



CCDC Board Meeting 13th June 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 13 June 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. 19:25 Housing Management Report Helen
7. 19:40 Port Mor WHHA development Dannie
8. 19:45 Project Co-ordinator workplan Dannie
9. 19:50 Website Sarah
10. 19:50 AOCB

DONM

Private

11. 19:55 Minutes of last meeting and matters arising
12. 19:58 Declarations of interest
13. 20:00 Scalasaig (confidential) Carrie/ Callum
14. 20:15 Baile Iodrach Darragh
15. 20:20 Housing Allocations Carrie
16. 20:25 SURF awards Dannie
17. 20:45 AOCB

CCDC Board Meeting

Thursday 2 May 2024

Public Minutes

Present: Dannie Onn (DO), Callum Hay (CH), William Young (WY), William Joll (WJ), Linsay Chalmers (LC), Lesley McInnes (LM)

Apologies: Helen Mann (HM), Andrew Abrahams (AA), Darragh Keenaghan (DK)

Minutes of the last meeting

Agreed and signed.

Declarations of Interest

None declared

Briefing Note

A copy of the draft Memorandum of Understanding (MoU) and LK's energy report for the Old Baptist Manse were circulated prior to the meeting.

Scalasaig Report

CS's report was circulated prior to the meeting. CS seeks approval for the Deed of Conditions. She raises some particular questions. For example; should residents not be allowed to have a boat, caravan? Should the number of pets be restricted? On this and other restrictions, the board discussed the concerns and agreed that there should be a general requirement to seek landlord's consent on a case-by-case basis. This would give flexibility and allow for judgements to be made in the interests of all. The board may have to explain the basis on which decisions are made. We note that this can be fraught and there may be difficulties at some stage, but this is a common clause with Housing Associations.

In terms of pets, the board agreed that the general rule should be a maximum of two, but tenants may request to keep more. Front gardens may be enclosed, subject to limits on fence or hedge height and vegetable growing should be allowed at the front, not just ornamental planting

The board noted that there may be advantages in setting up a residents' association to manage such matters or represent all residents to CCDC. However, CCDC as Landlords should have the final say.

The deed of conditions is otherwise approved by the board.

Enterprise Update

Last meeting DO reported that Richard Buttrick (RB) would put together an economic document for the island – DO and RB have met again, and RB has put together a skeleton document intended to create a financial picture of the island.

WJ concerned that folk will not give their cooperation to give this kind of information. DO explained that RB hopes to draw inferences from the information we can obtain to secure generalised (and anonymised) data which can be used for comparison purposes. DO has agreed to send a copy of the proposed Profile Questionnaire to RB so that we can weave in his data requirements where possible.

Port Mor Harbour

Notes of open public meeting circulated prior to the meeting. An open public meeting was held last week which highlighted the significance of the letter from Jolyon Gritten, access officer for Argyll and Bute Council. Harbour users are now clear to continue using the access to the harbour that had been unlawfully blocked by Rhona Robinson.

Peter Macdonald met with DO today and gave contact details of communities that have restored harbours, plus contractors that have worked on projects such as this.

CH thanked DO for all the work on this.

AOCB

Community Garden - Galbraith has written to Morna Piper, saying that the garden rent of £10 has been paid to CE twice. Galbraith's have asked for contact and banking details for CCDC for this over payment to be returned. DO to ask if it can be held in credit for next year's rent.

Uragaig Croft – DO and DK have had a meeting with SLF. They will update Danny and Barbara that CCDC should have a decision on the grant application at the end of May.

Port Mor Road – 2 tenders have been received. They include many qualifications. Agents for WHHA say that the tenders are with their quantity surveyors and should be evaluated by the end of this month.

Website – Sarah Hobhouse (SH) reports that she is working through the advertisers individually to update as required and ensure they are happy before invoicing for this year. This should all be done in the next week or two. After that, SH to liaise with West Coast Media to make improvements to some of the web pages – Local Producers for instance – and to fine-tune some of the other sections and improve design. The next phase after that will be targeting new advertisers. SH was thanked for all her work on this.

Recycling – CCC asking CCDC through WJ to support the CCC in writing to ABC. None of the recycling facilities are working on the island. 2nd homeowners complaining to CCC that they pay double rates and cannot use the dump. The principal problem is that

all recycling goes from Colonsay to Islay. But, we have no Islay boat. All existing recycling facilities are full on the island. The board consider that these are matters for the community council rather than CCDC. CH suggests that they contact Zero Waste Scotland – who oversee councils' performance – and maybe work with them to improve the system for a better and long term solution.

DONM

Thursday 13th June 2024 7pm



GENERAL BRIEFING NOTE - June 2024

Robin Currie

Directors will be aware that Councillor Currie died last month. Robin had been a great supporter of the Colonsay community over many years and new affordable housing in particular. Dannie writes that: Robin was the first Councillor he met with when he joined the board and that his enthusiasm was a strong part of the belief that housing would be built this time around. In his various roles and as Leader of the Council, Robin was not afraid to champion Colonsay and support the huge investment in our community's future. It was good that Robin was able to come and see the houses when they were nearly done, but sad that he will not be here to celebrate completion and the handing over of keys to the pioneer community tenants.

Dannie has sent a letter of condolence on our behalf to Robin's family via Argyll and Bute Council.

Machair Wind

As you will know, Machair Wind visited the island on Wednesday 8 May to update the community. The MoU is now being finalised, but it was not possible to formally sign it on the day. The specific wording in relation to community benefit needs to reflect that this cannot be too defined at this stage. However, we anticipate that close co-operation directly with Colonsay will be included. Our thanks to Sandy Abrahams for taking over the discussions with SPR.

The event itself was well-attended and provided further information on the timescales and the possible location of development. The study area has reduced slightly from the original option site, but it is noteworthy that with a typical spacing, most of the area will be taken up with the turbines and substation(s).

For those who weren't able to be there on the day, further information is available on the Machair website.

CLS Annual Conference

DO and DK (in part) attended the conference this year. The main focus was to draw together a declaration on how we might re-imagine the future, and which can be used to create change in the policy and support environment. CLS will be working on the declaration for publication in due course.

Opening addresses were made by Marie Gougeon for SG and Mike Russell as chair of the Scottish Land Commission and followed by the Director for Agriculture and the Rural Community.

DO attended workshops on the economic case for community ownership and an update on the recent Land Reform Bill. The bill has been reported before to the board. The second day focussed on building a declaration and DO worked in groups looking at community bodies as a Beacon of Light and on communities and place planning.

DK attended the first day as an employee of SG.

Further details of the event are available to those interested from DO and DK and from LC who was one of the main organisers and presenters of the conference.

Uragaig Croft

The SLF funding decision has been delayed because the budget had not been set by Scottish Government. Release of the information and the panel meeting may be delayed further because of election purdah. In the meantime, a promising offer to the Hamiltons has now been withdrawn so the opportunity remains live, albeit uncertain.

Website

Sarah reports that she is working away updating and improving the site. Invoices just about ready to go out now to advertisers. A couple of new advertisers on board, she is working on others. Social media coming soon. Facebook and Instagram pages are proposed, and Sarah suggests a name change (keeping CCDC as a subtitle. Initial suggestions include Come to Colonsay, Colonsay Matters, Our Island Home, Colonsay, and Colonsay Community. (Isle of Colonsay is already taken.) All suggestions gratefully received.

Project Planning



Dannie and Callum met with Carrie and Lizzie at the end of April to discuss the workplan for the rest of the financial year. The main workstream is finalising the Scalasaig developments, looking at development of the self-build plots, and transferring the developments from building contracts to managed assets. Other projects are driven by the conditions of the award from HIE which covers the project co-ordinator salary. These include progressing the phase 2 development to planning application ready. We will be engaging with CHT again on that project. We also discussed the additional work we would like to address. A priority will be looking at the redevelopment of the Manse once the current tenants leave. It will also include projects as they evolve from the 2022 Community Plan; local place planning (which Dannie wishes to pursue); an energy audit (with help from Darragh)- possibly linked to domestic energy efficiency and a fuel strategy; the fuel pump project (in Callum's capable hands); and Port Mor harbour restoration (with support from Jan Binnie and others). Alongside these, we will complete the Island Profile work, tying in with the research of the CCC and economic profiling with the help of Richard Buttrick.

There is clearly too much to do to complete all of these in 9 months. We will be looking at this in greater detail with a view to a realistic work plan for the project co-ordinators alongside an ambitious plan for directors and volunteers taking projects forward. Much will depend on available time, funding and other resources. We will keep you posted.

Dannie Onn



PROJECT REPORT – Scalasaig Development

<i>Project</i>	Scalasaig Development			
<i>Report Compiled by</i>	Caroline Seymour			
<i>Reporting Period</i>	June 2024			
<i>Project Status</i>	Previous Status:		Current Status:	

1. SUMMARY OF ACTIVITY SINCE LAST REPORT

TSL UPDATE (From TSL)

Housing completion date: Tuesday 23rd July

Business Units completion date: Tuesday 23rd July

Housing

Current Activities:

1. Access road tarmac
2. Hard landscaping – driveways
3. Soft landscaping - soiling

Progress in Period:

- Main road kerbing complete
- Driveway kerbing complete
- Driveway monoblock complete
- Road formation and type 1 complete – with grading for tar ongoing
- SSEN connected houses to grid
- Scottish Power meters installed
- Scottish Water Connections complete (barring internal remedial works to under sink pipework)

Business Units

Progress in Period:

- External works complete – some tidying work required and landscaping/seeding. Tar remedial works to take place in following two weeks.
- Electrician largely complete – solar panel and commissioning works
- Plumbing/water heater – To be commissioned once power on.
- Painting and Decoration – New painting subcontractor starting on 14th of June
- Air testing

PROJECT REPORT – Scalasaig Development

Water connection not yet complete to units – after further inspection by SW operatives work required to reposition end of pipes to allow connection to take place. New Connection date to be confirmed – TSL services manager in discussions with Scottish Water directly.

ALLOCATIONS - PRIVATE

Financials - PRIVATE

Housing Management

See Helen's report

CCDC are in the process of being registered as a Factor which is a legal requirement for anyone administering shared developments.

2. KEY ISSUES

Further delay in allocations due to More Homes non confirmation of RHB decision
Cashflow until we can draw down on ABC loan (See above)

3. FORMAL APPROVALS / DECISIONS REQUIRED

None

4. NEXT REPORTING PERIOD ACTIVITIES

- Finalise business unit leases.
- Confirm rental allocations with CHT
- Finalise Deed of Conditions and MOWI Heads of Terms
- Finalise Standard Security with Scottish Government
- Finalise Standard Security with ABC
- Progress Housing Management processes and procedures

5. APPENDICES

None



PROJECT REPORT – Housing Management

<i>Project</i>	Housing Management – Rental Properties			
<i>Report Compiled by</i>	Helen Mann			
<i>Reporting Period or Board Meeting Date</i>	12 th July 2024			
<i>Project Status</i>	Previous Status:		Current Status:	

1. SUMMARY OF ACTIVITY SINCE LAST REPORT

General Update & Overview

CCDC Housing Management Framework is almost complete. We have been working with the Scottish Association of Landlords to ensure our policies and procedures are correct and in place, to provide a professional and competent framework for our tenants.

As soon as CHT allocate the properties and inform the applicants, CCDC will take over the housing management process. This will likely happen before the next board meeting. As soon as we know the names of the tenants and we have a handover date for the new rentals the following will take place:

PRE TENANCY SIGN UP

- CCDC will arrange viewings with tenants
- Arrange tenancy sign and start date, give rent information (see Callum’s report)
- Give GDPR fair processing notice to tenants
- Collect emergency contact details
- Compile inventory and take meter readings

TENANCY SIGN UP

- During prearranged meeting set up and sign Private residential tenancy agreement and take card payment for interim rent payment (until direct debit starts of the 1st of the next month)

PROJECT REPORT – Housing Management

- Give tenant, tenant information packs (hard copy or digital) which will include a welcome letter, copy of the tenancy agreement, essential contacts, emergency procedures, CCDC repair charter, copy of electrical safety certificate and copy of installation operating manuals, feedback form and all relevant tenancy policies)
- Complete key agreement form
- Immediately following the tenancy sign up meeting, tour the property, point out meters and stop cocks, explain heating etc. Also reiterate how to report repairs.
- Following this tenancy sign up, CCDC will inform council tax and utility suppliers of tenant details (same day)

POST SIGN UP

- A follow up meeting will be arranged for 6 months after sign up to conduct a settling in visit

CCDC will provide a housing specific email for tenant queries.

Discussions are ongoing regarding a specific mobile phone number for housing related queries.

During the first year, TSL will be responsible for any repair issues, so repair queries must come via CCDC who will liaise with TSL.

Discussions are ongoing with (Argyll Homes for All) to take over the maintenance and repair contract following the 1 year period.

Until such a time that CCDC can employ someone to undertake a management role (including housing management), it is proposed Dannie, Callum and Helen oversee the housing management and manage all the policies and procedures and duties within it.

Ongoing research for a team communication app / tool that will ensure all tenant / landlord comms and actions are logged and have action timescales and details. This is especially crucial for rent arrears management and anti social behaviour issues.

All housing management policies and procedures will be available in the service point.

A final draft for the Private Residential Tenancy, will be sent to directors by the end of June for discussion and sign off.

2. KEY ISSUES

None



PROJECT REPORT – Housing Management

3. FORMAL APPROVALS / DECISIONS REQUIRED

None

4. NEXT REPORTING PERIOD ACTIVITIES

Tenant handover, tenancy start date, sign up and move in.
Feedback from new tenants re tenancy sign up.

5. APPENDICES