

THE FINDHORN VILLAGE CONSERVATION COMPANY
DIRECTORS MEETING ON MONDAY 09 APRIL 2018

PRESENT

Frank Allan (FA), Jo Harris (JH), Christine Hunt (CH), Nicole Edmonds (NE), Mo Hyde (MH), Sam Russell (SR), Marjory Barber (MB), Donald Watson (DW), Cathy Low (CL) (minute secretary)

APOLOGIES: Neil Robertson (NR), Sarah Theman (ST), Peter Hall (PH),

		Action By
1	<p>DECLARATION OF INTEREST – ST has emailed to note a declaration of interest as she works with one of the companies tendering for the David Urquhart Path.</p> <p>CL declaration of interest re the Piers as she is on the RFYC Council.</p> <p>JH declaration of interest re students offering to support strategic plan as one of students is her daughter.</p>	
2	MINUTES OF LAST MEETING Proposed: NE Seconded: DW	
2.1	Action list updated	
3	MATTERS ARISING NOT ON AGENDA	
3.1	<p>Armstrong Garages Development Officer will be the point of contact for the Garages. Once recruited they will take on the daily management of the garages, strategic planning and fundraising. It was raised the Board need to give clear instruction on the direction the Board wants to take the Garage site.</p> <p>5.4 SLF has given grant funding up to 31 March 2018, they have approved carry onto next year. We need to draw down the money (50% of salary over two-year period) from HIE via invoice monthly. HIE are being kept up to date on progress of recruitment of Development Officer.</p> <p>6.1 Photographs to be completed. Some leases have taken own photos. Lease agreements have gone out. Changed from Direct Debit to Standing Order. CH passed over lease agreements to JH for file. Still one outstanding agreement. One more application has come in.</p> <p>9 MH confirmed TFVCC are compliant with new Data Protection (DP) Regulations. As members have previously been informed how we will use their data we do not need to contact them. MH will lodge that we are compliant. Query re does the secretary need to have a file of members. MH advised that members data is held on the yahoo mailing list. MB original membership forms are held by MH as the DP officer.</p> <p>12.2 NR to load junior members form onto web site</p>	<p>DW</p> <p>NR/MH</p>
3.2	<p>Strategic Planning – option of MA students doing a parking plan, not a strategic plan.</p> <p>There needs to be a separate meeting for Strategic Planning. HIE can help with this, working with the Board. There are funds to pay for consultant out there. JH to contact Fiona Robb HIE re consultant.</p> <p>ST and JH putting together a ‘welcome pack’ for new board members and residents to the village.</p>	<p>JH</p> <p>JH/ST</p>
4	Correspondence	
4.1	<p>Issue raised - re path at Marine Cottage raising concern that the road is returned to a usable state – wheelchair/pushchair. Requesting TFVCC to monitor the path on the dyke.</p> <p>Where work is being carried out, photos of path/lane/road need to be taken and owner advised it must be returned to same or better condition.</p> <p>Working Group needs to be organised to develop a document providing information for owners/agents on how TFVCC land should be</p>	

	<p>people who are using their garages for storing goods Electricity would be a great asset especially in the winter months for lighting Looking forward to a smarter building Unable to get larger boats on trailer into garages due to door height.</p> <p>CH Observations Agree with suggestion of dividing walls Electricity would be beneficial but how would we charge. Potential for each garage to have a solar supply. We can apply for a grant from Scottish Hydro for a new supply Painting is necessary Doors are generally only high enough for cars and storage – to be noted in marketing The garages we have let would be the most suitable for conversion into workshops, we could add toilet and wash room facilities to the rear without too much expense. Rodents – some people have been put off by the possibility of mice. There is no evidence but mice, but a simple electronic preventer would be advantageous. There has been several burglaries in the village, is there a potential of having CCTV. Pit in one of the garage needs to be repaired as boards are not wide enough. Recommendation was to fill the pit. DW recommended that David McGillvray may be able to supply rubble/earth to fill in. DW to speak to arrange.</p> <p>One person on waiting list. CH suggested to advertise garages available. CH to place advert in Post Office for two weeks. If no Findhorn resident applying, garages can be allocated to applicants out with the Village.</p> <p>We are following closely the Business Plan that was produced for Armstrong Garages. Development Officer will take this forward.</p> <p>If we kept two garages spare, we have the flexibility to move residents around whilst refurbishment work is being done.</p> <p>There is match funding available that we can draw down on as we have raised the money via the loans. Once refurbished rent will be increased.</p>	<p>DW</p> <p>CH</p>
6.2	<p>Council Tax/Water Demand for council tax, this is for the period January to April 2018. JH to speak to Moray Council to resolve. Water rates has been resolved</p>	
6.3	<p>Development Officer Interviews – one applicant dropped out leaving two going forward to interviews on 12 April. Interviewers FA, NR and CL. JH to take notes.</p>	
6.4	<p>Loan Letter – draft letter sent to Gmail for review. JH to send out to lenders. CL and JH to send out the email/letter.</p>	JH/CL
6.5	<p>Annual report to SLF to be completed and submitted.</p>	NR
7	<p>Land/Sales/Leases</p>	
7.1	<p>MA Student Project for parking in Village. Request from two MA Design students from Sweden. FA to write parking and traffic management brief</p>	FA/JH

