

**Stonehaven Town Partnership
Minutes of Board Meeting
Held on 28th August 2012
In the Invercarron Resource Centre**

	Item	Action (** = Appears on next agenda
1.	<p>Welcome & apologies Present: Doug Samways (Chair) (DS), Cllr. Peter Bellarby (PB) David Fleming (DF) Dennis Collie (DC) Niall Menzies (NM) Jim Henderson (JH) Andrew Newton (AN) Allan Sutherland (AS) Michelle Ward (MW) Wynne Edwards (WE) Karen McWilliam (KMcW) Raymond Milne (RM)</p> <p>Minute Secretary: Charles Sands.</p> <p>Apologies: Frank Budd (FB)</p>	
1a.	<p>New Directors DF confirmed the refreshed list of directors had been circulated. WE advise he was still waiting for a form to fill in.</p>	DF
2.	<p>Minutes from Last meeting The Minutes were approved, subject to minor changes.</p>	
3.	<p>Matters Arising <u>Description of STP's work.</u> The revised version has been sent to KMcW and is now in a pack available to anyone (particularly new organisations / staff so they know we exist).</p>	
4.	<p>Finance DC advised that STP funds held are £18,266 in total of which £7,184 is reserved for Tolbooth Museum.</p> <p><u>Caravan park</u> Running costs are estimated at £2,870 but last months expenses not invoiced for yet. Other point of note is that the legal fees for the lease are £3,600 with £1,000 already paid back by council and another £1,000 to come. So we are in the red with that. DF thought there were still more legal fees to come, but no more funding arranged as such.</p> <p><u>Tolbooth report</u> There will be a movement of funds when Scottish Charitable Incorporated Organisation (SCIO) takes over. This should be publicised.</p> <p><u>Development worker</u> DS asked is there another £5,000 to come for development worker? The understanding is the KMAP would be the employer and pay the payroll costs – so KMAP should get the incoming funds – but there was nothing in writing so far.</p>	

5.	<p>Staffing Maureen Newlands has been appointed as joint development worker for KMAP, MAP and STP. She has reasonable experience of working in public sector. Another candidate had more business experience, but after references and second set of interviews Maureen was chosen. The three chairs now need to agree a contract and induction. She will be dedicated and hard working. She has no official start date but will get going ASAP. DF suggested we keep Diane on for current stage of the Planning for Real project but pass this on to Maureen for stage 3. In any event a handover is required. DS proposed and others agreed this.</p> <p>Project updates It was asked whether project updates should still be done. JH thought yes - 7 days in advance. Reminders were needed still - a week before the week before they were needed. It was agreed it was a lot easier to cut and paste a report from updates rather than cobble one together</p>	DS
6.	<p>Report from Director of Communications A copy of the Business Plan together with a Feedback form has been sent (emailed) to all member groups/organisations</p> <p>JH, AN and WE held a meeting on 9th August to discuss the setting up of a new website. They felt that www.stonehaventownpartnership.org is too long-winded and a shorter address is needed. With this in mind, AN has purchased the domain stpweb.org on our behalf and is currently hosting it on his own server. This will migrate to the new website host when this is decided</p> <p>WE is currently working on the design of a new site, which will be less complex and should contain less but more relevant information than the current site. No design is readily available at the time of writing this report. JH recommended that we circulate basic specs to all member groups and ask for quotations from any members (or friends) who might be interested/capable of building a site for STP.</p> <p>The list of member organisations on the website has links to their respective websites where available.</p>	AN WE
7.	<p>Report from the Director of Strategy Aberdeenshire council has 6 key areas for development. DF and PB attended a meeting about it a week ago. DS said there is an underspend and a chunk could come to Kincardine & Mearns. However there are a number of projects (including the Town House) that STP are involved in. An all-weather pitch suggestion is still there per K McW but per DF the specification was unclear as was the suggestion of funding from elsewhere. This is a matter of ongoing discussion.</p> <p>DS said what was mentioned to him was that over a number of years various surveys have supported an all-weather pitch, This was proposed and the Town House was the "new kid on the block". But the Fireballs Association is behind the Town house project.</p> <p>AS mentioned the community council and DS said that the danger was there were too many potential projects.</p> <p>KMcW thought both or neither the Town House or All-weather Pitch could be supported. Andrew thought SDCC and STP worked together on this.</p>	

	<p>There was general agreement to invite Michael Innes to next meeting. KMcW needed to be kept in the loop.</p> <p>DS attended KMAP's AGM and reports from MAP and STP were on the agenda. That was a positive step which would help avoid duplication of effort and conflict. PB welcomed that.</p> <p><u>Clock Tower (to be known in future by its proper name – The Town House)</u> RM emailed Willie Munro yesterday following meeting and he replied today that the local community planning group saw it as a priority and a final decision will be made by policy and resources on 20th September. Property has agreed to contribute £50k and also adding a sum that the heritage society are to provide. On their scoring system, the Town house came up as a high priority.</p> <p>Prior to the meeting, Bill Emslie and Kevin Boyne went back to look. Bill has quoted £500 for all the materials (spotlights and wiring) at cost and will not charge for his time – he was just delighted to be involved. Kevin can't be definite as he can't see the walkway but again he is quoting £500. Ron Leiper and others are giving very positive prices too.</p> <p><u>All Weather Pitch</u> DS said there was also the issue of the all weather pitch. (See previous item) DS to speak to chair of McRobert Pavilion management committee – people we might work with. He had a very productive meeting and also emailed Willie Munro – who said yes, but there are other prospects. The approximate costs would be £600,000 for all weather pitch. DF confirmed the current list that Aberdeenshire Council is considering from section 1 o the underspend has the Town House at the top of the list followed by the all weather pitch for the ward 18 list. Other potential projects had been taken out of the list entirely.</p> <p><u>Public Realm</u> Stonehaven Public Realm improvements dropped out of theAberdeenshire Council list as it wasn't put to the meeting in great detail. Projects will go to area committee next week and policy & resources by 20 September for consideration along with other projects from other wards. It was suggested Laurencekirk, and Inverbervie and Stonehaven could all put together a list and so it might not have dropped out entirely.</p>	
<p>8.</p>	<p>Health Check - VOICE</p> <p>JH and DF reported that they had looked at this but it did not appear to be a suitable evaluation tool for what we require. We are going to evaluate our performance against the national standard – and DS said he planned to do that before the AGM.</p> <p>DS met with Emma Kidd – community planning officer about ward 18 forum. DS not sure if that has any implications for community plan. Planning for Real (“PFR”) feedback was given. The aims of the forum were to identify a development that has been successful and to get organisation to come and talk about it and particularly the problems – so that people could learn from that.</p> <p>Education Leisure & Learning had organised “café” as part of their strategy.</p>	

9.	<p>Community Plan Diane collated info for planning for real which related to sport and leisure – DS submitted to Emma Kidd, who thought it might be helpful.</p>	
10.	<p>Business Plan Items</p> <p><u>Queen Elizabeth Caravan park (Project Leader FB)</u> How has the caravan park been doing? DF thought it was doing better with more tourers – but had no actual figures. FB is trying to get hold of them. Warden is doing a good job. Action had been taken on static owner – issued with warning letter - that repeated misbehaviour would lead to lease being terminated. The wardens are managing the park effectively, and finish on 26 October when park closes. DS said we had to think about how to show our appreciation to the wardens.</p> <p>DF said there was a bit of a delay in issuing a letter to the statics – the document had to be agreed with the Caravan Club – and then statics on the park would get a copy. DF thought there wasn't going to be a problem because there would now be about 8 applicants. But the issue will be they can't book for Silver Ladies winter storage unless they have a place to come back to. DF wants to approach Silver Ladies. DS suggested we supported DF in that suggestion. Agreed.</p> <p><u>Planning permission</u> There was a discussion on whether action was necessary.</p> <p><u>Lease</u> DF was told a week ago the lease from the council to STP does not have a break clause but the STP to Caravan Club one does. They should match, but it might need to go to the Area committee. We still have no actual plans of the land we are leasing. Plans have to come from the council. Our lawyers are spending more time in revisions than they should. No issues or principle – just mechanics.</p> <p>AN asked if this would delay matters. The answer is it doesn't hold up planning permission but there is urgency. Willie Munro is aware of it. DF wrote gently, but verbally much stronger. KMcW thought he was well aware of it and is dealing with it. WE considered that there was one individual holding it up and a robust approach was necessary". It goes to the Area Committee on 4th September.</p> <p>DF also said he had written to Mearns Leader saying he was disappointed that they printed PMB's second letter without consulting the STP.</p> <p>DF also advised the Caravan Club had tweaked the drawing – partly a result of the planning – and thought that the Caravan Club have taken note of the representations.</p> <p><u>Tolbooth (Project Leader –PB)</u> PB said the first AGM of the Stonehaven Tolbooth Association (the new SCIO) was on September 12th. This will be immediately preceded by a meeting of the Tolbooth Group when the activities over the past year will be presented. The Tolbooth Group Management Committee have determined that the Tolbooth Group should be dissolved from the date of this meeting. Handover of STP balances should be organised – per minutes. The new organisation cannot open its bank account until after that date – new trustees need to be in place. We should seek publicity perhaps – we need</p>	<p>FB</p> <p>DS/DC</p>

	<p>to make an issue of the hand over of the money.</p> <p>AN said there had been two groups. The Tolbooth management group was to wind itself up. There was also a Tolbooth futures group – which is just a subcommittee of the STP. As well to still have that group as it could help the negotiation of a lease when it comes up, So no reason to disband the future group. PB and general agreement to that. Michele – congratulations on getting the three stars</p> <p><u>Stonehaven Festival</u> DS said the group wanted an STP director. There were no volunteers so DS agreed to act and DC seconded.</p> <p><u>Planning for Real</u> There was no update. Still on course for October</p> <p><u>Sports & Recreation</u> No contact. Maybe the All-weather pitch would create a role.</p> <p><u>Town Hall Booking System (Project Leader – DF)</u> DF was looking at booking system – the first step. And then we could look at a ticketing system</p> <p><u>Business Improvement District BID (Project Leader NM)</u> NM – did meet with the BIDS organiser with a view to a making a seed-corn application. A five year plan is needed – depending on what businesses want over and above the council minimum. BID plans for Lerwick and South Queensferry had been circulated. We do some of the things in their plans already. Funding would be to pay someone to develop the project etc. If a bid were successful every business would have to pay £200 -£800. KM asked if even rates exempt business would have to pay - yes. Proposals will be drafted and circulated again for later this year.</p> <p>MW thought the fees to put together the bid were high. But DF pointed out that is the point of the seedcorn funding.</p> <p><u>Draft Project</u> There have been 3 or 4 communications about the state of the town centre. This came up in PFR. The current idea is to do a street audit to see what could be done – by whom – and what needs paid. So DF proposed a meeting of a number of parties - Horizon, SBA and others. Take photos. Grass in gutters Chewing gum. Litter bins. Dangling wires. No cost involved for now, but down the line to look for funding. DF suggested an initial meeting. There is a huge range of similar projects on the web.</p> <p>JH thought the Rotary Club (Derek Spence?) Would be interested. DF thought he would publicise the meeting. AN said he had also been approached about the harbour. DF to put letter in paper and report back.</p>	<p>DF</p> <p>NM</p> <p>DF</p>
11.	<p>Draft Business Plan The plan had been sent to JH and issued with standardised response form. Responses had to be in by the end of October. (See item 6)</p>	JH
12.	<p>Constitution AN had put out version 5 about 6 weeks ago – there were some replies – including PB and DC. We were almost there now but some of the</p>	

	<p>mechanics had still to be thought about. Are the purposes of STP fully formulated? Did we need another purpose to say how you would dispense funds? DS suggested that AN just kept working on and circulated key questions. Key items were highlighted in yellow.</p> <p>Further consideration was deferred to next meeting.</p> <p>PB said certain points – e.g. quorums – needed to be decided by the board. The purposes need looked at careful for the SCIO. PB really would like this to get progressed. DS though more time would be helpful – but a final decision would be expected at the next meeting. DF suggested for the next meeting we needed proposed answers (and why) rather than questions. So PB and AN and DC could prepare something for the next meeting.</p>	<p>**</p> <p>PB / AN / DC</p>
<p>13.</p>	<p>DTA Membership Development Trust Association annual conference is this weekend – Sun/Mon. No attendee proposed.</p>	
<p>14.</p>	<p>AOCB</p> <p><u>Social enterprise training</u> DS advised there was a free training session for anyone setting up a social enterprise – here on 19th September in Stonehaven. He thought we might send the development worker.</p> <p><u>Dates of future meetings</u> DF raised future dates for meetings. The AGM is due before the end of the year. DF suggested AGM on 27th November and that it is followed by short meeting to keep continuity going.</p> <p>And then have a brief Christmas meeting but not Christmas day. MW to check on possible dates – for December social at the Royal hotel. No minutes required!</p> <p>JH thought there was no interest in a December meeting. AN suggested early January? Agreed on 15th January and then back to 4th Tuesday.</p> <p><u>Service level agreement on website</u> Deliberate mistake – page missed out and being amended.</p> <p><u>Coach Parking place</u> MW advised that the council had approved a temporary coach parking place for a year – on the other side of the road from Bank of Scotland. It was not clear how long it would be before the Council can paint the lines.</p> <p>The meeting closed at 8.50pm.</p>	<p>MW</p>
<p>15.</p>	<p>Date of next meeting</p> <p>Tuesday 25th September 2012 at 7pm in Resource Centre</p> <p>Following dates are: 23rd October, 27th November (AGM) 2013: 15th January and then 4th Tuesday.</p>	