

Craignure
Community Business Resource Centre
Sub- Committee Meeting
Craignure Village Hall – 8.00pm Thursday 7th September 2006
Notes & Actions

Attendees

Sandy Brunton (SB)
Chris Baker (CB)
Derek Crook (DC)
David Woodhouse (DW)
Donald MacLean (DM)
Siân Scott (SS)

Apologies

Ian Schofield (IS)
Sarah James (SJ)
Michael Elwis (ME)
James Hilder (JH)
Crawford Morrison (CM)
John Mitchell (JM)
Barry Morley (BM)
Sheena Allan (SA)
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- James Gibbons has started work on the shed construction. Works due for completion at the end of September. Building warrant still outstanding. Shauna has advised that we should receive the warrant by 8th September. Once shed in situ TSL to complete connections to utilities for shed and portacabin and tidy up the site.</p>			↓
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. <i>Market Research</i> Update given on progress with market research preparation activities. The centre 'open day' and MESS furniture auction will take place on 21st Oct. SS to combine the study visits with trip to Cairndow for the next ABSEN conference (5th Oct). It was agreed that a project update should be given to the following island groups, Chamber of Commerce (as part of a future presentation event), Holiday Mull, Community Council, Mull Hyperbaric Ltd, the Craignure Village Hall Committee and Mull & Iona Gaelic Partnership. ACTION SB to follow up with the Chamber of Commerce. ACTION SS to send a copy of the Market Research database to DW. DW to review and provide further contact details. <i>Market Research Funding</i> Scottish Community Foundation- decision on</p>	<p style="text-align: center;">SB</p> <p style="text-align: center;">SS/DW</p>	<p style="text-align: center;">07/09</p> <p style="text-align: center;">07/09</p>	

<p>application due early next week (w/c 11th Sept).</p> <p>Big Lottery, Investing In Ideas- delay experienced with completing the application process. Application form currently with the Unity Bank for signing. Hope to receive the completed form by Monday 11th Sept. At present the delay is not holding up the market research activities but we should prepare for the application process to take up to 2 months and therefore investigate other funding sources to help prevent the work from being held up. It was agreed that the market research activities must go ahead and if required loan funding and/or MICT reserves should be used to cover these costs in the short term with repayment at a later date once funding from Trusts has been secured. SS & JH are reviewing the list of Trusts in order to draw up a shortlist of those to approach for financial help. SS is also to write to AIE asking for assistance with the market research costs.</p> <p>Centre Design</p> <p>It was agreed that work on the design would continue, running in parallel with the market research activities. A review of the design would take place following the completion of the market research analysis and prior to submitting the drawings for planning permission to ensure that the project is still on track to meet it's aims and objectives. Awaiting quotes from the QS (Morham and Brotchie) and Shauna Cameron for their costs. Once received these will be sent to AIE to finalise the funding arrangements for the professional fees associated with the design work. It was noted that the timescales around the other design activities shown on the milestone plan are estimates and need to be validated with Shauna and the rest of the design team. Once the design team are engaged SS to set up a meeting with them to review the design section of the project plan including their activities, timescales and what they need from us to further progress the design.</p> <p>ACTION</p> <p>SS will set up and send out an invite to the Directors. The meeting then reviewed the design brief and agreed minor changes.</p> <p>ACTION</p> <p>SS to update the brief to reflect the comments (see updated version attached to this e-mail) and send to Shauna Cameron.</p> <p>The group agreed next steps regarding the options for renewable energy.</p> <p>ACTION</p> <p>SS to arrange for a feasibility study to be carried out which builds on the pros and cons document produced by Alienergy, to include build and installation costs, energy savings, space requirements and output levels.</p> <p>A general observation was made about the slowing down of activities over the Christmas and New Year period and resulting impact on the plan as many key activities are due to take place during December and January.</p>	<p>SS</p> <p>SS</p> <p>SS</p>	<p>07/09</p> <p>07/09</p> <p>07/09</p>	
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	<p>Centre Build An estimate around the timescales for applying for funding for the building work was given. These dates are dependant on the outcomes of a review following the completion of the market research and budget costings to be provided by the QS.</p>			
2.	<p>Project Issues & Risks SS presented the updated issue and risk log (see log attached with this e-mail). A new risk around planning was raised regarding the current problems with water connections for new builds. The Board suggested that we seek advice from Shauna before speaking to the planning department and/or Scottish Water. It was also agreed that SS should raise the risk around planning delays with our Councillor, Alistair McDougall, asking for his support as part of the project update letter being drafted. ACTION SS to progress.</p>	SS	07/09	
3.	<p>Decisions/Approvals The following decisions/approvals were taken: - Design brief approved subject to the minor changes discussed. - Centre name- An Roth. ACTION DC to rise the centre name with the Board at their next meeting (11th Sept) for approval.</p>	DC	07/09	
4.	<p>Actions Outstanding from the Previous Meeting- 1st August Other comms. related items- The Steering Group suggested that a project progress update should be provided to our MSP, MP and Councillor. ACTION SS to draft the correspondence and circulate for review & comment.</p>	SS	07/09	Update 7/09: SS to include invitation to 'open day' on the 21 st October.
5.	<p>AOB No items raised.</p>			
6.	<p>Date & Time of Next Meeting: It was agreed not to hold a meeting in October. Next meeting to be scheduled for a date in November -TBC. ACTION In the interim SS to send out an update on design team quotes and funding bids.</p>	SS	07/09	