



PORTREE AND BRAES COMMUNITY TRUST

REIMAGINING CAMANACHD SQUARE OPTIONS APPRAISAL AND MASTERPLAN

Invitation to tender

23/11/21

Generously supported by:



About the Client

The Portree and Braes Community Trust (PBCT) was established in 2016 and is led by a volunteer Board of Trustees, currently numbering 15, who collectively have a broad experience of both business and community enterprises. PBCT has over 400 members.

PBCT exist to conduct activities which benefit the community within the geographic area of Portree and Braes as defined by the community council boundary.

Relevant objectives, extracted from PBCT's constitution include:

- I. To advance and promote community development by the regeneration of the Portree and Braes area, including the maintenance or improvement of the physical, social, and economic infrastructure and by assisting people who are at a disadvantage due to their social and economic circumstances.
- II. To preserve, conserve, restore and improve the environment.
- III. To promote, establish, operate and/ or support other schemes and projects with similar charitable purposes for the benefit of the community of Portree and Braes.

PBCT has successfully undertaken a number of projects in recent years:

- Management of the local helipad facility since 2015
- Public toilet facility opened in 2017
- Community skate ramp facility opened in 2017
- Local Development Officer appointed in June 2018
- North Skye Health and Wellbeing Development Officer appointed in 2019
- £90k grant awarded from The Scottish Land Fund to purchase a disused tennis and squash court site in 2019
- £300k grant from the Rural Tourism Infrastructure Fund awarded to develop a community owned carpark in 2019
- "Light Up Portree" programme of community events delivered from 2019 onwards. Over £50k raised.
- £37,666 awarded from The Scottish Land Fund to purchase and develop a community woodland site and adjacent amenity ground in 2021.

Project Background

Camanachd Square is an area near the centre of Portree which serves as a hub for sports and recreation. The Community Centre, King George the V Playing Fields, old swimming pool site (now tarmacked), playpark, nursery, and multi-use games area (known as the Red Pitch) are located in this area. There is also free parking incorporating a nursery drop off zone area. The area is a 2-minute walk from Somerled Square in the centre of the village and is surrounded by both housing and woodland.



The community facilities in Camanachd Square are owned, leased and maintained by multiple organisations:

- The Community Centre building and car parking to the east of the building are owned by the Portree Community Centre Association (PCCA), who are interested in transferring these assets to PBCT. The majority of ground that the community centre is built on is leased by The Portree Community Centre Association from the Highland Council.

- Fearann Eilean Iarmain own the King George V playing fields and periphery land and are interested in selling this land to PBCT once the boundaries of the site can be confirmed. The playing field is currently leased by The Highland Council, managed by High-Life Highland and partly maintained by PBCT.
- The Red Pitch is owned by The Highland Council, managed by High-Life Highland and used by PBCT to site a community skate park facility.
- The Highland Council own the Old Swimming Pool Site. PBCT have submitted an expression of interest regarding an asset transfer of this site.
- The Highland Council own and maintain the Playpark adjacent to the King George V Playing Field.
- The Portree Nursery site is owned by the Highland Council and leased by a Portree Nursery, a charitable organisation.

Community facilities in this area generally suffer from a lack of maintenance or development and PBCT believe that this is in part due to complexities in land ownership and the absence of an overarching plan for the area:

- The Community Centre building, which contains the hall with the largest standing capacity on the island, is owned by the PCCA and was built in 1996. The building has been partially closed since 2018. A condition report recently outlined that the building requires around £200,000 of upgrades.
- The playpark, “Red Pitch”, playing fields, surrounding landscaping and path network, which are managed by The Highland Council and Hi-life Highland, receive only occasional maintenance due to budget constraints. Volunteers are required to undertake regular maintenance work to ensure these spaces are suitable for public use.
- The Nursery site is owned by the Highland Council and leased by Portree Nursery. This facility is well maintained however discussions have taken place previously about what opportunities might exist to expand this facility to create more space for this service.

PBCT believe that there is potential to maximise the benefit of these lands and buildings to the community under ownership of the trust. An options appraisal, masterplan and associated business plan are now being commissioned to assess development options and ultimately unlock opportunities for the trust and other stakeholders to deliver a phased regeneration of Portree Community Centre and surrounding lands.

Purpose of the contract

The aim of this commission is to assist PBCT in the development of the below project. This work can be broken down into two parts as follows:

PART 1

To work closely with PBCT and identified stakeholders to deliver an Options Appraisal which considers the potential future use of different areas of land and buildings within the geographical scope of the project area. This study will primarily explore opportunities to redevelop the Portree Community Centre and identified adjacent lands in the Camanachd Square area, under ownership of the PBCT.

