

# Maryburgh Community Woodland Group

Thursday 5<sup>th</sup> March 2026 @ 7.00pm  
The Cottage Bar



MINUTE of meeting.		ACTION:	
1.	<p><b>Welcomes and Apologies</b></p>	<ul style="list-style-type: none"> <li>▪ <b>Attendees:</b> <ul style="list-style-type: none"> <li>➤ Ian Fraser (Chair)</li> <li>➤ Siobhan Fraser</li> <li>➤ Rosie MacLeod</li> <li>➤ Claire McCallum</li> <li>➤ Neil McCallum</li> <li>➤ Elsbeth Neil</li> <li>➤ Gareth Parkinson (Vice Chair)</li> <li>➤ Donald Stuart (CC rep)</li> </ul> </li> <li>▪ <b>Apologies:</b> <ul style="list-style-type: none"> <li>➤ Craig Evans</li> <li>➤ John MacKay (MAC rep)</li> <li>➤ Ewan McHardy</li> <li>➤ Jim Neil</li> <li>➤ Megan Parker</li> </ul> </li> <li>▪ <b>IF</b> welcomed attendees to the meeting.</li> </ul>	
2.	<p><b>Approval of minute of 14.01.26 &amp; Review of actions from previous meeting</b></p>	<ul style="list-style-type: none"> <li>▪ <b>IF</b> asked for approval of the minute dated: 14.01.26</li> <li>▪ Minute Approved by:</li> <li>Proposer: <b>Gareth Parkinson</b></li> <li>Seconder: <b>Siobhan Fraser</b></li> <li><b>Review of Actions from 14.01.26:</b></li> <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> <b>EN</b> to contact Bord na Gaidhlig for translation once she receives the list from <b>GP</b>. <b>To be kept on as a future action.</b></li> <li><b>2d.</b> <b>RMacL</b> has contacted the Graphic Designer in the Men's Shed and he has agreed to assist with the graphics for the signs. <b>GP</b> will discuss the requirements with him.</li> </ul>	<p><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.</p> <p><b>2b</b> <b>MP</b> to make enquiries about the preparation of the woodland maps.</p> <p><b>2c</b> <b>EN</b> to contact Bord na Gaidhlig for translation once she receives the list from <b>GP</b></p>



		<p><b>2e. EMcH</b> has contacted the contractor working at the bottom of Birch Drive and he has agreed to assist with the digging and scraping of the paths.</p> <p><b>2f.</b> The tree survey has been carried out.</p> <p><b>2g. EMcH</b> will continue to source the additional screws and paint which is required for the signage.</p> <p><b>3a.</b> The <b>CRF</b> will be covered under item 3.</p> <p><b>4a &amp; 5a.</b> Completed.</p> <p><b>6a. GP</b> and <b>EN</b> to consider how to develop a tree trail in the woodland. This is to be kept on the agenda.</p> <p><b>7a, 7b</b> and <b>8a</b> will be covered on the agenda.</p>	<p><b>2d</b></p> <p><b>2e</b></p>	<p><b>EMcH</b> to continue to source the additional screws and paint required for the signage.</p> <p><b>GP</b> and <b>EN</b> to consider how to develop a tree trail in the woodland.</p>
<p><b>3</b></p>	<p><b>Finance/Funding</b> ❖ <b>Regeneration Funding Opportunity</b></p>	<ul style="list-style-type: none"> <li>▪ <b>RMacL</b> stated that there was presently £2,325.27 in the Group's bank account. She informed the group that the payment for the shed had been made and the receipt had been received.</li> <li>▪ <b>EN</b> said she had received the invoice for the tree survey. She agreed to send this to the MAC treasurer for payment.</li> <li>▪ <b>GP</b> said that the expression of interest form sent to Highland Council regarding the Regeneration Fund had been accepted and they have asked for the full application which has to be in by the <b>13<sup>th</sup> of March.</b></li> <li>▪ After discussion <b>EN</b> agreed to look over the application with help from <b>IF</b> and <b>SF</b> to try and complete the application in time.</li> <li>▪ <b>GP</b> informed the group that he had completed a questionnaire for the CO-OP and therefore a payment of £500 would be coming to the group.</li> </ul>	<p><b>3a</b></p> <p><b>3b</b></p>	<p><b>EN</b> to send the tree survey invoice to the MAC treasurer for payment.</p> <p><b>EN</b> to try and complete the CRF application by the 13<sup>th</sup>.</p>
<p><b>4.</b></p>	<p><b>MAC Meeting Update</b></p>	<ul style="list-style-type: none"> <li>▪ <b>EN</b> informed the group that the Agreement document between MAC and the Woodland Group had been signed.</li> <li>▪ <b>DS</b> and <b>EN</b> said that the PVG process was being investigated with the intention of a roll out to the staff and volunteers of MAC.</li> <li>▪ <b>DS</b> said that meetings were taking place with the intention of MAC taking over the lease of the Centre footprint, car park and football pitch.</li> </ul>		



