

Agenda Item	<b>9.</b>
Report No	<b>CC/05/22</b>

## HIGHLAND COUNCIL

**Committee:** Caithness Committee

**Date:** 9 February 2022

**Report Title:** Place Based Investment Programme

**Report By:** Executive Chief Officer Infrastructure, Environment & Economy

### 1 Purpose/Executive Summary

- 1.1 The Scottish Government has allocated the Council £1,963,000 ring-fenced Place Based Investment Programme (PBIP) funding for 2021/22. On 1 September 2021, Members of the Economy and Infrastructure Committee Members agreed an area distribution of the grant. Caithness Committee was allocated £178,123.
- 1.2 In discussion with Ward 2 and 3 Members at the joint Ward Business Meeting held on 11 October 2021, Members discussed options to invest the PBIP area allocation in established priority projects that are currently being progressed by the Council and asked Officers to investigate and bring the relevant detail to Committee for consideration. At a subsequent Ward 2 Business Meeting held on 22 December 2021, Ward Members wished to investigate the prospect of using the PBIP grant for Sir Georges Park, Thurso (aka The Dammies) infrastructure project instead of the Council's Place Based Funds. The expectation being that the Council funds offered greater flexibility (revenue and capital) and therefore could be directed towards alternative opportunities in the Ward.

### 2 Recommendations

- 2.1 Members are asked to:-
- i. **consider** the appended PBIP proposals and agree to investing £75,000 in the Sir Georges Park, Thurso (aka The Dammies), infrastructure project. Thus reversing the 12 August Caithness Committee decision to invest £60,000 of the Council's Place Based Funds in the project.
  - ii. **agree** to investing £89,000 in the Whitechapel Road, Wick, Public Convenience project.
  - iii. **agree** to investing £14,123 in the redesign of the bus stance, Riverside, Wick.

### **3 Implications**

- 3.1 **Resource** - The Placed Based Investment Programme are capital and ring-fenced with specific conditions attached. The grant can be spent by Council or third parties. The grant needs to be contractually committed by 31 March 2022.
- 3.2 **Legal** – The Council, along with statutory community planning partners, has a legal duty from the Community Empowerment Act (Scotland) (2015) to tackle inequalities. The Council and its partners must produce 'locality plans' at a more local level for areas experiencing particular disadvantage. All partners must take account of these plans in carrying out their functions and must contribute appropriate resources to improve the priority outcomes. By seeking the views of the community partnerships in allocating this place-based funding and in recognising the areas of need to consider, the place-based investment can support the Council's legal duties.
- 3.3 **Community (Equality, Poverty and Rural)** – A key objective of the Place Based Investment Programme is to support wellbeing and inclusive economic development, tackling inequality and disadvantage, community involvement and ownership. While the allocation formula included use of the Scottish Index of Multiple Deprivation (SIMD), the Council has agreed with community planning partners to also use the Socio-Economic Performance (SEP) index which recognises rural deprivation better. This has led to over 20 locality planning areas being identified for community planning partners to work together in and with communities to reduce inequalities. Communities where locality plans have been or are being produced should be included in the consideration for this funding.
- 3.4 **Climate Change / Carbon Clever** - A key objective of the Place Based Investment Programme is to accelerate net zero ambitions.
- 3.5 **Risk** - When managing external funding it is imperative that the risks to the Council are accessed/mitigated and any back-to-back grant award letters with third parties and financial claims management protect Council financial and reputational interests. In addition, the Best Value Assurance Report 2020 highlighted the need for the Council to make progress with partners in delivering our shared empowerment and locality planning obligations. The involvement of community partnerships in informing the priorities for place-based investment will help deliver this improvement action.
- 3.6 **Gaelic** - No direct implications arising albeit specific projects may bring positive implications.

### **4 Place Based Investment Programme background**

- 4.1 The 2020 Programme for Government committed to establishing a Place-Based Investment Programme (PBIP), linking and aligning place-based funding initiatives. The aim of the PBIP is to ensure that all place-based investments are shaped by the needs and aspirations of local communities and accelerate ambitions for place, 20-minute neighbourhoods, town centre action, community led regeneration and community wealth building.

- 4.2 The Place Principle, which underpins this approach, was adopted by Scottish Government and COSLA as a basis for collaborative working to ensure that future local investment is relevant to local communities for the benefit of local people. Bringing relevant services, enterprise, and communities together to make our towns, villages, and neighbourhoods more viable.
- 4.3 The Scottish Government recognise that local government is a key partner in delivering the PBIP. Scottish Government and CoSLA have agreed that Local Government will receive a share of the funding over 5 years to support and advance place-based investment.
- 4.4 Local Government will receive a share of this capital funding, with £38m in 2021/22; £33m in 2022/23; £23m in 2023/24; £23m in 2024/25; and £23m in 2025/26. The £1,963,000 awarded to the Highland Council for 2021/22 is based on a distribution methodology agreed by COSLA and Scottish Ministers with 80% distributed based on the total population and number of towns, and 20% distributed based on deprivation. E&I Committee agreed that the same formula be applied to arrive at the area committee allocations.
- 4.5 Assuming that no changes are made to the aforementioned distribution formula, the Council can expect the following awards in future years:-
- £1,704,710 in 2022/23
  - £1,188,131 in 2023/24
  - £1,188,131 in 2024/25
  - £1,188,131 in 2025/26

## **5. PBIP objectives**

- 5.1 The main objectives of the Place Based Investment Programme are:-
- to link and align place-based initiatives and establish a coherent local framework to implement the Place Principle;
  - to support place policy ambitions such as town centre revitalisation, community led regeneration, 20-minute neighbourhoods and Community Wealth Building;
  - to ensure that all place-based investments are shaped by the needs and aspirations of local communities; and
  - to accelerate ambitions for net zero, wellbeing and inclusive economic development, tackling inequality and disadvantage, community involvement and ownership.

