

**MINUTES OF MEETING**

Thursday, 26<sup>th</sup> November 2020 7.30 pm, virtually via Zoom

**Present:** Bill Blackwood (Chair); Gaenor Berkin (Vice Chair), Fran Patrick (Secretary); John Whittall (Treasurer); Sue Wainman; Margaret Basley; Richard Lamplugh; Lee Aitken; Cllr Smith

**Apologies:** Claire Stewart; David Carlin; Sasha Brydon; Suzanne Bunton; Kayleigh Wallace; Pauline Paterson

**Attending:** Lorna Forsyth, CLDW; Alexander Burnett, MSP

**1 WELCOME & APOLOGIES** - The Chair welcomed those attending and gave apologies as above.

**2 DECLARATION OF INTEREST/AUDIO RECORDINGS** - None

**3 MINUTES OF MEETING 27<sup>th</sup> February 2020** – Minutes of meeting were previously circulated and proposed as accurate by J Whittall, seconded S Wainman.

**4 POLICE MATTERS** – Police Reports have been received and circulated. The recent spate of assaults was noted, but also that action has been taken. Otherwise, crime remains at low levels in Kemnay. It was also noted that it has been good to see continued police awareness of parking issues on Station Road.

KCC is now receiving regular Neighbourhood Watch reports from the Police and these will be posted on KCC's Facebook page. (**Action:** F Patrick to post these on FB.)

**5 KEMNAY RESILIENCE AND COVID RESPONSE** – Following the recent flooding event, clarification was sought from Ann Overton, Garioch Area Office, re changes to use of school premises as designated Places of Safety. Aberdeenshire Council is to hold a meeting about this sometime next week and KCC will be kept informed. However, it seems that this is likely to be the case, so the Community Resilience Plan will need to be reviewed and revised. A Overton has also been given another copy of the list of emergency contacts in the village. (**Action:** F Patrick to reconvene the CRP sub committee and seek additional members.)

It has been brought to the attention of the Chair that Paul Hendy of the Scottish Flood Forum is about to retire and it was agreed that KCC should send him good wishes on his retirement and thank him for all his good advice and hard work after Storm Frank. (**Action:** F Patrick to put together a note of thanks & good wishes and send on to I Ferguson of MMRCG, who will then pass on to Paul.)

The Riverside Path – Ann Overton has been made aware of the community's concerns about the flood damage to the path. However, although it is a core path, there is no budget for its repair this financial year, but it could be added for future works. AC has to find savings of £60 million across all council departments.

The container at Birley Bush is to have a combination lock fitted in order to allow for greater local accessibility.

Lend a Hand Kemnay – now working towards Christmas support for those in need and planning to distribute festive food parcels. A successful food & donation drive was held at the High Street Co-op last Saturday and a GoFundMe page has been set up. People have been very generous in their support.

LaHK can probably keep running until April/May 2021 at current levels of spending, and discussions are underway about the form long term community support should take. Thanks were offered again by KCC to the organisers and volunteers who run LaHK.

**6 OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK** – None.

**7 MATTERS ARISING:**

**a) Phoenix Fund** – Confirmation has been received that this fund is still operating and KCC has now received the first tranche of funding (£2500) to implement the plan put forward to Aberdeenshire Council. A copy of the plan is available on the village website - [www.kemnay.info](http://www.kemnay.info)

**b) Christmas Lights** – the lights on the trees at the Green should be on by the end of next week. Additional lights have been purchased for the trees at the Green. (**Action:** F Patrick to organise the lights on the Christmas tree and surrounding trees on the Green and pass the invoices for the new lights to J Whittall.)

Thanks to R Lamplugh for taking on the organisation of the motifs on the lampposts. He has been working with Gavin Adam and has completed the PAT testing, etc and passed the relevant documentation on to Aberdeenshire Council. He did point out, however, that several of the motifs are beginning to show their age and that perhaps a

Christmas Lights sub committee should be set up to look into the possibility of a rolling programme of motif replacement and how to fund this. There is still some money in the Christmas Lights account that could perhaps start this off. (**Action:** R Lamplugh to contact all KCC members with the aim of setting up a Christmas Lights sub committee.) Cllr Smith added that there could be matching funding available from the Garioch Area Committee. (**Action:** F Patrick to contact Ann Overton to find out about this.) Cllr Smith was also able to find out and confirm during the meeting that the cost of electricity to run the Christmas lights would continue to be met by Aberdeenshire Council. (**Action:** Cllr Smith to raise the Christmas Lights funding at the next Garioch Area Committee meeting.) Update on the trees for either end of the village – there seems to have been real progress, thanks in part to the assistance of a contact at North Lanarkshire Council who has helped with the selection of the trees. Still not certain when the trees will arrive in Aberdeenshire, or be planted in the two roundels. But at least they have been ordered on KCC's behalf. KCC has agreed to pay for the trees, with Aberdeenshire Council covering the cost of transportation and planting.

