditional slaked lime in the mortar bedding of the masonry which allows the material to breathe. Cement retains moisture and water and will cause more rapid decay of sandstone.



- 3.5 The majority of the buildings within the TH area are traditionally constructed masonry buildings using a mixture of blonde and red sandstones with natural slated roofs. Most of these buildings used squared rubble on external elevations and only a very few have harled gable or chimney stacks. The scale throughout is largely domestic with two storey dwelling but are also some larger 19th and 20th century buildings which are generally three storeys in height. The building condition survey carried out as part of the development phase of the Townscape Heritage project, and earlier surveys, have confirmed that there is substantial potential to renovate and repair these traditional buildings, improve the appearance of more modern buildings, secure the renovation and longer-term future of significant buildings such as the Town Hall and 2-4 The Square, and to make step change improvements to the streetscape and public realm.



The Square, looking towards the High Street



The Square, looking towards the High Street

- 3.6 This Management and Maintenance Plan explains the range of properties being targeted for repair and improvements and outline some of the aims and ambitions of the community and certain owners of key priority buildings.
- 3.7 Most buildings in the area covered by this Plan are in private ownership, with a mix of owner and tenant occupancy. Some buildings are in multiple ownership, but there is a notable lack of formal factoring arrangements in place. The Town Hall is a community property and currently the responsibility of the Council. Midlothian Council owns a limited number of other properties in the project area. **Do we have a list of these?**

4. RISKS

- 4.1 Overall the conservation area is in an adequate condition however this is an opportune time to address emerging conservation and maintenance needs. Many of the buildings are at a stage where work is needed now to prevent more serious damage and further decay of historic fabric. There are a number of particular issues which the Penicuik Heritage Regeneration Project should address namely:
- generally poor maintenance, for example vegetation growth allowed in gutters and lack of painting of windows and barge boards;
 - evidence of inappropriate repair work, in particular cement pointing and rendering;
 - replacement of cast iron rainwater goods with plastic components;
 - evidence of considerable stone erosion in key locations;
 - unsympathetic replacement of windows and doors and restoration required for traditional windows, such as timber sash and case windows;
 - reduction in height or complete removal of masonry chimney stacks;
 - poor shop front fascias obscuring original detail; and
 - historic buildings in key locations like 2-4 The Square in very poor condition, giving an adverse impression of the town centre when passing through from the north and the south.
- 4.2 Whilst some limited parts of the public realm have been subject to recent improvements, there is an overall need to improve the quality and consistency of the public realm throughout the TH area. Paving, street furniture and street lighting require replacement to a standard and style appropriate to the conservation area.
- 4.3 The detailed visual survey work undertaken as part of this TH process has identified a series of common fabric issues related to the majority of listed and non-listed domestic and commercial properties within the TH boundary area. These can be summarised as:
- the majority of the roof coverings are natural (Welsh) slate all of an age where repairs are necessary and in some cases complete replacement is required as part of more comprehensive restoration project;
 - Many of the exposed masonry chimney stacks have been repointed in cement mortar;
 - Exposed skewers and fillets at party walls / gables show open joints and cement in use at the fillets;
 - Plastic rainwater guttering unsuitable and in certain cases inadequately installed;
 - Paintwork on exposed timber doors and window in poor condition requiring repainting;
 - Masonry has been painted in some case which is not advised over natural stone;
 - Extensive use on cement pointing on sandstone properties.



