

Agenda Item	10
Report No	BI/007/22

HIGHLAND COUNCIL

Committee: Black Isle Committee

Date: 15 February 2022

Report Title: Place Based Investment Programme/Town Centre Fund

Report By: Executive Chief Officer Infrastructure, Environment and 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 agreed an area distribution of the grant. Black Isle Committee was allocated £97,100.
- 1.2 In discussion with Ward 9 Members via email on 22 December 2021, Members expressed a desire to invite bids for the available PBIP grant. The process opened on 29 December 2021 and closed 19 January 2022. A total of two applications were received. The total grant amount requested was £70,000. An extract of the salient sections of each application can be viewed in Appendix 1.
- 1.3 On 13 January 2021, Members of the Black Isle, Dingwall and Seaforth Committee agreed additional items of Town Centre Fund (TCF) expenditure. Two of the approvals were for projects that are covered by the Black Isle Committee area. Rosemarkie and Fortrose Trust were awarded an additional £25k to allow them to complete the refurbishment of the public toilets in Rosemarkie and Fortrose. The revised budget for the project is £44k. An additional £71,364 was allocated the North Kessock (A9) Layby improvement project (improved lighting to the steps, waste disposal facility, information/interpretation and white lining of vehicle spaces). The revised budget for the project is £101,364. This report provides a financial update on each project.

2 Recommendations

- 2.1 Members are asked to:-
 - i. **agree** to investing £40,000 of the PBIP grant in the Cromarty Community Campsite;

- ii. **agree** to investing £30,000 of the PBIP grant in the Culbokie Green Shelter;
- iii. **grant** delegated authority to the Executive Chief Officer Infrastructure, Environment and Economy in consultation with the Area Committee Chair to allocate any uncommitted PBIP grant to approved PBIP beneficiaries in the event that additional investment is required;
- iv. **agree** that the Council write to the Scottish Government to request permission to carry over the value of any uncommitted PBIP grant into 2022/23;
- v. **agree** to investing an additional £14,269.56 TCF grant in the refurbishment of the public toilets in Rosemarkie and Fortrose to address unforeseen eligible expenditure incurred by the Grantee; and
- vi. **agree** that the Council write to the Scottish Government to request permission to carry over the TCF underspend of £31,877.81 into 2022/23 and that a report be brought to the next meeting of the Black Isle Committee outlining the Scottish Government's decision and any associated recommendations if response favourable.

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. Eandl 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; and
 - £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 and Infrastructure Committee agreed that all places, irrespective of population, be considered eligible for PBIP support.

7. BIC PBIP Applications

Project	PBIP requested £	Eligible PBIP costs £
Cromarty Community Development Trust (Cromarty Community Campsite)	40,000	40,000
Culbokie Community Trust Limited (Culbokie Green Shelter)	30,000	30,000
Total	70,000	70,000

7.2 As is typical with this type of funding, the proposals received by The Highland Council vary significantly in terms of project outputs and outcomes. Each project proposed has its own particular local benefits and impacts. In assessing which project to support, Members will need to consider four key factors when determining applications:-

1. Does the project satisfy one of the seven PBIP objectives (section 5)?
2. Is the expenditure capital in nature?
i.e., A fixed physical asset.
3. Can the expenditure be contractually committed by 31 March 2022?
Whilst the 5-year pipeline of funding is welcome and allows for more opportunity to identify and develop projects with more funding certainty, the grant condition that funds are to be committed on annual basis undermines any advantage secured and limits the ability to develop and support those projects that may potentially deliver the biggest impacts for Black Isle communities. It was agreed at the EandI Committee meeting on 1 September 2021 that the Council would write to the Scottish Government seeking flexibility in that regard.

4. Does the project align with local CPP objectives?
A key requirement of the decision-making process agreed by EandI 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.

7.3 The following paragraphs summarise the two proposals received by The Highland Council for the Black Isle and provides commentary on the key issues to be considered by Members when determining which projects they wish to offer PBIP grant.

7.4 Cromarty Community Development Trust (Cromarty Community Campsite)
 Cromarty Community Development Trust are seeking the sum of £40,000 towards the creation of a £200,000 community campsite. The proposal is to provide campervan facilities including hard standing, waste disposal and toilets. The PBIP grant is specifically to address a 25% uplift in the preferred tender price to accommodate rising prices in the intervening period.

