COLONSAY COMMUNITY DEVELOPMENT COMPANY

# CCDC Board Meeting
# 8th June 2023

## 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 8 June 2023 – 19:00 – Colonsay Village Hall and by Zoom

## Agenda

Public

| | | | |
|---|---|---|---|
| 1. | 19:00 | Attendance and apologies | |
| 2. | 19:01 | Resignation of Sarah Hobhouse | |
| 3. | 19:03 | Minutes of last meeting and matters arising | |
| 4. | 19:05 | Declarations of interest | |
| 5. | 19:06 | Briefing Note | Dannie |
| 6. | 19:10 | CCC briefing | Dannie |
| 7. | 19:15 | Scalasaig update | Carrie/ Dannie |
| 8. | 19:20 | Housing and business unit allocations | Carrie |
| 9. | 19:25 | Housing management update | Helen |
| 10. | 19:30 | Old Manse report | Lizzie |
| 11. | 19:45 | AGM date | |
| 12. | 19:50 | AOCB | |

DONM

Private

| | | | |
|---|---|---|---|
| 13. | 19:55 | Island Profile update inc funding | Dannie/ Caitlin |
| 14. | 20:00 | CRTB | Dannie |
| 15. | 20:15 | Scalasaig costs update | Dannie |
| 16. | 20:20 | Port Mor update | Dannie |
| 17. | 20:25 | Future management options | Lesley |
| 18. | 20:30 | AOCB | |

COLONSAY COMMUNITY DEVELOPMENT COMPANY

# Colonsay Community Development Company Board Meeting
Public Minutes
Thursday 11 May 2023

## 1. Attendance and apologies

Present: Dannie Onn (DO), Callum Hay (CH), Lesley McInnes (LM), Andrew Abrahams (AA), Darragh Keenaghan (DK), Sarah Hobhouse (SH), William Joll (WJ), Caitlin McNeil (CM) Linsay Chalmers (LC)

Apologies: Helen Mann (HM), Carrie Seymour (CS), Lizzie Keenaghan (LK)

Welcome to Linsay Chalmers who has been co-opted to the Board of Directors. Linsey is an employee of Community Land Scotland. Each Board member introduced themselves.

## 2. Minutes of last meeting and matters arising

Minutes agreed.

Matters arising: CH reports that insurance still needs to be progressed before purchasing the electric bikes.

## 3. Declarations of interest

SH – campsite contractor, DK - crofting

## 4. Briefing Note

DO report circulated prior to the meeting. No questions for discussion. CH suggested the briefing note be put on the website each month as a news item. DO suggested printing off for those without access to the website.

## 5. CCC collaboration

The board agreed that, on a monthly basis, a summary should be taken back to the CCC to make the collaboration less informal between the two community groups. DO to produce a report before their next meeting.

WJ reported that the first meeting of the community fund panel was successful and that road safety is being followed up by CCC.

## 6. Scalasaig update

CS on leave and no report was issued.

As previously reported the low-cost home ownerships are ready to be allocated, except that Community Housing Trust have been asking Scottish Government to switch from the shared equity scheme to a rural burden. The homes division have ruled out the change, so we expect allocation to be made shortly. There have been no applications for self-build plots.

SH asked about updates of electric supply – none, drainage – SEPA approval now given, which should allow completion of the Road Construction Consent.

## 7. Manse

LK report circulated prior to the meeting. The tenants reported continuing damp in one corner. DO went to look earlier today but will need a further visit with ladders.

The board discussed the A&B Council scheme to install free insulation. DO reluctant to do this if changes to the Manse building will be made in the near future and if there is a continuing damp problem. CH asked if there was a time limit on the scheme and could it be deferred to next year, rather than miss out completely. DO/ LK to ask if we can accept the offer but delay instrallation. If no flexibility on the scheme, agreed that the board does not take up the A&B offer.

Naked Architect have given 2 alternative plans as early ideas. It is noted that SH felt that the architectural integrity (Architect - Basil Spence) of the Manse should be kept, even though it is not listed. Others agreed that the adding of an extension to the Manse would be necessary to improve the internal layout, but not to change the integrity of the existing building. DK thought that the idea of an easier extension out the back, and option 1 could be put forward as two ideas to islanders. CH thought that CCDC should be looking for the best quality that can possibly get, to withstand the length of time. LM thought that should consider the importance of the building to the island.

