

Minutes of a Meeting of the Board of Directors of Banchory & District Initiative Ltd held on Thursday 13th July 2006 at 7.30pm in the BDI Office, Town Hall, Banchory

Attendance: Sue Edwards (Chair), Jean Henretty, Tony Brown, Linda Clark, Henry Allen, Matt Merchant, George Mennie

Apologies: Sheila Millar, Jane Grieve (Town Co-ordinator)

In Attendance: Eveline Crossan (Project Officer & Minutes)

1. **The Minutes** of the previous meeting held on 11th May were **ACCEPTED** with amendment, due to the omission of two actions – All financial information and project information should be sent/copied to TB.

2. Administration/Organisation/Finance

2.1 Current Grant Position

TB indicated that the position remained unchanged. He would have liked to have shown the remainder of each grant, but the programme was presently unable to report it.

2.2 Office

EC reported that there had been three volunteers recruited to the office. Two sessions on basic office procedures had taken place. It was now important that the refurbishment was progressed as the volunteers were keen to take on information and leaflet management. There was also the possibility of utilising the facilities already in place in the foyer.

2.3 Website

SE reported that, because of illness, no progress had been made by the website developers for a month. However, development was now back on track. She had been populating the site with Banchory Community Council Minutes and member details, supplied by Edna Harris, BCC Secretary. She would send a link to everyone on the BDI Board inviting comment on the site.

Action SE & Board members

In response to a question from HA, SE said that BBA could be given as many static pages as required, but the web site could not currently be linked to a database. The site had been designed primarily as a community site for local groups and organisations and to promote Banchory generally. Further discussion took place about links to local tourism, but JH noted that Visit Scotland would

only link to registered tourism sites. She also noted that the Ballater and Braemar community companies linked to local hotels for free, but photographs required payment. The possibility of using the website as a revenue stream was discussed.

2.4 AGM 2006

SE reminded the Board that, under the terms of the Constitution, a new Chairperson must be elected at the next AGM. Although Board members had to retire by rotation, they were eligible for re-election. TB offered to send out a note on the exact constitutional process.
Action TB

SE was asked to circulate the current membership list to Board members
Action SE

3. Projects

3.1 Project register

TB was congratulated on producing a very useful reporting format.

Swimming Pool/Bandswim

It was noted that the new Academy could be 10 years or more from construction, and that Public Private Partnerships had lost favour to not-for-profit organisations more in keeping with current thinking. Following discussion on the confidentiality of the information in the report, HA agreed to seek clarification on the 4th paragraph and would reword it and the last paragraph for wider consumption.
Action HA

The meeting with Aberdeenshire Council was very positive. Bandswim did not wish to raise expectations until it is sure something can be delivered. The issue of revenue costs was not the issue – it was the initial capital outlay which was seen as the problematic area.

Bowling

It was reported that the Bowling Club and Recreation grounds had been well used since reopening. It was agreed that a letter of congratulations should be sent from BDI.
Action SE

Flower Tubs/Baskets High St

It was regretted that the traders on the High Street would not agree to maintain the tubs this year due to vandalism in previous years. The

hanging baskets were welcomed but it was felt that they were a little high. It was noted that other villages and towns seemed to be able to place theirs at a more visible height and have more of them. It was resolved to build on the work done this year to have more baskets and also some tubs.

Scolty Centre were doing a good job, but only had two hours three times a week to carry out the watering. It was noted that no acknowledgment had been gained for this piece of work. After discussion it was agreed that JH would take this forward, perhaps on the reflective vests or on the bowser itself. Suggestion "Scolty Centre supported by BDI"

Action JH

It was also agreed to gauge reaction from shopkeepers for the idea of enhancing their own shop fronts. **Action for BBA – JG to progress**

3.2 St Ternan Fair Evaluation

LC opened the discussion by complementing on a great effort. She commented that the Fair need not be held on the same day as the market (traders generally not noting any great difference in takings to a normal market day) and that this would free up Scott Skinner Square, an ideal venue for street theatre, Morris dancing, music workshops, etc. The traders had chosen not to dress for the occasion this year. There had been several competing events, not least the Breemie Festival. She also suggested that Sunday could be a possibility, and noted feedback about the Ceilidh being inappropriate for the summer months. LC indicated she would be willing to organise a musical "Deeside Dirlin" style event as part of the 2007 Fair.

