COLONSAY COMMUNITY DEVELOPMENT COMPANY

CCDC Board Meeting
14th March 2024

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 14 March 2024 at 7pm – Colonsay Village Hall and by Zoom

Please note that times are approximate.

Agenda

Public

1.	19:00	Attendance and apologies	
2.	19:02	Minutes of last meeting and matters arising	
3.	19:05	Declarations of interest	
4.	19:06	Briefing Note	Dannie
5.	19:10	Scalasaig report	Carrie
6.	19:20	Moorings path	Dannie
7.	19:25	Enterprise	Dannie
8.	19:30	Port Mor Road	Dannie
9.	19:35	Management tasks	Dannie
10.	19:40	Croft matters	Dannie
11.	19:50	AOCB	

DONM

Private

12.	20:00	Minutes of last meeting and matters arising	
13.	20:02	Declarations of interest	
14.	20:03	Scalasaig (confidential)	Carrie/Callum
15.	20:15	AOCB	

Colonsay Community Development Company Board Meeting

Public Minutes

Thursday 8th February 2024

Present: Dannie Onn (DO), William Joll (WJ), Will Young (WY), Callum Hay (CH), Andrew Abrahams (AA), Linsay Chalmers (LC), Helen Mann (HM) Carrie Seymour (CS), Darragh Keenaghan (DK)

Apologies: Lizzie Keenaghan (LK)

1. **Minutes of last meeting and matters arising**

AA raised a concern regarding the CHT allocation delays. He said that the minutes do not reflect the anger and frustration at the meeting. He felt that this should be recorded and suggested that a strong letter/phone call should be made to CHT to express the frustrations of the board.

Subject to that amendment, the minutes were approved.

2. **Declarations of interest**

HM – campsite and Port Mor. DK – Port Mor

3. **Briefing Note**

Circulated prior to the meeting. In addition, and since the last meeting, there has been a valuation and a draft report on the Uragaig Croft and a meeting with Scottish Land Fund.

4. **Scalasaig report**

Circulated prior to the meeting. In addition: the next valuation should be less than the August 2023 valuation from TSL; the revised business units lease are not yet back from the lawyers regarding the business units, but we hope to get it next week; and legal advice on ABC loan in hand, but not yet given to CCDC.

The services to the workshop units – have gone over HIE/WHHA land, rather than estate land, TSL could not find an agreement with the estate over the shorter route.

5. **Campsite update**

Circulated prior to the meeting. WHHA have agreed to provide details of the road, so that the campsite can be consistent with them in their submission to the Argyll and Bute under planning conditions. The ABC grant team has been approached to see if the grant can be run over into the next financial year, and we await an answer from them. VAT reimbursement will be discussed with CCDC accountants next week. CH suggested that the board write to the Hobhouses, as a formal recognition for agreeing on being paid when the grant was given to the CCDC, which was a year wait. CH to draft the letter.

6. **Island Profile update**

LK would like approval to go ahead with the draft questionnaires that have been circulated to the board. Further discussion is required within the project team before bringing back to the board. CCC have also recently carried out a survey and we should try not to overlap with their questions.

7. **Website update**

Sarah Hobhouse has offered to continue to manage the website on behalf of the CCDC. CH also now has administrator access to the website. Proposals for the charging of others advertising on the website will be sent round the board as soon as possible for discussion. There are also some design funds left in the purse and this could be used for letter heads etc.

8. **Machair Windfarm update**

Machair Wind have been in touch with both CCDC and CCC asking if they can attend their next meetings. DO has responded that there is an established island windfarm group, which was formed last year, and this group will meet with Machir windfarm for co-ordination meetings etc. Richard Buttrick and Sandy Abrahams are also involved in the group.

9. **Annual Accounts**

Annual accounts for 2022/23 were approved by the EGM before this meeting.

DONM

Thursday 14th March 2023

Colonsay Community Development Company Board Meeting

EGM Minutes

Thursday 8th February 2024

Present: Dannie Onn (DO), Will Young (WY), Callum Hay (CH), Andrew Abrahams (AA),) Linsay Chalmers (LC), Helen Mann (HM), Carrie Seymour (CS),

Members of the public: Clare Hay, Lotta Leahy, Jan Binnie, Phil Jones

1. **Welcome**

DO welcomed all to the meeting.

