

**Minutes of the meeting held on Wednesday 10th April 2019 at 7pm
The Pop In, North Deeside Road, Peterculter**

NOTE: ALL REPORTS IN ANNEX CIRCULATED IN ADVANCE. MINUTES DEAL WITH MATTERS ARISING & NEW BUSINESS.

<u>Item</u>	<u>Discussion</u>	<u>Action</u>
1.	<p>Welcome & Apologies</p> <p>Attendees: David Wakefield, Chair (DW) Andy Roberts, Vice Chair; Planning & Transport (AR) Val Muir, Communications (VM) Nicola Window (NW) Lavina Massie, Co-opted Member (LM) Bob Farthing, Minutes Secretary (BF)</p> <p>Apologies: Ann Wakefield, Secretary (AW) Douglas McGregor, Treasurer (DM) Stuart McMain (SM) Julia Crichton, Associate Member (JC) Topher Watson, Associate Member (TF) Cllr Bell Cllr. Boulton Cllr. Malik</p>	

<u>Item</u>	<u>Discussion</u>	<u>Action</u>
1. (Cont.)	Visitors: Sgt. S. Lewis-Dalby, Police Scotland Erik Stien, Culter & District Men's Shed Secretary and leader of Culter in Bloom (CIB).	
2	<p>Police and Community Wardens</p> <ul style="list-style-type: none"> • There have been instances of antisocial behaviour and inquisitive crime. • Residents are requested to report suspicious behaviour. • Home security surveys by Police Scotland are to be encouraged. • The community police are being equipped with higher performance speed detection equipment: <ul style="list-style-type: none"> ○ Rolling-out next week ○ Detection possible at a higher range ○ Will target specific locations, typically for 20mins at a time ○ Residents are requested to identify locations where speeding is prevalent ○ Community councillors will be invited to observe. <p>The contact Email address to use is: HazelheadAshleyQueensCrossCPT@Scotland.pnn.police.uk</p>	
3.	<p>Councillors No councillors were present.</p>	
4.	<p>Minutes of March Meeting 4.1 Actions Arising</p> <ul style="list-style-type: none"> • There were no matters arising • Action status: <ul style="list-style-type: none"> ○ (PRESENTATIONS TO THE MEETING, Page 3) Cllr Boulton taking action regarding persistent parking of the Luton Van outside the Kitchen shop. 	

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4. (Cont.)	<ul style="list-style-type: none"> ○ (PRESENTATIONS TO THE MEETING, Page 4) Neil Chalmers will be arranging a public meeting with the Scottish Flood Forum regarding flooding, sometime in May ○ Common Good Fund contribution towards Lovers' Walk improvement/maintenance work: <ul style="list-style-type: none"> ▪ £12k funding assigned ▪ Contingent upon legal paperwork being signed ▪ Approved in principle for DW to act on behalf of CCC. <p>ACTION: DW to ensure that the legal paperwork is signed within the 30 day time limit.</p> <ul style="list-style-type: none"> ○ (Item 3, page) Action regarding Cllr Boulton inviting the Cults Academy headmaster to attend a CCC meeting was carried forward ○ (Item 4.2, page 6) The action regarding reporting was addressed under Item 6.3 ○ (Item 6.1, page 7) The action regarding financial approvals was carried forward. <p><u>4.2 Approval of March Minutes</u></p> <ul style="list-style-type: none"> • Approval of March CCC meeting Minutes: <ul style="list-style-type: none"> ○ Proposed by AR ○ Seconded by NW 	DW
5.	<p>Item 5 Correspondence</p> <ul style="list-style-type: none"> • No matters arising. 	
6.	<p>Reports</p> <p><u>General – Structure of future meetings and producing Minutes (DW asked AR to lead this item)</u></p> <p>The challenge:</p> <ul style="list-style-type: none"> • Lots of reports • Extended meetings • How the Minutes are produced and distributed 	

