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

CCDC Board Meeting
10th March 2022

Document Pack

Public

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

Confidential items (e.g. relating to staffing) are
not published in public

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

Board Meeting
Thursday 10 March 2022 – 7.00pm – Colonsay Village Hall

Agenda

1. 7:00 Attendance and apologies
2. 7:02 Minutes and matters arising
3. 7:05 Declarations of interest
4. 7:06 Briefing Note
5. Projects:
    a. 7:10 Camping report — Lizzie Dannie
    b. 7:40 Scalasaig update — Carrie Dannie
6. 7:45 Rebranding and website — Sarah
7. 7:55 Community consultation — Caitlin
8. 8:00 Crofts — Caitlin Dannie
9. 8:05 Ferry users group — Dannie
10. 8:10 CTC board amendment — Callum
11. 8:12 AOCB

DONM

Private items for separate minute

12. 8:20 Minutes and matters arising
13. 8:25 Shop and hotel update — Chris Dannie
14. 8:35 Fuel pricing — Callum
15. 8:45 AOCB

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Colonsay Community Development Company
Board Meeting
Thursday 10th February 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), Liam McNeill (LM), William Joll (WJ)

Project Co-ordinators: Carrie Seymour (CS) (part)

Apologies: LK

Also present: Clare Hay(minutes)

2. Minutes of last meeting.

Accepted.

Matters Arising.

The CCDC had still not received any income from TSL. HM will follow up. DO apologised as he had not managed yet to write the letter re the resignation of the registrar to ABC. WJ said he had received a note from Jane Howard asking if the CCC should also circulate the recently issued surveys. CM said that the CCC and CCDC have the same email list so there was no need.

3. Declarations of interest: HM re campsite and crofting, CS re crofting

4. Projects

a) Scalasaig

CS had issued the project report and added that she and HM would be meeting Helen Mackie of the community Housing Trust and J. Forbes regarding assistance with the allocations policy and other matters. There was a discussion about how much to engage with CHT and DO asked that a note of the meeting be circulated to the board. DO noted that WHH also use CHT and that CCDC's allocation policy should align with the WHHA allocation policy. A report would be presented at the next meeting with three options for going forward for the board to vote on. CS said she would also talk to CHT about marketing the plots and houses.

DO raised the issue regarding the moving of the overhead power cables at the site, which needed to be done before TSL restarted work. This would need an island wide power outage for a day. DO would continue to pursue the matter with SSE, and CS would speak to TSL about the possible impact on the project timescale.

Action DO/CS follow up re moving cables

CH presented a paper on the new cost pressures facing the project. Two costs were unavoidable. These were provision of fire suppression systems and third party warranties for the houses for sale.

CH said there were three new options to consider, but if adopted these would take the project over budget, on current projections. These are reinstatement of the deferred second phase drainage link, provision of porches, and provision of enhanced sustainability features. There may also be a claim for increased costs from TSL due to exceptional inflation caused by factors such as the pandemic, Brexit and fuel costs. CCDC's advice is that these should be covered by the fixed price contract, but TSL may contest that.

There was a general discussion of the issues and potential problems. DO noted that delayed decisions could add to costs and said it was important that the board decided on the proposals in the paper at the meeting.

The board agreed to the proposals in the paper as follows

1. agreed

2. agreed

3. agreed but priority order changes to

    i. additional sustainability features as in paper

    ii. porches

    iii second phase drainage link

4, agreed, including picking up the work on the diaspora appeal (AA to lead working with CM and CS)

5. agreed

6 agreed

There were no comments on the revised risk register.

The Board agreed to all three recommendations in the paper

Action AA to pick up diaspora appeal work with assistance as above

b) Campsite

HM's declaration of interest was noted. LK's project report had been received. DO reported that a response to the funding bid had been received and ABC could offer around £40,000 for the project, which meant reviewing the project costings to fit the sum available. SH and DO noted that it was extremely important that a clear agreement was reached between HM and CCDC as to who assets belonged to, and what CCDC's role was. There must be no conflict of interests. CCDC could act as a conduit to manage funding and provide in-kind support, as it did for the community garden project, but HM would need to make the bid and any assets would belong to her, as would responsibility for running the site. There was a general discussion about how this could be achieved successfully. DO highlighted that CCDC had publicised the opportunity and had no other expressions of interest

DO said the grant application currently stated that CCDC and HM would have a continuing agreement. The bid would have to be revised and resubmitted to meet the funding available, and the revised agreement between HM and CCDC made clear, before the project proceeded. The recommendations in the report were not accepted by the board for the time being, although CH proposed that LK could continue to help HM work on the bid and agreement, providing in-kind support. This was agreed.

