COLONSAY COMMUNITY DEVELOPMENT COMPANY

CCDC Board Meeting
25th August 2022

Document Pack

Public

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

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

COLONSAY COMMUNITY DEVELOPMENT COMPANY

Board Meeting
Thursday 25 August 2022 – 7.00pm – Colonsay Village Hall

Agenda

1.	7:00 Welcome to Lesley McInnnes	
2.	7:01 Attendance and apologies	
3.	7:02 Minutes and matters arising	
4.	7:05 Declarations of interest	
5.	7:08 Briefing Note	Dannie
6.	7:10 Scalasaig report	Carrie/ Dannie
7.	7:20 Moorings report	Lizzie
8.	7:25 Croft matters	Caitlin
9.	7:30 Community plan	Caitlin
10.	7:55 AOCB	

DONM

Private items for separate minute

11.	8:00 Minutes and matters arising	
12.	8:02 Campsite development agreement	Dannie
13.	8:10 Shop	Dannie
14.	8:12 Land Reform consultation	Dannie
15.	8:17 Community right to buy	Dannie
16.	8:25 Port Mor development update	Dannie
17.	8:28 AOCB	

Colonsay Community Development Company Board Meeting

Public Minutes

Thursday 21st July 2022

1. Attendance and Apologies

Board members: Dannie Onn (DO), Sarah Hobhouse(SH) , Helen Mann (HM), Callum Hay (CH), Sue Dance (SD)

Community Planning Officer: Caitlin McNeill (CM)

Project Co-ordinators: Carrie Seymour (CS)

Apologies: Liam McNeill (LM), Lizzie Keenaghan (LK), Andrew Abrahams (AA)

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

HM: croft matters, CS: croft matters

4.Election of Officers

DO was elected as chair (proposed by HM, seconded by CH).

CH was elected as treasurer (proposed by DO, seconded by HM)

Clare Hay agreed to continue as minute secretary.

5. Briefing Note

In an update to the briefing note issued , DO said that Mercedes Villalba MSP had visited Colonsay on 9th June. She is on the committee for Rural Affairs and is also interested in how communities are dealing with Net Zero. The rest of the note is available to read in the document pack.

6. Scalasaig report

The project report had been received. SEPA still has concerns over the drainage, and is asking for boreholes to be drilled for monitoring the output from the drainage

system. This would cost £35k. It was surmised that TSL might not put in the basic drainage for phase 2 of the development in this phase as was planned because of these concerns. It was noted that TSL planned to meet SEPA and that it was TSL's responsibility to handle these issues.

DO said that much more progress had been made on the roads needed, and that this was now resolved in principle. DO added that MOWI will need a guarantee for their housing from Premier Guarantee (PG). There was still an issue about the use of compacted stone fill for the base of the foundations which needed to be resolved as PG were not happy about the use of this. PG would be visiting on 4th August to meet TSL. It is TSL's responsibility to resolve PG's concerns.

DO noted that if PG are carrying out inspections at the relevant stages of the build, there could be a saving of £11k on the Clerk of Works (CoW) post. CH said that a CoW would be looking more closely at detail as work progressed. He suggested that a CCDC director be nominated as CoW which leaves the option open.

DO reported that TSL have formally reported that there are upcoming significant cost issues with the build. CCDC have acknowledged these and have agreed to try to help. CCDC have asked TSL for detail of the projected figures and are contacting project fund funders to inform them of these issues.

It was noted that porches and solar panels are in the plan to be provided, though funding is yet to be allocated.

It was noted that TSL could save £80K by crushing some of the stone from Scalasaig to make concreting aggregate,

There were no questions on the report and no decisions required.

7. Campsite

The campsite report had been received. There were no questions and no decisions required.

8. Croft Matters

Regarding adjustment to the Kilchattan crofts boundaries proposed by the crofters on the Wee Croft and Croft 3, it was agreed that the Board should

Agree to email a positive response

Agree to cover any costs due to the change

Agreed that CM should check for any legal action or changes required

All was agreed unanimously.

CM said she had heard nothing from the Crofting Commission to confirm the common grazing lettings.

