

## **Item: 3**

**Community Development Fund Sub-committee: 22 February 2024.**

**Application Number 0/5/8/03.**

**Shapinsay Community Development Trust.**

**Purchase of Portacabin to create Charity Shop.**

**Report by Corporate Director for Enterprise and Sustainable Regeneration.**

### **1. Purpose of Report**

To consider an application from Shapinsay Community Development Trust for assistance towards the purchase of a portacabin to create a charity shop facility.

### **2. Recommendations**

The Sub-committee is invited to note:

#### **2.1.**

That Shapinsay Community Development Trust has applied for assistance from the Community Development Fund towards the purchase of a portacabin to create a charity shop facility, at a total estimated eligible cost of £61,492.

#### **2.2.**

That Shapinsay Community Development Trust is contributing £3,075 (5% total project cost) of its own resources towards the project.

#### **2.3.**

That Shapinsay Community Development Trust has applied for match funding, amounting to £27,671, from various funders towards the project.

#### **2.4.**

That messages of support have been received from the undernoted groups and individuals:

- Shapinsay Community Council.
- Local Residents.
- Shapinsay Community School.

**It is recommended:**

## **2.5.**

That a grant amounting to 50% of total eligible costs, up to a maximum sum of £30,746, to be met from the Community Development Fund, be offered to Shapinsay Community Development Trust towards the purchase of a portacabin to create a charity shop facility, subject to:

- Confirmation of the subsidy control position to the satisfaction of the Corporate Director for Enterprise and Sustainable Regeneration.
- Confirmation of a full funding package.

## **2.6.**

That powers be delegated to the Corporate Director for Enterprise and Sustainable Regeneration, in consultation with the Head of Legal and Governance, to determine whether appropriate security can be put in place and, if so, to conclude an Agreement, on the Council's standard terms and conditions, with Shapinsay Community Development Trust in respect of the funding, detailed at paragraph 2.5 above.

# **3. Background**

## **3.1.**

Shapinsay Community Development Trust was established in 2003 and employs a full-time Community Development Manager, and a part time Wellbeing Officer, as well as operating the Smithy Café Restaurant which provides part time employment for many young people. The Trust piloted a pop-up charity shop in 2021 in response to the COVID-19 pandemic. This was in response to the fact that the community struggled to come over to Kirkwall to shop for essential goods or donate items they no longer required. Over a period of 8 weeks the demand of second-hand goods and the dedication of volunteers saw the pop-up shop remain open for a further year, only closing due to the venue being repurposed. Community demand and interest in a charity shop on Shapinsay remains high.

## **3.2.**

Shapinsay Community Development Trust is a Scottish Charitable Incorporated Organisation (SC034818) and was formed in 2003. The Trust currently owns The Boathouse, Smithy Café Restaurant and two houses. The Trust is responsible for the upkeep and promotion of these facilities. The current Trust Board membership totals 7 and are from varied backgrounds in the local community.

## **3.3.**

Shapinsay Community Development Trust provides a significant contribution to the wellbeing of islanders, employing a part time Wellbeing Coordinator. The Wellbeing Coordinator was approached by several residents looking for help with basics such as blankets, jackets, pillows and various other essential items.

### **3.4.**

Since 2003, the preservation and enhancement of the community in Shapinsay has been a fundamental priority for the Shapinsay Community Development Trust. Encouraging islanders to get involved in community projects, create employment, offering workshops and hosting events for the community. The establishment of a charity shop will provide a facility which will contribute to this ongoing activity.

### **3.5.**

After engaging with an architect to explore the prospect of re-establishing the charity shop, the Shapinsay Community Development Trust has determined that, in order to ensure a fit for purpose facility which can address practical requirements and planning requirements, a new portacabin is required.

## **4. Project Proposal**

### **4.1.**

Following the successful piloting of a pop-up charity shop in 2021, the Shapinsay Community Development Trust wishes to open a new charity shop facility through the purchase a high quality portacabin which they will locate at a site that they own at the Boathouse. This will allow a timely and cost effective set up of the charity shop, with minimal joinery work required inside to install shelving and storage for goods. It is anticipated that the project will employ one part time employee and provide opportunities for volunteers of all ages and backgrounds on the island. Details of the proposed location, supporting statement and an example of the type of portacabin is attached in Appendix 1.