The project would be discussed by the board again at the next meeting.

Action DO,HM, LK review and revise agreement, HM submit revised bid, LK revise paper

c) Moorings

Approval had been received from HIE and MOWI and all the funding was now in place. DO said the licence needed had not yet arrived, and its date of arrival was as yet unknown.

5. Assets

Old Manse

In LK's absence, CM gave an update on consultation responses received. Although the deadline had not been reached, there had been a very good response so far. CM said that it should be possible to make site visits soon.

6. Rebranding/Website

DO asked if SH had anything to add to her report. SH asked if the board agreed to proceed with the work as the time available was very short. AA said he had missed seeing the paper so had not read it. DO informed the meeting of the key points of the paper. SH provided her reasons for the choice of West Coast Media. AA asked if the current supplier had been approached to quote. SH said they had not, as they did not do branding. SH proposed a small working group to take the work forward consisting of herself, HM and CM. DO suggested there should be a further meeting with the board once Sarah had something to show the board. CS asked how long it would take to produce signage for the moorings. SH said it would be part of the design palette. The board approved the proposals in the paper.

7. Community Consultation

CM said she was still working through and collating the responses to the survey. Responses were still coming in owing to some confusion on the deadline. She appealed for all directors to respond to the survey and hoped to have focus groups running by early March. She expected to be working on analysis by the week after the meeting.

8. Crofts Update

CS said the sale of the first croft house site had gone through and that the agreement for the sale of the housing site to WHH had been signed (on the day of the meeting).

DO reported that Kevin Byrne (KB) had asked on behalf of the Heritage (??) group if there could be a kissing gate installed in the fence at the top of the croft land. Following a question, the position of the proposed gate was clarified. No concerns were expressed and DO was authorised to report agreement in principle to KB.

The boundary of the CCDC croft land at Uragaig had been professionally surveyed as agreed with the Estate and was now properly mapped. Tenants can now use the map to register their croft. CCDC had agreed to share payment for the survey and this would be £200.

9. Coal Righ

WJ and AA suggested a get together to clear up the coal and gas storage area. This is normally done annually. WJ volunteered to organise it and the date of 19/20th February was proposed. CH thanked them for setting it up. CH and DO volunteered to help.

Action WJ organise tidying of Coal Righ.

AOB.

None.

DONM

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

in the hall if possible.

CS left the meeting

Colonsay Community Development Company

Board meeting 10 March 2022

General Briefing Note

Moorings

Another step forward for the tourism element of the company's business strategy with the granting of licenses from Marine Scotland and the Crown Estate. These had been waiting for the proximity agreement between the company and SSEN, the network provider responsible for the subsea power cable. Our thanks to Lizzie for bringing the project to the point where we can now order the equipment and plan the installation dates. We will follow up with further promotion and, all being well, will be ready to accept visiting boats in the summer.

We are grateful for the assistance of HIE, Argyll and Bute, and of course MOWI, who will be contributing in kind by installing the moorings and carrying out routine maintenance.

Registrar

As requested by the board, Dannie wrote to Argyll and Bute asking that services be retained on the island as far as possible. We have received a reply from Julie McLellan, which includes that:

There has been no final decision been made on the Colonsay Home Based Registrar due to a pending a wider review of all the Home Based Registrars service, once the enabling legislation on remote Births and Deaths has been published by National Records of Scotland. We are simply not looking to fill the post immediately until that review is complete and will provide registration cover from Oban until then. Once the decision has been made on the service the Colonsay Community Development Company will be advised.

Staffing

The anticipated award for project co-ordinator funding, officially named 'delivery resource' has been received and accepted. It allows for an inflationary pay rise to be given to Carrie and Lizzie. Their funding now runs until the end of March 2023.

Coal righ

Thanks to William for organising the clearing of black plastic for recycling and Sue and Dannie for helping. Some brambles and broken pallets have also been cleared. Further work may be needed to cut back more brambles and ensure the gas cage opens wide enough for access.

Callum and Andrew looking at how best to repair yard gate, and gas cage gate which are both difficult to open.

Trading Company - Card payments

There have been repeated delays in getting a broadband connection working in the shop, and this has put back the project by about 2 months. Openreach are here this week trying to fix it. We hope to pilot card payments from April for petrol and diesel, and once proven start selling all coal and gas via the shop too, as previously agreed by the Board. There will be a consultation with customers and the Board later in the year about phasing out cash, cheques, and non-business accounts.

Machair offshore wind

Scottish Power has won the right to develop plans for an offshore wind farm to the west of Colonsay. This could deliver 2GW of electricity to the grid. It is likely that community benefits will flow from this. Dannie has contacted Scottish Power to let them know who we are and what we do, and also to make it clear that we are a separate island from Islay. They have replied:

It's really good to be introduced to you and the CCDC, and we would certainly like to come and speak further with you at a very early stage. You'll appreciate that, now ScotWind awards have been made, we will be going through a process of agreeing/signing our contractual arrangement with the Crown Estate Scotland and setting up and resourcing the project structures for MachairWind, as well as the partnership floating projects we will be developing on the East and North-East coasts. Following that, we will be very keen to come and speak with you on Colonsay, and work with you as we develop the project.

Following on from the discussion last month, Dannie intends to write again with the following:

Following from our initial enquiry, the CCDC board has now asked that I contact you again with a more specific request. My apologies for not waiting for your own response, but we feel that it would be important to make an offer to you at the earliest possible stage of your planning.

MachairWind will be to the west of Colonsay and possibly closer to us than to Islay. Colonsay has scope to provide a sheltered base that would be closer to the heart of the offshore development area than any other harbour. We would be interested in exploring the possibility of working with you to establish a base and employment opportunities on Colonsay. CCDC is currently working in partnership with government and industry partners to provide community led housing, business units and tourism development at Colonsay, building towards a sustainable year-round community in line with Scottish Government policies and legislation. We are well organised and capable. We are a trusted anchor organisation in the eyes of HIE and supported by local and national authorities in our ambitions.

Please let us know if we can provide any further information.

Newsletter

With further good news to disseminate and updates on all our projects and initiatives, it is time for another Newsletter. Dannie will co-ordinate with staff and project leads to pull together the items in this briefing and project reports. With some help on production from Caitlin, he hopes to have this ready to go in the middle of next week. Please advise Dannie of any items to be included.

COLONSAY COMMUNITY DEVELOPMENT COMPANY

PROJECT REPORT – Campsite

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

1. SUMMARY OF ACTIVITY SINCE LAST REPORT**FUNDINGFUNDING**

- **Funding**

Argyll & Bute Council have confirmed funding of £40-45,000 from the Infrastructure Fund to set up Colonsay's first campsite! The application was made in Helen's name, with CCDC's support. We're awaiting the grant contract from the Council. This is less than the £71,000 requested, but enough to get the essentials set up, dropping some of the 'desirable' aspects. Planning application fees will now be covered by Helen, also insurance, advertising, storage on site, internal fencing & some 'luxuries', for example picnic benches etc. There will need to be a re-shuffle of expenditure to get the best out of the money available.

- **Planning application progress**

Progress is being made towards submitting the planning application for 'change of use' at the off-grid site, with parking and a fixed wooden composting loos structure etc. Dannie is taking the lead on this given his experience, and Helen has set up an eplanning account for her application. We have had some encouraging correspondence with SEPA. We expect to need a SEPA registration for grey water soakaway, and we gather that 'true' composting loos are not regulated by SEPA, and will be acceptable.

- **Site meeting**

Another site meeting has taken place discussing works on the access track in, and how to proceed with it – in attendance Helen, Dannie, Lizzie, Colm & Darragh – and in addition David Hobhouse has been consulted on site.

- **Risk assessment**

Helen has begun writing a risk assessment document for the campsite. This is expected to be required as a condition of planning, mainly on matters of environmental health.

- **Water use request**

An email is drafted to go to CMAL/Calmac (and maybe HIE also) asking for use of their water taps in Scalasaig.

