

Notice of Meeting and Agenda Community Asset Transfer Sub-committee

Date	Time	Venue
Wednesday, 24 May 2023	13:00	Microsoft Teams Meeting,

MARK CONAGHAN
Head of Corporate Governance

Membership

Councillor Michelle Campbell (Convener):

Councillor Stephen Burns: Councillor Chris Gilmour: Councillor Janis McDonald: Councillor John McNaughtan:

Webcasting of Meeting

This meeting will be filmed for live or subsequent broadcast via the Council's internet site – at the start of the meeting the Convener will confirm if all or part of the meeting is being filmed. To find the webcast please navigate to

<https://renfrewshire.public-i.tv/core/portal/home>

Further Information - online meetings only

This meeting is on-line only but is a meeting which is open to members of the public by prior arrangement. A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at <http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx>

For further information, please email democratic-services@renfrewshire.gov.uk

Items of business

Apologies

Apologies from members.

Declarations of Interest

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

- 1 Community Asset Transfer Request – Vacant Site at Lochhead Avenue, Lochwinnoch PA12 4AW** **3 - 64**
Report by the Chief Executive.



To: Infrastructure, Land & Environment Policy Board
Community Asset Transfer Subcommittee

On: 24 May 2023

Report by: Chief Executive

Heading: Community Asset Transfer Request – Vacant Site at Lochhead Avenue, Lochwinnoch PA12 4AW

1. Summary

1.1 The purpose of this report is to ask the Community Asset Transfer (CAT) Subcommittee to consider the Community Asset Transfer (CAT) of the vacant site at Lochhead Avenue, Lochwinnoch PA12 4AW to Lochwinnoch Community Development Trust under Part 5 of the Community Empowerment (Scotland) Act 2015.

2. Recommendations

It is recommended that the CAT Subcommittee:-

- 2.1 Consider the Community Asset Transfer request for the vacant site at Lochhead Avenue, Lochwinnoch PA12 4AW;
- 2.2 Agree to the transfer of the asset to Lochwinnoch Community Development Trust for the discounted rent of £1 per annum (if asked); and
- 2.2 Authorise the Head of Economy and Development and the Head of Corporate Governance to conclude the lease at the rate above, and on such terms as required to protect the Council's interest.

3. Background

- 3.1 Part 5 of the Community Empowerment (Scotland) Act 2015, hereinafter referred to as the Act, provides the right for community bodies to request outright ownership, short or long term lease or other rights over any land or property owned or leased by the Council.
- 3.2 The Act requires local authorities to assess requests transparently against specified criteria, and to agree the request unless there are reasonable grounds for refusal.
- 3.3 The CAT Officer Panel met to consider this request on the 25th of April 2023. In accordance with the revised Scheme of Delegation (September 2022), the Panel agreed to recommend the request for approval to the CAT Subcommittee.

4. Site at Lochhead Avenue, Lochwinnoch PA12 4AW

- 4.1 The site, listed on the asset register with UPRN: 123099644, is defined in the attached site plan E2919 (Appendix 1).
- 4.2 The site, which extends to 0.4 hectares or thereabouts, is owned by Renfrewshire Council and has been derelict since the early 2000's.
- 4.3 Historically the site formed part of the Calder Cabinet Works (1881) later known as Lochhead Cabinet Works or Klondyke and was later acquired by Clyde Cooperage in 1958.
- 4.4 The site is currently occupied by Lochwinnoch Community Development Trust on a short-term Licence and provides a base for the Lochwinnoch Community Larder.
- 4.5 The site is valued as a serviced site for industrial use with a book value of £65,000 but has not been marketed.

5. Lochwinnoch Community Development Trust (LCDT)

- 5.1 LCDT is a Company Limited by Guarantee with charitable aims, registered at Companies House (SC445206). It has been in existence since 2013, originally as Lochwinnoch Community Development Company, but became LCDT in 2018 and is a member of the Development Trusts Association Scotland (DTAS).
- 5.2 The Articles of Association have been checked for the power to own and lease property. The company is community controlled and is fully compliant as a Community Transfer Body under the Act.
- 5.3 LCDT first submitted an application for this site in July 2019. At that time their application focussed on creating a bore hole and mineral water supply. This application was not progressed due to the pandemic and was withdrawn in June 2022.

5.4 The company took on informal occupation of the site during the pandemic and used it for vegetable growing for community benefit. They were granted a 'Licence to Occupy' the site in November 2021 to support delivery of the Community Larder and have made a number of alterations to the site since to improve access.

5.5 The object of the company as defined in its Articles of Association is: *The advancement of community development (including the advancement of rural regeneration) principally within the Community of Lochwinnoch.*

6. Community Asset Transfer Request

6.1 LCDT request to lease the land for a minimum of 10 years and to have an option to purchase the site at the end or during the lease period.

6.2 The rationale for a lease in the first instance and duration of lease is to establish the projects proposed.

6.3 The group have offered to pay £25 per month for the site and further request the right to

- a) erect buildings
- b) sublet; and
- c) connect the site to services such as phonenumber and water / sewage.

6.4 Due to the cost of administration, the CAT panel have recommended a rent of £1/annum, if asked.

Purpose

6.5 LCDT plans to develop the site as a multi-use social space and garden. Proposals include:

- a) continue to host the Community Larder; Wildcare, a children's outdoor holiday club; Lochwinnoch Force For Nature, a local biodiversity group which uses the site for growing sacrificial crops for wildlife; and the Lochwinnoch Feel Good Festival;
- b) creation of space for running outdoor markets (craft, food, zero waste);
- c) use of space for further workshops, classes, events, consultations;
- d) hireable social space with picnic / BBQ area and pizza ovens, children's parties and managed private events with options for equipment hire such as gazebos, inflatables, bell tents etc.; and
- e) community vegetable growing by the Trust or a social enterprise.

6.6 The full CAT request form and Business Plan are attached as Appendix 2 and 3).

Community Benefits

- 6.7 Benefits proposed include:
- a) support and opportunities for local businesses;
 - b) regeneration of a brown-field site;
 - c) positive short and long-term health benefits;
 - d) support community wellbeing;
 - e) tackling climate change and improving biodiversity;
 - f) creation of a space where nature can thrive and be enjoyed by all;
 - g) contribute to the reduction in inequalities.
- 6.8 Section 8 of the attached Business Plan (Appendix 3) details all of the intended benefits.

Sustainability

- 6.9 LCDT plan development of the site and activities in several stages over the next 3 years. See Section 4 of the attached Business Plan (Appendix 3) for details.
- 6.10 A key element of the business plan is to develop income generating activities that will help to off-set the cost of maintaining the site and employing facilities staff.
- 6.11 In 2020 the group received £9,600 for various sources which helped to establish vegetable growing during the pandemic.
- 6.12 In 2021 they received £29,999 from the Council's Green Spaces Fund and a further £9,200 from the Community Empowerment Fund. The first award has enabled the group to improve access to the site and erect 2 temporary structures to house the community larder and support community activities. The second award contributed to the cost of soil testing and garden design.
- 6.13 In addition to the grants above, the group has received funding from DTAS over the next three years to employ a development officer.
- 6.14 Section 9 of the attached business plan (Appendix 3) contains a full breakdown of all grant funding to date and applications pending. Section 10 provides financial projections for the next three years.

Publication and Representations Received

- 6.15 The CAT request was validated on the 1st of March 2023 and was open for public representation until the 31st of March 2023. During this time, a total of 118 direct representations were received.

- 6.16 Of these, 6 did not provide an address and are ineligible. Of the 112 eligible responses, 92 (82%) were in favour of the asset transfer request being approved.
- 6.17 In addition to direct representations received, the Community Council conducted its own survey via a questionnaire that was completed online or collected in hard copy. Both the online data and hard copies have been provided to the Council and have been verified.
- 6.18 A total of 359 questionnaires were completed of which 34 did not provide a name/address; 15 were duplicates; and 53 had individual representations recorded in the 118 above. Of the remaining 257 completed questionnaires, 180 (70%) were in favour of the asset transfer request being approved.
- 6.19 The combined total of eligible questionnaires and individual representations received was 369 of which 272 (74%) are in favour and 97 (26%) are against.
- 6.20 Reasons provided for why the CAT request should **not** be approved included:
- a) lost opportunity and inappropriate use of land;
 - b) alternative/better uses of site;
 - c) alternative sites in the village for activities;
 - d) village is well served with social spaces;
 - e) financial viability, credibility and sustainability of LCDT;
 - f) lack of advance consultation on the proposals; and
 - g) need for the community larder.
- 6.21 All representations received and LCDT responses were published on the Council's website.
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Implications of the Report

1. **Financial – None.**
2. **HR & Organisational Development – None.**
3. **Community Planning**

Our Renfrewshire is well – the CAT supports the wellness and resilience of our citizens and communities.

Our Renfrewshire is thriving – the CAT supports economic growth that is inclusive and sustainable;

Our Renfrewshire is fair: addressing the inequalities that limit life chances.

4. **Legal**
 - (a) The CAT request and CTB comply with the requirements of Part 5 of The Community Empowerment (Scotland) Act 2015.
 - (b) A formal offer from the CTB must be received within 6 months of decision to approve.
 - (c) Sale must be concluded within 6 months of a formal offer being submitted by the Club.
 5. **Property/Assets** – As per this report.
 6. **Information Technology** – None.
 7. **Equality & Human Rights**
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals’ human rights have been identified arising from the recommendations contained in the report because no groups or individuals have any involvement currently at the property. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council’s website.
 8. **Health & Safety** – None.
 9. **Procurement** – Not applicable.
 10. **Risk** – None.
 11. **Privacy Impact** – Not applicable.
 12. **Cosla Policy Position** – Not applicable.
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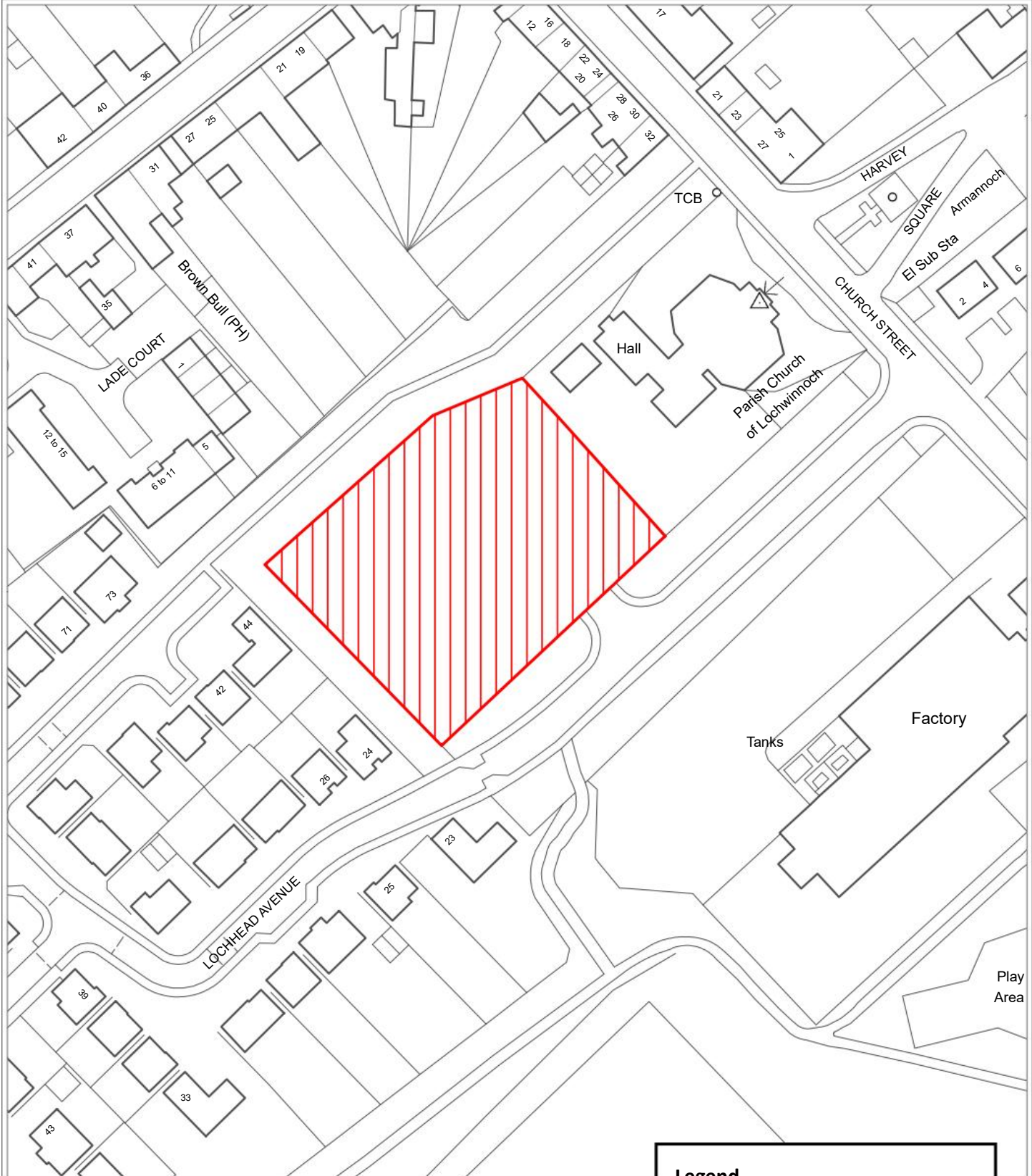
List of Background Papers

- (a) None.
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User: howardhaughj2

Date: 24/06/2019



Notes:

Legend

 Area extends to 0.4 hectares or thereby



COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015

ASSET TRANSFER REQUEST FORM

IMPORTANT NOTES:

This is a standard asset transfer request form which can be used to make a request to Renfrewshire Council. For assets owned by other relevant authorities, please refer to that authority's own website.

You do not need to use this form to make an asset transfer request but using a form will help you to make sure you include all the required information.

You should read the asset transfer guidance provided by the Scottish Government before making a request. All forms and guidance documents are available to download from the Council's [Website](#)

You are strongly advised to discuss your proposals with the Council before making an asset transfer request. You can do this by contacting the CAT Single Point of Contact at communityassettransfer@renfrewshire.gov.uk.

When completed, this form must be sent to: -

The CAT Single Point of Contact
Regeneration and Place
Renfrewshire Council
Renfrewshire House
Cotton Street
Paisley
PA1 1TT

Or submitted by email to: communityassettransfer@renfrewshire.gov.uk

This is an asset transfer request made under Part 5 of the Community Empowerment (Scotland) Act 2015 in relation to property owned, leased or managed by Renfrewshire Council.

