

## Guidance Note for the drafting of Chapelcross (CX) Letters of Support

### Guidance Note Purpose

Ongoing engagement with stakeholders, in particular those who are potentially affected by the emerging Chapelcross (CX) site transformation proposal is helping to build the case for change.

We see the value of including the CX stakeholder voice within the business case and hope to deliver this added value through:

- Sharing our aspirations and ambition with stakeholders to progress a constructive dialogue with them
- Integrating stakeholder contributions and ideas into the CX Strategic Outline Business Case (SOBC) story and arguments within the drafting of the current SOBC
- Demonstrating specific stakeholder support by including appropriate “letters of support” (where permission given) within the SOBC appendix
- Providing guidance for the creation of letter of support to inform drafting and message focus
- Recognising that stakeholders may have better ways of demonstrating support
- Build relationships with stakeholders on an ongoing basis

There are **two types of letters of support** which would help to support the business case:

- Letters from potential occupiers or partners, or other stakeholders which can help to demonstrate the potential of the programme.
- Letters from potential contractors for the highways / site servicing works which can help to demonstrate there is local interest and capability in the works.

For the first type, there are no hard and fast rules but covering some / most of these points would be really helpful:

- Support for:
  - the emerging vision for Chapelcross
  - the four Programme objectives (as per the Mandate)
  - the use of the site as an energy-focused mixed-use site
  - approach to date – e.g. use of Transformation/Opportunities Workshops etc.
- Any information or views on the wider market for these uses or how it fits with the wider business ecosystem in the Borderlands
- Confirmation that the lack of what we are asking for (highways upgrades and site servicing) is holding back the site
- If relevant, commitment to continue working with the Programme Board / DGC / Borderlands as Chapelcross progresses and recommendations for their consideration
- Offers to explore formal involvement in the site transformation. For example, as a delivery partner, advisor, champion etc

Clearly each stakeholder has a different perspective on the ‘gives’ and ‘gets’ in this effort – so there is no need for all letters to cover all of these points.

For potential future occupiers (e.g. solar power), it would be good to be specific as possible so that it can be demonstrated that there is strong market demand for the site (but that it is being held back by lack of intervention). However, it is understood that there will be sensitivities around this.

Baseline programme proposition – we have produced a briefing pack to help explain the story to date, the need for a programme approach, our CX Programme Route-map, DGC approval of the programme mandate and our efforts, through the SOBC to articulate a vision and case for change to secure a decision to progress to the next stage. We think that this is needed in order that stakeholders have an anchor reference for their supporting statements.

We would ask that all letters of support are addressed to the CX programme lead in order to show UKG/SG SOBC reviewers and sponsors that, as a programme, we are actively engaging stakeholders, building relationships with the right stakeholders and orchestrating change activities ( address details- Mark Fulton, Chapelcross Strategic Programme Lead, Dumfries and Galloway Council, Council House, English Street, Dumfries, DG1 2DD.