**Minutes of the Shapinsay Development Trust board meeting, held at the Boathouse on:**

**Tuesday 6thNovember 2018at 18.00**

**Present – Steven Bews, JB Bady, Jean Coomber, Richard Lawrence.**

**Also, in attendance Rachel Chrin.**

1. **Apologies.Andy More and Davie Campbell**
2. **Minutes of the meeting held** on 1st October 2018 were agreed and signed as a true copy.
3. **Matters Arising.**We have signed up to the HIECommunity Wellbeing coordinators post.

JB is the new SDT community associationkey holder.

1. **Declarations of Interest.**Steven declared an interest in the Housing project and the Play park.
2. **Finance.**As Davie was unable to make the meeting he sent through a financial statement - see attached.
3. **BIGHIT update.**Davie sent the following update –

a: Good news is that the Bank has finally agreed to the site being used so Bryan Rendall is progressing with plans to start the electrical work

b: Claims are in and awaiting to be paid out by PITCHES and BIGHIT

c: water connection application is submitted and waiting for response from Business stream, there is some contingency plans being explored. Steven can hopefully answer questions as he is up to speed.

Steven reported that the electrolyser has gone back so it can be kept running constantly, it will be returned once the electricity supply is connected.

1. **Housing update.**Davie, Jean, Richard and Andy met to make a start on the first draft of the SLF application. Jean issued a copy of the application to the board members along with a copy of the answers they had come up with (see attached). The members are to read and reply with their comments and input asap as deadline for stage one is 5th December.

Davie also sent the following update on the land

The OIC planning dept have come back stating that the larger site would be their preferred site also (I circulated the response to the board) The next step is for the board to decide how much of this site they would like to progress with then discuss that option with the landowner, get it valued and get an independent mediator to discuss with the landowner to see if this is an option.

Steven says we need to get a surveyor to say how much land we need to build what we want including roads, parking etc.

Feedback from Paul Harrington.

I have carried out another eligibility check on the governing documents and have the following for consideration:

1. **Defined geographic community** (area of benefit) – a very good fit with the criteria - outlined in **Articles 4.1, 5, 6, & 7**
2. **Social purpose** – this is a good fit with the criteria – outlined in **Article 7**
3. **Open Membership** – this is **not** a good fit with the criteria and fails the eligibility check, in particular **Article 15 & 16**

**Firstly Article 15 - “***For the avoidance of doubt, when deciding whether to admit any individual or organisation to membership, the directors shall adhere to a transparent process which enshrines the principles of equal treatment and non-discrimination.”* To be clear, membership must be open to all that are resident within the defined community – page 11, item 3 refers, in particular the last sentence *“In addition, individuals who meet the eligibility requirements are to be admitted as members”.*So there cannot be potential for the group to veto an application.

**Secondly Article 16 -**“*The directors shall consider each application for membership at the first directors’ meeting which is held after receipt of the application; the directors shall, within a reasonable time after the meeting, notify the applicant of their decision on the application.”*  Again, there is the potential to veto an application, as mentioned above.

1. **Community Control** – this is a good fit with the criteria – outlined in **Article 10**
2. **Non**-**profit distributing** – a very good fit with the criteria – outlined in **Articles 8 & 101**

**You would not have to make any changes in order to apply to Stage 1 of SLF.  However, you would need to commit to making the changes prior to applying and submitting your Stage 2 application.**

As Shapinsay Development Trust is a member of the Development Trust Association (Scotland), advice is normally a (membership benefit) free service.

**This will mean that we will have to look at changing out M&As again and have an EGM to get them passed.**

1. **Boathouse –** Generator – No responses to tender request.

Key Box**. –** Has arrived and needs putting on wall outside the side door. Will need to draw up a policy for people with access to the key box to sign.

1. **Correspondence.**None
2. **AOB** KE:TTLE Steven has had a letter asking if SRL an be named as a company supporting their newest project. Steven to circulate a copy to the board for feedback.

Christmas opening hours. The office will be open on 24th December then closed until Monday 31st. it will also be closed on 1st& 2nd of January 2019.

VAO meeting. Steven met with VAO to discuss funding a person to cover some of Lynne’s role e.g. attending meetings, applying for grants etc.

He also met with HIE about funding but they have no funding at the moment but did offer us a consultant if we needed one.

Add Keep & Share Calendar to the Transport phone so it is availablefor any relief drivers.

Remove Scott Garson from the board on Companies House web site.

**Health & Wellbeing** – Jean has been speaking with Age Scotland about home care on Shapinsay. See attached report.

There are 2 people on the island doing private home care at the moment should we approach them to see if they are interested in working and training with Age Scotland? Or go back to Age Scotland with details of them.

Development Trust could help with this through SWAP grants as cost is £1200.00 each.

Jean will look at Crossroads to compare their services. Also look at council home help/care and any other agencies.

