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

CCDC Board Meeting
29th April 2021

Document Pack

Public

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

Board Meeting
Thursday 26 April 2021
By Zoom 7.00pm

Agenda

Colonsay Community Development Company

1. 7:00 Attendance and apologies
2. 7:02 Minutes of last meeting
3. 7:04 Declarations of interest
4. 7:05 Business improvement grants
5. Projects:
    a. 7:15 Scalasaig developments
    b. 7:30 Former Baptist Manse
    c. 7:35 Moorings
6. 7:40 Camping on Colonsay
7. 7:50 Housing at Port Mor
8. 8:00 Gass Report review
9. 8:15 AGM
10. 8:25 Croft matters
11. 8:30 Finances
12. 8:45 Staffing
13. 8:50 AOCB
14. donm

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

Colonsay Community Development Company
Board Meeting
Thursday 25th March 2021

1. **Attendance and Apologies**

Board members: Dannie Onn, Andrew Abrahams (treasurer), Sue Dance, Callum Hay, Caitlin McNeill (chair), Liam McNeill (part), William Joll.

Project co-ordinators: Carrie Seymour, Lizzie Keenaghan

Also present: Clare Hay(minutes)

No apologies

2. **Minutes of last meeting.**

Accepted. LM will post on website.

3. **Declarations of Interest**

LK crofting and business innovation grant. CS crofting and business innovation grant.

4. **Projects**

Scalasaig

DO thanked CS for her report and said there were three areas to cover: Community Housing Trust offer, updates on funding and Grace Johnstone's (GJ) work. CH asked CS whether TSL could be paid for preliminary works carried out before the contract was signed. CS said the letter of intent had been updated to include TSL preparing the building warrant. An update report has been written for Rachel Cowper for the Inspiring Scotland IGRP fund to show the schedule of construction work as the money assigned for SSE will not be spent by the end of this month as per the original application. DO suggested that it be discussed at the next meeting with J Forbes (JF). CH commented that extra costs must be a liability of the funder not CCDC. CH said he was revisiting the project costs based on CS' report. DO asked if this could be available for the meeting with JF. GJ and LK were invited to be at this meeting if possible. GJ's update was accepted with thanks.

A proposal to buy two of the three building plots at £30k each had been received from the Community Housing Trust (CHT). JF works with the CHT who administer a £130k fund to help families buy plots. The plots would be sold with services, and savings would be made on legal fees, though the savings would be deducted from the plot price. There was some discussion over the possible benefits. CS said that there is no deadline for a decision. CH asked if it would

be possible to defer the decision and keep options open. CH will investigate how this option would affect the financial modelling.

Action: CH to update cost model, and include option for plot sales to CHT
CS/DO to ask CHT to keep plot sales option open, but not progress yet.

DO said RIHF will be reviewing the CCDC bid next week and then will reconfirm with MOWI re their support.
CM reported progress on the diaspora appeal. Di Alexander has had little success so far, but he has more thoughts on who else to try. He was speaking to JF about it.
DO said he checked with Joe Smee about possible CARES funding for preparatory work prior to contract award. JF says they have done this sort of work so queried whether another resource is necessary. This will all be discussed with JF at the meeting on 29th March.

Baptist Manse
DO has checked the damp and believes it is centred on the chimney. LK asked whether the board wanted to respond to the temporary accommodation request from the head teacher. DO said that TSL could choose to make their own arrangements, and their need for accommodation, if any, may not be prolonged. LK had spoken to a contact at ABC who said the School House would be ready at the end of April. The head teacher thinks this is unlikely. DO said it was the responsibility of ABC to expedite the work at the house and LK was asked to try to exert pressure. It was noted that an island family (Colm and family) was also in need of temporary accommodation. The board agreed to try to apply pressure to ABC to resolve the School House issue, as teacher accommodation is the responsibility of the council. SD volunteered to explain the CCDC position to the head teacher. Further accommodation possibilities were discussed.

Action: SD to contact Headteacher and explain background. DO to contact Colm and Tanya to seek confirmation of their needs.

The display in the Village Hall about the purchase of the Manse had generated little feedback. LK would prepare a consultation plan for the next meeting.

Action LK prepare consultation plan.

Moorings
LK and CH were thanked for their work on the project report and plan. CH clarified that six moorings were now proposed (compared to 10 initially). CH said that it had been very difficult to model projected income, as the comparison sites were so varied. The recommended approach was to start very cautiously, to see how successful the moorings are, before committing to additional investment, but will depend on funders MOWI and HIE agreeing to this change. The board unanimously agreed to this. CH said next steps included meeting funders to discuss the reports and modelling with them. LK had contacted funders and it was anticipated there would be a meeting with them in time to provide a report at the next board meeting.

Action: LK to arrange meeting(s) with MOWI, HIE & report to next meeting

5. Camping on Colonsay

Colonsay Community Council had carried out a survey of community views on camping which found that the community was 2:1 in favour of a serviced campsite. DO suggested that the campsite project be revived so long as there was enough resource available to do the work. DO would discuss with staff. DO noted that there could be a rush of visitors after lockdown, and that it would be good to do it if possible. A local crofter might still be interested in helping with camping services. It was noted that there are currently grants specifically to help with the impact of tourism, as well as other funding streams. The community would have to be consulted before taking any proposals further.

6. Housing at Port Mhor

The WHHA report has also gone into the funder for review and is expected to be considered shortly. The board thanked John Oldroyd for his assistance in the site preparatory work. During the work, a clay drainpipe had been fractured. All neighbours who might have an interest in the pipe had been informed and repairs would be carried out as soon as possible and before any other work was done. The CCDC solicitor who has experience in conveyancing croft land will be working on the transfer to WHHA. AA noted the need to check boundaries very carefully to prevent future problems.

7. Annual Report /audit/AGM

DO reported that the audit was complete, the report had been signed and sent back. The board was asked to approve the change of the year end requested by the new accountants from 30th March to 31st March. The board agreed unanimously. AA would notify the new accountants.

DO suggested that the AGM be held at the end of May, but noted this might need to change, in the event of unexpected circumstances. CM said that OSCR had indicated that if the AGM had been missed last year, it would be possible to hold two AGMs on the same day. The board agreed to work towards holding an AGM at the end of May.

Action: DO/CM to plan for double AGM in May, if possible

8. Croft Matters

CM said solicitors had been instructed to begin the land transfer for the WHHA housing. The remaining land is now registered as a croft which has triggered a common grazing letting. There will be a pause while this is advertised for 28 days in the local press. The decrofting of the land for the house for LK and DK has been approved.

Colonsay Estate (CE) is working on mapping the cottages at Uragaig for registration. DO is to clarify the boundary with CE.

9. Finances

CH asked for the approval of the board to approach CCDC's new accountant for VAT advice on the Scalasaig build. There might be a cost, but the advice could generate significant savings. The board approved in principle. CH and AA would obtain a quote for advice but not commission any fee-related work without board approval.

Action: CH/AA to seek proposal for advice on VAT status, and report to next meeting

10. Staffing

Roz Jewell will be taking unpaid leave until the end of August, and LK has agreed to stay in the post until then. The role of company secretary, currently vacant, was discussed. DO will

circulate the job description provided by Tanya Wren, and discuss it with her. There have been discussions with a member of staff re holiday pay, which DO will continue to find a resolution.

11. Colonsay Hotel

DO has approached the owner to explore a possible community buyout. There is no interest from the owner at present in making special arrangements or in delaying the sale to give time for CCDC to research options.

12. Superfast Broadband

The recent news that superfast broadband would indeed be coming to the island was welcomed. There may need to be a community project to fill any gaps in coverage.

13. AOCB

Scottish government survey on coming out of lockdown was discussed. DO asked whether CCDC should take a view as an organisation. The consensus was that this should be left to individuals, there being no significant impact on CCDC business. Nobody on the board had received a survey form from the public.

The board thanked Richard Buttrick for his generous donation (of £2.5k**)** to the Business Innovation Grant. The board also thanked David Hobhouse for his donation (of £1.5k).

The SLA from ABC has arrived and there does not seem to be any change. A little extra funding to allow for progress up the pay scales was to be provided, which will be applied subject to holiday pay commitments.

The board wished to minute thanks to Jean Conner, former Accountant to CCDC, who has worked so hard for the CCDC. All contributions to a leaving gift to go to AA.

Action: All invited to make donations for Jean Conner (AA's bank details emailed separately)

DO confirmed that he would speak to all the possible tenants for the Manse and would follow up with LK re contact with ABC on the School House works.

DONM 29th April 7pm

TOWN AND COUNTRY PLANNING (SCOTLAND) ACT 1997 (AS AMENDED)
TOWN AND COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE) (SCOTLAND) REGULATIONS 2013

PLANNING PERMISSION

REFERENCE NUMBER: 21/00064/PP

Colonsay Community Development Company
Beaton And McMurchy Architects Ltd
The Studio
Tigh Na Glaic
Taynuilt
PA35 1JW

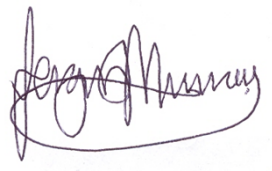
I refer to your application dated 18th January 2021 for planning permission in respect of the following development:

Erection of 6 dwellinghouses and 3 houses of multiple occupation, formation of vehicular access and installation of sewage treatment system
AT:
Land West Of Hazel Cottage Scalasaig Isle Of Colonsay Argyll And Bute

Argyll and Bute Council in exercise of their powers under the above mentioned Act and Regulations hereby grant planning permission for the above development in accordance with the particulars given in the application form and doquetted plans subject however to the conditions and reasons detailed on the following page(s).

It should be understood that this permission does not carry with it any necessary consent or approval for the proposed development under other statutory enactments and is not a Building Warrant.

Dated: 22 April 2021



Fergus Murray
Head of Development and Economic Growth

REFERENCE NUMBER: 21/00064/PP

Erection of 6 dwellinghouses and 3 houses of multiple occupation, formation of vehicular access and installation of sewage treatment system
AT:
Land West Of Hazel Cottage Scalasaig Isle Of Colonsay Argyll And Bute

The planning application as detailed above is subject to the following conditions:

1. The development shall be implemented in accordance with the details specified on the application form dated 14/1/21 supporting information and, the approved drawings listed in the table below unless the prior written approval of the planning authority is obtained for an amendment to the approved details under Section 64 of the Town and Country Planning (Scotland) Act 1997.

Plan Title.	Plan Ref. No.	Version	Date Received
Location and Site Plan	2035 PB01	B	18th January 2021
Road Elevations	2035 PB08	A	18th January 2021
Type A MOWI Housing	2035 PB04	A	18th January 2021
Type A MOWI Housing	2035 PB05	A	18th January 2021
Type B and C Houses	2035 PB06	A	18th January 2021
Type B Houses	2035 PB07	A	18th January 2021

Reason: For the purpose of clarity, to ensure that the development is implemented in accordance with the approved details.

2. Pursuant to Condition 1. - no development shall commence until a scheme for the provision of affordable housing (as defined below) has been submitted to and approved by the Planning Authority. The scheme shall:

a) Provide that a minimum of 25% of the approved dwellings are affordable homes;
b) Define those properties to be used as affordable homes;
c) Establish the timing of their provision relative to the phasing of the development, which shall ensure that the last 25% of the dwellings within the development are not commenced until the affordable housing phase has been completed for occupation;
d) Establish the arrangements to ensure the affordability of the affordable homes for both initial and subsequent occupiers (including any discount rate applicable in terms of (ii) below);

For the purposes of this condition 'affordable homes' are defined as being either:
i) Social housing (rented or shared ownership or shared equity) managed by a registered social landlord (a body registered under part 3 chapter 1 of the Housing (Scotland) Act 2001, or any equivalent provision in the event of the revocation and re-enactment thereof, with or without modification);
ii) Discounted low cost sale housing (subject to a burden under the Title Conditions (Scotland) Act 2003), or any equivalent provision in the event of the revocation and re-enactment thereof, with or without modification).
iii) Housing for sale or rent without subsidy, which is designed to be affordable and to meet the housing needs of the majority of those households identified as in housing need in the

Local Housing Strategy or Housing Market Study i.e. one or two person households on average income, with conditions attached to their missives to prevent further extension, thereby helping to ensure that they are likely to remain affordable to subsequent purchasers.

The development shall be implemented and occupied thereafter in accordance with the duly approved scheme for affordable housing.