	referencing Articles 4.2 TFVCC purpose.	
	Meeting with Moray Council lease department on Wednesday 11 April. DW, FA and JH to attend. FA to take copy of lease, JH to take copy of map. Two leases – nature reserve and north car park. Lease run to 2020. MC are duty bound to maintain fencing and steps to shore.	DW/FA/JH
7.2	<i>Findhorn Sands/Calren</i> Further discussion on the land boundary issue with Calren. Letters to be issued to caravan and chalet owners <i>letter and action</i> Letters ready to go to caravan and chalet owners, informing them of current issue with the land boundary.	FA
7.3	Request for deed of servitude for pedestrian and service access. TFVCC need to agree going rate for granting deed of servitude. MB to research going rate and feedback to Board.	
7.4	Plot 5 – Sylvan Heath. JH to send letter asking for decision on purchase by 30 April 2018. If no response we need to ensure we follow through. If owner chooses to buy a lesser area than in his planning application, then need to amend his planning application.	JH
7.5	Access to land holding maps. Decision agreed that instruction to requests for map (correct at time of printing) will be it can be viewed map at FVC or contact the Scottish Land Registry to request a copy of map (fee of £20).	MH
7.6	Scottish Police - camping/motorhomes/campervans at north carpark. No issues with our planning for camping/motorhomes/campervans. Raised an issue re the safety of the Observation post access not being secure. DW will chase up Rennie Fabrication to secure hatch.	DW
7.7	Moray Development Plan Car parking already discussed see 4.5 Housing – development of area on other side of road from Sylvan Heath. Area TFVCC has submitted this time is larger than previous R1. Look at reducing area but not as small as R1 – main road to emergency turning area. This needs to be done by 13 April. NE and MB to draft letter with amended development area proposal.	NE/MB
7.8	Meeting with Water Board – NE and PH met with representative. Pumping station needs to come out of the toilet block. Representative took on board slight revision of location. Pump on chalet road – no option on location. Water Board will send details of exact locations, so we can put on TFVCC web site.	
7.9	Residents, Community Council and Dunes Trust – meeting on Thursday 12 April 7pm in FVC to discuss parking. Rep from each will meet with FA, MH to discuss parking. Need to make clear parking charge is for improvements to the village land holdings not for the running of TFVCC	
8	AGM – Wednesday 20 June 2018 7.30pm. JH to book JMI. JH to put AGM as agenda item for May meeting. Need to advise who will be standing down and Director vacancies.	JH
9	Membership Report Members 178 Associate Members 41 Query was raised about notifying members re DP. DP policy will be put on web site informing of what information we hold and how to request removal of data – MH to give to ST to load onto web site	MH/ST
10	Policies and Procedures – FA shared a working group policy with the Board. All to review and feedback. Policy and Procedures need to be accessible to all Board members and members. JH to check for NE draft in file and share with Board. Policies and Procedures are living documents and need to be reviewed	JH

	<p>annually.</p> <p>All Policies and Procedures should be stored on Google Drive with version control.</p>	
10.1	Volunteers guidance pack – JH working on this.	JH
11	<p>David Urquhart Pathway</p> <p>Gone out to tender, 7 or 8 different contractors due back end of April 2018. Present start on site date 17 September 2018.</p> <p>Path working group applying for grant funding.</p> <p>Raffle – either Saturday 11 or 17 August plan to have an open evening where raffle would be drawn. FRA has a large tent.</p> <p>Still need prizes – suggestions of asking holiday home owners for weekend. CH donated a weekend in the Lobster Pot at FVC.</p> <p>10,000 tickets @ £1.</p> <p>Funding bodies have advised it would be beneficial to get letters from other organisations in the village – Heritage, RFYC, FVC. CH has template – will share with Board.</p>	CH
12	AOCB	
12.1	FA has had the Village quiz shield engraved.	
12.2	Piers – FVCC have been asked to consider taking on the Piers. CH suggested setting up a Trust to take on the Piers which would involve all the Village to raise the money and manage the Piers. CH and CL to discuss way forward and organise a meeting with local organisations to discuss setting up Trust.	CL/CH
12.3	No update from contractor re back beach road for costs – no update, will keep chasing	
12.4	East Car Park – camper van parked on grass picnic area beside disable parking – needs couple of large boulder or posts	
12.5	Car parking at Ice House (No4) CH has checked the deeds and there is one parking space per house. CH will bring deeds to next meeting.	CH
12.6	Toilet Block opposite Osprey House was a car parked there over winter. Could we put a boulder/bund to prevent this happening again? Suggest get wooden posts. Also needed on grass area at south pier.	
	Date of Next Meeting – Monday 07 May 2018, 7pm	
	Minutes Proposed by	
	Minutes Seconded by	
	Chairman	