COLONSAY COMMUNITY DEVELOPMENT COMPANY

CCDC Board Meeting
21st July 2022

Document Pack

Public

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

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COLONSAY COMMUNITY DEVELOPMENT COMPANY

Board Meeting
Thursday 21 July 2022 – 7.00pm – Colonsay Village Hall

Agenda

1.	7:00 Attendance and apologies	
2.	7:02 Minutes and matters arising	
3.	7:05 Declarations of interest	
4.	7:06 Election of officers	
5.	7:08 Briefing Note	Dannie
6.	7:15 Scalasaig report	Carrie/ Callum
7.	7:25 Campsite report	Lizzie/ Callum
8.	7:35 Croft matters	Caitlin/ Callum
9.	7:45 Community plan	Caitlin
10.	7:50 Website	Sarah
11.	7:53 Insurance review	Callum
12.	7:55 Possible director co-option	Dannie
13.	8:00 AOCB	

DONM

Private items for separate minute

14.	8:05 Minutes and matters arising	
15.	8:07 Campsite development agreement	Dannie/ Callum
16.	8:15 Shop	Dannie
17.	8:18 AOCB	

COLONSAY COMMUNITY DEVELOPMENT COMPANY

Colonsay Community Development Company Board Meeting
Public Minutes
Thursday 9th June 2022

1. Attendance and Apologies

Board members: Dannie Onn (DO), Sarah Hobhouse(SH) , William Joll (WJ), Callum Hay (CH), Andrew Abrahams (AA)

Community Planning Officer: Caitlin McNeill

Project Co-ordinators: Carrie Seymour (CS)

Apologies**:** Sue Dance (SD), Liam McNeill (LM), Lizzie Keenaghan (LK), Helen Mann(HM)

Also present: Clare Hay (minutes)

2. Minutes and Matters Arising.

The minutes were accepted and signed by DO. There were no matters arising not covered in the agenda.

3. Declarations of Interest

CS: croft matters

4a Briefing – web development

Before item 4, SH gave a presentation on the new website which would be going live very shortly. The old site would be backed up before this. It was noted that Dominic Cornford(?) holds the domain name. AA commented that DC would like to hand it over, that there would be some work required to do this and a stable hosting service was essential. The presentation was well received by the board and DO thanked SH for all her hard work so far.

4. Briefing note

DO had attended the Community Land Scotland Conference on behalf of the CCDC and had given a presentation on the Scalasaig Housing project which was very positively received. He gave the board a brief overview of the presentation.

There was no update on the Port Mor project.

5. Crofts – purchase of croft house site

CM had circulated an email with the draft disposition for the next croft house land transfer (for Colm and Tanya). It is on the same basis as the disposition for the previous croft house (Lizzie and Darragh). AA noted that CCDC had placed a rural burden on the house plots and the houses for sale at the Scalasaig site. He had checked with various authorities as to whether this would cause difficulties for buyers applying for mortgages. He had received assurances from a mortgage broker and Duncan Baird (ABC) that it would not. AA said he continued to believe that a rural burden should also have been placed on croft plots.

DO had investigated the issue and said there was effectively a rural burden imposed in the terms of the croft house disposition. SH noted that the status of the croft housing and the Scalasaig housing was different. The first was tied to the croft land and the second had no tie to croft land.

It was noted that one plot had been sold and it was felt that the terms of the disposition for all croft houses in relation to future disposal of the properties had to be the same so as to be fair to all crofters. CH said this had been agreed in January this year.

Regarding how to bridge the funding gap, caused by the first option approach, where CCDC would have to buy back the croft house before selling it on, CH said that the CCDC could establish in principle loan funding ready for such a sale. As it would be essentially a bridging loan, only funds for the cost of the loan, not the price of the house would be needed.

DO said that as the value of the house would always be defined by the district valuer, there was in effect a rural burden. Added to which, the owner would have to comply with crofting law, regarding working the croft and living within a specified distance off it. The house could be used as a holiday let but the owners must still live within a specified distance and work the croft.

