

**BAILIES OF BENNACHIE BOARD MEETING  
BENNACHIE CENTRE  
Mon 26 Sep 2016 19h00-21h35  
MINUTES**

nomenclature used:

- = statement or agreement

> = action required

post meeting notes are in square brackets

**Trustees present:** Jackie Cumberbirch (chair), Ann Baillie (publications), Brian Cornock (mins), Barry Foster, Angela Groat, Harry Leil (workparties), Jill Matthews, Iain Ralston, Donna Taylor (membership sec & webmaster), Sue Taylor  
**Also present:** Helen Summers (member, co-opted as trustee during meeting)

**WELCOME & APOLOGIES**

- JC welcomed attendees to this first meeting of the trustees following the agreement at the AGM of 22 Sep 2016 to re-constitute the Bailies of Bennachie as a SCIO (Scottish charitable incorporated organisation)  
- apologies received from Rosemary Sievwright (remains a trustee), Colin Shepherd (no longer wishes to be a trustee) & Neil Taylor (FCS advisor to Bailies)

**PREVIOUS MINUTES**

- no objections raised to minutes of last Council meeting of 29 Aug 2016

**ELECTION OF TRUSTEES TO BE OFFICE BEARERS**

- JC & AB & BC signed forms as initial trustees of the SCIO, for giving to Dawn Brown of the Garioch Partnership for attachment to the formal SCIO application form

> Dawn Brown to submit formal SCIO application to OSCR (Office of the Scottish Charity Regulator)

- as per the new SCIO constitution, the following office bearer appointments were confirmed for year 2016/2017:

Chairperson: Jackie Cumberbirch (proposed by BC, seconded by DT)

Deputy Chairperson: Ann Baillie (proposed by ST, seconded by JC), stand-in chairperson if JC away

Treasurer: Brian Cornock (proposed by AB, seconded by JC), to take over from Steve Wright (SW)

Minutes Secretary: Rosemary Sievwright (proposed by ST, seconded by DT) in absentia but verbally confirmed

- other roles were agreed to continue as previously: DT as membership secretary & webmaster, AB as publications officer, HL as workparty coordinator

**EXPENSES**

- 45p/mile confirmed as mileage allowance which can be claimed when members carry out assignments for the Bailies  
- possibility of honorariums agreed to be acceptable for specific projects but only if approved case by case by the board  
> trustees to keep tally of their hours spent on Bailies work (outwith attending committee meetings or working on a workparty) for say 4mths (ie to end Jan 2017), to help assess possible trigger point for honorariums

**MEETING REGULARITY**

- Mon Nov 28 2016 will be next board meeting, key to be arranged for Bennachie Centre

- first 2017 board meeting planned for Mon 16 Jan, venue to be decided (maybe upstairs in Inverurie library)

- subsequent meetings to be held every 6wks, see end of mins

**ACTION PLAN & UPDATES**

> JC to update action plan and forward to trustees [see email received from JC dated 12 Oct 2016]

- DT gave membership & website update as per appendix 1

- JC has replied to query from Church of Scotland re possible trip of Moderator to climb Bennachie, now awaiting their response, may climb in April 2017

- AB gave publications update, Andrew Wainwright (AW) continuing to liaise ref book sales

> JC to contact Sheena Lonchay to clarify requirements for Bailies rep on BCT board (JM as potential candidate)

- new Garioch Heritage Soc premises may open in ~6 months, JC is in touch with their chairperson Nora Ratcliff to reopen discussions about possibility of their housing the Bailies book collection

**NEW LOGO & MEMBERSHIP LEAFLET**

- ST & DT & BC are meeting to discuss new membership leaflet Fri 30 Sep 2016

- JC confirmed CS happy to help with producing leaflet

- target launch 10 Dec 2016 at Bailies Event at Bennachie Centre

- application of new logo on posters, receipts, business cards etc to be reviewed
- need to decide what to include in membership pack

### **BENNACHIE MAP**

- pdf map of Bennachie on Bailies website, when shrunk to fit on A3 paper (as in Bailies Guidebook), is no longer at the 1:20,000 scale written on the map [but rather at ~ 1:23,256], has caused queries from some users
- Bailies agreed they would like to maintain a good up-to-date map
- ST discussed options for making customised amendments to maps (see appendix 2)
- > JC to check with Peter Adams how original map was made (what software package) and will also seek advice from "Christine", who used to work at Bartholomews, about updating the map
- IR mentioned he has files of GPS coords of many informal tracks, if wanted

### **GRANT APPLICATIONS**

- Bailies agreed to assign allowances of £10k each to two grant applications as below:

#### **1) people's postcode lottery grant application (JM)**

- could consider this natural history project as legacy for James Mackay
- would hire a project coordinator and 3 experts (eg one each on mammals & birds & vegetation) to train 5 trainees each
- 20 trail cams proposed which could be adopted by individual families or schools
- some volunteer expenses allowed for
- total cost of project ~£20k
- Bailies agreed to earmark £10k for the project (ie about half the total expected cost)
- > JM to submit application by end Sept (ie this month)

#### **2) heritage lottery fund (HLF) grant application (JC)**

- on HLF theme "stories, stones and bones"

[As part of the Scotland-wide celebrations of the Year of History, Heritage and Archaeology 2017, HLF want to inspire people to get involved in learning about and enjoying their heritage for the first time. They are offering grants of £3,000 to £10,000 to projects which engage new people and a wider range of people with their history.]

