

Agenda Item	3
Report No	LA/26/19

## HIGHLAND COUNCIL

**Committee:** Lochaber Committee

**Date:** 25 September 2019

**Report Title:** Town Centre Fund

**Report By:** Director of Development and Infrastructure

### 1 Purpose/Executive Summary

- 1.1 This report summarises the six proposals submitted to the Council seeking Town Centre Fund financial support from the indicative Lochaber allocation of £198,967. The four eligible settlements for TCF investment in Lochaber are Fort William, Caol, Banavie and Corpach.

### 2. Recommendations

- 2.1 Members are asked to:
- i. Consider the proposals submitted, determine which projects merit Town Centre Fund resources and rank by order of priority.

### 3. Implications

- 3.1 Resource – The funding involved is capital grant from the Scottish Government. No additional funding has been provided to the Council to manage the Town Centre Fund but certain staff costs directed linked to project delivery are grant eligible.
- 3.2 Legal/Risk – When managing external funding on behalf of others, the associated grant terms and associated legal and financial obligations ultimately rest with the Council. It is therefore imperative that the risks to the Council are assessed and any grant award letters with third parties protect Council financial and reputational interests.
- 3.3 Community (Equality, Poverty and Rural) – The funding involved seeks to encourage

town and city centres to diversify and flourish, giving new purpose and creating footfall. The grant actively encourages community based groups to apply for and deliver on projects which seek to improve the viability of their town centre.

3.4 Climate Change/Carbon Clever – No direct implications

3.5 Gaelic – No direct implications

#### **4. Background**

4.1 The Town Centre Fund (TCF) seeks to encourage town and city centres to diversify and flourish, giving new purpose and creating footfall. The Council has been given a £2,965,000 capital grant from the Scottish Government and is obliged to legally commit all funding before end March 2020 and full spend by end October 2020

4.2 While the fund can be used for a wide range of investments, in practice this is more limited due to:

- the capital nature of the fund (it must be used on physical assets),
- the Fund must be committed by March 2020 (or else returned to Scottish Government) and spent by October 2020 and,
- the guidance received from the Scottish Government states that the projects must be ‘transformational’ and making a change from what has happened in the past.

4.3 The top priority for any project is to give people a reason to be in the town/city centre by re-purposing buildings for housing, retail, business, social and community enterprises, services, leisure and culture, tourism and heritage. The secondary priority, and ideally one that is undertaken in support of the re-purposing of buildings, is to improve town centre access and infrastructure.

4.4 At the meeting of the Environment, Development and Infrastructure Committee on 16 May 2019, Members agreed indicative allocations to Area Committees and the governance arrangement for the management of the grant. The agreed decision-making process requires Area Committee to rank eligible projects (using Town Centre Strategies or Plans where they exist) and a cross-party sub-group, chaired by the Chair of Environment, Development and Infrastructure Committee, to consider the ranked eligible projects and approve funding, utilising as appropriate the Reserve Fund.

#### **5. Town Centre Fund Eligibility**

5.1 In order for a project to be eligible it needs to be located within the eligible settlement town centre and is required to satisfy at least one of the following three criteria:

1. The project involves the re-purposing of buildings.
2. The project improves access
3. The project improves infrastructure.

If eligible, the project is expected to be transformational i.e. it will increase footfall and give people a reason to spend time in the town centre

5.2 Given the Scottish Government’s timetable for spending the TCF grant and the absolute need to have project contracts entered into by end March 2020 and projects

complete by end October 2020, Council Officers have carried out a degree of preliminary due diligence at this stage with project applicants. The purpose of the exercise was to determine how well positioned project leads were to satisfy the standard pre-start conditions that will form part of any future offer of grant and thus be in a position to meet the project delivery timelines. The responses to the questions asked are included in Appendix 1.

## 6. Lochaber TCF Proposals

6.1 The following paragraphs summarise the six proposals received by the Council for Lochaber and an assessment of their eligibility status. Further detail on each can be found in Appendix 1.

6.2 Fort William High Street Public Realm Improvements: The Highland Council (Chief Executive's Office) and Fort William Retail Association are seeking the sum of £107,500 to replace 10 waste bins and 15 benches; repainting of lighting columns; replacement lamps for street lights; renewal of street signage; erection of 'festoon' cross-street lighting.

The project is located in the town centre as defined by the red edge boundary in the West Highland and Islands Development Plan. It is eligible as it will improve infrastructure. The improvements in themselves are unlikely to increase footfall. However, they will improve the visitor experience and therefore sustain current footfall.

It is necessary to adjust the value of the TCF requested to £97,500 as a result of £10k of ineligible revenue expenditure (repainting of lighting columns) being included in the proposal.

There are no reasons evident as to why this project cannot be delivered in the timelines required.

6.3 West End Roundabout & Fort Roundabout Improvements: The Highland Council (Chief Executive's Office) and Fort William Retail Association are seeking the sum of £116,400 to install artwork and associated environmental improvements to both roundabouts.

The project is located outside the town centre as defined by the red edge boundary in the West Highland and Islands Development Plan. However, both sites are identified in the Fort William Town Centre Action Plan as town centre gateway locations.

The project works are eligible as they will improve infrastructure. The improvements have the potential to improve the perception of the town and therefore could attract visitors into the centre that otherwise would not have stopped.

There are significant concerns regarding the deliverability of this project within the TCF timeframe. No designs or statutory consents are in place and the project lead has indicated that this may take up to six months to secure. If this is the case, a contract will not be entered into by the end of March 2020.

6.4 Cameron Square Canopy: Fort William Town Team are seeking £30,570 to purchase a portable canopy for Cameron Square.

The project is located in the town centre as defined by the red edge boundary in the West Highland and Islands Development Plan. It is eligible as it will improve

infrastructure.

The improvements in themselves are unlikely to increase footfall on a sustainable basis but the covering of the space enhances the usability of the square and could subject to its use, attract a wider audience and thereby increase footfall.

There are no reasons evident as to why this project cannot be delivered in the timelines required.

- 6.5 Thomas Telford Corpach Marina: Caol Regeneration Company (CRC) are seeking £77,045 to contribute towards a variety of fees associated with delivering Phase 1 and 2 of the Marina project.

Corpach does not have a readily identifiable centre and the West Highland and Islands Development Plan does not identify one. However, the development does have the potential to perform and contribute towards being a hub for tourism and recreational activity that will benefit visitors and existing residents.

The project is eligible because the fees are attribute to a substantive capital investment that will improve infrastructure. The project when complete will be transformational for the local area and increase footfall.

There are no reasons evident as to why this project cannot utilise TCF grant within the timelines required.

- 6.6 Kilmallie Community Centre Car Park: Killmallie Community Centre is seeking £43,500 to acquire the car park from the Council, in order to carry out improvements to it. Includes resurfacing, waste disposal points and electric charging points.

Corpach does not have a readily identifiable centre and the West Highland and Islands Development Plan does not identify one.

The project is eligible as it will improve infrastructure. The improvements in themselves are unlikely to increase footfall and primarily serve to benefit users of the Community Centre. However, the electric hook ups and chemical waste disposal facilities do have the potential to contribute to the tourism offering in the area.

There are concerns regarding the deliverability the project. The project lead does not own the asset but it is subject to a Community Asset Transfer request that will be determined in November 2019. The project lead has assumed a purchase price that will be paid for using TCF grant at 100%. It is not clear what mitigation measures are in place if the purchase price is higher i.e. what other funds are available to address any shortfall.

- 6.7 Caol Co-op Car Park: Caol Regeneration Company (CRC) is seeking £70k to undertake public realm improvements on the land adjacent to the Co-op, also known as Kilmallie Courtyard and improve the pedestrian crossing across Kilmallie Road. It is necessary to adjust the request to £65k due to the inclusion of ineligible Christmas lights. Christmas lights are seasonal and as such do not reasonably form part of the package of public realm works.

Corpach does not have a readily identifiable centre and the West Highland and Islands Development Plan does not identify one. However, it is clear that this location does perform the function of a retail centre given the concentration of retail units.

The project is eligible as it will improve infrastructure. The improvements in themselves are unlikely to increase footfall. However, they will improve the user experience and therefore sustain current footfall.

There are significant concerns regarding deliverability of this project. The land is not owned by CRC. It is in multiple ownership and none of the owners have engaged with CRC to date. Consequently there is concern regarding the ability to secure private sector match and also whether the landowners are satisfied with the proposed specification of works. Just under 70% of the proposed budget is to be invested in drainage works associated with the car park and the CRC has indicated that the project specification and delivery of the project will be managed in-house. Further due diligence will be required to determine whether CRC have the capability to develop and deliver a contract of this nature.

## **7. Conclusion**

- 7.1 All project proposals meet the criteria to varying degrees.
- 7.2 The timelines associated with TCF and the need to have projects ready and, at the very least, under contract by end March 2020, has resulted in a number of project proposals that are not as fully developed as they should be. Inevitably this makes project deliverability challenging and puts at risk the TCF resources which, as per the offer of grant from the Scottish Government, must be returned if it is not all contractually committed by end March 2020. Members are therefore asked when considering the project proposals, to place project deliverability as a key project consideration.

Designation: Director of Development and Infrastructure

Date: 16 September 2019

Author: Alan Webster, Regeneration and Employment Team Leader

## Appendix 1: Lochaber TCF Proposals (Information provided by project leads)

### Fort William High Street Public Realm Improvements:

#### Proposal:

Replacement of 10 waste bins and 15 benches; repainting of lighting columns; replacement lamps for street lights; renewal of street signage; erection of 'festoon' cross-street lighting

#### After Use:

No response.

