

RDRPS COMMITTEE MEETING
14 January 2015

1. Welcome, apologies

Present: Frank Grant (Chair), Jon Tyler, Dave Cowie, Richard Hamlet, Bob Kelley (Sec.)

Apologies: Dave & Sandra Pearson.

2. Minutes of last meeting. Actions, matters arising.

- **200 Club.** Members had expressed concerns over non-payment of the 200 Club results, despite the fact that these had been published. This situation resulted from a misdirection of cheques. Richard Hamlet will attend to the correct posting of cheques soonest. To be posted 15 JANUARY.
- A query had been raised by DRC about the proposal for changes to the cash handling system. **ACTION: Respond to DRC. BOB KELLEY.**
- Bob Kelley's action regarding possible application to become an Incorporated Charity. An update was presented, and Aberdeenshire Voluntary Action was to be consulted.
- Jon Tyler's action to produce a costed list of requirement re track progress was raised. A costed list was tabled by Jon. (Appended)
- Acceptance of last minutes proposed by Dave Cowie, seconded by Jon Tyler. Approved.

3. Check in.

- Alastair Fulwood had sent an update regarding progress of Aberdeenshire Council works on the trackbed forming part of the Deeside Way. This information was tabled by Jon. (Appended)
- Dave Cowie reported that the Layby was being tidied up. Water containers were to be put on the tube wagon. The space created will be used for storage of material currently stored in the bothy area.
- Dave also reported that a start has been made on the punch list discussed at the Joint Meeting (trees beside the line etc.). This will be reported on monthly by Dave. The Volunteers' website is an ideal place for these updates. This website is to be expedited by Richard Hamlet.

4. Financials

- Our Bank Balance is currently £12695.39. A small amount of expenses are yet to be paid.
- The work on the retaining wall for the station building has received one quote. This quote is open to negotiation, which Frank will follow up. The quote is for a lump sum for the work plus material and includes slabbing. RDRPS will supply blocks, slabs & gullies. DRC will provide a substantial amount, plus lottery funding for our supply should cover the outstanding work. Due to the extent of the work, the HLF may need three quotes. No quotes other than the one referred to here have been received yet. We are reminded that the deadline for opening the station to the public again is 15 March.

5. RDRPS Vision

Some notes on developing a strategic vision were tabled. These are for discussion at the next committee meeting, and are attached.

6. 200 Club.

This agenda item was addressed in "Matters Arising" above.

7. AOCB

- The arrangements at Birkenbaud were tabled at the recent joint meeting, and all recognised that development of this location was a critical stage in the development of the railway.
- **ACTION: Organise the project for Birkenbaud Halt. Richard. Hamlet**
- Review Burn of Bennie bridge planning next meeting.

Next Meeting: Saturday 21 February 2015
R Kelley 22 January 2015

Attachment 1.

RDRPS VISION

The Royal DEESIDE Railway has entered into a growth phase, where it has started to become a commercial enterprise, as well as functioning for the objectives of the charitable side of the organisation. This being the case, we need a new mindset about our pastime.

Development of the Railway

In RDRPS terms, we need to have a major review of our approach to development, leading to a strategic vision and a high level strategic plan which can be accepted and followed by all members and volunteers. How to get members' and volunteers views and consolidate them is problematic.

Volunteers

If we are to use the skills and initiative of our volunteers to greatest effect, we need leadership and co-ordination for their efforts. This needs a specific kind of volunteer, who we will need to resource. A strategic plan is needed, with short term tasks controlled by work packs with progress updates, both indicated on our proposed volunteers website.

Relationships

External

We should agree the need for corporate relationships and how to develop these and what form they should take. We need strategic relationships, possibly with local attractions in order to provide synergy for local development. Talks and presentations can help in this e.g. We gave a presentation and train experience to a National Trust group, but didn't follow it up with any further joint activity.

Internal

We need to be aware and have policies to perceiving and handling any threats to internal equilibrium which could affect teamwork. In such an organisation as ours, fragmentation and cliques are possible, and the success of the work and operational groups we have should be used to encourage solidarity within the Society. We have made great strides in the RDRPS/ DRC relationship. We do need to avoid any complacency in this, and need to work on maintaining and improving this relationship. An attitude of mutual respect should be fostered by allowing an equal say in development, and bearing in mind what's joint and what's separate in development of the Railway.

Member services

Members, as opposed to volunteers, have few services. They receive the Queen's Messenger from time to time with free train rides on normal running days. There is an area for development here, both in terms of the material on the website, and possibly thinking about members' contribution in special events, and give them a closer association.

