



North Ayrshire
Community Planning Partnership

Three Towns Locality Partnership

**Wednesday 22 January 2020 at 6.00 p.m, Ardrossan Civic Centre,
Glasgow Street, Ardrossan**

Business

Item	Subject	Pg No	Ref	Officer	Timings
1.	Welcome, Apologies and Declarations of Interest.	-	-	Cllr Gurney	6.00 – 6.05
2.	Action Note Review the action note from and deal with any outstanding items.	Pg 3	Enclosed	Karen Yeomans	6.05 – 6.10
3.	Community Wealth Building Receive presentation from Julie McLachlan, Senior Manager (Economic Policy)	-	Presentation	Julie McLachlan	6.10 – 6.25
4.	Local Development Plan Receive presentation from Thom Ledingham, Planning Officer.	-	Presentation	Thom Ledingham	6.25 – 6.40
5.	Community Investment Fund <ul style="list-style-type: none"> Ardrossan Castle Heritage Society Raise Your Voice For Ardeer 	Pg 8	Enclosed To follow	Representatives from each of the Groups.	6.40 – 7.10
STANDING AGENDA ITEMS					
6.	Locality Co-ordinator Update Receive update from Shirley Morgan.	Pg 61	Enclosed	Shirley Morgan	7.10 – 7.20
7.	HSCP Update Receive update from Cllr Sweeney/Scott Bryan/Theresa Potter.	-	Verbal	Cllr Sweeney/Scott Bryan	7.20 – 7.30
8.	Community Rep Update Receive update from Community Reps.	-	All	Shirley Morgan/ Community Reps	7.30 – 7.40
OTHER BUSINESS – DECISION REQUIRED					
9.	Membership Receive report from Shirley Morgan.	-	Verbal	Shirley Morgan	7.40– 7.45
10.	Street Naming Report from Planning enclosed.	Pg 67	Enclosed	Karen Yeomans	7.45 – 7.55

OTHER BUSINESS – TO INFORM LOCALITY PLANNING					
11.	AOCB <ul style="list-style-type: none"> Vice Chair Vacancy Cashback for Communities 		Verbal	Cllr Gurney Shirley Morgan	7.55 – 8.00
Date of Next Meeting: Wednesday 18 March 2020, 6.00 pm, Ardrossan Civic Centre					

Distribution List

Elected Members

Councillor Anthony Gurney **(Chair)**
Councillor Timothy Billings
Councillor Ellen McMaster
Councillor Ronnie McNicol
Councillor Jean McClung
Councillor Jim Montgomerie
Councillor Davina McTiernan
Councillor Jimmy Miller
Councillor John Sweeney
Councillor Robert Barr

Council/CPP Representatives

Karen Yeomans, Senior Lead Officer
Angela Morrell, Lead Officer
Shirley Morgan, Locality Officer
Alison Wilson, Police Scotland
Susan Manson, Third Sector Interface
Paul McAteer, Scottish Fire and Rescue Service

Community Representatives

Pat Breen
Kyle Haddow
Courtney Gemmell
Hazel McMaster
Elaine Meney
Craig Mochan
Ian Winton

Action Note

Meeting:	Three Towns Locality Partnership		
Date/Venue:	5 September 2019 in Ardrossan Civic Centre		
Attendance:	Councillor Tony Gurney; Councillor Timothy Billings; Councillor Jean McClung; Councillor Ronnie McNicol; Councillor Jimmy Miller; Councillor John Sweeney; Councillor Davina McTiernan; Councillor Robert Barr; Karen Yeomans , NAC (Senior Lead Officer); Jim McHarg , NAC (Lead Officer); Angela Morrell , Senior Manager (NAC); Gordon Cowan , Three Towns Locality Officer; Alison Wilson , Police Scotland; Elaine Meney , Community Representative; Craig Mochan , Community Representative; Ian Winton , Community Council (Stevenston); Rosemary Fotheringham , Funding Officer (NAC); Theresa Potter , Engagement Officer (HSCP); Margaret Sweeney , Raise Your Voice with Ardeer; Elizabeth Sweeney , Raise Your Voice with Ardeer; Eric McMillan , McMillan and Cronin Architects; Melanie McFarlane , Saltcoats Harbour Association; Billy Hunter , Saltcoats Harbour Association; Colin MacIntyre , Ardrossan Castle Heritage; Amanda Simpson , Ardrossan Castle Heritage; Michael McCulloch , Ardrossan Castle Heritage; Scott Mould , Ardrossan Community Development Trust Angela Little , Committee Services Officer, NAC		
Apologies:	Councillor Jim Montgomerie; Councillor Ellen McMaster; Pat Breen , Community Representative; Shirley Morgan , Locality Officer.		
ACTIONS			
No.	Action	Responsible	
1.	Welcome and Apologies The Chair welcomed members to the meeting and apologies for absence were noted.		
2.	Action Note The following updates arising from the action note from the Three Towns Locality Partnership meeting on 4 June 2019 were noted:-		

Action Note

	<p>Castle Heritage Centre – Shirley Morgan has forwarded the CIF guidance and application form to the Society.</p> <p>Locality Plan Progress – Shirley Morgan will bring the draft plan to the next meeting.</p> <p>CIF funding for the Participatory Budget Fund – a report will be considered as part of the Grant Funding agenda item.</p> <p>Beach Huts – Shirley Morgan has contacted Northumberland Council for further information on their Beach Hut Scheme and will provide an update to a future meeting.</p> <p>Derelict land – a meeting has taken place with the owner and a further meeting has been arranged to further discuss using land for growing. The Planning Committee approved the serving of Enforcement Orders requiring the sites to be tidied up within 6 weeks.</p>	<p>Shirley Morgan</p> <p>Shirley Morgan</p>
<p>3.</p> <p>a)</p> <p>b)</p>	<p>CIF Expression of Interest</p> <p>North Ayrshire Athletics Club</p> <p>The Partnership noted that a presentation would be made to the next meeting.</p> <p>Castle Heritage Centre</p> <p>The Locality Partnership received a presentation from the Ardrossan Castle Heritage Society, which highlighted the Ardrossan Castle Heritage Society's plans to create a Heritage Hub at the Castle, similar to the one at Dundonald Castle with the hope it could be a centre for outdoor learning and could link in with Primary education.</p> <p>The Partnership asked questions and were provided with further information in relation to:-</p> <ul style="list-style-type: none"> • A feasibility study that will be undertaken and will include identifying the location of a water source; and • Other sources of funding that are being investigated, including the Big Lottery and Heritage Scotland. <p>The Partnership agreed to support the application to move to the next stage of the process.</p>	<p>Shirley Morgan</p> <p>Shirley Morgan</p>
4.	<p>Stevenston Shore Front</p> <p>The Partnership received information from Eric McMillan, Architect on behalf of Margaret and Elizabeth Sweeney, Raise Your Voice with Ardeer on the proposal for Stevenston Shore Front.</p>	

Action Note

	<p>The proposal related to the derelict pavilion at Stevenston beach to provide a community facility that would include a community café, community gather space and wet weather facilities. The building is owned by the Council and has structural issues. Whilst a survey undertaken by the Council in 2017 costed repairs at £72,000, a current survey was required to establish the structural issues and cost the remedial works required. If the remedial works amount to 70% or more than the cost of a new-build then it would be recommended that the building is demolished, and a new facility constructed. A Sustainability Plan will also be prepared.</p> <p>Members asked questions and were provided with further information in relation to the provision of changing facilities that had been considered, however it was felt that the proposal should concentrate on the first phase and consider additions later.</p> <p>The Partnership considered the proposal a very worthwhile project. They welcomed the efforts that had been made to date and looked forward to receiving further updates.</p>	
5.	<p>Saltcoats Harbour Association</p> <p>Billy Hunter and Melanie McFarlane, provided the partnership with information on Saltcoats Harbour Association (SHA). SHA is a newly formed charity which aims to re-vitalise the harbour and surrounding area, including reinstating the Saltcoats Harbour and Customs House as a place where the local community and visitors can enjoy as an amenity. A Feasibility Study will be undertaken which will explore the best options to develop the harbour house into a museum and craft hub, examine re-levelling of the sea basin to accommodate pontoons and the use of the harbour by tourists and boats. An Open Day will be held on 15 September 2019.</p> <p>The Partnership noted the work that had been done and looked forward to receiving further updates.</p> <p>Councillor Billings left the meeting.</p>	
6.	<p>Locality Co-ordinator Update</p> <p>Gordon Cowan referred to the work that has been undertaken in the locality which was included in the agenda pack and highlighted the following points:-</p> <ul style="list-style-type: none"> • Incredible Edible Group who have met with three Towns volunteers and groups already involved in growing food and have mapped current food growing; and • A meeting with a local owner of derelict land areas across the Three Towns to develop more growing spaces. <p>Noted.</p>	

Action Note

7.	HSCP Update Cllr Sweeney provided a verbal update from the HSCP Locality Forum and as Chair of the Suicide Prevention Group, that included:- <ul style="list-style-type: none">• Suicide Prevention Day on 10 September 2019 that will see the relaunch of the 13 Ways social media campaign and work which is underway to get three Scottish celebrities to help publicise the message; and• developments to the “Tell Someone” message; and• A Task Force that will undertake in-depth peer research to ensure we are providing the services required for young people. Noted.	
8.	Community Rep Update Elaine Meney provided a verbal update from the Community Representatives. The sub group met with the Active Travel Officer to plan signs across the Three Towns that will highlight places of interest. A further meeting will take place in September. Councillor Miller suggested contacting Bobby McGuire (Stevenston Historical Society) for further information on local historic sites. Noted.	Elaine Meney
9.	Grant Funding The Partnership agreed to make the following awards: - Nurturing Excellence in Communities Saltcoats Harbour Association £2,000 Stevenston Community Council £1,200 Stevenston Christmas Lights £1,000 Caledonian Piping Club £1,001.70 F.R.I.E.N.D.S. £ 381.26 Three Towns Growers £1,000 Ardrossan Common Good Fund Aria Pascual The Partnership agreed not to make an award at this time and that the Funding Officer provide the applicant with details of other funding sources. Ardrossan Community Council £2,000, subject to satisfactory reports from Legal and Finance. Stevenston Common Good Fund Stevenston Community Council Whilst supportive of the application, the Partnership agreed to defer for consideration at the first meeting in financial year 2020/21.	Rosemary Fotheringham

Action Note

	<p>F.R.I.E.N.D.S. £4,052 Stevenston Christmas Lights £3,309</p> <p>Festival and Events Fund Ardrossan Community Association £1,000</p> <p>Noted.</p>	
10.	<p>AOCB</p> <p>Provost Awards 2020</p> <p>Jim McHarg provided the group with update on changes to the Provost Awards which will take place from 2020. The awards will now be divided into multiple events which will be held on a locality basis. The Three Towns event will be held on 21 May 2020 and nominations will open in February 2020.</p> <p>Noted.</p> <p>Retirement</p> <p>Jim McHarg will retire from the Council in December 2019. The Partnership thanked Jim for the contribution he has made to the local communities in North Ayrshire and specifically his involvement in the work of the partnership and wished him every success for the future. Angela Morrell will take on the role of Senior Manager for the Three Towns Partnership.</p>	
11.	<p>Community Investment Fund - Urgent Application</p> <p>The Partnership were provided with details of an application for Community Investment Funding for Participator Budgeting Events in the Three Towns.</p> <p>The application sought £34,000 to engage with local residents, support the network of community groups and empower residents through increased involvement in decision making.</p> <p>The Partnership discussed the process of CIF applications, the requirement for Cabinet approval and that Cabinet had not supported an recent application from the Garnock Valley LP.</p> <p>The Partnership agreed to support the application and progress it to Cabinet for approval.</p>	<p>Shirley Morgan</p>

The meeting ended at 8.00 p.m.

Community Investment Fund Application Form: Three Towns Locality

The CIF will support proposals and projects that:

- Connect with:
 - The North Ayrshire Fair for All Inequalities Strategy;
 - the Community Planning Partnership and Locality priorities; and
 - North Ayrshire Council's values, priorities and business objectives.
- Fulfil a compelling need and do not duplicate existing services or facilities;
- Provide long-term, sustainable, positive results for the greatest number of people possible;
- Exhibit project and/or organisational innovation in their approaches to their work in their way of addressing community challenges and in their request to Locality Partnerships and the Council;
- Come from (an) organisation(s) that is financially viable (can provide financial statements upon request) and efficiently and effectively managed. This can include an organisation to be created to deliver the project;
- Include options or potential for NAC and CPP employee engagement and volunteering where possible; and
- Include measurable outcomes and can report to NAC on outcomes on a regular basis.

When to apply and how?

- LPs should continue to engage with their communities, and stimulate interest in the CIF. The Locality Partnership will then strategically assess the applications, make links and look at the funding 'in the round'.
- If the partnership supports a bid then the group will be encouraged to submit a full application form, which they will decide upon before making a proposal to Cabinet for final approval.
- The finalised proposal will go to the next suitable Cabinet for final approval.
- Forms should be returned to your Locality Co-ordinator, by email if possible:

Shirley Morgan
Three Towns Locality Coordinator
St Johns School
Connected Communities
Economy and Communities
North Ayrshire Council

Email: smorgan@north-ayrshire.gov.uk

Tel: 01294 475922

Mob: 07912450212

Support and information will be available for groups who are not successful. For more information see the guidance form here: <http://www.northayrshire.community/wp-content/uploads/sites/60/2018/06/community-investment-fund-guidance-notes-17-12-17.pdf>

1. Details of your organisation

Name of Organisation: Ardrossan Castle Heritage Society

Postal Address for

Correspondence:

.....

.....