PBIP objectives met?	Yes
Capital?	Yes
Deliverable?	Yes – preferred contractor in place.
CPP alignment?	Verbal update to be provided.

7.5 Culbokie Community Trust Limited (Culbokie Green Shelter)
 Culbokie Community Trust (CCT) are seeking the sum of £30,000 to construct an 8m x 4m covered shelter on Culbokie Green which is currently being developed on land in the heart of the village owned by CCT. Culbokie Green and the shelter are part of a transformational project which will include a new Village Hub with a café, public toilets and community / business space. The whole area will connect to the rest of the village via a Sustrans active travel route which is in the late stages of development

PBIP objectives met?	Yes
Capital?	Yes
Deliverable?	Yes – preferred contractor in place.
CPP alignment?	Verbal update to be provided.

8. PBIP Area Allocation Balance

8.1 If Members are minded to approve the two PBIP applications, it will result in £27,100 to be committed. It is proposed that Officers engage with the two applicants in the first instance to explore if any additional items of PBIP eligible expenditure can be identified to add value to the investment beyond what has been requested in the applications. Given that the expectation is that grant will be committed by 31 March 2022, it will necessitate delegated authority being granted to the ECO Infrastructure, Environment and Economy in consultation with the Area Committee Chair to allocate any uncommitted PBIP grant. If this exercise does not absorb the PBIP sum available, permission will be required from the Scottish Government to carry over any uncommitted funds into 2022/23.

9. TCF Update

9.1 North Kessock (A9 Layby) Tourism Infrastructure Project

The project is now complete. The final underspend is £50,547.37.

9.2 Rosemarkie and Fortrose Public Toilet Refurbishment Project

The project is now complete at a final cost of £62,669.56. This represents a significant overspend by the Grantee that needs to be addressed urgently as they do not have funds to pay the final invoice. Unfortunately, unforeseen remedial works were necessary at Fortrose due to the roof timbers requiring to be replaced. This only became apparent on opening up. Furthermore, £12,000 of anticipated match funding for the project was not realised by the Grantee.

Cost of Works (final)	£62,669.56
TCF Grant Award plus 10%	£48,400.00
Match funding	£0
Funding gap	£14,269.56

It is proposed that the £14,269.56 be absorbed by the North Kessock (A9 Layby) Tourism Infrastructure Project underspend referred to 9.1.

10. TCF Area Allocation Balance

- 10.1 If Members are minded to approve the TCF grant uplift detailed in 9.2 it leaves an uncommitted TCF balance of £31,877.81. It is proposed that permission is sought from the Scottish Government to carry this into 2022/23 and rolled into any available PBIP monies for Black Isle Committee Members to determine how it is invested post May 2022.

Designation: Executive Chief Officer Infrastructure, Environment and Economy

Date: 08 February 2022

Author: Alan Webster, Regeneration Team Leader

Appendix 1: PBIP Proposals

SECTION 1: PROJECT SUMMARY

1.1 Applicant organisation	Cromarty Community Development Trust	
1.2 Project title	Cromarty Community Campsite	
1.3 Project costs	Total cost of project	£200,000
	Match Funding	£48,304
	PBIP grant requested	£40,000
1.4 Project start date	February 2022	
1.5 Project end date	June 2022	

1.6 Which of the following programme objectives will the project meet? <i>See guidance notes for further information.</i>		
1. Town centre revitalisation		NO
2. 20-minute neighbourhoods		NO
3. Community wealth building		YES
4. Net zero		NO
5. Wellbeing and inclusive economic development		YES
6. Tackling inequality and disadvantage		NO
7. Community ownership		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
Whitedykes, Cromarty, IV11 8YB
4.2 Do you own the land/building, or a lease/control of asset is in place? <i>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?</i>
Details: We have completed an asset transfer of the land into community ownership. The unused land was transferred from Highland Council to Cromarty Development Trust

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 project aim is to build a community campsite to alleviate the huge issues we have in Cromarty with campervans parking around the town without having access to facilities. We will provide camping for vans overnight but will also provide services for vans that are just passing through including waste disposal and water source.

Regeneration – this disused land beside the industrial units in Cromarty has been left untended for a number of years. We aim to bring it back into use, to allow this land to be used to make an economic impact to the town. The town has a limited number of resources to support the local economy. The use of this land allows us to capitalise on the increased tourism caused by the NC500.

