

# Strathpeffer Residents Association

## Meeting 2/4/2014 19.30 Strathpeffer Community Centre

	AGENDA ITEM	ACTION
1	<p><b>Welcome &amp; apologies</b> Present: Jean MacNair Ryan MacAskill Val Moffat Tim Dawson Clara Hickey Posy Piper Heather Crockett</p> <p>Apologies: Ann Sant</p>	
2	Last minutes agreed	
3	<p><b>Grant Award</b> Conditional grant offer - tot amount £9996.00 for feasibility study Reply required by 19/4 to complete process including governing document / bank statement / covering letter to explain room payment</p> <p>Val to chase receipt for room payment</p>	<p><b>VM</b></p> <p><b>VM to contact housing / Mandy</b></p>
4	<p><b>AGM</b> AGM Date – 14 May 2014 19.30hrs Community Centre Strathpeffer</p> <p>Committee meeting to follow</p> <p>Constitution changes need to be mailed to the secretary 1 month before AGM.</p> <p>Funding for room – request to Community Council</p> <p>Facebook / website update</p>	<p><b>All</b></p> <p><b>PP to contact Kit Bowen</b></p> <p><b>PP and CH</b></p>
5	Monies set aside for park development – Val to contact Mandy MacClemman (HC)- ? Albyn Housing / Morrisons -	<b>VM to speak to Mandy</b>
6	<p><b>Contacts</b> Need list of up to date contacts School bag drop / posters re AGM Email 2012 list of contacts to CH</p>	<p><b>CH</b></p> <p><b>HC to send</b></p>
7	By AGM 14/5/2014 require tender document for feasibility study	<b>TD</b>
8	Ideas for future funding – MEN SHED	<b>All</b>

Next Meeting 14<sup>th</sup> May 2014

STRATHPEFFER RESIDENTS ASSOCIATION

MINUTES OF MEETING WEDNESDAY, 27TH AUGUST 2014 AT 4PM IN WYVIS ROOM SCC

	ITEM	ACTION
1	Members present – Ann Sant (Chair), Tim Dawson VC), Val Moffat (Sec), Clara Hickey (Treas), Tor Justad, Pat Justad, Mandy MacLeman (HC) Apologies – Andy Moffat, Heather Crockett, Poenix Dawn.	
2	Minutes of previous meeting – Point 8 (12.8.14), changed 5 tenders to 7 tenders was agreed. There was an addendum to Point 2 (20.8.14) – It was highlighted that the committee thought there wouldn't be a conflict of interest for TD to do the sub-soil survey. Proposed – TJ, Seconded – PJ.	
3	Treasurer's report CH reported that there was no change.	
4	Feasibility study tender contract – TD and MM met on 27 <sup>th</sup> August to draw up the contract for Craignish. A few changes were made and TJ will write up the changes and circulate the revised contract. It was agreed that VM and CH would be the main contacts with Craignish. TD writing letter of appointment. VM will email David Graham at Craignish 1.The letter of appointment 2. The amended contract together with information about who are main contacts telephone numbers.	TJ  VM & CH TD  VM
5	Inception meeting with company appointed to do feasibility study – Will be Tuesday, 2 <sup>nd</sup> September starting any time after 11am with suggested starting place in the proposed garden with VM. Other committee members will attend when available. CH has previous public consultation documents stored at SCC to hand. VM get consultations done by Pavilion about the village.	VM TD, CH, AS AND MM  CH VM
6	Press release The draft press release was read and a few changes made. VM will write those up and get a copy of the photograph of the garden area that was used in the StrathTimes from CH. The press release will then be emailed to the Inverness Courier and Ross-shire.	VM  CH VM
7	Email access - It was agreed that only committee members and those regularly attending meetings should have this. It was decided that there should be two distribution lists 1. Committee and active members 2. public. AS is drawing up the email groups and will help VM change email password Tuesday afternoon	AS & VM
8	Planning permission document – council response? Re possible funding/grant from Albyn Housing – 04/01014/FULRC –	