TB asked about the origins of the event. JH explained that it had originally been a one-off Millennium project, which had had good local support. Feedback had indicated that it should be an annual event, in effect replacing the Town Gala, which had ceased in the early 1990s. It was seen as an effective way of bringing groups and the community together.

TB spoke to the Outcome budget, having been previously circulated. EC reported that there were two late invoices due. HA asked about the PGL contribution, which had not been included on the list. JH would investigate.

Action JH

He asked if this was to be a profitable event, and if so, could its long term prospects be clarified. JH replied that it had always worked on a not-for-profit basis, aiming to retain a small contingency to kick-start the project the following year.

St Ternan's day was 12th June. MM noted that an earlier event meant that the Fair would be the gateway event for the Deeside Festival season, and would be unlikely to attract more support. During further discussion, it was noted that local people may have thought that it was a tourist event, despite the publicity delivered to their doors and through the schools, and many local groups had already held their own events. Promotion of community ownership of the event was needed.

LC suggested that BDI consider employing a worker for this and other development work and make early applications/investigation for sources of funding. It was noted that assistance could be given by MAP, Mindy Grewar Aberdeenshire Council Arts Officer, and K & D VOICE.

It was agreed to carry on with the St Ternan event, but to drop "Medieval" from the title, instead using a "Past, Present, Future" theme.

4. Activity Reports

Both reports having been previously circulated, there were no questions and they were taken as read.

5. Business Plan

SE, LC, TB and JH reported as the Business Plan sub-group. SE and TB had met with Judy Aylett of the Marr Area Partnership, who could give assistance with funding issues and make introduction to similar projects, but BDI had to focus its work and planning. It was noted that all volunteer hours could be used to draw down match funding in many current funding programmes. EC would send a copy of MV volunteer profiling forms which could be adapted for BDI purposes. **Action EC**

It was noted that it was too early to apply to SEG for the Town Co-ordinators post, but that early funding application should be considered for the Project Officer's post; there were several strands in the Big Lottery Fund which would be appropriate. EC noted that an outline application to the BLF would be turned around in 10 days, with advice and further timescale. It was noted that grant funding for both posts ended on March 31st 2007. However, discussion with SEG had always indicated continued funding.

Environmental Issues

SE reported that Kath Davies would take forward environmental issues, without necessarily joining the Board. She was known locally for her expertise in the field and after discussion, it was agreed to take discussions further with her. **Action SE**

Review & Prioritisation

TB noted the need for sponsors' deputies.

Support National Waste Initiatives

HA confirmed that this was not high on the BBA agenda. However three enterprises in Deeside are sponsoring a student EPP project to investigate the commercial feasibility of a private segregated waste service to support business needs. JG was assisting with communication with local businesses, the reasoning behind part of SEG grant funding for the Town Co-ordinator post. It was agreed to delete the BBA action from the plan, but to provide environmental advice to community initiatives when needed. This was not a high priority meantime, but BDI would stay abreast of developments for further input.

Establish Walks

Noted that the Banchory Paths Association and Banchory Community Council were dealing with this – BDI would maintain a monitoring brief.

Town Enhancement

Joint Initiatives between BDI/BBA/BCC, to set up a Town Enhancement Group to take forward developments. This was to include Bellfield Park – it was suggested that a specific Planning for Real event should be held for Bellfield Park. Town Enhancement was an agreed Priority.

Care and Protection of Open Areas

After discussion, an agreed priority.

Pensioners Club

Following discussion on the amount of activities and support in the town for older people and the recognition that there were several agencies already taking forward developments, it was agreed that this was not a BDI priority.

Youth

There were few facilities for young people in Banchory. There was a need for local dialogue, especially following the development of King George V Park. A role was seen for BDI to facilitate discussion. This was a priority. TB noted the need for a project sponsor. GM volunteered his services,

having been previously on the KGV sub-group, and would also rephrase the information block in line with the discussion.

