

The Green Space Project Business Plan Boarhills and Dunino Community Trust



Boarhills & Dunino Community Trust,
Old School, Boarhills, St Andrews, Fife. KY16 8PP
<http://www.community-council.org.uk/boarhillsanddunino/>

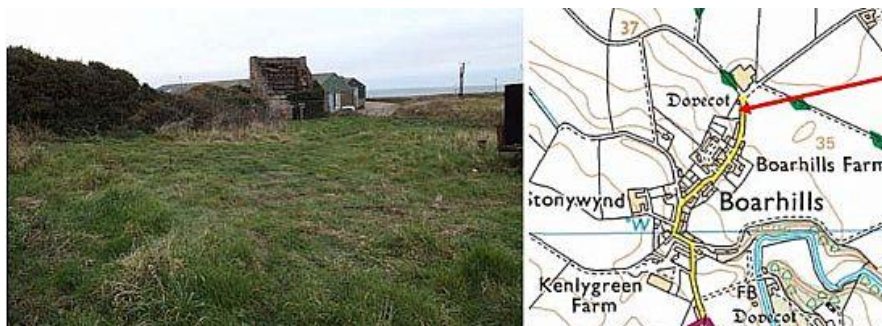


Prepared by Kerrien Grant and Colin Duff, SKS Scotland CIC

Contents

1) Executive Summary.....	4
2) Introduction	6
2.1 Boarhills, Dunino and Brownhills	6
2.2 Boarhills and Dunino Community Trust	7
3) The Green Space Project.....	7
3.1 Aim	8
3.2 Objectives.....	8
3.3 High Level Outcomes	8
3.4 Phases	8
3.5 The Site.....	10
4) Community Support and 2018 Community Survey	10
4.1 Current Communication	10
4.2 Previous Consultation	10
4.3 Community Consultation March 2018.....	11
5) Evidence of Community Need/ Challenges faced by the Community	12
6) Strategic Context.....	13
7) Audience and Market.....	14
7.1 Local Community	14
7.2 Walkers	14
7.3 Heritage Visitors.....	15
8) Partnerships and Support	16
9) Options Appraisal.....	16
10) Expected Social Outcomes and Measurement	17
11) Activities Plan Overview.....	19
12) Site Maintenance Plan	19
13) Finance (capital and revenue).....	19
13.1 Capital costs and potential income.....	20
13.2 Ongoing revenue costs and potential income	21
13.3 In kind contributions and donations.....	21
13.4 Current Financial position.....	21
14) Potential Funding options.....	21
15) Project Management	22
15.1 Governance	22
15.2 Management.....	23

1) Executive Summary



The Green Space Project

Boarhills and Dunino Community Trust (BDCT) aims to purchase a piece of land at the North end of the village of Boarhills, adjacent to the Fife Coastal Path, for the benefit of the local community and visiting walkers. A Scottish Land Fund Stage 1 grant is in place, a Community Right to Buy application is in process and the site has been valued at £140,000.

The land provides an excellent opportunity for the community to develop an amenity site to include interpretation and signage, seating, new hedging, an orchard, wildflowers, and the restoration of a seventeenth century doocot. It will:

- provide an accessible, attractive space for people and wildlife
- run regular events, workshops and activities
- provide relevant information and interpretation for local people and walkers
- provide access to toilet and water facilities for walkers
- restore the doocot and make accessible
- recruit and engage a wide range of volunteers with the project

The Need

Boarhills, Dunino and Brownhills community is a growing and ageing population, living in a geographically isolated area which hopes to increase community resilience and social cohesion through the Green Space Project. There is currently no outdoor meeting or communal space in the village of Boarhills and no other opportunities for the community to purchase land in the area. The B listed doocot is of local and national heritage importance. The community is highly engaged with and very supportive of this project, as illustrated by the 158 current BDCT Members.

Key Expected Outcomes

Expected Social Outcomes	Measurement	Annual Target
Increased community pride/resilience and cohesion	Delivering successful community events	5 events
Increased participation in community activities	Number of attendances at activities annually	500 attendances
Number of volunteers	Number of people volunteering their time to organise, deliver or support activities	20 individuals
Number of older people accessing the site	Older people aged 65 and over accessing organised activities or services annually	30 individuals
Increased learning opportunities	Number of training workshops delivered annually	6 workshops
Dooicot restored	Dooicot restored to the public	By Year 4

Financial Summary

Capital Costs	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Total
Phase 1a: Purchase of land	£150,640					£150,640
Phase 1b & 2 landscaping, planting, events and Interpretation	£650	£1,100	£100	£0	£0	£1,850
Phase 4: Doocot restoration	£0	£59,127	£0	£0	£0	£59,127
Totals	£151,290	£60,227	£100	£0	£0	£211,617

Potential Capital Income	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Total
Scottish Land Fund 95%	£143,108					£143,108
Fife Environment Trust 4.5%	£6,779					£6,779
Fife Council 0.5%	£753					£753
St Andrews Community Trust	£650	£1,100	£100			£1,850
Fife Environment Trust		£25,000				£25,000
Historic Environment Scotland		£15,000				£15,000
Heritage Lottery Fund		£19,127				£19,127
Total Income	£151,290	£60,227	£100	£0	£0	£211,617

Revenue costs - Ongoing	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Total
Total	£228	£548	£803	£698	£1,148	£3,425

Potential Revenue income	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Total
Total	£700	£700	£700	£700	£700	£3,500

Conclusion

BDCT is a high capacity, committed group of people with a clear plan for the site that they wish to purchase on behalf of the Boarhills, Dunino and Brownhills community. There is excellent community support for the Green Space Project, with a high proportion of local people providing positive feedback at community consultation events and a number of local organisations working in partnership and offering support in kind.

The project has been divided into four manageable stages, each of which has a clear fundraising plan associated with it. No formal income generation is planned, although regular fundraising events and donations at activities are projected to cover all running and maintenance costs, making it sustainable in the long term. There is also a strong team of engaged volunteers who are keen to support the project and deliver all practical work required.

