

**Minutes of CALLP Scheme Delivery Committee Meeting**  
**Wednesday 19<sup>th</sup> August 2020, 2-4:30pm, remotely via Zoom**  
 (rescheduled from 12<sup>th</sup> August 2020 due to technical problems)

<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          Gordon Sleight (GS) – Historic Assynt, Director          James McDougall (JMD) – Woodland Trust, Senior Outreach Officer          Jorine van Delft (JvD) – CCWT, Director          Julia Campbell (JC) – Coigach Community Development Company, Local Development Officer          Lucy Graham (LG) – SWT, Head of Development          Michelle Henley (MH) - SWT, Acting Reserves Manager – North          Peter Lowe (PL) – Woodland Trust, Senior Outreach Advisor/Ancient Woodland Lead Scotland          Peter Muir (PM) – Coigach Salmon Fisheries Limited          Richard Williams (RW) – JMT, Land Operations Manager          Sarah Robinson (SR) – SWT, Director of Conservation (Chair)</p> <p><i><b>In Attendance</b></i>          Boyd Alexander (BA) – CALLP Scheme Manager          Laura Traynor (LT) – CALLP Assistant Scheme Manager (Minutes)</p> <p><i><b>Apologies</b></i>          Meryl Carr (MC) - SNH, Operations Officer, Wester Ross and Skye</p>	
<p><b>2</b></p>	<p><b>Introduction to Zoom and Zoom voting features</b></p> <p><b>Agreement to record meeting.</b></p> <p>SDC agrees to record meeting for the purpose of assisting the writing of the minutes.</p>	
<p><b>3</b></p>	<p><b>a. Minutes of the Previous Meeting (14<sup>th</sup> May 2020)</b></p> <p>Minutes of previous meeting on 14<sup>th</sup> May 2020 <b>agreed</b> by committee that they are a true account of the meeting, subject to the following amendments:</p> <ul style="list-style-type: none"> <li>• Clarify whether “Fox point” refers to Fox Point Bothy or Fox Point Path on p5 and amend accordingly</li> <li>• Clarify comment from PM about organisational risk</li> </ul> <p>LT to review recording of meeting and make amendments to 14<sup>th</sup> May 2020 minutes as stated above.</p>	<p><b>AP1 LT</b></p>

	<p><b>Action Points from 14<sup>th</sup> May 2020 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> No matters arising</p>	
4	<p><b>Email decisions - Update Fox Point Path &amp; contingency request</b></p> <p><b>Email decision P15 Fox Point Permission to Start</b></p> <p>Item agreed by email.</p> <p><b>Email decision contingency request P22 Badentarbet Ice House and AP02 Eisg Brachaidh Habitat Restoration</b></p> <p>Agreed by email to allocate contingency to P22 Badentarbet Ice House rather than AP02 Eisg Brachaidh Habitat Restoration. Contingency allocation has since been approved by NLHF.</p>	
5	<p><b>Project Progress Register (August 2020)</b></p> <p><b>a. Project Tracker &amp; Gantt Chart</b></p> <p>BA highlighted projects with zero spend to date and/or red rating.</p> <p>RW gave update on appointment of Project Manager for P15 Fox Point Path project to identify funding and review specification. Planning to start path works on the ground Spring 2021.</p> <p>BA stated that a report had been received following Sense of Place workshop for P21 CALL Landscape Routes. BA to circulate Sense of Place report to SDC.</p> <p>PM gave brief update on P23 Coigach Salmon Fisheries Bothies. LT to update name of project to P23 Coigach Salmon Fisheries Bothy to reflect that the project is now reduced to one bothy.</p> <p><b>b. Additional Projects Update</b></p> <p><b>AP01 Little Assynt All Access Path and Culag Woods Upgrade &amp; Signage</b></p> <p>A funding proposal has been submitted to SRDP with the expectation that work will take place in Spring 2021.</p> <p><b>AP02 Eisg Brachaidh Habitat Restoration Project</b></p> <p>A community consultation on the Eisg Brachaidh fencing proposal is currently taking place with residents of Inverkirkaig. The Biodiversity Challenge Fund contract has been signed by WT. WT are seeking further funding to cover £117k funding gap and if they are not successful WT may need to request further underspend/contingency later in scheme. WT are in discussion with SNH about the SSSI area within the fencing and are aiming to begin fencing works by 1<sup>st</sup> October.</p> <p><b>AP03 Coigach &amp; Assynt Heritage Signage</b></p>	<p><b>AP2 BA</b></p> <p><b>AP3 LT</b></p>

