

Comrie Development Trust

Board Meeting

Monday 30 May 2016, CDT office, 7:30pm

MINUTES

Meeting arrangements:

Chair: Blair Urquhart

Minutes: Bob Hughes

1. Attending

Present: Helen Buchan; Christian Campbell; Bob Hughes; William Levack; Mark Lynch; Andrew Reid; Sharon Rice-Jones; David Robertson; Blair Urquhart

Apologies: Fiona Davidson; Chris Palmer

2. New Trust Members

No new Trust members

3. Board Minutes

Approval was given to the minutes of the Board Meeting on 25.4.16, the Special Meeting on 16.5.16 and the Note on Views expressed at the Board Workshop on 24.5.16.

4. Declarations of Interest

There were no declarations of interest.

5. Decisions by e-mail

There had been no decisions by e-mail.

6. Matters arising from the minutes of 25.4.16, 16.5.16 and Board Workshop 24.5.16

a) CC roster for attendance (SRJ, CC, CP volunteers – others?)

William Levack offered to join the other three board members to be rostered to attend CC meetings.

b) CC social event (autumn) – joint organiser

David Robertson to establish a potential date for a social event with CC members, which a CDT Board member will assist in organising.

c) CC rep. invited to June CDT board

It was agreed to suggest attendance by a CC observer at the CDT board from September.

7. Communications/Correspondence

a) ROC bunker

A letter had gone from CDT to the Seller's solicitors confirming that CDT was not able to exercise its right of pre-emption and repurchase the ROC bunker. The CDT letter had suggested that, since the Title Deeds indicated that successor owners would still be bound by right of pre-emption, there was an expectation that this would be included again as a condition of sale. The Seller's solicitors had responded that under the terms of Title Conditions (Scotland)

Act 2003 the right of pre-emption only applied to the first sale following earlier purchase from CDT. It was agreed to check the validity of this response.

8. Finance

a) Assets, budget estimates and cash flow

CDT budget deficit and cash shortfall from November require decisions by the board meeting in June.

Potential for some savings from electricity supply costs. It was agreed that WL and RH should seek to negotiate a reduction in supply guarantees with a view to saving £2/3 k per annum.

b) PKC

Meeting held with David Littlejohn, PKC Head of Planning and Development, Alan Graham, Business Development Team Leader within the PKC Environment Service, and Stephen McDonald, Rural Perth and Kinross LEADER Co-ordinator. Statements made by David Littlejohn that a planning application for hill ground house plots would be opposed in Committee Report as against PKC Council land use policy. Planning application might be still accepted by council members of the planning committee. Any subsequent capital receipt would still have conditions of restricted use to highly specified renovation costs of individual huts. PKC officers were provided with details of CDT financial position and committed to considering what assistance PKC could provide and giving comments to CDT by 20 June.

c) Camp users' meeting

It was agreed to arrange a camp users' meeting after the June CDT board had decided next CDT finance steps.

d) OSCR and CDT Auditors

RH to notify OSCR and CDT auditors about CDT financial position, following review of position and decisions at the next CDT board meeting.

e) Debtors

Schedule provided and noted with position concerning individual debtors and action noted against each one.

9. Planning Activity

a) Workshop Session - Long-Term Strategy, Use of Properties

The final revised note of the meeting, previously circulated, provided a summary of the views expressed by individuals at the workshop session on 24.5. AR to collate any further comments sent to him by board members.

10. Cultybraggan Self Catering Development

a) SKS Meeting – this final meeting had completed the consultancy work.

b) Planning Consent and Listed Buildings Consent

Development Planning Consent and Listed Buildings Consent both granted by Perth & Kinross Council, with limited conditions to keep within the Plans and provide final landscaping and lighting proposals for approval.

c) Memorandum of Understanding and Lease Agreements incl. legal work

The draft MOU and lease Heads of Terms are nearing completion and will need early consideration by the CDT Board. Assistance has been accepted for voluntary legal assistance from David Hustwayte.

d) HLF application

The scale of outstanding work has meant postponement of the HLF application submission until late August for consideration by HLF in September.

11.

Staffing/Administration

a) Office admin

There is currently no volunteer support in the CDT office, causing extra pressure on Andy Heming and Naomi Clarke.

b) Minutes on website

SRJ seeking to clarify CDT website editorial arrangements.

c) Governance and security of digital marketing media

SRJ pursuing issue of online security and permissions for social media uses.

d) Comrie Fortnight Guide entry and Boulevard Table

It was agreed to restrict the Comrie Fortnight Guide entry to reference to heritage tours, noting the Sunday tour on the last weekend of the Fortnight. CC to deal with this.

e) Volunteer recruitment – open sessions – working group info joint with CHSC

It was suggested that it would be worthwhile to have people available in the CDT office during major events, such as the Strathearn Marathon, to provide information about CDT including volunteering opportunities.

12. Estate Management

a) Infrastructure specifications consultancy – LEADER/AHF/Awards For All

The Tendering Panel had awarded the consultancy work to Goodsons. Work was now underway to apply for the cost of this consultancy work through LEADER and the Architectural Heritage Fund.

b) Officers' Mess

It was agreed to pursue work on the Officers' Mess to provide a resource that can be used by groups visiting the camp for different purposes, and to use it as indoor space for those attending the Strathearn Marathon.

c) Decision Making Protocol

It was noted that there was developing definition of acceptable design changes, and that the Heritage Group and Estate Management Group should continue to liaise on design policy developments, e.g. chimneys on repairing lease huts.

d) Nissen Hut rebuilding

ML was working to a target of August for the rebuilding project, and has been trying to get in touch with the Royal Marine contact suggested by WL.

13. Events

a) Event bookings

It was reported that 17 July was a possible date for the proposed Cultybraggan Fun Day, and agreed that a budget for this event should be considered at the Estate Management Group.

14. Any Other Business

Procurement policy – WL to review the current status of the draft policy and comments by AR on it.

Kier Construction – it was agreed to pursue the potential for Kier Construction to use the Braco Road triangle to store 3 tons of sand and other material over a three-month period, on the basis of repairs by them to the area and a rental charge.

15. Date of Next Meeting – 27 June 2016

Chairing Rota: June – RH; July – AR; August - ML

Minute Taking Rota: June – CP; July – ML; August - FD