



STONEHAVEN TOWN PARTNERSHIP
MINUTES OF TRUSTEE MEETING
HELD ON 23 FEBRUARY 2016 AT 7.00PM
AT INVERCARRON RESOURCE CENTRE, STONEHAVEN

Item**1. Welcome and Apologies**

Present Trustees	In attendance	Apologies
David Fleming (DF) Andrew Newton (AN) Elizabeth Havens (EH) Jim Stephens (JS) Isabel Munn (IM)	Cllr Graeme Clark (GC) Cllr Raymond Christie (RC) Charles Sands (CS) Mitch MacKay (MM) * at discussion on communications Alan Craig (AC)**	James Douglas (JD) John Robson (JR) Bill Alan (BA)

2. Approval of minutes

	Action
On the proposal of AN and seconded by JS the minutes of the trustees meeting of 5 th January 2016 were approved. These minutes will now be placed on the website. Matters arising from these minutes are detailed in section 3 below.	IM

3. Matters arising from minutes of 5th January 2015

	Action
There were no actions arising from the minutes of the Trustees meeting on 5 th January 2016	

4. Finance Report from Charles Sands in John Robson's absence

	Action
There is £59,970 in the CCF/Land Train funds which includes money for the purchase of the 2 nd carriage. There is £11,949 in STP's main fund. Since the last meeting £5363.66 has been received from the Caravan Club, £32,534 for the additional land train carriage, £3,000 from the Architectural Heritage Fund for the Court Building work and a £40 donation from Charles Michies Chemist for the use of the Land Train to pick up Santa from the Harbour. DF and JR will look at the money available for all projects.	DF/JR

5. Communication Policy Review Andrew Newton

	Action
Andrew has completed his Review of Communication and went through the report he had prepared.	

<p>Mitch Mackay (MM) arrived *</p> <p>Two reports had been prepared by Leslie Clark of Clark Communications which AN noted in his report have been well written and should be used for good practice. These are: “Communications a Fresh Approach” and “How to Deal with Others”. IM to send trustees contact list and ask them what their preferred contact details are and to confirm all have access to the directors’ box.</p> <p>Andrew recommended some changes in the protocol surrounding Press contact. After discussion, it was agreed that any Trustee is welcome to communicate to the press, particularly if they are a project leader, and the subject is that project. He/she should make sure other Trustees are aware of such contact. DF and IM can be given as contacts on any matter, and are available should help be sought.</p> <p>Andrew’s report is in the Directors box</p>	IM
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6. Strategy – David Fleming

	Action
DF reported that there is a need for STP to focus on what we need to do and reminded the trustees that further trustees need to be recruited.	ALL
Succession DF wants to ensure someone will take over from him in June as he will be standing down and has asked the trustees to consider being the chair.	ALL
Alan Craig (AC) arrived**	
Business Plan 2016-19 – was not discussed but will be on the agenda for March	

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
Bervie Braes Road (DF)	This will be discussed at the meeting with Aberdeenshire Council and the Ward 18 Councillors on 8 th March at Viewmount. JS said he would attend. All other Trustees are welcome	DF and others
Court Building (DF)	Funding is required for building works, a project manager, and an architect. IM is preparing a tender document for the consultants required which will be placed on the Public Contracts Scotland portal. Additional funding will be looked into. DF reported that the Heritage Lottery Fund (HLF) is concerned that he has applied for 2 lots of funding for different projects, one being the Court Building and the other being St James Church. HLF have also requested a viability statement and a professional valuation which will cost approx. £2K. Unfortunately, due to this, the 11 Feb deadline has been missed but DF has asked Reid Hutchison if a Support for Aberdeenshire Business grant (SAB) would be available for a Market research report and a valuation. DF has received a letter from SCTS advising that they are unsure how long any agreements to buy the building will now take as	IM

	SCTS has to refer the matter to the Scottish Government as SCTS has no policy in place as yet. Arbroath have received the same response. The purdah period for the Holyrood election may cause further delay. CAB have sent in their plans for the areas they are interested in.	
Improving Our Town Centre (JS)	IM gave feedback from the IOTC meeting held at Viewmount in January. DF asked CS and EH to confirm who is representing the Business Association within this group as no one from the Business Association had attended the meetings.	CS/EH
Former Gas Works Site (MW)	This will be discussed at the meeting with Aberdeenshire Council and the Ward 18 Councillors on 8 th March at Viewmount	DF and others
CAT for Beach Toilets (MW)	JS spoke to Neil Graham who now runs the amusements and who might be interested in renting part of the Beach toilets. The Comfort Scheme was discussed. GC confirmed that the Beach Toilets will be closed. GC has been asked to see if notices can be placed on the beach toilets advising the public where the nearest toilets are and that the Leisure Centre staff are made aware that the public can use the Leisure centre toilets. GC also asked to confirm how Neil Graham can take his interest in the toilets forward and whether other business owners at that end of the beach would like to be involved with keeping them open.	GC GC
Cruise Ships (JR)	Nothing further to report	
Plan B (DS)	The Plan for North East of Stonehaven. This project is In abeyance and will be revisited in January 2017.	

8. Business Items

	Action
<p>Report from/items to Community Council – No representatives were present from SDCC</p> <p>Items to CC None</p> <p>Items from CC None</p>	
<p>Wifi AC confirmed that he was willing to donate transmitters and information about the wifi project. Planning permission was required to put the transmitter/receivers on the buildings identified and applications for this had been started but not sent as yet. AC had sourced a slater who was willing to fit the transmitter FOC in the Town Hall. CS thought that the Business Association might want to be involved with this project. JS mentioned that PMB was going to put a transmitter up in the Unionist Club. DF agreed to write to the SDCC to find out what progress they have made with this project, let them know that STP are withdrawing from this project and put them in touch with the SBA. AC is happy to support the SBA if they decide to progress this project. AC left meeting</p>	
Report on KDP meeting (AN)	

<p>AN reported that KDP became a SCIO on 9th February. KDP are currently advertising for a part time development worker. KDP will now meet bi monthly. NESFLAG will launch their next funding on 7th March and have £330,510 available in the South of Aberdeenshire area and will be requesting Expressions of interest. It was thought that a EoI should be completed for the Harbour Illuminations and beach front furniture. Web Based application Meikle Carewe wind farm funding was allocated to 19 applicants with 4 being unsuccessful. £13,000 was unallocated and will be carried forward to the next round.</p>	JS/IM
<p>Reports from discussions with Aberdeenshire Council The initial meeting will be held on 8th March at 10am in Viewmount. The following items will be on the agenda</p> <ul style="list-style-type: none"> • East Newtonleys (Pre consultation of Spurryhillock depot replacement) • Bervie Braes Road • Use of Lamp posts for Christmas lights • Former Gas works site • Beach Toilets 	

9. AOCB

	Action
<p>Stonehaven Town Hall Trust DF reported that the Town Hall Trust is in the process of being wound up. It was agreed that this was highly regrettable, and whilst STP is willing to help, there appears to be no appetite within the community to take further action.</p>	
<p>Furniture Lodge Furniture Lodge held a Community engagement event on Friday 19th February. The topics discussed were recycling, employability and social need. There was a lot of support for the project but as yet the CAT hasn't been progressed with Aberdeenshire Council to enable them to take over the building in Cowie Lane to get the project started. The next steps for the project are to get funding and progress the CAT. STP have now received the survey report from Furniture Lodge and this will be placed in the Directors Box.</p>	IM

10. Date of next meetings - 4th Tuesday of every month

All to take place at the Invercarron Resource Centre in Dunnottar Lounge.

22 March	26 th April	24 th May
28 th June		
No Meeting in July		
23 rd August	27 th September	25 th October
22 nd November AGM		
No meeting in December		

Meeting Closed at 21.00