Action GM

Focus

Tourism, Website, Town Leaflet, Community Office were successful developments. The remit of the Common Good Fund was explained by JH. It was agreed to rewrite the information box to reflect BDI involvement.

Action TB

TIC October to April

It was noted that JG was in discussion with Visit Scotland. SE would rewrite the information box. **Action SE**

Traffic Management

LC confirmed that David Leslie of BCC had taken responsibility for traffic management; however, someone who commuted was needed for advice and input to BDI. It was agreed to ask the members of BDI.

Job Opportunities

This was a priority for BBA. JH had been in contact with Careers Scotland Job Club, whose representatives needed a private place to meet with clients in the Town, if the BDI office were to be used this could be a source of income for BDI. She also noted that Scolty Centre wanted a Job Club to be integrated with the community. Although Banchory appeared to have near-full employment, there were many people seeking employment without having registered. EC to follow up with Careers Scotland. **Action EC**

Cycle Paths

It was agreed that BDI would maintain a monitoring brief. **Action TB**

Provide Outdoor Facilities

It was agreed that this remains a priority. JH would write to Rod Stone, Aberdeenshire Council, to find out the progress on the facilities survey.

Action JH

Voluntary Sector Accommodation

JH reported that there had been some movement, with a site likely to be on the Hill of Banchory, although there were possibly other sites. The existing site at Scolty Centre was now problematic because of the likelihood of a new Academy being built. It was agreed that BDI would

maintain a monitoring brief, attend meetings and offer assistance when required.
Action JH

Town Hall

An agreed priority. Delete No 2.

Reduce Public Nuisance

Noted that, at present, there were no resources to take this forward.

Produce Sport and Youth Facilities

An agreed priority; noted sponsor and deputy.

Improve Fresh Food

Noted BDI involvement in Continental Market, last Sunday in October.
Delete no 3

TB & SE agreed to rewrite the Business Plan, using a priority rating.
Action TB & SE

6. Application for Membership

23 applications were approved. Some discussion took place about targeting groups to increase membership. It was agreed that this could be a fruitful strategy, especially at joint events.

7. Reminder

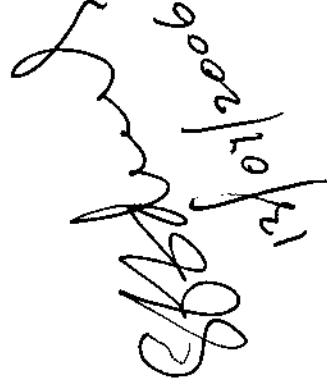
SE reminded the group of the Aberdeenshire Local Transport Strategy Consultation, currently underway.

8. AOCB

Noted that Brathens would be placed on the next agenda.

9. Date of Next Meeting

Thursday September 7th 2006 at 7.30 pm in the Reading Room, Town Hall.



Handwritten signature and date: 12/07/2006

TOWN CO-ORDINATOR'S REPORT JUNE 2006

The main priorities over the last couple of months have been centred around the activities of the Banchory Business Association and the Renewable Energy Event at St Terman's Fair.

RENEWABLE ENERGY EVENT

This event, as part of St Terman's Fair, went well this year as it was sited in the Town Hall. This venue was excellent, giving us plenty of space for all the exhibitors as well as a separate space for Satrosphere to carry out their electric show. There were ten separate companies attending the event, and others who could not attend on the day, but sent information and leaflets for display. The result was a comprehensive exhibition which generated great interest from those who attended, with some members of the public spending a couple of hours viewing the displays and gathering information. Sir Robert Smith MP attended and spent a long time examining the different stands. We had over 200 visitors on the day, despite the appalling weather which meant people had to walk through the village from the Fair in the park to the Town Hall. We had targeted specific groups whom we felt might be interested in the issues: architects, builders, planners as well as various organisations.

The exhibitors were delighted with their experience at St Terman's Fair, and all expressed an interest in returning next year. As some had exhibited at the tent last year, they had since gained business from the event and were keen to return.

BBA

-The membership of the BBA has now reached over 60 from a core group of around a dozen people. This has been done through a series of different strategies, beginning with the Business Survey Presentation back in March. Since then, membership letters were sent out, a BBA Update was emailed to members, and there has been information in the press as to how the BBA is faring.

