

Tarland Development Group Minutes from Trustees Meeting

Wednesday 25th January 2023 at 7.30pm
Linda Cunningham's House



FINAL MINUTES

1. Attendees and apologies

- a. **Attendees: (9)** Chris Redmond (Chair); David Hirst (Treasurer); Sandra Van Heusden (Secretary); Karen McHarg; Linda Cunningham; Yvonne Davidson; Julian Barclay; Hayley Lockerbie; Liz Cooper
- b. **Apologies: (2)** Ana Pena del Valle; Dave Muirhead

2. Matters Arising

- a. Dave Muirhead e-mailed update on Google Drive. ***Item to be carried over to next meeting for fuller discussion.***
- b. Linda Cunningham obtained quote from Ellie Flather for the design, printing and supply of two feather banners. Design £28/h (expected 2hours). Printing of two banners around £230 plus VAT. Trustees agreed with costing and recommended weighted bases are added to cost. ***Linda to progress with Ellie.***

3. Decisions made between meetings

- a. Application submitted to Tesco for project funding to provide habitats for butterflies, bumblebees and birds, in a walk in and around Tarland. ***Yvonne to re-apply to Nature Scotland for additional funding.***
- b. Seed Swap 25 February advertised on social media.
- c. Tarland Development Group files (prior to 2020), now stored in Archives in McRobert Hall
- d. Adam Coutts contacted re. the repairs to damaged Notice board. Quote to follow for Trustee Approval

4. Membership – No new applications

5. Governance

- a. Minutes
 - Format of Minutes to be amended to differentiate between pre-meeting updates from Project Leaders and discussions at meeting. Updates will be in italics, discussions will be in normal font, action points will be in bold italics. ***Sandra to make changes with immediate effect.***
 - Google Drive to be used to expedite sharing and approval of Minutes. ***Sandra to continue current e-mail sharing until Trustees receive Google Drive training.***

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- b. Launch of TDG newsletter.
- Project Leader Updates to be included in newsletter. N.b. Not every project to be included in each newsletter.
 - ***Project leads to inform Hayley when they want information included, by highlighting relevant sections in their Trustee updates.***
 - ***Hayley to trial a newsletter every 6 weeks to test resource implications and reader reception.***
 - ***Hayley to add "Are you a member of Tarland Development Group?" & links to joining information at bottom of newsletter, to encourage new members.***
 - ***Hayley to add Development Trust Association of Scotland to newsletter distribution list, as they are always looking for content.***
 - ***Hayley to include a featured Trustee every quarter and circulate key questions to create Trustee Profile. Trustee to submit photograph.*** Chris, Linda and Yvonne nominated for first feature. Trustees agreed that Chris should be featured first.
- c. Governance issues carried over from Away Day.
- Improve advertising. Chris has secured free access to Canva. **Trustees to confirm if they want access.**
 - New Feather banners being progressed by Linda, to promote TDG
 - Other governance issues e.g. Hub, Training to be carried over.

6. Cromar Community Council (CCC)

Update on meeting with CCC Chair, Simon Welfare by Chris Redmond

- *Simon requested to be up-to-date with progress on Tarland Trails2, planning permission(overflow field) and problems that we might like to discuss with CCC*
- *He will contact the council again to get the ball rolling at looking at the option of bike racks for The Square.*
- *Community Action Plan - He was unwilling for TDG to take the lead. Citing 'do it together' instead.*
- *Resilience Plan - He appealed for any help with a resilience plan would be appreciated - Helping write one similar to the paper versions made for Aboyne etc as a start!*
- *We talked about a 'village janitor' post idea, the iron bridge over the burn (who owns and repairs) and I made him aware that the Eastown track gate is now padlocked and the estate are to put in a pedestrian gate.*

Meeting Discussion on meeting with Cromar Community Council (CCC) Chair

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Trustees saw Meeting outcomes as positive indicators of a closer working relationship
SVH to contact Simon Welfare to offer support in writing resilience plan.
SVH forwarded CCC's request for volunteers to help with hanging baskets.