9. Community Plan

CM had issued a draft version of survey 2 for comment. This would be issued to full time residents, part time residents, and property owners as businesses and key stakeholders had been consulted separately. Some issues such as climate change and improvements to the GP practice were not included as they are automatically high on the priority list. A summary of feedback from the focus groups would be issued on the web site.

The survey would be issued on the Monday after the meeting, with a week to return responses. AA had requested that a question about freight costs be included. CM would try to do this. Everyone would be able to comment on the draft plan. HM thought some context needed to be added to the questionnaire in some areas. CM would incorporate these points . The board agreed that the amended questionnaire could then be issued as planned.

10. Web site

SH reported that the web site was live though not complete, some links needed content. Ownership of the domain name should be moved to West Coast Media. The board agreed that a letter should be sent to Don Cornforth asking that this should be done. SH and DO would send the letter. Content from DO was still required, He agreed to follow up. The price for advertising on the site for businesses and producers was fixed at £50 to the end of March, but would need to be reviewed for future financial years.

AGM minutes would be kept together on the site. It was agreed there should be a page about the directors on the site.

DO offered the board's thanks to SH for all her work on the site.

Action DO, SH letter re domain name, DO content production.

11. Insurance Review

CH said he believed changes to the insurance policy for directors may be required, however he has renewed the policy as it stands, so that there is a policy in place. He will consult directors as to the changes required.

Action CH consult board re changes to policy

12. The board agreed that Lesley McInnes should be approached with a view to her joining the board as a director

Action DO speak to L McInnes

13. AOCB

CH reported that the moorings were performing well against the projected income. He noted a small issue with the bookings page in that bookers were not directed to the information page about the moorings facilities before booking. This meant that bookers may not have the correct expectations about the facility.

SH/LK had designed the flier to advertise the moorings with WCM. The board agreed that £70 could be spent on a print run for circulation.

Regarding registrations of interest for the housing, CM will consolidate the new ones with the list held by CS.

Action CM/CS consolidate lists of prospective tenants.

SH said that more needed to be done towards establishing secure/offsite back ups for CCDC data. CH agreed.

DoNM 18th August 7pm (later updated to 25th Aug 7pm)

COLONSAY COMMUNITY DEVELOPMENT COMPANY

Board meeting 25 August 2022

GENERAL BRIEFING NOTE

Campsite update

David Hobhouse's track works are underway. These will provide an access road in collaboration with the neighbouring croft tenants.

Chris Jewell will shortly be ordering materials and will shortly undertaking preparatory works for the modest infrastructure proposed – toilet block, potwash etc.

Planning permission has been applied for and is pending validation.

Our procurement strategy has received feedback; the project team will use this to help with the CCDC Procurement Policy. This will be of benefit to future projects but must also reflect our challenges here in terms of population size/proportion of working people/location. The project team will update the board and seek approval of the policy in due course.

Website update

The new website seems to be working well. There are still some more tweaks and updates to be done and Sarah is working through them.

Sarah is concentrating on contacting all the advertisers to check that they are happy with their listings, making any requested amendments and letting them know the cost of continuing to advertise with us. Once they are signed up, she will make a list so we can issue invoices, all of which will have been pre-agreed, which will hopefully make the collecting of fees easier.

Feedback thus far from advertisers has been very good. People seem impressed with the new look and are grateful for the time and effort put in. Also, second house owners/ off island accommodation providers have commented how nice it is for them to be able to go to the website and see all the works that's going on to strengthen our community.

Sarah is due to get some website training next week, including the running of the 'sign up' email database of contacts. She will then move onto the design of the Corncrake newsletter.

Jenni Minto MSP visit

Jenni visited Colonsay on 10 August. Dannie met with her to represent CCDC. They had a lengthy discussion about all things CCDC. Jenni was particularly interested in the progress at Scalasaig. She also touched on progress in restoring the harbour at Port Mor and asked about the housing development thereby. Dannie explained the issues around cost pressures for the Colonsay developments and our continuing concerns about the sustainability of the island community.

Jenni gave useful advice and contacts for the ministers with a portfolio relevant to our work. She also explained that she regularly meets with colleagues and will continue to promote what we are doing to address the key issues on Colonsay.