### **4.2.**

The project includes the following:

- Portacabin and delivery.
- Crane hire and site works.
- Electrical connection.
- Joinery works including shelving, rails, worktop fit out.
- Planning Application fees.

### **4.3.**

The project costs, which have been determined by competitive quotes, and proposed funding arrangements, are outlined in the table below (inclusive of VAT as Shapinsay Community Development Trust is not VAT registered):

Project Details.	Cost.
Portacabin and delivery.	£45,930.
Crane hire and site works.	£11,448.
Electrical Connection.	£1,344.
Joinery works.	£1,980.
Professional fees.	£790.
<b>Total.</b>	<b>£61,492.</b>
Project Financing.	Amount.
Community Development Fund (50%).	£30,746.
Highlands and Islands Enterprise (24.39%)	£15,000.
Scottish Sea Farms Heart of the Community (4.87%).	£3,000.
Community Led Local Development Fund (15.72%).*	£9,671.
Shapinsay Community Development Trust (5%).*	£3,075.
<b>Total.</b>	<b>£61,492.</b>

\* Confirmed.

#### 4.4.

Shapinsay Community Development Trust has agreed to match fund the project at a rate of 5%. Community Led Local Development Fund has been approved and all other match funding applied for and decisions are anticipated on each of the applications shortly.

#### 4.5.

The project works will help the Shapinsay Community Development Trust to realise its ambition of contributing to the wellbeing of islanders, ensuring the facility will have a sustainable future and enable the Trust to allow the trust to provide part time employment and volunteering opportunities. The Shapinsay Community Development Trust will continue to maintain and promote the facility once the project is complete.

## 5. Project Appraisal

### 5.1.

The proposals put forward will deliver a project outcome which forms part of the Shapinsay Island Development Plan. These enhancements will enable the facility to continue to provide an important offering for locals and visitors to enjoy.

## **5.2.**

Messages and letters of support in relation to this project have been received from the following groups and individuals:

- Shapinsay Community Council.
- Local Residents.
- Shapinsay Community School.

## **5.3.**

The Community Development Fund and its predecessor, the Community Development Fund for the New Millennium, have supported a wide range of development projects involving wellbeing facilities, including:

- Stronsay Community Centre.
- Eday Heritage Centre.
- Stronsay Community Development Trust.

## **5.4.**

With regard to Shapinsay Community Development Trust's application, the following is an assessment and evaluation against each of the approved CDF assessment and evaluation criteria:

### **5.4.1. Evidence of need**

- A pilot scheme in 2021 gauged interest and demand for such a project on the island with overwhelming support from the community.
- The proposed project has received letters of support from local groups and individuals.

### **5.4.2. Achievability**

- The proposed project to install a high quality portacabin at the Shapinsay Community Development Trust's Boathouse site has been carefully considered with professional input from an architect and engagement with the Council's Planning Service regarding the type of structure and site location.
- Shapinsay Community Development Trust is run by a volunteer committee of 7 people, who represent a wide demographic within the local community and possess a wide range of skills and experience to carry through the project.
- The members of the committee have been involved in large scale capital projects such as the community turbine, the Smithy Café restaurant bar, the Boathouse, two community houses, e-bike storage and community transport.
- As the Shapinsay Community Development Trust has already operated the charity shop previously, valuable knowledge and experience of the requirements of the proposed project, as well as an insight into the project management and claims process required for this, and for other potential funds.

- The community development officer/manager will manage the project with the support of the wellbeing co-ordinator, the Trust will additionally employ one part time employee to oversee the day to day running of the project.
- The Trust has engaged with the Council's Planning Service and it has been indicated that temporary planning permission for up to 5 years is achievable. Following this the Trust has plans to relocate the portacabin to a more permanent site.

#### **5.4.3. Sustainability**

- Investing in the proposed charity shop project for the Shapinsay Community Development Trust will reduce the amount that is either thrown out with general waste or transported to Kirkwall to be donated, helping Shapinsay on their journey to net zero, it will reduce the volume of new clothing and equipment that needs to be shipped into the island.
- This project creates a space where the whole community has access to affordable goods, providing part time employment and volunteering opportunities for all.
- Local charities and groups will be able to use the facility to increase their income.
- Purchasing a high quality portacabin to house the charity shop will allow Shapinsay Community Development Trust to provide this service for many years to come, a lifespan of around 30 years.