7. Accounts, grants, awards and funding

- a. No questions arising from Treasurer's Report
- b. Invoice for Tarland Calendar reduced by £50, due to print error. **Julian to forward final invoice to Dave Hirst for payment. Julian to advise stockists to reduce remaining 16 calendar to £5.** Calendars have broken even in their first year. Trustees congratulated Julian.
- c. Key learnings to increase calendar sales next year. **Julian to follow-up.**
Begin process earlier, so that calendars are available in October for overseas posting.
Include envelope/stiff card for posting
Change printing company
Increase size of calendar and change orientation to landscape
Investigate using Google Drive to enable people with G-mail accounts to submit photos to improve resolution
Describe location of photograph and if appropriate age of photographer -e.g. submissions by children

8. A. Tarland Trails – Update by Chris Redmond.

The Build

The build continues after a pause in December for snow / contractor on another job. The race is on to complete the final trails in the field, shared path to Tarland (WB 6th March for 3 weeks) and the higher red trail on Pressendye. The upper Blue trail of the top of Pittenderich will need to wait until later in the year (probably September to avoid Ecology) to be completed due to other work commitments with the contractor.

Opening

The target for opening is still the Easter holidays. (subject to weather).

Official opening in May/June is the plan. - Date TBC Promotional vlog to be recorded with 'Street Pigeon MTB' - Date TBC. (Street Pigeon MTB is one of Scotland's fastest growing mountain biking channels) Tree planting / maintenance session ahead of opening- Date TBC

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Funding

With additional funding we are now able to put back into the scope of the project the extras such as the shelter (being constructed by Patrick Price), additional gates/fencing and benches. The project has funded significant additional fencing to protect against cow damage and repairs to the farmers fences/gates (at no cost to the farmer). Some additional funding will also go to cover the additional costs for the field section and track repairs (no cost to The MacRobert Trust). MRT

Overflow Car Park

A proposal has been drafted by Gerry Robb architects and sent to MRT for approval / discussion.

Signage

In the process of getting this all together with Ellie from Wagdesign and going to the printers soon!

Maintenance Contractor

Hoping to put this live soon. Job description to be circulated to Trustees and their thoughts / comments / revisions welcome(in addition to the steering group comments).

Management Plan

MRT have agreed as part of an updated management plan to have a few approved chainsaw operators to help respond to storms / trees down. Julian Barclay is already approved, Michal Law (Muir of Fowlis) has now been approved and CRC too.

New logo and Branding



Events at New Trails

Two confirmed event enquiries and two further enquiries.

Meeting discussion

Trustees brainstormed ideas considering additional funding. These ideas need further investigation.

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TARLAND DEVELOPMENT GROUP

Charity No. SCO41598 Scottish Charitable Incorporated Organisation

- Supply of water and power to provide provision of power bike washer, drinking water, facilities for Tarland Tearooms to provide pop up, at events etc (solar panels). Yvonne informed Trustees water was already on the site and described the location of the old pipe. **Chris to follow up.**
- Possible trail round carpark for young children/families.
- Track repairs
- New footpath to access higher trails
- Provision of emergency cycle repair kits housed in bollards (similar to other trails).
- Picnic tables beside current benches in village (concern flagged over crocus planting)

Other discussions

Trustees queried starting/stopping point and route of new path from Tarland Trails 2 (TT2) into village. **Chris to circulate map**

Provision of mountain bike lessons – current provider will also be based at TT2

Chris informed Trustees he is meeting with Cycle Aberdeenshire 10th Feb.

B. Chair Report -Update on damage to Notice Board.

Met with Adam Coutts at the sign a few weeks back.

Adam proposed two ideas he is going to quote for and is awaiting blacksmith costs.

Idea 1 - A vertical post in the middle of each side of the board roof bolted to the tarmac with a steel footing/resin.

Idea 2 - 4 x 90 degree heavy duty steel brackets bolted to board / tarmac

Both would see the board realigned and roof fixed.

Trustees to approve once costs are confirmed.

9. Cromar Food Waste Project - Update by Linda Cunningham

- *December pop ups continued, with lots of Christmas treats from donations at the Fareshare Depot, and at the first pop up in the New Year we had a large number of packs of Football-themed green cup cakes. They didn't look very inviting, but flew off the shelves when the school mums appeared!*
- *The 'big event' was the chance to present our project to King Charles in the Community Shed in Aboyne. Gillian Needham and Linda Cunningham had a few minutes to show what the project does and how it fits into the bigger picture of other agencies tackling local food and*

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fuel poverty



- *It was a very interesting and enjoyable experience which took a long time to prepare, and seemed to be over in an instance!!*
- *Funding – Received a very generous donation from Tarland Guides of £295.55 raised by a Take a Party to a Party event in the Commercial at Christmas time. Gillian Masson also donated a small dehydrator which she no longer needed. The Investing in Community Fund board is meeting in January, and we will know by the end of February at the latest if we are going receive any funding from them.*
- *The group have also bought a pressure cooker with NESCAN funding to reduce cooking time, and maintain vitamin content etc when cooking.*



Meeting Discussion

Following publicity from meeting with King Charles The MacRobert Trust have offered additional support. £150 donated to buy higher end items. Donation will be used to trial purchasing and decanting big catering tins of tea, coffee, rice, etc. The purchase of reduced-price ready meals might also be an option.

10. Tarland Wetlands – Work ongoing. Next meeting scheduled for March

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11. Paths and Access - Update Liz Cooper

- *Marr Partnership Fund held its quarterly zoom meeting in December. Two items were discussed which involve Tarland Paths.*
 - *Hopefully working with Lumphanan Paths in 2023 to start developing a Tarland/Wartle/Lumphanan link.*
 - *Concerns raised about the Tarland Way at Coull.*
- *One of our volunteers, Hamish McIntyre, has produced a very detailed audit of the Black route, with pictures. One concern raised (which had been highlighted by other paths' users) with MacRobert Trust. The group hope to undertake similar surveys of maintenance needed with the Tuesday walking group in the spring and will speak to Simon Power.*
- *Ruth Crawford has offered to attend a Paths for All 'managing community path projects' seminar at Inverurie on 16th February.*

Meeting Discussion

Liz raised icy dangerous conditions when descending from the Tomnaverie Circle to the Aboyne Road – ***Liz to investigate possibility of steps and hand rail.***

Group reviewed motorbike damage to Tarland Burn Path. Discussion revealed a bigger problem with motorbikes posing a threat to walkers on Douneside path. Social Media posts confirmed the issue has been ongoing since September. ***Sandra to pass on information to CCC and Police Contact.***

12. Tarland Bee Group - Update Yvonne Davidson

- *First Members talk held in the Bee Bothy in January. Lindsay Stewart gave an excellent presentation on forage entitled-What do bees collect and why? 20 members attended. Everyone had a good catch up and tea and cake were enjoyed by all. The new IT worked well, and everyone enjoyed the presentation. This is the first in a series of 6 winter talks.*
- *The community bees have all been checked for stores and fed as required. Winter treatment has been applied.*
 - *The beginners class dates have been confirmed with the volunteers and new beekeepers will be offered places soon.*
 - *Annie Ives from the Bumblebee Conservation Society visited. She is very knowledgeable and enthusiastic. The Group look forward to working with Annie and will welcome her back to speak to members in April.*

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- *The shelter behind the Bee Bothy is under construction and Patrick is making very good progress. Work parties will be organized soon, to move all the chuckies ready for slabs to be laid.*
- *The garden furniture has been delivered and we will have a workparty to treat the wood prior to placing in the garden.*
- *The library bookcases have arrived and been treated by Philip and Lizzie B. Marie and Yvonne assembled the bookcases this week.*
- *Yvonne has made an application to Tesco on behalf of TDG for Butterfly, bumblebee, and bird habitats. If successful, the project will be featured in the Banchory store starting in April.*

13. Lego Club Update from Hayley Lockerbie

Lego club had its second session on Friday 13th January. There were 55 people in attendance again - some familiar faces and some new. There was a challenge to build a vehicle powered by a balloon, and a race was held towards the end of the session. The winner Hamish Stuart was crowned the first Lego King of Tarland (complete with Lego crown).



Lego club will have a presence at the Seed Swap and Potato day, offering a mini challenge to build flowers. There will be a small fundraising activity too.

There have been many donations of Lego from people in the community. Young people from the academy will begin volunteering at the club and will help with sorting through donated Lego.

Meeting discussion

Trustees congratulated Hayley on continued success of club.

More tables/room may be required

Hayley to send Chris poster of club for future promotion

14. **Community Gardens** AGM Saturday 10th Feb. Chris to attend.

15. **Apple Juice update by David Hirst, Sandra Van Heusden and Peter Craig (Volunteer)**

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2022 was a bumper crop for apples. A record 9 pressings completed, producing over 900 bottles.

Current Sales: £1974 plus hire charges of £55.

Future Sales £114 plus hire charges of £20

Current assets £2000 – Purchase of new scrapper, new pasteuriser, re-stocked bottles

Current cash balance - £1144

What Worked

- 1. Community Donation of Apples*
- 2. Volunteers during pressing (sometimes too many willing volunteers, but it was a good social event)*
- 3. New Scrapper*
- 4. Hiring out equipment (groups were really positive when they returned it)*
- 5. Waste going to local Turkey Farm*
- 6. Using Apiary as a site for pressing*
- 7. Selling juice at Pop-up (the juice was a good draw to the stand and we could promote other things like honey and calendars)*
- 8. Selling juice to volunteers (this shifted a large volume of juice)*
- 9. The quality of the juice. We received a number of repeat orders and positive feedback from individuals who tried a bottle and came back for more.*

What would help next time? (most of these have already been discussed and have been solved)

- 1. More varied time slots for pressing. (a few potential volunteers couldn't come because they were working). The new addition to the apiary with lighting and protection from the elements will solve this*
- 2. Central database or means for recording sales and equipment hire. (David has agreed to set up spreadsheet)*
- 3. Hose to help clean equipment (can attachment be found for existing tap)*
- 4. Slabbing area where pressing takes place. The pulp in the gravel is difficult to clean. Again solved with new Apiary addition*
- 5. Additional Pasteuriser – the volume of juice created bottlenecks while we were waiting for the Pasteurisers to finish. (Update broken pasteuriser has been fixed by Peter Craig)*
- 6. More trained volunteer teams so we can do additional pressings/pasteurising if we have another bumper crop*
- 7. Better promotion of where to buy – very few sales through FB post, although it might have pushed potential customers to the pop-up*

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8. *Better management of parking at the apiary (encouraging car share, or determining overflow parking areas without upsetting the neighbours)*
9. *Large boxes/pouches slow to sell. We had some feedback at the Creative Pop Up that the larger formats were too expensive.*

Potential missed opportunities/items to discuss

1. *Increasing costs e.g. bottles. We propose increasing the price per bottle by 50p.*
2. *We will setting up a scheme to reuse and sterilize bottles*
3. *More apples than we could cope with e.g. Apples in orchard – many left for windfall and wasted*
4. *Sales through other outlets if we have another bumper crop*
5. *Publish availability of equipment for hire and have a process for checking it in and back (Check out sheet and google calendar)*
6. *Better use of social media to promote*

16. Food and Music Festival – No updates

17. AOB

- a. Google Drive Training. Dates to be confirmed. 1 terabit of capacity secured for £7.99 a month. **Chris to obtain project files from Trustees on external drive/stick for uploading onto Drive.** Hayley may have one that can be borrowed. All Trustees to have a Gmail account.
- b. Tarland Show AGM well attended. Lots of volunteers for key posts
- c. Yvonne proposed using Google Calendar to share key dates with Trustees. Multiple benefits were seen with this proposal. Group also discussed making the Calendar public. Process for set-up and sharing to be confirmed.
- d. Registering leases. In communication with Revenue Scotland re. penalties for late submission. Solicitor is appealing on group's behalf.
- e. Trail Maintenance job description (noted in Tarland Trails update), to be e-mailed to Trustees by Chris
- f. Work on film club ongoing.
- g. Protecting Vulnerable Groups (PVG) scheme update. Volunteer Scotland now manage PVG for charities. Currently PVG checks not required for our projects e.g. Lego Club as work is non-regulated. We will need to re-register if this changes.

Date of next meeting 8th of March, 7.30 pm. Balmuir House.

*Chris Redmond
18/3/23*