## **6. PBIP locations**

6.1 The Programme aims to invest in centres or neighbourhoods connected with two categories of settlement.

1. Rural settings with smaller populations, dependent on larger geographical area for support, for example:-
  - small towns with a limited range of non-specialised facilities; and
  - villages with very limited, or non-existent, access to facilities.

2. Urban settings with sizeable populations, for example:-

- regional capitals with extensive provision supporting a wide geographical area;
- larger towns with a comprehensive range of dedicated services and facilities; and
- individual neighbourhoods with limited access to relevant local provision.

6.2 As a consequence of the above aims, Economy & Infrastructure Committee agreed that all places, irrespective of population, be considered eligible for PBIP support.

## 7. PBIP Proposals

### 7.1 St Georges Park aka the Dammies, Thurso

At the meeting of Caithness Committee on 12 August 2021, Members agreed to invest up to £60,000 in the Dammies infrastructure project. The full detail of the project can be viewed in Item 6 (Place Based Investment Funds) of the aforementioned Committee and also in Appendix 1 of this report. Given the flexibility afforded by the Council's Place Based Investment Funds, Ward 2 Members preference is to reverse the 12 August 2021 decision and utilise the PBIP area allocation for this particular project.

#### Project eligibility

The project satisfies a number of the PBIP objectives, is capital in nature and the contract awarded in December 2021. Therefore all essential eligibility criteria are met.

### 7.2 Public Convenience, Whitechapel Road, Wick

This Council led project seeks to reopen the Whitechapel Road Public Convenience to support the regeneration of the town centre.

#### Project eligibility

Town centre revitalisation is a key objective of the PBIP and the proposed works are capital in nature. However, significant risk is present with this project. Match funding is not secure and the anticipated contract award date is after 31 March 2022. It was agreed at the E&I Committee meeting on 1 September 2021 that the Council would write to the Scottish Government seeking flexibility in respect to the commitment deadline. If Members are minded to approve this investment, it is proposed to use this specific example to illustrate why flexibility is required.

### 7.3 Redesign of the bus stance, Riverside, Wick

The proposal is to redesign the bus stance at the Riverside area of Wick Town Centre contributing to town centre regeneration. The area has been subject to vandalism and anti-social behaviour and has had an adverse effect on the riverside area. A number of projects have sought to improve the amenity of the area and the safety and security of the area. The bus stance area sits within the boundary of the town's centre's newly redeveloped main car park. CCTV installation is planned for the project area to protect the project investment and will link with the town's upgraded CCTV system.

#### Project eligibility

Town centre revitalisation is a key objective of the PBIP and the proposed works are capital in nature. However, significant risk is present with this project as the anticipated contract award date is after 31 March 2022. Again, it is proposed to use this example when engaging with the Scottish Government in seeking permission to roll over funds into future years.

8. **Community Planning Partnership**

A key requirement of the decision-making process agreed by E&I Committee is that Members take into account the views of the community partnerships when allocating this place-based funding. A verbal update will be provided by the Ward Manager.

Designation: Executive Chief Officer Infrastructure, Environment & Economy

Date: 2 February 2022

Author: Alan Webster, Regeneration Team Leader

## Appendix 1: PBIP Proposals

### SECTION 1: PROJECT SUMMARY

<b>1.1 Applicant organisation</b>	High Life Highland/Highland Council	
<b>1.2 Project title</b>	St George's Park Drainage aka 'The Dammies'	
<b>1.3 Project costs</b>	<b>Total cost of project</b>	£73,326.90 + VAT
	<b>Match Funding</b>	£
	<b>PBIP grant requested</b>	£75,000.00
<b>1.4 Project start date</b>	22/12/21	
<b>1.5 Project end date</b>	11/02/22	

<b>1.6 Which of the following programme objectives will the project meet?</b> <i>See guidance notes for further information.</i>		
1. Town centre revitalisation		<b>NO</b>
2. 20-minute neighbourhoods		<b>NO</b>
3. Community wealth building		<b>NO</b>
4. Net zero		<b>NO</b>
5. Wellbeing and inclusive economic development		<b>YES</b>
6. Tackling inequality and disadvantage		<b>YES</b>
7. Community ownership		<b>NO</b>

