

## Torphins Paths Group

<b>Minutes of Meeting of Torphins Paths Group                      Tuesday 25<sup>th</sup> April 2017 at 07.30 pm                      Platform 22, Torphins</b>		
Item No.	Description	Owner
1.	<p><b>Attendance and Apologies:</b></p> <p><b>Present:</b> Hamish Booth, Dr. Neil Campbell, Eric Day, Will Maclean, Emma Pattullo</p> <p><b>In Attendance:</b> Alasdair Cunningham, LEADER Funding</p> <p><b>Apologies:</b> Jon Entwistle, Tessa Campbell                      Dawn Tuckwood (Advisor), Marsaili Aspinall (Advisor)</p>	
2.	<p><b>Minutes of meeting on 30<sup>th</sup> March 2017:</b></p> <p>The minutes were adopted as proposed by Dr. Neil Campbell and seconded by Hamish Booth</p>	TPG
3.	<p><b>LEADER Funding:</b></p> <p>Alasdair Cunningham, South Aberdeenshire Local Action Group, European Programmes Coordinator.</p> <p>Alasdair outlined the programme and key requirements, advising the fund has over £2m available over the two years to March 2019, and can fund up to £150,000 or 50%, whichever is lower. Match funding is normally required and will be fixed according to the specific project funding agreement. The next application round closes on 14<sup>th</sup> August 2017 and an Expression of Interest should be submitted immediately, followed by a full business plan by the deadline.</p> <p>Alasdair advised the costs of a full feasibility study, covering as appropriate public consultation, path plans, costing, landlord cooperation, planning permission, and legal costs, would be in scope for this initial application, with the capital cost of actual path construction also within funding scope. Three quotations are recommended for cost of consulting.</p> <p>Alasdair will provide details of Expression of Interest requirements for Will to complete the document for review and submission as soon as possible.</p> <p>Alasdair was thanked for his attendance at short notice, for a very positive and encouraging meeting, and for offer of future assistance in the process.</p>	AC       WM
4.	<p><b>Adoption of Constitution:</b></p> <ul style="list-style-type: none"> <li>• Key clauses of the draft constitution, which had been distributed at the previous meeting, were reviewed. The draft was agreed and unanimously adopted. Proposed by Will Maclean and seconded by Eric Day.</li> <li>• The Constitution of Torphins Paths Group was signed and dated today.</li> <li>• The Management Committee was confirmed as appointed at previous meeting on 30<sup>th</sup> March 2017.</li> <li>• The group also agreed to open a bank account at Clydesdale Bank, Banchory. Proposed by Will Maclean and seconded by Dr. Neil Campbell.</li> </ul> <p>Tessa Campbell, Treasurer, will organise the account opening as quickly as possible under the bank KYC requirements, in order that hoped for early funds can be banked. Will to send scanned copy of Constitution for bank account application.</p> <p>Bank account signatories, with two of three always required per Constitution, will be:                      Tessa Campbell (Treasurer),                      Will Maclean (Chairman),                      Eric Day (Committee Member)</p>	TPG       TC WM

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5.	<p><b>Launch Event and Public Consultation:</b> TPG confirmed the Launch Event will be on Saturday 3<sup>rd</sup> June at 2:00 pm at new Waulkmill Bridge, with walk to Torphins Health Centre, where the Torphins Patient Participation Group will host an open day with Torphins Paths Group focused on paths project information, public consultation, and supporting activities by other organisations from Torphins area.</p> <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Various groups will be approached with invitation to participate as follows (Gazebos to be provided where possible) <ul style="list-style-type: none"> <li>• Neil will check with Ann Conroy on TPPG catering and other plans for the event and if Torphins School pupils are preparing pictures for event.</li> <li>• Neil continue follow up with Torphins Typhoons and contact the Scouts</li> <li>• Will to approach A and R McLean for Banchory walking group, Torphins Veterinary practice, and Torphins Notes</li> <li>• Emma approach Metafit , Yoga group and Church Youth Group</li> <li>• Eric to approach Bowling Club and Golf Club</li> </ul> </li> <li>• Eric will contact C Rouse to update Torphins map with detail of Waulkmill Bridge location, mark old railway path and path from Woodside Road to West Lodge as “good paths”, and Learney Woods paths as “rough trails”.</li> <li>• Emma will design logo and prepare poster and flyer designs for the launch event and public consultation, and seek quote for printing. Posters 50 x A4, 10 x A3, Flyers 100s x A5</li> <li>• Emma to set up Facebook page for Torphins Paths Group and administrator roles for management committee.</li> <li>• Press publicity to be organised for week ending 26<sup>th</sup> May and 2<sup>nd</sup> June.</li> <li>• Will presented a straw man consultation questionnaire for review. <ul style="list-style-type: none"> <li>• Significant discussion resulted in substantial proposed revisions, the wording for which Neil will draft.</li> <li>• It was decided the Consultation process will utilise questionnaires distributed through the Launch Event, businesses and groups in the village area, and Survey Monkey for online responses.</li> </ul> </li> <li>• It was agreed a follow up promotional event will be organised at a date to be agreed with Platform 22 as the venue.</li> </ul>	<p>TPG</p> <p>NC</p> <p>NC</p> <p>WM</p> <p>EP</p> <p>ED</p> <p>ED</p> <p>EP</p> <p>EP</p> <p>WM</p> <p>NC</p> <p>TPG</p> <p>EP</p>
6.	<p><b>Funding Report:</b> Will presented a report on potential funding sources.</p> <ul style="list-style-type: none"> <li>• Approximately £140 has been committed from the residual funds of the wound up Torphins Men’s Club. Thanks noted.</li> <li>• It was agreed to pursue funding now from local charitable and business sources; planning developer obligations; Marr Area Partnership Initiative Grant Scheme; plus LEADER as presented by Alasdair Cunningham.</li> <li>• Marr Area Committee, NHS Public Health, and The Big Lottery are alternatives as we develop and progress project plans.</li> </ul>	<p>WM</p> <p>WM</p>
7.	<p><b>Land Access:</b> Eric continues to pursue enquiries regarding access to land at Beltie Burn south of Torphins. Will continues to pursue requirements for potential project funded path on Woodside Road to B993.</p>	<p>ED</p> <p>WM</p>
4.	<p><b>Next Meeting:</b> Wednesday 17<sup>th</sup> May 2017 at 7:30 pm at Platform 22</p>	<p>TPG</p>