The Options Appraisal will involve a detailed study of the site, its ownership, occupancy, existing and potential uses, layouts and configuration. Then considering community aspirations and potential development opportunities, suggest and assess the options available to PBCT. More specifically the Options Appraisal will:

- Identify zoning of activity
- Encourage efficient use of resources
- Identify key issues and constraints
- Identify practical ideas and options to deliver the requirements
- Define the benefits of each proposed use. Benefits should be defined as: financial, social, economic, environmental
- Provide instruction to proceed or not to part 2.

PART 2

Following this analysis process and instruction from the Board as regards which option is to be developed into an overall Masterplan and Business Plan for Camanachd Square, consultants will:

- Develop a physical Masterplan
- Prepare an outline cost of the development, as well as outline cost and revenue implications
- Identify any phasing of the various sub-projects within the overall development to facilitate investment (e.g., secure grant funding within available timing, land preparation, etc.)

The geographic scope of the project will include:

- Portree Community Centre including original garage, storeroom, toilet block and changing rooms
- The King George the V Playing Field and periphery grounds
- The old swimming pool site
- The Red Pitch
- The playpark adjoining the King George V Playing Field
- Adjacent car parks to the north and east of the community centre building.
- Portree Nursery site

Proposed development of the area

Several studies have to date been undertaken which propose development options for the Camanachd Square area. The consultancy team should consolidate, review and expand on the information and ideas that have previously been outlined in the following studies:

- Portree Development Ideas Study, 2016, commissioned by the Lochalsh and Skye Housing Association and delivered by Rural Design
- The feasibility study for the acquisition of land owned by Fearann Eilean Iarmain in Portree, 2018, commissioned by Portree and Braes Community Trust and delivered by Faye Macleod, Calum Macleod & Duncan Macpherson
- The Portree Parking Study, 2018, commissioned by the Lochalsh and Skye Housing Association and delivered by The Highland Council in partnership with relevant organisations
- Portree Community Centre Condition Report, 2020, commissioned by Portree Community Centre Association and delivered by Glyn Young Associates
- Portree and Braes Community Conversations Project Report, 2016, commissioned by The Skye and Lochalsh Council for Voluntary Organisations
- Valuation Report for King George V playing fields and surrounding lands, 2019, commissioned by PBCT and delivered by District Valuer Services

- Other relevant studies which will be outlined by the PBCT

The consultancy team should also refer to the outcomes for people and place that are highlighted in the Skye and Raasay Future Plan (2021) and explore opportunities to deliver these outcomes for Portree and Braes. PBCT expect that the Reimagining Camanachd Square project will, for example:

- Assess opportunities to support The Highland Council's commitment to achieving a carbon neutral Highlands by 2025. This could be achieved through the use of green technologies and, for example, installing ground source heating under the playing fields to heat adjacent community buildings.
- Identify where there are opportunities to create employment and attract enterprises and organisations to the area. This could potentially be achieved through the creation of business units.
- Assess opportunities for relevant organisations to reduce costs, encourage collaboration and improve access to quality facilities. This could be achieved for example through relocating organizations and services to a redesigned community hub facility.
- Assess opportunities to create additional housing in the area meeting the need for housing for key workers and others.
- Identify opportunities for the community to create a sustainable income which will support the continued development and management of community owned facilities.
- Identify opportunities for community capacity building through engaging local people to develop and deliver projects.
- Explore opportunities for promoting sustainable tourism. This could be achieved for example through the creation of an e-bike distribution hub.
- Identify opportunities for improving access to culture, including Gaelic culture, and sports. This could be achieved for example through the creation of additional facilities such as a running track and/or through creating suitable spaces for relevant cultural organizations to engage with the local community.
- Consider how to meet the social, economic, cultural, and environmental needs of a growing population - as a result of proposed housing developments Portree's population is expected to grow by approximately 25% over the coming decade.

The PBCT has to date been in discussion with the Portree Tennis and Squash Club, The Portree Youth Club, Portree Football club, The Skye and Lochalsh Running

Club, Skye Events, The Portree Community Centre Association, Portree Nursery, The Men's Shed and local arts organisation Atlas Arts about how to improve land and buildings in this area for the benefit of the community. The Trust has also been working closely with the local Council, Highlands & Islands Enterprise and Lochalsh and Skye Housing Association to deliver community benefit projects. The PBCT's future strength will come from building on these partnerships to ensure that plans are delivered in a collaborative manner.

Management and outputs of the contract

The successful applicant will report to the PBCT board throughout the contract on a regular basis to be agreed with this group and it would be expected that there will be at least monthly meetings during the contract period. These meetings could be delivered virtually or face – to face. PBCT would like to keep the environmental impact of the project to a minimum by reducing unnecessary long-distance travel.