2. **Apologies**

Lesley McInnes (LM), Amy Millard, Lizzie Keenaghan (LK), Darragh Keenaghan (DK)

3. **Approval of company accounts for 2022/23**

CH presented the accounts to all present and emailed to those who were attending by zoom. Thanks were given to Tanya Wren the bookkeeper for CCDC. DO also thanked CH for all the work he has done to get these accounts audited.

Accounts were unanimously approved by the CCDC membership present.

4. **Project Update Presentation**

DO gave a presentation to all those present on current projects, including the Scalasaig houses, the business units, the campsite, e-bikes, and Ben Sgoiltaire Croft. This was a repeat of last summer's AGM presentation, updated much as recent community bulletins.

5. **Question and answer session**

We were asked what is involved in the business plan for the Uragaig croft project. The business plan should show that the croft could be viable for CCDC as a rentable croft with living accommodation at an affordable rent. Further discussion continued after the meeting.

There was a vote of thanks from the floor for all the hard work done by the board.

COLONSAY COMMUNITY DEVELOPMENT COMPANY

GENERAL BRIEFING NOTE - March 2024

Machair Wind

On 23 February, members of the Colonsay community Machair Wind group met with the Machair Wind local engagement team for an update on progress. The slides are attached to this briefing note. Other information gleaned from the meeting is:

- The final investment decision is planned for 2029
- The Machair Wind team will be visiting in May to further engage with the community and to meet with island businesses and groups such as CTMG
- The MoU can now be finalised and it should be possible to formally sign this at the May visit
- Grid connection was secured for Hunterston, but is now likely to be in South Ayrshire. A possible connection to Islay is still under investigation
- The Biggar environmental report, on which we were consulted, has been completed and will be shared in the next month
- A combined group with Islay and Jura is still being considered as a once a year meeting
- They hope to produce a community benefit strategy by May 2025.

The Colonsay team met before the Machair team meeting. We confirmed the CCC and CCDC confirmation of representatives on the group. We also considered whether we should have terms of reference set out and agreed to draft this for consideration of the Board and Council. We will also consider and confirm who will be the main points of contact going forward.

NPF4

The Scottish Government published National Planning Framework 4 in February 2023. It is the National Planning Strategy to 2045 There is a good deal of policy information in there of interest and relevance to Colonsay and Oransay. A more detailed report is available from Dannie, but the headlines are:

- The aim is sustainable, liveable and productive places.
- The principles include a fair transition to net zero, rebalancing

DRAFT

- A population strategy
- Community wealth building
- High quality affordable and sustainable homes, supported by a community benefit statement and with at least 25% of any development being affordable
- Rural development in support of a balanced and sustainable population
- Production and processing facilities for local produce
- Remote working, homeworking and community hubs
- Support for development on community owned land is specifically referred to

Dannie Onn

DRAFT

COLONSAY COMMUNITY DEVELOPMENT COMPANY

COMMUNITY BULLETIN - November 2023

Scalasaig Developments

As will be apparent to most, TSL have returned to site to complete the drainage, services and external works for the housing and business units. They have set a completion date in March for the business units and early June for the new houses, but these may yet be delayed, not least because SSEN were not able to get here to make electricity connections in February. We are sorry that this has taken so long and for the noise and disturbance caused, but glad that works are nearing the end.

For those who may have picked up a rumour going round, there will be NO streetlighting on the development.

We have prepared leases for the business units with our solicitors and are discussing these with the two prospective tenants over the next week or so.

Communities Housing Trust (CHT) have been handling the marketing and allocations for the houses and self-build plots on CCDC's behalf. They have been held up on the allocations process, due to having to resolve the low-cost home ownership tenancy arrangement in discussion with Scottish Government. This has had a knock-on effect on allocating the houses for rent. This has been resolved and once we have the paperwork, CHT should be able to finalise all the allocations.

We appreciate that not all applicants will be allocated a new home because demand is for 15 rental properties, and we only have four. We have had support in principle from Scottish Government and intend to engage consultants for a further phase of development in the next few months.

Island Profile

Some of you will know that Colonsay has been grant-funded by Scottish Government and the Colonsay and Oransay Community Fund to prepare an Island Profile. The project started last year and has been moving forward in stops and starts as resources allow. There will be a further questionnaire in a few weeks' time to refine the data we are collecting. Please make the effort to contribute to this project when

the questionnaire is sent out. Yes, it is another survey, but we are co-ordinating with the community council and their ongoing survey work so that we can share the best possible information about the island.

Uragaig Croft

Since the last bulletin, CCDC has been awarded a first stage grant to pay for a consultant to prepare a business plan and arrange a valuation of the Ben Sgoiltaire house and croft. Duncan MacPherson was the successful tenderer for the consultancy work. He has received an independent valuation and has finalised his report. If we are successful in a second stage bid to the Scottish Land Fund, the valuation should allow us to make an offer to match Danny and Barbara Hamilton's expectations. The application has been made to SLF this month with potentially a decision in March, but more likely in May.

The ambition is to attract another family to the island by renting a croft and house combined at an affordable rent.

We are aware that there is competition for funds and that success is not guaranteed, but we are nevertheless grateful to Barbara and Danny for the opportunity to see if we can acquire this property for the community. We will completely understand if they need to sell more quickly than we can get funding in place.

Port Mor Harbour

Following the damage to the small harbour (or naust) at Port Mor, and helpful intervention by Jenni Minto MSP, we continue our project to restore the harbour to its former usefulness. As well as restoring the stone breakwater, a large part of this project relates to the access, parking and turning area needed to make the harbour accessible to small boats. Restoration of access above mean high water is in the hands of Argyll and Bute Council, who tell us they have not yet agreed the proposed arrangement with the landowner. We are advised that this must be resolved before we can apply for funding for the design and licensing of the works for the seaward side. We will be doing all we can to get this moving in the meantime and propose to consult locally with all those in the community who may have an interest. We hope to set up a meeting in the coming weeks.

Old Baptist Manse

The board has approved the repair of the access track and the bathroom (including the floor). We are therefore contacting various contractors for the road works. Once the track is done, we can go ahead and complete the internal repairs.

Machair Wind project

Earlier this year the CCC and the CCDC confirmed their delegates to the community group tasked with engaging with Machair Wind in respect of community impacts and community benefits. That group includes Eileen Geekie, Clare Hay and David Hobhouse from CCC; and Callum Hay, Andrew Abrahams and Dannie Onn from CCDC. Darragh Keenaghan was also involved but has dropped for now because of workload. The group has taken in Sandy Abrahams, not least for her specialist legal knowledge in respect of renewable energy development and Richard Buttrick for his legal and management experience.

A further meeting was held with the Machair Wind engagement team in February. A general update on the progress of the development was presented. The slides from the development are attached to this briefing.

Colonsay Campsite

As you will know, this project has been an ambition supported by the community for many years. Funding was awarded for infrastructure works well over a year ago. The project has been held up for around a year in the planning application stage, but now has full permission (subject to conditions). As a result, the council has released the infrastructure funding to pay for the remaining works. We now look forward to works being completed as soon as possible.

Moorings update

During the winter, MOWI brought the mooring buoys ashore, dropped the chains and put in the winter buoys. The buoys will be swapped back in for the coming season.

MOWI have extended the agreement to maintain the moorings for the next 5 years.

Fair Work First

CCDC has become a Fair Work First employer. In accordance with this Scottish Government initiative, we pay the voluntary Real Living Wage as a minimum and make sure that our staff have an effective voice in the organisation. In due course we will be seeking accreditation for this commitment.

Keping in touch

If you have any thoughts or questions on any of these matters, please get in touch through any of our directors or email contactccdc1@gmail.com

COLONSAY COMMUNITY DEVELOPMENT COMPANY

PROJECT REPORT – Scalasaig Development

Project	Scalasaig Development			
Report Compiled by	Caroline Seymour			
Reporting Period	March 2024			
Project Status	Previous Status:		Current Status:	

1. SUMMARY OF ACTIVITY SINCE LAST REPORT

TSL UPDATE (From TSL)

Housing Site

- Headwalls and culverts complete 95%
- Foul Tank installed, along with ducting runs and Foul Soakaway complete – kiosk and plinth

works underway for blower units

- Adopted Surface Water Drainage runs 90% complete
- Private Main line drainage runs now 60% complete
- Rock break for main service track complete (Water Main and LV)
- Rock break for new track to SSEN Pole Complete
- Formation fill to gardens 80% complete

Business Unit Site

- Kerbing largely complete
- Topsoiling largely complete
- Formation preparation for hard landscaping largely complete
- Monoblocking commenced with parking area complete.