Section 1: Information about the community transfer body (CTB) making the request

1.1 Name of the CTB making the asset transfer request

Lochwinnoch Community Development Trust

1.2 CTB address. This should be the registered address (if you have one) or main correspondence address.

Postal address: 69 Calder Street, Lochwinnoch, PA12 4DG

1.3 Contact details. Please provide the name and contact address to which correspondence in relation to this asset transfer request should be sent.

Contact name: Pam Shaw

Postal address: Lochwinnoch Community Development Trust

o The Work Place, 39 High Street, Lochwinnoch

Postcode: PA12 4AB

Email: [REDACTED]

Telephone: [REDACTED]

We agree that correspondence in relation to this asset transfer request may be sent by email to the email address given above. *(Please tick to indicate agreement).*

You can ask the relevant authority to stop sending correspondence by email, or change the email address, by telling them at any time, as long as 5 working days' notice is given.

*Renfrewshire Council takes the privacy of your personal data very seriously. For more information see our [Privacy Policy](#). *(Please tick to indicate agreement).**

We agree that information provided in this asset transfer request, including contact details, may ONLY be forwarded to relevant officers within Renfrewshire Council for the purposes of assessment and/or in order to provide specialist support to further the asset transfer request as appropriate. Contact details will only be forwarded with your consent for an explicit purpose. *(Please tick to indicate agreement).*

1.4 Please mark an “X” in the relevant box to confirm the type of CTB and its official number, if it has one.

X	Company (with no fewer than 20 members) and its company number is	SC445206
	Scottish Charitable Incorporated Organisation (SCIO) (with no fewer than 20 members) and its charity number is	
	Community Benefit Society (BenCom), (with no fewer than 20 members) and its registered number is	
	Unincorporated organisation (no number)	

Please attach a copy of your constitution, Articles of Association or registered rules.

1.5 Has the organisation been individually designated as a community transfer body by the Scottish Ministers?

No

Yes

Please give the title and date of the designation order:

1.6 Does the organisation fall within a class of bodies which has been designated as community transfer bodies by the Scottish Ministers (i.e. those listed above at 1.4)?

No

Yes

If yes what class of bodies does it fall within?

Community Development Trust

Section 2: Information about the land and rights requested

2.1 Please identify the land / property to which this asset transfer request relates.

You should provide a street address or grid reference and any name by which the land or building is known. If you have identified the land on the relevant authority's register of land, please enter the details listed there.

*It may be helpful to provide one or more maps or drawings to show the boundaries of the land requested. If you are requesting part of a piece of land, you **must** attach a map and give a full description of the boundaries of the area to which your request relates. If you are requesting part of a building, please make clear what area you require. A drawing may be helpful.*

Details of Property: -

Approximately 0.24ha of unused ground

Address: Lochhead Gardens, Lochhead Avenue, Lochwinnoch,

Postcode: PA124AW

Community Area: Lochwinnoch

2.2 Please provide the UPRN (Unique Property Reference Number), if known.

If the property has a UPRN you will find it in the relevant authority's register of land.

UPRN:- Property Reference 123099644

Section 3: Type of request, payment and conditions

3.1 Please tick what type of request is being made:

for ownership (under section 79(2)(a)) - go to section 3A

√

for lease (under section 79(2)(b)(i)) – go to section 3B

for other rights (section 79(2)(b)(ii)) - go to section 3C

3A – Request for ownership

What price are you prepared to pay for the land requested:

Proposed price:

Please attach a note setting out any other terms and conditions you wish to apply to the request.

3B – request for lease

What is the length of lease you are requesting?

10 years with an option to buy

How much rent are you prepared to pay? Please make clear whether this is per year or per month.

Proposed rent: £ 25 per month / (delete as appropriate)

In view of the significant non-monetary benefits expected from the project and the limited income, we hope the Council will agree to a modest or nominal rent.

Please attach a note setting out any other terms and conditions you wish to be included in the lease, or to apply to the request in any other way.

- The right to erect buildings
- The right to sublet
- The right to renew the lease after 3yrs or to purchase the freehold
- The right to connect the site to services such as phonenumber and water / sewage

3C – request for other rights

What are the rights you are requesting?

Do you propose to make any payment for these rights?

Yes

No

If yes, how much are you prepared to pay? Please make clear what period this would cover, for example per week, per month, per day?

Proposed payment: £ 25 per month

Please attach a note setting out any other terms and conditions you wish to apply to the request.

Section 4: Community Proposal

4.1 Please set out the reasons for making the request and how the land or building will be used.

This should explain the objectives of your project, why there is a need for it, any development or changes you plan to make to the land or building, and any activities that will take place there.

4.1.1 Objectives of the Project:

The objective of this application is to utilise the site in Lochhead Avenue for the benefit of the community and promote and improve social and environmental wellbeing, with a long-term aim of developing social enterprises that contribute to economic regeneration.

Our aims are:

- The creation of an inclusive space where all villagers can meet and socialise.
- Improvement of local facilities and services, helping our community to become more self-reliant.
- Provision of space for local charities, social enterprises or community groups to base projects, workshops and events.
- The creation of routes to market for local businesses and community groups, improving the local economy.
- The creation of a space where nature can thrive and be enjoyed by all, benefiting the environment, and community wellbeing.

4.1.2 Why there is a need for your Project

Throughout the Project, we have depended upon research and surveys to guide us. There have been several community consultations throughout the development of the site, and these are ongoing. These have been conducted online through surveys as well as in-person on-site at consultation days; leaflet drops door-to-door; and via meetings with community members, community organisations and local businesses. General support for developing this previously derelict site is strong across the community. In March 2019 LochwinnochCDT commissioned Community Enterprise Ltd to undertake a community consultation to explore how the site should address local priorities. The survey included a public meeting, an online survey completed by over 250 respondents and 3 focus group meetings for young people, working age people and older people. The report of the consultation noted that the village was generally a healthy and economically active community, although there are pockets of deprivation. The location of the Lochhead Gardens is particularly well suited for the community as it is centrally located and is easily accessible.

Progress was slowed by the pandemic but an online survey was conducted in June 2020 reviewing popular opinion about potential uses for the site. The outcome of that demonstrated a strong interest in bringing it into community ownership for vegetable growing as well as for social activities.

The steering group for this site was originally set up in October 2021; It represents the current Site Users and is an open forum which anyone locally with an interest can join. Through them, we have been able to consult with the individual groups and organisation stakeholders, and their members.

The Trust carried out a Community Consultation online, between February and April 2022, which had 94 respondents. The outcomes were overall very positive and showed good support for the idea of developing this site. A slide from that consultation follows: In April 2022 we applied for planning permission for the build of a new storage space, and this was granted in June of that year. We carried out extensive consultation at this time and received numerous letters of support from local businesses and individuals which were forwarded on to Planning Officers and local Councillors / the Community Council. It was during this period that we put together our governing document; This is a live document which is shared in the public domain at all times and regularly updated as the project evolves. It is accessible via our website and social media and we sent the link to our membership, the residents of Lochhead Avenue, Lochwinnoch Community Council and many officers of Renfrewshire Council:

<https://docs.google.com/document/d/1qPBbAleCkJoYuQHORcVjMtnxJ36ai6nuPy-LamrLeLw/edit?usp=sharing>. This document contains more detail about our consultations and the results thereof.

In July 2022 we set up a distribution group for the owners of the next neighbouring properties in the Cooperage housing estate. Initial contact was made via their own social media for the estate, as well as by flyering every house on Lochhead Avenue. We had individual conversations with many households and listened to their ideas and general opinions. We surveyed them specifically to review their vision for the site, and understand fully any concerns they might have. We continue to engage with this group via email for any updates about the project, as we go and keep them updated about our plans and any work that is due to take place.

We met in-person with Lochwinnoch Community Council to discuss this project in October 2022; AT the meeting we discussed how the plans for the site fit into our local Place Plan and ensured their support for the Project.

Following the completion of the drawings for the Garden Design, we held two community consultations in collaboration with Garden Designer Rachel Bailey on Saturday 19th and Tuesday 21st November. Over the two sessions we had 83 visitors; on Saturday – 43 visitors, and on Tuesday – 40 visitors. Rachel explained to visitors about the garden design based on the earlier community consultation. Three different surveys were created for the consultation, enquiring about:

1. Outdoor Events- Fee Paying Activities
2. Market Stalls
3. Garden Activities, Volunteering Activities and Focus of LCDD

Results from the survey confirmed that the top response for using the garden was hosting a local market/market stalls, closely followed by workshops, and children's parties and other family gatherings. Additionally there was support for hiring bbq equipment and play equipment. When asked about what time of year would be most utilised, spring and summer rated most highly, however there was still support for activities in the autumn and winter.

Suggested issues to be considered were parking during larger events and access and facilities for those with disabilities.

Suggested activities to take place on site included wildlife surveys, wildflower planting, and wild cooking. There was also a high response rate to family activities and family play.

When asked whether respondents would like to take part in volunteering at the gardens, there was a favourable response, with 22 wishing to volunteer.

A summary of the surveys can be found in the Appendix.

4.1.3 Development / changes / modifications required

On the basis of the above consultation, we developed a project plan to utilise the site for a wide range of activities (attached). One thing which came out of the consultation was that the community did not want to see the site overdeveloped; This changed some of the scope of the project and the brief we set for our professional garden designer asked that we leave as much of the existing trees and wildlife as possible, and not create too many new structures or buildings.

This site borders residential neighbours and it was clear from our Consultations that many of them felt a sense of ownership towards the site. Some had concerns about too many buildings and structures attracting anti-social behaviour, as well as noise concerns from the possibility of evening events. We have assured those households that we currently do not have any plans to hold events in the evenings and our focus is on daytime, family friendly, inclusive activities. We have also assured them that suitable security cameras will be put in place to reduce the risk of vandalism and antisocial behaviour.

4.1.4 Activities that will take place

The Hub

This area is made up of two cabins, decking and our outdoor social space. The Community Larder is already in operation and security of tenure will enable LEAP to strengthen the service they offer to their current membership of over 300 households/900 individuals from across Renfrewshire.

The Wee Cabin is currently utilised by LEAP for storage for the Larder, but once the new storage space and toilet block is built, it will return to the Trust. We plan to let that space for meetings and consultations to community members, community groups and businesses.

The social space will comprise a seating area with pizza oven and BBQs for gatherings and informal meetings, by arrangement, during daytime hours.

Facilities in these spaces will be improved by the build of our storage space and toilet block to the right of the main entrance. The storage space may also be used as a lettable workshop space in poor weather.

Market Area / Main Event Space

From the entrance Hub, the main route will lead to the centre of the garden where a large open space is provided for market days, gatherings and other events. Within this space, planted borders will offer a focal point with nestled seating set amongst planting. From the central open-space a large covered round-wood structure will offer an undercover space for workshops, gatherings, meetings or informal seating.

Play / Education / Events

From this open space, paths lead to quiet seating spaces settled amongst the trees, and a deck that can be used for a multitude of functions for people of all ages, open-air yoga classes or home education outdoors, for example. These spaces could also host small events like children's parties where we would offer inflatables and bell tent hire.

A raised walkway will form part of the main pathway to the south of the site through the existing trees offering dry footing over what can be sporadically wet ground leading onto an open greenspace and fire pit area and then onto a sensory maze before joining a path that leads to the pedestrian access to the garden and to the growing space.

The sensory maze will offer plants to stimulate the senses and the open greenspace to the south-west of the garden could be used for wild-care, home education, workshops or just for spending time in a different setting. In this area, a smokeless fire-pit area is planned.

This area will be utilised by Wildcare, our Partner already situated on the site during school holidays offering outdoor childcare and holiday club activities.

Food Growing Area

A large growing space could be used for community growing either by the Trust ourselves or via partners. The raised beds of a variety of sizes and shapes suitable for different ages and mobilities can be used for growing annual veg, and some could be used for perennial veg and/or for a soft-fruit cage. Water capture & storage, tool storage and compost bins have been included in this area of the garden.

Pond & Wildlife / Biodiversity Spaces

A large pond surrounded in a beach and planting areas and shallow slopes for safety will offer a connection to the lochs in the wider landscape, offering a different type of habitat therefore encouraging more wildlife to use the site. The adjacent bramble grove will retain a large patch of brambles that are an essential shelter and food source for birds as well as a large variety of species. Brambles can also be eaten by people who use the garden. A significant area has been set aside for long grass and wildflower plants and much of the southwest boundary will be left with the existing undisturbed vegetation.

Orchard

An orchard for fruit trees, such as apples, cherries, pears, & plums will be set within a meadow. Within the orchard, benches and picnic tables create an informal place for

eating or meeting, or a place just to enjoy the buzz. We may host seasonal workshops here, fruit picking and pressing, fermenting, preserving etc.

4.1.5 If the asset is to be used by the public it would be helpful if you could provide details of letting's policy and opening times

The garden will not be locked at any times; Pedestrian access will be 24/7; Historically it has been a local byway and thoroughfare beloved by dog walkers and we wish for this to continue. It is our top priority to give consideration to the neighbours, especially during times when we are holding activities or events.

Times for specific activities will be in line with consultation with the community and nearby neighbours. We have taken into account that some nearby neighbours have concerns about evening events and our plan therefore are focussed on daytime activities.

Any organisations subletting the area will be required to conform to our user group policy which is attached. A letting policy for individuals or one-off events will be developed with clear guidelines on how people will be able to book the space.

We expect to have on-site staff and volunteers engaged directly via the Trust or through our partners. LEAP's Community Larder is open to the public four days per week with a staff presence 7 days to check the fridges and premises and arrange delivery of food parcels. LEAP have also offered to take responsibility for maintaining and cleaning the toilet block and storage space once built. Other groups such as Wildcare use the site four days per week during school holidays. We expect to have sessional staff and a Project Officer in post, as well as teams of volunteers carrying out work such as food growing and maintaining the site. Between these different groups we expect to have a rota of management to carry out tasks and take responsibility for the site in line with the User agreements.

4.1.6 What provision will be provided for people with disabilities?

The garden and the buildings will all be fully accessible for everyone, regardless of any physical limitations. We have also had to think about disabled access to the garden itself, and how we make sure the site does not exclude people with mobility issues. To this end we have already laid paving and monoblock and have plans to further improve pathways. Our partner LEAP has made disabled adaptations to their premises by lowering locks and widening doors. Further plans to build a decking and ramp to allow wheelchair users to enter both cabins are in planning.