It was proposed that the CCDC should test this approach when the first croft house was sold, while recognising this could be several years in the future. CM highlighted that there would probably be several changes in crofting law in the intervening years, which would have to be taken into account.

The way forward was agreed as follows:

1. The sale of the remaining croft house plots would proceed on the same terms as those used for L and D Keenaghan
2. CCDC will prepare for the first sale of a croft house by investigating how to fund the necessary bridging loan needed when CCDC took up the option to buy.
3. Whenever a croft house sale took place, CCDC will revisit the question of whether to introduce a rural burden at that point.

The majority of the board agreed these points. AA disagreed.

6. Scalasaig Housing report

CS report had been received. There had been a site progress meeting at which TSL reported SEPA have not currently approved the proposed sewage and drainage solution. This solution does go across Estate land and an agreement would have to be made with the Estate. (Title deeds state that CCDC have a right of servitude to drain across adjoining land) SEPA are suggesting a coastal discharge would be required, but the cost of this would be prohibitive.

CCDC and TSL are investigating alternative approaches. CH would add the issue to the risk register.

TSL are experiencing resourcing issues, recruiting the necessary trades is proving difficult. The rock forming the bank behind the business units is quite soft, so the bank may have to be stabilised and the units slightly repositioned. The program seems to be quite fluid and the latest cash flow model has not yet been received. It is due in three weeks.

CS reported that the porches for the houses were in the building warrant but not the renewables. CH said that at present there was not enough money in the budget to pay for these. DO agreed that it was not possible to commit financially, though at the last meeting provision of porches had been agreed in principle, along with sustainability features and warranties. The final decision had been deferred while funding was explored. This was in progress.

CH said these issues should be reported to funders, to alert them to be ready to help manage the problems. He noted it was likely that further issues would emerge as the project progressed. He said it was likely that funders had contingency funds for this sort of issue. However without a clear indication of support from funders to cover these additional costs, for example in terms of a memorandum of agreement, the board could not commit to work it could not pay for. There was a discussion around the issue

CS said that she would wait to discuss signage for the building site until after the website went live.HIE had indicated they would fund CS job until the end of the project.

7. Moorings report

LK's report had been received. She reported that the mooring tethering ropes were slightly too long (water shallower than predicted by the surveys) and there was a risk of contact between vessels. Gael Force indicated that 3-4 hours of work were needed. WJ commented that there was currently no monitoring of occupancy. CH suggested he work with LK to trial a management/booking system. The board agreed unanimously.

LK asked for funding to put the moorings on a promotional website for sailing at a cost of £12 annually.

LK was planning to send out bulk flyers advertising the moorings to key distribution points (marinas, etc) cost not exceeding £100 – this was agreed by the board. LK asked whether the company producing the website could design the fliers. She will discuss with SH.

8. Campsite report.

The report had been received and there was nothing to add.

9. Asset Management

CS and CHT had met to discuss marketing at Scalasaig. CHT will do the marketing of the plots and house at Scalasaig. They will also manage allocations. A fee of £1500 (subject to confirmation) will be due per house and per plot sale for the marketing. They will need photographs soon, this is being organised. CH asked if CCDC could be given some indication of what the fee would cover, so we know what to expect.

CS and HM will look at the roles required for management of the completed housing and who might undertake them. It was reported that CHT are keen for CCDC to handle repairs and maintenance for the properties. There was some discussion of advantages and

disadvantages. DO said that a maintenance business was needed on the island. HM would be asked to bring a report on the above to the next meeting.

10. AGM preparation

It was proposed that there be a gathering with refreshments as part of the proceedings. After some discussion a working group of SH,WJ, CM and CH agreed to take the plans forward.

11. AOCB

It was suggested that the CCDC send a letter to ABC supporting the recent croft house planning application. The board unanimously agreed.

