

Kilmorack Community Hall Company
 Regular Board Meeting – Monday 22nd February 2010
 Location – Kilmorack Hall

<p>Proposed as a true record:</p> <p>Seconded as a true record:</p>	
<p>Item</p>	<p>Action by</p>
<p>1. Present: Calum Fraser, Anne McIntosh, Euan Fraser, Jennifer Ross (part time), Calum MacPherson and Rosie Reid</p> <p>Apologies: K Barclay, M Towrie, P Masheter, A Fraser, G Fraser, Lesley McIntyre, Amanda Bryan</p>	
<p>2. Last Minutes: - The minutes of the regular board meeting held 25th January 2009 were proposed as a true record by Calum Fraser and seconded by Euan Fraser</p>	
<p>3. Matters Arising</p> <p>All matters are dealt with in the following minutes.</p>	
<p>4. Lower Strathglass Regeneration Project (LSRP):</p> <p><u>LSRP - Delivery of Phase 1:</u></p> <p>An initial meeting with the architect (Mr I Campbell of C P Architects, Oban) was held with E Fraser & A Bryan on Thursday 28th Jan at Kilmorack Hall. The engineering consultants KWA also attended to discuss the project and their possible ongoing involvement following their initial site investigation works. The official appointment of the “Design” team needs to be compliant with the requirements of those who have committed funding to the project. These requirements are to be checked by the working group prior to any tender and/or award process.</p> <p>Minutes of the meeting are appended for reference.</p> <p>Subsequent to the meeting Iain Campbell issued a revised site layout sketch which was reviewed by those directors present along with the current layout proposal (Option A revision B). Also considered for reference and alternative ideas was the layout of the recent hall on the Isle of Coll.</p> <p>Without detailed site plans and layout to review the following key points are to be fed back to Iain Campbell as follows:</p> <ul style="list-style-type: none"> • Main hall area of 220m2 inclusive of stage appropriate • Stage to be a combination of fixed with portable extension facility • Kitchen to be slightly larger (could even act as committee room?) • Enlarge servery facilities (two positions giving an easy flow of people to and from servery) 	<p>AB/EF</p>

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<ul style="list-style-type: none"> • Rationalise space via a combination of the following possibilities: <ol style="list-style-type: none"> 1. Combine office & reception 2. Combine back stage area and multi use meeting room 3. Combine multi use meeting room and one craft workshop 4. Reduce size of multi use meeting room if no other rationalisation obtained • Ensure toilets orientated away from building entrance • Workshops to appear integrated into main facility. Not keen on separate building. 	
<p>5. Finance:</p> <p>Not discussed.</p>	
<p>6. Existing Facility</p> <p>a) Maintenance – Heaters repaired. Portable appliance testing completed by C Bell Electrical.</p> <p>b) Website – www.kilmorackhall.com/ Ben Ross continuing to progress development of updated web site. Leslie to forward details of user groups once she has agreed with the relevant parties contact details etc.</p> <p>c) Status of land ownership Purchase of land from Lovat progressing with revised drawings issued to D Graham following Board meeting on 21st Sept. Awaiting feedback from Lovat Estate and D Graham.</p>	<p>BR/LM</p> <p>EF</p>
<p>7. Community Events:</p> <p>Programme of events is as follows:</p> <p>Family Quiz Night – Friday 26th February 7:00 to 10:00pm.</p> <p>Salsa Party – Saturday 27th February. CANCELLED</p> <p>Summer Gala – 12th June – Joint venture with Teanassie School.</p> <p>One Mile of Copper – Idea to gather spare coppers to be investigated</p>	<p>ALL</p>
<p>8. Aigas Community Forest:</p> <p>E Fraser presented “Renewable Energy Options” to ACF following last month’s Board meeting. ACF support the community consultation proposed by KCH and E Fraser working with A Lever to produce survey document. Draft circulated for comment and appended for reference.</p>	<p>EF</p>

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<p>Latest news at www.aigasforest.org.uk</p>	
<p>9. Renewable Energy:</p> <p>As noted above a joint community consultation paper is being prepared and will be issued at the earliest opportunity. Draft circulated for comment and appended for reference.</p>	<p>EF</p>
<p>9. AOCB:</p> <p>Footpath feasibility study now able to proceed. C Fraser to progress with Conserve as a matter of urgency with a view to completing works by financial year end.</p>	<p>CF</p>
<p>Meeting Schedule:</p> <p>Monday 22nd March – Regular Board Meeting - 7.30pm at Teanassie School</p> <p>Monday 19th April – Regular Board Meeting - 7.30pm at Teanassie School</p>	



RENEWABLE ENERGY QUESTIONNAIRE

Dear Resident,

Kilmorack and the surrounding areas are now fortunate to have not one but TWO community companies in the form of Kilmorack Community Hall (KCH) and Aigas Community Forest (ACF). Both companies are currently striving to deliver specific additional and/or enhanced community facilities to strengthen the community. However as you would expect in such a close knit community there is close liaison between the two groups which will ensure duplication is avoided and will also hopefully deliver mutual benefits.

