DUNBLANE DEVELOPMENT TRUST LIMITED

Approved Minutes of the DDT Board meeting held on Monday 1st June 2026 at 7PM at the Braeport Centre

1. Present/Apologies/in Attendance **Present:** Stewart Corbett (Chair), Alf Scambler, Scott Williamson, Anthony Delluer, Rhona McInnes, Alan Reid, Lorraine Murphy, Bob Stainton. **Apologies:** Paul Nelson, David Storrie **In Attendance:** Kirsty Robertson	
2. Approval of minutes from Board Meeting held on 20th April 2026: The minutes from the Board Meeting held on 20th April 2026 were approved by the members of the Board present, with Stewart proposing their acceptance and Alf seconding. Rhona provided an update on 24 High Street, which had been discussed at the previous meeting. She advised that the solicitor has now received the sub-lease, which is similar to the original lease previously circulated to the Board. However, landlord consent is still required before the sub-lease can be agreed. This is likely to result in solicitors' fees of between £3,000 and £3,500, and Rhona asked the Board to agree to these costs before progressing. Rhona also noted that, as DDT Trading is not a charity, taking on the additional premises would take it above the threshold for receiving business rates relief, meaning rates would become payable on both premises. Rhona therefore asked whether DDT would consider taking on the lease and renting the premises to DDT Trading. It was queried whether there would be any disadvantages to DDT if this approach were adopted. It was agreed that it would be necessary to confirm that this would not impact DDT's own rates relief position at the Braeport. Subject to confirmation that there would be no negative impact on DDT or its business rates position, the Board agreed in principle to proceed. Rhona confirmed that the solicitor has not yet undertaken any work on the sub-lease, therefore there should be no additional legal costs if the leaseholder is changed from DDT Trading to DDT. It was also noted that the landlord has provided verbal, but not yet written, confirmation of agreement to the sub-lease. A condition report will also be required. However, there is a provision stating that DDT would never be required to pay more than £2,000 towards repairs. Stewart agreed to circulate responses to the queries raised, together with the sub-lease documentation, and confirmation that DDT will take over the sub-lease once it has been confirmed that there will be no adverse impact on DDT's business rates position.	Stewart

3. Finance Report It was noted that there was no Finance Report due to Paul being on holiday. However, Stewart advised that a grant from Stirling Council had been paid into DDT's bank account in error, rather than to Dunblane Community Council. This will therefore need to be transferred to the Community Council.	
4. Health and Safety Update - Bob Stainton: Bob noted that there had been no health and safety incidents during this reporting period. Bob also advised that the Health and Safety Policy require updating, as it still refers to Sandy. He noted that the policy is overly broad and should be simplified. It was also recognised that consideration needs to be given to risk assessments and training records for new equipment being used by groups, particularly the DIY Group. It was further suggested that maintenance records should be implemented for any new equipment, as this is the type of documentation the HSE would expect to see during an inspection. Rhona informed the Board that three members of the DIY Group are now trained in PAT testing and are therefore able to test their own equipment when required. Bob advised that PAT testing does not necessarily need to be undertaken annually, provided it is carried out at appropriate intervals. As the equipment owner, DDT is responsible for determining the testing frequency. Rhona advised that she has already established a spreadsheet to record PAT testing and hopes to commence testing shortly, as equipment used by The Giving Tree requires testing. Lorraine asked whether DDT Projects could utilise the DIY Group to undertake PAT testing at Riverview rather than outsourcing the service. Lorraine noted that Halliday Homes had confirmed that preferred suppliers could be used without issue. It was agreed that this could be done. It was queried whether individuals borrowing equipment from the DIY Group would be required to complete risk assessments. Bob confirmed that risk assessments would not generally be required for standard tools that users are already familiar with. However, where equipment is unfamiliar, users should receive appropriate training before use. It was also noted that certain items, such as grinders, require specific documentation as part of DDT's obligations.	
5. Staff holiday entitlement – Rhona: Rhona had previously circulated information to the board relating to queries raised by one of the Shop Supervisors regarding their contract and holiday entitlement, as DDT Trading would like DDT's advice on the matter. Concerns were raised regarding the wording of the Statement of Particulars, which do not appear sufficiently clear regarding holiday entitlement. It was also questioned whether the one-in-four Saturday shift should be incorporated into the contract rather than being treated as overtime, given that it is worked on a regular basis. DDT Trading has already discussed the issue with Avensure but did not feel that the advice provided was particularly helpful, so wondered if seeking legal advice would be the next step. Stewart suggested setting up a video call with Avensure, but Rhona reiterated her concerns around the usefulness of previous advice	