Dannie Onn

COLONSAY COMMUNITY DEVELOPMENT COMPANY

PROJECT REPORT – Scalasaig Development

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

1. SUMMARY OF ACTIVITY SINCE LAST REPORT

- Foundations and blockwork for housing have commenced on site, business units due to start this week.
- TSL Progress Meeting – Key points:
  - RCC details have been agreed
  - SEPA are still asking for groundwater monitoring – TSL are
  - Premier Guarantee have approved the foundations
  - Some of the houses due to be wind and watertight before site shutdown for winter
- 2 applications for renewables from Energy Redress Scheme and DTAS for Capital Projects Fund – Shovel Ready Projects for funding for renewables have been rejected.
- Meetings held with MOWI and Scottish Government More Homes division regarding financial risk.
- Complaints were received from neighbours about construction noise on site over the weekend. There are no constraints from planning consent for working hours, however more communication about planned works will be provided.
- Signboard design complete and printer organised.

2. KEY ISSUES

3. FORMAL APPROVALS / DECISIONS REQUIRED

No decision required as yet, but Scottish Government More Homes have indicated that they will be willing to support converting the 2 LCHO houses into rental houses in order to mitigate financial risk to the project. The project team will be looking into this, but want to raise awareness of this possibility to the Board.

4. NEXT REPORTING PERIOD ACTIVITIES

- 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

HOME Argyll
Housing Options Made Easy

HomeArgyll

Should you have an interest in renting an affordable home, we promote registering with HomeArgyll, as well as registering your interest with CCDC.

HomeArgyll is a collection of housing associations, and this could be relevant to you if you currently live in unsuitable accommodation, live with family, in tied accommodation, rent without long-term security, or simply can't live here because of the shortage of available houses.

On registering, you'll be on the list should there be a vacancy, and importantly, your interest in housing here will be visible to Argyll & Bute Council and the Scottish Government, which is important when it comes to funding for new homes.

'Apply online' at **HomeArgyll.co.uk**, complete the Housing Options Wizard, **and then** ⇨ go on to complete your registration - don't forget that bit!

Contact CCDC's Project Coordinator Lizzie Keenaghan for more information:
lkeenaghanccdc@gmail.com

In addition to Home Argyll, for expressions of interest in being on CCDC's new housing list which will be administered by Communities Housing Trust, please write to:
contactccdc1@gmail.com

COLONSAY COMMUNITY DEVELOPMENT COMPANY

PROJECT REPORT – Moorings

Project report: MOORINGS

Project	Moorings			
Report Compiled by	Lizzie Keenaghan			
Reporting Period	August 2022			
Project Status	Previous Status:		Current Status:	

1. SUMMARY OF ACTIVITY SINCE LAST REPORT

- **Riser length alterations** were made at 5 of the moorings on 18th July - North West Marine from Oban, thanks to organisation from Gael Force. Risers were adjusted to lengths as specified by Gael Force for each mooring just right for their depths. The cost of this work is covered half by MOWI (£925) and half by HIE (£925) from the budget we had for contingencies, and the VAT on top is for CCDC to claim back.
  (One metre excess is still remaining on the mooring in the deepest water furthest out to sea; it wasn't possible to make that smallest adjustment because an unoccupied yacht was there at the time of the work. Gael Force have assured me that this isn't an issue and can either be left, or altered and respliced by Mallaig Marine when they're next nearby at MOWI's site)

- Ali Geddes from MOWI here offered at short notice to send the Moldives **dive team** to our moorings on 18th August, to get ahead with our annual inspection requirement with a dive check. Unfortunately and unexpectedly they flagged up some **concerns** with slack in the rigging recently done by North West Marine – loose/moveable around the 'hard eye' thimbles where it was respliced and excess length in the risers still, meaning that the 'hard eye' thimbles at the base are resting in the gritty seabed instead of elevated in the water; both issues meaning that more wear will occur on the rope. Ali has shared underwater photos from the dive team and their handwritten inspection notes – and I can see what they mean. I have written to Gael Force to pass this on and ask for their comment on it. Ali's impression is that the integrity of them is fine, but we need to see what Gael Force say going forward, because anything that creates fast wear needs to be addressed. They have been in only 3 months now, and Gael Force arranged for North West Marine to do the recent work, the invoice coming from them rather than NWM – we have to hope that they will take some responsibility for the work as shown in the photos, and the specified rope lengths, if they say that it hasn't been done correctly.

