



Minute of KPFGB Annual General Meeting 18th September 2019

Present:

Ken Ledingham, Jim Buchan, John MacNicol, Brian McRitchie, Jamie Urquhart, Muriel King, Alex King, Alan Knox, P Paterson, C Paterson, M Paterson, C Paterson, D Cheyne, M Cheyne, N Dugniate.

Apologies:

Jane Hanna, Tamara Forgie Watt, Helen Donkin, Lee Aitken, John Watson, Irene Cameron, Evelyn Watt.

1. Apologies and welcome – Ken Ledingham – Chairman

Ken set the scene for the evening, welcomed those present and confirmed that there were no external speakers this on this occasion.

He also gave apologies as listed above.

2. Approval of minute of AGM meeting of KPFGB 20th September 2018.

The Draft Minute for the 2018 AGM have been published on the KPFGB WebSite and reviewed by the committee who are happy to recommend their affirmation by the membership.

Approval of the 2018 AGM Minute

- Recommended for affirmation by the committee
- Approved unanimously with no abstainers.

3. Chairman's report (Ken Ledingham)

Ken Ledingham presented his report for the last 12 months providing an overview of the work that Committee members have taken forward on behalf of the group.

Ken mentioned the following topics:

- PVA Status given to the Kemnay area.
- National Flood Risk Assessment Exercise
- Kemnay PVA risk assessment
- Communications with Aberdeenshire council and SEPA
- Watergate
- Rotary Pump



- Membership
- Scottish Flood Forum
- Milton Meadows - Resilient Community Group
- Meeting with SEPA
- Grant Applications

Full details are included in Appendix 1 of this minute.

4. Treasurer's report (John MacNicol)

John presented his report highlighting the following points

We started the 12 month period with £1045 in the bank which included the grant we received from the Garioch Partnership (£750). We have been working to spend this money on items of equipment etc. We also incurred some costs for hire of the room at the academy. Alistair Gill who purchased some of the equipment on display as still to cash the cheque

- Income from new members during the 12 month period was £25
- No donations and no new grants.
- Hire of meeting room was £15.46
- Purchase of the TGP items £473 plus outstanding amount of £190.61
- Total expenditure £679.16
- Carried forward the sum of £390.84
- Diesel Pump depreciation has been set at 10% per year.
- Printed copies of the account are available at the meeting and will be published on the web site in due course.
- We do need to generate new funds.

To meet our obligations as registered charity we will need to have our accounts independently inspected.

5. Secretary Report

Jim Buchan reported on the need for the Trustees to make an annual return to OSCR. This follows the same format each year and much of the content remains unchanged. The Online return is made through the OSCR website and will contain links to the Trustees Report as published on the KPFGB website and also the audited accounts once available.



6. Election of office bearers and committee members for next 12 months.

Election of Office Bearers and Management Committee

AGM September 2019

Office	Person	Nominated by	Seconded by	Votes for	Votes against
Chairman	Ken Ledingham	Jim Buchan	John MacNicol	No objections	
Secretary	Jim Buchan	Ken Ledingham	Alex King	No objections	
Treasurer	John MacNicol	Alan Knox	Pauline Paterson	No objections	
Committee Member	Jude Galas	Jim Buchan	Ken Ledingham	No objections	
Committee Member	Jamie Urquhart	Muriel King	Margaret Cheyne	No objections	
Committee Member	Alistair McLennan	Jim Buchan	Ken Ledingham	No objections	
Committee Member	Alan Knox	Jamie Urquhart	Mr Cheyne	No objections	
Exoficio - MMRG Representative	Irene Ferguson			No objections	
Exoficio - Sanctuary Housing	Tamara Forgie Watt			No objections	
Exoficio - Scottish Flood Forum	Paul Laidlaw			No Objections	

7. Vote of thanks and conclusion of meeting. (Chairman)



Appendix 1



Chairman's report to KPFGB AGM September 2019

Introduction: This last year has been extremely busy. In March an information pack on Flood Prevention planning was put together by KPFGB and copies presented to Kemnay Community Council, our MSP Alex Burnett and the three Aberdeenshire councillors for Kemnay. A copy of the contents page of this presentation is given in appendix 1 to this report. You will see reference in this document to a number of reports produced by SEPA as well as the Scottish Government. These documents provide essential background reading for anyone interested in finding out how Flood Prevention planning is now being carried out in Scotland and how it affects residents in Kemnay.

During the year numerous meetings took place with officials from Aberdeenshire Council and SEPA as well as ongoing correspondence with these and other bodies. Co-operation from these individuals has been most forthcoming and they have readily provided information when it has been requested. Although they may not be in a position to solve our flood barrier problem immediately they have shown their willingness to be as helpful as possible.

PVA status: As most of you will be aware by now SEPA has designated Kemnay as a Potentially Vulnerable Area as a result of their review of all areas in Scotland which are at most risk of flooding. This means that Kemnay can now be considered with other PVAs in Aberdeenshire for the Council's flood prevention planning for their next work cycle which starts in 2022. Without this designation the Council would not have considered Kemnay in their plans. This is an important step therefore in achieving our ambition to see permanent flood defences built at Kembhill Park to protect housing here and in the Bremner Way/ Waterside Court area of Kemnay.

National Flood Risk Assessment maps: As part of the above exercise the Scottish Government released a series of maps showing the relative risk of flooding within PVAs all over Scotland. By clicking on the link



<https://www.sepa.org.uk/data-visualisation/nfra2018/> you will be able to gain access to these maps. The process of finding the map for each area is not all that easy but the instructions attached to this report in appendix 2 should help you to find the map for Kemnay or any other area in Scotland in which you are interested. You will also be able to see the shape of the new Kemnay PVA, as shown in appendix 3, by clicking on the PVA button which appears in the box at the top of the page at step five in the instructions.

Kemnay PVA risk assessment:

Having examined the NFRA map for Kemnay it would appear that the Kembhill Park/Bremner Way area has not been given as high a risk category as other parts of the village, some of which were not even flooded in 2016. See appendix 4 for illustration of NFRA data superimposed on Google street maps of Kemnay. These maps can also be seen on the KPFGB website under the heading “Useful Resources”

When asked about this anomaly SEPA has said that other factors were taken into account in arriving at the shading of the map but that the KP/BW area was regarded as a PVA and would receive equal treatment in the discussions which will take place with the Council over the next few months. They said that such discussions would help to clarify which areas in Aberdeenshire should receive priority attention in the next phase of flood prevention planning and construction due to start in 2022. It will be important therefore that KPFGB continues to make the case for priority to be given to Kembhill Park and Bremner Way during the next stage in the Council’s and SEPA’s deliberations. Your ongoing support and membership of KPFGB will ensure that we have the resources to continue our efforts and make our voice heard.

Contact with Aberdeenshire Council and SEPA:

Aberdeenshire Council has recently sent KPFGB a copy of their “timeline” for flood prevention planning in Aberdeenshire over the next few years. As you will see from appendix 5 the Council are suggesting that autumn 2020 would be an appropriate time for both SEPA and themselves to meet with KPFGB to discuss their plans for Kemnay. We always knew it was going to take time for the Council to get round to including us in their plans but what we keep hoping is that they might find their way to spending a relatively small sum of money to fix



our flood barrier now rather than spending £15,000 a year on a contractor for the next up to ten years before they do anything.

If the earliest construction work took place in 2024 it will have cost the Council £105,000 in standby fees never mind the £70,000 cost of Watergate itself. This sum would have paid for a bund the same size as the one which they “reconstructed” at Port Elphinstone, with a fair bit left over. This sum would have taken care of a barrier at the gap in Kembhill Park and one along Bremner Way to protect the houses there. All that is standing in the way is the red tape of SEPA and the Scottish Government who insist on an FRA being carried out before any work can commence and the need for the Council to decide which PVAs in Aberdeenshire should be given priority in the next phase of work starting in 2022. Logically it would cost the Council less in the long term if they were to start construction work now but I do not see that happening unless there is a dramatic change in thinking at all levels.

Watergate: During the year a test deployment of the Watergate barrier was carried out by the standby contractor Briggs in order to see what was involved in setting it up and putting in place three high volume pumps at various locations in Kembhill Park and Waterside Court. The test went extremely well and although this was the first time that the contractor had experience of putting the sections together the barrier was constructed within a short space of time and the pumps and outlet hoses set up in appropriate locations. Photographs and videos of the test can be seen on the KPFGB website under the heading “Useful Resources” at “Recent Posts”.

A second test deployment is due to take place in November of this year and members will be notified of when this will happen so that you can see how quickly the system can be put in place.

Rotary pump: During the year KPFGB members have tested the small portable water pump which was donated to us by the Kintore and Kemnay Rotary Club. The pump was found to operate satisfactorily on both occasions it was tested and we learned some useful lessons from the exercises.



Membership: At present there are 53 residents on the KPFGB membership list. Of these 32 people have paid their membership fee for the last year. We badly need new people to join KPFGB but it would also be helpful if those who did not pay their fee last year were to renew their membership for the coming year. We rely on membership fees to fund our various outlays since we have not been successful in attracting any grants for fund making bodies despite making a number of applications for help during the year. If you know of anyone who is not a member please have a word with them about joining.

Scottish Flood Forum: Paul Laidlaw from SFF has continued to support the work of KPFGB and has attended a number of our committee meetings. Various events have taken place during the year bringing together people from different parts of Scotland to discuss their experiences of flooding and what has happened since the floods in 2015/16. The majority of these meetings take place in the Central Belt however making it difficult for folk in this part of the world to attend. Earlier this year one such gathering took place in Aberdeen and was attended by KPFGB representatives. Feedback suggested this was a useful exercise and helpful information obtained.

Milton Meadows -Resilient Community Group: I would like to indicate here how helpful Irene Ferguson from MM-RCG has been during the year. Irene sits on the KPFGB committee as an ex-officio member and has worked closely with us in meeting and communicating with SEPA and Council staff as well as local Councillors and our Scottish MSP. KPFGB has also attended the annual dry run which MM-RCG carries out each year of its Resilience Plan with volunteers acting out the steps they would take in a real flooding emergency. I look forward to continued co-operation between the two groups in the year ahead.

Meetings with SEPA: Earlier this year a meeting took place with representatives of SEPA to discuss how improvements could be made to the early warning system which SEPA operates to warn people about the possibility of flooding. Various suggestions were made as to changes which could be made and hopefully these will lead to an improved system for the future.

Grant applications:

Several applications have been made to various fund giving bodies for assistance but unfortunately, we have not been successful with any of our applications. We will require to renew our efforts to obtain funding to help with our running costs since income from membership fees is not going to be



sufficient to meet our ongoing costs. More information on our current funding position will be contained in the Treasures report to be presented later.

Conclusion:

Recent discussions with the Council have indicated that there is a high probability that there will be a Flood Study commissioned for Kemnay in the next stage of planning. This is the first step in the process of Flood Prevention planning following our designation as a PVA and if successful this Study will lead to more concrete proposals to be included in SEPA's and the Council's work plan starting in 2022.

We will keep pushing in the meantime to make sure that Kemnay is included in the list of priority areas within Aberdeenshire and are not overlooked or forgotten.

Thank you for your support and encouragement during the last three years. Without your help we would not have achieved the progress which has been achieved. I would also like to thank all the members of the KPFGB committee for their help and support during the year. They have given freely of their time and expertise and I am extremely grateful to them.

Ken Ledingham,

Chairman,

Kembhill Park Flood Group

Appendix 1:

**UPDATE ON FLOOD PREVENTION PLANNING INFORMATION FOR KEMNAY
REPORT PREPARED FOR KEMNAY COMMUNITY COUNCIL**

Introduction- The following information pack has been gathered together to assist members of the Council and others about what is happening at the present time in the way of planning by Aberdeenshire Council and SEPA for flood prevention measures in Kemnay. The following list identifies the key reports, websites and links to further reading which need to be consulted in order to understand where we are at present and what will happen next in the planning process.



- 1. National Flood Risk Assessment maps-** The first paper in the pack explains how to access the NFRA maps on the SEPA website and provides links to further reading of materials prepared by SEPA. These papers explain how the NFRA exercise was carried out and their justification for the grading of certain areas of Kemnay as being High, Medium or Low risk of flooding within the new Kemnay PVA.

- 2. SEPA map showing High, Medium and Low risk areas in Kemnay PVA-** The darker brown colours on the map show the high-risk areas in the Kemnay PVA. Please note Kembhill Park and Bremner Way have been designated as being at Medium risk whereas other parts of the village which were not flooded have been given a high-risk status.

- 3. Google street map and satellite overlay –** Using the SEPA NFRA data the next two overlays prepared by KPFGB show in greater detail the division between the high and medium risk areas in Kemnay. The maps can be viewed on the KPFGB website at www.kpfg.org.uk under the heading “Useful Resources”.

- 4. NFRA “storybook”-** In order to explain how the NFRA process was carried out and how SEPA arrived at their conclusions they produced an online “storybook” which can be accessed using the following links-
<https://www.sepa.org.uk/media/399172/nfra-faq.pdf>
https://sepaweb.maps.arcgis.com/apps/Cascade/index.html?appid=323aefe6abcf4f859acabc_a202c30f9b

- 5. List of PVAs in Aberdeenshire-** This information comes from an e-mail from SEPA listing all the PVAs in Aberdeenshire as a result of the 2018 NFRA exercise. Previously there were 19, now there are 23. It should be noted that Aberdeenshire is only one part of the North East Scotland Local Planning District committee which is responsible for flood prevention and planning in the area. Moray and Aberdeen City are also represented on this body and have their own list of PVAs.



- 6. Map showing PVAs in Aberdeenshire-** This map can be accessed online at the SEPA website and following the steps outlined in my paper above at item one.
- 7. Map showing extent of Kemnay PVA-** This map can also be accessed online at the SEPA website and following the steps outlined in my paper above at item one.
- 8. SEPA map showing potential flooding from River Don-** This map can also be accessed online at the SEPA website and has been updated to take account of the 2016 floods. It should be noted that the PVA information on these maps have not been updated as yet so do not show the result of the 2018 NFRA exercise.
- 9. Implementation of the Flood Risk Management (Scotland) Act 2009-** This report from the Scottish Government which runs to thirty pages outlines what has been done at local and national level to better plan for flood prevention work across Scotland. There are important sections which outline what “responsible” authorities should take into consideration when planning for the next cycle of works due to start in 2022. See in particular section five. This report can be accessed on the Scottish Government website under the “publications” heading.
- 10. Flood protection appraisals: guidance for SEPA and responsible authorities-** Following on from the previous report this Scottish Government report gives detailed guidance on what factors should be taken into account in planning for the next cycle of public works. Again this report is available in full on the Scottish Government website under the heading “publications”.
- 11. Report to Infrastructure Services Committee- 24 January 2019-** This report which runs to well over 400 pages gives the most up to date information on what Aberdeenshire Council and SEPA have been doing during the 2016 to 2022 cycle in the way of flood protection work and planning. The report can be viewed on the Council website under the Council and Democracy/Committees and Meetings heading.



- 12. Page 303 from above report-** Paragraph 4.4 from this report gives an indication of when the Council require to submit plans to SEPA for works to be carried out during the next six year work cycle starting in 2022. The deadline for submissions is December 2019. It would appear that if work in Kemnay is to be included in the next work cycle that decisions will require to be made by the Council before December of this year.
- 13. Page 382 from above report-** This page has been selected for illustrative purposes and gives a summary of progress which has been made thus far on work at Inch in relation to their Flood Study and gives timescales for submission to the Scottish Government of preferred options for flood protection works. These options will require to be submitted by the Autumn of 2019. Similar information is given in the report on each of the other priority areas currently receiving attention. These are Port Elphinstone/Inverurie, Ellon, Stonehaven and Ballater.
- 14. Page 484 from the above report-** Section 56 on this page is interesting as it gives Aberdeenshire Council the power to manage flood risk in communities which may not be covered by the Flood Risk Management Plan. It is unlikely that the Council would choose to make use of this provision but it is interesting to note that they have this power.
- 15. Noah Prioritisation Tool-** This tool is used by the Council to decide on what areas within Aberdeenshire should be given priority when decisions require to be made for flood protection planning and works. The tool contains various criteria which Council staff require to consider when making their decisions. The full report can be downloaded from the Council website under reports to the Infrastructure Services Committee, 29/01/2015
- 16. Flood Risk and Coast Protection Works 2018/19-** This appendix to the above report gives the spending on all projects currently in hand in Aberdeenshire. Under the Revenue heading £15,000 has been allocated annually for the retention of a standby contractor to be available to deploy the Watergate barrier at Kembhill Park should it ever be needed for the protection of houses in the scheme and around Bremner Way.



17. Local Flood Risk Management Plan 2016-2022- This report was published by Aberdeenshire Council in June 2016 and gives the background to the current situation as far as flood protection works and planning for the North East of Scotland. The report is available on the Council website and is essential reading for anyone wanting to find out why we are where we are at the present time and what is likely to happen for the future.

18. History of Alehousewells development- Community Council members may already be familiar with the history of the Kembhill Park area but in the event that this is not the case I have included this paper by way of information. Most of the early part of the document is taken from the KCC website whose assistance is gratefully acknowledged.

