



Minute for KPFGB Committee Meeting

19/01/2017

Present:

Ken Ledingham (Chairman)
Jim Buchan
John MacNicol
Helen Chalmers
Tamara Forgie-Watt
Steve McGill
Irene Ferguson
Jude Galas

Apologies:

Paul Hendy
Alastair Gill

1. Apologies and welcome

Ken welcomed all present and offered apologies for those members not present.

2. Minute of meeting 14/12/16 - approval and circulation

Minutes for the previous meeting were approved for correctness and circulation with one minor change to a name spelling.

3. Matters arising-

1. Dates of meetings

Action: Jim agreed to issue a new meeting schedule

Ken indicated that he could not remember receiving the new schedule.

New Action: Jim agreed to circulate the revised list of meetings again.

4 (d). SEPA, MSP and Scottish Water

i) Action: Paul Hendy to find out if Stuart Donaldson has any locus on Scottish flooding matters.

Carried forward: As Paul was not present this item was carried forward.

ii) Action: Alastair Gill to draft an email to Alexander Burnett to propose bringing forward a review of PVAs and particularly to get Kembhill Park's status upgraded to a PVA.

Carried forward: As this task has not been done as yet It was carried forward to the next meeting.



iii) Action: Ken to write again to Alexander Burnett, MSP to enlist his help in clarifying Scottish Water's liability to protect KP from flooding.

Ken has written and is awaiting a reply

iv) Action: Any emails sent by committee members on behalf of KPFGB should be copied to Jim and Ken.

4(g). Web site funding

Action: Paul to investigate further and report back.

As Paul was not present this item was carried forward.

Carried forward: This item was carried forward to the next meeting.

Jim reported that we can establish a web hosting account for approx. £75 per year. The group agreed that Jim should take this forward and establish the web site. It can then be reviewed by committee members before it is shared with the rest of the community. The site will include any information this group has already shared with the wider community and with the KPFGB membership, which is not considered to be sensitive.

4 (h). Jim's meeting with Aberdeenshire Voluntary Action (AVA)

Action: Jim to report back from his meeting with AVA in due course.

Jim reported that he has had a meeting with Aberdeenshire Voluntary Action at their office in Inverurie. The key outcomes are that if we become a registered charity we can expect to gain access to sources of funding which are national as opposed to local. AVA will review our application before we send it to OSCR to reduce the possibility of it being rejected. AVA will also advise on funding opportunities going forward.

New Action: Jim will draft an initial application to OSCR, share this with committee members and AVA – once approved this will be sent on to OSCR (The Office of the Scottish Charities Regulator)

4 (j). Membership fee collection

Ken asked if committee members had been able to knock on doors to recruit new members to KPFGB and collect membership fees. No one reported being able to do so as yet. Ken said that he has had some success in getting three people to join and pay their fees. This task remains outstanding.

New Action: Committee members to visit residents to recruit new members and collect membership fees from those who have already joined, but not paid.

Action: Jim to create list of those without email accounts.



Discussion took place about how many residents had joined KPFGB and how many households this represented as well as how many folk were not on e-mail.

Jim confirmed that he had drawn up lists of those not on e-mail as well as a membership list for KPFGB and gave a summary of the current numbers as follows – Members 46, Members with email 37 and Paid up members 19.

4 (o).letter to residents to collect information about insurance costs to repair damage

Action: Paul to forward text to Jim

Jim had not received any information from Paul so had not been able to progress this matter.

New Action: Jim agreed to draft a letter and share it with the group – once approved this will be sent out to residents who had been flooded.

4(p). Planned meeting with David Fyfe re Flood Risk Survey commissioned by him.

Action: Jim to have meeting with David Fyfe and report back to the group.

Action: John to circulate copy of FRA information in his possession.

Jim reported that he had a useful meeting with David Fyfe of Fetternear estate. Discussion was primarily about the FRA which David had commissioned on the flood risk to houses he wanted to build on his estate. David indicated that he was required to obtain an FRA to satisfy his planning application which had eventually been rejected. The FRA had looked at the effect of flooding on the Fetternear side of the river and did not cover KP or the sewage works. Nevertheless the report contained a lot of useful information which may be of assistance in making the case for permanent flood prevention works on our side of the river.

During discussion it was suggested that a meeting of the Kemnay flood groups and Riparian owners would be a good way to discuss measures which would be of benefit to the community at large.

New Action: Jim agreed to go back to David Fyfe to discuss setting up such a meeting.

4 (q). Drain cleaning by Aberdeenshire Council

Action: Jim to follow up and report back.

Jim had written a letter to Gavin Penman about the drains on the foot path around Kembhill Park which are overgrown in places. Gavin has passed this matter to the roads department which has agreed that they hold responsibility for the drains and their maintenance. No target date has



been agreed as yet for action to be taken so Jim was asked to initiate further enquiries in an effort to progress things.

New Action: Jim to write to the roads department and also raise a case on the Council web site.

5. Follow up to meeting with Aberdeenshire Council and Scottish Water

Action: Jim to follow up and report back.

Action: Jim to send copies of the Minute of the November meeting to Aberdeenshire Council and Scottish Water

Jim has sent a copy of the minutes to Gavin Penman highlighting the actions that he had agreed to take forward at the meeting. Gavin has responded as follows:

1. On the question of insurance cover the Insurance Officer for the Council has said that volunteers undertaking duties AS AGREED with the Council will be covered during weather emergencies.

2. The Council will carry out a risk assessment of the tasks to be carried out and provide training and equipment.

3. Only activities agreed in advance will be covered by the Council. These activities should be listed along with details of training provided to volunteers and equipment provided.

4. There should be a register of the main volunteers who would act under the direct instruction of Council staff. This would seem to suggest that Council representatives would be present during such an emergency.

5. Gavin confirmed that the provision of the Watergate barrier would not prevent permanent flood prevention works being carried out once Kemnay had been declared a PVA and a Flood Risk Assessment being conducted.

6 Emergency Plan production

Action: Alastair agreed to start work on the plan for Kembhill Park and to share drafts as they become available; progress to be reviewed at the KPFGB January meeting.

Ken reported that he had spoken with Alastair but that he had not been able to make progress with this work so far. This item was carried forward to the next meeting.

8 AOCB

1. KPFGB logo

Action: Jim to produce a compliments slip and circulate to committee members.



Jim has produced a template which he has shared with Ken. Additions have been suggested which Jim will implement and then share with the group.

New Action: Jim has agreed to add contact details to the slips and to share the finished product with committee members.

2. Domain kpforg.org.uk

Action: Jim to take this forward.

This has been done – Jim’s company RuachOnline Ltd has donated the domain **kpforg.org.uk** for the groups use. No further action needs to be taken until a web hosting account is set up when this will become the web address for the site and can also be used for email addresses where needed for Committee members.

3. Approaching Michael Christie and/or Douglas Bain about land ownership.

Action: Jim to take this forward.

No action taken to date

New Action: Jim to progress this matter before the next committee meeting.

4. What resilience work can be done without SEPA permission or Planning Consent

Action: Helen to take this forward and report back.

Helen reported that she has found some useful information about steps that can be taken by householders without the need to have planning permission. A wall no higher than 1 meter can be built by householders to protect their property without planning permission – but this would need to be of a robust construction that could survive the pressure of flood water during a flood event. It was felt that this information was very useful and should be investigated further. Helen was asked to share the sources that she had identified so that the group can follow them up.

New Action: Helen to share what information she has uncovered, others to investigate further as appropriate.

4. Funding from Garioch Partnerships: John

John reported that KPFGB has been allocated a grant of £750 which will be presented at the Fly Cup in Inverurie on Monday 23rd January. John and Ken will attend the evening to receive a cheque – others are welcome to also attend. This award was considered to a very welcome contribution towards the



Group's start up costs and will be helpful in obtaining protective clothing and equipment to help the group progress with its objectives. The Committee will discuss priorities for utilising this fund at the next meeting.

Action: Ken and John to attend the event, other committee members are also welcome to attend if available.

5. Production of Emergency Plan and Recruitment of Flood Wardens- update Alastair

Ken said that Alastair had told him that this work has not been progressed as yet. Ken said that the drafting of an emergency plan was behind schedule and we need to find a way to get this done as soon as possible. Ken proposed making this item the core business of our next meeting.

Action: Jim to add this item to the agenda of the February Meeting.

6. Allocation of tasks in relation to the Emergency Plan and organisation of KPFGB work – paper previously circulated. (Ken)

Ken has produced and circulated a list of tasks which he has suggested need to be allocated to group members as part of the emergency plan but also to improve the running of KPFGB. In order to get through other matters on the agenda Ken proposed this topic be carried forward to later in the meeting. This was agreed.

7 Review of list of members who don't have Email (Jim)

This issue was discussed earlier, see item 4(j) above.

8 Update on drain cleaning (Jim)

This matter was discussed earlier, see item 4(q)

9 Review of Rotary Pump test and next steps (Jim)

Jim gave an overview of the work that he had done to test the pump. He described the process of setting it up and also testing it at the river. He referred to the short report that he had circulated and said that he is in the process of writing documentation so that anyone can operate the pump.

Jim indicated that it would be useful to have the hoses improved so that the input hose was shorter in length and also to have quick release joints fitted to the sections so that they can fitted together if needed and to connect to the pump more easily and quickly. This proposal could form the basis for a further funding request. He said that it would also be possible to coordinate our emergency response with the Milton Meadows group as we can share hoses.

Action: Jim to complete investigation in quick fit joints and present requirements to the Committee for further consideration.

Action: Jim to arrange training for any volunteers who are willing to be pump operators. This to be done in collaboration with Milton Meadows Flood Group.



10. List of volunteers to deploy Watergate when needed (Ken)

Ken has been collecting a list of volunteers to carry out this task. The list can be added to and will be used in conjunction with the Emergency Response Plan when that is complete. Ken asked if any other volunteers are known to committee members these should be given to him for inclusion on the list. Ken said that he would welcome assistance in chasing up mobile 'phone numbers and other contact details for people on his list. Helen agreed to take on this task.

Action: Give names of any prospective volunteers to Ken. All

Action: Helen agreed to collect contact details for people on Ken's list.

11. Feedback from KCC- Irene. Response from Council to request for Kemnay Flood Risk Assessment, Insurance, SFF training etc. (Irene)

1. Irene indicated that there had been no decision for KCC's to proceed with FRA.
2. The issue of insurance has been resolved as far as slips, trips and falls are concerned for volunteers acting under Council direction. Handling the Watergate barrier would require different arrangements to be in place. (See item 5 above)
3. Irene said she is planning to go ahead with a MM-RCG multi agency meeting in the first instance as their requirements are different to KP. To combine such a meeting with KP would result she felt in an all day meeting given that KP's meeting with SW/AC in November went on for over two hours. The objective of the meeting would be to get all the relevant agencies sitting round the same table to confirm responsibilities. (Discussion took place about such a meeting for KP but it was felt that it would be best to wait and see how the MM-RCG meeting went and then decide if it was appropriate. Jim also thought that there would have to be a specific reason for calling such a meeting).
4. Irene mentioned the MM river monitoring project which is still a work in progress but it is hoped will be on the KCC website in due course.
5. Milton Meadows are awaiting promised donation of a shipping container.
6. Irene has made a request to the Council regarding storing sandbags at appropriate site (s)
7. Discussion took place about the meeting Irene attended which had been organised by the Council in October which looked at lessons which could be learned from the events of last January. The majority of people attending, which included representatives of different Community Councils in Aberdeenshire and flood victims had been critical of the lack of planning by the Council and other bodies to deal with such an emergency. Summaries of what had been learned had recently been sent to participants and circulated by Ken to members.



8. Irene mentioned that KCC was developing a plan so that volunteers who wanted to help others during an emergency could be put on a list and they would then be covered by the KCC arrangements with the Council. Once KP have a plan in place with a list of volunteers in their own plan, it can then be sent to KCC to be registered in the Kemnay CRP, endorsed and sent to AC to be an official plan which will be held by official groups and emergency services only.

Due the lateness of the hour Ken suggested that discussion on his paper about tasks to be shared with committee members be deferred to the next meeting. In the meantime he asked however that if anyone was willing to take on any of the tasks that they let him know.

12. AOCB

1. Ken asked if anyone was interested in defibrillator training. Irene mentioned that details were on the KCC website.
2. Ken said there were a number of outstanding questions which had been raised by the committee in relation to the deployment of the Watergate barrier and agreed to put together an e-mail for the committee about these.
3. Jude raised the question of Paul's proposed meeting with Rosanna Cunningham and asked about contacting the local MP Stuart Donaldson in order to raise our political profile.
Action: Helen agreed to take this forward.
4. Ken asked John about the SFF survey he had been working on. John indicated that he had been called back to work and had not had time to complete the task but that it was in hand.

Date of next meeting

15th February 2017