

COVE PARK

Handbook
Autumn/Winter 2022/2023

Welcome to Cove Park

This Handbook has been produced for use before and during your stay at Cove Park.

Please read it when preparing for your residency. If you have additional questions, please contact a member of the team via email or 'phone.

Please confirm your arrival time with a member of the team as soon as you can. Accommodation will be ready to enter from 12 noon, but you are welcome to arrive before this time and be based in the Jacobs Building until your accommodation is ready.

When you arrive you will be met by a member of the team who will give you a tour of the Jacobs Building, introduce you to colleagues, and answer any questions.

We look forward to welcoming you to Cove Park.

Office: +44 (0)1436 850500

E-mail: information@covepark.org

Web: www.covepark.org

COVID-19: Resident Guidance

We are committed to minimising the risks of COVID-19 for our residents and staff and would appreciate your understanding and co-operation to achieve this. As members of the Cove Park community, we all have a responsibility to follow guidance to minimise transmission and to reduce the risk of infection as much as we can.

We will continue to undertake enhanced cleaning procedures across Cove Park's facilities and provide hand sanitiser and face masks. However, we do not require residents to wear a face mask in communal spaces on site but understand if you wish to do so: we appreciate that everyone has their own levels of comfort and would ask that you respect your fellow residents' desires for physical distancing etc.

We no longer require residents to undertake a lateral flow test before travelling to Cove Park but do ask that you remain vigilant for symptoms of COVID-19 prior to your arrival and during your stay.

If you begin to feel unwell, we can provide you with a lateral flow test if required. If you test positive during your residency, please remain in your accommodation, and inform a member of the team. We would ask you to travel home if it is possible to do so or remain in isolation at Cove Park until a negative test is achieved.

Useful strategies to minimise the risk of contagion are:

- Wear a face mask when in close proximity to others if you wish
- Wash your hands regularly and use hand sanitiser
- Observe physical distancing if you prefer
- Sneeze or cough into a tissue and bin it immediately

Cove Park will:

- Ensure that all appropriate cleaning is undertaken in Jacobs Building, the Accommodation and Studios.
- Provide hand sanitiser and disposable face coverings
- Maintain good ventilation in shared spaces

Further information of Scottish Government COVID-19 Guidance is available [here](#).

Introduction to Cove Park

Based on an outstanding 50-acre site in Argyll, on Scotland's west coast, Cove Park offers a breath-taking rural location approximately 60 minutes from Glasgow by road or rail.

Cove Park was founded in 1999 by Eileen and Peter Jacobs with the aim of supporting national and international artists and creative practitioners - at all stages of their careers and working in every art form and creative discipline - to develop new ideas and produce new work.

Cove Park produces a year-round programme of residencies, projects, and commissions, often working in partnership with other national and international organisations, to ensure this programme benefits as many individuals, groups, and communities as possible.

Aims and Ethos

Our aims are:

- To provide individuals and collaborative groups with the time, space, freedom, and support required to undertake research, explore new ideas, develop their creative practices, and produce new work.
- To produce a programme of national and international residencies and events to facilitate collaboration, cross cultural exchange, and dialogue.
- To promote interaction and collaboration between the arts, creative industries, and academic and scientific sectors.
- To work in partnership with individuals and organisations within Scotland, the UK and internationally, to ensure Cove Park maintains a transnational profile and to ensure residents can benefit from its networks.
- To actively involve audiences and participants from our local community and beyond in its programme through an innovative and ambitious engagement programme.
- To ensure Cove Park remains a site of outstanding natural beauty.

Travelling to Cove Park

From Glasgow by Train:

[Trains](#) run every half hour between Glasgow Queen Street and Helensburgh Central. From Helensburgh, you can take a taxi to Cove Park (approximately 30 minutes and costing £30) or catch the [316-bus service](#) to Coulport, for the Peaton Hill bus stop (payment can be made by card).