The Place Principle – this project is a collaboration between Cromarty Community Development Trust, Highland Council, the Scottish Government and SSE.

This proposal also aligns closely with the Highland Councils plans for infrastructure to support the growth of the NC 500 and the need to support communities to cope with the increase in tourist, traffic and the disadvantages that come with that. In turn, we ensure that we provide a better service for tourists that visit Cromarty.

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

- All income generated by the campsite will go into supporting further development projects within Cromarty
- The project will create 1 full time post and 1 part time seasonal post creating employment in a small town that is rural
- Ensuring campervans have somewhere to stay overnight will encourage them to shop locally, engage with local service providers and spend in the town. Research shows that campervans bring a positive economic impact to the town.
- The community of Cromarty will benefit in many ways – financially, economically and aesthetically.
- Local businesses will also benefit
- Tourists in campervans will have the provision of overnight accommodation and waste services

(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 project addresses the need for safe and sensible parking for overnight campers. The local 'links' have been closed to campervans under legislation and with local support. This site provides an alternative in a sensible location on the edge of the town. There is little visual blight or disturbance for local people, yet income can still be made from tourism. A community survey shows support for the development. Businesses acknowledge that it will improve the economy while locals are much happier that the location is on the outskirts of the town stopping vans from parking in the community green space – the links.

(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)
Site clearance	End of January 2022
Groundworks	April 2022
Installation of toilet block and key facilities	June 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.

The site will be planted with thick tree planting. Services will be installed adhering to strict environmental guidelines. There will be a reduction in lighting and hook ups will not be provided for each van encouraging vans to generate their own electricity whilst on the move.

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 site will adhere to disability legislation. All buildings will be fully accessible.

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

The project will be self-supporting. The income from the business will pay for the staffing and any profits will be used for community benefit.

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

The project fits in with the local plan as the site was earmarked in the local plan for development.

4.4 Does the project require planning permission or statutory regulatory consents?

YES

If YES, please detail below – if consents are in place, please provide evidence with the application

Type	Date granted/expected
Full planning	26/11/2020

SECTION 5: BUDGET

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

5.1 Main project expenditure		
Budget Heading	Detailed cost	Amount
Construction		
	Project Management Costs	10,000
	Land Value	0
	Planning Fees	1,652
	Design Costs	5,000
	Legal	6,000
	Construction 14 Tonne Digger Hire + Delivery 9 Tonne Dumper Hire Welfare Topsoil Subbase Formation of access tar entrance into site as per drawing	57,361
	Basic Toilet Block and Waste Disposal System	62,000
	Site Lighting	2,000
	Landscaping + Path	12,000
	Contingencies	5,000
		161,013
Add 25% covid increase		40,000
TOTAL PROJECT COST		£201,013

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

Costs have been out to tender. Due to the current pandemic the cost of materials and building work has increased which has led to the need for additional funding. Contractors have indicated an increase of 25% from the original project costs.

SECTION 6 – MATCH FUNDING

6.1 Please give details of confirmed match funding if applicable: <i>If match funding is confirmed, please provide letters of awards with the application</i>		
Name	Date awarded/expected	Amount £
SSE -	Received	26,306
Wakelin Trust	Received	9,000
Ward discretionary budget	Received	8,998
HIE	Received	4,000
RTIF	Ongoing – June 2022	112,709
Total match funding		£161,013
PBIP Grant requested		£40,000
Total project cost		£201,013

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

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
If yes, how will the revenue benefit the organisation? How will it be utilised?
Revenue will be used to pay for job creation – 2 posts to run the site. One full time and one part time. Any additional profit will go into the further development of the town of Cromarty in line with the community needs.

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

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.

Name of organisation <i>(e.g., Highlands and Islands Enterprise, Business Gateway etc.)</i>	Contact Person
HIE	Stewart Warlaw

7.4 Has the organisation previously received public funding?

Yes

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

Funding	Date of award	Amount £	State Aid YES/NO
RTIF	Round 3	Full award	

SECTION 1: PROJECT SUMMARY

1.1 Applicant organisation	Culbokie Community Trust Limited (CCT)	
1.2 Project title	Culbokie Green Shelter	
1.3 Project costs	Total cost of project	£
	Match Funding	£
	PBIP grant requested	£
1.4 Project start date		
1.5 Project end date		

1.6 Which of the following programme objectives will the project meet? <i>See guidance notes for further information.</i>		
1. Town centre revitalisation (Village Centre)		YES /
2. 20-minute neighbourhoods		YES /
3. Community wealth building		YES /
4. Net zero		YES /
5. Wellbeing and inclusive economic development		YES /
6. Tackling inequality and disadvantage		YES /
7. Community ownership		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.

