

**Minutes of CALLP Scheme Delivery Committee Meeting**

**Tuesday 5<sup>th</sup> November 2019, 10am-12pm, Coigach Community Hall, Achiltibuie**

<p><b>1</b></p>	<p><b>Welcome, introductions &amp; apologies</b></p> <p><i><b>Present</b></i> Ann Marie Firth-Bernard (AMFB) – CCDC, Local Development Officer Fiona Saywell (FS) - CCWT Project Officer (part time), CALLP Education Manager (job share) Gordon Sleight (GS) – Historic Assynt, Director Lucy Graham (LG) – SWT, Head of Development Malcolm Bangor-Jones (MBJ) – Assynt Foundation, Director Mark Foxwell (MF) – SWT, Highlands &amp; Islands Reserves Manager Peter Lowe (PL) –Woodland Trust, Senior Outreach Advisor/Ancient Woodland Lead Scotland Peter Muir (PM) – Coigach Salmon Fisheries Limited Sarah Robinson (SR) – SWT, Director of Conservation (Chair) Romany Garnett (RG) – JMT, Quinag Conservation Officer</p> <p><i><b>In Attendance</b></i> Anne Campbell (AAC) – CALLP Sustainable Crofting &amp; Rural Projects Co-ordinator Boyd Alexander (BA) – CALLP Scheme Manager Elaine Macaskill (EM) - CALLP Woodland Manager, Woodland Trust Laura Traynor (LT) – CALLP Assistant Scheme Manager (Minutes) Meryl Carr (MC) - SNH, Operations Officer, Wester Ross and Skye Vickii Campen (VC) – CALLP Training, Events and Volunteer Co-ordinator</p> <p><i><b>Apologies</b></i> Dave McBain (DMB) - Historic Assynt, Chair Don O’Driscoll (DOD) – JMT, Quinag and Sandwood Land Manager Jorine van Delft (JvD) – CCWT, Director Julia Campbell (JC) – Coigach Community Development Company, Local Development Officer Katrina Martin (KM) - CALLP Education Manager (job share) Lewis Macaskill (LM) – Assynt Foundation, Chair Richard Williams (RW) – JMT, Land Operations Manager</p>	
<p><b>2</b></p>	<p><b>a. Minutes of the Previous Meeting (1<sup>st</sup> August 2019)</b></p> <p>Minutes of previous meeting on 1<sup>st</sup> August 2019 <b>agreed</b> by committee that they are a true account of the meeting, subject to the following amendment:</p> <ul style="list-style-type: none"> <li>• Add Gordon Sleight to apologies under section 1</li> </ul> <p><b>Action Points from 1<sup>st</sup> August 2019 and other matters arising not covered by agenda.</b></p>	

	<p><b>Actions points:</b> See Action Point Summary Table at end of minutes.</p> <p><b>Matters arising:</b></p> <p>BA to ask Highland Council if waiving planning fees could count as in kind contribution and to ask for a steer regarding what types of in-kind contribution they might consider. BA to circulate response to SDC.</p>	<b>AP1 BA</b>
<b>3</b>	<p><b>National Lottery Heritage Fund Monitor Update</b></p> <p>Latest meeting with NLHF monitor held on 12<sup>th</sup> September 2019.</p> <p>BA stated NLHF were receptive to a day rate framework for certain project costs, particularly for woodland work, pathwork, and crofting. An action point from the meeting is to produce a framework for next meeting with the NLHF monitor, scheduled for 5<sup>th</sup> December.</p> <p>The NLHF monitor asked for a reforecast budget to the end of the scheme. Reforecast budget on agenda for SDC meeting.</p> <p>EM raised with the monitor that the Woodland Expansion project had been approached with a proposal to protect woodland at Elphin and Knockan common grazings, however much of this fell outwith the CALLP area. The NLHF monitor queried whether the Landscape Character Assessment (LCA) assessed these areas and if there was a rationale why they weren't included in the CALLP area. The LCA suggested that the inbye pertaining to the two townships, and ideally, the associated common grazings areas should be included. Only the inbye was included in the project area. The NLHF monitor strongly suggested that a change to the CALLP area at this stage would be unlikely to be acceptable to the NLHF.</p>	
<b>4</b>	<p><b>Finances and Fundraising</b></p> <p style="padding-left: 20px;"><b>a. NLHF Finance Report</b></p> <p>SR suggested treating this paper as for info as it was produced before the reforecasting exercise was undertaken.</p> <p>Expenditure in Year 3 Quarter 4 (1<sup>st</sup> July to 30<sup>th</sup> September 2019) was £192,795, bringing the total scheme expenditure to date to £2,202,557.</p> <p style="padding-left: 20px;"><b>b. Match funding report</b></p> <p>The amount of match funding confirmed appears healthy with only £12,531 remaining to secure, however SR highlighted there were additional figures to add in such as the SNH funding now confirmed for years 4 and 5.</p> <p>Match funding received to date stands at £1,486,016.70.</p> <p>Project leads were reminded that efforts to secure 40% of the funding (match funding) for each project should continue.</p> <p style="padding-left: 20px;"><b>c. Tenders &amp; Changes</b></p>	

