

Minute - KPFG Committee 15/02/2017

Present

Ken Ledingham
Jim Buchan
John MacNicol
Paul Hendy
Helen Chalmers
Irene Ferguson

Apologies

Jude Galas
Tamara Forgie-Watt
Alastair Gill
Steve McGill

1. Apologies and welcome

Ken welcomed those present and offered apologies for those who could not be present.

2. Minute of meeting 19/01/17

The minute of the last meeting was approved; Proposed by Helen Chalmers and Seconded by John MacNicol

3. Matters arising-

From Previous meeting, Matters Arising

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.

Paul had not followed this up but did say in response to a question from Ken that Rosanna Cunningham, MSP is the best person to take our case forward. Paul said he would be happy to be in touch with Rosanna as he knows her personally – it was agreed that he should proceed with this contact and that no approach needs to be made to Stuart Donaldson by him.

Action: Paul to contact Rosanna and report back to the next meeting.

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.

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

Action: Jim to add the item to next meeting agenda.

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.

(see item in main agenda)

Paul reported that he thinks that funding should be available to cover the costs of operating a web site. He agreed to source funding to the amount of £100 per year – costs are estimated at £69 per annum for the Web hosting package and £9 per year for the domain registration.

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

Jim explained that a web site has been established using GodsWeb and that he will circulate the URL to all committee members for comment and approval – there is minimal content on the site at present but committee members should look at all pages to review and comment of any required edits. It would be good if we can delegate the job of editing the site to a volunteer – Jim will be happy to offer training.

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

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)

Jim reported that he has looked at the application forms for both standard charity and SCIO registration. The procedure seems to be similar for both approaches. He feels that we should pursue an application on the basis of a standard charity as there does not seem to be any advantage

for KPFG to pursue SCIO status. It was agreed after discussion that this was the best way to proceed. Once application is completed it will be taken to AVA for comment and approval before sending to OSCR.

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

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

Ken made a plea for more effort to be made to recruit new members and collect money from those members whose fees had not been collected as yet. Some committee members have been engaged in this work and a few new members have been recruited and membership fees obtained. Helen agreed to visit members to collect outstanding fees but felt the task of recruiting new members needed to be shared out amongst committee members. This was agreed.

Action: Committee members are asked to do their best to recruit new members.

New 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.

This has not been progressed – Jim will keep it on the Action list with a view to completing this work. Helen asked if residents need to contact their insurance company to find out what the final bill was. Helen also mentioned that she thought that the cost to repair her house was about £60k which she thought was excessive.

Action: Jim to progress this matter when time permits .

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

Jim has been in touch and awaits a response.

Action: Jim to keep in touch with David Fyfe and keep committee members informed .

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

Jim wrote to the Council about this matter providing a map showing where the drains were located on the circular path as well as sending photos. Ken has since picked this action up and written to the Council again as the work had still not been carried out despite their saying the drains in KP had been cleaned. Ken had a look today and it seems that some of the drains have been worked on and cleaned but there is now new sand and gravel on the path around them which could easily get washed back into the drains if it rained heavily. It was agreed Ken would write again to the Council with photos of the debris on the path.

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

New 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.

This has been done – to be finalised once email address procedure has been agreed.

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

Main Agenda

Action: RE – kpfq.org.uk - Jim to take this forward – see item on website in main agenda.

This has been dealt with as discussed earlier in the context of the web site. Web site is www.kpfq.org.uk and email address are Chairman@kpfq.org.uk, Secretary@kpfq.org.uk, Treasurer@kpfq.org.uk and info@kpfq.org.uk

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

New Action: Re: Land ownership around Kembhill Park - Jim to progress this matter before the next committee meeting.

Jim has spoken to a retired law lecturer who is of the opinion that the documents we have received from the Scottish Land Register confirm the Council does own the land on which the bund is built. There are other documents which are referred to in the Registrar's reply which we should try to obtain if we ever need to use this documentation formally.

