



**Minute
KPFG MEETING 24/08/17**

Present

Ken Ledingham (Chairman)
Jim Buchan (Secretary)
John MacNicol (Treasurer)
Irene Ferguson
Alastair Gill
Helen Chalmers
Tamara Forgie-Watt
Paul Laidlaw – Scottish Flood Forum (replacing Paul Hendy)

Apologies

Jude Galas
Steve McGill

NOTE: Items highlighted on **yellow back ground** were not dealt with at this meeting.

1. Apologies and welcome:

Ken welcomed Paul Laidlaw to the meeting.

2. Minute of meeting 22/06/17, approval and circulation:

Approved with no alterations
Action Jim to publish

3. Arrangements for AGM, 21/09/17, agenda, venue, invitations to speakers, notice to members etc:

It was agreed that the AGM is a business meeting for members of KPFG and not an open meeting for all residents in KP.

It was also agreed however that an email should go out to non-members inviting them again to join before the AGM.

The draft agenda for the AGM was agreed as follows-

1. Welcome
2. Minutes from last meeting
3. Chairman Report (Ken)
4. Treasurer Report (John)
5. Discussion about membership fee – fees to be waived the 2017-18 year for existing paid-up members as there are adequate funds in the group's account. New members to pay the £5.00 joining fee.
6. Changes to constitution.
7. Election of Office Bearers



8. Invited Speakers (10 mins each plus 5 minutes for questions)
 - Scottish Flood Forum (Paul Laidlaw) – How SFF can support KPFGB and update what other flood groups are doing across Scotland.
 - Aberdeenshire Council representative (TBC) – to talk about progress on Flood Prevention work, Watergate etc.
- SEPA speaker (TBC) – How Kemnay can become a PVA

It was acknowledged that external speakers could be invited from a wide range of bodies including Aberdeenshire Council, the Scottish and UK Parliaments, SEPA and the Scottish Flood Forum. After discussion, it was agreed that three speakers from the Flood Forum, Aberdeenshire Council and SEPA would be invited to the AGM. 15 mins would be allocated to each of the speakers, 10 minutes for their presentation and 5 mins for questions.

Two venues were discussed; the Church Centre and Kemnay Academy. In each case we will have to pay a fee for the room use.

Action: Jim to make enquiries at both venues to confirm availability and hire rates. It was agreed that we should book the Academy if it was available as this was the venue last year and parking would be easier.

Action: Jim to draft a message to Residents about KPFGB membership.

Action: Jim to draft announcement to Membership announcing the AGM – include notification that new committee members can be elected.

Action: Make copies of reports for handing out on the night (Chairman, Treasurers report and proposed change to constitution).

Action: – Ken to write a letter to the Council to request a speaker. This should include an update about Watergate and its deployment.

Action: Ken to extend an invitation to the MP's case worker Robbie Withey to attend the meeting as an observer.

Action: Ken to write to SEPA to invite a speaker to address the topic of how an area can become designated as a PVA.

4. **Watergate: See e-mails from Chairman previously circulated relating to size and location of barrier, siting of container, keys etc.**

There have been a number of letters and e-mails about the Watergate system which Ken has circulated.

Discussion took place about the height of barrier which the Council has purchased and the route which the Council seemed to be proposing. Jim said he was keen to conduct a topographical survey to ascertain the height needed along the proposed route of the Watergate. Jim has a laser level which could be used to conduct such a survey. It may also be possible to borrow a theodolite – but operating this may require more expertise.

Action: Jim will arrange to conduct the survey. A volunteer will be needed to help with the exercise.



Ken said that keys for the container are now available so we can store the pump there and gain access when needed. Ken and Jim have keys. It was thought that Alastair Gill should also have one as he is listed as the KP focal point in the resilience plan.

Action: Ken will deliver a third key to Alastair.

Containers – there are now three containers at Birley Bush including the Council/KPFG one which contains Watergate and sandbags. The Kembhill Park pump will also be stored there too.

The Council has now confirmed that it will deploy Watergate using its own contractor and that local community volunteers will not need to be involved in setting it in place. Volunteers will now only be needed to keep an eye on the barrier once it is in place to make sure it is not vandalised or stolen. It was agreed that we should arrange such supervision if it was required over a weekend or overnight.

Paul asked if we knew if there was a report produced by Aberdeen Council about the 2016 flood event. No one was aware if this had been done. Enquiries should be made to see if there was such a report.

Action: Paul to ask Aberdeenshire Council if a flood report was available.

5. SEPA, response by KPFG to letter rejecting FOI request: See copy of letter from SEPA together with e-mails to/from Andrew Bowie, MP, Alexander Burnett, MSP Paul Laidlaw, etc

SEPA have said that they do not hold information about what areas of Scotland were flooded in 2016/17 and which of these were PVAs. In their letter to KPFG and to Alexander Burnett who also wrote to them, they suggested that KPFG could write individually to all the Councils in Scotland or to each of the flood groups in the country to try to compile our own database of areas which had been flooded and their related PVA status. Such an exercise was considered beyond the means of the committee.

After discussion it was decided that we will not pursue this issue further at this time. It was suggested however that Ken should write to Andrew Bowie, the MP to ask him if he could enquire with fellow Scottish MPs to discover if their constituencies had been flooded and if they had any information on their PVA status.

Action: Ken to write to Andrew Bowie asking him to pursue this issue by liaising with his other MP colleagues on our behalf.

Action: Paul to provide a list of other flood groups with contact details so that we can consider writing to them directly.

6. Local Hero, Volunteering Support Fund and SSEN funding applications: See e-mails from SFF previously circulated.



Ken stated that we do not have a project as yet which has been sufficiently developed to qualify for an application for funding.

Paul indicated that the SSEN fund will be running for the next 5 years and if we can put together a proposal for next year we could have his assistance to compile a bid. He suggested that we should start to think about this soon with a view to specifying a project. Paul stated that such an application needs a long lead-in time and we should start work on a proposal after the AGM.

Paul also talked about the Local Hero fund which is run by Flood RE and offers awards for £10,000 (deadline Sept 28th). We can nominate an individual or even our own flood group for this award. It was felt that it would be best if we could to describe the work of both flood groups in Kemnay in the months since the Flood.

Irene stated that it has been suggested by some folk that she be nominated for the award but she said that she would prefer MMRCG to be involved in a joint bid with KPFG as we have been working together closely. Alastair offered to help put the application together for KPFG.

Action – Alistair to work on writing an application nominating the KPFG and Milton Meadows groups as Local Heroes. Alistair will share this information with Irene for the addition of Milton Meadows detail.

7. Urban Flood Resilience and CIRIA Code of Practice workshops: See e-mails from SFF previously circulated.

Ken drew attention to the information about these conferences but no one felt able to attend as they take place mostly in Scotland's central belt. He said that we do value the briefings from Scottish Flood Forum however and consider that these give us the information which would come from attending these events.

Paul asked if KPFG could provide a speaker at a national event. This suggestion was shelved for a later discussion.

8. Matters arising from last meeting:

a) Discussion with Vicky Harper, SNP Councillor:

Action: Vicky to make the new list of Councillors and Officers available to KPFG

Action: It was agreed that we should extend an invitation to the other two Ward Councillors and that Ken should take this forward.

b) Boundary walls / sleeping dragon flood defence idea:

Action: Eleanor said she would ask Alan Hanna from Sanctuary Housing to come and have a conversation with KPFG as he has experience of this sort of project.



Action: Eleanor agreed to provide information about the Empowerment legislation. She will also try to identify someone with a “good listening ear” in the planning department and refer us to this person.

Action: Ken to take “raised flower bed” idea forward and report back to a future meeting.

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.

Action: Jim agreed to approach the Port Elphinstone contractor to see if they could provide an estimate for building a similar bund which follows the route of the current Kembhill Park bund including the missing section between the sewage works and Bremner Way.

Action: Once this has been obtained Alastair will approach companies about getting a FRA done to assess the effect of rebuilding the bund.

Action: Irene agreed to approach SEPA and ask if they have a recommended specification for the design of a flood barrier wall.

c) Letter to Alexander Burnett, MSP:

Discussion took place at the previous committee meeting about the Flood Risk (Scotland) act and its current deficiency in not allowing areas which had been flooded to be automatically added to the PVA list.

Alastair had agreed to write to Alexander Burnett on the basis of that discussion and as a result we had been sent both a video and an e-mail showing the result of Mr Burnett’s questions to Roseanna Cunningham, the Scottish Government Cabinet Secretary. Ken drew the committee’s attention to the links for this information.

NB: See You Tube video at following link

<https://youtu.be/cd9YT4WU8pw?t=7467> of June 27th meeting of the Environment, Climate Change and Land Reform Committee for record of the meeting. For transcript of questions asked by Alex Burnett see page 38 of PDF file at following link. Copy of transcript already circulated to committee members.

<http://www.parliament.scot/parliamentarybusiness/CurrentCommittees/99753.aspx>

Paul asked if we could send the links again. The indication from the video is that the Government has held back some monies from local authorities which might be available for a FRA to be conducted if we were able to put a case together to apply for some of this cash. This would then help with our case for a permanent barrier. It was decided that we should ask our MSP to look into this suggestion.

Action: Alastair to write to Alexander Burnett MSP about this idea.



Action: Ken to send the video and e-mail links to Paul again.

d) Application for Charitable status:

Action: Jim/Ken to produce description of KPFG purpose

Action: John to provide a statement of accounts to support the application

Action: Jim to send the application, Office bearers and committee members to complete trustee forms and hand back to Jim ASAP.

All the above actions have been undertaken and the application is underway.
There is a 6 week period from the point of application to a decision being made .

Action: Jim will notify committee members of progress and respond to OSCR as necessary.

e) Collection of data on house damages:

Action: Jim to ask members and residents again for the information.

Action: Jim to do an email to Paul to query how the FloodRe scheme should work and to get clarification as to whether customers are having to pay for the fund by increased premiums.

f) Meeting with David Fyfe, Fetternear Estate:

Action: Jim will phone David Fyfe

g) Drain cleaning:

Action: Ken will follow-up by writing to the Council again.

Action: Ken to write to council again

h) Rotary pump:

Action: Jim to email Milton Meadows group to see if they are interested in also purchasing CamLock Connectors; this would mean we could exchange hoses.

Action: Jim to price a soft output hose.

Action: Ken agreed to get keys cut and issue to John and Jim accordingly.

i) Letter to Stuart Donaldson, MP:



Action: Ken to draft and send a letter to Andrew Bowie, the new MP for the area.

Action: Irene to check if he has a surgery in the area and will make arrangements to meet with him.

j) Funding from Garioch Partnerships, purchase of equipment:

Action: Alastair will make enquiries to see if the old handsets at his firm could be donated to KPFG.

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

Action: Jim will produce a form for people to fill their contact details and indicate what service they can offer.

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

Action: Steve to pass contact details of local taxi firm to Ken.

Ken had circulated a paper on the tasks for which volunteers would be needed. This includes supervising Watergate after it had been deployed to prevent vandalism, theft etc. It was agreed that KPFG should devise a rota of volunteers to provide supervision for the barrier but that there was a need for the procedures around this task to be firmed up. Ken had suggested that we would need a list of phone numbers to call when something went wrong.

Ken also requested that he and Alastair should meet to go over the list of tasks and try to develop protocols which could be put in place should there be an emergency. This would allow for action to take place without waiting until the event to decide how best to respond. Alastair agreed.

Action: Ken to write to Lee Watson at Aberdeenshire Council to ask him to clarify procedures around this particular task.

Action: Ken and Alastair to meet to discuss tasks and protocols.

l) List of volunteers to deploy Watergate when needed: See e-mails to /from Lee Watson Aberdeenshire Council previously circulated
See previous discussion

m) Contact details form for KP residents:

Action: Jim now has a membership form which can fulfil this purpose and will take this forward.

n) Update on Resilience Plan:



Action: Ken to tell Lee Watson that we need the barrier deployed 3 hours before predicted flooding and to ask him what he is planning to put into the tender document.

Jim suggested that we should have a committee meeting dedicated to going over the resilience plan. It was agreed that this meeting should be set up once the contractor has been appointed by the Council.

o) Attendance at KCC meeting 28th September 2017: Ken to attend and report back to next committee meeting.

p) AOCB

John mentioned that there is new Data Protection legislation coming in next year which puts more responsibilities on organisations to comply and introduces further restrictions on the holding of information about individuals. There will be greater financial fines where a data breach takes place. It was agreed to keep informed about these developments.

Discussion took place about how often we needed to meet as a committee. Alastair suggested that we move to a bi-monthly committee meetings. Jim suggested we have a monthly schedule and then drop meetings which are not needed. The latter proposal was agreed.