4.1.7 Any other relevant information?

A link to our governing document which outlines more detail about the history of the site is available here:

<https://docs.google.com/document/d/1qPBbAleCkJoYuQHORcVjMtnxJ36ai6nuPy-LamrLeLw/edit?usp=sharing>

Our Business Plan for the site can be viewed here:

<https://docs.google.com/document/d/1aOPgtbcmypeUN7nvV1G81G18Z-JHCXII/edit?usp=sharing&oid=105173668431613331069&rtpof=true&sd=true>

Benefits of the proposal

4.2 Please set out the benefits that you consider will arise if the request is agreed to.

This section should explain how the project will benefit your community, and others. Please refer to the guidance on how the relevant authority will consider the benefits of a request.

Please explain how the project will benefit your community by detailing how your project will promote or improve: -

4.2.1 Economic development / income generation

Once we have more security of tenure, we will be looking at possible income generating activities and these will benefit the local economy in a number of ways.

Letting for outdoor markets would give local businesses, makers, and vendors new routes to markets and increase footfall to the village overall, bringing more people to the High Street. We intend to keep a stall for charities too so that local groups and organisations such as the school or Lochwinnoch International Aid have opportunities for fundraising. We are considering a “theme” for the monthly market, changing the focus depending on the season. We've noted surrounding town's farmer's markets in Kilmacollm, Renfrew, Paisley, Bishopton & Dargavel, Gourrock and Erskine, and are considering holding our market on first Sunday of every month, which means we wouldn't be competing with local shops and in fact, they could take part in the market to compliment their offering. Our Business Plan describes further information about our plan for the market stalls.

Likewise, provision of space for workshops will benefit local businesses. Lettings of the wee cabin will provide opportunities for Therapists to practice in the local area - we have already had two enquiries from local wellbeing practitioners about whether there is a suitable space for these activities planned for the garden.

4.2.2 Regeneration

We plan to turn a brownfield site into a socially and environmentally useful and productive resource. This site was derelict for 15 years prior to our taking it up. Regeneration is at the heart of what we're trying to achieve.

4.2.3 Public Health

There is a lot of evidence that activity in the presence of nature leads to positive short and long-term health outcomes and improves mental and physical health; The benefits of outdoor activity are felt here by many, not least by the children who attend.

The site will provide new volunteering opportunities which in-turn help to boost a sense of wellbeing and reduce isolation. It also improves employability for many.

Wildcare promotes meaningful outdoor activity for children, whatever the weather, connecting young people to their environment and focussing on physical activity which all improves health and wellbeing. Provision of space for this group will strengthen their service and allow us to build better facilities, allowing them to extend their reach.

LEAP's Community Larder operation in this space is an inclusive project supporting health and wellbeing for its members, in a number of ways. It improves physical health and diet through provision of healthy food and recipe ideas. But the Larder isn't just about food: The current economic crisis presents difficulties for many people in accessing social spaces. Households on low incomes are experiencing this more than ever, and we continue to see difficulties for those choosing between food and heating. A space like this offers a free and inclusive space where people can gather and make connections, without the need for spending money.

4.2.4 Social / Wellbeing

The overall aim of using the space as a social garden, and partnering with other local groups, is to support wellbeing by creating opportunities for social inclusion and community engagement. The focus will be to ensure this is done in an inclusive and intergenerational way.

The Larder already operates a social space where people meet and enjoy free teas and coffees. There is often a buzz around the Larder and diverse groups are engaged here - from parents with toddlers to pensioners, and those who live alone. Many of the around 60 strong volunteer team are community members who are seeking social connection and this project provides an opportunity for this to take place. The volunteer team includes refugees and people from other vulnerable groups who find the work rewarding, but mostly, enjoy the opportunity of making friends. The Larder project also facilitates education around healthy eating choices as well as onward signposting to other support services.

Food growing on this site will help to build resilience locally. We hope it will become a demonstration and training site to support LEAPs Diggin' It Project, an initiative which supports people locally to grow their own food, from their own homes. A Seed Library is already located here via the Larder and members are encouraged to grow their own food and donate surplus back in the project, creating a circular economy which stimulates outdoor activity, local food production, and education around healthy eating.

Longer term, we would like to encourage people to spend more time outside, leading to better physical and mental health in the community, with a corresponding impact on wellbeing.

4.2.5 Environmental / Wellbeing / Environmental Benefits

Tackling climate change and improving biodiversity is at the heart of what we want to do. All development will be undertaken via sustainable means with advice from Environmental Consultants. The creation of a space where nature can thrive and be enjoyed by all, including space for planting wildflowers and biodiverse habitats is our vision. Something we learned from the Community Consultation is that people locally do not wish to see this site overdeveloped, and that is being considered in all that we do.

All Site Users share these aims and are required to carry out their activities in an environmentally friendly way; LEAP and the Community Larder are directly contributing to the reduction of carbon emissions by redistributing food which would otherwise be destined for landfill. This reduces unnecessary food waste and production. In a survey from 2022, 98% of the Larder members said that the project had made them think more about food waste. Likewise, the Seed Library and Diggin' It projects encourage local people to grow their own vegetables, reducing industrial processes, food miles and food packaging.

Lochwinnoch Force For Nature Passionate about Lochwinnoch's nature, LFfN are local people working together to promote our rich fauna and flora. Their membership includes experts who are keen to share their knowledge of birds, wildflowers, butterflies on guided walks and other events to all who are interested. LFfN will be using Lochhead Gardens as a base to participate in practical projects to support and record our local nature. In September 2022, LochwinnochCDT collaborated with LFfN to hold a Biodiversity Study to better understand what is living in the Lochhead Gardens. The day was a great success and included a moth trap and bird watching. Visitors got a sneak preview of Lochhead Garden plans, created by Garden Designer Rachel Bailey. A larger Biodiversity Blitz will take place in Spring 2023.

Our environmental statement is linked here:

<https://docs.google.com/document/d/1GITcu8s-Wq-2ZPrhpNwqWsQHhO-JaQs4f2lpULQc3dU/edit?usp=sharing>

4.2.6 Does your project contribute to the reduction in inequalities? Please detail how.

Our pricing structures for community members for booking events will be based on sliding scales on a "pay what you can" basis. This will give people a choice of three price levels so they can decide what is appropriate for them. Categories might include lower unwaged tariffs, higher waged tariffs and highest Good Wage / Organisation tariffs.

We plan to keep a stall free at each market which could be offered free of charge to local groups and charities for their fundraising activities. This would allow them to carry out charitable activities for community benefit.

We work with partners who plan to offer free and accessible events such as Lochwinnoch Feel Good Festival within the garden. The principle of their wellbeing festival is that they offer a broad range of events designed to improve a sense of wellbeing, free of charge. The Community Larder project is actively reducing food insecurity in the area, as well as creating opportunities for social inclusion. In a rural community where the next nearest food bank is ten miles away, deprivation is often missed as people are less connected to support services. The Larder provides some services directly but also helps to signpost, connect and refer vulnerable households to other agencies such as *CAB, Social Service, AdviceWorks, RACA, RAMH, HomeStart, Energy Saving Trust, Renfrewshire Food Bank* etc.

Further, the volunteering opportunities at the Larder and from our own planned activities allow for skills development which improves employability for many. The Trust seeks to create more volunteering opportunities for local people in other roles directly, which will broaden the scope to do this. In time, we would hope to have apprenticeship schemes in place for Facilities staff located at the site.

LochwinnochCDT operates a policy of equality for all people and our vision for this site is for it to form a truly intergenerational and inclusive space. Our plans for this site are developed with the nine protected characteristics in mind, ensuring it is physically accessible for those with disabilities, as well as a friendly and welcoming environment.

Our Equality and Diversity Policy can be viewed here:

<https://docs.google.com/document/d/1f9LsRVVoXK6iRX4M3IDipeTzWaEihGz8QBLNRbGGEbc/edit?usp=sharing>

4.2.7 Any other relevant information

Restrictions on use of the land

4.3 If there are any restrictions on the use or development of the land, please explain how your project will comply with these.

Restrictions might include, amongst others, environmental designations such as a Site of Special Scientific Interest (SSI), heritage designations such as listed building status, controls on contaminated land or planning restrictions.

We are actively investigating the possibility of contamination in the underlying soil here through a stage one survey with qualified environmental consultants. We know contamination is a possibility due to the industrial history of this brownfield site. We are in contact with Renfrewshire Council Contamination Officers with regard to this and shall liaise with them in terms of proposed remedial works if necessary. It is our expectation that food growing may have to take place above ground depending on the results of the survey, as we have been advised by RC Officer.

Negative consequences

4.4 Please identify any potential risks which may occur if your request is agreed to? How would you propose to minimise these?

You should consider any potential negative consequences for the local economy, environment, or any group of people and explain how you could reduce these.

Possible noise and anti-social behaviour / vandalism

Since moving in to the site in 2020 we have not had any instances of vandalism or anti-social behaviour. However, we are realistic that at some stage, a community space like this might come up against this kind of problem. A risk assessment is being developed and will look at these types of issues.

Mitigation will include:

- Using security cameras and security lights as appropriate (while being careful not to disturb nearby properties). Lighting will be focused to prevent disturbance to neighbours
- Continued maintenance and daily supervision
- Getting young people involved in the project and making them feel a sense of ownership of the site

We shall ensure our signage has contact details visible so that community members can contact us to report incidents without delay to an appropriate keyholder. This issue is covered in our Risk Assessment.

Potential Impact on local businesses

Partnership working is really important to us and we have already had extensive contact with all local businesses. It is part of our plan that local retailers would be involved in market stalls and we hope to find ways to promote the local economy. Priority for lettings will always be given to local businesses. We also hope that markets bring people from outwith the area, increasing footfall to Lochwinnoch as a whole, benefitting the High Street. Further, our providing activities that are affordable enables people to afford to shop locally.

Mitigation - LochwinnochCDT Board are working with the Lochwinnoch Community Council and our Garden Steering Committee to promote good channels for communication, and to address issues as they arise.

We are in regular contact with our member through our social media channels, email updates, quarterly newsletters and our annual general meeting.

Possible overdevelopment and the impact on wildlife and biodiversity

We heard from the community during the consultation that people don't want to see this site over-developed. We will be working with environmental consultants to make sure we are protecting biodiversity here and ideally creating more habitats where we can. We will keep as much as possible of what already exists on the site. To make the best use of this valuable space, we might need to remove some of the scrub, at the right time of year, but this will be kept to a minimum and be done on a phased basis. We shall instruct adequate wildlife surveys by qualified environmental consultants prior to any work.

Dangerous Parking

We are aware that there is limited parking around the site. It is our intention to manage this carefully, causing as little disruption to the local residential streets as possible. Our literature and online platforms will direct people to public car parks nearby and we shall use signage on Lochhead Avenue to direct people away from the housing estate. On busy market days we will use volunteers and staff to help manage the parking situation, acting as stewards. It is hoped that parking at the Parish Church space adjacent could be shared as we are currently scoping out the feasibility of a community buyout of that space also. This issue is covered in our Risk Assessment.

Capacity to deliver

4.5 Please show how your organisation will be able to manage the project and achieve your objectives.

This could include the skills and experience of members of the organisation, any track record of previous projects, whether you intend to use professional advisers, etc.

Have you / your organisation managed projects or owned / leased land previously?

Please provide details of: -

4.5.1 Skills and experience of members of the organisation:

Lochwinnoch Community Development Trust is managed by a voluntary Board of seven Directors who meet on a monthly basis. Our meetings are minuted and members of the community can request copies of our minutes in writing. The Trust currently has a membership of 130 which are contacted a minimum of five times a year. We employ one part-time member of staff in post as a Development Officer, who reports directly to a member of the Board. Each project has a separate steering group which often includes community members in addition to our Development Officer and other Board members. The function of the steering group is responsibility for the day-to-day management and delivery of the projects. The Development Officer's role is to keep the Board apprised of the activity of the steering groups and support delivery of the projects.

Diarmid Harris (Chair)

Diarmid was born in Lochwinnoch and grew up here before moving away in the 80s. Diarmid lived and taught in Edinburgh primary schools for the last 25 years but recently retired and now returned to his family home in the Linthills anova Lochwinnoch village. Diarmid is interested in the environment both built and natural.

Martin Mansell (Treasurer)

Martin is a retired civil engineer, specialising in water engineering and renewable energy. He has been involved in the project from the start and is also on the board of LEAP.

Tori Bell - (Board Member)

Having previously held the role of Treasurer for local charity Lochwinnoch Toddler Group, Tori become involved in volunteering and community work in 2015 and has since been involved in various projects including the building of a community garden in the grounds of Lochwinnoch Primary School. Tori is a member of Lochwinnoch Community Garden Group and helps to secure funding for their activities. During the pandemic, Tori was a founding member of Lochwinnoch Food Committee which evolved to become part of LEAP and Tori is now engaged as a Project Manager for the Community Larder & Seed Library, which operates from the Lochhead Gardens site, as well as other associated projects. Tori joined the Board of LochwinnochCDT in October 2021 and works closely with the Trust's Development Officer to deliver the Lochhead Social Garden Project.

Rafe Dewar (Board Member)

Rafe Dewar is a local resident and committee member of the Lochwinnoch Force For Nature group (LFFN). He has over 15 years of experience working for ecological consultancies, surveying for birds, habitats and protected species across the country, and carrying out numerous impact assessments for onshore and offshore renewables and other large infrastructure projects. He has a good working knowledge of environmental legislation and planning regulations. Rafe also contributes to volunteer programmes such as the Seabird Monitoring Programme, and local breeding bird surveys and has used his experience to participate in LFFN, undertaking nature walks, collecting local data, and taking part in ongoing projects such as the swift nest box scheme for the village.

Ann Kerr Friend (Board Member)

Ann Kerr has lived in Lochwinnoch for over 40 years. Her grown-up family and grandchild were all born at Paisley Maternity Hospital and her parents retired to the village. Originally trained as a general and sick children's nurse, Ann retired from the NHS as a senior manager several years ago.

Jamie McNamara (Board Member)

Jamie's current role is as a historic buildings surveyor with the Church of Scotland supporting congregations' plans and prioritising their fabric repairs and improvements. Previously, he advised community groups all over Scotland on how best to approach the conservation/regeneration of a historic asset or place focusing on such key areas as the correct conservation approach, effective governance and project planning.

Jamie holds a PG Dip in Applied Building Repair & Conservation from Trinity College Dublin along with an MA in Conservation of the Historic Environment from Birmingham City University plus is on the cusp of completing an MSc in Building Surveying at Northumbria University.

Jamie recently moved to Lochwinnoch and has a keen interest in researching a potential future community use for the recently closed parish church, hence joining the local Trust. He has worked with the conservation of canals, churches and championing the traditional skills sector. He has also worked on historic town regeneration schemes and managing building repair grants. He was a former Chairperson of SPAB Scotland, SPAB Ireland Guardian and SPAB Trustee.