### SECTION 2: CONTACT DETAILS

<b>2.1 Main contact name</b>	Garry Smith
<b>Contact number</b>	01408635313
<b>Alternative contact number</b>	07504521365
<b>2.2 Position</b>	Senior Engineer
<b>2.3 Address</b>	Highland Council Drummuie Offices Golspie
<b>Postcode</b>	KW10 6TA

<b>2.4 Email address</b>	Garry.smith@highland.gov.uk
<b>2.5 Website address</b>	www.highland.gov.uk

### **SECTION 3: ORGANISATION DETAILS**

<b>3.1 Organisation Status</b>	<b>Please indicate (x)</b>	<b>Organisation number</b>
<b>Constituted Group</b>		
<b>SCIO</b>		
<b>Charity</b>		
<b>Public Body</b>	x	BRN: 163733
<b>Company limited by guarantee</b>		
<b>Other (please specify)</b>		

<b>3.2 Are you applying on behalf of a partnership and is your organisation the lead applicant?</b> <i>Please provide partnership agreement with the application if applicable.</i>	<b>YES</b>
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<b>3.3 Is the organisation VAT registered?</b>  By ticking this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the Regeneration Team as this may affect the offer of grant.	<b>YES</b>
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<b>3.4 If the organisation is VAT registered, please quote number.</b>	663 7582 03
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<b>3.5 Is the VAT related to the project being reclaimed from HMRC?</b> <i>Provide relevant details in the box below, i.e. details of exemptions</i>	<b>Whole</b>	<b>Partial</b>	<b>None</b>
	x		

**Notes:**

<b>3.6 Project team</b>	
<b>Name</b>	<b>Area of work/Job title</b>
Garry Smith	Senior Engineer HC
Adam Sutherland	Engineer HC
William Durrand	Leisure Manager HLH

<b>3.7 Privacy Notice</b>
<b>Please confirm you have read and understood the PBIP Privacy Notice (page 9):</b>
Yes

## SECTION 4: PROJECT DETAILS

Please refer to the **Guidance Notes** to complete this section. It provides important information, definitions, and examples to ensure you answer each section correctly.

### 4.1 Project location - include postcode

St Georges Park,  
Castletown Road,  
Thurso,  
KW14 8HN

### 4.2 Do you own the land/building, or a lease/control of asset is in place?

Lease agreements must be for at least 10-years. Please provide evidence of ownership or lease with the application. If not in place, what are the arrangements to obtain this and by when?

**Details:** HLH operate the land on behalf of Highland Council

### 4.3 The Project

#### (a) Please summarise the project, explaining how it will achieve the funds' objectives as noted in 1.7, and list which outcomes it hopes to achieve.

The town of Thurso has over 7,500 residents, is a community hub for the surrounding local rural area of West Caithness and, the Dammies Park is the main pitch used by numerous clubs in the area for both winter and summer league football.

#### Wellbeing and inclusive economic development

Wellbeing - The poor drainage has been a long standing issue withing the community and the improvement of this would allow all the club's teams to train and play - and other local sport clubs to access the pitch - throughout the season, improving the wider communities general wellbeing. Sport, in this instance Football is known to improve attributes such as self-efficacy, self-esteem, and social connectedness thus improving Public Health across the locality.

Economic development - The proposed work would mean that youth teams, first team players and community participants alike have access to a more reliable playing surface. This will raise the Dammies profile in the local community and potentially increase income generation, supporting the financial sustainability of the clubs and maximise the economic benefit all of this can provide for the town economy.

#### Tackling inequality and disadvantage

The Equality Act, "places a legal responsibility on particular public bodies in Scotland to actively consider ('pay due regard' to) how they can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions"

"Widening access means understanding and addressing the needs of people who share the protected characteristics, as well as the complexities associated with socio-economic disadvantage, and the exclusion that can be experienced in some rural parts of Scotland."  
(Sport Scotland Corporate Plan 2015 to 2019)

Tackling barriers to sports participation is therefore an important topic.

There are some commonalities to accessing sport for the community, two of which are - lack of facilities and lack of opportunities and pathways.

In layman's terms better, more accessible facilities allows more open access to a wider range of people from all walks of life to sport.



**(b) How will the project benefit local communities and surrounding locality areas?  
Who will benefit from the project?**

The allocation of funds being proposed within this application aims to address the ongoing issues around accessing outdoor green spaces. This will encourage greater use of the Dammies pitch and will bring communities together in the shared amenity space at sporting events and training evenings. This will address the mental and other wellbeing impacts of Covid and will deliver positive impacts on communities. Working with local groups to take forward these proposals will help build community capacity and ensure that sustainable outdoor provision is established.

**(c) What need or opportunity will the project address? How do you know there is local support for the project?** *Please provide evidence of community support with the application i.e. letters of support/consultation reports*

The opportunity for the community to access (all season) use of the Dammies pitch is the main focus of the project allowing clubs/groups to continue to meet throughout the year, so reducing the need for relocation of their activities during periods of flooding.

5 years of campaigning by local clubs/groups to improve the Dammies drainage, unified local Member support for the project and community engagement (pre tendering) demonstrates support for the project.