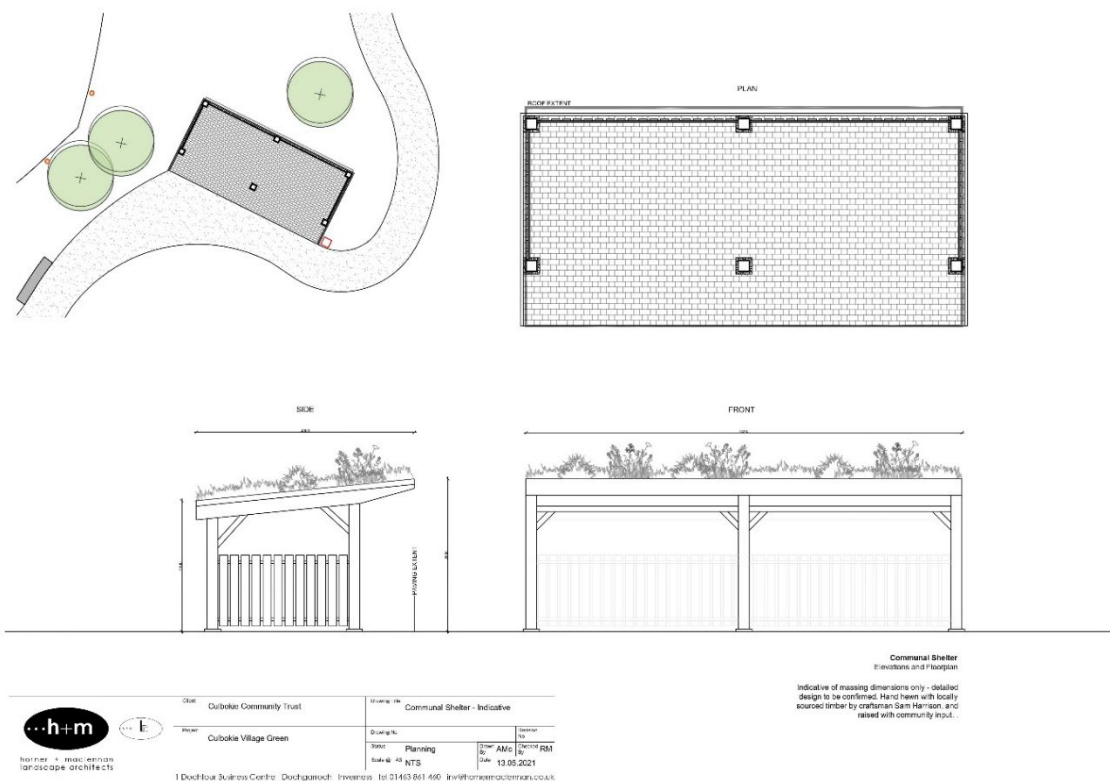
4.1 Project location - include postcode
Culbokie Green, Baluachrach, Culbokie, IV7 8LP
4.2 Do you own the land/building, or a lease/control of asset is in place? <i>Lease agreements must be for at least 10-years. Please provide evidence of ownership or lease with the application. If not in place, what are the arrangements to obtain this and by when?</i>
Details: CCT owns the land on which the shelter is to be constructed.

4.3 The Project

(h) 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 Culbokie Community Trust (CCT) is seeking funding to build an 8m x 4m covered shelter on Culbokie Green which is currently being developed on land in the heart of the village owned by CCT. Culbokie Green and the shelter are part of a transformational project which will include a new Village Hub with a café, public toilets and community / business space. The whole area will connect to the rest of the village via a Sustrans active travel route which is in the late stages of development. All elements of our plan have full planning consent ([21/01930/FUL](#)).

The shelter will be built by Sam Harrison who has been selected from three tenderers to design and build the shelter as shown below.