Dianne Allan (Board Member)

Dianne moved to Lochwinnoch from Cumbria 7 years ago. Dianne is a semi-retired physiotherapist with a long standing interests in outdoor activities and ecology. She volunteers with Clyde Muirshiel Regional Park and her husband Dhirajyoti is secretary for Lochwinnoch Force for Nature. Additionally, both Dianne and Dhirajyoti volunteer with Eadha Enterprises.

LOCHHEAD GARDEN STEERING GROUP MEMBERS

Zul Bhatia

Zul has lived in LOchwinnoch for 25 years and raised his family here. Employed by the RSPB for more than 40 years, Zul managed the local reserve for many of them. In 2021, Zul formed the local action group Force for Nature which aims to preserve and protect local biodiversity. Zul is Chair of the Clyde branch of the Ornithologists Club and has an interest in this site.

Lucy Cunningham

Lucy is a self employed environmental contractor and is an experienced educator with twenty years experience in communications, managing staff and volunteers, writing

accurate reports and applications, and ensuring the smooth running of projects including a soil education project, with diverse groups via Propagate Scotland.

Charlotte Keir

Charlotte is a community member from Lochwinnoch, having grown up here, and her own children now attend the local primary school. Charlotte has a customer service background and is interested in community work. Charlotte volunteers for charities and is passionate about social justice and the environment. She joined the steering group in 2022 as she has an interest in Lochhead Gardens as a member of the Community Larder.

Evie Jackson

Evie has been a resident of Lochwinnoch for X years and raised her family here. Evie is the Founder of Willdcare - a children's outdoor holiday club which operates on the site. Evie is Forest School trained and has vast experience in childcare. Passionate about the outdoors and connecting children to nature, Evie's input to the group has helped to inform the designs and plans and our vision for Lochhead Garden's future.

4.5.2 Do you intend to use professional advisors?

LochwinnochCDT has experience of working with a range of professional advisers in relation to this project.

As noted above, we have commissioned a professional garden designer (Rachel Bailey Garden Design Ltd) to produce a schematic visual design for landscaping the site.

We also engaged RSK Consultants and ERS Remediation to carry out soil surveys to ensure this previously industrial site is safe. We have also taken advice from Renfrewshire Council's Contamination Officers.

Starling Learning

Starling Learning is an ecological consultancy, environmental education and conservation management agency based in Lochwinnoch. We will engage them to help carry out environmental surveys to check for nesting birds before any development begins.

Development Trusts Association Scotland (DTAS)

As a membership organisation, the Development Trusts Association Scotland (DTAS) uses its expertise to inform, support and represent this network of development trusts, facilitating the sharing of knowledge and expertise and encouraging mutualism and co-operation. LochwinnochCDT are members of DTAS and call upon their expertise for advise on a variety of issues.

4.5.3 Do you currently lease / manage a property from Renfrewshire Council? If yes, please provide details

In November 2021 we secured a Licence To Occupy this site from Renfrewshire Council.

4.5.4 Please detail how you plan to maintain the asset?

We have a robust management plan and risk assessment. Maintenance and supervision will be shared with the groups using the site such as LEAP, others. There is already a team of c60 volunteers using the site via the Community Larder project, as well as many other stakeholders such as Wildcare, Lochwinnoch Force For Nature and a local Home Education group. The property has already been connected to the grid and this will allow for security cameras to soon be put in place. The intention is to work with Partner groups to carry out the responsibilities such as watering plants, cleaning toilets, putting out refuse for collection, keeping the site tidy, contributing towards bills, carrying out maintenance and facilities work, stewarding events etc. This will be set out in User Agreements with Partners. Our 3 year cashflow contains a budget for maintenance and repairs.

4.5.5. Any other relevant information?

The Trust and our Partners are already invested in this site, and utilising it daily to deliver vital services within the community. Since the informal occupation began in 2020, it has evolved from a derelict space to a thriving hub visited and enjoyed by hundreds of people regularly. Many Larder members live in other areas of Renfrewshire, and are welcomed here. Other projects have spiralled from this site including outdoor art classes for children, willow weaving workshops and biodiversity events. The location of this site puts it directly in the centre of our village, and it has already become an asset; Diverse groups come here and people make connections. It is intergenerational, and engages people from across social boundaries. It is one of the few places where that happens locally.

Section 5: Level and nature of support

5.1 Please provide details of the level and nature of support for the request, from your community and, if relevant, from others.

This could include information on the proportion of your community who are involved with the request, how you have engaged with your community beyond the members of your organisation and what their response has been. You should also show how you have engaged with any other communities that may be affected by your proposals.

5.1.1 How many people are members of your organisation? Are they in agreement with this application?

Number of Trust Members 130

Our application was announced to our membership in November 2022. All members in attendance were in support. Additionally all members were sent minutes of the AGM, and we had no objections to this application.

5.1.2 How many people are members of your community as defined in your constitution / governing rules? Are they in agreement with this application?

Answer applicable as 5.1.1

We are a community-led organisation and all our projects begin with ideas from residents of Lochwinnoch. community consultations. Feedback demonstrates we have strong support for this project.

Any members of the public can view the garden plans on display at the Workplace and at the Community Larder.

5.1.3 Have you consulted with other local stakeholder groups and agencies? Please provide evidence.

In October and November 2022 we shared a survey asking local organisations whether they thought there was a market for some of our income generating ideas. Some local organisations responded to our surveys to confirm they would use the site for their extended activities such as herbalism workshops, arts events etc. This information informed our plan for subletting areas of the site.

We also conducted a survey of market vendors to assess whether they felt there was a need for a community market in the area, and assess what rates those businesses would be likely to pay for a pitch. Resoundingly, vendors told us that they felt there was a need for a community market here. Vendors seemed willing to pay higher rates on average than we have forecast but this is deliberate as we would expect it to take time to promote these events and ensure we can bring crowds worthy of charging optimum stall prices in future. Overcharging for stalls in the initial stages may limit positive outcomes and prevent us from being able to select quality vendors. Therefore we start in year 1 with 20 stalls and forecast £20 per stall. This is under the market value of outdoor markets elsewhere, where on average pitches are between £35 and £45, according to our research. We decided one market a month was achievable for the initial stages of the project.

We have close dialogue with Lochwinnoch Community Garden Group, a partner organisation who occupy the adjacent space for their own community led activities growing flowers and vegetables. We enjoy a friendly working relationship, often sharing information and resources. They donate fresh vegetables to the Community Larder and many of their member's volunteer through the Larder project or help with facilities jobs at Lochhead Gardens. Their activities include letting of growing space for community members and upkeep for the small plot in the church grounds and providing plants for the beds in the village. Their garden is significantly different from Lochhead Gardens in appearance, style and objectives. The longer term design for Lochhead Gardens will see it remain a more wild site with social aims and a stronger focus on biodiversity and use as an event space. We shall continue to work closely with our neighbours to ensure cohesive approaches to meeting the needs of the community.

We are networked with a number of other community gardens and have visited Fairly Community Gardens and linked in to other sites across Glasgow and Renfrewshire

including West End Growing Grounds Association. We are also full members of the Social Farms and Gardens Network.

We have strong relationships within the business community as well as with other local community organisations such as Local Energy Action Plan (LEAP) who already operate their Community Larder in the garden. LEAP has expressed an interest in potentially setting up a hub for an eBike project here in future. LEAP have a permaculture course scheduled to take place in the site in February 2023 and they also operate the Lochwinnoch Feel Good Festival which is a charitable schedule of wellbeing events, many of which have taken place in the garden previously. LEAP / Lochwinnoch Feel Good Festival have confirmed that they would like to use the garden for events in the future. Some of these include stalls and workshops with the following organisations:

- Rollin' Pig: Food truck
- ReMode: Sustainable fashion vendor
- Michelle Winslow School of Art: Willow weaving workshops
- TreeWeegie Arts: Kids nature based art activities
- Lochwinnoch SWI: Lochwinnoch Scottish Women's Institute Group - craft workshops
- Lochwinnoch International Aid: Reed weaving workshop

The following organisations have expressed interest in utilising the site in future for their activities:

- The Green Herbalist: A local retailer of herbalism seeking space for workshops
- Cycle Arts Festival, a festival of arts hosted along Renfrewshire's cycle path communities
- Lochwinnoch Toddlers Group; A local charity for preschool children and parents/carers
- Lochwinnoch Arts Festival: A local organisation which delivers an annual schedule arts based events
- Jenny Baynes Community Artist; A local Community Artist seeking space for art classes workshops
- Eric Beattie Holistic Therapies: A local hypnotist and therapist seeking private space for consultation
- Emma Hagan Therapist: A local therapist seeking space for private consultations

We have met with our Community Council to discuss this project, and how it fits in our local Place Plan and ensure their support for the Project.

We are in constant dialogue about the development of the site with Stakeholder groups Wildcare, Force For Nature, LEAP and a local Home Education Group. Each group has been invited to add people to a steering committee which meets regularly to discuss and agree plans for the site. The steering committee is open to any community members.

We have created a distribution group for local residents who live adjacent to the site so that we can review their opinions about what they would and wouldn't like to see here. We also notify them of any works being carried out, in advance.

5.1.4 Have you contacted local staff? If yes, please provide details of who

We have had extensive dialogue with Renfrewshire Council Officers across various departments. Originally our discussions with the Assets Team went through Fraser Hughes and Gillian Beattie, and more recently we have dealt with Alastair Morrison and Aileen Johnston.

We have received support from Kellie Miller and Sandra Inrig as well as Tania Morlan with regard to the CAT Application process.

Nicola Drummond has also been a key contact who helped with our application for the Green Spaces Fund. Nicola visited the site with her colleague.

We spoke to David Love and Maria Porch from the Planning Department prior to and during our Planning Application. We have also liaised with Jason Smith from Building Control. Gordon Wands has visited LEAP's Larder site twice from Environmental Health. We deal with Jock Templeton regarding refuse collection.

Diane Dunn has also been in regular contact with the Larder with regard to development of the project and the wider site; Diane and her colleagues Erin Barr and Barry Jardine have visited the garden. Annabelle Armstrong-Walker was at one stage involved in discussion about Lochhead Garden and has also met with staff from LEAP who also represent this project.

We have also had contact with Contamination Officers Dominic Young and Laura Toal on several occasions. Steve Edwards has also been helpful in providing information regarding the history of the site.

We have also had a meeting with Iain Nicholson regarding the site. We have had regular contact with Cllr Emma Rodden, and Cllr Andy Doig has visited the site.

5.1.5 Have you contacted any other communities that may be affected?

LEAP is an anchor tenant and has strong relationships with other communities in Renfrewshire and North Ayrshire. Their partnerships include STAR Project in Paisley, Active Communities in Johnstone, EBU Unites in Erskine, Darwood Crew in Ferguslie, Beith Larder through Beith Community Association,, Beith Trust and Dalry Larder. They also offered start-up advice to the Founder of the Glenburn Pantry in its early stages.

The Trust has visited another community garden at Fairlie and we are networked through Renfrewshire Growing Grounds Forum to other groups.

Due to the rural location of Lochwinnoch, close to the border of North Ayrshire, activities here would have little impact on other areas in Renfrewshire. We do think of our services as being of value to all of The Villages and areas beyond the envelope of the village, and we welcome partnership opportunities with other communities.

5.1.6 Any other relevant information

Section 6: Funding

6.1 Please outline how you propose to fund the price or rent you are prepared to pay for the land, and your proposed use of the land.

You should show your calculations of the costs associated with the transfer of the land or building and your future use of it, including any redevelopment, ongoing maintenance and the costs of your activities. All proposed income and investment should be identified, including volunteering and donations. If you intend to apply for grants or loans you should demonstrate that your proposals are eligible for the relevant scheme, according to the guidance available for applicants.

6.1.1 Please show your calculations of the costs associated with the transfer of the land or buildings and your future use of it, including any redevelopment, ongoing maintenance and the costs of your activities. All proposed income and investment should be identified, including volunteering and donations.

6.1.2 Please also supply details of what funding you have received so far, and any conditions attached.

Most recently, we received £9200 from Renfrewshire Council's Community empowerment Fund to cover the costs of our Nov 22 Community Consultation and to help us instruct soil analysis of the underlying soil within the site.

In December 2022, Development Trust Association Scotland granted us £1000 to provide a short-term project manager to help us maintain the garden site over the winter.

The Trust secured £29999 funding from Renfrewshire Council's Green Spaces Fund in 2022; This has gone a long way towards making the community's vision a reality. Activity covered by this grant included professional design costs for garden masterplan, groundworks, soil testing and cladding for the cabins. The balance of this funding is £10904 and is allocated towards helping us build our toilet block and bring in water services and pay for some signage.

In 2020, the Trust received £1000 funding from Scottish Government Supporting Communities Fund via Lochwinnoch Community Council as part of a consortium bid between various groups. £1000 was also received from National Lottery

Awards for All as part of a wider £7600 award to LochwinnochCDT on behalf of several groups including Lochwinnoch Food Committee and Lochwinnoch Community Gardens. Both of these awards were used for establishing community food growing during the pandemic.

6.1.3 Details of funding you have applied for but are still waiting on a decision / response

We have not yet made these applications, but our funding plan is set out as follows:

DTAS - To Start May 2023

PT Project Officer Salary, Expenses and Capital Outlay (Laptop, Phone etc.)

£31456

EB Scotland - Scottish Landfill Communities Fund - To start Jun 2023

Road Excavations; Build of Storage Space and Toilet; Growing materials for veg growing area, tool shed and tools; Groundworks & purchase of horticulture; Market stalls, event hire equipment & Signage

£66896

Rural & Communities Fund - To start Sep 2023

Phase 2 - Planting and landscaping inc. wildflower beds

£11500

National Lottery Awards for All - To start Sep 2023

Phase 2 - Development of Social Space & Growing Space

£9000

Renfrewshire Council's Local Partnership Fund - To start May 2024

Phase 3 - Polytunnel / Polycrub

£4000

Foundation Scotland - To start May 2024

Phase 3 - Further development of growing space & orchard

£4500

DTAS - To start May 2024

PT Project Officer Salary & Expenses

£23604

RC Community Empowerment Fund - To Start Sep 2024

Phase 4 - Groundworks; Development of wildlife pond & decking & structure

£23500

DTAS - To start May 2025

PT Project Officer Salary & Expenses

£25356

6.1.4 Details of other funding i.e. voluntary donations, borrowing etc

In February 2023, the Development Manager will work alongside the Board Treasurer to make a fundraising plan to begin in April 2023. This will include events which will fundraise towards the cost of the gardens.

