



STONEHAVEN TOWN PARTNERSHIP
MINUTES OF TRUSTEE MEETING
HELD ON 24th MARCH 2015 AT 7.00PM
AT INVERCARRON RESOURCE CENTRE, STONEHAVEN

Item**1. Welcome and Apologies**

| Present Trustees | In attendance | Apologies |
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| Douglas Samways (DS) Michelle Ward (MW) Wynne Edwards (WE) David Fleming (DF) Jim Stephen (JS) Andrew Newton (AN) Allan Sutherland (AS) Elizabeth Havens (EH) John Robson (JR) Isabel Munn (IM) | Cllr Raymond Christie (RC) Cllr Peter Bellarby (PB) Cllr Graham Clark (GC) Ian Balgowan (IB) (in place of Knud Christiansen) David Wood (DW) Karen McWilliams(KMcW) Lennie Lawrence (LL) | Charles Sands (CS) |

2. Approval of minutes

On the proposal of WE and seconded by DF the minutes of Tuesday 24th February 2015 were approved.

Matters arising from these minutes are detailed in section 3 below.

3. Matters arising

| | Action |
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| Minutes of Meeting of 24th February 2015 | |
| Wind up Company - Motion to wind up company limited by guarantee. DF confirmed he is still waiting for legal docs | DF |
| Archive work DF confirmed there is still a little more to do | DF |
| WE Director of communication. WE has withdrawn his intention to resign as Director of Communication until STP is settled with new trustees in place. IM and AN are putting information on to website so his role is less onerous. | |
| Website DS confirmed that the STP's clarification of purpose called "In the Town and For the Town" which lays out the role and function of STP is now on web site | |

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| Maxine Smith will be contacted to establish if there is any money for funding in Stonehaven from the Meikle Carewe wind farm fund. | IM/DS |
| Aberdeen Towns Conference DS and WE missed this meeting. However, DF went to the equivalent meeting in Dundee this afternoon and WM was also in attendance at the Peterhead event. DF didn't think there was much of interest to STP. | |
| KDP Community Engagement - Newtonhill 26th February AN and DF attended this meeting. DF noted that it was encouraging that all 12 community councils were represented and that the 6 non community council places on KDP's management committee were filled. | |
| Advertising Mackie Academy DF confirmed that this hasn't taken place yet. | DF |
| Horizon and Landscape services JS is meeting with Kath Boyd, Horizon Group and Ian Thomson from Landscape Services on 25 th March with a view to looking at how to improving the boardwalk and to protect it from storm damage. DF confirmed that Sustrans might have funding for boardwalk. | JS DF |
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4. Finance Report from MW

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| STP Cash in bank is £10730 as at. CCF Cash in bank is £23330 as at £8750 has been received which is the quarterly payment from CCF for IM's salary and the land trains' driver and conductor salaries Double payments have been made to a driver and two conductors in February. This will be looked into and reported back at next meeting | DS |

5. Communication – Report from Director of Communication, Wynne Edwards

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| WE has contacted Lesley Clark - Clark Communications and she has provided the remaining section of the communications policy. WE will disseminate to all trustees for comment. | WE |
| Any trustee making statements to media on behalf of STP must run it past WE or DS. | All |
| WE is looking at the possibility of using live media such as local radio to advertise STP's work. | WE |

6. Strategy – Report from Director of Strategy, Douglas Samways

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| As a result of Mitch MacKay's comments at last meeting, there is now justification for each project in the project update form. This shows that many of the projects | DS |

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| <p>have been established due to comments made at the PFR exercise and some come from STP's member groups.</p> <p>For future projects DS will ensure that it's made clear how they have come about whether through member groups or public consultation.</p> <p>Reminders will be sent by DS to all trustees who have actions against in the previous months' minutes on a monthly basis so the actions can be closed off in a timely manner.</p> <p>DS added that he reported back regularly to update the members of the club he represented on STP activities. It was a standing item on the agenda of the Burns Club. He recommended this as good practice for other trustees to consider.</p> | <p>DS</p> <p>DS</p> <p>ALL</p> |
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7. Business Plan Items