Name of Contact Person: Amanda Simpson

Position in Organisation:

Contact Telephone Number :

E mail address I

2. Brief description of your organisation

Please include -

[a] *Legal status, e.g. voluntary organisation, public/private limited by shares or guarantee;*

[b] *How long has organisation been in existence?*

[c] *Aims & objectives;*

[d] *General activities or services provided;*

(a) Scottish Charitable Incorporated Organisation (SCO43515)

(b) *Since 26 October 2012*

(c) *Research: to advance the understanding of Ardrossan Castle and Castle Hill*

Community: to encourage and facilitate community involvement at Ardrossan Castle

Education: to engage others in our growing understanding of Ardrossan Castle

Environment: to improve and promote Ardrossan Castle as a positive heritage destination

(d) *Community volunteer-led events including the Ardrossan Castle Carnival, Easter and September Open Door Days, school visits, guided tours, research and archaeology projects.*

3. Title and summary of proposal

Tell us a bit about your idea. Please describe in as much detail as possible, what the funding will be used for. Please include where it will be held / delivered, who is your target audience, who will benefit from it and how and indicate any partners that are involved.

Please include -

[a] What outcomes your organisation wishes to achieve; **SEE BELOW**

[b] Is this a new service / project? **This is a new project**

[c] Does a new organisation need to be set up? **No, no new organisation would need set up at this point in time.**

Please ensure that all of the above information is supplied. Failure to do so may result in your application being rejected.

*(a) Ultimately, the organisation wishes to develop a small **community heritage hub** located on Ardrossan Castle Hill, Ardrossan (subject to permissions). The purpose of this hub would be to take forward the aims and ethos of Ardrossan Castle Heritage Society to promote Ardrossan Castle as a positive tourist destination in North Ayrshire, i.e. to conduct community research projects investigating Ardrossan Castle and surrounding landscape, to provide public events related to the history of the Castle, to provide an indoor/outdoor space for education and learning activities related to the castle (e.g. school visits), including toilet and first aid facilities.*

*As an interim step, **the project being applied for to CIF aims to deliver a feasibility study** for a cost of £17,912 with the following aims:*

- (i) **Hub design and costings:** this aspect would identify the preferred location and construction of the Community Heritage Hub on Ardrossan Castle Hill*
- (ii) **Outline activity and interpretation plan:** this aspect will identify the range of heritage activities and engagement proposed for delivery at the hub*
- (iii) **Business plan:** this aspect will develop the business case to support initial funding bids to construct the hub as well as identify anticipated running and maintenance costs. The business planning preparation would include community engagement to gauge public reaction of the plans.*

The feasibility study / business plan would form the basis of funding applications to Heritage Fund and other funders for the construction / installation of the community heritage hub and revenue funds for public activities.

The community heritage hub would enable:

- More people to be engaged with the heritage / natural heritage of Castle Hill*
- More volunteers to be recruited and retained to work on the Hill (research, tidying / up keep, visitor guiding)*
- A bigger / better programme of events and activities on the Hill suitable for both visitors and local people.*

The community heritage hub would address a range of needs. Currently the problems are:

- No public toilets on the hill top, for residents, visitors or society volunteers*
- No wet weather shelter / kitchenette for volunteers*
- No multipurpose space for receiving groups of visitors on the Hill (tours, talks, walks etc)*
- No welcoming orientation / interpretation point for visitors*
- No lockable storage space for tools, equipment etc.*
- No work areas / work stations for heritage research.*

4. What difference will this project make within the locality and to local services and programmes?

Please include -

[a] *How you will approach reducing inequality*

[b] *How this proposal fits with Three Town's priorities of:*

- 1. Economy and Tourism*
- 2. Community Regeneration*
- 3. Environment (Including civic pride and community engagement)*

This application is for the feasibility study for the community heritage hub and the study will address the contribution of the hub to the above themes. When the community heritage hub is complete and open, the difference it will make will be as follows:

[a] Inequality

- Engaging and inspiring activities based at the community heritage hub aimed to include groups such as the young, elderly, disabled.*
- Disabled parking within close vicinity of Castle thus facilitating easy access.*
- Toilet access on Castle Hill enabling access by families, disabled.*
- Better working facilities to encourage more volunteers.*
- More people being more active on Castle Hill (walking, volunteering)*
- People with disabilities able to get closer to the Castle and / or visit the hub for a guided virtual tour and exhibition / interpretation resources.*
- More people from diverse backgrounds understanding and being inspired by heritage / natural heritage.*

[b]1 Economy and tourism

The community heritage hub would be a visitor magnet (heritage and natural heritage, viewpoint, activities / events / tours) encouraging choice of Ardrossan as a visit destination and encouraging longer length of stay and additional stop overs for transits. It would not displace meeting places / cafes / restaurants in the area.

[b]2 Community Regeneration

Ardrossan Castle Heritage Society is a community led charity accountable to the people of Ardrossan who we will involve in the design, development and operation of the community heritage hub e.g. consultation on design options, the planned activities to be based on the hub and how the hub will be operated including sharing arrangements with community partners. Partnerships will be developed between statutory (Council, Historic Environment Scotland) and community organisations and joint plans will be made with other existing and planned projects, e.g. Garnock Connections and Rathmell Archaeology.

[b]3 Environment

The community heritage hub is intended to be an exemplar low carbon project in terms of construction and operation. The activities based at the hub will include making sure that the environment of Castle Hill is maintained / protected including species logging / habitats.

5. Please give an overview of the engagement that has taken place in relation to the project

Please include the number of people that have been engaged with/ consulted

Over the last 7 years, Ardrossan Castle Heritage Society have been market testing demand for activities / facilities on Castle Hill through Open Days and Community events at the Castle. Visitor numbers for small scale events such as Open Days at the Castle, generally achieve between 100 to 200 visitors per day. Larger events, such as the Ardrossan Castle Carnival demonstrate the potential for attracting much larger numbers (c.8000 visitors across three one-day events held at the Castle in 2016, 2017 and 2018).

We have also, and will continue to engage with Historic Environment Scotland, chartered architects, archaeologists and other heritage professionals with respect to the development of the hub project and all issues relating to the protection of Ardrossan Castle.

The feasibility study (proposed for funding by CIF) would include public and stakeholder engagement, including:

- Permissions / leases / approvals e.g. Council, HES*
- Partner organisation consultation e.g. partners likely to use the hub and / or deliver joint activities with Ardrossan Castle Heritage Society*
- Public consultation (example):*
 - How local people feel about Castle Hill?*
 - What future developments on Castle Hill would people like to take place?*
 - Would they participate / get involved?*
 - What needs / wants might the project address?*
 - Hub design / siting*
 - Test proposed additional activities / events and would people be prepared to pay*
 - Likelihood of attracting more volunteers, placements, apprentices.*

6. Please tell us how the project will be managed

Please include -

[a] *How the finances will be managed*

[b] *Does the proposed project contribute to volunteering or employment opportunities in Three Towns?*

Please include the number of volunteering opportunities and employment opportunities

[c] *If there are any staff requirements, please outline your HR plans*

[d] *Is there evidence of partnership working in relation to the project within Three Towns locality?*

(a) The project finances will be managed within the processes and practices of Ardrossan Castle Heritage Society. Our governing document is a two-tier SCIO which enshrines public oversight through AGMs / public meetings including of Society performance, proposed plans and finances with community powers to intervene if necessary.

Financial transactions are managed by two-person authorisation practice for all transactions. All transactions are monitored by the Board-appointed treasurer and are independently audited annually. All financial records are then transmitted to OSCR as part of our annual Charity funding monitoring process.

The funding for the feasibility study will be treated as a restricted fund with all expenditure against the fund being checked and approved before payments to suppliers.

Contracts with suppliers would be fixed fee.

(b) Volunteering/employment opportunities – these are not part of the feasibility study to be paid for from CIF. However, Board members and other volunteers within Ardrossan Castle Heritage Society will need to provide more time input to work with the external suppliers on the feasibility study and on the potential fundraising and development activities that lead on from that. We envisage that the Board and sub-group structure will need to be strengthened including more / new people as the project progresses.

(c) The feasibility study will identify any need for paid staff for the operation of the community and heritage hub, but the feasibility study execution does not require any paid roles other than the suppliers – see next section.

(d) Local working – engagement: Ardrossan Castle Heritage Society has a good track record of partnership working including (but not limited to) Ardrossan Community Development Trust, local Brownie and Scout groups, Ardrossan Youth Association, North Ayrshire Schools, Ardrossan Community Association (Whitlees), Our Place (Big Lottery) , local businesses, Rathmell Archaeology, and 3rd sector groups including Garnock Connections, and Ayrshire Archaeological & Historical Society.

7. Amount of funding being requested

Please supply details of the amount of funding being requested and any **other** funding you have had over the past 5 years, both financially and 'in kind'.

Amount of funding requested:	£ 17, 912
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Please include detail on -

[a] Breakdown of costs if available;

[b] Recent quotations where appropriate

(a) Hub Design & Costings = £ 9,948 (incl. VAT) John Gilbert Architects, 201 White Studios, Temple Court, Glasgow, G40 1DA
Outline Activity and Interpretation and Business Plan = £ 6,336 (incl. VAT) Ergadia Museums & Heritage, 5 Penicuik Road, Roslin, EH25 9LI
10% Contingency Planning = £ 1,628 (including possible venue hire / refreshments for public consultations).

(b) Quotations attached (x2)

5-year funding history:

Funder	Amount	Purpose
NAC	£1,000.00	Production of History Booklets on Castle
Stalled Spaces	£5,000.00	Ardrossan Castle Carnival
Community Benefit Fund	£14,000.00	Carnival and Parade (£6k, £4k, £4k)
NAC Gaelic Fund	£1,500.00	Signage/ promotion of Gaelic language
Cunningham Housing Association	£2,000.00	Carnival
Big Lottery Scotland	£57,138.00	Carnival and Portakabin (buy & Install) (£15,435.00 + £17,495.00 + £24,208.00)
NAC Gaelic Fund	£2,000.00	Community Halloween Parade
NAC Nurturing Excellence Fund	£2,000.00	Community Archaeology Dig
NAC Participatory Budgeting	£1,500.00	Carnival
NAC Participatory Budgeting	£800.00	Tour Guides & Outfits

8. Monitoring and evaluation process

Please include detail on –

[a] *What monitoring and evaluation processes are planned/ in place*

[a] *The feasibility study project will be monitored via:*

- *Inception meeting with suppliers / consultants*
- *Jointly draw up detailed feasibility work plan (what consultants will do, what Ardrossan Castle Heritage Society will do)*
- *Monthly reports from suppliers (at least itemised invoices showing progress to date)*
- *The Society will wish to receive and respond to draft outputs from suppliers including through meetings with the suppliers / consultants at key stages including:*
 - *Options for proposed community heritage hub siting / construction*
 - *Findings from public surveys and engagement*
 - *Activity and interpretation plan preparation*
 - *Business plan.*

The business plan would set out how the overall community heritage hub project would be monitored / evaluated.

Ardrossan Castle Heritage Centre

Tender for Ardrossan Castle Heritage Society, October 2019

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Contact:	Scott Abercrombie
Address:	John Gilbert Architects, 201 White Studios, Templeton Court, Glasgow G40 1DA
Phone:	0141 551 8383
Email:	scott.abercrombie@johngilbert.co.uk

1. Introduction

John Gilbert Architects is delighted to tender to Ardrossan Castle Heritage Society (ACHS) for this crucial project at the Ardrossan Castle site.

We would be very excited to work with you on this project: we know the area, have experience of similar projects and are hugely empathetic towards the ethos behind the project.

We are confident we can work well with the local community to deliver a project that will meet the aims and objectives established by ACHS and set out in the market test document.

We enclose our proposal for taking the project up to RIBA Stage 3, providing the necessary architectural information and costs to allow initial funding applications to be made and planning permission to be submitted, including:

- site inspection
- report on the site and any planning restrictions
- plans and sketch designs for the new structure on the site
- outline cost for delivery
- list of recommended surveys / consultants required if the project is to progress beyond RIBA Stage 3 and beyond

We offer you a unique blend of off-grid new build and community project experience, alongside award-winning knowledge of sustainable design. We believe we can contribute to your project's success and assist you to make this an exemplar for communities in Scotland.

2. About Us

John Gilbert Architects is a design studio, passionate about designing places for people and the planet.

Experts in ecological, low carbon development designed with the community, we undertake design work from a strategic level to detailed architecture with creativity, enthusiasm and knowledge. We have been at the forefront of the social and community sector for over 24 years delivering award-winning designs for places across Scotland.

The majority of our work is for community organisations, public bodies and housing associations. We have developed a keen understanding of their requirements and constraints for all sizes of project. Over 75% of our current workload is repeat business with a wide range of community organisations and trusts, social landlords and local authorities. We have more than £9.6m of work in progress on community based conservation and retrofit projects and have worked on projects up to the EnerPHit (Passivhaus retrofit) standard.

Chris Morgan and John Gilbert are two of only four architects in Scotland with advanced RIAS sustainability accreditation. John Gilbert has RIAS advanced accreditation for conservation architecture. Chris is a certified Passivhaus designer and also has certification in building biology and permaculture.

Our office has a secure server and high speed network. Maintained and fully backed up by an experienced IT company, this network allows our staff to work remotely across the country while still having access to all our offices resources.

We use Building Information Modelling (BIM) technology for all of our design work, this allows us to illustrate all of our proposals in 3D and to fly through the project. This enables rapid feedback from clients, design team and the wider community and ensures we get the best design. This technology also allows us to quickly assess the running costs and carbon emissions of options and designs together with helping to make more efficient use of materials and minimise capital cost of projects.

We have bespoke project management software which we use to ensure the safe storage and easy access to all project related information including letters, certificates and instructions. This means all our staff have instant, full access to all project correspondence. Our administration is all undertaken in accordance with our ISO9001 quality standards. We hold project files securely in the office and have a technical library with product information.

John Gilbert Architects has seventeen team members – our staff turnover is very low, with the majority of staff having been employed by the practice for at least nine years. This ensures a consistent and experienced team for all projects.

We have a robust communication and project delivery procedures embedded in our quality management system (ISO9001:2008 accredited) and our office culture. We will lead the design team and proactively ensure that your project is driven to a successful conclusion.

3. Project Staff

Chris Morgan	BA BArch ARIAS
Director	RIAS Sustainable Design (advanced)
Architect	Certified Passivhaus designer
<hr/>	
Scott Abercrombie	BSc (Hons) MArch ARB RIAS
Associate Director	RIBA(CA) IHBC
Architect	
<hr/>	
Nadia Malekian	BA (Hons) MArch
Architectural Assistant	

3.1.

