

# Maryburgh Community Woodland Group

Thursday 14<sup>th</sup> May 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>➤ Diana Budge (MAC rep)</li> <li>➤ Ian Fraser (Chair)</li> <li>➤ Siobhan Fraser</li> <li>➤ Claire McCallum</li> <li>➤ Neil McCallum</li> <li>➤ Elsbeth Neil</li> <li>➤ Jim 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>➤ Rosie MacLeod</li> <li>➤ Ewan McHardy</li> <li>➤ Megan Parker</li> </ul> </li> <li>▪ <b>IF</b> welcomed attendees to the meeting but announced that due to personal circumstances, he would be standing down as Chair with immediate effect. <b>GP</b> agreed to take on the role and continued to chair the meeting.</li> </ul>	
2.	<p><b>Approval of minute of 09.04.26 &amp; Review of actions from previous meeting</b></p>	<ul style="list-style-type: none"> <li>▪ <b>GP</b> asked for approval of the minute dated: 09.04.26</li> <li>▪ Minute Approved by: Proposer: <b>Neil McCallum</b> Seconder: <b>Claire McCallum</b></li> <li><b>Review of Actions from 09.04.26:</b></li> <li><b>2a. EN</b> has sent an email to <b>MP</b> requesting clarification about the map production.</li> </ul>	<p><b>2a</b> <b>EN</b> to contact Bord na Gaidhlig for translation once she receives the list from <b>GP</b></p>



	<p><b>2b. EN</b> to contact Bord na Gaidhlig for translation once she receives the list from <b>GP. To be kept on as a future action.</b></p> <p><b>2c. 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>2d.</b> The Survey and Felling will be covered on the agenda.</p> <p><b>2e. GP</b> informed the group that the requested TPO felling permissions had been received.</p> <p><b>2f.</b> The topic of signage will be covered on the agenda.</p> <p><b>3a. &amp; 4a.</b> Completed.</p> <p><b>5a.</b> The review of the trees highlighted by the resident will be covered under the felling section on the agenda.</p> <p><b>6a. GP</b> has started to prepare a draft Risk Assessment and will circulate it around the group and upload it to the shared drive to allow comment. <b>SF</b> suggested that sunscreen should be added to the draft.</p> <p><b>6b. EN</b> has set up a shared drive on Google to allow the Group's paperwork to be stored. She will start to upload the necessary document.</p> <p><b>7a.</b> As the men at the Cromarty Men's Shed are particularly busy, there hasn't been an update from them. <b>NMcC</b> agreed to contact them.</p> <p><b>8a.</b> Will be covered on the agenda.</p> <p><b>8b. GP &amp; EN</b> have gathered enough pots to harvest the Monkey Puzzle saplings.</p> <p><b>9a. &amp; 9b.</b> Have been completed and two Councillors have agreed to judge the Den Building activity.</p>	<p><b>2b</b> <b>GP</b> and <b>EN</b> to consider how to develop a tree trail in the woodland.</p> <p><b>2c</b> <b>GP</b> to circulate the draft Risk Assessment.</p> <p><b>2d</b> <b>EN</b> to start to populate the shared drive &amp; investigate the permissions on the drive.</p> <p><b>2e</b> <b>NMcC</b> to contact the Cromarty Men's Shed to ask for an update.</p>
--	--	---



		<p><b>10a. SF</b> is continuing to update the fields on i-naturalist and will be discussed later on the agenda.</p> <p>All actions under <b>11.</b> have been completed.</p>		
3	<p><b>Finance/Funding</b> ❖ <i>CRF Application</i></p>	<ul style="list-style-type: none"> <li>▪ In <b>RMacL's</b> absence <b>DB</b> informed the group that there was presently £2909 in the bank account. £100 had been received from the Teddy Bear's Picnic activity.</li> <li>▪ <b>EN</b> said she is still waiting for the planning consultant quote and has concerns that the estimate which was originally put into the application is too low. <b>GP</b> suggested that she add in the additional quote which was received from the tree surveyors and that he would investigate what further planning requirements may be involved.</li> <li>▪ <b>IF</b> suggested that we may require a topographical survey which could involve a much larger cost.</li> <li>▪ <b>GP</b> highlighted that the Climate Hub Funding which we received last year had become available again. <b>CMcC</b> agreed to complete the application to fund bat detectors for young participants to use.</li> <li>▪ <b>GP</b> said that he had put the claims into Scottish Forrestry for last year's work and we should expect a payment going into the account fairly soon. This will allow a repayment back to MAC for felling costs.</li> </ul>	<p><b>3a</b> <b>GP and EN</b> to continue to investigate how to complete the application funding detail.</p> <p><b>3b</b> <b>IF</b> to contact a surveying company to get a quote for a topographical survey.</p> <p><b>3c</b> <b>CMcC</b> to complete the Climate Hub Fund application.</p>	
4.	<p><b>Path Improvements</b></p>	<ul style="list-style-type: none"> <li>▪ Unfortunately, no work on the paths can start until the planning permissions have been received.</li> <li>▪ <b>SF</b> tabled a spreadsheet containing the various actions which will have to take place to start the work in the woodlands. This will be place on the shared drive for discussion.</li> <li>▪ There followed a discussion about the possibility of hiring an engineer to oversee the path improvement work. This will be</li> </ul>		