#### Indicative Costs:

<b>Town Centre Fund</b>		<b>Overall costs and funding source</b>	
Waste bins	£8,000	Waste bins	£8,000
Benches	£15,000	Benches	£15,000
Lamp units	£40,000	Lamp units	£40,000
Painting of columns	£10,000	Painting of columns	£10,000
Festoon lighting (inc installation)	£14,500	Festoon lighting (inc installation)	£14,500
Renewal of street signage	£10,000	Renewal of street signage	£10,000
Installation / reinstatement	£10,000	Installation / reinstatement	£10,000
<b>Total</b>	<b>£107,500</b>	<b>Total</b>	<b>£107,500</b>

#### Timescale for Completion:

All procurement, tendering and works would be complete by end-March 2020. No permissions required as all permitted development

#### Fit with Policy:

These works were supported in the 2015 Action Plan (arising from the Charrette) as follows:

#### 3. Tidy-up High Street and improve the public realm

The appearance and condition of High Street buildings influence people's enjoyment of the town centre. Repairing and reinstating traditional shop front features and placing greater emphasis on shop front presentation could encourage residents and visitors to spend more time there. Public space would be enhanced by better surfacing, landscaping and lighting, and improved maintenance of prominent rear elevations, such as the buildings along Middle Street. Improving the quality of the High Street environs has been highlighted by a number of respondents to the Fort William locality planning surveys.

#### Estimated Outputs:

An improved town centre environment creates economic and social confidence, increasing footfall in to the town centre with resultant business and employment benefits. Street furniture has not been renewed since the mid-1990s and is looking dated and much is in poor condition. Refreshing this will provide a much

needed boost to the town, making it a more attractive area and increasing the social confidence with a community seeing the public purse being invested in the public realm. It will support the recent investments in the High Street through the Town Centre Regeneration Fund, will boost the work of the volunteer Town Team who provide most of the floral displays and will underpin the massive private sector investment in the town from the building of the new cinema.

**Project lead response to pre-start conditions questionnaire:**

Q1.	Has there been any changes to your project? If yes, please specify:  <b>No</b>
Q2.	Please provide details of the professional team who have been engaged in connection with the proposed works and how they were commissioned. If you have not appointed a professional team, please provide a timetable for doing so and your procurement process.  <b>No external professional advisers required – Lighting Engineer and Waste Management officer identifying most appropriate products.</b>
Q3.	Please provide copies all statutory building warrants, planning and listed building consents. If statutory consents are not in place, please provide a list of the consents required and timetable for obtaining them.  <b>No consents required – all public roadspace and within Permitted Development rights</b>
Q4.	Please provide the detailed specification of proposed works and where appropriate all relevant plans and bill of quantities. If a detailed specification has not been prepared, please provide a timetable for doing so.  <b>Provision of bins / lighting will be to standard specification from street furniture ‘catalogues’. Consultation on the final choice will be held with Fort William Retail Association, Town Team and Community Council will be held to identify preferred options – 6 weeks timescale</b>
Q5.	If your proposals involves Town Centre Fund investment in land or property that you do not own, please provide confirmation that you either have the consent of the land or property owner(s), a lease (at least 10 years remaining) that permits the work to take place or timetable for purchasing the asset.  <b>All works are on Council controlled roadspace</b>
Q6.	Where the TCF is to be invested in a privately owned land or property, please provide details of and written confirmation by the owner or tenant of their financial contribution.  <b>n/a</b>
Q7.	If you have identified any other match funding for your project. Please

	<p>provide evidence (offer letter) and if not secured, the timetable for securing funds.</p> <p><b>No</b></p>
Q8.	<p>The cost of the works are expected to represent good value including evidence that the works have been competitively tendered. Normally a minimum of three tender returns are required. Please provide evidence of your tendering exercise. If works have not been tendered, please provide a timetable for doing so.</p> <p><b>Works will be carried out by either in-house teams or by contractors appointed via the Framework (ie previously tendered to demonstrate value). Provision of goods will be via providers from Framework</b></p>
Q9	<p>If the works have been tendered and contract awarded, please provide a validly executed contract and the accompanying tender report.</p> <p><b>n/a</b></p>



## West End Roundabout & Fort Roundabout Improvements

### Proposal:

Works would comprise design, fabrication and installation of deer figures on both roundabouts. Design, fabrication and installation of new “Welcome to Fort William” signs. Wild-flower seeding of all roundabouts from junction with A830 through to West End roundabout.

### After Use

This is seen as the starting point for new marketing / image for Fort William and would be supported with complementary marketing material, branding etc. The ‘Welcome to...’ signs would be branded to link with the marketing with the wild flower mix providing a more cared for approach to the town while helping provide biodiversity benefits.