It was agreed that we ask Native Architects to present designs at a meeting for discussion with board members.

Express the Boards thanks to Chris and Sally for their contribution in kind. DO will contact them.

## 8. Machir Wind – draft Memorandum of Understanding

DO circulated the draft MoU to board members prior to the meeting. It includes suggested amendments from Scottish Power Renewables. The board gave authority to go back to SPR and continue discussions on this.

## 9. Island Profile update inc. funding

DO asked CM to give an update. Progress being made with the planning of the profile. There will be a project team meeting this week. The Government put forward £5,000 on the understanding that match funding would be found. CM applied for and got match funding from the Colonsay and Oransay Community fund, maknig a total of £10,000. CH reported that he was uncomfortable that the bid went to the COCF without his knowledge. DO reported that the discussion was had in December last year, with agreement to seek additional funds. CM acknowledged that there has been a lack of communication to board members. WJ reassured CH that there were no strong objections to the application from the COCF panel especially as the Scottish Government have chosen Colonsay for this pilot scheme.

CM left the meeting.

## 10. Colonsay Village Hall

DO introduced and forwarned the board about threats to the future of the hall. He reported that the hall committee has by law, to become a properly registered SCIO, but this means changing the lease. The estate has been approached by the hall committee to change the lease over the last year, but so far there have been only holding replies.

Following a brief discussion of the hall's future, the board agreed that CCDC should not get involved in the management of the hall at this point, as it felt it had enough to do.

## 11. Biodiversity proposal

DO circulated his paper prior to the meeting. No concerns. Board happy to host the project through the website.

## 12. Communications

SH noted that there is still work to do on the website and social media. She is happy to continue on the understanding that time is an issue and progress is

slow. Corncrake has not yet been launched due to lack of contributors. SH to send out a memo to board members asking for contributions. LM offered to write a report.

## 13. Playpark donation

CM circulated a paper prior to the meeting. Board members noted that CCDC has the lease over the community garden and the playpark. The board agreed the recommendations. LM reported that WHHA has money for playparks and community gardens and suggested the play park committee speak to them.

## 14. AOCB

Card payments are now working in the Service Point.

CH has a quote back from new auditors is more than double the last accountants. (Robb Fergusson in Glasgow.) LC reported that they sometimes use accountant firms in England which are much cheaper – CH will check whether he can use English auditors.

Footpath from Queens Bay – DO, CH to approach Kevin Byrne for support for the path following his social media post referring to the moorings. DO to also approach the estate, as planning permission for the Queens Bay development has been granted and Alex Howard wanted to wait until A&B made their decision.

**DONM**

Thursday 8th June 2023 at 7pm

COLONSAY COMMUNITY DEVELOPMENT COMPANY

GENERAL BRIEFING NOTE June 2023

**Moorings**

In May the chain risers were switched in by MOWI's work boat, and maintenance undertaken, (cleaning buoys, Marine Scotland tags on etc). We have an IBC cube worth of spare parts (buoys and also components purchased with the remainder of the funding) that MOWI are keeping for us at their shed site for now, but they're tight on space, so when it's possible this might move to the business unit site or possibly and temporarily to the coal righ.

**Colonsay campsite**

We are advised that a planning officer visited the site last week and the decision is expected to be issued around mid-June. No specific concerns have been raised following the site visit.

**Port Mor housing**

Dannie hopes to be able to give a verbal update to the board meeting this week.

**SSE visit to Colonsay**

Following the issues with power availability earlier this year, SSEN agreed to come and talk to us about future needs and upgrades to the network. A date has been fixed for Thursday 22 June, arriving and leaving by plane. Callum will not be here, but Dannie will be at the meeting, along with a Community Councillor. As SSE employees, Darragh and Dougie Reid will be invited too. If anyone else from CCDC wishes to be there, please let Dannie know.

Dannie Onn

COLONSAY COMMUNITY DEVELOPMENT COMPANY

BRIEFING NOTE for COLONSAY COMMUNITY COUNCIL - June 2023

**Purpose of this briefing**

This is the first attempt at putting together a summary of recent CCDC work and progress for ease of communication with our Community Council. We suggest that this becomes a regular note, timed to coincide with CCC meetings. We would welcome Councillors' views on whether this would be helpful, together with any suggestions they may have for content or presentation.

