

**Craignure  
Community Business Resource Centre  
Sub- Committee Meeting**

**Craignure Village Hall – 8.00pm Thursday 29<sup>th</sup> June 2006  
Minutes & Actions- Updated**

**Attendees**

Sandy Brunton (SB)  
Chris Baker (CB)  
Sarah James (SJ)  
Michael Elwis (ME)  
Derek Crook (DC)  
James Hilder (JH)  
Siân Scott (SS)

**Apologies**

Ian Schofield (IS)  
Barry Morley (BM)  
Shauna Cameron (SC)

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

	<b>Minutes &amp; Actions</b>	Actioner	Action Date	Update
1	<b>Minutes of Previous Meeting- 28<sup>th</sup> April</b> Attendee list missing- ME, SB, JH. <b>ACTION</b> SS to amend.	<b>SS</b>	29/06	<b>20/07</b> -Action complete. ↓
2a	<b>Phase 1- Recycling Shed &amp; Portacabin</b> Progress update given- block work complete for shed & now waiting schedule from James Gibbons for build. Once shed in situ TSL to complete connections to utilities for shed & portacabin and tidy up the site.			<b>20/07</b> - James Gibbons due to start work, week commencing the 31 <sup>st</sup> July.
2b	<b>Updated Design &amp; Comments from Shauna Cameron</b> Amended ground floor plan and response to comments from last meeting received from Shauna and reviewed by the meeting. <b>ACTIONS</b> SS to discuss the following points with Shauna: 1. Kitchen requirements- need area to serve shop (teas/coffees/'bake off' pastries) and food preparation (soup/sandwiches) to serve boardroom/offices. Will require hand washing & food preparation sinks, freezer, small oven, dishwasher & hot water/coffee making facility. Is the current kitchen layout/size suitable? What constitutes a kitchen under the legislation? 2. Seminar room- what is the seating capacity for training- sq. metres per person? 3. Lobby next to disabled toilet on updated plan- what is the purpose of this area? 4. External wall of lobby area (next to disabled toilet) on updated plan- what is this- doorway/hatch? 5. Disabled toilet- could we include baby-changing facilities? 6. Security considerations- wall safe, doors with combination locking, secure locking areas- could	<b>SS</b>	29/06	<b>20/07</b> - Response from Shauna: 1. Current kitchen design would be suitable for a customer self-service, 'bake off' facility for the charity shop. Again the current design would be suitable for serving the offices and boardroom if the catering was to be 'brought in' and laid out for self-service (the food could still be reheated on site and then served) however if we wanted to prepare food (including sandwiches) on site then this would require not only a larger kitchen but also compliance with additional regulations. 2. Depends on the type of usage for the seminar room. Shauna to provide seating capacity for different meeting styles. 3. To prevent the smell of the disabled loo seeping into the shop! 4. This is an emergency exit out

	<p>the shop store be used?</p> <p>7. Role of the QS- past experience has shown that cost estimates tend to be inaccurate and therefore could QS supply quantities only to be fed into tender process? It was noted that we require costings in order to complete the funding applications- the implications of this needs to be considered.</p> <p>8. Structural Engineer services- is there a requirement/what is the scope of the services available?</p>			<p>into the escape route.</p> <p>5. Shouldn't be a problem.</p> <p>6. No problem- detailed requirements should be included in the specification for the QS.</p> <p>7. In Shauna's experience the main reason why final project costs tend to be greater than estimated by the QS at the beginning of the project is that requirements specifications change as the project progresses and the QS isn't asked to revise the estimates in line with these changes. In order to ensure this doesn't happen it is good practice to keep the QS involved as the project progresses and ask for revisions of the estimate if changes to the specification are required. The funding bodies will require a QS to provide cost estimates as a 'bench mark' by which to compare tenders against.</p> <p>8. Still need to understand the details of the work they undertake but will be required in order to complete the building warrant application process. Meeting with Shauna and the rest of the design team (SE &amp; QS) in order to discuss the details.</p>
2c	<p><b>Eco-Friendly Design- Alienergy</b> Energy efficiency survey for development by Alienergy-Sub-Committee confirmed their support for this work to proceed.</p>			<p><b>20/07-</b> Paul Phare from Alienergy has reviewed the plans and has made a recommendation on the type of heating system, which could be used for the building. Further discussion needs to take place with Shauna and the rest of the design team in order to understand the details. Meeting to be set up in order to progress.</p>
2d	<p><b>Funding- AIE, Lottery-Investing in Ideas Fund &amp; Investing in Communities Fund</b> Update given on approach for funding. <b>AIE-</b> Agreement to fund professional fees (Architect, QS and planning department fees). Funds administered on a staged basis starting with funding up to the detailed planning stage. The normal process for payment means that AIE make one payment to one 'agent' (usually the architect) for all services undertaken up to the end of the stage. This would include work completed by other agents such as the planning department/QS. Approach to be discussed with architect. AIE stipulate that if the</p>			<p><b>20/07-</b> Shauna is supportive of this approach. Discussions with AIE around the contractual details needs to take place- they are proving difficult to get hold of, not returning our calls! SS then to meet with Shauna, the QS &amp; SE in order to progress quotes &amp; contracts.</p>

	<p>estimates for services required to reach detailed planning consent exceed £10k then a tender process would need to be undertaken. Agreed that this is not a desirable outcome as an architect is already engaged and the design is well underway. Implications to be discussed with architect. <b>Lottery (Investing in Ideas Fund)</b>- monies available to test and develop ideas (project feasibility) and assist with project planning before applying to the main community development fund (Investing in Communities). Recommendation for the project to apply in order to receive assistance for completing marketing research, communication and sales/promotional activities. The Sub-Committee expressed support for the approach being proposed, even though it will add time to original development timescales outlined in March.</p>			<p><b>20/07-</b> Progress underway. SS developing the market research plan and costings in order to feed into the lottery application.</p>
2.	<p><b>Approach for Community Engagement</b></p> <ol style="list-style-type: none"> <li>1. Reviewed work completed to identify potential customers, users and other stakeholders- additional suggestions made. Agreed that list is comprehensive and next stage will be to analyse their requirements and most effective communication/engagement methods. Suggestion that we should raise general awareness of the project amongst all groups before any targeted communication/engagement work is undertaken. Project requested assistance from Sub-Committee with the promotional/communications activities in order to actively support, 'champion' the benefits &amp; project objectives and 'spread the word' amongst the community. Meeting agreed to assist.</li> <li>2. Agreed to widen the attendees list for the Sub-Committee meetings to include representatives of key stakeholders identified with an aim to build strong links with these groups, ensuring open communications and participation as the project progresses.</li> </ol> <p><b>ACTION</b> Meeting agreed to invite Sheena Allan (Chair of Craignure Village Hall Committee), Adrian Fitness (Community Councillor for Craignure) and Maureen Dehany (active and well respected community member with extensive experience in Tourism industry). SS to progress.</p> <ol style="list-style-type: none"> <li>3. Name &amp; branding for new centre discussed- agreement in principle for a Gaelic theme however noted that the name needs to be accessible to all and desirable for it to encompass the aims/objectives and services provided by the centre.</li> </ol> <p><b>ACTION</b> SS to develop a description of the centre's aims/objectives/purpose (incl. list of adjectives) for circulation to the Board. Once agreed SB to ask Jane to explore Gaelic translations.</p>	<p><b>SS</b></p> <p><b>SS/SB</b></p>	<p><b>29/06</b></p> <p><b>29/06</b></p>	<p><b>20/07-</b> Progress underway as part of the market research planning activities.</p> <p><b>20/07-</b> Action complete. Letters sent to Adrian, Maureen &amp; Sheena inviting them to the next meeting on 1<sup>st</sup> August.</p> <p><b>20/07-</b> Attached with the e-mail is the final document with the naming suggestions. One additional suggestion received. SB to ask Jane to explore Gaelic translations.</p>

3.	<p><b>Work in Next Period</b>  Agenda item used to discuss the broad areas of work currently being undertaken by the Project Officer and on which progress will be monitored at future meetings. The Sub-Committee agreed to try out a revised approach for the meeting structure and agenda of future meetings. The focus will be on reviewing progress against the project plan (to include timescales); the resolution and early warning of issues and risks occurring on the project and any decisions required in order to progress activities and resolve issues. It was also agreed that a role description/terms of reference for the Sub- Committee would be useful particularly in the light of new representatives joining the group- help their understanding of the purpose and workings of the group.</p> <p><b>ACTIONS</b>  SS to prepare the project plan and revised agenda for the next meeting.  SS &amp; JH to develop a draft terms of reference for circulation with the minutes of this meeting.</p>	<p><b>SS</b></p> <p><b>SS &amp; JH</b></p>	<p>29/06</p> <p>29/06</p>	<p><b>20/07-</b> Work in progress. Revised agenda format completed.</p> <p><b>20/07-</b> Action complete. Update version following comments attached with this e-mail.</p>
	<p><b>Date &amp; Time of Next Meeting:</b> 1<sup>st</sup> August. <b>Time:</b> 8pm.  <b>Venue:</b> Craignure Village Hall.</p>	<p><b>SS</b></p>		<p><b>20/07-</b> See revised date opposite.</p>