

## DUNBLANE DEVELOPMENT TRUST

### Draft Minute of the DDT Board meeting held on Monday 31 October 2016 at 7.30 pm in the Braeport Centre

<b>1</b>	<b>Appoint Chair for meeting</b>		
	Those present agreed to appoint Dougal Thornton to chair the meeting.		
<b>2</b>	<b>Attendance and apologies</b>		
	Present:	Barbara Allan, Christine Campbell, Dave MacPherson, Ian Gill, Katherine Novosel, Rhona Peet, Dougal Thornton	
	Apologies	Alan Booth, Roy Nicolson	
	In attendance:	Deirdre Fraser	
<b>3</b>	<b>Minute of the Meeting held on 8 August 2016</b>		
	The minute of the meeting held on 8 August was approved.		
<b>4</b>	<b>Minute of AGM held on 8 October 2016</b>		
	The Board was content that the minute was a correct version of the discussions at the AGM subject to correction of typographical errors and an amendment to the information provided on the replacement of the tree in the High Street as part of the current work underway.		Katherine
<b>5</b>	<b>Matters Arising</b>		
	<p><u>12 September 2016 informal Board meeting</u> The Board welcomed the funding progress report circulated and in particular the successful applications and fund raising events to date.</p> <p><u>Defibrillator</u> Stirling Council had confirmed that we could not mount the defibrillator at the front of the Braeport Centre. The next steps would be to seek planning permission for the defibrillator to be mounted at the back of the building. It was also still the intention to approach Community Pride for funding.</p> <p><u>Repair of Allan River Path</u> It was noted that the retaining wall had now been completed and the path reinstated. The railings were being delivered on 14 November and would take about a week to install. Thereafter work would be required to cut back the vegetation etc before the path could be reopened. It was anticipated that there would be funding remaining and it would be for the Board to decide the use of these funding – possibly to improve the riverside path or other community paths.</p> <p><u>Braeport Centre</u> It was confirmed that the Business Plan for DDT to purchase the Braeport Centre on behalf of the community had been submitted to Stirling Council. The document was now out for consultation with Stirling Council's Finance Dept. There had been an indication that the Council would be seeking various conditions which would require further negotiation including the length of the proposed clawback period and the</p>		<p>Alison</p> <p>Ian</p> <p>Dave</p> <p>Ian/Barbara</p>

	<p>requirement for DDT to obtain grant funding for improvements prior to the transfer. There was further discussion around this and it was noted that to be successful with a funding application the Centre would need to be owned by the DDT. A meeting had been arranged with Stirling Council to discuss issues around this funding requirement. The application was likely to be considered at the Council's meeting in Feb 2017.</p> <p>Unfortunately we did not appear to meet the criteria for funding from the Big Lottery and but we may be successful in taking forward an application to the Scottish Land Fund - government funding delivered via the Big Lottery and Highlands and Islands Enterprise to support rural and urban communities to become more resilient and sustainable through ownership of land and assets.</p> <p>The £1,500 award from the Climate Challenge Fund would be used in part to help take forward the larger application to the Fund for up to £150k for major improvements to the Braeport Centre. The draft application required to be submitted by 18 Nov with the final application to be in by 18 Dec. Work was underway to seek quotes for various options to improve the carbon footprint of the Centre (replacement windows, roof insulation, efficient lighting, flooring insulation etc) and to also undertake a users' travel survey in order to complete the application. It was noted that if successful there would be implications in taking forward other cultural changes re waste recycling and encouraging walking/cycling etc.</p> <p>As well as the above, as previously agreed progress was being made to provide a covered walk way between the two back doors of the Centre – the cost to be met from existing funds was in the order of £6.5k. This was likely now to be progressed in Jan 2017.</p> <p><u>Volunteers' Event</u> Barbara was taking forward the organisation of this event to be held in the New Year. The working groups had been asked for up to date information on their volunteers so that individual invitations can be sent.</p> <p><u>AGM</u> The event had gone well and various actions were currently being progressed.</p>	Barbara
<b>6</b>	<b>Appointment of Office Bearers</b>	
	<p>Chair: Roy Nicolson, proposed by Ian, seconded by Barbara Vice-Chair: Dougal Thornton, proposed by Ian, seconded by Christine Treasurer: Ian Gill, proposed by Katherine, seconded by Rhona Secretary: Katherine Novosel, proposed by Rhona seconded by Dougal</p> <p>The Board unanimously appointed the above Office Bearers for one year until the next AGM. Christine indicated that she would be happy to shadow/assist Ian in the role of Treasurer.</p>	
<b>7</b>	<b>Chairman's Report</b>	
	<p>In Roy's absence it was noted that a letter had been received from a DDT member re-iterating the concerns he had expressed at the AGM around the work being underway at the railway station and the High Street and in attracting young people to the DDT. It was agreed that a</p>	Katherine/Dougal/ Christine