Evidence of lack of maintenance of paintwork on West Street



Failed cement fillet at base of gable and junction with slates



Welsh slate roof showing numerous patch repairs West Street



Truncated and cement harled masonry chimney stack



Evidence of recent cement pointing



Cement over pointing causing rapid masonry erosion



Water damage to masonry



Vegetation growth



Mouldings below capitals roughly cut off

5. MANAGEMENT AND MAINTENANCE AIMS AND OBJECTIVES

- 5.1 The historic environment is a finite and non-renewable resource. Maintaining and enhancing the economic and social fabric of the historic environment is vital if the variety, quality and special characteristics of this resource is to be sustained for future generations. Avoiding the neglect and loss of built fabric and promoting the efficient use and reuse of land and buildings within the historic environment are the two keys ways of achieving this. It is also important to identify the best viable use for properties within the area which are compatible with the fabric, setting and character of the town centre generally and with the conservation area and TH area. The six high priority projects are all compatible projects with the historic context of Penicuik.
- 5.2 The main aims and objectives of the Management and Maintenance Plan are to ensure that:
- Any building, asset or project which is funded as part of the Heritage Lottery Fund Townscape Heritage is properly managed and maintained throughout the delivery phase and for a 10-year period following completion of the scheme (as a minimum).
 - All individuals, groups and organisations who are responsible for the management and maintenance of buildings which form part of the scheme. Have been identified, contact details have been obtained; they are aware of their obligations and have provided a plan of how they intend to achieve them.
 - The principles of regular maintenance as laid out in BS 7913 Guide to the Conservation of Historic Buildings and Short Guide 9 – Maintaining Your Home (Historic Environment Scotland) are embedded in all projects funded within the scheme and are adhered to.
 - The principles of regular maintenance as laid out in BS 7913 Guide to the Conservation of Historic Buildings and Short Guide 9 – Maintaining Your Home (Historic Environment Scotland) are disseminated to all those living and working within the Penicuik Conservation Area. This is to ensure property owners look after their built heritage effectively and trades people have the right skills and knowledge to carry out this type of work.

6. ACTION PLAN AND COSTS

6.1 The information in the table below relates specifically to the high priority buildings, outlining the initial work required to bring these buildings up to a suitable standard.

Property	Who is currently responsible for management & maintenance?	Current condition & recent investment?	What work is required?	What management & maintenance standards need to be met?
2 -3 The Square	Private owner	Very poor condition with no mid floor joists and water ingress from the roof coverings. Extensive dry rot within the building.	The properties have a number of maintenance issues as identified in the Detailed Conditions Survey & Building Reports which is included as part of the second-round submission. These include: Extensive refurbishment required including complete new internal finishes, new roof, structural repairs and timber replacement with a new mid floor, new windows and re- render exterior with new shop front and signage.	Historic Environment Scotland Advisory Standards of Conservation and Repair for the Historic Building Environment in Scotland. BS 7913 Guide to the Conservation of Historic Buildings Short Guide 9 – Maintaining Your Home (Historic Environment Scotland)
4-4A The Square The	Private owner	Very poor condition with structural cracking and movement evident in rear gable and roof covering in poor condition with side garage extension clad in white asbestos sheeting.	Extensive refurbishment required including complete new roof coverings, repairs to windows and re-render exterior with the potential to remove the asbestos clad shed and build a replacement envelope.	Historic Environment Scotland Advisory Standards of Conservation and Repair for the Historic Building Environment in Scotland. BS 7913 Guide to the Conservation of Historic Buildings Short Guide 9 – Maintaining Your Home (Historic Environment Scotland)

Town Hall	Midlothian Council	Poor condition with evidence of masonry decay.	Extensive refurbishment required including repairs to roof coverings, masonry repairs and repointing and overhaul of existing timber sash and case windows	Historic Environment Scotland Advisory Standards of Conservation and Repair for the Historic Building Environment in Scotland. BS 7913 Guide to the Conservation of Historic Buildings Short Guide 9 – Maintaining Your Home (Historic Environment Scotland)
22 High Street (The Storehouse)	Scotmid	Adequate condition but repointing to masonry above the shop unit required including repair and overhaul to roof coverings. New shop front with reduced fascia to be designed. Being developed by the community as a training bakery and café / shop.	Repointing to masonry above the shop unit required including repair and overhaul to roof coverings. New shop front with reduced fascia to be designed.	Historic Environment Scotland Advisory Standards of Conservation and Repair for the Historic Building Environment in Scotland. BS 7913 Guide to the Conservation of Historic Buildings Short Guide 9 – Maintaining Your Home (Historic Environment Scotland)

1, 5 & 7 Bridge Street (Pen-y-Coe Press)	Penicuik Community Development Trust	<p>Adequate condition but repairs to external render required and overhaul and repainting of all timber components.</p> <p>Being developed by the community as papermaking museum and stationary shop.</p>	<p>Repairs to external render required and overhaul and repainting of all timber components.</p>	<p>Historic Environment Scotland Advisory Standards of Conservation and Repair for the Historic Building Environment in Scotland.</p> <p>BS 7913 Guide to the Conservation of Historic Buildings</p> <p>Short Guide 9 – Maintaining Your Home (Historic Environment Scotland)</p>
22 – 34 Bridge Street	A variety of private owners	<p>Adequate condition but external timber verge boards in very poor decorative conditions and some recent structural movement noted in oriel bay window masonry.</p>	<p>Recommend complete reroofing and structural check of all exposed masonry chimney stacks. External re-pointing to masonry in selected locations to this category A listed building.</p>	<p>Historic Environment Scotland Advisory Standards of Conservation and Repair for the Historic Building Environment in Scotland.</p> <p>BS 7913 Guide to the Conservation of Historic Buildings</p> <p>Short Guide 9 – Maintaining Your Home (Historic Environment Scotland)</p>

- 6.2 The table below sets out the overall actions for the TH scheme area. It covers the high priority and medium priority buildings, focusing on the routine management and maintenance that these buildings will require over the long term to maximise the benefits of the scheme and owner investment.

Buildings	High Priority – Town Hall (33 High Street), 22 High Street (The Storehouse), 2-4 The Square, 22-36 Bridge Street & 1-7 Parkend (the Pilkington building), and 1-7 Bridge Street (Pen-y-coe Press) Medium Priority – 17-26 The Square, 5-7 High Street, 11-23 High Street, 28-30 High Street & 2 John Street, 2-10 High Street and 2-4 West Street.																		
What needs to be maintained & managed?	Above are the High and Medium Priority projects which have been identified as part of the Development Phase of the Scheme. Following the improvement works they will require regular maintenance which will vary from property to property but will generally include: <table> <tbody> <tr> <td>Rhones and downpipe check</td> <td>Secret Gutters</td> </tr> <tr> <td>Parapet gutters</td> <td>Windows</td> </tr> <tr> <td>Roof coverings</td> <td>Doors</td> </tr> <tr> <td>Below ground drainage to be camera inspected</td> <td>Roof lights/cupolas</td> </tr> <tr> <td>External paintwork</td> <td>Chimneys</td> </tr> <tr> <td>Sub-floor vents</td> <td>Exposed stone</td> </tr> <tr> <td>Lime wash/painted masonry surfaces</td> <td>Masonry and pointing</td> </tr> <tr> <td>Flat roofs</td> <td>High-level timber bargeboards and finials</td> </tr> <tr> <td>Flashings</td> <td>Harl/render</td> </tr> </tbody> </table>	Rhones and downpipe check	Secret Gutters	Parapet gutters	Windows	Roof coverings	Doors	Below ground drainage to be camera inspected	Roof lights/cupolas	External paintwork	Chimneys	Sub-floor vents	Exposed stone	Lime wash/painted masonry surfaces	Masonry and pointing	Flat roofs	High-level timber bargeboards and finials	Flashings	Harl/render
Rhones and downpipe check	Secret Gutters																		
Parapet gutters	Windows																		
Roof coverings	Doors																		
Below ground drainage to be camera inspected	Roof lights/cupolas																		
External paintwork	Chimneys																		
Sub-floor vents	Exposed stone																		
Lime wash/painted masonry surfaces	Masonry and pointing																		
Flat roofs	High-level timber bargeboards and finials																		
Flashings	Harl/render																		
What work is involved?	This will involve a general inspection cycle and maintenance actions plan, (as laid out in the Management and Maintenance Plan) being put in place to ensure repairs are carried out as early intervention and on a regular basis.																		
Who will do it?	The property owner or person identified as responsible for the maintenance of the asset.																		

When?	As part of the scheme all those properties which receive grant will need to supply a tailored Management and Maintenance Plan as a condition of the grant, which identifies the on-going maintenance requirements of the property and when inspections/ maintenance tasks have been programmed to take place. This should be in line with the recommendations laid out in: Short Guide 9 – Maintaining Your Home (Historic Environment Scotland) which will be issued to all property owners involved in the scheme.
How often?	As part of the scheme all those properties which receive grant will need to supply a tailored Management and Maintenance Plan as a condition of the grant, which identifies the on-going maintenance requirements of the property and when inspections/ maintenance tasks have been programmed to take place. This shall be in line with the recommendations laid out in; Short Guide 9 – Maintaining Your Home (Historic Environment Scotland) which will be issued to all property owners involved in the scheme.
What resources (money, people & skills) are required	<p>TBC once cost information has been provided by M&B</p> <p>Owners will be asked to include commentary on how they intend to resource the works going forward and how they intend to identify suitable tradespeople (this can be supported through the TH/CARS Scheme in collaboration with the skills training provided).</p>

Public Realm

- 6.3 Investing in the public realm and appropriate interpretation to better connect the different parts of Penicuik town centre will be crucial. The principles and proposals set out for the public realm are set out in the Public Realm Strategy. Management and maintenance actions required for the proposed public realm will include:
- Hard Landscape Maintenance
 - Tree Planting Maintenance
 - Grass Maintenance, if applicable.
 - Lighting Maintenance
 - Drainage Maintenance
 - Street Furniture
 - Refuse Collection
 - Deliveries
 - Public Utilities and Surface Reinstatement
- 6.4 Management and maintenance for events and markets should also be considered if the wider scheme proposals are adopted which include a potential temporary events area on the North side of the High Street.
- 6.5 This will involve a cyclical inspection of each of the items at an appropriate time as set out in this maintenance schedule in addition to any as required responses to specific issues as they are. It is anticipated that the management and maintenance of the public realm will be the responsibility of the Mid Lothian Council. The maintenance of the public realm area will commence once the completion of the Penicuik Heritage Regeneration Project construction works are handed over to the council once the Completion Certificate has been issued to the Main Contractor.

Hard Landscape Maintenance Protocol

- 6.6 A general protocol should be established for all operations for the hard landscaping and agreed at detail design stage. The protocol should include the following.
- Throughout the maintenance of all hard landscaped areas, cognisance should be given to use of appropriate materials, products and machinery fit for each operation within the public realm area in order to avoid damage to the new surfaces and finishes.
 - Vehicle loading capacity of each area should also be considered. Only vehicles below the maximum capacity stated at detailed design stage should access areas as appropriate to avoid damage to the surfaces and structure of the hard standings.
 - Vehicle and machinery used for each operation should also be appropriate to avoid, collisions with street furniture, scraping or scratching surface finishes, or compaction and destruction of soft landscaped areas.
 - Consideration should also be given to pro-active protection of adjacent surfaces, walls, street furniture or artworks where large vehicles or machinery are required or are unavoidable for some management and maintenance operations.

- Such protection may be in the form of fencing or barriers to guide the vehicle away of specific vulnerable areas or the use of boards laid on some surfaces to protect vehicles from tracking across more vulnerable surfaces.
 - The use of a banksman is also recommended to protect the public as well as the environment.
 - Traffic management may be required for some maintenance.
 - Pedestrian management will be required for most operations in order to protect the public from hazards.
- 6.7 The proposals include resurfacing of the pavements in a durable and hard wearing natural stone surface but, like all other surfaces, may become stained. Regular maintenance and good cleaning practices will enhance and retain the appearance of the paving in the long term.

ITEM	OPERATION	FREQUENCY
General hard landscaping including pavements and roads.	Sweeping and tidying of paved surfaces	1 per week
	Cleaning of paved surfaces	3 per year or to suit seasonal requirements.
	Removal of graffiti	As required and as soon as possible
	Inspection & review of cleanliness or damage	2 per month
	Removal of chewing gum from footways	3 per year
	Specific removal of spillages	As required and as soon as possible
	Winter Maintenance	As required
Asphalt road surfacing	Roads swept with road brush.	1 per week

Planting Maintenance – Trees

- 6.8 The maintenance of any soft landscaping by Midlothian Council should commence one year after Practical Completion of the works has been achieved by the Contractor or as otherwise set out in the terms of the contract.
- 6.9 The recommended maintenance operations for the tree planting are outlined in the table below. The frequency of carrying out the operations should be monitored and adjusted accordingly to suit seasonal demands and the growth of the tree.

ITEM	OPERATION	FREQUENCY	TIMING	NOTES
Trees	Firming	1 per month until established		
	Pruning	1 per year if required	April to July	To produce a balanced, attractive tree and remove damaged, diseased shoots or weak growth.
	Fertiliser application	1 per year	Spring	
	Watering	1 per month		
	Top up bark mulch	1 per year		
	Hand weeding & fork over	2 per month		
	Inspection & reports of underground guying, root rain etc.	3 per year		
	Firming	1 per month		

Grass Maintenance – The Square

ITEM	OPERATION	FREQUENCY	TIMING	NOTES
Turfed/ grassed areas	Grass cutting & trimming	12 per year	April to October	
	Weeding and herbicide	2 per year	April to October	
	Fertiliser	1 per year	Spring/summer	
	Watering	As required	During periods of drought	

	Repairs to damaged or worn areas	As required	Replace damaged areas by carefully cutting out damaged patch and replace with	
	Inspections to check for pernicious weeds		As required but in particular from spring until late	Any occurrence of pernicious weeds should be treated as soon as possible.