### Indicative Costs:

<b>Town Centre Fund</b>		<b>Overall costs and funding source</b>	
Statue Design & Fabrication	£56,400	Statue Design & Fabrication	£56,400
Installation	£10,000	Installation	£10,000
Gateway entry/signage	£40,000	Gateway entry/signage	£40,000
Wild Flower seed	£10,000	Wild Flower seed	£10,000
<b>Total</b>	<b>£116,400</b>	<b>Total</b>	<b>£116,400</b>

### Timescale for Completion:

Works will require trunk roads approval and planning permission. It is hoped these could be achieved by early October with procurement processes being twin-tracked.

Fabrication period is approximately 3 months

Installation period would be around 2 weeks for figures; 1 week for signage. Wildflower seeding to be carried out at an appropriate time of year.

### Fit with Policy:

Fort William Town Centre Action Plan identifies the following

Make town centre gateways more welcoming and attractive - entrances to the town centre need to:

convey a better sense of arrival to the Outdoor Capital of the UK. Gateway features such as lighting, tree planting, landscape solutions and public art could be used to define and enhance eastern and western approaches. Trunk road roundabouts could provide a focal point for gateway features.

“Action to improve gateway roundabouts, including signage for drivers was identified as a **priority** at the public consultation event on the Draft Action Plan in April 2015. Council officials subsequently brought this to the attention of Transport Scotland. Consultation feedback confirmed interest in a community project to improve appearance of roundabouts and concern that drivers bypass town centre with little awareness of what it has to offer. There may be scope to develop

imaginative ideas for gateway features in collaboration with companies that have an interest in the Outdoor Capital and may be willing to provide sponsorship.”

Estimated Outputs:

This project is unlikely to generate direct outputs. However it is anticipated that the enhanced use of artwork combined with a new marketing campaign will increase awareness of Fort William as a destination, improving the economic fortunes of the High Street and will improve social confidence. Enhanced roundabouts with wildflower mix will provide a colourful and attractive entrance to the town, particularly from the north.

**Project lead response to pre-start conditions questionnaire:**

Q1.	<p>Has there been any changes to your project? If yes, please specify:</p> <p><b>No</b></p>
Q2.	<p>Please provide details of the professional team who have been engaged in connection with the proposed works and how they were commissioned. If you have not appointed a professional team, please provide a timetable for doing so and your procurement process.</p> <p><b>No professional team has been engaged. Dependent on discussions with the Fort William Retail Association, design ‘pattern’ may be available. However, works will be openly procured via Public Contracts Scotland</b></p>
Q3.	<p>Please provide copies all statutory building warrants, planning and listed building consents. If statutory consents are not in place, please provide a list of the consents required and timetable for obtaining them</p> <p><b>Transport Scotland consent would be required as both sites are on the trunk road. Initial contact with them has confirmed that no consent can be given until full design and construction details are available as well as a road safety audit. Planning permission will also be required. These processes could take around 6 months.</b></p>
Q4.	<p>Please provide the detailed specification of proposed works and where appropriate all relevant plans and bill of quantities. If a detailed specification has not been prepared, please provide a timetable for doing so.</p> <p><b>Detailed specification / design to be determined – 2 – 3 months</b></p>
Q5.	<p>If your proposals involves Town Centre Fund investment in land or property that you do not own, please provide confirmation that you either have the consent of the land or property owner(s), a lease (at least 10 years remaining) that permits the work to take place or timetable for purchasing the asset.</p> <p><b>No landowner consent at present (as per Q3)</b></p>
Q6.	<p>Where the TCF is to be invested in a privately owned land or property,</p>

	<p>please provide details of and written confirmation by the owner or tenant of their financial contribution.</p> <p><b>n/a</b></p>
Q7.	<p>If you have identified any other match funding for your project. Please provide evidence (offer letter) and if not secured, the timetable for securing funds.</p> <p><b>No</b></p>
Q8.	<p>The cost of the works are expected to represent good value including evidence that the works have been competitively tendered. Normally a minimum of three tender returns are required. Please provide evidence of your tendering exercise. If works have not been tendered, please provide a timetable for doing so.</p> <p><b>3-4 months</b></p>
Q9	<p>If the works have been tendered and contract awarded, please provide a validly executed contract and the accompanying tender report.</p> <p><b>n/a</b></p>

## Cameron Square Canopy:

### Proposal:

100% contribution to purchase and install a retractable canopy in Cameron Square.

### After Use:

This canopy will be used by all users of Cameron Square to ensure that events planned can go ahead. We have received great support from various businesses or groups in the area.

### Indicative Costs:

<b>Town Centre Fund</b>		<b>Overall costs and funding source</b>	
Purchase and installation of canopy	£25,070.40	Purchase and installation of canopy	£25,070.40
Electrical connection	£5,000	Electrical connection	£5,000
	£	Insurance	£500
<b>Total</b>	<b>£30,070.40</b>	<b>Total</b>	<b>£30,570.40</b>

### Timescale for Completion:

Landowner authorisation – July 2019

Tender issue – August 2019

Works Start – August 2019

Length of works – 2 weeks

Works Complete – September 2019

### Fit with Policy:

This project is in the heart of the town and fits perfectly with the Town Centre First Principle, it is the third Short Term aim in the Charette and Fort William Action Plan and it is a great example of fulfilling the Place Principle as it is a project being proposed by a group of committed local people who want to improve the use of this designated entertainment space for the benefit of local groups, businesses and visitors to bring a focal point to Fort William Town Centre that can be used in all weathers.

### Estimated Outputs:

- Make Cameron Square a useable space
- Make it a focal point for both locals and visitors alike
- Great welcome to tourists with functions being carried out regardless of the weather
- Give the local volunteers pride in our town

### **Project lead response to pre-start conditions questionnaire:**

Q1.	Has there been any changes to your project? If yes, please specify:
	<b>No</b>

Q2.	<p>Please provide details of the professional team who have been engaged in connection with the proposed works and how they were commissioned. If you have not appointed a professional team, please provide a timetable for doing so and your procurement process.</p> <p><b>Rainbow Blinds, they were the only company we could find that could provide a canopy that was acceptable to the businesses surrounding Cameron Square.</b></p>
Q3.	<p>Please provide copies all statutory building warrants, planning and listed building consents. If statutory consents are not in place, please provide a list of the consents required and timetable for obtaining them.</p> <p><b>The only statutory requirement was for planning - copy attached.</b></p>
Q4.	<p>Please provide the detailed specification of proposed works and where appropriate all relevant plans and bill of quantities. If a detailed specification has not been prepared, please provide a timetable for doing so.</p> <p><b>Quotation attached giving details of works. Elevation drawing attached and picture of how a similar canopy looks open.</b></p>
Q5.	<p>If your proposals involves Town Centre Fund investment in land or property that you do not own, please provide confirmation that you either have the consent of the land or property owner(s), a lease (at least 10 years remaining) that permits the work to take place or timetable for purchasing the asset.</p> <p><b>We have sent a letter to Mr David Fairfax Lucy who is the landowner of Cameron Square and are awaiting a response.</b></p>
Q6.	<p>Where the TCF is to be invested in a privately owned land or property, please provide details of and written confirmation by the owner or tenant of their financial contribution.</p> <p><b>N/A</b></p>
Q7.	<p>If you have identified any other match funding for your project. Please provide evidence (offer letter) and if not secured, the timetable for securing funds.</p> <p><b>N/A</b></p>
Q8.	<p>The cost of the works are expected to represent good value including evidence that the works have been competitively tendered. Normally a minimum of three tender returns are required. Please provide evidence of your tendering exercise. If works have not been tendered, please provide a timetable for doing so.</p> <p><b>The works have not been tendered as there is only one company that we could find that could provide the kind of canopy that we were looking for that was acceptable to the businesses surrounding</b></p>

	<b>Cameron Square.</b>
Q9	If the works have been tendered and contract awarded, please provide a validly executed contract and the accompanying tender report.  <b>N/A</b>

## Thomas Telford Corpach Marina:

### Proposal:

Funding from the Town Centre Fund is sought for the final pre-construction stage of detailed building and external lighting design, planning and building warrant of the new facility building, additional legal costs incurred to complete the three land leases which are being incurred following Scottish Canals' change of strategy to no longer be a strategic partner and run the marina (April 2019 and share use of their existing buildings). The decision has delayed the project start, increased legal fees incurred, caused additional design and building warrant fees, and project management services required.

### After Use:

On completion of the construction we will have a high quality sustainable all year-round marina facility owned and run by the community serving Lochaber and the wider community.

### Indicative Costs:

<b>Town Centre Fund</b>		<b>Overall costs and funding source</b>	
Lawyers' Fees – best indication	£20,000	Lawyers' Fees – best indication	£20,000
Lighting plan	£15,000	Lighting plan	£15,000
Design of new building (to planning submission)	£16,500	Design of new building (to planning submission)	£16,500
Building warrant submission	£5,000	Building warrant submission	£5,000
Crown Estate cost of using dredged material	£5,775	Crown Estate cost of using dredged material	£5,775
Crown Estate consent for dredging and capital gain	£7,700	Crown Estate consent for dredging and capital gain	£7,700
Project Management services – best indication	£14,000	Project Management services – best indication	£14,000
<b>Total</b>	<b>£77,045</b>	<b>Total</b>	<b>£77,045</b>

### Timescale for Completion:

Building warrant submission and approval and construction commencement Sept 2019. Completion of build end of Q1 2020.

The Town Centre funds request is to aid completion of pre-construction activity to support lease completion, new build design through planning and building warrant, lighting design and additional project management services required to enable the project construction start.

### Fit with Policy:

The project supports the local regeneration strategy/development plan or masterplan for the area, and contributes to Single Outcome Agreements which we

have attached as an appendices (CRC TTCM Town Centre Fund Appendices Fit with policy) to give greater detail, and high-lighted specific points below;

- 1) Caol and Corpach form an integral part of the town; with the best use of our maritime and outdoor resources, when all three communities have a solution that link seamlessly between one another.
- 2) this project will strongly support the “maritime arc” around the shores of North Loch Linnhe, connecting Lochaber Yacht Club, the cruise liner landing jetty, the town pier, the aluminium company pier, the Caledonian Canal Entrance, “Boyd-port”, and Gael Force Boatbuilding;
- 3) the marina cafe will be a community hub, linking and strengthening the town centre experience through interconnected walking and biking trails as well as by sea; and
- 4) through educational links via schools and the college, and accessibility by all ages and abilities, Corpach Marina will underpin wider community cohesion through shared enjoyment of the water.

#### Estimated Outputs:

The ultimate aims of the project are to stimulate regeneration within the communities of Caol and Corpach, neighbouring Fort William, and the wider area, generating significant economic/ social benefits. The marina will be community lead and managed, through the Caol Regeneration Company, a registered charity, and will be run as a community enterprise, with potential other 3rd sector organisations operating the café/shop/visitor centre and providing some of the marina services.

#### **The social and economic benefits include many positive outcomes:**

- providing opportunities for employment, training and education,
- creating a focal point for the local community and destination for visitors,
- increasing trade for existing local businesses and stimulating new business start-ups,
- improving access to the water, and
- encouraging participation in healthy outdoor sports and activities.

The project will also contribute to the success of Lochaber as “The Outdoor Capital of the UK” and will enhance the Caledonian Canal as a visitor experience and community resource. Within the offering of “The Outdoor Capital” there is very little provision for water-based sports and activities as a sector.

The business plan and economic impact assessment document detail the benefits and delivery potential of the facility;

- Job creation estimates the project will generate at least 14 FTE’s
- Increased visitor footfall and sustainable long term £200k annual revenue generated – marina, café, etc
- Positive halo effect on wider businesses – boat builders, winter storage, shops, hotels, activities (bike hire, hiking tours etc)

#### **Project lead response to pre-start conditions questionnaire:**

Q1.	Has there been any changes to your project? If yes, please specify:
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	<b>No</b>
Q2.	<p>Please provide details of the professional team who have been engaged in connection with the proposed works and how they were commissioned. If you have not appointed a professional team, please provide a timetable for doing so and your procurement process.</p> <p><b>All information provided to the Highland Council as per the £1,465,000 Regeneration Capital Grant contract that is in place.</b></p>
Q3.	<p>Please provide copies all statutory building warrants, planning and listed building consents. If statutory consents are not in place, please provide a list of the consents required and timetable for obtaining them.</p> <p><b>All information provided to the Highland Council as per the £1,465,000 Regeneration Capital Grant contract that is in place.</b></p>
Q4.	<p>Please provide the detailed specification of proposed works and where appropriate all relevant plans and bill of quantities. If a detailed specification has not been prepared, please provide a timetable for doing so.</p> <p><b>All information provided to the Highland Council as per the £1,465,000 Regeneration Capital Grant contract that is in place.</b></p>
Q5.	<p>If your proposals involves Town Centre Fund investment in land or property that you do not own, please provide confirmation that you either have the consent of the land or property owner(s), a lease (at least 10 years remaining) that permits the work to take place or timetable for purchasing the asset.</p> <p><b>Lease nearing completion. Again, this is a pre-start grant condition for the Regeneration Capital Grant Fund.</b></p>
Q6.	<p>Where the TCF is to be invested in a privately owned land or property, please provide details of and written confirmation by the owner or tenant of their financial contribution.</p> <p><b>As above. Lease nearing completion.</b></p>
Q7.	<p>If you have identified any other match funding for your project. Please provide evidence (offer letter) and if not secured, the timetable for securing funds.</p> <p><b>All information provided to the Highland Council as per the £1,465,000 Regeneration Capital Grant contract that is in place.</b></p>
Q8.	<p>The cost of the works are expected to represent good value including evidence that the works have been competitively tendered. Normally a minimum of three tender returns are required. Please provide evidence of your tendering exercise. If works have not been tendered, please provide a timetable for doing so.</p>

	<b>All information provided to the Highland Council as per the £1,465,000 Regeneration Capital Grant contract that is in place.</b>
Q9	<p>If the works have been tendered and contract awarded, please provide a validly executed contract and the accompanying tender report.</p> <p><b>All information provided to the Highland Council as per the £1,465,000 Regeneration Capital Grant contract that is in place.</b></p>