#### **5.4.4. Serving the local public and having lasting benefits**

- The Shapinsay Community Development Trust is one of the main employers on the island and by the Trust undertaking the project, it can be delivered with 100% community focus. The opening times and events will be driven by the local community. There is a much-needed provision, providing equality and opportunity for all to access the essential goods at affordable prices. Furthering the Trust's goal of net zero by reducing what goes into general waste, creating upcycling opportunities and running up-cycling workshops to show how to make something beautiful or useful from something ordinary or that otherwise would not be used. With part time job creation to run the project and volunteer opportunities for others, creating a social opportunity for many.
- During the pop-up pilot project, benefits cited by the community were: ability to purchase clothes for growing children, being able to have a clear out of things no longer used or too small, without the need to take the car to Kirkwall to do so, to feel giving something back to the community, a space to meet people, ability to buy goods they otherwise could not afford and having the opportunity to volunteer and gain confidence working with the public. Money staying on the island, money donated to local charities, a place to meet people, an exciting place to find unique treasures.
- During the pop-up pilot project, shop visitor numbers were recorded as 1,765, averaging around 35 people per week that directly benefitted from charity shop goods during the year it was open. £6,800 was raised for local charity groups and larger charities for example in response to the initial Ukraine appeal £45 was raised in cash and seven large boxes were put into the "*Gaan the distance appeal*". 13 people volunteered their time to help out, retired people who wanted to give their time and give back to the community, some with additional needs that

currently cannot work but were able to help out, gaining confidence and skills working with the community and organising stock, and some youths who had not yet entered the world of work and were keen to gain confidence, skills and experience.

#### **5.4.5. Opportunities provided or upgraded**

- The requested support will enable the Trust to deliver the project, provide part time additional employment of 8 hours per week at the living wage and it will enable the island to build on the success of the pilot project that ran during the recovery from the Covid pandemic in 2021. During the project the Trust were able to assist two young people in gaining part-time employment. This enabled them to earn income, giving them a foothold into the employment market in Shapinsay; this resulted in them gaining invaluable experience and a move into permanent employment.
- A permanent venue within existing facilities was sought for the charity shop after the initial trial period, however, this was unsuccessful. The Trust then began to investigate portacabins as an ideal base to operate from, as they are quick to source, install and easily relocated if required. Initial investigations were made into the basic porta-cabin models, but following professional advice and consideration a higher specification was required due to building regulations and planning conditions. After engaging with the Council's Planning Service, temporary permission of up to 5 years at the Boathouse (in the heart of the village) has been indicated to be permissible. On expiry the portacabin could be moved to the planned Enterprise zone and continue to be used for this purpose.

#### **5.4.6. Enriching quality of life**

- Providing an opportunity for the community to have a communal space, socialise and volunteer. The Shop will support people feeling valued in their local community by giving something back.
- Charity Shop revenue will be distributed throughout local groups and charities to further benefit the community as whole.

#### **5.4.7. Value for money**

- Project costs have been carefully identified and investigated with assistance from an architect.
- Wherever possible, local contractors will be invited to carry out the prioritised works. This demonstrates a strong desire by the Shapinsay Community Development Trust to ensure best value to the local economy.

#### **5.4.8. Partnership funding**

- There is strong potential that the Shapinsay Community Development Trust will secure match funding amounting to £26,671 from various internal and external funders, as outlined in section 4.3.
- Shapinsay Community Development Trust has agreed to provide 5% from its own resources to assist with the delivery of the project.

## **6. Links to Council Plan**

### **6.1.**

The proposals in this report support and contribute to improved outcomes for communities as outlined in the Council Plan strategic priority themes of Strengthening our Communities.

### **6.2.**

The proposals in this report relate directly to the following priority in the Council Delivery Plan:

- C1 Social care/community led support.

## **7. Links to Local Outcomes Improvement Plan**

The proposals in this report support and contribute to improved outcomes for communities as outlined in the Local Outcomes Improvement Plan priorities of Cost of Living and Local Equality.

