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Dundee Partnership **Community Regeneration Fund**

Grant Application **2022/23**

| Applicant Information | |
|-------------------------|--|
| Name of Applicant Group | Environment/Hilltown Park Improvements Group |
| Activity Title | Proposal C – Hilltown Park Improvements |
| Grant Requested (£) | £30,164.81 |

- The Physical & Environmental Improvement Fund is to provide financial assistance for community initiatives aimed at improving the local area through Capital expenditure. Capital expenditure is something of a physical nature including the acquisition, improvement or structural enhancement of an asset valued at £6,000 or more.

- The Youth Inclusion Fund is to provide financial assistance for community initiatives aimed at working with Children and Young People. Applications should be for an activity (or activities) focused on including children & young people in activities, diverting young people from an existing undesirable activity or preventing them joining in with such activity. This should reflect a need that children and young people have been consulted on.

- The Small Grants Fund is for other applications that contribute towards achievement of the Dundee City Plan / Local Community Plan, usually up to £5,000, but there may be lower local restrictions on the amount. Therefore, it is important to check with the relevant Community Worker as listed on page 8 for any local restrictions or other requirements.

This application should address needs in one of the below Wards within which the Dundee Partnership supports activity. If an activity covers more than one Ward then an application is required for each Forum, but it is essential that each application can stand on its own if agreed and that the application is not for a city-wide activity, but a local activity that is to take place in more than one Ward.

| TICK THE WARD WHERE YOUR PROJECT WILL OPERATE | |
|---|-------------------------------------|
| Coldside | <input checked="" type="checkbox"/> |
| East End | <input type="checkbox"/> |
| Lochee | <input type="checkbox"/> |
| Maryfield | <input type="checkbox"/> |
| North East | <input type="checkbox"/> |
| Strathmartine | <input type="checkbox"/> |

| PLEASE INDICATE WHICH TYPE OF GRANT YOU ARE APPLYING FOR | |
|--|-------------------------------------|
| Small Grant | <input type="checkbox"/> |
| Physical & Environmental Improvement | <input checked="" type="checkbox"/> |
| Youth Inclusion | <input type="checkbox"/> |

Please note that communications regarding this application will be sent to you via email unless you indicate otherwise

Checklist for the DP Community Regeneration Fund Application Form

Before submitting your application form to the Dundee Partnership Team, please use the below checklist to ensure that your form is as fully completed as possible. Please also note that submitting an incomplete form can cause delays in processing or rejection of your application.

Have you:

| | |
|---|--------------------------|
| Completed the questions on Page 3 relating to covid-19 | <input type="checkbox"/> |
| Read the guidance sections of the form | <input type="checkbox"/> |
| Fully completed the information on the front of the form | <input type="checkbox"/> |
| Provided a response to all sections of the application form (including indicating a section as 'N/A' where relevant) | <input type="checkbox"/> |
| Checked that your budget adds up properly? | <input type="checkbox"/> |
| Checked that your start date is after the date at which funds could be available, (see page 6) and that your end date is within the financial year? | <input type="checkbox"/> |
| Included appropriate, measurable outputs & outcomes? | <input type="checkbox"/> |
| Provided your groups accounts, or other appropriate financial information? | <input type="checkbox"/> |
| Sourced and attached all relevant quotes? (multiple quotes are required where >£5,000 is being applied for to ensure value for money is being considered) | <input type="checkbox"/> |
| Checked that the bank details or financial code are correct / complete? | <input type="checkbox"/> |
| Signed the form and given accurate contact details? | <input type="checkbox"/> |

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Before Starting on the Application, Please Consider and Complete the Two Questions Below

If these have not been completed, your application will not be progressed.

Is the activity for which you are applying for funds definitely able to start on your proposed start date? (e.g. are staff and relevant resources available)

On the start date we will recruit an artist for the elements below and they will start as soon as they are selected.

The other work will be carried out by DCC Environment Team and UNESCO City of Design Dundee who have staff available to support this project.

