



STONEHAVEN TOWN PARTNERSHIP
MINUTES OF TRUSTEE MEETING
HELD ON 25 AUGUST 2015 AT 7.00PM
AT INVERCARRON RESOURCE CENTRE, STONEHAVEN

Item

1. Welcome and Apologies

Present Trustees	In attendance	Apologies
Douglas Samways (DS) Wynne Edwards (WE) David Fleming (DF) Andrew Newton (AN) Allan Sutherland (AS) John Robson (JR) Isabel Munn (IM)	Mitch McKay (MM) Ian Balgowan (IB) Cllr Graeme Clark (GC) Dr Colin Denholm (CD) Chris Stirk (CS)*	Michelle Ward (MW) Elizabeth Havens (EH) Jim Stephens (JS) Charles Sands (CS) Knud Christiansen (KC) Cllr Peter Bellarby (PB) Cllr Raymond Christie (RC) Karen McWilliam (KMcW)

2. Approval of minutes

	Action
On the proposal of WE and seconded by DF the minutes of Tuesday 30 th June 2015 for the monthly Trustees meeting and the minutes of Tuesday 4 th August Trustees meeting regarding the Stonehaven Harbour Development Feasibility Study were approved. These minute 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 30th June

	Action
Minutes of Meeting of 30th June 2015	
Stonehaven Town Hall Trust The new committee have been given WE contact details regarding the Biomass Boiler and he is waiting for them to contact him. IM Contacted Karen McWilliam who confirmed that an initial meeting had taken place with Aberdeenshire Council and SHTT committee and work was ongoing between them.	WE
Wind up Company - Motion to wind up company limited by guarantee. DF confirmed that this will be done shortly and is waiting for information from Aberdeenshire Council's lawyers.	DF
Funding for Rural Partnerships	

<p>No feedback has been received from Hillhead of Auquhirie Wind Farm Community Fund regarding the application for STP running expenses.</p> <p>IM is working through a list of potential funders for different projects, (Salary costs, illuminations, land train, feasibility studies etc.). The intention is to produce a document which will show funding that can be applied for, funding applied for and whether applications have been successful or unsuccessful and how long STP have to wait to reapply for funding. This will be updated as necessary.</p> <p>DF mentioned the Court Building project and funding from a Capital Fund that has to be applied for by the end of September, which he will do.</p>	<p>IM</p> <p>DF</p>
<p>Christmas Illuminations</p> <p>IM has completed the Aberdeenshire Council Area Committee Budget application for funding of £2000 towards the cost of illuminations at the harbour. The application will go in front of Area Committee on 22 September. JS has said he will attend this meeting and Karen McWilliam has asked for clarification about whether the Harbour Master and other harbour users are aware of the project. JS is to respond to her. STP did not win anything from the competition run by “Revive and Thrive” towards Christmas lights.</p>	<p>JS</p>
<p>Cruise Ships</p> <p>IM followed up all companies that were contacted by letter with phone calls. Some do not advertise their head office numbers and the booking staff are not allowed to give these phone numbers out.</p> <p>IM has sent out presentations to all companies by e mail (PowerPoint attachment) and post (On a CD). Fred Olsen have confirmed that they are unlikely to come to Stonehaven as they do not like using tenders to get ashore and commented that they can use Dundee and Aberdeen for the same tours. Carnival Cruises will be bringing the presentation up at one of their meetings and will let us know the outcome.</p> <p>No other feedback as yet.</p>	<p>IM</p>
<p>Land Train</p> <p>IM gave the figures for April to July and the estimate up until the end of August, and September.</p> <p>After an examination of the figures it was agreed that the land train would run weekends only in September and depending on driver and conductor availability, daily during the October holiday.</p> <p>WE reported that the ponchos for the land train are available with corporate logos for approximately £2.50 to £3.00 each and these could be sold for additional income. The more that are bought the less the unit price is. Decision on whether to buy these has been deferred to the next meeting.</p> <p>We are still waiting for the cab doors to be fitted by one of the mechanics at Stagecoach.</p> <p>CCF have notified STP that additional funding has been released for projects that are already running. DS proposed that STP apply for funding for an additional carriage and the project co-ordinator’s salary from May 2016 to December 2016. Funding is only available up to December 2016. IM to complete application by 9th September for additional funds. JR seconded this proposal and it was agreed</p>	<p>IM</p> <p>WE</p> <p>ALL</p> <p>IM</p> <p>IM</p>