DONM Thursday 7th July 7pm in the village hall

COLONSAY COMMUNITY DEVELOPMENT COMPANY

Board meeting 21 July 2022

GENERAL BRIEFING NOTE

Scottish Land Commission

Dannie has met with Lorne MacLeod, one of the land commissioners, followed up by emails from Lorne and Andrew Thin the chief commissioner. They are appreciative of the work we are doing and would like to help with a future land needs or issues on Colonsay. They are also very keen that we contribute to the consultation on the new Land Reform Bill, not least because we have 'gained considerable respect beyond the island'. The consultation closes 25 September. Dannie will circulate the link and a draft response for our August meeting. Any contributions from directors will be gratefully received.

Colonsay Hotel

We understand that the Hotel has a buyer and a sale will be concluded in the next couple of weeks. We are not therefore taking any further action until we know how this will work out. We have not been awarded SLF funding but our case is being kept open until we know more about the sale. This matter will return at a future meeting.

Moorings

Rope riser length alterations were completed this week by North West Marine, as instructed by Gael Force. They shortened moorings 1-5, but were unable to do mooring 6 (furthest east, out to sea). This is acceptable as it is and can be altered when Mallaig Marine make another visit later in the year. The invoice for the work done is expected to be £1850 plus VAT, of which MOWI have committed to pay half (exc. VAT), and our contingency budget from HIE can cover the rest.

Through the DEG, West Coast Media have designed for us a lovely A5 postcard advertising flyer. Once finalised, a run can be printed and posted out to chandler shops, yacht charter-ers and marinas across Argyll. A copy will be available at the board meeting.The payment link on the new website seems to be working. We're awaiting website page changes that'll make it easier for people to find all the information on the website, as well as the payment links - all in one place.

For utilising the HIE capital funding for signage at the bay and the track up, we're waiting to discuss with the Estate as soon as we can.

COLONSAY COMMUNITY DEVELOPMENT COMPANY

PROJECT REPORT – Scalasaig Development

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

1. SUMMARY OF ACTIVITY SINCE LAST REPORT

- TSL / McLarens continuing with groundworks on site. Foundations due to start 25th July.
- TSL Progress Meeting – Key points:
  - RCC has still not been approved by ABC.
  - Bank behind the business units is not stable enough to self-support as originally thought. A solution has been found with another contractor, Albion Drilling, where they will net the bank. The timescales and programme will be revisited, but there is no longer a requirement to move the business units.
  - Continuing issue with agreeing the sewage and drainage solution with SEPA – see below.
- Expression of Interest submitted to DTAS for Capital Projects Fund – Shovel Ready Projects for funding for renewables.
- Meeting held with Euan Bowie from Harper Macleod to discuss the Deed of Conditions on the housing site. We would have to engage a factor to manage the requirements in this, including fees paid for shared areas / sewage plant, etc. CCDC could register as a factor and manage this ourselves as it is such a small development in a remote area it may be difficult to find an outside party to do it. Another interesting point was that it can be written into the deeds that houses cannot be used as second homes. This was just an initial meeting and further details to follow.
- Helen is working on a draft Allocations Policy and a Lettings Policy for the rental housing. She will be asking for community input into the policies, probably by survey with a follow up meeting, so we can ensure that the community feels included in the process. Helen is also working through the management requirements for the rentals and will have a paper for the Board to review by the next meeting.
- West Coast Media are working on a design for the signboard at the development site. A first draft has been received and feedback given.

COLONSAY COMMUNITY DEVELOPMENT COMPANY

PROJECT REPORT – Scalasaig Development

2. KEY ISSUES

- From TSL: *Various options have been tabled to SEPA to assess if the discharge to the nearby watercourse would be approved including higher specification treatment plant and reducing the capacity of the tank to 50 people (with the remaining properties being served by private septic tanks).*

  Following their review SEPA have commented "We could not allow a PE of 50 to discharge to the burn. For a burn that small we would only allow a discharge from a Registration level authorisation (>15PE or 3 houses), and they would have to justify that they could not put in a full soakaway".