- title of Bailies submission is "Bennachie: understand the pattern of stones, hear the stories and re-live the past"
- smart phone/tablet app and digital archive about the Colony would be put together by "Smart History" of St Andrews
- stories from BLP participants about the Colony of a few minutes each (you tube style)
- native tree and shrub planting in garden around some Colony houses, in liaison with FCS
- total cost also expected to be about £20k
- Bailies agreed to earmark £10k for the project (ie about half the total expected cost)
- this grant expected to be "all or nothing"
- Colin Shepherd & Jo Vergunst & Alison Kennedy & Chris Foster have been asked to be contacts for this grant application, if needed while JC away (back 25 Nov)

#### **3) community promenade play (Liz Curtis)**

- funding for possible community promenade play now taken over by Liz Curtis of Aberdeen University Education Dept whose grant request goes up to £100k and covers other non-Bennachie items, no funding sought from Bailies

### **DEVELOPMENT OFFICER**

- leave until Nov 2016 until grant situation clarified
- > JC will send out development officer job definition before 28 Nov mtg (ie summary of scope looked at in past)

### **AOB**

#### **routing of SSE pylons**

- SSE report on recent consultation on pylon routing is mainly a policy document and has not affected the route yet

#### **Bennachie as special landscape area (SLA)**

- still to be agreed by the Council, meeting expected "next month"

#### **Bailies workparty/event insurance**

- TCV (The Conservation Volunteers, previously BTCV) are no longer involved
- renewal price quote directly from Zurich Insurance is £115.50, provided income <£5k/yr (definition of income to be checked)
- >DT to clarify situation with Zurich and progress with arranging insurance

#### **banking**

- several Clydesdale cheques have been pre-signed by SW, so JC or HL can access Bailies funds in absence of SW, pending BC taking over as treasurer and signatory for Bailies accounts
- > JC to pay bill for use of "Fly Cup" for agm
- > JC to leave Clydesdale cheques with BC or HL while away
- > BC to start progressing change of signatory from SW to BC for Bailies Clydesdale and Barclays accounts

> BC to contact SW by email for advice on changeover of treasurer (backstop is that SW will be back from Iraq at Xmas, when changeover can be arranged face-to-face)

**BLP leaflet for plants on the hill**

- BF noted possible way to communicate plant information under the postcode lottery grant project could be like the Loch Muick leaflet picked up by ST and could incorporate the new logo etc
- a consistent style could be used similarly for mammals and for birds

**workparty**

- water bar work planned on Mither Tap path and Gordon Way near English Quarry on Sat Oct 01

**Bennachie hill race**

- noted by ST for Sun 02 Oct

**otter**

- observed by BLP team at Druminnor 24 Sep

**new trustee**

- Helen Summers was co-opted as trustee, so trustees are now:

Ann Baillie (signed form for OSCR SCIO application)

Brian Cornock (signed form for OSCR SCIO application)

Jackie Cumberbirch (signed form for OSCR SCIO application)

Barry Foster

Angela Groat

Harry Leil

Jill Matthews

Iain Ralston

Rosemary Sievwright

Helen Summers

Donna Taylor

Sue Taylor

Andrew Wainwright

**BAILIES NEXT MEETINGS & EVENTS (board mtg dates in bold)**

2016

10 Oct (Mon) BLP mtg from 19h @Bennachie Centre

05 Nov (Sat) workparty from 10h @Back o' Bennachie

**28 Nov** (Mon) next board mtg from 19h @Bennachie Centre

03 Dec (Sat) workparty from 10h @Bennachie Centre

10 Dec (Sat) public engagement session @Bennachie Centre, to be confirmed

12 Dec (Mon) BLP meeting @Inverurie Tesco, to be confirmed

2017 board mtgs (on Mon at 19h every 6 wks)

**16 Jan** first board mtg in new year 2017, location to be confirmed, then:

**27 Feb, 10 Apr, 22 May, 03 Jul, 14 Aug, 26 Sep, 06 Nov, 18 Dec**

2017 BLP mtgs (on Mon at 19h every 2 mths)

13 Feb, 10 Apr (note clash with board mtg), 12 Jun, 14 Aug (another clash), 9 Oct, 11 Dec

subject to change(s)

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## **APPENDIX 1**

### **MEMBERSHIP AND WEBSITE REPORT**

Membership 2526

26<sup>th</sup> September 2016

1 x new members since last meeting

4 x Deceased

1 x Life (paid £100, told new fees apply, said take £10 for mem and £90 donation)

5 x Annual to Life

1 x address changes

11 members sent cheques to make them life members but they are already life members, taken as donations £95

5 members updated Annual to Life

3 members said will keep standing order going as a donation

Website

Forum

Events

E-mail

Facebook

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AOB

Youth members paid £2 until age 18, do they pay £10 now?