AS questioned how much additional income would be generated from an additional carriage and IM will complete an estimate of this for the next meeting at (30% and 50%). IM confirmed there is a new Land Train driver, Anna Dudek.	
Mearns FM DS confirmed that he still has to record the advert for Mearns FM about the disbursements made and will organise this with them	DS
Disbursement of Funds DS reported that the disbursement made to Furniture Lodge was paid directly to the company who carried out the survey for them.	
Community Council DS and DF attended the last SDCC meeting where the document laying out the different roles of STP V SDCC was discussed. DS reported that SDCC were under the impression that they would be bound by the document instead of using it as a tool for people to see the different aspects that each group work on. SDCC have decided that the document is no longer live and therefore will not be doing anything with it. DF's proposal that AN should write to SDCC explaining what the document was meant for was accepted. IB thought the document shouldn't be required as both groups are working for the benefit of Stonehaven and had mentioned this to KC. AN confirmed it arose a couple of years ago to make the roles of STP and SDCC clear to both groups and was not intended to be binding just a mutual understanding.	AN
DTA Annual Conference DF confirmed that the DTA conference is full so he will not be attending it. Scotland's Town Partnership are running a Funding Workshop in September which he will be attending	DF

4. Finance Report from John Robson Director of Finance

	Action
STP Cash in bank is £10,220 at 25 August 2015. This includes £9600 from lottery funding for the Court House Building. AEFf will be paying £8930 into account in September for their contribution to the Harbour Development Feasibility Study. CCF Cash in bank is £23,559 at 25 th August 2015. Projections for 2015/2016. JR would like confirmation on the dates and amounts of CCF funding this year. He confirmed that it is likely there will be enough money from the train's income this year to run it for 4 months next year but additional funding is required. DS reported that there had been no interest in local businesses advertising on the land train this year. IM will put together an advertising package and up load it to the website for any interested businesses	DS/JR IM

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

	Action
Lessons learned from Town Centre Improvement Group	

<p>WE gave his interim findings from the events leading up to Aberdeenshire Council sending out the letter to the residents and businesses in Stonehaven on behalf of the Stonehaven Town Centre Improvement Group.</p> <p>WE has tried to meet with JS but has been unable to do so to date.</p> <p>Time line - 25th November 2014 Willie Munro sent e mail to set up an initial meeting of the Stonehaven Town Centre Improvement Group (STCIG). The first meeting was held on 11th December 2014. There are no minutes of this meeting.</p> <p>On 4th February 2015 draft press release and letter was sent to WM by IM but were not used.</p> <p>The next meeting took place on 31 March and the minutes had a lot about wifi in the town centre rather than gutter clearing and painting that STP's project Improving Out Town Centre had hoped to concentrate on.</p> <p>There are minutes from the meeting of 28th May.</p> <p>On 1 June Aberdeenshire Council sent a draft letter to members of the groups involved in STCIG that would be sent out to owners of the businesses and properties in Stonehaven that had been identified as needing some improvements.</p> <p>WE's interim observations are:</p> <ol style="list-style-type: none"> 1. Some of the meetings lost focus on objectives and had no clear lead. 2. Draft of press release sent by IM to WM was an unsuccessful attempt to assist and speed up the process but indicates that the intention of STCIG was to issue a press release prior to issuing the letter. 3. Responses to WM's draft letter by STP which were sent back to Willie Munro and Diane Strachan should have gone to all members of STCIG 4. Communication within and between the groups involved was not as good as it should have been. 5. STP project updates must be completed by trustee whose project it is rather than IM. Trend is to keep brief but key information wasn't included. Critical information must be included in the updates so trustees are fully informed and can make decisions if necessary. 6. Letter disseminated by Aberdeenshire Council appears to have been mail merged by administrator in the council not sent as individual letters 7. No press release was sent out by Aberdeenshire Council to let people know that this group had been set up, its objectives, its intentions and their anticipated outcomes. 	
<p>Chris Stirk (CS) joined the meeting*</p>	
<p>DS confirmed that these observations are in draft form and WE will put them in a report and place it in the director's box.</p>	WE
<p>DF suggested that trustees must be very clear what is expected of the STP's Project Leaders and what they should do if they are representing STP in a wider group and this was agreed.</p>	ALL
<p>DF also suggested that the Project Updates shouldn't be too brief and that all of the documents (reports, minutes, agendas, press releases) relating to any projects should be uploaded onto the website for transparency as the Court Building Project is doing and this was agreed.</p>	ALL
<p>DS made it clear that this is not a criticism of JS as project leader.</p>	