Is the activity for which you are applying compliant with current social distancing and other measures in place to counteract the spread of the coronavirus? Please specify how your activity will meet this requirement

Yes. This is an outdoor project. The selected artist may wish to deliver some creative workshops but these will be done in line with any restrictions.

| | | | |
|--|--|-------------|----------------------------|
| Who is the grant for? (Name of Applicant Group / Department) | Environment/Hilltown Park Improvements Group | | |
| Did you receive a Dundee Partnership grant during 2021-22? (If yes, list all grants below) | | | NO |
| Title of project funded | Amount granted | When | Was it fully spent? |
| | | | |
| | | | |
| | | | |
| | | | |

Please give a description of what you want this grant for - (please limit your answer to 500 words or less)

Hilltown Park – Improvements

In early 2022 the Maxwell Centre with partners delivered a co-design consultation where local people participated in a project to design improvements to the Hilltown Park. There were 12 priorities identified through the project and 4 proposals presented.

This application is for activity in Proposal C – Concrete Blocks & Boulevard Area. It includes the following elements:

- **Seating.** A variety of seating options to encourage people to meet – circular seating rather than isolated seating facing the path.
- **Planters / Growing spaces.** Repair or remove and replace broken planters. These should be made of natural materials and a various heights to support people with less mobility to participate. There was also a desire to increase low maintenance planting throughout the park - such a daffodils / crocuses which can bring colour to the park.

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The seating and planters will be delivered together. It is proposed that they will be connected and made of the same wooden materials and design style. This will tie the visual look together and create a warm, natural inviting space.

- **Interactive elements / interpretation panels** about wildlife / plant life / history of the area.
- **Making the area more welcoming through the use of colour** / floor painted games / art work. Colour is very important to people. People also liked ideas that incorporated themes of nature and wildlife.

To deliver these two elements it is proposed to select an artist who can work with the community to take the ideas already identified in the consultation to create 3 interpretation panels for the park. These will be interactive in that they will have suggestions of 'things to do in the park', 'things to look out for'. The artist will also produce a design for the paved area at the Glamis Street entrance. This design will be applied directly to the paving and will include interactive elements – such as games.

To support the work highlight above to happen. Dundee City Council will remove the existing concrete blocks, make good the paving, and generally tidy up the area.

Which City Plan / Local Community Plan Outcome(s) will it address?

We believe that this activity meets several of the Local Community Plan Outcomes including:

Improves physical, mental and emotional health for children & young people by improving access to green spaces. We know that green spaces and access to nature and the outdoors is important in developing good mental and emotional health. While Dundee is well served by green spaces, children and young people need to feel safe and welcome in these spaces. This project will improve the quality of the Hilltown Park helping more people to access it.

The planters will provide opportunities for children and young people to learn about growing and take part in growing initiatives.

This project contributes towards **improving the quality of our neighbourhoods** by making improvements to the environment in our neighbourhood. In addition, it will encourage people to visit the Hilltown Park more, and this will help to improve the experience of accessing green spaces of people who live in the surrounding area.

We think that delivering this project will positively contribute towards **increasing the empowerment of local people**. The project will directly deliver activity which has been co-created by the community and identified as a need of the community. Members of the community have contributed significant amounts of time to this project already and delivering their ideas will be hugely satisfying and demonstrate that this was not 'just another consultation'.

How many people will benefit from this project?

Will any specific groups benefit from this project? (male, female, age range or protected characteristic)

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This project will benefit people who use the park and encourage others in the community to use the park. From the research we know that this includes carers and people with disabilities, older people, and children and young people. It is the intention that the planters included in this proposal will be utilised by projects run by the Maxwell Centre and this includes working with people who have mental health problems.

The space in the planters will also be available for community use and food grown in the park maybe be able to be used by the Community Food Larder.

Please say why the project is needed (please limit your answer to 500 words or less)

This proposal is a direct result of the consultation work delivered by the Maxwell Centre supported by the wider community. It is based on work that has been done over some time, and there is a real desire in the community to see improvements to the park.

Carrying out this project is important to deliver action based on that consultation so that the community can see the impact that taking part in that consultation has had.

During that process there were 12 needs identified through the survey. This project will achieve 5 of these needs which are:

1. Need for more activities and events for young and old and infrastructure to support this.

The planters will provide infrastructure to support local growing initiatives.

The information panels will highlight local wildlife, history and things to see in the park. There will also be some ideas of things to see or do in the park.