<p>i) P04 High Value Open Habitats (HVOH)</p> <p>BA presented a paper for the updated brief for the High Value Open Habitats project. PL has suggested some edits in relation to forestry. PL to provide edits to forestry for consideration in HVOHS brief.</p> <p>MF asked for further clarification for how the work will differ from previous surveys, for example NVC surveys. BA stated the work uses a new technique for identifying habitat types from aerial imagery to make on ground surveying faster.</p> <p>PL asked about accuracy in relation to woodland. BA to ask SNH for more information regarding accuracy of aerial surveying in relation to woodland.</p> <p>PL suggested WT could provide match funding if the project would be beneficial to the Woodland Expansion project.</p> <p>PM queried why map areas were only in Assynt when brief says Coigach as well. BA to update HVOH brief to remove references to Coigach as only areas in Assynt have been identified to use this technique.</p> <p>PM queried whether there was scope for work in Coigach. MC stated that the areas selected are ones that haven't been surveyed previously so there would likely already be data for similar sites in Coigach.</p> <p><b><u>Decision: SDC approves the High Value Open Habitats project brief following removal of Coigach from description and edits to forestry to be supplied by PL.</u></b></p>	<p>AP2 PL</p> <p>AP3 BA</p> <p>AP4 BA</p> <p>Decision 1</p>
<p>ii) P11 Sustainable Deer Management – Venison Marketing New Brief</p> <p>BA presented the new brief for the Venison section of the Sustainable Deer Management project. FS stated that the brief was developed with input from AW, MF, RW, RG, and DOD.</p> <p>PM queried how much focus there would be on encouraging people to eat venison. FS stated this will be covered with a community survey to find out attitudes to venison plus adult hill to grill activities to encourage the use of venison.</p> <p>PM stated his disappointment as he perceived that the venison marketing survey had been watered down in the new brief.</p> <p><b><u>Decision: SDC approves the Venison Marketing brief for submission to NLHF.</u></b></p>	<p>Decision 2</p>
<p>iii) Clachtoll Ranger Hut</p> <p>LT stated the Clachtoll Ranger Hut brief was not yet finalised and looking to circulate for approval by email before next SDC meeting.</p> <p>iv) Digital App Project</p> <p>BA presented brief on replacement for app project. The brief comprises several strands including holding "Sense of Place" workshops to establish key messages from the community, developing content for the Local Guide audio app, and a walks booklet.</p>	<p>AP5 LT</p>

<p>PM queried what happens to the content produced by the project after the end of project. BA stated that digital outputs would be available for 5 years in line with the NLHF funding conditions. PM queried if there was funding for the legacy of the app after the end of the project. LG stated that the maintenance budget for the scheme was fixed and that NLHF Scotland do not allow for increases (she noted that this is handled differently by some other NLHF regions, for example North England). BA to speak to the people behind the Local Guide app to ensure legacy servicing is provisioned as part of contract fee.</p> <p>MBJ highlighted the need to make sure a wide amount of people in the community are involved in the consultation regarding key messages to avoid negative perceptions. FS highlighted that the existing content on the Local Guide app wasn't done in conjunction with the local community and that this was an opportunity to involve the community in what was promoted to visitors.</p>	<p><b>AP6 BA</b></p>
<p><b><u>Decision: SDC approves the project brief for the App Project, unless SR and BA deem changes to legacy provision to be significant enough to require SDC approval.</u></b></p>	<p><b>Decision 3</b></p>
<p>v) P28 Music &amp; Tales of Coigach &amp; Assynt</p> <p>BA presented paper from CCDC requesting enhanced intervention from NLHF funds for the Music &amp; Tales of Coigach &amp; Assynt project for planned activities in Year 4. CCDC have been unable to secure further match funding due to long term staff absence. The amount requested is £6,856.74.</p> <p>RG queried how the fèis element would work given the existing fèis in Ullapool. AMFB stated the proposal would be to have a weekend fèis similar to the now defunct Scourie fèis.</p>	<p><b>Decision 4</b></p>
<p><b><u>Decision: SDC approves the intervention of £6,856.74 from NLHF funds to the Music &amp; Tales of Coigach &amp; Assynt project.</u></b></p> <p>d. <b>Budget Reforecast</b></p> <p>Order of agenda items altered for ease of discussion.</p> <p>ii) Projects contingency request</p> <p>BA presented a paper detailing 3 requests for use of contingency. The Outdoor &amp; Woodland Learning project (OWL) needs to (i) provide accredited CPD training not just general training due to revised Highland Council training policy; and (ii) a wooden storage building as a replacement for the present damaged container for storage of project resources.</p> <p>SR asked about whether OWL storage shed would need maintenance considerations. FS stated the shed should last well due to anticipated high quality of build.</p> <p>Clachtoll Broch project requests £4,500 retrospectively for experimental archaeology.</p> <p>GS explained further on Clachtoll Broch request. A number of experiments were carried out relating to flooring, building methods, and destruction by fire. Access to stone locally</p>	