The building has strong environmental credentials. It will be built from local timber using traditional techniques with an attractive living roof. Pad foundations will minimise use of carbon-intensive concrete. Volunteers will be involved in helping to raise the frame. The footing for the shelter has already been installed by Tulloch Homes as an in-kind contribution worth approximately £1,500.

Once built, the shelter will provide a venue for a wide range of community activities in a Covid safe, outdoor environment - whatever the weather. It will provide a base for volunteer training, social events, gatherings, demonstrations, market stalls and as a 'hang-out space' as well as a rendezvous point for the Culbokie Community Cycling Club - to name just a few of the planned uses. All these activities are designed to support the health and wellbeing of local people from many different walks of life and particularly to address the issue of isolation that can affect people of all ages and backgrounds.

The project specifically contributes to the **Place Principle**. It has been shaped by the people who live in the village in a highly innovative and collaborative process between the private, public and charitable sectors in which the design has addressed roads and access, services, housing need, green spaces, community development, economic development and active travel. It will help create a sense of purpose and identity, realise the full potential of the community and create a more sustainable and successful place. It also contributes to the **20-minute neighbourhood** agenda in providing a new facility easily accessed from all parts of the village. This is particularly important in a village which is ranked in the lowest decile for 'access to services' in the Scottish Index of Multiple Deprivation.

The project is part of plan for the village hub which will contribute strongly to **Scotland's Economic Strategy** – creating business opportunities, employment and training within the village which will support long term sustainability and the move to a low carbon age.

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

This project will benefit the community by providing a venue for a range of 'outdoor' activities which can be arranged in the confidence that they will not be derailed by the weather. These activities will benefit people in Culbokie and surrounding areas and will include training courses, children's activities, market stalls, demonstrations, a start point for the local outdoor activities such as cycling and orienteering, and events for a range of community groups such as scouts and toddlers groups. It will also provide a space for informal groups to gather and socialise in an attractive central location. Not least, the shelter will provide a well-ventilated space where people will feel safer to meet and mingle than they would in an indoor venue in a Covid and post-Covid world.

As part of a bigger project the shelter also adds an attractive additional dimension to a public greenspace that includes paths and seating, a natural play area and kick-about space, family games, a community orchard and outdoor table tennis with attractive walks in Glascairn Wood only 5 minutes away. This will be an attraction to people in nearby communities looking for alternative destinations. Visitors might include families, people visiting with their carers and retired people. The pull from communities further afield and from tourists will be increased as the Village Hub buildings, including the community café and public toilets, are developed.

(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 Shelter is part of a bigger project to develop Culbokie Green and Village Hub in the heart of the village that has been in development since 2012. This was the subject of a Community Right to Buy in 2015 which required a full postal ballot to demonstrate community support. This resulted in a majority of 81% in support of the purchase.

A consultation on the vision for the greenspace took place in 2018 which generated a range of ideas and strong support (93%) for a naturalistic approach to the design and the inclusion of a shelter as an all-weather venue for community activities. The ideas from this consultation were used to brief landscape designers Horner and MacLennan to develop the design. A further consultation on the draft designs won 88% approval. These were further adapted to take account of comments.

According to the most recent census (2011), the population of the Culbokie Settlement Zone is 1179 although it's likely to have increased subsequently. Significant features of the demographic are:-

1. The population has a higher-than-average proportion of older and retired people who generally stay in the village during the daytime.
2. There is also a higher-than-average proportion of children and young people between the ages of 5-15 owing to the good schools in the area.
3. There is a significantly lower than average proportion of people who are 'white Scottish' with a corresponding high proportion of people who are 'white British'. This indicates that many people have moved to the village from all over the UK and are likely to lack strong family support networks.

All these specific groups, and all other residents, will benefit from community and informal activities in the shelter which will help bind the community together.

Over the past 18 months of the pandemic, the need for the shelter has become more apparent than ever due to the extra demand for outdoor activities combined with the vagaries of the weather which make event organisation extremely difficult. There is nothing like this shelter currently existing in the village. It will be a unique and important resource for many years to come.

(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)
Commission work	01/04/22
Preparation of engineering drawings	13/05/22
Off-site build	10/06/22
On-site build	30/06/22
Electricity connection	30/7/22
Building opening ceremony	30/8/22

(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.