## **8. Financial Implications**

### **8.1.**

In November 2022, a further £1,000,000 was allocated to the Community Development Fund, with £100,000 ring-fenced for Community Councils.

### **8.2.**

At present there is sufficient budget within the 2022 Community Development Fund tranche to consider this project.

## **9. Legal Aspects**

### **9.1.**

Subject to section 9.3, there are no legal constraints to the recommendations in this report being implemented and the relevant powers are contained in section 20 of the Local Government in Scotland Act 2003.

### **9.2.**

If grant assistance is to be provided by the Council, a legally-binding agreement will require to be entered into between the Council and the recipient setting out the terms on which the funding is being provided.

### **9.3.**

Any financial assistance provided by the Council will need to be assessed to determine if the financial assistance proposed meets the definition of a subsidy under section 2 of the Subsidy Control Act 2022 (the 2022 Act). If it is determined



that the financial assistance is a subsidy, then it will need to be provided in a manner compliant with the provisions of the 2022 Act.

#### **9.4.**

In accordance with the Community Development Fund Guidance, if grant assistance is to be provided by the Council and the total project cost exceeds £10,000, then the Community Development Sub-committee will determine whether appropriate security should be taken over any appropriate heritable property improved as a result of the project.

### **10. Contact Officers**

Gareth Waterson, Corporate Director for Enterprise and Sustainable Regeneration, extension 2103, Email [gareth.waterson@orkney.gov.uk](mailto:gareth.waterson@orkney.gov.uk).

Sweyn Johnson, Head of Enterprise and Economic Growth, extension 2348, Email [sweyn.johnson@orkney.gov.uk](mailto:sweyn.johnson@orkney.gov.uk).

Stuart Allison, Service Manager (Enterprise), extension 2514, Email [stuart.allison@orkney.gov.uk](mailto:stuart.allison@orkney.gov.uk).

Gavin Barr, Economic Development Manager, extension 2507, Email [gavin.barr@orkney.gov.uk](mailto:gavin.barr@orkney.gov.uk).

Annabel Bews, Economic Development Officer, extension 2513, Email [annabel.bews@orkney.gov.uk](mailto:annabel.bews@orkney.gov.uk).

### **11. Appendix**

Appendix 1 – Site photographs, Architects submission, Elevations of intended Portacabin to house charity shop.

# Appendix 1

View SE from NW boundary



View NW from SE boundary





View SW from NE boundary



View NE from SW boundary



**Jason Taylor**



**Supporting Statement**

**on behalf of**

**Shapinsay Development Trust:**

**Siting of portable building and access ramp for use as a Community Charity Shop**

Shapinsay Development Trust is seeking temporary planning permission (5 year duration) to site a portable building, on garden ground located to the south west of its office premises at The Boathouse, Shapinsay, to be used as a Community Charity Shop.

The previous 'pop up' Charity Shop on Shapinsay, was located within The Smithy, but since its successful redevelopment as a Cafe, restaurant and museum, the Charity Shop has not had a home and has been unable to operate.

Local residents have made strong representations that they would like to see a Charity Shop once again operating on Shapinsay. Consequently, the Development Trust are developing longer term plans for a permanent building at a nearby location. The proposed development seeks to make provision for the temporary operation of a Community Charity Shop in the interim period.

The portable building and fabricated steel access ramp, are designed to comply with Building Regulations and allow straightforward placement and removal to and from the site. To minimise the impact and scale of development on both the site and neighbouring properties, the proposed building has been positioned away from the eastern and western boundaries, such that the access ramp dovetails with existing hard landscaping. To avoid the requirement for invasive drainage works, sanitary provision for the Charity Shop will be provided in the main Boathouse building. Minor excavations will be required to provide ground level concrete anchor points to secure the building and access ramp in place. Such excavation will be contained within the proposed building and ramp footprint.

The proposed finish of the portable building has been specified to reflect the external appearance of The Boathouse, and the weathered colour of the nearby bicycle shed. The access ramp and handrails will be fabricated from galvanised steel.

Upon expiry of the proposed temporary planning permission, the portable building and access ramp would be removed from site, with the area of ground on which it was located, reinstated to its current appearance (mown grass). The concrete anchor points would be covered with turf as part of such reinstatement works.

