

**Stonehaven Town Partnership
Minutes of Board Meeting
Held on 22 January 2013
In the Invercarron Resource Centre**

	Item	Action (* = Appears on next agenda
1.	<p>Welcome & apologies Present Douglas Samways (DS) Wynne Edwards (WE) Michelle Ward (MW) David Fleming (DF) Peter Bellarby (PB)</p>	<p>In attendance Gareth CVS Charlie Sands (CS)</p> <p>Apologies Frank Budd (FB) Maureen Newlands (MN) Karen McWilliam (KMcW)</p>
2	<p>Minutes from Last meetings</p> <p>AGM Minutes Subject to changes, the Minutes were approved for publication in draft. DF is to ask Willie Munro for the text of his talk for inclusion.</p> <p>Minutes of directors meetings The minutes of 23 October and 27 November were approved, subject to changes.</p>	DF
3	<p>Matters arising (from 23 October)</p> <p>Item 4 para 2 – re the Caravan Park– will be dealt with under finance</p> <p>Para 6 – the Photo of the handing over of the cheque to the Tolbooth appeared in leader. Thanks to JH</p> <p>Item 7 QECP para 8. DF sent off a letter, the owner of the last remaining caravan was traced and it was shifted off the site.</p> <p>DF is to chase Graham Moir for caravan park funds? FB was confident something was coming back</p> <p>Item 7 All weather pitch para 3 – the return of questionnaires will be dealt with under Item 9 below.</p> <p>Last para - Toilets – letter to SATRA to be actioned by DS.</p> <p>Item 7 Street Audit second last item - for Maureen to create a flyer. DF to give update on PFR</p> <p>Item 7 Town Hall booking systems remains on the agenda</p> <p>AOCB – MW advised that she and Neil were at the Stonehaven Juniors football team dinner. It was very well attended. For a free event it was very expensive!</p>	DF DS NM

	MW agreed to approach John Robertson (Stonehaven Running Club) to see if he want to do something – as we have vacancies for directors.	MW
4	Appointment of Treasurer PB pointed out that under the constitution, the treasurer has to be a director, and under SCIO needs to be a trustee. Someone needs to supervise CS. MW agreed to be treasurer.	
5	Finance (CS) CS gave a financial update and the Accounts were approved by DF and DS.	
6	<p>Overview of Ongoing Projects</p> <p>DF circulated paper that DS said neatly sums up where we are. Which of these projects to we focus on?</p> <p>Caravan site is now well underway – it is moving on.</p> <p>There has been a change of management at the Tolbooth, which is now doing well.</p> <p>We need to continue with PFR – see item 9 below.</p> <p>The BIDs project is closely linked with DF improving town centre, but that part needs to take a step back because of the flooding. The application for BID seedcorn funding is to go ahead. The application form was all but completed (by Niall and MN) and ready to be sent off and hopefully agreed before the end of this financial year.</p> <p>One thing that come out of it was the gestation period for other BIDS was quite long, and that is what is happening here. It will take time. The Stonehaven Business Association is the group heading this, but they do need gentle leading on.</p> <p>Online booking ticket office. AS advised that the idea was that the Town Hall booking system was done first. Until that is sorted out it can't be opened out to anyone else. DF thought it is sensible for us to put the wider booking system on hold. The requirements are still in the proposal for the town hall, so we can maintain a watching brief.</p> <p>TRAINING TO SETTING UP COMMUNITY TRUST DF – we have done some work through Andrew Newton. Don't see any point in us repeating what Laurencekirk has done. For the SCIO just say that we have some experience and we are happy to make that expertise available to other groups. This item is therefore complete.</p> <p>INTERNAL DEVELOPMENT WORK WITHIN STP We should continue to work on internal development.</p>	Niall / MN

