

**MINUTES of MEETING of ROTHESAY CHORD PROJECT BOARD held in the EAGLESHAM HOUSE, MOUNTPLEASANT ROAD, ROTHESAY on TUESDAY, 4 AUGUST 2009**

**Present:** Councillor L Scoullar (Chair)

Councillor I Strong  
Andrew Law, Link Director  
Shirley MacLeod, Area Corporate Services Manger  
Nicola Debnam, CHORD Programme Manager  
Audrey Martin, Senior Planning\Development Officer  
Neil Leckie, Property Services Manager  
Jim Anderson, Performance Manager  
Bridget Paterson, Bute Heritage Landscape Partnership  
James McMillan, Leisure Services Manager  
Frank Baxter, Bute Community Council  
Gordon Sutherland, Bute Advice Centre  
Donald McKinnon, Senior Accountant

**1. APOLOGIES**

Apologies for absence were intimated on behalf of Peter MacDonald and Peter Timms.

The Chairman welcomed Frank Baxter, Gordon Sutherland, Audrey Martin and Andy Law to the meeting and advised the reason for calling the meeting was to update the new members on the Board's procedures, and what has been happening with the Project.

**2. MINUTES**

**(a) MINUTE OF MEETING OF 19 MAY 2009**

The minutes of the meeting of 19<sup>th</sup> May 2009 were approved as a correct record.

**3. UPDATE ON PROGRESS**

Neil Leckie advised that there was a progress report under development based on the Prince2 principles. Neil said there were two items to report on; the Project Manager post had been advertised through the Scottish Government Portal and the external design team will be advertised this week on the Scottish Government Portal with tenders to be back for 28<sup>th</sup> August with interviews then had with the top 3 consultants. Neil advised that Nicola Debnam and Robert Pollock will be doing the scoring for the design team with a report to the Project Board and the Project Board Manager will be appointed by 25<sup>th</sup> September.

There could be slippage for the date of the 14<sup>th</sup> May 2010 for the Full Business Case but Nicola Debnam did not see a problem because all CHORD Projects are at different stages and the project plan will be updated.

Nicola Debnam emphasised that advertising through the Scottish Government Portal ensures high quality so the person/team employed may not be the lowest priced, it is a 70/30 split with 70% quality and 30% price. Neil Leckie advised that a lot of people have expressed an interest including Turner and Townsend, Prince's Regeneration Trust, Simpson and Brown etc.

Councillor Scoullar asked about the Prince's Regeneration Trust because the Project Board had advised them that they would get back in contact with them once the process had been put in place. Neil Leckie advised that he had been in contact with the Trust and made them aware that it will be advertised through the Scottish Government Portal.

Andy Law advised that whoever got the job would have a steep learning curve and Neil said that he would have a handing over process and this has been incorporated into the tender.

Neil advised that the Project Manager would report to Nicola Debnam who would report to the Project Board.

The Project Board agreed the brief would be emailed to members for comments and the three Core Members would let Nicola know their decision.

#### **4. TOWNSCAPE HERITAGE INITIATIVE**

Audrey Martin gave a background to the Townscape Heritage Initiative Bid advising that the Council had applied in November 2008 for the THI for Rothesay which included Guildford Square, West Princes Street, the Watergate etc and in April were successful in getting the Stage 1 pass of £1.5m. They now have a year to apply for the Stage 2 pass which will take the project through to Full Business Case if successful, the project will then go to the implementation stage which is a 5 year upgrading of buildings and general regeneration of the area.

Audrey explained that the progress report measure was slightly out of time and exceeds tolerance levels. The recruitment of the Project Officer will be the end of August because she had had to wait for Council approval of the CHORD Project. Audrey said that there have been 16 applications for the post and Audrey and Nicola will be deciding on a short list for interviews on 24<sup>th</sup> August if the successful applicant has to give a months notice then they will not start until end of September.

Audrey said that she had had a meeting with Historic Scotland and spoke to them about all of the CHORD Projects the outcome of which is that Historic Scotland would like an Officer to be on the Project Board specifically for the THI. The Board agreed to appoint an Officer from Historic Scotland to the Project Board and asked Audrey to contact them. Neil Leckie asked that Audrey make sure that there will be no conflict of interest within Historic Scotland.

Bridget Patterson advised that the Doors Open Day was the same weekend as Big Man Walking and Audrey said that this would depend on when the Project Officer was in place.

Councillor Scoullar advised that people were asking when work on painting buildings etc would commence and he asked Audrey and Nicola to give him a press release advising the public what happens now that the £1.5m has been granted.

Andy Law asked about the shortfall in the budget when applying for the THI 2<sup>nd</sup> stage and Audrey explained that the shortfall was due to not being successful in the CARS scheme but they are looking at alternative funding from Historic Scotland or Europe. Audrey said that the problem was that most of the buildings involved in the THI scheme were privately owned. Councillor Strong advised that the gap site in Guildford Square, one of the shops and the CPO area are all owned by the Council. Audrey said that she was hopeful that they could apply for CARS funding again.

Bridget Paterson advised that the senior case officer for the Discover Bute Landscape Partnership Scheme has changed, the new senior case officer for the DBLPS is Lucy Casot and she is also the case officer for the THI. Bridget advised that DBLPS have a case officer dealing on a day to day basis, who is Fiona Southern Best, Audrey Martin said that she could see synergies between the projects.

## **5. ANY OTHER BUSINESS**

None

The Board agreed that the date of the next meeting would be confirmed with Shirley MacLeod once the Project Manager for the Rothesay Pavilion has been appointed.