The specification of the portable building and access ramp is at the premium end of the portable building market. This should ensure a ready market for the portable building and access ramp for re-use in another location.

The site is centrally located within Shapinsay village, and linked by pavement to the main settlement housing areas, local shop and school. In addition to its ease of access in terms of 'active travel', visitors will be able to access the site using the existing vehicular access. There is currently space for six vehicles to park, turn and exit in a forward gear. Further parking spaces are available to the front (roadside) of the adjacent School.

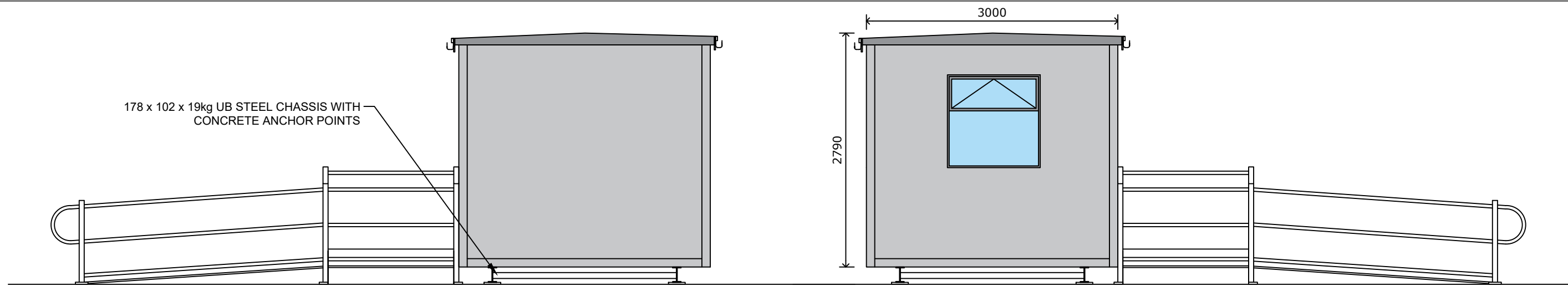
The Charity Shop will be operated by a group of volunteers on behalf of the Trust. Whilst opening hours have not yet been fully determined, previous experience of volunteer availability indicates that the shop would open / operate three days per week, between the hours of 14.00 - 1600

Pre Planning Advice was sought from Development Management, Orkney Islands Council (Query/154/23), returning general advice in respect of design / exterior finishes, proposed location and servicing of the site.

SEPA flood risk maps have been consulted. As identified in the pre-planning advice, the southern end of the land within the applicants ownership is liable to coastal flooding. The proposed development site as outlined in red, is north of and outwith the flood zone. The portable building itself sits above ground level with internal finished floor height 400mm above.

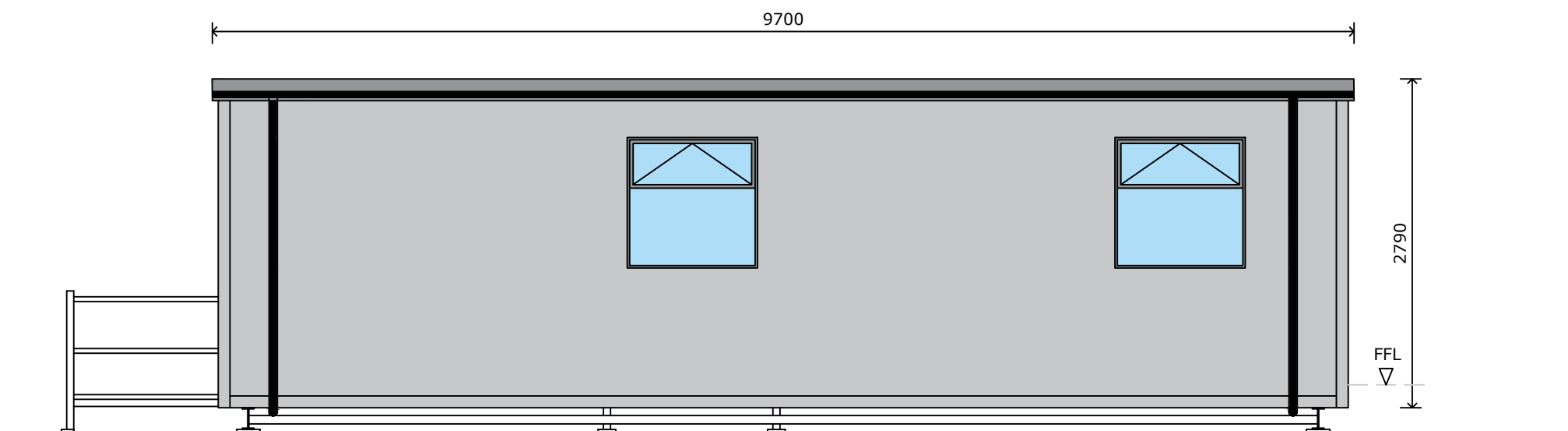
A separate Biodiversity report has been prepared and submitted as part of this application. The Biodiversity gain outlined in that report would remain in place at the end of any temporary planning permission / removal of the proposed development.