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6. (Cont)	<p>Potential solutions:</p> <ul style="list-style-type: none"> • Reports to be issued by the Friday preceding the meeting. • Reports to include a bullet-point summary, identifying which are for information and those which need to be actioned at the meeting. • Will aim to make the reports available online (e.g. use of Google folders). <p>ACTION: VM to investigate and make a proposal for making reports available online, with access limited to CCC members only.</p> <ul style="list-style-type: none"> • Promote a positive meeting culture: <ul style="list-style-type: none"> ○ Develop a meeting culture which encourages people to actively participate ○ Everybody should feel free to speak up. • Avoiding extensive discussion: <ul style="list-style-type: none"> ○ Keep to the Agenda ○ 'Park' new items raised (i.e. those not included in the Agenda), and address under AOCB or action outside of the meeting (i.e. establish a sub-group address and report to the full meeting) <p>ACTION: AR to issue note of agreed actions & recommendations.</p> <p><u>6.1 Treasurer</u></p> <ul style="list-style-type: none"> • A total of £3,049.83 is held, of which £1528.00 is ring-fenced for the volunteer force. • This total (i.e. £3,049.83) includes the annual grant of £856.16 received from ACC. • £12,000 has been allocated from the Common Good Fund for work on Lovers' walk (refer to Item 4.1, above, for more detail). • A request has been made for invoices to be paid electronically: <ul style="list-style-type: none"> ○ Conflict with CCC Constitution in that payments must be authorised by 2 persons, and it is not possible to achieve this for electronic transfers 	<p>VM</p> <p>AR</p>



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6. (Cont)	<ul style="list-style-type: none"> ○ Agreed that this requirement can be met by obtaining prior written approval (e.g. by Emails) by 2 nominated persons ○ Agreed that the facility for electronic payment be set up. <p>ACTION: DM to set up an electronic payment facility.</p> <p><u>6.2 Planning and Transport</u></p> <p>6.2.1 Main Issues Report</p> <ul style="list-style-type: none"> ● The Main Issues Report is open to consultation until 13 May 2019. ● Draft response to be prepared and circulated. <p>ACTION: AR to prepare and circulate the draft CCC response.</p> <p>6.2.2 Transport/ Infrastructure</p> <ul style="list-style-type: none"> ● The City Centre Masterplan is available for viewing online: <p>https://www.aberdeencity.gov.uk/sites/default/files/2018-06/Aberdeen%20City%20Centre%20Masterplan%20and%20Delivery%20Programme.pdf</p> <p>6.2.3 Cyclist/ pedestrian legislation changes</p> <ul style="list-style-type: none"> ● These issues are being addressed by the Civic Forum. <p>6.2.4 Petition for clean-up of Cairn Road building site</p> <ul style="list-style-type: none"> ● AR recommends that CCC does not petition for clean up of the Cairn Road building site. ● Direct communication with the owner has proven to be effective. 	<p>DM</p> <p>AR</p>



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6. (Cont)	<p><u>6.3 Courier & Communications</u></p> <ul style="list-style-type: none"> • The next issue of the Courier is in edit. • Negative comments have been received. VM requested that all comments received are forwarded to her. <p>ACTION: All CCC members to forward comments regarding the Courier to VM.</p> <ul style="list-style-type: none"> • A resident (Elaine Smith) has volunteered to set up and maintain an online calendar of events: <ul style="list-style-type: none"> ○ Agreed in principle ○ Will be set up as a new page on the Culter Community website. ○ VM will moderate <p>ACTION: VM to implement an online calendar of events.</p> <p><u>6.4 Health & Social Welfare</u></p> <p>6.4.1 Aberdeen City Health & Social Care Partnership</p> <ul style="list-style-type: none"> • CCC was represented (by AW) at the West Locality meeting. • The Aberdeen City Health & Social Care Partnership's (ACHSCP) areas now confirmed as being reduced from 4 to 3. • Lower Deeside is included in West Locality, as is Torry. • More resource will be allocated to Priority Areas. • Risk that funds could be diverted from Lower Deeside to Torry, • It is likely that the Hub for the West Locality will be located at Countesswells. <p>6.4.2 West Locality Leadership Group</p> <ul style="list-style-type: none"> • Cllr Bell is appointed to the IJB • The health practice (PMC) will be invited to make presentation to the next CCC meeting. • 	<p>All</p> <p>VM</p>