		raised again once the planning permissions come through.		
5.	<b>Felling/TPO permissions</b>	<ul style="list-style-type: none"> <li>▪ <b>GP</b> informed the group that permissions had been received to fell all the trees highlighted in the survey report, plus the additional trees highlighted by <b>GP</b>, and the removal of the monkey puzzle saplings. <b>GP</b> will upload the permissions document to the shared drive.</li> <li>▪ <b>GP</b> said he would be preparing a new application to Scottish Forrestry for funding for the additional tree work.</li> <li>▪ It was agreed that the path with the overhanging tree which needs to be felled should be sealed off.</li> </ul>	<p><b>5a</b> <b>GP</b>, to upload the TPO permissions document to the shared drive.</p> <p><b>5b</b> <b>GP</b> to seal of the path leading to Dunglass road.</p>	
6.	<b>Risk Assessment Protocol</b>	<ul style="list-style-type: none"> <li>▪ <b>GP</b> is finalising the draft risk assessment and will send it around the group for review and updating.</li> <li>▪ On his investigations he will now include a 25m exclusion zone around the pylon at the top of the wood. No work should be carried out in this area. He will get signs prepared.</li> <li>▪ <b>GP</b> suggested that the area looked after by <b>EmcH</b> should also be covered in the risk assessment. <b>EN</b> agreed to ask <b>EMcH</b> about this.</li> </ul>	<p><b>6a</b> <b>GP</b> to send around an updated draft of the risk assessment procedure for <b>All members</b> to review.</p> <p><b>6b.</b> <b>GP</b> to prepare signs about the exclusion zone.</p> <p><b>6c</b> <b>EN</b> to contact <b>EMcH</b> about inclusion on the risk assessment.</p>	
7.	<b>Signage Update</b>	<ul style="list-style-type: none"> <li>▪ <b>IF</b> informed the group that the Planning Consultant had indicated that we may require planning permission for the signage in the wood.</li> </ul>		



		<ul style="list-style-type: none"> <li>▪ <b>GP</b> said that he would contact the Council Access Officer to find out if planning permission was required.</li> </ul>	<b>7a</b>	<b>GP</b> to contact the Council Access Officer
<b>8.</b>	<b>Clean Up Day Plans</b>	<ul style="list-style-type: none"> <li>▪ Clean up day plans are as follows: <ul style="list-style-type: none"> <li>➢ 6th June – remove dens &amp; beech in section 11</li> <li>➢ 4<sup>th</sup> July - remove beech Section 12</li> <li>➢ 1<sup>st</sup> August – Section 12 &amp; 13 (Beech &amp; Laurel)</li> </ul> </li> </ul>		
<b>9.</b>	<b>Event Planning 2026</b>	<p><b>Dates for the diary:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Tuesday 16<sup>th</sup> of June at 6.30pm Den Building</b> as part of the Gala week activities. <ul style="list-style-type: none"> <li>➢ Team to meet at 6pm</li> <li>➢ <b>EN</b> to organise the refreshments &amp; prizes</li> <li>➢ <b>JN</b> to organise twine</li> </ul> </li> </ul> <p>(it was agreed that the charge for this event would be £5.00 per team)</p> <ul style="list-style-type: none"> <li>▪ <b>Saturday 4<sup>th</sup> of July at 10.00am</b> - Work session</li> <li>▪ <b>W/S 13<sup>th</sup> of July</b> – Possible Moth event</li> <li>▪ <b>Saturday 1<sup>st</sup> August at 10am</b>- Work session</li> <li>▪ <b>Tuesday 15<sup>th</sup> September at 7pm</b> - Bat Walk</li> <li>▪ <b>Saturday 3<sup>rd</sup> October at 10am</b> - ID event</li> </ul>	<b>9a</b>	<b>EN</b> to organise the refreshments & prizes
			<b>9b</b>	<b>JN</b> to organise twine
<b>10.</b>	<b>Tree Identification Project</b>	<ul style="list-style-type: none"> <li>▪ As above, the first event involving tree identification will take place on Saturday 3<sup>rd</sup> of October.</li> <li>▪ This will be discussed at future meetings.</li> </ul>		
<b>11.</b>	<b>AOCB</b>	<ul style="list-style-type: none"> <li>▪ <b>DS</b> gave an update from the recent MAC meeting; Marta Anderson is now Chair of MAC and Hannah Saw is Vice-chair. The next meeting is on the 20<sup>th</sup> of May.</li> </ul>		



		<ul style="list-style-type: none"> <li>▪ <b>SF</b> informed the group that the next stage in developing the new website is to explore the number of community groups to be offered space on the site and she has contacted the MAC to keep them up to date on progress.</li> </ul>	
<b>12.</b>	<b>Date of next meeting</b>	<b>EN</b> to arrange a meeting for <b>Thursday 11<sup>th</sup> of June 2026</b> in the Cottage Bar.	<b>EN</b> to make the arrangements.

