



**STONEHAVEN TOWN PARTNERSHIP**  
**MINUTES OF TRUSTEE MEETING**  
**HELD ON 6 January 2015 AT 7.00PM**  
**AT INVERCARRON RESOURCE CENTRE, STONEHAVEN**

**Item**

**1. Welcome and Apologies**

<b>Present Trustees</b>	<b>In attendance</b>	<b>Apologies</b>
Douglas Samways (DS) Wynne Edwards (WE) David Fleming (DF) John Robson (JR) Mandy Murray (MM) Isabel Munn (IM) Jim Stephen (JS) Andrew Newton (AN)	Cllr Raymond Christie Cllr Peter Bellarby Alan Penny David Wood Cllr Graham Clark Ian Balgowan *Knud Christiansen	Elizabeth Havens (EH) Michelle Ward (MW) Charles Sands (CS) Allan Sutherland (AS)

**2. Approval of minutes**

On the proposal of DF seconded by MM the minutes of Tuesday 28<sup>th</sup> October 2014 were approved.

On the proposal of WE seconded by JR the minutes of the AGM on 25<sup>th</sup> November 2014 were accepted as an accurate account. It was noted that these minutes cannot be formally approved until the next AGM.

On the proposal of DF seconded by WE the minutes of the trustees meeting held on 25<sup>th</sup> November 2014 after the AGM were approved.

Matters arising from these minutes are detailed in section 3 below.

**3. Matters arising**

	<b>Action</b>
<b>Minutes of meeting of 28<sup>th</sup> October 2014</b>	
Finance DS to confirm DF and DS doing online transfers. The online transfers are working smoothly	
Finance WE and MW still have to get logged on to enable them to carry out on line transfers	WE MW
Grass in gutters.	JS

This issue will be dealt with under the IOTC project	
Website DS commented that any changes to the web site are notified to the trustees but there is no indication as to what has been amended. WE and AN confirmed that there should only be e mail sent if information is added to the trustees box. AN will check this is the case.	AN
Website Photos are still required from JS and EH to be uploaded onto the website.	EH, JS
Funding for rural partnerships Funding for rural partnerships from Aberdeenshire Council (£35k for this financial year and next) is currently going to KDP. The balance left in KMAP's bank account was transferred to KDP. DF seeing Maxine Smith on Thursday, and will bring up funding issue to see if there is anything available for STP.	DF
AWPR junction. DF has asked Transport Scotland whether the contract had been let as in the press release only the Balmeadie and Tipperty sections were mentioned. Transport Scotland have confirmed that financial close has taken place in December. So they can now discuss contract and effect it will have. Reply received from Transport Scotland stating that junction was agreed 4 years ago. Costs, traffic estimates are now therefore 6 years out of date, but Transport Scotland have stated that they won't make changes due to any delay this might cause. DF understood that an application to build the headquarters on an oil company on Megray Hill would soon be submitted. He thought it possible that the only objector might be Aberdeenshire Council because of the amount of traffic this will create in the area. It was agreed to wait until further information is available before taking any further action.	
Stonehaven Business Association The Land Train was used at the Business Association's Shopping Extravaganza event in November. It was agreed that the takings on the day minus the driver's pay would be donated to the SBA.	DS/MW
<b>Minutes of Meeting of 27<sup>TH</sup> NOVEMBER 2014</b>	
Meetings It was agreed that we should do more to publicise that our meetings are open to the public. Suggestion that the words "open meeting" be placed clearly at the top of each agenda was approved. It was further agreed that we take up Mearns Leaders monthly feature space. STP face book page to be set up. DS will produce an information sheet about STP e.g. what kind of organisation, how we operate, how we link to Aberdeenshire Council, to be placed on the website.	DS
<b>Matters arising from AGM minutes</b>	
Motion to wind up company limited by guarantee. DF still waiting for lease of Caravan Park to be extended then we can wind up company. DF spoken to Charles Sands and documents from Companies House are to be signed	DF
Finance AN to become a bank signatory. Forms require online completion	DS
Parking Survey Lenny Lawrence - parking survey – nothing more to report	

Archive work - still outstanding	DF
Director of Communication WE Director of communication. WE still to put a task list together and circulate to trustees	WE
SCIO documentation Final SCIO document still included "draft" in the title. This has now been updated and is on web site.	
Mains of Cowie Objection DS reported that the original draft of the minute had been amended to indicate that it had been agreed at the meeting to submit an objection to this application as this had been omitted from the original draft. An explanation as to why we had objected to this particular one when it has not been our practice in the past to object to planning applications was also discussed and included i.e. we lease the site from Aberdeenshire Council and are therefore directly affected by the development as it could have an adverse impact on the caravan park.	

#### 1. Submission by Elma McMenemy re the Cruise Ships Project

EM gave some information about cruise ships coming to the NE Scotland based on her experience and expertise over the last 35 years.

JR gave update of what he's been working on - see below under business plan items and also handed around photo from Eyemouth which has similar tidal range.

*DS Proposes that JR and Bill Allan of the Rotary Club continue with project at present and this was agreed.*

#### 4. Presentation by Colin Addy – Energy Consultant re Energy Initiative

WE to follow up with CA to attend February meeting as he was unable to attend this meeting.

#### 5. Membership Applications for discussion and acceptance

	Action
Furniture Lodge – agreed last meeting	
Enscape – IM to ask Brian Menzies to send further application form	IM
Grampian Tigers Youth Cycling Club – Agreed by Trustees	
Application form to be changed to SCIO format	AN

#### 6. Finance Report from Director of Finance

	Action
Cash in bank is £6627 as at 31 December 2014. CCF Cash in bank is £22081 as at 31 December 2014.	

#### 7. Disbursement of Funds

	Action
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Although approximately £10k had been received from the Caravan Club in rent for the caravan site since they took over, £2.5k has already been disbursed (£1.5k to the SBA to assist with the provision of their Walking Maps, and £1k to OAITs) prior to the Disbursement policy being agreed. Also, as we no longer receive funding from Aberdeenshire Council, all our running costs must now be covered by our only sources of income at present i.e. rent from the Caravan Club. Admin, charges, costs, etc. amount to approximately £3k pa which leaves £4k to disburse. After discussion it was agreed that the amount available for disbursement is £3k approximately as £1k is to be retained as a reserve.	
It was agreed that STP will now invite applications to the disbursement fund but the total amount available will not be identified.	

### 8. Communication – Report from Director of Communication, Wynne Edwards

	Action
WE to circulate what job entails.	WE
WE to contact Lesley Clark - Clark Communications to provide final elements of communications policy.	WE

### 9. Strategy – Report from Director of Strategy, Douglas Samways

Nothing to report

\*Knud Christiansen arrived

### 10. Business Plan Items

Report of progress on individual projects has been circulated and is on website. What follows is an update on that information.

QR codes/Wifi in Stonehaven DF	Alan Craig has been busy with teaching. DF would like to stand down from this project.
QECP DF	Nothing to add
All Weather Facility DS	Nothing to add
Town House/Clock Tower DS	Nothing to add
Land Train MW	Final date of operation was 28 <sup>th</sup> December. The Land Train is now stored at Kirkton Motors until April. The trustees expressed their thanks to Kevin Braidwood for accommodating the train over the winter. Sponsorship to be looked at in next few weeks by IM and MW Advertise for drivers for 2015 Look at how Land Train is managed for 2015 onwards
Improving our Town Centre JS	After meeting with Aberdeenshire Council, the following groups will be involved with this project: Aberdeenshire Council, STP, SDCC, SBA and the Horizon Group.
Gas Works Car Park MW	Nothing to add
Planning for Real DF	Update on progress with the suggestions people made is almost complete and will be placed in director's box for

	comment. The message from this exercise is that consultations work!
Harbour Feasibility Study WE	Consultants appointed and fixing first visit to meet with steering group. Technical information is currently being gathered for consultants.
Bervie Braes Road DF	DF would like to finish with this project. Project has been handed over to DS.
Court Building DF	DF has had feedback from agencies. DF asked for recommendations in his report to be accepted. This was agreed by the trustees. DS thanked DF for writing the report, as it was very clear in showing what was possible, what wouldn't work, that the involvement of others and not just STP will be needed to take this forward.
Cruise Ships JR	<p>JR and Bill Allan (BA) have been in contact with Jim Brown, Stonehaven Harbour Master, and George Cameron, Aberdeenshire Council's Principal Engineer Harbours.</p> <p>At present, there is no berth available for placing a suitable pontoon for disembarking passengers, however, if some dredging were done at the north face of the outer harbour (opposite SCI) this would create a suitable location for other craft, and leave a slot for the cruise ship tenders.</p> <p>JR and BA will be pursuing this with the appropriate parties. (George Cameron had confirmed that dredging will take place in 2016/17)</p> <p>JR and BA have chosen several possible excursion routes, but we will be driving them personally to ensure they have allocated sensible timings, before they are published.</p> <p>JR and BA have the contents of a brochure available in their various parts, but will not be publishing before they are sure that the problem in the harbour has been successfully solved.</p> <p>JR and BA have also been in contact with Eyemouth harbour, who had their first ever visit from a cruise ship in 2014, and had discussions regarding their experience.</p>
CAT Cowie Lane MW	<p>Furniture Lodge - A planning application for change of use has been submitted. STP will formally write to put the CAT Phase 1 for the building to become a backpackers hostel on hold and let Aberdeenshire Council know that STP are supporting Furniture Lodge's application.</p> <p>Furniture Lodge meeting with council on 12 January. WE asked whether they would be interested in another site if there was one available. Furniture Lodge know that there is a lot of work to do on the building but are still going to pursue this site.</p>

CAT Beach Toilets MW	Before Aberdeenshire Council can proceed with our CAT stage 1 application, they have to check that they actually own the building. This may take some time. If they do own they would only lease it to STP.
Energy Coop	WE will contact Colin Ady to see if he will be able to attend the next trustees meeting.

### 11. Business Items

	Action
<p>Report from/Items to the Community Council</p> <p>KC reported on the following items which were discussed at the last SDCC meeting:</p> <ol style="list-style-type: none"> <li>1. Update on flooding – new Arbuthnott drain won't prevent flooding, but water will drain away more quickly.</li> <li>2. Dunnottar School building has been given a D rating – which means the building is not suitable for being a school. Meeting held with head of school to discuss requirements. Potential link to Court Building.</li> <li>3. Document for STP and SDCC roles. KC accepts that there is more work required on this.</li> </ol> <p>DS bought up the following projects that STP would like support from SDCC. AWPR, Cruise Ship, Court Building and KC confirmed that SDCC would support STP with these.</p>	

<p><b>Governance of RGT</b></p> <p>DS reminded colleagues of the possible significance of the Long Leases (Scotland) Act 2012 on the future of the Recreation Grounds because, as a result of this legislation it would appear that the Recreation Ground Trustees will own the site outright as of November this year. Aberdeenshire Council has a key role to play before that date in setting out the conditions of the transition and we need to be reassured that they are preparing for it. Trustees of recreation ground have an AGM every February so need to establish the date and if it is open to the public.</p> <p>IB thought that they currently have no constitution in place.</p> <p>DS reported that he had written formally on 24<sup>th</sup> November to the RGT secretary Stan Mitchell requesting the following information: the names of the trustees, the number of subscribers, a copy of the trust's constitution, and a copy of their most recent accounts. To date he has received no response whatsoever, not even an acknowledgement. WE said that STP needs to agree a strategy for obtaining information about the recreation ground trustees.</p> <p>Alan Penny reported that his father is president of the men's bowling club and is trying to become a trustee. There are a few younger people who also want to get involved. AP will see what information he can obtain. Cllr Bellarby informed those present that when he was a trustee he had attempted to get the other trustees to look at the recreation grounds with a view to make them benefit the whole of Stonehaven. Currently it would appear that Recreation Ground trustees are only interested in the grounds being a benefit to their subscribers.</p>	
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<p>DF - Alan Bisset investigated the trust some time ago. Councillors are no longer trustees as per the 1902 Act and 1930's constitution which may mean they are in breach of their constitution.</p> <p>DF - In Nov 2015 – Long leases act come into place, current lease will be transferred to trustees. DF had asked William Munro for further information but hasn't heard anything back.</p> <p>WE will make calls to his contact about constitutional law. Any examination of the present position of the trust and the trustees needs to be done by someone outwith Aberdeenshire Council and anyway, time is against using Council's legal department.</p> <p>After discussion it was agreed that STP should go public with this as site should benefit whole of Stonehaven not just subscribers.</p> <p>An amendment from Alan Penny was accepted. Alan Penny suggested speaking to people who already use the clubs.</p> <p>It was agreed that DS will attempt to speak to representatives of as many clubs which use the Recreation Grounds as possible before the end of January. Alan Penny to provide DS with contact details to contact all clubs representatives through his father.</p> <p>At the end of January beginning of Feb STP will prepare a press release.</p>	WE
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## 12. AOCB

	Action
<p>OAITS - MW has requested some of IM's time over the next few weeks. This was agreed.</p> <p>KC will bring up OAITS at the next SDCC meeting to see if anyone wants to join OAITS committee for 2015</p>	
<p>JS Fireballs – funding. Fireballs committee managed to get a small amount of sponsorship – raised £7k through Donations in buckets. On the night (approx. 70p per person). IM to explore funding for this for 2014 bills and for 2015.</p> <p>KC to bring up at SDCC</p> <p>DF suggested a press release to outline what costs are.</p>	<p>IM</p> <p>KC</p> <p>JS</p>
<p>AN confirmed he is Secretary of the Charity and DF secretary of Company until company is delisted</p>	

## 13. Date of next meeting

24<sup>th</sup> February 2015 at Invercarron Resource Centre.