

**CCDT Board meeting**  
Cambusbarron Community Centre  
Monday 20.09.2021 7.30pm

**Minutes**

Present: Richard Norman, Jennifer Fraser, Jim O'Connor, Ann Finlayson Douglas Todd, Alan Hunter Steven MacKenzie, Gillian Ross, Russell Gill, Jane Bain.		
Apologies: Ross Johnston,		
<b>Agenda</b>	<b>Discussion /Action</b>	<b>Who</b>
Conflicts of interest.	Richard – Community Centre, Homeowner on Gillies Hill Jane – Cambusbarron Village Nursery Ann – Community Council Save Gillies Hill Steven – Homeowner Gillies Hill	
Approval of minutes	Trustee meeting 20.09.21	Approved J.O'Connor Seconded S McKenzie
Matters arising from previous minutes	Welcome new members of the board of trustees. The board now has 11 members:  Richard Norman Ann Finlayson Jennifer Fraser Jane Bain Russell Gill Douglas Todd Hunter Alan Jim O'Connor (new) Ross Johnston (new) Steven McKenzie (new) Gillian Ross (new)	

	<p>Selection of new office bearers for board 2021/2022</p> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Treasurer</li> <li>• Secretary</li> </ul> <p>Discussion on additional office bearing roles:</p> <ul style="list-style-type: none"> <li>• Membership secretary</li> <li>• Vice Chair</li> <li>• Communication and social media</li> <li>• Other</li> </ul>	<p>Douglas put himself forward as Chair. No other nominations Congratulations to Douglas. Richard continues as treasurer. Ann continues as secretary</p> <p>Emma happy to continue in this role. Chair will make the decision later if required.</p> <p>Jennifer and Steven No other posts required at this time.</p>
Chair report	(hand over)	
Treasurer's report	Accounts (See <b>note A</b> )	<p>attached</p> <p>New grant from Paths for All requires Child and Vulnerable adult's protection policy. <b>Russell will take this forward.</b> Change of signatory from Emma King to Jennifer Fraser. <b>Richard to take this forward.</b> All funding applications should be forwarded to Richard at point of application.</p>
Membership updates	<p>New memberships for approval (see <b>note B</b>) Emma is prepared to continue to administer the membership if this is what the board would want.</p>	<p>All approved <b>Emma to continue as Membership officer.</b></p>
Communications	<p>Trustee mailing list Email for trustees</p>	<p>All trustees now on this list <b>Any new trustee wishing a CCDT e-mail address e-mail Richard.</b></p>

	Consultation progress	Two consultations are ongoing at the moment Draft Management Plan and Residential boundary both closing 30.09.21 Information evening has been changed to 29.09.21. Forestry Scotland coming tomorrow top of the quarry and the community woodland they have done aerial survey which shows some of our larch maybe diseased with Phytophthora ramorum they need to physically check the trees and possibly fell to confirm. Jennifer to put information on Facebook with a link to website.
Health and Safety	Accident and Incident reports Risk Assessment and action plan ( <b>Item C</b> )	C/F C/F
Board admin proposals	New policies required? <ul style="list-style-type: none"> <li>• Volunteer Policy</li> <li>• Safeguarding policy</li> <li>• Health and Safety Policy</li> </ul>	C/F C/F C/F

Project updates		
<ul style="list-style-type: none"> <li>• Doors open day</li> </ul>	<p>Message from Emma, Many thanks to everyone for their help at Doors Open Day. There were a total of 91 attendees. I thought it went really well and loads of positive feedback from people who attended, plus 12 new members and maybe a few more online memberships to come. I'm going to write up a short report of what we did in case we want to repeat it next year, so any feedback about what worked/didn't work well would be much appreciated. Many thanks again, Emma x</p>	<p>Thank you to Emma and team for all the hard work to make this a successful day.</p>



