

## **Summary of Documents**

### **Annex A – Guidance and Criteria for Gypsy/Traveller Accommodation Fund**

**Document 1** – The Guidance includes criteria to be met by applications for the Gypsy/Traveller Accommodation Fund at paragraph 6. The assessment process was in two parts. We have included the guidance that was issued with the Stage 2 application as this includes all of the information in the Stage 1 guidance.

### **Annex B – Perth and Kinross Council’s Funding Bid**

**Document 2** - Perth and Kinross Council Stage 2 Funding bid. We have included the stage 2 funding bid and supporting documentation.

**Document 3** – Location Plan

**Document 4** – Existing Site Plan

**Document 5** – Site Plan as proposed – Option 6

**Document 6** – Project Scenario Summary

**Document 7** – Existing Site Photos

### **Annex C – Information about Consultation with Double Dykes Residents**

**Document 2** – Includes information on Community Consultation

**Document 8** – Accessible Summary for Gypsy/Traveller Community

**Document 9** – Options Comparison for discussion with residents

**Document 10** - Extract from notes from site visits for Stage 2 applications

**Document 11** - Extract from Minute of Round 2 Presentations

**Document 12** – Extract from Perth and Kinross Council notes

**Document 1 – Guidance inc. criteria relating to applications for the Gypsy/Traveller Accommodation Fund.**

**GYPSY/TRAVELLER ACCOMMODATION FUND DEMONSTRATION PROJECTS**

**GUIDANCE FOR PROPOSALS FOR FUNDING – JUNE 2022**

**1. INTRODUCTION**

1.1 This document is to assist Local Authority applicants prepare and submit their proposals for a further round of demonstration projects under the Gypsy/Traveller Accommodation Fund. Projects submitted in this round will need to be implemented and funding drawn down by March 2025.

1.2. This document provides further information on the:

- background to the Gypsy/Traveller Accommodation Fund
- proposal and assessment process
- criteria that will be applied in the selection process
- template to submit proposals

**2. ABOUT THE GYPSY/TRAVELLER ACCOMMODATION FUND**

2.1 The Scottish Government and COSLA's joint Action Plan "Improving the Lives of Gypsy/Travellers 2019-21, extended until 2022 due to the COVID-19 pandemic, includes a key commitment to review housing and investment programmes, to ensure that the needs of Gypsy/Travellers are included going forward. As a result of work to date to assess the investment need going forward, Housing to 2040 includes a commitment from the Scottish Government to make up to £20 million available, over the five years from 2021-26, for more and better Gypsy/Traveller accommodation. The Fund is intended for both significant renovation and improvements of standards on existing sites and the building of new sites. The Fund builds on the £2 million of short term funding to all existing sites in 2020-21, which focused on making immediate improvements for all residents.

2.2 Alongside the funding work, we have worked with stakeholders, including COSLA, Local Authority officers and members of Gypsy/Traveller communities on drafting an [Interim Site Design Guide](#) for Gypsy/Traveller sites. This was published in December 2021 when the outcome of the first funding round was announced. The Guide is intended to assist new build and site re-development, aligned with relevant key principles of Housing 2040 such as accessibility and energy efficiency. More detail on the strategic context and rationale for this work is available in the Interim Site Design Guide.

2.3 The following are shared outcomes for the demonstration projects and Interim Site Design Guide:

- More accommodation - enough sites/pitches to meet the established needs of Gypsy/Traveller communities;
- Accommodation in suitable locations, taking into account place-making principles including, for example, access to local services;
- Sites that provide pleasant places to live and include attractive outdoor space, communal facilities and appropriate facilities, including for children and young people;
- A mix of accommodation with layout and facilities that meet the needs of residents and provides for different family sizes and preferences and to allow for movement to different accommodation on the same site if circumstances change;
- Accommodation built to a high standard, in line with other public housing and relevant principles set out in Housing 2040;
- Accommodation that is durable, sustainable, flexible, safe, secure, digitally connected, warm and economic to run and at a level of rent that represents value for money for residents;
- Accommodation that meets accessibility standards and provides for a range of needs, including families with members who are elderly, disabled or have caring responsibilities;
- Improved satisfaction with accommodation and more meaningful engagement with Gypsy/Traveller communities;
- Additional transit provision, where needed, to facilitate travelling and foster good relations with the settled community.

### **3. ELIGIBLE ORGANISATIONS**

3.1 Any of Scotland's 32 Local Authorities can make a proposal for funding for a demonstration project.

3.2 The funding is available to Local Authorities as the Strategic Housing Authority. At this stage, we are not considering proposals from housing associations or community organisations directly. However, we are keen to retain a flexible approach and explore the full range of options over the life of the Fund. We would encourage Local Authorities to collaborate with housing associations to bring forward projects. We would also encourage Local Authorities to support any community wishing to progress a community asset transfer to build or acquire a site.

### **4. FUNDING AVAILABLE**

4.1 The funding round is over 2 years to allow for multiyear project delivery, recognising that projects may be complex. Projects submitted for this funding round must be implemented and Scottish Government funding drawn down by end March 2025. There is £4m available in financial year 2023-24 and £5m in financial year 2024-25. For successful projects, grant offers will specify the funding offered within each of these years.

4.2 We are working with COSLA to build a better picture of the existing operating costs and income from Gypsy/Traveller sites. Demonstration projects will also give an indication of both construction and operating costs to help inform any future funding approaches. The demonstration projects selected in this round will continue to be funded on a joint funding basis.

4.4 Recognising the range of different contexts for projects and current construction challenges, there is no fixed ceiling for the maximum cost per pitch that will be funded at this stage. However, value for money is a key criteria in prioritising projects for selection. In particular:

- **Cost per pitch** - The project should be delivered at the lowest cost to meet the specification in the Interim Site Design Guide. The first funding round suggests that around £200,000 total cost per pitch is a starting point for a unit cost ceiling for the build costs associated with creating pitches, buildings and common facilities such as a play park and community building. Where there are significant costs associated with the project that mean that the cost per pitch is higher than this, such as land acquisition, the proposal will be considered but information should be provided on how the costs have been calculated. While examining each bid on its own merits the assessment process will therefore consider unit cost in the context of this figure. Having a starting point for a unit cost may assist Local Authorities in scoping potential projects and discussions with residents on prioritising asks during the design process.
- **Contribution level** - As a starting point, the Scottish Government will consider funding at 60% of directly attributable project costs, unless there is an evidenced need for funding at a higher level. Proposals should include details on how the amount of grant requested has been reached and how the remainder of the project will be funded.

## 5. DEMONSTRATION PROJECTS AND DEVELOPMENT OF THE DESIGN GUIDE

5.1 There is still a need to build experience and skills in Gypsy/Traveller site development and it has therefore been agreed that this funding should continue to be focussed on a number of demonstration projects that can establish examples of model sites or approaches to elements of sites. These projects will allow for a flexible approach, trialling the Interim Site Design Guide, exploring what good quality Gypsy/Traveller accommodation that reflects Housing 2040 principles looks like and seeking cost effective ways of delivering it. Materials and expertise gathered from demonstration projects will be used to inform developments later in the programme. The projects funded in this round will be able to learn from the initial demonstration projects as they proceed.

5.2 It will be a condition of funding that Local Authorities work to the Interim Site Design Guide and meet the specific standards within it. For demonstration projects, there will be a degree of flexibility, with variation from the Guide possible by mutual agreement, as part of the testing of practical implementation of the Interim Site Design Guide. There are also some areas of the Guide which are explicitly left to be completed from the information gathered in first projects and demonstration projects will be asked for feedback or to work with the Gypsy/Traveller Accommodation Team and other Local Authorities to establish the best approach.

5.3 There will also be a requirement to take part in an evaluation process to inform the further development of the Fund as well as promoting experience and learning.

5.4 The objectives for Demonstration Projects are to provide:

- Examples of modern Gypsy/Travellers sites which reflect the principles set out in Housing 2040;
- Opportunities for collaborative problem solving and drawing in relevant expertise where there are issues to work through;
- An opportunity to test, improve and finalise the Interim Site Design Guide;
- Demonstration/testing of a range of different elements of the Interim Site Design Guide, different sizes of projects and different types of sites/geographic areas, to ensure breadth of learning;
- Illustrative specifications for typical buildings, potentially resulting in a call off contract and procurement savings;
- Illustrative specifications for layouts of sites and pitches;
- Community engagement materials;
- Learning from the procurement approach;
- An opportunity to share experience - An event/case studies produced to share learning.

5.6 To support sharing of information between Local Authorities, COSLA has organised a knowledge hub which can be accessed here - [Home - Gypsy/Traveller Accommodation Fund Local Authority Group - Knowledge Hub \(khub.net\)](https://www.khub.net)

## 6. PROPOSAL PROCESS

6.1 Based on feedback from Local Authorities who submitted proposals in 2021, **the assessment process will have 2 stages**. The proposal process is supported by a Gypsy/Traveller Accommodation Fund Oversight Board<sup>1</sup>, which will agree recommendations to Scottish Ministers on which project proposals should be selected for funding.

6.2 At Stage 1, applicants submitted a summary of their project. Successful projects at this stage have been invited by the Oversight Board to complete a full Stage 2 application. The Stage 2 proposal form is included at Annex A.

6.3 Proposals will be reviewed against available funding. They will be evaluated and prioritised against the following selection criteria:

Criterion	Stage Assessed
Value for Money	1 & 2
Deliverability	1 & 2
Impact	1 & 2

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<sup>1</sup> Members include Scottish Government, COSLA, Local Authorities Heads of Finance, ALACHO, PAS (formerly Planning Aid Scotland), MECOPP, an advocate for the Gypsy/Traveller perspective. Other expertise will be drawn in to assessing the proposals.

Involvement of Gypsy/Traveller communities	1 & 2
Sustainability	2
Innovation	2

The mix and timing of the projects funded in this round will inform decisions about the handling of any future funding rounds.

6.4 The process is intended to be flexible, in order to take a learning approach and secure the greatest impact from demonstration projects and funding available. The assessment of those projects invited to make a Stage 2 application will include a presentation on the proposed project at an Assessment Day and the Board may seek additional clarity prior to making a recommendation. Ministers may make an offer of funding subject to certain changes in the original proposal.

6.5 During the last funding round we asked Gypsy/Traveller community members to give their views on the proposals and ask questions at the Assessment Day to bring the views of community members into the assessment process. This was successful and Stage 2 applications include a requirement to provide a summary of the project for community members to feed in their views.

6.6 The deadline for Stage 2 proposals is **2 September 2022**. At the end of the process to assess proposals, the Scottish Government will agree a planning assumption funding level with successful Local Authorities to give them the confidence to take projects to the tender stage. Final grant offers will be based on tendered costs.