The building has strong environmental credentials. It will be built from local timber from Aigas Community Woodland using traditional techniques with an attractive and biodiverse living roof. Pad foundations will minimise use of carbon-intensive concrete. The shelter is set on Culbokie Green which itself makes a positive contribution to the environment with a community orchard, wild meadows and a natural play area. Culbokie Green will be connected to the rest of the village via a Sustrans active travel route which is the late stages of development. People of all abilities will be able to access the shelter without using a private car. Cycle parking will be provided on the Green.

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 purpose of the shelter is to provide a space that is protected from the weather where community activities can take place and where community mixing is actively encouraged. It will be open and available to anyone of any age, gender, religion or ethnic group to use free of charge, removing any barriers relating to cost or availability.

The shelter will have a paved interior and is fully wheelchair accessible via a 2m wide self-binding gravel path. It will also be fully accessible from all parts of the village through the new Sustrans active travel route which is in the late stages of development

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

The shelter will have a life of a minimum of 25 years and most likely a lot longer. Running costs and maintenance will be minimal. Volunteers will undertake general maintenance work and costs will be covered by CCT fundraising activities including activities based on Culbokie Green.

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

The project fits with the following local plans and strategies:-

- The shelter is part of Culbokie Green and Village Hub that is zoned in the local plan for community development in recognition of the lack of services and community facilities in the village. Supportive comments on the design were submitted by the Development Plan Team.
- Highlands and Islands Enterprise Operating Plan 2019-22: which focuses on strong, capable and resourceful communities
- Highland Council Local Voices – Highland Choices 2017-22: which puts communities at the heart of design and delivery of local services,
- Local tourism and the John O Groats Trail – Culbokie Green and the Hub will provide an attractive service point for walkers on the John O Groats trail, which passes adjacent to the site, and also those on the NC 500 which passes only a few miles away.

4.4 Does the project require planning permission or statutory regulatory consents?	YES / NO
If YES, please detail below – if consents are in place, please provide evidence with the application	
Type	Date granted/expected
Planning consent	Granted 16/08/21

SECTION 5: BUDGET

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

5.1 Main project expenditure		
Budget Heading	Detailed cost	Amount
Footing for shelter	Excavate and prepare subbase and top with self-binding gravel. Provide electrical duct.	N/A In kind contribution – see below
Design and build contract for shelter	Sam Harrison – design and build - £16,000 Structural Engineer - £1,500 Groundworks - £1,500 Paved floor - £1,000	£29,400

	Equipment - £1,250 Labourer – £2,084 Subtotal = £23,334 VAT @ 20% - £4,666 Total = £28,000 Contingency @ 5% - £1,400 Grand total = £29,400	
Electrical connection	Connect electric supply - £500 + VAT (estimate)	£600
TOTAL PROJECT COST		£30,000

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

The project was put out to tender to 3 companies from which we received tenders:

- Craobh Woodwork
- Sam Harrison
- Wild Furniture

Sam Harrison was selected on the basis of the quality of the design and best value to the community.

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 £
Total match funding		£0
PBIP Grant requested		£30,000
Total project cost		£30,000

6.2 Will the project involve “in kind” support?

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

Yes/

Tulloch Homes has provided the footing to the shelter which includes:

- Excavation and preparation of the subbase
- Topping with self-binding gravel.
- Provision of electrical duct.

This work has been valued at £1,500 and is a direct contribution to this project.

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?

/ No

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

Voluntary donations may be received for some events and activities in the shelter. Any donations received will be used towards the long-term maintenance of Culbokie Green

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

/ No

Please state your reasons:

The project is not revenue generating

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

Highland Council

Di Agnew

North Highland Initiative

Alan Jones

7.4 Has the organisation previously received public funding?

Yes /

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

Funding	Date of award	Amount £	State Aid YES/NO
Highland Coastal Communities Fund – volunteer planting on Culbokie Green	11/05/21	£4,450.00	?
Gordon and Ena Baxter Fund – benches on Culbokie Green	04/11/21	£3,744.00	?
Rural Communities Ideas into Action Fund – Natural play area, outdoor table tennis and signage on Culbokie Green	07/12/21	£25,392.66	?
Cycling UK – cycling maintenance training	07/09/21	£796	?
Local Giving Magic Little Grant – cycling 1st aid training	07/05/21	£500	?
Mushroom Trust – wildflower meadow sowing on Culbokie Green	10/06/20	£1,560.00	?
Cromarty Ports Authority – Project planning fee	18/12/20	£1.139	?