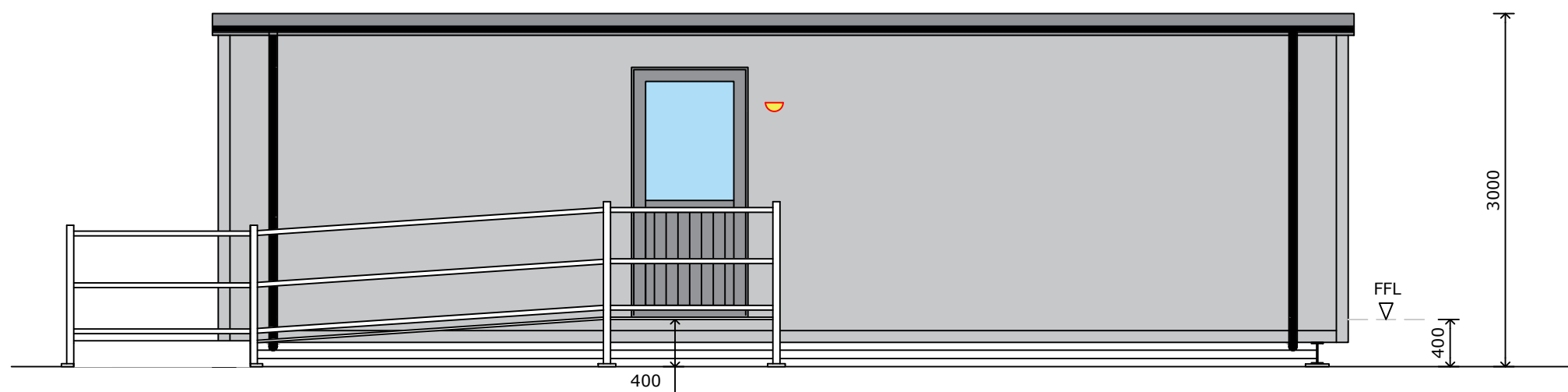
SIDE ELEVATION

SIDE ELEVATION



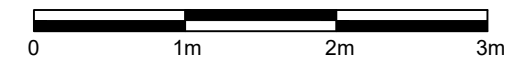
REAR ELEVATION

**FINISHES**  
 EXTERNAL WALL COLOURS - GOOSEWING GREY 10A05  
 WALL TRIMS AND BOTTOM BANDS - GOOSEWING GREY 10A05  
 FASCIA - MERLIN GREY 18B25  
 BLACK GUTTER AND DOWNPIPE  
 SLATE GREY FLOOR COVERING AND GREY PVC TRIMMING INTERNALLY  
 15mm WHITE VINYL FACED PLASTERBOARD WALL INTERNALLY  
 BASALT GREY RAL 7012 WINDOWS AND DOORS