6.1.5 Any other relevant information

Our Appendices include the following:

Garden Design Plans

Environmental Statement

Equality and Diversity Policy

Health & Safety Policy

Articles of Association

Risk Assessment

Governing Document

Section 7: Other Supporting Documentation

To enable the Council to fully consider your application, the following supporting documentation must be submitted as part of your application:-

A copy of your organisation's Constitution, Articles or Association or other governing rules as appropriate;

A detailed business case (that is proportionate to the nature of the asset transfer request);

A financial projection of income and expenditure for at least three full financial years following the date of this request;

A copy of your organisation's most recent audited accounts, where available (or a financial projection covering the current financial year where the applicant has been operating for less than one year);

Annual reports (where these are available).

Applicants are advised to refer to the Scottish Government Community Asset Transfer Guidance for Community Transfer Bodies for further details of what information should be included in these supporting documents. <https://www.gov.scot/publications/asset-transfer-under-community-empowerment-scotland-act-2015-guidance-community-9781786527509/>

Declaration and Signature

Two office-bearers (board members, charity trustees or committee members) of the community transfer body must sign the form. They must provide their full names and home addresses for the purposes of prevention and detection of fraud.

This form and supporting documents will be made available online for any interested person to read and comment on. Personal information will be redacted before the form is made available.

We, the undersigned on behalf of the community transfer body as noted at section 1, make an asset transfer request as specified in this form.

We declare that the information provided in this form and any accompanying documents is accurate to the best of our knowledge.

"I understand that the details provided will be used by Renfrewshire Council for the purpose of assessing the asset transfer request and may be shared with Council Officers and Elected Members for the purposes of providing support in making the application or other purposes as appropriate. Further information on how the Council looks after personal information can be found here :

<https://www.renfrewshire.gov.uk/article/2201/Privacy-policy>

1. Name **Diarmid Harris**

Address **[REDACTED], Lochwinnoch**

Date **30 January 2023**

Position **Chair**

Signature *Diarmid Harris*

2. Name **Martin Mansell**

Address **[REDACTED], Lochwinnoch**

Date **30 January 2023**

Position **Treasurer**

Signature *Martin Mansell*

Checklist of accompanying documents

To check that nothing is missed, please list any documents which you are submitting to accompany this form.

Section 1 – you must attach your organisation’s constitution, articles of association or registered rules

Section 2 – any maps, drawings or description of the land requested

Section 3 – note of any terms and conditions that are to apply to the request

Section 4 – about your proposals, their benefits, any restrictions on the land or potential negative consequences, and your organisation’s capacity to deliver.

Section 5 – evidence of community support

Section 6 – funding

Section 7 – Supporting Documentation



LOCHWINNOCH
COMMUNITY DEVELOPMENT TRUST

Lochhead Social Garden Project

BUSINESS CASE AND FINANCIAL PROJECTIONS

CONTENTS

1. INTRODUCTION
 2. LOCHWINNOCH COMMUNITY DEVELOPMENT TRUST
 3. THE PROJECT
 4. OUR AIMS
 5. MARKET RESEARCH
 6. COMMUNITY CONSULTATION
 7. PEOPLE
 8. IMPACT ASSESSMENT
 - a. Social Health & Wellbeing
 - b. Environment
 - c. Equality and Diversity
 9. FUNDING PLAN
 10. FINANCIAL PROJECTIONS
 11. APPENDICES
 - a. Governing Document
 - b. Risk Assessment
 - c. Garden Design Plans
 - d. Environmental Statement
 - e. LCDT Constitution
-

1. INTRODUCTION

Lochhead Gardens is a one-acre space in the heart of Lochwinnoch (Renfrewshire) which currently belongs to Renfrewshire Council. It is situated on Lochhead Avenue and was historically home to the old Parish Church, and later to a furniture making factory. Lochwinnoch Community Development Trust (LochwinnochCDT) took on informal occupation of the site during the pandemic and used it for vegetable growing by a group of Volunteers, for community benefit; The produce was distributed in veg boxes to vulnerable households via a partner organisation. In November 2021, the Trust was given a Licence To Occupy, and we now look to work towards securing an Asset Transfer, and bring the Garden into community ownership.

The objectives of the project are broad and include development of a space which will facilitate improvement of social and environmental wellbeing for the people here, as well as nurture economic regeneration.

This site had been derelict for 15 years prior to development by the Trust and in a time of severe economic hardship, it now helps connect people to valuable services, as well as to each other; It has evolved into a thriving hub of community activity, from which multiple projects have spiralled. It is enjoyed by hundreds of local residents every week, and is a social space accessible to all.

The broad strategy of the business plan is that large capital items will be funded by grants while the operational expenses will be funded by the income from market stalls and various donations beyond the first year of operation. As a charitable body we do not intend to get into debt or take out loans. Any capital work will only take place when the required finance is in place. This business plan describes the basis of our forecasts and includes cash flow forecasts for the first three years of the project, with notes breaking down the details of income generation and funding.

2. LOCHWINNOCH COMMUNITY DEVELOPMENT TRUST

Lochwinnoch Community Development Trust (LochwinnochCDT) is a Company Limited by Guarantee with charitable aims, registered at Companies House (SC445206). It has been in existence since 2013, originally as Lochwinnoch Community Development Company, but became LCDT in 2018 and is a member of the Development Trusts Association Scotland (DTAS).

The object of the company as defined in its Articles of Association is:

The advancement of community development (including the advancement of rural regeneration) principally within the Community of Lochwinnoch

Our current activities across the organisation more broadly include:

- Lochhead Gardens Social Garden Project: This project is the subject of this business plan and has been in development since 2019; Our end goal is to bring this site into community ownership.
- Lochwinnoch Park Regeneration Project: The Trust delivered an upgraded playpark to the community in partnership with Renfrewshire Council and Green Spaces Fund.
- Tanndlemuir Project: A rewilding/regeneration project in an area of Muirshiel Country Park near Lochwinnoch.

- Lochwinnoch Parish Church Buyout Project: The Trust is currently looking into the feasibility of a community buyout of this building.
- Winter Connections Project: We are currently hosting a series of warm spaces events funded by Renfrewshire Council and Rural Communities Fund, to provide warm accommodation and activities over the winter.
- Potential use as residency for other projects in discussion including a Men’s Shed project, a Community Arts Hub, and provision of consulting space for local therapists.

We are a community-led organisation seeking development of projects which enhance the lives, experiences and economy in the local area. Our aims include preserving the character, culture and heritage of Lochwinnoch.

The Trust is managed by a voluntary Board of seven Directors who represent the community. Each project has its own steering group which is made up of additional community members plus individual members of the Board. In 2022 we received funding for a PT Development Officer from DTAS; We filled this post in June 2022 and the funding is in place for two years from that date.

ORGANISATION DETAILS

Lochwinnoch Community Development Trust - SC445206
 69 Calder Street, Lochwinnoch, Scotland, PA12 4DG
www.lochwinnochtrust.org
lochwinnochtrust@gmail.com

3. THE PROJECT

OVERVIEW

Lochhead Social Garden is already well into development as a community space; The Trust now works with a number of Site Users and Partners whose current activities in the Garden include:

- A Community Larder operated by local charity LEAP, offering dignified food provision to more than 900 individuals from across Renfrewshire. The project receives produce from supermarkets that would otherwise go to landfill, tackling deprivation and social isolation, while reducing carbon emissions. More information about the Community Larder and it’s activities is available here: www.myleaproject.org/the-larder
- A children’s outdoor holiday club offering childcare during school holidays run by Wildcare.
- Lochwinnoch Force For Nature, a local biodiversity group which uses the site for growing sacrificial crops for wildlife: <https://www.facebook.com/wildcarelochwinnoch>
- Use by a local Home Education group for regular social meet-ups
- Lochwinnoch Feel Good Festival events including outdoor workshops and classes offering nature based activities, boosting a sense of wellbeing locally: <https://www.myleaproject.org/feelgoodfestival>

Following extensive Community Consultation, we have engaged professional Designer [Rachel Bailey](#) to help us make the most of this valuable space; Rachel has helped us to develop preliminary plans for the site which would see further development of the following:

- Creation of space for running outdoor markets (craft, food, zero waste)
- Better use of space for further workshops, classes, events, consultations
- A hireable social space with picnic / BB area and pizza ovens
- Use for children's parties and managed private events with options for equipment hire such as gazebos, inflatables, bell tents etc.
- Use for community vegetable growing by the Trust or a social enterprise

We intend to have income generating projects and activities which will help us to meet the financial needs of maintaining the site, and employing facilities staff.

Development of the site has already begun; It has been connected it to the mains electrical grid; We have had planning permission consented by Renfrewshire Council for the build of a temporary storage space and toilet; We have successfully completed the application to Scottish Water for water services and sewage connections; We have cited two cabins which are in regular use and have been clad in timber; We have laid monoblock in the entranceway through community benefit scheme facilitated by Engage Renfrewshire. We are conscious of the fact that this site is bordered by residential neighbours and their views have been heard through the development and planning stages and helped to steer our decisions.

In 2020, the Trust received £1000 funding from Scottish Government Supporting Communities Fund via Lochwinnoch Community Council as part of a consortium bid between various groups. £1000 was also received from National Lottery Awards for All as part of a wider £7600 award to LochwinnochCDT on behalf of several groups including Lochwinnoch Food Committee and Lochwinnoch Community Gardens. Both of these awards were used for establishing community food growing during the pandemic.

More recently, the Trust secured £29999 funding from Renfrewshire Council's Green Spaces Fund in 2022, followed by a further £9200 from Renfrewshire Council's Community Empowerment Fund to cover soil testing and community consultation costs. This has gone a long way towards making the community's vision a reality. Activity covered by these grants included professional design costs for garden masterplan, groundworks, soil testing and cladding for the cabins. We have several applications to funders pending to cover the rest of the phase 1 works, as well as a staff post for a Project Officer. These are detailed in our funding plan and cashflows.

The Trust seeks to secure tenure of the site via a Community Asset Transfer for a ten year lease, with option to apply for ownership or extend thereafter. The CAT Application will be submitted in February 2023 and we expect an outcome in May 2023.

More information about the project can be viewed in our live governing document here:

<https://docs.google.com/document/d/1qPBbAleCkJoYuQHORcVjMtnxJ36ai6nuPy-LamrLeLw/edit?usp=sharing>

4. OUR AIMS

- Creation of an inclusive space where all villagers can meet and socialise.
- Improvement of local facilities and services, helping our community to become more self-reliant.

- Provision of space for local charities, social enterprises or community groups to base projects, workshops and events.
- Creation of routes to market for local businesses and community groups, improving the local economy.
- Creation of a space where nature can thrive and be enjoyed by all, benefiting the environment, and community wellbeing.

YEAR 1

2023 - 2024 is a year of big development for the Project and we shall engage a part-time Project Officer to help us deliver our plans. We first look to secure longer term tenure of the site. Once this is in place we will work towards bringing in water and sewage services to the site, and building our toilet block and storage space. The garden design will also be enacted in phases. It will be important to set up income generating projects; we will apply for market holders licence and purchase equipment required to host outdoor markets (eg. food markets, craft markets, zerowaste) at the site. We are developing a plan for the market stalls, which includes changing the focus depending on the season. We've noted surrounding town's farmer's markets in Kilmacolm, Renfrew, Paisley, Bishopton & Dargavel, Gourrock and Erskine. We are considering holding our market on the first Sunday of every month, which means we wouldn't be competing with local shops and in fact, they could take part in the market to compliment their offering.

Likewise, once the storage space is built, we can purchase the equipment required for hosting childrens parties. We will utilise ad-hoc sessional staff to support events. The site will continue to be used for events such as LEAP Feel Good Festival and other community group activities.

In our first year we anticipate a break even with our total income to be £144336 and our expenditure will be £143759.

YEAR 2

2024 - 2025 will be a year of consolidating on what we have built, and strengthening our income generation projects. We will look to increase the regularity of markets and further develop it as a space for private hire for small scale events and private gatherings / childrens parties. We shall apply for further capital funding to continue development of the site, as set out in our funding plan.

For year 2 we forecast our income to be £75334 with expenditure to come to £52451 leaving us in profit.

YEAR 3

2025 - 2026 will be when we work towards an Asset Transfer for ownership of the site. This will have given us two full seasons in the garden to fully develop income generating streams and build up our financial reserves. It will also have allowed us to build the environment required for a sustainable future. We will be guided as to new projects by our ongoing community consultation.

By the end of year 3 we forecast income at £50577 and expenditure at £42269. Income in this year will include a grant for staffing only. Income in this year will include grant funding for staff only.

Beyond year 3 we forecast that we will be able to extend a Project Officer contract without grant funding and for all overheads to be covered by commercial income generation.

INCLUSIVITY

LochwinnochCDT operates a policy of equality for all people and our vision for this site is for it to form a truly intergenerational and inclusive space. Our plans for this site are developed with the nine protected characteristics in mind, ensuring it is physically accessible for those with disabilities, as well as a friendly and welcoming environment.

Our Equality and Diversity Policy can be viewed here:
<https://docs.google.com/document/d/1f9LsRVVoXK6iRX4M3IDipeTzWaElhGz8QBLNRbGGEbc/edit?usp=sharing>

5. MARKET RESEARCH

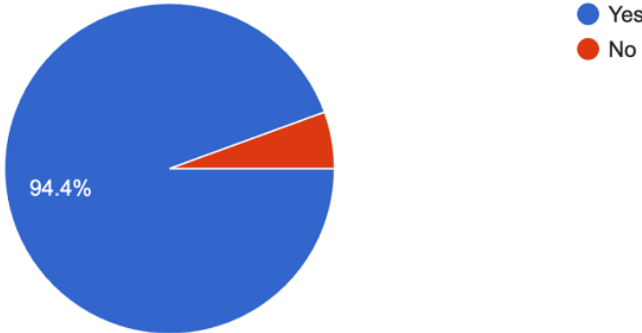
In October and November 2022 we shared a survey asking community members and organisations whether they thought there was a market for some of our income generating ideas. Below are some slides of the responses:

This is a summary of the responses to the list of activities suggested as follow:

- Small scale events such as children's birthday parties with hireable equipment and services.
- Social gatherings and BBQs which would take place during the daytime.

Do you think there is a market for the activities described above?

54 responses



Commercially, there are not many sites in Lochwinnoch where it is possible to host these types of activities; Many locations do not have gardens suitable for putting up inflatables or bell tents for children's parties, and the venues available are almost all indoors.

