

**Final
Version**

Kinlochbervie Community Company

Special Meeting - Minutes

Harbour Offices
23 September 2015
10:30 am

Present:

Graham Wild, Alan Owen, Christine Mackenzie, Margaret Meek (Minutes), Andy MacKay (Ward Manager), Tony Usher (Harbour Manager), Rachel Skene (HIE)

Apologies:

David Forbes, Donald MacLeod, Lawrence MacLeod

1. Kinlochbervie Company: Membership Changes

At the recent AGM of the Kinlochbervie Company, John Mann stood down and three new members came on the Board of Directors: Margaret Meek, Lawrence MacLeod and Donald MacLeod. A minimum of 5 members is needed; the Company now has 7 on the Board of Directors.

2. Loch Clash Update

This project has been on-going for approximately 4 years. A project manager (Alan Jones) has been hired. Planning permission has been submitted and a decision expected within 2 weeks. Funding for site clearance is being provided through the Scottish Government's Vacant and Derelict Land Fund (Alan Webster is the Manager of this fund for Highland Council). There is a budget of £52,000. The project includes land clearance, new paving, building a retaining wall at the back and the provision of 5 hookups for camper vans.

A large part of the pier area is owned by Highland Council. Any work proposed for such land will require various permissions over and above general planning permission for the development. The toilet block is on Highland Council land. There is concern about structural problems at the end of the pier which will require assessment.

Three contractors have been asked to give an "indicative" cost – Andy MacKenzie, Ian James Campbell and Robert Elrick. Tony Usher suggested approaching RW MacKenzie of Lochinver. Alan Jones will do a tender specification. If the expected price is over £50,000, the project will need to be tendered through Public Contracts Scotland. Tenders would close 2-4 weeks after being issued.

The Harbours Board is in the middle of developing a strategic business plan for all of its harbours which should be ready within 6 months. Tony Usher stated that a cruise company has recently expressed interest in using either Lochinver or Loch Clash as a berth; members were very supportive of cruise ships visiting Loch Clash and wish to be kept up-to-date regarding discussions with cruise operators.

Actions:

	Item	Action
1.	Meet with Alan Jones at the earliest opportunity.	Community Company
2.	Extend the scope of Alan Jones' contract to include an assessment of work needed at the end of the pier. Is there a financial implication of extending the contract for Alan Jones' fees?	Community Company extends scope, clarifies any fee adjustment and informs HIE about these changes. This should include information on the existing contract and its payment structure.
3.	Confirm the funding arrangements under the Vacant and Derelict Land Fund.	Tony Usher will contact Alan Webster.
4.	Request Highland Council demolish the toilet block as it is unsightly, in poor repair and is an impediment to community improvement.	Tony Usher will bring this up at the next meeting of the Harbours Board.
5.	Enthusiasm for the potential of Loch Clash to accommodate cruise ships.	Tony Usher will keep the Community Company up-to-date regarding discussions with cruise ship operators
6.	Can Highland Council act as the agent in the development in order to save on VAT charges?	Andy MacKay will clarify.

3. Manse Road House

The project is on-going. The Company has received a lease from Highland Council Estates Management. Rachel Skene stated that HIE would require the following information:

1. Legal costs (Community Company solicitor)
2. Legal costs (Highland Council £500-800 approximately)
3. Costs to prepare title deed (Highland Council £610)
4. Estimated costs to bring building up to standard (boiler, decorating, garden work)
5. Management plan for letting the house.

With a full cost breakdown and management plan, the Company will be in a position to apply to the Ward Discretionary Fund for a grant to undertake the necessary repairs.

Actions:

	Item	Action
1.	Management plan for house.	Community Company will meet with Morven Taylor from The Highland Small Communities Trust with a view to taking over management of the house.
2.	Information for HIE	Community Company will collect information for HIE as itemised above including a management plan.

4. Digital Event

HIE wishes to host a digital event in Kinlochbervie. This will take the form of a community meeting where speakers will make presentations on the status of digital improvements and a representative of Community Broadband Scotland will discuss options.

Where? Village Hall
When? 21 October 2015
Time: 7:00 pm – 9:00 pm

Speakers will brief representatives of the Community Company and Community Council at 6:00 pm. HIE will pay for the hall rental and for any tea/coffee/biscuits.

Action:

	Item	Action
1.	Event preparation.	Margaret will book the hall for 4 hours and enquire about refreshments.

5. HIE Support

Rachel distributed the list of community priorities that came out of the September public meeting and stated that HIE could provide support for the Community Company in terms of planning how these priorities could be addressed. HIE have committed to another public meeting in a year where there would be the opportunity to review the progress of the Company in addressing those priorities.

Rachel stated that HIE could provide the Community Company with training and support for the Board of Directors as a management body. She informed the group about an upcoming conference in Inverness and stated that HIE could support a maximum of 3 people to attend the event.

Rachel encouraged the Board to consider the need for forward planning to help map out priorities and actions which can be taken forward beyond the immediate period.

Action:

	Item	Action
1.	Support from HIE	Rachel Skene will provide information on what support HIE could provide re Board governance.