Report of progress on individual projects has been circulated and is on website. What follows is an update on that information.

| Project | Additional Information | Action |
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| QR codes/Wifi in Stonehaven DS | Nothing to add | |
| All Weather Facility (DS) | <p>Contact has been awarded to Hunter Construction who will start work on 20th April with 14 week construction period – due to be completed by 24th July. DS has spoken to Folk Festival group and the Sea Cadets as they might need an alternative area. Both have confirmed they have contingency plans in place.</p> <p>DS has also spoken to the Thompson Memorial Fellowship who also have contingency plans in place for their rally.</p> <p>DS plans to speak to the organisers of the half marathon</p> | DS |
| Bervie Braes Road (DS) | <p>PB confirmed that at the Area Committee today that painting of the barriers is going to be considered. KMcW confirmed that the budget will have to be changed to accommodate this. The plan is they will be painted moss green to blend in with the background.</p> <p>It was confirmed that the barrier is now in place at the top of the road.</p> <p>MW mentioned that Frank Budd from the Business Association's Tourism Group would like to work with STP to keep the Brae open all year. DS has been working with Alison Evison and WM to achieve this.</p> <p>MW will invite Frank Budd to the next trustees meeting</p> | MW |
| CCF (DS) | Nothing to add | |
| Plan B (DS) | Nothing to add | |
| Planning for Real (DF) | <p>Trustees agreed that this project is now complete</p> <p>IB bought up the fact that the information that STP received from who they thought was a spokesperson for the Allotment Society, which was included in the PFR report was misleading</p> | |

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| Court Building (DF) | <p>DF has written the 2nd option paper for review by trustees. Funding – DF has applied to approx. 10 funds and has had 2 rejections and some positive feedback. The Princes’ Regeneration Trust held a meeting last week and it’s possible that they will provide assistance with someone to guide through the process. The lottery fund will also provide help. The stages identified are:</p> <ul style="list-style-type: none"> • Feasibility study • Conservation statement • Marketing plan • Business plan <p>DF has prices from consultants for these reports</p> <p>The following meetings have been arranged:</p> <ul style="list-style-type: none"> • Dunnottar School with parents and teachers • All other people who were involved in consultation <p>DF will set up a formal project group. Elizabeth Havens has expressed interest in being involved with this group as have the Heritage Society and others. DF will look for funding for the event</p> <p>Lots of work has been done in the last few weeks by DF and he is happy to report that it has a future as a community building.</p> <p>A query was raised about whether the Police station will be staying in Stonehaven or will be closed down but it was noted that there are NO PLANS to alter the current police arrangements.</p> | DF |
| Improving Our Town Centre (JS) | <p>JS and IM will be attending a meeting at Viewmount on 31st March with the 4 groups. SDCC, Horizon Project, Business Association and STP together with representatives from the Council will establish the next stage of the project. WM thinks that the hawk will be in Stonehaven at the end of March to deter the seagulls from nesting. It will also be in Peterhead, Banff and Huntly.</p> | JS/IM |
| Former Gas Works Site (MW) | <p>After the meeting MW, IM and KMcW had with the surveyor from SSE, WM followed up with a phone call to her and a further meeting will take place in 6 weeks’ time.</p> | MW/WM |
| Land Train (MW) | <p>IM has reminded the Asda Portlethen Community Champion that we should meet to discuss sponsorship, a meeting has subsequently taken place and STP will apply for funding. IM met with Louise Moir, Head Teacher at Mackie Academy on 26th February to discuss potential of becoming one of the pupils’ selected charities from their sponsored walk. LM will take this request to the pupils. IM attended Area Committee on 3rd March and presented requirements for rain cover, cab heater, door, PPE, PA system, bus stop flags and fliers for the 2015 season. 8 Councillors</p> | |