Alternatively, trains run from Glasgow Central to Gourock where a [CalMac passenger ferry service](#) crosses the Clyde to Kilcreggan (10 mins by taxi to Cove Park, or via the 316-bus service). Tickets are purchased on the ferry (cards and cash accepted). At Gourock follow the signs to the Dunoon Ferry/Ferry Terminal building (be mindful to take the Kilcreggan ferry (and not the one for Dunoon)).

From Glasgow International Airport:

Glasgow International Airport is served by most of the main operators with flights to over 100 destinations around the world. The airport is 45 minutes' drive from Cove Park. Alternatively, trains run from Paisley Gilmour Street railway station, which is 10 minutes by shuttle from Glasgow Airport, to Gourock, allowing you to connect with the passenger ferry. From Glasgow Airport take shuttle to Paisley Gilmour Street Station.

The passenger ferry to Kilcreggan leaves the quay just before you reach the terminal and tickets can be purchased on board. The ferry schedule changes every six months and it is advisable to check the times on the CalMac website [details above] or phone 0800 066 5000.

The ferry does not cross in poor weather or high winds. We recommend that you always check the ferry twitter page [@CalMac_Updates](#) before setting out.

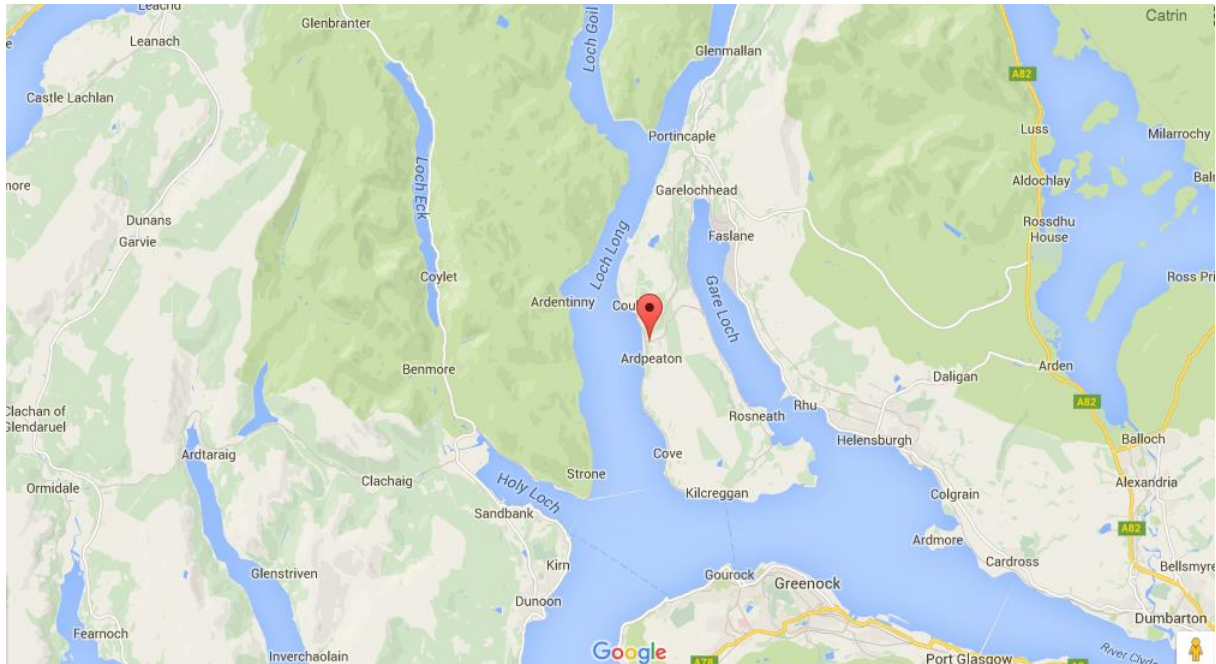
Directions by Car:

- On M8, go west through Glasgow
- Cross Erskine Bridge going North
- Take A 82 signed Crianlarich
- Keep going along Loch Lomondside
- Take A 817 signed Garelochhead
- Drive 20 mins to roundabout
- Take road signed Arrochar
- Drive one mile to second roundabout
- Take road signed (in red) Coulport
- After 4.4 miles turn left immediately after sign 'Accident Blackspot'
- At T-junction next to Nature Reserve turn right