As part of the survey we asked the community what they would be likely to pay for these types of events and equipment hire and that information informed our financial forecasts; Looking across the responses we saw that people would be willing on average to pay £120 for an event or party which included hire of a piece of equipment such as an inflatable or a bell tent. For equipment hire, we looked at other event hire companies and organisations which let inflatables, bell tents and similar equipment. This informed our financial forecast figures.

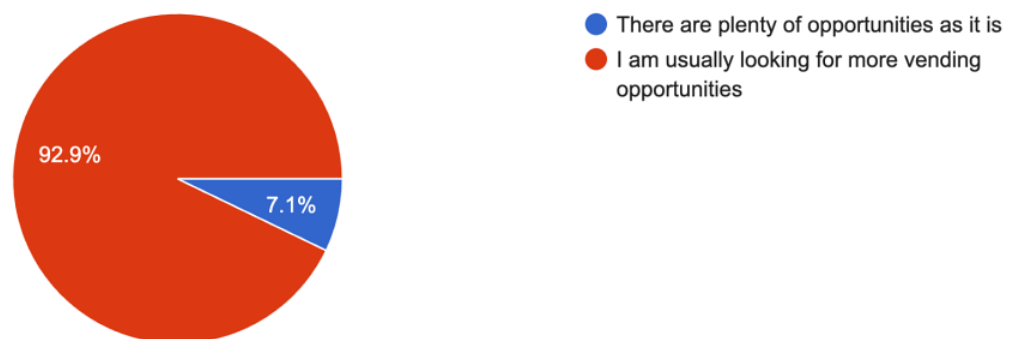
Some local organisations responded to our surveys to confirm they would use the site for their extended activities such as herbalism workshops, arts events etc. This information informed our subletting figures - we have estimated hire at £50 per event based on an average of the information we received and allowing for equipment hire.

We also conducted a survey of market vendors to assess whether they felt there was a need for a community market in the area, and assess what rates those businesses would be likely to pay for a pitch. Resoundingly, vendors told us that they felt there was a need for a community market here. Vendors seemed willing to pay higher rates on average than we have forecast but this is deliberate as we would expect it to take time to promote these events and ensure we can bring crowds worthy of charging optimum stall prices in future. Overcharging for stalls in the initial stages may limit positive outcomes and prevent us from being able to select quality vendors. Therefore we start in year 1 with 20 stalls and forecast £20 per stall. This is under the market value of outdoor markets elsewhere, where on average pitches are between £35 and £45, according to our research. We decided one market a month was achievable for the initial stages of the project.

Below is a slide from an ongoing survey of market vendors.

Do you feel there are enough markets and opportunities for vendors like you, or are you proactively seeking more pitches throughout the year?

14 responses



We have close dialogue with Lochwinnoch Community Garden Group, a partner organisation who occupy the adjacent space for their own community led activities growing flowers and vegetables. We enjoy a friendly working relationship, often sharing information and resources. They donate fresh vegetables to the Community Larder and many of their member's volunteer through the Larder project or help with facilities jobs at Lochhead Gardens. Their activities include letting of growing

space for community members and upkeep for the small plot in the church grounds and providing plants for the beds in the village. Their garden is significantly different from Lochhead Gardens in appearance, style and objectives. The longer term design for Lochhead Gardens will see it remain a more wild site with social aims and a stronger focus on biodiversity and use as an event space. We shall continue to work closely with our neighbours to ensure cohesive approaches to meeting the needs of the community.

We are networked with a number of other community gardens and have visited Fairly Community Gardens and linked in to other sites across Glasgow and Renfrewshire including West End Growing Grounds Association. We are also full members of the Social Farms and Gardens Network.

We have strong relationships within the business community as well as with other local community organisations such as Local Energy Action Plan (LEAP) who already operate their Community Larder in the garden. LEAP has expressed an interest in potentially setting up a hub for an eBike project here in future. LEAP have a permaculture course scheduled to take place in the site in February 2023 and they also operate the Lochwinnoch Feel Good Festival which is a charitable schedule of wellbeing events, many of which have taken place in the garden previously. Some of these include stalls and workshops with the following organisations:

- Rollin' Pig: Food truck
- ReMode: Sustainable fashion vendor
- Michelle Winslow School of Art: Willow weaving workshops
- TreeWeegie Arts: Kids nature based art activities
- Lochwinnoch SWI: Lochwinnoch Scottish Women's Institute Group - craft workshops
- Lochwinnoch International Aid: Reed weaving workshop

LEAP / Lochwinnoch Feel Good Festival have confirmed that they would like to use the garden for events in the future.

The following organisations have expressed interest in utilising the site in future for their activities:

- The Green Herbalist: A local retailer of herbalism seeking space for workshops
- Cycle Arts Festival
- Lochwinnoch Toddlers Group; A local charity for preschool children and parents/carers
- Lochwinnoch Arts Festival: A local organisation which delivers an annual schedule arts based events
- Jenny Baynes Community Artist; A local Community Artist seeking space for workshops
- Eric Beattie Holistic Therapies: A local hypnotist and therapist seeking private space for consultations
- Emma Hagan Therapist: A local therapist seeking space for private consultations

In conclusion, we recognised a wide range of possibilities for this site in terms of commercial and charitable benefits for the Trust and other local organisations.

6. COMMUNITY CONSULTATION

Throughout the Project, we have depended upon research and surveys to guide us. There have been several community consultations throughout the development of the site, and these are ongoing. These have been conducted online through surveys as well as in-person on-site at consultation days; leaflet drops door-to-door; and via meetings with community members, community organisations and local businesses.

In March 2019 LochwinnochCDT commissioned Community Enterprise Ltd to undertake a community consultation to explore how the site should address local priorities. The survey included a public meeting, an online survey completed by over 250 respondents and 3 focus group meetings for young people, working age people and older people. The report of the consultation noted that the village was generally a healthy and economically active community, although there are pockets of deprivation. The location of the Lochhead Gardens is particularly well suited for the community as it is centrally located and is easily accessible.

Progress was slowed by the pandemic but an online survey was conducted in June 2020 reviewing popular opinion about potential uses for the site. The outcome of that demonstrated a strong interest in bringing it into community ownership for vegetable growing as well as for social activities.

The steering group for this site was originally set up in October 2021; It represents the current Site Users and is an open forum which anyone locally with an interest can join. Through them, we have been able to consult with the individual groups and organisation stakeholders, and their members.

The Trust carried out a Community Consultation online, between February and April 2022, which had 94 respondents. The outcomes were overall very positive and showed good support for the idea of developing this site.

In April 2022 we applied for planning permission for the build of a new storage space, and this was granted in June of that year. We carried out extensive consultation at this time and received numerous letters of support from local businesses and individuals which were forwarded on to Planning Officers and local Councillors / the Community Council.

It was during this period that we put together our governing document; This is a live document which is shared in the public domain at all times and regularly updated as the project evolves. It is accessible via our website and social media and we sent the link to our membership, the residents of Lochhead Avenue, Lochwinnoch Community Council and many officers of Renfrewshire Council: <https://docs.google.com/document/d/1qPBbAleCkJoYuQHORcVjMtnxJ36ai6nuPy-LamrLeLw/edit?usp=sharing>. This document contains more detail about our consultations and the results thereof.

In July 2022 we set up a distribution group for the owners of the next neighbouring properties in the Cooperage housing estate. Initial contact was made via their own social media for the estate, as well as by flyering every house on Lochhead Avenue. We had individual conversations with many households and listened to their ideas and general opinions. We surveyed them specifically to review their vision for the site, and understand fully any concerns they might have. We continue to engage with this group via email for any updates about the project, as we go and keep them updated about our plans and any work that is due to take place.

We met in person with Lochwinnoch Community Council to discuss this project in October 2022; AT the meeting we discussed how the plans for the site fit into our local Place Plan and ensured their support for the Project.

Following the completion of the drawings for the Garden Design, we held two community consultations in collaboration with Garden Designer Rachel Bailey on Saturday 19th and Tuesday 21st November. Over the two sessions we had 83 visitors; on Saturday - 43 visitors, and on Tuesday - 40 visitors. Rachel explained to visitors about the garden design based on the earlier community consultation. Three different surveys were created for the consultation, enquiring about:

1. Outdoor Events - Fee Paying Activities
2. Market Stalls
3. Garden Activities, Volunteering Activities and Focus of LCDT

Results from the survey confirmed that the top response for using the garden was hosting a local market/market stalls, closely followed by workshops, and children's parties and other family gatherings. Additionally there was support for hiring bbq equipment and play equipment. When asked about what time of year would be most utilised, spring and summer rated most highly, however there was still support for activities in the autumn and winter.

Suggested issues to be considered were parking during larger events and access and facilities for those with disabilities.

Suggested activities to take place on site included wildlife surveys, wildflower planting, and wild cooking. There was also a high response rate to family activities and family play. When asked whether respondents would like to take part in volunteering at the gardens, there was a favourable response, with 22 wishing to volunteer.

Further community surveys included the market surveys mentioned in section 5. LochwinnochCDT have approx 130 members who we liaise with via email distribution of newsletters, updates and surveys. We encourage direct feedback from our members with enquiries or comments about projects.

We are in constant ongoing dialogue with other local organisations and groups to engage them and understand how the site could benefit them, and whether they have concerns.

7. PEOPLE

Lochwinnoch Community Development Trust is managed by a voluntary Board of seven Directors who meet on a monthly basis. Our meetings are minuted and members of the community can request copies of our minutes in writing. The Trust currently has a membership of 130 which are contacted a minimum of five times a year. We employ one part-time member of staff in post as a Development Officer, who reports directly to a member of the Board. Each project has a separate steering group which often includes community members in addition to our Development Officer and other Board members. The function of the steering group is responsibility for the day-to-day management and delivery of the projects. The Development Officer's role is to keep the Board apprised of the activity of the steering groups and support delivery of the projects.

STAFF

PAM SHAW, Development Officer

Pam is Community Development Officer with LochwinnochCDT. For the past 15 years she has worked within the third sector, in both community and fundraising roles.

THE BOARD

DIARMID HARRIS, CHAIR, The Bothy, Highlinthills, Lochwinnoch

Diarmid was born in Lochwinnoch and grew up here before moving away in the 80s. Diarmid lived and taught in Edinburgh primary schools for the last 25 years but recently retired and now returned to his family home in the Linthills anova Lochwinnoch village. Diarmid is interested in the environment both built and natural.

MARTIN MANSELL, TREASURER, 69 Calder Street, Lochwinnoch

Martin Mansell is a retired Civil Engineer who specialises in hydrology and renewable energy. He has been a director of LCDT since it was formed in 2019, as well as being a member of the board of LEAP (Local Energy Action Project).

RAFE DEWAR, DIRECTOR 4 St Winnoch Road, Lochwinnoch

Rafe Dewar is a local resident and committee member of the Lochwinnoch Force For Nature group. He has over 15 years of experience working for ecological consultancies, surveying for birds, habitats and protected species across the country, and carrying out numerous impact assessments for onshore and offshore renewables and other large infrastructure projects. He has a good working knowledge of environmental legislation and planning regulations. Rafe also contributes to volunteer programmes such as the Seabird Monitoring Programme, and local breeding bird surveys and has used his experience to participate in LFFN, undertaking nature walks, collecting local data, and taking part in ongoing projects such as the swift nest box scheme for the village.

ANN KERR FRIEND, DIRECTOR 18 Newton of Barr, Lochwinnoch

Ann Kerr has lived in Lochwinnoch for over 40 years. Her grown-up family and grandchild were all born at Paisley Maternity Hospital and her parents retired to the village. Originally trained as a general and sick children's nurse, Ann retired from the NHS as a senior manager several years ago.

TORI BELL, DIRECTOR, Burnfoot House, Burnfoot Road, Lochwinnoch, PA12 4AN.

Having previously held the role of Treasurer for local charity Lochwinnoch Toddler Group, Tori become involved in volunteering and community work in 2015 and has since been involved in various projects including build of a community garden in the grounds of Lochwinnoch Primary School. Tori is a member of Lochwinnoch Community Garden Group and helps to secure funding for their activities. During the pandemic, Tori was a founding member of Lochwinnoch Food Committee which evolved to become part of LEAP and Tori is now engaged as a Project Manager for the Community Larder & Seed Library, which operates from the Lochhead Gardens site, as well as other associated projects. Tori joined the Board of LochwinnochCDT in October 2021 and works closely with the Trust's Development Officer to deliver the Lochhead Social Garden Project.

JAMIE MCNAMARA, DIRECTOR, 13 Gates Road, Lochwinnoch

Jamie's current role is as a historic buildings surveyor with the Church of Scotland supporting congregations' plans and prioritising their fabric repairs and improvements. Previously, he advised community groups all over Scotland on how best to approach the conservation/regeneration of a historic asset or place focusing on such key areas as the correct conservation approach, effective governance and project planning.

Jamie McNamara holds a PG Dip in Applied Building Repair & Conservation from Trinity College Dublin along with an MA in Conservation of the Historic Environment from Birmingham City University plus is on the cusp of completing an MSc in Building Surveying at Northumbria University.

Jamie recently moved to Lochwinnoch and has a keen interest in researching a potential future community use for the recently closed parish church, hence joining the local Trust. He has worked with the conservation of canals, churches and championing the traditional skills sector. He has also worked on historic town regeneration schemes and managing building repair grants. He was a former Chairperson of SPAB Scotland, SPAB Ireland Guardian and SPAB Trustee.

DIANNE ALLAN, DIRECTOR,

Dianne Allan moved to Lochwinnoch from Cumbria 7 years ago. Dianne is a semi-retired physiotherapist with a long standing interests in outdoor activities and ecology. Dianne volunteers with Clyde Muirshiel Regional Park and her husband Dhirajyoti is secretary for Lochwinnoch Force for Nature. Additionally, both Dianne and Dhirajyoti volunteer with Eadha Enterprises.

LOCHHEAD GARDENS STEERING GROUP

The following individuals sit on the steering group alongside Directors Martin MAnsell, Diarmid Harris and Tori Bell.

LUCY CUNNINGHAM

Lucy Cunningham is a self employed environmental contractor and is an experienced educator with twenty years experience in communications, managing staff and volunteers, writing accurate reports and applications. Lucy excels at ensuring the smooth running of projects, and previously managed a soil education project, with diverse groups via Propagate Scotland.

ZUL BHATIA

Zul has lived in Lochwinnoch for 25 years and raised his family here. Employed by the RSPB for more than 40 years, Zul managed the local reserve for many of them. In 2021, Zul formed the local action group Force for Nature which aims to preserve and protect local biodiversity. Zul is Chair of the Clyde branch of the Ornithologists Club and has an interest in this site.