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| | <p>agreed Top Up Funding totalling £2193. Concern was expressed at the way some councillors reacted to our request. Income and expenses from last year are still be uploaded onto the website into trustees box</p> <p>SCI have confirmed they will sponsor the land train by supplying diesel again this year.</p> | IM |
| CAT for Beach Toilets (MW) | Nothing to add | |
| Stonehaven Harbour Development Feasibility Study (WE) | <p>WE confirmed that the Interested parties presented their comments and concerns to the Consultants last week. He reported that there were a lot of positive points made and people have offered help.</p> <p>The Consultants visited Sandhaven which vividly shows what happens when improvements are not carried out on a harbour. The Consultant's report is on track and will be delivered at the end of April.</p> <p>WE has received the initial invoice from PJ Consultants and will forward this to IM for payment before 31 March so payment can be claimed from initial grant.</p> <p>DS commented that Councillor Agnew had mentioned to him that the meeting with the consultants was very positive.</p> <p>IB confirmed that he was also impressed that the Consultants listened to what he had to say.</p> <p>WE was very encouraged by the meeting and the ideas that were presented.</p> <p>Once received from the consultants the report will be disseminated to the trustees and then to the public so a project plan can be put in place for the future.</p> | WE |
| Energy Coop Initiative (WE) | <p>WE reported that Colin Addy had apologised that they were unprepared for the last trustees meeting as Chris Oliver didn't have a presentation to give the trustees. CA also mentioned that he was surprised at the tone of the questions asked at the meeting.</p> <p>CA has now confirmed that all Stonehaven postcodes are covered.</p> <p>EH was concerned that it sounded like a done deal and this project was going to go ahead but WE confirmed this is not the case as STP needs a lot more information from the consultants.</p> | WE |
| Cruise Ships (JR) | <p>JR has produced a letter of information about Stonehaven and the surrounding area, with photographs to send to cruise line companies. This will be forwarded to IM and issued to the trustees for comment before being sent on to cruise companies to judge interest in them coming to Stonehaven.</p> <p>AS asked about dredging re what was reported in the Mearns Leader. JR replied that currently, there is no berth available for placing a suitable pontoon for disembarking passengers, however, if some dredging were done at the north face of the</p> | JR |

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| | outer harbour (opposite SCI) this would create a suitable location for other craft, and leave a slot for the cruise ship tenders | |
| Caravan Site | DS will be contacting Mark Kummerer as some work has been done by consultants on the "Evaluation of Caravan Sites on Communities". This will enable STP to establish the economic benefit to Stonehaven of the site it can be reported to the public. | DS |

8. Business Items

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| Town Hall Trust DS is trying to contact Alan McConnachie to invite him to the next trustees meeting. | DS |
| Disbursement of Funds - Already discussed above. | |
| Report from/items to Community Council IB has nothing to report from SDCC DS confirmed that he thought IB's report back at last SDCC about STP meeting was concise, accurate and balanced. Joint paper - DS has asked IB to remind the SDCC that a response is awaited. DF will speak about the court building at the next SDCC meeting WE confirmed that Knud spoke to the Consultants about the Harbour Development Feasibility Study. | IB DS |
| Aberdeenshire Town Centre Conference – Strengthening Aberdeenshire's Town Centre DF attend Scotland's Town Partnership Conference in Dundee and reported that there was nothing for the STP at this meeting | |
| KDP Community Engagement Event 26th February Already discussed above. | |
| Land Train Already discussed above. | |
| Feeing Market 6th June 2015 Ideas for a stall were discussed Something to do with seagulls was suggested as a possible focus. EH "Stonehaven identity/banner Competition". Business Association tried this in the past. Donations? OAITS ticket sales. Let people know that the STP have money available through the "Disbursement Policy" Raffle Wobble board how long can you balance Idea to be decided at next meeting | ALL |
| Harbour Festival 30th August 2015 As above to be decided at next meeting but copies of the Harbour Development Feasibility Study report should be available for this as well | ALL |
| Mains of Cowie pre-determination Meeting 29th April In last minutes | |

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| <p>Feedback from meeting with Councillors and Area Manager</p> <p>This meeting took place due to the reception IM received from a couple of Cllrs at Area Committee. It was to let the Cllrs know what the aims and objectives of STP are. DF confirmed it was a good meeting.</p> <p>Communication was bought up and how STP can advertise what they are doing. Cllrs were asked if they knew how much STP had brought into Stonehaven through projects such as the QEII Caravan Park, the Land Train and the All Weather Facility. DF thought it was in the region of £4m</p> <p>It was mentioned that Cllrs have to support constituents and if they receive any queries about STP or any of the projects that STP are involved with they should pass these on so that STP have the opportunity to respond to them.</p> <p>MW would like to see more support from Cllrs by them letting the public know what STP are involved in and what STP is trying to achieve in the Town.</p> <p>MW made the point that all of the Trustees are volunteers</p> <p>PB confirmed that they would like to work with STP and that there were 3 Cllrs at the Trustee meeting tonight.</p> <p>DS reported that it was acknowledged by councillors at the meeting that if STP didn't exist then something like it would have to be invented by the Council.</p> <p>STP would like to move on from this meeting positively and work with the Cllrs.</p> <p>It was commented on by a Cllr that STP is involved in many projects but DS confirmed that although it seems like a lot of projects they are all at different stages so they are not unmanageable</p> <p>DF said that all projects are in existence as people have asked for them.</p> <p>WE commented that although the feedback was not always positive it shows that STP are getting information out to the public. WE would like Cllrs to support STP when they are questioned by public.</p> <p>Feedback on this meeting was followed by discussion. LL commented that NESCU who were a member of STP never received any minutes from STP. DS confirmed that minutes were not sent out as a matter of course to member groups as these are available on the website. (NESCU's membership has been investigated and confirmed to LL that they are not members of STP but have been invited to apply).</p> <p>RC Thinks there have been communication problems with Cllrs in the past. He has been told that things are on the web site but not everyone has a computer. Other ways of communicating will be looked at.</p> <p>Community ad on Mearns FM has been arranged and WE will follow up on this.</p> <p>DS mentioned that a new document entitled "In the Town and for the Town" which describes the role and function of STP is on the website. Hard copies of this will be placed in the Library, Town Hall, Community Centre etc.</p> | <p>WE</p> <p>WE</p> <p>IM</p> |
| <p>RGT AGM 25th February</p> <p>DS and WE both went to AGM but were asked to leave as they were not subscribers, which they did without comment. However, it was difficult to know who is entitled to attend or if it is a public meeting because such information is not readily available or perhaps does not exist.</p> <p>DS had requested a copy of the constitution in a letter hand delivered on 24th November last year but didn't receive any information so was not aware that should not have been at the meeting</p> | |

DS asked a personal question at Area Committee re Governance and a reply is being looked into.

RGT AGM

IM attended the meeting as an associate member of the Recreation Grounds. No agenda, chairman's report or set of accounts were presented at the meeting. The only business that was conducted was the election of 9 trustees and the election of 5 people onto the management committee.

WE has serious concerns about a meeting that is held in effect, in secret. He added that Stan Mitchell asked DS and WE to leave and it was only when WE asked who he was that he identified himself as Stan Mitchell, Chair of the Trustees. WE asked Cllrs for clarification whether Cllrs should be elected as trustees, especially in view of what could happen in November with land been transferred to their ownership.

DF confirmed that there are likely to be "burdens" on the new lease and that Aberdeenshire Council have to decide what "burdens" are carried over onto the land transfer.

KMcW will ask the Head of Legal and Governance for confirmation of what the burdens currently are and which ones will be transferred and if any new ones are to be added. She confirmed that there is no Cllr in advisory or other capacity on the recreation ground trust. Any Cllr who is a Trustee of the Recreation Grounds or on the Management Committee will be in this role outwith their role as a Cllr.