area from the tenant. Over 2-3 decades the family have looked at a large number of possibilities to improve the condition of the woodlands and have at the same time established what is legally possible. This preferred option is to fence the entire estate boundary and to manage deer within the fence to limit the impact on adjacent landowners. Due to the difficulties of getting funding for a private landowner, with a tenant, the only identified way to fund this proposal would be with assistance from CALLP. The large cost is due to the length of fencing required and the inclusion of a cattle grid across the public road. The proposal has been preliminarily discussed with NLHF monitor. One of the aims of the CALLP scheme is landscape scale restoration which is unable to happen without deer control. Fencing this area would protect other habitats as well as the woodland and would facilitate deer management across the whole Eisg Brachaidh estate.

RG queried what deer management would take place. EM stated the density of deer would reduce to 1 per km<sup>2</sup>. PL stated this proposal was a big part of the jigsaw for current and future landscape scale restoration. MF queried reason for putting so much into one member of the Deer Management Group (DMG) and whether the aim should be to reduce deer numbers across the whole DMG. EM stated that the required reduction in deer numbers had been proposed at a previous Section 7 meeting but not adopted. RG queried the current density of the DMG concerned. MF stated the density is current 4 deer per km<sup>2</sup> which sounds low but still results in a high impact on habitats due to the features of the land concerned, in particular winter grazing, which resulted in all seedlings being heavily browsed.

Paper K detailed all the submitted sixteen additional projects that were to be considered for allocation of the identified underspend. 12 of the 16 additional projects had provided approximate costs. As this amount totalled to a far greater amount than was available the SDC were asked to identify a shortlist of projects that would be requested to provide further details to the SDC including a more accurate budget for the project with details of any match funding they may have or anticipated identifying.

A representative of each organisation present was asked to select six projects that they wished to see supported and allocated underspend from the CALLP budget. Of the six projects the SDC were asked to identify one project as their 'top project'. FS asked if members could vote for their own organisation's projects. SR stated they could.

SDC partners voted on the proposals and the projects with the most votes were:

- Little Assynt All Access Path and Culag Woods upgrade and Signage
- Coigach & Assynt Signage
- Reiff Right of Way Core Path RC01.02
- Assynt Fishery Oral History
- Recommissioning Composting toilet at Little Assynt
- (Eisg Brachaidh) Habitat Management Boundary Fencing.

No cost figures were supplied for Reiff Path and Coigach & Assynt Signage projects, these will be calculated as the briefs are developed further.

All of the top voted projects are likely to be able to have 60% of their costs covered by CALLP with the exception of the Restoration project (Eisg Brachaidh). This project would receive a contribution to the overall cost. Discussion will be required with the NLHF monitor as to whether the CALLP Scheme budget can be increased to accommodate the addition of this particular project as its total cost will take the budget of CALLP beyond its current total (which includes NLHF moneys, match funding and in-kind contributions).

Given that it had been stated that the only way to fund the Restoration project (Eisg Brachaidh) was through CALLP the SDC had a discussion about how project budget and the contribution to CALL would work. PL asked if WREN funding could be a source of match funding. LG stated there were new guidelines for WREN. EM to discuss with WREN about the possibility of attracting match funding for Eisg Brachaidh fencing.