**(d) List the main activities to deliver the project including timescales – this will be the project delivery plan.** *Projects must be completed and claimed by the end of September 2022.*

Activity name	Achieved by (date)
St Georges park drainage	Mid Feb 2022

**(e) In developing the project, please detail how you have considered the following:**

**Environmental impact** – *describe how you have taken into consideration how the project specifically addresses climate change/net zero ambitions.*

Reduced travel to other facilities will reduce the use of vehicles on the road, so reduce the carbon footprint of the activities.

**Equalities impact** – *explain how you have taken groups with protected characteristics into account in the development of the project. How will you strive to ensure that no one is excluded or disadvantaged from benefitting from the project?*

See **Tackling Equalities and Disadvantage** above

**(f) How will the project be supported after PBIP funding and what will be the lasting benefits?**

HLH will be able to rent the pitch out more frequently so less loss of income, clubs will have increased ability to play/train so revenue will increase.

**(g) Please outline how the project fits with local plans and strategies**

<b>4.4 Does the project require planning permission or statutory regulatory consents?</b>	<b>NO</b>
<b>If YES, please detail below – if consents are in place, please provide evidence with the application</b>	
<b>Type</b>	<b>Date granted/expected</b>

## **SECTION 5: BUDGET**

*This can be provided in a separate excel spreadsheet if preferred. Delete the example below before completing this section.*

<b>5.1 Main project expenditure</b>		
<b>Budget Heading</b>	<b>Detailed cost</b>	<b>Amount</b>
Supply and instal drainage pipe	£75,000.00	£75,000.00
<b>TOTAL PROJECT COST</b>		<b>£75,000.00</b>

<b>5.2 Reasonableness of cost – how did you obtain project costs?</b>
Standard HC tendering process followed 'SKM_C25821082009200' - tender submitted 20 <sup>th</sup> August 2021, awarded 8 <sup>th</sup> December 2021.

## **SECTION 6 – MATCH FUNDING**

<b>6.1 Please give details of confirmed match funding if applicable:</b> <i>If match funding is confirmed, please provide letters of awards with the application</i>		
<b>Name</b>	<b>Date awarded/expected</b>	<b>Amount £</b>
N/A	N/A	N/A
<b>Total match funding</b>		<b>£0</b>
<b>PBIP Grant requested</b>		<b>£75,000</b>
<b>Total project cost</b>		<b>£75,000</b>

<b>6.2 Will the project involve “in kind” support?</b> <i>This should not be counted as confirmed match funding for the project</i>
<b>YES</b>  <b>If yes, please detail:</b> Site supervision will be managed in house to reduce costs by removing the need for external management.
<b>6.3 For private sector led projects please detail why public subsidy is necessary? Clearly identify the market failure or equity rationale such as social difficulties or distributional concerns that the project is seeking to address. In addition, please explain the specific public policy objective that the project is supporting.</b>

## SECTION 7 – REVENUE GENERATION PROJECTS

For projects that will generate revenue, please submit a business plan and financial forecast with the application.

<b>7.1 Will the project generate revenue?</b>	
<p><b>No</b></p> <p>If yes, how will the revenue benefit the organisation? How will it be utilised?</p>	
<b>7.2 Have you considered taking out a loan for the project?</b>	
<p><b>No</b></p> <p>Please state your reasons:</p>	
<b>7.3 Have you had support from other organisations in developing the project? If so, please specify the organisation and contact person.</b>	
<p><b>Name of organisation</b> (e.g. Highlands and Islands Enterprise, Business Gateway etc.)</p>	<p><b>Contact Person</b></p>
N/A	

<b>7.4 Has the organisation previously received public funding?</b>			
<p><b>No</b></p> <p>If yes, please provide details of awards for the last 3 years:</p>			
<b>Funding</b>	<b>Date of award</b>	<b>Amount £</b>	<b>State Aid YES/NO</b>

## SECTION 1: PROJECT SUMMARY

<b>1.1 Applicant organisation</b>	THE HIGHLAND COUNCIL	
<b>1.2 Project title</b>	PUBLIC CONVENIENCE, WHITECHAPEL ROAD, WICK	
<b>1.3 Project costs</b>	<b>Total cost of project</b>	£254,000
	<b>Match Funding</b>	£165,000
	<b>PBIP grant requested</b>	£89,000
<b>1.4 Project start date</b>	February 2022	
<b>1.5 Project end date</b>	December 2022	

### **1.6 Which of the following programme objectives will the project meet?**

*See guidance notes for further information.*

8. Town centre revitalisation	<b>YES / NO</b>
9. 20-minute neighbourhoods	<b>YES / NO</b>
10. Community wealth building	<b>YES / NO</b>
11. Net zero	<b>YES / NO</b>
12. Wellbeing and inclusive economic development	<b>YES / NO</b>
13. Tackling inequality and disadvantage	<b>YES / NO</b>
14. Community ownership	<b>YES / NO</b>

## SECTION 2: CONTACT DETAILS

<b>2.1 Main contact name</b>	DEBBIE SUTTON
<b>Contact number</b>	01463 644 187
<b>Alternative contact number</b>	07833 614396
<b>2.2 Position</b>	AMENITY SERVICES MANAGER
<b>2.3 Address</b>	The Highland Council 94 Diriebught Road INVERNESS
<b>Postcode</b>	IV2 3QN
<b>2.4 Email address</b>	debbie.sutton@highland.gov.uk
<b>2.5 Website address</b>	www.highland.gov.uk