3.2. Our Accreditations

John Gilbert Architects is:

- a chartered practice with the Royal Incorporation of Architects in Scotland (RIAS)
- a member of Scottish Ecological Design Association (SEDA)
- a member of Passivhaus Trust
- a member of Development Trusts Association Scotland (DTAS)
- a member of the Scottish Federation of Housing Associations (SFHA)
- BS EN ISO 9001:2008 accredited for quality management
- ISO 14001 accredited for environmental management
- OSHAS 19001 accredited for health & safety

The practice operates to Architects Registration Board and Royal Town Planning Institute codes of conduct.

4. Project Team

This project will be led by Director Chris Morgan, assisted by Associate Director Scott Abercrombie and Nadia Malekian. CVs for Chris Morgan, Scott Abercrombie and Nadia Malekian are in the Appendices.

4.1. Director Chris Morgan BA BArch ARIAS

Chris is a qualified architect with over 25 years' experience in ecological design and sustainable development. He has maintained a range of experience from masterplanning and energy infrastructure, through to award-winning and innovative architecture, research and teaching.

Previously a Chair of the Scottish Ecological Design Association, Chris is one of only four architects with advanced sustainable architecture accreditation from the RIAS. He is a design review panellist for Architecture + Design Scotland, his work on resource efficiency for Scottish Government is now referred to in the technical standards. He is accredited in Passivhaus design, building biology and permaculture.

Chris will be your primary point of contact throughout the project, he will attend all meetings and collaborate with Scott on the design and specification of the project. His experience includes:

Public Toilets, Killin for Killin and Ardeonaig Community Development Trust, 2014

Options for new or refurbished toilet block on a busy tourist route between Oban, Fort William and the west coast. The existing toilets were to be closed by the council, therefore the Trust examined a sustainable model for providing these facilities. The project included community and visitor consultation, providing two costed options including pay-per-use unisex toilets.

Compost Toilet, Salen for Acharacle Community Company, 2007

New, timber building to provide a fully accessible composting toilet for a community woodland initiative. The building is constructed from local, untreated timber and is lit by power from photo-voltaic panels. Particular care was taken to create a pleasant, neat interior to counteract resistance to the compost method. The community group is now able to host day-long events at this remote site.

Glencoe Visitors' Centre, Argyll for National Trust for Scotland, 2002

This award-winning low energy visitor centre was the first major modern building to use Scottish timber throughout construction. With high levels of insulation, healthy materials and an innovative woodchip-fired district heating system, the centre sits low on the landscape and combines traditional vernacular with modern form.

4.2. Associate Director Scott Abercrombie BSc (Hons) MArch ARB RIAS RIBA (CA) IHBC

Scott has wide ranging experience in both new build and conservation projects, his knowledge of heritage issues will be vital in developing a scheme that sits comfortably alongside the significant elements on this site. Scott is a Director of the Alexander Thomson Society and writes on conservation issues.

Scott will carry be involved throughout the project in attending all meetings, carrying out all survey work, drawing up options developed in collaboration with Chris and Nadia.

St Peter in Chains, Ardrossan for the Archdiocese, 2019

Condition survey and repair proposals to facilitate a funding application to Historic Environment Scotland to repair this A-listed building in Ardrossan.

Earlsferry Town Hall for Earlsferry Town Hall Preservation Trust, 2018

Proposals to revitalise this B-listed town hall in Fife and bring it into use as a community facility. The brief includes restoration of the external fabric, a new extension to the rear to house the relocated local library, upgraded projection facilities to bring it back into use as a cinema and improvement of the services throughout.

Scottish Jewish Heritage Centre, Garnethill Synagogue, 2017

Refurbishment of the ground floor level of the A-listed Garnethill Synagogue, works include the creation of new exhibition space, upgrading the existing conference space, kitchen and toilets, and repair works to the existing fabric. The works are being supported by the Heritage Lottery Fund.

Cultybraggan Visitors' Centre for Comrie Development Trust, 2015

Refurbishment of this Category B listed WWII prisoner of war hut into a visitors' centre with new layouts, refurbishment, insulation and exhibition system. This has led to a dramatic increase in visitor numbers to their projects and further units being let out to local businesses. We also undertook feasibility work on a new bunkhouse within the B-listed structures.

Scotland Street School for Glasgow Life, 2018

Project to deliver new community use spaces within the ground floor of this A-listed Mackintosh school: including provision of an improved cafe offer, upgrade of existing building services and feasibility study for the future use of upper floors. We are working in collaboration with ERZ landscape architects to restore and redevelop the exterior spaces and have also been commissioned to prepare a conservation management plan for the whole building and site.

5. Our Associates

John Gilbert Architects will act as the conservation architect and lead consultant on this project. For this stage we have involved a quantity surveyor to assist with the pricing of the works. However, we would advise that from RIBA Stage 3 onwards a structural engineer will be an essential part of the team.

The quantity surveyor we propose working with for this project is DFO Scotland.

DFOS have allowed for producing one outline cost plan once and carrying out a revision of this following further design development.

5.1. DFO Scotland (Quantity Surveyors)

DFOS is a newly established Glasgow-based firm, whose director has worked closely with John Gilbert Architects for 5 years and collaborated on a variety of publicly funded community projects throughout Scotland.

The team has previously worked on successful publicly funded projects and is experienced in delivering information that meets the requirements associated with funding applications. DFOS will provide outline costs for options, an elemental cost plan for the selected option, and whole project cashflow information to accompany funding bids.

6. Working with Communities

John Gilbert Architects has a long history of collaborating with third sector organisations, communities and development trusts. More than 90% of our clients are charitable organisations and around 25% of our clients are development trusts, preservation trusts and voluntary projects. Our staff are active members of charities and community groups, therefore are well versed on clients' pressures of funding and engagement.

Chris Morgan formerly served as chairman of the Scottish Ecological Design Association and has been responsible for preparing their series of design guides including Designing Out Waste, Airtightness and Designing for Toxic Chemical Reduction in Buildings.

John Gilbert offers voluntary assistance to the Leith Theatre Trust in their ongoing project to bring this building back to its former glory and widen its uses.

Scott Abercrombie is a director of The Alexander Thomson Society, a charity dedicated to promoting the work of the 19th century Scottish architect, Alexander 'Greek' Thomson, who are currently developing a project to restore Thomson's Caledonia Road Church.

Scott was an active member of Skirmishes, the charity that acquired the funding to establish the Maklab in Glasgow, which provides low-cost access to new manufacturing technologies to the public as well as delivering a programme of education to support their creative use.

Client Guidance

Working with Development Trust Association Scotland (DTAS) and Architecture & Design Scotland, we developed an accessible guide to the development process for community based clients. It helps communities to speak the same language as the professionals and to expect the same things as them from each step. As a consequence of this guide, we have held training sessions for more than 150 community volunteers, passing on skills and knowledge for them to use in their own projects.

Working with Boards and Committees

John Gilbert Architects is adept at working with community groups, committees and boards. In Fernhill, we engaged the community over four years on regeneration of their neighbourhood. This included a range of events such as exhibitions at local galas, a two-day workshop open to the community in a shop on the site and a specific regeneration 'game' to engage a wide range of people. We consulted a focus group on the detail of the proposals bi-monthly throughout the entire project.

At the former St Martin's Church we worked with the community – who are supported by a local housing association – to develop a brief and investigate different uses for the building and its spaces; establish a design that met their aspirations; and participated in developing a fundable business model for them. We held general monthly community meeting from the outset of the project, as well as organising additional evening events to examine specific topics such as the heritage of the building, whilst also participating in wider reaching events to raise the profile of the project, such as Doors Open Day.

7. Your Project

We have separated our approach into two stages covering the briefing / survey stage and options appraisal.

7.1. Briefing / Survey Stage

We will meet you to discuss the project, your aspirations and confirm timescales. We will review any changes since the brief was issued and any adjustments to the scope or timescales can be agreed at this meeting. We will require all information you have on the building at or prior to this meeting including reports, estate agents schedules, surveys etc. This would be best to take place on site.

Risk Management

- Early identification of site challenges
- Review of relevant planning and building control policies to identify any potential issues relating to accommodating the proposed use programme on the site.

The output of this stage will be confirmation of the brief. We have allowed for one client meeting at this stage.

7.2. Options Stage

Working towards a second meeting / consultation event with the board we would prepare an outline design for presentation and discussion. Options would be modelled in 3D to allow for the proposals to be easily comprehended by all, while 2D drawings will also be made available.

Following on from the meeting we would take on board all feedback and finalise the selected design options. At the conclusion of this stage we would provide 2D drawings and a 3D image / sketch for ACHS to display at community events / disseminate via social media.

The final stage of the feasibility study will be to pass the designs on to the QS for costing. Once we receive these back we will issue a final report to group containing:

- a summary of the project
- proposed drawings of the site
- a sketch 3d image of the proposals
- a cost plan for the works

Risk Management

- Not achieving a suitable design within the time frame - We will limit this risk by providing a series of design options which respond to the client brief, through this collaborative and iterative process we are confident we will reach a solution that meets the needs of the community.
- Costs – by working closely with DFOS throughout the concept stage we will ensure that we have an understanding of the cost implications associated with each design decision to deliver a project that is affordable. Outline costs will include works cost, prelims, VAT and estimated fees.

The output of this stage will be a feasibility report with proposals and agreed scheme, outline costs and specification, a design risk register and initial publicity images. We have allowed for two client meetings at this stage, as well as a community consultation event.

7.3. Planning Stage

With an option selected we'll move on with refining the design to allow it to be submitted to planning. Work at this stage will include producing formalised drawings at 1:50 scale, developing a design statement to accompany the application and preparing revised costs for the group.

The output at this stage will be:

- 1:50 plans, sections and elevations of the proposed building
- An outline specification
- Revised cost plan
- Planning submitted

7.4. Break Stage

At the conclusion of the initial commission we would hand over any relevant information developed during the course of the project to the Society.

8. Fee Proposal

Based on the methodology outlined in this tender, we propose the following fixed fee for this service.

Stage	Cost
Survey / Options	
Architectural fee	£2,000.00
Quantity surveying fee	£1,000.00
Fee for feasibility stage (excluding VAT)	£3,000.00
Planning	
Architectural Services	£4,000.00
Quantity Surveying Fee	£500.00
Fee for Planning (excluding VAT)	£4,500.00
TOTAL (ex VAT)	£7,500.00

*The above does not include costs for any site surveys required, such as topographical or archaeological which may be required for a site such as this. Nor does it include obtaining services information. Reasonable budget costs for additional expenses might include: OS plan of site - £40, topographical survey - £600, services info - £150.

Terms and Conditions

This proposal is based on the terms of Scottish Conditions of Appointment of an Architect, a copy of those terms is available on request. We have specifically excluded from this fee:

- surveys not specifically included above
- costs of other consultants other than those mentioned above
- we have allowed for a fixed number of architectural visits as noted in the methodology, any additional meetings or works required over and above what has been detailed in the methodology will be charged at a day rate of £440. All additional works will be agreed in advance.
- the MEP fee post-break stage covers provision of a performance specification only
- disbursements (such as planning fees, local authority fees or service authority fees)
- topographical surveys, site investigation work and opening up

Our percentage fee is based on a notional works cost of £100,000, should this fluctuate by 20% up or down we will renegotiate the fee to reflect this. Our liability in respect of each and every claim or series of claims arising out of the same originating cause on this commission is limited to £300,000 which is a reasonable sum to cover the risks. Any such liability will expire after six years following completion of the services.

You have health and safety duties under the 2015 CDM regulations. Our briefing sheet is appended to this tender. You need to confirm, in writing, arrangements for appointing a principal designer.

We own the the copyright in the drawings and documents that we produce for your project. You may copy and use those drawings and documents for purposes relating to your project only, subject to payment of of fees and other amounts properly due.

We will submit our account within 14 days of each stage being completed and payment will be due within 28 days. John Gilbert Architects Ltd is registered for VAT and this will be charged, at the at the prevailing rate at the time of invoice, on the fees above. Our VAT registration number is 596 6754 71.

John Gilbert Architects holds professional indemnity insurance and operates to Architects Registration Board and Royal Town Planning Institute codes of conduct. Further details can be obtained on request. We are members of the Scottish Ecological Design Association and aim to minimise our impact on the environment in every aspect of our work and business.

We aim to provide a professional standard of service, but if at any time you are not satisfied please bring this to our attention as soon as possible and we can discuss how to resolve the issue. You can contact me at any time to discuss queries or complaints. If you wish to proceed, please let me know and I will arrange the appropriate appointment forms to be issued to you for signing. Please contact me if there is any aspect of this proposal that you would like to discuss further.

9. References

Glasgow Building Preservation Trust (current client)

Director – Anne McChlery

Glasgow Building Preservation Trust (GBPT)

Room 16, Wellpark Enterprise Centre

120 Sydney Street

Glasgow

G31 1JF

T: 0141 554 4411

E: anne@gbpt.org

Above Adventure (current client)

Director – Dean Pastulovic

Above Adventure

Grange Church

1 Woodstock Street

Kilmarnock

KA1 2BE

T: 07460 404523

Client Feedback

How would you rate the quality of our design?

10 out of 10 people answered this question



How would you rate our sustainable construction knowledge?

10 out of 10 people answered this question



Were we knowledgeable and helpful?

10 out of 10 people answered this question



“We were guided through the process with honesty and patience. Delighted with the finished report.”

Lockerbie Old School project

<http://lockerbieoldschool.co.uk>

“We found the service to be not only professional but also friendly and personal. We also very much appreciated the flexibility and understanding shown when the terms of the brief varied slightly.” – East Dunbartonshire Council

10. Appendices

- Team CVs
- Project Overviews

Chris Morgan BA BArch ARB RIAS CEPH

Director and Architect, John Gilbert Architects

Certified European Passivhaus Designer

RIAS accreditation for sustainable design (advanced)

PROFILE



Chris is a qualified architect with over 25 years' experience in ecological design and sustainable development. He has maintained a range of experience from masterplanning and energy infrastructure, through to award-winning and innovative architecture, research and teaching.