EVIE JACKSON

Evie has been a resident of Lochwinnoch for 20 years and raised her family here. Evie is the Founder of Wildcare - a children's outdoor holiday club which operates on the site. Evie is Forest School trained and has vast experience in childcare. Passionate about the outdoors and connecting children to nature, Evie's input to the group has helped to inform the designs and plans and our vision for Lochhead Garden's future.

CHARLOTTE KEIR

Charlotte is a community member from Lochwinnoch, having grown up here, and her own children now attend the local primary school. Charlotte has a customer service background and is interested in community work. Charlotte volunteers for charities and is passionate about social justice and the environment. She joined the steering group in 2022 as she has an interest in Lochhead Gardens as a member of the Community Larder.

8. IMPACT ASSESSMENT

Research has demonstrated that activity in the presence of nature leads to positive short and long-term health outcomes, improving mental health and positively affects psychological and physical health; The benefits of outdoor activity are felt here by many, not least by the children who attend Wildcare.

The current economic crisis presents difficulties for many people in accessing social spaces; Households on low incomes are experiencing this more than ever, as we continue to see difficulties for those choosing between food and heating. A space like this offers a free and inclusive space where people can gather and make connections.

A). SOCIAL / HEALTH & WELLBEING

The overall aims for using the space as a social garden, and partnering with other local groups, will support wellbeing by creating opportunities for social inclusion and community engagement. The focus will be to ensure this is done in an inclusive and intergenerational way.

The Community Larder supports health and wellbeing in a number of ways; In addition to the free, dignified food provision, the Project already operates a social space where people meet and enjoy free teas and coffees. There is often a buzz around the Larder and diverse groups are engaged here; from parents with toddlers to pensioners, and those who live alone. Many of the around 60 strong Volunteer Team are community members who are seeking social connection and this project provides an opportunity for this to take place. The Volunteer Team includes refugees and people from other vulnerable groups who find the work rewarding, but mostly, enjoy the opportunity of making friends.

The Larder project also facilitates education around healthy eating choices as well as onward signposting to other support services.

Wildcare promotes meaningful outdoor activity for children, whatever the weather, connecting young people to their environment and focussing on physical activity which all improves health and wellbeing.

Food growing on this site will help to build resilience locally. We hope it will become a demonstration and training site to support LEAPs Diggin' It Project, an initiative which supports people locally to grow their own food, from their own homes. A Seed Library is already located here via the Larder and members are encouraged to grow their own food and donate surplus back in the project, creating a circular economy which stimulates outdoor activity, local food production, and education around healthy eating.

Longer term, we would like to create a community orchard and fitness activity centre and encourage people to spend more time outside, leading to better physical and mental health in the community, with a corresponding impact on wellbeing.

B). ENVIRONMENT

Tackling climate change and improving biodiversity is at the heart of what we want to do. All development will be undertaken via sustainable means with advice from Environmental Consultants. The creation of a space where nature can thrive and be enjoyed by all, including space for planting wildflowers and biodiverse habitats is our vision. Something we learned from the Community Consultation is that people locally do not wish to see this site overdeveloped, and that is being considered in all that we do.

All Site Users share these aims and are required to carry out their activities in an environmentally friendly way; LEAP and the Community Larder are directly contributing to the reduction of carbon emissions by redistributing food which would otherwise be destined for landfill. This reduces unnecessary food waste and production. In a survey from 2022, 98% of the Larder members said that the project had made them think more about food waste. Likewise, the Seed Library and Diggin' It projects encourage local people to grow their own vegetables, reducing industrial process, food miles and food packaging.

Lochwinnoch Force For Nature Passionate about Lochwinnoch's nature, LFfN are local people working together to promote our rich fauna and flora. Their membership includes experts who are keen to share their knowledge of birds, wildflowers, butterflies on guided walks and other events to all who are interested. LFfN will be using Lochhead Gardens as a base to participate in practical projects to support and record our local nature. In September 2022, LochwinnochCDT collaborated with LFfN to hold a Biodiversity Study to better understand what is living in the Lochhead Gardens. The day was a great success and included a moth trap and bird watching. Visitors got a sneak preview of Lochhead Garden plans, created by Garden Designer Rachel Bailey. A larger Biodiversity Blitz will take place in Spring 2023.

C). EQUALITY & DIVERSITY

The Community Larder project operated by LEAP on the site, is actively reducing food insecurity in the area, as well as creating opportunities for social inclusion. In a rural community where the next nearest food bank is ten miles away, deprivation is often missed as people are less connected to support services. The Larder provides some services directly but also helps to signpost, connect and refer vulnerable households to other agencies such as CAB, Social Services, AdviceWorks, RACA, RAMH, HomeStart, Energy Saving Trust, Kairos, and Renfrewshire Food Bank. Further, the volunteering opportunities at LEAPs Larder allow for skills development which improves employability for many. The Trust seeks to create more volunteering opportunities for local people in other roles directly, which will broaden the scope to do this. In time, we would hope to have apprenticeship schemes in place for Facilities staff located at the site.

9. FUNDING PLAN

Our Project has already received some funding from Renfrewshire Council Green Spaces. Additionally we have secured a sum of £4k towards our decking area and ramped access to cabins, via partners LEAP. The rest of our requirements are set out below. We have already sent applications to some funders and had positive conversations with DTAS, National Lottery, LT Funding, Rural Communities Fund, Asda Empowering Communities Fund plus more. Many of these funds will only be open to applications if/when we receive a lease agreement but in principle, would fund our project.

MITIGATION OF FUNDING

The following information contains sections for funding that has already been awarded for activities on the site, funding which is pending, and proposed funding. It is our intention to engage a Funding Consultant if successful in the lease application. We are speaking with a number of organisations including TSI Engage Renfrewshire to look at all possibilities and our project is not dependent on funding from any individual funder. In the event that Renfrewshire Council's CEF/Sustainable Communities Fund is not open to us, or we are not successful in an award application, we would have other funding options available.

SECURED FUNDING

FUND	WHEN	ITEM	AMOUNT
National Lottery Awards for All	2020	Funding for establishing food growing on the site during the pandemic.	£1000
Scottish Government Supporting Communities Fund (Via Lochwinnoch Community Council)	2020	Match funding for establishing food growing on the site during the pandemic.	£1000
RC GREEN SPACES FUNDING	2021	Garden Design; Groundworks; Soil Testing; Cladding for Cabins; Build of Toilet Block; Signage.	£29999 Of which £10904 is remaining
B&Q (via LEAP)	2023	Decking Area / Ramp	£4000

FUNDING APPLICATION SUBMITTED - PENDING OUTCOME

FUND	WHEN	ITEM	AMOUNT
EB Scotland - Scottish Landfill Communities Fund	Jun 2023	Phase 1 - Road Excavations / Build of Storage Space and Toilet	£20000 Pending
Renfrewshire Council Local Partnership Fund	Jun 2023	Phase 1 - Road Excavations to bring in water services	£10000 Pending

FURTHER PROPOSED FUNDING

FUND	WHEN	ITEM	AMOUNT
DTAS	Jun 2023	PT Project Officer Salary, Expenses and Capital Outlay (Laptop, Phone etc.)	£31456
National Lottery Community Led Fund	Jun 2023	Phase 1 - Match funding for build of storage space and toilet; Establishing ground for food growing; Purchase of shed and market stalls; Prepare ground for market stalls; Landscaping & Groundworks; Purchase of event hire equipment and signage	£36896
Rural & Communities Fund	Sep 2023	Phase 2 - Planting and landscaping inc. wildflower beds	£11500
National Lottery Awards for All	Sep 2023	Phase 2 - Development of Social Space & Growing Space	£9000
RC Local Partnership Fund	May 2024	Phase 3 - Polytunnel / Polycrub	£4000
Foundation Scotland	May 2024	Phase 3 - Further development of growing space & orchard	£4500
RC Community Empowerment Fund /Sustainable Community Fund	Sep 2024	Phase 4 - Groundworks; Development of wildlife pond & decking & structure	£23500
DTAS	Jun 2024	PT Project Officer Salary & Expenses	£23604
DTAS	Jun 2025	PT Project Officer Salary & Expenses	£25356

10. FINANCIAL PROJECTIONS

Cash Flow Forecast Year 1

INCOME	Start Up	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	TOTAL	Notes
SALES															
Markets				£360	£360	£360	£360	£360	£360	£360	£360	£360	£360	£3,600	1
Private Event Hire		£240	£480	£480	£480	£240	£120	£480	£120	£120	£240	£480	£600	£4,080	2
Sub-Letting			£100	£100	£500	£100	£100	£300	£100	£100	£100	£200	£300	£2,000	3
Fundraising	£2,400			£250	£250	£250	£250	£250	£250	£250	£250	£250	£250	£4,900	4
GRANTS														£0	
Green Spaces Fund (Balance)	£10,904													£10,904	5
Grants Phase 1 Development: EB Scotland - Scottish Landfill Communities Fund / National LOTtery Community-Led Fund		£66,896												£66,896	6
Grants Phase 2 Development - Rural & Communities Fund / National Lottery Awards for All				£20,500										£20,500	7
Staffing & Revenue - DTAS	£31,456													£31,456	8
TOTAL CASH IN	£44,760	£67,136	£580	£21,690	£1,590	£950	£830	£1,390	£830	£830	£950	£1,290	£1,510	£144,336	
EXPENDITURE															
OVERHEADS															
Site Rental		£25	£25	£25	£25	£25	£25	£25	£25	£25	£25	£25	£25	£300	9
Electricity		£50	£50	£50	£50	£75	£75	£100	£75	£75	£50	£50	£50	£750	10
Water Rates		£1,200												£1,200	11
Broadband		£40	£40	£40	£40	£40	£40	£40	£40	£40	£40	£40	£40	£480	12
Insurance		£1,500												£1,500	13
Advertising/Marketing		£200	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£750	14
Administration & Printing		£150	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£700	15
Repairs & Maintenance				£70	£70	£70	£70	£70	£70	£70	£70	£70	£70	£700	16
Licenses				£500										£500	17
Staff Expenses		£100	£100	£100	£100	£100	£100	£100	£100	£100	£100	£100	£100	£1,200	18
Staff Salaries & Employers Costs		£1,688	£1,688	£1,688	£1,688	£1,688	£1,688	£1,688	£1,688	£1,688	£1,688	£1,688	£1,688	£20,256	19
Volunteer Expenses		£100	£100	£100	£100	£100	£100	£100	£100	£100	£100	£100	£100	£1,200	20
Sundries		£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£600	21
DIRECT COSTS															
Fundraising Costs				£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£500	22
Sessional Staffing		£44	£88	£176	£176	£132	£110	£176	£110	£110	£132	£176	£198	£1,628	23
CAPITAL															
Staff Equipment (Laptop / Phone)		£350												£350	24
Phase 1 Development		£33,945	£20,000	£20,000										£73,945	25
Phase 2 Development					£37,500									£37,500	26
TOTAL CASH OUT	£0	£39,417	£22,216	£22,924	£39,924	£2,405	£2,383	£2,474	£2,383	£2,383	£2,380	£2,424	£2,446	£143,759	
NET CASH FLOW	£44,760	£27,719	-£21,636	-£1,234	-£38,334	-£1,455	-£1,553	-£1,084	-£1,553	-£1,553	-£1,430	-£1,134	-£936		
OPENING BALANCE	£44,760	£44,760	£72,479	£50,843	£49,609	£11,275	£9,820	£8,267	£7,183	£5,630	£4,077	£2,647	£1,513		
CLOSING BALANCE	£44,760	£72,479	£50,843	£49,609	£11,275	£9,820	£8,267	£7,183	£5,630	£4,077	£2,647	£1,513	£577		

Cash Flow Forecast Year 2

INCOME	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	TOTAL	NOTES
SALES														
Markets	£550	£550	£550	£550	£550	£550	£550	£550	£550	£550	£550	£550	£6,600	
Private Event Hire	£900	£900	£750	£750	£450	£300	£300	£150	£300	£600	£600	£750	£6,750	
Sub-Letting	£330	£330	£330	£660	£110	£110	£330	£110	£110	£110	£220	£330	£3,080	
Fundraising	£275	£275	£275	£275	£275	£275	£275	£275	£275	£275	£275	£275	£3,300	
GRANTS														
Grants Phase 3 - Foundation Scotland / RC Local Partnership Fund	£8,500												£8,500	27
Grants Phase 4 - RC Community Empowerment Fund		£23,500											£23,500	28
Staffing - DTAS	£23,604													
TOTAL CASH IN	£34,159	£25,555	£1,905	£2,235	£1,385	£1,235	£1,455	£1,085	£1,235	£1,535	£1,645	£1,905	£75,334	
EXPENDITURE														
OVERHEADS														
Site Rental	£25	£25	£25	£25	£25	£25	£25	£25	£25	£25	£25	£25	£300	
Electricity	£55	£55	£55	£55	£82	£82	£110	£82	£82	£55	£55	£55	£823	
Water Rates	£1,320												£1,320	
Broadband	£44	£44	£44	£44	£44	£44	£44	£44	£44	£44	£44	£44	£528	
Insurance	£1,650												£1,650	
Advertising/Marketing	£55	£55	£55	£55	£55	£55	£55	£55	£55	£55	£55	£55	£660	
Administration & Printing	£55	£55	£55	£55	£55	£55	£55	£55	£55	£55	£55	£55	£660	
Repairs & Maintenance	£77	£77	£77	£77	£77	£77	£77	£77	£77	£77	£77	£77	£924	
Licenses	£550												£550	
Staff Expenses	£110	£110	£110	£110	£110	£110	£110	£110	£110	£110	£110	£110	£1,320	
Staff Salaries and Employers Costs	£1,857	£1,857	£1,857	£1,857	£1,857	£1,857	£1,857	£1,857	£1,857	£1,857	£1,857	£1,857	£22,284	
Volunteer Expenses	£110	£110	£110	£110	£110	£110	£110	£110	£110	£110	£110	£110	£1,320	
Sundries	£55	£55	£55	£55	£55	£55	£55	£55	£55	£55	£55	£55	£660	
DIRECT COSTS														
Fundraising Costs	£55	£55	£55	£55	£55	£55	£55	£55	£55	£55	£55	£55	£660	
Sessional Staffing	£242	£242	£218	£218	£170	£145	£145	£121	£145	£194	£194	£218	£2,252	
CAPITAL														
Staff Equipment (Laptop / Phone)													£0	
Market Stalls	£1,540												£1,540	29
Phase 1 Development													£0	
Phase 2 Development													£0	
Phase 3 Development		£8,500											£8,500	30
Phase 4 Development						£6,500							£6,500	31
TOTAL CASH OUT	£7,800	£11,240	£2,716	£2,716	£2,695	£9,170	£2,698	£2,646	£2,670	£2,692	£2,692	£2,716	£52,451	
NET CASH FLOW	£26,359	£14,315	-£811	-£481	-£1,310	-£7,935	-£1,243	-£1,561	-£1,435	-£1,157	-£1,047	-£811		
OPENING BALANCE	£578	£26,937	£41,252	£40,441	£39,960	£38,650	£30,715	£29,472	£27,911	£26,476	£25,319	£24,272		
CLOSING BALANCE	£26,937	£41,252	£40,441	£39,960	£38,650	£30,715	£29,472	£27,911	£26,476	£25,319	£24,272	£23,461		

