

Minutes of the Meeting of the  
Helmsdale and District Development Trust  
held on the 23<sup>rd</sup> April 2015  
In the Community Centre

<b>PRESENT:</b>	<b>APOLOGIES</b>
Ruth Whittaker (Chairman)                      Rona Ellis Karen Sutherland (Treasurer)                      Lucy Fraser Valery George (Secretary)                      Barbara Jappy Ronald Sutherland                      Jean Sargent Paul Harrington (LDO)	
<b>IN ATTENDANCE:</b> Graham Phillips, Highland Council Councillor	
<b>Welcome &amp; Apologies:</b>	<b>ACTION</b>
The Chairman welcomed everyone to the meeting that followed the AGM	
<b>Election of Office Bearers</b> Chairman – Ruth Whittaker       - Proposed Lucy Fraser and Seconded Ronald Sutherland Vice Chairman – Barbara Jappy – Proposed by Ruth Whittaker and Seconded by Lucy Fraser Treasurer – Karen Sutherland    – Proposed by Barbara Jappy and Seconded by Jean Sargent Secretary – Valery George        – Proposed by Rona Ellis and Seconded by Ruth Whittaker	
<b>APPROVAL OF MINUTES:</b>	
Proposed by Lucy Fraser and Seconded by Jean Sargent	
<b>Matters Arising from the Previous Minutes</b>	
<b>Trading Subsidiary</b> Paul Harrington asked if there were any further suggestions for a name for the trading subsidiary for the Housing Project of the Trust. Jean Sargent said that the most obvious names were taken. Karen Sutherland suggested that Bunillidh be used instead of Helmsdale. After a general discussion it was unanimously agreed to call the housing Project trading subsidiary 'Bunillidh Enterprise'	Paul Harrington
<b>Creative Place Awards – Seating ongoing</b> Jean Sargent updated the Board by saying that this was still ongoing and were still awaiting the appointment of an artist and she would make some enquiries as to progress. Paul Harrington said that this needed to be started as soon as possible, as the grant funding from HDDT had been in place since October 2014.	Jean Sargent
<b>FINANCE</b>	
See AGM draft accounts 2014.	
<b>COMMUNITY COMMUNICATIONS</b>	
With regard to the Helmsdale.org website, this has not been operational for some months now, as there was a great deal of reliance upon this for tourism and other businesses, it was felt that we should at least attempt to bring this back into use. Therefore Paul Harrington is to speak about the matter with the person who has managed this in the past, who is now suffering from Dementia, in an attempt to resurrect the website.	

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<p><b>KITCHEN GARDEN <i>update</i></b></p> <p>Rona Ellis said that we had not been awarded a grant from the Climate Challenge Fund, because we did not yet own the land. She continued by saying that they had applied for a Gordonbush Strategic Grant, and that we would hear after their meeting in May.</p> <p>Paul Harrington said the Trust Solicitors had made an offer to purchase the land to the current owner. He continued by saying that the owners Solicitor had now retired and the offer letter had not been forwarded to the owner. He added that this had been resolved and were now awaiting the response, via the new Solicitors. Paul Harrington continued by saying that the Scottish Land Fund and HIA Community Assets Team would not support the purchase, as we do not meet the outcomes they demanded, this solely related to employment aspects of both their criteria. Paul Harrington confirmed that the land would be owned by HDDT.</p>	
<p><b>LDO REPORT</b></p> <p><b>HOUSING</b></p> <ul style="list-style-type: none"> <li>• Official Opening went very well and many thanks to all those that could make it. Minister was very impressed, and enjoyed her time in Helmsdale – but she left her flowers, so Valery got these.</li> <li>• Press releases were sent out and have appeared in the NT, P&amp;J, Scotsman and Herald. However, there was some disappointment expressed that the NT had not given the event very much coverage, and LF requested RM to write to the editor, to communicate this</li> <li>• Also Twitter was very active.</li> <li>• And appeared on BBC ALBA that evening, however, only held on iPlayer for 24 hours, I have requested a DVD copy, and will send out to all the funders etc.</li> <li>• There are still some outstanding defects, which I am vigorously pursuing.</li> </ul> <p><b>FILLING STATION</b></p> <ul style="list-style-type: none"> <li>• Grant offer received for £30,046, signed and returned.</li> <li>• Initial inspection works undertaken, awaiting final report.</li> <li>• DT meeting on Tue 14<sup>th</sup> April, Engineers present, and gave overview of report. <ul style="list-style-type: none"> <li>• Existing tanks are in fairly good condition, considering they have been in the ground for approx 40 yrs.</li> <li>• One of the tanks has a large dent in the bottom – reason unknown, and some rust pitting.</li> <li>• As a consequence they are recommending that the tanks are replaced, with a capacity of 30,000 litres max, with 2 compartments, one for each commodity.</li> <li>• We would need to remove and install new ones with a leak detection system and re-lining – this would be cost prohibitive.</li> <li>• To meet with the requirements of the P/Officers report, we have to address the need for the delivery vehicle to enter and exit in one movement, in case of emergency.</li> <li>• Therefore the Engineers are recommending that the tanks be located elsewhere on the site</li> <li>• From the DT meeting, it was agreed to locate the tanks in the footprint location of the old shop, which needs to be demolished.</li> <li>• A new shop, modular building, off the shelf unit, would house the COMMS, with sufficient space for admin work to take place and a Belfast sink for cleaning. I have taken out the provision of toilets, as this would cause all kinds of problems associated with Scottish Water.</li> </ul> </li> </ul>	