**Defibrillator: -**We need to look at repositioning our defibrillator to the north end of the island as the Community Centre have now put their Defibrillator on the wall outside the school which means there are 2 very close together at the south end, plus there is one inside the surgery and one in the nurse’s car. Need to find somewhere near the road and where it can be plugged in.

1. **Date of next meeting.**Monday January 14th 6pm at the Boathouse.

**Attachments.**

Housing Answers.

*Bits in italics are just my thoughts, ideas and references as I thought of them when typing this. Perhaps some might help.*

* + 1. Swannie 30 acres (approx.) *have checked, think it's 31 acres*
		2. Yes
		3. David Swannie
		4. Private
		5. Agricultural/crofting (*? check)*
		6. 12.5 hectares *12.54 hectares, using on line conversion chart for 31 acres*
		7. Don't know

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***Notes;***

***What changes SLF will support (from the guidance notes) What we need to demonstrate.***

“1. Our communities will achieve more sustainable economic, environmental and/or social development through ownership of land and buildings.

1. Our communities will have a stronger role in and control over their own development
2. Our communities own well-managed, financially sustainable land and buildings”

SLF will prioritise applications demonstrating a significant positive impact for the community as a whole.

2.3.1 **environmental;**

 council development plan, encourage growth in specific areas - will fit in with current plan

 future proofing/keeping population, encouraging families to stay and keeping generation mix

 attracting people to live in Shapinsay, work in Kirkwall

 **economic;**

* + - * attracting skills
			* control of economic environment and control of rental
			* help local economy to be stronger, i.e. shop, post office,
			* control of location
			* control of low-cost rental property
			* using local skills to build/maintain properties
			* rent recycled into local economy e.g. SDT schemes, SWAP, island transport

 (? *short explanation of each)*

 - creating employment *(currently lack of interested/qualified residents for potential employment, i.e. for home care and home help, plus ??????????)*

**social;**

* + - * help to keep residents of all generations
			* maintaining/increasing numbers of school age children, to keep the island school open
			* creating high standard, low cost housing, *adaptable housing suitable for single occupancy, couples, families? Wheelchair access, also within house? alarm system if needed)*
			* flexibility, future community projects, protecting environment, all as the community needs/wants.

 2.3.2. Community communication, support and evidence

 Housing needs survey ***(The Highlands Small Communities Housing Trust 2017)-*** Options ***appraisal*** recommendations. *Extract attached at end*

 meetings x 2,

 3rd September 2018 AGM including housing update (*noevidence? In AGM minutes)*

 13 Feb 2018 feedback from Highlands small communities housing trust housing needs survey (*copy of Q&A's session)*

 *2015* ***Our Island – our future public*** *consultation (drop -in) see attached booklet*

 *some areas identified by participating Shapinsay residents were;*

* + - * ***A Caring Community*** *- housing, for elderly residents wanting to stay on Shapinsay in accessible housing, easy to live in and with up to date efficient heat saving measures and heating systems, this section also mentions the public meeting in Feb 2018, which gave public support for the SDT to investigate the provision of new housing.*
			* ***Venues for socialising*** *specifically mentions cafe/bar/pub, but a good area for socialising could be a relaxed, garden area, perhaps with a sheltered (from wind and rain) sitting area, which could be part of the ongoing plan for buying a larger piece of land. (? an area for tourists to relax, enjoy the peace, picnic)*
			* ***Growing our own?*** *Allotments, polytunnels (? for communal use or paid part time gardener creating employment opportunity, with volunteer help), community gardens (flower and/or veg?), local grown veg for sale (? direct or through the island shop)*

 *re island residents’ suggestions for facilities in Shapinsay, i.e. community garden, allotments, polytunnels*

 2.4

 geographically, an island

 population ?300 *(check on housing survey report)*

no of school age children, for island school, ?25 *(check with Emma)*

 2.5.1

 **Outcome 1** Low cost, high standard, adaptable housing

 Indicator 1 Initial uptake/ tenancy and void periods

 Indicator 2 periodic tenancy events/surveys

 Indicator 3

 **Outcome 2** Maintaining, and increasing, the population of Shapinsay, keeping a balance of generations and skills

 Indicator 1 Numbers of children in the school

 Indicator 2 ability for people to live on Shapinsay and experience island life, *before committing themselves to buying a property.*

*(this sounds to me that it should be in one of the other sections, perhaps justifying the reason for more housing)*

 Indicator 3

 **Outcome 3**

 Indicator 1

 Indicator 2

 Indicator 3

* 1. **Key Activities (***in no particular order!)*

 **-** detailed independent survey

 - 3rd party to discuss with land owner, to agree valuation

 - design of buildings and site

 - public consultation 1 (land options, phased building plan, back up info re rational for choice presented, present position re-funding phase 1 application, potential funding and cost to island/SDT, discussion) (*public meeting, info. / plan available in boathouse for period of time e.g. 7-10 days etc.)*

