Assynt Development Trust Limited Minutes Board Meeting 4:00pm Monday 23rd August 2021

Present – Willie Jack, Marianne Hutchison, Nigel Goldie, Boyd Alexander (zoom) In Attendance – Adam Pellant and Ewen McLachlan Apologies - Sarah Ann McLeod Conflicts of interest – None			
Governance and membership			
as we determined the board in t	eeting had just received SAM's email of resignation and the board asked WJ if he could discuss this with Sarah lid not want to lose her from the board. The meeting then discussed the need to recruit further directors to and MH agreed to contact two individuals in Lochinver and Inverkirkaig to see if they may be interested in the board. The discussion widened to include the need for the board to reimburse out of pocket expenses if d on business. The meeting reaffirmed this commitment.	WJ	
	Minutes of Board meeting of 21 st June 2021 was agreed that the minutes were an accurate record of proceedings proposed MH seconded NG	Agreed	
2.	Matters arising (not addressed elsewhere on the agenda) - None		
3.	Climate Action		
a) b)	MH attended a virtual Carbon Café organised by Planet Sutherland which is a way of sharing ideas and projects and linking up projects including growing projects; community gardens and e-bikes. After the last beach clean in May it was agreed that the Lochinver foreshore was a priority. MH and EM to	Noted Noted	
c)	coordinate with advertising on Facebook and posters, it is likely to be in September as the harbour staff would more likely be available then for collection of waste materials. AP advised that the HC divestment process was being led by a FOE group and a Green Party councillor had proposed a motion for early next month.	Noted	
4. Fina	nce & Business		
a)	 ADT & AC(T) Accounts 2019/20 WJ held a meeting held with Tim Wright on 20th Aug to discuss detail of accounts. With progress on the accounts the meeting set the AGM date for Wednesday 29th September at 7:30pm. Notices and papers must be sent out 21 days in advance. Accounts need to be submitted to Companies House & OSCR by 30th September. 	WJ/ AP/ EM	
	2. HMRC fined AC(T) £100 for being 'late' with accounts, however this was rescinded after HMRC were advised that AC(T) had changed their accounting date at Companies House.	Noted	
b)	Finance reports for January to July 2021 – Papers 5-7 Monthly report from Edwin with actuals for period January to July 2021	Agreed	
c)	Assynt Resilience Group		
	1. Communities Recovery Fund The Trust was awarded £9k for this project which provided financial support for heating, energy and food from March to May. £5,708 was spent within the period. The underspend of £3,292 will either have to be repaid to HIE / SCVO or spent on another similar project and we await advice from HIE on this. The underspend is currently held in ADT's reserve account.	WJ	
	2. Communities Recovery Fund 2 The Trust made a successful application to CRF2 for £50,316 on behalf of ten Assynt & NW community organisations. Including a contribution to ADT's costs. Final details on management requirements and disbursement of the grant have not yet been received from HIE/ SCVO. The grant should be received by the end of August.	WJ	

3. Community capacity & resilience fund - Paper 9 Noted Partnering with ADT, SCDC has been successful with a grant application to the for £7,965 awarded towards assisting local delivery of health and well-being services See - https://scvo.scot/funding/community-capacity-resilience-fund d) HIE Monthly reports and financial claims – Papers 10-11 1. Reports from Adam & Ewen to HIE for June & July 2021 with claims for reimbursement Noted 2. Strengthening Communities Fund 2018-2021 DTAS have requested that the Trust completes an End of Investment Evaluation Form by 8th September Noted The Mission 1. WJ has been helping J&J at An Cala find & fix a water leak which was sourced to two cisterns in the Noted Ladies toilet; now repaired. 2. AC(T) directors are planning to meet to finalise the maintenance programme for the building 3. Fire extinguishers to be serviced 25th August. The fire alarm system contract is up for renewal next Feb-5. Development a) Assynt Glebe, Lochinver 1. WJ held a very useful meeting with Matt Bridgestock (14th July) mostly discussing commissioning processes Noted and design and build and alternatives. 2. Fourth meeting due with Helen MacDonald from Mull & Iona Com Trust funded through Community Learning Exchange 3. The Rural Housing Fund offered the Trust a grant of £10k towards site investigations and instructing the employers agent 4. The site investigations were carried out by Caintech and CHT on 9th August and ADT await the subsequent report from CHT. WJ, AP & EM met with Fiona Macrae from CHT the same day 5. No further meetings have yet been planned for the Steering Group until the CHT site investigation report is published 6. Craig MacAdam from Buglife visiting Assynt Glebe this week to sample for medicinal leeches 7. The completed Land Maintenance Form has been submitted to SGRIPD 8. Need to consider cutting back roadside Gorse – it was suggested that perhaps a notice by the cattle grid with a disclaimer might be useful. b) Cludgie Motorhome Waste Project Martin Anderson Civil Engineering commenced Phase 2 onsite on 17th August. MA anticipates the final ΑP tarred surface being provided at AL around mid-end October. AP update. Scottish water require a predevelopment enquiry to be submitted and a new application is required for a sewer connection, both for consent to connect and to give a price for the connection. Martin Anderson civil engineering were on site last week investigating whether or not it is possible to re-route all the surface water drainage into the existing SW surface water drainage pipes opposite AL entrance. **Crown Estate Scotland** 1. CES Partnership Fund WJ submitted the draft proposal as discussed at the last meeting. WJ, EM and AP, Tom Mallow & Penny Noted Coles (CES), Phil Tomalin and Pablo Mascerenhas (HC) are due to meet on Zoom to discuss how CES, HC and ADT can pursue development opportunities at Lochinver harbour. 2. **CES Community Capacity Grant** Possible project partnering with SCDC for a project is to investigate the feasibility, sustainability and Agreed possible business case for the production of either shell-fish or seaweed in an environmentally sensitive manner in the local waters. The board agreed to support the development of a feasibility study. d) Achmelvich Car Park and Toilet Project Two tender bids were received by the 15th July deadline; after discussing this with AP & Alex Dickson, the bid Noted

received from Malcolm Fraser, Douglas Westwater and Liane Bauer was chosen to design the project.

