



**WELCOME TO OUR ANNUAL GENERAL MEETING
(FRIENDS OF FOREST DRIVE PARK)
15-05-2024**



AGM AGENDA

- | | |
|--|-------------------|
| • Welcome | Chair |
| • Attendance | List |
| • Apologies for Absence | Secretary |
| • Minute of inaugural meeting held on Wednesday 24 May 2023 | Secretary |
| • Matters arising | All |
| • Adoption of Minute | All |
| • Progress to Date (see pre-circulated Note) plus 'any questions' | Vice Chair |
| • Adoption of Constitution | All |
| • Election of Committee | Temp Chair |
| • AOCB | Chair |
| The Plastic Free Pledge | |
| Membership Forms | |
| Open Discussion | |
| • Close of meeting | Chair |
| • Election of Officebearers ('in camera' by committee) | Committee |

Minutes of Friends of Forest Drive Park Group Public Meeting on 24.05.23

Present: Fiona Stewart, Denise Bannerman, David MacDonald, David Officer, Rhona Ritchie, Neil Irvine, Councillor Dawn Black, Councillor Alan Turner,

Horizon Group members - David Dredge, Linda Anderson Kath Boyne

Jim Stephen - representing Stonehaven Town Partnership

Bill Meston - Tug of War team

50 Local residents [see attendance sheet]

Apologies: Peter Webster

Fiona Stewart opened the meeting by welcoming everyone and thanking them for their attendance. She introduced the original group members [DMac, FS, DO, DB, RR] and gave a brief update of the campaign so far and how it was important that we looked at improving the use of the park.

An attendance sheet was circulated and completed.

DMac introduced the idea of a Friends Group and suggested the name. He asked for any other suggestions. None were given so the name Friends of Forest Drive Park was adopted.

DMac gave an outline of what a Friends Group could achieve as per print out. A question was raised as to how many meetings would be involved. DMac suggested 3-4 a year depending on what was happening and an AGM.

- Jim Stephen, chairperson of STP, explained about setting up a Friends group and how being under the umbrella of the STP could help and what is potentially in place. He suggested that a Friends Group was the correct way to go and that the STP was set up to help with funding and how to access it.

He also spoke about the Community Council being in full support of a Friends Group and were there to help too. He asked that we let the STP know the outcome of the meeting.

- He explained that other areas have funding not from the council and that funding to populate the park was essential.
- He recommended getting a project in place then opening up the discussion for funding. Forest Drive Park is 6 and 1/2 acres of prime land.
- Andrew Newton suggested we need to be constituted rather than piggy-back on STP to protect ourselves. There was no further discussion of this idea.

DO gave an update on liaising with local councillors, who are happy to meet with us and to discuss how further CAT applications could possibly be avoided. A meeting has still to be arranged.

He spoke about the recent review of CAT applications policy, especially relating to protection of green spaces. He explained that there are a lot of Friends Groups in the area and that they should be both social and collaborative.

David Dredge of the Horizon Group commended the setting up of our group and spoke about the preservation of our green spaces was essential. He explained that funding is out there and that the Horizon group is more than willing to help. They would like to use part of the park -to set up their poly tunnel, promote sustainable plants, compost area, sheds for equipment and a growing area. This would potentially enclosed but not necessarily locked. It would be wheelchair accessible. Anyone could lend a hand and the local school would be encouraged to join in. It would have to be in the right part of the park. They would help to make the park friendly for people and wildlife.

FS reminded us that the more groups using the park would make it harder for future CAT applications.

There was a positive response to children getting involved.

There was a suggestion from the floor of local community events linked to Horizon.

David Dredge advocated being under the umbrella of the STP.

DMac said the group would be more than delighted for Horizon to be part of the park.

Some of our members are to attend the Horizon group's next meeting.

DB explained about and handed out Membership forms to be completed with ideas for improving the use of the park.

DB asked for volunteers to join the committee. The following people were elected:



<u>Name</u>	<u>Proposer</u>	<u>Secunder</u>
Billy Cochrane	Fiona Stewart	David MacDonald
Wendy Wilson	Jim Stephen	Billy Cochrane
Liz McCready	Anne O'Gorman	Fiona Stewart
Russell Marshall	Fiona Stewart	Wendy Wilson
Lana Armstrong	Craig Scott	Dorothy Scott
Heather Stewart	Leanne Taylor	Fiona Stewart
Gordon Hutcheon	David Officer	Denise Bannerman
Fiona Stewart	Denise Bannerman	Billy Cochrane
Dave MacDonald	David Officer	Denise Bannerman
Denise Bannerman	Billy Cochrane	Fiona Stewart
Rhona Ritchie	David MacDonald	Wendy Wilson
Leanne Taylor	Fiona Stewart	Heather Stewart

David Dredge is happy to come and advise as is David Officer.