### SECTION 3: ORGANISATION DETAILS

3.1 Organisation Status	Please indicate (x)	Organisation number
Constituted Group		
SCIO		
Charity		
Public Body	X	BRN: 163733
Company limited by guarantee		
Other (please specify)		

3.2 Are you applying on behalf of a partnership and is your organisation the lead applicant? <i>Please provide partnership agreement with the application if applicable.</i>	<b>YES / NO</b>
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3.3 Is the organisation VAT registered?  By ticking this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the Regeneration Team as this may affect the offer of grant.	<b>YES / NO</b>
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3.4 If the organisation is VAT registered, please quote number.	663 7582 03
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3.5 Is the VAT related to the project being reclaimed from HMRC? <i>Provide relevant details in the box below, i.e. details of exemptions</i>	Whole	Partial	None
	X		

**Notes:**

3.6 Project team	
Name	Area of work/Job title
Debbie Sutton	Amenity Services Manager
John Ashford	Engineering Officer (Maintenance)
Edward Beattie	Maintenance Officer
Sharon Barrie	Property Programme Manager (Property)
Les Hutt	Architect

<b>3.7 Privacy Notice</b>
Please confirm you have read and understood the PBIP Privacy Notice (page 9):
<b>Yes / No</b>

### SECTION 4: PROJECT DETAILS

Please refer to the **Guidance Notes** to complete this section. It provides important information, definitions, and examples to ensure you answer each section correctly.

<b>4.1 Project location - include postcode</b>
Whitechapel Road, Wick, Caithness, KW1 4EA

#### 4.2 Do you own the land/building, or a lease/control of asset is in place?

*Lease agreements must be for at least 10-years. Please provide evidence of ownership or lease with the application. If not in place, what are the arrangements to obtain this and by when?*

**Details: Highland Council owns the building and the land**

#### 4.3 The Project

**(h) Please summarise the project, explaining how it will achieve the funds' objectives as noted in 1.6, and list which outcomes it hopes to achieve.**

The town of Wick has over 7,500 residents, is a community hub for the surrounding local rural area of East Caithness and, with the considerable increase in the number of visitors due to the popularity of the NC500 and the increase in staycation visitors has been seeing investment in the infrastructure to maximise the economic benefit all of this can provide for the town centre economy.

The Council closed the public convenience at the Camps area of the town and, following vandalism and anti-social behaviour, had no option but to close the only remaining public convenience at Whitechapel Road. The use of toilets at a local hotel was provided through the Council's Highland Comfort Scheme.

The project will see the reopening of the Whitechapel Road Public Convenience to support the regeneration of the town centre, provide a fit-for-purpose public convenience, improve the amenity of the town centre, improve access to essential public facilities, provide a safer and more secure facility, contribute to the focus of developing the area as a travel hub and to provide a sustainable and more commercially viable facility for all.

**(i) How will the project benefit local communities and surrounding locality areas? Who will benefit from the project?**

There is currently no existing public convenience in the town of Wick. The nearest public convenience is in a village 7 miles to the west of Wick. There are few public facilities available. This project will provide a public convenience for all users and visitors to the town centre of Wick. The facility will provide toilet facilities, disabled toilet access, baby-changing facilities, showering facilities and locker storage.

The facility will enhance the local amenity of the area and contribute to the greater vision of the regeneration of the town centre.

**(j) What need or opportunity will the project address? How do you know there is local support for the project?** *Please provide evidence of community support with the application i.e. letters of support/consultation reports*

The local community in Wick and the surrounding area have made their feelings known publicly. They do not think or accept that Wick, with 7,500 inhabitants should not have a public convenience. This is a position supported by the local community centre. There have been several high profile stories in local newspapers. An example of this can be read here: <https://www.johnogroat-journal.co.uk/news/enough-is-enough-says-community-council-chairperson-as-wick-242367/>

Local Councillors have been working with local community groups and the local community council to try and find ways of providing for a new public convenience. An example of this can be read here:

[https://highlandtourism.org/councillors-pressing-for-wick-public-toilets-to-be-opened/?utm\\_source=rss&utm\\_medium=rss&utm\\_campaign=councillors-pressing-for-wick-public-toilets-to-be-opened](https://highlandtourism.org/councillors-pressing-for-wick-public-toilets-to-be-opened/?utm_source=rss&utm_medium=rss&utm_campaign=councillors-pressing-for-wick-public-toilets-to-be-opened)

The local community believe that a public convenience in the town centre is essential in providing an enhanced amenity and improved facility provision for the regeneration of the town centre but also for the use of vulnerable and disadvantaged groups who need a public convenience available due to medical conditions. A public convenience allows members of the public who have certain medical conditions to have confidence in visiting the town centre knowing that such a facility exists.

The project will also provide a supporting facility to visitors who will be located in the neighbouring car park facilities – including motor homes and camper vans.

The project will provide locker facilities for travellers who wish to stay longer in the town centre.