  We also explored the possibility of connecting to the Scalasaig Septic tank, but the Scottish Water asset planner has advised that there is insufficient capacity.

  Following these responses, and a subsequent meeting with Cowal, we have agreed that the soakaway is the only viable option. However, this is not without significant risk as SEPA still require ground water monitoring & analysis to be carried out through the winter period.

  This potentially means that the drainage cannot be installed until 2023 and even then, there is no guarantee that the results will satisfy SEPA. We have obtained 1nr budget quote for the installation of the boreholes and are awaiting alternative quotes.

  - Still awaiting Programme of Works and payment schedule from TSL, so have no update on timescales.

3. FORMAL APPROVALS / DECISIONS REQUIRED

None

4. NEXT REPORTING PERIOD ACTIVITIES

- Update meeting with MOWI
- Continue review of energy solution for housing
- Continue with grant applications
- Progress Marketing and Allocations policies for Housing and Business Units

5. APPENDICES

None

COLONSAY COMMUNITY DEVELOPMENT COMPANY

PROJECT REPORT – Campsite

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

1. SUMMARY OF ACTIVITY SINCE LAST REPORT

- Planning application – prepared and ready for submission. Immediate neighbours will be notified on submission.
- Risk assessment for all matters relating to environment health is underway with Helen, looking ahead to practical matters of running the site. This will include all areas that we received guidance on from Argyll & Bute Council's Jacqui Middleton.
- Chris Jewell has been selected as contractor for the construction elements on the croft. We received two high quality tenders and the scoring was extremely close. I have now an initial invoice from Chris for materials – to put in a claim to the IIF fund.
- For the construction elements on the croft, timber & fuel/delivery costs have risen since our estimates went into the grant application, but the £4778 waste management grant for composting loos (within ABC's staycation fund last year) is still available to us, so this can be used to cover excesses – I've gotten approval to do this.
- David Hobhouse has been selected as contractor for the track access infrastructure. He was the only one to submit a proposal in response to the advert. A 6 tonne dumper is arriving on hire from Oban Thurs. 21st July and the membrane has been ordered.
- The draft of the development agreement between Helen & CCDC has been looked over again – it is now to be discussed and signed. This was first brought to the attention of the Board February 2022, and now is the time to discuss & conclude this with signatures from both parties
- A spreadsheet has been created for recording the procurement process for items that will be purchased.
- Water use enquiry now followed up again with CMAL – the initial contact was positive, and now the water at the pier has been tested and deemed potable.

2. KEY ISSUES

- The development agreement between Helen & CCDC needs to be concluded now. The application to the Islands Infrastructure Fund mentioned a community return, and something of this nature needs to be in there.

PROJECT REPORT – Campsite

3. FORMAL APPROVALS / DECISIONS REQUIRED

- **Development agreement – to be concluded at this Board meeting, or in the few days following.**

4. NEXT REPORTING PERIOD ACTIVITIES.

- Work updates

5. APPENDICES

- The Islands Infrastructure Fund grant contract from ABC – to be referred to in creating the agreement between CCDC & Helen

COLONSAY COMMUNITY DEVELOPMENT COMPANY

Lower Kilchattan croft boundary alterations

Report to CCDC Board July 2022

Background

The company has been approached by the tenants of the Wee Croft, and Croft 3 suggesting a boundary change.

Some years ago a review of croft boundaries undertaken by CCDC did not seem to take into account topography for the practicalities of fencing and access. It is understood that there was previously a proposal from the tenants at the time to make some small amendments and adjust the boundaries in a way that made sense on the ground, but the tenanacies changed and the work was not taken any further.

The current tenants would like to restart this work and formally implement the changes.