Previously a Chair of the Scottish Ecological Design, Chris is one of only five architects with advanced sustainable architecture accreditation from the RIAS. He is a design review panellist for Architecture + Design Scotland and has certification in Passivhaus design, building biology and permaculture.

EDUCATION

Chris graduated with two first class architecture degrees from Newcastle University and has design certificates in Permaculture and Building Biology.

EXPERIENCE

2015 – present	Director, John Gilbert Architects
2013 – present	Part-time Lecturer / Researcher at MEARU, GSofA
2004 – 2015	Principal, Locate Architects
1997 – 2003	Job architect, Gaia Architects
1996	Architect, Martyn Evans Architects
1994 – 1995	Architectural Assistant, Malcolm Newton Architects
1991	Architectural Assistant, Christopher Day Architects
(1991-92, 1996)	Self-employed builder in Wales & New Zealand

SELECTED PROJECTS

Public Toilets, Killin for Killin and Ardeonaig Community Development Trust, 2014
Options for new or refurbished toilet block on a busy tourist route between Oban, Fort William and the west coast. The existing toilets were to be closed by the council, therefore the Trust examined a sustainable model for providing these facilities. The project included community and visitor consultation, providing two costed options including pay-per-use unisex toilets.

Compost Toilet, Salen for Acharacle Community Company, 2006
New, timber building to provide a fully accessible composting toilet for a community woodland initiative. The building is constructed from local, untreated timber and is lit by power from photo-voltaic panels. Particular care was taken to create a pleasant, neat interior to counteract resistance to the compost method. The community group is now able to host day-long events at this remote site.

Edict Allotments, Kirkintilloch for East Dunbartonshire Initiative for Creative Therapy (EDICT), 2004
Design for new allotments and members' centre made from straw bales. The building design has large south-facing glazing to make the best use of passive solar gain, sheltered workspaces, integrated greenhouse and a compost toilet.

Keri Keri Toilets, New Zealand for Far North District Council, 1996
Development of a prototype public toilet block for 26 towns in New Zealand designed to be robust and resistant to vandalism. Walls, structure and fittings were made from enamel-coated sheet steel. Project included planning, building warrant, fabrication drawings and liaising directly with steelwork fabricators.



PUBLIC TOILETS, KILLIN



COMPOST TOILET, SALEN



EDICT ALLOTMENTS, KIRKINTILLOCH



GLENCOE VISITORS' CENTRE, ARGYLL

Glencoe Visitors' Centre, Argyll for National Trust for Scotland, 2002

This award-winning low energy visitor centre was the first major modern building to use Scottish timber throughout construction. With high levels of insulation, healthy materials and an innovative woodchip-fired district heating system, the centre sits low on the landscape and combines traditional vernacular with modern form.

An Goirtean Steading, Kilmichael Glassary for private client, 2010

Design for a derelict farmhouse on a tight budget with a self-build element and integrating new building works with existing stone steading. The home is highly insulated with areas of original stonework exposed. Solar thermal panels provide additional heating while the house is heated by wood stoves. A double height living and kitchen area has created space within a restricted building shell.

Queens View Visitor Centre, Loch Tummel for Forestry Commission, 2007

Competition-winning design for a cafe and kitchen including the refurbishment of two traditional buildings, landscape intervention and upgrading of services. The main focus is on use of Scottish timber with highly energy efficient design and healthier materials. South-facing glazing and an outdoor eating area make the best use of the views over Loch Tummel.

Fisheries Clubhouse, Lake of Menteith for Lake of Menteith Fisheries, 2013

Refurbishment of lakeside clubhouse to upgrade and modernise existing facilities. We designed a simple, robust extension to accommodate a new shop, office, kitchens, meeting space and workshop. Two large entrance dormers provide semi-external communal space which can be used for competitions. Timber cladding has been painted dark grey to reduce visual impact of the building on the stunning surrounds.

Braeport Community Centre, Dunblane for Dunblane Development Trust, 2014
Feasibility study to look at refurbishing and redeveloping this Victorian building including changes internal layout and improving energy efficiency. The study included community consultation, developing requirements (aspirational and regulatory) and producing two costed options.

Garden Cottage, East Lothian for private client, 2011

Extension to pantiled stone cottage within the Clerkington Estate to create living and kitchen area. The work required listed building consent and internal layout alterations made the home more logical. An existing, derelict greenhouse was converted into a guest room and office.

Kinlochleven Community Centre, Lochaber for Kinlochleven Community and Sports Centre Ltd, 2001

Following an initial feasibility study and community consultation, the design comprised main hall, changing facilities, learning resource centre, snooker room, fitness suite, kitchen and general purpose community rooms. With high levels of insulation, the building uses dynamic insulation and is heated by a locally sourced woodchip burner. Natural materials include a slate roof, timber and low toxin paints. A rooflight brings daylight into the centre of the building.

Glentrool School, Galloway for Glentrool & Bargrennan Community Trust, 2011

Feasibility study for development of a former school into a community and visitor centre. The village is the only settlement in Europe's first *Dark Skies* park over the Galloway Forest and the Trust could use this as an opportunity to improve facilities – particularly as the village has no shared buildings.

Village Hall, near Spean Bridge for ABC Group, 2008

Feasibility study to examine refurbishment and newbuild options for the village hall at Achnacarry, Bunarkaig & Clunes (ABC). The existing hall had fallen into disrepair and no longer met the communities' needs. Our designs were for a highly energy efficient building to create a more flexible, accessible building with low running costs.



AN GOIRTEAN, KILMICHAEL GLASSARY



FISHERIES CLUBHOUSE, LAKE OF MENTEITH



QUEEN'S VIEW VISITOR CENTRE



GARDEN COTTAGE, EAST LOTHIAN



KINLOCHLEVEN COMMUNITY CENTRE

Scott Abercrombie BSc (Hons) MArch ARB RIAS RIBA IHBC

Associate Director, John Gilbert Architects

PROFILE



Scott is experienced at working with community groups and housing associations, particularly on refurbishment and environmental improvement projects. His expertise includes community consultation and managing projects on site – he was recently clerk of works for tenement refurbishment.

Scott is an expert in 3D visualisations and is our Building Information Modeling (BIM) manager.

EDUCATION

Scott graduated from University of Strathclyde in 2011 with a Masters in Advanced Architectural Design and completed a BSC (Hons) in Architectural Studies in 2010.

EXPERIENCE

2014 – present	Architect, John Gilbert Architects
2011 – 2014	Architectural Assistant, John Gilbert Architects
2009– 2011	Freelancer, 55North Architecture / John Wright Architects
2008 – 2009	Architectural Assistant, 3D Reid Architects
2007	Architectural Assistant, John Gilbert Architects

SELECTED PROJECTS

Scotland Street School Museum, Glasgow for Glasgow Life, 2018
Options for new community spaces in this A-listed Charles Rennie Mackintosh school including improved cafe offer, services upgrade and future use of upper floors. We are working with landscape architects erz to restore exterior spaces and prepare a conservation management plan for the whole building and site.

Pollokshaws Burgh Hall, Glasgow for the PBH Trust, 2018
Options appraisal for this category A-listed town hall including condition survey, sketch proposals, stakeholder engagement and liaising with funders. With Fiona Sinclair and Glasgow Building Preservation Trust.

St Martin's Church, Castlemilk for Glasgow Building Preservation Trust, 2017
Conversion of this B-listed 1960s church by Gillespie, Kidd & Coia into a community venue and mountain biking hub. Involves extensive community consultation and liaising with HLF and Historic Scotland funders.

Grange Church, Kilmarnock for Above Adventure, 2018
Creation of a climbing centre within a B-listed church. Works include climbing walls and bouldering facilities in the halls and up into the tower as well as significant fabric repairs to the exterior of the building.

Earlsferry Town Hall for Earlsferry Town Hall Preservation Trust, 2018
Proposals to revitalise this B-listed town hall in Fife and bring it into use as a community facility. The brief includes restoration of the external fabric, a new extension to the rear to house the relocated local library, upgraded projection facilities to bring it back into use as a cinema and improvement of the services throughout.

Cultybraggan Visitors' Centre, Comrie for Comrie Development Trust, 2013
Refurbishment of a Category B listed WWII Nissen hut on a former POW camp into a visitors' centre with new layouts, insulation and exhibition system. A pilot scheme with A+DS to examine sustainable refurbishment of Nissen huts, we completed a feasibility study to convert further huts into self-catering accommodation.



SCOTLAND ST SCHOOL, GLASGOW



GRANGE CHURCH, KILMARNOCK



ST MARTIN'S CHURCH, CASTLEMILK



EARLSFERRY TOWN HALL



CULTYBRAGGAN VISITORS' CENTRE

Spittal Street, Stirling for owners' association /Stirling City Heritage Trust, 2018
Working with SCTH, Stirling Council and the building owners, we managed the restoration of a 1903 C-listed tenement in Stirling Town & Royal Park conservation area. Works included stone repairs, repointing and repairs to the building's accessible flat roof.



SPITTAL STREET, STIRLING

Kirkintilloch masterplan for East Dunbartonshire Council, 2016
Proposals to bring new life to Kirkintilloch town centre by creating new spaces and activities alongside works to repair the external fabric of the B-listed Kirkintilloch Town Hall. A feasibility study for an extension to the existing hall was also developed which led to funding for the works to go ahead.



Scottish Jewish Heritage Centre, Garnethill for Scottish Jewish Archives, 2018
Development of under-used spaces in this A-listed synagogue to provide new exhibition, research and conference facilities – the centrepiece is a new Holocaust-era study centre. This HLF funded project also includes overhauling existing ancillary spaces in the building and improving accessibility. We are working with interpretation consultants, developing designs in consultation with a steering group and the congregation.



CANONGATE, EDINBURGH

Canongate, Edinburgh for Edinburgh World Heritage, 2018
Repairs and restoration of this Basil Spence designed B-listed tenement and shops on the Royal Mile in close consultation with property owners, EHW and the local authority.

The Roost, Rothiemay for the Bat Conservation Trust, 2011
House extension in Rothiemay, Aberdeenshire with consideration for resident family and 2,000 pipistrelle bats which are currently roosting in the existing house roof.



TRINITY CHURCH, GLASGOW

Fotheringay Road, Pollokshields for Southside Factoring, 2016
Condition survey and schedule of work prepared for a B-listed 1902 HE Clifford designed tenement. The report included a breakdown of works eligible for grant aid based on Glasgow City Heritage Trust guidance. With Fiona Sinclair.

Langholm Police Station, Dumfriesshire for Eskdale Foundation, 2018
Feasibility proposals for a B-Listed, disused police station currently being transferred through a Community Asset Transfer.



DRYFESDALE SCHOOL, LOCKERBIE

Trinity Church, Govanhill for the Church of Scotland, 2016
Feasibility study looking at the conversion of a B-listed church into a community facility, incorporating a nursery, community cafe and multi-purpose hall.

St James & Tureen Schools, Calton for Thenue Housing Association, 2015
Feasibility studies and building condition surveys of two existing B-listed Victorian board primary schools for conversion to mainstream housing and sheltered accommodation.



THE GATEHOUSE, GLASGOW

The Gatehouse, Glasgow for Glasgow Building Preservation Trust, 2014
Repair and refurbishment of Category A listed mid 19th century building with long-term options for use as a base for Society of Friends of Glasgow Cathedral.

Dryfesdale Public School, Lockerbie for Lockerbie Old School, 2016
Conversion of a Victorian former primary school in Lockerbie that also served as the investigation headquarters following the Lockerbie disaster in 1988. The people of Lockerbie want to see this building retained for use by the community and have developed a brief including a theatre, cafe and bunkhouse.

Lennoxtown Charrette for East Dunbartonshire Council, 2016
Community engagement with residents, stakeholders and partner agencies to examine the town centre and identify potential actions to help protect and revitalise the area. We ran a four-day open workshop to find out people's ideas and their experiences of using the village centre..

Mountaineering Huts, Scotland for Mountaineering Council for Scotland, 2011
Mountain hut development and upkeep report with recommendations for urgent repairs, regular maintenance and long term upgrades.

Nadia Malekian Dip Arch BArch (Hons)

Architectural Assistant, John Gilbert Architects

PROFILE



Nadia joins us from Glasgow School of Art and is particularly interested in architecture that improve people's lives.

Her experiences in Scandinavia have shaped a fresh perspective in architecture and urban design as well as expanding her understanding of building materials.

Nadia's current focus is creating community spaces

EDUCATION

Nadia graduated from Glasgow School of Art with a BArch (Hons) in 2018.

EXPERIENCE

2018 – present	Architectural Assistant, John Gilbert Architects
2015 – 2016	Architectural Assistant, Tham & Videgard Arkitekter
2015	Architectural Assistant, Gehl Architects
2014 – 2015	Architectural Assistant, Baxendale Architects

SELECTED PROJECTS

Earlsferry Town Hall for Earlsferry Steering Group, 2018

Feasibility study to restore this B-listed town hall as a vibrant hub and as part of community right to buy initiative. Our design options will support a robust business case and safeguard the future of this historic building.

Scotland Street School Museum, Glasgow for Glasgow Life, 2018

Options for new community spaces in this A-listed Charles Rennie Mackintosh school including improved cafe offer, services upgrade and future use of upper floors. We are working with landscape architects erz to restore exterior spaces and prepare a conservation management plan for the whole building and site.

Scottish Jewish Heritage Centre, Garnethill for Scottish Jewish Archives, 2018

Development of under-used spaces in this A-listed synagogue to provide new exhibition, research and conference facilities – the centrepiece is a new Holocaust-era study centre. This HLF funded project also includes overhauling existing ancillary spaces in the building and improving accessibility. We are working with interpretation consultants, developing designs in consultation with a steering group and the congregation.

Dryfesdale Public School, Lockerbie for Lockerbie Old School, 2018

Conversion of a Victorian former primary school for community use with options for a business centre, theatre, cafe and bunkhouse.

Lesmahagow Community Centre for Lesmahagow Development Trust, 2018

Options for a new hub with opportunity for multi-use activity rooms for rent, work and learning spaces. With the business planner, we have considered different buildings and analysed as a potential asset for the Trust and community.