c) **Organisational Health Check Action Plan** – Discussed with input from Lorna Forsyth, CLDW - Covid-19 has hindered progress on this to some extent, however much has in fact been achieved over the year to reach out more widely to the community: the work done with LaHK; the very well attended Christmas event last year; information stall at Greener Kemnay Open Day at Birley Bush. Recognised that more needs to be done to communicate what KCC does - and can do - for the village. F Patrick and S Wainman have recently taken part in online training offered by Aberdeenshire Council + Scottish Tech Army on digital communication, particularly via Facebook. L Forsyth suggested that there could maybe be a post-Covid social event to bring the community together. And need to start thinking about what is next for KCC and for the village; the Action Plan could be revisited next year. (A question was raised about the Newsletter, which is much missed, and whether a digital version could be produced.) L Forsyth could facilitate a community skills workshop (3x2 ½ hr sessions), which would provide the opportunity for groups within the village to network, create links and build relationships. (**Action:** F Patrick to put this on the agenda for next meeting, to ascertain interest in workshop.) The principal aim is to 'future proof' the village. Hence the need also to consider how to proceed with the support currently being offered by LaHK and the community larder.

**8 TREASURER REPORT** – The main outgoings have been from the Lend a Hand account; the Phoenix Fund money is now in; the direct debit payment for GDPR will come out in January. It was agreed that the cost of the two trees for the village should come from the General Fund rather than the Christmas Lights Fund as, although also lit up over the Christmas period, the trees will be a permanent, year round asset to the village.

## **10 PLANNING MATTERS & APPLICATIONS –**

a) **Current planning applications** - No action to be taken on any

**Alterations to Dwellinghouse**

Ref. No: APP/2020/2096 - Fetternear View

**Erection of Garage and Gate**

Ref. No: APP/2020/2221 – Victoria Terrace

**Alterations to Dwelling house, Fetternear View**

Ref. No: APP/2020/2096

Update on the replacement Scout Hut: a response has been received from Steve Young. He is in the process of applying to Aberdeenshire Council for an asset transfer of the land next to the BT building. (**Action:** KCC to monitor developments.)

## **11 REPORTS**

a) **Public Access Defibrillators (PADs)** – No report received, but all appears in order. (**Action:** F Patrick to seek update from K Stewart.)

b) **Garioch (& North Marr) Safety Group (GNMS)** – Although it has now no representative on this, KCC will still get agendas and minutes.

c) **Garioch Area Community Council Forum (GACCF)** – No update; meeting is next week.

d) **Community Planning** – Interim Garioch Community Plan 2019-2022 circulated

e) **Greener Kemnay** – GK is participating in the Kemnay Primary School Snowman Trail, with a snowman located in Birley Bush; the lights on the Christmas tree at BB will be switched on this week; received more compost; grateful to have access to a tipper truck through a volunteer, as this makes life so much easier.

f) **Kemnay Local Learning Community Partnership (LLCP)** - No update

g) **KAPC/KPPC/APPC** - **KAPC:** A response has been received from Marie Glendinning re representation on the community council. **KPPC:** Have expressed an interest in using the roundels at either end of the village for the Snowman Trail. (**Action:** F Patrick to find out if the two new trees are to be planted before Christmas.)

**h) Press Reports** – Articles on the theft of an ambulance; article on the possible closure of the Bennachie Lodge due to consequences of Covid-19 restrictions.

**11 ABERDEENSHIRE COUNCIL/COUNCILLOR NEWS** – Cllr Smith present – Council is facing budget constraints and cost cutting; preparing for winter is now well underway – asking again for volunteers to be snow wardens (**Action:** Cllr to passing link on to KCC.); salt stocks are being monitored daily to ensure adequate supplies; can now track the council's gritters and locate grit bins via a free app or online.

Cllr Smith reminds everyone to get ready for winter.

A question was asked about pavement gritting as the reduced level of gritting (just for school routes) can cause a potential health and safety hazard, especially as more people are likely to be outside exercising due to Covid-19. (**Action:** Cllr Smith to refer this to Ann Overton.)