The content of the note will generally be taken from existing sources, such as our monthly minutes, reports and briefing notes, which will continue to be available on our website for those who wish to delve into the detail. This first note contains a bit more by way of background to get things started. Apologies if you know all of this already.

DRAFT

**Scalasaig developments**

This is a major project for a small island community, reflecting desperate need. It will be the first affordable housing here for over 20 years. The houses themselves should be complete by the end of June, but there have been delays on the construction of the road and drainage while TSL have been working on the necessary consents. The current programme has the housing being handed over in September, but works are currently around 3 months behind. We await a revised programme.

Meantime, the two shared equity houses for sale have been allocated by Communities Housing Trust (CHT) as our independent agents. To date there have been seven applications for rental homes, but more are expected, and allocations will not be made until August at the earliest. Self-build plots continue to attract some interest, but to date no applications have come in.

The business units are due for completion in late summer, but this may depend on progress on the housing site. The up-dated programme from TSL should make this clear. The initial application deadline has passed, and the two business units will be allocated shortly.

The contractor is experiencing cost pressures beyond what was foreseeable at the time of the tender. CCDC forewarned funders and partners that this would be the case back in November last year. Our agents are working with the contractor and the funding bodies to

set out the position and see what help is available. There is no contractual obligation to pay more, but the risk lies in the contractor being unable to complete the works.

**Visitor moorings**

The moorings have been in operation now for part of last season and the beginning of this. They have been popular and well received in general. Use in March and April was below expectations, but May has hit the targets in our business planning. We will have a clearer picture after the end of the season. The funding and operation is secure for three years. We will assess for this year and next before planning for the future.

**Colonsay campsite**

The camp site is a private venture, but we have been able to attract an award from an Argyll and Bute Council infrastructure fund, itself funded from Scottish Government. CCDC manages the construction of the infrastructure elements of the project. The project will deliver Colonsay's first camp site and provide a new job on the island. It is also sited on a community-owned croft, helping to deliver on the ambitions of that project and the crofter.

This project continues to meet with difficulties. Funding was secured for last year and we had been striving to complete the works within the 31 March deadline. Meanwhile, planning permission had been applied for last August, but had still not been resolved by March. The grant has been carried over into the current year. We are told that the planning decision should be expected by mid to late June. The recent visit of the planning officer raised no concerns.

There continue to be a significant number of enquiries about camping here. We hope that the site will be open for the main holiday period this year.

**Croft project**

The croft project was established many years ago. It has brought new families to the island and children to the school. Development of new homes has been dogged by issues relating to crofting law, servicing, access and affordability, but there are now three planning applications in place and signs of development beginning.

**Old Baptist Manse**

The Old Manse was purchased for the community with funding from the Scottish Land Fund. It was aligned with the Scalasaig project to provide worker accommodation. It has been used by TSL but also has met the needs of homeless families, in accordance with CCDC objects.

DRAFT

With the help of Native Architects (Chris and Sally Walker), we are now discussing options for developing the site for maximum community benefit in future years. We are looking at the best way to retain the existing building, whilst overcoming its deficiencies. We are also considering the scope for further development on the generous site. We plan to consult the community on these later this year.

**Island Profile**

(take from communique proposed in the paper to the board).

**Port Mor housing**

This project was driven by CCDC many years ago and the site offered to West Highland Housing Association to develop affordable housing. The site belongs to WHHA but CCDC keeps a close eye on developments there because the 5 houses there will be an essential part of meeting the needs and demands for housing on the island and the sustainable community at the heart of our objects. Despite planning permission being granted almost 6 years ago, development has so far been thwarted by issues relating to access and services. Nevertheless, we understand that all is now in place for a start on site, subject to finalising the build contract.

**Annual reporting and AGM**

CCDC will be holding its AGM a little later in the year. The Scalasaig developments have increased the turnover of the company to such an extent that a full audit has been required for last year and the one before. The 2021/22 accounts took considerably longer than normal because of this. For 2022/23 we aim to have the accounts by September. It therefore makes sense to us to delay the AGM until then.