The principal outputs will be:

1. Draft & final Options Analysis with executive summary
2. Draft & final Masterplan and supporting Business Case with executive summary

Written reports should include:

- A project background
- A description of the current issues faced by the Portree and Braes community
- A description of the community's vision for Portree Community Centre and adjacent lands in the Camanachd Square area
- A description of the client's involvement
- A description of the key stakeholder's involvement
- Maps and concept drawings demonstrating an outline of the proposed capital works
- Justification for the proposed capital works including an outline of the potential social, economic and environmental benefits to Portree, Skye and the wider Highlands and Islands
- Indicative high-level costs for the proposed capital works
- Outline indicative revenue and expenditure for each development
- An indicative timeline for strategic developments

Milestone deliverables:

- Pre-start meeting with steering group
- Preparation of a project inception report, including consultation plan,

programme and milestones

- Completion of part 1 draft report
- Completion of part 1 final report
- Project meeting to review report and outline preferred option for investment case and stop gate
- If commissioned, completion of part 2 draft report
- Completion of final part 2 report

The commission will be managed by PBCT, and outputs outlined above should be submitted to Fiona Thomson, Development Officer, as follows:

- Three hard copies of the draft and final plans will be required, as well as in electronic format
- Concept designs in a format to be agreed
- A summary of the business plan, less than two A4 pages in size, will be provided for the purpose of informing the public and members of PBCT

The information gathered during the commission, including draft and final reports, shall remain the sole property of PBCT.

Key Skills

It is anticipated that a multidisciplinary team will be required to deliver this project, including:

- a) Consultant/s with experience in community consultation. feasibility and business planning.
- b) Architect/s.
- c) Quantity Surveyor/s.

The consultancy team will be required to demonstrate skills and experience in the following:

- Significant experience of working with communities, including consultation and engagement for community building projects
- Collaborative team working and communication skills
- Proven ability to research and produce clear, well written business plans to be used in support of funding applications
- Knowledge of relevant funding streams
- Knowledge of relevant green technologies

- The economy, culture, and heritage of the local area
- Knowledge of the relevant policy landscape
- Experience in the preparation of concept designs which can be used to communicate ideas, generate interest in projects and support future funding bids

Remuneration and conditions

A total of £29,000 has been awarded to PBCT by the Coastal Communities Fund to deliver Part 1 and Part 2 of the Reimagining Camanachd Square project by December 2022.

On the successful completion of Reimagining Camanachd Square - Part 1, PBCT would look to commission Reimagining Camanachd Square - Part 2, however, these two exercises will be considered separately, and it should not be presumed that both will be awarded to the same contractor(s).

- The work is offered as a fixed-term contract for a consultant / consultancy team for a total fee of £29,000 inclusive of VAT and travel expenses. The fee quote should be split into the two separate pieces of work.
- The successful candidate will be self-employed and responsible for his/her own tax and personal insurance.
- Payments will be made as follows:
 - 50% on receipt and acceptance of draft report, and the remainder upon acceptance of the final report for each piece of work.

Timeline

The following timeframe for delivery is proposed:

PART 1 - Options Appraisal

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| • Distribute brief to consultants | W/c 22/11/21 |
| • Final date for tender submissions | 17th December 2021 |
| • Appointment of consultant | W/c 03/01/22 |
| • Briefing Meeting | W/c 22/01/22 |
| • Produce draft Options Appraisal | W/c 23/05/22 |
| • Present final draft to meeting of PBCT | W/c 06/06/22 |

- Submission of final Options Appraisal W/c 20/06/22

PART 2 – Masterplan & Business Case

- Produce draft Masterplan & Business Case W/c 03/10/22
- Present final draft to meeting of PBCT W/c 07/11/22
- Submission of final Masterplan & Business Case W/c 21/11/22

Details of actual timescales will be agreed with the selected consultant(s) before the contract is issued.

Response

Should you be interested in this project, please submit a response by noon on Friday 17th December 2021 by email to fiona@portreeandbraes.org. PBCT are expected to demonstrate best value for money through their selection of consultancy team.

Your response should detail the following:

- Existing knowledge and experience of this project, if applicable
- Ability to deliver outputs in the proposed timeframe
- Evidence of producing Options Appraisal, Masterplans, and concept drawings for similar projects
- The methodology to be used to evidence the business case
- Confirmation of insurances (Professional Indemnity and Public Liability each with values)
- The lead consultant, with CV
- Details of other members of the team and their relevant skills and knowledge
- Two appropriate references
- Fee quote split into the two separate pieces of work.
- Payment detail