

Minutes of Meeting – Pow Drainage Commission Commissioners Meeting

PRESENT: Hugh Grierson (HG), Jo Guest (JG), James England (JE), Mrs E Roberts (ER), Gary Buckingham (GB)

Also Present:
Jonathan Willett (JW), Charles Arden (CA)

DATE OF MEETING: 31st October 2019

VENUE: Newmiln Farm, Tibbermore

Meeting Opened: 20:40

Item	Notes
1	Apologies for Absence received Mr Kieran Emptage (KE), Mr Alex MacKenzie-Smith (AMS), Mrs Anna Moray-Parker (AMP)
2	General Business
2.1	JW thanked the commissioners for appointing Savills as the new Clerks to the commission. As there was no agenda in place for the meeting, the Commissioners discussed points regarding the previous agenda.
2.2	It was raised that there is a necessity to be clear and transparent from the perspective of the Commissioners and Clerks. This was discussed due to the concerns raised by Heritors in the meeting prior to this. JW followed this up by confirming that more heritors are now looking for information regarding the Pow than in previous years.
2.3	The Commissioners asked the Clerks when the website will be available for use. JW confirmed that the website would be available very soon, as the Clerks are holding a meeting with LightPressDesign on 5 th November. JW discussed that he hoped this meeting would be productive, allowing some good progress to be made.
2.4	JG asked whether the website would be available for viewing by the Commissioners prior to the site going live, JW confirmed that this would be possible. The Commission agreed this would be beneficial.
2.5	Leading on from the website, it was then discussed that the Pow lacks its own branding. In previous years the literature has been branded with the clerks logos. The Commissioners discussed how a small logo on literature from the Pow Commission may be beneficial for the identity of the Pow. The Clerks confirmed that they would research other drainage commissions in the UK to find any options regarding this.
2.6	The present commissioners confirmed the previous minutes as accurate and signed the minutes. In future the minutes will be distributed to heritors 10 days after having been sent to the commissioners. If there is no objection from the commissioners they will be accepted and distributed.
2.7	The commissioners felt that the current relationship with McCash and Hunter can continue as there is no formal agreement. It is purely on a “as and when” basis. HG raised the point that using McCash

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2.8	and Hunter in the future may need to be reconsidered closer to the event having noted the discontent from Heritors in the prior meeting.
2.8	Further to this, it was noted by Commissioners that when a new home is purchased in the benefitted area of the Pow. McCash and Hunter are notified as the point of contact regarding the request of a drainage report, it was discussed that this should be changed to Savills. The clerks are to follow up with McCash and Hunter to discuss this point and potentially have it changed to Savills who are the acting clerk.
2.9	Following this point there will be a section on the agenda for the next Heritors meeting named "McCash and Hunter" to specifically to discuss their involvement going forward. This will aid the transparency of commission.
3.0	HG confirmed that he has been attempting to change the RBS bank account over to Savills. There have been some issues with this, however HG confirmed he would continue to talk to RBS and change this as soon as possible.
3.1	JG discussed the inspection dates of the Pow, he stated that the inspection usually takes place in February after the winter floods, before the majority of foliage grew back in the spring blocking the view of the Pow.
3.2	The Commissioners discussed a point raised in the Heritors meeting of using a drone to inspect the pow. The Clerks are to find out how much it would cost to have some stretches of the Pow inspected via drone. The Clerks will report back to the Commission in due course. Another benefit of this which was raised is that heritors will be able to view the video of the Pow via the website.
3.3	The date of the next inspection was agreed to take place on Friday 7th February 2020 at 0900. Meeting at Newmiln Farm. Heritors are to be invited closer to the time for the inspection walk.
3.4	In previous years Savills have been the appointed surveyor for the Commission, this has changed due to Savills becoming the Clerks. The surveyor will be appointed by the Commissioners when required.
3.5	It was then agreed that the budget now and in future will show figures including and excluding VAT.
3.6	Further to the earlier discussion of the Commission being transparent, the heritors pre-payment costs as well as the promotion costs will be on the website. So that heritors can view these freely.
3.7	ER raised the point that letters will still need to be sent until all heritors have provided an email address, or have confirmed that they are aware of the website being used.
3.8	HG commented that the minutes of all the Pow meetings should be sent to the Residents Association to for Heritors to view.
3.9	The Commissioners agreed that the debtor's list and bank statement should be included in the minutes once available from McCash and Hunter.
4.0	The Clerks have been instructed to produce an easy to read summary of the Act so that heritors can easily read through it and understand fully what the act does.
4.1	It was decided that the minimum level of detail which the act allows will be published. This is the postal address and the assessment of that property.
4.2	JG suggested that it would be worth joining the Association of Drainage Authorities (ADA), the Commission agreed with this. The Clerks are to contact the ADA regarding this. The budget is to be amended to show the ADA subscription in the "Drainage Experts" Section of the budget.
4.3	

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	JW suggested that the Commissioners had an email group which can be used to contact all the commissioners at once. This would be used to deal with smaller issues and queries to increase the speed at which work can be instructed and completed.
3	Date for next meeting 30 th April 2020, 19:00 Newmiln Farm, Tibbermore, Perth, PH1 1QN

Meeting Closed: 21:15