



## Minutes of CALLP Scheme Delivery Committee Meeting

Monday 17<sup>th</sup> November 2020, 10am-12:30pm, remotely via Zoom

<p><b>1</b></p>	<p><b>Welcome, introductions &amp; apologies</b></p> <p><i><b>Present</b></i>  Ann Marie Firth-Bernard (AMFB) – Coigach Community Development Company, Local Development Officer  Gordon Sleight (GS) – Historic Assynt, Director  Mark Foxwell (MF) - SWT, 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>  Anne Campbell (AC) – CALLP Crofting Officer  Boyd Alexander (BA) – CALLP Scheme Manager  Elaine Macaskill (EM) – Woodland Trust, CALLP Woodland Manager  Julia Campbell (JC) – Coigach Community Development Company, Local Development Officer  Laura Traynor (LT) – CALLP Assistant Scheme Manager (Minutes)  Lucy Graham (LG) – SWT, Head of Development  Sue Walker (SW) – CALLP Communications and Advocacy Officer</p> <p><i><b>Apologies</b></i>  Jorine van Delft (JvD) – CCWT, Director  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 (5<sup>th</sup> October 2020)</b></p> <p>Minutes of previous meeting on 5<sup>th</sup> October 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>• Swapped AMFB and JC as voting member for CCDC</li> <li>• Updated formatting of action points and decisions in end column that weren't matching up</li> <li>• Complete decision log and action point table</li> <li>• Change kayaking businesses to singular</li> </ul>	

	<p>LT to make amendment to 5<sup>th</sup> October 2020 minutes as stated above.</p> <p><b>Action Points from 5<sup>th</sup> October 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>	<p>AP1 LT</p>
<p>4</p>	<p><b>Feedback from Monitor Meeting 10<sup>th</sup> November 2020</b></p> <p>BA gave update from meeting with NLHF monitor. Key points:</p> <ul style="list-style-type: none"> <li>• AP02 Eisg Brachaidh Habitat Restoration– presented communication log and from discussion NLHF clarified they wanted evidence of support from the community to receive approval.</li> <li>• P23 Fox Point Bothy – NLHF wanted the project to show value for money and Heads of Terms with potential users. PM taking Heads of Terms forward</li> <li>• P27 Artist in Residence, Clachtoll Broch Lintel – NLHF asked to find out how much it would cost to remake the lintel and whether it can be insured. AF Coordinator to provide details.</li> <li>• P01 Woodland Expansion, Lochinver Deer Fence – where could it fit? NLHF requested a written brief for assessment</li> <li>• COVID-19 Register reviewed – good to see that some of the risks had reduced as getting used to new normal</li> <li>• Legacy Proposal – NLHF said good use of money but could not use it to write funding proposals</li> <li>• 10 Year M&amp;M – all but 2 projects provided plans, BA to write up in same format as Nevis Landscape Partnership by end of December</li> <li>• NLHF to send through examples of alternative end of scheme events</li> <li>• Staff illness highlighted over last 9 months</li> </ul> <p>BA highlighted only 10 months remaining in scheme so need to have written requests from NLHF done quickly</p> <p>Next meeting 20<sup>th</sup> January 2021</p>	
<p>5</p>	<p><b>Communications</b></p> <p><b>a. Email request for copies of SDC minutes from Inverpolly</b></p> <p>SR had chat internally within SWT for recommendations re sharing minutes. Key issues:</p> <ul style="list-style-type: none"> <li>• Minutes not designed for public consumption, so need to be aware of whether there is anything sensitive in there, PR issues, also GDPR issues from sharing the minutes</li> <li>• Transparency generally a good thing</li> <li>• Provide minutes that are of particular interest to him. Could redact not related parts but may query</li> </ul> <p>EM stated EM and LT looked at the minutes last year with regards to Eisg Bracaidh Habitat Restoration Project and identified no issues then as was only reviewing the</p>	

feasibility of a concept and asked for it to be confidential. Subsequently BCF funding became available and the concept became a reality. EM presently attending Assynt Community Council meetings (not Coigach yet) for topics of deer fencing and EB. MF asked if could have a brief update on project, what obstacles to implementation remain? EM stated outstanding requirements are:

- Deer Management Plan (DMP) in place
- EIA Determination.

Presently trying to finalise DMP acceptable to Lochinver South Dear Management Group (DMG) Subgroup. However, DMG Subgroup will also consider alternative option submitted by neighbour at meeting tomorrow. Two consultants engaged to provide information that needs to be submitted as part of EIA determination. There are still COVID-19 restrictions effecting fencing, looking at most fencing summer 2021, completed fence, planting and deer management in winter 21-22. CALLP money can be spent by Sept 2021. If mitigation plan goes ahead there should be no effect of deer on Lochinver.

MF queried whether community councils both needed to agree to it or if there was another way of showing wider community support, e.g. other supportive neighbours are AF and SWT. PL stated communication log showed that the objections where from a small number of individual and also logs supportive communication. Presently working on commentary to demonstrate the communication log is representative of views and that neighbours and community is overall supportive.

JC noted Coigach Community Council has decided to channel information and not to take a position. Community doesn't think as one. Emphasise the positives of project.