- Cove Park is 300 yards on the left

General Transport:

The Rosneath Peninsula is serviced by a regular and reliable bus service run by Wilson's of Rhu. The bus enables residents without a car to travel to the local villages. Bus drivers will accept payment by card or exact fare if paying with cash. [The bus timetable is available here.](#)



The Site

Immediately prior to becoming Cove Park the site, which overlooks Loch Long, was the home of a conservation park, keeper of Highland cows, sheep, goats, doves, and other animals. The land has been very lightly managed over the past 21 years, to continue to retain and preserve its local flora and natural state. Although the current Highland cows live in one field, the sheep are allowed to roam free across most areas of the site.

One Nissen Hut remains at Cove Park. This structure dates from when the land was used for naval storage (the site is just a short drive away from the naval bases RNAD Coulport and HMNB Clyde, Faslane). The plinths of all 13 of the original Huts remain on site and serve as the foundations for some of the Cubes. The Bridge, which links the top of the site to the area where most of Cove Park's accommodation and studios are located, was commissioned by Eileen and Peter Jacobs in 2001 and is by former resident Richard la Trobe Bateman.

The Jacobs Building, the main car park, and two accommodation spaces with adjoining studios (one of which is accessible for wheelchair users), are located at the top of the site. A further eight accommodation units (the

Pods, which date from 2001 and the Cubes from 2002 and 2006) plus three studios are located beyond the Bridge, just a few minutes' walk downhill from the Jacobs Building.

The path, which leads from the Jacobs Building to the Bridge is lit by solar lights. An unclassified track (the Dover Road) runs from the car park through the site and down to the Peninsula's Barbour Road. Please close behind you all gates on the path between the Jacobs Building and the accommodation, and on the Dover Road (Cove Park has three Highland cows and hosts a local farmer's sheep). In spring 2022, Cove Park's team, residents, and volunteers planted 500 native trees to create a new woodland behind the Jacobs Building as part of the Argyll Beacon programme.

Walks

There are many enjoyable walks on the Peninsula. The Barbour Road can be accessed from the gate at the bottom of Cove Park's site. This single-track road leads to Cove and Kilcreggan villages (it takes approximately one hour and 15 minutes to walk to Kilcreggan). The nearest stretch of shoreline is accessible at the bottom of Peaton Hill and the junction with Shore Road - follow the track opposite the bus stop at this junction down to the water. You may also want to visit Peat Glen Wood (10 minutes' walk from Cove Park) and the walk across the top of Peaton Hill via Forestry Commission land. Please speak to a member of the team for directions and more information.

Access on Site

Cove Park's 4x4 jeep is available for use by residents aged 25 and above with a full driving license. If you travel to us with your own car, it is possible to drive and park down site. However, the Dover Road is a little uneven and if you would prefer not to drive down site bags and studio equipment can be transferred via the Cove Park jeep. If you choose not to park your car down site via the Dover Road, please park on the gravel area by the Jacobs Building.

The site's terrain is rough and can be slippery during heavy rainfall. Only the main footpath via the Bridge is lit at night (a small number of head torches are stored in the Boot Room - please return them after use). Please use caution when on site and walk on the chicken wire when on wooden surfaces (placed over the wooden decking by the accommodation and the studios). Although we have third party insurance, we cannot accept responsibility if residents neglect these cautions.

We generally have First Aid trained members of the team on site during office hours. However, Cove Park is not staffed during the evenings and weekends. A fully stocked first aid kit is available in the Jacobs Building kitchen. All

accidents or injuries should be reported to the staff team and will be included in the incident report book. Emergency and medical numbers are detailed below.

A defibrillator is attached to the external wall of Studio 5 adjacent to the Jacobs Building.

All accommodation units detail our Fire Action Plan and have a fire extinguisher, fire blanket, and emergency whistle. Please prioritise your own safety and only tackle a fire if it is safe to do so. If in an emergency you evacuate your accommodation or studio, please use the whistle to alert others on site. The muster point is by the bin and recycling enclosure at the main entrance at the top of the site, by the Jacobs Building. We test the fire alarm every Tuesday morning.

E-Bikes

We have two E-bikes and helmets available to borrow during your residency. They are stored in the Boot Room and should be returned to this room after use. Before borrowing a bike, please complete the [Waiver Form](#). The bike lock should be used if leaving the bike anywhere other than the Boot Room and the code for the lock is 0500. If you are unsure, please ask a member of the team to show you how to use the bikes. If you notice any maintenance issues, please let the team know.

Cove Park's Vehicle

Cove Park has one SUV. Its primary purpose is to support access around the site, and it is used frequently by our Housekeepers and Handyman (usually all day on Monday). When not in use on site, residents are welcome to borrow the SUV for short, local trips. Our insurance covers drivers aged 25+ with a clean licence, eligible for the UK. Please speak to a member of the team if you would like to use the vehicle during your residency. When you refuel, please remember it is diesel and the nearest garage in Garelochhead is not open on Saturday or Sunday (the Tesco garage in Helensburgh is open until midnight each day).

Recycling and Carbon Footprint

Cove Park is a member of the Green Arts Initiative, the Green Art Lab Alliance and a co-founder of NAARCA, the Nordic Alliance of Artists Residencies on Climate Action.

We are working hard to reduce waste across the site and to recycle as far as possible, with the aim of reducing of our carbon footprint significantly. We provide eco-and environmentally friendly products in our kitchen, toilets, bathrooms, and in the laundry.

The Jacobs Building has a large food waste bin in the kitchen and a general waste bin. Containers for recycling paper, tins, and bottles are in the Boot Room.

Large bins for general waste and recycling are located next to the main entrance at the top of the site. Rubbish is collected on Tuesday mornings. Please recycle as much as you can: paper, cardboard, hard plastic (no plastic film or bags), glass and cans should all be recycled. Food waste bins are available in the Pods.

In a further bid to reduce our carbon footprint, we use local suppliers as far as possible. There are several very good local, independently owned shops on the Peninsula. Food orders can be placed at Cove Country Store in advance, and further details are provided below.

The Jacobs Building

The award-winning Jacobs Building was designed for Cove Park by CameronWebster Architects and opened in 2016. It provides beautiful spaces for work, meetings, events, and dinners, and is the main communal space on site.

The Jacobs Building is available for residents 24 hours a day. The Office is staffed between 9.00am and 5.00pm, Monday to Friday. On arrival, you will be given a tour and shown how to access the Jacobs Building when the team are not on site. A member of the housekeeping team is generally on site each weekday morning to clean the Jacobs Building and accommodation when required.

Jacobs Building Kitchen & Dining Area

The kitchen in the Jacobs Building and the dining area are available for everyone to use. The communal pantry has pasta, rice, pulses, oils and spices - provided by Cove Park - and all residents are welcome to use these supplies. We have two fridges and freezers: one marked for communal use and one for personal use. If you have fresh, dry or tinned food that you would like to share, please place these items in the communal fridge, freezer or cupboards.

All areas of the Jacobs Building should be left clean and tidy after use; cleaning products are available in the cupboards under the sinks. All dishes should be washed in the dishwasher.

The wood burning stove can be used by residents and wood is stored in the Boot Room. Please follow the guidance displayed by the stove on how to use it safely.

The Library

Cove Park's Library comprises a collection of fiction, non-fiction, poetry collections, plays, art monographs, journals, and reference material, much of which has been generously donated by residents and other arts organisations. We are actively working to expand this resource and we are always happy to receive donations. You are welcome to make use of the collection whilst on residency, and please return borrowed books to the shelves at the end of your residency.

Workspace

Residents are welcome to work in the Jacobs Building. When not in use for a specific project, event, or meeting, both the Monument Trust Room and the Robertson Trust Room can be used by everyone on site. Please speak to a member of the team if you would like to reserve one of these spaces for meeting or other short-term activity related to your work.

Telephone & Wi-Fi

Landline telephones are not provided in Cove Park's accommodation units and wi-fi is currently only available in the Jacobs Building. The network name and password are displayed by the work desk in the Library.

Please bring a mobile phone with you. Our rural location means that mobile reception varies by network provider, but most residents can access 4G across the site.

Laundry

The communal Laundry has two washing machines and a tumble dryer. We provide environmentally friendly laundry liquid and fabric softener. The Laundry can be used between 1pm and 5pm on Tuesdays, Wednesdays, Thursdays, and Fridays (housekeepers use the laundry on Monday and on weekday mornings). It is also available for use on Saturdays and Sundays. Clothes can be hung to dry on the rack in the Drying Room or on the outdoor clothesline at the top of the site by the Jacobs Building (please use this instead of the tumble dryer whenever possible).

Accommodation

Residents are allocated one of three types of self-catering accommodation:

The Pods (Oak and Taransay)

Both Pods have two en-suite bedrooms. Oak has a large, shared kitchen and lounge. Taransay has one shared lounge and two self-contained kitchenettes. All kitchens contain a microwave, hob, pots and pans, a

kettle, fridge, cafetiere and toaster. Oak Pod has two double bedrooms; Taransay has two bedrooms which can be set up as double or twin rooms. The Pods featured in the BBC series Castaway and were moved from the Hebridean Island of Taransay to Cove Park in 2001. The Pods were refurbished in 2020/21, with support from Ab Rogers Design and Bute Fabrics.

The Cubes

The six Cubes have open plan bedrooms (with double bed), mini-kitchens - with a microwave, electric hobs, pots and pans, a kettle, fridge, cafetiere, and toaster - sitting/work area with a sofa (a sofa-bed) and desk, and shower-room. The Cubes are well-insulated and contain electric radiators. The original Cubes (A, B, and C) were created by the London-based company Urban Space Management in 2002 and are constructed from recycled freight containers. They were upgraded and refurbished in 2020/21 by CameronWebster Architects. A second set of three accommodation Cubes (D, E and F) were installed in 2006.

Accommodation at The Jacobs Building

Two accommodation units are located at the top of the site (G and H). Both have kitchenettes and private bathrooms. G is wheelchair accessible and has a day bed that can be used as single or king. H has a double bed. Both contain a work desk and a kitchenette with a microwave, hob, pots and pans, toaster, cafetiere, kettle and fridge. G and H both have adjoining studios, which are reserved for residents in conjunction with the accommodation.

What Cove Park Provides & What to Bring

We provide:

Bed linen

Hot water bottles

Toilet paper

Small first aid kits in the accommodation

Environmentally friendly washing up liquid and cleaning materials

Laundry detergent and fabric softener

An iron and ironing board are in the Laundry Room.

A basic supply of dried goods, oils, and spices (please see section on **Food & Shopping** below)

Please bring with you:

Waterproof clothing, wellies, walking boots (weather conditions can change quickly).

A torch

A Bluetooth speaker or radio
A hairdryer
Adaptor plugs

The Studios

The studios are ideal as a general workspace, and the allocation of studio space is agreed in advance of each residency. Cove Park has five private studios: 1, 2 and 3 are located down site (approx. 26m sq.); 4 and 5 are located at the top of the site, connected directly to the accommodation adjoining the Jacobs Building. Each studio has good natural and artificial lighting, desks, chairs, and sinks. Studios 4 and 5 have partial black out.

Maintenance Issues

Please use this [feedback form](#) to report maintenance all issues. If the issue is urgent, please contact a member of the team directly (contact numbers provided below). Cove Park's Director of Facilities, Sarah Frood, works on Mondays, Tuesdays, and Wednesdays, and monitors the maintenance requests on a weekly basis. Cove Park's Handyman, Kevin Carr, is on site Tuesdays, Wednesdays, and Thursdays.

The Nissen Hut

The Nissen Hut can be used as a workshop and studio by prior agreement. It has no natural daylight but has power and lighting. If you plan to work in the Nissen Hut, please bring your own personal protective equipment, such as dust masks and eye protection. There is a First Aid Kit in the Nissen Hut.

Please note: Cove Park does not provide tools. Residents should bring their own specialised equipment and are responsible for insuring their own items. Please notify staff of any potentially dangerous equipment that you are bringing on site.

If you are bringing chemicals or other hazardous materials or substances on site, please alert staff, so that we can advise if they can be stored safely.

Toilets & Baby Changing

Cove Park is not on mains sewage and relies upon septic tanks, which are not as sturdy as a mains system. Only human waste and toilet paper should be flushed. Please dispose of sanitary waste, wipes, or cotton pads in the bags provided, and place in the waste bins in the bathrooms and toilets on site.

A baby's changing table is provided in the wheelchair accessible toilet in the Jacobs Building.

Keys & Security on Site

We do not provide each resident with keys for the Jacobs Building. When you arrive, a member of the team will show you how to open the key box and provide you with the code. Please return the main door key to this box immediately after use. If you are the last to leave the Jacobs Building, please ensure all lights, the cooker hobs and ovens are switched off, and all external doors are locked from the inside before locking the main door.

We provide one set of keys for each unit of accommodation. This will be in the main door of your accommodation when you arrive. If you have any questions concerning security on site, please contact a member of the team directly.

Cove Park has property insurance but is not responsible for your personal valuables or any equipment you bring to the site. The office has temporary secure space for small items if required.

No Smoking Policy

Cove Park has a no smoking policy in all its buildings. We ask residents to smoke outside, and away from the main entrances to the Jacobs Building.

Food, Shopping & the Communal Pantry

Our residencies are self-catering. If possible, please bring food with you on the day you arrive. Our Communal Pantry in the Jacobs Building is open to everyone on site and is replenished regularly. It includes:

white/brown basmati, paella, and risotto rice

penne and spaghetti pasta

lentils

broth mix, vegetarian broth mix, stock cubes

ginger, cinnamon, turmeric, chilli powder and flakes, cumin, coriander,

cayenne pepper, garam masala, mixed dried herbs, cardamon pods

tea, coffee, and sugar

At the end of your residency, please consider leaving any unopened tinned or dried goods in the Communal Pantry for others to use. Thank you.

There are several very good local shops, listed below, and a small supermarket in Rosneath (Cove Park is a ten-minute drive from local shops in the villages of Cove, Kilcreggan and Rosneath, and a twenty minutes' drive from the town of Helensburgh). Some local shops and farms will deliver to the Jacobs Building, and food can also be ordered online and delivered via major UK supermarkets

Local amenities include:

- [Ardardan Farm Shop \(delivery available\)](#)
- [Cove Country Store](#)
- [Gingerbread Man Bakery](#)
- (this baker delivers to Cove Country Store - order on a Tuesday to collect on Saturday)
- [K Walkers Butchers, Kilcreggan](#)
- [Co-op Grocery Store, Rosneath](#)
- [Bank of Scotland, Kilcreggan](#)
- [Boots Chemist, Kilcreggan](#)
- [Cove Community Library \(at Cove Burgh Hall\)](#)
- [Eureka Hardware Store, Garelochhead \(01436 810134\)](#)
- [Kilcreggan Post Office](#)
- [Needle and Anchor hardware, Rosneath \(01436 831928\)](#)
- [Raymond Grieve Builder's yard](#)
- [Crust on a bike](#)
100% authentic sourdough, made in Kilcreggan and delivered locally (on a Friday) by cargo bike. Call Petrina on 07719962544 to order. The delivery route is currently limited to Kilcreggan and to Cove Burgh Hall, but local collection can be arranged.

The nearest petrol station is in Garelochhead or if travelling north, in Arrochar.

Helensburgh has branches of Scottish main banks and building societies, as well as Morrisons, Tesco, Co-op, Boots and WH Smith. Helensburgh also has a small art store and a larger DIY store.