Ken Ledingham,

Chairman,

Kembhill Park Flood Group

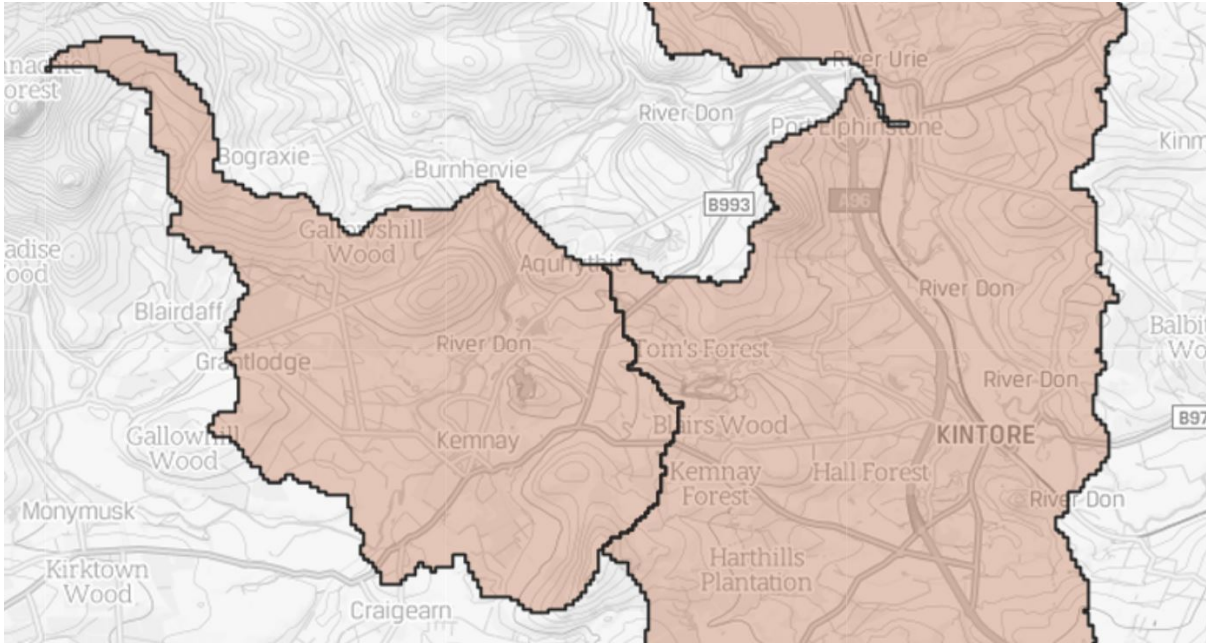
28/03/19

Appendix 2: Instructions on how to access SEPA NFRA maps:

1. Click on the link <https://www.sepa.org.uk/data-visualisation/nfra2018/>
2. Click the “accept” box at the bottom of the page.
3. Click on the “Go to NFRA tool box” at the top of the page.
4. Click the box “find my area” and insert “Kemnay” in the box.
5. On the drop-down list which appears click “Kemnay” which appears under the word “Settlement”
6. Wait for processing to take place and map to appear.
7. Above the map you will see a blue box which says “Potential Risk in your Search Area”. Place your cursor on this box. Arrows will appear.
8. Click on the arrows and the map will expand to fill your full screen.

9. Use “plus” and “minus” signs to zoom in or pull out.
10. It should be noted that above 50% magnification the coloured shading disappears which makes it difficult to see what areas are at high, medium and low risk of flooding.