Reason: To accord with the provisions of the development plan in respect of affordable housing provision.

3. Notwithstanding the provisions of Condition 1, the details of the proposed access with the public road shall be agreed with the planning authority in consultation with the Roads Authority. The access shall incorporate visibility splays of 75 metres to point X by 2.4 metres to point Y from the centre line of the proposed access and shall incorporate a bus bay. Prior to work starting on site the access hereby approved shall be formed to at least base course standard and the visibility splays shall be cleared of all obstructions such that nothing shall disrupt visibility from a point 1.05 metres above the access at point X to a point 0.6 metres above the public road carriageway at point Y. The final wearing surface on the access shall be completed prior to the development first being brought into use and the visibility splays shall be maintained clear of all obstructions thereafter.

   Reason: In the interests of road safety.

4. Prior to the commencement of works the applicant shall submit all details of the parking and turning arrangements for the approval of the planning authority in consultation with the Roads Authority. The works shall then be implemented as per the approved details unless otherwise agreed in writing with the planning authority.

   Reason: In the interests of road safety.

5. The applicant shall provide a replacement passing place, to be agreed with the Roads Authority, prior to the commencement of works. Such details shall include location, construction details and timescale for delivery. Once agreed the development shall implemented as per the approved details.

   Reason: In the interests of road safety.

6. Prior to the occupation of the houses or the HMOs the applicant shall ensure pedestrian warning signs are installed between the junction to the development off the public road and the ferry terminal in location as agreed with the Roads Authority.

   Reason: In the interests of road safety.

7. Notwithstanding the effect of Condition 1, no development shall commence until written details of the type and colour of materials to be used in the construction of the residential units have been submitted to and approved in writing by the Planning Authority. The development shall thereafter be completed using the approved materials or such alternatives as may be agreed in writing with the Planning Authority.

   Reason: In order to integrate the development into its surroundings.

8. No development or other work shall be carried out on the site until a pre-commencement survey for the presence of ground nesting and breeding birds has been carried out by an appropriately qualified person and has been submitted for the written approval of the

Planning Authority. In circumstances where species of interest are identified as being present, or at risk from construction works, the survey shall further provide suggested avoidance and or mitigation measures, including timing constraints, to address such presence or risk. The development shall be implemented in accordance with the measures identified in the duly approved scheme.

Reason:, In order to establish that the circumstances of the site have not changed significantly between approval and implementation of the development for the purpose of protecting natural heritage assets in the interest of nature conservation

9. No development or ground breaking works shall commence until a method statement for an archaeological written scheme of investigation has been submitted to and approved in writing by the Planning Authority in consultation with the West of Scotland Archaeology Service.

The method statement shall be prepared by a suitably qualified person and shall provide for the recording, recovery and reporting of items of interest or finds within the application site.
Thereafter the development shall be implemented in accordance with the duly approved details with the suitably qualified person being afforded access at all reasonable times during ground disturbance works.

Reason: In order to protect archaeological resources.

10. No development shall commence until a full site specific Environmental Management Plan (in the form of a proposed Construction Procedures Handbook) has been submitted to and approved in writing by the Planning Authority in consultation with the Scottish Environment Protection Agency.

The Plan shall address requirements arising from the construction, dismantling and reinstatement phases of the development, shall inform the production of construction method statements, and shall specify the siting of working areas, soil management practices, measures to prevent pollution of watercourses and environmental site monitoring.
The development shall be implemented in accordance with the requirements of the duly approved Construction Procedures Handbook, copies of which shall be maintained available on site for the duration of construction works.

Reason: In the interests of pollution control.

11. No development shall commence until a scheme of boundary treatment, surface treatment and landscaping has been submitted to and approved in writing by the Planning Authority. The scheme shall include details of:

i) Location, design and materials of proposed walls, fences and gates;
ii) Surface treatment of proposed means of access and hardstanding areas;
iii) Any proposed re-contouring of the site by means of existing and proposed ground levels.
iv) Proposed hard and soft landscape works.

The development shall not be occupied until such time as the boundary treatment, surface treatment and any re-contouring works have been completed in accordance with the duly approved scheme.

All of the hard and soft landscaping works shall be carried out in accordance with the approved scheme during the first planting season following the commencement of the development, unless otherwise agreed in writing by the Planning Authority.

Reason: To assist with the integration of the proposal with its surroundings in the interest of amenity.

NOTES TO APPLICANT (1) RELATIVE TO APPLICATION NUMBER 21/00064/PP

1. If the applicant is aggrieved by the decision of the planning authority to refuse permission for or approval required by a condition in respect of the proposed development, or to grant permission or approval subject to conditions, the applicant may appeal to the Scottish Ministers under Section 47 of the Town and Country Planning (Scotland) Act 1997 (as amended) within three months from the date of this notice. Details of how to appeal are noted below.

   ePlanning – By using the online appeal function through the ePlanning website www.eplanning.scotland.gov.uk.

   Scottish Government Website – Appeal forms and guidance notes are available from the DPEA pages of the Scottish Government Website www.scotland.gov.uk/dpea The forms can then be completed electronically or printed and completed by hand.

   Paper form - By telephone to 01324 696400 or in writing to DPEA, Planning and Environmental Appeals Division, Scottish Government, Ground Floor, Hadrian House, Callendar Business Park, Callendar Road, Falkirk FK1 1XR requesting paper copies of the form and guidance notes.

   The notice of appeal should be addressed to the Directorate for Planning and Environmental Appeals, Planning and Environmental Appeals Division, Scottish Government, Ground Floor, Hadrian House, Callendar Business Park, Callendar Road, Falkirk FK1 1XR with a copy forwarded to the Council at the same time.

2. If permission to develop land is refused or granted subject to conditions, whether by the planning authority or by the Scottish Ministers, and the owner of the land claims that the land has become incapable of reasonably beneficial use in its existing state, and it cannot be rendered capable of reasonably beneficial use by the carrying out of any development which has been or would be permitted, the owner of the land may serve on the planning authority a purchase notice requiring the purchase of the landowner's interest in the land, in accordance with Part 5 of the Town and County Planning (Scotland) Act 1997(as amended).

3. **The length of the permission:** This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period [See section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended).]

4. In order to comply with Section 27A(1) of the Town and Country Planning (Scotland) Act 1997, prior to works commencing on site it is the responsibility of the developer to complete and submit the attached 'Notice of Initiation of Development' to the Planning Authority specifying the date on which the development will start.

5. In order to comply with Section 27B(1) of the Town and Country Planning (Scotland) Act 1997 it is the responsibility of the developer to submit the attached 'Notice of Completion' to the Planning Authority specifying the date upon which the development was completed.
6. Detailed information on making a House in Multiple occupation licence application are available at hmo-gn-1_guidance_note_competion_of_application_hmo_licence.pdf (argyll-bute.gov.uk)

APPENDIX TO DECISION APPROVAL NOTICE

Appendix relative to application: 21/00064/PP

A. Has the application required an obligation under Section 75 of the Town and Country Planning (Scotland) Act 1997 (as amended):

Planning Obligation Not Required

B. Has the application been the subject of any "non-material" amendment in terms of Section 32A of the Town and Country Planning (Scotland) Act 1997 (as amended) to the initial submitted plans during its processing.

No

Summary of amendments (if appropriate):

C. Is the proposal a departure from the Development Plan:

No

If yes, state level of departure:

No Departure

D. Summary justification statement for approval of planning permission

The proposal is considered to be a minor departure to the policies LDP DM 1 and PDA 8/1 of the Argyll and Bute Local Development Plan 2015.

The proposal is considered to be a minor departure to the policies LDP DM 1 and PDA 8/1 schedule of the Argyll and Bute Local Development Plan 2015.

The application seeks to deliver the LDP aspirations of PDA 8/1 as well as much needed housing on the island for families and incoming / temporary workers. The proposal is consistent with the provisions of the Masterplan recently endorsed by elected Members of the PPSL committee. The application provides for an appropriate level of housing whilst taking a sensitive approach to design and layout ensuring minimal impact on the wider setting of the listed church and hotel buildings. In doing so however it does result in a minor departure to policy LDP DM 1. This is considered acceptable given the topography, appropriate layout and community benefit. Appropriate access can be achieved and does not sterilise potential delivery of further housing within the PDA should the relevant land owner seek to make a submission.

The application is otherwise consistent with the relevant provisions of the Local Development Plan and there are no material considerations that would warrant a negative decision.

Colonsay Community Development Company

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

Project:	Scalasaig Housing / Units Build		
Date:	Apr-21	Ver.	v 1.6

		↓ Updated	Total	Year 1 - 2021												Year 2 - 2022											
				Month:	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
1	**Estimated costs**																											
1	TSL Letter of intent / provisional cashflow	x	£3,278,256						99425	249775	329800	291000	242500	194000					242500	291000	315250	291000	315250	242500	124830	49426		
2	Additional TSL (identified since Jan '21)	x	£60,000							5000	5000	5000	5000	5000					5000	5000	5000	5000	5000	5000	5000			
3	Managing Agents fees		£14,000	700	700	700	700	700	700	700	700	700	700	700				700	700	700	700	700	700	700	700			
4	Development Agent		£60,667			25000	25000	9000	1667																			
5	Marketing and Legals		£15,000																4000					1000	1000	5000	4000	
6	VAT on 3-5, above		£20,243	900	900	900	900	900	900	900	900	900	900	900	900	450	450	900	900	900	900	900	900	900	900	900	900	443
7	Clerk of Works		£11,550						900	900	900	900	900	750					900	900	900	900	900	900	900			
8	Risk and contingencies on 1-5 above (c. 3.5%)		£130,000			15000			15000	15000	15000								15000	15000	15000	10000	5000	5000	5000			
9	SSEN supply - contingency	x	£60,000						60000																			
10	Bridging loan cost (plot/house sales) 6 mths		£8,125																						8125			
11	Enhanced heating (offset by CARES Grant)		£75,528											10000						20000	20000	20000	5528					
12	CCDC LDO continuity funding - Apr-Nov 2022	x	£8,000																	1000	1000	1000	1000	1000	1000	1000	1000	
13	CCDC Asset Mgr continuity funding from Oct 21	x	£15,000											1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000
14																												
15	CCDC overdraft charges (estimate)		£3,500																									3500
	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	1.00
			Total Estimated Cost	**1600**	**1600**	**41600**	**26600**	**110025**	**333942**	**352300**	**313500**	**250000**	**212500**	**3350**	**1450**	**1450**	**2600**	**270000**	**335500**	**359750**	**330500**	**335278**	**258000**	**148455**	**58026**	**6900**	**4943**
2	**Anticipated grants and other income**		**Total**																									
1	RIHF (updated Mar '21)		£1,205,088			50000	100000	100000	100000	100000	100000	100000						125000	125000	125000	125000	55088					
2	MOWI infrastructure contribution		£500,000			100000		100000		100000		100000		100000														
3	MOWI housing cost reimbursement		£672,585																	250000	250000	100000	72585					
4	MOWI Carry-forward from land acquistion		£24,579																24579									
5	A&BC Contribution (£12k per unit)		£144,000										80000					28000	36000									
6	CARES		£75,528										23000					50000	2528									
7	A&BC Capital regeneration		£335,000							100000	100000	100000	35000															
8	HIE Managing (Business Units only)		£132,000																132000									
9	Inspiring Scotland		£96,000	96000																								
10	House sales - capital receipt (2 @ £130k)		£260,000																						130000	130000		
11	Plot sales - (3 @ £20k)	x	£60,000																			20000	20000	20000				
12	CCDC contrib. to loan (£166k 40yr @ 5%) MAX		£166,528																			166528						
13	CCDC Crowdfunding appeal		£32,500			32500																						
14	SLF underspend - special grant		£5,000			5000																						
15	Other donations		£2,700			2700																						
16	**UNCONFIRMED**																											
17	Quaker Trust		£50,000						50000																			
18	CCDC Diaspora appeal		£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	1.00
			Total anticipated grants & income	**96000**	**0**	**190200**	**100000**	**200000**	**150000**	**300000**	**200000**	**300000**	**138000**	**100000**	**0**	**0**	**0**	**203000**	**320107**	**375000**	**375000**	**341616**	**92585**	**150000**	**130000**	**0**	**0**
3	**Summary**																											
	Optimism Bias																											
	Costs		**0.0%**	1600	1600	41600	26600	110025	333942	352300	313500	250000	212500	3350	1450	1450	2600	270000	335500	359750	330500	335278	258000	148455	58026	6900	4943
			Cost profile	**1600**	**1600**	**41600**	**26600**	**110025**	**333942**	**352300**	**313500**	**250000**	**212500**	**3350**	**1450**	**1450**	**2600**	**270000**	**335500**	**359750**	**330500**	**335278**	**258000**	**148455**	**58026**	**6900**	**4943**
			Ignore this section for now - used for sensitivity testing																									
	Income		**0.0%**	96000	0	190200	100000	200000	150000	300000	200000	300000	138000	100000	0	0	0	203000	320107	375000	375000	341616	92585	150000	130000	0	0
			Grant / income profile	**96000**	**0**	**190200**	**100000**	**200000**	**150000**	**300000**	**200000**	**300000**	**138000**	**100000**	**0**	**0**	**0**	**203000**	**320107**	**375000**	**375000**	**341616**	**92585**	**150000**	**130000**	**0**	**0**
			Net monthly position (shortfall)	**94400**	**-1600**	**148600**	**73400**	**89975**	**-183942**	**-52300**	**-113500**	**50000**	**-74500**	**96650**	**-1450**	**-1450**	**-2600**	**-67000**	**-15393**	**15250**	**44500**	**6338**	**-165415**	**1545**	**71974**	**-6900**	**-4943**
			Projected cumulative cashflow (**overdraft demand**)	94400	92800	241400	314800	404775	220833	168533	55033	105033	30533	127183	125733	124283	121683	54683	39290	54540	99040	105378	-60037	-58492	13482	6582	1639
4	**Overdraft**																											
	Monthly charges		**2.8%**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1651**	**1609**	**0**	**0**	**0**