Utilities

- SSEN/Scottish Power – site works now agreed – and works programmed for both housing and business units. SSEN install now scheduled for 4th April for Business units and 28th of March for housing site. MPANS have been generated, and progress being made with meter supplier – Scottish Power to book in meter install dates.
- Scottish Water – WIRS design approved, permissions to gain access to sites Scottish Water Portal to progress site works underway. Mains lay scheduled for 19th of March for housing site. Discussion regarding connection to business units is underway with Business Stream. Expected that connection will be complete by 23rd February.
- BT – Service design received and all materials onsite

The main issue at present is how long it will take Scottish Power to arrange the meter installs as this is an unknown at present and has been known to take a long time on other developments.

COLONSAY COMMUNITY DEVELOPMENT COMPANY

PROJECT REPORT – Scalasaig Development

Housing completion date: 10th June 2024
Business Unit completion date: TBC

Financials

This section dealt with in Private Business

Business Units

The revised draft leases are with the tenants who are currently reviewing. Dannie has met with one of the tenants last week and Lizzie and Dannie are due to meet with the second tenant at the end of this week.

Housing Management

I was due to meet with Lee Holness from Argyll Homes for All (a sub-division of ACHA) to discuss the management of our houses, but the plane was cancelled. This has been re-scheduled to 21st March. As they already manage the maintenance of the ACHA and WHHA homes on the island we are hoping that we can sign up with them.

Communal Garden

As part of the housing development we wanted to include a small communal garden where we can put up plaques to recognise our funders and those who contributed to the crowdfunding. I have put in an application to ABC's Vibrant spaces grant to request funding to create a walled garden.

2. KEY ISSUES

None

3. FORMAL APPROVALS / DECISIONS REQUIRED

Approval to sign agreement on ABC Loan

4. NEXT REPORTING PERIOD ACTIVITIES

- Sign-off loan agreement with Argyll & Bute Council
- Finalise business unit leases.
- Confirm rental allocations with CHT
- Finalise Deed of Conditions and MOWI Heads of Terms
- Progress Standard Security with Scottish Government
- Draw up Standard Security with ABC

- Progress Housing Management processes and procedures

5. APPENDICES

None

COLONSAY COMMUNITY DEVELOPMENT COMPANY

Task list for management and administration

The following is intended to encompass the management and administrative roles within CCDC. The various tasks and responsibilities would come under the general scope of a Charity Manager but may be divided into separate responsibilities, posts or job-sharing.

Primary functions

Management and administration of the organisation. Responsible to the board of directors for day-to-day operation of Company business and assisting directors in the employment of other staff.

Management of finance for the Company and financial reporting in collaboration with the Company Treasurer.

Company Secretary and responsibility for the co-ordination of all legal requirements of the Company and supervising the efficient reporting of Company accounts.

Main responsibilities

Governance and strategic development

- Work closely with Directors to devise strategies and plans to enable the Company to deliver on the objects set out in the Memorandum and Articles of Association and the ambitions of the Community Plan
- Draw up short- and long-term goals to promote the growth and capacity of the Company
- Monitor the success of agreed targets including the use of analysis and relevant statistics

- Ensure Directors remain aware of their role and responsibilities as charity trustees and arranging suitable training as appropriate
- Maintain the registers of Members and Directors including correspondence with Members as appropriate
- Advertise, attend and minute all board meetings, collating, preparing and distributing all necessary paperwork as well as recording and publishing minutes and documents
- Organise the Annual and other General Meetings
- Oversee production of Company Governance documents including a Directors' Handbook and Staff policies
- Manage the Company Office, the Service Point and Trading Company sales, including attending to visitors, record keeping, stationery supplies and file management
- Manage the Company Office, the Service Point and Trading Company sales, including attending to visitors, record keeping, stationery supplies and file management
- Attend and open the offices as agreed with Directors