	<p>AMFB outlined the proposed changes to the original project outputs. The new proposal shall; identify 30 sites of interest split equally across Coigach and Assynt; install “tombstone” markers rather than the larger plinths originally proposed; produce a leaflet containing a map that can be produced in print and digitally.</p> <p>BA stated that reducing the plinths to markers would reduce the budget required by approx. £9,000. Match funding for the project has not been identified yet.</p> <p><b><u>Decision: SDC approves reduction in scope and budget of AP03 Coigach &amp; Assynt Heritage Signage project and for new proposal to be taken to NLHF for approval.</u></b></p> <p><b>AP05 Assynt Fishery Oral History</b></p> <p>BA stated that Historic Assynt has applied for match funding for the project.</p> <p><b>AP06 Recommissioning Composting Toilet at Little Assynt</b></p> <p>JvD stated that works had been completed but that the toilets were currently closed until CCWT is able to resolve the issues with wet wipes and hygiene concerns surrounding coronavirus. Incorporated into P18 Culag Woods &amp; Little Assynt Paths project.</p>	<p><b>Decision 1</b></p>
	<p>BREAK 15 minutes</p>	
<p><b>6</b></p>	<p><b>NLHF Monitor Meeting Update</b></p> <p>BA stated that the most recent meeting with the NLHF monitor took place on 28<sup>th</sup> July. Although generally positive, two main issues were identified requiring further work:</p> <ul style="list-style-type: none"> <li>• Management and Maintenance plans to be completed</li> <li>• BA to review outcomes suggested for changes with NLHF monitor</li> </ul>	<p><b>AP4 BA</b></p>
<p><b>7</b></p>	<p><b>Corona Virus Update</b></p> <p>CALLP Team operating under SWT’s Amber phase, including not holding public events until September unless agreed by senior management team. Education work has resumed following approval by Senior Management Team.</p> <p>CALLP office in Lochinver to be effectively closed until Scottish Government Phase 4, although some team members may work from there in the meantime if circumstances require it.</p>	
<p><b>8</b></p>	<p><b>Legacy and JMT NWH Vision</b></p> <p>SR presented paper for the SDC to consider the benefits of furthering the CALLP/CALL partnership though contributing to the development of a collective vision for the North West Highlands to 2045. SR highlighted that CALLP/CALL partners would be able to engage with vision individually if they wanted to, however that the SDC is asked to decide whether the CALL partnership participates as a whole.</p> <p>RW further explained the proposal which would cover the area from Ullapool to Tongue/Bettyhill. RW stated that it was not a JMT vision for the area, but a collective vision and that everyone can contribute from individuals to organisations. Feedback has</p>	

	<p>been positive so far. Three main drivers made JMT consider this approach: climate change, Brexit, and tourism. These bring significant challenges but also opportunities. If the area can speak as a collective voice it will have the best chance of making the most of the opportunities presented.</p> <p>RW highlighted potential benefits to CALL:</p> <ul style="list-style-type: none"> <li>- Potential funding streams, for example from replacement of the Common Agricultural Policy (CAP), climate change mitigation subsidies, etc.</li> <li>- Expand range and reach of CALL and engage with a wider audience.</li> <li>- Not so much as identifying specific projects more a wider framework. E.g. CALL could be a delivery agency for projects within the overall collective.</li> <li>- Opportunity to address area's other issues, some that CALL have been approached about but due to its remit has not been able to take forward e.g. housing, employment.</li> </ul> <p>PM asked how different this is to the North Highland Initiative (NHI). RW stated NHI cover a wider geographic area and are more business driven, particularly relating to farming and produce, with their most well-known product being the North Coast 500.</p> <p>AMFB suggested a benefit of the proposed collective would be giving the CALL area a larger voice. AMFB queried if RW had received negative feedback on the proposal. RW stated that there had been enough positive feedback received so far to take the concept further and that it was in the early stages of development so open to constructive criticism.</p> <p>LT queried whether CALL would be eligible to be a member as is classed as a Memorandum of Cooperation (MOC) not an organisation. SR stated membership criteria etc will be looked at during development phase.</p> <p><b><u>Decision: SDC agreed for £3,000 of legacy budget to be used to contribute to the development of the North West Highland Collective Vision</u></b></p>	<b>Decision 2</b>
<b>9</b>	<p><b>CALLP Scheme Board ToR</b></p> <p>BA stated that the next meeting planned will be a Scheme Board meeting in addition to the SDC meeting, so terms of reference (ToR) are required in advance. The ToR were written in such a way to keep them succinct.</p> <p>PM queried whether quorate of 8 members was too high. BA stated 8 was the number specified in the CALLLP Part A agreement. RW highlighted that was 8 of 14 partner organisations so seemed reasonable.</p> <p><b><u>Decision: SDC agreed to adopt the proposed Scheme Board Terms of Reference (ToR)</u></b></p>	<b>Decision 3</b>
<b>10</b>	<p><b>Contingency Update</b></p> <p>BA stated NLHF were anxious about the level of contingency remaining going into the final year of the scheme. Paper F outlines all the contingency requests submitted to date. The request on contingency for increased Full Cost Recovery (FCR) costs incurred by SWT</p>	

