

COLLIESTON & SLAINS COMMUNITY TRUST
MINUTES OF MEETING
20 October 2008



Present: John Allan, Fiona Chaplain, Steve Rainey, Craig Leuchars, Susan Somner, Nicola Twine, Trish Robinson

Apologies: Vicky McNiff, Alan White, Pete Somner, Elizabeth Hay, Shirley Beattie

Chair: Steve Rainey

1. Minutes of the last meeting

Minutes of 15 September 2008 meeting: the committee agreed to additions to the Action Log and to a change in the wording of Section 3.1. The revised Minutes were then:

Proposed by: Fiona Chaplain
 Seconded by: Steve Rainey

And approved by the Committee.

2. Action Log

Date Raised	Description	Who	Status	Date Closed
20/10/08	Letter to be sent to Rachel Hitchcock, chair of Slains and Collieston Community Council requesting it to consider submitting and paying for the planning application on CASCT's behalf.	SR	Closed	21/10/08
20/10/08	Order framed Collieston photograph for Neil Ironside	SR	Closed	7/11/08
20/10/08	Make offer to make a contribution to A Harper for repair of his mower.	IB / CL	Closed	28/10/08
15/09/08	Undertake search for Council plans for refurbishment of existing buildings dating back to late 1990s. Update 20-10-08: Neil handed in hard copies of plans to Pete Somner before the start of the 2 nd Business Plan session on 11/10/08.	NI	Closed	11/10/08
15/09/08	Contact Keith Newton to obtain written confirmation of Aberdeenshire Council's position if the 'do nothing' option became reality. Update 20-10-08: Email sent to KN on 13/9/08. As requested. KN replied in a letter dated 23/9/08 that the council would maintain the hall in a weather-tight condition and that, because of demand on budgets, any significant upgrading is most unlikely for a long way into the future.	SR	Closed	23/9/08

15/09/08	Organise and host 'Cuppa with CASCT' for Saturday 4 October, 10 am – 12 noon. Update 20-10-08: 'Cuppa with CASCT', an opportunity to discuss issues, and in particular, the business plan, in an informal way, was held in the Village Hall. A handful of people turned up.	PS	Closed	4/10/08
15/09/08	All letters handed in at 3 rd Architectural Workshop to be formally acknowledged. Update 20-10-08: Letters were sent to M Sheehan, I. Taylor and S Taylor. No acknowledgement was sent to S. Sheehan – she read out a statement at the meeting and did not submit a letter.	SR	Closed	16/9/08
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 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. 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.	SR / IB	Open	
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 15/09/08: CASCT awaits receipt of signed title deeds from Slains Estates' solicitor. Update 20/10/08: Purchase of the Rivie was completed on 3/10/08.	SR	Closed	3/10/08
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	Blether Update – Once Rivie purchase secured and BL Outline Proposal successful, then issue an update via The Blether or another CASCT Rivie Review. Update 15/09/08: Communication pending completion of Rivie purchase. Update 20/10/08: as the Amenities Committee voted not to allow CASCT to issue an update under the banner of The Blether, Issue No. 2 of the Rivie Review was distributed in early October.	AW/SR	Closed	1/10/08
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3. Work Group Reports

3.1 Architectural Work Group

The Rivie site investigation and walk around by Buro Happold originally planned for week commencing 13/10/08 did not happen (due to availability of personnel) and has now been rescheduled for Thursday 23 October accordingly. Andy Harper (and his JCB) has been engaged to dig test pits on the Rivie as required. BH will liaise directly with Andy. A structural and fabric condition survey of the existing buildings will be carried out at the same time. All this information will allow the design team to refine cost estimates, which are required for the Big Lottery application.

Reiach and Hall held design team meetings on 29/09/08, 09/10/08 & 15/10/08 and have requested clarification on the brief on two issues:

The first concerns provision of a “zero net energy cost building”. Buro Happold has advised that this is difficult to achieve in practice due to the complexities involved of matching building requirements from the renewable sources, furthermore is impractical as any electricity generated on site would require a very large battery storage facility. BH proposed instead that the community centre be designed as a “zero net carbon dioxide emissions building”. The reduction of carbon dioxide usage within the community centre will be the primary driver for its design. The impact on the buildings form, orientation and materials used in its construction contribute the greatest influence over long term energy performance. It is imperative that the total energy consumption of the building be kept to a minimum as this will directly influence the extent of renewable energy sources required to provide a zero net carbon dioxide emissions building. The mix of renewable energy technologies could include ground source heat pumps, solar thermal collectors and wind turbines although the final mix will be dependent on further detailed cost analysis and technical study. Advice received from Planning would imply that the inclusion of a wind turbine could perhaps delay the time taken to process the planning application. It is therefore recommended that any proposal for wind turbines (were such a renewable energy technology deemed appropriate) be subject to a separate subsequent planning application. This was supported by the committee.

The second issue concerned whether we were aiming to provide disability facilities/equipment for respite care (e.g. hoists etc.) or just the provision of accommodation with disabled access. After some discussion, the committee agreed that we should provide disabled access to the ground floor flats rather than disability equipment.

Craig indicated that Reiach & Hall were on target to submit the planning application by 4 November, but it would be tight. There was still a significant amount of work to be done, and key personnel were on leave or otherwise committed. The current view is that the roof will be of grey ridged zinc, the walls of grey brick (if costs allow) or of grey brick for the lower floor and grey stained timber (larch) for the upper floor (if they did not).

The committee agreed that Reiach & Hall should be asked to present the final plans and elevations to the CASCT Committee, the Architectural Work Group, representatives from user groups and community councillors (see item 5, below).

Reiach & Hall asked design team members on 29/09/08 to confirm fees to take the project to planning/BLF application stage. They were also asked to forward their proposed appointment documents to Steve. CASCT subsequently received an email from Reiach & Hall on 17/10/08 outlining the fee structure for the design team for work to take project to planning/BLF application stage. As the total appears to exceed funds currently available, Craig was asked to reconfirm our position on funding with Reiach & Hall.

3.2 Business Plan Work Group

Peter, Vicky, Craig and Steve (at their own expense) had dinner with Andrew Bauer, our HIE project officer, on Wednesday 17 September 2008 at the Cock & Bull. Progress on the project was discussed. It emerged that, should we be successful with our full application, the Big Lottery will insist on our membership changing from an 'opt out' membership to an 'opt in' membership. Andrew felt more concerned about us being able to demonstrate project need, outcomes and milestones than he was about the robustness of our business plan. He confirmed that the Big Lottery are as concerned about financial sustainability as about social sustainability/impact. He stated that he was willing to attend any further public meetings if his schedule allowed. He was impressed with the degree to which the planning department in Aberdeenshire Council appeared willing to expedite approval of the application once submitted.

Steve read out a letter from HBOS confirming that CASCT had been unsuccessful in securing funding of £10,000 for preparing our Big Lottery application.

Nicola Twine offered support from Community Learning & Development to develop outcomes based on the LEAP (Learning, Evaluation And Planning) Framework.

3.3 Communications Distribution Group

The 2nd issue of the Rivie Review was distributed to the community in early October.

4. Treasurer's Report

The balance in the bank as at 30 September 2008 was £27,913.60. This figure includes £4,113.75, which is ring-fenced for the pier.

Payments due total £3,273.10, of which £2,542.74 is for our legal fees associated with the Rivie purchase. £15,000 is set aside for paying professional fees associated with preparing our Big Lottery application. An estimate of £950 for accounting fees is still pending. Consequently, of the balance of £27,913.60, only £4,576.75 can be considered to be unrestricted. This will be used to pay for the planning application, in the event that the Community Council decide not to approve our request to submit and pay for the planning application.

CASCT financial overview as at 20 October 2008				
Commitments				
Funds held for pier		4113.75	Balance in bank 30/9/08	27913.60
Outstanding payments:			less commitments	23336.85
195 J Page Dolphin Art sales	126.00			
206 M Sharp Dolphin Art sales	134.40			
207 J Craig Dolphin Art sales	70.00			
208 S Rainey Expenses	91.52			
209 Grant Smith additional Rivie fees	308.44			
210 Grant Smith legal fees Rivie	2542.74	3273.10		
Ritson Smith (estimate)		950.00		
Big Lottery Investing in Ideas		10000.00		
CASCT contribution to be matched by Leader		5000.00		
Total		23336.85	Unrestricted funds 20 Oct 08	4576.75

5. Letter to Community Council

The Planning Department has advised that local community councils pay 50% of the normal planning application fee. Consequently, the committee agreed that an approach should be made to our new community council to ask them to consider submitting the planning application on CASCT's behalf and to pay the reduced fee. Steve is to draft a letter to Rachel Hitchcock. It was also agreed that, the community councillors should be invited to review/approve the final plans and elevations etc. prior to their submission as part of the planning application.

6. Any Other Business

Steve formally welcomed Nicola Twine on to the CASCT committee, as Neil Ironside's replacement from CLD, Aberdeenshire Council and in her own right as a house-owner in Collieston.

The committee agreed to recognise Neil Ironside's support of CASCT over a number of years by presenting him with a framed Collieston photograph.

The committee agreed to offer a contribution of up to £100 to Andy Harper towards the cost of repairing his mower, which was damaged while he was cutting the grass on the Rivie.

Date of Next Meeting

19:30 on Monday 17 November 2008 in the Hall, Vicky to take minutes.

Minutes compiled by: Steve Rainey

Minutes approved at next meeting:

Date: 20 October 2008

Proposed:

Signature:



Seconded:

Signature:

