

Kilmorack Community Hall Company
 Regular Board Meeting – Tuesday 24th August 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: K Barclay, Anne McIntosh, Euan Fraser, Calum MacPherson and Lesley McIntyre</p> <p>Apologies: Alison Fraser, George Fraser, Calum Fraser, Jen Ross, A Bryan and M Towrie</p>	
<p>2. Last Minutes: - The minutes of the regular board meeting held 18th May 2010 were proposed as a true record by Calum MacPherson and seconded by Anne McIntosh</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>Most recent project review meeting held on 4th August and minute of meeting appended for info. The most recent set of plans were summarised by E Fraser & C MacPherson for the benefit of the other directors. In summary the plans are almost complete except for some very minor adjustments to car parking and 3D views. It is anticipated that KWA Consulting will produce their detailed final drawings in time for the QS to prepare the elemental cost plan for the in time for the next project meeting on 1st September. C P Architects to also complete 3D views and complete drawings for 1st Sept meeting.</p> <p>Target date for planning application has slipped and now appears to be around late Sept.</p> <p>Iain Campbell of CP Architects had yet to return draft CDM-C appointment letter to progress CDM-C appointment. E Fraser to raise subject at next project meeting on 1st Sept. Requirement to close hall during construction works was highlighted as a safety concern by architect. Directors present agreed that although continued use of hall was the desired result but safety of all parties was paramount. There may be a financial benefit to KCH if the contractor is given use of the hall, thereby reducing the requirement to hire/import site offices etc.</p> <p>A quotation from Real Alternatives (approx £2600) to undertake a review of our needs and prepare a renewable energy design was accepted following confirmation that grant funding was secured from Community Energy Scotland. Survey work has been completed and the associated draft (awaiting RHI input) report has been incorporated within the design process. Community Energy Scotland (CES) have requested interim</p>	<p>EF</p> <p>EF</p>

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<p>claim in respect of award for Renewable Energy Study. E Fraser to progress invoice from Real Alternatives for work completed to date.</p>	
<p>5. Finance:</p> <p>No review of accounts was given as Jen Ross was no present but no exceptions had been reported by Jen Ross prior to the meeting.</p>	
<p>6. Existing Facility</p> <p>a) Maintenance – No additional items to report. Roof guttering remains to be replaced at front of hall.</p> <p>b) Website – www.kilmorackhall.com/ Ben Ross has developed the site considerably. All to check out site and give feedback to Ben.</p> <p>c) Status of land ownership Purchase of land from Lovat has progressed slowly with Karen Barclay and Euan Fraser having been to speak directly with Lovat Estate factor, Mr Malcolm Fraser. Lovat queried the exact detail of the site plan in relation to what land had previously been sold the Highway Authority at the time of the junction re-alignment. E Fraser to amend site plan to account for this information and revised site layout when details available.</p> <p>E Fraser has confirmed that the Church of Scotland owns the land to the south of the Cannich road and the Tennant is Mr Colin MacKenzie of Glebe Cottage. Mr MacKenzie shown extent of proposed soak away and offered his full support.</p> <p>E Fraser and K Barclay to arrange meeting with new solicitor (Katrina Ashbolt) at MacLeod & MacCallum to discuss all legal matters, including:</p> <ul style="list-style-type: none"> • Transfer of Hall assets from Trustee’s to KCH • Option agreement with MacKenzie, Caulternich Farm • Land purchase from Lovat Highland Estate • Deed of Servitude with Church of Scotland & tenant 	<p>CF JR</p> <p>ALL</p> <p>EF</p> <p>EF/KB</p>

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<p>7. Community Events:</p> <p>Programme of events is as follows:</p> <p>Family “Braes” Walk – 12th Sept – Followed by BBQ & Bubbles the Clown Beetle drive – 2nd Oct Cookery Demo – 12th Nov – By Kitchen Range, Dingwall Community Carols – 19th Dec New Year Dance – 8th Jan 2011 - Torricon</p>	<p>ALL</p>
<p>8. Aigas Community Forest:</p> <p>ACF to issue a joint community newsletter with KCH late Sept. All comments/feedback to Amanda Bryan.</p> <p>Latest news at www.aigasforest.org.uk</p>	<p>AB</p>
<p>9. AOCB:</p> <p>Beauly Firth & Glens Trust</p> <p>KCH has been approached by a trustee (Mr Jim Ogivie) of the above organisation which is presently being wound up. The remaining funds are to be distributed amongst neighbour community halls and KCH will receive a share in due course. It is estimated that the sum involved will exceed £3000.</p> <p>AGM date set for 4th Oct 2010. All Directors to actively pursue members of the community with a view to recruiting additional directors.</p>	<p>CM</p> <p>ALL</p>
<p>Meeting Schedule:</p> <p>1st Sept – Architect and sub group meet to review updated plans & programme</p> <p>Mon 4th October – AGM 19:30 at Hall followed by regular board meeting</p>	

KILMORACK HALL

CP:165

MINUTES OF MEETING ON 04 AUGUST 2010

1.0 ENERGY REPORT

The Energy Feasibility Report 27 June 2010, prepared by Paul Phare was approved as basis for project to utilise Wood Pellet Boiler.