The Green Space Project therefore has a very strong likelihood of delivering the planned project outcomes and of becoming an important, sustainable local asset for the Community.

2) Introduction

Boarhills and Dunino Community Trust (BDCT) aims to purchase a piece of land at the North end of the village of Boarhills (1,450m²), adjacent to the Fife Coastal Path, for the benefit of the local community and visiting walkers. BDCT is currently in the process of a Community Right to Buy application and has been successful in securing Scottish Land Fund Stage 1 to develop the project. To this end, SKS Scotland CIC has been commissioned to produce a Business Plan that will illustrate the potential social impact and sustainability of the site, if taken into ownership by BDCT.



2.1 Boarhills, Dunino and Brownhills

The community living within the geographic area covered by BDCT (following the Boarhills and Dunino Community Council boundary) is widely dispersed, as shown by the map in Appendix 1. The largest village is Boarhills, approximately 5 miles outside of St. Andrews, with a population of approximately 100 people. Dunino is a small dispersed community stretched along the B9131 road and Brownhills area is only a mile from St. Andrews, so realistically looks to the town for its services and facilities. The population is ageing, with few young people and a high proportion of retirees. There are high numbers of people living alone, and a significant number of holiday homes which impacts upon community cohesion.

The area has suffered from the loss of amenities and facilities including both Dunino and Boarhills primary schools and Boarhills village shop, leaving the only remaining facility as the Boarhills Village Hall and Dunino Church. Boarhills Church closed in 2016. Farms used to employ farm workers who lived in the village but now have no employees and use outside contractors, with the result that farm cottages are let out to commuters rather than people who work within the community. Brownhills has a large proportion of holiday homes and looks to St Andrews as it is only a mile away.

The population of Boarhills, Dunino and Brownhills areas taken from the 2011 Scottish census was 329, and the area currently has a voting population of 259 adults.

Map showing position of site and footpath

2.2 Boarhills and Dunino Community Trust

BDCT was established as a Company Limited by Guarantee (SC575099) in August 2017. Although not currently a charity, it plans to apply to OSCR in the near future, having ensured that the Articles of Association are suitable for charitable status.

BDCT was set up with the aim of *improving the environment and lives of the residents of the Boarhills and Dunino Community Council area through sustainable development.*

The Membership of the Trust currently stands at 158 (134 ordinary, 4 junior and 20 associate Members). The Trust aims to increase this number through community engagement associated with this project.

3) The Green Space Project

BDCT plans to purchase a piece of derelict land at the North end of the village of Boarhills (1,450m²), to create a landscaped open space for the use of local people and walkers. Adjacent to the Fife Coastal Path, and within the village of Boarhills, the land provides an excellent opportunity for the community to develop an amenity site to include interpretation and signage, seating, new hedging, an orchard, wildflowers, and the restoration of a seventeenth century doocot.

The project will:

- Create a community hub which will act as a catalyst for local community cohesion, activity and sustainability
- Bring the community together to work collectively towards creating an attractive amenity and wildlife site for local people to use
- Improve pedestrian access and safety
- Complement the Village Hall, providing an outdoor events space, and be a catalyst for community learning, with training in hedge laying, fruit growing and wildlife and habitat enhancement
- Provide information and interpretation for walkers (facilities, services, wildlife and heritage). It is possible to walk in four different directions from the site, making it an excellent hub for key interpretation and information for the area
- Deliver the restoration of the B listed doocot on the site as phase 4.

3.1 Aim

To work collectively to create an attractive community amenity and wildlife haven for the benefit of local people and walkers.

3.2 Objectives

- To provide an accessible, attractive space for people and wildlife
- To run regular events, workshops and activities
- To provide relevant information and interpretation for local people and walkers
- To provide access to toilet facilities and water
- To restore the doocot and make accessible
- To recruit and engage a wide range of volunteers with the project

3.3 High Level Outcomes

- People gathering regularly to socialise
- People sharing skills and experience
- Reduced loneliness for older people and carers in particular
- Increased health and well being
- Improved environment and heritage in the area
- Increased social cohesion and community resilience

3.4 Phases

The project will be divided into four phases:

Phase 1: Purchase of land, landscaping, access and planting, events and activities

