

**Minutes of a Meeting of the Board of Directors of Banchory & District  
Initiative Ltd held at 7.30 pm  
in the Douglas Arms Hotel, High Street, Banchory  
on Thursday 2<sup>nd</sup> November 2006**

**Attendance:** Sue Edwards (Chair), Margaret Paterson, Anne Lamb, George Mennie, Jean Henretty, Matthew Merchant, Henry Allen, John Petts

**In Attendance:** Jane Grieve (Town Co-ordinator)  
Eveline Crossan (Project Officer and Minutes)

**Apologies:** Tony Brown, Sheila Miller and Linda Clark

SE welcomed Margaret and Anne to their first meeting of the Board of BDI. She indicated that Sheila Miller wished to resign from the Board but wanted to continue with assisting with St Ternan. This was accepted.

1. **Minutes of the Previous meeting** held on 7<sup>th</sup> September 2006 were accepted
2. **Matters Arising**
  - a) **Missing Cheques** – had been found and the money was in the bank.
  - b) **Business Plan** – had been completed and circulated, ready for discussion at next meeting.
  - c) **Economic Development Grant** – HA was taking forward the grant application. It was noted that TB had thought that we would under spend; HA reported that Scottish Enterprise had implied that they would allow a carry forward into the next financial year.
  - d) **Leaflets** – Banchory leaflets should be ready in time for spring, a possible use for unallocated money.
  - e) **It was noted** that GM had successfully followed up on constitutional points with John Keith, BDI Company Secretary.
  - f) **Marquee** – following a suggestion that BDI should purchase a marquee for its own and wider community use, thus providing an income stream, JG reported that the BBA was opposed to such a purchase. They had expressed concern that there were not enough events to merit the cost.

SE indicated that similar views had been discussed at the St T planning meeting. The Scout marquee was now aged and unsafe to use with its guy rope system.

It was noted that all actions had been completed with the exception of two for EC and SE in section 2(a) referring to the Hanging Baskets.

### **3. Administration/Organisation/Finance**

#### **3.1 Treasurer's Report**

All Treasurer's reports were noted and accepted. There were no questions. It was also noted that TB had asked that the Accounts for the year 2005/06 be formally accepted, due to an omission at the AGM. Proposed by HA and seconded by GM, the Accounts were duly accepted by the Board.

#### **3.2 Ideas for generating income**

It was noted that the Calendar was successful; JG thought that it may have potential for a joint project with the school. After discussion, it was agreed that it would be too late in the school year to be viable this time around.

- a) AL suggested that there was clear need for Banchory merchandise; there was undoubtedly a market for a good quality product or range of products, possibly produced by local companies.
- b) The museum shop had now closed because there was little to sell to visitors to Banchory. She also suggested a range of Heritage items like postcards and notelets; the Heritage Society had copyright of suitable material.
- c) MP suggested a range of local flora and fauna postcards, using the expertise and knowledge of several local people who knew where rare orchids, etc grew. She also suggested that Sheila Ferries might be approached.
- e) HA suggested an update of Gordon Walkden's book on Banchory, and after discussion agreed to speak to him about it. It was further suggested that Stuart Wilson and Sandy Waugh could also be approached as they had collaborated on a book about the Banchory Lodge. **Action HA**

SE commented that the long-term aim would be to fund core work from self-generated funding, and reduce grant dependency.

Discussion followed on the need for promotional leaflets for Banchory. JH noted

that hotels were regularly full, and that free bus passes brought more people into the town during the day.

- f) JG reported that Kilmartin on the West Coast had found an innovative way of encouraging visitors to stop in the village, by founding a museum dedicated to stone, and suggested that Banchory also needed to find its niche in the tourist market.
- g) HA mentioned the range of outdoor pursuits which could attract visitors if Banchory had the infrastructure to cater for them.

During further discussion, it was noted that there would be no signage for the Deeside way until it was complete. Noted that BPA and the Forestry Commission had produced walks leaflets.

- h) GM asked if Visit Scotland would fund BDI to carry out promotional work. AL said that Visit Scotland was seeking activities to link with the virtual museum initiative. VS were also promoting localities, rather than Scotland as a whole.
- i) MM suggested a dedicated fundraiser.
- j) JG noted that the BBA were very keen to encourage twinning.
- k) Considerable discussion followed about Banchory being the "gateway to Deeside" or "Royal Deeside". It was important to find out exactly what we could claim. HA agreed to investigate with Scottish Enterprise. **Action HA**
- l) JP suggested a "Taste of Banchory" event with local producers and local fare, capitalising on recent initiatives to minimise "food miles".
- m) AL suggested selling merchandise at spring and autumn fairs, given the success of retailing the calendar at the recent Continental Market.
- n) JG suggested recycled products, having seen mouse mats made from car tyres.

It was agreed to defer discussion until the next Board meeting. Further discussion took place around the costing of leaflets. HA would talk to Scottish Enterprise. **Action HA**

It was also agreed that EC would investigate the availability of a market researcher, possibly from RGU Business School, and find out if there were any costs attached. JG mentioned that Freda Morrison was undertaking a management and marketing course and that she would contact her as a possible candidate. **Action EC & JG**

### **3.3 Business Plan**

The Business plan had been previously circulated. The team – LC, SE, JH and TB were thanked for their hard work. The Plan was APPROVED.

### **3.4 Office**

JH reported that the office refurbishment was underway, by Bancon, the only Council-approved contractor for this type of work. She had also contacted businesses for office supplies.

She reported that Tourist information had indicated that they would supply information. EC had seen a TIC “ATM” style machine and suggested that it may be a possibility for the foyer of the Town Hall. JH would investigate further.

**Action JH**

## **4. Project Register**

It was noted that the Project Register had been updated and circulated.

**GM reported** that he had met with Linda Gray to find out current progress of youth projects and facilities and also with Community policeman Andy Cruikshank to get involved and to gain an overview of the situation in Banchory.

**Initiatives on the Hill of Banchory (HOB)** included Harry Bannerman’s golf classes and the Police football funded by the South Marr Community Safety Group.

**JH reported that Explorer Scouts** were running monthly discos – an example of young enterprise. There were security patrols and the police were aware they were taking place. It was popular because they had decided not to stop alcohol consumption within the Scout Hut. As a result, the discos had a bigger following than structured youth groups.

**JH had attended a Waste meeting** that morning with David Brian (Community Recycling Network Scotland). A £5M, 4 year budget had been spent in 2 years. CRNS were expecting Aberdeenshire to be more proactive and may be supportive of new projects. She noted the possibility of a local project which would appallatise plastic food packaging, and that BDI may be asked to be involved, at the behest of an entrepreneur recently retired from India.

**A composting project** was still a possibility, given that there were 2000 cars visiting the Crow’s Nest every weekend.

**Re-usable nappies** – JH reported that only about 10% of mothers used reusable nappies. Disposables created a huge bulk in landfill. The Grampian Real Nappy Initiative encouraged mothers to use terry nappies, stored in buckets for removal and cleaning. There was a possible business link with the local cleaner.

SE tabled a Biodiversity Action Plan from Cath Richards, emphasising sustainability. It was noted that she was also a very good photographer and through her work and interests knew the location of many rare plants locally, a potential link with postcards.

## **5. Activity Reports**

- a) EC tabled the Project Officer's report, indicating that her work in the main had covered funding applications meetings and progressing the setting up of St Ternan.
- b) The Town Co-ordinator's report had been previously circulated. JG commented that the focus of her work in the previous months had been the calendar, and was pleased to report it a success.

## **6. Applications for Membership**

Francis Getliff and Alan Cushion were ACCEPTED as BDI members.

## **7. AOCB**

**Continental Market** – JH was thanked for her hard work in bringing the Continental Market to Banchory. She reported that good weather had brought crowds of people out, a great bonus at the end of October. She felt that traffic management had become a problem during the day, but that many people had simply left their cars at home and walked to the Bellfield Car Park. She was disappointed at the lack of a police presence, despite the fact that they had been informed.

Discussion followed about the next event, finally agreeing that spring and autumn events (Hallowe'en weekend) would offer Banchory the opportunity for such a Fair again while preserving its novelty value. Noted that Ballater would also like a day. It would be possible to invite the local Farmer's Market to join with the Continental market, although some misgivings about this course of action were expressed. A Saturday was also mooted; JH reported that she was to have a meeting with the Roads Dept and would investigate the possibility further. MP

suggested that any spring event should avoid Christian Aid week, 13<sup>th</sup> – 19<sup>th</sup> May.  
**Action JH**

**Newsletter** – copies were tabled, and were already being distributed. JH reported that it had come together very easily this time, as contributors had complied with the deadline. EC, MP and JP offered to distribute in their localities. JH was thanked for her hard work on the newsletter.

**Composting Association Membership** – It was AGREED that membership of the Association would be retained at a cost of £115.

**Scott Skinner Square Sign** - A request had been received from Robert Armstrong, Aberdeenshire Council for BDI to take over the funded management of the sign at the entrance to the square. This was AGREED.

**Website** – SE was congratulated on the development of the website. AL gave particular thanks form the Heritage Society. SE noted that there were 800 + unique visitors in September and October.

#### 8. Confidential Item

#### 9. Date of Next Meeting

Approved  
J. Cairns  
Chair  
18/01/2007

## **Banchory & District Initiative Limited**

### **Project Officer Report 1<sup>st</sup> Sept – 31<sup>st</sup> Oct**

#### **Meetings, Minutes and Actions**

- Attended and Minuted BDI Board meeting, AGM, two planning meetings for St T and one Heritage funding meeting
- Attended one St T sponsorship meeting
- Met with Board members and contractor for office refurbishment
- Admin in office and home

#### **St Ternan**

- Actions from two planning meetings; main attractions booked, beginning to confirm community group participation
- Contact with community groups & key individuals to develop event
- Met with SE to develop ST T sponsorship strategy

#### **Heritage**

- Met with JH and AL to progress Heritage application
- Identified potential group members
- Outline plan being formulated to BLF

#### **Office**

- Some work on business systems and policies
- Input to Job Description for Combined post

#### **Making it Real**

- Developing final stages of report for MAP

#### **November & December**

- Meeting with Aberdeenshire Council Sports Officers re St T
- Contacting sponsors St T
- Contacting and confirming community group participation St T
- Representing BDI at Community Planning meeting Nov 4<sup>th</sup>
- Progressing Heritage project application
- Finalise Making it Real document
- Office completion

## **TOWN CO-ORDINATOR'S REPORT OCTOBER 2006**

### **Calendar**

The Banchory Calendar is due back as I write, so I will be selling it at the Continental Market, if it is here on time, and at the schools' PTA Shopping Night. We have several orders already, and many businesses are keen to help by selling some from their counters.

I am also in the process of ensuring that this project continues next year. It is a time-consuming job for the Town Co-ordinator to do, so it should be handed on but still over-seen by the Co-ordinator. We are approaching the Academy in the hope that they might be interested, as the project would suit the aims of the 'Determined to Succeed' initiative (which aims to bring school pupils closer to the business community).

UPDATE: Since I began this report, I have attended the Continental Market and have managed to sell around 180 calendars, a good start, and good marketing for the whole project as it gained a great deal of interest. This week, the sponsors and photographers will be given their complimentary calendars, and the rest will be distributed amongst local businesses.

### **SCARF**

I have arranged a date for a Drop-In Day on renewable energy. On 10<sup>th</sup> November, from 10am until 3pm, there will be free advice (and free light bulbs) available. Three advisors will be on hand, with details on grants, audits, and much more for home-owners and businesses alike.

### **BBA website**

This is progressing, and decisions are now being made as to the title of the website, the format, style etc. I am pulling the content together, and the BBA are deciding on how to include members' details.

### **BASKETS**

We gained some useful publicity for the Scolty Centre and all those involved in the hanging baskets. I hope the momentum from this year's efforts will encourage more people to become involved next year.

### **LIGHTS**

The Christmas Lights are due to go up on the 27<sup>th</sup> November, unless there is a blizzard on that day. Allan Milne will put them up, with help from Jim Thompson of Deeside Construction, who provides the lifting equipment.

**BDI/BBA PUBLICITY** There was a piece in the Piper about how ‘the BDI needs you’ following the AGM, and have been numerous other mentions in the Piper (see Press Cuttings file) Continual feeding of information to the press has brought some coverage, although it has been hard to find any consistency in what the papers like to cover.

Jane Grieve  
Town Co-ordinator

**Project Register & Report**  
30.10.06

**Project**  
**Manager**      **Schedule**      **Cost & Funding**      **Report**

**BDI Sponsors**  
George Mennie  
Matt Merchant

**A. Facilities Enhancement**  
**I. Dedicated Youth Facility**

Work together with CLD, Health Partnership, Community Safety Partnership and the KGV Committee to provide a dedicated facility for young people.

**2. Town Hall Study**

Examine the potential for further use by the community of the Town Hall and, additionally, the potential for running the Town Hall as a community business or Council/community partnership in two stages:

A relatively high level screening study to identify current and potential use, potential operating costs, how costs could be funded, Aberdeenshire Council's position & possible management schemes.

