

# Maryburgh Community Woodland Group

Wednesday 17<sup>th</sup> December 2025 @ 7.00pm

The Cottage Bar



MINUTE of meeting.		ACTION:
1.	<b>Welcomes and Apologies</b> <ul style="list-style-type: none"> <li>▪ <b>Attendees:</b> <ul style="list-style-type: none"> <li>➢ Ian Fraser</li> <li>➢ Siobhan Fraser</li> <li>➢ Rosie MacLeod</li> <li>➢ Ewan McHardy</li> <li>➢ Elsbeth Neil</li> <li>➢ Jim Neil</li> <li>➢ Gareth Parkinson (Vice Chair)</li> </ul> </li> <li>▪ <b>Apologies:</b> <ul style="list-style-type: none"> <li>➢ Craig Evans</li> <li>➢ John MacKay (MAC rep)</li> <li>➢ Megan Parker (Chair)</li> <li>➢ Donald Stuart (CC rep)</li> </ul> </li> <li>▪ In <b>MP's</b> absence, <b>GP</b> welcomed attendees to the meeting.</li> </ul>	
2.	<b>Approval of minute of 05.11.25 &amp; Review of actions from previous meeting</b> <ul style="list-style-type: none"> <li>▪ <b>GP</b> asked for approval of the minute dated: 05.11.25</li> <li>▪ Minute Approved by: Proposer: <b>Jim Neil</b> Seconder: <b>Siobhan Fraser</b></li> <li><b>Review of Actions from 01.10.25:</b> <ul style="list-style-type: none"> <li><b>2a.</b> Tender Document preparation to stay on the actions.</li> <li><b>2b.</b> As <b>MP</b> was absent from the meeting her actions will carry to the next meeting.</li> <li><b>2c.</b> The MAC Board Meeting update will be covered under agenda item 4.</li> </ul> </li> </ul>	<b>2a</b> <b>GP</b> to continue to prepare the tender document. <b>EN</b> to contact the contractors once the document is ready. <b>2b</b> <b>MP</b> to make enquiries about the preparation of the woodland maps.



	<p><b>2d.</b> EN informed the group that she had investigated the purchase of a Paypal card machine. A card machine would have to be linked to a mobile phone and therefore couldn't be used by other members of the Group. However, a Group terminal could be used by the Group and would cost £150. After discussion, it was agreed that we should revisit the purchase at a later date next year when we once again started running more events.</p> <p><b>2e.</b> The MAC Board Meeting update on the development of a new website will be covered under agenda item 4.</p> <p><b>3a.</b> EN sent the Co-op sign up link to group members. <b>Completed.</b></p> <p><b>3b.</b> EN contacted the MAC Secretary. <b>Completed.</b></p> <p><b>3c.</b> The MAC Board Meeting update on the duplication of funding applications will be covered under agenda item 4.</p> <p><b>4a.</b> The MAC Board Meeting update on the felling costs will be covered under agenda item 4.</p> <p><b>4b.</b> Keep the plan to do a full tree survey on the agenda.</p> <p><b>5a.</b> Carving of the signs will be covered under agenda item 6.</p> <p><b>5b.</b> Gaelic translation on signage to stay on as an action.</p> <p><b>5c.</b> EN informed the Group that she had spoken to the cartographer who suggested contacting the planning department to access a digital map of the wood to use as the base for adding points of interest to be used on the signage in the wood. He also suggested that a graphic designer may be more equipped to do this for the group.</p>		<p><b>2c</b> Keep the plan of a full tree identification survey on the agenda.</p> <p><b>2d</b> EN to contact Bord na Gaidhlig for translation once she receives the list from GP</p> <p><b>2e</b> EN to make contact with a graphic designer</p>
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		<p>After discussion it was agreed that <b>EN</b> should make contact with a graphic designer to ask for assistance with the map preparation.</p> <p>For the next meeting Group members should consider and put forward what points of interest should appear on the map of the woodland.</p> <p><b>5d.</b> <b>JN</b> informed the Group that he had spoken with the Brahan Estate owner who said that there was no drainage work being carried out at present, however he would be happy to enter into a joint activity to assist with the drainage issue.</p> <p><b>Actions 6 &amp; 7 have been completed.</b></p>	<b>2f</b>	<p>to ask for assistance with the map preparation.</p> <p>For the next meeting <b>All</b> Group members should consider and put forward what points of interest should appear on the map of the woodland.</p>
3	<p><b>Finance/Funding</b></p> <p>❖ <b>Regeneration Funding Opportunity</b></p>	<ul style="list-style-type: none"> <li>▪ <b>RMacL</b> stated that there was presently £2,580.97 in the Group's bank account. She informed the group that there had been an addition of £258.40 paid in from the Christmas event.</li> <li>▪ After discussion, it was agreed that <b>RMacL</b> should make the payment for the shed in January.</li> <li>▪ <b>EN &amp; GP</b> informed the Group that the Highland Council officer who deals with the Regeneration Funding had been in touch to say that there was still some funding available through the fund and wanted to know if we could apply for a smaller amount for the first phase of the Pathway Improvement Programme. However, the outline application would have to be with her on the 5<sup>th</sup> of January.</li> <li>▪ The Group discussed various aspects of the work which needs to be done including the infiltration testing but concerns were voiced about the infrastructure under the ground.</li> </ul>	<p><b>3a</b></p> <p><b>3b</b></p>	<p><b>RMacL</b> should make the payment for the shed in January.</p> <p><b>EN</b> to keep the issue of gaining information on the underground infrastructure on</p>