Compliance, policies and procedures

- Ensure the Company complies with relevant charity law and other regulatory matters at all times
- Work with Directors to action any changes to the Memorandum and Articles of Association
- Correspond with the Office of the Scottish Charity Regulator (OSCR) on all relevant matters and reporting to the Board for information and authority as necessary
- Work with Directors to establish necessary and desirable policies and procedures and ensure these remain up to date through periodic review and Board updates
- Manage any grievances including legal disputes, consulting with solicitors and OSCR as necessary and in consultation with Directors
- Be the responsible person for managing complaints under the CCDC Complaints Policy
- Ensure IT systems are up to date
- Design and implement new systems and procedures as necessary to ensure the Company can cope with changes in its activity

- Undertake an annual risk analysis of company business
- Ensure all insurances remain in place at all times
- Work to maintain and promote the reputation of CCDC

Leadership and personnel management

- Manage Company staff in accordance with the Staff Handbook, and ensure that handbook is kept up to date and in accordance with legal requirements and obligations
- Maintain a productive working environment across staff and Director engagement, with clear lines of communication
- Work with Directors to ensure adequate staffing across the Company
- Manage the recruitment of personnel and management contractors, including writing job descriptions, holding interviews alongside directors and preparing contracts

Financial and administration management

- Work with the Treasurer and external accountants to ensure the efficient financial management of the Company
- Produce the annual budget for the company each March
- Monitor income and expenditure and report quarterly to the Board on the Company's financial position and outlook
- Arrange the production of the Annual Report and Accounts for Board approval, in collaboration with the Treasurer
- Be a signatory to Company accounts alongside the Treasurer and any other appointed director.
- Manage Trading Company sales, accounting and banking

Property

- Prepare annual property budgets in collaboration with the Treasurer
- Oversee the review and collection of rents, service and other charges
- Oversee property leases and sales on behalf of the Board, liaising with appointed solicitors as necessary

- Ensure successful maintenance of properties in accordance with their Operation and Maintenance Manuals
- Maintain the Property Management Portfolio in accordance with the Company's adopted policies and procedures and all relevant legal requirements
- Report on and organise repairs to property as necessary in liaison with the appointed Property Maintenance Contractor

Communications

- Maintain the Company website, publications and social media output
- Co-ordinate publicity and promotional material and events in accordance with the Company PR Strategy
- Liaise with affiliated bodies and authorities on behalf of Directors and as necessary to seek advice and promote the work of the Company
- Produce all Company print, including reports, newsletters and website text in collaboration with Directors and Project Staff
- Supervise all Company mail, including the company e-mail
- Open the office on a daily basis and welcome visitors

