

COLLIESTON & SLAINS COMMUNITY TRUST
MINUTES OF MEETING
17 November 2008



Present: John Allan, Fiona Chaplain, Steve Rainey, Craig Leuchars, Nicola Twine, Vicky McNiff, Alan White, Trish Robinson

Chair: Steve Rainey

1. Apologies / Introductions

Apologies: Susan Somner, Peter Somner, Elizabeth Hay, Roger Berl, Debora Storr, Ian Bell.

4 Community Council representatives invited, none able to attend tonight's meeting.

2. Discussion / Approval of the minutes of 20 October 2008

Minutes of 20 October 2008 meeting: no comments.

Proposed by: Craig Leuchars

Seconded by: Trish Robinson

And approved by the Committee.

3. Action Log

Date Raised	Description	Who	Status	Date Closed
21/07/08	<p>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.</p> <p>Update 15/09/08: Preparation of letter pending conclusion of Rivie purchase. Suggested that flowers are sent to Sheila Ritchie as a thank you for her assistance to date.</p> <p>Update 20/10/08: Now that Rivie purchase completed, a letter will be drafted and run by Sheila Ritchie before issuing to Rivie neighbours. IB will assist in pulling together a list of neighbours and their contact details.</p> <p>Update 17/11/08: SR had drafted the letter to the Rivie neighbours informing them of the new ownership status, the map showing the boundary, that we have public liability insurance and that we intend to only develop on land away from slopes. The letter also states the common law position that he who is below must support what is above. Sheila Ritchie had checked the letter.</p>	SR / IB	Closed	19/11/08

21/4/08	Tax Return – Signed copies of accounts and company tax return 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. Update 17/11/08: Still waiting on Ritson Smith to submit, SS has been chasing, has been informed that it is in hand and will be done before the deadline. SR has completed the OSCR return.	SR, SS	Open	
17/11/08	Feed the proposed fee breakdown to Vicky Thompson at LEADER including the actual planning application fee which can be included as matched funding for LEADER. VM to ask if LEADER would match the 50% discount / gift in kind from Aberdeenshire Council.	VM	Open	
17/11/08	Investigate what the situation is regarding the availability of planning gain for large developments in the area and whether we would be eligible. There may be a planning gain pot, which can be bid for.	NT	Open	
17/11/08	Investigate respite care demand.	NT	Open	
17/11/08	Forward contact details on an arts contact.	NT	Open	
17/11/08	AW to make contact with Paul Ritchie to get a letter from Dolphin Gallery describing how this could work with CASCT in the new centre.	AW	Open	
17/11/08	Investigate the Tarts and Craft model with RB.	VM	Open	
17/11/08	Ask Glynnis Buchan if we can obtain any figures on the existing hall usage	NT	Open	
17/11/08	JA to send updated distributions lists to BR	JA	Open	
17/11/08	Draft a Rivie Review communications update and send to Jack page for editing.	SR	Open	
17/11/08	Lead further development of the drafted outcomes document.	SR	Open	

4. Treasurer's Report

As of 31/10/08 we have £25,435.57 in the account, of which £4,113.75 is being held for the pier.

CASCT financial overview as at 8 November 2008

Commitments					
Funds held for pier			4113.75	Balance in bank 31/10/08	25435.57
Outstanding payments:				less commitments	22074.75
	195 J Page Dolphin Art sales	126.00			
	211 Aberdeenshire Council planning app	1740.00			
	212 Aberdeenshire Council planning app	145.00	2011.00		
	Ritson Smith (estimate)		950.00		
	Big Lottery Investing in Ideas		10000.00		
	CASCT contribution to be matched by Leader *		5000.00		
Total			22074.75	Unrestricted funds 8 Nov 08	3360.82

Income showing on the bank statement is from calendar sponsorship and sales (we have had all the sponsorship in except from First Zipper, for whom a reminder has been sent), a donation and credit interest.

£950 has been set aside for Ritson Smith accounting fees and approximately £5000 for our contribution to the Detailed Proposals Phase (amount to be confirmed) to be matched by LEADER.

5. Work Group Reports

5.1 Architectural Work Group

The Rivie site investigation and walk around took place on Wed 29 Oct. The test pits were dug by Andy Harper. The good news is that there is nothing unexpected, only clay, which means that the foundations will be standard. The only minor concern was from the landscape advisor, as the car park is close to the edge, so they would like to sink some more boreholes near the entrance to check stability. Our funding for this phase may not allow that and so they can allow for the worst case in the detailed cost estimate for the Big Lottery application, with the understanding that the cost will come down if the site turns out not to need the worst case. The existing buildings are in reasonably good condition. Scottish water and Hydro-Electric were also contacted and it was confirmed that the power, water and sewage connections are all adjacent to the site and are adequate. CL & IB went to a design team meeting on the 13 Nov at R&H premises. The available funds for professional fees were discussed and they will get back to us on how these will be allocated to the various design professionals. The lower amount available means they will not complete all of the elements usually done in stage D in the design cycle, but will do everything required for planning permission.

Following on from the special community council meeting last week, the planning fee has been submitted by the community council with Rachel Hitchcock as the named contact. This will qualify for a 50% discount in fee. The planning fee to be paid by CASCT is now confirmed as £1740 + £145.

VM to feed this proposed fee breakdown to Vicky Thompson at LEADER including the actual planning application fee, which can be included as matched funding to LEADER. VM will ask if LEADER will match the 50% discount / gift in kind from Aberdeenshire Council.

It is thought that the application will go to the local Area Committee meeting on the 20th January 2009.

The Quantity Surveyor is still working on compiling the final costs, hopefully within the next few weeks we will receive new estimates.

CL has discussed the sustainability of the building with Buro Happold. In order to firm up the costings, we need to decide the energy sources for the building. It is unlikely that we will find a source reliable enough for us to be completely self sufficient. Ground source heat exchange pumps would be a good option, though they would need power to run. These could be run via two wind turbines, however these are quite large (15m tower, 9m diameter blade) and the best area for these would be where the Rivie viewpoint will be. However, if we did have these turbine and solar collectors on the roof then the building would have virtually zero energy costs and zero net CO₂ emissions. The QS will fully cost up the options, including oil fired and woodchip boilers considering the maintenance, storage costs etc. It was asked if they have investigated tidal power, as there are some units that RGU have built, FC to ask a RGU contact about this.

The planning application has been submitted without the turbines, so we will wait for the costed options and then decide how best to consult the community on this.

We will need to confirm whether the planning permission covers long term lets of the accommodation units.

5.2 Business Plan Work Group

NT to look into what the situation is regarding the availability of planning gain for large developments in the area and whether we would be eligible. There may be a planning gain pot, which can be bid for.

We need to further investigate and back up the respite and arts elements of the business plan. NT to investigate respite and forward contact details on an arts contact. AW to make contact with Paul Ritchie to get a letter from Dolphin Gallery describing how this could work with CASCT in the new centre.

Also VM will investigate the Tarts and Craft model with RB.

We also need figures on existing hall usage, NT to ask Glynnis Buchan.

5.3 Communications Distribution Group

JA has updated the distribution list for Slains and is to send this latest version to BR.

Another Rivie Review communications update is to be distributed. SR to draft and send to Jack Page.

6. Needs, Outcomes, Milestones Discussion

SR circulated the drafted outcomes document. We need to make these SMARTer (Specific, Measurable, Achievable, Realistic & Time based), in particular to come up with targets which can be measured. SR to lead further development of this document.

7. Checklist 3 Discussion

R&H's team have reviewed this and will submit the required documents in plenty of time.

8. Any Other Business

None

Date of Next Meeting

19:30 on Monday 15 December 2008 in the Hall, minute taker to be decided.

Minutes compiled by: Vicky McNiff

Minutes approved at next meeting:

Date: 15 December 2008

Proposed:

Signature:

Seconded:

Signature: