

# MINUTE OF MEETING

## MID DEESIDE LIMITED – BOARD

10<sup>th</sup> October at 7.00 pm

MDL Office, The Victory Hall, Aboyne

<b>Present:</b>	Hamish Forbes (HF)(Chair), Lynn Mackie (LM), Alan Emslie (AE) (minutes), Duncan Cassie (DC), Richard Smout (RS), Peter Argyle (PA)																																																																				
<b>Apologies:</b>	Apologies received by Barry Hauxwell(BH), Mark Mitchell (MM)																																																																				
<b>1.</b>	<p><b>Welcome and Approval of Minutes:</b></p> <p>The revised minutes for the meeting held on 13<sup>th</sup> September 2017 were approved. The minutes were proposed by DC and seconded by LM.</p>																																																																				
<b>2.</b>	<p><b>Accounts</b></p> <p>A statement of funds up to 9<sup>th</sup> of October 2017 were circulated to the board for review and approval by email today, see below. No issues noted with the accounts.</p> <table border="1" data-bbox="408 927 1142 1406"> <thead> <tr> <th>Project</th> <th>Bank</th> <th>Restricted Funds</th> <th>Unrestricted Funds</th> </tr> </thead> <tbody> <tr> <td>Aboyne Jubilee Fountain</td> <td>£ -</td> <td>£ -</td> <td></td> </tr> <tr> <td>Aboyne Playpark</td> <td>£ 180.71</td> <td>£ 180.71</td> <td></td> </tr> <tr> <td>ACES</td> <td>£ 4,252.01</td> <td>£ 4,252.01</td> <td></td> </tr> <tr> <td>Deeside CPR</td> <td>£ 4,230.18</td> <td>£ 4,230.18</td> <td></td> </tr> <tr> <td>Defibrillators</td> <td>£ -</td> <td>£ -</td> <td></td> </tr> <tr> <td>Community Education</td> <td>£ 11,133.55</td> <td></td> <td>£ 11,133.55</td> </tr> <tr> <td>Active Aboyne</td> <td>£ 44.95</td> <td></td> <td>£ 44.95</td> </tr> <tr> <td>MDL</td> <td>£ 42,494.57</td> <td></td> <td>£ 42,494.57</td> </tr> <tr> <td>DCT</td> <td>£ 46,347.20</td> <td>£ 46,347.20</td> <td></td> </tr> <tr> <td>ACW</td> <td>£ 33,502.37</td> <td>£ 33,502.37</td> <td></td> </tr> <tr> <td>ABPA</td> <td>£ 6,652.26</td> <td>£ 6,652.26</td> <td></td> </tr> <tr> <td>Wheelers</td> <td>£ 28,428.60</td> <td>£ 28,428.60</td> <td></td> </tr> <tr> <td><b>Total</b></td> <td><b>£ 177,266.40</b></td> <td><b>£ 123,593.33</b></td> <td><b>£ 53,673.07</b></td> </tr> </tbody> </table> <table border="1" data-bbox="408 1438 833 1617"> <thead> <tr> <th>MDL</th> <th>UnRestricted</th> </tr> </thead> <tbody> <tr> <td>Bank of Scotland</td> <td>£ 1,460.00</td> </tr> <tr> <td>RDP</td> <td>£ 8,000.00</td> </tr> <tr> <td>Caroline Spence</td> <td>£ 33,000.00</td> </tr> <tr> <td>Management Fees</td> <td>£ 34.57</td> </tr> <tr> <td></td> <td><u>£ 42,494.57</u></td> </tr> </tbody> </table>	Project	Bank	Restricted Funds	Unrestricted Funds	Aboyne Jubilee Fountain	£ -	£ -		Aboyne Playpark	£ 180.71	£ 180.71		ACES	£ 4,252.01	£ 4,252.01		Deeside CPR	£ 4,230.18	£ 4,230.18		Defibrillators	£ -	£ -		Community Education	£ 11,133.55		£ 11,133.55	Active Aboyne	£ 44.95		£ 44.95	MDL	£ 42,494.57		£ 42,494.57	DCT	£ 46,347.20	£ 46,347.20		ACW	£ 33,502.37	£ 33,502.37		ABPA	£ 6,652.26	£ 6,652.26		Wheelers	£ 28,428.60	£ 28,428.60		<b>Total</b>	<b>£ 177,266.40</b>	<b>£ 123,593.33</b>	<b>£ 53,673.07</b>	MDL	UnRestricted	Bank of Scotland	£ 1,460.00	RDP	£ 8,000.00	Caroline Spence	£ 33,000.00	Management Fees	£ 34.57		<u>£ 42,494.57</u>
Project	Bank	Restricted Funds	Unrestricted Funds																																																																		
Aboyne Jubilee Fountain	£ -	£ -																																																																			
Aboyne Playpark	£ 180.71	£ 180.71																																																																			
ACES	£ 4,252.01	£ 4,252.01																																																																			
Deeside CPR	£ 4,230.18	£ 4,230.18																																																																			
Defibrillators	£ -	£ -																																																																			
Community Education	£ 11,133.55		£ 11,133.55																																																																		
Active Aboyne	£ 44.95		£ 44.95																																																																		
MDL	£ 42,494.57		£ 42,494.57																																																																		
DCT	£ 46,347.20	£ 46,347.20																																																																			
ACW	£ 33,502.37	£ 33,502.37																																																																			
ABPA	£ 6,652.26	£ 6,652.26																																																																			
Wheelers	£ 28,428.60	£ 28,428.60																																																																			
<b>Total</b>	<b>£ 177,266.40</b>	<b>£ 123,593.33</b>	<b>£ 53,673.07</b>																																																																		
MDL	UnRestricted																																																																				
Bank of Scotland	£ 1,460.00																																																																				
RDP	£ 8,000.00																																																																				
Caroline Spence	£ 33,000.00																																																																				
Management Fees	£ 34.57																																																																				
	<u>£ 42,494.57</u>																																																																				
<b>3.</b>	<p><b>Name Change</b></p> <p>It was agreed by the Board that the proposal for the name change to <b>Mid Deeside Community Trust</b> will be formally agreed at the AGM on Friday 27<sup>th</sup> October.</p>																																																																				
<b>4.</b>	<p><b>A.G.M</b></p> <p>Further discussed the AGM and confirmed that an informal AGM may attract a greater community attendance. Various boards will be shown in the hall, similar to what we did at the recent open day at Victory hall. In addition with a rolling PowerPoint presentation to showcase past achievements and future projects prior to conducting the official business. MDL will provide cheese and wine and invite all members to attend with a RSVP to help the office staff with numbers. It was felt</p>																																																																				

	<p>that we may still have a low turnout. We agreed that we need to make a bigger effort to attract new members and turnout at the event. All members will be reminded about the event with encouragement to bring a friend or neighbour. Also to ensure that the event is advertised on all available local notice boards. Also we should try to sign up as members any new people who come to the event on the night. Membership forms should be available to ensure as many as possible are captured. Board members to come at 18:30 to help set up. Mark Mitchell (MM) has arranged wine and glasses on a sale or return basis.</p>
<p>5.</p>	<p><b>Caroline Jane Spence Fund</b>  The board had previously agreed that the allocation of the Caroline Jane Spence's Fund should go to the Transport Group to support the requirement for a green bus. HF wrote a letter to the trustees explaining how the funds received will be used to support the purposes of the Trust. This is a substantial fund and it is hoped that they will continue to support MDL. The letter will be with them on time for their next board meeting.</p>
<p>6.</p>	<p><b>Project Updates</b></p> <p><b>Deeside Community Transport</b>  A meeting took place in Woodhill house in Aberdeen with Aberdeenshire council on 6<sup>th</sup> of October. Gail and Hamish attended the meeting. Contract is due for renewal in March 2018 But everyone is awaiting the outcome in November of UK Governments decision on previous court ruling regarding permits for buses etc. We will try to meet Allan and Black shortly to discuss the tender process etc.</p> <p><b>Woodlands</b></p> <p>AE updated the board that a company called Christie Elite has been appointed to provide the required transplants only. Scarifying and planting is still scheduled for end of the year in compartment 5. We have also received a price for the fencing and gates to protect the new trees, £8.75 per metre and £200 per gate. BH sent an update regarding the Christmas tree plans. Sam has list of people who received a tree last year and are interested for this year so that they can be cut to order. We would like to target 40 trees this year and hopefully raise approx. £1000. Trees to be cut weekend of 18/19 Nov and 25/26 for sorting and delivery. The weekend of 6<sup>th</sup> of December for tree sales at the Coop. AE and DC have been conducting path repair in the Bellwood, including clearing excess vegetation and mud from the low points as well as improving drainage. Many of the paths are in need of repair, we would like to order a few tons of quarry dust to repair them. It was noted that some of the damage to the paths has been caused by the horses from Belwade which can chew up the surface as well as leave significant deposits on the pathways. It was felt that we may need to approach Belwade to see what could be done to avoid further damage. An issue was raised by a member of the public regarding signposting in the Bellwood. It is possible miss the main signs and travel a considerable distance without meeting a sign. AE will review with BH requirements for new signs as well as 'you are here' markers on the existing signs as well as coloured markings to indicate the various routes.</p> <p><b>Bike Park</b>  MM was not present, no new updates.</p> <p><b>Aboyne Wheelers</b>  Steve Gardyne and Karen, representatives from the Aboyne Wheelers came to the meeting and gave us an update on the progress made by the group and the plan forward.  The following work has been completed;</p> <ul style="list-style-type: none"> <li>• Completed a full tree survey as well as a Topographical survey of the Ladywood to underpin the planning application.</li> <li>• An initial site meeting has been held with potential design and build</li> </ul>

	<p>contractor.</p> <ul style="list-style-type: none"> <li>• Preliminary design concept completed and rendered by potential contractor, posted on the Wheelers Facebook page which reached over 3000 people and received good feedback and supported comments.</li> <li>• AGM was held in June, reasonably well attended, especially by potential users who were extremely positive about the project and keen to be part of the user group if the project gets the go ahead.</li> <li>• Initial planning application started and then paused following discussion with the committee where it became obvious that a design and build contractor selection process in advance of planning application would be the more optimal option and give the best chance of success.</li> <li>• Design and build tender documentation drafted and submitted to MDL for review and feedback.</li> <li>• Leader programme application for funding submitted in August, awaiting feedback</li> <li>• Update of business plan is ongoing</li> </ul> <p>The following are the next steps and timeline;</p> <ul style="list-style-type: none"> <li>• Send out the design and builder document to potential tenderers ie Wheelscape, Bendcrete, Freestyle, Maverick and Gravity Parks.</li> <li>• Review tender documents upon receipt and propose award to MDL (by end November)</li> <li>• Appoint design and build contractor, meet with them, share survey information, conduct site visit and survey and then agree timeline for planning application process. (before end of 2017)</li> <li>• Ramp up funding application requests to target funding organizations.(from now onwards)</li> <li>• Meet with relevant local politicians and planning officials to provide an update. (following response from tenderers in early December)</li> <li>• Arrange an open session during lunchtime at schools during planning process. (early 2018)</li> <li>• Arrange community centre weekend open session during the planning process. (early 2018)</li> <li>• Arrange public meeting if required depending upon the level of interest (early 2018)</li> <li>• Re-engage Aboyne Academy and Community Centre Leadership (early 2018)</li> <li>• Send out statement regarding project during the planning process (early 2018)</li> <li>• Provide local support to D&amp;B contractor during the planning process queries and comments (early 2018)</li> <li>• <b>Target a go/no decision from planning by Spring 2018.</b></li> </ul> <p><b>Website</b></p> <p>RS and GA will complete an expression of interest for the Website, Local Database and re-branding to Leader.</p>
7.	<p><b>A.O.B.:</b></p> <ul style="list-style-type: none"> <li>- HF discussed the requirement for the Osprey. The last one was published in September. The Fountain is now an established publication and we can publish articles in this magazine, this has removed the necessity for the Osprey.</li> <li>- HF discussed the extension of the car park at Bell Wood. AE has received a letter from the planning dept. The key text of which is below in italics. It was agreed that the architect will log the application with the planning department.</li> </ul>

But before that we will have to get an estimate of the cost of all the additional reports referred to in the council's letter of 9<sup>th</sup> October prior to agreeing go ahead with the application. BH has since noted that SEPA is not mentioned in the letter, however it is felt that we should consult with them for feedback to ensure that they will not intervene at a later date.

*In terms of the principle of development a supporting statement should be submitted with a future application providing justification for the car park development. This should demonstrate compliance with these policies. Scaled site and location plans would be required to make the application valid. In terms of technical matters, we would require the following supporting documents:*

- *Levels survey (to a fixed datum point)*
- *Construction make-up details and cross sections*
- *Drainage details (a certified report may be required)*
- *Habitat surveys- bats and squirrels*
- *Tree survey*
- *Details of replacement planting*

*Infrastructure Services (Environment) and Forestry Commission Scotland state that a Tree Survey and Tree Protection Plan to meet BS 5837: 2012 will be required to clearly show which trees are to be removed and what will remain and how remaining trees will be protected during construction. This should also show the area of the trees to be removed. These consultees consider that any replacement planting for woodland loss would be unnecessary in this case as the proposal will allow improved access to and enjoyment of the Community Woodland. However, appropriate mitigation may be to replant the existing car park area with trees.*

*Any protected species issues (breeding birds/red squirrels) associated with the woodland loss should be considered. It should be possible for baseline survey information to be collected in conjunction with the Tree survey report. Any necessary mitigation should be made clear. Scottish Natural Heritage may be consulted in regards to protected species and therefore you may wish to seek advice from them. In terms of public access, alternative arrangements/temporary diversion of public access may need to be put in place during construction. Any necessary details should be provided. Infrastructure Services (Roads Development) state that they would not object to this application. The road adoption limits would not alter as a result of this application and state that parking spaces should have minimum dimensions of 2.4m by 5m. Overall, the proposal is considered acceptable subject to there being no concerns with the above required surveys and appropriate layout, siting and design.*

*I will be able to advise you of the planning fee once a finalised design and scaled plan is received.*

- On Thursday 16<sup>th</sup> of November a community open event is to be held at the community centre from 7-9 PM. This will be similar in format to the open day that was held in June. We agreed to participate. AGM presentations will be used.

	<ul style="list-style-type: none"> <li>- BH and HF will arrange a meeting with Aboyne Academy to encourage Youth representatives on the Board. MDL could also offer training for a student placement for a business studies pupil. MDL is ideal to learn charity accounting, funding applications, project management and the running of a small office in the not-for-profit sector. Meeting will be planned for when BH returns from his extended vacation.</li>   <li>- Paul Gibb had expressed an interest to attend an MDL meeting. RS invited him to attend as a guest but he could not attend at this time, hopefully next time.</li>   <li>- RS expressed an interest in creating a community garden in Aboyne. All agreed that this was a worthwhile idea to pursue. Land to be sourced volunteers to take this forward would be sought. AE mentioned that a presentation was given at the Marr Area Partnership (MAP) AGM on the Braemar community garden which had received funding from MAP. It would be worth following up with them for information on how they did it.</li> </ul>
	<p><b>Date of next meeting:</b> 22<sup>nd</sup> November 2017 at 7.00pm in the <b>MDL office</b>, Victory Hall, Aboyne.</p>

Date Approved ...22 November 2017

.....H Forbes.....Chairman