 - public consultation 2 (design of buildings, Phase 1 application process, timescales, outline phase 2 application.) *also, have noted down “*reasoning for 3rd party”*, but I don't remember what that referred to*

- public consultation 3

 - local advertising

 - discuss with Orkney Housing rental policies, scoring systems, potential management

* + - Tenders for contractors and appointments
	1. **Project Management**
		+ CV of board members, outlining relevant skills and experience
		+ BIGHIT, turbine,transport and boathouse projects
		+ detailed job description for any post advertised
		+ Budget – how managed
		+ work with funders, OIC,other development trusts, contractors, Orkney Housing
	2. **Equal opportunities*to include measures; a) to promote accessibility, b) value cultural diversity, c) promoting participation, d) promoting equality of opportunity, e) promote inclusive communities, f) reduce disadvantage and exclusion***
		+ Shapinsay Sound
		+ Facebook
		+ flexibility with meeting days/times
		+ Boathouse - facilities to view plans, ongoing progress, ( ?A4 file)
		+ survey work to find needs/difficulties,? home visits
		+ public consultations in wheelchair /disabled accessible premises
		+ help with transport if needed
		+ written information available in large print

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**Supporting evidence**

from The Highlands Small Communities Trust

Options Appraisal - Delivery of Specialist Housing Report for Shapinsay Development Trust October 2017

1. **Recommendations**

Following our investigations into the housing situation on Shapinsay, please find our recommendations below:

* Further engagement with stakeholders such as Highlands and Islands Enterprise and Orkney Islands Council on potential joint developments
* Any new housing should be future proofed to provide the most flexible properties possible in the available budget to allow for changes in residents’ needs over time
* Create a flexible allocations policy with key stakeholders to maximize the benefit to the islands
* Explore opportunities to link-in with existing organisations who may have a need for housing directly or by working together can create mutual benefits
* Consider piloting one housing model to gain a track record of experience in delivery
* Consider phasing of developments to allow for future expansion and growth
* Create a housing strategy which offers a range of housing tenures with key stakeholders for future projects
* Explore the range of local opportunities which may result in an expansion of the services and facilities provided
* Identify suitable land and properties for future development by undertaking a land audit and consulting with third parties
* Identify suitable land and properties for work opportunities
* Maximise the opportunities that exist through the Island Housing Fund, subject to identifying suitable projects and gaining clear support
* Consider ways to increase informal care for those who require it

**Q&A's from public meeting 13 Feb 2018**

I have a paper copy of this which I'll bring to the next meeting, Rachel should have it on her computer, but may be lost with the recent updates

**Attachments.**

**Health & Wellbeing.**

**AGE SCOTLAND**

notes from meeting with Gillian Skuse, Age Scotland 16 October 2018

For Shapinsay they would be able to provide;

Here2Care personal care, 5 days a week at present. Must have SVQ2.

Here2Help home help service

Good Day calls £15 a year, all year-round morning telephone call.

Podiatry if needed, and enough people, but NHS already comes out to Shapinsay on

a regular basis

Here2Care and Here2Help;

Ideally someone on Shapinsay to be employed to provide these services.

If from mainland, we would need to have 3 or more people needing the service to make it viable.

£20/hr. for 1-hour visit, plus travel cost and time, could use island car, if available, instead of

bringing their own transport.

SVQ2 training, can be done at Orkney College, £1200, with mentoring from Age Scotland.

E.g. given Rousay.

Currently Age Scotland employ 8 staff living on Rousay, with supervised training from Kirkwall.

The development trust contributes a percentage of hourly rate (50 – 75%)

The monthly bill for this goes direct to the trust, and to maintain confidentiality, with no referenceto who is receiving the service, just the number of hours (possible number of people), travelincurred.

The individuals receiving the care pays their portion direct to Age Scotland.

Attendance Allowance etc.

When an individual contacts Age Scotland they will come out and visit, looking at the needs of thatperson and advising them of any allowances they may be entitled to, to help pay towards their care.

If the client agrees, they can then refer to CAB, who will then deal with all the paperwork etc.

For Here2Help, it may be attendance allowance, for Here2Care they may be entitled to anallowance from Orkney Council as well, which they can then use to employ the amount and type ofcare they need.

This is all done confidentially, and no information given to outside parties as the development trust.

Referrals to Age Scotland;

can be direct from client

by a 3rd. party, if the client agrees

by the Nurse Practitioners

Development Trust Funding;

how to control/budget?

Gillian suggested we could ring fence an amount annually, to be review? quarterly

Next steps;

-Talk with Delia re potential client numbers, now and near future.

 Crossroads, read booklet - contact - how does their service compare/differ

 any other agencies i.e. befriending, help with domestic, house or garden

 council home help/care