



**Revised Minute - KPFPG Committee Meeting
22nd May 2019**

1. Present

Ken Ledingham, Jim Buchan, John MacNicol, Jude Galas, Jamie Urquhart

2. Apologies:

Paul Laidlaw, Irene Ferguson, Tamara Forgie Watt, Alastair McLennan

3. Actions arising from discussion about KPFPG resilience plan-

Jim Buchan reported that the following Actions are still in process.

1. Action:

Add web link to Kemnay Community Council plan which is on the KCC website

Jim Buchan.

Done 22nd May 2019

2. Action:

Produce a crib sheet for the Co-ordinator and Focal Point roles so that if a key person is missing another volunteer can step in. This sheet should be laminated and made available to the relevant individuals in the event of an emergency.

Jim Buchan

Draft V1.0 done 22nd May 2019

3. Action:

Revisit the church list of volunteers and potentially add/update the list. Jim to approach people at church and will add confirmed names/contact details into the volunteer's appendix.

Jim to speak at announcements time on Sunday 27th May and then to speak to each KPC volunteer and get them to complete a form with signature to cover DP and GDPR requirements.

Jim Buchan

4. Action:

Issue a MailChimp message to KP residents asking them if they would be willing to volunteer their help in an emergency and to secure their consent for KPFPG to hold their contact details.

Jim Buchan

5. Action:

Contact each current volunteer to confirm that they are happy to be involved in any future flooding emergency. Jim to modify the current volunteer's list and ask folk to identify any special skills they might have, eg first aiders, nurses etc.

Jim Buchan



6. Action:

Contact KP residents and members to ask if they have any equipment or vehicles which might be used in an emergency. This information would then be recorded on the Available Assets List Appendix.

Jim Buchan

7. Action:

Jim to talk to Safe Lift and Bredon Quarry representatives and explore use of space/provision of a container or other assistance they might be willing to provide.

Jim Buchan

8. Action:

Write to all residents to identify anyone who might need special assistance in an emergency and secure their consent to hold their contact details/type of assistance required etc.

Jim Buchan

9. Annual Review:

It was agreed to set a date for this in October each year (date to be added to the footer of the last- minute revision). Jim Buchan to make a proposal for this date and circulate it to members of the committee for their discussion/approval.

Jim Buchan

4. Report from MM-RCG-Irene.

Irene was not present so there was no report.

1. Action: Paul Laidlaw to carry out further investigation into Council budgets for flood prevention works.

As Paul was not present there was no update available on this item

2. Action: Discuss the matter of the 24% increase in rainfall at the KPFPG meeting with SEPA next week.

Ken reported that this was discussed as part of the meeting with SEPA. In addition he had shared his concerns about the results of the NFRA exercise conducted by SEPA in relation to the medium risk status allocated to the Keshhill Park area in contrast to Milton Meadows which had been classified as high risk. Information about these concerns were included in the briefing pack which had been given to KCC members as well as Councillors and KPFPG committee members. The pack is a collection of information from SEPA and other bodies which summarises key issues of concern at this time.

5. Minutes of last meeting, 20-02-19: Approval and circulation.

The minute was approved unanimously.

6. Matters arising:



a) SEPA PVA Consultation:

(from previous meeting) “it was agreed to contact the other ward councillors to update them on developments. Councillor Sebastian Leslie has indicated that he is interested in meeting with the committee as soon as possible. Ken agreed to contact the Councillor and get suitable dates for a meeting.”

This meeting took place with Ken, Jim, John and Irene present. Ken shared his information pack with Councillor Leslie and there was a wide- ranging exchange of information to bring Sebastian up to date with the flood related issues at Kembhill Park. Sebastian was very interested in what the group had to say and is keen to maintain contact. He said he would keep us informed about any relevant discussions which come up at Council meetings. Ken offered to share his information pack with committee members. Sebastian wants to establish a What’s App closed group to communicate with KPFPG and agreed to set this up.