<ul style="list-style-type: none"> <li>• Common subject matter</li> </ul>	Update on electricity supply	C/F
<ul style="list-style-type: none"> <li>• New project groups</li> </ul>	Consideration of establishing any for project groups: <ul style="list-style-type: none"> <li>• Polmaise Gates restoration</li> <li>• Patersons footpath</li> </ul>	Do we need further project groups for these? C/F C/F Agreement on route of path as we have received no comments regarding this. <b>Ann</b> to notify Andy of Paterson's of this.
<ul style="list-style-type: none"> <li>• Defib project</li> </ul>	See note C	Funding agreed for booking costs for training session for the defib.
<ul style="list-style-type: none"> <li>• Education Group</li> </ul>	Verbal report	C/F
<ul style="list-style-type: none"> <li>• Gillies Hill management</li> </ul>	See note E	<p>Jennifer</p> <p>Successful Place based investment application this application is supported by Stirling Council we have an advisor Keir Stevenson. <b>Jennifer</b> to contact re award.</p> <p>Falk the windfarm people would like to come on Saturday 25th as our volunteer day to video projects that have been supported by the Cambusbarron Fund. It would not involve Amos, They would like comments from a trustee and also other projects i.e. the nursery and the events group. TBC</p> <p>Funding for course woodland to woodfuel 3 days in October Amos is keen to go on this course. He is prepared to pay half the total cost of £650.00. Discussion on whether he was looking to use work days for this. He will use his working days and one non contracted day he will pay £325 towards course CCDT will pay the same.</p> <p>Discussion re Forest School Training. This was approved some time ago before COVID but had been cancelled during</p>

		lock down. There is a course due to start now. Due to priorities at this time decision taken to ask Amos to postpone until after the felling season. <b>Jennifer</b> to discuss with Amos
<ul style="list-style-type: none"> <li>Polmaise castle grounds restoration</li> </ul>	Verbal report only	C/F
<ul style="list-style-type: none"> <li>Memorial Benches</li> </ul>	See note D	C/F
<ul style="list-style-type: none"> <li>Gillies Hill paths and signage</li> </ul>	Verbal report only	Funding received for drainage works. Payment of the grant may have a condition that we require a children and vulnerable adults protection policy <b>Russell</b> to check this out and take forward.
<ul style="list-style-type: none"> <li>Welcome pack</li> </ul>	Verbal report only	Melissa is happy to continue this project.
<ul style="list-style-type: none"> <li>Walled garden</li> </ul>	Separate report supplied Additional agenda items on walled garden report document	Ann see report
<b>Other Business</b>		
Correspondence	Carse of Stirling partnership meeting 9 <sup>th</sup> October 2021	C/F
AOCB	Due to the time several item C/F discussion was held on Funding application	<b>Ann</b> to check out LEADER funding but our village maybe outwith their definition of rural I think it maybe less than 3000 houses. Agreed to go ahead with CSGN funding this will mainly be for the walled garden. <b>Ann / Jane</b>
Next meeting(s) and events:	Next board: 6 weekly Monday 01/11/21 zoom 7.30 meetings will be every 6 weeks alternating Zoom and Face to Face Other group meeting dates as notified: Woodland Group Tuesday 05/10/21 to allow Amos to attend Walled Garden Monday TBC due to trustee training Trustee training 11/10/21	



## Cambusbarron Community Development Trust



**Note A. Treasurers Report as of 28.02.2021**

CCDT Treasurer's report: Current cleared funds: £22,695.14

Cambusbarron Community Development Trust		
Balance Sheet		
As of September 20 <sup>th</sup> 2021		
	Total	Note
<b>Cash at bank and in hand</b>		
CCDT Donations account	277.99	
CCDT Main account		
CCDT	1550.68	Unrestricted fund
CCF01	8084.80	CCDT Business Support (1 <sup>st</sup> report due 01/05/2021)
CPF06	231.00	Welcome pack
CPF10	31.94	Final money to be spent on Postcrete
CPF11	650.00	Grant only partially funded, still to be spent
CSET01	-936.92	Various woodland expenses (current grant to spend £7151.87) (report due 26/09/2021)
PI01	492.86	Defib project
SLF03	9054.95	Scottish Land Fund revenue grant
WIAT		We are due £2367.75 to be spend on designing and writing our woodland plan.
<b>Total CCDT Main account</b>	<b>22,757.53</b>	
<b>Total Cash at bank and in hand</b>	<b>23,025.52</b>	

**Funding of Community Forrest manager detail (SLF03)**

Expenditure to date:

	Budget	Spent so far	Variance (still to spend)	
Wages	£21,606.00	£13,222.71	£8,383.29	
Pension at 3%	£148.18	£0.00	£148.18	
PPE and training	£679.79	£2,518.50	(£1,838.71)	£422.59
Woodland expenses	£8,512.71	£6,251.41	£2,261.30	
Recruitment costs	£453.32	£453.32	£0.00	
Employment Expenses	£500.00	£399.11	£100.89	
<b>Totals</b>	<b>£31,900.00</b>	<b>£22,845.05</b>	<b>£9,054.95</b>	

**Note A. Treasurers Report as of 28.02.2021 (Continued)**

New grants obtained:

**Community Pride Fund CPF12 – Doors open day (£525)**

£525 for interpretation boards and waymarkers

No money received into bank account for this (overdue)

**Paths For All PFA01 - Path maintenance (£1100)**

For specified path improvements

Grant not yet accepted (child protection policy)

**Place Based Investment PBI01 - Various woodland expenditure (£14970)**

Pedestrian Link signs (link from c/centre carpark to Gillies Hill woodland entrance)	£2000
Threshold signs at Polmaise Road and Gillies Hill entrance	£3000
Reinstate original Polmaise Castle Drive Gates	£5500
interpretation signs within woodland	£2000
Deer fencing at bottom end	£470
Walled Garden gates x4	£2000
Wooden entry lockable doors to ensure security around the community growing space	£2000
	£14970

Money not yet received.



**Note B. New memberships for approval:**

Membership types:

- Full (M)
- Associate (A)
- Junior (J)

Forename	Surname	Address	Address 2	Membership category
Cara	McGuigan	Hayford Mills	Moving in in couple of months	M
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]

**Note C:** Defib project

The Defib project has been given a lease of life with the offer of help from Angela Samson the wellbeing coordinator from the Bruce Memorial Church. Angela has been in touch with the Trossachs Search & Rescue and they are going to be able to provide some a 2 hour first aid session including info on how to use our defibrillator.

A poster and communications will be going out soon to invite people to register for this free event.

We intend to use the money available from the Popular Institute grant to fund the hall let for these events and supply basic refreshments. We will be asking for donations at the time towards Trossachs Search and Rescue Funds.

**Budget planning and approval**

<b>Project Name</b>	Defib project
<b>Board member presenting budget</b>	Richard Norman
<b>Grants applicable (codes only)</b>	PI01
<b>Date of approval (board meeting)</b>	
<b>Overall aim and justification of expenditure:</b>	
To provide a public access defibrillator for the community together with publicity and training.	

<b>Expenditure detail</b>	<b>Budgeted amount</b>	<b>Fund code</b>	<b>Treasurer Check</b>
Hire of the community centre to provide Heart Start classes. Money for 3 x 2hr sessions	£150.00	PI01	
<b>Total</b>	£150.00		

**Note D: Memorial Benches**

Benches notified as complete:

1. Tennis Court picnic bench (Cunningham)
2. Castle gardens (Fulton)
3. Monster Pine (Allan)
4. Castle gardens 2 (Copland)
5. Castle gardens 3 (Hunter)
6. (Karen Trotter) – still to have plaque fitted

**Memorial benches waiting list.**

<b>Requester</b>	<b>Date requested</b>	<b>Contact details</b>	<b>Proposed location</b>	<b>Style</b>	<b>Dedication details</b>
Karen Trotter	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Roslyn Cantwell	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Andrew Scott	?	?	?	?	?