Bailies insurance

Cheques for when Jackie on Holiday?

## **APPENDIX 2**

**MAP OPTIONS scanned on next 2 pages**

## REPORT ON MAP PRODUCTION OPTIONS

As requested at the last meeting I have made contact with various companies and sent them a copy of the existing Bailies map so that they know what is required. Here is a summary of the responses. I think we need a small sub-group of people with the relevant knowledge and expertise to select a provider to work with to answer their questions and come up with a firm proposal.

**ORDNANCE SURVEY** sent the details of four companies whom they licence to produce extracts of their maps. I contacted them and here are the results:

**LOVELL JOHNS** [www.lovelljohns.com](http://www.lovelljohns.com) – could carry out this sort of work. Here are their comments / questions:

*Thanks for your enquiry.*

*Your current map appear to be Ordnance Survey 1:25,000 scale base mapping, albeit shown at 1:20,000. Does this map output at A3?*

*We can produce a new version with your annotations at A3, a few questions:*

*How will you supply these annotations?*

*Are they on map but not shown on the OS map or off-map?*

*Do you want us to print it?*

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*Yes we could discuss, there doesn't need to be a lot of back and forth, we just need to understand where exactly the extra locations are located and in what format (sketch, scan, Google Map etc.) these are supplied.*

*I can say it would be a few hundred pounds, probably between £300 – 400 plus VAT. Yes we can always just supply the file, it may be more practical given our stock (or lack) of waterproof paper.*

**HEREFORD MAP CENTRE** – unable to customise maps – could only supply an OS map as a .tif file

**MAP MARKETING** – Do not do graphic design. They could supply A3 OS Explorer map image in PDF format that we could edit/modify ourselves.

**OVERVIEW MAPPING** – seem to only deal with digital datasets

Ordnance Survey also suggested the following options:

*You may also wish to look into our OS OpenData portfolio. Through this initiative you can download many types of digital mapping of Great Britain from the [OS OpenData website](#).*

*You can then re-use and reproduce this mapping in any way, including printing it, as long as you show the acknowledgement shown in the [OS OpenData Licence](#).*

*If the mapping you need is derived from our 1:25000 or 1:50000 scale mapping you will need to apply for a Publishing Licence. Please see further details on our website at <https://www.ordnancesurvey.co.uk/business-and-government/licensing/licences/publishing.html>*

**ORIENTEERING CONTACTS** suggested Harvey Maps and Stirling Surveys. I contacted both (see below). Two contacts also mentioned that international orienteer Jonathan Musgrave who lives on Deeside also produces maps, and lives locally, so I have also asked him.

**HARVEY MAPS** don't have any Aberdeenshire mapping so can't help us.

**STIRLING SURVEYS** [www.stirlingsurveys.co.uk](http://www.stirlingsurveys.co.uk) (see also [www.footprintmaps.co.uk](http://www.footprintmaps.co.uk)) response is here: *Thank you for your email. This is the type of work we often undertake for customers. The cost of producing a new map varies due to many factors, some of which I've listed below, with queries.*

1. *Should we assume you'd like to base the new map on current OS data, used under licence with a royalty payable? As the existing map is your copyright we could compile some of the additional information from it to the new map. Do you have an editable digital version of the existing map artwork?*

2. *I note you want the new map to be A3 size (420 x 297mm). The current map covers approximately 9.5km x 6.5km, and at 1:20,000 scale is bigger than A3 (approx. 475 x 325mm). If the scale were to be altered to 1:25,000, the new map would comfortably fit on and A3 sheet the coverage being approximately 380 x 260mm.*

3. *How would the information on the additional annotations you mention be supplied to us? Would you require us to do fieldwork to gather suitable data?*

*The closer we can get to you preferred final map specification, then the more accurate our costs for the project.*

## **JON MUSGRAVE**

*I remember the original map well - I ran a long-O event on it when at school in the late '70's...*

*I could revise the map and add your information as required. Once you have given me more information about what changes etc are required I can give an estimate of the likely time/cost.*

*Do you know if the map was drawn using a computer CAD programme and if so which one? Timescale - I am fairly busy for the next month or two but have some time after that toward the end of the year and start of next year.*

## **CONCLUSION:**

**Lovell Johns, Stirling Surveys and Jon Musgrave** are the only companies which appear to be able to offer production of O.S. maps with customised features.

O.S. can supply raw data for us to edit, as can Hereford Map Centre and Map Marketing.

It was also suggested to me that, as companies such as Stirling Surveys produce a range of walking maps, they might be interested in adding one of Bennachie area to their portfolio.

As mentioned earlier, a small sub-group with the relevant knowledge could progress discussions with these three suppliers.

Sue Taylor

6<sup>th</sup> September 2016