WE asked PB for clarification on this as he was a Trustee of the Recreation Grounds in the past.

PB confirmed he was in the past a Recreation Ground Trustee as a Cllr.

There was a review by the Council in 2012 regarding Cllrs being elected onto Trusts and similar bodies.

DF reported that, as part of the review mentioned by PB documents were sent to the Recreation Grounds Trustees and the committee could decide if they wanted a Cllr as a trustee. KMcW confirmed that the Recreation Ground Trustees did not reply to this document, however they weren't the only group/committee who didn't reply. Aberdeenshire Councils Legal and Governance Department were given list of groups/committees who didn't reply and they would have been chased up.

MW proposed that STP should write to Aberdeenshire Council with STP's concerns, this motion was seconded by AS.

AS commented that it is an ongoing mystery of how the RGT's run their business, although they are running. His concern is that the site is on valuable land and no-one has any idea how the RGT will benefit or otherwise in November.

EH is concerned that the RGT are leaving themselves open to the suspicion that they are being evasive on purpose as they know what financial gain will be when the land is transferred. JR agreed with this point.

DW is concerned that the "burdens" that Aberdeenshire Council put on RGT might not be known before November and would like forward knowledge of what the burdens will be.

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| <p>AN made the comment that STP don't have any legal right to delve into RGT business.</p> <p>KMcW made a commitment to get information to STP for the next meeting.</p> <p>MW stated that STP's role is to look at bettering Stonehaven not delving into RGT business.</p> <p>WE understands what MW is saying but thinks STP should be able to let the people of Stonehaven know what's happening.</p> <p>WE made the proposal that STP should put in formal request to Aberdeenshire Council for the following:</p> <ul style="list-style-type: none"> • Full clarity of the status of RGT • The burdens that Aberdeenshire Council will put to RGT • A copy of constitution and most recent accounts <p>He also thought that the public should have a say in what burdens should be put in place</p> <p>This proposal was seconded by AN and therefore became the amendment to MW's motion.</p> <p>AS suggested that although he has no problem with the information requested he doesn't think it should be STP that follows it up. He believes the Cllrs should request this information. He believes that STP are doing a good job and thinks that STP should leave this for others to pursue.</p> <p>KMcW would like STP trustees to hold back until next meeting when she should be able to present more information.</p> <p>MW reiterated the point of her motion - She would like to highlight STP's concerns and send them to Aberdeenshire Council and the Cllrs.</p> <p>EH expressed her Concern that STP should be doing something to protect the site for the people of Stonehaven.</p> <p>WE agreed that STP need as much information as possible.</p> <p>DS suggested to MW that in light of the comments made since she had stated her motion, did she still wish to pursue it. She refused to do so and a vote was taken with the trustees present.</p> <p>Motion 2 votes Amendment 7 votes</p> <p>DS Thanked the trustees for the views that were expressed and AN will write a letter with STP's concerns to Aberdeenshire Council.</p> | <p>AN</p> |
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9. AOCB

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| DS reported that Mandy Murray who was originally a Co-opted member but was elected as a trustee at November's AGM has now resigned as she was not a member of any group and wasn't therefore reporting back to or representing anyone. | |
| AN mentioned that a resident of Redcloak had emailed STP to ask about new development at the Eastern edge of the town in Mill of Forest area. IM had responded to him that it is associated with the Carron Den housing development and further details can be obtained from SDCC. | |
| DF has requested a list of all trustees with phone numbers and emails | IM |
| JS Bought up the possibility of having Christmas lights further down the High Street and repairs to the boardwalk. He confirmed the Fireballs Committee and the Round Table are willing to make a donation towards Christmas lights and has asked STP to get involved with this project. The Business Association will take the lead on this and are getting quotes together for new lights. He thought that Fireballs Committee might be willing to contribute something like £1000 Round Table could put in about £1500 Additional funding is required | JS |

10. Date of next meeting

28th April 2015 at Invercarron Resource Centre, Dunnottar Lounge.

Meeting Closed 9.50pm.