

Craignure
Community Business Resource Centre
Steering Group Meeting
Craignure Village Hall – 8.00pm Thursday 29th March 2007
Notes & Actions

Attendees	Apologies
Derek Crook (DC) Crawford Morrison (CM) Barry Morley (BM) Sheena Allan (SA) Michael Timms (MT) John Mitchell (JM) Michael Elwis (ME) Siân Scott (SS)	Sandy Brunton (SB) Sarah James (SJ) Chris Baker (CB) James Hilder (JH) Donald MacLean (DM)

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
1.	<p><u>Market Research Methodology- see accompanying presentation for details</u> Recap on the methodology used to engage and communicate with potential users/ other stakeholders and collate research data presented. Disappointment expressed over Calmac not allowing permission for the project to distribute questionnaires on Craignure-Oban sailings. ACTION ME agreed to take this up with Calmac management.</p>	ME	29/04	↓
2.	<p><u>Market Research Results- see accompanying presentation for details</u> Summary of initial market research findings presented to the meeting.</p>			
3.	<p><u>Next Steps- Feasibility Study Completion- see accompanying presentation for details</u> SS provided details of the work still to complete; the outline of the feasibility study report; timescales for completion and focus for the next Steering Group meeting. The report is due to be completed and sent out to the Steering Group and MICT Board by the end of April/early May. The focus of the next Steering Group meeting will be to present full findings & recommended option to allow the Steering Group to make a final decision on the way forward. This will then be presented to the MICT Board. The importance of continuing the engagement and communication process was noted. Once a decision is made this should be fed back to the community and all other potential users via the local press and possibly a project newsletter. ACTION SS to ensure this is included in the project plan. Dedicated web pages for the project are under development. The project needs to decide on a domain name for the site. It's recommended that the name should be as short as possible. ACTION All Steering Group members to provide a suggestion for the name.</p>	SS ALL	29/04 29/04	

4.	<p><u>Project Finance- Funding To Date & Plan for Next Phases- see accompanying presentation for details</u> SS presented a summary of the project's funding status, providing details of all secured funds; applications waiting a decision and applications in progress or to be started once the feasibility phase is complete. ME raised concerns about the availability of lottery funding in light of the Olympic Games overspend. ME requested the project apply for lottery funding as soon as possible in order to maximise the chances of success- monies likely to be redirected to the Olympic funds later in the year with less then available for community projects. It was agreed that the design brief should be finalised by the Steering Group and presented to the MICT Board for approval by the 30th June. SS informed meeting that once feasibility study completed the project will be in position to start lottery's full application process as following study completion more accurate project information required for the application will then be available.</p>			
5.	<p><u>Date of Next Meeting</u> Early May- date to be confirmed.</p>	SS	29/04	
6.	<p><u>AOB</u> New Issue & Risk Raised Issue-Broadband at the Craignure exchange has reached capacity & therefore no new broadband connections can be made until exchange upgraded. If this situation persists the centre can not offer broadband access. Alternatives very costly and do not provide good service. ACTION DC to write to the Scottish Executive and BT. Risk- Malcolm Michie & Partners (QS)- the partnership has split. Risk that they may cease to trade. Agreed to honour their current obligations (contacted only at this stage to complete the feasibility study brief) however they are Shauna's preferred supplier for the design & build stages. This could lead to delays and/or increased costs- may require re-tender and options for alternative suppliers limited. It was noted that if the project does need to appoint a new QS then a handover should take place with Malcolm Michie and that there would be charges associated with this work. ACTION SS to speak to Donald and Shauna to clarify the situation. Meeting with Mull Community Council (MCC) SS provided feedback on recent meeting with MCC. At MCC meeting SS presented an update on project progress plus a very brief overview of the initial market research findings. Concern raised over potential conflict with the Craignure Village Hall (CVH). SS explained that CVH chair and secretary are members of the CBRC Steering Group and are fully involved and supportive of the project. The centre would be complementary to the CVH, offering different services and encouraging more activity in the wider Craignure area. SS also invited a representative of the MCC to join the CBRC Steering Group (Adrian Fitness had previously been invited and had not responded). MCC declined the offer however requested to be consulted again once a final decision on building use and design has been made and prior to applying for detailed planning approvals. SS agreed.</p>	<p>DC</p> <p>SS</p> <p>SS</p>	<p>29/04</p> <p>29/04</p> <p>29/04</p>	