2021 estimated overdraft cost: **0**

2022 estimated overdraft cost: **3260**

CCDC Project Report

Scalasaig Development

April 2021

Colonsay Community Development Company
Colonsay Village Hall, Scalasaig, Isle of Colonsay, Argyll PA61 7YW

DESIGN & BUILD

Planning & Building Warrant

Phase 1 Housing and Master Plan have been approved by ABC Planning, with various conditions. **See attached report.**

All the planning conditions will be taken up by TSL and John Forbes with input from ourselves.

The Building Warrant is being prepared and will be submitted by 7th May.

Start on site planned for end of May / beginning of June 2021.

FINANCE

VAT

Callum has been in contact with our accountant to understand the pros and cons regarding CCDC becoming VAT registered. This has been driven primarily by an estimated VAT bill of £90k on the business units. **See Callum's VAT report for full details.**

Cash Flow

Up until now the aim has been to establish whether the project is viable, this has been demonstrated using the cash flow models produced by Callum. These are living documents and will be continually updated and monitored and provided to the Board to show our current position. **See V1.6 attached.**

Work still needs to be undertaken to understand and establish how the cash flow will work on the project. This becomes increasingly complicated as the different funders pay out their awards in a variety of ways. As we are now getting to a position with the project where it is becoming clearer where the funds are coming from we can now progress this further. I will be working with Callum on this.

As a solution to reducing our loan requirement, we could delay the housing by a couple of months to allow more time to try and gain additional funding (loan currently estimated £168k). This saving could enable CCDC to fund a staffing role. However, as there is no guarantee that we would be successful in our applications to QHT and Garfield Weston the project may be delayed unnecessarily so the recommendation to the board is to continue as planned. This will be mitigated by applying for funding for staffing salaries and we will also continue to apply for the capital funding we have started ensuring they understand that the project will be starting and any award will be towards reducing our loan requirement.

CCDC Project Report

Scalasaig Development

April 2021

Colonsay Community Development Company
Colonsay Village Hall, Scalasaig, Isle of Colonsay, Argyll PA61 7YW

Funding

Mowi

Dannie and John Forbes met with Dougie Hunter and Ali Geddes at the beginning of April. They reaffirmed their commitment to the project and also discussed making vessels available to transport building materials to the island. They are also going to provide a draft Development Agreement based on contracts they already have.

RIHF (More Homes, Scottish Government)

Application is currently under review by their technical advisor. Initial ask is for £1,203,088. We should have a decision by end of May.

Strategic Housing Fund (Argyll & Bute)

A&B Council have confirmed they will offer £144k from the Strategic Housing Fund (this includes the MOWI housing). However, the RIHF may reduce their offer accordingly – this has not yet been confirmed. The application will be made once we have confirmation of the RIHF award.

Island Green Recovery Programme (Inspiring Scotland)

£96k award to be divided against Engineers Pre-lim fees and Electrical. I have sent a summary report to Rachel Cowper to show how and when we plan to spend the money. Claire McMurchy from HIE has said that she will contact Rachel to discuss taking over from Inspiring Scotland with regard to monitoring our award to avoid duplication of effort.

Regeneration Capital Grant Fund (Scottish Government)

Business Units only. Award of £335,000 towards construction costs. We are awaiting a contract from RCGF, this will need to be reviewed by our solicitor. Claims are made quarterly and take up to 8 weeks to process.

Highlands & Islands Enterprise

Stage 1 request for £132,000 for the Business Units has been approved. Kathryn Howell is preparing their submission for Stage 2 which they are hoping to have approved at the end of May. HIE are enquiring whether we can split the contract with TSL into separate ones for the Business Units and Houses as they have advised that by removing that dependency it will help fulfil their due diligence requirement. They have indicated that they could request an additional 15k to 20k to cover any additional costs that this may incur, Ralph Ogg are taking this to TSL. Splitting the contract will probably be of benefit to how the project will be managed going forward, especially with regard to claiming grant payments.

We are looking into whether the Business units can be completed this year.

CCDC Project Report

Scalasaig Development

April 2021

Colonsay Community Development Company
Colonsay Village Hall, Scalasaig, Isle of Colonsay, Argyll PA61 7YW

CARES – Local Energy Scotland

Funding has been approved of £75,528 to cover the following:

- Air to Water Heating Pump System to include Domestic Hot Water, underfloor heating for 6 houses
- PV Solar panels 4.8kw for 6 houses (per dwelling = 4080 x 6)
- Battery Storage 8.kWH for 6 houses (per dwelling = 6000 x 6)
- Renewables consultant fees

No further update to report.

Other Grant Funding Opportunities

A table is maintained of all grants that are being applied to and their current status. Please let me know if you would like to see it.

Loan Companies

Ecology Bank have written a letter of support for the project which has been submitted with the RIHF application. Initial estimate of loan is for £168,000.

Crowd Funding

The final total was £30.385 + estimated £4992.25 in Gift Aid. A fee will need to be paid to the Crowdfunder website. We have also had private donations of £2,700 made directly to CCDC.

Diaspora Funding

Nothing to report.

CCDC Project Report

Scalasaig Development

April 2021

Colonsay Community Development Company
Colonsay Village Hall, Scalasaig, Isle of Colonsay, Argyll PA61 7YW

High Level Plan

Key activities	Start date	Finish date	Who is responsible for delivering the activity?
Community Consultation	November 2020	Complete	CCDC
Agree with Mowi their initial contribution to the overall cost	November 2020	Complete	CHT
Agree fixed price with contractors	August 2020	Complete	CHT / Ralph Ogg / TSL
RIHF Submission	November 2020	Complete	CHT / CCDC
RIHF Decision	February 2021	May 2021	More Homes
Sign Design & Build contract	May 2021	May 2021	CHT / CCDC / TSL
Apply for other development funding	February 2020	Ongoing	CCDC
Crowdfunding campaign	November 2020	5th April 2021	CCDC
Planning application submission	January 2021	Complete	TSL (Architect)
Planning decision	Feb 2021	Complete	ABC
Building warrant	April 2021	May 2021	TSL
Groundworks and Infrastructure	June 2021	October 2021	TSL
Construction phase of Business Units	June 2021	Oct 2021?	TSL
Construction phase of housing	March 2022	Sept 2022	TSL

Old Manse

Project report: CCDC Board meeting, April '21

Landlord registration

- All the necessary work is now complete, and the application is ready for posting to Argyll & Bute Council, with electrical certification papers included.

Council tax

- The Council has been notified that it has been occupied from 20th April, so we are awaiting a recalibrated invoice.

First tenants

- Colm & Tanya have moved in, and Grace has taken care of the tenancy agreement and rent arrangements.

Bathroom

- Chris Jewell has advised that there is more work to be done around the bath, and this is to be included in TSL's improvements.

Electricity

- Grace has taken on contacting SSE, the energy supplier for the building, to set up CCDC's account with them.

Community communication

- A post detailing the first residential use, policy & plans was shared on the FB noticeboard and generated a positive response.

Service Point

- I have asked that financial incomings and outgoings are now filed separately for the Old Manse, as a discrete asset within CCDC. Additional input may be needed to create record keeping systems that will make financial tracking & future auditing easy.

Fire blankets & extinguishers

- The provision of these goes above the basic landlord requirements, but would be advisable. Please can we go ahead and purchase these? https://www.fireprotectionshop.co.uk/fire-safety-packs/fireshield-2ltr-afff-foam-fire-extinguisher-and-1.0m-x-1.0m-hard-case-fire-blanket.html

TSL

- I spoke again briefly with David Stewart. They are looking at a few rental options on the island, and their accommodation team Naomi & Andy Knight will be in touch next – they now have my details. They know it's currently occupied, but available from 1st July 2021.

Lizzie Keenaghan, Project Coordinator (maternity cover), 26th April 2021

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

Colonsay Community Housing

Allocations Policy

DRAFT APRIL 2021

1. Background

Colonsay Community Development Company, or CCDC, is a registered Scottish Charity (no. SC030317), formed in 2000 and is committed to the continued development of the island. One of the main aims of CCDC is to provide or assist in the provision of housing. CCDC is a registered private landlord and member of the Landlord Accreditation Scotland, and closely follows the Scottish Government Social housing allocations framework.

2. Aims of policy

The allocations policy of CCDC has 4 main aims:

- Improve the living conditions for the existing residents of Colonsay & Oronsay
- To contribute to the viability of the local economy through the provision of accommodation
- Maintain/increase primary school numbers
- Retention/growth of the population to ensure the survival of essential services

Colonsay Community Development Company aims to offer a transparent and fair system of allocating accommodation within its control or influence, be that for permanent or temporary accommodation to achieve the above aims.

3. How the policy will work

Colonsay Community Development Company will ensure:

- That all applications are treated in the same manner regardless of applicant
- That all applications will be treated as confidential
- That an up-to-date waiting list is maintained and reviewed as necessary
- That all applications will be dealt with in a fair and transparent manner by the housing subgroup, which will comprise of both local and external representatives
- That all properties for rent/sale will be openly advertised in the local area
- That a robust and transparent review process is maintained and any grievances are reviewed by the CCDC board

4. Allocations

4.1 Priority

Applications will be assessed using a points-based system, taking account of:

- Household current living circumstances
- Local connection
- Involvement in community groups/essential services which benefit the community of Colonsay & Oronsay
- Best use of housing stock
- Household with primary school age children

Deciding upon relative priority is not an exact science and should not be a prescriptive exercise. However, the policy is designed to assist in agreeing how affordable housing opportunities should be prioritised at a community level.

4.2 Eligibility

Applicants must be able to demonstrate:

- Difficulties in securing housing opportunities that meet the accommodation needs of their household
- A clearly established permanent connection (residential, family or employment) within the community of Colonsay & Oronsay
- Capacity to meet the costs of the affordable home/plot opportunities offered
- A clear understanding of the nature and limitations of the affordable housing of offer

5. Housing Need Criteria

5.1 The main individual household need factors considered are set out in the table below:

HOUSEHOLD PRIORITY NEEDS FACTORS
Homeless or threatened with homelessness
Living in insecure accommodation (eg. no tenancy agreement, short term let)
Living in a caravan or chalet
Living in tied housing
Living in Registered Social Landlord/Housing Association rented accommodation
Living in overcrowded accommodation
Require separate housing due to changes in family circumstances
Need suitably designed or located housing to meet household member's medical/care needs
Living in Below Tolerable Standard housing
Need to relocate for employment or family support purposes
Has other identifiable household needs

5.2 Applicants who wish to purchase a house/plot are required to evidence the following:

- They do not currently own a property
- They are in a position financially to purchase the property/plot – evidence of a mortgage Decisions in Principle required
- They cannot afford to purchase a similar property/plot on the open market

6. Community Sustainability Criteria

6.1 In seeking to maximise the social and economic impact, priority will be given to applicants likely to make a significant contribution to the prosperity, balance and sustainability of the community. The table below sets out the range of factors that may be considered when assessing applicants.

COMMUNITY SUSTAINABILITY FACTORS
Would be an essential key worker
Would help create/sustain a local business
Would generate significant economic benefits from their work for others locally
Would enable a household to provide care support for a family member
Would improve the demographic balance
Would allow young people to leave their parents' home and create a new household
Would add value to life in the community
Would have a positive impact on primary school roll

7. Housing applications

7.1 Applications will be assessed to ensure that households meet at least one of the priority need criteria or community sustainability criteria listed above.

Applicants will be asked to complete an application form and provide the following supplementary personal and financial information.

- Proof of identity – photographic ID
- Proof of all household income - copies of last 3 months wage slips, copies of accounts (where self-employed), any tax credits award letters
- Proof of savings – copy of bank statements
- Details of any debt
- Proof of current housing tenure – copy of lease or letter from parents
- Bank statements – copy of last 3 months statements
- A reference – either landlord, community, employer, or family reference
- Where the applicant is purchasing a plot or house, evidence of a mortgage approval in principle/savings to purchase

Landlord reference: The application form will include a mandate for the tenants to sign confirming that a reference can be sought from previous and or current landlord.

Private landlords: Current landlord references should only be requested once an allocation has been made.

RSL/Local Authority landlords: Landlord reference can be requested prior to allocation

The landlord reference request will ask for the following information:

- Dates of tenancy
- Rent payable
- If rent is/was paid timeously
- If there were/are any arrears and if there is, if there is a repayment plan in place that is being kept to

Applications will not be unreasonably withheld based on a former/current rent arrear as long as the arrear was repaid, or a repayment plan is being adhered to. There also needs to be confidence that the tenant can afford to pay the rent along with the repayment.

7.1.1 Other references

The applicant should provide a letter from their employer, community representative or family member or associate who can confirm their need to live or continue to live in the community

7.1.2 Financial assessment

A financial assessment will be undertaken to ensure that they can secure a mortgage to purchase. Further details of the financial assessment protocol is detailed in the Rent Management Policy

7.1.3 Applicant summary

All information relating to the application is recorded on an "applicant summary" for distribution and discussion with relevant members of staff. Priority will be noted as first choice, second choice, etc. where appropriate. If an applicant does not meet the allocation criteria this should be noted on the summary that they have not been considered a suitable applicant, in the event of a re-allocation.

7.1.4 Allocations

Allocations will be made through a panel discussion with other relevant colleagues. Final decisions will be reached by mutual agreement on allocations.

8. Offers

An offer will be confirmed in writing and the tenant will be asked to confirm if they wish to accept the offer or not, in writing.

Where a re-allocation is required an offer will be made to the 2nd choice applicant where appropriate. All unsuccessful applicants are advised accordingly.

9. Plot and house sales

9.1 Plots and houses will be allocated on a first come first served basis to eligible applicants unless there is a higher demand than there are plots or houses available.

9.2 In the event of applications exceeding the number of plots or houses available for sale, the community reserves the right to exercise its discretion in allocating them.

10. Administration

All application information will be retained and disposed of as per GDPR policy.

All relevant application and offer letters to the successful applicant will be saved along with a paper file for tenancy agreements and legal documentation.

11. Equal Opportunities

The community will not intentionally treat any applicant unfairly for any reason, either because of their race, colour, ethnic background, religion, class, sex, age disability, mental health, sexuality or family circumstances.

12. Confidentiality

In accordance with GDPR, the information that our applicants provide on the completed application form will be used to process and assess their application.

We may check the information collected with third parties or with any other information that is already held by us. We may also use or pass the information to third parties or use it in other ways as permitted by law.

We will advise our applicants with a GDPR statement to this effect and that by signing their application form we will be assuming that they agree to the processing of their personal data and any sensitive personal data disclosed in accordance with the Information Commissioner's Office (ICO) guidelines.

Colonsay Community Development Company

Pop-up Campsite – Funding Bid proposal

Report to CCDC Board - 29th April 2021

Background

After concerns raised with the Colonsay Community Council (CCC) around the increase in camping and irresponsible wild campers during the 2020 season, CCC set up a working group to review the opportunities and community preferences for how camping should be supported and managed on the island. A community survey was sent out in January 2021 (copy circulated). In summary, there was overwhelming community support for genuine wild camping; overwhelming support for the restrictions on van camping and motor homes; and around 2:1 support for a formal campsite, although no details of what this would involve were included in the survey.

Dannie Onn, CCDC chair, is a member of the working group.

In March CCDC became aware of an opportunity for funding to develop camping facilities as part of Nature Scotland's Better Places Fund, with grants of up to £75,000 available for visitor infrastructure and further money available for seasonal ranger and visitor management posts.

Dannie advised the CCC working group that CCDC has a campsite within its business strategy and project officer time funded by HIE, and that the grant opportunity would provide for a pilot scheme to be developed. This would provide a clearer picture of how a camping site might be developed on Colonsay which could be taken back to the community. It could test viability and operational issues, help to define what sort of campsite would be appropriate, how it might be managed and where it might be. Our community could then be asked again for its views on a permanent formal campsite.

The project and funding application could be extended to provide a Ranger or visitor manager to address the other issues which came from the camping survey. These might include monitoring camping through the summer season and providing guidance to visiting campers, including reinforcing the responsibilities of wild campers, as well as managing the camp site.

Dannie, Callum and Lizzie have devised a proposal consistent with the grant scheme guidance to appoint a temporary Ranger/ visitor manager and to install and operate a temporary or 'pop-up' campsite for 28 days, or perhaps more, during the 2021 season.

The timescale for submitting bids is very tight (deadline 14th May) so normal discussion, community consultation, project definition and development with the Board has not been possible on this occasion.

A draft bid is in preparation and is outlined in this report, for approval.

Commentary

Following informal discussion with Board members, it was agreed to make a bid. While CCDC's resources are already stretched, this funding opportunity seemed too good to miss. With work on the Moorings project eased due to the longer delivery time, and with the Manse project moving

across to asset management(under Grace's wing), some of Lizzie's time is freed up for rapid project development and bid submission.

The Ranger/ visitor manager would develop the project, manage the campsite whilst it is operational, and then close down the project and write up findings and recommendations. The new post could also provide an island-wide presence to monitor camping during the 2021 season and give guidance to visitors.

The intention is that the project should inform the development of a "camping strategy" for Colonsay and shape the potential for a permanent facility in future, although not necessarily in the same form or on the same site.

Clearly a key requirement is a suitable site, and invitations have already been published for interested parties to offer a site for the pilot. The initial proposals will be shared with the CCC working group and with the community – a consultation is planned for early May.

We have prepared a provision timeline of planned activity at **Appendix 3.**

An initial cost model and risks assessment has also been developed by Callum Hay and these are shown at **Appendix 1** and **Appendix 2**. Please note that these include estimates, which will need to be refined as the proposal moves forward.

It should be noted that the project is still in development so these documents (timeline, cost model, risk assessment) are only snapshots of the position at the time of this report. They will be updated once a preferred site is confirmed.

The grant fund will support up to 100% of the costs. HIE are not able to support this project because it does not provide a permanent asset. Our project carries significant risks, so we envisage making an application to the Colonsay Community Fund to provide a contingency fund, returning any money we do not need.

Proposal

It is proposed that CCDC should make a bid for funding a pop-up campsite as described in this report, provided that the proposal has the support of the CCC and its camping sub-group.

It is proposed that if the bids are successful, the campsite should operate between mid-July and mid-August 2021 to catch both the Scottish and English school holidays.

Under current Scottish Planning legislation, land can be used for a formal campsite (amongst other things) without the need for planning permission for a period of up to 28 days. However, the Scottish Government has confirmed that in this covid recovery period, they would not expect planning authorities to take a flexible approach to enforcing against longer periods of temporary use. We may therefore be able to continue the site if there is demand and it is viable to do so.

We have discussed briefly with the organisers of Ceol Cholasa. They say that having the campsite available for the duration of the festival, usually held in the third week of September, would be a benefit. In the light of the relaxed planning constraints, we will investigate whether this will be possible.

Recommendation

We recommend that the CCDC Board:

- Authorise a bid to Nature Scotland and to the Colonsay Community Fund, and that, if bids are successful, arrange appointment of a Ranger or visitor manager and develop a pop-up campsite for the 2021 season as described in this report.
- Receive informal updates on progress and a formal update at the May board meeting, by when a funding decision should have been made.

Lizzie Keenaghan	Project Officer (maternity cover)
Dannie Onn	CCDC Director / Chair
Callum Hay	CCDC Director / Assistant Treasurer

April 2021

Appendix 1 – Cost model

Colonsay Community Development Company

Project Cost Model - Pop-up campsite - Pilot

Project:	Pop-up Campsite (bid)		
Date:	Apr-21	Ver.	ver 1.1

			Year:	Year 1 - 2021												Year 2 - 2022											
			Month:	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
1	**Estimated costs**	Notes																									
1	Project set-up, recruitment, IT & Phone							1500																			
2	Ranger / Development Officer, 20 hr/wk	allow £20/hr cost							1714	1771	1771	1771	1771														
3	Peak season additional hours	+ 30%								531	531																
4	Training, travel and expenses								1500	150	150	100	50														
5	Office costs (Stationery, Phone, IT)							50	50	50	50	50	50														
6	Site access road	See cost tab						12620																			
7	Parking area + approach - 6-8 cars	See cost tab						2062																			
8	Perimeter fencing	See cost tab						1510																			
9	Site rental fee (notional)	tbc							50	100	100	50	50														
10	Water supply - equipment	UV Tank, etc						1250																			
11	Water supply - support, enclosure, hardstanding	See cost tab						500																			
12	Water supply - servicing & replenishing									100	100	50															
13	Composting WC - purchase and delivery	tbc						3000																			
14	WC enclosure & hardstanding	See cost tab						500																			
15	Composting WC - servicing									100	100	100															
16	Waste bins - enclosure & hardstanding	See cost tab						500																			
17	Waste and recycling collection and disposal									100	50	50															
18	Site clearance, pitch preparation & layout							500																			
19	Pitch servicing and maintenance									50	50	50															
20	Publicity, advertising and signage							750	750																		
21	Site restoration (end of pilot)												500														
22	Project close, write-up												250														
23	Insurance							100																			
24																											
25	Contingencies	see OB, below																									
	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 Estimated Cost	**0**	**0**	**0**	**0**	**24842**	**4064**	**2953**	**2903**	**2221**	**2671**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
2	**Anticipated grants and other income**	Notes																									
1	Grant - initial contribution: startup costs	tbc						25000																			
2	Grant - balance on conclusion	"											13750														
3	Colonsay Community Fund contribution ?	"							2500																		
4	Other ?	"																									
5	Site income (fees)									250	250																
	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	**0**	**0**	**0**	**0**	**25000**	**2500**	**250**	**250**	**0**	**13750**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
3	**Summary**																										
	Optimism bias - Costs	**5.0%**		0	0	0	0	26084	4268	3101	3048	2333	2805	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			Cost profile	**0**	**0**	**0**	**0**	**26084**	**4268**	**3101**	**3048**	**2333**	**2805**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Optimism bias - Income	**0.0%**		0	0	0	0	25000	2500	250	250	0	13750	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			Grant / income profile	**0**	**0**	**0**	**0**	**25000**	**2500**	**250**	**250**	**0**	**13750**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
			Total cost (cumulative)	0	0	0	0	26084	30351	33452	36500	38832	41637	41637	41637	41637	41637	41637	41637	41637	41637	41637	41637	41637	41637	41637	41637	41637	41637
			Net monthly surplus (shortfall)	**0**	**0**	**0**	**0**	**-1084**	**-1768**	**-2851**	**-2798**	**-2333**	**10945**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
			Projected cumulative cashflow (overdraft demand)	0	0	0	0	-1084	-2851	-5702	-8500	-10832	113	113	113	113	113	113	113	113	113	113	113	113	113	113	113	113	113

Appendix 2 – Risk Assessment

Colonsay CDC - Pop-up Campsite Project (2021)					Detail						Date: Apr 21
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
1	**Business Case**					p = partial					
1.1	Project does not accurately identify requirements	2	3	**6**	Regular review by working group during project development. Ensure project addresses key requirements	Y	1	2	**2**	DO	May-21
1.2	Project does not meet funders objectives	3	4	12	If possible, check with funders at least once prior to submission that proposal will meet their requirements	Y	1	2	**2**	DO	May-21
1.3	Project does not comply with Community objectives	3	4	12	Submit draft proposal to community working group prior to submission for checking	Y	1	2	**2**	DO	May-21
1.4	Too few bookings - learning potential limited	3	4	12	Include for publicity and advertising to ensure facility is used sufficiently to inform ongoing project development for a permanent campsite	P	1	3	**3**	DO	May-21
2	**Land and Access**										
2.1	No site can be identified / is offered	3	5	15	Advertise widely formally and informally; direct approach to landowners. Offer modest incentives (site improvements, rental)	Y	1	2	**2**	LK	May-21
2.2	Offered site(s) not suitable, or unattractive	2	4	**8**	Welcome all sites offered. Develop a scoring matrix to help identify the best compromise site	P	1	2	**2**	LK	May-21
2.3	Offered site(s) too expensive to develop	2	4	**8**	Welcome all sites offered. Develop a scoring matrix to help identify the best compromise site. Have a "fall-back" design option and/or site that is less expensive to develop	P	2	4	**8**	LK	May-21

3 Legislation

3.1	Planning approval rejected	2	5	10	Confirm that Planning approval not required	Y	1	1	**1**	LK	May-21
3.2	Potable water supply requirements are not met	4	5	**20**	Meet legislative requirements in site design / facilities	Y	1	1	**1**	LK	May-21
3.3	Waste water (WC) requirements are not met	4	5	**20**	Meet legislative requirements in site design / facilities	Y	1	1	**1**	LK	May-21
3.4	Waste disposal / recyling requirments are not met	4	5	**20**	Meet legislative requirements in site design / facilities	Y	1	1	**1**	LK	May-21

4 Procurement / Contract / Build stage

4.1	Local contractors unable / unwilling to bid	3	3	**9**	Informal approach to local contractors. Identify those that will bid	P	2	2	**4**	LK	May-21
4.2	Contractors do not bid (project too small)	4	3	12	Informal approach to other contractors. Identify those that will bid	P	2	2	**4**	LK	May-21
4.3	Contractors cannot meet timescale	4	5	**20**	Informal approach to contractors. Identify those that can meet timescale	P	2	2	**4**	LK	May-21
4.4	New CV-19 restrictions locally / nationally	1	5	**5**	None	N	1	5	**5**	LK	May-21
4.5	Bid prices too high / unrealistic	3	3	**9**	Have a "fall-back" design option and/or site that is less expensive to develop	P	1	2	**2**	LK	May-21

5 Staff

5.1	Suitable Ranger / LDO cannot be recruited	2	5	10	Start recruitment proces as early as possible; Use multiple channels to advertise; Develop fall-back option - simpler role for local candidate	P	2	3	**6**	CM ?	May-21
5.2	Ranger / LDO recruited, but no accommodation	4	5	**20**	Identify & secure potential accommodation in advance of recruitment, if required	Y	1	5	**5**	CM ?	May-21
5.3	Ranger / LDO leaves project before conclusion	3	4	12	Structure salary payments with a lower hourly rate + bonus payment on planned project conclusion	P	1	2	**2**	CM ?	May-21

6 Finance / Commercial

6.1	Project costs exceed budget	3	4	12	Identify all potential costs; Seek intial quotes for high-value items so prices are realistic; include for Optimism Bias (contingency)	P	2	2	**4**	CH	May-21
6.2	Unexpected costs in build, operation or closedown	3	4	12	Include 5% Optimism Bias	P	2	2	**4**	CH	May-21

Appendix 3 – Provisional timeline

Colonsay Community Development Company

Project Plan - Pop-up Campsite pilot

Project:	Pop-up Campsite (pilot)		
Date:	Apr-21	Ver.	ver 1.0

Provisional programme

Start 01/04/2021

Ref	Activity	Start	Finish
	Project scoping and bid assembly		
	Project starts – following on from CCC survey and sub-group discuss	01 Apr	
	Initial project meeting; start prep of bid to BPGR Fund	12 Apr	
	Search for sites starts – invitations to propose sites	16 Apr	23 Apr
	Request to HIE for grant support /contingency funding	22 Apr	
	Request to C&O Community Fund for contingency funding	22 Apr	
	Submission of draft proposals to camping sub-group for approval	22 Apr	
	Community consultation on the agreed proposal	29 Apr	05 May
	Initial tendering and procurement processes (project costing)	22 Apr	05 May
	Job description and training opportunities for Ranger post defined	22 Apr	05 May
	Community consultation ends - Selection of preferred site	06 May	
	Site design finalised and landowner consent granted	06 May	
	Tender and procurement process finalised	07 May	
	Bid to Nature Scotland completed and submitted	14 May	
	Decision on Better Places grant application	28 May	
	Bids successful - project starts		
	Ranger starts in post – initiation and training week	31 May	
	Ranger starts operating on Colonsay	07 Jun	31 Oct
	Site preparation for campsite commences	17 Jun	30 Jun
	Camp site opens	12 Jul	15 Aug
	Camp site closes	19 Aug	
	Project complete - closedown and review		
	Campsite decommissioned	16 Sep	29 Sep
	Project closes including termination of Ranger post	30 Sep	31 Oct
	Final accounts and reports completed	18 Nov	

NatureScot
Scotland's Nature Agency
Buidheann Nàdair na h-Alba

Better Places Fund 2 - Information for Applicants

Introduction

Visitor management throughout the 2021 season is likely to be as equally challenging as last year.

The Better Places Fund (BPF1) was launched by NatureScot in December 2020 to help communities and destinations start, or develop further, pro-active visitor management in "hot spot" locations across Scotland. The fund supported the preliminary stages of visitor management planning, the further development or review of existing plans, as well as feasibility and design work for new infrastructure. The scheme attracted considerable interest with 35 community organisations and environmental NGOs being awarded over £400k in total.

Scottish Ministers have now asked NatureScot to run a second round of the Better Places Fund (BPF2) to help ensure services and infrastructure are in place to manage visitor numbers and behaviours during the coming 2021 season. In this round of funding, local authorities as well as community groups and NGOs will be able to apply.

Up to £2.75 million has been allocated by Scottish Ministers for this one-off round of funding, with an emphasis on supporting new activity that can be in place for May 2021. The fund will operate over a slightly longer timescale to consider projects which can be ready to support visitor management during the peak of the season.

Better Places Fund 2

The purpose of this second round is to fund additional visitor management activity in "hot spot" locations in Scotland during the 2021 season over and above any service improvements and infrastructure already budgeted for or in place.

The fund will support the following:

1. **Visitor management operational services**: Funding for new and additional seasonal ranger and visitor management posts.

2. **Visitor infrastructure**: Funding for projects that can be delivered quickly and help address visitor pressures at busy hot spot locations, including temporary or permanent infrastructure.

Applications should relate to a specific location or area. More than one application can be made by a single organisation.

Visitor Management Operational Services:

The fund is looking to support additional or new seasonal visitor management staff requirements, over and above any already deployed or in position. These must be posts that directly help with the management of people, pressures and associated outdoor services and facilities, and can include ranger roles that engage with the public and encourage responsible behaviour.

Applicants should consider the most effective use of any additional staff, including requirements for maintaining a good level of staffing during peak capacity times, holiday periods and/or in locations with anti-social behaviour issues. They may wish to combine their deployment with associated infrastructure improvements e.g. temporary toilet provision, additional recycling bins, parking or traffic management arrangements.

The fund is limited and therefore a realistic scale of application is encouraged, we have not limited value or numbers but will make an assessment based on value for money and benefits.

The funding of staff posts is for the 2021 season only, and will extend as a maximum to end October 2021.

Applicants will need to provide:

- A short recruitment statement detailing how the posts will be recruited.
- A job plan (any seasonal ranger posts should comply with the SCRA ranger competency framework and actively promote the Scottish Outdoor Access Code and supporting national campaign).

Visitor Infrastructure:

The fund is looking to provide up to a **maximum of £75K** towards temporary or permanent visitor management related infrastructure projects (higher value capital project funding is delivered by VisitScotland and the Rural Tourism Infrastructure Fund). The projects must be ready to deliver quickly in time for the busy summer season, with any consents in place, such as landowner agreements, planning permission, roads and transport authority consents and SEPA licences.

Applicants will need to provide:

- Evidence of any planning or other regulatory requirements (this will be required prior to any offer, if application is successful)
- A procurement statement (compliant with NatureScot guidance – available in the application form)

We will not support projects that require a site to be closed to visitors during the peak summer months of July and August.

All infrastructure projects should be completed as soon as possible prior to the peak visitor season. Final project claims must be submitted by 30 November 2021 at the latest.

Timescales

This is a challenge fund with two deadlines for applications:

Fast delivery project applications must be submitted by **9 April 2021** (midnight) and be ready to start (if successful) by 3 May 2021.

All other applications must be submitted by **14 May 2021** (midnight) and be ready to start (if successful) by 7 June 2021.

Who can apply?

Applications are invited from constituted organisations, including local authorities, registered charities, trusts and community groups. Where applications are received from partnerships or organisations working collaboratively, a lead applicant must be identified.

Applications must be for activity or project delivery in Scotland.

Applications from the following groups will **not** be eligible.

- Scottish Government organisations
- Academic institutes
- Private individuals and companies (only eligible where there is significant public benefit)

What kind of activity will we fund?

The overall outcomes sought include an improved visitor experience, improved visitor behaviours and reduced impact on communities, land managers and the natural and cultural heritage. Your project must contribute to the Essential outcome and at least one additional outcome.

Essential outcome
Visitor management measures are in place and operational at visitor “hotspot” locations, in time for summer 2021.
Additional outcomes
Communities and interested parties see, or are involved in positive action to address issues and visitor impacts leading to improvements to local and visitor experiences and place.
Designed solutions and options from visitor management plans are taken forward leading to improvements to places, including green/blue space, which people visit and live beside.
Communities, including landowners, land managers, businesses and visitors are motivated or empowered to help deliver plans and action in a collaborative way.
Places under pressure and suffering negative impacts from increased visitation are managed in a sustainable way that supports low impact responsible enjoyment.
Solutions provide a source of visitor generated income which helps to sustain the infrastructure or service provision.
Solutions are implemented that encourage a low carbon impact, particularly in areas prone to high levels of car based access.
Projects and activity align with strategic plans for the area or location and help deliver priority actions.
Projects and activity that support national communications activity for visitor management
NatureScot and its strategic partner agencies, including Scottish Government, are better informed about visitor management activity and action applied in 2021 for managing impacts and developing opportunities linked to green tourism.

Examples of the kind of activities we could fund

Visitor management operational services:

- Seasonal rangers, full-time, part-time, full season, part of season, including overheads; and leading on visitor engagement, promotion of SOAC, dealing with issues, patrolling, monitoring impacts, liaison with communities, volunteers, landowners, agencies, police etc.

- Visitor operational staff, full-time, part-time, full season, part of season including overheads. Providing support services to ensure the effective operation of outdoor visitor facilities and services such as managing litter, parking, toilets, camping provision, campervans etc.

Visitor Infrastructure:

Temporary or short term infrastructure:

The hire or purchase of temporary items such as:

- Toilets/portaloos
- Bins and recycled waste provision
- Variable message signage

The construction and installation of temporary infrastructure such as:

- Traffic management measures such as additional car and bike parking provision and travel hub development.
- Advisory, information and interpretation e.g. signage
- Camping/campervan provision
- Bins/recycled waste provision

Permanent infrastructure:

The construction and installation of items such as:

- Toilets (new or upgraded)
- Traffic management measures such as additional car and bike parking and provision for low carbon travel
- Advisory, information and interpretation signage
- Camping provision (low key basic)
- Campervan facilities (Aires) including service hubs (waste disposal/water supply)
- Bins/recycled waste provision
- Paths required to manage capacity issues, including urgent repairs
- Landscape improvements/repairs and mitigation measures

What we don't want to fund

We will not fund…
Visitor management plans or feasibility/scoping work
Marketing activity
Purchase of vehicles
Activity that is not related to the public's enjoyment of the outdoors and nature
100% business development proposals (state-aid rules); this fund will not fund the commercial provision of facilities
Projects that do not involve collaborative working with communities of place or interest
Projects that would have a negative impact on the natural environment
Projects or activity already being undertaken by the local authority, national park authority or others
Posts we will not fund…
Core posts or permanent posts covering statutory roles or functions
Posts already planned for, recruited and/or deployed
Posts not associated directly with managing visitor pressures in visitor hot spots
Infrastructure we will not fund…
Buildings (other than toilet facilities associated with visitor management in rural/outdoor locations that suffer from significant visitor pressures)
Land purchase
Infrastructure that will not be maintained.
Infrastructure that is not going to be ready for public use in summer 2021
Roads that are within the remit of the roads and transport authorities

What costs can be funded?