MachairWind

Project Update

February 2024

Agenda

1) Introductions

2) MachairWind Project Update

- Update on Key Development Activities
- Project Timeline

3) Engagement

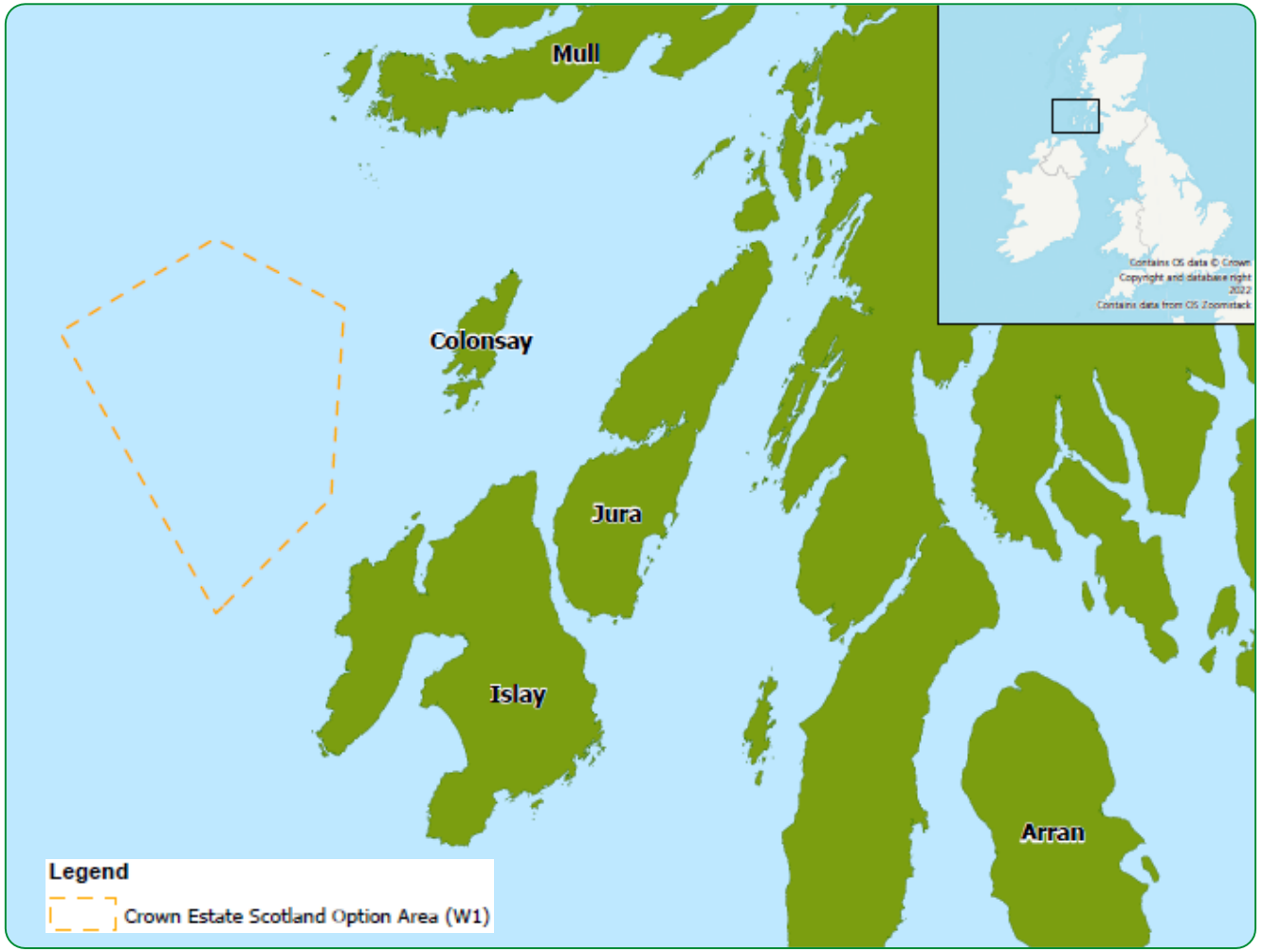
- Stakeholders Engaged to Date
- Upcoming Engagement

4) Questions

Key Characteristics

Project Characteristics

Technology	Fixed Bottom
Capacity	2,000 MW
Site Area	754 km^2
Water Depth	55 m (Range 25-112 m)
Turbines	80 – 130
Grid Connection	SW Scotland



Key Development Activities - Updates

Topic	Key Update
Stakeholder Manager	Ellen has joined the team – working with all stakeholders, from statutory and technical stakeholders to local groups and communities.
Bird & Marine Mammal Surveys	Ornithology and marine mammal survey campaign is complete – secured 30 months of data in total (Apr 2021 -> Sept 2023). Running Expert Topic Group (ETG) meetings to help with our Environmental Impact Assessment (EIA) submission.
Metocean Surveys	Metocean data collection continues following deployment of our metocean and LiDAR buoys in April 2023.
Site Investigation Works	First round of geophysical and benthic survey works within the Option Agreement Area began in August 2023 and completed in November 2023.
Port feasibility Study	Port feasibility assessment is ongoing - examining the most feasible ports for use during the construction phase, and separately the operation and maintenance phase. This current study will be completed by summer; additional phases of work may follow this one.
Supply Chain	We held a supply chain event in Oban in July 2023, introducing businesses in Oban and the wider Argyll region to the project and understanding businesses' ambitions for, and interest in, offshore wind sector. This was well-attended (approx. 100 business reps).
Supply Chain Stimulus Fund	We are working on establishing a £25 million Supply Chain Stimulus Fund (SCSF); we have appointed a third-party specialist to support us in this. Hope to have this up and running later this year or early next.
Skills	STEM event held with local children in Bowmore, Islay last October. We held a Careers Day event in Campbeltown this month for S2 pupils – highlighting the variety of careers in the renewable energy sector. More engagement to follow.
Grid	Reviewing new grid connection offer from National Grid.
Sustainability	Currently developing a plan to ensure Sustainability is built into the development phase of MachairWind, including the consultation process.
Socio Economic Impact Assessment	Biggar Economics carried out an impact assessment to identify the potential socio-economic impacts, on employment and businesses. This is the first of a series of evidence-based reports that will look into maximising socio-economic benefits for local communities.
Fisheries Engagement	Fisheries Liaison Officers, Brown & May Marine, visited Islay and Jura last year to meet local fishers; we have since been working with them to carry out our site investigation work. Further engagement is planned for this year.

