



Minute - KPFPG Committee Meeting

21st November 2018

Present: Ken Ledingham (Chairman), John MacNicol (Treasurer), Jim Buchan (Secretary), Jamie Urquhart, Jude Galas, Irene Ferguson

Apologies: Tamara Forgie-Watt, Paul Laidlaw

- 1. Welcome and apologies:** Ken gave apologies from those absent and welcomed Jamie Urquhart to his first meeting as a committee member.

2. Report from MM-RCG-Irene.

Following the action from the last meeting concerning the ground condition around the storage containers at Birley Bush, Irene has spoken to Sue about this. The consensus opinion is that the Council would not be interested in investing in paths etc to stabilize the ground. Irene mentioned it to Lee Watson and he agreed to look at the ground condition when he took the contractors there to collect the Watergate barrier for the trial deployment exercise. Based on what happened during the trial Irene felt that it would be unlikely the Council will take any further action. The ground looked firm enough during the deployment exercise and the contractor's lorries were able to access the storage container without any issue. This issue can be revisited in the future should circumstances change.

MM-RCG will have their annual resilience exercise on Sunday 25th September. The plan is to test the new pumps that they have purchased with recent grants. KPFPG is welcome to send a couple of observers. There will be about 10 volunteers present. The exercise will include timing of the various procedures which are included in their plan.

The MM-RCG River Monitoring System is active and has been for some time – Aberdeenshire Council provides the running costs. This system can be accessed from links on the MM-RCG, KPFPG and KCC websites. MM-RCG now has a live feed camera which monitors the river condition.

MM-RCG has 4 hand held Motorola radios for communication purposes during an emergency event. KPFPG also has a set of similar walkie-talkies which should be compatible with the MM-RCG ones. It was agreed that if it was not possible to test the KPFPG radios



during the MM-RCG exercise that we should test them out with MM-RCG in the near future. Jim and Irene agreed to liaise to do some tests to confirm that we can communicate between Kembhill Park and Milton Meadows using the radios.

Irene has been asked if she was willing to act as liaison from the two flood groups to KCC and it was agreed that KPFPG was happy for her to maintain this role.

3. Minutes of last meeting, 23-08-18: Approval and circulation.

The draft minute which had been circulated to committee members via email was approved.

Action: Jim to publish minute on the web site, John to deliver paper copies to people who do not have email.

4. Matters arising:

a) Report to Garioch Partnerships: Update- John

John has not been able to complete this work as yet but it is in hand. All data has been collated along with photos of purchased equipment. John aims to have the work completed by the end of this week. Ken asked John if he can submit the report asap and also ask if there is any chance for KPFPG to apply for a further grant. John said he has used up all of the Partnerships grant purchasing additional flood bags.

Action: John to complete and submit the report to Garioch Partnerships

b) SEPA PVA Consultation: Update-Ken

Ken had emailed Steve MacFarland at SEPA to seek an update on progress with Kemnay being awarded PVA status. He had indicated that he expected Kemnay to be granted PVA status when their report was submitted shortly to the Scottish Government and we should know the result towards the end of 2018.



c) **Watergate: Update-Ken**

Ken suggested that we leave this item to the end of the meeting to allow for more discussion. All agreed.

d) **Rotary pump: Update-Ken**

The trial event suggested for the 14th October did not happen as it was not possible to make the arrangements in time with the person who is currently storing the pump. It was agreed to organise a pump test on Saturday 24th 2018 9.30am and to let KPFPG members and KP residents know about the event. Ken will speak to the person in whose garage the pump currently resides to confirm access to the pump for this date.

Action: Any member of the committee who wants to find out how to operate the pump should attend this exercise. Details to be confirmed by email once all arrangements are in place.

John said that he has an inventory of all the equipment which has been purchased or donated to KPFPG. It was agreed that we should mark all items with "KPFPG" and a unique reference number. John and Ken agreed to take this action forward. John to pass inventory to Jim for storage on 0365.

Action: John/Ken to see to this task.

e) **Desktop exercise: Update -Ken**

Ken has sent a copy of the CRP to Paul Laidlaw to allow him to plan a desktop exercise. The CRP has also been published on the KPFPG website.

It was agreed that we need to set a date for a desktop exercise which we would ask Paul to facilitate. Ken said he would contact Paul to discuss timing for the event which might take place in January 2018.

Action: Ken to confirm availability of Paul and to inform the committee of arrangements as they progress.

f) Resilience Plan: Update Jim/Ken.

The CRP has been finalised and published on the website. Work now needs to be done to add names to the various appendices. We do have lists of volunteers which are stored in O365. These will need to be reviewed in case people have moved away.