## 7. DELIVERABILITY

7.1 Deliverability is a key consideration in the selection process. The process for developing Gypsy/Traveller sites is often complex and community engagement, in particular, takes time. Priority will be given to projects that can evidence that they have realistic timetables and will be ready to deliver within the funding timescales.

7.2 All proposals to the Fund would be expected to feature in the SHIP for 2023/24 or 2024/25. If a proposal is at an early stage and unlikely to be ready to fund in this funding round the Gypsy/Traveller Accommodation Team would like to hear about it to build up a picture of the projects that are in development and the likely need for funding going forward. Please email **REDACTED** if you would like to discuss a project.

## 8. ELIGIBLE PROPOSALS

8.1 Eligible proposals are those requiring capital grant during 2023-24 and/or 2024-25 to cover capital costs associated with providing more and better Gypsy/Traveller accommodation.

8.2 Capital investment in all aspects of publicly provided Gypsy/Traveller sites, within the boundary of the site, as set out in the Interim Site Design Guide will be considered, including works costs, infrastructure, pitches, amenity blocks, residential mobile homes, land acquisition, remediation, professional fees and development

costs. Costs for work outside the boundary of the site are excluded unless explicitly agreed.

8.3 Where the proposal relates to upgrading part of a site, the relevant sections of the Interim Site Design Guide should be applied. Projects should be coherent and not result in significantly differing standards of accommodation between pitches over a long period after the life of the project. Where the project is for partial improvement, the Local Authority should set out clear plans for the further phases of improvement and indicative timescales to bring the site as a whole up to the standard set out in the Interim Site Design Guide. Ideally this would be within 5 years.

8.4 For new sites or site extensions, the cost of additional land acquired can be included in the proposal as valued by an independent valuer. The site valuation and acquisition price should reflect identified remediation costs. For existing sites, the value of the land should be excluded from the proposal.

8.5 Proposals for acquiring and converting existing residential mobile home sites will also be considered.

8.6 For existing sites, Local Authorities are expected to meet the costs of any necessary works to meet the [Minimum Standards for Gypsy/Traveller Sites](#). These costs should therefore be separately identified and excluded from the project proposal. Proposals are expected to exceed Minimum Standards and should clearly indicate how they will achieve standards established by the Interim Site Design Guide.

8.7 Proposals for Gypsy/Traveller configured permanent homes are excluded from this Fund and will continue to be considered through the Affordable Housing Supply Programme.

8.8 It will be a requirement of funding that an ongoing programme of maintenance is put in place for the site once complete. Management of the site is a key area for consideration to ensure that standards on sites are maintained over time and that they become embedded in the community. The usual methods for social housing may need adjustment and this should be considered at planning stage.

8.9 Homes built with the Fund should be made available at an affordable rent level.

8.10 Where possible procurement processes should consider opportunities for community benefits with the priority group being Gypsy/Travellers/ residents.

## **9. COMMUNITY ENGAGEMENT**

9.1 Applicants are expected to bring forward project proposals that have been or are being developed with the involvement of the Gypsy/Traveller site residents, potential site residents, including those in housing, and the settled community, through planned engagement approaches. There is more information on expectations around engagement in the Interim Site Design Guide.

9.2 Community involvement is an important part of the criteria for the funding and can be time consuming so should be planned from the very start of the project.

9.3 Local Authorities can access advice and assistance from COSLA's Participatory Budgeting team and Gypsy/Traveller Policy and Participation team  
Contact: **REDACTED** and **REDACTED**

## **10. COSTS**

10.1 Additional information on any other costs, e.g. wider programme activities, should only be included within the project description. This is to avoid confusion around what the grant on offer will be used to deliver.

10.2 The payment of grant will be in arrears and must relate to spend actually incurred. There will be no payment in advance of need. Project costs should be met with Scottish Government funding first with other funding sources being drawn on once the SG allocation is exhausted.

10.3 Please ensure expenditure figures are consistent with start and end dates of the project. Grant cannot be claimed for costs incurred prior to 1 April 2023 or after 30 March 2025.

## **11. RESPONSIBILITY FOR THE PROJECT, LEGAL REQUIREMENTS AND DUTIES**

11.1 The Local Authority will own and manage the implementation of the project in line with all the statutory requirements associated with this role e.g. Public Procurement, Subsidy Control, Environmental Impact, Health and Safety, Equalities Impact Assessment, Planning Permission, Building Warrants, Fairer Scotland Duty (as part of the Equality Act 2010) and any other legal requirements that are specific to individual projects.

## **12. SUBMITTING YOUR PROPOSAL**

**The deadline for the completed Stage 2 proposal form is 2 September 2022.**

12.1 Proposals received after this date are not guaranteed consideration. Completed project proposal templates should be submitted by email to **REDACTED**

12.2 Please ensure that the project proposal is submitted by an official with sufficient authority to do so. Please also provide contact details for someone who will be available to respond to requests for clarification.

Scottish Government  
June 2022



**Document 2 – Perth and Kinross Council Stage 2 Funding bid**

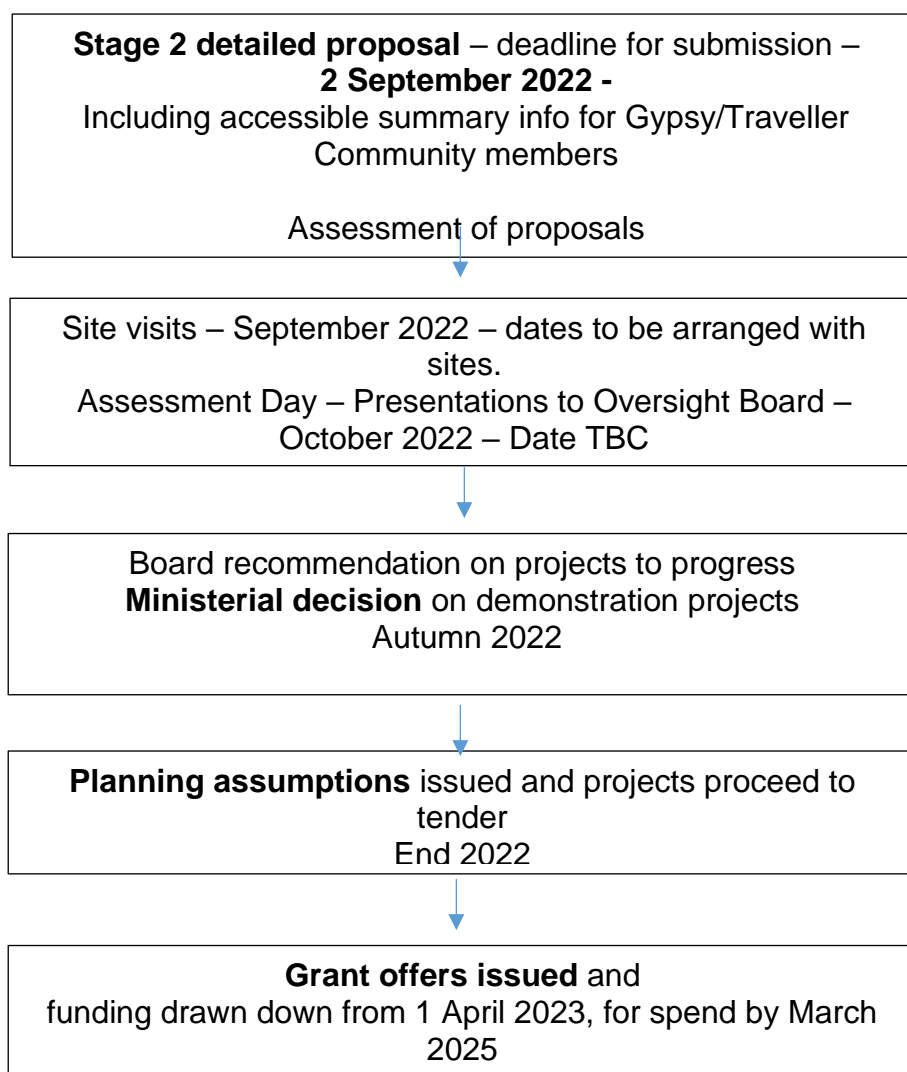
**GYPSY/TRAVELLER ACCOMMODATION FUND**

**ROUND 2 PROJECTS – 2023-25 - STAGE 2 PROPOSAL FORM**

Please read the following information and complete the template below for your Stage 2 proposal to Round 2 of the Gypsy/Traveller Accommodation Fund. Detailed guidance on the Fund is included at **Annex A**.

**Timetable**

The following timeline sets out key dates for the next stage of the funding:



## **GYPSY/TRAVELLER ACCOMMODATION FUND – ROUND 2 STAGE 2 PROPOSAL FORM**

Please provide the following information for your Stage 2 proposal. Stage 2 proposals should be submitted to **REDACTED** - no later than **2 September 2022**.

We will consider the information in your Stage 2 proposal alongside the information you provided at Stage 1. Please indicate if there are material changes to your Stage 1 proposal that you would like us to take into account.

### **1) PROJECT INFORMATION**

Please provide a map/plan to illustrate the area to be developed, an indicative site layout and a photo if possible.

A plan has been provided as part of this submission that shows the area to be developed – this plan is attached and is titled 2000147-ECD-XX-00-DR-A-07000 P01 Location Plan.

An indicative site layout has been provided of the existing site layout; it is not anticipated that the locations of the pitches will vary greatly from the existing; the site layout drawing is attached and is titled 2000147-ECD-XX-00-DR-A-08000 P02 Site Plan As Existing.

An agreed proposed site layout plan will be developed on finalised agreement of the scope of works, however a draft proposed site layout plan has been prepared and is titled 200147-ECD-XX-00-DR-A-08600 P01 Site Plan as Proposed – Option 6. This indicates the revised Option described in the detailed description of works below, where the removal of the utility blocks has been included and the existing chalets have been replaced with new chalets. The new chalets proposed is a change from the proposal tabled at Stage 1 and is further described below.

A sheet that includes photographs of the site has also been provided as part of this submission; the sheet is titled Existing Site Photographs sheet.

