

**PROJECT:** 0870: Coll Community Centre, Arinagour, Isle of Coll

**Date:** 01/03/08

**Situated at:** Arinagour, Isle of Coll

**Time:**

**For:** Development Coll

**Ref:** MTG/0870/CT02/4

**Location:** The Cabin

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**Title:** COLL COMMUNITY CENTRE PROJECT TEAM MEETING

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**Attendance:**

Emma Grant	Development Coll Ltd
Fra MacIntyre	Development Coll Ltd
Karen Anderson	Anderson Bell Christie
Michael Holliday	Anderson Bell Christie

**Apologies:**

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**Points discussed**

**Action by**

**1.0 TEAM**

**1.1 Team Members – Appointments**

Architect confirmed that Alistair McCracken of Reids Associates had been appointed as QS for feasibility survey budget costs.

**2.0 PROJECT**

**2.1 Name**

Name has still not been agreed. Previous deadline passed and new April deadline set.

*Post Meeting Note: Client discussed bringing this deadline forwards in response to the momentum behind the project.*

**2.2 Design Up-date**

Architect confirmed that they had received and compiled all feedback from the January presentation. The overwhelming feeling from the community was that there was no clear favourite between the three concepts and as such the Architects had taken the qualities associated with each design concept and incorporated them into the proposed design. This feedback and a draft of the design had been submitted to the steering group on 19/02/08 and received favourable response. The design was due to be posted on Development Coll's website for public viewing in advance of the consultation events arranged by the client between 01/03/08 - 04/03/08.

**2.3 Key Deadlines**

*Outline Proposal Form: 15/03/08 latest. Sooner if possible.*

Client will hear if they will be invited to submit to the next stage ten days later. 6 month deadline from this point for full application with business plan and full planning permission. Lottery then have 4 months to respond.

**Dev Coll**

Subject to approval of OPF Client to confirm what information re the building, in addition to Planning Consent is necessary for the full application.

**Dev Coll**

*Planning Consent*

Based on the OPF deadline, this will be required by end of September. Sooner if possible.

Subject to approval of OPF Architect confirmed that discussions with statutory bodies should begin as appropriate. Architect will instruct Engineer to begin discussions with service providers based on the current design when approval received.

**ABC**

<b>Points discussed</b>	<b>Action by</b>
When approval received Architect will contact Planning to inform them of critical time path and confirm issues to be addressed to gain Planning Permission.	<b>ABC</b>
When approval received Architect suggested that client may wish to initiate discussions with Planning local Politicians.	<b>Dev Coll</b>
Client confirmed they have up-dated their contacts database accordingly.	
<b>3.0 SITE</b>	
<b>3.1 Acquisition</b>	
Client confirmed that the site had been valued.	
<b>3.2 Topographical Survey</b>	
This has not happened due to the cost/timescale. When approval received Architect confirmed that they will ask West Highland Housing Association to prioritise joint survey.	<b>ABC</b>
<b>3.3 Site Investigation</b>	
Engineer had overseen the excavation of trial pits during previous visit. Engineer had subsequently been compiled into a report. To summarise, this had found the ground at the front of the site to be unsuitable for development. Suitable ground could be found approximately 25-30m up-hill from the fence line. The report also stated that the safest point for vehicular access was in the NW corner of the site.	
Architect to pass digital copy of report to client.	<b>ABC</b>
Engineer will require further investigation when conditions improve.	<b>CS&amp;P</b>
<b>4.0 SERVICES</b>	
Architect suggested that consultation with service providers/pu's should begin as soon as possible. Architect to contact Engineer with outline site and building plan to allow them to start discussions as soon as approval received .	<b>ABC/ CS&amp;P</b>
<b>4.1 Water</b>	
Engineer to contact WSW.	<b>CS&amp;P</b>
<b>4.2 SEPA</b>	
Engineer to contact.	<b>CS&amp;P</b>
<b>4.3 Hydro</b>	
Engineer to contact.	<b>CS&amp;P</b>
<b>4.4 Other Energy</b>	
Important aspect of outline business plan. Paul Phare had previously been offering broad advice as a representative of the Highlands and Islands Community Energy Company (HICEC).	
Architect/Client to contact him regarding a feasibility report. Important to confirm with him the importance of alternative energy to the outline business plan.	<b>ABC/Dev Coll</b>
<b>4.5 Joint Services Procurement with WHHA</b>	
Architect has discussed the prospect of jointly procuring services for the Community Centre site and the housing site. WHHA are in favour of this. Client indicated that housing on the adjacent, rather than same site would be favourable with the islanders.	