Action: Further discussion is required to decide who will carry out this work.

g) Fund raising: Update-Ken (result of applications to SSEN, Post Code Lottery Fund and Amey/Arup)

Ken indicated the following-

- The application to SSEN for £20k was unsuccessful.
- The application for £20k to the Post Code Lottery Fund is still in progress with a response due this month. We should hear about this soon.
- An application to Amey/Arup for a grant of £500 is still outstanding.

Arising from a previous meeting it had been agreed to arrange a meeting between Ken and Tamara to investigate further sources of funding through the 'grant finder' website. This meeting has not taken place as yet.

Action: Ken to follow-up with Tamara.

5. Minutes of meeting 19/04/18: Approval and circulation.

Following approval of these minutes at the last meeting it was indicated that they needed to be posted on our website and paper copies provided to those who needed them.

Action: Jim to add minutes to the KPFPG web site and John to circulate paper copies to those without e-mail.

6. Matters arising from last year's AGM:



The Draft AGM minute was approved and can now be published on the KPFPG website along with other relevant reports.

Action: Jim to update website.

7. Issues arising from KPFPG AGM 2018:

a) Collection of membership fees

Some fees were paid by people attending the AGM. In total about 20 people have paid their fees for the current year and 23 have still to pay.

To collect unpaid fees it was agreed to do the following-

- Firstly to send a mail chimp e-mail to members advising them that membership fees are due.
- Follow this up with letters through member's doors with the option for people to put their membership fee through John's letter box.
- Committee members to visit member's houses to ask for the fee.
- If all this fails then those who have not paid will have to be removed from the membership list.

We hope this will lead to everyone paying the £5.00 and secure their membership for the current year up to the 2019 AGM.

Action: Jim to do mail chimp email and produce a letter to put through member's doors.

b) Report to OSCR

Jim to meet John to get documentation of the accounts finalised.

Draft Trustees report has been written and circulated for comment to the committee (some comments and corrections were received and have been incorporated). When the accounts have been examined we can submit the annual return to OSCR.

Action: Jim to meet John to finalise the report.

c) Audit of KPFPG accounts



John indicated that he had been told Garioch Partnerships have a service to carry out an audit/inspection of voluntary organisation accounts

Action: John to contact Garioch Partnerships to progress audit/inspection of our accounts.

8.AOCB:

Action: Jim to re-issue KPFPG compliment slips with the KPFPG Charities Registration number added.

Action: Jim to complete the Annual Report to OSCR. This will require paper copies to be signed by the Trustees and then for the report to be published on the KPFPG website.

9. Date of next meeting:

Next meeting 23rd January 2019, 7.00pm at the Church Centre

Action: Jim will update the website with dates of meetings up to the next AGM in September 2019.

10. Watergate: Update-Ken

Ken reported on the trial deployment which had taken place earlier that day of the Watergate barrier and the placing of high capacity water pumps at various locations around KP and Waterside Court. Ken indicated that Briggs, the appointed contractor, had arrived with several lorries and a squad of men who proceeded to load the barrier sections from the container at Birley Bush and proceeded to transport them to KP where the barrier was quickly put together and the pumps installed at agreed places in the scheme.

Ken said that despite this being the first time that the contractor had been involved in putting the barrier together all went very smoothly and the whole

exercise was completed in record time. Discussion took place during the day about the routing of discharge hoses to make for shorter lengths of hose and more direct discharge to the river and these points it was agreed would be considered by the Council in their discussions with the contractor about how the trial went.

When putting the barrier together at KP it was noted that whilst all eleven sections which were needed to complete the barrier defences were in place an additional two sections which the Council had purchased as spares were missing from the Birley Bush container. It was not known if someone else with access to the container had “borrowed” these sections without telling the flood team or if they had been stolen by person or persons unknown. The missing sections weigh about 60 kilograms each and measure about four feet by two feet when rolled up. Discussion took place as to how the remaining barrier sections could be better protected for the future.

Concerns were raised about where KPFGB might store additional sections of barrier if our application for funding was successful with the People’s Post Code Lottery. It was felt by some members present that it was unlikely that the Council would agree to “adopt” and store three extra sections of barrier which were heavier than the existing sections due to their being higher and wider. Doubt was also expressed about the legality of KPFGB asking the Council to take over responsibility for equipment which belonged to the organisation. Ken indicated that previous discussions with the Council had indicated their willingness to consider helping KPFGB with any extra sections of the barrier which we were able to obtain but that in the light of member’s concerns he would contact Lee Watson at the Council and discuss the matter further.

Action: Ken to contact Lee Watson to discuss committee member’s concerns.

At this point in the meeting Ken showed committee members footage he had taken during the day of the trial deployment. Overall it was felt that the exercise had proved very useful and hopefully should give residents reassurance that in an emergency Briggs and the Council would do all they



could to prevent houses being flooded in KP and area should there ever be a repetition of the flooding which occurred in January 2016.

There being no other business the meeting closed shortly before nine pm.