<b>Detailed Description of works to be carried out:</b>
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<p>In the Stage 1 Funding Bid, it was noted that following the early discussions with the existing residents of our Double Dykes site, their favoured option for being taken forward was either Option 3 or 4. For the purposes of ensuring that there was sufficient scope to develop the proposals in more detail in conjunction with the existing residents, the Stage 1 funding bid was made on the basis of Option 4 – the replacement of the existing chalets with new mobile homes. Since receiving confirmation that the funding bid could proceed to Stage 2, further consultation and discussions have been held with the existing residents and the preferred proposal has now changed, with the majority of residents agreeing that they wish to see the Funding Bid taken forward on the basis of Option 3 – the replacement of the existing chalets with new energy efficient chalets, however, with an amendment to demolish the existing utility blocks on each pitch. This revised Option has now been renamed as Option 6 (copy of drawing is attached to this submission, titled 200147-ECD-XX-00-DR-A-08600 P01 Site Plan as Proposed – Option 6).</p>
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Therefore, the description of the works to be carried out is as follows:

**Work to Individual Pitches (20No.):**

- Disconnection and removal of existing chalets from the pitches. Review and replace drainage pipework/connections where necessary.
- Disconnection of services and demolition of existing utility blocks (where agreed) following strip out and removal of any asbestos containing materials.
- Installation of any necessary new services or utilities connections.
- Make good base of existing pitch/stance.
- Deliver new energy efficient chalet accommodation to site and connect to utilities and drainage.
- Install entrance platt and stairs or ramps to new chalets as necessary.
- Install timber skirt around base of new chalet complete with access points.
- Further investigation and agreement is required in relation to the types of heating system, ventilation requirements and renewables that are proposed; as we are going with a fabric first approach, early engagement with a supplier for the new chalets is necessary to agree what is needed to ensure that the chalets will be a minimum of EPC B, with the potential to be net zero. Once the chalet is installed onsite, the agreed heating/hot water system, ventilation system, and renewables such as PV or solar thermal panels will be installed and commissioned.
- Installation of new fencing to the four sides of each pitch with a pedestrian gate and a double vehicle gate installed for security.

**Work to overall site:**

- Repairs and replacement of existing kerbing on roadways, edges and individual stances.
- Repairs to existing site boundary fence.
- Upgrades to existing and the installation of additional LED street lighting throughout the site.
- Improvements and enhancements to the existing site drainage.
- Development of existing playing field area to rear of site; detail design to be agreed following full resident involvement, but the intention would be to consider opportunities for a communal gathering area, a play park with seating area, and the potential for a community garden area.
- Installation of new paths to provide improved linkages across the site; it is noted however that the size of the existing site and the layout of the pitches does not have sufficient space to accommodate a footpath along the frontage of all of the pitches.

**2) VALUE FOR MONEY – please complete the attached Excel spreadsheet - titled Gypsy Traveller Accommodation Fund – Stage 2 Proposal – Value for Money Spreadsheet – June 2022**

Please see the below tables for Perth and Kinross Council's Stage 1 and Stage 2 Value for Money spreadsheets

If you are selected as a demonstration project at Stage 2, following the tendering of your project you will be asked to provide information on your tender return. You are **not required** to complete the second attached spreadsheet (titled Gypsy Traveller Proforma - Sheet 2 of 2 - cost) for your Stage 2 proposal. This spreadsheet is provided so that you can see what would be expected at the next stage and to help you structure your costs.

**Perth and Kinross Council – Value for Money Stage 1 updated**

<b>Gypsy/Traveller Accommodation Fund Grant requested</b>	<b>2023/24</b>	<b>2024/25</b>	<b>Total</b>	<b>Any additional information</b>
Gypsy/Traveller Accommodation Fund Grant requested	£1,492,727.79	£2,945,214.81	£4,437,942.60	60% of total cost of £7,396,571.00 (Grant request includes non-Construction costs)
LA contribution – please specify HRA or GF	£995,151.85	£1,963,476.55	£2,958,628.40	40% of total cost of £7,396,571.00 - funded from HRA (includes non-Construction costs)
Other Public Sector Funding e.g. Vacant & Derelict Land Fund (for multiple funding sources please specify each funder and sums individually.)	£ -	£ -	£ -	Other funding opportunities to be investigated but none are known at this time.
Other Funding Sources (please specify)	£ -	£ -	£ -	Other funding opportunities to be investigated but none are
<b>Total Project Capital Cost</b>			<b>£7,396,571.00</b>	
No of pitches available at project finish			20	
Capital Cost per pitch/home			£369,828.55	

Grant requested per pitch/home			£221,897.13	
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### Perth and Kinross Council – Value for Money Stage 2

<b>Breakdown of Capital Costs. If the proposal involves work at more than one site please split costs by site.</b>	<b>2023/24</b>	<b>2024/25</b>	<b>Total</b>
Project Associated Costs – non – construction e.g. surveys, design, professional fees, decant costs, planning and building warrant	£835,477.00	£483,850.00	£1,319,327.00
<b>Substructure – costs below the ground level – e.g. drainage</b>	£102,810.83	£275,309.17	£378,120.00
<b>Superstructure – costs above ground level e.g. buildings</b>	£1,444,792.31	£3,868,897.69	£5,313,690.00
External Works – costs of work on the external environment e.g. play park landscaping	£104,799.50	£280,634.50	£385,434.00
Land acquisition			£ -
Other - please specify			£ -
<b>Total</b>	<b>£2,487,879.64</b>	<b>£4,908,691.36</b>	<b>£7,396,571.00</b>
<b>Project associated costs as a % of total cost</b>	<b>34%</b>	<b>10%</b>	<b>18%</b>

### 3) DELIVERABILITY

**Please describe the project team and the skills that they bring. Is resource/expertise to procure and deliver the project established/confirmed to be available?**

The Project Team consists of the following:

1. Representatives of the Double Dykes Community – the representatives bring their knowledge of the existing site and properties (based on their lived experience), the difficulties they encounter in living on the existing site, their awareness of the Gypsy/Traveller lifestyle and culture and their vision for an inclusive Gypsy/Traveller site
2. Representative from MECOPP – this team member brings independent support and advice for the Double Dykes community and acts as a liaison between the community and other parties to ensure the voices of the Gypsy/Traveller community are truly heard
3. Tenant Participation Officer from Perth & Kinross Council – this member of the project team is involved in engaging with the representatives from the Double Dykes community and ensuring all engagement opportunities are explored
4. External Consultant – Architect/Principal Designer – ECD Architects – the project architect and their in-house team bring their technical knowledge and awareness of the construction types available, their space planning awareness, knowledge of energy efficient design and previous experience of similar projects; there has also been an initial consideration of the proposals from a CDM perspective to ensure that the Principal Designer role has been incorporated from as early in the process as possible
5. External Consultant – Quantity Surveyor – Keegans – the quantity surveyor has prepared the estimated costs for the works based on the drawings and specification information that has been provided
6. External Consultant - Retrofit Assessors – Harvey, Donaldson and Gibson Chartered Surveyors – the surveyors from the external consultant have carried out the retrofit surveys of the existing chalets on the site, where access has been given. Further attempts to gain access to those where access has not been provided will be made
7. External Consultant – Mechanical, Electrical and Energy Engineering – Scottish Energy Services – this member of the project team has reviewed the designs proposed and has provided mechanical, electrical and energy engineering advice along with some initial modelling of heating, ventilation and renewables installations
8. Project Manager from Housing Improvements, Perth & Kinross Council – this team member has been part of the engagement discussions with the residents from Double Dykes and is responsible for co-ordinating the works at all stages and will manage the contract on the Council's behalf once a contractor has been appointed and has commenced works
9. Housing Officer from Perth & Kinross Council – this team member is based in the Locality Office and the Double Dykes site is part of the Locality that the Officer deals with; however, the role of this Housing Officer has also been extended to ensure that he acts as the single point of contact for the residents of the Double Dykes site and he is based at the office on the site two days every week. This Officer will bring their skills

and knowledge of the existing site and their awareness of the current issues and the knowledge of the residents on the site, and household specific knowledge. The Housing Officer has been an active participant in the ongoing engagement with the residents in developing the proposals

10. Housing Locality Team Area Co-ordinator from Perth & Kinross Council – this team member has provided support to the Housing Officer throughout the engagement and consultation process and will continue to ensure that the Housing Officer is available and, in a position to assist and contribute to the continuing process
11. Service Manager from Housing Improvements, Perth & Kinross Council – this team member has co-ordinated the information required for the funding bid and has prepared the bid documentation; as an Architect, this team member has had technical oversight of the development of the proposals and has responded to queries from the design team, as well as addressing the requirements of the residents to ensure that the information is shared wherever possible.

The input of these project team members will continue for the duration of the contract. Other team members are likely to be added as the project develops and it is anticipated that these will include a Tenant Liaison Officer and a Clerk of Works, but any other team member requirements will be assessed on a needs basis to ensure that the project delivery is monitored, and the agreed programme is met.

It has been confirmed that the resources and the relevant areas of expertise are available to procure and deliver the project. We will continue to engage the teams from the external consultants to support the successful delivery of the project.

**Has the Council agreed match funding?**

Yes, the Council has agreed match funding for the delivery of this project, should the bid be successful. It is proposed that the funding to be provided by Perth & Kinross Council will be made available from the Housing Revenue Account and will be built into the Capital Budget setting for the years 2023/24 and 2024/25.

**PROJECT DELIVERY TIMELINE**

<b>Key activities in 2022-23 – Preparatory Work</b>	Development of Concept Design; ongoing consultation with residents on development of proposals and decant options; commencement of Developed Design stage
<b>Key activities in 2023-24 April - September</b>	Conclude Developed Design stage; review of costings; ongoing consultation with residents and agreement of decant options; preparation and submission of Planning Application; commencement of Technical Design stage; preparation and submission of Building Warrant application
<b>Key activities in 2023-24 October - March</b>	Preparation of procurement information; utilise framework to issue tender/mini-competition documentation for pricing by contractor; evaluation of



	tender returns; appointment of contractor with contract signed
<b>Key activities in 2024-25 April - September</b>	Preparation and delivery of work required for decant options; commencement of works onsite on a phased basis (anticipated); continued construction works with opportunities for site visits for residents; handover of properties on a phased basis; demonstration to residents on operation of new systems.
<b>Key activities in 2024-25 October - March</b>	Handover of properties on a phased basis; demonstration to residents on operation of new systems; completion of construction works onsite; monitoring of data from systems; monitoring of any reported issues/defects.

E.g. tender process, contracts signed, work commencing on site, etc.

We would note that at this stage, a procurement route has been considered that would utilise a framework and would look for contractors to bid for the work through mini-competition; this has been based on the proposed scope of works that has been agreed to date; further development and consideration of the procurement method is required and there is the potential that if a different procurement route is selected, some of the key activities may move within the timeline for the project delivery. If amendments are made, these can be highlighted at future meetings, as and when required.

The stages identified above are based on the descriptors within the RIBA Plan of Work.

**Please provide a brief assessment of key risks**

We would consider the key risks as known at this stage to be as follows:

<b>Key Risks</b>			
<b>Description of Risk</b>	<b>Probability (L/M/H)</b>	<b>Impact (L/M/H)</b>	<b>Actions required to manage Risk</b>
Agreement of finalised proposals with residents	M	M	Regular consultation meetings and individual meetings with households to agree proposals; regular communication with residents; involvement of MECOPP in discussions where necessary
Meeting agreed milestones/timeline targets and deadlines	L	M	Regular meetings to discuss progress and monitoring of contract programme
Agreement of decant proposals and arrangements	M	M	Regular consultation meetings and discussions with residents; consideration of alternative

			options in conjunction with residents
Limited response to procurement exercise from contractors/market	L	L	The contractors identified on the SPA Framework or similar shall be approached prior to tender issue to confirm if they are interested in doing the work
Tender cost is over budget	M	M	Robust tender documentation; value engineering to be considered where necessary
Overall Contract Risk			L/M/H
			M

#### 4) IMPACT

##### **How does the project fit with place making objectives? For example - access to local services, liveable places, 20 minute neighbourhood**

As this is an existing site, the ability to influence place making objectives outwith the site is limited; the existing residents are settled within the site and in terms of access to local services, the site meets their needs in relation to the broader place making objectives and where the site is located in the wider community.