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6. (Cont)	<p>ACTION: DW to invite PMC to make presentation to the next CCC meeting.</p> <p>6.4.3 INCA</p> <ul style="list-style-type: none"> The INCA Chief Officer (Sandra Ross) may contact CCC to address the May meeting. <p>ACTION:AW or LM to liaise with Sandra Ross</p> <p>6.4.4 Post Office services update</p> <ul style="list-style-type: none"> Royal mail agreed to meet with SPAR owners, management, Post Office Limited & CCC to address the parcels delivery and collection issues. This meeting was arranged at the SPAR P.O. but Royal Mail have now asked for this to be changed and the meeting has been re-arranged to be at Maureen Watt MSP constituency office, Victoria Street. <p>ACTION: DW to attend and represent CCC.</p> <p><u>6.5 Resilience, Emergencies, Sandpiper Trust Wildcat, Flooding protection</u></p> <ul style="list-style-type: none"> A Culter public meeting is planned with the Scottish Flood Forum, sometime in May (see Item 4,1, above). <p><u>6.6 Roads, Paths (Including voluntary work) & Environment</u></p> <ul style="list-style-type: none"> ACC have requested a list of green space areas and how they are being utilised. This information will be used in applications for funding by ACC. This will be actioned via the Civic Forum, with input being received from CC representatives. Details to be provided to the CCC representative. <p>ACTION: DW to coordinate the action for CCC.</p>	<p>DW</p> <p>AW/LM</p> <p>DW</p> <p>DW</p>



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6. (Cont)	<ul style="list-style-type: none"> • The forthcoming Culter in Bloom meeting will include this as an Agenda item. <p><u>6.7 School</u></p> <ul style="list-style-type: none"> • A lollypop lady has been engaged. <p><u>6.8 Gala</u></p> <ul style="list-style-type: none"> • CCC will have a tent at the Gala. <p>ACTION: AW & DW to organise the CCC tent for 2019.</p> <p><u>6.9 Culter in Bloom</u></p> <ul style="list-style-type: none"> • A litter picking event will be held on Saturday 11 May <p>ACTION: All who can help are asked to attend.</p> <p><u>6.10 CDCA – Village Hall</u></p> <ul style="list-style-type: none"> • Nothing to report. <p><u>6.11 Mens Shed</u></p> <ul style="list-style-type: none"> • Temporary lease arrangement pending formal transfer of ownership. • Limitations imposed until ownership has been transferred, including the provision of disabled access, etc. • Funding is available for this work but the work must be completed before the end of October this year. • Progress regarding ownership transfer by ACC has stalled, and the Mens Shed requested the assistance of CCC, which was aged. <p>ACTION: DW to assist the Men’s Shed with obtaining ownership transfer by ACC.</p>	<p>AW/DW</p> <p>All</p> <p>DW</p>



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6. (Cont)	<p><u>6.12 Civic & Community Forum & External Representation</u></p> <p>6.12.1 Civic Budget</p> <ul style="list-style-type: none">○ Closed. <p>6.12.2 Green Spaces Listing</p> <ul style="list-style-type: none">○ Refer to Item 6.6, above. <p>6.12.3 Vanguard Projects handouts</p> <ul style="list-style-type: none">○ Aberdeen City & Shire vanguard project handouts distributed:	
7.	<p>AOCB</p> <p>7.1 Courier – free advertising to charities</p> <ul style="list-style-type: none">● It was agreed that local charities can advertise in the Courier for free, dependent upon available space. <p>7.2 Minutes format</p> <ul style="list-style-type: none">● It was requested that the process for issue and review of the Minutes be improved.● The process will be changed:<ul style="list-style-type: none">○ Meeting Notes will be issued (in Word format) by the Minutes Secretary within one week○ CCC members will be requested to review the Meeting Notes and respond within a stated deadline (typically 10 days)	



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7. (Cont)	<ul style="list-style-type: none">○ The Minutes Secretary will incorporate any changes and re-issue (in pdf format) in time for CCC members to receive at least one week prior to the next meeting.○ Within one week of the next meeting, the Minutes Secretary will make any changes required and issue the final version of the Minutes.○ No reports are to be included in the Minutes. <p>ACTION: BF to implement the above process.</p>	BF
8.	<p>Next meeting</p> <ul style="list-style-type: none">• Thursday 9th May, at the Pop In. <p>The meeting closed at 9pm.</p>	