

COLLIESTON & SLAINS COMMUNITY TRUST
MINUTES OF MEETING
18 August 2008



Present: John Allan, Fiona Chaplain, Elizabeth Hay, Vicky McNiff, Steve Rainey, Alan White, Craig Leuchars, Trish Robinson, Reid Hutchison, Andrew Couper (for part of the meeting)

Apologies: Susan Somner, Peter Somner, Neil Ironside

Chair: Steve Rainey

1. Minutes of the last meeting

Minutes of 21 July 2008 meeting:

Proposed by: Fiona Chaplain

Seconded by: Vicky McNiff

Approved by the Committee

2. Action Log

Date Raised	Description	Who	Status	Date Closed
21/07/08	Prepare a draft application for the Rural Aberdeenshire Local Action Group (LAG) partnership LEADER development funding programme. Contact Vicky Thomson, LEADER Co-ordinator, to discuss draft application and send her a copy of the CASCT Funder's Brief. Update 18/08/08: Finalised application submitted on 29/07/08.	VMcN, SR, PS	Closed	29/07/08
21/07/08	It was suggested that when the time comes, CASCT write to the owners of the houses adjacent to the Rivie advising them of the change of ownership, that CASCT had no intention carrying out any activities near to the edge of the slope and requesting that they must be careful not to unwittingly or otherwise carry out any activities that might destabilise the slope, as they will be liable for any damage caused. Update 18/08/08: Preparation of letter pending conclusion of Rivie purchase.	SR	Open	
21/07/08	3rd Annual General Meeting Minutes – Fiona has prepared a draft, which has been reviewed by Steve. An amended version will now be sent out to the committee for approval, prior to loading to the website along with the slide pack used on the night. Update 18/08/08: AGM Minutes to be circulated for comment on 19/08/08.	FC	Open	
21/07/08	Skittles during Gala – Fiona, Susan & Elizabeth have plans in hand for Skittles Night, which will be held at the Bouledrome. Scottish Water's works on the pier to be suspended for Gala Day allowing skittles to take place. Update 18/08/08: Steve thanked those who assisted in making this a successful event.	FC, SS, EH	Closed	02/08/08

19/5/08	Rivie Purchase – Contact Sheila Ritchie to discuss ways of escalating pressure on Slains Estate to complete the purchase. She strongly advised against lobbying the Estate’s solicitors directly. As a result, Steve contacted the Directors of Slains Estate to seek assurance that there was no ulterior motive in delaying the sale. Immediately after this intervention on 27 May, Burnett & Reid, the Estate’s solicitors, confirmed that we had a concluded bargain. An announcement to this effect was made at the AGM on 30 May. Sheila Ritchie requested a more detailed statement of the Burnett & Reid fees on our behalf. She also attempted to reopen the missives with respect to warrandice. This is aimed at improving our chances of the Keeper of the Land Register granting title indemnity. However, Burnett & Reid are reluctant to do any further work unless we accept the fees already presented and agree to pay for the additional work involved. The legal exchanges continue. Sheila is not unduly concerned. Update 18/08/08: CASCT awaits receipt of signed title deeds from Slains Estates’ solicitor.	SR	Open	
21/4/08	Tax Return – Signed copies of accounts to be sent to Ritson Smith for filing with Companies House, Inland Revenue and OSCR. Update 18/08/08: Signed copies of accounts have been provided to Ritson Smith.	SR, SS	Open	
21/4/08	Renewable Energy – John Hitchcock to be asked if he would be prepared to champion this issue.	PS	Open	
21/4/08	Blether Update – Once Rivie purchase secured and BL Outline Proposal successful, then issue an update via Blether or normal CASCT distribution. Update 18/08/08: Communication pending completion of Rivie purchase.	AW/SR	Open	

3. Work Group Reports

3.1 Architectural Work Group

As Aberdeenshire Council require 8 weeks to process a planning application, this gives CASCT a planning application submission date of 4th November to meet the Big Lottery Fund full application submission deadline of 4th January.

With the Rivie now in community ownership and potential funding on the way, it is time to reconvene with the architects for another public architectural workshop for which a date has been provisionally set. It is proposed that this workshop will take place on Wednesday 10th September commencing at 7:15pm, as this is when our Architects, Reiach & Hall, have indicated their availability, and also that of representatives from Aberdeenshire Council’s Planning and Road’s departments to conduct a joint site visit beforehand.

Action 3.1.1 - Craig to liaise with Neil Ironside to confirm availability of the community centre on 10th September and book accordingly.

The purpose of the 3rd Architectural Workshop will be to reaffirm the key decisions made by the community at the 2nd workshop i.e. that the community are still happy with the proposed design and positioning, and for Reiach & Hall to present a concept for conversion of the existing community hall and former schoolhouse into accommodation units. Reiach & Hall would then look to progressing detail of the design by trying to reach community consensus on room sizes, room orientation and on external building materials and appearance.

Inevitably there will be some changes to be made following the workshop, therefore it is proposed that the Architectural Workgroup get together with Reiach & Hall, perhaps a couple of weeks later, to ensure that

comments generated at the workshop have been captured, changes incorporated, and to reaffirm Reiach & Hall are still going in the right direction.

A project update will be sent out to members of the workgroup and an invitation made to a pre-workshop meeting to be held on Wednesday 3rd September to discuss agenda and other organizational arrangements necessary for the 3rd architectural workshop on 10th September.

Action 3.1.2 – Craig to send project update to members of the architectural workgroup and invitation to pre-workshop meeting.

As an aide-memoire; following the 2nd public Architectural Workshop held on 11th August 2007, Reiach & Hall revised the outline concept drawings to take account of discussions and feedback generated by the community at the workshop.

The key decisions Reiach & Hall believe the community have all agreed are:

- (a) The building is in roughly in the right place, with the right orientation.
- (b) The building is approached from the north, and car parking is located along a gentle curve.
- (c) It is a 2-storey building with a pitched roof.
- (d) The entrance, nursery and storage areas are located at the lower level.
- (e) A meeting room, cafe, main hall and storage are located at the upper level.
- (f) There is a 'core' containing stair/lift and WC's at both levels.

3.2 Business Plan Work Group

The challenge has been to develop a plan for raising approximately £81,291, the amount required for our architects, Reiach & Hall, to progress the design concept through RIAS (Royal Incorporation of Architects in Scotland) Design Stages C (Outline Proposals) and D (Detailed Proposals) and obtain full planning permission, consequently enabling CASCT to complete the full Big Lottery Fund application for submission on 4th January. These fees represent 35% of the architects' fees for the project and are in line with RIAS Guidelines. There is also the planning application fee itself which is approximately £2,600 and would be payable directly to Aberdeenshire Council by CASCT on submission of our planning application.

It is anticipated that this money can be raised through application to a number of funders, which is currently underway, including Aberdeenshire Community Asset Fund, LEADER, Big Lottery Fund - Investing in Ideas, HBOS and others.

The Big Lottery Fund Capital Grant requirements, and the land and buildings application guidance notes (appendix B3) were discussed and it is clear there is much to do.

Requirements include:

- (1) Description of the proposed building works.
- (2) An options appraisal.
- (3) Confirmation of ownership of the land and buildings.
- (4) Site appraisal.
- (5) Planning consent.
- (6) Capital project timetable.
- (7) Capital cost estimate.
- (8) Cash flow forecast.
- (9) Details of the professional team members.

Consequently, the business plan workgroup has compiled a task schedule and list of actions and will now seek assistance from a team of volunteers to help with the collation of the required information. Market research is to be conducted which will involve investigating both potential users and alternative providers of function / meeting rooms and accommodation, by web, post and telephone calls.

Action 3.2.1 – Vicky to organise a meeting to explain the market research form and allocate the tasks. It is proposed to hold meetings week commencing 15th September at "The Chaumer".

Andrew Couper has volunteered to prepare an options appraisal. This will include obtaining a supporting letter from Aberdeenshire Council regarding their likely intentions for the existing community hall were the "do nothing option" to be pursued. Similarly, Reid Hutchison will contact Head of Property (Sid Gray) with regard to the former schoolhouse. This information will be used to substantiate our funding application.

Steve Rainey has volunteered to work on developing Project Need (What is the need of our project?), Identifying Need (How have we identified that need?) and Project Outcomes (What changes our project will bring about?) in conjunction with Andrew Bauer & Reid Hutchison, to ensure that these are SMART (Specific, Measureable, Achievable, Realistic and Time bound).

Next meetings are scheduled for:

Week commencing 15th September - market research volunteer group.

8pm on Thursday 25th September - business plan workgroup meeting.

3.3 Communications Distribution Group

It had originally been intended to issue a combined Amenities Committee and CASCT update via community newsletter "The Blether", however, publication of the latest issue in July unfortunately went to press before CASCT had an opportunity to include a submission. It is therefore proposed that CASCT produce a stand alone community update as has been done previously. This will be firstly in the form of an invitation to the architectural workshop, to be distributed to every household in Collieston and Slains two weeks prior to the workshop. Secondly, there will be a project update newsletter distributed in the week prior to the workshop.

Action 3.3.1 – Alan to prepare workshop invitation & communication update and arrange for distribution by the group.

4. Treasurer's Report

The Treasurer was unable to attend the meeting but had submitted a written report as follows. The balance in the bank as at 31 July 2008 was £14,857.84. We had two major items of expenditure this month - the printing costs of the calendar (£2,463.98) and purchase of the Rivie (£8,013.96). Although the Rivie purchase is not yet concluded, we have issued our cheque to Grant Smith Law Practice and it should be sitting in their client's account accruing interest, until the monies are to be sent to Burnett & Reid (Slains Estate solicitors) to conclude.

5. Any Other Business

Andrew Couper presented a proposal to the committee on challenging the financial sustainability of the project, which is ultimately about building a "sustainable community enterprise", and not just about construction of a new hall. This was well received by the committee and it is the intention of CASCT to consult with the community on this issue by holding two public business plan workshops later this year (circa October) which will enable CASCT to communicate to the community by delivering a detailed explanation of the proposals, and engage with the community by providing an opportunity to ask questions on the project. Following this consultation and if required, a further ballot of the community may be conducted.

Reid Hutchison (Aberdeenshire Council Community Economic Development Co-ordinator) introduced himself to the committee and discussed his role on the Aberdeenshire Community Asset Fund.

Upon receipt of the signed title deeds from Slains Estates' solicitors, it is proposed to have a Rivie work party to tidy the site and cut a path from the road towards the headland. It is anticipated that this will take place in late September. Notices are to be posted confirming date and time.

Date of Next Meeting

19:30 on Monday 15 September 2008 in the Hall, Vicky to take minutes.

Minutes approved at next meeting:

Date: 15 September 2008

Proposed:

Signature:



Seconded:

Signature:

