

**MINUTES of MEETING of DUCHESS WOOD LOCAL NATURE RESERVE COMMITTEE held in
the BRAEHOLM, HELENSBURGH
on TUESDAY, 18 FEBRUARY 2014**

Present: Councillor Aileen Morton (Chair)

Stewart Campbell, Chairman of Friends of Duchess Woods
Alastair Macbeth, Secretary of Friends of Duchess Woods
Charlie Cairns, Lower Clyde Green Space
Gary Collins, Tri-Events, Helensburgh

1. APOLOGIES

The Chair welcomed everyone to the meeting.

Apologies for absence were intimated from:-

Stuart McCracken
Morevain Martin
Morag Bain
Iain Wilkinson
Simon Mills
David Chandler

**2. MINUTE OF PREVIOUS MEETING OF DUCHESS WOOD LOCAL
NATURE RESERVE - 08/11/2013**

The minute of the previous meeting which was held on 8 November 2013,
was approved as a true record subject to the following amendments:-

Item 4

Wording to be amended to read "He advised that his initial reservations
about Pollock Park had been removed by his visit."

Item 5(b)

Wording to be amended to read "Discussion ensued surrounding the
culvert and the all-abilities path with it being agreed that the maintenance,
to keep in line with Health and Safety standards, of both should be paid
for by the Council."

Item 9

Wording to be amended to read " , as the estimate had recently been
renewed."

The Chair advised that Gary Collins of Tri-Events was in attendance, and as
such agreed that a discussion would take place after agenda item 2 (Minute).

3. TRI-EVENTS

Gary Collins provided the Committee with a verbal update on the previous

“Zombie Run” event which was held in October within Duchess Wood. He advised that there had been a lot of marketing done in regards to the event, which saw 80% of participants from out of town. He advised that they had received 171 sign ups, however with the wet weather on the day there were only a small number who did not turn up. He advised that all feedback received from stakeholders and landowners had been positive.

Discussion ensued with Alastair Macbeth, Secretary of Friends of Duchess Wood praising Mr Collins and his team for the efficient clear up following the event, and for ensuring that adequate stewarding had been in place to ensure runners slowed down at the Thurgood Bridge, as there had been concern over the potential for damage on said Bridge.

Further discussion in relation to future plans for such events and the possibilities of hosting them within Duchess Wood was had. Mr Collins advised the group that the Tri-Events group were making a donation of £100 to the Friends of Duchess Wood. Mr Collins spoke of other local organisations, such as Helensburgh Round Table and the Rotary Club of Helensburgh who both offered funding to local groups.

The Chair thanked Mr Collins for his informative update.

4. TERMS OF REFERENCE

The Chair advised that the Terms of Reference required to be updated. Following discussion it was agreed that the following amendments would be made to the document:-

The word purpose would become purposes with the addition of the letter “s” in the first sub-heading and subsequent bullet points there under.

Membership and administration would remain the same, although it was noted that Committee Member, Simon Mills, Head Teacher of Lomond School, who had submitted his apologies, was now resigning from the Committee as he was moving on. He had advised the Chair that it was unlikely that the new Head Teacher would have capacity to attend the Committee at this point in time. It was agreed that the Council’s Governance and Law Department would write to Helensburgh Cricket and Rugby Club to formally invite them to become a member of the Committee as a neighbouring property. It was also agreed that the Chair would make contact with Simon Mills and in turn the new Head Teacher at Lomond School to check the position in terms of remaining on the distribution list for receiving minutes etc. David Chandler, QIO, is not expected to return to work – a suitable replacement from the central Education team is expected to be in place by the next meeting of the Committee.

It was further agreed that a sentence be added at the end of the last sentence under Committee Working Arrangements, which should read as follows:-

“Where necessary Working Groups/Sub Committees can be set up to deal with specific items.”

It was noted that in terms of “Communications with the media” and

“Actions” that the reporting system of the Friends of Duchess Woods to each meeting of the Duchess Wood Local Nature Reserve Committee, already in place, was agreeable to the Committee.

In terms of Appendix 1 – Routine Maintenance it was agreed that this should be reviewed in February 2015.

5. STRAMASH UPDATE

The Chair confirmed that the Stramash Board had advised that it would not be possible to open an outdoor nursery in Helensburgh for August 2014. She further advised that Stramash are continuing to explore possibilities for making this happen by August 2015.

6. FRIENDS OF DUCHESS WOODS REPORT

The Committee considered a report which outlined the work undertaken by Friends of Duchess Wood (FODW), such as routine actions since the last meeting of the Committee. It highlighted the damage which had been caused by the storms and the actions taken to rectify matters by the Council's Amenity Services. It outlined the financial aspects of the group and also the agreement with Babcock regarding producing two information boards for FODW, and the plans which were in place for the next 6 months.