1. Costs for employed staff
   - Staff costs inclusive of salary, National Insurance and Employee Pension Contributions
   - Overheads (full cost recovery) to cover office accommodation, equipment and running costs and wider staff support (e.g. finance, IT), management and staff training.

2. Costs for contracted staff and services
   - Contractor fees and appropriate associated expenses
   - Costs linked to service provision
   - Irrecoverable VAT

3. Costs for hiring or purchasing services and equipment
   - Rental charges

- Cost of item
- Delivery or siting fees
- Irrecoverable VAT

4. Capital costs for temporary and permanent infrastructure
    - Contract costs
    - Project management fees and appropriate expenses (capped at 10%)
    - Specialist advisor fees and appropriate expenses
    - Irrecoverable VAT relating to project costs and activities.

Funding parameters

The Better Places Fund 2 has been allocated a budget of £2.75 million by Scottish Government.

The primary focus of the fund will be rural locations in Scotland which suffer from excessive visitor pressures including those which suffer from capacity issues, inadequate or no infrastructure and services, damage to natural and cultural heritage; impacts on land-management activity, and anti-social behaviour issues. Parks and reserves that provide popular destinations for the public to enjoy the outdoors and experience nature within or close to urban areas will also be considered where these are experiencing significant visitor management issues.

We will fund up to 100% of project costs, however we prefer to fund projects that have a matched element either cash or in-kind.

You cannot use other sources of NatureScot funding for match-funding such as the Green Infrastructure Fund. Match-funding can be from another government body or other eligible sources such as Lottery funds, charitable trusts, companies or your own funds.

You must have any necessary permissions, such as planning permission, roads authority consent, landowner consent and insurance, in place before a funding offer is made. You will be asked to provide evidence of this.

We have provided an eligibility checklist on page 9 to help you assess if you are eligible to apply. Projects that do not meet the eligibility criteria will not be considered further.

Assessments

Applications that meet the eligibility requirements will then undergo a quality assessment which will score the application based on:

- how well they meet the scheme outcomes (see page 4)
- deliverability and project management
- project costs and value for money

A funding panel including representatives from NatureScot, Visit Scotland and Scottish Government will oversee the allocation of funding.

Evaluation and Reporting

All successful applicants will be required to evaluate and report back on their projects.

We expect you to tell us in your application how you will measure and demonstrate the success of your project, including demonstrating if your aims and outcomes have been achieved (infrastructure projects will also need to complete a post project evaluation report in October 2022).

A short project report must be submitted to NatureScot after completion of the project, briefly describing the activities undertaken, successes and challenges, and outcomes of the project including photos and any next steps. You should also confirm the amount of funding spent.

Timescales

	Date
Opening date for applications	19 March 2021
Closing date for fast delivery applications	9 April 2021
Closing date for second round applications	14 May 2021
Application decisions and funding offers	30 April and 28 May 2021
Projects end date	On or before 31 October 2021
Final claim date	On or before 30 November 2021
Final reports received	On or before 30 November 2021

Acknowledgements

You will be required to acknowledge NatureScot support as set out in the guidance

https://www.nature.scot/guidance-applicants-how-acknowledge-our-support-your-project

Questions

Any further queries not answered in this Information for Applicants can be sent to **GreenRecoveryFund@nature.scot**

To access all application documents, go **here**.

Eligibility Checklist

Please use this list of questions to check that your project is eligible before applying.

- ✓ Is the application form complete?
- ✓ Is the requested grant within the limits (£75k for Visitor Infrastructure projects)?
- ✓ Is your organisation eligible for funding (see "Who can apply")?
- ✓ Does your project directly relate to managing visitor pressures and impacts in Scotland's under pressure areas?
- ✓ Does your project contribute to the essential outcome plus at least one other outcome?
- ✓ Will your project end no later than 31 October 2021?
- ✓ Is evaluation and reporting included as part of the project?
- ✓ Have you included a map(s) of the area/location for project activity at a suitable scale and background?
- ✓ For operational services e.g. staffing: have you included a recruitment statement?
- ✓ For operational services e.g. staffing: have you included a job plan(s)?
- ✓ For infrastructure: have you included project designs/drawings?
- ✓ For infrastructure: have you included evidence of land owner permission?
- ✓ For infrastructure or services: have you included quotes, tender prices and/or a copy of hire rates?
- ✓ Have you included evidence of, or the need for, planning permission, roads authority consent, or other regulatory requirements or permissions (if your project is successful, we will not make a funding offer to you until they are received by us)?

Colonsay Community Council

Camping sub-group report
March 2021

Terms of reference
In a public meeting held by the Colonsay Community Council (CCC) on 13 October 2020, following a question raised by a member of the public, there was a discussion regarding wild camping on Colonsay. It was agreed that a sub-group would be formed to formulate a survey to gauge the feelings of the community. The results of this survey would be used to inform the CCC and thus enable it to develop an island policy regarding camping on Colonsay and Oransay.

Sub-group members:

Alex Howard (CCC)(coordinator)
David Hobhouse (CCC)
Richard Buttrick (CCC) (zoom host)
Jan Brooks
Richard Irvine (representing CTMG)
Dannie Onn (representing CCDC)

Survey
The sub-group, having had several meetings (via zoom), decided that there were effectively three camping categories; Wild camping, Campsite camping, and motor "homes" or campervans.

The questions that we formulated and that we felt sufficiently explored each category, were put into a suitable on-line survey format. Hard copies of the questionnaires were also made available if needed.

The survey was posted out to the community at the end of January 2021 using the CCC email list.

General Points
There was a good response to survey with 50 replies received.

- A copy of the survey questions and the "scores" for each question is attached at Annex A
- There were also many written comments which supplemented various respondents' answers. These are included at Annex B.

Summary
Below is a summary of what we felt were the key points highlighted by the survey, separated into each of the three categories mentioned above:

Wild Camping

- An overwhelming majority of respondents (82%) felt that *responsible* wild camping was seen positively
- 70% of respondents felt that *irresponsible* wild camping is seen as a problem. From the written comments it was felt that this was likely to become an increasing problem
- There was divided opinion about the provision of toilets & water stations, with a small majority of 56% saying that they should NOT be provided
- Similarly, 58% of respondents felt that special parking for wild campers was NOT necessary
- 50% of respondents felt that it was NOT necessary to patrol the activities of wild campers (42% were in favour and 8% were "don't knows")
- There was widescale support for CCC to actively reinforce the responsibilities of wild campers (88%).

Campsites

- There was general support (68%) for a permanent formal campsite on Colonsay

Campervans

- There was general support to maintain the present community policy which is to actively discourage campervans (80%) with 82% also endorsing a restriction in the size of campervans
- The majority of respondents were against a serviced (58%) or un-serviced (70%) site for campervans

Acknowledgments

Our thanks to all those that participated in the survey and in particular to the members of the sub-group who gave their time freely to help make this important part of Colonsay life operate more smoothly, fairly and reasonably. Also, thanks to Helen Mann for uploading the questionnaire to the internet and helping gather and disseminate the results.

Conclusions and recommendations

Wild Camping

It was clear that the great majority of respondents felt that responsible wild campers are welcome on Colonsay & Oransay. It enables a diversity of tourists to visit and appreciate our islands.

It was also accepted that there was a less satisfactory element of campers who clearly do not understand the rules and regulations.

It is clear that the consensus of feeling from the respondents (who we feel represent a good cross section of the community) that the CCC should publish some sort of local guidelines, informing wild campers how they should conduct themselves. It is also clear that we are not being asked to introduce anything that is not already covered by Government legislation and published guidelines.

Our recommendation to the CCC is that the CCC instruct this or another group to work towards producing a guide to wild camping which is pertinent to Colonsay & Oransay and incorporates reference to the existing laws and guidelines

Campsite
Although there is overall support for a permanent formal campsite it was not as overwhelming as the outcome in the other two categories. It is also worth noting that the Colonsay Community Development Company (CCDC) have included the idea of a campsite in their current business plan.

Our recommendation to the CCC is that no further action be taken by the CCC with regard to establishing a formal campsite at this time

Campervans
As with wild camping, there was an emphatic majority outcome from the survey. Unlike wild camping however, it showed that campervans were not seen as a good thing for Colonsay & Oransay.

Our recommendation to the CCC is to at least maintain the present situation of requiring campervans to require specific permission to come to Colonsay before being able to board a ferry to Colonsay

CCC should also monitor and appraise the numbers and size of vans visiting Colonsay. Possibly with the help of Calmac staff & data. Campervans are being discussed in similar environments to ours elsewhere on the west coast and we should remain aware of any upcoming national and local legislation

DAH
March 2021

Colonsay Community Development Company

Strategic Review (Gass Report) - Update

Report to CCDC Board - 29th April 2021

Background

At the November 2020 CCDC Board meeting, a Strategic Review report was considered that had been commissioned in collaboration with Highlands and Island Enterprise (HIE).

The Report (also known as the Gass report, after its author) dated 16 October 2020 made several recommendations, including

- How CCDC should prepare for what will be a very intensive two years of project delivery (Housing, Business Units, Moorings, Manse)
- strengthening the CCDC's Board's approach to project development, and project management.
- publicising CCDC's work, and engaging more effectively with stakeholders
- Developing a shared vision for the future in collaboration with the community, businesses and other local community groups

The recommendations, although challenging, were unanimously agreed by the CCDC Board, and formally adopted as a "roadmap" for how the company should go forward.

Commentary

In practice, it is likely to take 1-2 years before all of the recommendations in the report can be fully implemented, given CCDC's limited management resources.

Nevertheless, CCDC has already made substantive progress, particularly in improvements in overall project management and project oversight by the Board .

These improvements are already showing benefits as the company prepares to deliver the Scalasiag Housing and Business Unit projects, and has enabled an effective review and option appraisal update for the Moorings project.

Feedback from Board members and from HIE has been very positive.

Proposal

In order to track progress more effectively, it is suggested that 6-monthly self-assessment reviews are carried out to identify where improvements have been made, and what impact they have had.

This type of review will also be useful to show where work still needs to be done, and set the focus and priorities for improvements in the next 6-months.

A draft self-assessment is included at **Appendix 1**. This sets out the 12 original recommendations and alongside CCDC's assessment of progress to date, what evidence we have to demonstrate it, and an outline of what further work we plan to undertake in the next 6 month period.

It is also proposed that CCDC should approach HIE for funding for a 12-month “healthcheck” by David Gass, to provide independent assurance that CCDC is on track.

This could be combined with an interim review, based on CCDC’s self-assessment process.