Dannie Onn

DRAFT

COLONSAY COMMUNITY DEVELOPMENT COMPANY

# PROJECT REPORT – Scalasaig Development

| | | | | |
|---|---|---|---|---|
| *Project* | Scalasaig Development | | | |
| *Report Compiled by* | Caroline Seymour | | | |
| *Reporting Period* | April 2023 | | | |
| *Project Status* | Previous Status: | | Current Status: | |

## 1. SUMMARY OF ACTIVITY SINCE LAST REPORT

**TSL PROGRESS (From 18th May Progress Meeting)**

Plots 7, 8 & 9 Houses ready for decoration with painter commencing 22/05/23

Plots 10 & 11 Externally; porches being worked on and will be complete by end of week. Internally; kitchens are fitted, plumber and electrical first fix complete. Electrical first fix complete with 2nd fix to commence and complete over the following 2 weeks. Plumbers first fix complete with 2nd fix to commence and complete over the following 2 weeks.

Plots 1, 2, 3 & 4 Ames tapers complete in 1 and 2 and currently working their way round 3 and 4 aiming to be complete by the end of the week. Electrical first fix complete with 2nd fix to commence and complete over the following 2 weeks. Plumbers first fix complete with 2nd fix to commence and complete over the following 2 weeks.

Industrial Units Joiners to be on site w/c 22nd May to put up partitions and install window and doors

Aiming to have houses complete within the next 3 to 4 weeks.

**CONTRACTOR MATTERS**

• TSL have hit a wall with moving anything forward between SSE and the Estate regarding the wayleave for the Business Units. SSE now suggesting the best option is to take the supply off of the mains cable supplying the houses behind the Ind. Unit. However, SSE do not have accurate records where the Mains supply cable ends and the service cable for the housing begins. They are also unsure of its capacity. SSE aiming to get information over to TSL as soon as they have it.

• Draft License issued by SEPA

• Cowal Design are still working away on the RCC and are over 2weeks away from submitting updated drawings. They are aiming to have them submitted 7th June. TSL need these drawings to progress the groundworks.

• Drawing issue delayed due to late changes made by Scottish Water. These changes meant SW would not adopt any drainage upstream of the treatment tank. This approach had not been expected by the engineers and meant re-design was required.
• TSL do not envisage de-mobilising from site as there will be work for the groundworkers to carry out around the Business Units whilst a programme of works for the housing site is put in place based on Cowals re-design.
• TSL will revise programme once extent of groundworks has been confirmed. However it is looking like work will not be complete on site until December 23 at the earliest.

A local fencer has been approached to erect a permanent fence around the Business Unit site. This is outwith the contract with TSL.

**ALLOCATIONS & APPLICATIONS**

**Housing**
The deadline for applying to buy the LCHO's and plots closed on 19th March. As per the report issued in April there were 3 applications for the housing – see attached spreadsheet and a recommendation on who it should be offered to has been made by CHT. This was not formally agreed by CCDC at the last meeting as we were waiting for a decision to be made by Scottish Government on NSSE versus Rural Housing Burden before the successful applicants are notified. Scottish Government have now confirmed that the housing will be NSSE rather than Rural Housing Burden so approval and notification can now be made to the applicants.

There are currently 7 applications for the rentals – closing date is currently 2nd July, could be extended if required.

**Business Units**
Two applications have been received for the business units. These now have to be reviewed and further information is to be requested. Once all the required information has been received a panel will be set-up to review and agree whether to offer tenancies.

**FUNDING UPDATE**
Douglas Whyte from ABC advised that he should know by end of June whether the council could provide development finance to CCDC for 12 months to cover costs until the house sales are completed.

**LEGALS**
- A Deed of Conditions is still in progress with the Solicitors.

- The Agreement with MOWI is also in progress, this is dependent on the Deed of Conditions being completed.
- Standard Security needs to be drawn up with Scottish Government on the housing

## 2. KEY ISSUES

**TSL Additional Funding Request – PRIVATE**

See Dannie's report

**Project Completion Date - PRIVATE**

The last TSL Progress meeting indicated that the completion of the houses would now not be until December 2023 and that the Business Units have slipped by 3 months (to October 2023) We are awaiting an updated Programme of Works from TSL to confirm these dates.