	<p>The Sea Cadets said they thought they were not members. DF confirmed they signed up in 2009 – and wrote to them offering to bring them up to date to see how to work together. We are waiting a reply from them so no action meantime.</p>	
<p>9</p>	<p>Business Plan Items</p>	
	<p>Queen Elizabeth Caravan Park (DF) DF signed lease at beginning of January. DF had a discussion re the legal fees bill that is about to come our way. Ledingham Chalmers have spent 3 times the original estimate, and want to issue another fee soon. They are prepared to restrict their further fee to £4000. DF asked them not to bill until after this meeting.</p> <p>DF referred to his chart. We agreed to Ledingham Chalmers being our solicitors on Jan 12. The spike on 15 February was the reminder to Aberdeenshire Council for a copy of draft lease. Blobs are reminders and the chart shows our solicitor is constantly chasing.</p> <p>The matter sat at Shepherd & Wedderburn (Caravan Club's solicitors) for 5 months. We were "piggy in the middle".</p> <p>At the very bottom, the triangle (sub lease) chart follows the same pattern – our solicitor is chasing and because of the delay having to re-read documentation.</p> <p>The first plan for site did not appear until May (although it had been on the market for 18 months) and the plan was wrong because it included a piece of land they had previously sold to the hydro board. The volume of correspondence about the titles was high. They didn't read the documents, said our solicitor, at least until the end. So DF would claim both the Council and the Caravan Club's solicitors have dragged their feet badly and cost us a lot of extra money.</p> <p>DF has spoken to KMcW and she has suggested a couple of places we can perhaps apply for funding. DF thinks we should apply to both the Council and the Caravan Club here.</p> <p>Original estimate was £2,700 (ex VAT) and the cost is now going to be £3,060 (£2,550 plus VAT) plus £4,800 (£4,000 plus VAT).</p> <p>WE suggested we get detail of the work done after we get the fee note.</p> <p>DS asked if any blame can be laid at the door of Ledingham Chalmers? DF was not aware of anything they had to do because of their own mistake, or that caused delays to the other parties.</p> <p>It was agreed that DF was to ask for fee note and then circulate. And then formally request an itemised list.</p> <p>DF doesn't know the extent to which the Caravan Club knew what Shepherd & Wedderburn was doing. At one point we knew they</p>	<p>DF</p>

	<p>were said to be waiting for instructions.</p> <p>The remit for a sub-group to examine what took place is linked but separate.</p> <p>After the second flooding, DF walked around the caravan park site. The flood level was one block below the height of the wardens. The safety fence was damaged and Tony Barnett is taking this up with the Council. Aberdeenshire Council was to redo that anyway. And Tony Barney thinks the Council may also have to sort out the drains.</p> <p>There have been some delays because tradesmen could not get here, but not because of weather here. The official timetable remains that it will not be open 'til July. It is hoped it will be ready much earlier, but no public statement to that effect can be made. The Caravan Club is delighted with progress and they are well on with where they expected to be.</p> <p>Rents. The Caravan Club has offered to pay £3,250 – the first half of annual rental. We have sent them bank details. As far as payments on the Council are concerned, DF suggested we pay £250 each quarter in advance rather than £83.33 monthly. This is not agreed and no payments are being made meantime.</p>	
	<p>All Weather Pitch (DF)</p> <p>WE need to keep it the All Weather Pitch active, running jointly with SDCC. DF and DS attended meeting of interested parties. A steering group was set up to take things forward.</p> <p>On the questionnaire on the pitch and associated facilities there were 8 responses (4 non responses). Diane Dunbar was asked to circulate responses to attendees.</p> <p>DS saw "pitch" as a problem. The steering group is referring to it as the Stonehaven all weather "facility". Their next meeting is tomorrow – DF to attend. Members are predominantly football people, but those there thought it should be wider than that – with the running club wanting a track. The Rugby Club wants (indoor) training facilities but there ongoing discussion and some tension about how much the facility to support indoor activities. The two most likely sites are Mineralwell and Mackie, but not all of the facility needs to be at a single location. Tomorrow's meeting is at the Macrobert pavilion at 6pm.</p> <p>There is possible of funding for £1m for pitch and fencing and lighting and changing facilities. But how much is the facility to support indoor activities?</p> <p>REVIEW OF CARAVAN PARK TRANSFER Approval for remit was discussed. The double negative should be changed and then it is agreed. DS to take this forward and report</p>	<p>DF</p> <p>DS</p>