FS closed the meeting by thanking everyone for coming and supporting our group. She asked the committee members to stay behind to arrange a date for the next meeting. Fiona to get in touch with the Courthouse for a suitable date.

[Thursday 8th of June 2023 at 7pm. At Stonehaven Courthouse]

Meeting minuted by Rhona Ritchie



PROGRESS TO DATE

Admin

1. An exploratory meeting was held on 18 April 2023
2. An inaugural Public Meeting was then held on 24 May 2023
3. A committee was elected at that meeting
4. Aims & Objectives were discussed there and prioritised
5. One exploratory meeting with Aberdeenshire Council on 8 Aug 2023
6. Six regular Committee Meetings were held during the past year
7. A draft Constitution was written up - requires your approval tonight
8. Eight Policy Documents have been prepared
9. A Friends bank account has been opened
10. A Friends Facebook page is live and a Website is in hand
11. Aberdeenshire Council has now formally recognised us
12. Considerable hands-on work has gone on (see next slide)



8 POLICY DOCUMENTS

- Health and Safety
- Financial Rules and Management
- Park Management and Maintenance Plan
- Environmental Policy
- Child Protection Policy
- Volunteer Policy
- Equality and Diversity Policy
- Risk Assessment Policy



PROGRESS TO DATE

Hands-On Work

1. Excellent assistance and advice from Horizon Project
2. Landscape Services Department very helpful
3. 11,000 bulbs planted round Park perimeter
4. Wildflower plugs planted
5. Holes dug to add twelve more native trees
6. Improved pathways and drainage discussed
7. Entrance noticeboards at design stage with Men's Shed
8. Improved Dog Fouling notices in the pipeline
9. Hamish Park maintenance and expansion discussed
10. Bump Track being investigated
11. SSEN approached regarding taking over some Hydro land



Friends of
Forest Drive Park



[JOIN](#)

Our Parks & Green Spaces should be available to all.

Friends of Forest Drive Park aims to promote, maintain, protect and improve our park for the whole community to enjoy for many years to come. To keep up to date with upcoming events and all the latest news check out below.

[NEWS & EVENTS](#)





Constitution

Name

The name of the group is **Friends of Forest Drive Park**.....hereinafter called 'the group'.

Aims of the group

- *To raise the profile of the park in the local community*
- *To improve the habitat value of the park*
- *To secure funds to improve the infrastructure of the park*
- *To campaign for improving the existing facilities in the park*
- *Any other aims the group wants.*

Powers

To further these aims, the group may exercise the following powers

- *To raise funds and receive contributions, donations and otherwise, provided that the group shall not undertake any permanent trading activity;*
- *To bring together representatives of voluntary and statutory organisations, government departments and individuals;*
- *To produce leaflets/posters to publicise group activities;*
- *To hold meetings;*
- *To pay the necessary expenses involved in running the group;*
- *To employ staff, when necessary, to carry out work;*
- *To undertake any other lawful activity to further the group's aims.*

Note: any part of this document can be deleted, amended or added to, or additional parts added to it at the next agm.

Details of the proposed changes should be circulated with the notice of the agm.

Membership

Membership of the group shall be open to all persons in sympathy with the group's aims and willing to abide by the group's constitution.

Each member will have one vote and will be eligible to stand for election onto the committee.

The group will be non-party-political, non-sectarian and will be committed to non-discriminatory practices and equal opportunities.

Management Committee

The group shall elect a committee of between 6-13 *members inclusive of chair, vice chair, secretary and treasurer* who will direct the policy and management of the group. They shall be elected to serve for one year after which time they may stand for re-election.

The chair will have a casting vote in the event of a tie.

The committee will have the power to co-opt members if it wishes to use this power.

The committee will meet a minimum of four times a year. The quorum level will be set at five members.

From amongst the committee, a chairperson, vice-chairperson, secretary and treasurer will be selected. (The latter two posts may be conjoined). Other members may be appointed to undertake particular responsibilities within the group, eg fundraising.

Meetings

General meetings will be held as often as necessary and at *least* four times a year.

An annual general meeting (AGM) of the group shall be held every year in the month of May. All members shall be notified not less than fourteen days before the meeting. An agenda will be circulated. The business of the agm will include electing the committee; reporting on the activities during the year, amendments to the constitution and approval of the group's accounts.

