

**MEETING OF THE BOARD OF DIRECTORS OF
STONEHAVEN TOWN PARTNERSHIP HELD ON TUESDAY
27 AUGUST 2013 AT 7PM IN THE DUNNOTTAR LOUNGE
OF THE INVERCARRON RESOURCE CENTRE, LOW WOOD
ROAD, STONEHAVEN**

1. PRESENT

Douglas Samways	Chair/Director of Strategy
David Fleming	Secretary
Michelle Ward	Treasurer
Wynne Edwards	Director of Communications
Frank Budd	
Alan McConnachie	
Allan Sutherland	
John Robson	
Karen McWilliam	Aberdeenshire Council

Also in attendance: Councillor Raymond Christie, Mitch McKay

2. APOLOGIES

Apologies were received from Charles Sands.

3. PRESENTATION FROM FM URY DEVELOPMENTS

Richard Milne and company architect representing FM Ury Developments were welcomed to the meeting. They gave a presentation on plans for a supermarket and associated developments including a filling station, hotel, restaurant and affordable housing to be lodged by FM Ury shortly with Aberdeenshire Council. Directors then asked a number of questions based on what they had heard and seen. Richard and Derek were thanked for taking the time to come and speak to the Board.

4. MINUTE OF PREVIOUS MEETING

The minute of the meeting held on Tuesday 25th of June were approved.

5. MATTERS ARISING

- (i) Fordoun Village Hall – Douglas reported that Mr Runcie had been voted of the Fordoun Village Hall committee.
- (ii) Beach Toilets – Allan Sutherland reported that the drains had been repaired and that the vandal who had been blocking them had been identified.

Allan added that, in his opinion, a camera or cameras fitted to the outside of the building would probably deter vandals.

(iii) Visitor Survey – the chair reported that Mark Kummerer had been commissioned to conduct the planned survey of behalf of the STP and that it would hopefully compliment the one being conducted by the Council. He gave details of what our survey entails. Both surveys were underway at present and it was expected that the findings would be available in October. Discussion then took place about the proposed closure of the Bervie Braes road. It was thought that the Council would close the road at the end of October then carry out a review before its planned re-opening in the Spring. Douglas agreed to confirm the process. **ACTION: DOUGLAS**

(iv) Road Signs – Frank reported that he had spoken to Robert Armstrong about the signs at Dunnottar Castle and had received a positive response. Frank agreed to follow this up. **ACTION: FRANK**

(v) Health Check – Douglas reported that he had arranged to meet with Kevin McDermott on Thursday 26th September to begin the update.

ACTION:

DOUGLAS

(vi) Court House – Wynne reported that he had not yet produced a contact letter and a list of potential developers, nor had he contacted Belinda Miller.

ACTION: WYNNE

(vii) Car Parking - David reported that the invitation only consultation meeting on the council's car parking strategy which was organised by Mark Skilling and held 26 June at Viewmount had been worthwhile and effective.

(viii) Town House – a progress report written in July by Brian Watt had been received. It was noted that all work should be completed by the end of November.

(ix) Cliff Path – a progress report from Mr Watt had been received. The path with temporary sections in place was now open. Some work has still to be done.

1. FINANCE

Director of Finance Michelle Ward apologised for not being able to update the Board and explained that Charles had all the information but was unable to attend the meeting. She could however report that there had been very little activity since the last meeting.

2. COMMUNICATION

Wynne reported that the remaining directors would shortly be provided with STP email addresses. He planned to issue a newsletter and asked directors to forward items to him for inclusion. It was agreed that the outcome of the

Planning for Real exercise would be the main focus of this forthcoming newsletter.

ACTION: WYNNE

3. STRATEGY

Douglas began by reminding directors that the crucial element in the strategy to make STP an efficient and effective organisation was allocating a specific project to a particular director and giving him or her ultimate responsibility to see it through to fruition. The key thing here was that the lead director was trusted to get on with the job without the need for any intervention/interference from others, however well intentioned. It was recognised that there was a need to keep fellow directors informed and that lead directors would on occasion require/request advice, guidance and support and a system was in place to meet these needs. He referred the directors to his recent email communication in which he reminded them of the agreement for each director who was leading a development/project to produce an Project Plan (an exemplar based on the All-weather Surface project had been attached to the email). These would be collated by Douglas to give each director an overall view of what the STP was undertaking. Prior to each meeting of the Board, lead directors would provide him with an update on progress since the last meeting and he would produce a report which would be issued to the directors in advance of the meeting. He went on to explain that the intention here was to keep directors informed as to what was happening with the various projects and significantly reduce the time spent on the Business Plan item on the agenda because the directors would not have to provide an oral report. Also, directors would have time before the meeting to consider any questions or queries they might wish to put to the lead director. Furthermore, should a lead director require to inform fellow directors of a major change to the original project plan, or to request advice on or support for a significant decision, this intention would have been intimated via the Project Update report to directors before the relevant meeting thereby giving them time to consider their response. After discussion it was agreed that the system outlined above would be revived and lead directors agreed to provide Douglas with a Project Plan by Tuesday 17th September. **ACTION: DAVID, MICHELLE, WYNNE**