PROJECT REPORT – Moorings

- We're seeing good **usage of the moorings** from reports of 6 yachts there at a time some days, and there is money coming in – the payment system/new website is working well. This is all with only one 'Coming soon' advert within Welcome Anchorage's 2022 publication, and a small news piece from WHAM, West Highland Anchorages & Moorings – (I'm awaiting our membership fee request from them, £12/year)

- West Coast Media have designed super **postcard flyers** – 1000 now on order from a printer, to be posted to yacht charterers & marinas late winter/early spring, in readiness for the 2023 season.

- I'm really keen that alongside being elated that they are in use and money is coming in, we don't forget that it only works with **MOWI's help/an affordable maintenance arrangement**. The quote I received from North West Marine a while back for a simple dive inspection (without any replacement parts/maintenance work) was over £7000 for the travel, overnight (inc. VAT) with £5550 within that just for the dive boat/team. Our income wouldn't seem as exciting if we were trying to cover marine contractor costs each year in our location, alone, for just a small number of moorings. I'm delighted that they are getting used and money is coming in, but it would be irresponsible of me not to mention that at the moment it's a business model that relies upon MOWI's help. To this end I'll update the risk register for the moorings, so we have a document that highlights that. The decision to reduce the number of moorings from 10 (as initially proposed, and in our marine license as granted) to 6 was in recognition of this big ask to MOWI for their maintenance help (confirmed currently for the first 3 years), as well as not being sure of how many yachts would make use of them.

- By way of **feedback** we've had a number of positive comments (great spot and so on) and one negative one. This yacht was hoping for fuel, water & facilities, and a clearer and maintained path to the hotel. They found Scalasaig harbour's berthing occupied by MOWI with no anchoring now allowed. A shame, but not unexpected really to get some of this feedback. I've asked Helen & Seumas for Calmac to specify what is/isn't possible/available at the pier so we have this information accurate to adjust our website's guidance notes to manage expectations.

PROJECT REPORT – Moorings

- There is still intended to be **path works** up and over to the hotel, and **signage/information board** – although time is now tight. There's around £3500 remaining in the capital funding offer from HIE (valid only up until 31st March 2023) for path markers, a small section of boardwalk and some aggregate over the boggy patch, an information board at the shore and a smaller sign near the start of the route near the church. What's required to progress this is a meeting with Colonsay Estate to approve the details. What we can see though since commencing trading, concurrent with our new website, (despite just one disappointed comment in relation to the path route), is that the business works for CCDC without this on the ground signage and the path improvements. If achieving the spend of HIE's remaining funds proves problematic to finalise with Colonsay Estate then I'd advise we consider whether we want to do without it.

- Callum has been tracking down our very much delayed **legal invoice** from Turcan Connel for the proximity agreement work – in order to put the claim in for HIE's funding.

- I'm looking ahead to October and switching in our smaller blue **'out of season' buoys** - something the local MOWI team/boat can help us with. It may be that these buoys are still at Craobh Haven since the delivery of all the equipment – I've been in contact with Ali & Liam to track them down.

2. KEY ISSUES

- A meeting is to be arranged with **Colonsay Estate** to potentially finalise arrangements for siting the two sign boards and improving sections of the track, with route markers.

3. FORMAL APPROVALS / DECISIONS REQUIRED

- In relation to the above– a decision needs to be made in the weeks to come on whether these arrangements are going to be good enough to go ahead with the use of the **path/signage funding** before 31st March '23

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4. UPCOMING ACTIVITIES

- Updating the **risk register**
- A document summarising all there is to know about the **ongoing management** of the moorings – for all/any CCDC staff/Directors to come to refer to.

5. APPENDICES

- A super **photo** of the moorings in use - taken by Roz Jewell