

Minutes of MeetingPresent: [REDACTED]
[REDACTED]**1. Minutes of the previous meeting**

- 1.1. **Cape Wrath:** Sale was due on 19 July 2021, [REDACTED] expecting solicitor to confirm. With Cape Wrath having been Voluntary Registered successfully, [REDACTED] confirmed that Registers of Scotland would be informed by Solicitors regarding the sale to update ownership. The costs of this purchase are covered by the buyer, [REDACTED].
- 1.2. **Corsewall:** Road query removed from report, Use of Facilities application being processed
- 1.3. **Earls Hill:** [REDACTED] has written to the agent, [REDACTED], to advise the removal of the DGPS in the next couple of years, no response yet.
- 1.4. **Salversen Crescent:** Council planning to transfer by September.
- 1.5. **Girdle Ness:** [REDACTED] from Aberdeen Harbour Board is reviewing the draft agreement for the installed wi-fi. She will also get back to us about the 3rd party kit installation details.
- 1.6. **Isle of May:** In progress [REDACTED]
- 1.7. **Mull of Kintyre:** Currently working on the layout of buildings for VolReg.
- 1.8. **Rubha Cuil-Cheanna:** Purchase confirmed, costs higher than budgeted.

2. Property Report Review:

WIP Fee schedule contains items from this property report and is received at least every \pm 6 months showing Estates, Procurement and often other legal matter detail. For Estates there are two matters worked on where authorisation was not sought, they were general queries which NLB are usually not charged for. Clearly a change in procedure at the Solicitors.

- 2.1. **Bass Rock:** [REDACTED] is expecting an email from [REDACTED] regarding the most recent NLB decisions.
- 2.2. **Canna:** [REDACTED] didn't gain authorisation to query the existence of a location license after meeting with [REDACTED] and [REDACTED] about arranging a storage and work licence. [REDACTED] intervened, stating that it should be the contractor's role. Charge is [REDACTED], [REDACTED] passed on to [REDACTED].
- 2.3. **Cape Wrath:** Date of entry expected to be 19 July 2021, waiting for confirmation.
- 2.4. **Corsewall:** New neighbour. [REDACTED] sent Use of Facilities application form. Not everybody has completed yet. [REDACTED] will follow up and re-send it for completion.
- 2.5. **Earls Hill:** [REDACTED] has contacted the agent to advise GDPS is being terminated.
- 2.6. **Edinburgh, Salvesen Crescent:** Sale of this property is expected to go through in September. [REDACTED] queried the fees with Anderson Strathern as Council has agreed to pay them. Concern over Solicitor fees increasingly creeping upwards.
- 2.7. **Fair Isle South:** Title Query completed. To be removed from the Report.

- 2.8. **Girdle Ness:** The draft agreement is with [REDACTED] at Aberdeen Harbour Board for review.
- 2.9. **Hoy High:** The lecturer / professor running the project has moved from Edinburgh to Strathclyde University so decided that we will close until this is revisited. At that point we start with a Use of Facilities application. [REDACTED] to request the fee due from [REDACTED].

Extensive conversation on fees and agreements. [REDACTED] flagged fees issues with [REDACTED].
Further discussion on license agreements required and procedure to be put in place.

- 2.10. **Inchkeith:** A question of daymark maintenance from Forth Ports via [REDACTED] resulted in an opinion before any cost estimate was approved nor formal instruction issued. A fee [REDACTED] was received. [REDACTED] will save to Sharepoint the legal advice was and [REDACTED] letter. [REDACTED] asked that the matter be closed off.
- 2.11. **Isle of May:** [REDACTED] is collating a response to three queries - East Cost landing query involving SNH, NLB and the Crown. In speaking to the Registers, there seems to be some ambiguity around the VolReg. The other two queries involve a sold tractor store and validation of the Access route.
- 2.12. **Mull of Galloway:** Licence has been reviewed by [REDACTED] and will be sent back to Solicitors for forwarding to the Trust. It has been agreed NLB and Trust will share costs 50/50.

[REDACTED] **Mull of Kintyre:** Title query to be resolved with RoS. Cost estimate from Solicitors [REDACTED]
[REDACTED]

- 2.14. **Rattray Head:** Query on the garage is concluded. [REDACTED] will reserve the information gained on Sharepoint for the VolReg. Solicitor fee due [REDACTED], passed to [REDACTED] for authorisation.
- 2.15. **Rubha Cuil-Cheanna:** The transfer of ownership to NLB is confirmed. The bill was [REDACTED] which has been paid. [REDACTED] and Finance were in the loop for the duration.
- 2.16. **Scurdie Ness:** The licence for the Vissum Use of Facility application is currently being worked on. RS's client.
- 2.17. **Sule Skerry:** Title query concluded, prescription required, can remove from next report. Decided that will be put aside until Voluntary Registration are completed. The interim fee of [REDACTED] should be seen as part of the max [REDACTED] for prescription when that is done.

