COLONSAY COMMUNITY DEVELOPMENT COMPANY
COLONSAY VILLAGE HALL, SCALASAIG, ISLE OF COLONSAY, ARGYLL PA61 7YW

CCDC Board Meeting
10th February 2022

Document Pack

Public

Please note that not all items on the agenda have supporting papers

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COLONSAY COMMUNITY DEVELOPMENT COMPANY
COLONSAY VILLAGE HALL, SCALASAIG, ISLE OF COLONSAY, ARGYLL PA61 7YW

Board Meeting
Thursday 10 February 2022 – 7.00pm – by Zoom

Agenda

1. 7:00 Attendance and apologies
2. 7:02 Minutes and matters arising
3. 7:08 Declarations of interest
4. Projects:
    a. 7:10 Scalasaig report — Carrie Dannie Callum
    b. 7:30 Camping: brief update — Dannie
    c. 7:33 Moorings: funding update — Dannie
5. 7:40 Assets: Old Manse: consultation response — Caitlin
6. 7:50 Rebranding/ website — Sarah
7. 7:55 Community consultation — Caitlin
8. 8:05 Crofts update — Caitlin Dannie
9. 8:10 Coal Righ — William
10. 8:15 AOCB
11. DONM

Private items for separate minute

12. 8:20 Minutes and matters arising
13. 8:25 Shop and hotel consultation — Caitlin
14. 8:30 Port Mor Road action (LK letter) — Dannie
15. 8:35 Directors/ staffing — Dannie
16. 8:40 AOCB

COLONSAY COMMUNITY DEVELOPMENT COMPANY
COLONSAY VILLAGE HALL, SCALASAIG, ISLE OF COLONSAY, ARGYLL PA61 7YW

Colonsay Community Development Company
Board Meeting
Thursday 13th January 2022

1. Attendance and Apologies

Board members: Andrew Abrahams (AA), Caitlin McNeill (CM), Callum Hay (CH), Danny Onn (DO), Sarah Hobhouse (SH), Helen Mann (HM) (part), Liam McNeill (LM),

Also present: Clare Hay(minutes)

2. Minutes of last meeting.

Accepted.

Matters Arising

CH wished to thank SH for correcting an error regarding VAT. It is not payable on Manse rental so there is nothing to reclaim. DO had spoken to TSL about the Manse track. They will repair it when they return to the island with suitable smaller equipment.

There has been no response to the call for alternative campsite locations.

3. Declarations of interest: HM re crofting.

4. Projects: brief Scalasaig update

TSL stopped work on the island on 22nd Dec 2021 and hope to return in February or March 2022. There will be a full project report at the next meeting.

5. Assets

a) Old Manse – Lease update/consultation.

Although the lease has been sent to TSL, there has been no response so far. Invoices for the rent were issued just before Christmas, but not have not yet been paid.

Action HM to follow up re lease/invoices

It was hoped that the Manse consultation would go out next week, together with the community planning initial consultation. A question was raised as to whether the bedding at the Manse belonged to TSL or CCDC as it needed to be washed.

Action re bedding HM would follow up with GJ

6. Website tenders and funding

The website / branding report was deferred, at the request of the chair, due to the amount of time required for remaining agenda items. An application for funding has

been sent to HIE. Three responses to the tender have been received and are being evaluated. The result of the evaluation will be circulated.

7. Community Consultation

CM had circulated a copy of her proposed questionnaire. It was planned to consult all those who had an interest in Colonsay. CM had been invited to attend the ABC Community Planning group where she would share her work on the local community plan and invite input from those who provided public services to the island. The questionnaire would go out on paper and electronically, and would be issued within the next week, ideally together with the Manse survey.

There followed a discussion about the survey, and it was agreed to include information in the covering letter about what had been done since the last survey to show respondents that CCDC had delivered in response to views expressed previously. It was also agreed to include an incentive to encourage responses. CM asked for Board approval for this initial survey. The Board agreed unanimously subject to the inclusion of the above two items.

8. AOCB

A letter of support had been received from MOWI regarding the provision of in-kind support for the Moorings project. It proposed a three-year agreement with a review after two years to check viability of the project. Whichever conclusion was reached regarding viability, the project would run for a third year. The Board unanimously agreed to proceed on this basis.

The current registrar has resigned with effect from the end of January and ABC has no plans to replace her. Instead, a registrar will be sent over for weddings, and other registrations will be done online. There has been no consultation. The Board discussed the matter and felt the proposal should be challenged. DO would speak to the community council, draft a letter and report back to the Board.

Action - DO follow up re registrar

9.DONM

The next meeting will be on 10th February 2022 at 7pm

COLONSAY COMMUNITY DEVELOPMENT COMPANY

PROJECT REPORT – Scalasaig Development

Project	Scalasaig Development			
Report Compiled by	Caroline Seymour			
Reporting Period	February 2022			
Project Status	Previous Status:		Current Status:	

1. SUMMARY OF ACTIVITY SINCE LAST REPORT

- No site activity due to planned winter break
- TSL have indicated that they may have to impede on Colonsay Estate land to construct the swale for the housing access road. This is for TSL to agree with CE.
- Standard Security and Minute of Agreement has been received from ABC for the grant for the business units. This is with Calum MacLeod (Harper MacLeod solicitors) to review and register. No money can be drawn down from RCGF until this has been agreed.
- Standard Security for the Scottish Government for the RIHF funding is in progress. This is more complex than the business units and will incur heavier solicitor fees. RIHF are paying our claims while this is ongoing.
- Head of Terms received from Mowi – comments and revisions made and returned.
- Grant applications ongoing to Quaker Housing Trust and Garfield Weston.
- Updates requested from those who submitted EOI's for business units.
- 3rd Party Warranty required by Scottish Government on New Supply Shared Equity (NSSE) houses.
- Updated costings and risk register – See Financial Update report.

