



## DRAFT Minute KPFGB Committee

Meeting 16/03/2017

### 1. Apologies and welcome

#### Present

Ken Ledingham (Chairman)  
Jim Buchan (Secretary)  
John MacNicol (Treasurer)  
Alistair Gill  
Jude Galas  
Tamara Forgie-Watt  
Guest Speaker - Eleanor McEwan

#### Apologies

Paul Hendy  
Helen Chalmers

2. **Minute of meeting 15/02/17, approval and circulation** – The minute was approved. It was agreed to circulate the January minutes to KPFGB members and to draw their attention to the new KPFGB website where minutes and other information would be posted from now on.

3. **Sleeping Dragon Art Project**, discussion with Sanctuary Housing representatives, Tamara Forgie-Watt and Eleanor McEwan

Tamara introduced Eleanor McEwan who has obtained information about what might be possible in the way of an art project on the wild flower garden site. Eleanor said that if this was seen as a flood barrier it would be very difficult to fund but if it was classed as an art project then funding is possible. We would need an artist to invent a concept but the artist also needs to have structural awareness and experience and know what materials are needed etc. We would need to find the right person to do this work.

Eleanor said she started looking at the various funds. The Lottery Award for All fund gave up to £10,000. Another fund, Medium Grants for Leisure Activities gave £10,000 - £150,000. Eleanor said that we would need to have community involvement in such a project and that perhaps the primary school could provide input at the design stage and residents could be involved at the build stage. She said that for an art installation planning permission might be needed. Some discussion took place about how this project could be framed so as not to have it seen primarily as a flood barrier.

Eleanor said that it is more difficult to get funding in a nice location such as Aberdeenshire, deprived locations obtain funding much easier.



Such a project she thought would cost up to £100,000 pounds with £50,000 for construction. Eleanor will inquire around her contacts to see if anyone knows who might be good for this. Eleanor also agreed to pass on details of funding sources.

Up to £1000 might be available from Sanctuary Housing this year to get the project off the ground but local Sanctuary tenants would need to be involved to ensure this contribution. Perhaps a larger amount in the next financial year would be available as larger sums are allocated early in the year.

An ideal way to proceed would be to identify an artist to discuss the basic concept. Once an outline idea has been formed the next stage is to form a funding application. We would need to go through various stages to make this a viable project. The following might be the stages we need to go through.

- 1 Form basic idea
- 2 Find an artist
- 3 Identify how the community will be involved – residents, schools etc.
- 4 Develop a project design
- 5 Form an application for funding
- 6 Secure funding and execute the project.

Eleanor suggested it would take some time to get through all these stages but she is willing to provide advice and guidance throughout the process. Eleanor was thanked for her advice and departed at this point.

**Action:** Jim agreed to ask if there would be any interest at the Academy to be involved in a community art project.

**Action:** Eleanor to provide details of various funding sources and requirements for our consideration.

**Action:** All committee members to consider who might be approached to provide input to such a project and to make initial contact with folk they knew might be interested.

#### **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.*

Paul's response had been circulated to committee members. Paul has asked if the group has any specific points that he should include in his discussion with



Rosanna Cunningham. Ken has written back to Paul giving him a list of the points which have been discussed previously. It was felt that since the SNP conference was taking place soon that this might delay a response.

#### **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.*

Alistair reported that he is still in the process of drafting the letter but will get this finalised for the next meeting in April.

**Action:** Alistair to complete draft letter.

**Action:** Jim to add this to the agenda for the April meeting.

#### **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.*

Jim commented that he is happy to develop and maintain the site for now. In the long term he said that it would be good if a volunteer could take on the role of Webmaster.



Paul had indicated that Tesco and Asda have funding schemes which might provide a useful source in this context. Jude agreed to take this forward by making enquiries at both Tesco and Asda. Other similar sources of funding were suggested. Jude will report back to the next meeting. Jim also mentioned that the site has had some modifications including a link to the Milton Meadows site where they have implemented a flood predictor facility. The Milton Meadows site also links back to the KPFGB site.

**Action:** Jude to investigate funding sources and report back to the next meeting.

**Action:** Jim agreed to issue details of the website to the local community via a Mail Chimp update.

#### **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).*

Jim commented that he had no progress to report other than he has the forms and has looked at them. He will try to get them filled in and then take to AVA for their scrutiny before submitting an application to OSCR.

**Action:** Jim to try to get these forms completed and have AVA comment on them before submitting.

#### **e) KPFGB 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.*

Ken managed to knock on some doors. John to make sure that he gets forms completed for members when fees are paid.

It was noted that there might be a need for updates to the membership data base. Ken agreed to send a list of any adjustments needed to Jim for action.

**Action:** Ken to advise Jim of any changes needed

#### **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.

No progress – still on the to-do list.

**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.

Jim is awaiting reply to email.

**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.

Ken has been taking this forward and continues to monitor the situation. It is evident that some cleaning has been done but there is no sign of the path being cleared of over grown grass or other drains uncovered. After discussion, it was agreed that we should continue to raise the issue with the Council to fully address our concerns.

**Action:** Ken to write to the local councillors to see if this might get action.

**i) Complimentary slips:**

**Action: Re Contacts Slip for KPFGB -** 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.

This action has been completed.