Being aware of several communities who have embraced renewable energy and incorporated it within their operating structure, KCH & ACF would appreciate your household's time to complete the brief questionnaire below. The questionnaire is designed to inform the directors at KCH & ACF of the community's wishes in regard to the following key areas.

- The extent to which renewable energy technologies are developed to either reduce operating costs and/or create income
- The extent to which the community wish to reduce the carbon footprint of the community

This survey is simply to gauge the level of support within the community for renewable energy. Any specific developments with a potential to impact the local amenity or the environment will be subject to further consultation and statutory planning processes.

You can choose to complete this survey on-line at 'survey monkey' or If your household does not have a unanimous view on these matters then additional questionnaires can be requested via the contact page at WWW.KILMORACKHALL.COM



RENEWABLE ENERGY QUESTIONNAIRE

[This section needs to be formatted]

Please indicate on a scale of 1 to 5 (1 = strongly agree, 5 = strongly disagree) which best represents your households view on the following statements:

1. Global warming is happening and despite some recent media coverage to the contrary, remains an important issue which needs to be addressed.
2. The local community should minimise its carbon footprint where technically and economically viable.
3. Community Companies should make reduction of their carbon footprint a key aim within their operating policy and practices where technically and economically viable.
4. All forms of renewable energy reduce carbon emissions and should be considered on their technical and economic merits (Hydro, wind, solar, tidal, etc).
5. Community Companies should implement renewable energy technology at their premises where both technically and economically viable.
6. Community Companies should implement the largest scale community renewable energy project(s) that are economically and technically viable.
7. Community Companies should implement community renewable energy project(s) of a size to meet their energy needs of their own community where economically and technically viable.
8. Community Companies should implement community renewable energy project(s) of a size to meet the energy needs of their own community building(s) where economically and technically viable.
9. Your household supports the use of community wind power renewable energy project(s) where economically and technically viable (assuming loss of visual amenity and environmental impact acceptable to the authorities and the majority of the community).
10. Your household supports the use of community hydro power renewable energy project(s) where economically and technically viable (assuming loss of visual amenity and environmental impact acceptable to the authorities and the majority of the community).
11. Your household supports the use of community biomass renewable energy project(s) where economically and technically viable (assuming loss of visual amenity and environmental impact acceptable to the authorities and the majority of the community).



RENEWABLE ENERGY QUESTIONNAIRE

12. Your household supports the use of community solar power renewable energy project(s) where economically and technically viable (assuming loss of visual amenity and environmental impact acceptable to the authorities and the majority of the community).

13. Your household would support the distribution of surplus funds from community renewable energy projects(s), within the local community to reduce its carbon footprint.

Some examples undertaken by other communities were:

- a. provision of a free energy survey to householders
- b. provision of subsidised insulation for householders
- c. provision of subsidises to install more efficient heating

14. Your household would support the distribution of surplus funds from community renewable energy projects(s) to sponsor educational projects in local schools or higher education scholarships.

15. Your household would support the distribution of surplus funds from community renewable energy projects(s) to sponsor other projects in the community

Lower Strathglass Regeneration Project - Design Review Meeting 1

Venue - KILMORACK HALL

Date - 28 DECEMBER 2009

Item	Description	Actions
In attendance	Ian Campbell – C P Architects Duncan McCormick – KWA Consulting John Campbell – KWA Consulting Amanda Bryan – Kilmorack Community Hall (KCH) Euan Fraser – Kilmorack Community Hall (KCH)	
Current Status:		
Funding for design stage	Three external sources of funding (The Highland Council Discretionary Ward Budget, Awards for All & LEADER) have awarded the sum of £27,623. Along with direct funding of up to £9,694 from Kilmorack Community Hall (KCH) the total value of funds available is £37,314. Each funder has different criteria which are generally as follows: <ul style="list-style-type: none"> • THC Discretionary Ward Budget – Paid in advance – Twelve months from award • Awards for All – Twelve months from award - Expenditure by 18th Dec 2010 • LEADER – Six months from award – Eligibility criteria for procurement & expenditure 	KCH – Confirm all eligibility criteria
Current building design	<ul style="list-style-type: none"> • Following initial review of building options A & B, option A chosen and revised Feb 2009 (529m²) in line with feedback from KCH • Following site investigation and discussions 28th Jan 2010 C P Architects to review site layout to minimise excavation 	KCH to complete review of latest revision CP Arch to review site layout
Current brief	Current brief from KCH to CP Architects to be reviewed	KCH to review
Client Details:		
Structure	KCH is a company limited by guarantee and a registered Scottish Charity. A sub group of three directors with assistance from community members with relevant experience will liaise with the design team. The Directors are noted below.	
Contact details	<ul style="list-style-type: none"> • Amanda Bryan – Rural Development Consultant, Home & work 01463 782597 email Ajbryan4@aol.com 	