## Kilmallie Community Centre Car Park:

### Proposal:

- We would like to install an elsan disposal facility for visitors using campervans or motorhomes to use as this has become a real problem with visitors using normal toilets to dispose of their toilet waste
- We would like to install an outside tap for use with the gardens and also add this as an extra facility for visitors to use
- We also wish to install electric charging points to increase the number of facilities available to locals and visitors alike
- We are also investigating the options to add a paint recycling facility to the existing recycling facilities

### After Use:

- The Highland Council (and therefore the public purse) will no longer be responsible for the ongoing upkeep and maintenance of the car park
- It will be an integral part of the Kilmallie Community Centre and will be upgraded to an acceptable standard as soon as possible
- It will stop being a Health and Safety Risk
- It will always be a car park for the users of the Centre to enjoy
- The disabled users of the Centre will have an improved car parking area that is safe to use
- The well used recycling facilities will continue to be provided for the community in their current location
- It will keep ownership of the whole area under one banner

### Indicative Costs:

<b>Town Centre Fund</b>		<b>Overall costs and funding source</b>	
Asset purchase	£5,000	Asset purchase	£5,000
Legal fees	£1,260	Legal fees	£1,260
Resurfacing	£32,280	Resurfacing	£32,280
Additional services	£5,000	Additional services	£10,000
<b>Total</b>	<b>£43,540</b>	<b>Total</b>	<b>£44,540</b>

### Timescale for Completion:

We anticipate starting works as soon as the Asset Ownership process has completed. This will be no later than November 2019. The initial resurfacing works will take 2 weeks to complete and we have 3 suppliers who have given us quotes for the work. The complete project is anticipated to be completed by end

- January 2020.
- Asset Ownership granted Nov19
- Tender issued Dec19
- Resurfacing works started/completed Jan20
- Additional services added Feb20

### Fit with Policy:

Kilmallie Community Centre is a vital facility for the area and is well used by both locals and visitors alike. It is aligned with the Town Centre First Principle in that Kilmallie Community Centre and it's gardens and the car park next to it are considered to be the heart of the village of Corpach.

The Town Centre Action Plan does not specifically cover Corpach as it was for Fort William but this project would assist with providing further facilities on the outskirts of the main town. The Lochaber Local Area Action Plan states under Opportunities “It was felt there were opportunities to improve local facilities and infrastructure, which would contribute to retaining younger people.” They seek to support projects that “support the sustaining and further development of quality facilities & services which encourage the uptake of regular community activities” and “anything which can demonstrate it will lead to an improved visitor experience which may include enhancing an existing attraction/service, providing wet weather facilities (as this has been identified as an area of need in several areas)”. This project will enable Kilmallie Community Centre to assist with achieving all these requirements.

The Place Principle is exactly why we are requesting this funding. The Place Principle states “All those responsible for providing services and looking after assets in a place need to work and plan together, and with local communities, to improve the lives of people, support inclusive and sustainable economic growth and create more successful places”. This project will certainly assist Kilmallie Community Centre to look after this rather dilapidated car park, bring it up to a good standard for the community to use and enjoy which will in turn make it a more useful location for meetings/seminars/events and assist with economic growth so Corpach becomes a more successful place.

Estimated Outputs:

- 0.66 acres brought into community ownership and upgraded.
- Securing the 1 employee’s role and potentially creating further jobs.
- Provision of further facilities provided for both locals and the huge number of tourists who visit our area each year.

**Project lead response to pre-start conditions questionnaire:**

Q1.	Has there been any changes to your project? If yes, please specify:  No
Q2.	Please provide details of the professional team who have been engaged in connection with the proposed works and how they were commissioned. If you have not appointed a professional team, please provide a timetable for doing so and your procurement process.  <b>The professional team to oversee the project are the directors of Kilmallie Community Centre. The preferred supplier is Breedon as they are the cheapest and are also a local company.</b>
Q3.	Please provide copies all statutory building warrants, planning and listed building consents. If statutory consents are not in place, please provide a list of the consents required and timetable for obtaining them.  N/A
Q4.	Please provide the detailed specification of proposed works and where appropriate all relevant plans and bill of quantities. If a detailed