### **13 CORRESPONDENCE**

**a) Correspondence from the Council** - was circulated prior to the meeting.

- Scottish Government Funding Update for public transport, ct and taxis
- E-cargo bikes
- Temporary road closure at Blairdaff
- Trading Standards bulletin

**b) General Correspondence Received** - was circulated prior to the meeting.

- Information received about the design update of the A96 Duelling
- SSEN coffee morning
- Information received on Paul Henty's (Scottish Flood Forum) retirement

**14 OPPORTUNITY FOR COMMUNITY COUNCILLORS TO SPEAK** - F Patrick & S Wainman noted that school buses are coming down the High Street again and one was even spotted blocking the service bus, they have also been seen exiting via Fraser Place and Fyfe Park (**Action:** F Patrick to contact the Academy.) L Aitken and others pointed out that there had been issues with the admin side of the flu vaccine (noted that not organised by the local practice this year), with many people receiving their letters on the day of or even after their appointment, although most were very happy with the clinical organisation of the vaccinations; G Berkin informed the council that Mr Still, Deputy Head at Kemnay Primary School, has left the school and she will send a letter of appreciation on behalf of KCC; W Blackwood gave update on the Remembrance Day event, which was recorded and put online by the Parish Church – Due to an unfortunate oversight, representatives from the British Legion were not present and sincere apologies have been offered.

**Date of next meeting: Thursday, 28<sup>th</sup> January, 2021, 7.30pm, virtually via Zoom**



Aberdeenshire  
Town Centres

Phoenix Fund  
2020/21

**Aberdeenshire**  
COUNCIL



## TOWN CENTRES PHOENIX FUND APPLICATION FORM

<b>PROJECT TITLE (or working title):</b>	<b>Kemnay Trails Launch Event</b>
<b>APPLICANT:</b>	<b>Kemnay Community Council</b>
<b>TOWN(S):</b>	<b>Kemnay</b>
<b>DATE:</b>	<b>25<sup>th</sup> September 2020</b>

### PROJECT DESCRIPTION

Text boxes should automatically expand. Please refer to the Guidance Note to help with your application.

#### 1. Covid-19 Impact on your town centre

Please briefly explain what you consider the main challenges will be in your town centre as the lockdown is eased and in 'returning to normal'.

The main challenges probably centre on how our older and younger residents have been affected by the lockdown. Both groups have seen their freedom to get out and about and interact with others seriously curtailed and the challenge will be to get these groups back out and enjoying village life again. Events such as the Firework Display and Christmas Lights Switch On are not going to happen this year and these would have brought the community and businesses together.

#### 2. Description and Aims / Objectives of the Project

Please explain what your project involves, how it will work, what you intend to spend the money on, what you hope to achieve and how you might use this project to create lasting collaboration and partnerships.

Our project is two fold: to 'spruce up' the village by buying new flower planters, installing new & refurbishing current benches, etc, and to hold an event in late spring/early summer 2021 to tie in with the launch of the Kemnay walking & cycling / Kemnay Steens trails. Another trail – possibly a fairy or nature trail – for the very young is also being considered. It is planned to set up a central village information board and create maps of the trails, possibly with a border advertising local businesses, which will be available from local businesses and the Village Hall, but also digitally via the village website and Facebook pages. The launch event could involve local businesses setting up stalls in the High Street and/or doing 'special offers' for the day, with music provided by local musicians.

#### 3. Project Management and Partnership

Please demonstrate how you have the support of the wider town centre business community for the project. Please explain how businesses in your town centre will be jointly and collectively involved in managing and delivering the project and any structures (e.g. steering groups) that will be used.

Please provide separately a list of businesses and other town centre occupants / organisations who support this project.

This is an on going task. All local businesses have been contacted directly as well as via social media, but only one or two have come forward thus far with ideas or offers of help. However, past experience tells us that local businesses do value, and are always willing to participate in, local community events.

It is hoped to set up a steering group, with members coming from the Community Council, but also local businesses and local groups operating within the village. So far, 7 people have expressed an interest – 4 from the Community Council, 2 from local businesses/groups and 1 resident.

#### 4. Project Timetable

Please be flexible in planning your project to account for uncertainty around possible medium and longer-term Covid-19 restrictions that may be in place.

<b>Anticipated Start Date</b>	January 2021
<b>Anticipated End Date</b>	September 2021

#### 5. Breakdown of Costs of Project

Please itemise the estimated key costs for your project. Identify if you have any other local match funding that will be contributing to the project.