<b>Points discussed</b>	<b>Action by</b>
<b>5.0 DESIGN</b>	
<b>5.1 Feedback</b>	
As mentioned in paragraph 2.2, Architect has compiled feedback from previous presentation and issued this to the committee.	
<b>5.2 Proposed Design</b>	
Architect has worked up the design based on this feedback and the engineer's initial report into the site conditions. This was presented to the Client by the Architect. This was submitted to the Client on 29/02/08 and is due to be up-loaded onto the Development Coll website in advance of the public meeting.	
<b>6.0 CONSULTATION</b>	
<b>6.1 Community Consultation</b>	
The following were confirmed:	
02/03/08 Public Meeting at Hall. To be attended by all.	
03/03/08 Public Drop-in session at the First Port. To be attended by Architect.	
03/03/08 Workshop with Primary School pupils. To be attended by Architect.	
03/03/08 Working Group Meeting at the First Port. To be attended by all.	
Client asked if the teenagers at the Hostel in Oban would still be involved in the consultation process. Architect suggested that they would investigate other methods of discussing the design such as the use of social networking internet sites. Client to provide details of local contact.	<b>Dev Coll ABC</b>
<i>PM Note Jess parents agreed to her being contact. KA will contact when OPF approval received.</i>	
<b>7.0 BUDGET AND PROCUREMENT</b>	
<b>7.1 Initial QS Costs</b>	
Architect presented initial costs generated by the Reids Associates (dated 29/02/08) based on the proposed design. This showed a total construction budget of £1,852,000.	
Architect commented that it had been necessary for the QS to make some broad assumptions. For example, "General Infrastructure Works" could not be accurately predicted at present and the "Price + Design Risk" was designed to accommodate fluctuations in the market when tendering.	
Architect commented that the price of the bunkhouse seemed potentially high. Architect to discuss the specification, method of construction and cost per sq m which had been assumed for these costs with the QS.	<b>ABC</b>
Architect commented that the size of the communal room and provision of en-suite facilities in each room could be reduced if costs do need to be reduced.	
Architect also highlighted areas in which the community centre could contract to reduce costs if necessary. For example, some of the flexible spaces or shared spaces could be removed if necessary.	
Noted that the initial costs did not include the price of the land, professional fees, VAT, disbursements or loose fixtures and fittings.	

Points discussed	Action by
<b>7.2 Funders</b>	
Architect commented these initial costs indicated that the original budget of £2,000,000 which had been suggested by the funders was more appropriate than the reduced budget of £1,000,000. Agreed that Team should prioritise what was important in the building and make sure it met the Community's needs and aspirations.	
Client to find out what the key issues of the funders are (social gains, energy strategy etc.) so the application and building design can maximise the funding potential.	<b>Dev Coll</b>
<b>7.3 Professional and Development Control Fees</b>	
Architect to indicate their fee to date to client. Architect suggested that these could be claimed retrospectively.	<b>ABC</b>
Architect to contact Engineer to discuss their fee.	<b>ABC</b>
Architect to confirm QS fee.	<b>ABC</b>
Architect confirmed that the Planning Application fee was based on the area of the building. Architect confirmed that the Building Warrant fee was based on the build cost. Architect to confirm the likely cost of these based on the current design.	<b>ABC</b>
<b>7.4 VAT</b>	
Client suggested that it would not be possible to claim VAT back.	
<b>7.5 Procurement</b>	
Architect explained that the Client had the choice between a Traditional procurement and a Design and Build contract. Architect explained the differences and highlighted the need to understand, organise and control each type of contract.	
<b>8.0 PROGRAMME</b>	
Paragraph 2.3 indicates key deadlines. If these are met, and the Building Warrant and Tender process run as normal, a provisional site start date of August 2009 is possible.	
<b>9.0 AOB</b>	
All covered in above.	
<b>10.0 CIRCULATION</b>	
See below.	
<b>11.0 NEXT MEETING</b>	
TBA	

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**Copies to**

All attending

James McDaid

0141 332 2873

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