Recommendation

We recommend that the CCDC Board:

- Review and comment on the attached draft self assessment, for April 2021
- Agree to receive further 6-monthly self-assessments showing how the Strategic review recommendations are being implemented, until that process is complete
- Agree to approach HIE for support for an external “healthcheck” as described

Dannie Onn	CCDC Director / Chair
Callum Hay	CCDC Director / Assistant Treasurer

April 2021

Appendix 1

Colonsay Community Development Company

Strategic Review (Gass Report) – 6 monthly self-assessment: No 1 – April 2021

Original Recommendation	Progress	Status	Evidence	Next Steps – to October 2021
1: CCDC, with the support of other bodies such as the CCC, to lead a re- engagement with the community, to develop an agreed and inclusive ambition for the island centred around addressing the re-population of the island, the provision of affordable housing and the creation of a more diverse and sustainable year round economy for the island.	*Progress frustrated by continuing Covid-19 lockdown restrictions, and limited resources (project delivery requiring prioritisation).* *Internal issues within the Community Council has made a joint approach more difficult. A reduced membership CC now only undertaking routine "day-to-day" work*	✗	*National Covid-19 lockdown restrictions* *CCC minutes* • *March 2021 (resignations)* • *April 2021 (day-to-day business)*	*Seek ideas and ways to progress this work at the planned AGM to be held in May or June.* *Engage with CCC as much as possible on developing a joint vision* *Target: Community consultation on a joint 5 year plan, and a "Colonsay 2040" vision, or similar, with reviews every 5 years.* *Joint consultation to be undertaken by end October 2021.*
2: The economic and community baseline to be further developed, and to be updated on a bi-annual basis to provide the evidence base and demonstrate progress against a revised CCDC Strategy for the island.	*Progress frustrated by continuing Covid-19 lockdown restrictions, and resource constraints.*	✗	*No substantive progress*	*Work with Colonsay Tourism Marketing Group and businesses not in that group to jointly prepare an economic baseline.* *Include in community consultation (see above) to establish a community baseline*
3: The opportunity for key stakeholders such as HIE, Argyll & Bute Council, CHT and WHHA, and the Community Council and Colonsay Estate, to come together quarterly with CCDC over the coming year to assess and support progress against each development project collectively. should be actively pursued to help manage the risks, resources and delivery required for each project, and to help ensure the ambition for the island is achieved.	*Commitment to quarterly stakeholder meetings agreed by Board in December 2020*	✓	*First meeting held in January 2021* *Note of first stakeholder meeting* *(N.B. Second meeting delayed because of Covid-19 lockdown restrictions and priority given to engagement with the stakeholders specific to project delivery)*	*Pattern of regular stakeholder meetings established, and working.* *Feedback from stakeholder meetings to contribute to CCDC direction and identification of future projects*

Original Recommendation	Progress	Status	Evidence	Next Steps – to October 2021
4: CCDC itself, through its Board structure and project management, needs to more actively own the risk management process for each project, and set out clearly an updated project implementation document and risk register for each project, to be reported and monitored by the CCDC Board, and the Stakeholder Group above, as appropriate.	*New risk assessment matrix trialled and formally adopted by CCDC Board for all CCDC activities*	✓	*Agreed by Board in principle January 2021* *Initial risk assessments completed for CCDC organisation, and all active projects*	*Although good progress made, risk management and wider project management disciplines need to become more "embedded" in CCDC's approach to project development and delivery*
5: CCDC to use its upcoming AGM, or other alternative means given the current coronavirus situation, to set out the development projects underway, and show how they will contribute within the context of the long terms ambition for the island, and appeal for new Board members with the commitment to support CCDC through a critical delivery year.	*Covid-19 has made complying with Charity Regulator requirements for AGM's difficult (OSCR).* *Dispensation given to postpone 2020 and 2021 AGM's until post-lockdown*	✓	*"Double" AGM in preparation for May or June 2021*	*Successful AGM and re-presentation of CCDC's objectives, active projects and progress to the broader community* *Invite further co-option to the Board to assist with increasingly demanding project delivery, and help strengthen oversight.*
6: CCDC to seek a platform over the coming months with the Community Council and resident business community of Colonsay to again set out the development projects underway, and seek the input and support of both groupings to work to bring each of the projects to a successful conclusion.	*Progress frustrated by continuing Covid-19 lockdown restrictions, and internal issues within the Community Council making a joint approach more difficult.* *A reduced membership CC now only undertaking routine work*	✗	*No substantive progress*	*Seek ideas and ways to progress this work at the planned AGM to be held in May or June.* *Engage and collaborate with CCC and business as much as is possible*
7: CCDC, again with the support of the CCC, to set out and agree the "community" of Colonsay and Oronsay, and ensure that each part of the community is able to have its views represented and to contribute to the ambition for the island.	*Progress frustrated by continuing Covid-19 lockdown restrictions, and internal issues within the Community Council making a joint approach more difficult.* *Reduced membership CC now only undertaking routine work*	✗	*No substantive progress*	*Seek ideas and ways to progress this work at the planned AGM to be held in May or June.* *See also recommendation 1*

Original Recommendation	Progress	Status	Evidence	Next Steps – to October 2021
8: Whilst plans have been progressed to develop a more sustainable future structure for CCDC from 2022, the focus of the Board and Stakeholder meetings should be primarily on the delivery process and stages for each of the development projects – without a successful delivery of these, the future sustainable model for CCDC does not happen.	*New project management reporting (Risk, Project plans, option appraisal and cost modelling) has been trialled and adopted by the Board.* *Board developing tighter focus on project delivery.*	✓	*Scalasaig Housing Project Cost Modelling and long-term business model* *Moorings project re-evaluation, option appraisal and reconfiguration* *Pop-up campsite project costing, risk assessment and timeline*	*Build on progress to date to embed recent changes, and support the Board's primary focus on Project Delivery.* *Consider creation of sub-group(s) if resources permit to oversee and guide development of the Trading Company, general asset management and long-term strategy.*
9: With reference to the previous recommendation 4, the opportunity to streamline the meetings and reporting required of each project officer should be considered, with one template used consistently across the Board and Stakeholders, and if possible stakeholder meetings combined to provide a collective buy-in and direction to delivery.	*Conscious effort made to streamline Board meetings. Assumption that that all reports are read in advance, and only key issues, exceptions and recommendations discussed. Resource constraints mean that not all projects fully reported this way yet, but good progress made*	✓	*CCDC Board meetings* *February, March, April 2021* *Standard templates for reports, cost model, risk and timeline reporting developed and trialled.* *See also recommendation 3 (stakeholders)*	*Streamlined approach to be embedded in CCDC business by October 2021* *Standard project reporting template to be agreed and implemented by end October 2021*
10: Co-opted director options and other alternatives to bring the right mix of skills and experience on to the Board, if this is not provided through new Voluntary Directors coming forward, should be considered for 2021/22.	*New Director co-opted November 2020. Will take over Treasurer role from April 2021, and assist with delivery of Strategic Review recommendations. Background in infrastructure & project delivery* *Part-time Asset Manager appointed March 2021. Post time-limited by fixed external funding, but additional transitional funding to be sought.*	✓	*Development of report, risk, cost model and timeline templates to support more focussed reporting to the Board. See Board papers for March & April 2021* *Asset Manager workplan*	*Invite further co-option to the Board to assist with increasingly demanding project delivery, and help strengthen oversight* *Review long term options, and transitional funding sources for a permanent company business and asset management post, wholly supported by company income.*
11: An active risk register and process at organisational level as well as at project level should be put in place, and options looked at with key stakeholders to strengthen the resources at director and	*New risk assessment matrix trialled and formally adopted by CCDC Board for all CCDC activities*	✓	*Initial risk assessments completed in the new format for CCDC organisation, and all active projects.*	*New approach to risk management to be rolled out across all CCDC activity and "embedded" in CCDC business by end October 2021*

Original Recommendation	Progress	Status	Evidence	Next Steps – to October 2021
project officer level to ensure the sufficient capacity of CCDC to deliver each of the key development projects effectively			*Measures taken to ensure funding for key posts is in place to provide continuity through project delivery period*	
12: CCDC to discuss with HIE the opportunity to access the digital development grant support to provide short term resource and support to cover the CCDC website and social media marketing and the development of a crowdfunding campaign.	*A CCDC Director has recently taken on role of overseeing website development, and day-to-day management.* *A CCDC Director has successfully delivered a social media campaign, and Crowdfunding appeal*	✘ ✓	*Website update pending* *Successful crowdfunding appeal raised c. £35,000 by end March 2021, exceeding target by £10,000.* *CCDC also received c. £3,000 in additional private contributions as a consequence of the social media campaign.*	*Website review / update complete* *Social media campaign experience, and crowdfunding success used to inform future communications strategy*

Colonsay Community Development Company

CCDC VAT Status

Report to CCDC Board - 29th April 2021

Background

In January 2021 CCDC was made aware of an oversight in project costing for the Scalasaig Business Unit projects.

It had long been understood that although the construction activity associated with developing the housing element of the Scalasaig project was VAT-exempt, the costs of the professional services required to deliver the project were not, and a sum for VAT on these services of £20,243 was allowed for.

However – and it is not clear why - an allowance for VAT on the construction cost of the business units (which are not VAT-exempt) was not made. It may have been overlooked by CCDC's advisors, or it may have been assumed that CCDC could reclaim it. Whatever the reason, the sum - approximately £90,000 – had not been explicitly costed.

The position was reported to the Board at the February 2021 meeting, with a commitment to find a solution to ensure that project finances could be balanced before a binding commitment to proceed with the project was required, in May or June 2021.

Commentary

In discussion it became clear that CCDC had only two options: raise additional funding to cover the shortfall, or consider registering CCDC for VAT – in which case VAT associated with the business units could be reclaimed. Work was started in late February to explore each of these options, to decide the best way forward.

Discussions with Highlands and Islands Enterprise (HIE) about increased funding were unsuccessful. They were neither prepared nor able to provide additional funding to bridge the gap if it were only to meet VAT. They also made it clear that CCDC needed to resolve the matter soon, as their final due-diligence process would test CCDC's ability to fully-fund the project. If the VAT issue was not resolved by the end of April HIE warned that their due-diligence test may fail, and their support for the project would have to be withdrawn.

Simultaneously CCDC's Treasurer and Asst. Treasurer started to review the implications of CCDC being VAT registered. CCDC is not currently registered, but the Trading company is.

While the advantages of VAT registration so as far as the Scalasaig project was concerned were fairly clear, there were concerns that the implications for CCDC's other business interests needed to be understood before making any decision.

The Trading Company is a separate commercial entity and an option may have been to deliver the project via the Trading company, or to set up a brand new company – VAT registered – with the Scalasaig project as it's sole purpose.

Several discussions were also held with David McGregor, a partner in Simmers & Co, Oban, CCDC's accountants to help guide the review process.

Options

As already stated, raising further funding to balance project finances is unlikely in the time available, so this option has not been progressed any further. It is also doubtful based on HIE's comments that any funder would be prepared to support CCDC in this regard anyway if there was a VAT reclaim option available.

The option to deliver the project via the Trading Company has been rejected in that it is not clear if this would be legally possible, and there is neither the time nor funding available to take professional advice.

Similarly, creation of a separate VAT-registered company to deliver the project might be possible but it would introduce new costs for CCDC (company setup, administration, accounting) and again there is neither the time nor funding available to take advice.

There is also a risk with these two options that - if followed through - unexpected complications could arise later that could endanger both the company and the Scalasaig project, risks that simply cannot be taken.

The only remaining option is to register CCDC for VAT.

<u>Advantages</u>

- All VAT charges on eligible goods and services purchased by CCDC from the date of registration can be reclaimed. On the Scalasaig project this will save an estimated £90,000 and bring project finance into balance. This will also apply to the Moorings, and other future projects.
- VAT reclaims can be back-dated from the date of registration. VAT on eligible capital works in the previous 4 years can be reclaimed, and on services in the previous 6 months, too. A detailed analysis has not yet been undertaken but this may provide an additional, unexpected windfall.
- The threat of failing HIE's due-diligence review is almost certainly removed.
- CCDC's croft land holdings are VAT-exempt, and do not require to be included in VAT scope. CCDC can, at it's discretion, opt to include a croft or crofts within the VAT regime but if it does the rentals on those crofts must then have VAT added.
- If crofters are themselves VAT-registered, then they may be able to reclaim any VAT charged by CCDC. This might make the croft / VAT argument irrelevant. It is planned to consult with crofters to determine their position and preference.
- The position with the Manse has (at the time of writing) not been confirmed, but is believed to be similar to the crofts.

<u>Disadvantages</u>

- All charges for services made by CCDC on those elements that are within the VAT regime must have VAT added to them. For example, this would include rental on the new Business Units and overnight fees charged at the proposed Moorings. Housing rentals would be exempt.
- If CCDC decided to include a croft (or crofts) within the VAT scheme, then future rental on those crofts must have VAT added. This might only be something CCDC would consider if major expenditure was required on a croft, and the VAT reclaim on capital works was essential
- CCDC accounting and bookkeeping will be a bit more complicated, but CCDC already has VAT accounting experience with the Trading Company. A one-off exercise by Simmers (CCDC Accountants) to help prepare the company for VAT but also identify back-dated reclaim opportunities and prepare submissions for them is likely to cost c. £1,500. This will be more that offset by the "savings" made on the Scalasaig project.