Cash Flow Forecast Year 3

INCOME	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	TOTAL	NOTES
SALES														
Markets	£900	£900	£900	£900	£900	£900	£900	£900	£900	£900	£900	£900	£10,800	
Private Event Hire	£990	£990	£825	£825	£495	£330	£330	£165	£330	£660	£660	£825	£7,425	
Sub-Letting	£360	£360	£360	£720	£120	£120	£360	£120	£120	£120	£240	£360	£3,360	
Fundraising	£303	£303	£303	£303	£303	£303	£303	£303	£303	£303	£303	£303	£3,636	
GRANTS														
Staffing - DTAS	£25,356												£25,356	
TOTAL CASH IN	£27,909	£2,553	£2,388	£2,748	£1,818	£1,653	£1,893	£1,488	£1,653	£1,983	£2,103	£2,388	£50,577	
EXPENDITURE														
OVERHEADS														
Site Rental	£25	£25	£25	£25	£25	£25	£25	£25	£25	£25	£25	£25	£300	
Garden Maintenance & Materials	£200	£200	£200	£100						£100	£200	£200	£1,200	
Electricity	£61	£61	£61	£61	£90	£90	£121	£90	£90	£61	£61	£61	£908	
Water Rates	£1,452												£1,452	
Broadband	£48	£48	£48	£48	£48	£48	£48	£48	£48	£48	£48	£48	£576	
Insurance	£1,815												£1,815	
Advertising/Marketing	£61	£61	£61	£61	£61	£61	£61	£61	£61	£61	£61	£61	£732	
Administration & Printing	£61	£61	£61	£61	£61	£61	£61	£61	£61	£61	£61	£61	£732	
Repairs & Maintenance	£85	£85	£85	£85	£85	£85	£85	£85	£85	£85	£85	£85	£1,019	
Licenses	£550												£550	
Expenses	£80	£80	£80	£80	£80	£60	£60	£60	£70	£50	£60	£80	£840	
Staff Salaries and Employers Costs	£2,043	£2,043	£2,043	£2,043	£2,043	£2,043	£2,043	£2,043	£2,043	£2,043	£2,043	£2,043	£24,516	
Volunteer expenses	£121	£121	£121	£121	£121	£121	£121	£121	£121	£121	£121	£121	£1,452	
Sundries	£61	£61	£61	£61	£61	£61	£61	£61	£61	£61	£61	£61	£732	
DIRECT COSTS														
Fundraising Costs	£61	£61	£61	£61	£61	£61	£61	£61	£61	£61	£61	£61	£732	
Sessional Staffing	£266	£266	£239	£239	£186	£160	£160	£133	£160	£212	£212	£239	£2,472	
CAPITAL														
Staff Equipment (Laptop / Phone)													£0	
Market Stalls		£2,541											£2,541	28
Phase 1 Development													£0	
Phase 2 Development													£0	
Phase 3 Development													£0	
Phase 4 Development													£0	
TOTAL CASH OUT	£6,964	£5,689	£3,121	£3,021	£2,897	£2,851	£2,882	£2,824	£2,861	£2,964	£3,074	£3,121	£42,269	
NET CASH FLOW	£20,945	-£3,136	-£733	-£273	-£1,079	-£1,198	-£989	-£1,336	-£1,208	-£981	-£971	-£733		
OPENING BALANCE	£23,461	£44,406	£41,270	£40,537	£40,264	£39,185	£37,987	£36,998	£35,662	£34,454	£33,473	£32,502		
CLOSING BALANCE	£44,406	£41,270	£40,537	£40,264	£39,185	£37,987	£36,998	£35,662	£34,454	£33,473	£32,502	£31,769		

NOTES

1 - Markets:

This site has capacity to host 30 market stalls. We plan to grow the market business over the first three years from 20 to 30 stalls.

Year 1:

These figures are based on 18 market stalls (we intend to buy 20 but will have a charity stall and also keep one for our own fundraising. Therefore only 18 will be let in the first year). We calculate income at £360 per market based on 18 stalls at £20 each. In the first season we shall host one market per month.

Year 2:

These figures are arrived at as above, looking at seasonal trends, but with a rise of letting prices to £25 per stall and with the inclusion of 4 extra stalls, retaining 2 stalls again for charity and also for our own fundraising. A full market therefore would be £550 revenue. We would aim to host one market per month.

Year 3:

In year 3 we would increase our letting price to £30 per month and purchase an additional 6 market stalls. A full market therefore would bring in £900 per market day. We would aim to host one market per month.

2 - Private Event Hire:

These are events where community members can rent inflatables, bell tents and spaces for childrens parties and other daytime events. These events are available to the public on weekends and weekdays during school holidays.

Year 1: We have calculated average sales prices at £120 per event in the first year. Figures here are based on between 2 and 3 events per month as an average, with peaks and troughs reflecting seasonal trends and weather limitations. This is based on equipment hire for 2 hour events.

Year 2: As above, figures are arrived at based on seasonal trends, but with increased margins in line with the improvements on the site as well as inflation. Average sales price per event for the second year is expected to be £150 per event.

Year 3: As above, average sales income per private event allowing for inflation is expected to be £165.

3 - Sub-Letting:

These are hires by other organisations for workshops, consultations and classes (weekdays and weekends). It includes rental of equipment such as tables, market stalls, seating, spaces and bell tents etc. as well as our small cabin space.

Year 1: We have based these figures on sales of £50 per hire. We have calculated the number of hires averaging at two per month other than September when due to the forecast of increased use for Lochwinnoch Feel Good Festival. We anticipate another rise in income in December due to Christmas events, with an increase in to year 2 building on marketing opportunities.

Year 2: As above we have calculated trends in the same way, with an increase in sales averaging at £55 per let in line with 10% inflation.

Year 3: As above we have calculated trends in the same way, with an increase in sales averaging at £60 per let in line with inflation.

4 - Fundraising:

Startup Fundraising:

Prior to June we plan to carry out fundraising events and accept donations which will help to boost our reserves and engage the local population with the project. These will be carried out in partnership with other local organisations, particularly those who utilise the site. It is our aim to raise £2400 which will contribute to revenue costs such as site rental.

Ongoing Fundraising:

This is income generated via community fundraising initiatives as well as via our LCDT stall. We have estimated that takings from a stall should average at £240 per market in the first year. Increases in Years 2 & 3 reflect increases in inflation.

5 - Green Spaces Fund:

The balance of our green spaces funding which was awarded to us in 2021 is £10904. This is allocated to building our toilet block.

6 - Phase 1 Development Grants:

Phase 1: Jun 2023 - Aug 2023:

FUND	WHEN	CRITERIA	AMOUNT
A - Scottish Landfill Communities Fund (Via LT Funding)	Jun 2023	Phase 1 Road Excavations; Build of Storage Space and Toilet;	£20000
Renfrewshire Council Local Partnership Fund	Jun 2023	Phase 1 Road Excavations for bringing in water services.	£10000
National Lottery Community-LEd Fund	Jun 2023	Phase 1 - Match funding for build of storage space and toilet; Establishing ground for food growing; Purchase of shed and market stalls; Prepare ground for market stalls; Landscaping & Groundworks; Purchase of event hire equipment and signage	£36896

7 - Phase 2 Development Grants:

Phase 2: Sep 2023 - Apr 2024:

FUND	WHEN	CRITERIA	AMOUNT
F - Rural & Communities Fund	Sep 2023	Phase 2 - Planting and landscaping inc. wildflower beds	£11500
G - National Lottery Awards for All	Sep 2023	Phase 2 - Development of Social Space & Growing Space	£9000

8 - Staffing & Revenue Grant:

Project Officer:

We intend to apply to DTAS (Development Trusts Association Scotland) for three year funding for the role of Project Officer.

Year 1: This grant is worked out based on the projected costs of employing a Project Officer for 22 hours per week to deliver the overall project. Costs have been calculated based on salary, employers costs, expenses and capital purchases as follow:

- Salary £27500 prorated to 22 hours per week for 12 months = £17286
- Employers national insurance and pensions contributions = £2905
- Capital outlay for laptop and phone = £350
- Expenses such as phone bill, coworker space rental & fuel etc. = £1200

Total = £23006

Year 2 salary and expenses are estimated at the same salary rate plus 10% inflation:

Total = £23604

Year 3 salary and expenses are estimated at the same salary rate as year 2, plus 10% inflation:

Total =£25356

Revenue:

Year 1 only: We will apply to DTAS for £9650 to cover our initial revenue costs such as insurance, water rates, electricity bills, marketing and broadband.

We hope to cover these costs with income generation rather than grant funding in years 2 and 3.

9 - Site rental:

We have indicated a monthly rental of £25 per month for the duration of the three year lease.

10 - Electricity:

We have estimated our electricity costs in year 1 at being £50 per month based on current billing, with 10% increases year on year for inflation.

11 - Water Rates:

We have estimated our Year 1 water charges to be £1200 with increases in years 2 and 3 are based on inflation.

12 - Broadband:

Broadband has been estimated as £40 per month based on quotes provided by telecoms companies. Increase in years 2 and 3 based on 10% inflation.

13 - Insurance:

We have estimated our insurance costs to be £1500 in year 1, with increases in years 2 and 3 based on 10% inflation.

14 - Advertising & Marketing:

Costs here reflect the likely prices of printing and facebook advertising on an ongoing basis. Increases in years 2 and 3 are in line with inflation.

15 - Administration & Printing:

We have estimated an initial spend of £200 at the start of the project with £5 per month for the duration thereafter, uplifting 10% for inflation year on year.

16 - Repairs & Maintenance:

We do not forecast expenditure for repairs or maintenance until September 2023, when we have budgeted £70 per month. We have forecast increases in years 2 and 3 based on 10% inflation.

17 - Licenses:

These costs reflect estimated annual market holders licence fees.

18 - Staff Expenses:

These costs have been calculated to reflect staff expenses such as mobile phone contract, fuel and coworker space rental. Increases in years 2 and 3 reflect inflation.

19 - Staff Salaries & Employers Costs:

Year 1: Salary in year one is based on £27500 prorated to 22 hours per week for 12 months = £17286. Employers national insurance and pensions contributions are calculated at £2905 based on 13.8 % ENI and 3% pensions contribution.

Increases in years 2 & 3 are in line with inflation.

20 - Volunteer Expenses

We have budgeted for £100 per month in year one to cover volunteer expenses. These costs are likely to be fuel costs or reimbursement for small purchases. In years 2 and 3 we have forecast these costs to rise with inflation.

21 - Sundries

For sundries we have budgeted £50 to cover miscellaneous items. We have increased this amount in years 2 and 3 to allow for inflation.

22 - Fundraising Costs:

These costs reflect the costs of purchasing materials or ingredients for goods sold via our monthly market stall.

23 - Sessional Staffing:

These costs relate to private hire and market events where we shall require labour for setting up market stalls and erecting bell tents / manning bouncy castles etc. We have based this on a wage of £11 ph for the first year. Years 2 and 3 reflect rises in line with inflation at 10% annually. Each market will require 2 staff for 4 hours. Each private event hire will require 1 staff for 2 hours.

24 - Staff Equipment - Laptop and Phone:

This price has been calculated at a total of £350 for the purchase of second items for a Project Officer in the first year. We do not anticipate having to purchase these items again within the first three years of the project.

25 - Phase 1 Development:

Phase 1: Jun 2023 - Aug 2023:

- Begin water connection and build of storage space and toilet
 - Setting out growing space / building veg beds / tool shed / purchase tools
 - Clear centre of site and lay paving for markets
 - Purchase market stalls
 - Purchase event hire equipment
 - Signage
 - Purchase of plants, horticulture and growing materials for landscaping
-

26 - Phase 2 Development:

Phase 2: Sep 2023 - Apr 2024:

- Establish wildflower beds
- Further planting and landscaping
- Further development of growing space
- Development of social space

27 - Phase 3 Development Grants

Phase 3: May 2024 - Aug 2024:

FUND	WHEN	CRITERIA	AMOUNT
H - RC Local Partnership Fund		Phase 3 - Polyunnel / polycrub	£4000
I - Foundation Scotland		Phase 3 - Further development of growing space & orchard	£4500

28 - Phase 4 Development Grants

Phase 4: Sep 2024 - Dec 2024:

FUND	WHEN	CRITERIA	AMOUNT
J - RC Community Empowerment Fund / Sustainable Community Fund		Phase 4 - Groundworks; Development of wildlife pond & decking & structure	£23500

29 - Additional Market Stall Equipment:

Year 1: We shall purchase 20 stalls at £350 each.

Year 2: 4 additional stalls will be purchased. Our budget allows for 10% inflation.

Year 3: 6 Additional stalls will be purchased. Inflation is calculated at 10% year-on-year.

30 - Phase 3 Development:

Phase 3: May 2024 - Aug 2024:

- Build of polycrubs / polytunnels
 - Further development of veg growing space
 - Further development of flower beds
 - Development of Orchard
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31 - Phase 4 Development:

Phase 4: Sep 2024 - Dec 2024:

- Groundworks to improve drainage along boundary with The Cooperage
 - Development of decking area and Wildcare space
 - Development of Wildlife pond
 - Build structure
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12. APPENDICES

- f. Lochhead Gardens Governing Document (inc. Garden Design Plans):
<https://docs.google.com/document/d/1qPBbAleCkJoYuQHORcVjMtnxJ36ai6nuPy-LamrLeLw/edit?usp=sharing>
- g. Risk Assessment:
<https://docs.google.com/document/d/10U5pVREYQnEZ9SOe9Cl9v48KkCSeY3Sfdsjrt3dfhvU/edit?usp=sharing>
- h. Environmental Statement:
<https://docs.google.com/document/d/1GlTcu8s-Wq-2ZPrhpNwqWsQHhO-JaQs4f2lpULQc3dU/edit?usp=sharing>
- i. LCDT Article of Association:
https://docs.google.com/document/d/1i92Ame32_j5w0myo0exDlrVRqnTxi8s-/edit?usp=sharing&oid=105173668431613331069&rtpof=true&sd=true
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