## 3. FORMAL APPROVALS / DECISIONS REQUIRED

Approval for CHT to progress with the offers to the LCHO applicants

## 4. NEXT REPORTING PERIOD ACTIVITIES

- Allocate Business Units and draw up leases.
- Confirm loan requirements
- Finalise Deed of Conditions and MOWI Heads of Terms
- Progress Standard Security with Scottish Government

## 5. APPENDICES

- CCDC Sales Allocation Summary

| COLONSAY SALES SUMMARY |
|---|
| 1 X 2 BEDROOM PROPERTY £125,000 |
| 1 X 3 BEDROOM PROPERTY £140,000 |

| CCDC ALLOCATION POINTS | POINTS | APP 1 | APP 2 | APP 3 |
|---|---|---|---|---|
| Homeless or resident in Colonsay or Oronsay | 250 | | | |
| Currently employed or job offer in essential services ie: NHS, school, fire, ferry port, airport | 200 | 200 | | 200 |
| Currently employed or job offer in non-essential role | 150 | | | 150 |
| Moving to offer care or support to Colonsay/Oronsay resident | 100 | | 100 | |
| Self employed tradesperson | 150 | 150 | | |
| Resident living in sub-standard acommodation | 150 | | | |
| Moving to set up new socially economically viable business contributing to the islands well being and economy | 150 | | 150 | |
| Under occupation CCDC/Colonsay RSL property | 240 | | | |
| Over occupation of CCDC/Colonsay RSL property | 240 | | | |
| Leaving parents home to set up new household | 150 | | | |
| Currently living in tied accommodaion | 150 | 150 | | |
| Established family connection to Colonsay or Oronsay | 100 | | 100 | 100 |
| | **TOTAL** | **500** | **350** | **450** |
| **ALLOCATION TRAFFIC LIGHT** | | **3 BED** | | **2 BED** |

# COLONSAY COMMUNITY DEVELOPMENT COMPANY

## *PROJECT REPORT – Old Baptist Manse*

| | | | | |
|---|---|---|---|---|
| *Project* | Manse | | | |
| *Report Compiled by* | Lizzie Keenaghan | | | |
| *Reporting Period* | June 2023 | | | |
| *Project Status* | Previous Status: | | Current Status: | |

## 1. SUMMARY OF ACTIVITY SINCE LAST REPORT

- EES:ABC insulation scheme notified (ABC contact: Jackie Westerman) that unfortunately it isn't likely to be the right fit for us at the moment. I mentioned renovation/extension plans with an architect beginning which would alter walls, and also damp to resolve, and thanked Jackie for her help.
- Meeting with Chris Walker of Native Architects – looking at plans, house renovation and site ideas.
  Dannie & I communicated that the preferred house option of the two drawn was the partial gable extension. We also discussed site ideas – an A3 scan of sketches included.

## 2. KEY ISSUES

- Once house renovation & site plans are discussed/approved, then we would need to look for funding possibilities & work towards a planning application.
- We need to refer back to the community consultation outcomes for Manse house/site development to be sure what's being proposed is in line with what was expressed there. Below is the summary exert from my report:

***House***

*The stand-out majority in responses thinking of a future use for the house was that it should be rented as a home, whether that might be for a family, a couple, or key workers on the island, either here, or relocating here, as starter 'gateway' accommodation.*

*We can see from the practical suggestions from those looking at the condition of the house/site, and Tanya's exit interview after having lived there with her family in 2021 - improvements would need to be made to make that viable, and to give any tenancy a good chance of being successful for all; CCDC, tenants and the island.*

***Site***

*The stand-out majority in responses thinking of future site development was the suggestion of additional accommodation, flexible in use. Thought would need to be given as to whether pods/studio units or similar could be compatible with house tenants, whether the agreement could be that they would share the site with others and run them for CCDC for example, and*

*whether parking/planning permission/drainage/services would be possible for additional activity/people on the site. It seems to me a good idea, but achieving it might not be without challenges given the access, parking, overhead power lines, proximity to the house and drainage limitations.*

*The fall-back idea would be a business unit/shed on the site for use by house tenants in developing a business – this got the second highest number of mentions, therefore popular, and easier to achieve.*

*Next up would be considering the viability of sheltered accommodation on the site – also a good idea, but bringing up challenges. Remember Colonsay Estate's Deed of Servitude for the Old Manse limits the use of the current septic tank to house use only.*

*The most simple to achieve would be to landscape and improve the site to make it more appealing for a family or couple; child-friendly and/or productive.*

## 3. FORMAL APPROVALS / DECISIONS REQUIRED

- Board views on Native Architect's proposed site plans.
- Investigation into damp at building, with communication with Tanya & Colm