[REDACTED] noted that all information, advice and opinion from Solicitor is saved to Sharepoint per Lighthouse site.

3. Sites not on the Property Report

- 3.1. **Sumburgh Head:** Outstanding issues. No updates since last meeting.
- 3.2. **Esha Ness:** [REDACTED] spoke to [REDACTED] from Shetland Amenity Trust. They are keen to buy the store but waiting for CEO feedback. No updates since the last meeting.

4. Use of Facilities

██████ items:

- 4.1. Scurdie Ness – ██████ was married last Saturday, with no issues. ██████ will upload all the documentation to SharePoint.
- 4.2. Corsewall – UoF Authorisation form responses are arriving in.
- 4.3. Chanonry – UoF Authorisation form responses coming. ██████ waiting for further response from the neighbour, ██████, and the group she represents

██████ items:

- 4.4. Vissum agreement- there were questions from ██████ about
 - Who the licence agreement should be the name of and detailing the end-user. For Insurance purposes, agreed it would be SSE
 - ██████ asked if MCA has insurance on the current installations, and ██████ to investigate.
- 4.5. **Use of Facilities Process:** To simplify the process ██████ and ██████ will be trying out MS Teams as a repository for the paperwork involved, to which they both have access.
 - New applications received will be placed into a subfolder and all docs added.
 - Plan to begin this in August.
 - There will be slight changes to the form – to show if there is a Commercial charge, and distinction between internal and external discussion.
 - Everyone can add comments and have clear overview on others' comments and input.

5. Public Access

All Public Access sites contacted to update opening times and dates for the year and to update details on the contact list. Waiting for response from North Ronaldsay, Sumburgh Head and Ardnamurchan. Mull of Galloway furloughed then retrenched all members other than Chair and assistant.

Corsewall public access application in process, see 4.2 above. Going ahead before planned maintenance is done as the need to earn income is more important to the Neighbours at present.

6. Voluntary Registration (VR)

Isle of May - There is some progress, RoS staff has been shuffled around, ██████ keeping in contact.

██████ has completed some tutorials online on the Registers of Scotland website and has a GPC card for title searches. There are still several queries outstanding, ██████ to follow up.

7. Rents and Finance

7.1. Rents have been quiet. Met Office has paid its rent for Duncansby Head, Kinnaird Head, Scurdie Ness, North Ronaldsay, Tarbat Ness and Stoer Head.

7.2. Third Party Assets: We received all 3rd party kit details from Met Office. ██████ is collecting the information, with a couple still outstanding. There is an issue with the FITA lease for Oban Base. The FITA (Fishing Industry Training Association) currently use the storeroom and were having engineering training courses, but there is currently no trainer, so they may have to drop the course. ██████ spoke to ██████, ██████ and ██████ to find out if NLB has access to any official body who could assist, but unsuccessfully. The implication is that we would lose the ██████ per year annual rental. It is worth checking with ██████ what the room size is and what is stored (██████). Due to their financial difficulties last year the rental amount was frozen for 3 years. They pay ██████ for storage plus a per day charge which ██████ ██████ agreed to drop.

8. MCA – Lease Review and Kit upgrade

Lease review - [REDACTED] hasn't received any reply from the MCA agent yet. She has written to [REDACTED] after his meeting with MCA's [REDACTED]. NLB have 3 agreements in place but are missing one with St Abbs Head which will be pursued. [REDACTED] doesn't have all the kit information, which may inform the rate of the leases.

The kit upgrade that are aware of:

- MCA are putting on Wi-Fi transmitter as a backup signal to telephone exchange
- MCA will be upgrading broadband supply to full cable supply to every site. It's the part of the same project.
- There may be satellite installation issues on the buildings

[REDACTED] received an email in 2020 with information of these upgrades and asked to be added to the distribution list to inform neighbours of visits but hasn't heard back since. Discussion around MCA leases ensued, [REDACTED] will sent all MCA lease agreements to [REDACTED] and [REDACTED].

We should keep a copy of MCA 3rd party insurance site cover and details of kit.

9. AOB

[REDACTED] and [REDACTED] are reviewing the filming costs for Use of Facilities and preparation of the procedure which will be inspired by Trinity House's guidelines on their website. To have a formal outlined process and competitive rates is a good commercial opportunity. Pricing will cover administration cost, the time spent by each person involved. [REDACTED] and [REDACTED] are planning to have the draft ready for next Executive Group Meeting in August.

End

[REDACTED] 26/07/2021