The site was used by Gypsy/Travellers for many generations and residents who previously used this land became the first tenants of the official site.

Double Dykes was established as an official site in June 1982, providing hard-standings and amenity facilities. Therefore, the site is now an established site used by the Gypsy/Traveller community and is included within the development plan for the area. As this is a permanent site that is used all year round, it provides long-term accommodation, and the community are, in the main, long-standing residents.

In 2008, the site was upgraded using grant funding from the Scottish Government to provide 20 chalets.

Access to local services has been recently improved by the construction of the new link road that leads to Bertha Park, although the proximity of this road to the site is viewed as an issue for some of the residents. However, the road does allow access to shops within walking distance of the site and is connected by a good path network both to the North and South.

The site is in a green area of the city with many areas of open space, trees and wooded areas which gives an attractive appearance to the area and ensures that the site is not overlooked and feels safe; it is located in an area with the River Almond running immediately behind the site that also has a path network that

provides linkages by walking or cycling to the East into Perth City Centre or to the West, into Ruthvenfield and Almondbank and beyond.

The site is completely enclosed by a fence to ensure safety and security and it is proposed that some amendments and upgrades will be made to this as part of the works.

In terms of place making within the site itself, there has recently been a new community building installed on the site and this building provides a unified space that enables residents to come together, provides a space to accommodate visitors and allows for increased access to service provision for the residents, including access to Wi-Fi and appropriate devices. This building also provides facilities for younger residents where they can access nursery or schooling and provides a space where both children and adults can receive health care and support from a variety of agencies.

There is also an office onsite where the Housing Officer is located for two days a week, and acts as a single point of contact for all residents. This allows interaction between the Housing Officer and the residents who know when the Housing Officer will be available and can address any queries directly to them face to face without having to contact the Locality Office in Letham, Perth.

As part of the digital connectivity aspect of place making, Wi-Fi is already provided on the site, and within the community building. There is also a bespoke project working with the residents regarding digital inclusion – this includes access to data and devices and support in using technology. However digital access will also be included within the design specification of each unit of accommodation and will be discussed with the residents as part of the consultation and engagement on the project.

As part of the proposals detailed in this funding bid, we propose to develop the existing playing field area to the rear of the site to provide a communal amenity space; the area will be developed along with input from the community to provide useable open space with dedicated street furniture for various activities, such as a communal gathering area, a play park and community garden; the aim is to provide residents and families with a space to congregate with one another, therefore providing the means to socialise as a community.

#### **What are your plans for decanting residents while the work takes place?**

Decant options have been discussed at high level with the residents. However, until the scope of works has been agreed and further information is known in relation to the specification of the new chalets and a potential programme for construction of the new properties, including any phasing that may be necessary, it is difficult to agree the impact of the works on the residents and therefore the details for the decant have not been able to be finalised.

Further work is necessary on agreeing the decant and this will continue alongside the procurement of a contractor so that we can then engage with the contractor on

construction timescales and incorporate what options we have into the finalised proposals for existing residents to agree.

Options that have been discussed include the following:

- Utilisation of an existing known stopping off site for Gypsy/Travellers at Perth Food & Drink Park, Arran Road – this has been discounted as the land is not owned by the Housing Revenue Account and there is conflict with the local community and businesses in this area; any resident choosing to temporarily locate to this site would be limited in their length of stay and would be served with an eviction notice.
- Utilisation of a vacant site in Inveralmond Industrial Estate which is in close proximity to the existing Double Dykes site – this site has been discounted as the land is not owned by the Housing Revenue Account; the site has a limited available area for siting residents, and this is further limited by health and safety issues as the site contains a dangerous building. Any resident choosing to temporarily locate to this site would be limited in their length of stay and would be served with an eviction notice.
- Relocation within the existing Double Dykes site – it has been assumed that there will need to be a phased approach to the delivery of the construction works; as a result, there is potential for decant facilities to be provided on the existing playing field area to the rear of the site. This option is most favourable to the majority of the existing residents.
- Allocation of alternative accommodation within mainstream housing in the local area – this has been discounted by the residents as they do not wish to be placed in mainstream housing and also do not wish to be relocated in an area where there are no other members of their existing community.
- The option of moving in with other family elsewhere has been discussed; this may not suit every resident but could be a consideration on a combined option if this was felt to be acceptable.
- Use of a caravan site out of season was also discussed and would need further investigation; there would be limitations on the construction programme potentially for this option as the availability of the caravan site would need to align with the timeline for the works.

Points to note when considering the decant have also been discussed:

- Not all residents have access to trailers so if this was to be considered as an option, confirmation of those who were willing to relocate and stay in their trailer for the duration of the decant would be needed.
- The location of any decant facility would need to provide consistency for children from the site as they need to stay close to their school to make sure that they can attend school and after-school activities, therefore limiting disruption to their routine.
- Any decant properties should also allow pets as part of the relocation of the household.
- If the existing playing field area on the Double Dykes site was to be used for a phased approach for the decant, the health and safety of those remaining onsite and for those that have been relocated to the playing field area would be paramount; the playing field area would require to be secured to ensure safety.

- With any decant option – the potential financial cost to the residents and appropriate level of recompense would also need to be considered on a household basis.

It was agreed that discussions would continue on alternative options and that there would be more accurate planning possible when the timescales and phasing of the works were known. It was also agreed that further investigations were necessary to identify any potential alternative sites that may eliminate the need for a phased approach to the construction works.

The residents have been made aware that the decant proposals are unlikely to be agreed until much later in the process, and that this is likely to be after the funding bid has been assessed.

An allowance has been made in the non-construction costs for temporary utility connections should the option for decant on the current site be taken forward. This allowance will require to be amended if alternative decant options are preferred.

## 5) INVOLVEMENT OF GYPSY/TRAVELLER COMMUNITY

**Please provide evidence of how Community engagement has shaped the proposal and describe the attitude of community members to the project.**

As noted above, Double Dykes is an existing permanent site that is used all year round; it provides long-term accommodation, and the community are, in the main, long-standing residents.

Regular Resident Meetings are held with the Gypsy/Traveller community at Double Dykes where there is open discussion around any ongoing issues onsite. Discussions and actions from these meetings are progressed through a detailed Action Plan. We also have a dedicated Housing Officer for the site who residents can approach if they require further information or advice, and we also work closely with third sector services.

In relation specifically to the funding bid, the proposal that has been developed is based on the discussions and feedback we have directly received from the residents. Firstly, a newsletter was prepared and distributed to all residents in advance of an initial meeting. This newsletter provided background information relating to the Funding Bid opportunity and also gave the residents a copy of each of the five high level options that had been developed based on feedback at one of the previous regular meetings.

The initial meeting was held prior to the submission of the Stage 1 funding bid deadline, and the five high level options were tabled. From this initial meeting, it was agreed that the favoured option from the residents was either Option 3 or 4. For the purposes of ensuring that there was sufficient scope to develop the proposals in more detail in conjunction with the existing residents, the Stage 1

funding bid was made on the basis of Option 4 – the replacement of the existing chalets with new mobile homes.

Since receiving confirmation that the Funding Bid could proceed to Stage 2, members of our Tenant and Resident Engagement Team, supported by a representative from MECOPP, engaged with the residents to establish a focus group for taking forward more formal resident engagement.

The representatives that form the focus group have been agreed and four meetings have been held. Notes have been taken at the meetings and an Action Plan has been prepared (copies can be provided if required – these have not been included as part of the submission as we have not received resident agreement for the Notes to be shared at this point in time). Information is provided and shared with the residents in attendance at the focus group meetings and they then discuss the notes from the meetings, the Action Plan and any documentation and/or resources provided for information at the meeting with the wider community at Double Dykes and bring back comments to the next focus group meeting.

The focus group meetings have given the residents the opportunity to review and comment on the drawings for the five options, to listen to the proposed scope and extent of the works, discuss the options for decant and the requirements for energy efficiency. Other information has been shared at these meetings, such as the examples provided from the funding bid presentations from other local authorities that received agreement to progress with their proposals from Round 1 of the Funding Bid process, and a document prepared by the project architects that provided an options comparison to make it more straightforward to see all aspects of each of the options in one place (see attached document titled 220147 Double Dykes – Option Comparison).

There has also been discussion around retrofit assessments. At one of our regular Resident Meetings, the residents had raised concerns around the existing properties and were noting that the properties were now older, there were ongoing issues with the condition of some elements of the properties and also problems in some with mould and condensation. Steps to address these issues have been undertaken in the past, however it was noted that, at the time of purchase of the chalets, it had been expected that they would have a limited lifespan.

We had initially proposed to the residents that a more specialist survey of the existing chalets would be beneficial as this would then be developed into proposals to establish the potential to upgrade the existing properties, addressing the issues that they had identified and also carrying out retrofit improvement measures so that the properties would meet the Scottish Government energy standards targets for 2032. As there is a new PAS2035 standard, it was agreed that a retrofit survey would be carried out to each property, and this would provide the baseline for the information to be used to develop the improvement plan. Retrofit assessments have been carried out in 18 of the existing 20 properties to date. However, as the Funding Bid preferred option has been identified as Option 4 (now renamed as Option 6 – with the utility blocks removed as noted above), it is not anticipated that the retrofit assessment information will now be utilised, unless the Funding Bid is unsuccessful. However, the retrofit assessments do provide

useful background information, and are an integral part of ensuring that the proposals meet the PAS2035 requirements.

The focus group meetings have provided a forum for the residents to receive information and to provide comments, suggestions and raise any concerns. The feedback received has been used to further develop the proposals that have been used for this Funding Bid.

We are also working with MECOPP to ensure residents have independent advice and assistance. MECOPP have supported the residents, through informal consultation, by walking around the site and gauging the residents' responses to the initial options proposed. The feedback received was collated into a resident poll document and the outcomes from this have been used to refine the current proposals and options. As noted above, this further sharing of information, consultation and discussions held with the existing residents has resulted in a change from the option brought forward at Stage 1; the majority of residents have indicated that they wish to see the Funding Bid taken forward on the basis of Option 3 – the replacement of the existing chalets with new energy efficient chalets, however, with an amendment to demolish the existing utility blocks on each pitch. This revised Option has now been renamed as Option 6 (copy is attached to this submission).