An extraordinary general meeting (egm) can be held at the chair's discretion or by a written request to the chair of not less than ten members. The meeting shall be called within twenty-one days of such a request and appropriate measures taken to inform all members. An extraordinary general meeting should only consider the business in the request.

Finances

- Any money raised shall be used to further the aims of the group and for no other purpose;
- A bank account will be opened in the name of the group;
- The account will require two signatures on any cheque or other bank document (except paying in slips). There will be three other signatories available to the treasurer for signing cheques. The Group shall decide the signatories to any account set up in its name.
- A simple written note of the group's financial position, will be produced and available at committee meetings;
- A statement of accounts verified by a competent person who is independent of the group, shall be tabled at the agm;
- No member shall derive any financial benefit from the group, except for payment of 'reasonable expenses';
- No money will be paid out in the name of the group without a receipt being presented.

Amendments to the constitution

If amendment(s) to the constitution are necessary, members will be informed in writing and given the opportunity to consider and vote on the amendments. The amendment(s) will be made if there is a two-thirds majority vote of members.

Dissolution

If the committee, by a simple majority, deem it advisable to dissolve the group, it shall call a meeting of all the members of the group, giving not less than 14 days' notice. If such a decision is confirmed by a majority of those present, then all the assets of the group shall be transferred to another local voluntary group or community group with similar aims.

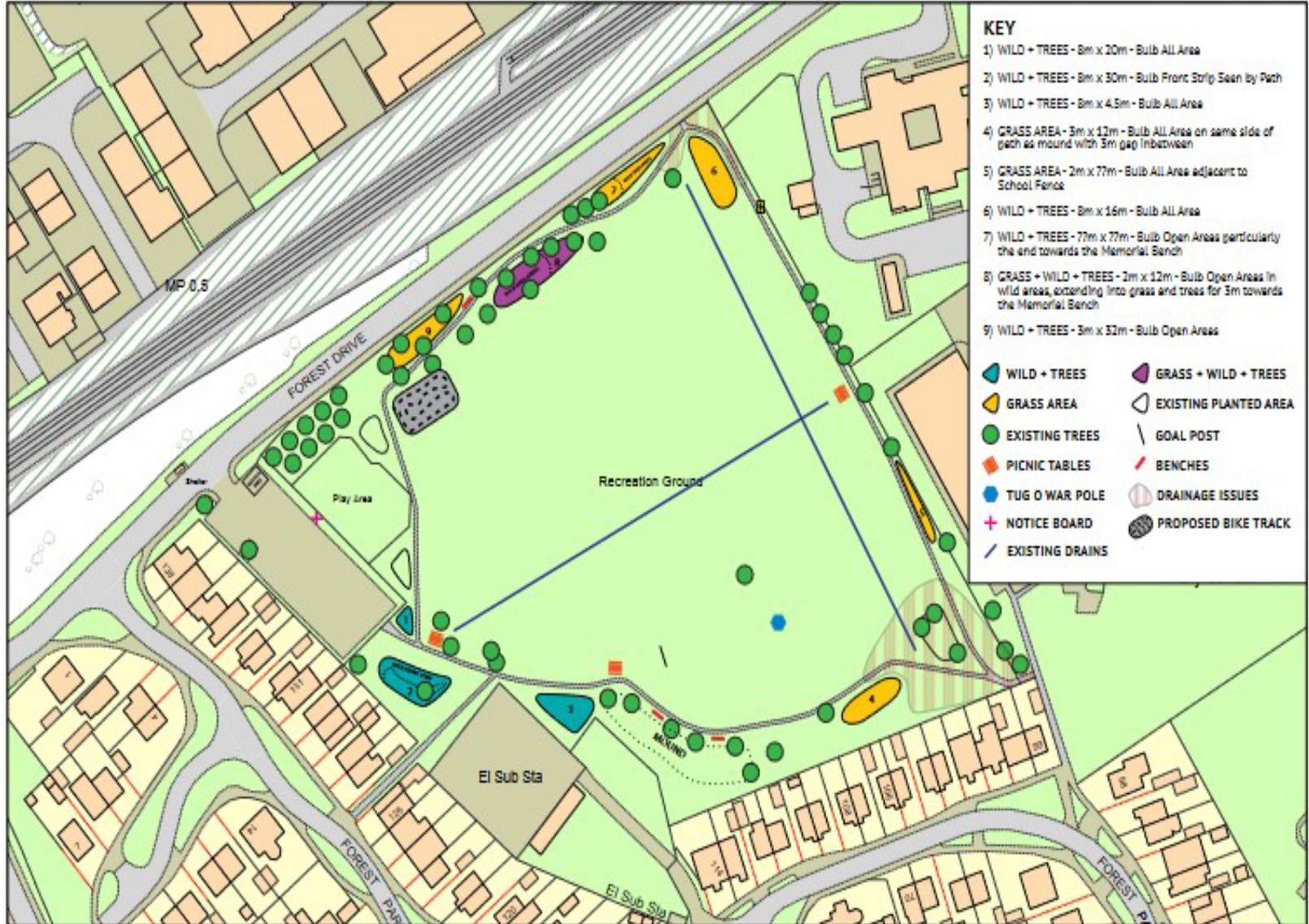
Adopted on the 17th day of April 2024.

Signed (chair)

Signed (v/chair)

Signed (secretary)

Forest Drive Park



KEY

- 1) WILD + TREES - 8m x 20m - Bulb All Area
- 2) WILD + TREES - 8m x 30m - Bulb Front Strip Seen by Path
- 3) WILD + TREES - 8m x 4.5m - Bulb All Area
- 4) GRASS AREA - 3m x 12m - Bulb All Area on same side of path as mound with 3m gap inbetween
- 5) GRASS AREA - 2m x 77m - Bulb All Area adjacent to School Fence
- 6) WILD + TREES - 8m x 16m - Bulb All Area
- 7) WILD + TREES - 77m x 77m - Bulb Open Areas particularly the end towards the Memorial Bench
- 8) GRASS + WILD + TREES - 2m x 12m - Bulb Open Areas in wild areas, extending into grass and trees for 3m towards the Memorial Bench
- 9) WILD + TREES - 3m x 32m - Bulb Open Areas

- WILD + TREES
- GRASS AREA
- EXISTING TREES
- PICNIC TABLES
- TUG O WAR POLE
- NOTICE BOARD
- EXISTING DRAINS
- GRASS + WILD + TREES
- EXISTING PLANTED AREA
- GOAL POST
- BENCHES
- DRAINAGE ISSUES
- PROPOSED BIKE TRACK



Name		Email	Phone	Position
Armstrong	Lana	mrs lana armstrong@gmail.com	07446-952294	
Bannerman	Denise	denise.bannerman68@gmail.com	07475-757788	Chair
Cochrane	Billy	billycochrane1@sky.com	07793-560191	
Hutcheon	Gordon	gordon.hutcheon@yahoo.com	07584-686130	
MacDonald	Dave	david93macdonald@gmail.com	07718-748048	Vice Chair
Marshall	Russell	russellmarshall@hotmail.com	07739-420520	Media and Publicity
McCready	Liz	msecam52@gmail.com	07765-331599	
Ritchie	Rhona	fazzat@talktalk.net	07596-668274	
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Stewart	Heather	fivefolk@talktalk.net	07753-687789	
Taylor	Leanne	lross86@googlemail.com	07702-425574	Secretary/Treasurer
Wilson	Wendy	w.a.wilson39@gmail.com	07986-235867	



POTENTIAL
NEW FENCE

POTENTIAL
PEDESTRIAN GATE



THE PLASTIC FREE PLEDGE

We're creating the Plastic Free Community network to free where we live from single-use. Together we're tackling avoidable, throwaway plastic from beaches, rivers, and green spaces all the way back to the brands and businesses who create it. Wherever you live, whether you're on shore or inland, urban or rural, high-tide or high-rise, we're uniting communities in the fight against single-use plastics. It's not about removing all plastic from our lives. It's about kicking our addiction to avoidable single-use plastic, and changing the system that produces it.

WE:

- MAKE THE PLASTIC FREE COMMUNITIES PLEDGE TO:**
- 1** WORK TO REMOVE AT LEAST THREE SINGLE-USE PLASTIC ITEMS FROM OUR DAY TO DAY ACTIVITIES
 - 2** COMMIT TO INCLUDE OUR STANCE ON SINGLE-USE PLASTIC IN COMMUNICATIONS.
 - 3** RAISE AWARENESS AND SUPPORT PLASTIC FREE INITIATIVES IN THE COMMUNITY

LET'S FREE WHERE WE LIVE FROM SINGLE-USE, ONE PLASTIC BOTTLE AT A TIME!

You can contact our local Plastic Free Community here:

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Application Form

To join the "Friends of Forest Drive Park"

(For GDPR, all personal details will be used solely for Friends purposes)

Full Name	
Address	
Phone	
Email	
My ideas for the use and improvement of the Park	



**Thanks for your support and
for your attendance tonight!**

**Keep in touch via our FOFDP
Facebook and Website**