Indicative Project Timeline

ScottishPower Renewables

Indicative Project Timeframe

Site Investigation Surveys	2023 - 2025
Consent	~2026
Construction Start	Late 2020s
First Export	Early 2030s

These dates are indicative and therefore subject to change.

Stakeholder Engagement to Date

ScottishPower Renewables

Stakeholders Engaged with to Date (non-exhaustive list)

Statutory Stakeholders
- Marine Scotland
- NatureScot
- Crown Estate Scotland
- Northern Lighthouse Board
- Ministry of Defence

Key Agencies and Public Bodies
- Scot Government's Islands Team
- Scottish Enterprise
- Highlands and Islands Enterprise
- Deepwind Cluster

Local Authorities
- Argyll and Bute Council
- North Ayrshire Council

Environmental Organisations
- Hebridean Whale and Dolphin Trust (HWDT)
- DAERA
- RSPB

Community Groups and Local Businesses
- Local Community Councils (Islay, Colonsay, Jura)
- Jura Development Trust
- Colonsay Community Development Company (CCDC)
- Islay Energy Trust
- Islay Development Initiative
- South Islay Development (SID)
- Estate owners on Islay, Colonsay and Jura
- Distilleries

Fisheries & Marine Associations
- Maritime Coastguard Agency
- Scottish Fishermen's Federation
- Clyde Fishermen's Association
- Clyde Marine Planning Partnership
- South West Coast Regional Inshore Fisheries Group
- Scottish White Fish Producers Association
- Fisheries Management Scotland
- Communities Inshore Fisheries Alliance
- Northern Irish Fish Producers Organisation
- Irish Fish Producers Organisation
- Regional Fishery Boards
- MOWI
- Local fishers / vessel owners (engagement ongoing)

Transport/Infrastructure
- Ports
- Loganair
- David MacBrayne Limited
- Caledonian Maritime Assets Limited (CMAL)
- Caledonian MacBrayne (CalMac)
- Peel Ports Group Ltd. (Greenock Ocean Terminal) (PP)

Transmission
- Scottish and Southern Electricity Networks
- Scottish Hydro Electric Power Distribution (SHEPD)

