

Steering Committee

Minutes

**of meeting held in The Kirk Coffee Shop
at 7.30pm on Monday 25th May**

Present	Apologies	In Attendance
Steve Byford	Calum Fraser	Alisdair Stewart
John Graham	Mark Hedderwick	
Mia Scott	Andrew Leaver	
Philip Knott	Peter Masheter	
Graeme Scott	Lara McDonald	

Item	Action
<p>1 Minutes of meeting of 12th May The minutes were approved by Calum Fraser and seconded by Mark Hedderwick.</p>	
<p>2 Matters arising from the minutes</p> <ul style="list-style-type: none"> → Community Land Unit Application <ul style="list-style-type: none"> • Graeme Scott has been informed that Andy Anderson the CLU Manager is on leave and we will not receive a final decision on this application till his return on 27th May • Until this application is approved we cannot go ahead with appointing consultants or establishing limited company → Ward Discretionary Fund Application <ul style="list-style-type: none"> • Andrew Leaver prepared and submitted an application to The Highland Council Ward Discretionary Fund on 21st May. This application was for £2,650, being the amount required to bring the total funding from CLU, Strathglass Community Woodland and WDF to £12,000 – the estimated costs of start-up and production of feasibility study / business plan. Copies of this application with covering letters providing further information were sent to Cllrs Davidson and Carmichael. No feedback has been received from the Council. → Provision of Legal Services <ul style="list-style-type: none"> • Mia Scott approached Douglas Graham of Macleod and MacCallum who has confirmed he will be able to provide legal services. Douglas Graham is still to provide confirmation of his terms. No contract will be signed until CLU funding is approved. • Steve Byford contacted the Royal Bank of Scotland in Beauly. RBS require at least 2 signatories on the account. Each signatory to provide photographic ID and utility bill. Also need either confirmation of company registration number from Companies House or copy of Companies House application from solicitor. 	

Aigas Community Forest

<p>→ Approach to Highland Council re Community Ballot</p> <ul style="list-style-type: none"> • Andrew Leaver contacted John Bruce, Elections Manager at the Council. Mr Bruce confirmed that his office can run a community ballot for the price of envelopes, postage and other expenses. We would not need to pay for staff time. Mr Bruce was relaxed about timescales but we should provide as much notice as possible. • Mr Bruce also provided the electoral roll for the old Kilmorack and Kiltarlity Ward. • Alisdair Stewart has agreed to be Ballot Czar with responsibility for organising the community ballot 	
<p>3 Tender for Feasibility Study</p> <ul style="list-style-type: none"> • The brief was circulated to 31 consultants on 13th May with a tender deadline of 12:00 midday on 22nd May. This deadline was extended to 12:00 midday on 25th May. • At the second deadline two tenders had been received from C J Piper & Co and Sylvestrus Ltd (Dietrich Pannwitz and associates). These tenders were circulated. • An e-mail had also been received from Bell-Ingram indicating that a tender should arrive by 26th May, having been delayed due to technical problems. • A draft scoring matrix was also circulated and discussed. A number of revisions were agreed. • It was agreed that Andrew Leaver would revise the scoring matrix and circulate by e-mail. Andrew will also circulate the Bell-Ingram tender if it arrives. • Committee members are to score the three tenders using the scoring matrix and return these to Andrew by 27th May. • The top two tenders are to be invited to a site visit / interview on Sunday 31st May (preferred) or evening of 1st June. • Graeme Scott, Peter Masheter, Steve Byford and John Graham all indicated intention to be present for this process. All other committee members are welcome to attend if they can. • Those attending the interviews will rescore consultants and the winning tender will be chosen. • Andrew Leaver will contact all those who tendered and identify potential availability for 31st May / 1st June 	<p>A Leaver</p> <p>All</p> <p>A Leaver</p> <p>G Scott P Masheter S Byford J Graham</p> <p>A Leaver</p>
<p>4 Arrangements for meeting to discuss community boundary</p> <ul style="list-style-type: none"> • Calum Fraser circulated a photocopy of a 1:50,000 map centered on Crask of Aigas with circles drawn at 3, 4 and 5 km radius • Andrew Leaver had obtained a copy of the electoral roll for the old Kilmorack and Kiltarlity Ward • Steve Byford agreed to contact the Post Office and enlist support with identifying all addresses off the electoral roll within the 4km radius line 	<p>S Byford</p>

Aigas Community Forest

Summary of Actions from Meeting		
Ref	Action	Person Responsible
4/1	Revise tender scoring matrix based on recommendations of committee. Circulate revised matrix and any further tenders received by 26 th May.	Andrew Leaver
4/2	Use revised scoring matrix to score all tenders and return completed matrices to Andrew Leaver by 27 th May	All
4/3	Meet with two consultants whose tenders were scored highest and conduct a site visit / interview.	Graeme Scott Peter Masheter Steve Byford John Graham
4/4	Rescore top two consultants following site visit / interview and make recommendation to Committee by e-mail.	Graeme Scott Peter Masheter Steve Byford John Graham
4/5	Contact all consultants who tendered to identify availability on 31 st May and 1 st June	Andrew Leaver
4/6	Contact Post Office and enlist support of local postal staff in identifying all addresses off the electoral roll within a 4km radius of Aigas Forest. Bring results to next meeting.	Steve Byford
4/7	Identify all addresses off electoral roll within a 4km radius of Aigas Forest. Bring results to next meeting for comparison.	John Graham
4/8	Add Community Boundary to agenda for meeting of 8 June.	Andrew Leaver
4/9	Invite Gavin Cormack, Teanassie Primary School to join the Committee to represent the School.	Andrew Leaver
4/10	Investigate potential options for a web address and circulate to Committee.	John Graham

Chair	Date