We will, with the support of MECOPP, continue to engage and consult with the residents in developing the proposals further to ensure their requirements are incorporated into the design specification, they have an opportunity to visit examples of the proposed chalets and other sites in order to ensure that they are happy with the quality and standard of accommodation being provided and that the accommodation can be tailored to meet the needs of those residents with a particular support requirement.

Outwith any scheduled meetings, residents also have the opportunity to discuss the proposals or any other issues with their dedicated Housing Officer who is located onsite 2 days every week or is contactable by telephone.

The general attitude of community members to the project proposals is largely positive; the residents in the main feel like they will benefit from the new chalets being provided and there is a positive attitude from many in general discussion around the site and at the focus group meetings. There are still some feelings of concern and perhaps slight scepticism around the proposals, although this is considered to be based on previous experiences – there are some residents who are of the view that the level of disrepair in the existing chalets and outstanding repair works are as a result of the failure to maintain the existing properties properly and that a similar situation may be the case once the new chalets are constructed.

In order to address some of these concerns, it has been confirmed to the residents that the approach to maintenance and repair was previously different as the properties were held on the General Fund, but with the agreement to move the properties to the Housing Revenue Account, we have indicated that the properties will now have an annual planned maintenance programme; this programme mirrors the planned maintenance approach for the mainstream housing stock but

surveys and necessary works will be on an annual approach as opposed to a 7 year cycle. Responsive repairs and emergency repairs will be reported via the Housing Repairs Centre or out of hours service which is our normal approach to service delivery.

Due to the concerns raised around the perceived lack of investment in the existing chalets, the level of spend on repairs in recent years has been investigated and is reported in the table below. This information will be shared with the residents at our next meeting, but we are aware that this is an area they wished to highlight:

Financial Year	Level of Spend
2015/16	£24,118.47
2016/17	£56,766.78
2017/18	£81,084.66
2018/19	£74,771.04
2019/20	£46,753.07
2020/21	£23,720.92
2021/22	£49,389.10
2022/23 (to date)	£4,033.50

**Describe any further engagement work planned:**

**What is the planned engagement method(s)?**

- **The Place Standard**
- **Participatory Budgeting**
- **Tenant participation**

**Why was this method chosen? Have you asked people how they would like to be engaged?**

In relation to further engagement work planned – it has been proposed that the regular focus group meetings will continue to be held with residents throughout all stages and areas of development of the project. Dates and frequency of meetings will be agreed in advance and a venue will be booked to ensure all parties are aware of where the meeting is being held. It is also proposed that residents will be involved in agreeing the specification for the new chalets, and that meetings with individual households will be held to agree the specifics of the proposals for the household and get sign off on their specific requirements. There is unlikely to be a ‘one size fits all’ solution for all existing residents, therefore it is anticipated that the chalets will be more bespoke in nature, with options for tailoring the layout and design of the chalets in agreement with each household separately.

The planned engagement method is tenant participation. This engagement method has been used previously with the Gypsy/Traveller community at Double Dykes; it has been the long-standing agreement with the community that regular Resident Meetings are held with the residents and representatives from various Housing teams, and a representative from MECOPP; there is open discussion around any ongoing works or issues onsite. Discussions and actions from these meetings are recorded on an Action Plan and the actions are progressed by the relevant teams. As this method of engagement has proven to be successful, it is



planned that this will continue, however, as identified above, there may be certain aspects of the development of the project where more one-to-one engagement is held but these opportunities will be fully discussed with the residents prior to any events being organised.

At the initial meeting to discuss the Gypsy/Traveller Funding Bid, the method of engagement was discussed and those in attendance indicated that they had no issues with the current method of engagement. We can review this at the regular focus group meetings to ensure that there is continued consent from the residents to engage in this manner.

#### **How will tenant participation and engagement be resourced?**

Tenant and resident participation and engagement will be resourced initially by the members of the existing Project Team who have been managing and leading the engagement in relation to the Funding Bid; this will include the following team members:

1. Representative from MECOPP
2. Tenant Participation Officer from Perth & Kinross Council
3. Project Manager from Housing Improvements, Perth & Kinross Council
4. Housing Officer from Perth & Kinross Council
5. Housing Locality Team Area Co-ordinator from Perth & Kinross Council
6. Service Manager from Housing Improvements, Perth & Kinross Council

Further assistance will be provided by a Tenant Liaison Officer who will be brought on board to support the tenants in the lead up to the construction phases of the proposals and throughout the construction phases. Further assistance is also available from other Service Managers within the wider Housing Service as and when action points are recorded that will require their or their teams input.

The Service Manager will also provide regular updates on progress and any concerns with resources at the Housing Management Team weekly meeting. This update will ensure that appropriate governance is in place regarding the Action Plan and key milestones but will also enable support to be provided to help address any concerns.

Gypsy/Traveller Community Members will be involved in the assessment of the proposals. **Please provide a short accessible summary of the proposal to share with Community members.** This should include a short overview of the project, including a plan/picture, detailing what work will be done, how community engagement has shaped it and plans for ongoing engagement.

## **6) SUSTAINABILITY**

#### **How will the site be managed once the project is complete?**

The site at Double Dykes is and will continue to be managed by our Letham Locality Housing Team. A dedicated Housing Officer is allocated to the site and links in with the residents on a regular and ongoing basis. There is a site office

and a “garden room” which can be used by the residents and/or other services and agencies. We will continue to meet with residents on an ongoing basis during and after the project completes.

### **What is the approach to maintenance?**

#### Planned Maintenance

The current and future plan is to have an annual planned maintenance programme for the site to include an annual survey of all chalets and building on site; external cleaning and painting of chalets, amenity units, office and community cabin as required; clearing of rainwater goods, maintenance of road, footpaths and fencing as required and weedkilling throughout the site. This mirrors the planned maintenance approach for the mainstream housing stock but surveys and necessary works will be on an annual approach as opposed to a 7 year cycle. Proposed planned maintenance each year will be discussed with residents annually prior to this taking place. At present rainwater goods are cleared twice a year and jacks beneath the chalets are checked annually. This will continue.

This approach is similar to the one that we have in place for our planned Maintenance Programme in other areas of the service.

#### Responsive Repairs & Emergencies

Responsive repairs and emergency repairs will be reported via the Housing Repairs Centre or out of hours service which is our normal approach to service delivery. In addition, the Repairs Service will have a regular presence on site; currently the Repairs Team Leader, Coordinator or Inspector visit the site monthly carrying out a walk round site inspection and being present in the community cabin for a morning or afternoon to allow residents to highlight or discuss any repairs, property or site issues.

More recently there has also been regular Resident Meetings which include representatives from the Repairs Service along with the Housing Locality Team. An Action Note is taken from this meeting and any ongoing or repeated issues e.g. pest control/sewerage are discussed and relevant action taken. For example, this has resulted in the implementation of an annual pest control programme including quarterly visits to site by a pest control provider, monitoring of pest traps and cutting back of some shrubs and undergrowth.

In response to the question raised within the return email around site sewerage issues, we can confirm that there are no current issues on site in relation to sewerage. The flooding and blockages previously attended to were proven to be a result of baby/cleansing wipes being flushed down toilets/drains. This was evidenced twice by our drainage contractor. Scottish Water have also been on site to check the main drainage systems and have found no issues. Literature has been issued to all residents to raise awareness around what can and cannot be flushed down toilets/drains. We have encountered similar issues at two of our new build sites and ensured a similar response throughout; this is not an issue that we have found is specific to this site or solely to the type of accommodation.

### Minimising Maintenance Requirements

The ethos for the specification for the new chalets will, from the outset of the design aim to minimise the maintenance requirements of the new properties. We will ensure that all materials specified are sufficiently robust to withstand day-to-day use in this environment and carefully consider finishes to all internal and external materials.

We will develop materials matrices which will consider a range of issues from capital cost, product guarantees, maintenance and cleaning requirements, durability, sustainability, and life-cycle costs to arrive at the best holistic solution for each fabric element.

### **What is the approach to rent setting for residents? How has affordability been considered?**

At the moment the residents on the site have an Occupancy Agreement with Perth & Kinross Council and pay a weekly rental for their pitch of £101.86. The residents are also required to pay Council Tax. As the site has recently transferred from the General Fund to the HRA, we are working with the residents to move them onto a Scottish Secure Tenancy Agreement. Similar to our mainstream tenants, we will, in consultation with residents, be reviewing our rent levels during 2022/23 with a proposed implementation date of April 2023. We are also currently developing a rent strategy which will include the approach for the rent setting and charging for our Gypsy/Traveller sites. Residents will be fully involved in the development of this strategy.

We have an affordability model which tells us what percentage of an individual's income is spent on housing costs. This is not considered for the Double Dykes residents alone – this is considered when we look at our average rent level across all of our Perth & Kinross Council tenants. Tenants are given the ability to have their say on the level of rent charged through a voting process, however, the ultimate decision on rent-setting is decided at Committee by the Councillors on the Committee.

By moving the Double Dykes site onto the HRA, the residents are being treated no differently than others that rent a house from Perth & Kinross Council.

### **Please describe how the project will provide accommodation with high levels of energy efficiency and meet the requirements for decarbonisation set out in the Interim Site Design Guide.**

The specification will be an enhancement on the latest version of BS 3632:2015 which is the standard to which residential park homes and lodges are currently designed. This standard does not currently provide sufficient levels of insulation to properties and the BS 3632:2015 standard equates to an EPC Band D; therefore, we are proposing bespoke properties and have had initial engagement with several providers who have confirmed that this is possible. This will allow us to aim for a higher level of insulation and thermal efficiency. Further detailed technical discussions will be required in advance of tender stage to develop the specification and also following procurement of a contractor as these builds are likely to be considered specialist in nature.

Due to the bespoke nature of the new chalets, and the improvements proposed to the standard manufacturers specifications as a result of our requirements for improved energy performance levels to align with our fabric first approach, the cost allowances for the new chalets within Option 6 has increased from the proposals submitted at Stage 1. The figures in the Value for Money spreadsheet submitted as part of the proposal for Stage 2 are reflective of these increased costs.

We have taken a fabric first approach to the design of the homes, with significantly enhanced levels of insulation to each fabric element, including energy efficient windows and doors. We have also undertaken studies in terms of defining the most appropriate and energy efficient hot water and heating systems, and the potential for incorporation of renewable technologies. Further technical assessment is required to assess the EPC ratings that will be achieved from the improved energy performance of the fabric of the properties, coupled with the systems and renewables that will service the buildings. This information is not available at this time, but it will be necessary for us to carry out further modelling to ensure that an energy efficient balanced approach is taken.

As work progresses, we will target specific Sustainability standards such as either Passivhaus (which may be unachievable in this type of property) or more likely the AECB CarbonLite standard which will ensure the building achieves an energy use target of 50kWh/m<sup>2</sup>/a.