Upcoming Engagement

2024

Submit Offshore Scoping

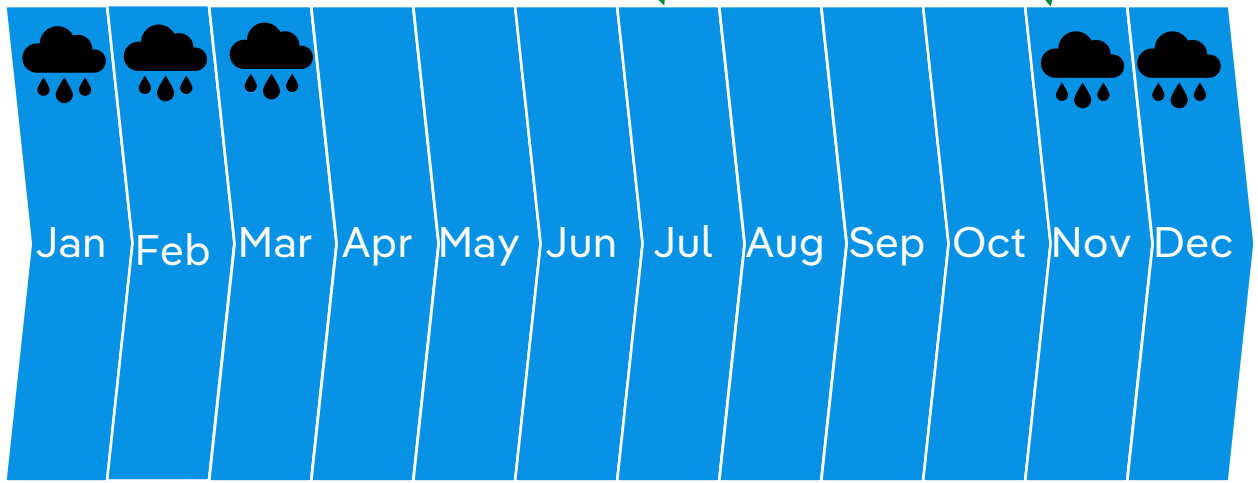
Scoping Workshop

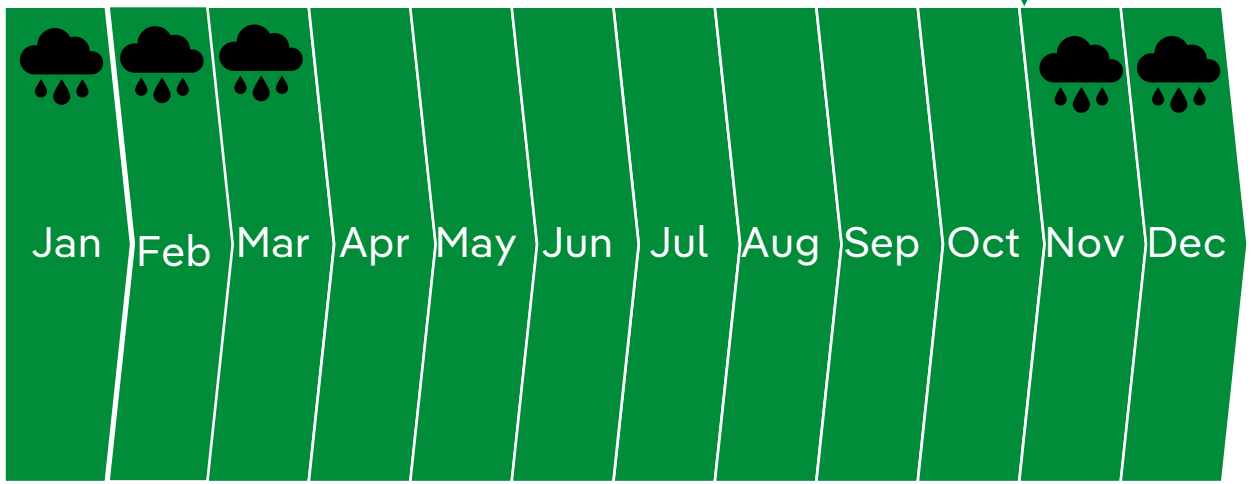
Scoping Opinion

2025

s. 36 Application

Consultation Window





- **Feb/March**: Comm Council and Development Trust Meetings
- **Feb**: ALIenergy STEM Event
- **Feb/March**: MOD, Fisheries, Telecomms
- **March**: Meetings with Local Authorities.

- **April/May**: Scoping Workshop
- **May**: Community Drop-Ins

- **Jul**: Scoping Report sent to stakeholders
- **Aug**: Programme of meetings to discuss scoping report

- **Nov**: Onshore STEM event
- **Nov**: Onshore Public Exhibition (Round 1 – Initial Designs)

- Ongoing programme of stakeholder meetings
- **March**: Onshore Public Exhibition (Round 2 – Updated Designs)

- **Apr**: Offshore public exhibition (Round 1 – Initial Designs)
- **May**: Fisheries Event
- **May/Jun**: Offshore STEM Event
- **May/Jun**: Community Capacity Building Session

- **Aug**: Offshore public exhibition (Round 2)
- **Aug**: Begin drafting PAC report

Questions

- **Questions**