MBJ asked if a possible solution would be to ringfence a certain amount for Eisg Brachaidh and then see if further funding could be sought. If further funding was not available then the ringfenced amount would be released to other projects. An appropriate timeframe for this was discussed to ensure other projects could be assigned underspend and deliver in the timeframe of CALLP should the additional funding needed for the restoration project not be found. SDC discussed whether the ringfence applied to Eisg Brachaidh specifically or if it applied to the Woodland Expansion project in general, i.e. if Eisg Brachaidh did not go ahead the ringfenced amount could go to another woodland scheme. No conclusion was reached. A deadline for starting the work would also need to be set, for example January 2021, as it is estimated that the work will take 8 months to carry out.

MBJ queried the accuracy of the costings in the additional projects paper. SR stated all but 2 projects have estimated figures. EM stated that the Eisg Brachaidh costings have been put together by CKD Galbraith and are deemed to be as accurate as they can at this stage.

SR proposes that if the SDC agree in principal to ringfence a proportion of the CALLP underspend for Eisg Brachaidh and support the five further shortlisted projects, that the following process is undertaken:

- Shortlisted projects are asked to provide further details of their projects with budgets and delivery schedules..
- These details will be provided to the SDC for a final consideration and the remaining underspend amount calculated.
- The SDC will be asked to confirm that they are happy the remaining underspend is ringfenced until May 2020 SDC meeting for Eisg Brachaidh.
- These decisions will be made via correspondence.
- The information will then be taken forward to the NLHF Monitor meeting on the 5<sup>th</sup> of December.

MBJ highlighted the need to have projects that are ready to go to use shortfall quickly should Eisg Brachaidh be unable to go ahead.

**Decision: SDC approves taking forward the projects that received the most votes as detailed above. The projects will be summarised in a paper and circulated to the SDC**

AP10 EM

Decision 7



	<p><b><u>for approval. The budget remaining after five of the six shortlisted additional projects have been supported will be calculated and shared with SDC who will be asked to confirm they wish to see the money ringfenced for use for the Eisg Brachaidh proposal until May 2020 SDC meeting.</u></b></p> <p>BA to produce paper summarising the additional projects as recommended by the voting process and circulate to the SDC for approval.</p>	AP11 BA
5	<p><b>Project Progress Register (October 2019) – Updates by exception</b></p> <p>BA stated that budget column RAG rating had not been updated because this rating is shown in the NLHF Quarterly Finance Report as discussed earlier.</p> <p>BA to update format of Project Progress Register for next SDC meeting to incorporate RAG rating over time following the example given in the Mid Scheme Review report.</p> <p>Updates to projects requiring discussion by the SDC covered elsewhere in the meeting.</p>	AP12 BA
6	<p><b>Risk Register (November 2019) – Full review</b></p> <p>Risk register to have full review at next SDC meeting due to the over-running discussions of earlier agenda items and no update being made to the Risk register following the August SDC meeting.</p> <p>The following changes are still required from the August SDC meeting:</p> <p><i>By exception review of Risk Register undertaken and the following changes made:</i></p> <ol style="list-style-type: none"> <li>1. Clarify current risk position by moving additional actions to current controls.</li> <li>2. Add in new risk about underspend. Include work currently being undertaken to control risk e.g. reforecasting budgets</li> </ol> <p>LT to update risk register with changes from August SDC meeting.</p>	AP13 LT
7	<p><b>AOCB</b></p> <p>BA highlighted several upcoming events:</p> <ul style="list-style-type: none"> <li>• Saturday 9<sup>th</sup> November, 2-4pm, Elphin Community Hall – “A Journey Through Elphin” Wall Hanging Unveiling (Community Grant Scheme Recipient)</li> <li>• Friday 22<sup>nd</sup> November, 7:30-10:30pm, Lochinver Village Hall – CALL/National Lottery 25<sup>th</sup> Birthday quiz</li> <li>• Saturday 30<sup>th</sup> November, 12:30-3:30pm, Little Assynt Tree Nursery – Big Climate Fightback event (Woodland Trust) with tree planting and refreshments.</li> </ul> <p>LG highlighted an update made to the mid scheme review paper. After the paper was presented to the last SDC meeting it was noted that the statistics for target and actual volunteer time didn’t look right. An investigation highlighted an error in the Monitoring &amp; Evaluation Framework (which had omitted volunteer targets for several projects). The</p>	AP14 BA

	<p>Monitoring &amp; Evaluation Framework has been updated for future use. BA to circulate to the SDC the corrected version of Mid Scheme Review report.</p> <p>LT and RG to check accuracy of the reporting of JMT volunteer time in project hubs.</p>	<b>AP15 LT, RG</b>
<b>8</b>	<p><b>Date of the next meeting(s)</b></p> <ul style="list-style-type: none"> <li>· Tues 4th Feb 2020, Inverness</li> <li>· TBC May 2020, Lochinver</li> </ul>	