Appendix 3: Map showing extent of Kemnay PVA

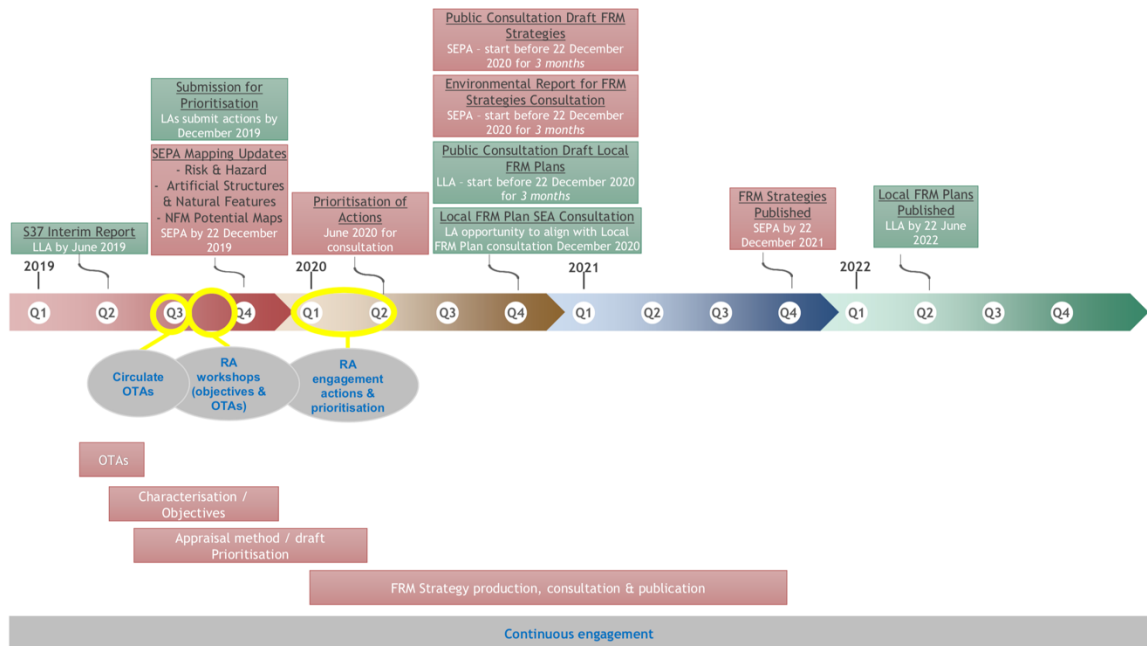


Appendix 4: NFRA High and Medium risk areas in Kemnay



Appendix 5: Aberdeenshire Council flood prevention planning “timeline”

Indicative Dates for key stages: 2019-2022





Appendix 2

Treasurers Report for Financial Year 1st September 2018 – 31st August 2019

Operating Surplus

At 31st August 2019 after accounting for all income and expenses the KPFGB current account stood at **£342.63**. An outstanding payment of **£69.95** would give an actual balance of **£272.68**.

Asset Depreciation has been calculated to date and is included in the report.

Income:

Membership Fees £185

Donations: £5

Grants: £0

Total Income £190

Costs

Accountable costs incurred to date for the period:

Description	Supplier	Amount £	Paid
Photocopy 101 pages	Church of Scotland	10.10	23/10/2018
Kemnay Academy KPFGB AGM Room Hire 20/09/2018	Aberdeenshire Council	17.18	30/10/2018
KPFGB Website SSL Certificate 08/01/2019 to 07/01/2020	Sectigo Wildcard	49.95	12/01/2019
KPFGB Financial Accounts Inspection for OSCR 2017-18	The Garioch Partnership	40.00	12/03/2019
	Total	117.23	

Items Purchased

The following items were purchased. This includes the remainder of the Garioch Partnership Grant of £750 we received in 2017, (for purchase of safety clothing and equipment for KPFGB volunteers).

Description	Supplier	Amount £	Paid
Hi-Vis Vests (10 x yellow, 2 x orange)	ARCO	100.66	13/09/2019
PVC Kit Bag 24L Red	North East Rig-Out Ltd	29.94	13/09/2019



Expanding Hydro Snake (Pk2) 5@£17.99 each	Screwfix	89.95	17/09/2018
Hydro Snake (Pk2) 4@£7 each	Homebase	28.00	17/10/2018
Hydro Sack (Pk2) 4@£10.74	Homebase	42.96	17/10/2018
100 lm Head Torch	Homebase	8.92	17/10/2018
Dehumidifier 5@£1 each	Tesco	5.00	28/10/2018
Zipseal Bags	Tesco	1.65	28/10/2019
3" Male/Fem Cam Coupler & Fem/H-tail Coupler	Filpumps Ltd	29.45	12/01/2019
	Total	336.53	

Description	Supplier	Amount £
Domain Hosting Account (26/02/2019 - 25/02/2020)	Ruach Online	69.95
	Total	69.95

Outstanding payments

Assets

Depreciation: Estimated at 20% depreciation per year.

Total Initial Value	Asset Depreciation	Current Asset Value
£ 2,737.43	£ 909.63	£ 1,827.80

Summary

Carried over from previous year:	£606.39
Total Income	£190
Expenses:	
Costs	£117.23
Purchase Asset Items:	£336.53
Total Expenditure:	£453.76
KPFPG Bank Balance:(31/08/2019)	<u>£342.63</u>
Outstanding payments:	£69.95



Actual Cash Balance: **£272.68**

Current Asset Value: **£1,827.80**

Treasurer's Comment

The Accounting Period for the Report has been adjusted to end at 31st August to match the annual reporting period required by the Charities Commission (OSCR).

Many of KPFG Admin costs for printing, travel to purchase or collect equipment have been met by members of the committee.

John MacNicol Kembhill Park Flood Group Treasurer 18/09/2019