<b>Costs (description of main project cost items)</b>	<b>£</b>
Purchase of new flower planters	<b>£ 800.00</b>
Purchase of new & Refurbishment of current benches and other items of street furniture	<b>£ 1000.00</b>
Designing and printing trail maps	<b>£ 700.00</b>
Creation of trail for younger children	<b>£ 300.00</b>
Hire of equipment for street event – stalls, PA system, etc/ OR digital & social media development, depending on situation with covid	<b>£ 1200.00</b>
Creation of information board for the village centre	<b>£ 500.00</b>
Improved signage around the village	<b>£ 500.00</b>
<b>TOTAL PROJECT COST</b>	<b>£ 5000.00</b>
<b>Other match funding? Please list source and amount</b>	
	£
	£
	£
	£
<b>PHOENIX FUND FUNDING REQUEST</b> (should not be greater than the maximum amount available to your town – refer to the Guidance)	<b>£ 5000.00</b>
<b>TOTAL FUNDING AVAILABLE</b> (should match Total Project Cost)	<b>£ 5000.00</b>

*Expand table as necessary. Refer to separate Spreadsheet if required.*

<b>Is the applicant VAT registered?</b>	No
<b>Will they reclaim the VAT on project costs?</b>	No

### 6. Contributions 'In-Kind'

'In kind' contributions can include volunteer time, donations or other items which do not change the 'cash total' of the project but demonstrate added value. Please estimate the anticipated 'in kind' contributions to the project.

### 7. Outputs and Outcomes

Please provide realistic measures for how you will monitor the impact of your project. The Guidance document may be useful to assist with this.

<b>Output Measure / Description</b>	<b>Target No.</b>
Number of businesses participating	8
Increased footfall in local businesses	10% (?)
Number of volunteers involved	15
Feedback from customers/residents	

*Expand table as necessary. Refer to separate Spreadsheet if required.*

### 8. Communications

How will you promote the project? How will you acknowledge the financial support from Aberdeenshire Council towards the project?

### 9. Any Other Relevant or Useful Information

### 10. Applicant and Contact Details

<b>Applicant Organisation:</b>	Kemnay Community Council
<b>Legal Status:</b>	
<b>Your Name:</b>	Fran Patrick

<b>Position:</b>	Secretary
<b>Address:</b>	Albyn 24 High Street Kemnay. AB51 5NB
<b>Phone Number(s):</b>	01467 642396
<b>E-mail:</b>	kccsec18@gmail.com
<b>Website address:</b>	
<b>Please tell us where you heard about the Phoenix Fund:</b>	
From Garioch Area Office.	

## 11. Data Protection

Aberdeenshire Council is the Data Controller for the purposes of the General Data Protection Regulation (GDPR).

We will use the information you provide in this form and in any supporting evidence you supply, to process your application and if successful, to process your claim. We automatically include your details on our database to administer your application. We may share this information with our public sector partner organisations.

In addition, we will use your contact information to keep you informed of Economic Development activities and the services we provide. We will not pass your information to other organisations or individuals without your consent, unless required to do so by law.

You have the right to ask for a copy of the information that we hold on you and that is subject to the Data Protection Act 1998, for which we may make a small charge, to correct any inaccuracies in your information held by us.

You may opt out of being contacted by emailing [phoenixfund@aberdeenshire.gov.uk](mailto:phoenixfund@aberdeenshire.gov.uk) or by post to Aberdeenshire Council, Economic Development, Woodhill House, Westburn Road, Aberdeen, AB16 5GB

Please refer to our Privacy Notice to see how we use, protect and store your data and your rights in relation to this. Here is the link to our Privacy Notice:

<http://www.aberdeenshire.gov.uk/business/support-and-advice/publications/>

## 12. DECLARATION

**In submitting this Application, I certify that the information provided in this Form is true and accurate and that I have read the data protection statement above. I also understand that:**

- If this project is approved, we will be invited to enter into a legal Grant Funding Agreement with Aberdeenshire Council for this project;
- We may be asked to complete a Supplier Form with our bank details to

enable Aberdeenshire Council to set my organisation up on its financial payments system;

- If another Application is submitted from the same town centre, we will be asked to work together with the other applicant to agree to develop a single Phoenix Fund project;
- No Aberdeenshire Council funding shall be used in such a way that contravenes Scottish or UK Government rules (advisory or formal) on social distancing requirements at any time during the project;
- Funding will need to be claimed by 30<sup>th</sup> September 2021 and any unused Funds will be returned to Aberdeenshire Council if these funds have already been paid;
- We will need to provide a brief evaluation report at the end of the project;
- We may be asked to participate in wider promotional or network activity across Aberdeenshire;
- The project will make every effort to acknowledge the funding support of Aberdeenshire Council.

**Signed:** *F Patrick*

**Name:** **Fran Patrick**

**Title:** **Secretary Kemnay CC**

**Date:** **28<sup>th</sup> September 2020**

**Please e-mail this completed form to [phoenixfund@aberdeenshire.gov.uk](mailto:phoenixfund@aberdeenshire.gov.uk) no later than 30<sup>th</sup> September 2020.**