2. KEY ISSUES

- **SSE overhead cables.** SSE were originally due to come in Feb 2022 to move the overhead cables that cross the housing site. TSL are unable to continue on site until this work has been completed. However, SSE have now indicated that they are scheduling this for April 2022 and that the work will require an island wide power outage for a whole day. This would have a significant impact on the project timescales and would mean that the project would run well into 2023. This is being questioned by John Forbes and the issue is being escalated within SSE by Dannie.
- **Additional project costs –** See Financial Update report**.**

3. FORMAL APPROVALS / DECISIONS REQUIRED

See Financial Update report

4. NEXT REPORTING PERIOD ACTIVITIES

- Continue review of energy solution for housing
- Finalise Heads of Terms with Mowi
- Standard Security for Scottish Government
- Submit loan application to Ecology Bank
- Continue with grant applications
- Marketing and Allocations policies for Housing and Business Units

5. APPENDICES

None

Colonsay Community Development Company

Scalasaig Project – Financial Update

Report to CCDC Board – February 2022

Background

Since the last detailed report to the Board, significant progress has been made on site. Most of the major groundworks for the housing is complete, and a start made on the Business Units site. The work is now paused for a few weeks, and is expected to restart later this month, or in early March.

This pause has allowed time to review progress, new cost pressures and cashflow projections, and develop a more realistic spend and income profile through to the end of the project. It has also allowed time to review and assess project risks. These are discussed in the report.

Note: all figures included in this report are based on the best information available at the time of writing, but some may change – they are best considered a "snapshot"

New cost pressures

Although the contract with TSL is fixed price, there are some cost pressures arising from unavoidable changes outwith contract scope, and some optional variations that are under consideration. These are as follows:

<u>Unavoidable</u>

- Fire suppression systems £ 60,677
- 3rd party warranties (property for sale) £ 5,000 (estimate)

<u>Options</u>

- Re-instate deferred 2nd phase drainage link £ 13,114
- Porches £ 25,000 (estimate - tbc)
- Enhanced sustainability (Sunamp / PV panels) £ 136,551 (inc. MOWI houses)

Negotiations are continuing with TSL and suppliers to try and reduce these costs where possible. No decision has yet been made on the 3 options.

An additional contribution from MOWI has been assumed for their share (one third) of the enhanced sustainability measures

TSL have also requested that the impact of unexpected price inflation associated with Covid, Brexit and now fuel is considered for reimbursement - they estimate around £60,000. We believe CCDC has no contractual obligation to meet these costs, but a claim may be made.

A further cost pressure may arise if sales of the plots and/or two houses are delayed. This is discussed later in the report.

A delay to taking up tenancies is also a risk to ongoing income, but not to project capital financing.

Overall financial position

A summary of the current position is set out at **Appendices A1 and A2.**

Appendix A1 shows the impact of delivering all the options (porches, sustainability etc) and using all the available contingencies. This results in a projected overspend of £49,577

Appendix A2 shows the impact of delivering none of the options (no porches, no extra sustainability measures etc) to arrive at a balanced position and a surplus of £79,571.

Note that these analyses assume the following:

- We can re-negotiate the grant from CARES for 60% of heat pump costs (£41,000) . This was originally awarded for spend in 2021/22 and it may not be possible for it to be carried forward.
- We are successful in our application to the Quaker Trust for a grant of £50,000
- We do not offset any of these cost pressures from an allowance of £120,000 for contingencies. It is considered too early in the project to revert to contingencies, which should be a last resport.
- A loan of £166,528 is still taken out as part of the funding package. In previous discussions the Board has agreed it would be desirable to reduce or eliminate this loan if at all possible, to reduce ongoing loan charges (c. £9,800 pa over 40 years) which would release funding to support a permanent CCDC managerial post.

Clearly there are a range of intermediate outcomes depending on which options (if any) and what funding strategy the Board decide to adopt.

Summarising: the project can be delivered within the current funding arrangements, but only if some compromises are made regarding the options and the Board is content to take out the planned loan.

If additional funding can be secured, that would allow us to commit to some of all of the extra options, and maybe reduce or eliminate the need for the load too.

Cost Modelling

The latest build cost model is shown at **Appendix B**. This is a timeline that is used to predict when cashflow may become an issue.

The version of the cost model shown tallies with the summary at Appendix A1 (all options included) and shows the projected £49,577 overspend. Other versions can be set up to model various scenarios as required, but are not shown.

The model shows that early concerns about cashflow risks have been mitigated in two ways

- Prompt release of funds by RIHF so far – within two weeks of claims being made
- generous assistance from MOWI, who have been content to “front load” payments so that in effect we have drawn down double grants against TSL’s monthly invoices to date.

At the time of writing the project account has a cash balance of about £0.5M which should avoid any further cashflow issues until late summer / early autumn. If construction, funding drawdown and plot/house sales all go to plan (and expenditure is containing within funding limits so there is no overspend) we do not expect a cashflow issue – but that is a “big if” ….

The model is updated monthly to replace predictions with actuals, and the remaining spend is then re-profiled over the remaining months, according to TSL’s outline plan. This is not perfect, but will

hopefully provide a reasonable estimate of cashflow to help us predict if and when any issues may arise.

Risks, and risk mitigation

The project risk register has been reviewed and updated, and a separate copy is provided with this report as a supporting document. Some of the original activities are now complete, and most of the remaining original risks are unchanged, as are their controls.

New Risks

An extract from the register showing new risk discussed in this report is shown at **Appendix C.**

Summarising:

- Unavoidable new costs, but that can be contained within budget
- Optional items that – if committed to - will result in a project overspend
- The risk to CCDC's long-term sustainability if it is required to take out the planned loan
- A serious financial risk if plot and/or house sales are delayed, or do not materialise

Mitigation

There are a number of general measures that can be taken to mitigate these new risks

- Seek to reduce the cost of unavaoidable items/optional additions to remain within budget
- Prioritise options, in order of importance and/or desirability and fit to available funding
- Build a business case for further funding to close any remaining gap and offset the loan.
- As a last resort, consider using up to £120,000 budgeted for contingencies – although this is not recommended so early in the project.

In the case of delays to plot and house sales, the conventional approach would be to seek bridging loans to cover costs until sales are concluded, but CCDC's financial position is so fragile that it could not sustain the loans charges for more than a few months. Perhaps more seriously it may prove difficult or impossible to convince any lender to make an advance. We will require help from funders to provide bridging finance if this risk materialises.

More seriously still would be if any plots or houses planned for sale do not receive any interest at all. Plot sales are budgeted at 3 x £20,000 and house sales 2 x £111,000 (there may be shared equity issues too – current under review) so the worst case scenario would be an additional project overspend of up to £282,000.

Proposals

It is proposed that the following approach is adopted:

1. Progress the CARES and Quaker Trust grant applications
2. Seek other funding sources that may provide further project support
3. Prioritise the optional extras as follows, in order of preference, and delegate authority to the Project Team to commit to them if and when funding allows:
    - Sunamp / PV Panels
    - Reinstate 2nd phase drainage link
    - Porches

4. Develop a business case for additional funding from one or more existing funders as follows:
    - Top-up funding to enable the delivery of all options
    - Offset or eliminate the requirement for the CCDC loan
5. As a last resort, consider the use of up to £60,000 (50%) of budgeted contingencies if necessary, to support these proposals.
6. Start discussions with funders to jointly develop an emergency funding package to cope with a range of scenarios should plot and/or house sales be delayed, or fail to sell.

Recommendation

We recommend that the CCDC Board:

1. Note the current position as set out in this report
2. Note the new risks to the project, and proposed mitigation
3. Agree the proposed approach, subject to discussion and any agreed changes made during the meeting

Dannie Onn	CCDC Chair
Callum Hay	CCDC Director / Treasurer
Carrie Seymour	CCDC Project co-ordinator

CH February 2022

Appendix A1 – Cost and Income summary (all options included)

Costs

CHT Summary

1	TSL Actuals / estmates (Housing - no VAT)	£2,835,285
2	TSL Actuals / estmates (Business Units - ex VAT)	£442,971
3	Porches (see CCDC extra, below)	£25,000
4	Ecologist / Archaeologist Saving	£0
5	AFSS/PH2 (Fire Suppresssion)	£60,697
6	Managing Agents fees	£14,612
7	Development Agent	£60,667
8	QS Fees	£0
9	Marketing and Legals	£15,000
10	Clerk of Works	£11,550
11	VAT on 6-9, above	£20,366
12	VAT on Business Units	£88,594
13	Risk and contingencies on 1-5 above	£60,000
14		£0
15		£0
	Sub-total	**£3,634,743**

CCDC Extra

1	Additional CCDC contingency	£60,000
2	Bridging loan cost (plot/house sales) 6 mths	£0
3		
4	Planning App / Warrant: Housing	£10,079
5	Planning App / Warrant: Business Units	£2,579
6	3rd Party warranties	£5,000
7	Sunamp and PV	£136,551
8	Porches - 7 No (extra to £56k if req.)	£0
9	Reinstate 2nd phase drainage	£13,114
10		£0
	Sub-total	**£227,322**

Total Projected Project cost **£3,862,064**

Income

CHT Summary

1	RIHF (updated Mar '21)	£1,205,888
2	MOWI contribution	£1,142,636
3	MOWI Carry-forward from land acquistion	£15,467
4	A&BC Contribution (£12k per unit)	£144,000
5	A&BC Capital regeneration	£335,000
6	HIE Managing (Business Units only)	£145,000
7	Inspiring Scotland	£89,992
8	House sales - capital receipt (2 @ £111k)	£222,000
9	Plot sales - (3 @ £20k)	£60,000
10	CCDC contrib. (Loan £166k 40yr @ 5%) MAX	£166,528
11	CCDC Crowdfunding appeal	£32,500
12	CCDC Crowdfunding Gift Aid	£8,000
13		£0
14	VAT Reclaim - general	£20,366
15	VAT Reclaim - Business units	£88,594
16		
17		
	Sub-total	**£3,675,971**

CCDC Extra

1	CARES - tbc, needs carry-forward to 2022/23	£41,000
2	SLF underspend - special grant	£0
3	MOWI share of Sunamp / PV Costs	£45,517
4		
5	UNCONFIRMED	
6	SSEN - Power diversion grant tbc	£0
7	Quaker Trust tbc	£50,000
8		
9	Other …	
10		
11		
12	CCDC Diaspora appeal	£0
	Sub-total	**£136,517**

Total Projected Grant income **£3,812,488**

Net position

Total projected cost	**£3,862,064**
Total anticipated income	**£3,812,488**
Difference	**-£49,577** shortfall

Appendix A2 – Cost and Income summary (NO options included)

Costs

CHT Summary

1	TSL Actuals / estmates (Housing - no VAT)	£2,835,285
2	TSL Actuals / estmates (Business Units - ex VAT)	£442,971
3	Porches (see CCDC extra, below)	£0
4	Ecologist / Archaeologist Saving	£0
5	AFSS/PH2 (Fire Suppresssion)	£60,697
6	Managing Agents fees	£14,612
7	Development Agent	£60,667
8	QS Fees	£0
9	Marketing and Legals	£15,000
10	Clerk of Works	£11,550
11	VAT on 6-9, above	£20,366
12	VAT on Business Units	£88,594
13	Risk and contingencies on 1-5 above	£60,000
14		£0
15		£0
	Sub-total	**£3,609,743**

CCDC Extra

1	Additional CCDC contingency	£60,000
2	Bridging loan cost (plot/house sales) 6 mths	£0
3		
4	Planning App / Warrant: Housing	£10,079
5	Planning App / Warrant: Business Units	£2,579
6	3rd Party warranties	£5,000
7	Sunamp and PV	£0
8	Porches - 7 No (extra to £56k if req.)	£0
9	Reinstate 2nd phase drainage	£0
10		£0
	Sub-total	**£77,657**

Total Projected Project cost **£3,687,400**

Income

CHT Summary

1	RIHF (updated Mar '21)	£1,205,888
2	MOWI contribution	£1,142,636
3	MOWI Carry-forward from land acquistion	£15,467
4	A&BC Contribution (£12k per unit)	£144,000
5	A&BC Capital regeneration	£335,000
6	HIE Managing (Business Units only)	£145,000
7	Inspiring Scotland	£89,992
8	House sales - capital receipt (2 @ £111k)	£222,000
9	Plot sales - (3 @ £20k)	£60,000
10	CCDC contrib. (Loan £166k 40yr @ 5%) MAX	£166,528
11	CCDC Crowdfunding appeal	£32,500
12	CCDC Crowdfunding Gift Aid	£8,000
13		£0
14	VAT Reclaim - general	£20,366
15	VAT Reclaim - Business units	£88,594
16		
17		
	Sub-total	**£3,675,971**

CCDC Extra

1	CARES - tbc, needs carry-forward to 2022/23	£41,000
2	SLF underspend - special grant	£0
3	MOWI share of Sunamp / PV Costs	£0
4		
5	UNCONFIRMED	
6	SSEN - Power diversion grant tbc	£0
7	Quaker Trust tbc	£50,000
8		
9	Other …	
10		
11		
12	CCDC Diaspora appeal	£0
	Sub-total	**£91,000**

Total Projected Grant income **£3,766,971**

Net position

Total projected cost	**£3,687,400**	
Total anticipated income	**£3,766,971**	
Difference	**£79,571**	Surplus

Appendix B – Cost Model

Colonsay Community Development Company

Scalasaig Housing & Business Units build phase (excludes operating costs)

Housing and Business Units - Combined

Project:	Scalasaig Housing / Units Build		
Date:	Jan-22	Ver.	v 5.0

1 Estimated costs

				Year:	Financial Year 2021/22												Financial Year 2022/23											
				Month:	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
		< -- Updated		TSL Schedule Dec '21						171027	166875	128744	131681			148873	291572	392044	401869	314009	315552	321123	373809	77863				
				As % of remaining												6%	12%	18%	22%	22%	29%	42%	83%	100%				
CHT Summary																												
1	TSL Actuals / estmates (Housing - no VAT)		£2,835,285							171027	151297	100961		92562		130959	256487	344869	353512	276224	277582	282482	328829	68494				
2	TSL Actuals / estmates (Business Units - ex VAT)		£442,971								15578			6749		44975	52246	55909	68034	62953	63903	39440	33184					
3	Porches (see CCDC extra, below)		£25,000													1412	2765	3717	3810	2977	2992	3045	3544	738				
4	Ecologist / Archaeologist Saving		£0																									
5	AFSS/PH2 (Fire Suppresssion)		£60,697													3427	6712	9025	9251	7229	7264	7392	8605	1792				
6	Managing Agents fees		£14,612							14612																		
7	Development Agent		£60,667								2103	1272				3235	6335	8519	8732	6823	6857	6978	8122	1692				
8	QS Fees																											
9	Marketing and Legals		£15,000														7500			7500								
10	Clerk of Works		£11,550													652	1277	1717	1760	1376	1382	1407	1637	341				
11	VAT on 6-9, above		£20,366							2922	421	254				947	1854	2493	2556	1997	2007	2042	2377	495				
12	VAT on Business Units		£88,594								3116			1350		8995	10449	11182	13607	12591	12781	7888	6637					
13	Risk and contingencies on 1-5 above		£60,000													3388	6635	8921	9145	7145	7181	7307	8506	1772				
14																												
15																												
			£3,634,743		0	0	0	0	0	188562	172514	102487	0	100660	0	197989	352261	446353	470407	386815	381947	357982	401442	75324	0	0	0	0
CCDC Extra																												
1	Additional CCDC contingency		£60,000													3388	6635	8921	9145	7145	7181	7307	8506	1772				
2	Bridging loan cost (plot/house sales) 6 mths		£0																									
3																												
4	Planning App / Warrant: Housing		£10,079		10079																							
5	Planning App / Warrant: Business Units		£2,579		2579																							
6	3rd Party warranties	x	£5,000																					5000				
7	Sunamp and PV	x	£136,551																		136551							
8	Porches - 7 No (extra to £56k if req.)	x	£0																	0								
9	Reinstate 2nd phase drainage	x	£13,114																	13114								
10																												
			£227,322		12657	0	0	0	0	0	0	0	0	0	0	3388	6635	8921	9145	20259	143732	7307	8506	6772	0	0	0	0
0.0%	Annual Inflation			Index	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
		Total	**£3,862,065**		**12657**	**0**	**0**	**0**	**0**	**188562**	**172514**	**102487**	**0**	**100660**	**0**	**201377**	**358896**	**455274**	**479552**	**407075**	**525678**	**365289**	**409948**	**82096**	**0**	**0**	**0**	**0**

These figures used to apportion remaining housing spend, until actual expenditiure available

These figures from BU Sheet - different apportionment

2 Grants and other income

			Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
CHT Summary																										
1	RIHF (updated Mar '21)	£1,205,888						185639	151297		104139			130959	256487	344869	32497	0	0	0	0	0				
2	MOWI contribution	£1,142,636								322324		104139		73537	256487	344869	41279	0	0	0	0	0				
3	MOWI Carry-forward from land acquistion	£15,467	8817											375	735	989	1013	792	796	810	943	196				
4	A&BC Contribution (£12k per unit)	£144,000												8130	15924	21411	21947	17149	17233	17538	20415	4252				
5	A&BC Capital regeneration	£335,000												35818	41609	44526	54182	50136	50892	31410	26427					
6	HIE Managing (Business Units only)	£145,000												15503	18010	19272	23452	21701	22028	13595	11439					
7	Inspiring Scotland	£89,992	89992																							
8	House sales - capital receipt (2 @ £111k)	£222,000																		111000	111000					
9	Plot sales - (3 @ £20k)	£60,000																		20000	20000	20000				
10	CCDC contrib. (Loan £166k 40yr @ 5%) MAX	£166,528																	166528							
11	CCDC Crowdfunding appeal	£32,500																	32500							
12	CCDC Crowdfunding Gift Aid	£8,000																	8000							
13																										
14	VAT Reclaim - general	£20,366								2922	421	254		0	0	947	1854	2493	2556	1997	2007	2042	2377	495		
15	VAT Reclaim - Business units	£88,594									3116			1350		8995	10449	11182	13607	12591	12781	7888	6637	0		
16																										
17																										
		£3,675,971	98809	0	0	0	0	185639	151297	325246	107675	104394	0	265673	589252	785878	186675	103453	314139	208941	205011	34379	9014	495	0	0
CCDC Extra																										
1	CARES - tbc, needs carry-forward to 2022/23	£41,000															41000									
2	SLF underspend - special grant	£0																								
3	MOWI share of Sunamp / PV Costs	£45,517																	45517							
4																										
5	**UNCONFIRMED**																									
6	SSEN - Power diversion grant tbc	£0																								
7	Quaker Trust tbc	£50,000															50000									
8																										
9	Other ...																									
10																										
11																										
12	CCDC Diaspora appeal	£0																								
		£136,517	0	0	0	0	0	0	0	0	0	0	0	0	0	0	91000	0	45517	0	0	0	0	0	0	0
0.0%	Annual Inflation	Index	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Total anticipated grants & income	**£3,812,488**	**98809**	**0**	**0**	**0**	**0**	**185639**	**151297**	**325246**	**107675**	**104394**	**0**	**265673**	**589252**	**785878**	**277675**	**103453**	**359656**	**208941**	**205011**	**34379**	**9014**	**495**	**0**	**0**
	Nett	**-£49,577**																								

Note: These figures from BU Sheet - different apportionment

3 Summary

		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
	Net monthly position (shortfall)	**86152**	**0**	**0**	**0**	**0**	**-2922**	**-21217**	**222759**	**107675**	**3734**	**0**	**64296**	**230356**	**330604**	**-201877**	**-303622**	**-166022**	**-156348**	**-204937**	**-47717**	**9014**	**495**	**0**	**0**
	Projected cumulative cashflow (overdraft demand)	86152	86152	86152	86152	86152	83230	62013	284771	392447	396181	396181	460477	690833	1021437	819560	515938	349916	193568	-11369	-59086	-50072	-49577	-49577	-49577

Appendix C – New risks

Colonsay CDC - Scalasaig Housing - Build Phase					Detail						Date: Jan 22
No.	Risk Description *Threat to business objectives*	Risk Assessment (likelihood x impact) = risk Likelihood (1-5)	Impact (1-5)	= risk	Mitigating action (controls) *What to do …..*	Controls effective ?	Revised Risk Assessment (after controls) Likelihood (1-5)	Impact (1-5)	= risk	Lead	Update/Next Review Date
7	**Other**										
7.1	Additional unavaiodable costs exceed budget	3	4	12	Seek ways to minimise cost; offset against contigencies; find savings elsewhere; seek additional funding	Y	3	1	**3**		Apr-22
7.2	New options desirable, but costs outwith project budget	3	4	12	Seek ways to minimise cost; offset against contigencies; find savings elsewhere; review house and plot sale pricing; seek additional funding; Prioritise	Y	3	1	**3**		Apr-22
7.3	Quaker trust grant application unsuccessful	3	5	15	Ensure grant application meets QT criteria, and majors on key issues to ensure support	Y	3	2	**6**		Apr-22
7.4	CCDC loan severely impacts long term CCDC sustainability and management capability	4	4	**16**	Develop business case for addition funding to reduce or eliminate need for loan	P	3	3	**9**		Apr-22
7.5a	Plot sales delayed	4	5	**20**	Finalise and agree allocations policy; check previous expressions of interest; start marketing campaign. Begin discussion with funding bodies to develop short and long-term funding support. Consider reconfiguring 2 x sale housing to rental if no interest in sales.	Y	3	2	**6**		Apr-22
7.5b	House sales delayed	4	5	**20**							
7.5c	One or more plots not sold	4	5	**20**							
7.5d	One or more houses not sold	4	5	**20**							

COLONSAY COMMUNITY DEVELOPMENT COMPANY

PROJECT REPORT – Campsite

Project	Campsite			
Report Compiled by	Lizzie Keenaghan			
Reporting Period	February 2022			
Project Status	Previous Status:		Current Status:	

1. SUMMARY OF ACTIVITY SINCE LAST REPORT

- Application submitted to Argyll & Bute Council's new 'Islands Grant', managed by their Economic Development department, for developing tourism infrastructure on islands. This is in Helen's name, with CCDC's support. Please see this attached as an accompanying document. The overall figure requested was **£71,349**.
- Both Chris Jewell & Colm engaged with quotes for infrastructure construction and fencing.
- Further helpful correspondence with Environmental Health & SEPA regarding many aspects of the proposal.
- Site visits with maps – Helen, Lizzie, Dannie & Chris Jewell

2. KEY ISSUES

These are the key points in this project at the moment:

- Where's the money coming from?
- Getting the planning permission application in…
- Agreement between Helen & CCDC as to what form the ongoing relationship would take.

The funding application is now submitted, and Dannie is currently taking the lead on preparing the planning application. Two site visits have allowed us to decide on the layout of infrastructure/parking/camping. The funds for the planning application have been requested within the funding application.

The CCDC Board & Helen must not let the meeting of 8th February go by without thoroughly discussing and moving onto an agreement about what form an ongoing relationship would take. Please refer to how this is referenced in the funding application to Argyll & Bute Council. A profit share or community return for the investment have so far been suggested, relative to turn-over and by annual review. I have suggested, like crofting grants from Scot Gov's Rural Payment, that this tie might only be for a set number of years rather than open-ended.

PROJECT REPORT – Campsite

The plan so far is that should the funding application be successful and the site developed, from opening day the campsite will be Helen's croft enterprise to run independently. Helen is expecting to fund some advertising costs herself, take the lead on this and create a webpage – should we be successful. She would be responsible for all of the labour in running the site, which would be considerable taking into account the off-grid location regarding water. Helen would also stock all sundries needed, for example loo roll, soap, washing-up liquid, cleaning supplies, sawdust/straw, leaflets, chlorine tablets, fuel etc throughout the trading season. Helen is checking with Calmac that water from the public pier tap could be used. She is also writing the risk assessments for all aspects of running the site that Environmental Health have requested.

If we hear a funding outcome towards the end of February, and the funds allocated soon after, the work on site could begin from March. If we are successful, I would expect a lump grant payment. We would then need to make many direct purchases, as well as paying many invoices. Helen would take the lead in several of these purchases, so we would need to make it practically possible for staff/Helen to do this from a CCDC account. The project would not be included in CCDC's VAT regime, and Helen's enterprise would not be VAT registered either, so VAT costs would be included within the funding. Helen would need to register as a business. We would need to hear more from TSL about Scalasaig stone costs, availability and the practicality of taking it up to the site.

3. FORMAL APPROVALS / DECISIONS REQUIRED

- Agreement between Helen & CCDC
- Looking ahead…the ability to spend money from this fund within a CCDC account - if we are successful

4. NEXT REPORTING PERIOD ACTIVITIES

- We'll know whether or not we have been granted the funding.
- If we are successful, our planning application should go straight in. This can take 2 months to be processed after the validation period, so we could be looking at 3 months plus from start to finish. With this, and the work on site, we would be looking to open in June.

5. APPENDICES

- Our application form sent to Argyll & Bute Council's new 'Island Grant'

1. Applicant Details

Helen Mann
Hill Cottage, Scalasaig, Isle of Colonsay, PA61 7YW
hmann1706@yahoo.co.uk
Croft tenant of Colonsay Community Development Company

This application represents a collaboration between Helen Mann, Project Coordinator Lizzie Keenaghan and Director Dannie Onn, of Colonsay Community Development Company - based at Service Point, Scalasaig, Isle of Colonsay, PA61 7YW
lkeenaghanccdc@gmail.com

The Project Coordinator role for CCDC exists in partnership with Highlands and Islands Enterprise, and its focus is on the creation of visitor facilities and development of community-owned assets. CCDC has an active Board of Directors, a flexible staff team and a close relationship with HIE, so we consider that we are in a strong position to develop new assets. Alongside work towards a campsite, CCDC is currently developing new housing, business units and yacht moorings; all in response to need, opportunity and suggestions from the community. Our aim is to support and develop the community here, in ways that are sustainable for both people and place.

Colonsay Community Development Company is assisting Helen in developing this community-owned croft site; we see only positives from doing so. Helen has long wanted to run a campsite from her croft, and indeed began her croft tenancy with a business plan for a campsite, and a pre-planning application. Once the site is ready and open, Helen will run it as her croft enterprise. Helen & CCDC are entering into an ongoing arrangement where there will be a community return for the investment, relative to income and subject to annual review.

2. Project Summary

Please provide a brief summary of your project

We would like to implement plans for Colonsay's first campsite this summer, for tents & cars. The site will be off-grid & discreet, offering up to 15 pitches, with space for future expansion on the community-owned croft site; a spot with dramatic sea views. The infrastructure required is clearly set out and explained within the cost breakdown further on in our application.

Colonsay is a place with some fragility in terms of our economy and population, and so the creation of a new enterprise is positive. A previous community consultation had short-listed the development of a campsite as an area of opportunity with community support, and investigative work was undertaken with Highland & Island Enterprise's support.

CCDC sees the creation of a discreet, managed tent site as being of benefit to those visiting and the community itself. This form of visitor facility is currently lacking, which became particularly noticeable through the summers of the pandemic, with a visible increase in unofficial 'car camping'. CCDC was aware of complaints on account of insensitivity to location and environment, and this created a sense of urgency to address the need for a managed site. A Community Council-led consultation in Jan.'21 showed significant support for a managed tent site on the island. CCDC responded by preparing an application to Nature Scot's Better Places Green Recovery Fund for funds to support a pilot 'pop-up' campsite, solely for the 2021 school summer holiday period.

Our proposal has become more substantial since our application to Nature Scot in 2021 for the pilot 'pop-up' site. Our application here proposes a permanent site with the necessary planning permission and infrastructure. A site visit from David Love of Argyll & Bute's Planning team, and extensive helpful correspondence with Environmental Health Andy Mcclements and Jacqui Middleton has helped us to 'upgrade' our plans in readiness for a permanent site.

The site will include welcoming signage and a designated parking area for up to 15 cars, on reinforced grass matting. Sturdy wheelbarrows will be provided for campers to transport their kit approx. 100m to the best camping spots, with spectacular sea views. Drinking water, composting loos, a shelter and pot-wash will be provided, nestled into the contours of the croft and tucked away from the view of the road. BBQ pits and picnic benches will be provided for campers. All the structures of the site will be wood clad, and will weather to a soft grey, sensitive to the landscape. A clad container store will shelter and maintain all equipment and sundries, for Helen's use in running the site.

CCDC's focus remains on addressing the island's need for an environmentally-sound and family-friendly managed tent site, responding positively and proactively to the increase in visitors experienced and anticipated.

3. Activity Plan

A detailed activity plan demonstrating how the project will be delivered, detailing deliverables, timescales and milestones. You may wish to include a Gantt chart.

Work to date

Colonsay Community Development Company asked the community in April '21 for camping site recommendations. Two particularly strong sites were put forward by land managers. The Board of Directors used a matrix of selection criteria to identify Helen Mann's croft site as the one to take forward as a pilot 'pop-up' for our application to Nature Scot. Since becoming aware of the new 'Islands Grant' for tourism infrastructure, CCDC again asked widely & publicly through our social media & mailing lists if anyone on the island wanted to put forward a site and a business plan for a new and permanent campsite this time. Helen Mann was the only respondent; she is still very keen to see this come to fruition, and her site has great potential.

Looking forward
We intend to submit our application for planning permission in February, on confirmation of securing the funds to proceed. We have undertaken multiple site visits and have settled upon the proposed layout of infrastructure – this is being currently worked up into detailed location plans. We have already written our design & access statements for the planning submission, having learnt much from our correspondence with Environmental Health. We anticipate being granted planning permission by the end of April, and our local contractors intend to begin work on the site early May, in order to open in June.

February	• Planning application submitted
March	• Access infrastructure underway • Fencing
April	• Planning permission granted • Advertising
May	• Installation of facilities & storage • Delivery of equipment • Trial tent week
June	• Opening

4. Evidence of Demand/Need and Economic Benefits
Please provide evidence of how your project meets a demand or need (key documents can be referenced here and can be attached to the application). Please tell us what the potential economic benefits of your project will be.

It has long been noted that the Isle of Colonsay offers little in the way of affordable options for holidays. The Estate-owned bunkhouse is the most affordable option, but is still relatively expensive, and therefore visiting Colonsay is not a possibility for those on a more modest budget. CCDC currently receives regular enquiries from people wishing to visit the island, but finding no camping options available. On account of the limited parking places and narrow roads, campervans have long been discouraged. The increased number of unofficial 'car campers' drew complaints in the summers of the pandemic, as some locations chosen were seen to be insensitive to the area and unsightly. A good outcome will be the development of a designated and managed discreet site, creating a croft enterprise on community-owned land, and generating a return for the community.

The croft will begin to create a modest income, and looking more widely, the increase in visitors will benefit existing tourism businesses, adding to the island's economy and also supporting part-time workers at the site. The incomes of Colonsay residents of working age are most commonly made up of several part-time roles, and economic stability for individuals comes from having a wide range of employment. A campsite in Colonsay would be a positive addition to this local economy, both for Helen as crofter, for CCDC and for others.

5. Stakeholders
Please provide evidence of comprehensive stakeholder buy in, participation or ownership of the project.

The Community Council-led consultation on camping on the island generated a high number of responses in January 2021, and the outcome was support with a clear majority for a managed tent site.

Highlands and Islands Enterprise has supported Colonsay Community Development Company in investigative work towards developing tourism projects since 2018, and it has long been hoped that a campsite in Colonsay would come to fruition. Funding was always a significant barrier to progress. CCDC sees that the enthusiasm has remained through the years to create a positive, family-friendly and affordable camping provision, and is therefore delighted to work with Helen Mann in developing this croft site.

Argyll & Bute Council has recently been working closely with CCDC in supporting the creation of new affordable homes, improved track access for new homes and community crofts, and a development master plan for Scalasaig. On account of the good existing relationship there, we anticipate working constructively together on the necessary permission for transforming our original pilot proposal into a much-needed permanent campsite.

6. Full cost breakdown including a projection of income from the project

Expenditure

Loo block inc. handwash sink

Materials/haulage	Labour	Total (inc.VAT)
£5000	**£3000**	**£8000**

This is to be a double loo block, with central handwash sink (with small soakaway) designed by our local joiner & plumber Chris Jewell of high repute - Fair Trade Plumbing, Isle of Colonsay.

Our originally proposed composting loo units were suitable for the pilot 'pop-up' site, but not suitable for a permanent site, and therefore we would ask to give up the previous grant offer of £4779, and instead apply for the following contained composting units that SEPA would much prefer to see.

Composting toilet units

Materials	Haulage	Labour	Total (inc.VAT)
£2800	**none**	**none**	**£2800**

After correspondence with SEPA & Environmental Health, and advice from those at www.waterlesstoilets.co.uk, we have decided to opt for the WooWooGT330 composting units. Each loo will have a spare unit for switching in through the season. By the time the contents are tipped out into one of the designated compost bays after a year of rotting down combined with straw/sawdust it is considered compost therefore SEPA permit this form of 'true' composting toilets. No soakaway is required. The capacity of the 330 model, with each of the two loos available having a second unit to switch in part way through the season – has been assessed to be comfortably adequate for a campsite of this size.

Water tank

Materials	Haulage	Labour	Totals (inc.VAT)
£476.40	**£250**	**n/a**	**£726.40** Tank
£1160		**£800**	**£1960** Siting, cladding, fittings

This is a 2000L black tank for the campsite's supply of potable water, clad in wood for shade, as recommended by Environmental Health, sited on the side of a hummock, to allow a gravity-fed supply to the handwash sink, potwash sinks & general tap. Quote includes fittings, pipes & base.

Fencing & parking area

Materials (inc.VAT)	Haulage	Labour	Totals (inc.VAT)
£1715	**£250**	**£750**	**£3035** Fencing elements
£2555.60	**£339**	**£320**	**£3214.60** Grass reinforcement

Campsite licence guidelines require livestock to be separated from campers, and no livestock is permitted 3 weeks ahead of seasonal opening to ensure that the grass is clean. As a small flock of sheep is currently managed on the croft, the width of the croft requires a line of post/wire stock fencing, with a gate. There will also be 'step-over' built at the croft edge to allow visitors an easy way out to the dramatic & scenic cliff walks on the common grazing. With the aim of protecting the neighbouring croft's flock of hens from visiting dogs at the campsite, 175m of galvanised netting will also be required along the boundary line. The parking area for up to 15 cars comprises grass reinforcement mats laid over 320m2 on the ground, with the area delimited and made clear with posts & rope – installed by one of Colonsay's experienced fencers - local crofter Colm McNichol. This provision for a clear area where cars are manoeuvring/driving comes from Environmental Health's recommendation.

Wheelbarrows

Materials	Haulage	Labour	Total (inc.VAT)
£720	**£180**	**n/a**	**£900**

Campers will park and leave cars shortly after arriving on the croft, and the best camping areas are approx. 100m away. The wild nature of the site and good condition of the croft land will be preserved through the provision of 6 heavy duty 100Lt 'Big Mucker' wheelbarrows for campers to transport kit over this short distance, as opposed to allowing driving across the croft.

Picnic benches

Materials	Haulage	Labour	Total (inc.VAT)
£800	**£160**	**£300**	**£1260**

Four sturdy benches would be of use to campers.

Stone track into croft

Materials & haulage	Labour & machinery hire	Total (inc.VAT)
£8515	**£6000**	**£14,515**

The current access is simply a driving route over grass. The increased use resulting from the campsite will necessitate this being upgraded to a stone access track over 230m. This requires initial digger work to scrape the turf, the laying of Terram T1000 Geotextile and the depositing/rolling of aggregate.

Preparatory site clearance

Tractor & trailer hire	Labour	Total (inc.VAT)
£200	**£200**	**£400**

Old croft debris will need to be removed to ensure that the whole site would be family-friendly to explore.

Fire safety considerations

Materials	Haulage	Labour	Total (inc.VAT)
£460	**£50**	**n/a**	**£510**

This figure includes 2 foam fire extinguishers, 2 fire beaters, one site first aid kit and contained BBQ pit units. We have been advised to be realistic about fire, responding to the expectation of being able to have a small campfire/BBQ, and keeping this managed and safe. We propose that the campsite carries 10 BBQ units for use at pitches, and that the site has fire extinguishers, a first aid kit & beaters – their whereabouts noted in the campsite's information leaflet.

Water transport

Kit (inc. VAT)	Delivery (inc. VAT)	Total (inc.VAT)	
£2787	**£180**	**£2967**	Bowser
£184	**£10**	**£194**	Pump & batteries
£6450	**£150**	**£6600**	Quad bike

1000L Bowser, quad bike (good condition, second-hand) & submersible pump to transport/refill potable tank.

