



## DRAFT AGENDA FOR KPFG Committee MEETING 16/03/2017

1. **Apologies and welcome**
2. **Minute of meeting 15/02/17, approval and circulation**
3. **Sleeping Dragon Art Project**, discussion with Sanctuary Housing representatives, Tamara Forgie-Watt and Eleanor McEwan
4. **Matters arising from previous minutes-**

**a) Contact with Stuart Donaldson, MP**

**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.

**New Action:** Paul to contact Rosanna (Cunningham) and report back to the next meeting.

**b) Letter to Alexander Burnett, MSP**

**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.

**New action:** As Alistair was not present at tonight's meeting it was agreed to carry this item forward to the next meeting

**New action:** Jim to add the item to next meeting agenda.

**c) 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.

**New action:** Paul hopes to secure a grant of £100 per year going forward. This will be confirmed at the next meeting.



**New action:** Jim to circulate the URL for the site. Committee members to review and offer comments/suggestions for improvement.

**New action:** We need to find a volunteer to take this on going forward. This should be progressed once the site is up and running.

**d) Application for Charitable status:**

**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)

**New action:** Jim to complete the forms and get them reviewed by Aberdeenshire Voluntary Action (AVA).

**e) KPFG membership:**

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

**New action:** Committee members are asked to do their best to recruit new members.

**f) Collection of data on house damages:**

**Action:** Jim agreed to draft a letter to collect total value of damages caused in the January 2016 flood and share it with the group – once approved this will be sent out to residents who had been flooded.

**New action:** Jim to progress this matter when time permits.

**g) Meeting with David Fyfe, Fetternear Estate:**

**Action:** Jim agreed to go back to David Fyfe to discuss setting up such a meeting (with Riparian owners).

**New action:** Jim to keep in touch with David Fyfe and keep committee members informed.

**h) Drain cleaning:**

**Action:** Jim to write to the roads department (about drain cleaning) and also raise a case on the Council web site.

**New action:** Ken to write to Aberdeenshire Council and send photos of the drains and debris on the path.

**i) Complimentary slips:**



**Action: Re Contacts Slip for KPFG** - Jim has agreed to add contact details to the slips and to share the finished product with committee members.

**New action:** Jim to finalise and make copy available to John MacNicol who will then photocopy a number of sheets.

**j) Rotary pump:**

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

**New action:** Jim to complete this work and present his findings to the next committee meeting.

**New 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.

**k) Letter to Stuart Donaldson, MP:**

**Action:** Helen and Ken have worked on a letter to Mr Donaldson – this has been sent and they are awaiting his response.

**l) Funding from Garioch Partnerships, purchase of equipment:**

**Action:** Paul to provide web site link for committee members to review.

**Action:** John MacNicol to write to Colin Gray (re PPE supply from AC).

**Action:** Jim to obtain prices from John Smith and Sons, Peterhead for Hi Visibility clothing, etc.

**m) Production of Emergency Plan and Recruitment of Flood Wardens:**

**Action:** It was agreed that committee members should read the document and feed comments back to Alistair in order to produce a final version. This will then be published on the KPFG web site. Ken asked if committee members would consider if there are other tasks which need to be added to the document.

**Action:** Ken to write to Steve to see if he would be willing to do the risk assessments associated with the plan.

**n) Allocation of tasks in relation to the Emergency Resilience Plan and KPFG organisation:**

**Action:** Jim to get an announcement made in Church (asking for volunteers to help KP residents in an emergency)

**Action:** Jim to approach a local resident to ask about his volunteering to operate the Rotary pump in an emergency.



**Action:** Jim to setup Twitter account and Facebook page and link to the KPFG web site.

**o) List of volunteers to deploy Watergate when needed:**

**Action:** Helen to make contact with individuals on the list and obtain relevant contact details.

**p) Distribution of SFF booklet and insert:**

**Action:** Ken asked that if there any problems about delivery to let him have the copies back and he would arrange for their delivery.

**q) SRUC Survey:**

**Action:** Jim to keep in touch with the SRUC individuals involved (in survey of those affected by flooding) and report back to the committee as appropriate.

5. **Feedback from KCC-Irene**
6. **KPFG resilience plan- Alastair et al (papers previously circulated)**
7. **Watergate flood barrier update-Ken**
8. **Attendance at KCC meeting 30/03/17**
9. **AOCB**
10. **Date of next meeting- Thursday 20<sup>th</sup> April 2017**