Proposal

Tenants from The Wee Croft and Croft 3 have brought to the Board's attention three corners which they would like to swap, and indeed have done so already through fencing. They would like to formalise this adjustment with the Crofting Commission.

The swap allows Croft 3 to have an access gate in a sensible place on its own land and access to loose stone in one place – soon to be used for track works. For The Wee Croft it avoids fencing over steep crag in the back corner, sticking to the original fenced lines. For both it keeps fenced lines along level ground.

It may be possible that the change can be made without the cost of a surveyor because a recent Registers of Scotland map shows the new fence lines from their aerial survey.

From the attached map snapshots, the two yellow corners have been informally "acquired" by Croft 3, and the back orange corner acquired by The Wee Croft. The blue outline indicates what The Wee Croft's new boundary would look like, and once formalised it would then be straightforward for Croft 3 to be registered. Both tenants are content with this arrangement.

The fee for the Crofting Commission's amendment is likely to be £90 and tenants have requested that CCDC meet this cost. Tenant Lizzie Keenaghan has indicated that she would be willing to undertake the necessary correspondence with the Crofting Commission to register the change for both crofts.

Recommendation to the Board

It is recommended that the Board:

1. Agrees this adjustment of the croft boundaries in principle to resolve a long-standing practical issue affecting access and fencing;
2. Agree to the specific land swaps as proposed, as shown on the maps;
3. Agree that the company should meet the anticipated £90 Crofting Commission fee;
4. Agree that checks should be made to ensure no other legal changes are required to formally record the proposed boundary amendment, and take appropriate measures if so.

Callum Hay – Director

July 2022

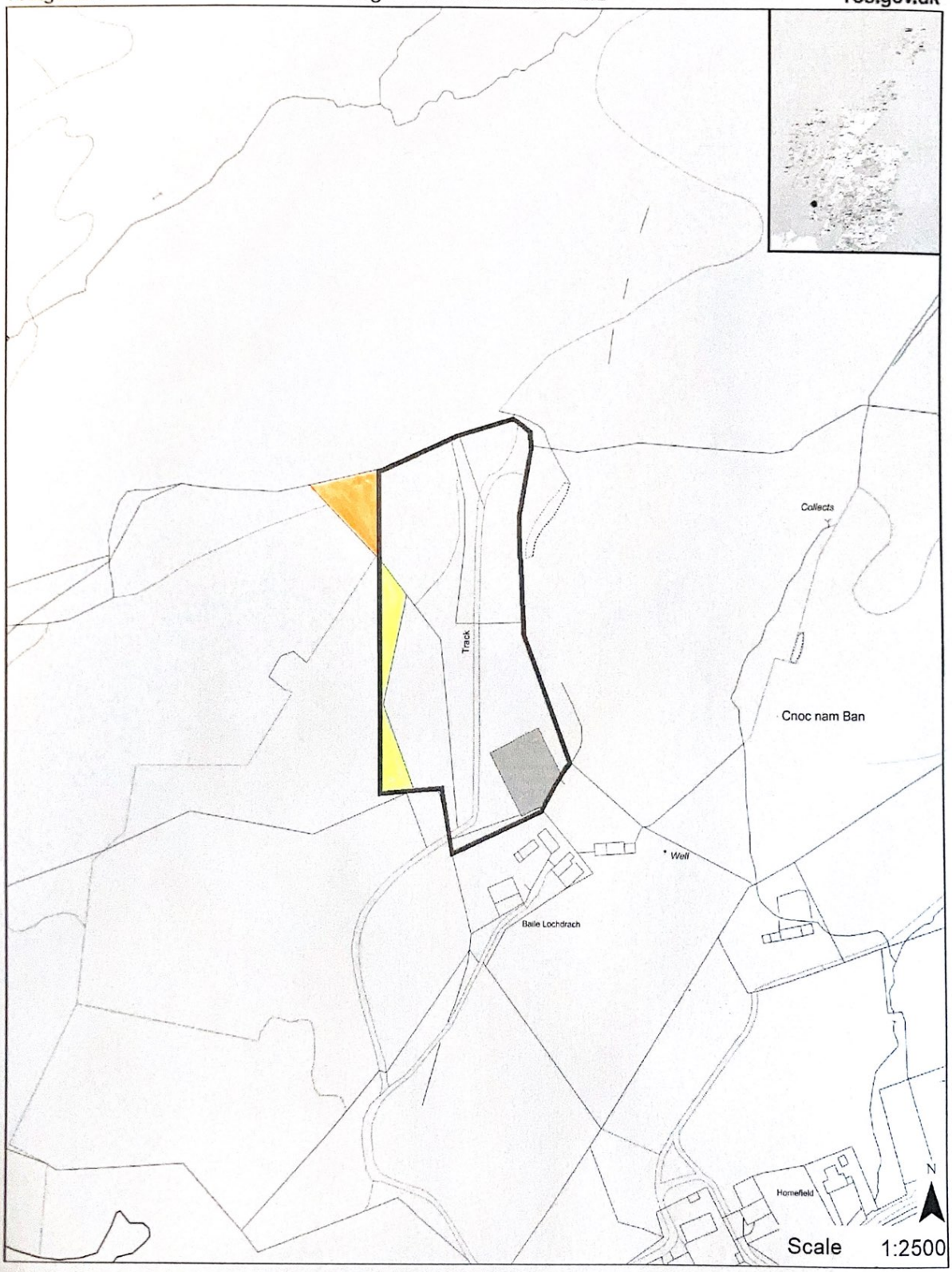
REGISTERS OF SCOTLAND - CROFTING REGISTER

C6739

ros.gov.uk

Registration Schedule v.1.1

ros.gov.uk



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REGISTERS OF SCOTLAND - CROFTING REGISTER

C6739

Registration Schedule v.1.1

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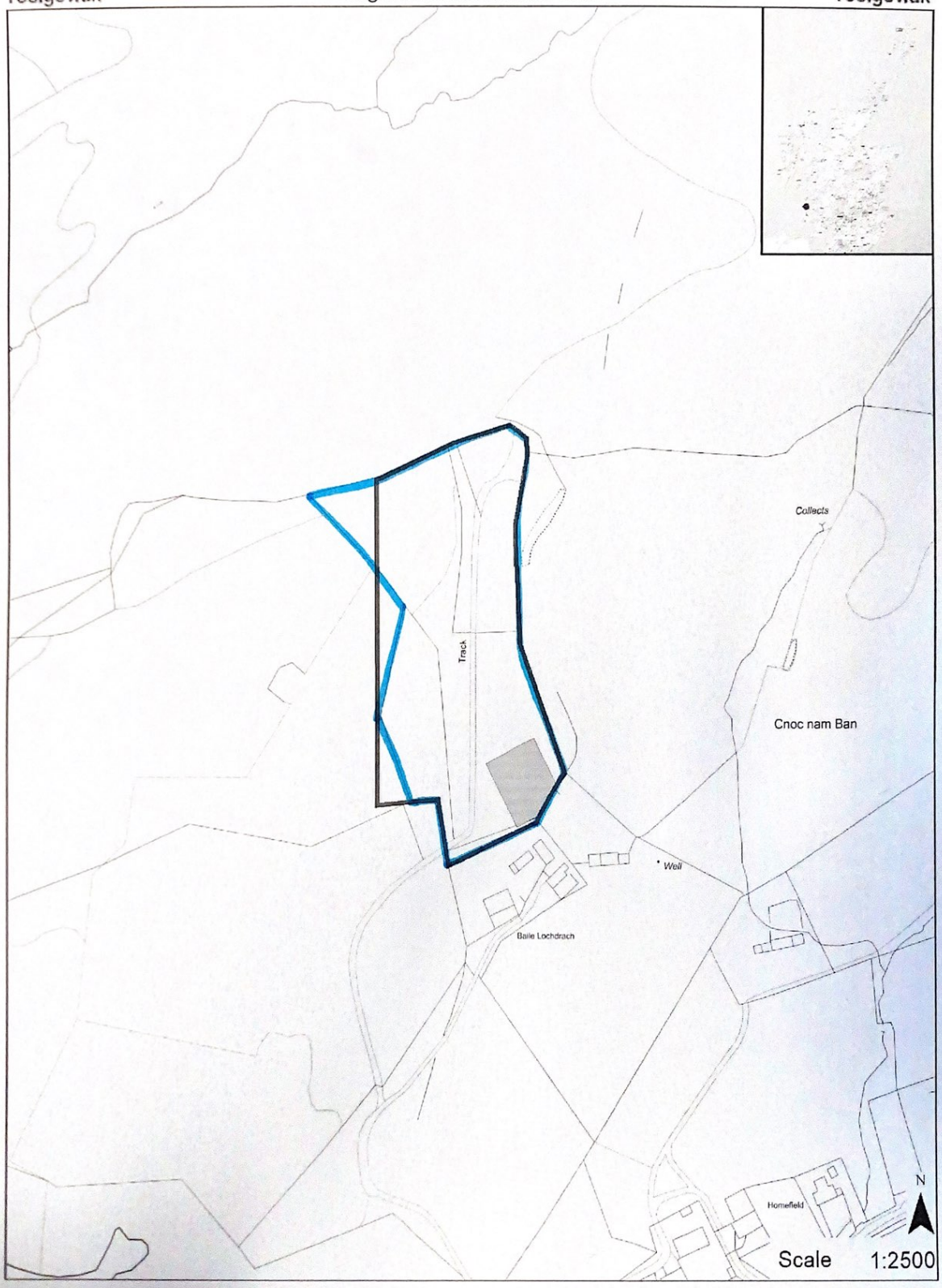

