

The Highland Council

Agenda Item	6
Report No	NC/22/25

Committee: Nairnshire

Date: 24 November 2025

Report Title: Community Regeneration Fund Project Change Request

Report By: Assistant Chief Executive - Place

1 Purpose/Executive Summary

1.1 To consider a Project Change Request by The Highland Council, seeking approval to transfer the role of lead applicant organisation to Nairn Improvement Community Enterprise (NICE) for the delivery of the following Community Regeneration Fund (CRF) projects:-

- CRF4150 – Nairn Links Toilets
- CRF4151 – Nairn Riverside Development Plan

These projects were previously approved at the Nairnshire Area Committee held on 25 August 2025.

2 Recommendations

2.1 Members are asked to:-

- Consider** the Change Request put forward by The Highland Council for projects CRF4150 – Nairn Links Toilets and CRF4151 – Nairn Riverside Development Plan; and
- Agree** that Nairn Improvement Community Enterprise (NICE) be confirmed as the lead applicant organisation for the delivery of projects CRF4150 and CRF4151, subject to conditions being met.

3 Implications

3.1 **Resource** – There are no resource implications at this stage

3.2 **Legal** - When managing external funding it is imperative that the risks to The Highland Council are assessed/mitigated and any back-to-back grant award letters with third parties, and financial claims management protect The Highland Council financial and reputational interests.

- 3.3 **Risk** - A balanced approach to risk is necessary when disbursing grant funds as sometimes it is necessary if a community led project is to proceed, to advance grant payment. Factors such as past knowledge of and project experience of the grant recipient, release of funds related to invoices/works completion certificates etc are considered in such assessments.
- 3.4 **Health and Safety (risks arising from changes to plant, equipment, process, or people)** - No risks arising directly from this report. Risks within projects are identified and managed on a project-by-project basis by the applicant organisation.
- 3.5 **Gaelic** - No risks arising directly from this report. Risks within projects are identified and managed on a project-by-project basis by the applicant organisation.

4 Impacts

- 4.1 In Highland, all policies, strategies or service changes are subject to an integrated screening for impact for Equalities, Poverty and Human Rights, Children's Rights and Wellbeing, Climate Change, Islands and Mainland Rural Communities, and Data Protection. Where identified as required, a full impact assessment will be undertaken.
- 4.2 Considering impacts is a core part of the decision-making process and needs to inform the decision-making process. When taking any decision, Members must give due regard to the findings of any assessment.
- 4.3 A separate screening for impact for each application is not required, however consideration of impacts for equalities, socio-economic impact and consideration of the impact on the individual community is part of the assessment criteria and included within the assessment report. This supports the decision-making process.

5 Background

- 5.1 Community Regeneration Funding is an umbrella term for a number of funds that are available for communities/organisations to access in Highland. It currently comprises elements of the Highland Coastal Communities Fund (HCCF) and the Place Based Investment Programme (PBIP), both of which are Scottish Government Funding streams to support economic regeneration and sustainable development in Highland. Area Committees are awarded devolved allocations according to approved formulae and decision making on which projects should receive funding sits with elected Members.
- 5.2 At the Nairnshire Area Committee on the 25 August 2025, Members approved:-
- CRF4150 – The Highland Council, Nairn Links Toilets, Grant Award £45,000.00
 - CRF4151 – The Highland Council, Nairn Riverside Development Plan, Grant Award £30,000.00
- 5.3 On 3 September 2025, NICE contacted The Highland Council to discuss the potential for involvement in the delivery of the projects outlined above. It was explained that given NICE's role as the lead organisation in developing the Local Place Plan (LPP), it was considered appropriate for them to participate in the two projects that seek to deliver priority actions identified within the LPP. NICE confirmed their willingness to play an integral role in the delivery of these projects.

- 5.4 Subsequent discussions have taken place between NICE, the Council's Community Development Manager, and the CRF Project Officer to consider the practicalities of NICE assuming the role of lead organisation for project delivery. It was agreed that a Change Request form, **Appendix 1**, should be submitted for Member consideration, accompanied by conditions that must be satisfied prior to any formal handover.
- 5.5 The Change Request confirms that the Highland Council is content to change the legal responsibility of the delivery of the project to NICE on the basis that it will allow for a community-led approach in line with the LPP priorities.
- 5.6 The following conditions have been set that must be confirmed as met by the CRF team and Community Development Manager, prior to the formal legal transfer to NICE as the responsible organisation for the delivery of the projects.

Conditions for Transfer:-

- i. Provide a project plan/scope of works:-
 - To include a timeline for project delivery;
 - Ensure the scope of works includes progressing the Links Toilets project through options appraisal and subsequent community consultation, with the final design fully costed and prepared for submission as a pre-planning application; and
 - To include input from the HC Amenities team.
- ii. Evidence CRF procurement requirements have been met.
- iii. Provide confirmation of project management and partner roles:-
 - Provide clear definition of roles for Highland Council and community partnerships; and
 - Provide confirmation of the membership and structure of the project management and steering group.

Designation: Assistant Chief Executive - Place

Date: 10 November 2025

Author: Fiona Cameron, CRF Programme Manager
Sarah Lamb, Project Officer

Background Papers: None

Appendices: Appendix 1 – Change Request Form

Community Regeneration Funding Change Request



Project Details

Ref Number: CRF4150	Organisation: The Highland Council
Date: 10/11/2025	Project Title: Nairn Links Toilets
Funding Source: Highland Coastal Communities Fund	CRF Grant Awarded: £45,000.00
	Intervention Rate (%): 100%

Change request to:	Y/N	Please explain reason for change:
1. Themes/outcomes	N	
2. Match funding	N	
3. Project costs	N	
4. Timescales	N	
5. Other	Y	Change of lead applicant from Highland Council to NICE

1. Change to themes and outcomes – please indicate the change in themes and outcomes

Approved themes and outcomes	New themes and outcomes

2. Change to match funding – please indicate the change in match funding

Approved match funding	£	New match funding	£
N/A		N/A	
Total	£	Total	£

3. Change to project cost items – please indicate the change in cost headings

Approved costs	£	New costs	£
N/A		N/A	
Total	£	Total	£

4. Change to project timescales – please indicate the change in project timescales

Approved project timescales	New project timescales
No change at this time until further information is provided	No change at this time until further information is provided

5. Other – please specify the detail

From	To
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Lead applicant delivery organisation is currently Highland Council	Change request to propose lead applicant delivery organisation to Nairn Improvement Community Enterprise (NICE)
Additional information to support the change request:	
On 3rd September 2025, NICE contacted The Highland Council to discuss the potential for involvement in the delivery of the projects outlined above. It was explained that given NICE's role as the lead organisation in developing the Local Place Plan (LPP), it was considered appropriate for them to participate in the two projects that seek to deliver priority actions identified within the LPP. NICE confirmed their willingness to play an integral role in the delivery of these projects. Subsequent discussions have taken place between NICE, the Council's Community Development Manager, and the CRF Project Officer to consider the practicalities of NICE assuming the role of lead organisation for project delivery. It was agreed that a Change Request form should be submitted for Member consideration, accompanied by conditions that must be satisfied prior to any formal handover. The Change Request confirms that the Highland Council is content to change the legal responsibility of the delivery of the project to NICE on the basis that it will allow for a community-led approach in line with the Local Place Plan priorities. The following conditions have been set that must be met prior to the formal legal transfer to NICE as the responsible organisation for the delivery of the projects. <u>Conditions for Transfer:</u> 1. Provide a Project Plan/Scope of Works - To include a timeline for project delivery - Ensure the scope of works includes progressing the Links Toilets project through options appraisal and subsequent community consultation, with the final design fully costed and prepared for submission as a pre-planning application - To include input from the HC Amenities team - To be approved by the CRF Team and Community Development Manager 2. CRF procurement requirements are met 3. Provide Confirmation of Management and Partner Roles - Clear definition of roles for Highland Council and community partnerships - Provide confirmation of the membership and structure of the project management and steering group.	
Request made by: Applicant ☒ Development Officer ☐	

Name: Lewis Hannah Position: Community Development Manager

Development Officer's comments:
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Decision has been referred to Nairn Area Committee for approval

Decision - Defer to Nairn Area Committee
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Signed: Sarah Lamb

Date: 10/11/2025

Programme Manager's comments:

Decision - Approve / defer / reject / escalate
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Signed:

Date:

Members comments:

Decision - Approve / defer / reject

Signed:

Date:

Community Regeneration Funding Change Request



Project Details

Ref Number: CRF4151	Organisation: The Highland Council
Date: 10/11/2025	Project Title: Nairn Riverside Development Plan
Funding Source: Highland Coastal Communities Fund	CRF Grant Awarded: £30,000.00
	Intervention Rate (%): 100%

Change request to:	Y/N	Please explain reason for change:
1. Themes/outcomes	N	
2. Match funding	N	
3. Project costs	N	
4. Timescales	N	
5. Other	Y	Change of lead applicant from Highland Council to NICE

1. Change to themes and outcomes – please indicate the change in themes and outcomes

Approved themes and outcomes	New themes and outcomes

2. Change to match funding – please indicate the change in match funding

Approved match funding	£	New match funding	£
N/A		N/A	
Total	£	Total	£

3. Change to project cost items – please indicate the change in cost headings

Approved costs	£	New costs	£
N/A		N/A	
Total	£	Total	£

4. Change to project timescales – please indicate the change in project timescales

Approved project timescales	New project timescales
No change at this time until further information is provided	No change at this time until further information is provided

5. Other – please specify the detail

From	To
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Lead applicant delivery organisation is currently Highland Council	Change request to propose lead applicant delivery organisation to Nairn Improvement Community Enterprise (NICE)
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Additional information to support the change request:

On 3rd September 2025, NICE contacted The Highland Council to discuss the potential for involvement in the delivery of the projects outlined above. It was explained that given NICE's role as the lead organisation in developing the Local Place Plan (LPP), it was considered appropriate for them to participate in the two projects that seek to deliver priority actions identified within the LPP. NICE confirmed their willingness to play an integral role in the delivery of these projects.

Subsequent discussions have taken place between NICE, the Council's Community Development Manager, and the CRF Project Officer to consider the practicalities of NICE assuming the role of lead organisation for project delivery. It was agreed that a Change Request form should be submitted for Member consideration, accompanied by conditions that must be satisfied prior to any formal handover.

The Change Request confirms that the Highland Council is content to change the legal responsibility of the delivery of the project to NICE on the basis that it will allow for a community-led approach in line with the Local Place Plan priorities.

The following conditions have been set that must be met prior to the formal legal transfer to NICE as the responsible organisation for the delivery of the projects.

Conditions for Transfer:

1. Provide a Project Plan/Scope of Works
 - To include a timeline for project delivery
 - To be approved by the CRF Team and Community Development Manager
2. CRF procurement requirements are met
3. Provide Confirmation of Management and Partner Roles
 - Clear definition of roles for Highland Council and community partnerships
 - Provide confirmation of the membership and structure of the project management and steering group.

Request made by: **Applicant** ☒ **Development Officer** ☐

Name: Lewis Hannah

Position: Community Development Manager

Development Officer's comments:

Decision has been referred to Nairn Area Committee for approval

Decision - Defer to Nairn Area Committee

Signed:
Sarah Lamb

Date:
10/11/2025

Programme Manager's comments:

Decision - Approve / defer / reject / escalate

Signed:

Date:

Members comments:

Decision - Approve / defer / reject

Signed:

Date: