

# THE GARDENER'S COTTAGE

Residencies Handbook





## Welcome to The Gardener's Cottage at Forgan Arts Centre

To help you plan and get the most from your residency, this Handbook has been produced with helpful information about the cottage, the area and Forgan Arts Centre.

Prior to your arrival, please read this Handbook and contact us with any questions you have.

Please confirm your arrival time as soon as you can so that we can welcome you in person. The cottage will be available for check in on Monday from 12noon to 5pm. Check out is before 12noon on Sunday.

### Contact numbers:

Office: 01382 542062

Email: [anna@forganartscentre.co.uk](mailto:anna@forganartscentre.co.uk)

Website: [www.forganartscentre.co.uk](http://www.forganartscentre.co.uk)

### Address:

Forgan Arts Centre  
59 Kirk Road  
Newport-on-Tay  
Fife  
DD6 8JB

### Residency Programme

Our Artist Residency programme hosts artists through both awarded and independent residencies. Alongside our curated programme of awarded residencies, independent residencies are available to artists and practitioners with their own funding. We welcome artists from all creative disciplines, including design, literature, music, academia, performance, visual art and those working between these disciplines.



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# 01 ABOUT FORGAN ARTS CENTRE

## Purpose

Forgan Arts Centre sits on the edge of the village of Newport-on-Tay in the Tay Bridgehead Ward of North East Fife. It is a community-led arts centre delivering creative activities for the people of Fife, and beyond. Our programme includes art and craft classes, workshops, artist-led projects that respond to community need, artist commissions, residencies, placements, and public events. We provide allotments, artist studios, and professional making facilities. We have on-site accommodation in the Gardener's Cottage. Through diverse creative practices, we work with artists while listening to our communities to address individual and collective challenges that resonate locally and globally. We are a part of the local ecology providing access to creativity and a site for the exploration and understanding of the natural environment. We provide a warm welcome and take an approach to accessibility that supports individual need.

## History

Forgan Arts Centre was established by members of the local community in 1974 to provide a place for creative learning. It is a membership organisation. We purchased the Leng Home in 2022 via Community Asset Transfer, with enthusiastic support from local people. The estate is the historic home of the Leng family, radically progressive philanthropists, and advocates of accessible educational reform through creativity. We proudly continue this tradition. The estate comprises three buildings, the Leng Home, the Gardener's Cottage, and the Kiln House, as well as over three acres of grounds including mature woodland, hedgerows, food growing plots, and accessible lawns. The site is an invaluable heritage asset, and the team are custodians of the grounds, stewarding the land and buildings for the benefit of our communities. Building on five decades of experience delivering creative education, we have developed our programme in relation to our new context at the Leng Home. We are cultivating a site that has people, place, and the planet at its heart.



## Vision & Values

Our vision is to nurture a connected, sustainable, and welcoming community through creative ways and means.

Our values are based on continuous deep listening to our communities, artists, and team. They are carefully balanced in all our activity, from our vision building to creative programming, from our governance to our sustainable and fair working practices.

### Creative

- Creativity is at the centre of everything we do.
- We take a broad definition of creativity and make space for exchange between different creative disciplines.
- We celebrate creativity's positive impact on individuals and communities, while promoting critical engagement, discussion, and a reflective approach to making.

### Connected

- We bring people together to consider new and alternative forms of community cohabitation, in a globally connected world.
- We work in partnership with people, services, and organisations to develop an ecology of reciprocity and opportunity.
- We foster new relationships to build an interconnected community with a powerful collective voice.

### Sustainable

- We are looking to the future in regenerative forms to sustain our work, our grounds, and our communities.
- Through the practice of social permaculture, we aim to embody permaculture principles in all facets of our work, including community engagement, operations, and finance.
- We aim to actively reduce our environmental impact, going beyond net zero.

### Welcoming

- Everyone will be given a warm welcome, will feel accepted, and will be given the support they need to participate fully.
- We recognise individuality and difference, and we take an individual approach in providing equitable access to participation.
- Visitors, volunteers, participants, artists and staff — we build a sense of belonging by supporting people to get involved in all that we do.

# 02 TRAVELLING HERE - ACCESSIBILITY

Forgan Arts Centre is in the village of Newport-on-Tay in North East Fife.

## The Site

The Gardener's Cottage is situated next to the main Forgan Arts Centre building, at the top of a shared driveway. Parking is restricted at the centre for those with limited mobility, but there is free public parking at our neighbouring sports centre.

WhatThreeWords: [///sardine.forgives.remake](#)

## Travel

### By public transport

There are hourly trains to either Leuchars or Dundee, from Glasgow, Edinburgh and other main stations in Scotland.

Then catch a bus: from Leuchars rail station, the 42a or 99 travels towards Dundee and takes between 15-20 minutes, arriving at Forgan Roundabout. From there, it's a 19 minute walk to the centre. From Dundee rail station or bus station, the 77 bus takes around 25 minutes to reach the bottom of Castle Brae, a 6 minute steep walk to Forgan Arts Centre, or catch the 99 toward St Andrews to Forgan Roundabout, a 6 minute bus ride and a 19 minute walk to the centre.

Or cycle: from Dundee rail station cycle over the Tay Bridge, on the traffic-free road which is accessible by lift from Dundee waterfront. Then follow directions along the road towards Forgan Art Centre. From Leuchars rail station, the route is partially on the road and not recommended for cycling; safest route via Tayport.

### By car

For satellite navigation, use: DD6 8JB, 59 Kirk Road. If coming by electric car, there is a Chargeplace Scotland charging point in Waterstone Crook car park next door.

From Dundee: The 77 travels towards Gauldry from the Dundee bus station (Seagate), to Castle Brae in Newport-on-Tay. The bus journey is approximately 12minutes. From there, it is a 6 minute walk up a steep hill to the centre. The X61 Travels from Dundee bus station (Seagate) to Forgan Roundabout. The bus journey is approximately 6 minutes. The walk from Forgan Roundabout to the centre is 19 minutes.

A taxi from either Leuchars or Dundee will cost £10-£20 to get to the centre. Getting around the area without a car or bike will require a walk to a nearby bus stop to access towns and cities nearby.

## Accessibility

The Gardener's Cottage is not suitable for those requiring level access due to the age and nature of the building.

The Gardener's Cottage is on two levels, with the second floor accessed by a moderately steep stairwell. The second floor contains the two double bedrooms and the full shower room. Because of this, we do not recommend the accommodation for full-time wheelchair users.

Below is some information which may assist ambulatory wheelchair users to understand how the space can be accessed.

The path approaching The Gardener's Cottage is level concrete slabs, 60cm wide. The edges of the path are lined with gravel, 80cm wide.

The front door can be accessed via a single 15cm high step. A ramp could be installed for this.

On the ground floor: the front doorway is 80cm wide; the living room doorway is 78cm wide; the studio doorway is 70cm wide; the kitchen doorway is 75cm wide; and the downstairs toilet doorway is 60cm wide.

The main art centre building is accessed either through a set of seven steps or via a level access ramp. We have a disabled access toilet and a toilet with baby changing facilities. All toilets are gender neutral. The ground floor classrooms, pottery, toilets, office and sunroom are all on one level, with no steps.

The garden has a range of pathways and access routes, including a level 120cm wide concrete slab pathway which reaches the community garden, 120cm wide gravel pathways through the community garden, wide compacted earth paths both level and on a slight incline through the woodland, and a wide and level grass lawn.

Artists are welcome to bring family members or support workers at no extra cost if this enables you to practice and participate in your residency. Please contact us to discuss any access requirements that we may be able to support you with.



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## FACILITIES

Residencies at The Cottage are self catered. The property is a detached 2 floor cottage comprising of a kitchen, living/dining room, WC and a studio all on the ground floor. On the upper floor there are 2 double bedrooms and a bathroom with bath and shower.

- The small studio in the cottage has a large height adjustable desk, an easel and shelving. An anglepoise light, stool and chair for working in this space.
- The 2 bedrooms each have a double bed, chest of drawers and clothes rail.
- The living/dining room has a small sofa, chair and dining table and chairs for 4.
- The small kitchen has cooking facilities and a fridge.
- There are no laundry facilities on site.
- The cottage has access to wifi provided by the main building.





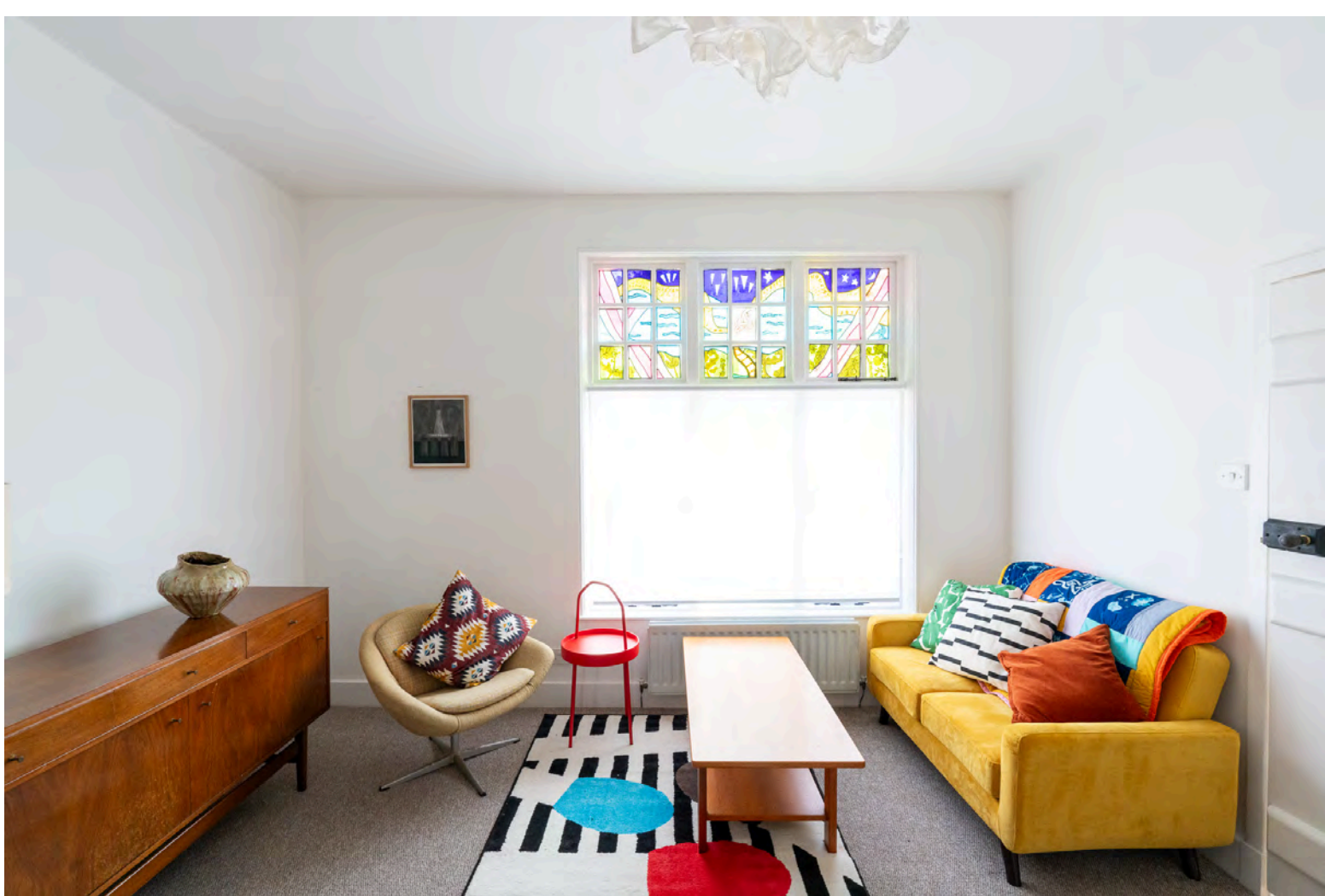


## THE STUDIO

The Studio has an abundance of natural light during the day and is equipped with a height adjustable desk with an option to tilt, and an anglepoise light for focused work. There is a further desk and easel for flexible working options.







## LIVING/DINING AREA

The Living area is a cosy space with a bespoke stained glass window. In this bright and flexible space, there is a small sofa with an armchair. The dining area has seating for 4 at the table.





# KITCHEN

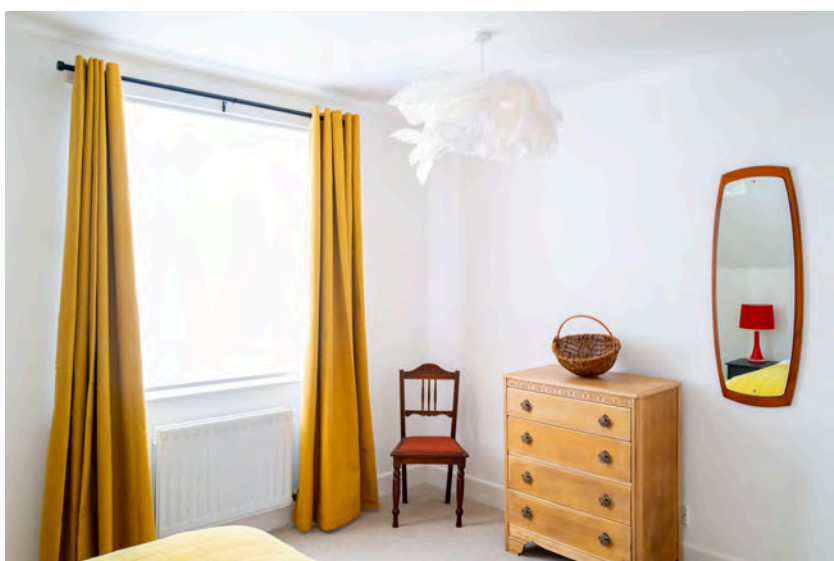
The Kitchen is a quirky bright space with basic facilities for self-catering. There is a fridge with small freezer compartment, microwave, toaster, kettle, plug in induction hob plate and slow cooker. Basic supplies are available including tea, coffee, sugar, salt and pepper.







# BEDROOMS



These comfortable retreats on the upper floor are a tranquil space with simple, fresh furnishings and bright accent colours.

Both bedrooms have a double bed, chest of drawers and clothes rail.



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## ACCOMMODATION INFORMATION

### What we provide and what to bring

We provide:

- Bed linen is supplied for your stay
- Toilet Paper
- Iron & Board
- Basic First Aid kit in cottage kitchen
- Washing up liquid and cleaning materials
- Basic items such as tea/coffee, salt and pepper
- Some basic toiletries are available in the bathroom

What to bring:

- Clothing for all weather and temperatures as there are no laundry facilities at the cottage
- Towels and wash cloth
- A hairdryer
- A bluetooth speaker
- Extension cords should you require more than one
- Your own toiletries
- Food for your stay, the accommodation will have limited supplies. You can shop or arrange a delivery for when you arrive.

### Arrival

Please confirm your arrival time prior to your stay so that a member of staff can be there to meet you. Arrival time can be anytime between 12-5pm.

### Keys & Security

You will be given a set of keys for the cottage on your arrival.

The alarm in the cottage will be disarmed on your arrival. If you intend to leave the cottage overnight during your stay, please let the staff know so that the alarm can be activated.

### Insurance

Forgan Arts Centre has property insurance for the cottage but you are responsible for your items you bring to stay.

### No Smoking Policy

Forgan Arts Centre has a no smoking policy in all buildings. We ask that if you smoke, to do so away from the main buildings.

### Maintenance

Please contact the office within the main building with any issues during office hours. You can contact [anna@forganartscentre.co.uk](mailto:anna@forganartscentre.co.uk) with any non urgent matters. If there are matters that require more urgent attention but not an emergency, you can contact a member of staff on the number you will be given on arrival.

**IN AN EMERGENCY SUCH AS FIRE OR GAS, CALL 999**

## Inventory

If you have removed any items from the cottage, please return these before you leave. If you have any breakages, please contact [anna@forganartscentre.co.uk](mailto:anna@forganartscentre.co.uk) to report this. In the unlikely event of serious damage to The Gardeners Cottage fixtures and fittings, the resident bears full responsibility for repair and/or replacement.

The First Aid kit in the cottage is a basic one, there are fully stocked kits in the centre office and kitchen. There are First Aid trained members of staff and tutors in the centre during office hours, and at certain times up to 9.30pm.

## Fire Safety

The cottage has its own Fire Action Plan with Fire Extinguishers located on the upstairs landing, the downstairs entrance and 2 further ones in the kitchen. There is also a Fire Blanket in the kitchen. Please always prioritise your own safety and evacuation, only tackle a fire if it is safe to do so.

We test the Fire Alarm routinely on a Monday morning.

## Defibrillator

The nearest defibrillator is located next door at Waterstone Crook Sports Centre. The opening times are:

- Mon, Wed and Thur 15:30 – 22:00
- Tues 13:00 – 22:00
- Friday 12:00 – 21:00
- Saturday 10:00 – 17:00
- Sunday 10:00 – 14:00

The closest one that is available 24hrs: Tennis Club, Kilnburn, Newport On Tay, DD6 8DF

## Toilets & Baby Changing

There are 2 toilets in the cottage.

There are sanitary bins and a nappy bin, and changing table in the accessible toilet on the ground floor of the centre. Please only dispose of these items, in the correct bin.

## Ticks

Ticks are common during the late spring and summer months. Please check yourself regularly for ticks if you are spending time in the grounds and woodland in particular. If you find a tick, use one of the tick removers provided in the first aid kit in the centre and remove the tick as quickly as possible. Further information on ticks and how to remove them is provided by the NHS inform. Please contact a member of the team if you are concerned about a tick bite. Our local chemist and GP can also provide treatment and medication if required.

## Departure

Departure is before 12 noon on the day of departure. On departure, we ask you to please: Leave the keys for the cottage with office staff.

Take all general waste and recycling to the bins.

Place all bed linen in a pile at the bedroom door.

Let us know of any breakages or faults in the accommodation by contacting staff.

Ensure that all lights are switched off and the doors are locked.



# 05 OUR COMMITMENT TO THE ENVIRONMENT

## Custodians of The Leng Home Estate

The estate is a beloved heritage asset and well-used green space for which we are the custodians. With over three acres of grounds, there is especially exciting scope for extending and fulfilling our environmental aims, whilst continuing to make adaptations to the buildings to reduce emissions. The gardens are hugely popular, from daily dog walkers to forest classes, they are perpetually busy. They're a site for food foraging, a home to a growing population of red squirrels and bats, and place of peaceful sanctuary. The blend of mature woodland, hedgerows, curated borders, purposeful wilderness, food growing plots, and accessible lawns provide a diverse range of habitats for animals, plants, microorganisms, and humans alike.

Here are some things to consider when coming to Forgan Arts Centre.

### Travel: Make Your Journey Count

Walk, cycle, or use public transport when travelling to and from the Centre where possible.

### Materials & Resources: Make Thoughtful Choices

Instead of Single-Use Items, opt for reusable, refillable, and recyclable alternatives. Where possible, use natural, reclaimed, recycled, or low-impact supplies in your art practice. Be aware of where materials come from and how far they've travelled. Reduce waste and consider the full lifecycle of the items. Ultimately, we want to reduce usage of materials that end up in landfill

### Energy Awareness

Dress for the Season. Switch off items when not in use. Only use what's needed.

### Biodiversity & Positive Action

Support Local Ecosystems: avoid using products harmful to wildlife.

Consider incorporating nature-positive themes into your work.

### Our Message: Small Steps, Big Impact

Every positive action, no matter how small, adds up to meaningful change. As artists, makers, and creatives, we have the unique ability to tell powerful stories and drive cultural change.

### Think Global - Act Local

Let's be mindful that while the climate crisis is global, the solutions begin here. By working together and holding ourselves accountable, we can create a Centre that not only nurtures creativity but champions sustainability.

If you have any questions about our approach and commitment to Environmental Sustainability, contact: Producer: Environmental Futures, Dr Helena Simmons  
[garden@forганartscentre.co.uk](mailto:garden@forганartscentre.co.uk)

## Reuse & recycle

We are working hard to reduce waste across the site and to recycle when reuse is not possible. Recycling bins are provided to take the following:

- Dry mixed waste - includes paper, plastic and tin.
- Land Fill - this should be minimal.
- Wormery - food waste but not including the foods listed below.

Please separate recycling in the cottage bins and then take this to the centre bins a few yards away on departure.

We have 2 wormeries on site and most food waste can be used to feed the worms. Do not feed the worms the following foods:

- Spicy food, chili, onion and garlic
- Meat and dairy products
- Bread and pasta
- Cooked or processed food
- Citrus or acidic foods - small amounts are OK
- Oils and liquids such as soup



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## FOOD & SHOPPING LOCALLY

Forgan Arts Centre is on the edge of the village of Newport-on-Tay in North East fife. There is a small but diverse high street providing many local services, cafes, bars and grocery stores.

### Coffee & Cake

Kitschnbake - Coffee shop with great cakes and savoury selections.

16-18 Boat Rd, Newport-on-Tay DD6 8EZ

Manna Coffee - Community Cafe, home baking, fairtrade coffee and gift shop.

13 Cupar Rd, Newport-on-Tay DD6 8AF

Fig & Fromage - Cheesemonger, Deli & Cafè

18 High St, Newport-on-Tay DD6 8AD

The Newport Bakery - Serving delicious pastries, bread and coffee.

7 Cupar Road, Newport-on-Tay, DD6 8AF

### Groceries

THE COOP

48 High St, Newport-on-Tay DD6 8AD

SPAR

16 High St, Newport-on-Tay DD6 8AD

### Takeaways & Restaurants

The Fifie - Local Fish & Chip Shop

54 High St, Newport-on-Tay DD6 8AD

Phone: 01382 540300

THE NEWPORT INN

1 High St, Newport-on-Tay DD6 8AB

Phone: 01382 913215

LITTLE MOON - Chinese Takeaway

1 Boat Brae, Newport-on-Tay DD6 8EX

Phone: 01382 698100

SHORELINE

2 Boat Brae, Newport-on-Tay DD6 8EZ

01382 276240



## Places to visit

TATHA GALLERY - A strong focus on Scottish contemporary art showing time honoured, established artists and emerging talent  
1 High St, Newport-on-Tay DD6 8AB

THE V&A, Dundee  
1 Riverside Esplanade, Dundee, DD1 4EZ, Scotland  
Open 10.00 – 17.00, daily April to October.  
Closed on Tuesdays from November to March.

## Local Services

Local GP - Tayview Medical Practice - 01382 543251  
Local Dentist - Dental Plus - 01382 543 218

## Taxis

Tayport Taxis - 01382 550000  
GMC's Taxis - 07496163689



# 07 EMERGENCY INFORMATION & CONTACTS

If you have general non urgent enquiries, here are the contacts for you:

Independent Residency Enquiries - [anna@forganartscentre.co.uk](mailto:anna@forganartscentre.co.uk)

Office - General Enquiries - [info@forganartscentre.co.uk](mailto:info@forganartscentre.co.uk) - 01382 542 062

Usual office hours: 9am to 5pm Mon-Fri.

## 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 a local doctor or dental surgery is closed.

## Staff Contacts:

Anna Ferris - (contact for independent residencies)

[anna@forganartscentre.co.uk](mailto:anna@forganartscentre.co.uk)

Rowan Lear - Curator - (contact for awarded residencies)

[curator@forganartscentre.co.uk](mailto:curator@forganartscentre.co.uk)

Teri Laing - Director

[director@forganartscentre.co.uk](mailto:director@forganartscentre.co.uk)

Angela Kelly - Housekeeper