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COLONSAY
COMMUNITY
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COMPANY

OUR POPULATION

Although our population has remained relatively stable in the last few decades, the demographic has changed drastically. There are fewer economically active people living here year-round and there are not enough people of traditional working age to do all the jobs that are necessary. With the inability to staff lifeline services such as the pier, the fire and rescue service and care roles it is clear that this imbalance must be addressed in order to ensure that the community has a sustainable, safe and comfortable future. Feedback from the focus groups indicated that most people would be comfortable with a population increase from around 130 to around 250.

(*Please circle the answer of your choice)*

Q1. How important do you feel it is that we address the demographic imbalance in the next 10 years?

Very important Quite Important Neutral Not that important Not at all important

Q2. How important do you feel it is that the population increases?

Very important Quite Important Neutral Not that important Not at all important

Q3. How important do you feel it is to increase the number of full-time residents aged 0-64yrs?

Very important Quite Important Neutral Not that important Not at all important

Q4. What are the most important reasons for addressing the unbalanced demographic?

(Please put a tick or cross beside those that you feel are important)

- Staffing lifeline services e.g. Calmac, Fire, Care
- Increasing the school roll
- Increasing social opportunities
- A better sense of community
- Less tensions between community members
- More businesses
- More anonymity
- Proving demand for services (e.g. more flights, more bin runs)
- Other (please comment below)

_____
_____
_____
_____

Do you have any other comments about population or demographic?

OUR ECONOMY

The islands have become more and more focused on delivering a great tourism experience in recent years. This means, however, that our economy is now heavily seasonal and results in a near shut-down of the islands between October and March. Although we all relish the peace and quiet after a busy summer, this can be quite a difficult time with a decrease in social interaction and recreational activities, primarily affecting our young folk. Looking at how we can increase economic activity over the winter months will not only provide more job opportunities for everyone but will ensure people don't end up isolated – or just bored! - over the darker months.