Grass maintenance

Kit (inc. VAT)	Delivery (inc. VAT)	Total (inc.VAT)
£3363	**£98**	**£3461** Rotary mower

New Rotary mower for use over site with quad bike. Keeping the grass low is a fire safety requirement – guidance from Environmental Health.

Storage, shelter & potwash

Materials	Haulage	Labour	Total (inc.VAT)
£3000	**£2000**	**£200**	**£5200** Container & site prep.
£4300		**£2100**	**£6400** Cladding & lean-to shelter
£950		**£800**	**£1750** Potwash & soakaway

The site will require the storage of sundries: cleaning products, loo roll, soap, washing-up liquid, sterilising gel, tools for wheelbarrow repair and their winter storage, sawdust/straw, information leaflets, the grass cutting equipment, bowser, fuel, litter collection and chlorine tablets if required. A clad container on site will provide this necessary storage space and also provide the structure onto which a lean-to covered shelter can be built. The croft site is west-facing with spectacular Atlantic views – fantastic and also exposed, so this is a necessary provision for in the case of particularly bad weather. The shelter will also contain the potwash area. This is to be a double Belfast sink unit, mounted on a sturdy wooden frame, with a general use water tap also, a small soakaway (with grease trap filter) and a composting caddy situated close-by for any food water. This part of the campsite design has been developed thanks to Environmental Health's guidance.

Site signage

Materials	Haulage	Labour	Total (inc.VAT)
£360	**£60**	**£120**	**£500**

These will solely be sited on the croft, and will be required to direct and ensure good practice with regards water use, composting loos, parking, payment, camping pitch choice, fire and noise/litter/dog etiquette whilst visiting the actively crofted area.

Composting bays

Materials (with haulage, inc. VAT)	Labour	Total (inc. VAT)
£150	**£200**	**£350**

These are also to be built by local joiner Chris Jewell – in a discreet location away from campers, for the well-rotted loo materials (after 1 year) and for the regular emptying of the food waste caddy.

Advertising

Listing & advert fees	Total (inc. VAT)
£400	**£400**

Insurance

Public liability site insurance	Total (inc. VAT)
£100	**£100**

Planning permission & SEPA registration

Application fee, advertising, maps & SEPA registration for grey water soakaway	Total (inc.VAT)
	£821

Contingencies

This is taken as 8% of overall total estimated here of £66,064. This will allow us to manage the current uncertainty around the effects of inflation, fluctuating material costs and additional haulage costs above what is initially quoted – as is wise to anticipate in this time and in our location. In the case of an under-spend, we would be happy to return funds not required.	**£5285**

OVERALL TOTAL **(inc. materials, labour, haulage, VAT & contingency sum)**	**£71,349**

Income

Helen intends to charge £10 per night per adult, and children (up to age 16) an additional £2/night each. There will be up to 15 pitches available, and booking will be with Helen, by email/phone.

Advertising is planned on CCDC's website www.colonsay.org.uk and also on social media. We have investigated a listing with a UK camping site, and Helen intends to create a webpage. As the lack of a camping provision on this beautiful and diverse island has long frustrated the ambitions of those who enjoy exploring the islands from a tent, we are confident that we will attract a healthy number of visitors which will build once the new site becomes known.

As mentioned earlier, Helen Mann & CCDC are entering into an ongoing agreement where there will be a community return for the investment, relative to income and subject to annual review – most likely a profit share.

It is worth noting that this project will not be VAT registered, either as part of CCDC's VAT regime, or by Helen as her enterprise, so none will be reclaimed. For this reason we have included all VAT here on material within our application for funds.

As well as creating new economic activity and enterprise on a croft, the running business is also likely to provide part-time seasonal employment for younger members of our community, in assisting Helen with the site management. The development of the site will provide valued employment for local tradespeople here.

CCDC REBRAND REPORT FOR BOARD

ACTIVITY SINCE LAST REPORT:

At the board meeting in December, I was authorised to submit the grant application to HIE and to find a designer to work with us to our specification.

Grant application submitted ✓

3 website and design agencies asked to quote in line with the brief supplied (previously circulated) ✓

Quotes evaluated and preferred designer identified ✓

West Coast Media in Skye
Bold Studios in Glasgow
Think in Form in Mull

All 3 designers came back with quotes that met the brief –
Bold @£7000.00
Think in Form @ £6800.00
West Coast Media @ £6250.00

Think in Form's quote included an unnecessary online booking system costed at £800.00 - removing which would reduce their quote to £6000.00

All three design agencies appear to be competent, experienced web & branding developers and all three quotes met the brief and largely contained the same specification and content.

Evaluation therefore came down to the price and their suitability for the CCDC to build a good on-going working relationship.

Bold Design were the most expensive, both for the website build & design work, and for ongoing hosting and maintenance costs. There was no obvious advantage to be had from these higher costs, so Bold were ranked as the least suitable and put to one side.

Think in Form & West Coast Media were pretty much on a par pricewise, but WCM is favoured for the following reasons:

PRICING – Included in their quote of £6250.00 is 3 years hosting @ £300.00 p/a & £950.00 of additional design work – over and above that of completing the brief.
This equates to 21 extra hours of their time for a future project, additional updates to website etc. and £900.00 of hosting fees, over and above the other two quotes.
Securing our ongoing costs is as much of an issue as funding the initial outlay and this cushion was deemed to be of significant advantage.

SUITABILITY – WCM are a design agency that has carried out work across our region (and beyond) for a wide range of businesses and groups. They have a large and varied portfolio and come recommended by Skye Weavers (known to Lizzie) & Laura's Loom, (known to Sarah). They appear to be a resilient business and the examples of their work show a tried and tested method of production. On a personal note, the designer who would be leading our project is experienced, enthusiastic, helpful, easy to deal with, and more than capable of carrying out the fairly standard work that we require. They offer technical support and training videos, and use the widely popular WordPress as their CMS.

I am content that they have understood the brief provided.

APPROVAL/DECISION NEEDED

In the interim period the grant for £6250.00 has been approval by HIE, and they have approved WCM as the designer for the project.

- To appoint West Coast Media to carry out the project, in line with the brief

- Work with small group of Caitlin & Helen to decide content and liaise with designer. Board to be consulted in all major decisions - choice of logo etc.