-6th June...this was the evening we held a BBA evening event in the Douglas Arms Hotel. Two speakers were invited, one from Scottish Enterprise Grampian, and another from Business Gateway. They gave a general profile of their organisations and how they can assist local businesses in Banchory. The turn-out was disappointing, amounting to around 20 people in the audience. This means the BBA are assessing how, where and at what time to hold any future events to ensure the maximum number of people in the audience.

-Website...The BBA has a link on the Banchory Website and a blurb is being prepared for it.

-Hanging baskets. This has been one of the most time-consuming jobs of the past month, but we now have 30 baskets in position along the High Street and elsewhere in Banchory. This involved an enormous amount of time and effort in terms of planting, finding someone with the machinery to hang them, and volunteers to water them. The people at the Scolty Centre have done most of the planing and watering, and a new machine has been purchased for the watering to take place. Having organised this once, we now feel able to tackle it with more confidence next year.

-Christmas Lights. I have worked out with Allan Milne, the electrician who puts up the Christmas Lights, where they are to go and how many we might need. It was felt that the older lights were very awkward to put up, and added to the cost in terms of old bulbs continually going. We are awaiting a cost from Alan for new lights, and new connections which can be installed on the posts to simplify the hanging up (this simplification also brings down the costs). New lights must be ordered in August, so we have a campaign to raise funds for the lights which is due to start now.

-St Terman's Fair. I have carried out a survey with the shops in Banchory as to how they fared on St Terman's Fair day. It is not hugely encouraging, but nothing we did not know before. The weather was also against us on the day, but as it is meant to be something that boosts business in the town, we felt it was important to find out people's views on the event.

-Paul and I are preparing a Newsletter for the BBA with which we hope to encourage more members, include future BBA events, and publicize other events that might be of interest to members. The first one should appear in late August/September

LEAFLET

I am continuing to gather quotes etc for a leaflet for Banchory, as well as pursuing avenues whereby we might gain some funding towards our leaflet.

COLUMN

I have persuaded the Deeside Piper to accept a column from me on a regular basis. This will be around every month/six weeks. I hope the first one will appear tomorrow morning. (29th June). It is entitled 'Tales of the Twon' and is by the Co-ordinator, as I feel Town Co-ordinator is not quite suitable in this context. If anyone has suggestions, interesting snippets etc that might make some content for this column, do let me know.

STEP STUDENT

The STEP student is about to be appointed. This person is to work over the summer looking at business waste issues in Deeside. I will be guiding them in whatever way I can once they are in post.

Banchory & District Initiative Ltd

Project Officer's Report for Board meeting 13.7.06

Almost all of my time for the last two months has been committed to the St Ternan Medieval Fair, held on 17th June 2006. As the fair becomes imminent, double checking, changes, details, invoicing, additional correspondence, signage etc and all other details of event organisation are needed for the smooth running of the event. Since the Fair, I have been completing letters of thanks and notes to individual volunteers.

Considerable discussion has taken place since the Fair on a number of aspects, which are aimed to improve things for next year. Bad weather notwithstanding, feedback from participants has been very positive; all without exception will take part again.

The Charities Village was particularly upbeat in their remarks; K & D VOICE organised this very well. Tea in the Park were delighted with their results, as were the Red Cross team, who had no-one to treat all day.

Medieval Realm were pleased with the venue, although their original plan to camp overnight in the Bellfield Park was prevented by the Police. This meant that the full encampment could not be erected.

Improvements/Changes needed

- **The Family Ceilidh** was cancelled because we were unable to find a band which would cater and call for children – SUGGESTION to have a ceilidh/disco and outsource the management to an appropriate group
- **The Adult Ceilidh** was cancelled due to lack of interest. Tickets should have been available earlier. Feedback also suggests that ceilidhs are not particularly popular in this area – we should be looking at Country & Western events? SUGGESTION – outsourcing the evening event to an appropriate group
- **The Local Showcase** has great potential for development; SUGGESTION that BBA is involved at an early stage, both for the Local Showcase and for local Business involvement.
- **The Quiz Night** should be further developed, perhaps into a regular quarterly event?
- **The Town Treasure Hunt** should be repeated, but on Sunday afternoon. Perhaps this could also happen on the back of another event, like the Continental Market?