**Note E: Gillies Hill Management**

**Gillies Hill Management Report for 20<sup>th</sup> September CCDT Board Meeting**

**Events Update**

Doors Open Days weekend was a success with 92 attending. We received positive comments, donations and offers of volunteering/assistance too. Credit to Emma for her organisation of this as well as volunteers from within Trust and our members who gave their time to make this a success. Could this be something we run quarterly in future? Woods Open Weekend with guided tours on. I've suggested this to Emma and asked her to write up steps to organise and improvements for next time.

**Training Courses**

Forest School training starting for Amos in September – mix of online 1.5 hours evening and day sessions during October and November.

Woodland to Workshop is a three-day practical training course which aligns closely with our community woodfuel project and is being held by the Working Woods Scotland organisation in Fife. More info: <https://leafmay2016.wordpress.com/> Amos is keen to attend and will personally contribute 50% of course costs. Proposal to Board is that we support him attending, cost of £325 to cover the remaining 50%.

**Woodland Management**

GH Residential Boundary has created a small working group (Angus, Ann, Jennifer, Steven and Tom) this is to focus on the consultation with each resident and to co-ordinate the planning of this large felling operation. Additional working days from Amos as well as contractor costs required for this work. Budget requirements are unknown at this stage. Action for Treasurer and Board approval to understand from current funds if any unrestricted that can be used for this purpose. Some timber felled has the option of being kept for the community woodfuel supply or to be sold as logs to generate some income. As felling can only be carried out up until March there needs to be an understanding that Amos's time should be focused on this and as a Board, we may need to support other aspects of his role.

Trial horselogger day is now booked for 2<sup>nd</sup> November. Original plan was for dead poles in dark wids to be extracted, there may be other felling operations this could be used for now.

Draft Woodland Management Plan – community consultation closes on 30<sup>th</sup> September and all comments/ideas received will be added in to then be finalised. Last community consultation evening this Wednesday 23<sup>rd</sup> September in the community centre.

**Next volunteer day** – Saturday 25<sup>th</sup> September will start with discussion on a rhoddy bashing strategy being created between Amos and the key volunteers who have supported through last season.

**Next meeting date:** Tuesday 28<sup>th</sup> September (chosen to coincide with Amos's working days which may change after October as he completes his contract with Nature Scot)

**Note E: Gillies Hill Management (Continued)**

**Budget planning and approval**

<b>Project Name</b>	Gillies Hill Management
<b>Board member presenting budget</b>	Jennifer Fraser
<b>Grants applicable (codes only)</b>	CSET01, CCF01, PBI01, WIAT, SLF03
<b>Date of approval (board meeting)</b>	
<b>Overall aim and justification of expenditure:</b> The general management and maintenance of Gillies Hill Community Woodland	

<b>Expenditure detail</b>	<b>Budgeted amount</b>	<b>Fund code</b>	<b>Treasurer Check</b>
Road repairs and surfacing of parking area	£400.00	CSET01	
Road repairs and surfacing of parking area	£400.00	CCF10	
Replace Castle Drive Gates	£1,250.00	CSET01	
Replace Castle Drive Gates	£1,250.00	CCF01	
Reinstate original Polmaise Castle Drive Gates	£5,500.00	PBI01	
Trial Horse logger day	£200.00	CCF01	
Fence for Fairy hill shaft	£1,000.00	CCF01	
Second container	£1,000.00	CCF01	
Pedestrian Link signs (link from c/centre carpark to Gillies Hill woodland entrance)	£2,000.00	PBI01	
Threshold signs at Polmaise Road and Gillies Hill entrance	£3,000.00	PBI01	
Woodland management plan creation	£2,367.75	WIAT	
Forest School training	£665.00	CCF01	
Woodland to Workshop Course	£325.00	CCF01	
Employment expenses	£500.00	SLF03	
General Woodland Expenses	£500.00	SFL03	

<b>Total</b>	£20,357.75		
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Cambusbarron Community Development Trust Walled Garden report for 20.09.21