	indicated that developer would contribute to improving play park area. MM made a note of the reference and will research	MM
9	Face book page Only people with Facebook pages of their own can access it. Editors are AS, PJ, TD, CH	
10	Village website – VM will send updates for SRA entry to managers of the village website – Edited highlights of Minutes and Agendas (no financial details); Interesting developments	VM
11	Men's Shed VM met Tracy Shaw (RECOP) on Tuesday 26 <sup>th</sup> August to discuss the Men's Shed meeting on Tuesday, 16 <sup>th</sup> September, 2014 in the Strathpeffer Community Centre at 7.30pm. RECOP will be able to do and pay for all the necessary photocopying, the room hire and refreshments. The draft press release for this was accepted and once Tracy Shaw has agreed it VM will email to the Ross-shire. VM reported that MFR have been asked to broadcast information about the meeting. <i>There is no venue for the shed at the moment. VM forgot to say that she was investigating the possibility of space at the Scottish Woodlands office and the old fire station in the village!</i>	VM
12	Constitution Will be signed on Tuesday by AS, CH and MM	AS, CH, MM
13	Any other business  HM is setting up a website for SRA  TD will contact the companies who didn't get the contract an edited version of HM's comparison chart with the other names removed so they can look at the scoring.	HM  TD
14	Next meeting - To be decided on Tuesday, 2 <sup>nd</sup> September after meeting with David Graham, Craignish	
15	Closed -5.30pm	

**STRATHPEFFER RESIDENTS ASSOCIATION  
DRAFT MINUTES FOR MEETING – TUESDAY, 2ND DECEMBER 2014  
7.30 PM AT THE COMMUNITY CENTRE**

	<b>ITEM</b>	<b>ACTION</b>
<b>1</b>	<p><b>Members present</b> – Ann Sant (Chair), Tim Dawson (VC), Clara Hickey (Treas), Val Moffat (Sec), Tor Justad, Andy Moffat, Jean MacNair, Ryan MacAskill, Sarah Smith, Hamish MacKenzie.</p> <p><b>Apologies</b> – Mandy MacLeman, Heather Crockett, Alison MacAskill, Phoenix Dawn, Pat Justad.</p>	
<b>2</b>	<p><b>Minutes of previous meeting</b> (27.8.2014) – Some alterations required</p> <p style="padding-left: 40px;">Item 2 change sub-soil to habitat</p> <p style="padding-left: 40px;">Item 4 – change TD to TJ</p> <p style="padding-left: 40px;">Item 9 – Editors are AS, CH and PP</p> <p style="padding-left: 40px;">Item 13 – HM offered to set up a web page</p> <p>Amended minutes proposed by CH, seconded by AS.</p>	
<b>3</b>	<p><b>Treasurer's report</b></p> <p style="padding-left: 40px;">Clara reported that there was £9779.22 in the SRA account. SRA are waiting for Craignish invoice to arrive.</p> <p style="padding-left: 40px;">The Co-op Bank has requested a 5<sup>th</sup> member of the committee to sign their paperwork – TJ has done this but is not a signatory of cheques. AS completed another form as her surname had changed since the account was set up.</p>	<b>CH</b>
<b>4</b>	<p><b>Feed back on Inception meeting with David Graham, Craignish (2.9.14) AND meetings on 22nd October, 2014 re: Robbie Bain's visit, the trial pits and discussion after that.</b></p> <p style="padding-left: 20px;">1. Inception Meeting</p> <p style="padding-left: 40px;">Agreed to include boggy area outside area outlined in red – will incur extra cost for feasibility which SRA will need to find or save from budget.</p> <p style="padding-left: 40px;">Visit to play park revealed it was clean (council do regular clean up and inspection of equipment), but not a jolly place</p> <p style="padding-left: 40px;">Agreed that TD would do the habitat survey</p> <p style="padding-left: 40px;">HM said that there used to be a bike track on the site</p> <p style="padding-left: 40px;">Photograph for StrathTimes/Ross-shire</p> <p style="padding-left: 40px;">Local consultation docs handed to DG</p> <p style="padding-left: 40px;">No consultation docs available from Pavilion</p>	<p><b>VM TD, CH, AS AND MM</b></p> <p><b>TD</b></p> <p><b>VM</b></p>

Agreed that an Open Day be held in November – exhibition  
Community, including SPS be invited

DG

Contract with Craignish Design signed

Email from Robbie Bain re land tenure to be forwarded to  
MM

VM

## 2. Meeting with Robbie Bain on 22<sup>nd</sup> October 2014

Robbie supportive of project and understood the logic for  
SRA to be able to improve the access from the school car  
park.

Robbie suggested that SRA also take on the mown grass  
area!

Lease – providing SRA business plan is acceptable to HC  
there could be a 25 year lease. The more information SRA  
can supply the better.

Purchase was an option but RB warned this could be a long  
and complex process.