**(k) List the main activities to deliver the project including timescales – this will be the project delivery plan.** *Projects must be completed and claimed by the end of September 2022.*

Activity name	Achieved by (date)
Concept Sign Off	End January 2022
Detailed Design Specification	Mid February 2022
Planning Application	Mid April 2022
Building Warrant Application	End April 2022
Funding Approval Confirmation	End April 2022
Prepare Tender Documents	Mid June 2022
Tender Period	End June 2022
Tender Check and Approval	Beginning July 2022
Mobilisation	Mid July 2022
Construction	December 2022

**(l) In developing the project, please detail how you have considered the following:**

**Environmental impact** – *describe how you have taken into consideration how the project specifically addresses climate change/net zero ambitions.*

Lights in the building will be LED, there is also a possibility of including solar panels on the roof of the building to generate power from the site

**Equalities impact** – *explain how you have taken groups with protected characteristics into account in the development of the project. How will you strive to ensure that no one is excluded or disadvantaged from benefitting from the project?*

Currently there are no public conveniences in the town of Wick. This project provides for all members of the public without discrimination. Disabled persons will be able to access a fit-for-purpose facility by radar key. Baby change facilities will be available in both male and female toilets. Showering facilities will be available for all.

**(m) How will the project be supported after PBIP funding and what will be the lasting benefits?**

The Highland Council will be the owner and will be responsible for the ongoing building and facility maintenance programme. Regular inspection and daily maintenance will be undertaken by Highland Council and part of the responsibility of appointed officers in charge of cleaning and maintenance staff. The commercial nature of operation of the facility will provide for the ongoing sustainability of the project to ensure that the benefit to the community will be long-lasting.

**(n) Please outline how the project fits with local plans and strategies**

The project is part of a bigger vision for the regeneration of the town centre. The accompanying diagram to this application details the footprint of the town centre regeneration programme within which this project application is located. At a meeting of the Wick & East Caithness Councillors in March 2021 a review of a number of the projects and plans for the redevelopment and regeneration of the town centre of Wick was undertaken. A copy of the notes of the meeting support this application.

<b>4.4 Does the project require planning permission or statutory regulatory consents?</b>	<b>YES / NO</b>
<b>If YES, please detail below – if consents are in place, please provide evidence with the application</b>	
<b>Type</b>	<b>Date granted/expected</b>
Planning Permission	Mid April 2022
Building Warrant	End April 2022

**SECTION 5: BUDGET**

*This can be provided in a separate excel spreadsheet if preferred. Delete the example below before completing this section.*

<b>5.1 Main project expenditure</b>		
<b>Budget Heading</b>	<b>Detailed cost</b>	<b>Amount</b>
Dontakings	Removal of old items	17,390
	Preliminaries	25,692
Refurbishments	Sanitary ware	22,245
	Cubicles	12,435
	Electrical work	16,350
	Decoration	33,500
	External works	68,309
Contingencies	Risk design development	31,376
Fees	Professional fees	19,171
	Planning Permission fee	0
	Building warrant fee	1,858
<b>TOTAL PROJECT COST</b>		<b>£254,000</b>



## 5.2 Reasonableness of cost – how did you obtain project costs?

The costs have been generated using the Councils Quantity Surveyor, they have experience of the current market for this type of work and have provided estimates based on similar projects which have been carried out in other areas.

## SECTION 6 – MATCH FUNDING

### 6.1 Please give details of confirmed match funding if applicable:

*If match funding is confirmed, please provide letters of awards with the application*

Name	Date awarded/expected	Amount £
Highland Council Tourism Infrastructure Fund	May 2022	50,000
Place Based Investment Fund	February 2022	50,000
Council Loan Fund	March 2022	65,000
<b>Total match funding</b>		<b>£165,000</b>
<b>PBIP Grant requested</b>		<b>£89,000</b>
<b>Total project cost</b>		<b>£254,000</b>

### 6.2 Will the project involve “in kind” support?

*This should not be counted as confirmed match funding for the project*

~~Yes~~ / **No**

If yes, please detail:

**6.3 For private sector led projects please detail why public subsidy is necessary? Clearly identify the market failure or equity rationale such as social difficulties or distributional concerns that the project is seeking to address. In addition, please explain the specific public policy objective that the project is supporting.**

N/A

## SECTION 7 – REVENUE GENERATION PROJECTS

*For projects that will generate revenue, please submit a business plan and financial forecast with the application.*

### 7.1 Will the project generate revenue?

**Yes** / ~~No~~

**If yes, how will the revenue benefit the organisation? How will it be utilised?**

The project will have chargeable facilities – toilets, showers and locker facilities will all be chargeable. The revenue will provide for the ongoing maintenance costs and other financial costs that will assist in delivering the project.

**7.2 Have you considered taking out a loan for the project?**

**Yes / No**

**Please state your reasons:**

Part of the finance of the project is provided for by the Council's Loan Fund.