received. It was agreed that Stewart and Rhona should have a joint telephone conversation with Avensure to get clarification around the issue of entitlement and whether the contract can be amended to clarify the situation without being considered a change of contract.	Rhona & Stewart
6. DDT Small Community Grants Fund: Kirsty shared details of the groups selected by the Small Community Grants Committee as recipients of grants for the January - April 2026 funding round: • Newton Families Together - £1,250 towards the purchase of an additional set of playground goals. • Ashfield Village Association - £800 towards a replacement catering-sized oven for the village hall. • Craft Central CIC - £500 towards improvements to the High Street area outside Craft Central. • Forth Valley CIC Allt Festival - £1,000 towards maps of Dunblane showing festival venues for distribution during the event. • DDT DIY Group - £500 towards additional Christmas lights for the section of the High Street currently without lighting, along the Monarch Legal and Funeral Directors side of the street. There are also three applications from Twinkle Toes, Leighton Library and Wellbeing Hub CIC for which the Committee has requested additional information. Should these applications be successful following submission of that information, a further update will be presented to the Board.	
7. DDT Small Community Grants Voting Criteria: The Board discussed the DDT Small Community Grants Committee voting criteria, which had been developed to enable fair and consistent scoring of applications where the fund is oversubscribed. The criteria had been circulated to the Board in advance of the meeting. The Board agreed that the criteria were fair and provided a robust framework for assessing applications. It was noted that having a formal scoring process in place would provide transparency and assist in responding to any queries or objections regarding funding decisions. The criteria were therefore approved by the Board.	
8. Laighhills update – Anthony Delleur: Anthony advised that he has been in discussions with Dunblane Soccer Club, which urgently requires additional football pitches due to growth in girl's football. Discussions have focused on bringing the pitches back up to SFA standard and potentially installing an astroturf pitch. However, it has been identified that the current pavilion does not meet SFA standards and requirements. As a result, a phased development approach has been proposed: **Phase 1 - Installation of public toilets** It was discussed that Alistair Tollemache has shared that the £50,000 grant received from Stirling Council is intended to fund a portaloo-style toilet facility, rather than go towards the amenity block renovation as previously thought.	

Comment [KR1]: Amended from: Rhona agreed to contact Avensure again to advise that further independent advice is being sought. It was noted that obtaining clarity would be beneficial, as similar issues may arise in future and would likely affect both DDT and DDT Trading, given that the organisations use the same employment contracts.

Anthony confirmed that he has discussed this proposal with Alisdair. **Phase 2 - Creation of an SFA-compliant sports facility** Anthony advised that minimum requirements include two changing rooms, an office, two wheelchair-accessible toilets, an officials' changing room and a first aid room. A plinth would also be required to ensure wheelchair accessibility. **Phase 3 - Installation of a small preparation kitchen and servery** It was noted that, as a minimum, the toilet facilities need to be completed during the current financial year due to the grant from Stirling Council. However, it was recognised that previous discussions had included a café element, which would have been responsible for the management and cleaning of the toilets. However, with the café now proposed as part of Phase 3, concerns were raised regarding responsibility for toilet maintenance during Phase 1. It was noted that a Friends of Laighhills group has been established with a view to managing maintenance and upkeep of the facilities, and responsibility for cleaning may therefore fall within its remit. Concerns were raised regarding the source of funding for maintenance and cleaning costs if there is no commercial element at this stage. It was suggested that costs could potentially be met through grant funding, user charges, or direct support from DDT. The Board expressed concern that ongoing costs funded by DDT would reduce resources available for other projects and funds. Further concerns were raised regarding the risks associated with the proposed asset transfer. Stewart advised that the arrangement may not constitute a full asset transfer at this stage, as DDT would potentially be purchasing assets at commercial value. It has also not yet been agreed whether the arrangement would involve purchase or lease from Stirling Council. The grant funding for the toilet facilities is separate, and Stirling Council would not be liable for any ongoing costs. Stewart suggested that the Scottish Land Fund could provide a potential funding source for both Phases 1 and 2. It was proposed that the application be submitted as soon as possible, to allow reimbursement of Anthony's work on the project and providing funds to progress development. Anthony advised that SFA funding could potentially cover the full cost of the changing room facilities and astroturf pitch. Anthony also advised that Dunblane Soccer Club has a meeting scheduled with Stirling Council, and it was suggested that the Club could provide financial support towards Phase 1. Stewart asked the Board to consider whether they were supportive of the overall direction of the project and, if so, to approve progression of the proposals. Board members agreed that the project would provide a valuable facility for the community. However, concerns remained regarding the likely cost of Phase 1, which is expected to exceed the £50,000 Stirling Council grant. Members requested greater clarity regarding funding sources and responsibility for future maintenance and cleaning costs, and Stewart advised that these costs could potentially be incorporated into funding applications. Anthony noted that most of the costs are likely to relate to drainage, electrical works and asbestos surveys. Stirling Council has indicated that its services team would investigate current site conditions, although no update has yet been received. Concerns were also raised that the project appeared heavily football focused. It	

was suggested that improvements to other facilities, including play areas, should be considered to ensure wider community benefit. Anthony confirmed that the SFA would support use of the facilities by other sporting groups and that this forms part of the wider business model. It was also noted that the second pitch would not be an SFA-standard pitch. Further concerns were raised regarding parking provision for away teams, particularly where coaches may be involved. It was agreed that parking arrangements should be considered as part of Phase 1 planning, with suggestions including the use of Cathedral parking facilities. The Board also discussed potential liabilities associated with ownership of the facilities. It was noted that DDT would require appropriate insurance cover, particularly in relation to public access to the toilet block. Members emphasised the need to protect the organisation from unnecessary risk. Stewart advised that the liability position would change at Phase 2 when the full facilities become operational, as current public liability arrangements would not be sufficient. Where facilities are used as changing rooms, responsibility for users would primarily rest with the clubs using the facilities. It was agreed that DDT would proceed with applications for Phase 1 funding through the Scottish Land Fund.	
9. Holmehill Wall update – Bob Stainton: Bob provided an update on work to the wall along the Braeport car park. Pillars are beginning to be constructed; however, the gate appears to be smaller than originally expected. Bob has received a quotation of £6,200 from a local masonry company to rake out existing wall joints, remove rendering from the car park side of the wall and patch the affected areas with matching stone. Alf advised that ivy had recently been cut back from the Holmehill side of the wall and that it appeared to have caused damage to the structure. It will need to be maintained to stop the ivy causing further damage. Anthony suggested obtaining a structural engineer's assessment of the wall's stability. Bob agreed, noting that he believes the wall is beginning to move. Anthony advised that he works with a structural engineer based in Perth and agreed to liaise with him and Bob to arrange a site visit. It also was noted that remedial work should ideally have been undertaken when the wall was originally breached, but that the issue had been left unresolved for too long. As a result, DDT has inherited the problem. Concerns were raised regarding liability for the wall; however, it was noted that no formal agreement had been put in place. Bill Carman has also discussed the possibility of reducing the height of the wall. Subject to planning approval, reducing the wall height and installing railings above it could provide visual benefits. It was agreed that a structural survey should be commissioned to support any future planning application.	
10. AOB: **Funders Fair - Stewart Corbett:**	

Stewart advised that plans are underway to organise a Funders Fair at the Braeport. Kirsty has contacted Stirling Council and Transition Stirling for advice on how to facilitate this. **Local Development Plan:** Stewart advised that the Dunblane Local Development Plan has been released and that it would be beneficial for DDT to review the proposals and determine its position. It was suggested that DDT and Dunblane Community Council should seek to adopt a coordinated approach. Members agreed that a joint meeting would therefore be beneficial. Stewart advised that he would discuss this with the Community Council at its meeting on Wednesday. It was also suggested that understanding the Community Council's three key priorities for the next two years would help both organisations align their work. The Board noted that the Local Development Plan presents an opportunity to consider the future development of the High Street and town centre. Concerns were raised that previous expansion of the town had not been matched by sufficient consideration of access to services and the town centre. Members agreed that efforts should focus on improving access and encouraging residents to use the High Street rather than travelling elsewhere. Stewart agreed to circulate the Plan to the Board and discuss coordination of responses with Dunblane Community Council. **Companies House - Scott Williamson:** Scott advised that the Companies House confirmation statement is due for submission in June. However, submission cannot be completed until verification codes have been received from all directors. Scott confirmed that he has received codes from all newly appointed directors but still requires verification codes from Anthony, Stewart, Bob and David. **The Bank:** It was noted that neither the DDT nor Dunblane Community Council has received any update from The Bank regarding the appointment of one representative from each organisation to its Board, as agreed at the previous meeting. Stewart advised that he would contact David to progress this matter. **Overgrown Paths:** Scott advised that he had spoken with Stewart Strathdee, who highlighted that paths around the water are no longer being maintained by Stirling Council and have become overgrown. It was noted that this may be too large a task for the Paths Group to undertake alone. It was therefore suggested that we arrange group volunteering weekends to blitz the work. Stewart agreed to speak with Peter McGregor to establish what work is required. **DDT Trading Accounts:** Rhona advised that the draft DDT Trading annual accounts for 2025 - 26 have been prepared by the accountants and asked whether Board approval was required. Stewart confirmed that Board approval is needed, and Kirsty will therefore circulate the accounts to the board via email. Lorraine asked whether the same requirement applies to DDT Projects. Stewart confirmed that it does, and Kirsty will also circulate the DDT Projects accounts for	Stewart Stewart Anthony, Stewart, Bob & David Stewart Stewart Kirsty Kirsty

approval. **Malcolm's Retirement:** Scott suggested that DDT should recognise Malcolm Dougal's contribution following his retirement from both the DDT Board and DDT Projects board. The board agreed that a thank you gift would be appropriate and that Malcolm should be invited to the next Board Meeting as a guest. Stewart agreed to speak with Dougall regarding a suitable gift.	Stewart

Next meeting date: Monday 13th July 2026, 7PM, Braeport Centre (Haining Room)