	<p>back to next meeting.</p> <p>WE suggested it needs more people than we have available – but the project is not complete so should we start at this time? DF said project is complete as the lease is signed. DS – there may be issues still to come, and the asset is transferred. WE - legal fees might impact, so we should wait until that resolved. AS - begin when fresh in mind. MW – now is a good time, then add legal fees issue on. WE – the review is going to be on fact, not on memory DS – we do need to get it up and running. DF – we don't just focus on legal fees DS – can we identify members to help? WE – and who is eligible? Not DF, FB and possibly not DS. (DS did not have meetings with lawyers so seems eligible.</p> <p>It was agreed to leave this with DS to take forward.</p>	
	<p>Town House / Clock Tower (RM?)</p> <p>Money has been allocated (£145,000 for this financial year) and Willie Munro was to convene meeting of interested parties. Raymond Milne & Stewart Alexander are pressing the council to set it up, but this was presumably delayed by the flood. However the funds are allocated and we need to be seen to be doing it.</p> <p>WM asks in view of the flooding if it should be deferred. DF/WE/MW were in favour of going on as part of being "open for business". DF is to write to WM to say we think it ought to go ahead.</p> <p>The building is owned by the Council (housing department) so their property dept is in charge of when something happens. DF thought we have to keep up the pressure. PB advised that the council had appointed a lead officer (PB to check who) and he is to be invited to next meeting.</p> <p>Ray Milne did not stand as a director at the last AGM. MW thought we should take the lead, and if lead office attends then Ray and Stewart should be invited to next meeting too.</p> <p>DS is to tell Willie Munro and DS to invite the lead officer. PB checking on which financial year the funds must be spent. DF thought the rules on timing of expenditure were not as rigid as they used to be.</p>	<p>DF</p> <p>PB</p> <p>DS PB</p>
	<p>Street audit – improving our town centre (DF)</p> <p>This was been overtaken by the flooding. There are still things that ought to be done, but DF thinks the chances of getting a project team together are remote. MW thought things should not come to a standstill.</p>	

	<p>DS though we could use Maureen, who was going around, and DF said she was speaking about this too. No update yet. MW is to liaise with Maureen and get one or two other business people on board. We need a few shop owners saying yes – for now don't know if they would.</p> <p>The Business Association (MW and CS present) – is important but only 40% of businesses are members. So some shop business owners could be approached outside the business association. MW/DF/MN to meet together (on Thursdays at KMAP). We need non SBA members involved too. Thursday of next week was suggested date.</p>	<p>MW/MN</p> <p>MW/DF/ MN</p>
10	Business Plan Items	
	<p>Energy Proposal</p> <p>WE had Circulated and energy proposal. He was struck by how in various places there were cooperatives around the provision and use and cost of energy. Individuals and businesses are concerned at their energy cost, and improvement in housing stock and education of individuals on energy usage and how to we change the cycle we are on. So WE thought to set up an organisation (1) to collectively use their bargaining power to get reduced rates from energy providers (2) developing from that, to look at improvements in housing stock for energy conservation, and there is the potential for accessing funding - and (3) at a certain point to open that up as a potential investment opportunity to provide inward investment into renewable energy – repaying on current models, so that the investment is repaid in the form of whatever and any revenue left over would then be available to be invested in the area (be it Stonehaven , or Stonehaven and district.</p> <p>In the Netherlands the reductions are significant – depending on the scale of the cooperatives.</p> <p>We could set the area up as an energy efficient area. Later we could set it up to attract investors. WE is not a proponent of wind farms; he says they do not work. But successive governments are going to attract billions – so that is why we have a renewables energy industry at the moment. So that is the project, but WE is proposing it as a project for STP as it strikes right to the heart of what STP was designed to propose. WE is therefore looking for a green light.</p> <p>DF agrees on (1) and as a member of a cooperative that has reduced his bills – so green. On (2) improvements – he is more sceptical as he finds it virtually impossible because of the nature of his house to improve it. He is more sceptical about how that can be achieved given the old stock we have. Orange light. And on (3) DS has a real conscience about tacking money off the government, so that is a red light from him.</p> <p>There is an organisation called Sustainable Energy Association of Stonehaven ("SEAS"). DF asked if are we doubling up with them?</p>	

	<p>And if the business model is reliant on a lot of people doing it, it might not work.</p> <p>WE said he understood amber light. Not everyone is aware out there how they can save energy. Part of the process is educating the antipathetic. Intention is not to be mercenary. WE also saw that these things work before they are commercially viable. We would be net energy exporters. But it allows an opportunity for us to take advantage of it and attract investment.</p> <p>SEAS had a meeting last Wednesday and they have a project that may be coming to fruition. Contact Rachel Shanks.</p> <p>WE says there are a couple of organisations we could work with. Invite one to come along and give us a presentation at the next meeting. And WE to invite SEAS to present, if they want to do so, at next meeting.</p>	WE
	<p>Constitution / SCIO application Andrew has drafted application which DS has still to look at,</p>	DS
	<p>Web Site Already covered above.</p>	
	<p>Disbursements Arrangements for QECPS Income</p> <p>We need to set up arrangemetns to disburse the surplus soon</p> <p>MW advised that Stonehaven Festivals & Events still has issues to deal with. Subject to their VAT reclaim being successful and missing fences or whatever costs being factored in, there might be a five figure sum to disburse back into the community.</p> <p>DS suggested we consider joint distribution. MW was doing much the same as ourselves. DF had no problem about two funds through the one panel, although we would both have to agree the eligibility criteria.</p> <p>MW's proposed group (no date set for meeting) is George McGillivray (SBA) DS Graham Johnstone (tourist group) Michael Innes (SDCC) Willie Munro (Aberdeenshire Council) Robert Armstrong (Aberdeenshire Council)</p> <p>DF suggested we review Meikle Carew criteria.</p> <p>DS suggested MW's group would fix criteria and we would need representation on that gourp. Are they happy with that? We would be putting in up to £5,500 in the first full year. If we keep back a legal fees provision that is more likely to be, say, £4000 in the first year.</p>	

	<p>Potential new directors MW to contact John Robertson (Stonehaven Running Club)</p> <p>WE asked if it would be appropriate for SEAS to be invited to fill a vacancy, but it was agreed we should wait until we see them.</p> <p>Dave Lawman may be keen per MW – someone from Lions to put him forward?</p>	<p>MW</p> <p>MW</p>
<p>11</p>	<p>AOCB</p> <p>BERVIE BRAES Bervie Braes Road. We are spending £1000 having commissioned report – Mark Kummerer is doing economic assessment on closure of road. 100 local businesses are being invited to take part in a survey – and 20 have replied back so far.</p> <p>Allan Sutherland is also involved. The idea is to present to K&M committee on 12 Feb and Willie Munro thought it might be possible to circulate members. DS also asked to speak at K&M committee and Policy and Resources. Also involved is George Strang – former community council and engineer – to persuade the Council to reopen the Braes to light traffic. Potentially there is not a huge cost to alleviate some of the fears; the suggestion is that the Health & Safety issue is overplayed. The road could be open over the summer only, perhaps. In the future, more focussed work such as a survey of castle visitors will be needed.</p> <p>The Council may have to look at technical issues. In the last 4 weeks there have been some very large slippages but virtually nothing has come onto the road. George Strang has found some very simple cheap barriers.</p> <p>It was suggested that we request that the report to the area committee be circulated early. However issues around flooding would probably mean this would go out no earlier than normal (1 week).</p> <p>COMMUNITY AWARDS The community awards are on 20 March and we will get an invitation. They are trying to broaden their outlook and get more publicity. Forward to WE for website.</p> <p>FLOOD ACTION GROUP There is going to be a meeting to set up action group. It is not a public meeting, but anyone affected is invited plus representatives of the community. Then on Tuesday there will be public meeting at Mackie. PB will be posting out further invitations tomorrow.</p> <p>WALKING MAP SBA has asked the STP for funding. They are spending £2,800 for maps most of which are put up at the castle. The Council are funding half of it. MW (a member of the SBA) asked if STP could contribute. 18,000-19,000 maps were distributed last year including</p>	<p>WE</p>

	<p>1,000 with redeemable vouchers. Of those, only 2 vouchers were redeemed.</p> <p>There were 76,000 visitors to castle in last year and DS repeated the need for an independent survey of visitors to castle. WE asked if the tourist board could do a survey? DS thought someone needed to.</p> <p>DF confirmed STP had supported this in the past and proposed to offer funds – say £1,000. WE and DS agreed.</p> <p>TOLBOOTH There were 15,000 visitors to the Tolbooth last year.</p> <p>BANK MANDATE Signatures for bank mandate. DF, DS and MW</p> <p>CVS Gareth from CVS explained that Linda Babbs was his predecessor. CVS used to be K&D Voice – they joined Aberdeenshire Central and formed Council for Voluntary Service – Aberdeenshire Central & South. They provide help with funding and filling in forms for funding, business planning, SCIOs (and the Laurencekirk pack.)</p> <p>They try to represent the voluntary sector – tying in quite closely with groups such as STP and groups that come out of it. They helped the Tolbooth and Festival Events SCIOs, and would welcome the opportunity to continue to work with local groups.</p>	
12	<p>Date of next meeting 26 February 2013 26 March 2013</p>	