

# Project Plan

**Project Title:** *Cairngorms Community Broadband Project*

# **1. Introduction**

## **1.1 Purpose of this document**

The purpose of this Project Plan is to define the terms of reference and scope of the project. The document will also form the basis for the management of the project.

It ensures that all parties have a common and agreed understanding of the purpose of the project, the objectives, what will be delivered and the responsibilities in achieving the stated goals.

## **1.2 Background**

Fibre broadband is being brought to the Cairngorms National Park through the Digital Scotland Superfast Broadband (DSSB) fibre roll out programme. By the end of 2016, 84% of premises in the Highlands and Islands are predicted to have access to fibre infrastructure and by the end of 2017 95% of premises in the Rest of Scotland are predicted to have access to fibre infrastructure. The DSSB fibre programme will not be able to reach everybody and so Community Broadband Scotland (CBS) has been set up and funded by the Scottish Government to support those that are not likely to benefit from the fibre roll out.

CBS has been working closely with communities within the Cairngorms National Park, as well as the Cairngorms National Park Authority (CNPA), to develop a solution for premises within the National Park that are not due to benefit from the DSSB fibre roll out. At the CNPA Board Meeting in December 2015 a paper was presented to the board by the CNPA outlining the proposed Cairngorms Community Broadband Project. This paper was approved giving the CNPA a mandate to move the project forwards with CBS. This CNPA Board paper can be viewed here:

<http://cairngorms.co.uk/resource/docs/boardpapers/11122015/151211CNPABdPaper5BroadbandV0.3.p>

A meeting was held on the 21<sup>st</sup> January 2016 between CBS, CNPA and community representatives who are already involved in community broadband projects and other key stakeholders (including the LEADER Local Action Group and the Cairngorms Business Partnership) to start progressing the project in earnest. The minutes from this meeting are available on request. The organisations present all agreed that they were not in a position

to, or would want to, take something like this on at this time. The organisations present also stated that they did not want to set up a new legal entity to drive the project forward. The preferred option from the organisations represented at the meeting was to utilise The Cairngorms Trust (currently in formation) and prompt it, once established, to set up a separate trading arm for the Cairngorms Broadband Project.

## **2. Project Definition**

### **2.1 Aim**

The Cairngorms Community Broadband Project seeks to provide a “superfast” (i.e. greater than 30 mbps) broadband connection to premises within the Cairngorms National Park that are not due to benefit from the DSSB roll out. Premises or communities that do not lie within the boundary of the Park but that are close to the boundary and are not likely to benefit from DSSB may also be included in the project.

### **2.2 Scope**

The precise project area is still being confirmed. CBS projects can only operate in “white” postcodes. “White postcodes” are postcodes that are not due to see any benefit from fibre roll out. CBS is working closely with the fibre team to confirm fibre roll out and therefore where these “white” postcodes are. At the time of publication of this document it is expected that we will have clarification on the project area in time for the meeting on the 7<sup>th</sup> March 2016.

## **3. Communications Plan**

Although much of the National Park has already been scoped and communities engaged as part of previous local broadband initiatives, there is still a need for fresh work on the new project and for all the communities in the Park to be engaged at the appropriate stage.

CBS can commit to attending meetings of Community Councils, Development Trusts and other appropriate community bodies to inform them about the work and gather community views.

CBS can prepare materials and resources that can be utilised by Working Group members to provide information and engage with communities. This will ensure consistency in communication and ensure we are all broadly delivering the same messages.

CBS can target areas where there is no representation on the Working Group to reach more people and we can, if necessary, co-opt more people onto the Working Group.

CNPA will ensure that the main papers from the Working Group meetings are uploaded to their website to ensure transparency and keep communities informed of progress. The CNPA Communications team could also be utilised.

## **4. Working Group Terms of Reference**

### **Purpose**

The purpose of the Working Group is to bring together community representatives and other stakeholders to plan the establishment of a community-led broadband project that will deliver 'superfast speeds' in the Cairngorms National Park.

### **Role of Working Group**

The working group will initially be chaired by CNPA and will advise on the management of the project in the early stages by:

- Overseeing and carrying out engagement and scoping work
- Advising on the formation of a legal body to take forward the project
- Ensure that progress on the project is reported back to the respective communities

When the new body has been established and has appropriate governance in place the need for the Working Group will be reviewed. The new delivery body will then manage the rest of the project with support from Community Broadband Scotland.