Meetings have been held on Zoom (28th July and 12th Aug) and on site with Liane Bauer (2nd Aug) and Malcolm Fraser (16th Aug), a survey monkey has been published and distributed and interviews with key individuals are being carried out together with a report exploring ownership and business options. HC have intimated that they would expect an RTIF application to be submitted by 10th September along with a planning application and Community Asset Transfer application. ADT have so far paid for NRS searches on the land (£72) and Topographical survey (£876).

A proposal for ADT to contribute max of £1.5k towards Civil Engineering report with possibility of HC/ RTIF funding to cover part of cost was agreed.

Agreed

Discussion on the proposal to submit applications to RTIF, planning and Community Asset Transfer with pros & cons. The board agreed to find out more about the design grant and whether this would still be payable upon the non submission of a RTIF4 grant application and to enquire as to whether there will be further rounds on funding. There is a shortage of time to consider in detail and to consult on issues of community ownership. The board agreed that the project should continue more as a feasibility study but without submission of grant and planning applications by 10th September.

Agreed

AΡ

e) Stoer School

Highland Council put Stoer School up for sale on 12th August at offers over £160k. It was noted that there is substantial community interest in a community owned solution, but a questionable amount of agreement as to what solution is best or the energy to progress. HC have intimated that a Community Asset Transfer application would not stop an open-market sale but would be considered by local members alongside any offers and community benefit would be a key consideration in determining which route they took. The board discussed the issue and MH advised that Elphin School was not sold by HC but is leased to the community, in addition it was thought that Unapool School is still owned by HC but leased to ACC who sublet it to the Geopark. NG asked if there was to be a community buyout who is going to do this? He felt that if ADT expressed and interest then the community would expect ADT to take this forward. After discussion the board agreed to write to HC asking if they had considered that the building be reused for affordable housing. NG to draft letter.

Noted

NG/WJ

f) Culkein Drumbeg jetty project

ADT have been asked by ACT if the Trust could contribute towards their jetty project feasibility study. After discussion the board agreed to offer ACT £500 towards the feasibility study and for information purposes requested access to the feasibility report produced.

WJ

g) Inchnadamph Lodge

WJ has held meetings with Iain Young & Brendan O'Hanrahan (24th June) and all three met with Liam Taylor (12th Aug). The GeoPark steering group have produced a draft confidential report which explains their approach. The board discussed the pros and cons and the impact on ADT and our capacity to deliver. The board agreed that it would need to be very convinced of the business case before accepting individuals onto the board to run such a project. The board agreed that it would require sight of the Stage 1 feasibility study report before it could agree to supporting a community buyout.

WJ

h) NW2045/ RLUP

The NW2045 Report "A Community Vision for the Future of the North West Highlands" has now been published. The board agreed that it is supportive of the NW2045 vision.

Agreed

Discussion has now moved on to the ScotGov policy on introducing 'Rural Land Use Partnership' pilot studies in several parts of Scotland. SG have agreed that one of these should be in the Highlands and HC have promoted the seven CC areas of the NW which make up the NW2045 area as the pilot area. The board agreed that ADT should submit an expression of interest for the role as lead organisation and to host the project officer at the Mission from October 2021 to March 2022.

Agreed

i) Connect Assynt eBus project

WJ offered ADT's help to CA for their application to the "Plugged-in-Communities support fund" for a new eBus and garaging facilities.

Noted

j)	Lochinver Village Hall and Assynt Centre	Noted
	ScotGov's Community and Renewable Energy Scheme is offering 100% grants to install low carbon or renewable technologies, such as heat pumps or solar panels in places like Village Halls. ADT offered help to	
	submit applications – not heard back so far, MH to follow up with the village hall committee.	МН
_	Park Update	
a)	Thanks to Duncan & Clarke of AU, the grass is looking good. MH advised that it is easier to keep the grass looking good if it is already short!	Noted
	Despite the adjustments to the kissing gates, deer are still getting in probably from the main gates being left open. MH advised that is not possible to turn the metal gate by the side of the Mission into a kissing gate and it would be better to replace this gate with a new kissing gate (it is important to maintain accessible access into the building). At present the metal side gate is locked so that customers of An Cala enter via the fire exit for Covid control purposes. WJ to ask AU for a price for a new kissing gate.	WJ
b)	Grassroots Defibrillator award success EM discussed the need to have an external box for the defib and will find out about prices.	EM
	over Assynt Update	
a)	Adapt & Thrive Fund ADT was awarded £16,000 from A&T to promote the further expansion of Discover Assynt into a NxNW tourism DMO. The funds were deposited in full in ADT's account and are now held in the reserve account. A	Noted
	meeting is planned between WJ & EM just before this meeting to progress the project. EM updated the board on the proposals to expand Discover Assynt into a wider N x NW tourism DMO.	EM
b)	Venture North Tourism Strategy The Caithness and Sutherland Tourism Destination Recovery Draft Strategy 2021-2024 has been published and Venture North are requesting feedback from ADT by 24 th Aug. EM and AP will forward comments to WJ for submission.	EM/ AP/ WJ
8. AOB		
a) MH advised that AL need to improve their signage; they have money and ideas and EM and AP offered to help.		MH/ EM/ AP
•	osed date of next meeting	
vveunes	day 29 th September 7.30pm for AGM with a board meeting beforehand.	

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