Hidden Hut, Glasgow for Hidden Gardens, 2019

Development of a garden shelter for staff, volunteers, community and learning groups. The sketch design will be used for funding application for a feasibility study to commence this year. The building will create a beautiful, useable space for a range of activities including tai chi, writers' workshops and wildlife education.



earlsferry town hall



scotland street school museum



scottish jewish heritage centre



dryfesdale school, lockerbie



hidden hut, glasgow

Earlsferry Town Hall, Fife

CLIENT:

Earlsferry Town Hall
Steering Group

BUSINESS PLANNER:

Community Enterprise

QUANTITY SURVEYOR:

Reid Associates

STRUCTURAL ENGINEER:

David Narro Associates

SERVICES ENGINEER:

Atelier Ten

Stage: Feasibility

Funding: Architectural
Heritage Fund, Scottish
Land Fund

Proposals to restore this B-listed town hall into a vibrant community hub.

The client has achieved funding from Architectural Heritage Fund and Scottish Land Fund, enabling us to assess the hall and develop options for restoration and extension. Our options appraisal supports a community Right to Buy application to transfer the building from Fife Council's ownership. We are working closely with business planners Community Enterprise to ensure that our design options support and facilitate a robust business case.

The hall was built between in 1864-1874 by prolific local architect John Currie in the Scots Baronial style. It is the centrepiece of Earlsferry Main Street and its spire is a landmark visible from across Earlsferry and Elie. Safeguarding the future of this building by bringing it into community ownership is of great importance to the local area.



Cultybraggan Hut 1, Comrie

CLIENT:

Comrie Development Trust
Architecture + Design Scotland

QUANTITY SURVEYOR: William
Laing

CONTRACTOR: Guthrie &
Robertson

CDM CONSULTANT: CDM
Scotland

Cost: £28,000

Completed: 2013

Funding: Greener Scotland

Innovative refurbishment of a Category B listed Nissen hut on a former prisoner of war camp into a visitors' centre.

A pilot project to demonstrate how recycled and highly sustainable materials can improve energy efficiency and reduce running costs of the building. We prioritised use of timber and natural materials such as sheepswool, hemp batts and low toxin paints.

The hut was draughty and difficult to heat. Windows, doors and floor have been draught sealed and double glazed windows installed. There is an airtight membrane behind the plywood wall lining.

Woodfibre insulation is used for the floors and walls. External walls have render applied directly to the woodfibre board to make a new, warm and waterproof skin. Clay plaster on the internal wall creates a place for presentations and absorbs humidity, particularly useful when there are lots of people in the building.

Cultybraggan has a district heating system powered by woodchips and the aim is for all the huts to be connected to this. In the meantime, the hut only requires a 2kW electric heater.



Galson Estate Office, Isle of Lewis

CLIENT:

Galson Estate Trust

CONTRACTOR:

Alex Murray Construction

QUANTITY SURVEYOR:

Ralph Ogg & Partners

STRUCTURAL ENGINEER:

Malcolm Maciver

Cost: £350,000

Completed: 2012

New, highly efficient hub for the Galson community using underfloor heating and a wind turbine.

The building is home to the Galson Estate Trust and includes offices and a meeting room for rent. There is also a crofting archive and shop for local produce. The building is an important hub for this rural community with a unique social, cultural and environmental heritage.

The design is for excellent airtightness and thermal insulation, resulting in an A rating for energy efficiency. Underfloor heating is supplied by a ground source heat pump and a 20kW wind turbine. The building is also ventilated by a high performance heat recovery unit.

Care has been taken to consider issues of health in the building with attention to natural finishes and the assurance that most of the building could be safely biodegradable at the end of its service.



Old Schoolhouse, Campbeltown

CLIENT:

Kintyre Amenity Trust

PROJECT COORDINATOR:

Strathclyde Building
Preservation Trust

QUANTITY SURVEYOR:

Morham & Brochie Ltd

STRUCTURAL ENGINEER:

The Structural Partnership

CONTRACTOR:

McKinven & Colville

Cost: £377,418

Completion: April 2012

FUNDING:

Campbeltown THI

Argyll & Islands LEADER
programme

European Regional
Development Fund

Campbeltown Conservation
Area Regeneration Scheme

The conversion of this derelict Category B former school into a bunkhouse is a flagship project for Argyll & Bute Council's Townscape Heritage Initiative.

The old schoolhouse is the last survivor of a group of buildings constructed in the mid 19th century by the Free Church. The building was initially a grammar school, then a Sunday school but has been empty since the 1980s.

Designs were developed for Kintyre Amenity Trust and the project was managed by Strathclyde Building Preservation Trust. The 16-bed bunkhouse provides much needed accommodation for visitors on a low budget.

INNOVATIVE CONSERVATION

The building is exemplar in the conservation and adaptation of a traditional building for a sustainable, modern use. The bunkhouse is economical to heat through draught proofing with slimline double glazing windows and Warmcell cellulose insulation.

Designs were developed integrating renewables such as air-flow heat pumps, solar water heating and photo-voltaic panels. The exterior has been carefully restored by local craftsmen, using stone indents and lime render repairs, re-pointing stonework and re-slating of the roofs.



A new entrance for wheelchair access and a reception/lounge



LOW ENERGY, LOW COST
Low energy costs mean the building is efficient to run



Slimline double-glazed windows improve energy efficiency and meet conservation requirements



Taigh Chearsabhagh, Lochmaddy

CLIENT:

Taigh Chearsabhagh
Museum & Arts Centre

CONTRACTOR:

MacInnes Bros

QUANTITY SURVEYOR:

Ralph Ogg & Partners

STRUCTURAL ENGINEER:

King Shaw Associates

Cost: £525,000

Funding: Scottish Arts
Council

Completed: 2007

Feasibility and design of an extension to this award-winning museum and arts centre on the Isle of North Uist.

The extended studio is low energy, timber framed construction and offers a distinctive aspect to the waterfront and view across the beach.

The studio enables artists and craftspeople to devote more time and a new teaching room provides space for the art education programme.

A purpose-built store was designed for an important local art collection, keeping this safe and more accessible. The design also includes a multimedia space, office, shop.



Cultybraggan Holiday Pods

CLIENT:

Comrie Development Trust

COST:

£49,529 (35m² micropod)

£101,888 (72m² one bed)

£127,000 (90m² two bed)

Completed: 2010

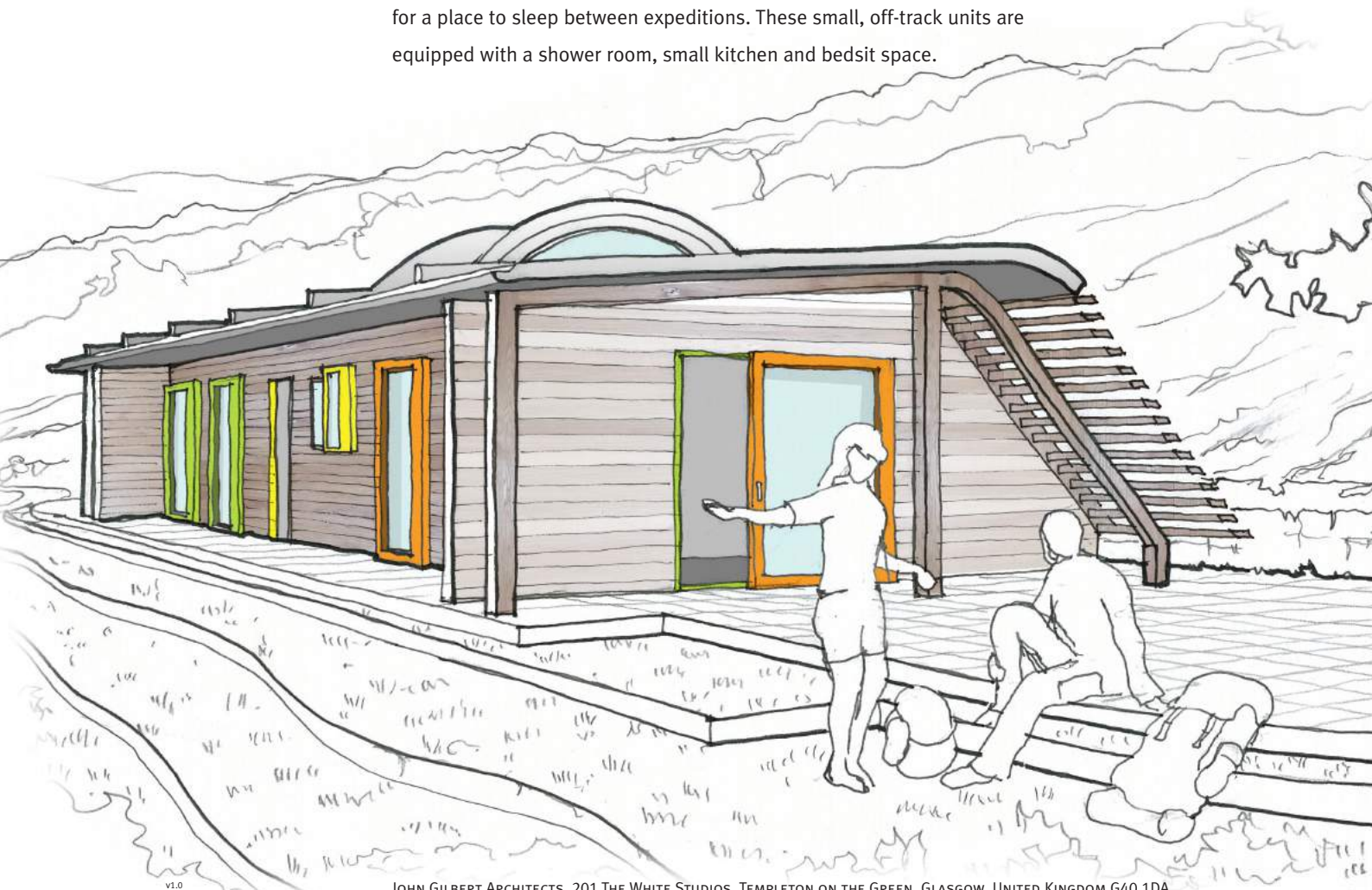
Competition entry for low impact self-catering holiday homes as an experience between camping and the comforts of a chalet or cottage.

The pods will have minimal impact on the surrounding landscape throughout construction and occupation. Offsite timber construction will mean less time on site – and reduced costs – while the buildings' low profile will minimise the visual impact. A stepped, turfed terrace enables better connection with the landscape and uninterrupted views.

The sloping is a real challenge. This usually means a lot of earthworks and 'cut and fill' work. By adopting lightweight construction and an extremely compact plan form, we can create interesting forms and very practical energy-efficient buildings.

Our proposal is for three types of pod, all based on a multiple of one construction unit, giving best possible construction efficiency, a two bedroom, a one bedroom and a one bedroom 'micro' pod.

Some pods will be accessible by car but to reduce vehicle impact on the site and experience, main parking will be across the road. The 'micro' pods offer the most minimal accommodation and are designed for people who are committed to having an outdoors holiday, possibly only looking for a place to sleep between expeditions. These small, off-track units are equipped with a shower room, small kitchen and bedsit space.



v1.0

Glen Brittle Mountaineering Hut, Skye

CLIENT:

Glen Brittle Memorial Hut
Committee

Completed: 2011

Inspection and report on maintenance of this 18 bed mountaineering hut which is a schedule war memorial.

Built by volunteers and opened in 1965, the hut is dedicated to climbers who lost their lives during the World War II. It has 18 beds and a resident warden during the summer.

We made detailed examinations of the building fabric and prepared recommendations for regular maintenance, urgent repairs and long term upgrades.

We provided a schedule of the works required together with contacts and information on materials, illustrating the works that could be undertaken by volunteers and those actions that required experienced or professional input.



Scotland Street School Museum

CLIENT:

Glasgow Life

LANDSCAPE ARCHITECT:

erz Studio

Cost: £1m

Completed: 2018 – ongoing

Proposals for a new cafe and outdoor playground at this A-listed Charles Rennie Mackintosh building.



Grange Church, Kilmarnock

CLIENT:

Above Adventure

QUANTITY SURVEYOR:

Reid Associates

PLANNING CONSULTANT:

Douglas Wheeler Associates

Cost: £1.6m

Completed: 2016

Funding: Heritage Lottery

Fund, The Architectural

Heritage Fund, local

charitable trusts

Conversion of a B-listed church into a climbing and activity centre that focuses on education, sporting and community needs.

Above Adventure is a charity that encourages young people, including those with a disability, into activity with pathways to outdoor education and coaching.

We have an excellent working relationship with business planner Douglas Wheeler Associates, working with them to produce a viable business model for this facility. We are supporting the client with costing and advice for funding applications. The project would:

- provide a range of facilities including boulder, climbing and abseiling walls, changing facilities and café
- cater for experienced climbers and also provide taster sessions with instructors
- accommodate a range of potential users including children, adults, school/ youth groups, organisations like scouts/guides/cadets, birthday parties, holiday activities and climbing competitions
- enable Above Adventure to work on skills development with local people, progressing onto outdoor activities leadership skills and therefore a possible career in the growing outdoor activity industry
- create a sense of local ownership, pride and commitment to outdoor activity particularly among the younger generation
- conserve and reuse an important Category B listed building and important part of the built heritage and townscape of Kilmarnock town centre.



Kirkintilloch Town Hall

CLIENT:
East Dunbartonshire Council

CONTRACTOR:
Clark Contracts

QUANTITY SURVEYOR:
Towler & Hyslop

STRUCTURAL ENGINEER:
David Narro Associates

Cost: £569,447

Completed: September 2014

Funding: Historic Scotland,
Heritage Lottery

Inspection and repairs for this category B-listed 1906 building which has lain unused and in a poor state of repair.

Our initial role was to inspect the fabric and provide an options appraisal with costings. We also investigated the stonework and rotwork to assess the work required.

We were subsequently appointed to lead the repairs work and safeguard the hall to gain time to find a suitable use and funding. The hall since received a £708,000 grant from Heritage Lottery Fund.

Plans for the building include performance, events and rehearsal space, as well as community and exhibition space to display the area's rich history.