2. Need for more and better seating options

This project provide seating and planting infrastructure which people can use while in the park. The seating will provide more opportunities for meeting, talking and socialised as it will be designed in circles or facing each other.

3. Need to encourage attractive, edible and wildlife friendly planting.

The planters will provide a space to do this and in addition we are proposing the inclusion of some bird boxes in the park to encourage wildlife in the area and to support with the biodiversity of the park.

4. Need to fix concrete blocks and other untidy equipment/ infrastructure.

This project will remove the concrete blocks and replace them with seating and planters. Although many attempts to repair the blocks have been carried out, it is not feasible to continue this as they have fallen into such a state of disrepair. Where possible, the tiles will be saved and can be used in a future project.

5. Need for colour and more attractive entry points to the park

The inclusion of an artwork for the paving area is a great way to add colour and interest to the park. The artwork can have interactive elements, like games or things to spot / count / learn. The artwork will be made from 'Decomark' or similar. This is a fully tested paint surface which is suitable for areas that are walked and cycled on. It is non-slippery and long lasting.

What local consultation has taken place regarding this application?

(Please attach evidence summarising the results of any consultation)

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This project will deliver elements from various consultations and conversations with stakeholders including the people who use the park daily, Friends of The Hilltown Park, Coldsides Community Forum and Coldsides Regeneration Forum.

In early spring 2022 the Maxwell Centre built on this project and held a series of workshops, surveys and conversations. 101 participants were involved in one-to-one surveys or interviews, 150 people came and chatted at one of our 7 travelling pop-up exhibitions in addition 40 local participants engaged in 4 co-design workshops, two of which we held in the park itself.

This resulted in a series of proposals for consideration requiring partners to take forward. These ideas have been developed based on the community's input in response to key issues.

What evidence do you hold that the local community supports this application?

(For example, was it proposed by members of a particular group? Does it directly address need identified by community members?)

This project is a direct result of the consultation and co-design activity delivered by the Maxwell Centre which engaged with nearly 300 people through the survey, conversations, workshops and pop-up exhibitions.

That project proposed 4 projects and this applications looks to deliver one of those.

How will the project / activity tackle deprivation or benefit those experiencing deprivation?

(Refer to Section 1 of the Guidance Notes)

It is understood that experiencing deprivation can impact wellbeing. This is a complex issue connected to mental health and physical health. In Scotland people living in areas of deprivation as measured by the SIMD are more likely to die early from disease and have more years of ill health. Depression & Mental Health issues are the third highest cause of early death for people living in areas of deprivation in Scotland.

There is lots of evidence that spending time in green spaces and in nature can improve our physical and mental health. Often our green spaces in areas of multiple deprivation suffer from issues of vandalism and fall into a state of disrepair. This project aims to improve the environment in the Hilltown Park as a direct response to the needs of the community.

It will provide a space which is welcoming, made of quality materials and colourful. It will be a space where people want to meet each other and spend time together.

In addition it will also provide the opportunity of community growing. This will be supported by local organisations that support people to grow food and plants locally. These activities also support improving mental health.

For Physical & Environmental Improvements (which must be Capital worth at least £6,000 in value) the following questions must be answered:

Have all relevant permissions been agreed? (please state what these are)

Yes – Environment are partners on this project and have given permission

How will the planned project be maintained? (please state who will be responsible for this)
Environment will be responsible for the maintenance.

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What is the expected 'life' of the improvement? (e.g. before it will require replacement)
10 years

Could a plaque indicating the Community Regeneration Fund as a source be added on location for this award? (If there would be additional costs for this, please indicate this in the budget section), Yes

What other sources of funding have you secured / tried to secure for this project?