Development of site – Planning permission required for  
these

Management – RB suggested that Hi-Life might be invited  
to take on some responsibility for the site. **He stressed that  
maintenance could not be left to volunteers – a way has  
to be found to fund staff. Training opportunities could  
help here.**

RB recommended early contact with HC Education and  
Planning.

DG

## 3. Trial Pits – 13.15 – 14.00

RB took photographs of the digging machine, Neil  
MacDonald, TD, HM, CH, VM, DG before digging started

Pit 1 in marshy grass area – top soil shallow, subsoil very  
stony. NM said it looked like natural ground

DG remained on site to witness rest of pits and take soil  
samples. He reported that all pits indicated that the soil was  
OK for growing in.

DG

## 4. Meeting to discuss public consultation day - 12<sup>th</sup> November

Photographs of a variety of equipment/possibilities to be  
displayed.

DG

Questionnaires – long discussion to reduce the number of  
sides to four.

DG

SRA to do deliveries.

SRA

	Invitation flyers to given to our Dingwall Academy pupils.	<b>SRA</b>
<b>5</b>	<b>Email access</b> – New password and extra security requirements.	<b>VM</b>
<b>6</b>	<b>Planning permission document – council response?</b> Re possible funding/grant from Albyn Housing – 04/01014/FULRC – indicated that developer would contribute to improving play park area. <i>Held over for next meeting.</i>	<b>MM</b>
<b>7</b>	<b>Men's Shed</b> <i>Held over for next meeting.</i>	<b>VM/MM</b>
<b>8</b>	<b>Open day held on Wednesday, 12<sup>th</sup> November 2014 in the Wyvis Room SCC</b> – It was felt that this was well attended.  About 90 adults plus all the SPS and SNS pupils visited in class groups and were very excited about the project and had lots of ideas for it.  About 101 questionnaires returned. Online form deadline extended due to the Village Website being down for a while.  It was agreed that we need to get the names of everyone who had indicated that they were willing to help with the project so they could be invited to meetings.	
<b>9</b>	<b>Feed back re meeting with HC</b> Held 13th October 2014 Highland Council, Main Council Office, Dingwall – Below, DG's minutes.  <b>Present</b>  <i>Diane Agnew (DA)</i> <i>Hugh Macleod (HMCL)</i> <i>Mandy Macleman (MMCL)</i> <i>Clara Hickey (CH)</i> <i>David Graham (DG)</i> <i>HC Ward Manager (Black Isle and Dingwall &amp; Seaforth)</i> <i>HC Estates Officer: Care &amp; Learning Services</i> <i>HC Tenant Participation Officer</i> <i>Strathpeffer Residents Association (SRA)</i> <i>Craignish Design (CD)</i> <i>Apologies</i> <i>Robbie Bain HC Ward Manager (Wester Ross, Strathpeffer &amp; Lochalsh)</i> <i>Diane Agnew stood in for Robbie Bain.</i>  <b>Back ground information was given about the community garden project and feasibility study</b> <i>Summary of the lease or sale process</i> <i>DA and HMCL confirmed HC support for the Community Garden, in principle.</i> <i>DA outlined process for HC asset transfer requests, as below:</i> <i>Step 1: Ascertain existing or planned use of the site by HC.</i> <i>HMCL confirmed the land is currently held on the Education account;</i> <i>Education / Care &amp; Learning has no plans for its current or future use. In addition, HMCL confirmed Housing has no plans to use the land in the future.</i> <i>Step 2: SRA present a Business Case: setting out what is proposed, how capital works might be funded and assurance that revenue costs can be met.</i> <i>DA agreed to provide the HC template for a business plan to be adapted to</i>	<b>CH DG</b>

use in this project. DA also referred to the BL information requirements as a useful guide.

Step 3: Business Case to be submitted to Ward manager: who prepares a report for HC Asset Management Board. Board investigates and makes a formal recommendation to HC Finance, Housing and Resources Committee, which has the power to grant approval of a sale or lease to the Community. Asset Management Board could ask for certain items to be included in any legal agreement (such as: retained rights of access; maintenance rights of access etc.). Board meet bi-monthly.

Step 4: Decision by Council Committee.

Lease or purchase

Merits of purchase or lease were discussed.

Lease is simpler. This would be a min. 25 years full maintenance and repair lease. Annual lease charge not known; HC to confirm an indicative rental.