A fish van visits Kilcreggan every Tuesday morning (and is parked outside the Kilcreggan Café from approximately 11am).

Eating Out

There are several good local cafés and restaurants:

- [Café at Kilcreggan, Kilcreggan](#)
- [Harvest Moon Deli, Clynder](#)
- [Knockderry House Hotel, Cove](#)
- [Loch Fyne Oyster Bar, Loch Fyne](#)
- [The Creggans Bar, Kilcreggan](#)
- [The Perch Café, Garelochhead](#)
- [Riverhill Café, Bar and Restaurant, Helensburgh](#)
- [Sugar Boat, Helensburgh](#)

Guest & Pet Policy

Guests are welcome, but as far as possible please invite guests at the weekend. For health and safety reasons, please let a member of the team know by email the names and contact details of all guests.

Unless your pet is instrumental to your access needs, we ask you to come alone.

Inventory & Maintenance

Please return any items borrowed or moved between the accommodation and studios at the end of your residency and report any breakages or damage in your accommodation to the team before your departure. In the unlikely event of serious damage to Cove Park's fixtures and fittings, the resident bears full responsibility for repair and/or replacement.

If items, fixtures or fittings in your accommodation require maintenance, please use the [feedback form](#) or contact a member of the team. We may need to ask you to vacate the accommodation whilst maintenance is being carried out.

Departure

On departure, we ask you to please:

- Vacate accommodation by 10am (you are welcome to be based in the Jacobs Building until the time of your onward travel).
- Leave a small window open.
- Leave the key for your accommodation in the door.
- Place any unused food in the communal fridge or pantry in the Jacobs Building.
- Take all general waste and recycling up-site to the bin enclosure at the top of the site.
- Place all bed linen, bathmats, and tea towels in the red bin bag provided, tie closed, and leave this bag within the accommodation.
- Let us know of any breakages or faults in the accommodation through the [feedback form](#) or by contacting staff.
- Ensure that all lights, heaters or towel radiators are switched off.

Contact Information: The Team

Lynn Barr, Housekeeper

Kevin Carr, Maintenance
07789244418

Karen Dalgleish, Head Housekeeper
Karen@covepark.org

Sarah Frod, Director of Facilities
Sarah@covepark.org
07513074991

Emma Henderson, Curator of Engagement
emma@covepark.org

Alexia Holt, Senior Director of Programmes/Acting Director
alexia@covepark.org
07789707016

Nicola Jamieson, Programmes & Development Coordinator
Nicola@covepark.org

Jill Lee, Emerging Creative Producer (Unexpected Gardens)
jill@covepark.org

Alex Marrs, Programmes & Communications Producer
alex@covepark.org

Kerrie MacQueen, Finance & Operations Manager
kerrie@covepark.org

Sharon Neal, Housekeeper

Lauren La Rose, Fundraising Manager
lauren@covepark.org

Nichola White, Housekeeper

Main Office

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E-mail: information@covepark.org

Web: www.covepark.org

The office is staffed Monday - Friday, 9am - 5pm

Emergency Contact Numbers

Call 999 in a medical emergency. This is when someone is seriously ill or injured, and their life is at risk.

Call 111 if you have an urgent medical problem and you are not sure what to do. Please call this number only out of hours when you cannot reach a local general practitioner or dentist.

Doctors

Dr Donal Murray
Kilcreggan Medical Centre
Fort Road
Kilcreggan

01436 842156

The surgery is open Monday, Wednesday, Thursday and Friday, 8am - 6pm. On Tuesday it is open 8am - 1pm. After 1pm on Tuesday cover is provided by Garelochhead Medical Centre (01436 810370). It is closed on Saturdays and Sundays. If you need medical advice outside of surgery hours, please call NHS on 111.

Dentist

There is no dentist on the peninsula. The nearest dental surgeries are in Helensburgh. In an emergency contact NHS on 111.

Taxis

Peninsula Cabs - 07403694550

We hope this Handbook helps to make your stay as welcoming and comfortable as possible. Please contact a member of the Team if you have any further questions. Thank you.