Paul has commented on boiler layout and current floor plan SK-01(A) tabled is suitable with pellet store adjoining the boiler room.

CP agreed with the Committee that the HRV heat recovery ventilation would be allowed for purposes of specification and elemental cost plan.

The floor construction has been amended to solid type but with same U-value performance flue to be added to drawings for Planning.

Detail quotes and energy report to be forwarded by Euan Fraser to QS.

KHC

Highland Energy quote of 05 July 2010 to be used as basis of costs.

A further visit by Paul Phare to be arranged when RHI position is confirmed.

RA

2.0 ARCHITECT ISSUES

2.1 PLANNING

1. Forestry Officer comments received and comments taken on board in scheme identifying trees being removed including trees to east where steep bank would undermine roots. New tree planting has been identified.

The existing pine tree adjacent the new access point unlikely to be affected by foundation of road kerbs as levels will remain close to existing.

2. Bat Survey anticipated – costs to be established from locally based Bat Specialist for Bat Survey.

CP/KHC

3. Scheme drawings to be updated to increase site development area for excavated subsoil, engineer latest parking and drainage layout and 3D views for wood pellet

CP

store and flue.

2.2 DESIGN DEVELOPMENT

Updated drawings tabled and copied to all parties.

- SK-01(A) Floor Plan

- SK-02(A) Site Plan Section, Location Plan

- SK-03(A) Elevations/3D views

- SK-04 Site Landscape Plan

- These include agreed arrangement for wood boiler and pellet store.

- Amended window arrangement to hall providing a raised cill.

- Parking/access as engineer's drawing.

These drawings would be used as basis for Elemental Cost Plan and Planning Consent pending final engineer's information on road parking and drainage arrangement.

2.3 **OUTLINE SPECIFICATION (Draft) tabled.**

Items discussed and agreed:

Roof – Metal finish ‘Colourant Urban’ a raised seam to all areas with a Terracotta colour.

Wall insulation – CP to confirm specific type of mineral wool.

CP

Kitchen – allow for 2 sinks and 2 cookers in costs.

Finishes:

- Allow for floor sealer paint to 3 no. workshops.
- Allow for clear sealer to chipboard to stage.

Electrical:

Existing supply is two single phases of 25kw each. EF to obtain cost for new supply and diversion of existing supply to form new access to existing hall.

KHC

No Intruder Alarm system required.

Telephones – ducts to each of workshops required.

Delete work to upgrade existing path to A813/Bus Stop.

CP would update specification once engineer’s specification is available.

CP

3.0 ENGINEERING ISSUES

Roads:

- Draft layout prepared on basis of 50 car spaces and sent to Roads 23 June 2010 for

comment – KWA to chase.

KWA

- Alternative position of car park.
- KWA to develop scheme and identify levels and specification for main spaces and
overspill parking area for costing. **KWA**
- Area of development site will require to increase to allow for amount of spreading
of excavated subsoil to avoid removal off site. This may allow an alternative parking
layout.

Drainage:

- Drainage to be issued next week.
- Soakaway on ground on opposite side of A813 EF to check ownership. **KHC**

If there is a problem an alternative pipe on road verge and outfall to river Beaulieu would be considered.

KWA agreed to develop drawings and Outline Specification for roads, parking, drainage, foundation and structural frame elements by 13 August 2010. **KWA**

4.0 Q.S. ISSUES

- Elemental Costing started and sufficient information available to progress.
- Queries may be raised with Arch/Eng.
- Cost Plan expected complete by 20 August.

5.0 HEALTH & SAFETY

CP have now considered the current developed scheme and extent of parking and associated ground works involved and recommend that the existing Hall be closed

at the start of the contract.

There would likely be cost implications in the tender as a result of having a restricted working area around the Hall.

The hall will have no drop off/car parking facility for the public. A shared occupation and safe access cannot be provided without incurring additional costs to the project.

However, if a groundworks contract was undertaken in advance of the main work this may allow limited use of the Hall.

The Hall could also be offered to the Principle Contractor and used for welfare facilities including dry storage etc., which could provide advantages in pricing the contract.

The Committee to be informed of this current position.

KHC

- Draft appointment for CDM-C issued to CP to complete.

CP

6.0 SITE ISSUES

- Euan Fraser to obtain quote for new supply and diversion cost.

- Euan Fraser to check with landowners regarding KWA drainage proposals

KH

7.0 FUNDING

SRDP deadline was early in August 2010 and will be replaced by Leader Funding.

Process for application yet to be confirmed but the Committee wish to obtain costs ASAP to be able to submit funding application at the end of August.

The Committee requested that fee invoices from Architect (interim), QS and Engineer to be submitted before end August.

CP/AP/KWA

8.0 PROGRAMME

- Engineer – final design drawings 13 August.

- Elemental Cost by 20 August.

- Funding Submission end August.

9.0 NEXT MEETING

Wednesday 1 September 2010 at 6.30p.m. at Kilmorack Hall.