- **The appearance of the Town** is important. The development of a relationship with the Council is vital to obtaining the necessary co-operation and help (eg with the load of sand needed for the campfire for Medieval Realm) needed to stage an event of this size. We were unable to obtain permission to hang banners/pennants due to the load that the existing hanging baskets placed on the lamp standards. (Discussions have already started as the result of photographs from the early 20th Century showing the High Street bedecked in flags, pennants and bunting, set up by local shopkeepers).
- **Although the sponsorship** was successful, with several new sponsors involved this year, it should be noted that “sponsorship” does involve a different set of expectations to “donation”.
- **Volunteers** – very thin on the ground. The Volunteer Centre made over 70 calls to volunteers who had registered for one-off volunteering opportunities, and got one person, who DID turn up on the day. This was despite the fact that every article which appeared in the press appealed for assistance, and the St Ternan Fair was the sole subject of a “Volunteering Matters” Column in the Deeside Piper.

Office

The office refitting is now urgent, as there is considerable work to be done in setting up the systems. We have three office volunteers with plans to recruit more during the Summer. We have had two sessions on basic office procedures, with an office procedures manual in its early stages. Unfortunately the holiday period means that all three are on leave at the same time.

Heritage Application

I have taken advice from the Heritage Lottery Fund. The application needs to be more community based, with clear roles for partners. Due to meet with Aberdeenshire Council Arts Officer to garner support. Hill of Banchory Primary School and Scolty Centre very interested in participating.

Over the next two months, I will complete the Heritage Application, tie up any loose ends for the St Ternan Fair, progress the office establishment and assist with the planning process for St Ternan next year.

GENERAL PROJECTS - BDILED

Project	Description	Board	Sponsor	Project Manager	Schedule	Cost Estimate	Funding	Comments
Community Development	BDI is a community company established to promote, lead and facilitate community development plans within an area centred on Banchory. Community Development has the following aims: Develop partnerships with community organisations and communicate progress through a variety of media. Improve communication by use of newsletter and website.	JH		Evelyn Crossan	Continuous	2006/7 - £9835 AC LRP Scheme		Outline application made for an oral history project. A Banchory leaflet is being drafted by JG and cost quotations sought. JG to commence a 4-6 weekly column ("Tales of the Town") in the Piper on Banchory affairs
St Ternan's Fair	Annual fair developed as a tool to build community capacity, encourage and interest in local history, encourage tourism and stimulate trade.	JH		Evelyn Crossan	June each year	2006 - £6770	Income/cost reconciliation to be made	2006 event considered a success but lessons learnt and well documented for the future. (See separate debrief report)
Environment & Waste Management	The vision is that Banchory should lead the way in NE Scotland through the introduction of recycling and more sustainable waste management practices. The objective is to encourage community participation in initiatives to pioneer new services and new behaviours in the residential and business sectors.	HA		Jennifer Cook ?	?	?		Business Waste - A STEP student is about to be appointed to work over the summer on a study of Deeside business waste issues.

GENERAL PROJECTS - PARTNERSHIPS

Project Name	Objective	Lead	Start Date	End Date	Cost	Status	Notes
Paths & Cyclways	Objective is to investigate the existing path infrastructure around Banchoy and provide a development plan for improving the path network. This includes investigation of safe routes to Banchoy schools.	SE/JH/FTB	?	Ongoing	?	?	Banchoy Paths Association Banchoy Schools The Core Planning process is scheduled to take place in April thru June with 18 meetings to be held (one in Banchoy). This process will be wide-spread and will include core paths and safer routes to schools. The next stage of the footpath alongside the railway development is underway. Scolly Trails Enhancement Project (STEP) formed to repair/upgrade trails on Scolly. Detailed condition survey being undertaken.
Town Enhancements	Flower baskets/beds, Christmas decorations etc	Jane Grieve	01/05/2006 - ?	?	?	?	Grant Aid, AC funding for Community Councils, Business donations Flowers 01/12/06 - Christmas Decorations Flower baskets in place with watering by Scolly Centre volunteers. No footpath flower containers installed due to lack of commitment to maintenance by High Street business community. Cost for new Christmas lights sought due to problems with existing stock. New lights must be ordered in August and funding needs to be obtained.
Banchoy Economic Development	Objective is to engage with local businesses and community groups to promote a working partnership that will benefit the local economy and the whole community.	HA	1st phase completed Mar-07	?	£17,000	SEG E17000	BBA membership now 60 with core group of 12. Presentations made by SEG and Business Gateway to BBA members on how these organisations could assist Banchoy businesses. BBA newsletter planned for Aug/Sept. BBA now linked with BDI website.