### **Role of Community Broadband Scotland**

- Provide support to the working group by producing meeting papers in consultation with the chairperson
- Provide information and advice to the Working Group and delivery body
- Carry out engagement with communities in the area
- Work with the Digital Scotland Superfast Broadband team to help define the project area
- Work with supply partners to bring in technical expertise as required
- Work with the new delivery body to see the project through to completion

### **Role of Cairngorms National Park Authority**

- Initially chair the Working Group until such time that a new delivery body is in place

- Support the project by opening up existing lines of communication with communities, land owners, businesses, etc
- Support the project with communications resources and use the CNPA Website as a vehicle for uploading any project specific information.
- Provide secretariat support to the Working Group through taking meeting minutes

### **Working Group Members**

<b>Community/Entity represented</b>	<b>Representative</b>
Tomintoul and Glenlivet Development Trust	Oli Giles and Mary Williams Edgar
Corgarff	Peter Duffus
Glenbuchat	Jo Smith
Cairngorms LEADER LAG	David Cameron and Alice Mayne
Badenoch Broadband and Communications CIC	Robert Cumming
Cromdale and Advie	Helen Webster
Association of Cairngorms Communities	Roger Clegg
Cairngorms Business Partnership	Mark Tate and Philippa Grant
Scottish Land and Estates/Alvie and Dalraddy Estate	Jamie Williamson

## **5. Project Timeline**

The proposed project timeline is outlined overleaf. This timeline is indicative and based on all tasks running smoothly and to time. The timeline is subject to change.

CBS, CNPA and Working Group members will work together to ensure that this timeline is regularly updated to reflect any changes.

<b>Task</b>	<b>Timeframe for delivery</b>	<b>Entity responsible</b>	<b>Factors affecting delivery</b>
Establishment of Working Group to take project forward	Jan – Feb 2016 <b>COMPLETE</b>	CBS, CNPA and Working Group	This task is now complete
Establishment of new legal entity to take forward project	Feb – April 2016	CBS, CNPA and Working Group	The inception meeting of the new working group is the 7 <sup>th</sup> March 2016. It is expected that discussion over forming a new legal entity will form a large part of this discussion. It is hoped that this task will be complete by the end of April 2016.
Outline project area	May 2016	CBS	It is expected that we will have clarity on which postcodes will be included in the project in time for the next meeting of the working group on the 7 <sup>th</sup> March 2016. CBS is working closely with the DSSB team to ensure that this deadline is met.
Issue State Aid Consultation (SAC) duration 1 month	May - June 2016	CBS	The SAC cannot be issued until we have clarity on which postcodes the project will cover. Once we have clarity on which postcodes will be included in the project the SAC can be released. The SAC is likely to be released soon after the meeting on the 7 <sup>th</sup> March.
State Aid – Public Consultation Report	June - July 2016	CBS	The report will be released within 2 weeks of the SAC period closing.
Commence community engagement	June - July 2016	CBS and new entity	Once the results of the SAC are known and the project area is confirmed a community engagement exercise will commence. This will ensure that all communities that will be included in the community broadband project have the opportunity to find out more.

Issue the "Official Journal of the European Union (OJEU)" notice. All projects that receive public funding above a certain value must be advertised through OJEU.	June/July 2016	CBS	The OJEU notice will be issued once the SAC report has been issued.
Competitive dialogue procurement	July - December 2016	CBS and new entity	Once the SAC has commenced CBS will initiate the procurement process. Through previous experience in other CBS projects this process will likely take 6 months.
Identify preferred bidder	January 2017	CBS and new entity	CBS will closely with our supply partner consultants, FarrPoint-Atkins, to ensure that the preferred bidder is quickly identified. It is likely that this process will take 2 weeks.
CBS due diligence completed, project appraised and project funding approved.	February 2017	CBS	It is likely that this will be the fourth aggregated community broadband scheme that CBS will have approved. As such, the timeline for appraising and approving projects is well known.
Contract award	March 2017	CBS and new entity	This will happen soon after the preferred bidder is identified.
Build commences	April 2017	CBS, new entity and successful contractor	Weather permitting, the build can commence once the contract has been awarded.
First connection	November 2017	CBS, new entity and successful contractor	This presumes a seven month build time which will be heavily weather dependent.