

## DUNBLANE DEVELOPMENT TRUST

### Minute of the DDT Board meeting held on Monday 20 June 2016 at 7.30 pm in the Braeport Centre

<b>1</b>	<b>Attendance and apologies</b>		
	Present:	Barbara Allan, Alan Booth, Christine Campbell, Alan Cessford, Roy Nicolson,(Chairman) Katherine Novosel, Rhona Peet	
	In attendance:	Deirdre Fraser, Jason Young (for item 5 only)	
	Apologies:	Ian Gill, Dougal Thornton	
<b>2</b>	<b>Minute of the Meeting held on 18 April 2016</b>		
	The DDT Board approved the Minute of the meeting held on 18 April 2016.		
<b>3</b>	<b>Matters Arising</b>		
	<u>Defibrillator</u> It was noted that First Responders had agreed to consider the Braeport Centre as a suitable location for a defibrillator: there was no cost to install but they may expect a donation.		Ian
<b>4</b>	<b>Proposed appointment of Co-opted Trustee</b>		
	The Board approved the appointment of Dave MacPherson with immediate effect: Mr MacPherson would require to stand down at the AGM in October 2016. It was noted that he is also a Director with DDT (Projects) Ltd.		
<b>5</b>	<b>Health and Safety Policy Statement and guidance</b>		
	The final draft of the Health and Safety Policy and of the Guidelines for Volunteers and Team Leaders along with the Volunteer Risk Assessment Book were approved by the Board with immediate effect: implementation should start now. It was noted that there had been detailed discussion at a Board event on 24 May 2016 on these documents at which Jason Young had been in attendance and had answered outstanding queries. Documentation would be circulated to Team Leaders to enable information on each volunteer to be gathered and for risk assessments to be carried out on all the activities of the Working Groups with the assistance of Jason Young if required: the Board agreed to a retention fee for these services. It was noted that no timescale should be placed on the information being gathered on volunteers and risk assessments undertaken but it was hoped that these tasks could be completed as soon as possible.		Alan C, Barbara
	It was agreed that Team Leaders should carry out a generic risk assessment at the start of each new season with new assessments undertaken for additional activities initiated during the year not included in the original generic assessment. All volunteers would require to sign the risk assessment book and any additional new assessments at least once in each season.		Team Leaders, volunteers
	Team Leaders and the DDT Board to hold copies of the signed risk assessments and the information required on each volunteer.		Team Leaders, Katherine, Deirdre
	The Board welcomed the good response to the First Aid Training and it was noted that two training sessions had taken place. Manual handling training was now needed and Team Leaders had been contacted and asked to identify volunteers in their Groups willing to undertake the training. Further		Team Leaders

	<p>appropriate training will be offered in due course.</p> <p>It was also noted the all electrical equipment which was used regularly by the Working Groups now required to be tested and that Team Leaders should be invited to undertake an audit so that the Board could be satisfied that this task had been appropriately completed.</p> <p>Roy thanked Jason Young and Alan C for their hard work on taking forward all the aspects of the Health and Safety documentation and liaison with the Working Groups.</p>	Alan C, Barbara, Team Leaders
<b>6</b>	<b>Chairman's Report</b>	
	<p>Roy provided an update to the Board in particular on recent discussions with Discover Dunblane which was applying for a £10k 'mobility' project. Discover Dunblane also wished to see how it could help our working Groups and Roy undertook to take this forward.</p> <p>It was also noted that there had been an approach from Stirling Council on DDT volunteers being involved in opening and closing proposed refurbished public toilets at Bridgend. The Council had been informed that while the DDT welcomed the opening of refurbished public toilets in Dunblane it was not considered appropriate for volunteers to take on these tasks.</p>	Roy
<b>7</b>	<b>Finance Report</b>	
	<p>The finance report was noted and the DDT Reserve Policy as set out in the papers was approved. There was a discussion over the water and sewage rates for the Dunblane in Bloom polytunnel situated at Ashfield and that we now needed to apply for exemption as a charity. Unfortunately we had missed the deadline for this year and going forward we would ensure that we applied.</p>	Ian, Dunblane in Bloom
<b>8</b>	<b>Secretary's Report</b>	
	<p>The Board noted the report and approved two new members to the Trust making the total membership as at the end of June 387.</p> <p>Working Groups involvement in the Dunblane Fling on 28 May 2016 had been successful with Dunblane in Bloom raising £478 and the Environment Group raising £556. There was discussion on whether the DDT should have its own presence at the Fling next year to promote membership and its activities particularly in respect of the Braeport Centre. The Environment Group had also expressed the desire to have its own banner and it was agreed that the best way forward was for the Communications Committee to consider this and how best to promote the activities of each of the working groups – probably via the new website.</p> <p>There was also discussion on how best to take forward promotion of the DDT AGM in October. It was noted that the next edition of the Wire would promote submission of applications for the Wind Farm and that it was probably appropriate for the following Wire to have an article on the AGM. In order to take forward the preparation of the AGM it was agreed that the scheduled planning meeting on 11 July 2016 should be used for this purpose: appropriate papers to be circulated.</p> <p>In respect of the Wind Farm, Christine intimated that applications for funding required to be submitted by 16 September 2016, posters were being put up and that all applications from DDT working groups required to be submitted</p>	<p>Communications Committee</p> <p>Katherine</p> <p>Christine</p>

	<p>and considered by the DDT Board. Clarification would also be made on the membership of the Committee and on whether any further members were required. It was agreed to remind the Working Groups about the funding available and to ask for any bids to be forwarded to enable the Board to consider these at its next meeting on 8 Aug 2016.</p> <p>It was noted that confirmation had been received that the Glen Road project was under the auspices of SUSTRAN and DDT.</p>	Katherine
<b>9</b>	<b>Keystone Awards</b>	
	Progress continued to be made, much of the historical filing had now been reviewed and filed and work was ongoing to compile a list of required policies and procedures.	Katherine, Ian, Deirdre
<b>10</b>	<b>Strategy and Action Plan 2016- 2019</b>	
	There was discussion on how often this should be reviewed and on how best to monitor completion of the action plan. It was agreed that annual monitoring was probably the best approach given the routine reports from the working groups to the Board and that the Board also need to be alerted to any difficulties being encountered. It was agreed to discuss this further at the meeting on 11 July 2016.	
<b>11</b>	<b>Braeport Centre - Business Plan and Committee Update Report</b>	
	<p>Barbara provided the Board with further information on the updated Braeport Business Plan which had been circulated earlier in the day. The Plan was based on a review of that originally produced in 2014 which covered a period of 5 years with 3 years still to be completed and the intention was to continue to progress the development of the Braeport based on this initial Plan.</p> <p>There was discussion on the development of the Braeport beyond the current plan and if the DDT was successfully in securing ownership. In particular issues around raising funds ( £500k being the current estimate) to take forward these developments and demonstrating a return on this investment – increased usage, income – and to also provide information on the need for further community space within Dunblane. It was agreed that further thought would be given to including such information and it was confirmed that the Business Plan was to be presented to Stirling Council in support of the DDT’s bid re ownership of the Centre. The Board further noted that action should be taken now to start looking at fundraising to support the development of Braeport.</p> <p>The Board approved the Business Plan for submission to Stirling Council subject to amends to reflect discussion at the meeting: the amended plan would be circulated to the Board prior to submission. Barbara was thanked for all her hard work on getting the Plan to this stage.</p> <p>The Board also noted the Braeport Committee report and the positive outcome of the User’s meeting held on 6 June 2016. The Board welcomed the efforts being made in taking forward the induction process including H&amp;S issues and the users’ comments on DDT going for ownership of the Centre – much of the concerns as stated in 2014 remained the same re flexibility of rooms, access to toilets etc. These would be further discussed by the Braeport Committee and way forwards identified. The Board asked for clarification on the differences between expected and actual figures on the Income and Expenditure sheet for the Centre.</p>	<p>Barbara</p> <p>Ian</p>

<b>12</b>	<b>Strengthening Communities Programme</b>	
	<p>Barbara confirmed that 9 applications had been received for the fund raising position and that the process of short listing was underway – interviews would be held towards the end of June and the successful application would be reported to the Board in due course.</p> <p>It was also confirmed as agreed that SAGE software and a new PC had been purchased for the DDT Office.</p>	
<b>13</b>	<b>The Friends of the Laighills</b>	
	<p>Alan B updated the Board. He had located and reviewed the previous documents relating to the proposals around Laighills including the previous survey undertaken in 2000 which required to be updated and list of individuals interested in becoming involved in a Trust/Group. It was suggested that the original purpose for establishing a Friends of the Laighills remained the same:</p> <ul style="list-style-type: none"> <li>• The protection, preservation and enhancement for the benefit of the public of the park known as the Laighills, Dunblane and such other land in or about the city of Dunblane having special environmental interest for the inhabitants of the city; and</li> <li>• The provision in the interests of social welfare of recreational facilities for the use of the inhabitants of the city of Dunblane and its neighbourhood and of the public at large with the object of improving the conditions of life for the same.</li> </ul> <p>There was discussion around the intentions of Stirling Council for the parks it currently maintained and also the difficulties in securing funding to further develop areas such as the Laighills. The previous uses of the Laighills was noted including animal grazing and a golf course and the potential to look at planting orchards, protecting diverse habitats etc if funding/volunteers could be attracted to take this forward. There need for there to be further discussion with Stirling Council was noted and the Board was content to receive further updates and support progress with the establishment of a Friends Group.</p>	Alan B
<b>14</b>	<b>Dunblane Community Partnership</b>	
	<p>It was noted that the Partnership was looking at the next steps in moving forward the outcome of the Charrette exercise, to develop a strategic/action plan and initiate further communications with the community and other appropriate groups/organisations/partners particular ensuring an appropriate approach to discussions with Stirling Council to gain its support.</p> <p>Stirling Council had agreed a £45k feasibility study to look at the top of the town and ascertain what was possible/acceptable. As yet there were no firm decision on the future of the Burgh Chambers – community ownership was a possibility but further work and a feasibility study would be required before progressing it any further.</p> <p>The Board noted the position.</p>	

<b>15</b>	<b>Communications Committee</b>	
	It was noted that Ian had been in contact with Pete Bicheno who had proved very helpful in suggesting a range of appropriate communication approaches to suit all sections of the community. Work was progressing to take forward the DDT's own website – but further information was required from the working groups etc – and the current Dunblane info site also required to be update. There would be further discussion on this at the next meeting of the Committee.	Ian, Christine, all
<b>16</b>	<b>DDT (Projects) Ltd</b>	
	The Board noted the report from the subsidiary company and particular the current position around the project to repair the riverside wall/path. There were difficulties in progressing at the moment because of water levels etc and a Controlled Activities Regulation (CAR) licence was awaited from SEPA. It was hoped that work could start soon, the funding was in place and there had been discussions with the contractors etc.  The Board noted the position.	
<b>17</b>	<b>Working Groups Update</b>	
	The Board welcomed the reports.	
<b>18</b>	<b>Update from Community Council</b>	
	Alan B reported on the items discussed at the last meeting of the Community Council including: police report which had highlighted concerns about anti social behaviour and a spate of house burglaries; recent interactions with Dunblane High School and getting pupil representation on the Council; house planning applications; and improving the recycling facility at Tesco car park.  It was noted that there had been comments made regarding cars parked at the Faery Bridge and it was agreed to email all working groups to remind them that cars should not be parked in this area.	Katherine
<b>19</b>	<b>Arrangements for Next Meetings</b>	
	The next Board meeting will be held on 8 August 2016 with an additional meeting on 11 July 2016 to specifically discuss AGM planning and monitoring the strategic plan – further information will be circulated.  The board further agreed to amendments in the schedule of future meetings as follows:  12 Dec 2016 now 5 Dec 2016 13 Feb 2017 now 6 Feb 2017 10 April 2017 now 3 April 2017  A revised meeting date schedule would be circulated.	Katherine          Katherine