The screening study will be performed internally by BDI members or co-opted volunteers & is intended for completion end-Q1 2007.

If the screening study indicates the potential for further use or viability of communal ownership then after general community & specific existing user consultation, a detailed study will be made using both BDI & external resources to confirm that viability.

**Tony Brown**  
**Matt Merchant**      **Tony Brown**      **end-Q1 2007**

Terms of reference agreed and comments requested from Council.  
Current users identified.  
Meetings held with former members of the Town Hall Nexus group.

### 3. Sports Pitches

Matt Merchant  
George Mennie

Monitor the progress and outcome of the Aberdeenshire Sports Pitches Study being conducted by Aberdeenshire Council and, subject to its outcome, support the development of the proposals of the KGV long term development plan to provide pitches, a pavilion and an all-weather area in KGV (with the support of Sportscotland and AC)

Football Pitches – Aberdeenshire Council do not expect survey to be completed until March 2007. KGV2000 to commence work on the development plan in September. (What is the position?)

### 4. Public/Private transport

Linda Clark

a) Monitor the actions and operations that took place as the result of the Traffic Management Review to determine if further study/action is necessary.

b) Monitor and be involved in consultations concerning wider transport issues related to commuting and bus services in partnership with BCC.

### 5. Community Resource Centre

Linda Clark

Support the development of the proposal for a community resource centre while ensuring provision is not duplicated elsewhere.

### 6. Swimming Pool

Sheila Miller  
Henry Allan  
Sue Edwards

Support proposals for development of leisure facilities and inclusion of swimming pool as part of those facilities, if feasible, or, alternatively, as part of a new Academy.

Hilary has been gathering more detailed information on building costs and maintaining dialogue with HOB developers. Next progress meeting with Trustees is due in December.

The next step is envisaged to be the preparation of a more detailed business model in the knowledge that a new pool would not have to compete with existing facilities, whenever it happens.

JG has arranged a Drop-In Day on renewable energy for businesses and home consumers.

### B. Environmental Issues

### 1. Waste Busters

Henry Allen  
Jean Henretty

Monitor opportunities for Extending Waste Busters activities throughout Deeside, where possible involving schools.

### 2. Business Waste Management

Henry Allen  
Jean Henretty

Support local business initiatives promoting improved management of business waste.

Business Waste Management - EPP student Inga Garrioch has now completed her project. The biggest impact of her activity is in simply raising awareness & creating momentum, the most exciting one being the possible creation of a local plastic recycling business.

### 3. Waste Management/Treatment Business Opportunities

Henry Allen  
Jean Henretty

Continue the examination of waste management/treatment business opportunities for BDI.

### 4. Footpaths

Tony Brown  
Sue Edwards

a) Monitor and, where helpful, assist Banchory Paths Association (BPA) in its role of developing and maintaining footpaths in Banchory and district.

The Ardlair footpath link to Scolty is under development. The scope of work for the Scolty Trails Enhancement Project has been more closely defined & a second draft of the Business Plan is underway.

There has been mention of a possible coast to coast route similar to the English one. A possibility might go from Stonehaven via the Deeside Way, Glen Avon, Ryvoan etc. The Deeside Way path will run via Scolty.

b) Monitor and assist Alistair Forsythe as required in the development of riverside paths and access.

c) Monitor the progress of BPA's activities and assist BPA and school action teams as required with any funding application to provide new safe paths around the town and linking with neighbouring settlements.

<p><b>5. Banchory Biodiversity Study</b> Perform a Banchory biodiversity study. The scope will be dependent on available resources.</p>	<p>Sue Edwards</p> <p>Kath Richards</p>	<p>Terms of Reference and budget application to be developed.</p>
<p><b>C. Economic Development</b> <b>1. Banchory Business Association (BBA)</b></p>	<p>Henry Allan Sue Edwards Henry Allan</p> <p>Jane Grieve</p>	<p>JH and SE met representatives of BBA to discuss funding options post March 2007. 2000 Banchory calendars have been printed &amp; 180 were sold at the Continental Market. The design of the BBA website is progressing, and decisions are now being made as to its title, format, style etc. The regular Piper article "Tales of the Town" referred to in the last Report will not now proceed.</p>
<p><b>2. Tourist Information</b></p> <p>a) Create a tourist information point in Banchory town hall for off-season visitors. b) Develop a Banchory Tourist Information Brochure c) Promote Banchory activities at railway station.</p>	<p>Henry Allan</p> <p>Jane Grieve Jane Grieve Jane Grieve</p>	<p>Received a request from Robert Armstrong for assistance in managing notice board information in the lane leading from the High Street to Scott Skinnners Square.</p>

d) Examine the potential for including a permanent Tourist Information Office in the Town Hall. Tony Brown

Jean Henretty

**3. Markets/Shops**

a) Invite the travelling continental market to Banchory.