<p>MM questioned that WM had said it was a good letter sent by Aberdeenshire Council. WE confirmed that the mail merge element of the letter rather than an individual letter was not a good idea as it could be misconstrued but the intent asking people to consider making changes was good.</p> <p>CS said the SBA members weren't aware they were involved in the group as Frank Budd was there representing the Tourism Group and not SBA. CS was unsure where Aberdeenshire Council had got their logo from.</p> <p>DS asked CD if he had any comments as a resident and CD confirmed that he wanted to be proactive and get the ball rolling to improve the building he's living in and get the work required completed with other people in the flats.</p> <p>DS recommendation is that STP has lessons to be learned from this project and working with other groups.</p> <p>DF asked CS if SBA are going to do anything about what happened. CS confirmed she phoned Aberdeenshire Council the day after the letters went out and will send a letter to them as well. SBA didn't get a draft of letter and stated that as it was sent out over holiday period it would have been difficult to get a response from the SBA members.</p>	
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6. Strategy – Report from Director of Strategy, Douglas Samways

	Action
Nothing to report	

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
QR codes/Wifi in Stonehaven (DS)	Nothing further to report.	IM
All Weather Facility (DS)	Invites for the official opening on 12 September are still to be sent out.	
Bervie Braes Road (DS)	DS reported that Cllr Martin Kitts-Hayes has asked for a meeting with Aberdeenshire Council's Head of Roads for feedback on the position at present.	
Plan B (DS)	Nothing further to report	
Court Building (DF)	Public Meeting took place on 20 th August and DF thought it was under attended. A Workshop on consultation and risk will take place and the date is to be confirmed. There will also be further meetings about all of the potential uses. MM asked when Scottish Court Services want to get rid of the Building and DF confirmed that it would be 31 March 2016 and decision would be made by STP before Christmas as to whether to continue with this project	

	DF will send details of any further meeting to AS for inclusion in the Stoney voice. .	DF/AS
Improving Our Town Centre (JS)	Dates for the next meeting have been circulated by Aberdeenshire Council and this will take place in September – date to be confirmed. STP have been contacted CD who lives above Boots who would like to clear out his gutters and is looking for help/advice on how to do this.	
Former Gas Works Site (MW)	WM will follow this up now he is back at work	
Land Train (MW)	See above under matters arising	
CAT for Beach Toilets (MW)	DS proposed that a decision should be made as to whether STP continue with this project or invite STP member groups to take it over. GC confirmed that there are budget proposals to be discussed to see if Aberdeenshire Council can keep the toilets open. WE suggested that the trustees wait until GC and RC report back on the situation and the decision should be deferred until next meeting, this was agreed by the trustees.	GC/RC
Stonehaven Harbour Development Feasibility Study (WE)	WE confirmed that Invitations had been sent to the Stakeholders (approx. 37) regarding the meeting on 27 th August at 7pm in St James Church Hall. There had been a positive response about the report and conclusions from the stakeholders and 3 of the 4 Councillors. The report, conclusions and recommendations will be presented to the stakeholders at the meeting and a recommendation on how to take this forward with the formation of a “Harbour Sustainability Group” as STP are not the vehicle to do this. Stakeholders should form a committee to take this project forward. WM had requested that 4 councillors be briefed on the content and recommendations of the report which WE had done earlier today. There was the predicted response of 3 councillors being very positive and 1 being negative to the report and its contents and recommendations. WE confirmed that any STP trustees are welcome to attend the Stakeholder meeting but due to lack of space the general public have not been invited. It is the intention, following the meeting that the next step will be public engagement and dissemination, although WE believes the report has already been leaked to certain people. It was hoped to make good quality hard copies of the report available at the Harbour/Viking Festival but the cost of printing is prohibitive. DF suggested having a couple of A5 size reports available for people to see at the festival and to take e mail addresses of interested parties to send the report to. This was agreed by the trustees present.	

	<p>IM to print the A5 versions of the report and WE to print copies of the conclusions and front cover for people to take from the Harbour Festival.</p> <p>Details of what should be released to the media</p> <p>should be agreed by the new committee formed at the Stakeholders meeting.</p> <p>MM questioned why it is taking so long to get the report out to the public. DS confirmed it is STP's report and that it is going to be made available to the Stakeholders first. WE suggested that MM should get involved with the projects from the beginning if he wants more information.</p> <p>CS commented that if the report was only made available to the STP trustees at the beginning of August it didn't seem like a lot of time before the stakeholder meeting was arranged.</p>	IM/WE
Energy Coop Initiative (WE)	Nothing further to report	
Cruise Ships (JR)	See above	IM
Caravan Site (DS)	An application has been made to fund a report (£5,000) to the Big Lottery - Investing in Ideas, to look at the wider economic and community benefits of Community Asset Transfer in the Town and the economic benefits of the Land train. The aim of the report will be to inform other groups and funders of what STP has learned so they can benefit from our experiences.	
Christmas Illuminations (JS)	See above	IM/JS
CCF (DS)	See above	
Boardwalk	Nothing further to report	JS

8. Business Items

	Action
<p>Feedback from WE on Stonehaven Town Centre Improvement Group Letter. (WE)</p> <p>See above.</p>	
<p>Tourist Boat Trips to Fowlsheugh (WE)</p> <p>There is nothing further to report from last meeting although this item might be taken up by Harbour Sustainability Group</p> <p>IB commented that any tourist boat trips are very weather dependant.</p>	
<p>Report from/items to Community Council (KC/IB)</p> <p>Items to CC</p> <p>Town Centre Improvement Group Review.</p> <p>Items from CC</p> <p>IB not at meeting so had nothing to add</p>	
RGT(DS)	

<p>DS reported that he had received a reply through Gordon Ritchie from the Recreation Ground Trustees. The RGT don't think that the people of Stonehaven have any objection to the way they are running the RG. They are going to issue a statement to that effect and this will also include the fact that they take no money from Aberdeenshire Council to assist in running the RG. DS commented that once again the RG trustees had missed the point which was that STP were concerned that there appeared to be no safeguards in place after 26th November when the RG trustees assume outright ownership of the site in the admittedly unlikely but conceivably possible event of the trustees at some point in the medium or long term future running into financial difficulties or going bankrupt. He stressed that STP had made clear on a number of occasions that there were no concerns about the integrity, ability and intentions of the present RG trustees.</p> <p>It was agreed that STP can do nothing further as the RGT are not responding to the concerns that STP have raised and refuse to see the future running of the RG could be in any way, problematic.</p>													
<p>Harbour Viking Festival 30th August 2015 (ALL) DS and IM will set up the stall at 9.30, there will be a 50:50 draw, guess the amount of sweets in a jar competition and a guess the name of the train driver cuddly toy (winner to receive the toy).</p> <p>Rota</p> <table border="1" data-bbox="204 949 1150 1234"> <thead> <tr> <th>Time</th> <th>Volunteer 1</th> <th>Volunteer 2</th> </tr> </thead> <tbody> <tr> <td>9.30 (set up) to 12.00</td> <td>Douglas</td> <td>Isabel</td> </tr> <tr> <td>12.00 to 14.00</td> <td>Wynne</td> <td>John</td> </tr> <tr> <td>14.00 to 16.00 (pack up)</td> <td>Wynne</td> <td>Douglas</td> </tr> </tbody> </table>	Time	Volunteer 1	Volunteer 2	9.30 (set up) to 12.00	Douglas	Isabel	12.00 to 14.00	Wynne	John	14.00 to 16.00 (pack up)	Wynne	Douglas	
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<p>Feedback from European Masterclass (IM) IM reported that this wasn't very useful for STP. Most of the Priority Axis 2 funding is to promote social inclusion, combatting poverty and any discrimination and isn't available in Aberdeenshire. Fisheries funding wasn't discussed at this meeting.</p>													
<p>Scotland's Town Partnerships (DF) DF reported that he had attended STP's Town Centres Plan event and this was not useful to STP. It included 11 presentations about regeneration.</p> <p>Nigel Don had a day in Stonehaven with DS , DF and JR which they reported was useful for him to see some of the projects STP were involved with. They have established that there is a community room at the AWPR workers site and that AWPR have a community engagement person MS J Maund. DF will invite her to come and speak at the next Trustee meeting. Mr Don, DF, DS and JR also looked at the site of the proposed East Newtonleys depot development.</p>	DF												
<p>Report on KDP meeting (AN) AN reported that John McCrank has resigned and KDP have asked Sandra Stewart to do more hours until a new development worker is in place There are Fisheries Funding good idea forms that can be completed for funding. AN will give a presentation about STP at a future KDP meeting</p>	AN												

KDP's AGM is on 24 th September. 12 members are elected from Community Councils and 6 from others. Nominations have to go in now and AN will send nomination form to IM for DS. It was agreed that STP would nominate AN as their representative.	
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9. AOCB

	Action
<p>East Newtonleys Depot</p> <p>DS recommended the STP position should be that: STP notes that other groups and individuals have expressed concern over the siting of this depot. STP is of the view that the concept is a good idea but the location is a problem. STP do not want to lead on this, but recognises that there are concerns relating to East Newtonleys as a site due to the visual impact it will have on the Town, the impact it will have on tourism and flooding. STP may suggest that Aberdeenshire Council may wish to consider alternative sites, but will not get involved as a group or in concert with others in any organised opposition to the East Newtonleys depot proposal although trustees can do so as an individual. This proposal was discussed. It was suggested that Portlethen and Redcloak are other options.</p> <p>DF has a concern that if Aberdeenshire Council get planning permission for this site and the tall building, other developers will be able to apply for planning permission for equally tall buildings.</p> <p>AN pointed out that constitutionally STP cannot get involved with this as it is a planning issue and as such should be dealt with by SDCC. AN went on to add that planning permission for Phase 1 of this development was given many years ago GC confirmed that Phase 2 has agreed planning in principle for this site for employment land, which wasn't in the Local Development Plan.</p> <p>WE proposed that the STP position should be: STP have serious concerns about the forthcoming planning application at East Newtonleys due its detrimental effect to the amenity of the town particularly tourism, flooding and the precedent for future development on this area. Constitutionally STP as a group cannot take the lead on this project but will offer support as far as possible for any group formed to oppose this proposition. This was agreed by the trustees present.</p>	DS/WE
<p>Party in the Park</p> <p>CS thanked STP for sponsorship of the event which made £1000 for the charity and confirmed they had a lot of food donated.</p>	
<p>Courses and Open Days</p> <p>IM asked the trustees to let her know of any courses or open days that they would be attending.</p>	ALL
<p>STP Successes</p> <p>DF had sent a document with STP's successes and asked whether this could be placed on the website. DF to resend document.</p>	DF
AGM	

In preparation for the AGM DS asked the trustees to consider whether they intend staying on as Trustees or standing down at the AGM	ALL
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10. Date of next meetings

29 September 27th October 24th November AGM

All in Dunnottar Lounge, Invercarron Resource Centre. Meeting Closed at 21.30