- **If none, please state why this is the case**

(Detail below, including applications that are pending or that have been turned down. We may ask for further evidence of an application for other funding)

Source of Funding (detail if this funding is for more than 1 year, if applicable)

£

none

What are the costs of your activity and how much money is required? Please give specific details (expand list / use an additional sheet if required) and provide all quotes (good practice for applications for over £5,000 is to provide three quotes to ensure value for money is received, and we will require to see these where relevant).

| Cost Heading | Full Costs (£) | DP Aid (£) |
|--|------------------|------------------|
| | | |
| Purchase of bird boxes | 135.04 | 135.04 |
| | | |
| Design of 3 MmT Information Panels – Artist Fee | 1350 | 1350 |
| | | |
| Production of 3 MmT Information Panels | 4001.73 | 4001.73 |
| | | |
| Installation of Information Panels - DCC | 600 | 600 |
| | | |
| Design of floor graphic / art work for paving area | 2700 | 2700 |
| | | |
| Production of floor graphic – Geveko Markings | 8000 | 8000 |
| | | |
| Installation of floor graphic – Tayside Contracts | 2500 | 2500 |
| | | |
| Seating/Planter – 8 units (see cost breakdown below) | 8908.04 | 8908 |
| | | |
| Removal of existing concrete blocks / make good paving - DCC | 1470 | 1470 |
| | | |
| Bins | 500 | 500 |
| | | |
| Totals | 30,164.81 | 30,164.81 |

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- All applicants are required to submit a copy of the group's most recent annual accounts with this application. These will be used to help determine eligibility for funding, and **WITHOUT THEM AN APPLICATION WILL NOT PROCEED**
- If unrestricted reserves held are less than three months operating expenses please confirm this below

Note that if you have already submitted your accounts within this financial year, further copies may not be needed - please check with the Dundee Partnership Team if unsure

What other documents are you attaching to evidence the budget costs for this application?
(e.g. quotes, estimates, projected income and expenditure)

Seating / Planters: Estimation of per unit price of £ 1113.55

As there is an unknown element to the exact design / layout to this project, we have had to make some generalised costings for the seating & planters.

To get this price we have taken five planter/seating designs from the catalogues of 3 companies and used an average. Dundee City Council will procure the planter/seats via the DCC Procurement System. Using this average cost we expect to be able to secure the design and materials needed to meet the needs of the community. It should be noted that the examples used are indicative designs only.

These there are:

- Two planters link by bench: Very basic design - <https://www.broxap.com/devon-planters-seating.html> Per unit price £746
- Circular, modular benches (no planter) available in different colours. <https://www.broxap.com/circo.html> Per unit price £1,260.00
- Good quality wooden planter <https://www.streetfurnituredirect.co.uk/products/street-furniture/planters/rose-timber-planter.html> £1,563.00
- Wooden seat <https://www.streetfurnituredirect.co.uk/products/street-furniture/seats-and-benches/cruise-seat.html> £825.00
- Square planter - <https://www.shelterstore.co.uk/product/premium-timber-street-planter> £1173.75

Artist Fee

Artist Fee Design of Interpretation Panels – 5 days, £270 per day = £1350

Artist Fee Design of Floor / Paving art work – 10 days £270 per day = £2700

We pay artists using the rates in line with the Scottish Artist Union.

https://www.artistsunion.scot/rates_of_pay

The £270 day rate is for artists with more than 3 years experience. When paying artists freelance, these rates take into consideration that artists are not paid employees and do not benefit from employer pension, NI or sick pay. Artists also have to pay their own costs like insurance and this rate of pay take this into consideration.

Provision of floor graphics.

Estimate based on previous project we expect the cost to be around £8000.

In Spring 2021, we installed a similar project in Stobswell. This cost £7549. We expect that the area covered will be similar but once the design is complete we will get the best quote from the companies on the Dundee City Council procurement framework.

How do you intend to monitor the project Outputs and Outcomes?

We will monitor the project outputs by talking to the people who had contributed to the consultation and seeking their views and other users of the parks views.

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| | |
|---|------------|
| What is the planned start date of the event/activity? Please note turn around on applications is 6 - 10 weeks and funding cannot be retrospective (see section 2 of the guidance notes) | March 2023 |
| What is the planned end date of the event/activity? | July 2023 |

Outputs & Outcomes

It is expected that applicants will have evidence to support performance information when completing returns on the performance against target. Consideration of this should be given when outputs and outcomes are set out.