Risks

- Once a VAT reclaim has been made, that part CCC's activity becomes locked-in to VAT, probably in perpetuity. If CCDC wanted to de-register from VAT in future – for example once the Scalasaig project was complete – HMRC would then require a refund of all reclaimed VAT. In practice, there is probably no going back
- While VAT can be reclaimed, it is understood this is done in arrears. Consequently, there may be further cashflow implications to consider in project financing.

On balance and in general terms the benefits of CCDC VAT registration seem to outweigh the disadvantages.

VAT registration is strongly supported by Simmers & Co., CCDC's accountants

Recommendation

It is recommended that the Board

- agree in principle that CCDC should become VAT registered
- delegate the final decision and detail in this matter to the Treasurer and Asst Treasurer in consultation with the Chair and Simmers & Co., CCDC's accountants
- instruct that measures are taken to ensure that as far as possible CCDC's tenants (crofts and the Manse) are not materially disadvantaged by this decision

Callum Hay CCDC Director / Assistant Treasurer
Andrew Abrahams CCDC Director / Treasurer

April 2021

The Advantages, Disadvantages and Risks associated with VAT registration set out in this report are based on the professional advice provided by Simmers & Co.

Colonsay Community Development Company

Banking Arrangements

Report to CCDC Board - 29th April 2021

Background

CCDC is preparing for delivery of the Scalasaig project. The value of funds passing through the company bank accounts from month to month will increase significantly, and cashflow management will become even more important. It is critical to ensure that current banking arrangements with the Royal Bank of Scotland (RBS) are "fit for purpose" before that project starts in earnest.

Access to accounts and payments was moved to digital banking in 2020 to support homeworking during the Covid pandemic, and provide effective management continuity while the service point was closed. However, in some regards this was a backwards step – not least for service point staff who for technical reasons lost day-to-day access to the accounts they need. This has caused some operational difficulties and must be resolved as we head back to "business as usual".

Looking further ahead, it has been several years since CCDC last reviewed if payment by cards was possible. Although technically feasible, this was rejected at the time because of costs, transaction fees, and local technological constraints. Since then many new players have entered the on-line payments market, and much cheaper systems are offered. There have been significant changes in technology too, particularly with outdoor wi-fi antennae and 4G mobile internet services. The time seems right to review these options again.

Commentary

Cashflow

The Board is already aware of the likely cashflow issues associated with developing the Scalasaig project. What remains to be considered is if existing banking arrangements are ready for this change. For example, there is a daily limit of £50,000 on electronic transactions at present, and no easy on-line access to CHAPS or other high-value payment options. While these limitations can be worked around, a more flexible solution would be better.

The Board has agreed in principle that overdraft facilities should be explored to help manage cashflow over the next two years. This has not been progressed to date pending a better understanding of the likely cashflow issues we may face – but now that the the Scalasaig Project cost model is better understood that work will re-start. Whilst MOWI have offered to provide informal cashflow assistance during the project, access to a formal overdraft facility would be a sensible option, if only as a contingency.

Access to Bank Accounts

At present, the CCDC and Trading Company accounts have three signatories – Andrew Abrahams, Callum Hay and Tanya Wren. Callum and Tanya also have full access to the accounts (or will have, soon) through RBS's digital banking platform. This is the same platform used for personal customers, small businesses and sole traders.

While the Digital Banking system works well, it is relatively unsophisticated and cannot support many of the emerging requirements of CCDC. When any changes are required, this usually requires direct input from RBS staff which can introduce lengthy delays. There is no built-in additional security within Digital Banking - for example it cannot force dual-signatories on transactions, so CCDC may be in breach of some OSCR requirements. While these limitations are understandable and have been tolerated during the pandemic, a more secure approach is required in future.

RBS have a companion service called "Bankline" which addresses most of Digital Banking's shortcomings. A table is show at **Appendix 1** comparing the services. Bankline also allows much higher daily payments and direct access to unlimited payments (subject to multiple authorisation) when required.

The key advantage of Bankline however is that it allows local control of access to accounts, managed by CCDC. Those controls can be set for individuals to suit whatever role they have in CCDC.

Controls cover all the normal security measures a business would expect, including the maximum sum that can be authorised, a cap on daily payments by an individual (and overall), if dual signatories are required and who can set up new payees.

Card Payments

Card payment has become almost ubiquitous – particularly so during the pandemic - and CCDC's inability to offer payments this way is becoming increasingly difficult to defend. Internally, card payments would also help streamline payment processes for the company, and provide better and more consistent management information.

While new card payments services have sprung up in recent years, and low-cost hardware options too, the problems of internet access at the point of sale to support these services was (and may still be) a limiting factor. Fibre broadband is expected to arrive in Colonsay in the next 2-3 years which may finally resolve this problem, but there may now be improved outdoor wi-fi and/or 4G (mobile) technologies that could be adopted to provide a short-term fix.

Proposals

Three measures are proposed

Bankline

It is proposed that CCDC subscribe to the RBS Bankline service. By doing so, this will help prepare CCDC for the much higher cashflows anticipated during delivery of the Scalasaig project, and allow local control of access to company bank accounts across the company, depending on need. Bankline should also allow CCDC to meet OSCR requirements for dual signatories on relevant payments.

Bankline will cost £20 pcm for up to 5 accounts, which should provide everything the company requires. Outgoing payments will cost 10p more than existing charges and will take 2-3 days. There are charges for other services, but these are reasonable. It is proposed that the subscription will be shared equally between CCDC and the Trading Company. The fees will accrue to each account.

It is anticipated that continuation of the Bankline subscription will be reviewed at the end of the 2022/23 financial year

Overdraft

MOWI have generously offered to assist with cashflow on the Scalasaig project. Nevertheless it is proposed that a formal application to RBS for overdraft facilities should now be started as previously agreed. As far as possible this will be progressed so as not to incur charges for CCDC until the facility is known to be required.

Card Payments

It is proposed that a review is undertaken to assess if there have been any new developments in card payment systems and internet access technologies will offer a viable and affordable solution for CCDC. A report will be brought back to CCDC by October 2021 with findings and recommendations.

Recommendation

It is recommended that the Board approve the proposals above, namely:

- that CCDC and the Trading Company should jointly subscribe to RBS Bankline
- that a formal RBS overdraft application should now be started
- that a review of the feasibility of card for services should be undertaken

Callum Hay CCDC Director / Assistant Treasurer

April 2021

Appendix 1

Digital Services Comparison Table

Features and benefits		Bankline	Digital Banking
Security and Control	Dual approval security options for payments and administration	Yes	No
	Ability to set different user access rights and privileges		
	Comprehensive audit trail of user activity		
Payment Limits	Payment limit per day[1]	Unlimited	£50k[2]
	Per Faster Payment	£250k	£50k
	CHAPS Payment	Unlimited	N/A
Payment Features	Create bulk payment lists	Yes	No
	Import payment files from accounting systems		
	Number of payments authorised at the same time	Unlimited	15
	Manage currency accounts (view and make payments)	Yes	No
	Make international payments	Yes	Yes
Account management	Customise account information in a range of formats	Yes	No
	View images of cheques issued and most credits paid in		
	View statements/balances for accounts held with other banks	Yes	No
	Set up and amend standing orders	No	Yes
	Maximum number of accounts	999	50[3]
Standard tariffs and fees		**Bankline**	**Digital Banking**
Service Fees	**Monthly Service Fee**[4] (Bankline only) The monthly Bankline fee is based on the number of accounts you register	1–5 accounts: £20 6–10 accounts: £80 11+ accounts: £160	No charge
Domestic Payment Fees	**Faster Payment** Immediate	£2.50	35p

	Next day / future dated	45p	35p
	CHAPS	£20	N/A
International Payment Fees	**All Currencies except Euro - Worldwide**		
	International Transfer[5]	£15	£15
	Standard International Transfer (Euro)	£15	N/A
	Currency Payment to other Royal Bank of Scotland accounts	£15	£0
	Euro - Worldwide		
	International Transfer[5]	£15	£15
	Standard International Transfer	£0.45	N/A
	Currency Payment to other Royal Bank of Scotland accounts	£0.45	£0
	SEPA Credit Transfer[6]	£0.45	£0
	SEPA Direct Debit Claim		
	SEPA Direct Debit Claim	£0.35	£0.35

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

Charity Manager

Job Description

Responsible to: CCDC Chair

1. The Employer

CCDC is a registered charity whose objectives are to support community development on the island of Colonsay and neighbouring tidal island of Oransay. Colonsay has one of the more remote communities in Scotland, with a relatively high degree of isolation, exclusion, disadvantage and inequality. It has a fragile economy and community.

CCDC is working towards a sustainable community. Included in its business strategy is the development of community led housing and business units. This is to overcome a shortage of affordable homes; to increase the population to a sustainable level and balance; and to encourage a year-round economy. In recent weeks, CCDC has been awarded significant funding from Highlands and Islands Enterprise (HIE) and Scottish Land Fund (SLF) to enable purchase of land for these projects.

As a part of that funding, CCDC has been awarded money to create an additional part-time post to help us prepare for community ownership of the assets we hope to acquire. This post is therefore limited. However, CCDC expects to develop funding streams to support the work of the company and to enable projects to continue through 2021 and into 2022. CCDC hopes that it will be able to employ locally in subsequent years.

2. The Job

The Charity Manager is responsible for the day-to-day operations of Colonsay Community Development Company, including the efficient management of the charity's growing asset portfolio which currently includes community housing, business units and croft land.

The Charity Manager is responsible for the assignment, direction and review of work. This includes acting as line manager to a small number of staff including the administration assistant(s) and project workers. The Charity Manager will report directly to the CCDC chair, but will be expected to work primarily in an autonomous fashion, offering regular reports to the board of directors and offering guidance and advice as necessary.

Essential Job Functions

A) Ensure that CCDC's properties are maintained to the highest possible standards and in accordance with all necessary government standards as a minimum
B) Deliver an effective and responsive reactive and cyclical maintenance service to CCDC's tenants and other service users
C) Liaise with the community housing tenants association, crofters and community housing subgroup to ensure that policies and procedures are regularly reviewed and improved
D) Create and implement office management best practices and offer training and regular appraisal to administration and project staff
E) Prepare, submit and present regular project/financial reports for the board of directors and communicate relevant information to the community on a regular basis via social media, workshops and events
F) Work with the company treasurer and administration staff to manage the project budgets and budget reporting, as well as ensuring good financial controls and management across all areas
G) Ensure that CCDC is compliant with all relevant legislation and policy and is continually following guidelines and best practice

3. The Person

Education & Qualifications

- Educated to degree level or have equivalent relevant experience
- Post-qualification experience in community development/asset management
- Track record of continuous personal/professional development

Knowledge & Experience

- Knowledge and understanding of community development in a rural setting
- Awareness of policy and regulatory frameworks applicable to asset management in the affordable housing environment
- Good awareness of budget management; including monitoring and reporting
- Able to demonstrate good knowledge of maintenance techniques

- Experience of effective risk identification and risk management (including Health & Safety implications)
- Experience of dealing with contracts along with proven ability to liaise with and manage/monitor contractors
- Experience in staff and volunteer management

Skills

- A confident team player
- Excellent people; operational and project management skills – proven ability to deal with people at all levels
- Strong personal organisation skills including ability to manage a diverse and sometimes demanding workload
- Proven technical ability to diagnose problems and identify solutions
- Good IT skills
- Good communication skills including written; verbal and interpersonal

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

Property Coordinator Report April 2021

Baptist Manse	● Grace has taken over the management of the Manse project from Lizzie. ● Lizzie has completed the application for CCDC to register as private landlord ● The Manse was cleaned and prepared for the new tenancy ● A tenancy agreement was signed by Colm and Tanya who moved in on 20th April. The tenancy will run until the end of June. We have agreed some flexibility between CCDC and the tenants in that they will pay a weekly rent of £100 in arrears and will accept a week's notice should they move out before the end of June. ● TSL will view the Manse on their next visit ● Grace will explore whether there is any value in CCDC becoming an accredited landlord with Landlord Accreditation Scotland
Scalasaig Development	● A draft Allocations Policy which has been sent to John Forbes at CHT for comment. A copy is attached for perusal by the board. ● A draft job description for the role of Charity/Assets Manager has been produced aqnd is also attached. ● Work continues on the future asset management model for CCDC. A draft plan has been produced. ● Funding streams continue to be explored/pursued.