	<p>specification has not been prepared, please provide a timetable for doing so.</p> <p><b>As per details on quotes</b></p>
Q5.	<p>If your proposals involves Town Centre Fund investment in land or property that you do not own, please provide confirmation that you either have the consent of the land or property owner(s), a lease (at least 10 years remaining) that permits the work to take place or timetable for purchasing the asset.</p> <p><b>We are currently waiting for an Asset Ownership Transfer application to The Highland Council to be approved. We expect a decision in November 2019.</b></p>
Q6.	<p>Where the TCF is to be invested in a privately owned land or property, please provide details of and written confirmation by the owner or tenant of their financial contribution.</p> <p><b>N/A</b></p>
Q7.	<p>If you have identified any other match funding for your project. Please provide evidence (offer letter) and if not secured, the timetable for securing funds.</p> <p><b>The balance of £5k will be sourced from our own funds.</b></p>
Q8.	<p>The cost of the works are expected to represent good value including evidence that the works have been competitively tendered. Normally a minimum of three tender returns are required. Please provide evidence of your tendering exercise. If works have not been tendered, please provide a timetable for doing so.</p> <p><b>We obtained 3 quotes for the resurfacing works - copies attached.</b></p>
Q9	<p>If the works have been tendered and contract awarded, please provide a validly executed contract and the accompanying tender report.</p> <p><b>We have not yet created a contract with a chosen supplier but will do so once the Asset Ownership Transfer has been approved and the funding has been secured.</b></p>

## Caol Co-op Car Park:

### Proposal:

- Renew drain grates and upgrade drainage of car park
- Upgrade community notice board
- New pelican crossing
- Upgrade of 4 benches
- Purchase of 4 new bins
- Purchase of additional Christmas lights

### After Use:

- Better parking facilities
- Better drainage
- Encouragement for people to sit outside on the new benches
- Improve safety crossing
- Safer benches
- Happier environment for Christmas

### Indicative Costs:

<b>Town Centre Fund</b>		<b>Overall costs and funding source</b>	
Drainage/metal grates	£44,000	Drainage/metal grates	£44,000
Pelican crossing	£15,000	Pelican crossing	£15,000
Additional Christmas Lights	£5,000	Additional Christmas Lights	£5,000
Upgrade of benches	£3,000	Upgrade of benches	£3,000
Upgrade of notice board	£2,200	Upgrade of notice board	£2,200
New bins	£800	New bins	£800
<b>Total</b>	<b>£70,000</b>	<b>Total</b>	<b>£70,000</b>

### Timescale for Completion:

Funding application – submission – June 2019

Funding approval – July 2019

Tenders circulated – July 2019

Tenders returned – August 2019

Contracts awarded – September 2019

### Fit with Policy:

In line with the Place Principle and feedback received through the Caol Locality Plan programme, the desire for improvements to Caol town centre were highlighted as one of the priorities. In addition, it has been several years since the towns Christmas lights were upgraded and there was an uproar specifically on social media last Christmas when unfortunately the lights were not up at their usual time. New additional lights would allow the 2 shopping areas of the town to be linked up whereby creating a friendly Christmas environment.

### Estimated Outputs:

No response.

### **Project lead response to pre-start conditions questionnaire:**

Q1.	<p>Has there been any changes to your project? If yes, please specify:</p> <p><b>No</b></p>
Q2.	<p>Please provide details of the professional team who have been engaged in connection with the proposed works and how they were commissioned. If you have not appointed a professional team, please provide a timetable for doing so and your procurement process.</p> <p><b>Project Management will be done by Donald Corbett, Chairman of Caol Regeneration Company. Acknowledgement and approval from landowners (Ladbrokes, Co-op, Mr Russell &amp; Highland Council) by October 2019</b></p>
Q3.	<p>Please provide copies all statutory building warrants, planning and listed building consents. If statutory consents are not in place, please provide a list of the consents required and timetable for obtaining them.</p> <p><b>Not required</b></p>
Q4.	<p>Please provide the detailed specification of proposed works and where appropriate all relevant plans and bill of quantities. If a detailed specification has not been prepared, please provide a timetable for doing so.</p> <p><b>November/December after funding confirmation</b></p>
Q5.	<p>If your proposals involves Town Centre Fund investment in land or property that you do not own, please provide confirmation that you either have the consent of the land or property owner(s), a lease (at least 10 years remaining) that permits the work to take place or timetable for purchasing the asset.</p> <p><b>As per No 2</b></p>
Q6.	<p>Where the TCF is to be invested in a privately owned land or property, please provide details of and written confirmation by the owner or tenant of their financial contribution.</p> <p><b>Landowners have been written to and a financial contribution suggested, no reply has been received from anyone.</b></p>
Q7.	<p>If you have identified any other match funding for your project. Please provide evidence (offer letter) and if not secured, the timetable for securing funds.</p> <p><b>No match funding</b></p>
Q8.	<p>The cost of the works are expected to represent good value including evidence that the works have been competitively tendered. Normally a minimum of three tender returns are required. Please provide evidence of your tendering exercise. If works have not been tendered, please provide</p>

	a timetable for doing so.  <b>December 2019/ January 2020</b>
Q9	If the works have been tendered and contract awarded, please provide a validly executed contract and the accompanying tender report.  <b>Not done</b>