Applicants will usually refer to one [City Plan](#) / [Local Community Plan](#) Outcome, but the opportunity is given for up to two, if required. **Please refer to section 3 of the Guidance Notes** for examples of outputs and outcomes / indicators.

| | |
|---|-----------------------|
| City Plan / Local Community Plan Outcome: Improves the quality of our neighbourhoods | |
| Purpose of activity / project within this Outcome: | |
| | Target 2022-23 |
| Outputs | |
| Install an area of planters and seating | 8 planters/seating |
| Design and install 3 information panels | 3 Panels |
| Design and install a colourful interactive artwork on the paving | Completed artwork |
| Purchase 4 bird boxes | 4 bird boxes |
| | |
| Outcomes / Indicators: | |
| Improve this area of Hilltown Park as consulted on previously. | |
| | |

| | |
|---|-----------------------|
| City Plan / Local Community Plan Outcome: | |
| Purpose of activity / project within this Outcome: | |
| | Target 2022-23 |
| Outputs | |
| | |
| | |
| | |
| Outcomes / Indicators: | |
| | |
| | |

Completed applications should be emailed (preferably in Word file format) to the Dundee Partnership Team, via alix.finlayson@dundeecity.gov.uk. Please note that at present we are unable to deal with paper-based applications due to our current working arrangements

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Please also send an electronic copy of the completed form to the relevant Community Learning & Development Worker supporting the Community Regeneration Forum. Contact details for each of these Workers is on page 10 at the end of the guidance notes.

GUIDANCE NOTES

Section 1 - Criteria & Requirements

If you require assistance in completing this form, please contact your local Community Worker using the details given on page 9.

CRITERIA

- Applicants must highlight the relevant Outcome(s) relating to their application from the City Plan or Local Community Plan (see section 3 below) and **explain how their application will assist in closing the gap for the most disadvantaged people and children i.e. those living in Community Regeneration Areas (CRA)**
- It is expected that applicants will explain how the application may assist in delivering on actions in the relevant Local Community Plan (available at www.dundee.gov.uk under Community Planning or from local Community Workers)
- **It is also preferable for applications to focus on the 15% most deprived areas as set out in the Scottish Index of Multiple Deprivation** (Community Workers will provide appropriate maps upon request). These are mostly within the CRA boundaries.
- Forums will be expected to demonstrate that they are supporting the Dundee Partnership's commitment to tackling deprivation by 'closing the gap' between the best and worst off in Dundee. For further information please refer to 'For Fairness in Dundee' (copies available from local Community Workers)
- Applications for Physical or Environmental Improvements must be made up of at least £6,000 of Capital development
- Applications **from school staff and parent councils are no longer eligible for Small Grants or Youth Inclusion funding**. Consideration should instead be given to applying for Pupil Equity Funding or other external funding. Applications for Physical & Environmental applications are still allowed

REQUIREMENTS

- **All applicants must submit the latest copy of their annual accounts.** These must clearly show what funds are available to the applicant i.e. the level of reserves held, and the overall annual expenditure of the applicant and will be used to help determine eligibility for funding
- **Estimates / Quotations for expenditure are necessary in all cases** and detailed quotes (including company number and other details) are required. Good practice is to secure three competitive quotes for larger items of spend and these should all be submitted along with the application as evidence of seeking value for money
- All applications for Physical or Environmental Improvements must state how maintenance will be carried out
- **All Small Grant & Youth Inclusion agreed funding must be spent by 31st March 2023.** An extension beyond 31st March may be available for Physical & Environmental Improvement approved funding. Unspent funds will be reclaimed

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

ADDITIONAL GUIDANCE

- Where possible, applicants should seek funding from another source before applying for DP Community Regeneration Funding. This will help it maximise the overall level of funding available to communities across Dundee. In order to achieve this, applicants should plan and apply well in advance of their activity taking place.