Phase 2: Interpretation and signage, walks, maps

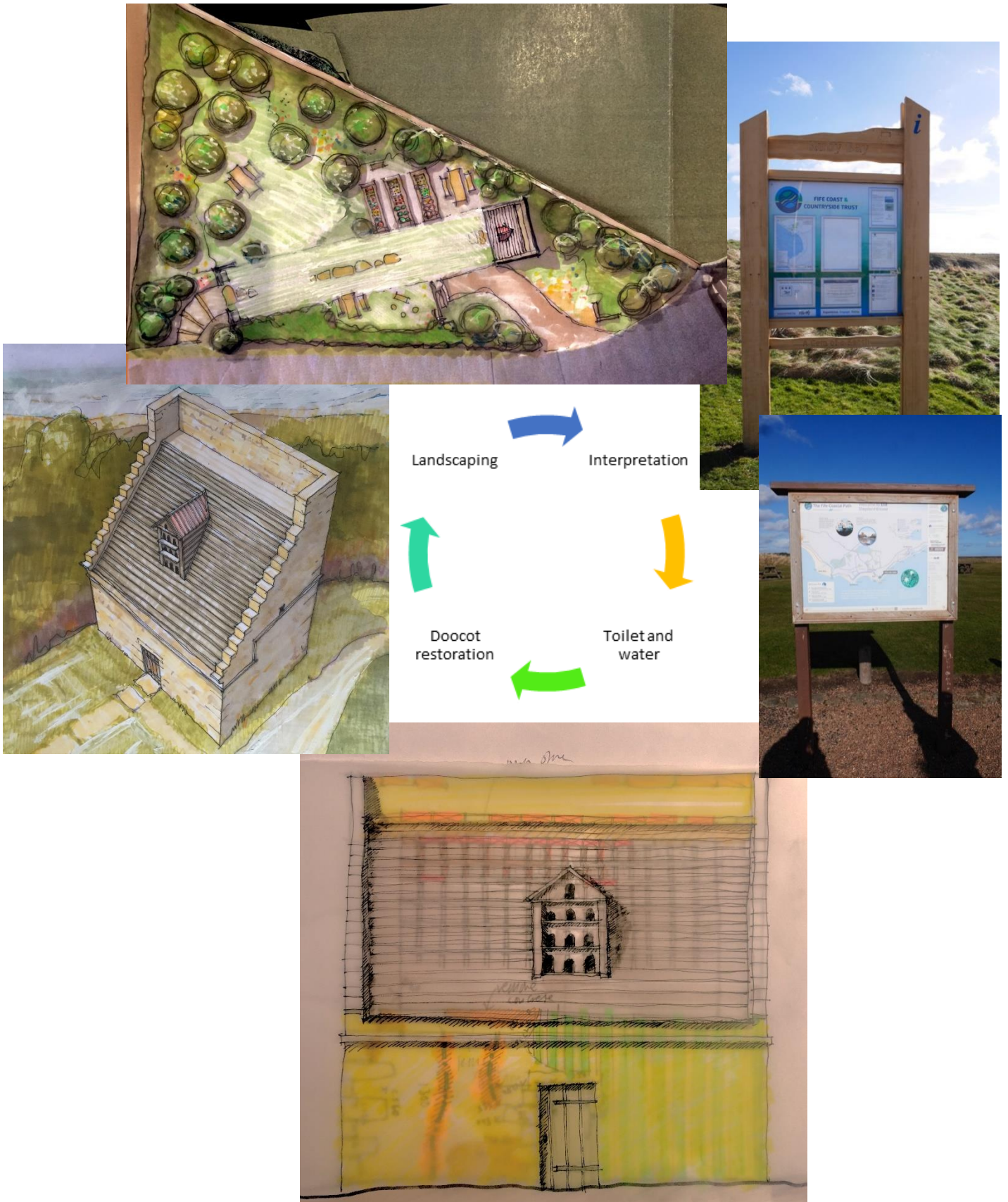
Phase 3: Create access to toilets and drinking water

Phase 4: Dooocot restoration

Options for the best way in which to provide toilets, water and interpretation have been considered and are laid out in the options appraisal.

The work required to achieve these phases will be carried out by the BDCT Board members and a wider group of volunteers. No paid staff will be required and running and maintenance costs will be kept to a minimum.

The Four Phases of the Project



3.5 The Site

The site (1,450m²) is owned by a local farmer, and for the last twenty years has been used to store firewood and is currently overgrown with weeds, ivy and brambles. A 17th century listed doocot in poor repair is located towards the north western boundary. Surviving doocots are a particular feature of the Fife Countryside, but they are becoming increasingly rare as they fall into disrepair. The Boarhills doocot is an important, B-listed example of this type of building.

The site is located on the western side of the Q18 public road immediately to the south of Boarhills Farm, postcode is KY16 8PP. The road turns into a track at this point, forming part of the Fife Coastal Path. This point therefore provides access to the village of Boarhills and associated Village Hall facilities 300m away, and with nearby parking is also a good starting point for walkers.

The owner of the site was granted outline planning permission to build a single dwelling house with vehicular access in November 2017.

BDCT proposes a number of specific uses and development for the site, all of which can be delivered by local people and volunteers, using their skills and knowledge (see Biographies in Appendix 2), together with small amounts of capital funding for materials. These include:

- Landscaped green space
- Bench seating and picnic area
- Low key play area for children (bark and logs)
- Community orchard
- Clearing and repair of existing stone wall
- New hedge planting and subsequent laying
- Planting and managing of wildflower meadow
- Species specific planting to attract birds
- Restoration of doocot

4) Community Support and 2018 Community Survey

4.1 Current Communication

BDCT has engaged with the communities of all three areas (Boarhills, Dunino and Brownhills) through regular public meetings and hand delivered newsletters. It has had a Facebook group page since March 2016 and a public page since March 2018. Although there is not a dedicated BDCT website, they have a presence on the Community Council website and a dedicated email address for direct contact with BDCT.

BDCT has 158 members currently and aims to increase this through further community engagement over the following weeks and months.

4.2 Previous Consultation

An early stage community consultation event was held in Boarhills Village Hall in 2015, when the community was asked to identify projects to improve community life and approximately 60 people attended. This highlighted the following local priorities: a community owned open space, community orchard, children's play and community garden all featured highly, together with improved local footpaths, walking maps, a cycle track and restoration of the doocot.

4.3 Community Consultation March 2018

To ensure that members of the communities of Boarhills, Brownhills and Dunino were accurately informed of the Development Trust’s plans for the site and had the opportunity to engage in discussion with members of the board about the plans, a Daffodil Tea was arranged for the afternoon of Sunday 25th March 2018. Postcard invitations were designed, professionally printed and delivered throughout the area a week in advance. Notices were also placed in two local papers (The Courier and St Andrews Citizen). Invitations were posted on social media outlets. 70 postcards supporting the project were returned, and a total of 43 new Trust Members were recruited as a result. See Appendix 21 for larger version of the postcard.



All the Development Trust Board Members and a consultant from SKS hosted the Daffodil Tea and a range of materials were on display to provide information, allowing people to comment in writing, and enabling people to engage in conversation. Around 85 people attended over 3 hours, including 3 walkers who were passing on the Fife Coastal Pathway and were invited in by a board member. The project is of interest to a wide range of local people who haven’t been engaged with other community events, so is already increasing community cohesion.

Conversation with participants revealed that all were in favour of the idea of the Development Trust purchasing and improving the site for the benefit of the community. There were a small number of concerns about whether the owner wished to sell, and whether the Trust could raise sufficient funds. Concerns about raising sufficient funds were allayed by informing participants about the Scottish Land Fund application being developed and clarifying other opportunities to raise funds.