**Has advice been taken on suitable heating options for the building type and appropriate routes to decarbonisation? Has feasibility work been undertaken which demonstrates the suitability of the technology identified for the project?**

We have undertaken a feasibility study on different heating and ventilation methods which can be applied to residential chalets such as this which we attach for your information (see document titled Project Scenario Summary). This study is currently at high level until we engage further with residential chalet suppliers, and therefore uses a baseline standard for the building fabric that is based on the existing chalets, however at the moment it provides clear evidence that the use of Solar PV and electric storage provides excellent results in terms of EPC rating, and should be combined with an air source heat pump installation.

Further studies will be required to ascertain whether mechanical ventilation with heat recovery (MVHR) will be required – this is particularly important depending on which energy standard we target.

**Will the project provide a zero emissions heating system for the accommodation? What is the technology proposed for the project?**

Yes, the project is proposing to provide a zero emissions heating system; we will be targeting the use of air source heat pumps as the primary heating source, supported by solar PV with battery storage which can be used for a variety of activities including electrical heating back-up when required during extreme weather conditions.

**Will the project take a fabric first approach to maximise the energy efficiency of the accommodation?**

Yes, it is proposed that the new chalets will be designed to take a fabric first approach, with significantly enhanced levels of insulation to each fabric element, to minimise the requirement for heating and to maximise energy efficiency. The specification for the properties will be an enhancement on BS 3632:2015 which is the standard to which residential park homes and lodges are currently designed. This standard does not currently provide sufficient levels of insulation to properties; therefore, we are proposing bespoke properties and have had initial engagement with several providers who have confirmed that this is possible.

A detailed specification will be developed by the project team to ensure that any contractor who is providing a tender will be able to design a building that will meet the increased insulation levels required.

**How does the proposal seek to address fuel poverty among residents? Have you ensured that the proposed approach will not increase energy bills for residents?**

We can confirm that addressing fuel poverty has been an integral part of the development of the proposal. By taking a fabric first approach we will ensure the heat demand in the properties will be significantly reduced from the existing situation with demand below 50kWh/m<sup>2</sup>/a by targeting the AECB CarbonLite standard as a minimum. We have also included fully renewable heating sources in the form of air source heat pumps, complemented by solar PV panels with battery storage. The effectiveness of these measures are shown in the attached energy performance matrix indicating projected EPC ratings for each option (see document titled Project Scenario Summary).

## 7) INNOVATION

**What is innovative about the project that would make it a good fit as a demonstration project?**

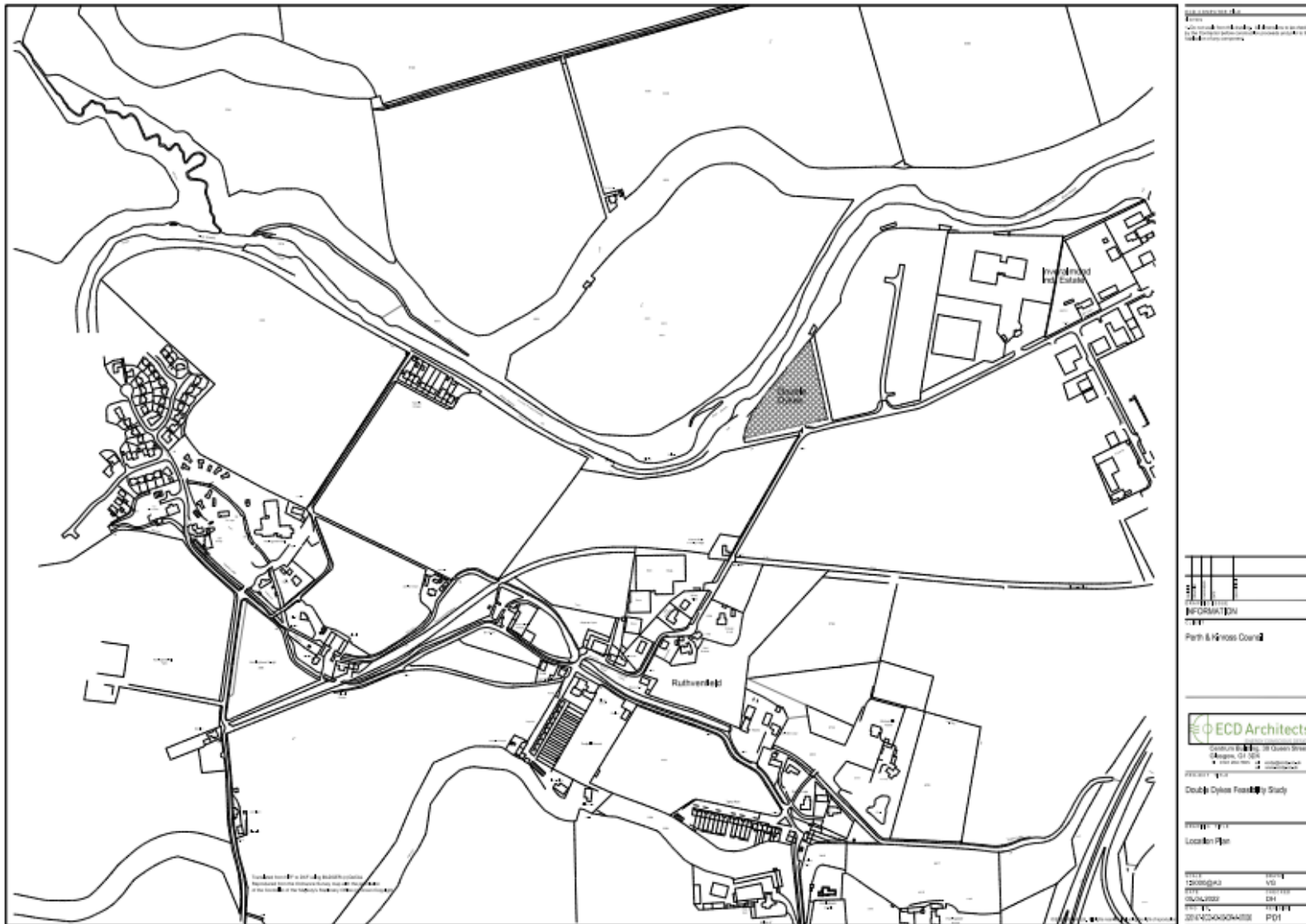
We believe that this may be the first project to actively target an enhanced energy standard such as Passivhaus or CarbonLite for this type of property. As such we will develop information on the viability of such a standard for residential homes and chalets which will be of significant importance as we target Net Zero by 2045, as these types of properties in particular pose issues in terms of construction type and size.

We would encourage post-occupancy evaluation and monitoring is undertaken on these properties should the bid be successful to ascertain the effectiveness of such measures in use, which will provide useful feedback for future projects. A whole house approach must be taken, and this will need to be tailored to suit the building type and the individual tenants. It would be proposed that environmental sensors will be installed within each of the new properties, and this will allow the monitoring of the performance of the systems that have been installed as well as collecting data on temperature, humidity, carbon dioxide, thermal performance, and ventilation. These sensors are an integral part of ensuring resident health and wellbeing and allow remote monitoring of indoor environmental conditions within

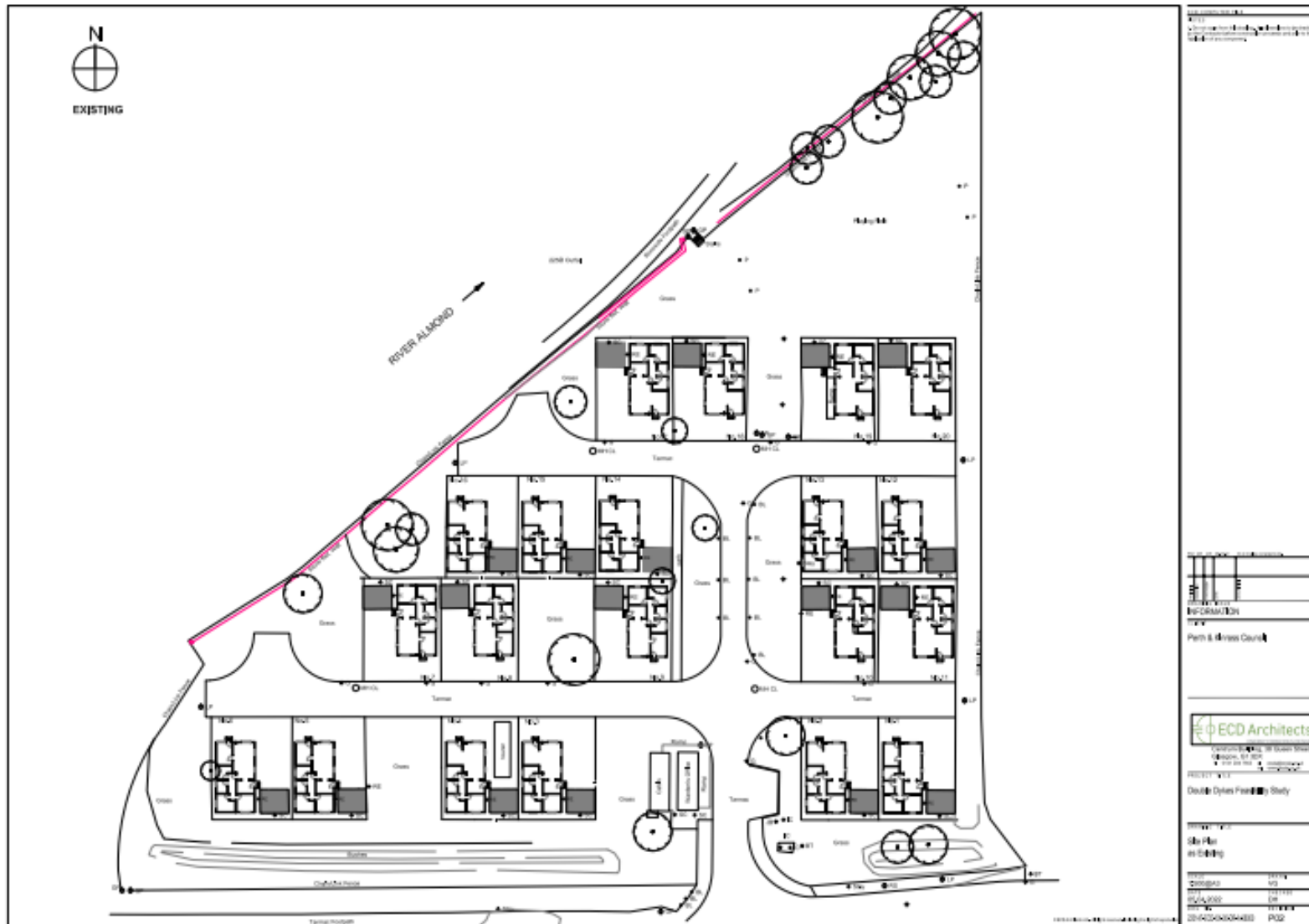
the properties which can highlight any issues that if not addressed can lead to disrepair or to issues such as mould and condensation. As part of this monitoring approach, we will work with the individual residents to ensure that the data is shared with them in a format that they can access. The data interface should also provide the residents with access into personalised insights into the ongoing performance of their home and can give advice on the measures that they can take to improve indoor air quality and subsequently, to avoid disrepair.

