



**CDT Board Meeting, Hut 4: 20<sup>th</sup> February 2025, 19:00**

Board Minutes

**Board Members Present:** Mark Temple (MT), Chair | Ken Norton (KN), Treasurer| Davie Robertson (DR) | Lindsay Brown (LB)| Fiona Blacke (FB) Andrea Loudon (AL)| Jeremy Spurway (JS) | Miles Key (MK) | Adrienne Clark (AC)

**Staff Members Present:** Olena Mazna (OM), Apologies Seona Anderson (SA)

**Visitors Present:** Jack Birrell (JB)

Jack Birrell presented a Visitor Attraction Business Plan for Cultybraggan. The trustees agreed to consider the plan and reply to JB within 14 days	Reply to the proposal within 14 days	MT	6.3.25
Declaration of interest. Rationale for new format explained by FB. DOI declared by: FB&DR for Cancer Shop, FB & AL for Allotments, DR for Men's Shed.	No action		
Minutes of previous meeting (2025-01-16, proposed (JS) and seconded (FB).	No action		
Conservation Management Plan. JS stated that Chris Palmer had met with 3 consultants who had expressed an interest in submitting tenders. Tenders to be returned by 2025-02-28	Co-ordinate receipt of tenders with CP	JS	7.3.25
Planning application update Objections to planning application issued.	Feedback at next meeting	SA	20.3.25
Big funding Meeting to discuss with local elected members	Date TBC	FB	20.3.25
Men's shed – burger van Busy making a van which will compliment the café.	No action		
Allotments Decision at Allotment group AGM to retain the two huts. AL held meeting with Colin Crawford to discuss funding for refurbishment. Allotment group want to open huts up to other community groups for socialising and educational events, suggestion of a 'Greenspace' Community Hub. JS stated that we should focus on the Officers' Mess, timescale 5 to 6 years. Concern raised that creating another community hub may create conflict with future funding applications. KN commented that the funding for a refurbishment of the allotment huts was small scale ie no more than £20k whereas the Officers'	To discuss funding with Colin To discuss getting more community groups to use the hut	AL AL	20.3.25 20.3.25

<p>Mess would require significantly more. AL suggested that this could be a small scale test bed for a future community hub. JS suggested that when the Officers' Mess Community Hub development occurred, the proposed Community Greenspace hub could relocate and existing huts could then revert to CDT if approved by Allotments.</p> <p>Decision: due to timescales of Officers' Mess we should support maintenance and minimal refurbishment of Allotment Huts.</p>			
<p>Café tender update Meeting organised with potential tenant on Saturday 22<sup>nd</sup> Feb to look round the facility.</p>	<p>Seona to co-ordinate the tender</p>	<p>SA</p>	<p>20.3.25</p>
<p>Cattle Grid Visit from contractor on Monday confirmed cost of approx.£6K. Orchard Group contributing approx. £2K. Contribution from CDT approx. £1.5K Gates will be operated by an induction loop at either side of the road. Gates will open automatically on arrival and there is a manual override. Decision: Going ahead with Gates</p>	<p>Chris Palmer to coordinate implementation  Investigate resale of cattle grid and gates</p>	<p>CP  DR</p>	<p>TBC  20.3.25</p>
<p>Jail Museum roof repairs Investigations ongoing with CHG and DR. Cost is approx. £50K</p>	<p>No action</p>		
<p>Staff accommodation Change of use is being registered with PKC planning dept.</p>	<p>Issue change of use document.</p>	<p>CP</p>	<p>20.3.25</p>
<p>5. Finance report Cash flow is minus £11K. Expected electricity payment minus £3K from bills and income. Investigation in usage will be carried out</p> <p>DR confirmed sports field bathroom facilities water and power now off. Tenants' debt recovery explained. Note made that we need to be sensitive to the community reaction.</p>	<p>Calculation on self-catering use to be confirmed.</p> <p>Access to the building to be requested Inspect building Finance meeting to be arranged</p>	<p>KN  KN KN SA</p>	<p>20.3.25  20.3.25 20.3.25 20.3.25</p>

<p>Discussion of success of current approach with respect to outstanding debt of approx... £107K It was agreed that we need to develop a debt recovery plan and demonstrate that due process has been followed.</p>	<p>Debt collection plan to be presented Debt collection Policy document to be presented for approval</p>	<p>AC/SA/ON</p>	<p>20.3.25</p>
<p>New service charged TBC</p>	<p>New service charge TBC</p>	<p>MT/KN</p>	<p>20.3.25</p>
<p>Tenant meeting next week, tenant to be reminded that there will be an increase in service charge.</p>	<p>Advise tenants</p>	<p>JR/KN</p>	<p>20.3.25</p>
<p>Biomass Boiler sale has failed; still trying to get debt cancelled. So far unsuccessfully. Electricity – Klargester biodisc treatment plant running 24/7. Don't know where meter is.</p>	<p>JR to check</p>	<p>JS</p>	<p>20.3.25</p>