**7.3 Have you had support from other organisations in developing the project? If so, please specify the organisation and contact person.**

**Name of organisation**

*(e.g. Highlands and Islands Enterprise, Business Gateway etc.)*

**Contact Person**


**7.4 Has the organisation previously received public funding?**

**Yes / No**

**If yes, please provide details of awards for the last 3 years:**

Funding	Date of award	Amount £	State Aid YES/NO

## SECTION 1: PROJECT SUMMARY

<b>1.1 Applicant organisation</b>	THE HIGHLAND COUNCIL	
<b>1.2 Project title</b>	REDESIGN OF BUS STANCE	
<b>1.3 Project costs</b>	<b>Total cost of project</b>	£14,061.50
	<b>Match Funding</b>	£0
	<b>PBIP grant requested</b>	£14,061.50
<b>1.4 Project start date</b>	TBC (Est Summer 2022)	
<b>1.5 Project end date</b>	TBC (Est Summer 2022)	

St Andrew's Churchyard: Disabled Access Project

### **1.6 Which of the following programme objectives will the project meet?**

*See guidance notes for further information.*

15. Town centre revitalisation	<b>YES / NO</b>
16. 20-minute neighbourhoods	<b>YES / NO</b>
17. Community wealth building	<b>YES / NO</b>
18. Net zero	<b>YES / NO</b>
19. Wellbeing and inclusive economic development	<b>YES / NO</b>
20. Tackling inequality and disadvantage	<b>YES / NO</b>
21. Community ownership	<b>YES / NO</b>

## SECTION 2: CONTACT DETAILS

<b>2.1 Main contact name</b>	Jonathan Gunn
<b>Contact number</b>	01955 608234
<b>Alternative contact number</b>	---
<b>2.2 Position</b>	Senior Roads Engineer
<b>2.3 Address</b>	Highland Council Caithness House WICK Caithness
<b>Postcode</b>	KW1 4AB

2.4 Email address	jonathan.gunn@highland.gov.uk
2.5 Website address	www.highland.gov.uk

### **SECTION 3: ORGANISATION DETAILS**

3.1 Organisation Status	Please indicate (x)	Organisation number
Constituted Group		
SCIO		
Charity		
Public Body	X	
Company limited by guarantee		
Other (please specify)		

3.2 Are you applying on behalf of a partnership and is your organisation the lead applicant? <i>Please provide partnership agreement with the application if applicable.</i>	<b>YES / NO</b>
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3.3 Is the organisation VAT registered?  By ticking this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the Regeneration Team as this may affect the offer of grant.	<b>YES / NO</b>
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3.4 If the organisation is VAT registered, please quote number.	GB663758203
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3.5 Is the VAT related to the project being reclaimed from HMRC? <i>Provide relevant details in the box below, i.e. details of exemptions</i>	Whole	Partial	None
	X		

Notes:

3.6 Project team	
Name	Area of work/Job title
Jonathan Gunn	Senior Roads Engineer
Raymond Bremner	Councillor, Wick & East Caithness
Jonathan Miller	Chair, Wick Development Trust

3.7 Privacy Notice
Please confirm you have read and understood the PBIP Privacy Notice (page 9):  <b>Yes / No</b>

## **SECTION 4: PROJECT DETAILS**

Please refer to the **Guidance Notes** to complete this section. It provides important information, definitions, and examples to ensure you answer each section correctly.

### **4.1 Project location - include postcode**

**Riverside Car Park, Riverside, WICK, Caithness, KW1 4NL**

### **4.2 Do you own the land/building, or a lease/control of asset is in place?**

*Lease agreements must be for at least 10-years. Please provide evidence of ownership or lease with the application. If not in place, what are the arrangements to obtain this and by when?*

**Details: Land is common good land and is administrated and maintained by Highland Council**

### **4.3 The Project**

#### **(o) Please summarise the project, explaining how it will achieve the funds' objectives as noted in 1.6, and list which outcomes it hopes to achieve.**

The fund will provide for the redesign of the bus stance at the Riverside area of Wick Town Centre contributing to town centre regeneration. The area has been subject to vandalism and anti-social behaviour and has had an adverse effect on the riverside area. A number of projects have sought to improve the amenity of the area and the safety and security of the area. The bus stance area sits within the boundary of the town's centre's newly redeveloped main car park. CCTV installation is planned for the project area to protect the project investment and will link with the town's upgraded CCTV system.

Currently, bus services have been withdrawn from the riverside bus stance area due to access issues. These have been attended to and the newly developed bus stance area will provide improved access for bus users, visitors and locals. The bus stance area will also include mounted display boards detailing things to see and do. As a destination location within the town it is hoped that visitors will stay, stay longer and contribute to the town centre economy.

The project area is being redesigned to improve inclusiveness, safety and well-being as well as improving accessibility for town centre users. It will enhance the amenity of the surrounding area and provide a more welcoming environment for all.

#### **(p) How will the project benefit local communities and surrounding locality areas? Who will benefit from the project?**

The redesign of the project area will provide an improved bus stance and visitor area in the centre of the town of Wick. As one of the two towns in Caithness, Wick is the community hub for surrounding local areas in East Caithness. The redesign project will improve accessibility to the town centre for bus users. The bus stance will compliment the development of the Riverside area of Wick as a travel hub. The area will provide and improved amenity for pedestrians (local community and visitors), cyclists, buses, taxis, camper vans & motorhomes and motorcars. The travel hub acts as a destination location and supports the current focus on town centre regeneration and economic development of the area.