Q1. How important do you feel it is that we make changes to the islands' economy over the next 10 years?

Very important Quite Important Neutral Not that important Not at all important

Q2. How important do you feel it is to support new businesses that want to operate in Colonsay & Oransay?

Very important Quite Important Neutral Not that important Not at all important

Q1. To what extent do you agree that Colonsay & Oransay are *too* reliant on tourism?
Strongly agree Somewhat agree neutral Somewhat disagree Strongly disagree

Q2. To what extent do you agree that life would be better here if there were more businesses open/running over the winter months?
Strongly agree Somewhat agree neutral Somewhat disagree Strongly disagree

Q3. How important do you feel it is to have a greater diversity of businesses operating year-round?

Very important Quite Important Neutral Not that important Not at all important

Q4. Of the options below, please rank from 1-4, what you feel would be most beneficial to the islands' economy:

- A community business centre (hotdesking, conference facilities, café e.g.)
- More land for businesses to use
- More business units of different sizes
- Ready-made jobs with tied accommodation

Do you have any other comments about the islands' economy?

LIFE ON THE ISLANDS

Life in Colonsay and Oransay can be difficult, and this is often exacerbated by issues with transport, access to off-island services and opportunities for social interaction with locals, visitors and our off-island families. In the focus group sessions held earlier this year, we encouraged attendees to engage in a bit of 'blue-sky thinking'; if you could add anything to life on these islands, what would you want to add? We want to assess what the community's priorities are so in this section we will ask you to rank the following potential projects in order of importance, urgency and what you would most like to see introduced in the next 10 years.

For the things you feel are most important/urgent, give them a score of 5. For least important/urgent, give a score of 1. Give a score of 2,3, or 4 based on how crucial/beneficial/desirable you feel the option to be.

Weekly Ceilidhs (in the summer)

Cinema

More concerts from visiting musicians

Another pub

Another hotel

Other dining options (café/restaurant)

Tennis court

Football pitch

Swimming pool

Local produce market

More Community-owned land (for mixed use)

Community-owned Harbour/water sports facility

More Community-owned Crofts

Abattoir

Dairy

Community Hub (a combination of, for example, a working space, café, exhibition space etc)

Community Allotments

Bakery

A specific 'Transport Users Group' to advocate for better services

A boat service to other islands (e.g. Mull, Islay)

More flights

Flights to places other than Oban (e.g. Glasgow)

Yoga/Pilates classes

A gym

Gaelic Classes

Further Education (college/university level)

Agricultural Courses (livestock handling, land cultivation, forestry etc)

Budget Accommodation (for visiting family, tradespeople e.g.)

Other (*please give details below and give a score from 1-5 on how important you feel this to be)*

_____
_____
_____
_____
_____
_____
_____

Do you have any further comments?

(*You may wish to explain a bit further where ranking was difficult for you – this will also help us to understand what projects may need to be prioritised/if there are some that have both negative and positive potential)*

COLONSAY COMMUNITY DEVELOPMENT COMPANY

Paper on potential Board strengthening

Report to CCDC Board July 2022

Background

Dannie has been approached by the recently retired head of WHHA , Lesley McInnes, who would like to help CCDC as it transfers to a housing landlord and asset owning trust. Dannie and Lesley met in Oban recently to discuss how that might work. Lesley has a number of contacts in the housing world and experience at local authority and housing association management. She would be able to help directly with our re-organisation as a housing owner and with the capacity building of CCDC and its staffing to enable effective long-term management of our assets.

Dannie has suggested she might be co-opted to the board until next year's AGM. Lesley has welcomed this if the board agree. She would be available to come and see us in August, look at our projects on the ground, meet with the staff and key directors and attend the next meeting.

Recommendation

That the board agrees in principle:

- to co-opt Lesley to the board for her specialist advice and knowledge of the social housing sector, subject to ratification following her visit in August.

Dannie Onn Director / Chair

July 2022