2. KEY ISSUES

- **Outstanding – planning permission/development agreement**
  In my last report these 3 key points were raised as outstanding – the funding, the planning permission and the agreement between Helen & CCDC.
  Now having been successful with getting funds there's some urgency to submit the planning application, and the agreement between CCDC & Helen is to be drafted and agreed upon, potentially with some legal input – Dannie to advise on this. We are still awaiting the grant agreement details from Argyll & Bute Council.

- **Work load**
  As the marine licence for the moorings as just been granted with all legal & funding agreements now in place, that business is also to be set up for this summer. My 11.25 hours each week will not cover the full set-up of both businesses at the same time, so we need to plan for this. Many aspects of setting up the campsite would best be overseen by Helen as she will be interacting with the infrastructure and running the business. We need to plan out who'll be doing what over the next few months, to be sure that it's manageable so that both the campsite and moorings businesses can begin trading this summer.

- **Access to funds**
  We're waiting to hear whether the Infrastructure Fund can be paid to Helen as the applicant, or whether there's a requirement for it to come to CCDC. Either way we need to make arrangements for the accountable spend of the fund, and/or banking access for a number of months in order to make many purchases, order materials and pay invoices. Given project workload, the set-up/spend is likely to be led by Helen.

- **Access track**
  We discussed on site the possibility of funding for the access track not covering all materials/labour required to get a track of a high enough specification. In that instance the cost sharing agreement already in place between crofters/CCDC will then kick in to take cake of any excess. On that topic though, we won't know of any campsite-specific planning requirements along that section of access until we are getting planning permission feedback. A passing place could be required for example, or a particular standard of track.

PROJECT REPORT – Campsite

- **Access track – continued**
  Declaration of interest

  I would like to declare again that the new section of access track included in the funding for the campsite is also a route that serves another CCDC croft, where I'm tenant, and hopeful of being able to build a house. The funding for this access track will therefore be of benefit to me, as well as being essential for the new campsite – a notable overlap of interest. I detailed this in my campsite report to the Board in July 2021 after discussing it with our advisor Kathryn Howell at HIE. Kathryn advised that it was fine as long as it was declared, noted in a project report and acknowledged by the Board with minutes, along with it being clear that the site selection was a process and decision undertaken by the Board without me.
  A stone track most of the way to my croft entrance over CCDC's land will be of significant benefit to me, but it's worth noting that the volume of traffic along this route will be greatly increased through there being a campsite business neighbouring our croft, and I don't object to this. The planning permission process may make specifications with that in mind, over what would be required for our ordinary croft access. It is likely that some of the organisational work might be undertaken by Darragh, out of recognition of the shared benefit.

3. FORMAL APPROVALS / DECISIONS REQUIRED

- Agreement between Helen & CCDC
- A division of labour plan over the next few months for setting up all aspects of the new business, managing the spend and overseeing the work on site.
- A banking access/ accountable spending plan

4. NEXT REPORTING PERIOD ACTIVITIESHE PLANNING APPLICATION – IF NOT ALREADY BY THIS BOARD MEETING

- We will have engaged contractors to begin on aspects that don't hinge on the planning permission having been granted.
- We will have made progress with the agreement between Helen & CCDC
- Helen's planning application will be in, with Dannie's support – if not in already.

5. APPENDICES

- Please see Dannie's draft of a development agreement – this would require solicitor involvement after the principles agreed
- Potentially a business plan draft from Helen/Callum working collaboratively , factoring in Helen's predicted running expenses and expected trade.
  This is being done for the purpose of informing Helen/CCDC as to what kind of community return could work best for both parties in a variety of different scenarios.

COLONSAY COMMUNITY DEVELOPMENT COMPANY

PROJECT REPORT – Scalasaig Development

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

1. SUMMARY OF ACTIVITY SINCE LAST REPORT

- Standard Security and Minute of Agreement agreed with ABC for RCGF Business Unit funding.
- Meeting with CAREs rep to discuss their funding offer – they are looking into whether the offer can be carried over to next year and if we can amend the amount required
- Meeting held with Helen Mackie from CHT regarding marketing and allocations of the housing. Draft proposal from Helen due last week, but not yet received, follow up meeting on 10th March.
- Application for funding being made to QHT for a decision in April.
- Loan application has been formally submitted to Ecology Bank.
- Callum has produced a paper highlighting the risk to the financial management to the project if the houses and plots are not sold or let immediately. This can be used to present to funders to ask them to underwrite any shortfall or delay.