		<p><b>EMcH</b> said that he may be able to get details of SSEN and BT networks and <b>IF</b> has details of the SGN and information on Scottish Water infrastructure.</p> <p>After discussion <b>GP</b> agreed to contact a contractor and try and get planning information from <b>MP</b> to see if an application for a feasibility study and possible planning application could be made within this short time period.</p>	<p>the agenda. <b>EMcH</b> and <b>IF</b> to explore where to source this information.</p> <p><b>GP</b> agreed to contact a contractor and try and get planning information from <b>MP</b> to prepare an outline application.</p>
4.	<p><b>MAC Meeting Update</b></p> <ul style="list-style-type: none"> <li>❖ <i>Agreement Document</i></li> <li>❖ <i>Previous survey &amp; Felling costs</i></li> <li>❖ <i>Website development</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>GP</b> and <b>EN</b> informed the Group that they had attended the MAC Board meeting on the 19<sup>th</sup> of November.</li> <li>▪ <b>Issues Raised:</b> <ul style="list-style-type: none"> <li>➤ <b>Survey and Felling Costs</b> The MAC Board agreed that as they are the owners of the woodland, and that to ensure their insurance stays valid, they are therefore responsible for ensuring that regular tree surveys are carried out and that dangerous trees are felled. Therefore, there will be no requirement of the Woodland Group to pay back the funds used to pay for the last survey and for the first lot of felling. The MAC Board also agreed that they will cover the costs of the felling which is now required to take place and future surveys. However, <b>GP</b> and <b>EN</b> confirmed that if retrospective funding can be found for surveys and felling, then the Woodland Group would apply for this and pay back any funding gained to MAC.</li> <li>➤ <b>Insurance</b> The MAC Board agreed that the Agreement document should be updated with more detail about the work the Group and volunteers carry-out in the woodland to ensure that their insurance covers those working in the wood with the full permission of the MAC Board.</li> </ul> </li> </ul>	



		<p>➤ <b>PVG Checks</b>  <b>EN</b> informed the MAC Board of the new legislation around disclosure checks for Board members and all volunteers, including the Woodland Group members and volunteers. The Board members agreed that MAC would have to be enrolled in the PVG scheme and would investigate how to become registered. <b>EN</b> agreed to update the Agreement document stating that the Woodland Group would comply with the arrangements made by the MAC Board.</p> <p>➤ <b>Communication between MAC &amp; MCWG</b>  It was agreed that a member of each of the groups should attend the other's meetings to ensure good communication and prevent any duplication of funding applications.</p> <p>➤ <b>Website Development</b>  Everyone present agreed that the present Hub website wasn't working for the community and that a new website should be developed. On being informed of the website being developed by <b>SF</b>, the Board asked if <b>SF</b> could present the new website idea at their next meeting.</p>	<b>4a</b>	<b>EN</b> will update the agreement with more detail about the insurance cover and with information about PVG and send it to the MAC Board.
		<p>➤ <b>Website Development</b>  Everyone present agreed that the present Hub website wasn't working for the community and that a new website should be developed. On being informed of the website being developed by <b>SF</b>, the Board asked if <b>SF</b> could present the new website idea at their next meeting.</p>	<b>4b</b>	<b>EN</b> to contact the MAC Board secretary to get a date for the next Board meeting.
		<p>➤ <b>Website Development</b>  Everyone present agreed that the present Hub website wasn't working for the community and that a new website should be developed. On being informed of the website being developed by <b>SF</b>, the Board asked if <b>SF</b> could present the new website idea at their next meeting.</p>	<b>4c</b>	<b>EN</b> to contact <b>SF</b> to arrange the presentation of the website.
5.	<b>Felling/Tree Survey</b>	<ul style="list-style-type: none"> <li>▪ <b>GP</b> informed the group that the tree surgeon has been instructed to fell the dangerous trees and the invoice has to be sent to MAC.</li> <li>▪ <b>EN</b> was asked to arrange a new tree survey for February.</li> </ul>	<b>5a</b>	<b>EN</b> to arrange a new tree survey for February.
6.	<b>Signage Update</b>	<ul style="list-style-type: none"> <li>▪ <b>GP</b> has taken the posts to the Milton Men's Shed for engraving.</li> <li>▪ <b>GP</b> informed the Group that the engraver in Carbridge can't do the more detailed engraving. However, he has discovered that</li> </ul>		



		<p>the Black Isle Men's Shed may be able to do the more detailed engraving.</p> <ul style="list-style-type: none"> <li>▪ <b>GP</b> said that the Men's Shed will require additional screws for the signage and perch seats, and that protective paint will be required. <b>EMcH</b> agreed to arrange to source the screws and the paint.</li> </ul>	<b>6a</b>	<b>EMcH</b> to arrange the screws and the paint for the signs.
7.	<b>Events:</b> <i>Christmas Event</i>	<ul style="list-style-type: none"> <li>▪ <b>Christmas Event Review</b> Everyone involved agreed that the Christmas event was very successful.</li> <li>▪ However, <b>EN</b> said that as both the Halloween event and the Christmas event were extremely busy and involved a good deal of work, that for next year, more volunteers and assistants would be needed.</li> <li>▪ There followed a discussion about the possibility of creating Garlands or Christmas decorations from the woodland greenery to sell to the public.</li> </ul>		
8.	<b>Succession</b>	<ul style="list-style-type: none"> <li>▪ As <b>MP</b> is standing down as the Chair of the Woodland Group a call had gone out for a new Chair.</li> <li>▪ <b>EN</b> proposed that <b>IF</b> would be an ideal candidate for the role and thankfully <b>IF</b> kindly agreed to take on the position.</li> <li>▪ <b>GP</b> seconded this proposal and as there were no other nominees, <b>IF</b> was declared the new Chair.</li> </ul>		
9.	<b>AOCB</b>	<ul style="list-style-type: none"> <li>▪ As people are still on holiday on the first Saturday of January it was agreed that the first clean-up day would take place on Saturday 17<sup>th</sup> of January.</li> </ul>		
10.	<b>Date of next meeting</b>	<b>EN</b> to arrange a meeting for Wednesday 14 <sup>th</sup> of January 2026		<b>EN</b> to make the arrangements.