## 4. NEXT REPORTING PERIOD ACTIVITIES

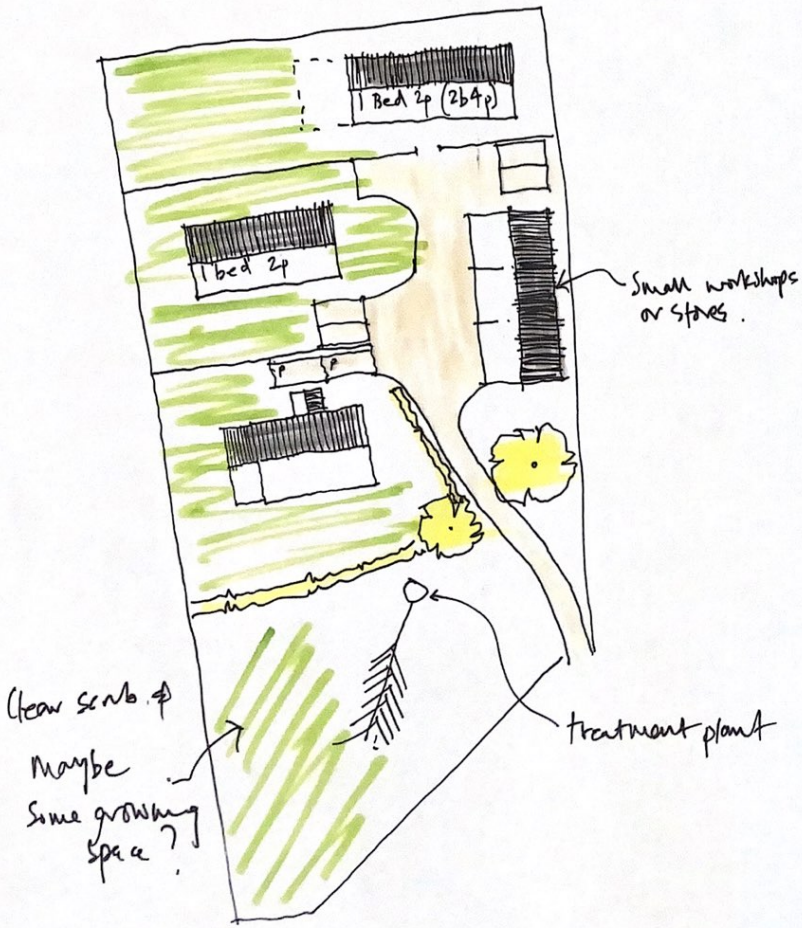
- Another meeting to schedule with Chris Walker after Board views on site plans

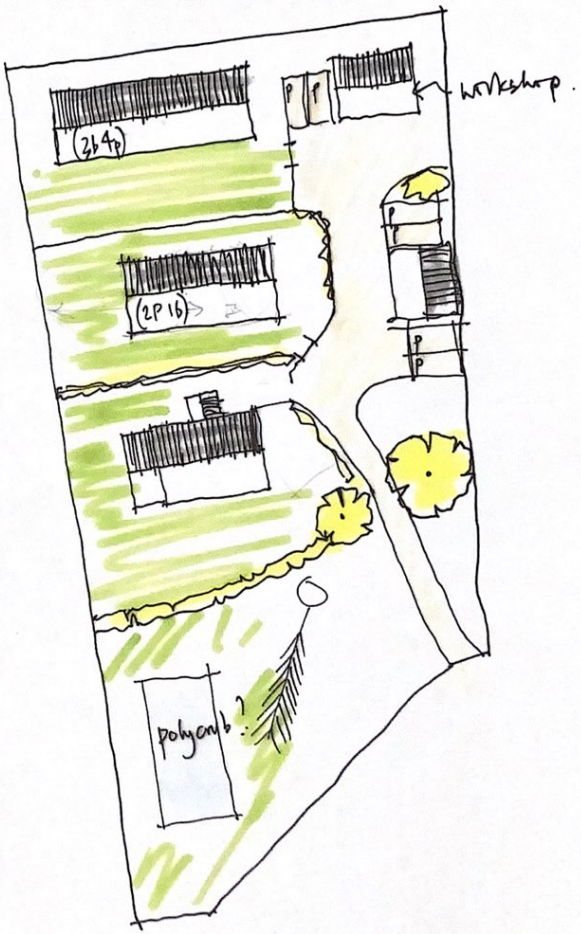
## 5. APPENDICES

- Chris Walker's A3 sketch of two site development ideas

The Old Baptist Manse.

1:400 @A3.




Site options. - May 2023.