5.	Felling/Tree Survey & Training	<ul style="list-style-type: none"> <li>▪ <b>GP</b> said that the felling of the identified trees had taken place and now the next lot of trees to be felled had been identified in the recent survey.</li> <li>▪ <b>EN</b> to contact the tree surgeon to request a quote for the next lot of felling.</li> <li>▪ <b>GP</b> will contact Highland Council for the TPO approval and <b>DS</b> will check with the MAC insurance.</li> <li>▪ <b>SF</b> asked if it would be at all possible to request the survey results in Excel form to make it easier to upload the information.</li> <li>▪ <b>NMcC</b> informed the group that he had attended the tree survey training at Culduthel Woods. He said that he had found the training to be very thorough and very useful especially in creating a greater awareness in the importance of Health and Safety, Insurance, and Risk Assessment.</li> <li>▪ There followed a discussion about how our group measures in regard to these important issues. It was agreed that the Risk Assessment protocol should be revisited.</li> </ul>	<p><b>5a</b></p> <p><b>5b</b></p> <p><b>5c</b></p> <p><b>5d</b></p>	<p><b>EN</b> to contact the tree surgeon to request a quote for the felling of 532, 536 &amp; 503.</p> <p><b>GP</b> to contact Highland Council for the TPO approval and <b>DS</b> to check with the MAC insurance that there is cover.</p> <p><b>EN</b> to request the survey results in Excel format.</p> <p>Keep the Risk Assessment protocol on the agenda</p>
6.	Signage Update	<ul style="list-style-type: none"> <li>▪ <b>GP</b> informed the group that he was still struggling to find someone who could carve the lettering into the signs for the woodland.</li> <li>▪ <b>EN</b> and <b>NMcC</b> agreed to try and find someone who may be able to help.</li> </ul>	6a	<p><b>EN</b> and <b>NMcC</b> to try and find someone who may be able to help with a router.</p>
7.	Tree Identification Project & Clean Up Day Plans	<ul style="list-style-type: none"> <li>▪ <b>SF</b> said she will continue to investigate how the i-Naturalist App could be used to help with the identification and audit of the trees in the woodland.</li> <li>▪ There followed discussion about what work would be undertaken at the next few work days.</li> <li>❖ <b>Saturday 7<sup>th</sup> March</b> – Area 8 to be cleared of Beech now that the overhanging limb has been removed.</li> </ul>	7a	<p><b>SF</b> to continue to investigate how the i-naturalist app can be used to audit the wood.</p>
8.	Underground Infrastructure	<ul style="list-style-type: none"> <li>▪ <b>EN</b> to ask <b>EMcH</b> if the man working at the bottom of Birch Drive could help with the location of underground cabling.</li> </ul>	8a	<p><b>EN</b> to ask <b>EMcH</b> if the man working at the bottom of Birch Drive could help with the location of underground cabling.</p>



9.	Event Planning	<ul style="list-style-type: none"> <li>▪ <b>EN</b> informed the Group that the Bat Walk with the Beavers group would take place on <b>Tuesday 10<sup>th</sup> of March</b> at 6.15pm. All group members were welcome to attend.</li> <li>▪ It was agreed that the autumn bat walk would take place on <b>Saturday 19<sup>th</sup> of September</b> at 7.15pm.</li> <li>▪ The Gala fundraising group would be holding the annual Teddy Bears' picnic on Saturday 25<sup>th</sup> of April and would like some involvement of the Woodland Group.</li> <li>▪ The Woodland Group have now agreed to run the Den building activity on <b>Tuesday 16<sup>th</sup> of June</b> as part of the Gala week activities.</li> <li>▪ It was suggested that the group should run another moth identification day. <b>GP</b> agreed to contact the moth recorder and suggest <b>Saturday 2<sup>nd</sup> of May</b> for the activity.</li> <li>▪ There followed a discussion about running summer evening clear up activity nights.</li> </ul>	9a	<b>GP</b> to contact the Gala Fundraising Group about the Teddy Bear's Picnic.
10.	AOCB	<ul style="list-style-type: none"> <li>▪ Everyone was made aware that the MAC AGM would take place on <b>Tuesday 31<sup>st</sup> of March</b>. <b>IF</b> will do the Woodland report.</li> </ul>	9b	<b>GP</b> to contact the moth recorder
11.	Date of next meeting	<b>EN</b> to arrange a meeting for <b>Thursday 9<sup>th</sup> of April 2026</b> in the Cottage Bar.		<b>EN</b> to make the arrangements.