- The BBC were with us for four days. Structures built have been really popular. The team will arrange to come back to finish the chainsaw carvings and put protection on the structures. Discussion had re moving the BBC structures into the walled garden maybe safer there.
  - WIAT contract is now approved the funding will be paid directly to Jon CWA when the Draft plan is approved.
  - Composting toilet now has a lockable composting bin organised by Russell. Composting toilet also requires its 10-litre water tank maintained. Maintenance instructions being investigated by **Ross Johnstone**
  - 1000 litre IBC has been installed within the walled garden and to supply water to the users of the gardens as a short-term measure until a permanent water supply is available. This needs a lock on the feeder input to avoid tampering
  - Budget agreed to hire a generator for one week per month perhaps from Tuesday to Tuesday over the volunteer weekend which would cover Amos working days and weekend if volunteers were needing to use the rechargeable tools?
  - Update request to Barratt regarding power still awaiting reply although they say they are still committed. Would it be worthwhile asking about water too?
  - Fruit tree protection is now at Richard Blore's yard for installing when new trees planted in the spring.
  - Architect for wall has been we are awaiting his report.
  - Richard Blore offered to help clear the trees from the walled garden but can only do Saturdays unfortunately Amos is not available to chainsaw on Saturday until the end of October Contact made with Yeildsheild (contractor working on Paterson's path) regarding trees in the walled garden he can come in on Wednesday with a team of five and a chipper they will work with Amos doing the felling cost £900.00 this would not remove all trees. It would be a further £1500.00 to get another contractor to grind the stumps. **£900.00 spending agreed Ann to contact Jamie**
  - Planning permission for container still not through but their end date is 1/10/21 I did receive a call from Michael Mulgrew head of planning last week asking for confirmation of the space between the containers will be 2.5 metres so hopefully we will here this week.
  - Temporary gates for driveway now fitted. Unfortunately, there has been damage done to the lodge Septic tank pipe while this was being done possibly due to the tractor weight while clearing the garden rubbish behind the fence. Cost to fix £600.00-£800.00. £600 offer to Stewart he will organise repairs and bill us **Richard to e-mail the go ahead**
  - We now have finance for the drive gates should we ask for quotes to be updated and take this project forward?
  - Work area will need another two loads of Type 1 to cover the whole area to work area. **Can this be ordered now so that it is in place for container planning?**
  - Nothing further from Stirling Council regarding the woodland adjacent to the primary school.
- Cambusbarron Community Development Trust Walled Garden report for 20.09.21 **Ann to e-mail Edward**



additions to the agenda

Proposed funding application to CSGN for growing maximum allocation £15,000 project to be delivered by April 2022 closing date 17.00 on 14/10/21. This funding would probably only affect the Walled Garden **Agreed Ann / Jane to take forward**

Possible LEADER funding which could be for a water supply. Still to investigate further. We have met with them before there definition of rural is a village of less the 3000 we are bigger than that but will look further into this tomorrow. **Ann to contact LEADER**

Dougie looking for Grass seed, yew hedge, doors for ammunition shed (metal) to use as a secure shed at the castle, Road sweeper, mini digger hire to clear driveway, wild flower seeds ( are there any seeds left from the last lot?) Chipper hire (Richard Blore has one he might be prepared to bring along)

Christmas in Cambusbarron Can we look for funding Community Pride end date 05/10/21 and Cambusbarron Fund end date 29/10/21to light up the woods at Christmas and possibly get Santa and Reindeer in conjunction with Community Council, Events Group and SGH? Agreement for this. **Ann to take forward**

Marking our boundary at the top of the Quarry. Raised at SGH meeting when I said our land does not meet with Paterson's and that Drygrange kept a thin border could we put up some sort of border just to let people know even just the little circle markers onto trees

Can we add a play area into the conceptual plan?

### Budget planning and approval

<b>Project Name</b>	Walled Garden
<b>Board member presenting budget</b>	Ann Finlayson
<b>Grants applicable (codes only)</b>	CCF01, CSET01, PBI01
<b>Date of approval (board meeting)</b>	
<b>Overall aim and justification of expenditure:</b>	
Project to restore the walled garden.	