Action: Ken to share information pack with committee members.

b) Watergate: Update

(from previous meeting) “The idea of a Just Giving website was agreed as a good way forward and Jim agreed to set this up as well as approaching people he knew in a couple of local companies.

Action: still to be carried out, Jim to take forward.

c) Rotary pump: Update.

Action: Jim needs to approach Safelift about getting storage of KPFPG equipment at their site. This item is linked to the last action listed above.

d) Desktop exercise: Update

(from previous meeting) “It was agreed that the next committee meeting to be used to mark KPFPG equipment”.

Action: Ken and Jim to mark equipment rather than take time at the meeting.

This action has been completed most equipment is now all marked and inventoried. John has some items that will also need to be marked. John has the inventory sheet and will update it as he completes the marking of his items.

Action: John to mark the items he has in his shed.

e) Fund raising: Update

Action: Ken to put any bids made by him on O365 so that other committee members can see these.



Ken has done this and all details are on O365 for applications which are being processed as follows. SSE, £10k application to purchase two Watergate sections – this application has been accepted but we await the final result. Post Code Lottery fund, £10k also for 2 sections of Watergate. Ken has also asked for £500 from the Ecclesiastical Trust for admin support.

f) Collection of membership fees: he Mail chimp campaign letter for Jim / John to post through member's doors.

Action: Jim to pass PDF version of letter to John who will help deliver these as necessary.

Action: Jim to do this ASAP pass to John and Ken for information.

Done – 22nd May 2019

g) Report to OSCR:

Action: Jim to scan and add the PDF versions to the web site and the complete the online submission to OSCR.

Jim reported that the report has been submitted and accepted. There was a note of concern about the accounts. OSCR preferred that the accounts start from the start of the Registration period in October 2018 and show a donation of any funds already in the account prior to that start date. This has been adjusted and no further action is needed.

f) KPFPG response to SFF conference

Action: Jim to forward a copy of his response to KPFPG members via Mail Chimp and add it to the KPFPG website.

To be done- Jim

g) AOCB from previous meeting:

1) Newsletter

“It was agreed that it was time to brief KPFPG members on what had been taking place since the last newsletter had been sent out.”

Ken reported that he had not managed to complete work on the newsletter as yet.

Action: Ken to complete work on the newsletter.

2) SFF Forum and Flood Re workshop: 9th of March:

Jim attended this event and said he thought it was very useful to see what other groups experience has been – no further action required.

3) Feedback from KCC meeting 24/03/19:

Ken attended and shared his briefing pack with the KCC chairman and Councillor Smith who was present. Ken and Irene indicated that they felt it was important at this time to get a strategic briefing from the Council as to what plans they had for flood prevention planning in Kemnay. Ken suggested to the KCC chairman that they invite a member of the Flood Team to speak at their next meeting and this was agreed. Ken will advise committee members if it is confirmed that a Council spokesperson will attend the next KCC meeting. Committee members can then attend the KCC meeting as observers unless invited to speak by the KCC chair. Hopefully the Council will agree to attend the KCC and provide an update on current developments.

4) Objection to Milton housing development- see e-mails previously circulated.

Ken lodged an objection and has had an acknowledgement.

5) Meeting with Alex Burnett, MSP- 13/05/19

Ken reported on a meeting he and Irene had had with Alistair Burnett, MSP. Ken had shared his information pack with Alex who was keen to help us as much as he can. He was able to complete a quick visit to Milton Meadows after the surgery but did not have time to visit Kemhill Park the same day. He promised to come back at a future date.

10. AOCB:

Ken reported on his email communication with Steve MacFarland from SEPA and drew attention to key items which were contained in the correspondence. It would appear that SEPA and the Council will complete draft flood prevention strategies for their next work cycle by Dec 2020 which they will then publish for consultation with relevant bodies. It appears likely that Kemnay will get a detailed flood study carried out in the next plan.

11. Date of next meeting:

It was decided not to meet again until August 21st unless anything happens in the meantime which necessitates the committee getting together.