2. KEY ISSUES

- **SSE overhead cables.** SSE have been in touch to advise that they are now planning to come to site on 21st March and there will be a full day power outage on 24th March. This is a much earlier date than the last information provided so this is good news. We are still to understand from TSL what the impact will be on the project timescales.

3. FORMAL APPROVALS / DECISIONS REQUIRED

None

4. NEXT REPORTING PERIOD ACTIVITIES

- Revised programme schedule from TSL
- Continue review of energy solution for housing
- Finalise Heads of Terms with Mowi
- Standard Security for Scottish Government
- Continue with grant applications
- Marketing and Allocations policies for Housing and Business Units

5. APPENDICES

PROJECT REPORT – Scalasaig Development

None

Rebrand / website update Board Meeting Thurs 9th March 2022

Following the approval from the board at the last meeting, West Coast Media have been appointed as our designer / web developer.

The first stage has been to work with them on a logo design and colour palette.

Without a physical product to sell and with the CCDC wearing so many hats, it was felt that the logo needed to be a very simple, none pictorial design, that nodded to our island situation, but without being too 'seaside-y'.

It was also felt to be important that the CCDC's branding should stand out from all the more traditional images currently used by other island businesses.

After a little backwards and forwarding, the designer came up with this design based on the CCDC's initials, with the colours reflecting the rocks, the beach, the hills and sky.

The accompanying name text can have various layout options, depending on individual applications.

We feel that this simple, clean & modern design reflects the CCDC's forward thinking, professional image, while capturing the feel of our island destination with the choice of colours. It is equally well suited for attracting visitors or attracting funding!

POINTS WORTH NOTING

This logo is the proposed design for CCDC as the overall organisation. Each project will also have its own identity icon, which will be specific to the project and more specifically identifiable.

Laptop browsers and phone screen can make colours vary quite widely. It appears much paler on my laptop screen that it actually is. I will bring printed sheets to the meeting.

The next stage is to start mapping out the website content pages. To follow is my initial working list. It is quite a big task to get all the appropriate info onto the website, without making it a huge rambling effigy. I will be updating & fine tuning this list as we go.

Due to time constraints, it may not be possible to get everything onto the new site to begin with. We plan to start with the key elements, such as the projects, island life & the business directory. We will archive all the content of the old site, so nothing gets lost.

It is proposed that the website will have the following categories, leading to the pages /info as listed below. Please note, this is a draft working list. Titles can be changed, pages added or taken out. Other things that do not appear here, are probably planned to appear in a different area of the site. For example, the projects will all have place of their own, the moorings will have a payment portal link on the front screen. A draft plan of the landing page should be available soon and then the pieces will all start to fit together and make more sense.

WHAT MAKES COLONSAY SPECIAL Gaellic translation below	PLANNING A COLONSAY HOLIDAY Gaellic translation below	LIVING ON COLONSAY	CORNCRAKE NEWSLETTER	OUR COMMUNITY	MINUTES & DOC LIBRARY
BEACHES, WALKS, SCENERY BIRDS, WILDLIFE & NATURE, BOTANY ORONSAY HISTORY & HERITAGE & GALELIC LANGUAGE OTHER THINGS TO DO – community garden etc	ACCOMODTION PAGE CAMPING EATING OUT & SHOPPING & OUTDOOR ACTIVITIES (bike hire etc) **all the above with a brief listing and links to businesses own sites** GETTING TO COLONSAY FESTIVALS, EVENTS, COURSES ETC	WORK AND HOUSING LIFESTYLE & FACILITIES – Doctors, PO, school, travel, church, etc	CORNCRAKE NEWSLETTER	COMPANY HISTORY, mission statement, directors etc Charity status inc CCTC – fuel supplies	LIBRARAY OF PDF DOCUMENTS - Section for minutes and supporting docs

I hope that the board is happy with what they see of progress so far and that I can have the go ahead to draft out the site, in preparation for your comments & approval.