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<p><b>LDO Report cont .....</b></p> <ul style="list-style-type: none"> <li>• The Architect is meeting with Planning to address any concerns they may have before we finalise the drawings, and will provide the drawings and specifications for the QS and Engineers to carry out their works.</li> <li>• Engineers will be on site to undertake a Topography survey next week, if not done so already, as well as carrying out the calculations for weight and ground conditions. With the results due back during the first 2 weeks of May.</li> <li>• I have given the heads up to:</li> <li>• Mike Nicholson, Blake Stephenson – updated, we will start the consultation process once we have the report in our mitts and the drawings etc from Architect</li> <li>• Graham Phillips – to update the business plan, once the consultation has been finished. He has already spoken with Tony Jarvis at HIE (Market Review) to provide an update.</li> <li>• I will need some help with putting the consultation together</li> </ul> <p><b>BROADBAND – Farrpoint Atkins (Consultants)</b></p> <ul style="list-style-type: none"> <li>• Day 1 (30th April): Meetings in the afternoon - from 2 p.m. onwards</li> <li>• Day 2 (1st May): Site Surveys - 8.30 a.m. to 2.30 p.m, followed by a wrap up meeting with Helmsdale &amp; District Development Trust (Paul Harrington) and CBS (Sarah Jones)</li> <li>• The Community Scoping overview provides a good overview of current speeds, potential subscriber user types, typical services, bandwidth requirements etc. With this in mind, our preference for the afternoon of Day 1 is to focus the meeting(s) to the following agenda and participants:</li> <li>• The organisation that will be the Authority for the project and will act on the behalf of users (i.e. Helmsdale &amp; District Development Trust) - we are looking to establish project roles/responsibilities, key project priorities, anticipated project outcomes, any specific requirements that we should be aware of;</li> <li>• Potential funders (Kildonan and Kinbrace Community Halls, as well as local estates and RSPB) - to establish requirements and potential contribution to the project;</li> <li>• Sarah Jones (Community Broadband Scotland) - CBS input to discussions.</li> </ul> <p>For Day 2, we will be out and about in the coverage area accompanied by the Trust (Paul) and CBS (Sarah). We are happy to answer any questions from residents/businesses as we pass through the various settlements. The focal points for the survey are as follows:</p> <ul style="list-style-type: none"> <li>• Key settlements in the Coverage Area and approach routes (e.g. Kinbrace, Kildonan, Forsinard and others with premise clusters) - and any outliers of interest that could present a particular challenge for achieving 100% coverage;</li> <li>• Existing telecoms infrastructure - BT exchange in Kinbrace and Helmsdale, local copper distribution routes, BT cabinet in Helmsdale, the three mast sites in the target area;</li> <li>• Potential locations that could site wireless access nodes (to be identified via desktop study before the site visit to allow prior notification of access to landowners) - other sites may become evident during the survey;</li> <li>• Key buildings of interest (Primary Schools, Churches, Community Centre/Halls (Kildonan, Portgower &amp; Kinbrace);</li> </ul>	

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<p><b>LDO Report cont .....</b></p> <ul style="list-style-type: none"> <li>• Potential funder sites – e.g. Community Halls, Local estates (Achentoul, Badanloch, Kildonan, Torrish, Suisgill, Borrobol &amp; Crakaig), RSPB Forsinard site;</li> <li>• Any other locations of interest (as highlighted during the Day One meeting(s)).</li> </ul> <p><b>GORDONBUSH</b></p> <ul style="list-style-type: none"> <li>• The Gordonbush project management Committee met last night and sign off the Co-ordinators costs, outline of their roles and auditing procedures, market etc.</li> <li>• It is planned to launch this on Wed 6<sup>th</sup> May with a phot shoot and ½ page spread in NT, leaflet distribution etc.</li> <li>• The employer will receive approx £5,000 per annum towards the cost of employing an Apprentice, with match funding from SDS, CTIB etc.</li> </ul> <p><b>COMMUNITY TRANSPORT</b></p> <ul style="list-style-type: none"> <li>• I attended the THC supplier briefing on the tendering process held in Lairg earlier today.</li> <li>• THC will be issuing tenders on 6<sup>th</sup> May, with a deadline for return on 4<sup>th</sup> June.</li> <li>• I will be supporting HCT in the preparation of and identifying possible routes within the tender.</li> </ul> <p><b>DISTRICT HEATING SCHEME</b></p> <ul style="list-style-type: none"> <li>• I met with THC Housing Manager, David Goldie to explore the options of introducing a DHS within the Simpson Crescent and Rockview place areas.</li> <li>• THC have programme the replacement of all the heating systems within their assets – 26 units, during Sep/Oct 2015.</li> <li>• They have provided a template questionnaire for engaging with the private owners etc. this will be going out in the next week or so, to gauge interest, before taking any further.</li> <li>• I do not propose that HDDT become an energy supplier, quite the opposite, but have taken this forward to address fuel poverty in parts of the community, and hopefully have THC lead on this.</li> </ul> <p><b>AOCB</b></p> <p>Councillor Graham Phillips provided an update on the progress in relation to the Highland Council harbours, maintenance, the importance of tourism and essential services, and how the Council are looking to deliver more for their budget.</p>	