	<p>respond should be drafted in consultation with Dougal and Barbara to confirm the establishment of the Community Partnership and its work to progress the outcome of the Charrette which was relevant to the issues raised around consultation about the work currently underway.</p> <p>It was also noted that the Community Partnership had already agreed to commission a parking survey to be undertaken in Jan 2017 – parking being one of the issues raised in the letter.</p>	
<b>8</b>	<b>Finance Report</b>	
	<p>The Finance report was noted and the continuing healthy financial position of the DDT including adequate funding for the volunteers event. The DDTP had paid back a further £5k of the loan given to it by DDT with only £10k now outstanding. The Board agreed to move £10k of the funds held in the Braeport current account to an interest paying savings account, noting that this left sufficient funds available to take forward the installation of the walkway.</p> <p>It was noted that money was still available from the award received from Strengthening Communities and it was agreed that it was appropriate to utilise this funding to employ someone with expertise in communications – to be taken forward by the Communications Committee and approval for appointment to be progressed by email if appropriate.</p> <p>The Board further agreed to: the 50/50 split of Accountancy fees between DDT and Braeport; 70% of the insurance fees being charged to Braeport; no management charge for Braeport; and the inclusion of Christine as one of the bank signatories. The Board further welcomed the Tesco donation of £300 and was content that this be spent on the purchase of new ladders for the Mid Week Group.</p> <p>It was further reported that the legacy money of £3,000 was now in the process of being transferred – it was still to be confirmed if any specific conditions were attached.</p> <p>The Board further noted the issues around digital banking and Christine agreed to take this forward.</p>	<p>Ian</p> <p>Communications Committee</p> <p>Ian</p> <p>Christine</p>
<b>9</b>	<b>Secretary's Report</b>	
	<p>The report was noted and the Board approved the following:</p> <ul style="list-style-type: none"> <li>• three new members to the DDT;</li> <li>• the extension of Deirdre's contract until the end of March 2017 particularly to take forward Sage and the Keystone award project;</li> <li>• the formal recognition of the Paths Group as a separate working Group of DDT and offer start-up funding if required; and</li> <li>• Ian to purchase wreath and Roy or Dougal to represent DDT at Remembrance Day Ceremony</li> </ul> <p>It was further noted that approval of the revised Memorandum and Articles of Association was being progressed with Companies House and OSCR.</p>	<p>Katherine</p> <p>Ian/Katherine</p> <p>Katherine</p>

<b>10</b>	<b>DDTPL Accounts for 2015/2016 and Report</b>	
	The Board approved the Accounts and noted the August and September Reports.	Dave/Dougal
<b>11</b>	<b>Braeport Centre – Committee Report</b>	
	The report was noted.	
<b>12</b>	<b>Dunblane Community Partnership – Update</b>	
	An outline action plan had now been drafted to take forward the outcome of the Charrette process which would be subject to consultation. In Jan 2017 an open meeting/forum was being organised to seek views on what to do next and a parking survey as previously reported would be undertaken around the Haining, Millrow and High Street areas: it was noted that this would be based on the survey already undertaken of train users in October.	Barbara
<b>13</b>	<b>Communications Committee – Update</b>	
	It was noted that the new web site which had been previewed at the AGM was still to be formally launched. While the site would be standalone it would be linked to the current Dunblane info site and the DDT information published on that site taken down.	
<b>14</b>	<b>Windfarm Committee – Report</b>	
	The recipients of the windfarm funds were noted and that additional money had been allocated to the Fling. The monies would be distributed as soon as possible. An award ceremony would take place on 18 November at the Braeport Centre to which all Board members were invited.	
<b>15</b>	<b>Working Group updates</b>	
	No reports from the Working Groups further to that provided at the AGM.	
<b>16</b>	<b>Update from Community Council</b>	
	The minutes previously circulated and comments re the improvement works currently underway were noted.	
<b>17</b>	<b>Any Other competent Business</b>	
	<p><u>Braeport Centre</u> The Board approved the allocation of funds of around £1,500 to part pay for work to repair a section of the boundary wall of the Centre: the other 50% of the cost was being met by funds awarded to the DPPA. A tree would be removed and pipes uncovered when the corner site was being cleared for the new DPPA outside space would be appropriately disposed.</p> <p><u>Christmas Message</u> It was agreed to send an email message from the DDT Board to all members in the form of a Christmas card.</p> <p><u>DDT Christmas lunch</u> It was agreed to hold this year's Christmas lunch at the Village Inn on 13 Dec 2016: all employees and working group leaders to be invited.</p>	<p>Communications Committee</p> <p>Katherine</p>

<b>18</b>	<b>Arrangements for next Meetings</b>	
	<p>The Board meeting dates were noted: further discussion at the next meeting on possible other events between meetings.</p> <p>5 December 2016</p> <p>6 February 2017</p> <p>3 April 2017</p> <p>12 June 2017</p> <p>14 August 2017</p>	