4. BUSINESS PLAN ITEMS

(i) Queen Elizabeth Caravan Park – David reported that there had been 100% occupancy since the formal opening on 5th July. Provision of a dog walking area had been agreed and construction should begin soon. A list of the suitable types of trees to be planted on the embankment had been provided by Aberdeenshire Council and was now with the CCGB. It was thought planting would begin in October. A solution to the embankment problem had not yet been agreed. Details of the outcomes of negotiations to date between STP and the Council had been sent to the CCGB.

(ii) OAITs – Michelle reported that there was to be a special sitting of the Area Committee on Thursday 5th September to hear an application from the OAITs

committee for a public entertainment licence for the event. She explained the background to this meeting. Her proposal that STP fund the cost, £1,500, of having a crowd dynamics expert attend the Area Committee meeting was accepted by the Board. Michelle added that it was important for the OAITs organisers to demonstrate that the event had significant and broad support from within the community and to that end she asked if the Board would agree to send a formal letter of support to the Council. She also requested that the Board canvas member organisations to send letters of support. Both these proposals were approved.

ACTION: DAVID

(iii) All-weather Facility – Douglas updated the Board on progress. The precise location at Mineralwell Park was about to be confirmed; the Council had been approached regarding a lease; the organisers of a number of annual events which use Mineralwell had been approached/informed; plans were being finalised as was the application to SportScotland for matched funding; a proposal that the SCAWSF Committee become a company limited by guarantee was being considered as this could result in the claiming back of VAT which could then be used to help fund the next phase; a public consultation was being planned.

(iv) Town House/Clock Tower – see item 5 (viii) above.

(v) Land Train – Michelle reported that a number of problems had prevented this project from taking place this summer. Planning for it to run next summer had begun.

ACTION: MICHELLE

(vi) Improving Our Town Centre – David reported that there had been little progress recently. He proposed that the project be redrawn and that Jim Stephen be approached to take it forward.

ACTION: DAVID

(vii) Gas Works Car Park – Michelle gave a brief update on progress to date with negotiations with the owners of the site. She was congratulated on her initiative and drive in getting this project which had the potential to be of significant benefit to the town up and running.

ACTION: MICHELLE

(viii) Planning for Real – the collation of the findings from the three PfR exercises produced by David had been circulated before the meeting and was considered by the directors. It was agreed to issue the collation to our member organisations by the 21st of September. In the meantime, David would encourage the relevant council departments to respond within 14 days so that the collation could be as up to date as possible before our member groups receive it.

ACTION: DAVID

(ix) Marina – Douglas reported that our second phase application to the Coastal Communities Fund had not yet been finalised but the sub-group was to meet next week. He reminded the Board that the grant was to enable the feasibility study to take place, to cover some of the costs of the land train and to fund the appointment of a development officer.

ACTION: DOUGLAS/MICHELLE

Concerns were expressed about dis-information regarding the marina and other projects which put STP in a bad light. It was agreed to positive

communication on behalf of STP was required and a weekly or monthly column in the Mearns Leader was suggested. **ACTION: WYNNE**

(x) Bervie Braes Road - see item 5 (iii) above.

5. BUSINESS ITEMS

(i) Constitution/SCIO Application – Douglas reported that he had received another request from OSCR for further clarification of points in our application. He asked David for help in responding. **ACTION: DOUGLAS/DAVID**

(ii) Disbursement Arrangements for QECPS Income – Michelle updated the Board on the situation regarding OAITs funding. It was agreed to defer this item to a future meeting.

6. AOCB

(i) Development Manager – a job spec produced by David was considered by the Board. Views were requested on the number of hours such a person might be expected to work and the level of remuneration. It was agreed to combine this proposal with the CCF funding application (see item 9 ix above).

(ii) Community Asset Transfer Sub Group – Douglas updated the Board on progress to date. A questionnaire had been produced and sent to those directly involved in the transfer by Aberdeenshire Council of the QE 2 caravan park to the CCGB via STP. Some but not all of the questionnaires had been returned. The sub-group planned to meet shortly to consider a collation of the responses and combining that with other information with a view to producing a report which might comment on the effectiveness of the council's CAT policy and procedures as they apply to this particular asset transfer but would also offer advice and guidance to other community organisations considering getting involved in the process.

(iii) Duthie's Well – Frank reported that on the Rotary Club of Stonehaven's proposals to refurbish Duthie's Well at the harbour. The Rotary Club's request for support was approved. **ACTION: FRANK**

(iv) Sources of Funding – information on sources of funding was given by Karen.

Douglas Samways

10 September 2013