The Committee noted the report and expressed their appreciation of the work done by the Council's Amenity Services to minimise the storm damage. The Chair agreed to write to the Service to thank them for their assistance in this matter.

7. WOOD DEVELOPMENT

(a) NOTICEBOARDS/WAY MARKINGS DEVELOPMENT

Stewart Campbell, Chair of the Friends of Duchess Wood provided members with an update in regards to the notice boards. He distributed the design of the notice boards which had been sent to Babcock and advised that the frame would be made from timber with the feet being in a metal sleeve to protect against deterioration of the wood in the ground. He further advised of the information which would be contained within the notice boards, and agreed that he would send a copy of the information to Lynsey Innis, Area Governance Assistant to disseminate round the core members of the Committee.

Mr Campbell spoke of the way markings which he hoped would be in place primarily around the red route. He advised that the Friends of Duchess Wood had applied to the John Muir Fund for funding for a Flower Walk Leaflet.

(b) GREEN GYM UPDATE

Charlie Cairns provided the Committee with an update in regards to

the green gym. He advised that there had been poor attendance in the two days which had ran so far. He spoke of the need to show attendance for the extended green gym which is proposed for the next financial year. Discussion took place regarding a further publicity drive, with Mr Cairns agreeing to speak with David Graham, as he believed there to be sufficient funding to run a quarter page advert in the Helensburgh Advertiser and also Morevain Martin with regard to the Health and Wellbeing initiative to explore further routes of recruitment for the venture.

(c) LIAISON WITH EMPLOYABILITY TEAM

Mr Cairns provided the Committee with a verbal update in regards to the liaison with the Employability Team, he advised that the preference was for one main point of contact. Mr Cairns confirmed that he was happy to act as this point of contact. Discussion ensued in relation to the menu of options that the Employability Team could work through within the wood. Stewart Campbell confirmed that he would update the menu and send it on to Mr Cairns, who in turn would send it on to the Employability Team. It was further agreed that a meeting would be co-ordinated on site to discuss the items on the menu. The FODW potentially have funding from a donor that would allow culverting to be undertaken – a quote from the Employability Team will be sought in relation to this.

8. JOHN MUIR WAY EVENTS

The Chair advised the Committee of the proposed events being held within the Helensburgh area. Stewart Campbell advised that Friends of Duchess Wood had secured the 3rd Sector Grant approval for half of the grant, and were awaiting confirmation from both UZ Arts and Scottish Natural Heritage for the remaining funding. He outlined the plans in place to host “Bug Life” within the woods with dates being agreed with the Walking Theatre Company. It was agreed that Mr Campbell would send notice to the Head Teachers of all local Primary Schools to notify of the event scheduled for 28th April 2014, with a view to a selection of children being invited along from each school.

9. EVENTS POLICY

The Committee were provided with an update in terms of the Events Pack, which had now been updated by the Council. Mr Cairns advised the Committee that he was working towards an Events Policy which would allow flexibility.

Discussion in relation to the current policy was had, with minor “tweaks” being agreed by the Committee:

Subject heading 1 – the removal of “without need for approval”

Subject heading 4 – Small events (less than 40 people)

Medium events (40 – 150 people)

Large events (more than 150 people)

Subject heading 6 – to be renamed “Finances”

Mr Cairns agreed to devise a statement in terms of Subject heading 2, which would see a more over-arching approach to the events which are

not encouraged, with a view to any events which could have a detrimental effect on the woods such as motorised events being discouraged without being too restrictive.

Before leaving the meeting at 12.00pm, Mr Campbell advised that he would forward other suggested changes to Mr Cairns by email. Mr Cairns confirmed that he would alter the current Events Policy and send to all members of the Committee for approval.

10. ROUTINE MAINTENANCE

The Committee considered a report by the Council's Service Development Officer, which had been tabled on the day. Discussion regarding the suggestion of planting trees was had, with Mr Cairns advising that there was funding within the Green Gym budget for this purpose. It was noted that this would need to take place within the next four weeks in terms of the planting season. Mr Cairns agreed to take this matter forward with Stuart McCracken.

In terms of the Japanese Knotweed, Mr Macbeth advised that he had been pleased with the way that Luss Estates were dealing with the problem in other areas. He showed a photograph of signage used by Luss Estates with a view to dealing with the issues in Duchess Wood in a similar way. Mr Macbeth confirmed that he would forward the photograph to Stuart McCracken to begin discussions in this regard.

11. EDUCATION UPDATE

It was agreed by the Committee that this had been covered under agenda item 3 (Terms of Reference).

12. ANY OTHER BUSINESS

There was no other business to discuss.

13. DATE OF NEXT MEETING

The date of the next meeting was agreed as 20th May 2014 at 10.00am within Braeholm, 31 East Montrose Street, Helensburgh.