Systems, procedures, processes

RDRPS largely relies on DRC for these, however, we do have procedures such as our Procurement Procedure, and these need to have a place and method to be understood and used.

Use of assets

The station building has become an attraction for visitors, and a major asset in our stated objective to educate. We are developing a link with local museums and hope for a number of display items which will enhance our own artefacts. The building has been used for presentations, and we have bookings for receptions and other events. We need to develop these, perhaps in conjunction with local National Trust properties, who host weddings and corporate events.

Customers

We need to spend some time and energy in discovering the needs and expectations of our customers. We should have the objective of turning customers into "supporters". In one sense, volunteers and members are also customers of the Railway, and we need to discover their needs and expectations equally.

Training

Operational training is largely a DRC matter at the moment, and volunteers are being trained in operational roles. "Soft skills" training (i.e. interpersonal, administrative and management skills) are largely what volunteers bring with them, or don't possess, as the case may be. We need to develop an approach to both these types of training which add value to both the Railway and the individual volunteer.

Communication

Three areas where good communication is essential are internal, external and intra-communication, by which I mean communication between RDRPS and DRC. Each of these needs a different approach, and should be enhanced and maintained. It should be the business of the RDRPS Committee to handle communications with discretion. Between both parts of the Railway, there have grown communication links, email lists and the like, which are outdated and do not produce an overall communications system. An overall communications policy and system is required for good order.

R Kelley

8 January 2015

Plans for Aberdeenshire Council to construct footpath from Bridge of Bennie to rear of Cordiner's Sawmill. Phone call from Alastair Fullwood on 9th January 2015:

- The work has to be completed by 31st March 2015.
- The job will go out to tender during February.
- Currently you are awaiting the tree felling licence which is required because of the deviation from the original planning permission. This is likely to take a further 8 weeks.
- The new footpath will be built from the Burn of Bennie to Cordiner's Saw mill and after that the existing track bed will be repaired as far as Morrison's Supermarket.
- It will be built adjacent to the existing track bed but with a 1 metre buffer strip.
- It will be suitable for vehicular use.
- It will be constructed on the same level as the railway.
- Access is required for a dumper truck via the west end of the layby.
- A flat area of ground is needed to deliver the stone to the layby.
- The estate will not permit 20 tonne lorries to pass over the cattle grid at Birkenbaud and this is the reason why the material has to be delivered to the Layby.
- A gap has been left at the end of the layby to ensure access is not restricted and that we are in agreement with the current arrangements.

Alastair.fullwood@aberdeenshire.gov.uk

01569 768288

Attachment 2

Attachment 3

Quote for purchase of 500 concrete sleepers including delivery

500 concrete sleepers including all fittings @ £9.25 each with pads, clips and nylons	£4625
Transport £750 + vat per 44t artic load (176 sleepers per load)	£2250
Total	£6875

Notes

We have 14 serviceable flat bottom rails, i.e. enough for 7 panels of track. This would require 168 sleepers (£2304 delivered). Approximately 20 panels of track will take us to Bridge of Bennie. BJB fittings are not recommended for use on curved sections of track due to gauge widening problems. We have around 64 BJB type concrete sleepers but we have almost no fittings left. VAT is extra on the transport only, but will be reclaimed.

Estimates for Baseplates/cranks/lever frame components (lay by west end turnout)

Alastair has advised that there are sufficient cranks, rodding stools and lever frame components at Whitrope which can be made available to us. Not sure about costs/donations required. I am awaiting his estimate for the remaining baseplates but I expect it to be in the region of £400 including delivery. I am awaiting price for the crossing timbers.

B switch components F/B Inclined

Type	Number	stock	reqd		Cost each(est)	total cost
PX0	2	1	1		£10.00	£10.00
PX2	2	0	2		£10.00	£20.00
PX3	2	1	2	1 broken	£10.00	£20.00
PX4	2	1	1	East end	£10.00	£10.00
PX5	2	0	3	1 broken	£10.00	£30.00
P1	4	0	4	East end	£10.00	£40.00
P2	4	3	1		£10.00	£10.00
PBL1	1	0	1		£10.00	£10.00
PBR1	1	1	0		£10.00	£0.00
Soleplate	1	0	1		£10.00	£10.00
L1	6	?			£10.00	
CC	10	1	9		£10.00	£90.00
						£250.00
Total						£150.00
Delivery						£400.00
Grand Total						