

Craignure
Community Business Resource Centre
Steering Group Meeting
Craignure Village Hall – 8.00pm Tuesday 5th December 2006
Notes & Actions


Attendees

Sandy Brunton (SB)
 Barry Morley (BM)
 Derek Crook (DC)
 Sheena Allan (SA)
 Donald MacLean (DM)
 Siân Scott (SS)


Apologies

Sarah James (SJ)
 Michael Elwis (ME)
 Chris Baker (CB)
 James Hilder (JH)
 Crawford Morrison (CM)
 John Mitchell (JM)
 Michael Timms (MT)

This column is for you to write notes in until the next meeting, as things develop or you undertake your action points!!

	Minutes & Actions	Actioner	Action Date	Update
1a.	<p><u>Project Progress Update</u> <i>Phase 1- Recycling Shed & Portacabin</i> Progress update given- work now complete on the recycling shed, site now dressed and plumbing connections made to the portacabin. Waiting quotes from electricians to provide cable and works to connect electricity to the shed and portacabin. TSL to complete connections to utilities for shed and portacabin once cables are on site. All works hoped to be completed by mid- January. Question raised over the volume of water fall from the crag onto the site in light of recent very heavy rains. ACTION SS to check site drainage.</p>	SS	05/12	↓
1b.	<p><u>Project Progress Update</u> <i>Project Milestone Plan Review</i> The meeting reviewed the updated milestone plan and discussed progress with each area of work. See plan & update below:  "CBRC Milestone Plan_03_12_06.xls" <i>Market Research</i> Update given on progress with market research activities. Most local based market research and engagement activities complete (see November Board report for details). Approx. 60 questionnaire responses received with firm interest in space hire from a number of these returns. Work outstanding- still to send questionnaires to all community groups, the Community Council and FSB. Also still to undertake targeted telephone interviews with selected local businesses. Next phase of market research will include a survey of the mainland businesses</p>			

<p>identified. SS to employ the help of an additional worker to progress some of the outstanding activities.</p> <p>ACTION SB & DC to include a standard agenda item at all future Chamber of Commerce meetings to provide an update on project progress SA to include a standard agenda item at all future Craignure Village Hall Committee meetings to provide an update on project progress.</p> <p>Market Research Funding Scottish Community Foundation- positive decision received in September. Full amount awarded (£2,500). Big Lottery, Investing In Ideas- positive decision received. Full amount awarded (£9,791). Technical Feasibility Study & Options Appraisal New phase of work. During the Big Lottery application process advice was given- as part of the application process for the Lottery's main capital grant program a technical feasibility study and options appraisal would be required. This study may include site & buildings reports, alternative building designs based on a number of different usages, technical and cost implications based on different design and build approaches (renovation verses demolition and new build) and elementary costings against each option. The Investing In Ideas grant will pay for the professional fees (QS, Structural Engineer & Architect) associated with completing this work. SS will complete the report.</p> <p>Centre Design Funding for Design Team for Planning Quotes received from the QS (of Malcolm Michie) and Shauna Cameron for their costs (approx. £34k based on a £360k project) and sent to AIE to finalise the funding arrangements for the professional fees associated with the design work to take us up to planning- waiting response from AIE. Professional fees incurred for work completed beyond planning will need to be raised by submitting a further application to AIE (most likely as part of the capital funding application). Alternative Energy Feasibility Alternative energy feasibility brief sent out to three Argyll based consultants for quotes. Responses due by 19th December. Other Design Activities/Elements Design brief updated based on comments from the last Steering Group meeting held in September and Shauna has updated the plans accordingly. SS held first meeting with QS in November (Shauna Cameron also present). QS advised (based on cost and space requirements) that the project seriously considers demolishing the current building and carrying out a new build. Steering Group agreed that this approach should be considered at part of the options appraisal work. SS to progress with QS and Shauna. Design brief to be finalised following the completion of the feasibility study and market research which will then feed into the</p>	<p>SB/DC</p> <p>SA</p>	<p>05/12</p> <p>05/12</p>	
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	<p>drawings and specification for planning. Projected timescales around the design need to be verified by the design team and there may be an opportunity to run some activities in parallel in order to bring the plan forward. Further discussion with the design team to be held.</p> <p>Model of centre based on current design created and used at the market research/engagement events.</p> <p>New design requirement - provision of a 'fold away' bed and shower in the centre. Meeting agreed to assess this as part of the options work.</p> <p>Centre Build</p> <p>Timescales for applying for funding for the building work continue to be estimates. These dates are dependant on the outcomes of a review following the completion of the market research, feasibility and budget costings.</p>			
2.	<p><u>Lessons Learned from Study Visits</u></p> <p>Meeting discussed the key lessons learned from the study visits and agreed that these key areas should continued to be reviewed as the project develops and where appropriate steps put in place to ensure they are implemented.</p> <p>DM suggested that we contact a 'new build' project (all study visit developments involved a refurbishment). Agreed to contact the groups involved in community buildings on Islay and Tiree.</p> <p>ACTION</p> <p>SS to progress.</p>	SS	05/12	
3.	<p><u>Project Issues & Risks</u></p> <p>The meeting reviewed the updated issue and risk log (see below).</p>  <p>"Risk_Issue Logv8.xls"</p> <p>Four new risks opened (ID nos. R018, 016,013,017) and one closed (ID no. R011). Issue around Big Lottery funding now closed as funds have been agreed.</p>			
4.	<p><u>Decisions/Approvals</u></p> <p>The following decisions/approvals were taken: Meeting agreed the updated milestone plan (project timescales) and approach for the feasibility study and options appraisal.</p>			
5.	<p><u>Actions Outstanding from the Previous Meeting- September</u></p> <p>Meeting approved the minutes of the previous meeting.</p> <p>Other comms. related items- The Steering Group suggested that a project progress update should be provided to our MSP, MP and Councillor.</p> <p>ACTION</p> <p>Ongoing progress updates to be provided during the project.</p> <p>Project Issues & Risks-Planning delays. It was also agreed that SS should raise the risk around planning delays with our Councillor, Alistair McDougall, asking for</p>	ALL	07/09	

	his support as part of the project update letter being drafted. ACTION SS to progress.	SS	07/09	Update: SS to complete once design further progressed.
5.	AOB Wood fuel Seminar at the Isle of Mull Hotel on 12 th Dec. MICT Christmas party at the Isle of Mull Hotel on evening of 15 th Dec- need to confirm numbers with the hotel. If you would like to attend please let us know as soon as possible.			
6.	Date & Time of Next Meeting: Next meeting date to be confirmed. SS to organise after Christmas.			