No further action is necessary at present – but the SLR papers will be kept on record.

New Action: Re: what can be done without planning permission - Helen to share what information she has uncovered, others to investigate further as appropriate.

Helen had indicated that it is possible for house owners to build a wall on their property up to 1 meter high without planning permission. If we wanted to build a wall round KP we would need to own the land on which such a wall was built. John commented that the Council had indicated previously that there would be a need for an engineering study to be carried out to ensure such a structure did not make matters worse. if it collapsed during a flood event.

Ken indicated that Tamara Forgie-Watt had mentioned that a colleague from Sanctuary Housing who had knowledge of applying for funds to create an art work which might also act as a flood barrier could come to one of our meetings to discuss what could be done. It was agreed that Ken write to Tamara to invite Eleanor McEwan to be present at a subsequent meeting.

Action: Ken to write to Tamara to get this scheduled for the next meeting.

Action: Re: Invite from Garioch Partnerships to attend an event to receive a cheque for startup funding. Ken and John had agreed to attend the event.

Ken and John attended the presentation and received a cheque for £750. John reports that we now have nearly£950 in the KPFG account.

Action: Re: Production of emergency plan. Jim to add this item to the agenda of the February Meeting (see main agenda).

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

Jim said that he has been looking into this and has identified quick release joints to make the hoses easier to connect to the pump. Jim said he will complete this investigation and bring costings for approval at the next meeting. Ken indicated that a group of volunteers who knew how to operate the pump will be needed in due course.

Action: Jim to complete this work and present his findings to the next committee meeting.

Action: Re: pump - 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.

See last item which will come later.

Action: Re: Writing to local MP Stuart Donaldson. Helen agreed to take this forward.

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

Ken added that he wrote to Alexander Burnett, MSP about getting confirmation that Scottish Water has a legal obligation to protect private properties from flooding. Mr Burnett had previously been told by the CEO of SEPA that Scottish Water had such an obligation. Mr Burnett has since contacted the CEO of Scottish Water who has written back to say that Scottish Water does not have a legal obligation to build flood barriers to protect people's properties from flood waters. Scottish Water has however pointed out that if there was evidence of sewage entering people's houses through their toilets and sewerage system this would be a matter for them to investigate and remedy. In view of this response it was felt that there was no point in pursuing this matter further.

4. Funding from Garioch Partnership: Attendance at presentation of funding – John/Ken

John indicated that the application to Garioch Partnerships was for funds to buy high visibility waterproofs and other equipment which which KPFG committee members and volunteers might need in the event of a future flood event. There was a feeling that before we went ahead and purchased such items ourselves at this point we should make the Council aware of what was needed to see if they are planning to provide any such equipment along with the Watergate barrier. It was suggested that such items can be obtained at relatively short notice and there was no great urgency to obtain them at present. It was agreed that we should write to Colin Gray, Emergency Planning Officer at Aberdeenshire Council to confirm what provision might be made by the Council.

Paul indicated that he has a web link to a site for resilience support equipment which he will make available to group members. He said that this site offers very competitive prices for high visibly clothing etc. Jim also spoke about a company in Peterhead which can supply such goods at short notice.

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

Action: John MacNicol to write to Colin Gray

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

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

Ken indicated that Alistair has done an excellent job in drafting the KPFG resilience plan and said that it needs to be reviewed by committee members who should feed back comments to Alistair in the first instance. This was agreed.

Ken thought we need to be explicit in the plan when referring to either the KCC Resilience Plan or the KPFG Resilience Plan and any roles which are duplicated in the two groups such as Co-ordinator or Focal Point . This was agreed.

Jim proposed that a small subgroup be setup to go through the document in detail rather than the whole committee trying to do so. This was agreed.

Ken asked if we should consider at this stage which committee members will fulfil the roles envisaged in the execution of the plan. It was agreed that this should be our next step once the plan detail has been finalised.