	<p>has been withdrawn and the increase will be covered using a reallocation of scheme coordination funds.</p> <p>NLHF asked to replenish the contingency with underspends from the scheme. SR stated that the key concern NLHF highlighted was the large number of capital works remaining across projects that may need to draw on contingency.</p>	
	BREAK 15 minutes (schedule on agenda but not taken)	
<b>11</b>	<p><b>Finances and Fundraising</b></p> <p>a. <b>NLHF Finance Report</b></p> <p>Expenditure in Year 4 Quarter 3 (1<sup>st</sup> April to 30<sup>th</sup> June 2020) was £202,027, bringing the total scheme expenditure to date to £2,778,126.</p> <p>LT highlighted that this was lower than expected, primarily due to the impact of coronavirus restrictions on the ability to carry out work.</p> <p>b. <b>Reforecast and underspend</b></p> <p>LT highlighted the figure in the Project Tracker for underspend available for reallocation will need to be adjusted following the agreement at this meeting to reduce the budget for AP03 Coigach &amp; Assynt Heritage Signage project.</p> <p>The underspend figure as it currently stands is £25,612.13 and the contingency figure is £12,151.07. The contingency budget requires authorisation from NLHF to apply to projects whereas the underspend budget is at the discretion of the SDC, subject to approval by NLHF.</p> <p>c. <b>Match funding update - Project Funding &amp; Project Funding Chart</b></p> <p>LT highlighted that the red rated projects were in the process of applying for further match funding.</p> <p>LT also highlighted that there was still some work to be done to clarify the status of some of the funding listed in the reporting hubs and so the total figures cannot be used to make decisions.</p> <p>RW asked what happens at the September meeting if match funding is not secured for projects. SR stated that having confirmed match funding would be the ideal scenario but how confident the project partner is that they can secure funding and still complete the project in the delivery phase of the scheme can be considered. SR stated that the SDC needs to make sure that we have as much confidence as possible of delivering all the projects and using all the budget available.</p> <p>d. <b>Tenders &amp; Changes</b></p> <p>i) P32 Isle Martin Croft House – tender overbudget</p> <p>LT presented paper outlining the request for additional budget and funding for the Isle Martin Croft House project. SR and LG raised the issue that as stated earlier in the</p>	

	<p>meeting that the match funding for the scheme is not finalised and therefore the SDC would not be able to agree to the proposal at this time.</p> <p>BA, LT and LG to meet to work out scheme funding total and available match funding for projects.</p> <p>RW asked if board could give further comfort to IMT to say that the request is approved subject to finding the funding from the rest of scheme. BA, SR and LG suggested waiting until September meeting to give more comfort.</p> <p><b><u>Decision: SDC requests to bring P32 Isle Martin Croft House project budget/funding proposal to the next meeting following confirmation of scheme funds</u></b></p>	<p><b>AP5 BA, LT, LG</b></p> <p><b>Decision 4</b></p>
<p><b>12</b></p>	<p><b>Risk Register (August 2020) – Full review</b></p> <p>Full review of Risk Register undertaken and the following changes made:</p> <ol style="list-style-type: none"> <li>1. References to HLF changed to NLHF</li> <li>2. Local Non-Partner Landowner Disapproval probability increased from Medium to High and “Relationship management with neighbouring non-partner landowner specifically regarding Eisg Brachaidh” added as an additional action</li> <li>3. “Review all projects following quarter to end of March 2020 for May meeting” deleted from Additional Actions and “All projects reviewed to end of March 2020 quarter” added as a Current Control to project partner capacity risk</li> <li>4. Added “for September 2020 meeting” to the partner capacity additional action “Projects to provide timelines for work to end of scheme”</li> <li>5. Removed “removing gorse to reduce cover for deer” from woodland failure risk</li> <li>6. Capitalised words where needed in woodland failure risk</li> <li>7. Amended additional action on outcomes delivery to “Consider contracting” instead of “Contracting”, and add “Review impact of alterations to outputs on outcomes” as additional action.</li> <li>8. Add “September 2020 reviewing certainty around project delivery to the end of the scheme” as additional action for project costs risk</li> <li>9. Replace “COVID-19” with “Pandemic” in risk name</li> <li>10. Add “and adapt accordingly to changes” to current control relating to government guidance on infection control</li> <li>11. Add “Recognise potential reduced capacity or availability of volunteers” and “Plan works with sufficient time to mitigate new requirements for contractor accommodation” as current controls under pandemic risk</li> </ol> <p>Risk register updated within meeting</p>	
<p><b>13</b></p>	<p><b>AOCB</b></p> <p>Communications &amp; Advocacy Officer post advertised and interviews have taken place. There is a preferred candidate in mind but the process needs to be approved by NLHF before the appointment can be finalised.</p> <p>BA asked for approval to be involved with Sutherland Community Partnership (SCP) by sharing a text exchange he had recently had by way of providing information regarding</p>	

	this to the SDC. RW highlighted that he would be meeting with Kyle of Sutherland Development Officer on 20 <sup>th</sup> August. SR suggested BA keep sight of progress as CALL/CALLP. BA to attend meeting with RW and SCP Development Officer and to report an update to SDC for next meeting if necessary.	<b>AP6 BA</b>
<b>14</b>	<b>Date of the next meeting(s)</b> <ul style="list-style-type: none"> <li>· 21<sup>st</sup> September 2020, 10am-12:30pm, Zoom CALLP Scheme Board/SDC 19</li> <li>· 17<sup>th</sup> November 2020, 10am-12:30pm Zoom SDC 20</li> </ul>	