HC(HMcL)

Purchase considered to be complex and a long process and would incur legal costs. Land needs to be proven to be surplus to requirements of all departments of HC. HC to advice on probable land value or method of valuation. HC(HMcL)

**SRA, DG**

SRA /DG should investigate 'proving a saving' to HC – i.e., savings to HC through taking on maintenance responsibilities. DG

MMcL / DA offered to provide an estimate of existing maintenance expenditure on the site (grass cutting and play inspection). MMcL / DA

DG to provide map showing the extents of area under consideration

Maintenance and adoption

Maintenance Agreement with HC could be considered for Play Areas. This would be equivalent of the minimum required by National Standards. Contact Doug Miles: HC Play Officer, and Simon Young: HC Assistant Area Manager: Community Works.

**DG**

DG HMCL confirmed the retaining wall along the south east side, below the A834 /Contin Road, is responsibility of HC Transport & Streets. It was not clear who maintained the road-side hedge. DG

No other parts of the project would be maintained or adopted by HC once the site was leased to SRA and full responsibility would fall to SRA.

**SRA, DG**

SRA/DG

Potential SRA revenue streams

SRA/DG will be investigating income streams such as training and user hire of elements of the site. It was appreciated that deriving income from a public park was a problematic element of the scheme. Rural Skills Programme and links to Dingwall Academy or with ex. Offenders / Employability and business sponsorship also discussed. SRA/DG

**SRA, DG**

Playing fields

CH outlined recent discussion over the existing grass playing field. The primary school playground is too small for the school. Use of the playing field is restricted by the requirement for supervision (field is un-fenced) and poor ground condition (poor drainage). The school would like to extend the enclosed (and therefore supervised) playground into the playing field to increase useable space. In principle, HMCL could see no issue with this and this should be taken forward. CH/HMcL

**CH, HmcL**

One implication of moving the school boundary would be to reduce the size of the grass playing field, currently approximately 141m x 75m. (Shinty pitch size is normally up to 128-155m x 64-73m; soccer 90-120m x 45-90m wide). This is the only playing field in Strathpeffer. The effect on the existing field needs to be taken into account, however, the pitch is rarely used due to its poor condition.

An option is to consider one or more MUGA and/ or all-weather pitch on the

	<p>playing field. There is reported to be demand for this in the area and this would provide a resource that would be rented out and provide an income stream.</p> <p>It was agreed that such a project may be best considered as a partnership between HC and the Strathpeffer Community Association and is probably a separate project than the Community Garden. High Life Highland may also be involved - contact Fiona Richardson.</p> <p>The option to relocate the existing tennis courts at the rear of the Pavilion to the Community Garden or to the playing field has also been raised. HMCL confirmed that the Pavilion tennis court is under-used and suffers from root damage from adjoining trees. HMCL indicated no objection in principle to relocating the tennis court to the playing field – or to the community garden. Management of such a facility and lettings could logically fall to the Community Centre.</p> <p>A masterplan approach was needed to ensure that the two sites work together and DG undertook to consider these options in the study, even if taken forward separately. DG</p> <p>Site information</p> <p>DG requested information on the existing site from HC records – i.e. as-built drawings from the school construction or previous records. HMCL indicated none available. DA suggested we contact Anne Cowling HC landscape architect. There was no known information on the location of the culvert reported to run under the site.</p> <p>Clara's additional input</p> <p>SRA might want to look at some of the extended developments as a second or third phase.</p> <p>Dougie Miles was HC play park manager and suggested we contact him.</p> <p>It was thought that Kenny Stewart did the original ground work and should know where the culvert is. Kevin Crockett should also know about it. HM to follow up</p> <p>Fort William is developing a Community Garden but are a bit further down the road than SRA so it would be very useful to visit them</p>	<b>DG</b>
<b>10</b>	<b>Next public consultation day</b> – provisionally Tuesday, 13 <sup>th</sup> January 2015 was felt to be too soon. DG to be asked if he could do 20 <sup>th</sup> instead – evening meeting.	<b>VM</b>
<b>11</b>	<b>Feed back re meetings</b> – Community Ownership, Garden Networking and Exploring social enterprise – <i>Held over for next meeting.</i>	<b>VM</b>
<b>12</b>	<b>SRA website?</b> HM has agreed to set up a web page for SRA to store documents. He will manage at first and then one or two more members will learn how to download.	<b>HM</b>
<b>13</b>	<b>Any other business</b>	
	Agreed that all SRA minutes and agendas should go on the Village website CH and PP and Face book.	CH and PP
	Agreed that SRA should meet each month on the second Wednesday.	AS, PP, CH
<b>14</b>	<b>Next meeting</b> – Wednesday, 14 <sup>th</sup> January 2015 at 7.30 in the SCC.	