Key messages, repeated by multiple participants, included:

- Opportunities to come together out of doors as a community are limited to the pathways around the villages. The proposed improvements to the site will make a big difference to the quality and frequency of informal social contact between villagers.
- Being involved in the planning and delivery of the project will encourage people to work together and build stronger bonds within the community.
- The ongoing maintenance and management of the site will provide long term opportunities for people to work together and maintain and strengthen bonds within the community.
- There is a significant number of older people in Boarhills who are less fit for longer walks and are consequently at risk of becoming socially isolated. The improvements to the site will offer them a place to go which does not require the same level of physical fitness and will allow them to maintain social contacts.
- Children and young people reported that there was no open space suitable for play, and that as a result they played in their gardens or in the street. There was concern about risk to young people from traffic when playing in the street.

The full Community Consultation report is provided in Appendix 3.

5) Evidence of Community Need/ Challenges faced by the Community

See Appendix 4 for detail

In addition to the community survey results summarised above, there is statistical evidence of an ageing population and a high number of carers who are living in this geographically isolated area. A local count found 13 out of the 38 houses in Boarhills were occupied by people living alone, adding to the potential social isolation of members of the community.

The [Scottish Indices of Deprivation](#) (SIMD) places Boarhills and Dunino in decile 6 (most deprived =1, least deprived = 10) meaning that it has very little deprivation. However, it has a very low score for the key indicator of *geographic access*, which scores 1.

The population of Fife overall is growing and ageing: The [National Records of Scotland-Fife Statistics](#) state that:

'By 2037 the population of Fife is projected to be 397,989, an increase of 8.7 per cent compared to the population in 2012. Over the 25 year period, the age group that is projected to increase the most in size in Fife is the 75+ age group. This is the same as for Scotland as a whole.'

Statistics taken from the [Scotland Census](#) (2011) show that the BDCT community has:

- A significantly higher percentage of older people than Scotland as a whole (24% of people 65 years and over as opposed to 16.8%)
- A higher average age (46.7 vs 40.3)
- A higher percentage of households with a resident carer (19.4% vs 16%)
- More people with very bad health (1.9% vs 1.3%) and*
- More people with a mental health condition (6.1% vs 4.4%)*.

**NB the last two statistics relate to low numbers of people as this is a small community, however they illustrate that health and mental health issues are an aspect to be addressed by the Green Space Project.*

Other challenges for the Community:

- There is currently no outdoor meeting or communal space in the village of Boarhills.
- There are no other current opportunities for the community to purchase land in the village of Boarhills. Grade II arable farm land adjoins the boundary of the village on all sides and land is very rarely available on the open market. Four potential sites have previously been reviewed by BDCT, none of which were accessible from the village, provided level ground, or were on the market. It is felt that this is a very rare and timeous opportunity for the community to acquire land within the village for the benefit of local people and visitors.
- The B Listed doocot is of local and national heritage importance and is not being maintained by the owner, causing concern for local people.

This Green Space Project will provide an outdoor focal point for the community, acting as a catalyst for social and voluntary activities which will lead to community cohesion and resilience. It will be an opportunity for people within the community to meet locally and take part in wildlife, gardening and heritage activities, tackling social isolation and supporting positive mental health and well being. It would create a sense of community pride and achievement in turning this currently neglected site into an attractive community asset available to all.

6) Strategic Context

A full analysis of the strategic context for this project is provided in Appendix 5. A brief summary is given below.

National – Scottish Government

The project proposal fits well with the strategic context of Scottish and local Government development plans:

Scotland’s Economic Strategy (March 2015) illustrates Scottish Government’s support for projects such as BDCT’s purchase of this land and the benefits it recognises can be achieved through the community activities it will generate.

Community Land Scotland clearly articulates the rationale for communities purchasing land on its website, as do several pre-purchase communities that are striving for similar outcomes to BDCT. It shows that community ownership enables a sense of belonging and develops the cohesive nature of a community. The purchase of land is the first step in a journey which will lead BDCT towards achieving community cohesion, local activity and potential further stages of development in the future.

Fife Council Priorities

The [Fife Council Community Plan and Single Outcome Agreement 2011-2020](#) is an overarching strategic plan for Fife which highlights the ‘changing and ageing population’ and ‘sustaining and improving the environment’ within its key challenges and opportunities.

Under the high level outcome of **Reducing inequalities**, three Long Term Outcomes are particularly relevant to the Green Space Project:

- Strengthening communities through regeneration

- Improving the health and wellbeing of older people in Fife and maintaining their involvement in their local communities
- Increasing the capability of Fifers to take action and make a difference to their communities.

Health

The Green Space Project will contribute towards delivering the **National Health and Wellbeing Outcome 1**: People are able to look after and improve their own health and wellbeing and live in good health for longer.

Fife Health and Social Care Strategic Plan 2016-19

This Strategy specifically recognises that the Third sector supports people to access social activities in their communities and the importance of this to community resilience. The Green Space Project could indirectly contribute towards addressing two of the Strategic Objectives identified:

- Strategic Priority One: Prevention and early intervention (tackling the factors that determine good health and wellbeing)
- Strategic Priority 3: Improving Mental health and well-being.

Well being

The **Wildlife Trust** states that ‘Building nature into your everyday life can improve your mental and physical health’. A report by Essex University, commissioned by The Wildlife Trusts, adds to the ever-growing body of research which shows that Nature is good for you, improving fitness, reducing stress, improving mood, and reducing social isolation. These benefits will all be facilitated and encouraged by BDCT through this project, providing the conditions for improved mental and physical health for the local community.

Tourism

This project will deliver directly against the **Scottish Tourism Strategy 2020**. The strategy states that key to achieving our growth ambitions will be turning Scotland’s tourism assets into the more rounded, added value experiences that today’s visitors want. One area of focus is nature-based tourism which is estimated to be worth £1.4bn (Scottish Natural Heritage, 2010) to the Scottish economy.

7) Audience and Market

The population of Boarhills, Dunino and Brownhills areas from the 2011 Scottish census was 329, with a voting population calculated at 259 in 2018. 158 Members are actively engaged with BDCT and this is set to increase with BDCT carrying out active recruitment over the coming months.