6.10 The frequency of carrying out the operations should be monitored and adjusted accordingly to suit seasonal demands.

Lighting Maintenance

6.11 The lighting maintenance is likely to include:

- Street lighting columns or building mounted street lights.
- Potential accent lighting to agreed features of significance

6.12 The current lighting maintenance is carried out by Midlothian Council which is likely to include burn to extinction with a cyclical planned maintenance inspection.

6.13 Access to lighting columns and in any ground units, for maintenance operations, will be on the areas of road carriageway and pavement and should be carefully considered with regards to the various pavements and the capacity to accommodate vehicle loading. Where vehicle access is required associated with this maintenance, the works should be planned to ensure that all street furniture and soft landscaping is suitably protected from damage. Such areas should be protected from:

- Vehicle collision with street furniture
- Vehicle overrun on areas unsuitable for vehicle access,

6.14 Protection should be in the form of appropriate banks men, barrier/ protective fencing, where appropriate.

Drainage Maintenance

6.15 The drainage system is likely to consist of standard road gullies and potentially some footpath drainage with footpath gullies or slot drains if finished design levels require. The gullies and drainage system should be cleaned out regularly to ensure that the system is on working order and avoid flooding. The following schedule is recommended to deliver an improved standard.

Gully types	Frequency of maintenance operations
Standard road gully	4 visits per 2 year cycle
Slot Drains	4 visits per 2 year cycle

- 6.16 Appropriate times of year for cleaning of the drainage system would be after leaf fall in the autumn and after the period of winter gritting. Throughout cleaning and maintenance operations associated with the street, all drains should be protected to avoid debris entering the system.

Street Furniture

- 6.17 The new street furniture throughout the works is likely to consist of: Seating, bollards, cycle racks, signage and litter bins. On completion of the implementation phase of the works all as-built drawings and the O + M manual prepared by the main contractor will be retained and contain detailed information on the list of suppliers and manufacturers for each of the items. Each of the items will require general cleaning to ensure the aesthetic appearance is retained. The suggested method and frequency for cleaning each of the components is set out below.

ITEM/ MATERIAL	METHOD OF CLEANING	FREQUENCY
Bollards and cycle racks and seating.	Hose down and clean with a mild detergent and warm soapy water. No abrasive materials should be used.	3 or 4 per year
Litter bins	See cleaning regime above. Check all parts and fixings are working and check for signs of damage. In addition the bins can be cleaned with proprietary wipes as supplied by the manufacturer.	3 or 4 per year
Signage	Hose down and clean with a mild detergent and warm soapy water. No abrasive materials should be used.	3 or 4 per year

- 6.18 From time to time the street furniture may become damaged due to vandalism or vehicle collision. The following approach to addressing this issue is recommended. Additional, spare items of street furniture should be ordered at the procurement and construction stage. Spare items should be stored by Midlothian Council until required. In the event that an item of street furniture becomes damaged, it can be replaced as soon as possible with the spare items. This method avoids any lengthy wait for the supply and delivery of replacement furniture items. It also avoids damaged pieces of furniture being left in-situ which may prove a health and safety hazard. Once the damaged item has been removed and replaced it can be either, repaired and stored off site for any future use or the spare piece replaced, if necessary.

Refuse Collection

- 6.19 General refuse collection arrangements from businesses and premises throughout the town centre are unlikely to be amended as part of the public realm works. General Litter is collected within the litter bins, provided as part of the works. Bins should be emptied an appropriate number of times per week to suit seasonal requirements.

Deliveries

- 6.20 On completion of the public realm works, delivery vehicles are expected to use the designated loading bays provided. Throughout the remainder of the area, delivery vehicles are expected to use the road carriageway or parking bays, where available.

Public Utilities and Surface Reinstatement

- 6.21 The following sets out a summary of the specific protocol and requirements for any contractor or Midlothian Council carrying out any reinstatement works. Reference should also be made to the completed Operation and Maintenance manual and Last Construction Issue drawings associated with the implementation works to ensure that the full suite of documents setting out the requirements and specification for surface reinstatement in each scenario across the site is understood.

Public Utilities and Surface Reinstatement Protocol:

- 6.22 Prior to the commencement of any works to be undertaken by or on behalf of a utilities company, the area to be disturbed is to be inspected by the utilities company or the main contractor responsible together with a suitable representative from Midlothian Council. The representatives from Midlothian Council are to be familiar with the design intention for each area to ensure the quality is met at reinstatement.
- 6.23 The exact extent of area to be disturbed is to be agreed and its condition assessed. The condition should be photographed to create a visual condition survey. Contractors are to be reminded that they must reinstate the surfacing to a high standard on completion. Therefore in areas where natural stone paving are required to be lifted, they should be lifted carefully with a view to re-using them, where possible. Any items within or adjacent to the zone of work which require protection should be protected. The contractor should submit a method statement to Midlothian Council for approval outlining how the items will be protected prior to commencing work. Midlothian Council are to ensure that the contractors are furnished with a copy of the specification and detail drawings from the Operations and Maintenance Manual to ensure that the reinstatement is a like for like standard and a high-quality finish is achieved.
- 6.24 Materials for reinstatement must match that already installed. Contractors should be requested to provide written confirmation that it matches the materials required and submit samples for approval by Midlothian Council.
- 6.25 Regarding the quality of the reinstatement of surfacing, attention should be drawn to the detailed drawings and specifications used at implementation stage.

7. MONITORING & REVIEW

- 7.1 Penicuik TH/CARS will be managed in accordance with Midlothian Council policies and procedures, Historic Environment Scotland grant conditions and the Heritage Lottery Fund grant conditions. The Project Team will have overall responsibility for the day to day operation and management of the project and will monitor and review project progress. The Project Team will be responsible for making decisions about grant applications for Priority Projects, grant applications for reserve projects, public realm improvements, training plan and community engagement projects.

RISKS FACING THE PROJECT AFTER IT HAS BEEN COMPLETED

Risk	Likelihood	Impact	Mitigation	Who will Lead this
Standard of maintenance drops and/or is inappropriate	Medium	Medium	Private/public property and public realm recipients receive summary of this maintenance guide. Reviewed by Midlothian Council	MC
Standard of work in CA drops	Medium	Medium	Enforcement Officer monitors and intervenes. Continuing training and awareness	MC/ Partners
Unauthorised changes to buildings	Medium	High	Enforcement Officer monitors and intervenes. Continuing training and awareness	MC/ Partners
Inappropriate Development	Low	Medium	Appropriate planning policy guidance adopted. Officer and Member training. Improved Member training. Improved interdepartmental working	MC
Loss of heritage awareness in community	Medium	High	Penicuik Development Trust & Penicuik Historical Society continue to maintain a public profile. Heritage education continues in schools (BCHS/PHS 7 feeder primaries). Traditional skills courses continue at College	MC/ Partners
Lack of monitoring of inappropriate development in the Conservation Area	Medium	High	Internal training and communication on the importance of the investment made in Penicuik. Improve interdepartmental & partner working in MC. Periodic professional development workshops on built heritage best practice. Continuous evaluation of the CAMP to ensure it is fit for purpose.	MC

CAMP is not effectively implemented	Medium	High	Enforcement Officer monitors and intervenes. Continuous training and awareness. Continuous evaluation of the CAMP to ensure it is fit for purpose.	MC
Sale of key buildings	Medium	Medium	Standard Security in place for grants over £25,000.	MC

MONITORING

- 7.2 As a 'baseline' for the review process in terms of improvements in the Management and Maintenance of the Penicuik Conservation Area following completion of the Penicuik Heritage Regeneration project, A-S:L (Conservation Architect) has carried out a detailed condition survey as part of the Development Phase (See Separate Document). This condition survey will be reviewed following completion the project, 5 years following completion of the project and 10 years following completion of the project. Furthermore, the Penicuik Conservation Area Appraisal will be reviewed on a 5-yearly basis and updated accordingly. Therefore, the Management and Maintenance Plan monitoring and review milestones will be:
- End of Development phase;
 - Mid-point of the Delivery phase;
 - Project completion.
- 7.3 The project information and overall progress reports will be collated at the end of each financial year and the Management and Maintenance Plan updated accordingly. This document should be read in conjunction with the: Community Vision, Condition Survey, Public Realm Audit & Strategy, Activity Plan, Penicuik Conservation Area Appraisal & Management Plan.
- 7.4 The requirement to supply information in terms of management and maintenance will be a condition of all grant applications. In terms of those assets produced as part of the Activity Plan, the management and maintenance of those items will be developed in consultation with those parties working with Midlothian Council to deliver the projects as identified in the Activity Plan