

**THE FINDHORN VILLAGE CONSERVATION COMPANY
DIRECTORS MEETING ON MONDAY 2ND SEPTEMBER 2019**

PRESENT Frank Allan (FA), Nicole Edmonds (NE), Sam Russell (SR), Christine Hunt (CH), Sarah Theman (ST), APOLOGIES Cathy Low (CL), Marjory Barber (MB)		
	Note CH informed the Board that due to ill health it is unlikely that Mo Hyde (Director) will return to the village and continue as a board member.	
		Action By
1	DECLARATION OF INTEREST – NONE	
2	MINUTES OF LAST MEETING – Approved - Proposed NE; Seconded SR	
3	MATTERS ARISING NOT ON AGENDA	
3.1	12.8 Weed Control document One final amendment to be made regarding anyone requiring assistance/advice or to report issues to contact TFVCC. 11.2 Grass cutting FRA would like to work with TFVCC to create a residents volunteer working group to help with land maintenance next year. 14.4 FRA intend to walk the stryplies as part of Doors Open Day on 21 st September 2019.	
4	Correspondence – items not on agenda	
4.1	Electric Bike Shelter – Email received from (Moray Car Share) with availability for funding of an electric bicycle shelter at the Armstrong Garage (AG) site. Board agreed to decline at this time due to delays with AG renovation/development project. CH to reply.	
4.2	Garage No. 5. Following a report of an individual staying overnight in the leased garage the tenant had been advised this was in breach of lease agreement and has assured us there will be no repeat. A car has been parked in the corner of the AG site, believed to be owned by a relative of Garage No. 5. Tenant to be contacted and advised this must be removed.	
4.3	Viewpoint Emailed received regarding damage to benches and condition of stonework at the viewpoint at the back shore. Board agreed to contact workman and stonemason for respective quotes	
4.4	Zurich Insurance Email received including guide on risk management. Document to be circulated with draft minutes.	
5	Finance	
5.1	<i>Annual accounts are available on TFVCC website</i>	
6	CAR PARKS	
6.1	Revenue Update – good return over summer season	
6.2	Car Park Improvements All signs now installed. FA had contacted Gray's Recycling (Bin Contractor) who confirmed that they will reduce bins at our request as and when we see fit. Aim to reduce to 2 bins from Sept/Oct and then to 1 or nil over the Winter subject to usage. FA to liaise with Gray's Recycling.	
6.3	Meeting With Moray Council Planning 21 August 2019 FA, CH, CL & ST attended meeting with Moray Council (MC) Planning Officers (Enforcement) representatives to discuss the requirements that TFVCC will need to consider if we are to submit a retrospective planning application for the change of use of the car park to use or part use for the purpose of overnight stays for motorhomes. TFVCC attendees felt the meeting was fair and that MC took on board our comments in respect that we only want to operate the west car Park as an overnight motorhome stopover point, not a formal caravan site. This is a first in the Moray Council area and MC need to fully consider any actions/compliance as this will set a precedent for others in a similar situation. Board await report and guidance from MC.	ALL
6.4	Fire Risk Assessment FA had previously completed a first draft Fire Risk Assessment of the west car park following advice from the Elgin branch of Scottish Fire & Rescue Service. ST advised we now have templates and checklists on GDocs. Board will await report from MC for any further action to	

	be taken in regard to monitoring fire risks.	
6.5	Survey Monkey CL & ST have drafted a questionnaire to be issued to residents for 1 st year feedback of using west car park as motorhome stopover point with voluntary donations. ST to distribute to Board for review. Once approved to be hand delivered to all properties in TFVCC catchment area. Document will include a link to Survey Monkey for online completion or hard copies can be returned to TFVCC mail/post box in FVC	
7	LAND/SALES/LEASES	
7.1	Sylvan Heath – Board stressed that the length of time taken to resolve this issue is unacceptable and we need to take steps to resolve.	
7.2	Calren – boundary dispute continues and TFVCC must take steps to have encroachment mapped and valued.	
7.2.1	Caintech survey completed Friday 30 th August 2019. Board awaits result of survey. During the survey a local resident appeared on site and initiated discussion with surveyors. This was curtailed after a short period and Caintech continued with their survey.	
7.2.2	Further correspondence received from company wishing to enable discussions between TFVCC and Calren to resolve the boundary dispute. FA to contact company to clarify earlier email stating that TFVCC happy to give him full details of dispute but only as a member of TFVCC, not as director of a company.	
7.2.3	TFVCC was contacted by email late afternoon on Friday 30 th August by a journalist from Herald on Sunday. He stated he was running an article about the boundary dispute between TFVCC and Calren as part of a series about community land ownership and conflicts that arise following purchase of land. The email contained a statement from Calren, FA responded with an updated press statement.	
7.3	Working Group on premises for Coastal rowers boat. Working group meeting cancelled.	
7.4	Back Beach Road SR met with contractor re possible use of excavated materials from works from house renovation to be used to create bunds on the back road to stop vehicular access to the village and dune sides of the back road. In exchange for contractor being able to remove and dispose of the excavations from site on Company land, he proposes to install a traffic calming pillow on the road near the Ice House to replace the existing sleeping policeman. Board agreed in principle but all dependant on the suitability of excavated materials. Dunes Trust to be advised of proposal as a matter of courtesy. SR, FA & NE to inspect with and FA to advise Dunes Trust.	
7.5	Marine Cottage Large stones have been removed by contractor to the satisfaction of the Board and complainants. NE raised the point that we should learn from this experience and we should inform architects/agents prior to any commencement of works that they must meet our instructions for reinstatement works to Company land. Caledon Member of the public had brought attention to the state of the lane behind Caledon following commencement of renovation works. The lane has degraded considerably due to use by heavy vehicles and deep ruts have been created. CH to contact owner and request interim reinstatement works to ensure acceptable foot and vehicular access. Heaven's Gate No response from contractor re remedial works to footpath. FA to chase	

	<p>Bakehouse Lane Correspondence received from owner of Bella's Cottage following heavy rainfall and subsequent flooding of lane. The resident has instructed a structural engineer to investigate and report back. Owner also requested that TFVCC restrict access to the lane to reduce further compaction. Board agreed to wait for structural engineer report before considering this request further. Cognisance must be taken that the lane has multiple owners and any cost should be split proportionally.</p> <p>28 Findhorn NE approached owners of following previous board discussion of planting beds installed on TFVCC land. Owner fully understands and accepts that this is not their land and they may be asked to reinstate original surface. Owner currently maintains an access path through the area. Agenda item at next meeting</p>	
7.6	Wayleave Wayleave payment received for land in front of Culbin Flats.	
8	ARMSTRONG GARAGES	
8.1	Athena Update CH had contacted Athena Solutions to clarify next steps and chase architect for outstanding fees to date and to confirm our next submission to planning.	
8.2	Working Group Report All garages let. Potter working from The Bunty - CH to contact to confirm her intention to lease from us once works complete. CH suggested a progress report be issued to donors updating them on planning delays and assuring them of continued progress despite the delay. ST raised concerns about H&S policy & responsibilities as landlords. CH confirmed leases state no fuels to be kept on premises. Leases to be reviewed before renewal to ensure compliance. ST to send H&S policy/statement for review and adoption by the Board	
9	MEMBERSHIP	
9.1	Update on Membership Numbers No report at this time	
9.1.1	GDPR ST raised concerns TFVCC not fully GDPR compliant regarding member consent. Policy & consent templates are available on DTAS website. ST to put together GDPR docs and distribute to Board.	
9.2	New member Communication and Recording Associate Membership application received and approved. ST to email approval confirmation. CH highlighted that we need to grow applications for full membership.	
10	DAVID URQUHART MEMORIAL PATH	
10.1	Sub Group Report Currently 2 applications for funding submitted and awaiting decision. Possibly 1 further funding avenue available, NE investigating further.	
10.2	Publicity Launch Treasurer investigating relaunch of Just Giving donation page. FA to chase. CH will work with CL to form an action plan for a coordinated publicity launch to attract donations for any shortfall in funding.	
11	MORAY COUNCIL	
11.1	Toilets CAT Still no response from MC. If still no response by next meeting, contact MC to chase and investigate leasing of the blocks in the interim period to ensure they stay open for next year.	
11.2	Grass Cutting FRA FRA are getting quotes for grass cutting next year. Also looking for volunteers as per item 3.1	
12	GENERAL BOARD	
12.1	FKCC CH reported to FKCC at their August meeting. While present a member of the public raised an issue of a 'caravan park' at the west beach car park. CH was able to interject and assure that TFVCC do not and have no intention of operating a caravan park, only to offer a motorhome stopover point which is monitored daily and that we are working with planners at MC to address concerns. CH also provided an update about the Armstrong Garages project.	
12.2	Minutes for Website It was agreed that due to current workloads Directors will update the minutes at a quieter time.	
13	Fundraising No specific fundraising issues at this time but after expected	

	completion of DU Path, Directors will need to look at the wider expenditure and budget planning for the Company	
14	AOCB	
14.1	Cards to be sent to MH & CL following respective ill health.	
14.2	FA happy to deliver reports to FKCC over the Winter, CH happy to pick this up if FA not available.	
14.3	ST raised concerns following discussion with Peebles Community Trust that Public Liability Insurance may not cover volunteers if they are doing work that would normally be paid. FA to contact insurers to clarify and see if true and whether a waiver would relieve TFVCC of liability.	
14.4	CH had been approached by a resident complaining of stones on the steps midway along the retaining wall adjacent to the bay. It is believed the small stones are from those laid in front of 156 Findhorn which have not bedded in as spread too thickly. Board agreed that as risk has been identified we need to investigate and take action if deemed necessary.	
14.5	<p>SR suggested that FRA and TFVCC have a meeting mid January in order to coordinate activities such as grass cutting and update on planned village events followed by refreshments. Agreed by the Board</p> <p>FRA had been contacted by a resident complaining about planters situated on the pavement outside 125 Findhorn causing an obstruction. SR agreed to speak to owner on return from holiday.</p> <p>Grass cutting - FRA asked if TFVCC could help by emailing their membership requesting assistance with grass cutting etc. Due to the rising costs of photocopying the FRA have had to stop circulating an information / request sheet to each household every month.</p>	
15	Date of Next Meeting 7pm Monday 7 th October 2019 at FVC	
	MINUTES PROPOSED BY	
	MINUTES SECONDED BY	
	CHAIRMAN	

Chairman – Frank Allan

Date - 7th October 2019.