**(q) What need or opportunity will the project address? How do you know there is local support for the project?** *Please provide evidence of community support with the application i.e. letters of support/consultation reports*

Local Council Members committed to the regeneration of the town centre in 2017. A number of meetings and consultations have been held with the local community and town centre stakeholders since. The footprint of the town centre in respect of regeneration area was determined. The project falls within that area. The improvements that would assist the regeneration of the town centre were also determined. Accessibility for town centre users and visitors featured among key priorities. This project helps meet that priority. A local development trust – Wick Development Trust, (WDT) was formed in order to facilitate the delivery of a number of programmes. This project has been assisted by the WDT on a voluntary basis.

**(r) List the main activities to deliver the project including timescales – this will be the project delivery plan.** *Projects must be completed and claimed by the end of September 2022.*

Activity name	Achieved by (date)
Funding for provision of new bus shelter and electronic timetable display	March 2020
Resurfacing of the car park area	Jan-Mar 2020
Redesign concept and drawings	November 2021
Scope of works	December 2021
Identify funding for provision of new redesigned bus stance	January 2022
Construction works	June-Aug 2022

**(s) In developing the project, please detail how you have considered the following:**

**Environmental impact** – *describe how you have taken into consideration how the project specifically addresses climate change/net zero ambitions.*

Increased bus use reduces carbon emissions - taking a local bus emits a little over half the greenhouse gases of a single occupancy car journey and also helps to remove congestion from the roads

**Equalities impact** – *explain how you have taken groups with protected characteristics into account in the development of the project. How will you strive to ensure that no one is excluded or disadvantaged from benefitting from the project?*

The project, by the nature of enhancing and improving accessibility for all to the town centre seeks to promote inclusiveness. The design considers the needs of disabled persons.

**(t) How will the project be supported after PBIP funding and what will be the lasting benefits?**

The project is a part of a larger vision of town centre regeneration. The bus stance and surrounding redeveloped area will be maintained by the Highland Council. A number of stakeholders are involved in the redevelopment of the surrounding area including Wick Development Trust and Royal Burgh of Wick Community Council. Highland Council will be responsible for the upkeep and maintenance.

**(u) Please outline how the project fits with local plans and strategies**

As detailed in this application, this project is part of a larger vision of town centre regeneration. The transformation of the riverside car park area began late 2019. This project delivers part of the greater plan for the area.

<b>4.4 Does the project require planning permission or statutory regulatory consents?</b>	<b>YES / NO</b>
<i>If YES, please detail below – if consents are in place, please provide evidence with the application</i>	
<b>Type</b>	<b>Date granted/expected</b>

**SECTION 5: BUDGET**

*This can be provided in a separate excel spreadsheet if preferred. Delete the example below before completing this section.*

<b>5.1 Main project expenditure</b>		
<b>Budget Heading</b>	<b>Detailed cost</b>	<b>Amount</b>
Construction	Site clearance	£1,000
	construction	£13,061.50
<b>TOTAL PROJECT COST</b>		<b>£14,061.50</b>

<b>5.2 Reasonableness of cost – how did you obtain project costs?</b>
From a framework of standard rates for materials, labour and plant to the Highland Council

**SECTION 6 – MATCH FUNDING**

<b>6.1 Please give details of confirmed match funding if applicable:</b> <i>If match funding is confirmed, please provide letters of awards with the application</i>		
<b>Name</b>	<b>Date awarded/expected</b>	<b>Amount £</b>
N/A		
<b>Total match funding</b>		<b>£0</b>
<b>PBIP Grant requested</b>		<b>£14,061.50</b>
<b>Total project cost</b>		<b>£14,061.50</b>

<b>6.2 Will the project involve “in kind” support?</b> <i>This should not be counted as confirmed match funding for the project</i>
<b>Yes / No</b>
<b>If yes, please detail:</b>

**6.3 For private sector led projects please detail why public subsidy is necessary? Clearly identify the market failure or equity rationale such as social difficulties or distributional concerns that the project is seeking to address. In addition, please explain the specific public policy objective that the project is supporting.**

N/A

## **SECTION 7 – REVENUE GENERATION PROJECTS**

*For projects that will generate revenue, please submit a business plan and financial forecast with the application.*

### **7.1 Will the project generate revenue?**

**Yes / No**

If yes, how will the revenue benefit the organisation? How will it be utilised?

### **7.2 Have you considered taking out a loan for the project?**

**Yes / No**

Please state your reasons:

### **7.3 Have you had support from other organisations in developing the project? If so, please specify the organisation and contact person.**

<b>Name of organisation</b>	<b>Contact Person</b>
<i>(e.g. Highlands and Islands Enterprise, Business Gateway etc.)</i>	
<b>Wick Development Trust</b>	Jonathan Miller, Chairperson

### **7.4 Has the organisation previously received public funding?**

**Yes / No**

If yes, please provide details of awards for the last 3 years:

<b>Funding</b>	<b>Date of award</b>	<b>Amount £</b>	<b>State Aid YES/NO</b>