Section 2 - Process

- Applicants are to complete the application, inclusive of financial and any other evidence required and provide to the Dundee Partnership Team and relevant Community Worker (see below). **Applications must be fully completed, signed and include all relevant bank details or code transfer information**
- Completed applications, with all necessary supporting evidence, are to be submitted and final funding decisions will be made at Building Stronger Communities meetings on the following dates:

| Application Deadline 2022/23 | BSC meets on |
|-------------------------------------|----------------------------|
| 18 th February | 24 th March |
| 18 th March | 21 st April |
| 8 th April | 19 th May |
| 13 th May | 23 rd June |
| 10 th June | 21 st July |
| 5 th August | 22 nd September |

| Application Deadline 2022/23 | BSC meets on |
|-------------------------------------|---------------------------|
| 9 th September | 20 th October |
| 7 th October | 17 th November |
| 4 th November | 15 th December |
| 2 nd December | 19 th January |
| 6 th January | 16 th February |
| 10 th February | 23 rd March |

- Community Workers will contact all applicants as part of the Assessment process prior to discussion of the application at the Local Community Regeneration Forum
- Applicants will be informed of the final decision on their application after the relevant meeting of the council's Building Stronger Communities Group
- If applications are unsuccessful at any point during the process, the applicant will be notified in writing by the Dundee Partnership Team
- Successful applicants will be required to sign an acceptance agreeing to the terms and conditions. These are required to be with the Dundee Partnership Team before money is released for successful applicants
- Payments cannot be made retrospectively** (all activity and expenditure must be after the approval date at Building Stronger Communities)
- Providing monitoring returns on performance and financial expenditure are part of the terms and conditions relating to an award. These forms will be provided by the Dundee Partnership Team to successful applicants. **Failure to provide these reports will result in any further applications being rejected until such time as satisfactory reports have been received**
- If your award is for year round activity (April to March), an interim report on performance and financial expenditure must be submitted by the 31st October. **Failure to submit this will also result in any further applications being rejected until such time as satisfactory reports have been received**

Section 3 - Outputs & Outcomes

Applicants should select the appropriate Dundee City Plan Outcome or Local Community Plan Outcome to which their application relates most closely and within which their outputs and outcomes can be recorded. (Both plans are available at (www.dundee.gov.uk).

ACTIVITY OUTPUTS & OUTCOMES

Outputs

These are details of activities (i.e. *what you will do*) and will have numeric targets such as:

- Hold a community event for 400 people. Target = 400 people
- Hold 10 daytime activity sessions over a 10 week period. Target = 10 sessions (you would also be likely to include an output and target for the numbers attending each session)
- 8 hours of street work by two workers per week over 50 weeks. Target = 400hrs

Please only include outputs that are key to the activity/project. If you are unclear about what you should include, contact your local Community Worker in the first instance.

Outcomes / Indicators

These are measures to show the impact of the project (i.e. *the difference you will make and to whom*). A set target is not required, but a numeric response should be possible at the end of the activity.

Whilst setting out the outcomes / indicators, **applicants need to be sure that these will be measurable from their recorded data** (or other data that they are able to access) for their own benefit, that of the Forum and of the Dundee Partnership. If you are unclear about what you should include, contact your local Community Worker in the first instance.

- Number of participants reporting an increased knowledge of the benefits of exercise (could be recorded on feedback forms)
- Young people will better understand the dangers of substance misuse (again a feedback form could be used)
- There is a reduced level of reported anti-social behaviour and criminal activity (information from the police could be used)
- Local residents report being happier with their local area (this could be based on information from annual DCC questionnaires or other, more specific, feedback gained at e.g. community events)

COMMUNITY WORKERS

Each of the Wards listed below has a Community Worker/Communities Officer with a specific responsibility for supporting the activity of the local Community Regeneration Forum, including providing support to potential applicants. The contact details for these workers are given below.

| | | | |
|----------------|-------------------|--------|--|
| Coldside: | Jennifer Kincaid | 433580 | jennifer.kincaid@dundee.gov.uk |
| East End: | Claire Shepherd | 438643 | claire.shepherd@dundee.gov.uk |
| Lochee: | Claire Ramsay | 431832 | claire.ramsay@dundee.gov.uk |
| Maryfield: | Val Kane | 438856 | val.kane@dundee.gov.uk |
| North East: | Alan Fraser | 438641 | alan.fraser@dundee.gov.uk |
| | Fraser Bain | 436958 | fraser.bain@dundee.gov.uk |
| Strathmartine: | Hazel Feilder | 436364 | hazel.feilder@dundee.gov.uk |
| | Colin Christie | 435851 | colin.christie@dundee.gov.uk |
| | Catriona McNicoll | 436415 | Catriona.mcnicoll@dundee.gov.uk |