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	<ul style="list-style-type: none"> • Calum MacPherson – Business Development Manager, Home 01463 782692 Work 01309 696000 email c.macpherson@mypostoffice.co.uk • Euan Fraser – Electrical Project Manager, Home 01463 783118 Mob 07738 586345 email efraser@falckrenewables.com 	
Design Team:		
Architect	<p>Brief:</p> <ul style="list-style-type: none"> • Current brief from KCH to CP Architects to be reviewed. Appointment of CP Architects to be reviewed in line with funders criteria. Initial feedback is typical constructed project costs range from £1500 to £2000/m2. <p>Planning:</p> <ul style="list-style-type: none"> • No consultation has been undertaken with the local planning authority to date. <p>Outline Specification:</p> <ul style="list-style-type: none"> • KCH to start considering the basic specification of the building for discussion with CP Architects. Details of floor structure, acoustics, finishing's, heating, lighting, catering etc require consideration <p>Renewables:</p> <ul style="list-style-type: none"> • KCH to contact Real Alternatives to discuss detailed specification and energy assessment of proposed building 	<p>KCH to review</p> <p>CP Arch to contact LPA</p> <p>KCH to review</p> <p>KCH to contact</p>
Engineering Issues	<p>Site Investigation:</p> <ul style="list-style-type: none"> • The existing site investigation will be sufficient at this time but as the site design/layout evolves it may be necessary to undertake additional SI work. Examples are relocation of building onto existing car park and possible off site drainage works. <p>Drainage:</p> <ul style="list-style-type: none"> • Proposal is for treatment plant to deal with foul water. Initial thoughts are to discharge across highway towards river. 	<p>Consulting engineers to develop when appointed</p>

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Quantity Surveyor	KCH to reissue brief to various local QS firms in line with funders eligibility criteria. Possible candidates are Armour & partners, Souter & Jaffrey, McLeod & Aitkin, WSD & Torrance & Partners	KCH to appoint QS
CDM-C	A CDM-C requires to be appointed for the project. CP Architects can offer this service and a quotation will be issued for KCH consideration. Alternatives may be found in the QS when appointed or via an independent consultancy.	CP Arch to issue quotation To KCH for review
Mech & Elect Services	An M & E designer may be required dependent upon contracting strategy.	CP Arch to advise KCH
Accoustics	An acoustic designer may be required to develop an appropriate design as acoustics are important to the proposal.	CP Arch to advise KCH
Programme:	CP Architects to prepare a pre contract programme. The main driver at this time will be to achieve a planning consent in order that funders gain comfort the project is deliverable. Building warrant is less of an issue as technical matters can generally be resolved.	CP Arch to issue programme
Health & Safety:	Appointment of CDM-C is priority as this role includes professional guidance to the client KCH.	KCH to appoint ASAP
Site Issues:		
Land Boundary	<p>The site is bound by two landowners.</p> <ul style="list-style-type: none"> • Lovat Estate owns the main car park to the south of the existing hall. Plans have already been issued to Lovat Estate from KCH further to an existing arrangement to buy the area for a nominal sum. Irrespective of the new build this purchase is required to resolve the current situation for KCH. • Mr S MacKenzie owns the land to the east of the hall where it is proposed to extend the facility. S MacKenzie has long since been fully supportive of the new build project 	<p>KCH to secure land</p> <p>KCH to secure rights to land</p>

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	<p>and offers the land at a nominal fee to KCH. This longstanding verbal offer is presently being formalised with drawings having been prepared by KCH. The proposal is to have a legal agreement with S MacKenzie securing the right to own the land should the project be permitted and funded.</p>	
<p>Site Restrictions</p>	<p>Known site restrictions to be considered are as follows:</p> <ul style="list-style-type: none"> • Existing facility to be retained and operational during construction works • Agricultural vehicle access is to be retained to the wood to the east of the hall (similar to gate adjacent to storage shed) • Existing mains water service enters the kitchen at north end. Water main crosses unclassified highway approx 150m north of hall • Existing electrical supply is underground from low voltage pole situated approx 4m from the North East corner of the hall • Existing sewage facility is a plastic septic tank located approx 10m from the North East corner of the hall. The location is within the wood and delineated by a post and rail fence. • There is no existing BT service within the hall but BT apparatus passes the site in the road verge both on the Beauly – Cannich highway and the unclassified highway alongside the hall. 	