**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.

No further progress as yet.

**Action:** Jim will keep this on his to-do list.

**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.*

Helen wrote to the MP and Ken assisted. A response was received from Jamie Wilson who is a case worker with the MP. In their reply to the MP the Council indicated that they are keen to conduct a flood study for Kemnay and are looking for ways to take this forward. Jamie's e-mail indicated that Council representatives were to attend the next KCC meeting to report on this matter on the 30<sup>th</sup> March 2017. Jamie also indicated that Stuart Donaldson is going to write to the Council to explore the possibility of a private contractor being brought in to do a flood study. We await to see how this progresses.

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

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

No progress to report.

**Action:** *John MacNicol to write to Colin Gray, Emergency Planning Officer for the Council (re PPE supply from AC).*

John has contacted Colin Gray who has indicated that he has no budget for such equipment and suggested that this needs to be followed up with Gavin Penman who has a budget. Discussion took place about issuing committee members with PPE equipment in the first instance and it was agreed to obtain costings.

Jim has asked for prices from John A Smith and Sons (who supplied the Council during the January flood event) but has no information as yet – Jim agreed to follow this up and report back.



**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 KPFGB 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.*

Ken said he wrote to Alistair and Steve about being involved in writing the risk assessments for the Plan. Alistair said he was happy to do the risk assessment after training takes place so that we know the risks involved.

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

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

Jim has not done this yet but will do it soon.

**Action:** Jim to make announcement in church about getting volunteers.

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

To be done

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

Twitter account is set up – facebook still to be done.

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

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

Ken said he was waiting for a response from Helen.



**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.*

The leaflet has now gone to all residents in KP. Remaining booklets are with Ken for distribution at Craigearn Park and Bremner Way.

**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.*

No word back at the time of this meeting.

## **5. Feedback from KCC-Irene**

Ken said that the MM flood group are doing a dummy exercise on Sunday to test their emergency response plan. Ken and Jim are both invited but as Jim is unable to attend John said he will go if possible.

## **6. KPFG resilience plan- Alastair et al (papers previously circulated)**

Alistair asked for clarification on feedback which he received on his first draft from Ken and Jim. After discussion Alistair agreed to make some changes and prepare a new draft which he would circulate.

Alistair had planned to use the Council container for the Watergate barrier in the wild flower garden as the focal point for volunteers but this is no longer possible since the Council have decided to put the container at Birley Bush. It was agreed to move the focal point to the bus shelter opposite Alehousewells Primary School.

The committee should aim to approve a final version of the plan at the next committee meeting.

**Action:** Alistair to do further work on the plan to produce a new draft and circulate to committee members.

## **7. Watergate flood barrier update-Ken**

Ken said that a recent communication from the Council indicates that the Watergate barrier is to be stored in a container at their Birley Bush depot which is near the golf course and not at Kembhill Park as originally proposed. The email from the Council indicated that they were planning to appoint a contractor to bring the barrier from Birley





Bush to KP in the event of a flood warning being issued. This would be done in plenty of time and the contractor would help to deploy the barrier and other equipment including sandbags.

If this proposal goes ahead it was agreed that we need to rethink our procedures for deployment of the barrier if the contractor was unable to get to Kemnay and KPFGB was responsible for getting it on site.

It was agreed that we need to have a “dry run” as soon as possible to demonstrate the deployment procedure.

Jude was concerned that the barrier might be used elsewhere and that Kembhill Park might not now have priority use. Ken felt this was not the case based on what the Council had indicated was being done for KP. Having the barrier stored at Birley Bush also implies that the Council will have a responsibility to bring it on site and help to deploy it.

Jim raised the point the having some sand bags at Kembhill Park in addition to the barrier as they could be useful to divert any water which got into Kembhill Park. These might prevent the sort of flooding which took place at the west end of the scheme.

**Action:** Ken to draft a letter to all relevant Council staff to seek clarification about the Council’s proposals.

## 8. Attendance at KCC meeting 30/03/17

Ken agreed to attend this meeting and John said he was also willing to attend if his work schedule allowed him to do so.

## 9. AOCB

a) Ken said that we still need to get complete contact details for all members and residents.

Jim suggested that we should approach residents with a copy of our resilience plan once it was approved and encourage them to sign-up as members. If people do not want to be a member we should ask them if they want KPFGB to have their contact details so that they might be contacted in an emergency and to ask them to complete and sign a form saying they agreed.

**Action:** Jim to produce a contact details form using one form that can work for members and non- members.

b) Some discussion took place about having another BBQ this summer. It was agreed that planning for such an event should be taken forward by members of our community rather than just the committee. It was agreed that we should ask for volunteers from the community to form an organising group and use the KPFGB mailing lists to raise awareness about this proposal.



It was suggested that we might be able to approach the Golf Club to help with catering on this occasion as last time the Church and Graham Collie provided the eatables. It might also be possible to use Graham Collie's BBQ.

This matter should be reviewed at the April meeting.

**Action:** Ken to approach some residents to see if they are willing to be involved in planning such an event.

**10. Date of next meeting-** Wednesday 19<sup>th</sup> April 2017