Continental Market – a successful day for customers and traders. Everyone has requested its return and increased frequency. Discussion is required to plan frequency and possibility of inviting other markets as there are a number of companies who tour the country.

b) Support the expansion of the local Farmer's Market Linda Clark

Increasing number of stalls taking part.

**D. Civic Pride**

Jean Henretty  
Jane Grieve

**1. High Street Enhancement**

Seek to form a voluntary town centre enhancement group for the management of civic pride aspects of the High Street and town centre (e.g. Flower baskets, Christmas lighting.) under the auspices of BDI, BBA or the Community Council.

The new Christmas Lights are due to go up on the 27th November. Allan Milne, with help from Jim Thompson of Deeside Construction, will put them up.

**2. Bellfield Park**

Tony Brown  
Jean Henretty

Examine the potential and the public desire for enhancing Bellfield Park landscaping and public facilities (north of access road) and, if considered desirable, prepare a project business plan.

**3. Oral History Project**

Jean Henretty  
Anne Lamb

Support the Heritage Society in its project to develop an oral history of Banchory and district.

Heritage Lottery have requested evidence of more community involvement with the project. The project team have identified groups and individuals who will be invited to participate including the schools, churches and Scooty Centre. Marketing opportunities have been identified which would provide an income for BDI such as books and postcards portraying archive photographs.

#### 4. St Ternan Fair

Two planning meetings held. (Second one attended by 2 people from Aberdeen Chamber of Commerce on an unofficial basis). Main attractions and venues booked. Sponsorship strategy being developed. Main events to be on Saturday 9<sup>th</sup> June with linked events throughout the week. Draft budget out for review.

Sue Edwards  
Jean Henretty

Eveline Crossan 09.06.07

#### E. Social Affairs

##### 1. Disabled Access

BCC to identify disabled access problems in Banchory in partnership with Scooty Centre and determine how the problems could be overcome. BDI to assist in any funding applications.

Linda Clark  
Jean Henretty

##### 2. Determined to Succeed Programme

Henry Allen  
Sue Edwards

- a) Confirm that BBA has full commitment to implementing the "Determined to Succeed Programme"
- b) Request BBA to consider whether there is a need for a Job Club to be organised.

#### F. BDI Internal Operations

##### 1. BDI Public Services

Sue Edwards  
Jean Henretty

- a) Consider and document the public services that the BDI office should provide and put them in place.

b) Continue to develop a BDI website and newsletter team to promote the activities of Banchory groups and service providers.

Newsletter – due to be delivered this week. This edition was well subscribed leaving no room for advertising. The team need to review the publication given that it is becoming a popular medium for groups, it may need to increase in size. Finding advertisers is difficult so more effort will be required to generate an income.

## **2. Internal Improvement**

Improve the effectiveness of BDI by developing/completing the following:

### **Website**

Website Statistics for Sept/Oct: unique visitors 502; number of visits 689; page hits: 37677 (twice as many from US as UK).

New information: Banchory Heritage Society page;

Location page with local visitor attraction links;

Farmers Market Stall holder information and contact details; first details of St Ternans Fair Programme 2007.

Requests to post information from National Womens Register; Bridge Club; Banchory Singers.

Email enquiries: 2

Discussions ongoing with Royal Deeside: Banchory information currently held on Royal Deeside site to be transferred to Banchory site and maintained by BDI.

Once this completed Royal Deeside site point those interested in Banchory to the Banchory site (planned for end 2006/early 2007)

Sue Edwards

Tony Brown

Tony Brown

Tony Brown

JH/EC/FTB

Tony Brown

Sue Edwards

Management Guidelines

Project Management Template

HSE Risk Assessment Template

Filing Systems

BDI Brochure

Task Descriptions for BDI officers

BCC to develop the planning for new  
"Planning for Real" exercise in 2007 in  
conjunction with BDI  
Town Hall Office

Sue Edwards

Jean Henretty

Office – the joiners have started work and office  
furniture will be ordered next week. Should be  
operational by end of November.