FACILITIES PROJECTS - BDI LED

Town Hall Feasibility Study	Study potential of the Banchory Town Hall to see whether it could be viable as a business owned by BDI or other voluntary organisation.	FTB	FTB	Report ready ? and Mar-07	NI	Comments received from BDI Board members and Council for comment and list of Town Hall users obtained. Meetings held with three members of original working group. Office opened 11 April and is on-line
Town Hall Resource Office	Provision of a BDI/BCC office in the Town Hall. Objective is to provide a 'signpost' and resource centre to community groups and statutory agencies.	JH	Evelyn Crossan	Mar-06	£3500 for refurbishment. £1000 - Banchory Common Good Fund £1805 for IT £500 - BCC £945 - AC SAB £1500 - AC SAB (requested) AC LRP Fund	
FACILITIES PROJECTS - PARTNERSHIPS						
Banchory Facilities Review	Review of all of Banchory's sporting facilities.	JH	KGV Committee?	?	?	Pitches - The proposed local pitch survey has not started. It is understood that the local survey is to be part of a larger survey that the Council wishes to conduct across all of Aberdeenshire. See above
KGV Development	Development of KGV playing fields	JH	KGV Committee	?	?	
Bellfield Park Play Area	Provision of children's play facilities.	JH	KGV2000 Committee	Complete	£40,000	First phase completed. Further equipment to be added when funds become available.
Recreation Grounds Development	Replacement of bowling pavilion & SE examination of future use/development of facilities.	SE	Bowling Club Committee	Replace April 2006?	?	The pavilion has been refurbished to a high standard and club members are very pleased with the outcome. An approach from the Bowling Club on the way BDI can assist with future issues/plans is awaited.

Bandswim met with Alan Campbell (AC CE), Rod Stone (AC Head of Recreation & Lifetime Learning) & Les Allan (Marr Area Manager) in June. Bandswim want to work with the Council but also agree a way forward. In summary:

Council officials explained the impending funding crisis for refurbishment of existing pools over the next 10 years. Banchoy is on the list but is not top priority, simply because there are pools in worse condition. While there is an aspiration to upgrade and rebuild Academies including Banchoy, there is no money on the table for this, word is that Scottish Executive have put PPP on hold. They are therefore very pessimistic about getting capital funding for new schools in the near future.

Council confirmed that (a) if progress was made with a pool at HOB they would definitely not duplicate with a new pool in a new academy and (b) they had no intention of leaving Banchoy without any pool. Basically they encouraged us to press ahead with trying to find a HOB solution if we really thought we could find one. doubts about how we might manage that, however they could not say how much Bandswim would have to raise before the Council could provide matching funds. They did say that transfer for running costs from the old pool to a new one would be acceptable, but only if a genuine saving could be demonstrated at the old facility.

They confirmed that they would make absolutely sure that the designated community land came into community care before the lease transaction deadline. It was agreed that Bandswim would continue investigations with Jamie Burnett and Sport Scotland and meet again with the Council at the end of the year. Bandswim suggested setting an expectation of a minimum of 5 years from now but no-one seemed very willing to commit to anything.

The committee held a facilitated prioritisation session that will assist the development of the action plan and schedule.

Following latest Jumble Sale full funding available to start construction

Banchoy Swimming Pool Development of a new swimming pool. HA Bandswim ? Circa £100,000 in trust.

Scotly Community Resource Centre Objective is to build an integrated day-centre for learning disabilities in partnership with the voluntary centre. LC Scotly Community ? ? ?

Scout Hut Refurbishment & extension of the Scout hut. JH Scout Group Over £50,000 raised.