The information gained from this project should also be used to update the BS 3632 standard as new homes are being constructed and installed today which do not meet the required energy performance standards; a revised standard is necessary if we are to meet our Net Zero commitments.

# Document 3 – Location Plan

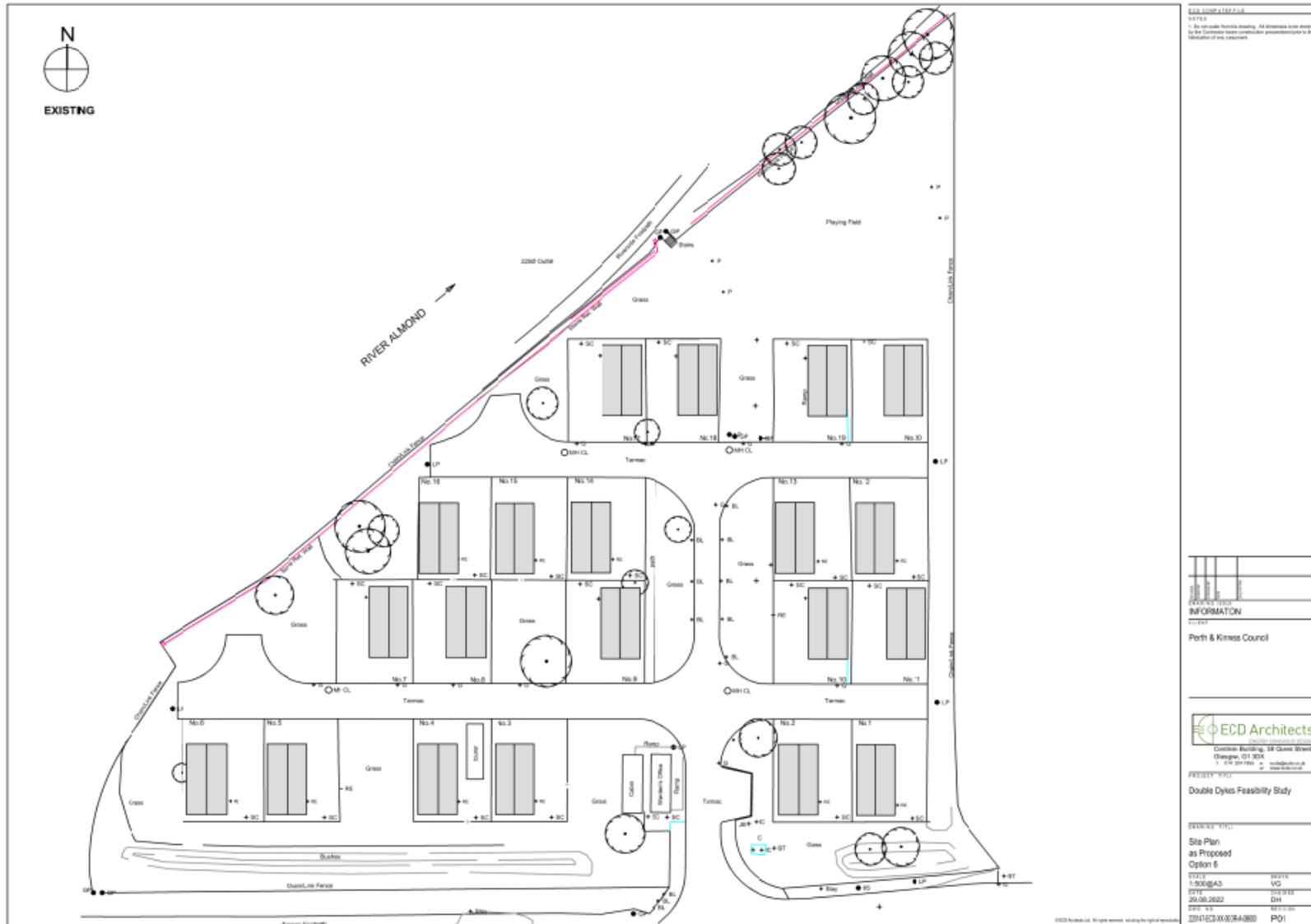


## Document 4 – Existing Site Plan





# Document 5 – Site Plan as proposed – Option 6



ALL DIMENSIONS IN METERS  
 1:1000  
 1. The site plan is for the development of the site as shown. All dimensions are shown to the Centre Line unless otherwise stated. All dimensions are shown to the Centre Line unless otherwise stated.

NO.	DESCRIPTION
1	Site Plan
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Perth & Kinross Council

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PROJECT INFO  
 Double Dykes Feasibility Study

REVISION	DATE	BY	CHKD
1	20.08.2022	VG	DH
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Renewables Technology	PV	-	-	-		3.25Kw Peak	1.75kw Peak
	Solar Water Panels	-	-	-			
Low energy lighting		-	100% LED	100% LED	100% LED	100% LED	100% LED
				RdSAP software is unsuitable for ASHP assessments this will need to be carried out under full SAP	RdSAP software is unsuitable for ASHP assessments this will need to be carried out under full SAP		
RdSAP Energy Rating			<b>C74</b>	<b>C70</b>	<b>C70</b>	<b>B82</b>	<b>B81</b>

**Document 7 – Existing Site Photos**



## Document 8 – Accessible Summary for Gypsy/Travellers

Gypsy/Traveller Community Members will be involved in the assessment of the proposals. **Please provide a short accessible summary of the proposal to share with Community members.** This should include a short overview of the project, including a plan/picture, detailing what work will be done, how community engagement has shaped it and plans for ongoing engagement.

### Accessible summary of the proposal to share with Community members:

#### Project Proposal:

The project proposal for the Funding Bid from Perth & Kinross Council is focused on our existing permanent site at Double Dykes Gypsy/Traveller site near Perth. Perth & Kinross Council owns and manages the Double Dykes site, which is used all year round; it provides long-term accommodation, and the community are, in the main, long-standing residents (please see attached drawing 200147-ECD-XX-00-DR-A-7000 P01 Location Plan).

The Double Dykes site has recently been transferred to the Housing Revenue Account following extensive consultation and agreement with the residents. In 2008, the site was upgraded using grant funding from the Scottish Government to provide 20 chalets.

The proposal being submitted is based on discussions and feedback we have directly received from the residents of the site. Following consideration and discussion of five different options, a final sixth option has been agreed for the proposal. This proposes the replacement of the existing chalets with new energy efficient chalets, and the demolition of the existing utility blocks (please see attached drawing 200147-ECD-XX-00-DR-A-8600 P01 Site Plan as Proposed – Option 6).

The work to replace the chalets will involve the following:

#### Work to Individual Pitches (20No.):

- Disconnection and removal of existing chalets from the pitches. Disconnection and demolition of existing utility blocks.
- Work to drainage pipework/connections and utilities where required.
- Making good the base of existing pitch/stance.
- Deliver and install new energy efficient chalet accommodation.
- Install entrance platt and stairs or ramps to new chalets as necessary.
- Installation of heating system, ventilation system and renewable technologies.
- Installation of new fencing to the four sides of each pitch with a pedestrian gate and a double vehicle gate installed for security.
- Repairs and replacement of existing kerbing on roadways, edges and individual stances.
- Repairs to existing site boundary fence.
- Upgrades to existing and the installation of additional LED street lighting throughout the site.

- Improvements and enhancements to the existing site drainage.
- Development of existing playing field area to rear of site; detail design to be agreed following full resident involvement

### **Community Engagement:**

Community Engagement has been progressed as follows:

- A. Through regular Resident Meetings where discussions are recorded in an Action Plan and actions are then progressed and progress reported at the following meeting.
- B. Specifically for the Funding Bid, an initial newsletter was prepared that gave information on the Funding Bid opportunity and the residents were provided with a copy of the five high level options that had been developed following feedback at one of the previous regular Resident Meetings.
- C. Prior to the Stage 1 Funding Bid submission, we held a meeting to discuss the five options. It was agreed that the favoured option from the residents was either Option 3 or 4. So that we could make sure that there was enough scope to develop the proposals with more input from the existing residents, the Stage 1 funding bid was made on the basis of Option 4 – the replacement of the existing chalets with new mobile homes.
- D. Since receiving confirmation that the Funding Bid could proceed to Stage 2, members of our Tenant and Resident Engagement Team, supported by a representative from MECOPP, engaged with the residents to establish a focus group to take forward more formal resident engagement.
- E. In the development of the proposals for the Stage 2 Funding Bid, four focus group meetings have been held. An Action Plan has been prepared to set out the actions necessary and this is updated after every meeting. A Note of every meeting is also taken and shared with the residents.
- F. The focus group meetings have allowed the sharing of information and documentation or resources. The residents have had the opportunity to review and comment on the information they receive, to discuss the proposed scope and extent of the works and to discuss the options for decant.
- G. The sharing of information, consultation, discussions and feedback has resulted in a change from the option brought forward at Stage 1; the majority of residents have now indicated that they wish to see the Funding Bid at Stage 2 taken forward on the basis of Option 3 – the replacement of the existing chalets with new energy efficient chalets, however, with an amendment to demolish the existing utility blocks on each pitch. This revised Option has now been renamed as Option 6 (please see attached drawing 200147-ECD-XX-00-DR-A-8600 P01 Site Plan as Proposed – Option 6 attached).
- H. Discussion with the residents at the focus group have also noted ongoing issues with the current accommodation, including the presence of mould and condensation and discussion in relation to the previous experiences on repairs has also been recorded.
- I. We have a dedicated Housing Officer for the site who residents can approach if they require further information or advice. The Housing Officer is based on the site two days a week and can be contacted by telephone outside these times. Our team also work closely with third sector services, including MECOPP who

have continued to support the residents at the focus group meetings and in regular visits to the sites, providing independent advice and assistance.

In relation to further engagement work planned – it has been proposed that the regular focus group meetings will continue to be held with residents, with the support of MECOPP, throughout all stages and areas of development of the project. Dates and frequency of meetings will be agreed in advance and a venue will be booked to ensure all parties are aware of where the meeting is being held. It is also proposed that residents will be involved in agreeing the design specification for the new chalets, and that meetings with individual households will be held to agree the proposals for each household and get sign off on their specific requirements.

Further discussion is also required with the residents on development of alternative decant options and this will be possible once there is more accurate information available on the timescales and phasing for the main works. Development of the proposals for the green space on the site will also be taken forward with resident input on the requirements and layout.

## Document 9 – Options Comparison

### GYPSY TRAVELLER ACCOMMODATION

DOUBLE DYKES, PERTH

Perth & Kinross Council

	OPTION 1 (Retrofit existing)	OPTION 2 (Demolish & replace with pitches)	OPTION 3 (Demolish & replace with chalets)	OPTION 4 (Demolish & replace with mobile homes)	OPTION 5 (A mix of Options 1-4)	NOTES
Retain existing chalets	✓					
Demolish existing chalets		✓	✓	✓		
Provide new accommodation			✓	✓		
New internal finishes	✓		✓	✓		
New Kitchen & Bathroom	✓		✓	✓		
Potential to achieve EPC Band B rating	✓					Option 3 & 4 would require to be retrofitted retrospectively to potentially achieve EPC Band B rating.
Reduces energy bills	✓					The EPC rating of the new chalets for Options 3 & 4 would not be any better than the existing chalets on site, therefore energy bills would not reduce.
Built to BS3632:2015			✓	✓		
Improved energy efficiency compared to existing accommodation	✓					
New external cladding and roof covering	✓		✓	✓		
Improved external works and landscaping (including fence and street lighting upgrades)	✓	✓	✓	✓		
Drainage repairs and upgrades	✓	✓	✓	✓		
Electrical wiring upgrade	✓		✓	✓		
Double Glazing			✓	✓		
Triple Glazing	✓					
PV Panels	✓	✓	✓	✓		For Options 3 & 4, PV panels would require to be retrospectively fitted as Pemberton do not provide this
Mechanical Heat Recovery	✓		✓	✓		For Options 3 & 4, MVHR would require to be retrospectively installed as Pemberton cannot accommodate within their design
Air Source Heat Pump	✓		✓	✓		For Options 3 & 4, ASHP would require to be retrospectively fitted as Pemberton do not provide this
Washing machine / Tumbler	✓		✓	✓		Option 1 would require redesign of the kitchen to ensure space for this equipment.



## Document 10 - Extract from notes from site visits for Stage 2 applications Notes

### GYPSY/TRAVELLER ACCOMMODATION FUND ROUND 2

#### EXTRACT FROM NOTES FROM SITE VISITS FOR STAGE 2 APPLICATIONS

PERTH AND KINROSS – DOUBLE DYKES - 21/9/22

##### COMMUNITY ENGAGEMENT

Residents reflected that they felt listened to and could see their influence in the proposal. Main points are about the quality of the build, space for storage etc. They want to remain engaged throughout. Using a focus group structure with feedback to people who don't attend. Open approach – providing written info to allow people to look at things in their own time. Copying MECOPP in so any issues are picked up.

No engagement with the men to date (*whilst male residents do not attend residents meetings, during site visits and a consultation event REDACTED carried out prior to the P&KC bid to the Fund, several men spoke openly about some of the site and accommodation issues – two saying they would much prefer to keep their rough-cast chalets however if it was the general consensus that new chalets would be brought in to replace existing ones they would accept the decision; another stated his anger at the conditions inside his chalet with dampness and mould issues, further stated one recent winter there were icicles hanging from the ceiling inside loft area, and also complained of the cost of heating the chalet at that present time (summer) with the increasing levels of worry of the rising heating/living costs for and come winter and even further increases in costs. REDACTED, felt living conditions were very cramped due to the family size, and the fear has for the health implications for children due to dampness and mould issues throughout almost all rooms within the chalet resulting in chronic breathing conditions for some of children already. REDACTED explained how frequently they have had to throw out bedding and also beds and other bedroom furniture due to the mould and odour from it over time. REDACTED expressed having to be burdened by the extra cost and effort of heating, cleaning, redecorating and furnishing 3 bedrooms and would far rather have smaller homes provided than a 'standardised' "everyone gets offered the same" which would then also mean accepting a smaller sized pitch to accommodate a larger family having the option of a larger pitch and home provided to reduce cramped living conditions.*

Lots of questions about what happens next, the decant etc.

## Document 11 – Extract from Minute of Round 2 Presentations

Perth and Kinross Council

Attendees:

**REDACTED** – Scottish Government

**REDACTED** – Scottish Government

**REDACTED** – Scottish Government

**REDACTED** – Scottish Government

**REDACTED** – Rooftop Group

**REDACTED** – MECOPP

**REDACTED** – COSLA

**REDACTED** - COSLA

**REDACTED** – PHS

**REDACTED** – ADS

**REDACTED** – SFT

**REDACTED**, Service Manager Housing – Capital Improvements & New Build

**REDACTED**, Project Manager

**REDACTED**, Resident Rep

**REDACTED**, MECOPP – to support **REDACTED**

**Minute:**

**REDACTED** gave a brief description of the current site and current site provisions. Residents on site had raised concerns around conditions, approach to repairs and lack of funding. There is a housing officer based on site twice per week who has ongoing engagement with MECOPP. PKC established a focus group with residents and 5 meetings have taken place where an action plan is based on meeting notes. PKC will review the engagement with MECOPP and ensure that male community members have the chance to have their views taken into account.

**REDACTED** gave a few words on her experience living on the site and reflecting on the work the council have done on community engagement.

PKC's Stage 1 bid was placed on replacement of current chalets but the proposal has now changed as majority of residents now want existing chalets to be replaced with new energy efficient mobile homes with demolition of utility blocks. PKC have undertaken studies on most efficient heating systems. They intend to use battery storage with air source heat pumps. A survey was completed and necessary works will be done on an annual approach and discussed with residents beforehand.

As it's an existing site it will continue to be managed by PKC and a dedicated housing officer. They'll continue ongoing community engagement meet with residents. Residents on site will be moved onto a Scottish Secure Tenancy and rent levels will be reviewed and implemented in April 2023. There is a focus on cost effectiveness to deliver wholesale improvements through one contract to delivery economies of scale and minimise timescales. Spec for properties will be built to a high quality and standard conditions that meet energy efficiency by using renewable technologies and increasing insulation

A project team will be formed with appropriate expertise to procure, deliver and monitor the upgrades to the site. Funding has been made available from housing revenue account. Programme has been tied in with procurement and will be tied in with contractor. Decant options have been discussed with residents but not finalised yet. Wifi is available on site available in the office but digital access will be provided as part of the spec. Environmental sensors will be placed in each dwelling to monitor mould, condensation and energy consumption. Many community members consider community feel on site should be considered

### Questions to LA

**REDACTED:** *What have you learned to your approach with consultation with site residents to date AND what if any opportunities have you identified thru the delivery process to involve site residents?*

More in detail and information they can provide in written format. Can be a lot going on at meetings. **REDACTED** noted that from focus group meetings there's been an agreement to listen to one another more and community provide feedback. Community feel more content and happier with feedback. Residents are on the project team and are represented on the project team. **REDACTED** has been pulling information together to hand out to residents for example on air source heat pumps.

### **Document 12 – Extract from Perth and Kinross Council Presentation Notes**

#### **SLIDE THREE – INVOLVEMENT OF GYPSY/TRAVELLER COMMUNITY:**

- As the Double Dykes site is an existing established site, agreed arrangements for engagement with the residents were already in place.
  - Regular Resident Meetings are held with the Gypsy/Traveller community and there is open discussion around any ongoing issues onsite.
  - Discussions and actions from these meetings are recorded and progressed through a detailed Action Plan.
  - We also have a dedicated Housing Officer for the site who residents can approach if they require further information or advice. This Housing Officer is based on the site within the office for two days every week.
  - We also work closely with third sector services. For example, we have engagement with a MECOPP representative to ensure residents have independent advice, support and assistance where required. The MECOPP representative also attends the regular Resident Meetings.
- In relation specifically to the Funding Bid, we built on the existing engagement arrangements.
- The funding bid proposal submitted has been based on the discussions and feedback we have directly received from the residents.
  - Firstly, a newsletter was prepared and distributed to all residents in advance of an initial meeting.

- This newsletter provided background information relating to the Funding Bid opportunity and also gave the residents a copy of each of the five high level options that had been developed based on feedback at one of the previous regular Resident Meetings.
- MECOPP have supported the residents, through informal consultation, by walking around the site and gauging the residents' responses to the initial options. The feedback received was collated into a resident poll document and the outcomes from this have been used to refine the current proposals and options.
- An Options Meeting was held prior to the submission of the Stage 1 funding bid deadline. The five high level options were discussed at this meeting and the feedback received was used in the submission of the Stage 1 bid.
- In order to progress with the Stage 2 bid submission, members of our Tenant and Resident Engagement Team, supported by a representative from MECOPP, engaged with the residents to establish a Focus Group for taking forward more focused resident engagement.
- The Focus Group representatives were agreed, and five Focus Group meetings have now been held. Notes have been taken at the meetings and an Action Plan has been prepared.
- Information is provided and shared with the representatives of the Focus Group; these representatives then discuss the notes from the meetings, the Action Plan and any documentation and/or resources provided for information at the meeting with the wider community at Double Dykes and bring back comments to the next Focus Group meeting.
- The Focus Group meetings provide a forum for the residents to receive information and to provide comments, suggestions and raise any concerns. The feedback received has been used to further develop the proposals that have been used for this Funding Bid.
- Moving forward, throughout the planned Project Delivery, resident engagement work is planned to continue.
  - We propose to hold regular Focus Group meetings throughout all stages of the project.
  - It is also proposed that residents will be involved in agreeing the specification for the new chalets, and
  - We will hold meetings with individual households to agree the proposals for the household and to get sign off on their specific requirements.
  - There is unlikely to be a 'one size fits all' solution for all existing residents, so it is anticipated that the chalets will be more bespoke in nature, with

options for tailoring the layout and design carried out in agreement with each household separately.

- Tenant and resident participation and engagement will be resourced initially by the members of the existing Project Team who have been managing and leading the engagement in relation to the Funding Bid.
- It is anticipated that further assistance will be provided by a Tenant Liaison Officer who will be brought on board to support the tenants in the lead up to the construction phases of the proposals and throughout the construction phases. Other Service Managers within the wider Housing Service may be requested to input into discussions as and when action points are recorded that will require their or their teams input.
- We will also review the engagement with MECOPP and utilise the resources of their male Engagement worker to ensure that the male members of the existing community have an opportunity to discuss and put their views across about the proposals. There has been interaction from some of the male members of the community with the male Housing Officer at the on-site office and it is hoped that this will continue.

**REDACTED** from Double Dykes to speak at this stage – confirmation of what will be said to be confirmed.

The general attitude of community members to the project proposals is largely positive; the residents in the main feel like they will benefit from the new chalets being provided and there is a positive attitude from many in general discussion around the site and at the focus group meetings. There are still some feelings of concern and perhaps slight scepticism about the proposals, although this is considered to be based on previous experience.