

Coordinating Group Minutes

Monday 15 November 2010, 7.30pm Giffordtown Hall

Present: Louise Barron, Neil Stoddart, Andy McKie, Crispin Hayes, Hamid van Koten, Tom Morton

Apologies: Hayley Mills

Chair: Crispin Hayes

Minutes: Louise Barron

1. Long term maintenance liability for community assets created by NHTT/Holding funds for ongoing maintenance liability

Crispin raised this issue as for the Path project there is a requirement for mid to long term maintenance by NHTT. There is agreement for parts of the path maintenance with Fife Council but on other parts there are not. The transport bid has £1500 built into the budget for this. This would be to strim the path a couple of times a years for 5 years on the Letham to Fernie link.

There was also a requirement to make a committment in the funding applications that we would, in consultation with community, seek funding for any other maintenance that may be required.

We would hold the funds, but are all the directors in agreement that they are going to be here to facilitate this?

If it came to a position where NHTT did not exist then we could possibly hand over to community council. If the paths are well used the community are liable to be happy to take this on, if they are not well used then it is not likely to be an issue.

There followed a lengthy discussion around the potential issues as maintenance and liability issues are something that the NHTT needs to consider generally. The group requested that Crispin look further into the potential liability issues.

Action Crispin- look into what liability there is liable to be.

2. Carbon Evaluation/Community Feedback

Hamid has emailed a draft questionnaire round for comment. The questionnaire is to obtain feedback from the community on changes in behaviour and attitude as a result of the CCF funded work of the NHTT.

The CaRB questions will be added following the next CaRB team meeting wc 22/11/10

The survey will be sent out/delivered as early in December as possible. We will aim for wc 29/11/10

An incentive will be offered to encourage householders to respond. Respondents will be entered into a prize draw where 3x £50 vouchers for pillars will be on offer.

Action Tom to draw up CaRB questions

Action Hamid to speak to Katie about formatting the survey

3. **Re-profiling Money**

The group went through each of the projects budgets to establish where we are and what money may potentially be left over. It is suggested that if it looks like money will not be spent on allocated project then it is re-profiled as soon as possible.

The transport and energy budgets will all be spent.

Office Equipment and Legal Fees will be spent

There is money still to be used for some of the food projects that have not yet started. The group agreed that the food group would need to make decisions and decide whether the money needed to be reallocated and if so where.

Food Training Facilitation- this will get spent and also used for the event. If there is an under spend then there is potential to purchase green library books but this decision will need to be made by food group.

Action Andy- to contact the food sub groups to highlight the situation.

The process for project financial decision making is that Sub groups make decisions, which are then run passed the main group, this would then go to the coordinating group to confirm reallocation. The group agreed that this is the process.

We need to pin down what the money is not going to be spent as soon as possible. Andy has sent out the reallocation process to all the directors. Once the groups have established what money is going to be spent we can look at reallocation possibilities.

4. **Monitoring & Evaluation: Methods for Recording event & numbers involved**

We need to establish a methodology for recording participation at events. The Food Group do have numbers but not held centrally by Louise.

We should also be recording any time spent giving talks to other groups etc as outreach work.

Action Louise- to create spreadsheet to monitor numbers involved in all our activities. Any relevant information should be passed to Louise.

5. **Proposal for a Howe wide outreach project**

Crispin presented an idea for project that he believes would work well with NHTT. This would be a community engagement project that focuses on activities around cycling. In the main it would involve engagement with schools and he anticipates it would run next

summer. It would be run in conjunction with the communities of Pitlessie, Ladybank, Springfield and NHTT area.

While this is stepping out with our geographical boundary we would be acting as one partner in a wider project and the project would require representation from these communities.

This is not yet at the stage where Crispin is looking for funding but he is looking for agreement in principle to the idea. The group agreed that they are happy for Crispin to take this forward.

6. National Gathering

John Vaughan, Sandy Finlayson, Neil, Louise and Hamid are all attending the gathering and conference. We had agreed to provide 6 funded places. Where individuals are not paying and claiming retrospectively Louise will book and send a cheque.

7. March Event

March is potentially too late for feeding back to CCF so we are now looking at holding an event in February.

This will be a one off event where we will talk about what we have done, are still doing and what we might do in the future. There will be workshops, food and evening entertainment. Due to the size the event will have to be held in Letham Hall and will probably be afternoon running into evening.

Project partner will be invited.

Action Events Group-We need to start preparing for this before Christmas so the events group will now take this forward and work through the details.

8. Membership

Louise proposed to launch an online membership form. Consensus was reached that she can proceed.

9. Commercial use of NHTT assets

It was suggested that we think about making charge for our assets when they are used for commercial purposes

If you are a member or live within the area then you get use of the item for free unless for commercial gain.

Consensus was reached that we should establish this in principle although we would potentially need to define commercial use.

It was also highlighted that monitoring and administration would need to be considered. If the transport bid is successful there is money in the budget for admin.

10. Survey presentation

The latest edition of the survey that is on the web is titled 'Carbon Reduction in Buildings' which is misleading as the survey looks at transport and food issues as well. Crispin requested that we re-title the document.

Action Louise to ask Nick at Changeworks to change the title.

It was also agreed that we will display the survey results at the February event

11. Group Updates

Energy

The group are concentrating on getting as many people in the community to take up the subsidised insulation and draught proofing offers.

Next CaRB meeting is 24 November

Food

Fife Diet Talk- Elly Kinross gave a talk at the October Food Group Meeting

Tree Pruning- 14 people attended the fruit tree pruning course with Andrew Lear

Bakery- The sub group have met twice in the last month. They have made purchases of ingredients and some basic equipment. Neil is negotiating with Fisher Donaldson to use their ovens for some trials.

Transport

The group are awaiting feedback from the Paths to Transition funding bids.

Also progressing the Tripshare promotion and are fairly confident can purchase signage and complete this in timeframe.

12. Finance Update, budget review and projected spend

A couple of invoices have been rejected where things that have been done via email. CCF is being more stringent in their requirements.

Andy and Tom have to meet to go through CaRB finances.

13. AOB