FRONT ELEVATION

Scale 1:50



CLIENT: orkney.site.assessments@gmail.com

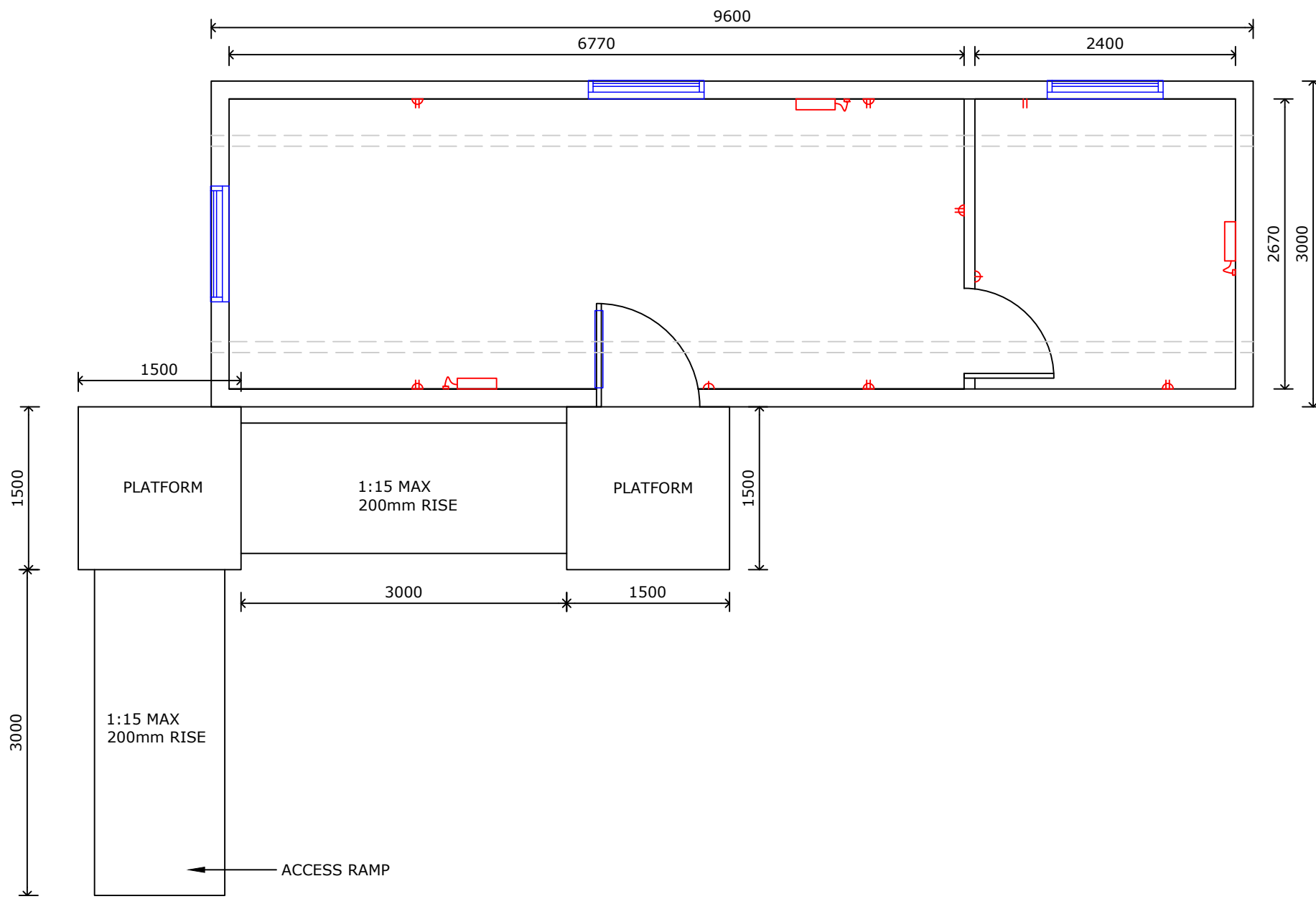
PROJECT: PROPOSED PORTACABIN

SITE: The Boathouse  
 Shapinsay  
 KW17 2DY

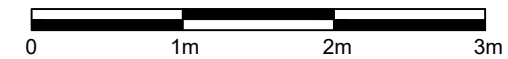
TITLE: PROPOSED ELEVATIONS

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CLIENT: orkney.site.assessments@gmail.com			
PROJECT: PROPOSED PORTACABIN			
SITE: The Boathouse Shapinsay KW17 2DY			
TITLE: PROPOSED FLOOR PLAN & ACCESS RAMP			
SCALE: 1:50 @ A3	DATE: NOV 2023	DRAWN: GT	CHECKED:
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