

Meeting notes 20th January 2016

Stonehaven Court Building

Present: David Fleming (DF), Susan O'Connor (SOC), Elizabeth Havens (EH), Isabel Munn (IM)

The purpose of the meeting was to discuss the next steps of the project.

1. Funding

	Action
DF confirmed that the initial funding received has been used in full.	
DF reported that he thought the next stage of funding could come from Aberdeenshire Council's LEADER Fund and the Heritage Enterprise Fund. SOC thinks it would be better to apply for funding through Leader and some other funds rather than the Heritage Enterprise Fund as it is over subscribed. Such as the Architectural Heritage Fund who have a deadline in early February for building works.	DF
SOC thought that an additional £20k should be included in the scope of works for the physical work on the building and that alterations and refurbishment should be £100,000 instead of £90,000.	DF
SOC advised that an additional £5K should be included in any funding bid for VAT advice.	DF
Ask LEADER to fund 70% of costs and get other 30% from additional sources such as lower banding heritage lottery funding.	All
Check Pilgrims Trust, Robertson's Trust, Growing Community Assets, Garfield Weston	IM

2. Tenants

	Action
DF/EH/IM are to find out the exact requirements for the potential tenants who have put in an expression of interest. We need to itemise this, and the outstanding information at the next meeting.	DF/IM/EH

3. Business Plan

	Action
SOC has suggested that the Business Plan needs a bit more work to make it a robust document for the funding bodies and it should include additional due diligence, market research and info on sustainability to quantify the project. SOC suggested going back to Gordon (Barr of the Architectural Heritage Fund) and apply for an addition £5K to get more market research into the report.	DF
SOC has suggested contacting Jura Consulting and Amion Consulting to write this.	DF

DF also thought there might be funding available from Reid Hutchison from Aberdeenshire Councils Economic Development Department for this.	DF
For Funding bodies, SOC also suggested naming the document the Business Case not Plan. Adding an index, summary, community research at the beginning, photos in the main part of the report, support for the business case, incorporate diagrams and information on the condition of the building. SOC will send through a report from another organisation showing layout.	SOC

4. Procurement and Project Manager

	Action
SOC confirmed that funders would expect that any tendering for building work will be done through Public Contracts Scotland there is plenty of information on their web site. Any Project Manager employed for the Court Building Project should have experience of heritage projects and should be able to lead STP through procurement process. Advised to check Institute of Project Managers web site for more info. REBA 1 – 7. Possible requirement of 2 days per week for this. SOC also advised to make any brief to Public Contract Scotland very clear. E.g. price + or – expenses, days expected to be on site. SOC will send through some examples.	SOC

5. Other

	Action
DF would like to find out who the people from the open days were who knew what the building was like during WWII to see if they could remember any of the features that have since been changed.	All
Uses of Court Room No1 needs to be followed up	All

Date of next meeting

Monday 25th January 9.30 Weavers Cottage.