7.1 Local Community

A recent consultation event and ‘Daffodil Tea’ held in Boarhills (25th March 2018) was supported by 85 people attending, all of whom expressed support for the project. A good proportion of these individuals also expressed an interest in volunteering with the project and attending learning events. From this consultation, an estimated 20 local people are likely to volunteer with the project regularly.

7.2 Walkers

The **Fife Coast Usage and Impact Study 2015**, commissioned by the Fife Coast and Countryside Trust (FCCT), states that an estimated 36,000 visitors walk the entire Fife Coastal Path each year, with

many more walking shorter distances. Visitor counts were undertaken on certain stretches of the Coastal Path resulting in the following number of visits recorded in 2015:

Area of Coastal Path	Number of Visits
Tayport	122,000
Tentsmuir Forest	276,000
St. Andrews West Sands	202,000
St. Andrews Harbour	162,000
St. Andrews East	162,000
Elie – Earlsferry Beach	119,000
Kirkcaldy Seafield Carpark	121,000

The St. Andrews to Crail section of the Coastal Path, passing adjacent to Boarhills, is known to be popular, although was not directly included in the study. When comparing with the figures above, a fair estimate of 120,000 walkers using this stretch annually could be made. Anecdotally, householders in Boarhills report a steady stream of walkers asking to use their toilets and fill water bottles, highlighting the need to provide facilities here.

The FCCT Study also highlights improvements that would encourage visits to the Fife Coast, which include:

- More information about things to do on the coast and Fife generally
- More availability of parking close to the coast
- More things to do in the area for adults
- Improved catering provision along the coastal path (nearest coffee shop and pub are in Kingsbarns, approximately 3 miles along the coastal path)
- Improved toilet access

The FCCT Study showed that the Fife Coastal Path is a major reason for visitors to come to the area, and that the overall number of visits to the Fife coast area was 3.36 million per year in 2015, generating a total expenditure of £214 million per year. It also showed that Kingsbarns Beach Car Park, the nearest comparable location for which estimates were made in this study, generates a direct and indirect expenditure impact of £7,168,000.

From the FCCT Study figures therefore, even taking a conservative estimate of 20% of the walkers passing through Boarhills, 24,000 people will benefit from the interpretation, seating and signposted facilities. This will enhance their experience, potentially increasing the chances of them returning to the area or recommending it to others.

7.3 Heritage Visitors

Once the Doocot is restored as Phase 4 of this project, heritage visitors will be drawn to the site as they will be able to access the doocot and see the rows of nest boxes built into the walls inside.

The number of visitors coming to the area specifically to see the doocot is likely to be relatively low (potentially a few 100 per year). However, the number of people with an enhanced experience of their visit to the area because of access to the Doocot will be a proportion of existing walkers – estimated at approximately 10% which is equal to 12,000 people. Although Fife is renowned for its doocots, very few of them are accessible to the public because they are on private ground, surrounded by arable fields or are in an unsafe condition.

8) Partnerships and Support

(See Appendix 6 for full list of Partnerships and Comparators and Appendix 7 for letters of support)

Boarhills Village Hall is working in close partnership with the BDCT and its proposals for Green Space. The Green Space Project will enhance the facilities available in the community.

The Fife Coast and Countryside Trust (FCCT) is very supportive of BDCT's plans and highlight that it will provide facilities on the St. Andrews to Crail section of Coastal Path which is remote with very few facilities. There is an opportunity for BDCT to work closely with FCCT to develop a suitable interpretation and information board for the site.

Boarhills and Dunino Community Council are supportive of BDCT and currently house information about the Group and the Green Space Project on their website. A Member of the Community Council sits on the BDCT Board and will therefore ensure seamless communication across the organisations as the project progresses.

The Crail to St. Andrews Shared Path Group supports the BDCT Green Space Project as it ties in very well with the current proposals to develop plans, funding and community support for a new path linking the communities along the route as part of a wider path making initiative across the whole of the East Neuk.




St Andrews Preservation Trust covers the area that includes the community of Boarhills and the Trust has a direct interest in this project as it owns and maintains a doocot at Kenly Green, about half a mile away from the Boarhills site.

A local landowner is partnering BDCT to support the provision of toilet facilities.

"This is an imaginative initiative which will have multiple benefits for locals and visitors alike. Creating a new space for play, leisure and gatherings will meet local needs for such a space and will also supplement the near-by Fife coastal path. It connects our heritage with the practical local needs of today. This project has my full support." Willie Rennie MSP

9) Options Appraisal

The table below presents a high level summary of the Options Appraisal. The full document is provided in Appendix 8. It shows a series of options that would enable BDCT to deliver the aims and objectives it has identified for the site. The pros and cons of each were considered against set criteria, taking into account the information gathered from research and community consultations. A traffic light system has been used to indicate on overview of the assessment and the final decision for each option:

-  Progress project
-  Low priority
-  Do not progress

Option: Purchase site for landscaping and community access
Decision: Progress with purchase of site Responsible Board Member: Whole Board
Option: Do nothing
Decision: Progress with purchase of site. Do nothing is a negative option.
Option: Interpretation / Information board – heritage and wildlife, buses and facilities
Decision: Progress with interpretation Board installation in partnership with FCCT and RSPB.
Option: Landscaping and planting – wildflowers, hedging, orchard
Decision: Progress with planting
Option: Bench Seating
Decision: Progress with bench seating on site
Option: Children’s play area
Decision: Low key play structures only, e.g play logs. Low priority, implement other aspects of the project first. Not included in current Phased plan.
Option: Waste bins on site
Decision: not required on site, include signage to bins and recycling at the Village Hall.
Option: Toilets plumbed in on the site
Decision: Not a viable option, do not progress
Option: Composting toilets on site
Decision: Do not progress as not a viable solution
Option: Toilets off site and signposted
Decision: Progress with off site temporary toilet and water provision with signage from the site
Option: Doocot restoration and made accessible to public (phase 4)
Decision: Progress as Phase 4
Option: Doocot restoration and used as a Heritage / Interpretation point (phase 4 or later)
Decision: Progress dependent upon funding

10) Expected Social Outcomes and Measurement

The expected social outcomes to be delivered by this project are listed below, together with an indication of the measure that will be used to monitor progress and achievement towards targets. These measures will be captured by the BDCT Board by monitoring each activity and event by recording:

- The type of event, number of people attending, age of participants
- Feedback from participants regarding social contact, healthy eating, heritage/ environment knowledge and aesthetics of the site
- Additional monitoring of walkers’ comments and feedback will be carried out by volunteers on a regular basis

- A Volunteer register, recording the hours delivered by each volunteer.

Expected Social Outcomes	Measurement	Annual Target
Increased community pride and resilience	Delivering successful community events	5 events
Increased community cohesion	Number of community events	5 events
Increased participation in community activities	Number of attendances at activities annually	500 attendances
Number of volunteers	Number of people volunteering their time to organise, deliver or support activities	20 individuals
Increased participation	Volunteer work days	12 days
Increased quality of life	Measured through feedback from participants in an annual survey	100 Qualitative responses
Number of older people accessing the site	Older people aged 65 and over accessing organised activities or services annually	30 individuals
Increased learning opportunities	Number of training workshops delivered annually	6 workshops
Increased confidence and skills	Number of individuals attending workshops annually	30 individuals
Increased health and well being - physical	Local people actively involved in physical maintenance tasks	30 individuals
Increased health and well being - physical	Local children able to play safely outside	10 children
Increased health and well being – mental health	More people with increased social contact and engagement with community activity	20 individuals
Increased health and well being – nutrition	Increased healthy eating through fruit (orchard)	20 individuals
Increased heritage and cultural understanding	More local engaging with local heritage through restoration and access to doocot	20 individuals
Increased health and well being - physical	More people encouraged to walk as a result of promotional maps, clear signage and accessible facilities at Boarhills	30 individuals (walking due to Boarhills facilities)
Increased health and well being - physical	Signposting to defibrillator at the Village Hall	
Expected Environmental / Heritage Outcomes	Measurement	Target
Increased biodiversity	New species planted / encouraged and supported to colonise site	10 new species
Improved environmental landscape	Site recognised as being more aesthetically pleasing and beneficial to wildlife after BDCT has taken ownership	Qualitative feedback
Doocot restored	Doocot restored to the public	By Year 4

11) Activities Plan Overview

A programme of ongoing community, volunteer and fundraising events and activities will be put in place to build upon the interest and enthusiasm generated in the project, and to carry out the planned work on site. These will include:

- Regular community events and gatherings at the site
 - Planned volunteering opportunities with training and safety equipment provided
 - Regular newsletters, social media and press coverage to inform the wider community of progress and opportunities to get involved
 - Actively recruiting more people to become Members of BDCT and to join the Board
 - Progressing with the potential partnerships identified
- An indicative Activities Plan is provided in Appendix 9.

12) Site Maintenance Plan

BDCT have a clear plan regarding the work required to implement this project and maintain the site in the long term. The majority of this work will be carried out by the volunteer team, with the exception restoring the Doocot. An overview of the Maintenance plan is given below:

Year 1	Year 2	Years 3, 4 and ongoing
Clear site of brambles and scrub	Maintain clearance	Maintain clearance
Plant Hedging (300 plants)	Weeding	Hedge laying and weeding
Plant fruit trees x 12	Prune trees and weed	Weeding
Wall repair and maintenance	Wall repair and maintenance	Maintenance / repairs
Grass mowing and hay raking	Grass mowing and hay raking	Grass mowing and hay raking
Wild flower seeds - grow and plant	Wild flowers - grow and plant	Wild flowers - grow and plant
Benches - install	Benches repaint / maintain	Benches repaint / maintain
Develop Interpretation Boards	Install interpretation boards	Maintain information
Signage - install	Maintain signage	Maintain signage
Regular toilet checks. Water made available.	Regular toilet checks. Water made available.	Regular toilet checks. Water made available.
Planning doocot restoration	Planning doocot restoration	Doocot restoration
Learning activities	Learning activities	Learning activities

Volunteers will use their own tools as part of their contribution towards the project.

13) Finance (capital and revenue)

A summary of the financial tables is given below. Full details can be found in Appendix 10

The Project has been split into 4 phases:

Phase 1: Purchase of land, landscaping, access and planting, events and activities

Phase 2: Interpretation and signage, walks, maps

Phase 3: Create access to toilets and water

Phase 4: Doocot restoration

Valuation of Land

The land value has been confirmed by the District Valuer at £140K.

The figures given below are predicated upon 95% Scottish Land Fund grant towards the purchase of the land. Fife Environment Trust will be approached for 4.5% and Fife Council has indicated that it will pay the remaining 0.5% to enable the project to progress. BDCT will carry out all fundraising required towards the development of the site and is confident that it would be able to fill a funding gap should it arise.

13.1 Capital costs and potential income

These financial tables have been prepared in consultation with BDCT. Evidence of quotes and estimates can be found in Appendix 11.

Capital Costs	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Total
Phase 1a: Purchase of land						
Site Purchase	£140,000					
Solicitor fees and legals for purchase (as rev part of S	£5,000					
Emergency Doocot work (as revenue part of SLF)	£5,640					
<i>Subtotal</i>	<i>£150,640</i>					<i>£150,640</i>
Phase 1b: landscaping, access, planting, events	£650					
Phase 2: Interpretation and signage, walks, maps		£1,100	£100			
<i>Subtotal</i>	<i>£650</i>	<i>£1,100</i>	<i>£100</i>	<i>£0</i>	<i>£0</i>	<i>£1,850</i>
Phase 4: Doocot restoration						
Practical works		£43,030				
Professional costs / contingency		6243				
VAT		£9,854				
<i>Subtotal</i>	<i>£0</i>	<i>£59,127</i>	<i>£0</i>	<i>£0</i>	<i>£0</i>	<i>£59,127</i>
Totals	£151,290	£60,227	£100	£0	£0	£211,617

Potential Capital Income	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Total
Phase 1a: Purchase of land						
Scottish Land Fund 95%	£143,108					
Fife Environment Trust 4.5%	£6,779					
Fife Council 0.5%	£753					
<i>Subtotal</i>	<i>£150,640</i>					<i>£150,640</i>
<i>St Andrews Community Trust</i>	<i>£650</i>	<i>1100</i>	<i>100</i>			<i>£1,850</i>
Phase 4: Doocot restoration						
Fife Environment Trust		£25,000				
Historic Environment Scotland		£15,000				
Heritage Lottery Fund		£19,127				
<i>Subtotal</i>	<i>£0</i>	<i>£59,127</i>	<i>£0</i>	<i>£0</i>	<i>£0</i>	<i>£59,127</i>
Total Income	£151,290	£60,227	£100	£0	£0	£211,617

13.2 Ongoing revenue costs and potential income

Revenue costs - Ongoing running costs	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Total
Total	£228	£548	£803	£698	£1,148	£3,425
Potential Revenue income	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Total
BDCT community fundraising	£700	£700	£700	£700	£700	£3,500

13.3 In kind contributions and donations

This project is well supported by the community and local businesses and will receive in kind support and donations valued at approximately £9,300 as follows. This is in addition to the volunteer hours that will be contributed over the lifetime of the project (see volunteers tab in Appendix 10).

Activity / Materials	Estimated Value
Initial site vegetation clearance	£1,000
Dyke rebuilding and repair	£6,400
Stone	£900
Timber	£1,000
Total	£9,300

13.4 Current Financial position

BDCT has raised £2,000 to date, which is allocated specifically for the development of local maps and walks leaflets and for costs related to the Village Hall. These projects are underway and expected to be delivered in the next 6 months. Fundraising by the community will now be focussed upon the Green Space Project. The funding is currently held by the Community Council as BDCT is in the process of setting up a bank account.

14) Potential Funding options

A full appraisal of potential grant funding options is provided in Appendix 12 with some key opportunities given below:

Capital land acquisition

Scottish Land Fund - BDCT is currently in receipt of a SLF Stage 1 grant which it is using to cover development costs (business planning and architectural fees). At stage 2, the Scottish Land Fund may award a grant to cover up to 95% of the total cost of acquisition of land and buildings.

Fife Environment Trust is being approached for 4.5% of the capital costs.

Fife Council has verbally indicated that it will consider providing the remaining 0.5% of capital acquisition costs.

Small Capital Grants

St Andrews Community Trust- BDCT is eligible to apply to this Trust for the Green Space Project as it is within the geography and fits the objectives laid out. This grant may cover the plants, landscaping and interpretation board installation.

Fife Coast and Countryside Trust has verbally state that it will contribute an Information Board.

Fife Environment Trust – BDCT is eligible to apply for support with land purchase and development.

[Awards for All Big Lottery Fund \(Scotland\)](#) will fund a range of projects which involve bringing local people together, helping people learn, improving local spaces and getting people more active. Success rate is currently around 66%. Max £10k.

[Heineken Fund](#) - focuses on projects that encourage health, well being, self esteem and self confidence especially through education, training and/or physical activity, encourage community pride, strengthen networks or bring different parts of the community together.

[Gregg's Foundation Environmental Grants](#) - up to £2,000 for environmental projects

Revenue

[Community Fundraising](#) towards the revenue costs is estimated at approximately £700 per year. A number of events and fundraising activities have been identified by BDCT.

Doocot Restoration

[Heritage Lottery Fund Our Heritage](#) Potential grant fund for Doocot restoration and local heritage interpretation, can apply for up to £100K.

[Historic Environment Scotland](#) The Historic Environment Support Grant is potentially worth considering for the Doocot restoration project. A discussion with HES regarding eligibility is recommended.

[Fife Environment Trust](#) - Applicants can apply for between £10,000 and £50,000 up to a maximum intervention rate of 75% of total eligible costs. Applications submitted in September are considered every November. The Doocot is eligible under Object E: The maintenance, repair or restoration of a building, other structure or a site of archaeological interest which is a place of religious worship, or a site of historic or architectural or archaeological interest and is open to the public.

15) Project Management

15.1 Governance

BDCT was set up as a Company Limited by Guarantee (No. SC575099) on 31 August 2017 and intends to register as a charity in the near future. The Voluntary Board of Directors takes responsibility for all Trust activities and there are no paid members of staff.

The Board currently comprises of five elected members and one co-opted member:

- Ms Lorna Drummond (Chair) QC, Sheriff at Dundee Sheriff Court and a Justice of Appeal
- Mr John Gallon (Vice Chair) Royal Air Force, retired Senior Operations Officer Scottish Air Traffic Control
- Ms Louise Roger (Secretary) Field Officer Historic Environment Scotland
- Mr Alan Cairns (Treasurer) Emeritus Professor of Applied Mathematics in the University of St Andrews
- Dr Lynne Matthews Former Area Officer for Scottish Natural Heritage
- Mr Bobby Simpson (Chair of Boarhills and Dunino Community Council)

BDCT Membership is open to all those people aged 16 and over who are resident in the Community and support the Purposes of BDCT. Associate Membership is open to anyone aged 16 or over who is not normally resident in the community and who support the Purposes and Junior Membership is open to anyone aged between 12 and 15 who supports the Purposes.

This project will be wholly managed and delivered by the Board of BDCT, supported by a team of volunteers.

15.2 Management

The BDCT Board will oversee the development and implementation of the Green Space Project, sourcing additional skills and experience for the group as required. The Board's remit includes to:

- raise the required funding to purchase and landscape the site
- deliver small scale projects as agreed by the Board and community
- co-ordinate all operational aspects of the development
- assess options and make decisions regarding project development and delivery
- monitor budget and approve payments
- monitor outcomes and prepare reports to funders
- recruit and manage volunteers
- ensure health and safety policies are in place and adhered to
- ensure relevant insurance is on place
- promote opportunities to the community
- liaise with accountants to prepare annual accounts.

15.3 Board Skills

The BDCT Board Members have completed a skills audit which is summarised into the skills matrix below. This, together with the Biographies in Appendix 3, illustrates the high level of skills and knowledge which the BDCT Board brings to the project.

This table shows the amalgamated skills that BDCT Board Members can currently contribute to the Green Space Project (produced March 2018).

BDCT Board Skills / Experience	Significant	Some	Limited
Funding applications and grant management	x	Xx	xx
Financial management	x	Xx	xx
Governance (Companies House / OSCR)	x	Xx	xx
Policies / procedures (putting in place / managing)	x	xxxx	
Volunteer recruitment and management	xx		xxx
Planning training / workshops		xxxx	x
Wildlife management	x	xx	xx
Landscaping / planting (hedging/fruit trees/wildflowers)	xx	xx	x
Community engagement		xxx	xx
Planning and organising events and activities	xx	xx	x
Communications (media/social media/newsletters)		xxxx	x
Interpretation / signage		x	xxxx
Heritage liaison / Historic Environment Scotland	x		xxxx
Health and safety / tools use	X	xxxx	x
First Aid (qualification?)	x	x	xxx
Architectural knowledge / building control		xxxxx	
Monitoring and measurement of outcomes	X	xxx	x

The only area requiring additional skills and expertise at this point in time is interpretation / signage. The Board will seek professional input to support them in these areas of work.

15.4 Volunteers

This project is wholly reliant upon volunteers as there are no paid staff, or planned income streams to employ people in the future. The community has a strong track record in volunteering, with regular beach cleans and fundraising events being held currently. Extensive volunteer recruitment will be required to ensure that sufficient volunteers are engaged with the project in the long term. The volunteers will require regular training support, together with effective co-ordination and management by a dedicated member of the Board.

Tasks to be undertaken by the Board Member(s) responsible for Volunteer recruitment and co-ordination include:

- Preparing a Volunteer Policy
- Clarifying expectations and limits for volunteers
- Providing health and safety information and ensuring it is adhered to
- Being aware of any special requirements or health issues a volunteer may have
- Recruiting volunteers
- Arranging appropriate training
- Keeping all volunteers informed about events/ activities and opportunities
- Organising volunteer social events (or delegating)
- Planning regular volunteer days, with clear work plans
- Meeting volunteers on site to explain requirements and answer questions
- Providing first aid equipment on site
- Keeping a record of number of hours worked by volunteers

See Appendix 13 for a draft Volunteer Policy.

Approximately 330 days of voluntary time are estimated to be contributed to this project by Board members and Volunteers over the next 5 years (see Appendix 10).

15.5 Potential Timetable Overview

Actions	Timescale	Spring 2018	Sum'r 2018	Aut'n 2018	Winter 2018	Spring 2019	Sum'r 2019	Aut'n 2019	Winter 2019	2020
Community Right to Buy submission										
Submit Stage 2 SLF application										
SLF response										
Purchase site										
Fundraising for Phase 1 and community engagement										
Fundraising for Phase 2 and 3										
Celebrate purchase/ find volunteers										
Develop Activity plan including volunteer training, project planning										
Deliver Phase 1 capital projects										
Deliver Phase 2 capital projects										
Deliver Phase 3 toilet and water access										
Fundraise for Doocot restoration										
Initiate Doocot restoration										

15.6 Risk Analysis

Risk	Mitigation
Failure to secure SLF funding to purchase site	Ensure application form is high quality
Asking price higher than DV valuation	Consider other potential funders to fill gap
Lack of grant funding opportunities	Phased approach and low capital costs of project phases 1 and 2
Limited community engagement and high work load for a small group of people leading to Volunteer fatigue	Recruit new group members when possible and engage with wider community to gain volunteer support.
Organisation capacity	Current high commitment from BDCT members. Potential to recruit further members for the delivery and management of the project.
Low community interest	Small community so low numbers, however high interest illustrated from local community and strong benefits for those using site.
Potential for increased traffic on local road for coast path parking access	Relatively low increase expected

16) Conclusions

BDCT is a high capacity, committed group of people with a clear plan for the site that they wish to purchase on behalf of the Boarhills, Dunino and Brownhills community. A Community Right to Buy application is in process and the land has been valued at £140,000.

The site is situated within the village of Boarhills and adjacent to the Fife Coastal Path, making it a natural hub and meeting point both for locals and visitors. The land provides an excellent opportunity for the community to develop an amenity site to include interpretation and signage, seating, new hedging, an orchard, wildflowers, and the restoration of a seventeenth century doocot.

There is excellent community support for the Green Space Project, with a high proportion of local people providing positive feedback at community consultation events and a number of local organisations working in partnership and offering support in kind.

The project has been divided into four manageable stages, each of which has a clear fundraising plan associated with it. No formal income generation is planned, although regular fundraising events and donations at activities are projected to cover all running and maintenance costs, making it sustainable in the long term. There are also a strong team of engaged volunteers who are keen to support the project and deliver all practical work required.

The Green Space Project therefore has a very strong likelihood of delivering the planned project outcomes and of becoming an important, sustainable local asset for the Community.

- 1) Map of Boarhills and Dunino Community Boundary
- 2) Board Member Biographies
- 3) Community Consultation
- 4) Statistical Evidence of Need
- 5) Strategic Context
- 6) Partnerships and Comparators
- 7) Letters of Support
- 8) Options Appraisal full detail
- 9) Activities Plan
- 10) Financial Tables
- 11) Cost estimate detail from BDCT
- 12) Funding Options
- 13) Draft BDCT Volunteer Policy
- 14) Directors' Responsibilities
- 15) Directors' Job Descriptions
- 16) Induction Checklist for Directors
- 17) Fife Coast Usage and Impact Study
- 18) BDCT Articles of Association
- 19) Sketch Plan of Site
- 20) Doocot Architect's Report
- 21) Community Consultation postcard