<b>Expenditure detail</b>	<b>Budgeted amount</b>	<b>Fund code</b>	<b>Treasurer Check</b>
Repair of the wall	£4000.00	CSET01	
Repair of the wall	£4000.00	CCF01	
Removal of trees and stumps for walled garden	£870.00	CSET01	
Removal of trees and stumps for walled garden	£870.00	CCF01	
Edible hedge	£100.00	CSET01	
Edible hedge	£100.00	CCF01	
Deer fencing at the bottom end of the walled garden	£470.00	PBI01	
Walled Garden gates x4 - wooden entry lockable doors to ensure security around the community growing space	£2000.00	PBI01	
Walled Garden regeneration into community Growing Space (Jennifer to check)	£2000.00	PBI01	

<b>Total</b>	£12410.00		
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CVN update for information

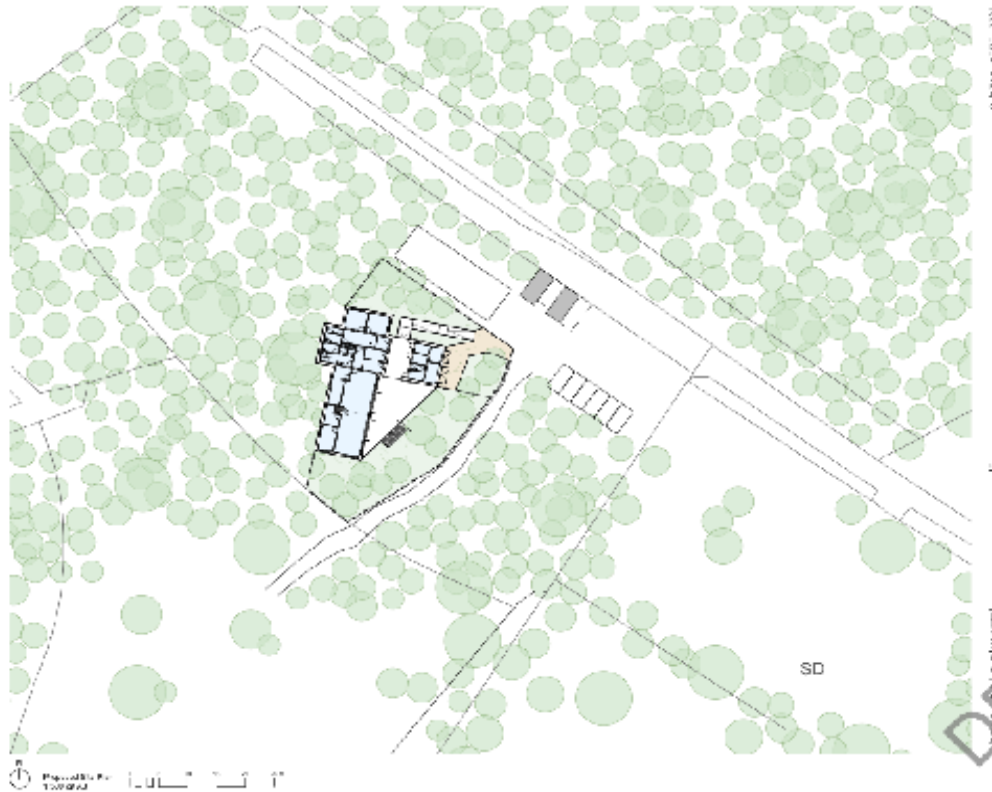
September 2021

A quick update from CVN as we have some progress to share. Funding received from the Cambusbarron Community Fund allowed us to procure the services of an architect to produce some initial plans of the nursery build. This work is still underway however we have a first set of plants out for consideration and comment.



I have attached them here and would welcome any feedback.

This phase of the architect work should be completed within the next couple of weeks.





## Cambusbarron Community Development Trust