Jim suggested that we should have two people allocated to each critical role to make provision for people being on holiday or unavailable for any other reason. This was agreed

Ken asked who should do the risk assessments for tasks which are going to be necessary in implementing the plan. Was this the job of the Council or KPFG?

It was agreed that we should definitely complete risk assessments for all critical tasks going forward. It was suggested that Steve (who was not present) should be approached as he may have some expertise in doing risk assessments.

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.

6. Update - Allocation of tasks in relation to the Emergency Resilience Plan and KPFG organisation. (Ken)

Ken has produced an initial list of volunteers who had indicated their willingness to deploy the Watergate barrier and undertake other tasks associated with an emergency. There was some discussion about people who need to be added to the list. Helen had agreed to help complete the list by making contact with individuals on the list and obtaining relevant contact details.

Irene said that KCC will be making an announcement in the Kemnay News Letter asking for volunteers to help out in the event of an emergency.

Jim was asked if he could get an announcement made in church asking for people to volunteer who live elsewhere in the village.

Ken asked Jim if he thought it might be a good idea to approach a resident in KP who had experience of operating pumps similar to the one donated by the Rotary Club with a view to his volunteering to be a member of the pump team.

Action: Jim to get an announcement made in Church

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

Ken indicated that we need people who have first aid training. Jim said that Dr Sheila Simpson will be fulfilling this role at the Church Centre. It was felt that it would be good to have First Aiders in KP who can be deployed in the community if it was required.

Jim suggested that we should prepare to use social media such as twitter and facebook to mobilise the community in the event of an emergency. It was agreed that this would be a good thing and that we should setup a twitter account and facebook page as needed. We should also get these facilities well established so that they can be as effective as possible in the event of an emergency.

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

Ken spoke about his paper listing tasks which he thought required to be carried out to improve the running of KPFG. It was suggested that the list Ken had prepared of people who are still not members was too big for one person to tackle yet we need to get these people recruited. It was agreed that we should discuss this matter at the next committee meeting when hopefully there would be more people present.

7. Update - List of volunteers to deploy Watergate when needed (Ken)

This matter had already been covered.

8. Web site developments and Domain (Jim)

Dealt with earlier

9. Feedback from KCC- (Irene)

Irene indicated that she had met with Colin Gray, Emergency Planning Officer for Aberdeenshire Council. They had talked about the training which the Council will provide for lead co-ordinators which will be of 1.5 hours duration. KPFG can nominate two participants. Jim and Ken were nominated to attend. Irene also spoke about the siting of sandbags in various locations in the village. Storage locations for sandbags are being considered by the council

Irene said that dye testing is to take place from the drain at Victoria Terrace to trace the source of pollution which is travelling down through the drains to the River Don at Milton Meadows. It was thought that this line may also have been the source of some of the flooding. Test results are awaited.

10. AOCB

1. SFF survey progress, John.

John reported that this work is in hand but had nothing new to report at this time.

2. Distribution of SFF booklet and insert. (Ken)

Ken asked if members had been able to deliver the leaflets to KP residents. It was indicated that there are some still to be delivered. Ken asked that if there any problems about delivery to let him have the copies back and he would arrange for their delivery

3. Newspaper article 26/01/17 (Ken)

Ken drew the groups attention to a P&J news paper article which provided information about the Councils purchase of the Watergate temporary barrier for Kembhill Park.

4. SRUC Survey (Jim)

Jim reported that two people – a lecturer and final year student from the SRUC, Scotland's Rural College had visited Kembhill Park recently and planned to do a survey of people whose homes were flooded. Jim offered to keep the committee informed about this initiative if the committee agreed that it would help KPFG by promoting the survey and encouraging residents to take part. Committee members said they were interested to see this survey completed, especially if it reveals data that may be useful in our work. It was agreed to lend KPFG support to this proposal.

Action: Jim to keep in touch with the SRUC individuals involved and report back to the committee as appropriate.

Date of next meeting

Thursday 16th March 2017