The restoration is part of an overall masterplan for Kirkintilloch which seeks to create a new centre for heritage, arts, culture and community activities.



Wild Skies, Unst

CLIENT:

Northern Lights Visitor
Centre Ltd (NLVCC)

BUSINESS PLANNER:

SKS

COMPLETED: 2018

Feasibility and business plan to develop and deliver a sustainable Wild Skies visitor hub on Unst.

We provided bespoke virtual reality interpretation and lookout points to highlight the best places to view the skies, encouraging adventure and new experiences. It will contribute directly to the quality visitor offer, increase visitor income and provide an excellent educational opportunity for local people and visitors.

John Gilbert Architects has prepared this design options appraisal across a number of potential sites, based on a site visit in November 2018. SKS Scotland will use this to inform the subsequent business planning required to support NLVCC with informed decision-making as they progress the project. Our work:

- developed a vision with the group and community
- assessed seven potential site through a matrix of options and criteria
- developed options for the three most viable sites
- proposed outline costs, timescale and procurement
- outlined the interpretation, enabling actions and sustainability matrix for the project



Fisheries Clubhouse, Lake of Menteith

CLIENT:
Lake of Menteith Fisheries
Cost: £100,000
Completed: 2013

A new clubhouse prominently sited on the shores of Lake of Menteith with wonderful views of Inchmahome Island.

The existing clubhouse was extended and refurbished to provide a shop, office, kitchens, meeting space and workshop. The main aim was to retain the simple and robust building while bringing facilities up to date.

Two large entrance dormers provide a semi-sheltered communal space which can also be used for fishing competitions. There is also an arrival area for fishers to check in and weigh their catches. The timber weatherboarded has been painted dark grey to minimise the visual impact of the building.



The Gatehouse, Glasgow

CLIENT:

Society of Friends of Glasgow
Cathedral /
Glasgow Building
Preservation Trust

QUANTITY SURVEYOR: Gardiner
Theobald

SERVICES ENGINEER: Forbes
Leslie Network

STRUCTURAL ENGINEER: David
Narro Associates

Cost: £650,000

Completed: ongoing

Repair and refurbishment of Category A listed mid-19th century villa with long term options for reuse as a base for Society of Friends of Glasgow Cathedral.

The gatehouse is situated on the processional way that leads to Glasgow Necropolis. It is ideally placed as a destination and meeting point for visitors to Glasgow Cathedral and the necropolis.

Potential for public uses including meeting space, exhibitions, meeting point for volunteer guides, education and training, promotion as well as interpretation of the cathedral and surroundings.

We are assisting the client, in association with Glasgow Building Preservation Trust, with funding applications – mainly Historic Scotland, Heritage Lottery and charitable trusts.



Work would be confined to alterations to the building envelope and full restoration of external fabric



Cathkin Braes Activity Centre

CLIENT:

Glasgow Building
Preservation Trust /
Ardenglen Housing
Association

QUANTITY SURVEYOR:

Towler & Hyslop

STRUCTURAL ENGINEER:

David Narro Associates

LANDSCAPE ARCHITECT:

erz

SERVICES ENGINEER:

Atelier Ten

MOUNTAIN BIKING
CONSULTANT:

Sam Foster Associates

CDM CONSULTANT:

CDM Scotland

BUSINESS PLANNER:

Arneil Johnston

Cost: £2.75m

Completed: 2017

Funding: Heritage Lottery
Fund, Glasgow City Council,
Historic Environment
Scotland

Proposals to bring new life to this derelict 1961 church and support the increasing use of Cathkin Braes for recreation and sport.

This category B-listed church designed by Gillespie, Kidd & Coia is an exemplar of their unique take on modernism.

We are working with Glasgow Building Preservation Trust, Ardenglen Housing Association and Mitchellhill Community Group to achieve a sustainable purpose for the church.

Options include a multi-functional hall, kitchen, cafe and rooms for community use such as parent/toddler classes and relaxation therapy.

The proposals also include supporting facilities for mountain bikers and walkers. There will also be opportunities for social enterprise as well as routes to employment for local people including sports coaching, IT and food safety training.

The church has fallen into disrepair and requires considerable work to renew the exterior, prevent water ingress and improve the thermal performance of the building envelope. Works would also include a new extension and car park.



Whitehouse Community Bike Hub

CLIENT:

Free Wheel North

STRUCTURAL ENGINEER:

David Narro Associates

Cost: £190,000

Funding: Glasgow City Council

Proposals to bring new life to this C-listed former pub next to the Forth & Clyde Canal at Maryhill.

The Whitehouse Inn is one of Maryhill's oldest buildings, linked to the construction of the canal. It was built as a public house selling groceries and alcohol to locals and passing boatmen. It even served as the area's first post office.

We're working with cycling charity Freewheel North to repurpose the building as a community and cycling hub which takes advantage of the extensive network of canal towpaths and river walkways.

The hub includes a cafe, bicycle workshop and retail space, information point, training room and multi-use reception area.

Refurbishment works include large sliding windows to connect the cafe to the canalside, new stairs to the upper floor for access to the seminar rooms and installation of solar panels on the roof for heating and hot water provision.





Proposal to support Ardrossan Castle Heritage Society with Business Planning and Activity / Interpretation Planning

INTRODUCTION AND EXPERIENCE

Ergadia Museums and Heritage <https://ergadiaheritage.com/> is a non-profit consultancy founded by Catherine Gillies.

This proposal relates to business planning and other services in support of a proposed new build heritage hub (volunteer and visitor centre).

Why Ergadia?

At Ergadia, our mission is to support the independent museums and trusts in the heritage sector, and our passion is community driven heritage and its ability to deliver benefits including well-being to local people.

Ergadia has three directors (Catherine Gillies, Robin Patel and Annie Tunnicliffe). In addition, there are a number of experienced associate consultants. All Ergadia consultants have a background in directing organisations and large projects. We do not have any junior consultants therefore we bring our experienced consultants' expertise to all our projects.

Our team's experience includes the following:

- Establishing the new Scottish Community Heritage Alliance
- Project management for museum and cultural venue redevelopment
- Development of significant projects that have secured large National Lottery grants
- Large scale community consultation through surveys, events, focus groups
- Preparation of business plans and bids that secured large grants
- Heritage expertise from strategy through to activity planning and exhibition design and installation
- Museum design, management and mentoring experience
- Creative sector projects and events / festivals
- Experience in natural heritage projects
- Expertise in the capacity building required to ensure small heritage and cultural trusts can secure funding and develop financial sustainability.

We specialise in supporting organisations with:

- Community Engagement - Active engagement with local people through a broad range of techniques ensuring relevance for the local population
- Partnerships - Effective and impactful partnerships with other organisations
- Fundraising - Securing offers of capital and revenue funding for large projects

- Supporting Boards to build capacity – Our team has significant experience of working with and supporting Boards to deliver successful projects.

BACKGROUND AND REQUIREMENTS

Ardrossan Castle Heritage Society (ACHS) is a SCIO established in 2012 with the following aims:

- Research: to advance the understanding of Ardrossan Castle and Castle Hill
- Community: to encourage and facilitate community involvement at Ardrossan Castle
- Education: to engage others in our growing understanding of Ardrossan Castle
- Environment: to improve and promote Ardrossan Castle as a positive heritage destination.

ACHS has a strong group of volunteers and operates a full programme to share the heritage including the carnival, open days, walks and talks, research, work with schools and working parties e.g. archaeology.

The group currently has no base other than a Portakabin used for storage and currently full. The group have very limited options for space for exhibitions.

ACHS works closely with partners including the Council (own Ardrossan Castle and Castle Hill) and Historic Environment Scotland (HES).

ACHS is applying for grant for a feasibility study for a new “heritage hub” (visitor and volunteer hub) to be sited on the hill, close to the Castle (subject to consents).

The heritage hub would address a range of needs, as follows:

- No public toilets on the hill top, for residents, visitors or society volunteers
- No wet weather shelter / kitchenette for volunteers
- No multipurpose space for receiving groups of visitors (tours, talks, walks etc) or as an orientation / interpretation point for visitors
- No lockable storage space for tools, equipment etc
- No work areas / work stations for society research.

There are consequences to the lack of provision, including being off putting for visitors and volunteers alike and presenting barriers to visits (toilets, access).

The heritage hub is proposed to have:

- Multi-purpose room (landing point for groups e.g. schools and archaeology teams, public meetings / talks, temporary exhibitions, information / interpretation point including for visitors who cannot access the castle site itself)
- Kitchenette (but not full public café) for volunteers and other hub users. There might be some public provision during organised events and possibly very basic tea / coffee / soft drink provision for general visitors

- Lockable storage (could be a lockable office for storage / workstations and / or storage cupboards and / or storage container)
- Accessible toilets available when the heritage hub is open (not 24 hour)
- Disabled parking area (there is already an access road to the site).

APPROACH AND METHODS

We understand that Ardrossan Castle Heritage Society (ACHS) will be seeking Heritage Fund (HF) funding (up to £250k) as well as match funding. The funding is needed to cover the design / build of the heritage hub and the provision of public activities and interpretation.

The scope of Ergadia's work on this assignment would cover the following:

- Examination of options for the heritage hub (essential for making the case to funders)
- Close working with architect / QS or similar building professionals (to be appointed separately by ACHS) in order to identify all elements of the capital costs
- Collating evidence of public and agency support in the local area for the project, through a community survey and stakeholder consultation
- Developing the alignment of the proposed project with outcomes required by heritage funders
- Investigating / shortlisting potential funding sources
- Preparing outline activity and interpretation plan with costings
- Assessing / advising on the potential readiness of ACHS, as an organisation, to successfully apply for significant amounts of funding (includes capacity and capability of board and overall organisation to successfully deliver the proposed hub project and deliver the outcomes)
- Estimating potential sustainable income and associated costs for ACHS from sources such as public activities and events and lettings
- Preparing a business plan including five-year income and expenditure projections. The business plan would also cover essential information for funders including operational plans, organisational development plan, marketing plan and risk analysis
- Advice (but not writing) for completing funding applications.

DELIVERABLES

These would include:

- The outline activity and interpretation plan
- Business plan

- Summary of public / stakeholder support
- Summarised results from public survey.

TIMESCALES AND ERGADIA STAFFING

Timescales and staffing would be discussed and agreed at an inception meeting and will depend on factors such as funding deadlines and likely timescales for other elements of the work including ACHS securing an indication that permissions / leases would be likely to be granted.

DAYS AND COSTS

Our day rate is £330 inclusive of travel / accommodation costs. Ergadia is not registered for VAT.

Ergadia activity	Days	Cost £
Inception meeting (detailed project planning)	1	330
Stakeholder / community surveys	3	990
Collate / write up summary of evidence of public and stakeholder support	2	660
Activity and interpretation plan	4	1,320
Analysis of markets / potential customer volumes	1	330
Business plan	4	1,320
Investment readiness review	1	330
TOTAL (no VAT chargeable)	16	£5,280

EXAMPLES OF EXPERIENCE / ASSIGNMENTS

CG – Catherine Gillies; RP – Robin Patel; AT – Annie Tunnicliffe

- Initial probono support to Ardrossan Castle Heritage Society (ACHS) (AT)
- Business plan for large successful Heritage Fund bid for Union Chain Bridge (AT)
- Support for business planning and cash flow modelling for successful Heritage Fund bid for Rothesay Pavilion (AT)
- Preparation of masterplan for Prestongrange Museum (working with Simpson and Brown Architects). Client: East Lothian Council (CG, AT, RP). Prestongrange is an example of another site where there are layers upon layers of history and usage, in this case relating to industrial activities including a harbour, glass works, pottery, colliery and brickworks

- Feasibility, business planning and development of joint approach with HIE and SNH for A listed Kinloch Castle on Rum (AT, RP)
- Review of project and funding plans for historic HMS Tern airfield for Birsay Heritage Trust in Orkney (AT)
- Town wide Carluke public consultation on general priorities followed by in-depth consultation on proposed plans for A listed Carluke High Mill (RP)
- Support for place-based strategy, business planning and successful community buyout of A listed assets by Ardnamurchan Lighthouse Trust (CG, AT)
- Support for successful business planning and community buyout of A listed assets by Bannockburn House Trust (AT, CG, RP). Ergadia has been retained to assist Bannockburn House Trust with applications to Heritage Fund and other funders to implement the masterplan for Bannockburn House
- Long term support for the development of the Echo Trail (Cowal) including feasibility and engagement work and project planning (RP)
- Project management of large Heritage Fund bids, activity planning and heritage / engagement support for Loch Lomond Steamship Company - Maid of the Loch (AT, CG, RP).

RISKS TO ASSIGNMENT

Risk	Mitigation
Relevant permissions / leases cannot be secured	Funders such as Heritage Fund will not assess applications without all relevant permissions / leases being in place (e.g. council, HES), in order to minimise the risk of the project not proceeding. Permissions / leases need to be explored at an early stage by ACHS.
Overambitious architectural / building design	Ergadia will need early contact with the buildings professionals and agreement of a maximum fundable budget for all capital works including the building itself, professional fees, unrecoverable VAT, provision of utilities / services, essential fixtures and fittings and end user equipment, etc. This is to ensure that the capital costs are not excessive in relation to current levels of funding awards for community organisations.
Overambitious project scope	Ergadia will provide support to help ACHS to clarify the scope of the initial project. Whilst it is good to also articulate longer terms ambitions and additional projects (e.g. new play park, ambition to open up cellars) the initial project that will go to funders needs to be at a reasonable scale and demonstrably deliverable given the funding climate.
Unexpected technical difficulties with site	By the time any funding applications are submitted, sufficient surveys / investigations need to have been carried out by the building professionals in order to de-risk the project as far as reasonably possible and to provide reasonable certainty re project costs. This includes the buildings professionals anticipating / allowing for any requirements from council, HES.

Risk	Mitigation
Lack of public / stakeholder support for project	This appears very unlikely although Ergadia / ACHS will need to analyse any potential displacement of business from other local venues that provide meeting and similar facilities.
Client group is not investment ready for significant funding	During the assignment, Ergadia will assess this risk and suggest mitigations which will be included in the organisational development plan (as part of the business plan).

ASSIGNMENT MANAGEMENT

General assignment arrangements

- Invoicing will be monthly in arrears on the basis of days done and summary / evidence of work completed. Payment terms are one month.
- Fee rates are inclusive – no additional travel / accommodation costs.
- ACHS may terminate the assignment at any time.
- Unused days will **not** be charged.
- Travel time is not charged.
- Insurance is in place and the certificate is enclosed.
- At the first meeting, we will discuss detailed assignment staffing as well as what resources will be contributed to this assignment from ACHS and how all parties will work together effectively (successful projects rely on significant involvement from the client group including participating in essential meetings, consultations, carrying out liaison with Council / HES and reviewing and improving drafts of deliverables).

Exclusions

- Advice in other professional areas such as legal (e.g. lease negotiation), accounting (VAT, tax etc), state aid, architectural / QS.
- Consultation costs such as venues, refreshments.
- Writing funding applications – funders prefer these to be written by applicant organisations.

MAIN PROJECT CONTACT

Anne Tunnicliffe (Annie)

Director - Ergadia Heritage Ltd

Email: luingconsultancy@btinternet.com

Mobile: 07890 825978

Skype: anne.tunnicliffe1

MAIN CONTACT FOR ERGADIA HERITAGE

Catherine Gillies (Founding Director, Ergadia Heritage)

Telephone number – 07833 133928

Email - info@ergadiaheritage.com



[@ergadiaheritage.com](https://twitter.com/ergadiaheritage)

Ergadia Ltd is a company limited by guarantee (SC576178).

Registered office: 5 Penicuik Road, Roslin, Scotland, EH25 9LJ.

DATE: 6-12-19

Ergada Limited
C/O Catherine Gillies
Greenbank
Glenmore Road
Oban
PA34 4NB

Our reference: ERGA01CS01
Issue Date: 17/06/2019
Issue Time: 08:57

Confirmation of Insurance

We act as professional insurance brokers for the above mentioned organization and can confirm the under noted policy details. Policy terms, conditions, exceptions and exclusions apply to each section. For full details of the cover please refer to the Schedule and Policy wording.

Insurers:	[REDACTED]
Policy Number:	[REDACTED]
Renewal Date:	26/06/2020
Professional Indemnity Cover:	£ 1,000,000
Public/Products Liability Cover:	£ 5,000,000
Employers Liability Cover:	£10,000,000

The information provided is based on the insurance arrangements at the time of writing. Alterations may be made during the period of cover. Any expiry date shown represents the normal expiry date. Please contact us if you have any queries.

For and on behalf of Keegan & Pennykid (Insurance Brokers) Ltd

June Pennykid
Managing Director

SHORT CVs FOR TEAM



ANNIE TUNNICLIFFE – ERGADIA DIRECTOR

Qualifications:

BSc Hons;
Master's Degree in Business Administration;
Chartered Member of Chartered Institute of Personnel and Development;
Fellow - Institute of Consulting.

Main skills and specialisms: (including for National Lottery and HIE assignments)

- Strategic reviews of organisations against investment readiness criteria as used by grant and loan funders
- Preparing documentation to assist organisations with applications for loans and grants including:
 - Financial modelling for cash flow projections for capital projects and trading
 - Business plans
- Project management support to applicants putting together complex bids for capital and revenue funding, including specifying research requirements and sourcing consultants
- Leadership, governance and sustainability of third sector organisations
- Troubleshooting and crisis management of situations threatening organisations.

Examples of main assignments / achievements:

Maid of the Loch: bid manager for HLF2 bid.

Campbeltown Picture House: provided intensive support working with Catherine Gillies to prepare a successful stage 1 bid to Heritage Lottery Fund and to provide follow on support to recruit a consultancy team.

Rothsay Pavilion: reviewed business plan and built financial model for successful HLF 2 bid.

Dunoon Burgh Hall: provided support for successful bid for capital to HIE and successful stage 2 National Lottery revenue bid.

Peter Pan Moat Brae: review of business plan and rebuild of financial model and overhaul of financial forecasts.

Bannockburn House: prepared business plan and application for successful Scottish Land Fund bid for community acquisition. Prepared successful revenue bids to LEADER, Architectural Heritage Fund, National Lottery and HF Resilient Heritage.

Carluke High Mill (A listed): support for bids and business planning has resulted in successful stage 2 Scottish Land Fund award.

Highland arts venues: supported two leading private sector music and events venues with the preparation of Creative Scotland bids including the development of business plans.

Isle of Luing Community Trust: worked with the Trust Board for 6 years to assist with securing funding and implementing the new build Atlantic Islands Centre, opened in 2015.

Refurbishment of Campbeltown Town Hall: assisted South Kintyre Development Trust on the approach to their successful stage 2 National Lottery bid and provided support with cash flow modelling. Town Hall reopened April 2016.

Muir of Ord: assistance to prepare a successful bid for £1.1m to National Lottery for a new community hub.

ROBIN PATEL – ERGADIA DIRECTOR



Museums and Heritage Consultant (Nov. 2012 - Present)

Clients:

- ❖ Loch Lomond Steamship Company – volunteer development and engagement for Maid of the Loch
- ❖ Cowal Shore Trail (Feasibility Study, community consultation)
- ❖ Prestongrange Museum (Masterplan, community consultation)
- ❖ Carluke Development Trust (community consultation – Scottish Land Fund S2)
- ❖ Campbeltown Picture House: (participatory archive and community engagement workshops)
- ❖ Bannockburn House: (community & stakeholder consultation - Scottish Land Fund S2)
- ❖ Perth & Kinross Council: (Crieff Monuments: community consultation & Interpretation Plan)
- ❖ 'Paisley Reimagined', Paisley Museum & Art Gallery (technical brief consultation for revised CMS)
- ❖ Dunollie Preservation Trust: (CMS, Adlib and digitisation training)
- ❖ Garioch Heritage Centre: (CMS, Adlib and digitisation training)
- ❖ Comann Eachdraidh Uibhist a Tuath: (community consultation and CMS training)
- ❖ Auchindrain Trust: (review of Recognised Collection)
- ❖ Museum of Islay Life: (review of collections and knowledge management system)
- ❖ David Livingstone Trust: (collections review & significance assessment (Conservation Management Plan)).

KEY SKILLS

Community consultation & audience development

- Community consultation, audience engagement and outreach skills to encourage participation and to help shape the strategic goals of museums and heritage organisations.
- Qualitative and quantitative analysis of complex sets of data arising from community / audience consultation and collections information.

Interpretation development

- Skills in the development of Interpretation Plans and Activity Plans suitable for HF S2 funding applications
- Worked with communities to co-curate a range of exhibitions e.g. 'Kit and Caboodle: The Story of Football in Campbeltown' (Campbeltown Museum) and 'Crieff Monuments' exhibition in Crieff town hall.
- Skills in the development of tangible and online tools to map heritage, reveal stories and develop audiences (e.g. crowdsource StoryMap for East Cowal: <http://bit.ly/cowalstories>).

Collections management

- Expertise in documentation and collections management standards and processes for museum and archive collections (including SPECTRUM)
- Experience in the application of Significance Assessment Criteria (Significance 2.0, RCAHMS)
- Experience in daily management of collections stores and display areas including environmental monitoring and pest management.

Education

MLitt in Museum and Gallery Studies, University of St. Andrews, 2007

MA(Hons) 2-1, English Literature and History, University of Glasgow, 2003

CATHERINE GILLIES –
ERGADIA DIRECTOR AND FOUNDER
info@ergadiaheritage.com 07833133928



Key specialisms

- Vision and strategic heritage planning
- Community heritage development
- Exhibitions & Interpretation
- Activity planning, learning, engagement
- Audience and marketing
- Funding
- Collections Management.

Key projects:

Consultancy

- Garioch Heritage Society (Inverurie): developing locoworks and early history heritage attraction including mentoring, training, exhibitions, collections management.
- Peter Pan Moat Brae Trust, Dumfries: realigned activity plan as part of mobilisation.
- Bòrd na Gàidhlig: supporting vision and development for St Columba Trail from Northern Ireland to Iona.
- Carluke Development Trust. Community land purchase and heritage/garden project.
- North Uist Historical Society. Community land purchase and heritage hub project.
- Bannockburn House Trust. Community land purchase and hub project.
- The Earl of Elgin and the Broomhall Collections, Dunfermline. Conservation, exhibition development and collections advisor.
- Hope MacDougall Collection: Trustee, fundraiser and project developer (5 years).
- Gardner Memorial Church, Brechin: heritage project planning and Heritage Fund funding bid.
- Glasgow Art Club / Argyll and Bute Council: concept and design for exhibition.
- Archaeology Scotland: Homeland Argyll and Bute exhibition – touring display and online exhibition.
- Campbeltown Picture House: supporting successful relaunch of funding bid for restoration project.

Full-time roles

- Dunollie Museum, Castle and Grounds: *Director*: developed and opened heritage attraction. Continuing role as Heritage Director.
- Abbot House, Dunfermline: *Director*: Forward planning for heritage/sustainability and asset transfer.
- Lismore Heritage Centre: *Development Officer*. Opening new facility, exhibitions, legacy planning.
- Hope MacDougall Collection: *Trustee and Project Manager*: collections development and outreach.
- Earlier career as freelance BBC broadcast and press journalist, specialising in environment and heritage.

Qualifications

- History of Art, Edinburgh University MA Hons
- Museums and Gallery Studies MLitt Distinction.



North Ayrshire
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The journey
so far

Sub groups have been unable to meet due to other community commitments, and purder.

There was a chit chat with Garnock connections for information regarding the possible opportunity to develop an interactive map for the 3 towns. Also possible information points in all 3 towns. Meeting in place for new year to develop this.

Stevenston Development Trust (Steering Group)

During the period continue to meet and began the process of creating a legal trust. They planned and then operated a Xmas shop to provide low cost toys and decorations for residents attending the Stevenston Xmas lights. They are using social media to promote their plans and share good practice from other trusts. CLD staff will work with the trust to visit and review other trust and similar community groups.

Ardrossan community development Trust

They stepped in to insure Ardrossan had Christmas lights and a switch on event, the town worked together to achieve this.

Are moving forward with their community engagement and master plan for Ardrossan they have appointed a consultant for the play park and community arts consultant. They are also working with NAC new Ardrossan community regeneration officer to insure a joined-up approach.

Training station

Have all funding in place and have successful become a SCIO and opened a new charity bank account. Plans are in place for the regeneration. Arcutect been appointed and building warrants are in.

Raise your voice with Ardeer

Have had the final feasibility study report which states the Stevenston pavilion is not viable to be regenerated. Plans are in place to develop café and toilets across from original building. £50,000 has been secured from town centre fund. CIF application is completed for decision at this meeting.

Ardrossan Castle heritage

Have a CIF application in for feasibility study.



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Update

Scratch Group and Gamers Maker Space Group.

With the success popularity of the games event Level Up 2019, with over 400 attendees at the Ardeer Neighbourhood Centre, Stevenston. Young people from the above groups want to develop a Level Up Festival for September 2020, at the same venue.

The event is based on gaming, interactive technology and old school games, including pinball machines and arcade games cabinets

A date in August or September will be chosen to hold the event at the Ardeer Neighbourhood Centre Stevenston. Young people involved in this project will develop organisational skills, team work and leadership. The hope is that this event becomes an annual Stevenston based event open to all.

Saltcoats harbour group had a very successful open day. Where they opened up the harbour house and had it lite up for people to see in it and also old photos of what it use to be like. They is a cross department partnership with business development, community development the harbour master and estates to carry out a business plan and feasibly test.

Stevenston Christmas lights, Saltcoats carnival group and Ardrossan community development trust.

All held very successful Christmas lights switch on event. Which were enjoyed by all communities. They demonstrated community groups working together to insure these were so successful.

Argyle Community Association

The Association held two Christmas Dinners over a two-day period. On the first day they attracted 57 people seated with a large contingent of Syrian families. Day two had over 70 people seated. On both days they had a solo singer from Auchenhavie Academy and 26 young people singing from Caledonia Primary. There was also a team of 12 cooking, serving and washing up. All was free for those attending.

Stevenston Community Council visited Dumfries Station to meet with the West of Scotland Station Gardening Group to find out how the Three Towns station gardens are managed. Locality staff will promote the groups needs for local volunteers to enhance stations.



Economy and
Tourism



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Saltcoats community council have had great feedback at the development of blooming Saltcoats. They are also currently selling bricks to the community where you can write a message on for Saltcoats town centre.



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- **Training station** have appointed their architect, works plan, successful become a SCIO and building warrants are in.

- **Three town growers**

The group are progressing developmental work for build at the, and the post for a Community Development Worker. They undertook a successful Yule Tide event continuing their outreach and community work.

The group has also received funding through the Youth Participatory Budget, to create and organise a group of youth bee keepers, including purchase of a hive for this and training for the young people to be involved. The Youth Bee Keepers will undertake outreach work at schools and community events promoting the importance of biodiversity and our environment, as well as maintaining a hive that will help pollinate flora at the Elm Park Allotments and the surrounding area.

- **Three Towns Men's Shed**

Will hold their first Annual General Meeting on 14th January. Since they now have use of 90% of the FOCUS Centre, they have expanded their activities. This includes woodwork, engineering, glass cutting, model making, musical instruments, basic cooking, bike repair, various games. The main event of each day is everything stops for lunch around a table. Membership is now in the seventies. They have managed to sell most of their goods in various locations.

- **Raise your voice with** Ardeer Have had the final feasibility study report which states the Stevenston pavilion is not viable to be regenerated. Plans are in place to develop café and toilets across from original building. £50,000 has been secured from town centre fund. CIF application is completed for decision at this meeting. The plan is to container type buildings which will be vandal proof and better weather resistant. Also these should be brought in in 1 or 2 pieces.



Community
Regeneration



North Ayrshire
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Environment (Civic pride and Community Engagement)

- **Friends of Stevenston** continue to keep the Stevenston beach area clean and improve the bio diversity in partnership with street scene, who remove the litter being picked up by Ian Cassidy and the increasing number of schools and volunteers from local businesses who are coming along to the clean-up session. Most groups are now talking the sea born litter that has built up on the south side of Stevenston point. Late in November they worked with volunteers from Stevenston Community Council and Stevenston Development trust group to clean up the central car park and cut back the wild flowers in the towns planters. Locality team staff took part and engaged with passing community members to promote the purpose of the tidy up and the groups involved. Consequently, photos of the activity were shared on social media to generally a positive response. The hope is more community members will volunteer to contribute to similar civic pride activities.

Cycle without age. www.cyclingwithoutage.scot

- Locality team staff have been in touch with the Scottish development office for cycle without age to discuss their requirements for establishing a similar provision to the ones in the north coast. The preferred partner would be an existing organisation to host a subgroup to concentrate on the operation of the bikes rather than the process of setting up a new group to take on the whole process. Locality staff will be reaching out to groups across the 3 towns to see if a suitable host can be found.
- **Make A Meal Of It** – in partnership with North Ayrshire foodbank held two special events over the Christmas and new year holidays. The first being a Christmas meal then a pantomime. The meal was on an invitation only (for people that attended the M.A.M.O.I programme) which there was 55 children and 12 parents. The Pantomime was opened to all in the community and was attended by 135 people. There was also a special visit from Santa. All children received gifts that had been donated. The second event was a trip to the 'Irn Bru Carnival' at the SECC in Glasgow. This again was a very successful event, both children and parents all had fun. Both events would ordinarily not be accessible to the high cost/expense to the particular families that attend 'Make A Meal Of It'.

- **Saltcoats Community Council**

After a busy summer with the successful blooming Saltcoats events. The consultations regarding the parking issues have now reviewed their priorities and changed the access and parking to the town.

Stevenston community council

- The community Council has elected a new chair (Ian Winton) and restructured the roles and best way each community councillor can contribute their knowledge and interests to the Councils future activities. They also contributed to member services development of community council standing orders document. They received funding



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to begin replanting the towns centre planters initially with bulbs then with suitable plants for next year. and are recruiting volunteers to ensure this is a sustainable. They are taking an active part in the consultation of the Ayrshire growth deal plans for the Ardeer peninsular and will launch their own consultation to raise awareness of the plans and to gather community members aspirations for public access to the unique cultural ,historical and nationally significant environmental resource.

- **Ardrossan youth Association**

This group have had a good year becoming more empowered in running the Youth Centre. They have a business meeting every Thursday dealing with lets, maintenance of the building and dealing with all financial requirements. This was made possible due to a full day working meeting addressing the running of the Centre. They arranged a few external day trips finishing with a week with Ocean Youth Trust sailing in Clyde waters for ten Young People in which they gained an international qualification – Royal Yachting Association Start Yachting. This for some will be followed up in June in the Western Isles with an upgrade in qualifications.

- **Elderly Forums**

Will be arranging a meeting of all Older Persons groups within the Three Towns with a view to creating a joint Three Towns Elderly Forum

For further information contact: Shirley Morgan. smorgan@north-ayrshire.gov.uk. 07912450212



Locality Partnership: *Three Towns Locality Partnership*

Date: *22nd January 2020*

Subject: *Residential Development Saltcoats*

Purpose: *Decide Street Name for this new development.*

Background

The developer of the above site has contacted this department requesting a new street name for this development.

The Council has a statutory obligation under the Civic Government (Scotland) Act 1982 to give a name to each new street built within the Council area, and this name, along with street numbers, becomes the postal addresses.

An outline plan of the development is available as an appendix.

At this stage, the development requires 1 new street name.

Key Points for Locality Partnership

Proposed examples of numbering layout plans are available as appendices along with a list of proposed name suggestions.

Action Required by Locality Partnership

Choose 1 new street name for this development.

For more information please contact: *Lisa Dempster or Kirsty Gee, Planning Technicians, 01294 324319, snn@north-ayrshire.gov.uk*

Completed by: *Lisa Dempster and Kirsty Gee*

Date: *10th January 2020*

Street Name Suggestions	Background
Janet Strang Wynd	<p>A street name suggestion was received from Cunninghame Housing suggesting that the new street should be called Janet Strang Wynd. Janet Strang, who is in her 25th year this year as a CHA Board member. For the last 5 years she has been the Association's Chairperson and has served the community and the Association well over these years.</p> <p>Plannings response:- Under guidelines item 5 The use of a name relating to persons either living or alive during living memory should be avoided if possible. Only exceptional circumstances will be given genuine consideration, and these will require justification. See Appendix 1 for further Justification.</p>
John Lambie Wynd	<p>John Lambie was a Scottish engineer. He was born in Saltcoats, Ayrshire, in 1833 and died in Glasgow on 1 February 1895. He was Locomotive Superintendent of the Caledonian Railway from 1891 to 1895. John Lambie improved conditions for enginemen by fitting cab doors, better handrails and footsteps to locomotives.</p> <p>Plannings response:- Complies with guidance</p>
James Reid Wynd	<p>James Reid 1887-1967 was a native of Saltcoats and served in local government and ultimately as Provost of Saltcoats. An inscription on our school plaques notes that his priority was always the welfare of our children. James Reid is also noted, in particular, for his support of the ASN sector and for the welfare of our children and young people.</p> <p>Plannings response:- Complies with guidance</p>

Janet Strang
Chairperson



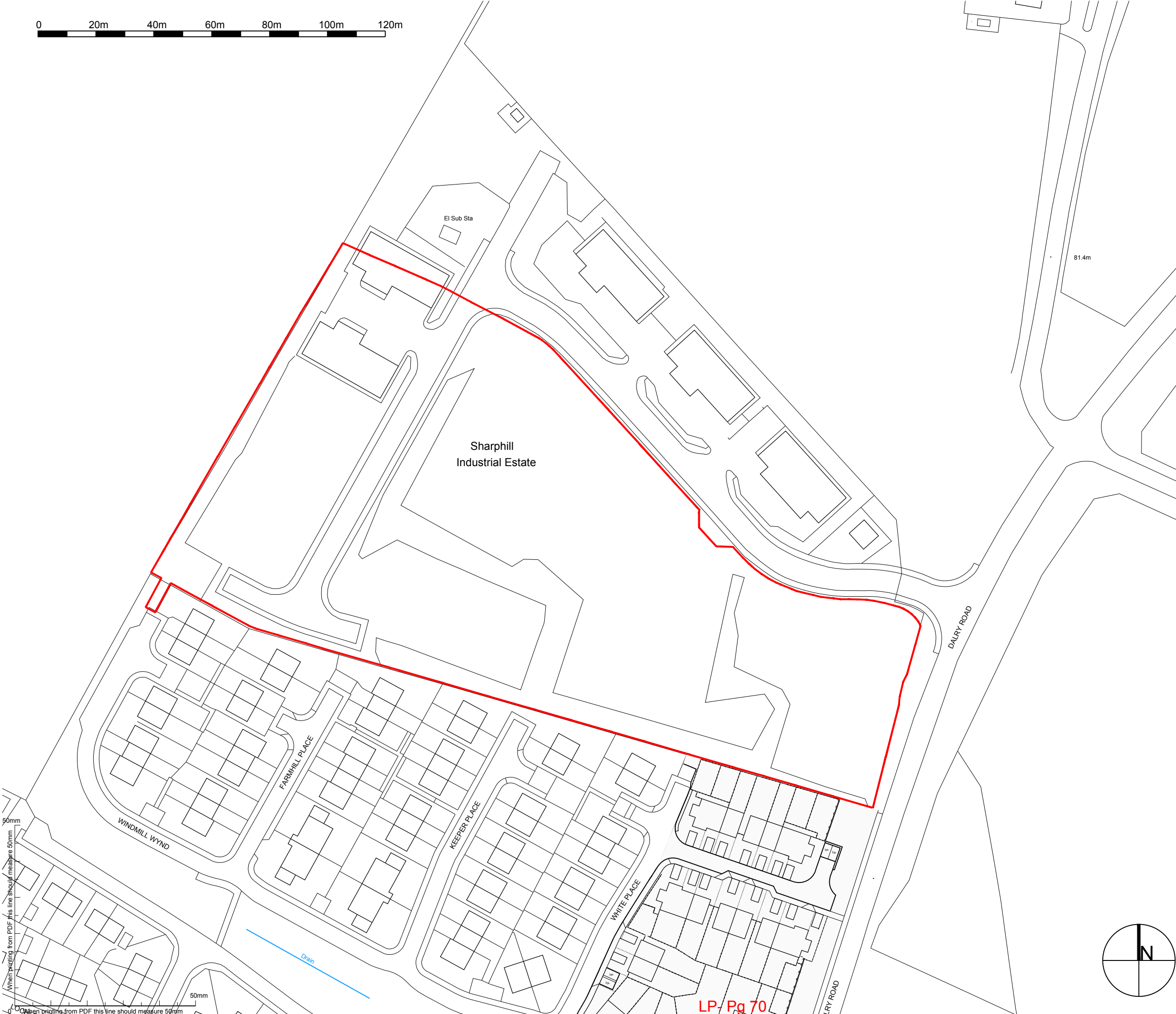
Janet was previously a Community Councillor and joined the Association in 1994. Currently in her fifth year as Chairperson of the Association, she has a wealth of experience having served previously as our Company Secretary (5 years) and Chairperson of several Association Sub Committees.

She is currently a member of all our three Sub Committees and our Audit Committee. Janet is also the Board's Health & Safety 'Champion' serving on the high profile Health & Safety Group.

Janet is also is a member of the Tenant Participation Association Scotland Board of Directors (TPAS).

Janet is a local lady with local family connections and has contributed thousands of hours of voluntary time to Cunninghame Housing Association and the community at large.

She suffers from severe health issues but still finds the energy to commit to Making our Communities Better Places.



Rev	Date	By	Notes
--	23.03.18	EC	Initial Issue
A	17.10.18	EC	Site boundary updated and Sharpkill Phase 3 development indicated at the south.

RISK REGISTER		
No.	Date	Description

NOTES

— Site boundary

DO NOT SCALE
The Contractor must check & verify all Site & Building Dimensions, Levels & Sewer Inverts at DCM's before commencing work.
This Drawing must be read with the NBS Contract Specification and any related Structural Engineer or Specialist Contractors Drawings.

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PLANNING

Project
Sharpkill Phase 4

Client
Cunninghame Housing Association Ltd

Drawing
Location plan (1224A3L)

Job No.	Dwg No.	Rev.
1224	AL(0)001	A
Scale 1:1250	Sheet A3	Scale Sheet
Drawn by EC	Date Created 17/10/18	Checked by EC

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CAD Ref.

2 bed houses (Type A)	49
3 bed houses (Type B)	04
4 bed houses (Type C)	02
2 bed wheelchair flat (Type D)	05
2 bed upper flat (Type D1)	05
2 bed amenity flat (Type E)	05
2 bed upper flat (Type E1)	05
3 bed wheelchair house (Type H)	01
TOTAL	76

Allocated spaces 83
Visitor parking spaces 17
NB: 2no. additional VP spaces to be added post construction of the connection road to the Western site.

2 bed houses (Type A)	83m ²
3 bed houses (Type B)	96m ²
4 bed houses (Type C)	132m ²
2 bed wheelchair flat (Type D)	73.5m ²
2 bed upper flat (Type D1)	81m ²
2 bed amenity flat (Type E)	73.1m ²
2 bed upper flat (Type E1)	84.1m ²
3 bed wheelchair house (Type H)	124m ²

Buff brick w/ brown brick infill	Bu
Buff brick w/ fibre cement board	Bu+F
Brown brick w/ buff brick infill	Br

	Footpath - to be adopted Material & colour: TBC
	Shared surface - to be adopted Material & colour: TBC
	Road - to be adopted Material & colour: TBC
	Alternative road finish - to be adopted Colour: TBC
	Service zone - to be adopted Material & colour: TBC
	Incurtilage / allocated parking bays Permeable & non-permeable paviments Colour: TBC
	Visitor parking bays - to be adopted Permeable & non-permeable paviments Colour: TBC
	Playpark - Material & colour: TBC
	Planted landscape area Specification: TBC
	Public turf ed area
	Scottish Water grasscrete access road
	Land Partners - Footpath (Refer to RCC drawings)
	Land Partners - Grassed service zone (Refer to RCC drawings)
	Level access platls at entrances and change of direction on paths
	Concrete paving slabs
	4no bin store handstanding area
	Rotary dryers
	Fire Hydrant Location
	Retaining wall(s) - Refer to engineers dwg for further deta
	1800mm high enhanced boundary wall
	Existing water ditch. Note refer to culv location on Engineers layout
	S I T E B O U N D A R Y
	Refer to AL(0)020 - for proposed bou tmentals



Case	Date	By	Notes
A	17.10.18	EW	Proposed road layout updated following initial issue
A	07.12.18	EW	Proposed road layout updated following consultation with NAC Roads department; existing SW storm and four sewer hidden and plot numbers added
B	11.12.18	EW	Traffic calming at Blocks 27828 altered and road alignment, at Block 32, has been adjusted in accordance with NAC Planning and Roads feedback
C	22.02.19	EW	Rear garden paths and bin stores added; Block 1718 moved east and north; Blocks 13-16 moved north. Plot 100 moved north. Fences at Blocks 01, 24 and 25 adjusted. FF1s, stepped blocks and retaining walls added
D	28.03.19	EW	Plot 2 (D17 footpath) reduced; Enhanced boundary wall at Block 13 added; Plot 52 rear garden extended. Additional retaining walls indicated
E	11.06.19	EW	Block 2429 changed to Buff / Brown; ZP1 landscape type updated to rotary drives and lawns placed at all locations
F	19.06.19	EW	Indicative fire hydrant locations shown
G	16.08.19	EW	Issued for Billing
H	23.09.19	EW	TENDER ISSUE

RISK REGISTER		
No.	Date	Description

[illegible]

NOTES

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TENDER ISSUE

Project	Sharphill Phase 4
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Cunninghame Housing Association Ltd

Drawing
Proposed site plan (1224A1L)

Job No. 1224	Org No. AL(0)010	Rev. H
Scale 1:500	Sheet A1	
Drawn by DW	Date Created 20/09/19	Checked by DW

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