RW stated the issue is about changing the narrative. The landowner is highlighting the deer impact on local communities but narrative need to highlight other issues and long-term impact e.g. as climate emergency, on the local community. In Coigach the impact of deer is much less on a day-to-day basis. RW volunteered to look at drafts of comms in a personal capacity. LG stated NLHF looking for evidence that the majority support and the full, open dialogue going forward too. EM noted WT are listening and has modified communication approach.

SR noted that SDC consensus is willing to share the minutes but initially go through the minutes to ensure no sensitive information included. Suggests SW speaks to WT comms to coordinate the narrative proactively supporting the communication of the EB project.

BA questioned whether SDC representative members should review the minutes or just a couple of reps and whether would share on our website or just to the requesting individual. SR and PM suggested wider sharing.

PM suggested only share relevant parts and if others wanted info then could enquire.

SW and LT to discuss how many sets of minutes might need looked at and how can take it forward, highlighting anticipating response soon.

**b. Introduction of Sue Walker**

	<p>SR introduced Sue Walker, Communications and Advocacy Officer employed by SWT for CALLP and Cumbernauld Living Landscape. SW stated started beginning of October, getting to know people and projects, unfortunately due to lockdown unable to visit so far but will asap. Working way round to get to know people and offer support, keen to have positive stories to share.</p> <p><b>c. Screen grab “thank National Lottery players”</b></p> <p>SW stated PR thing from NLHF if can take photos of work being done</p>	<p><b>AP2 LT and SW</b></p>
	<p>BREAK 5 minutes</p>	
<p><b>6</b></p>	<p><b>Project Progress Tracker</b></p> <p>BA presented project tracker and highlighted 10 months remaining on scheme. Looking at red items:</p> <ul style="list-style-type: none"> <li>• P15 Fox Point Path – red due as funding not confirmed but suggested preparing tender docs in advance</li> <li>• P19 Glencanisp Nature Trail – BA follow up with AF</li> <li>• P23 Fox Point Bothy – Decisions needed from NLHF</li> <li>• P32 Isle Martin Croft House - BA follow up</li> </ul> <p>PL queried lots of amber and are this worth reviewing in more details more often? LT stated rating is a summary based on worst rating.</p> <p>PM stated Fox Point Bothy could go from red to green straight away once given go ahead from NLHF.</p> <p>BA suggested having an update at the meeting as rating is as of end of quarterly reporting period i.e. September.</p> <p>SR stated SWT finance and audit committee taking a close look too. Lots of interest in whether can achieve everything in the time remaining.</p> <p>LG stated match funding should not be an issue any more following principles agreed last meeting. Queried what the COVID-19 impact comments mean. BA stated some may be due to schedule rather than COVID-19 concerns.</p> <p>LG queried P32 Isle martin being red. BA stated red as of end of September 2020 but now updated is on track now.</p>	
<p><b>7</b></p>	<p><b>Finances and Fundraising</b></p> <p><b>a. NLHF Finance Report</b></p> <p>LT presented NLHF Finance Report to total spend of £3M. Will check total. No Questions from SDC.</p> <p><b>b. Match Funding</b></p> <p>BA stated no point in discussing due to the backstop from SWT.</p>	

	<p><b>c. Tenders and Changes</b></p> <p><b>i) P10 Marine Project – request for Coigach Fisheries Oral History</b></p> <p>SR asked if the SDC had questions. PM queried if the version he saw is the version going to print, as oral history will have several points of view? PM asked if could be involved with seeing the draft to ensure the facts are correct. SR asked if PM could have opportunity to input? AAC stated yes everyone will have different versions. AAC agreed to include PM in the review of the manuscript.</p> <p>SR asked if the publication would include a disclaimer that the accounts are the views of the interviewees. AAC confirmed there will be a disclaimer and that the designer will be in touch with PM to confirm manuscript details.</p> <p>SW offered editorial checking skills.</p> <p>LG queried what happens with the income from book sales. AAC designer would publicise it to relevant groups and shops. AAC stated income would come to scheme (approx. 6 months), thereafter Coigach Heritage.</p> <p>LG queried replacement of lintel as upcoming request, any others? BA stated not aware of any other upcoming request apart from P23 Fox Point Bothy.</p> <p><b>Decision: SDC agrees to allocate £2,329 from underspend to Marine Project Coigach Fisheries Oral History (7/7).</b></p>	<p><b>DECISION</b></p>
<p><b>8</b></p>	<p><b>Risk Register (November 2020) – By Exception Review</b></p> <p>By exception review of Risk Register undertaken and the following changes made:</p> <ol style="list-style-type: none"> <li>1. Remove “Plan for resumption of furloughed staff”</li> <li>2. Move additional action from communications into current controls now SW in post</li> <li>3. SWT have level of additional contingency if required – add to current controls for changes to identified project costs. LT to check with LG for wording</li> <li>4. Move September 2020 review to current controls of project costs lower risk</li> </ol> <p>LG to discuss cashflow burden risk ratings and concerns with Director of Finance. LT to update risk register with these changes.</p>	<p><b>AP3 LG and LT</b></p> <p><b>AP4 LG</b> <b>AP5 LT</b></p>
<p><b>9</b></p>	<p><b>Any Other Competent Business</b></p> <p>None</p>	
<p><b>10</b></p>	<p><b>Date of the next meeting(s)</b></p> <ul style="list-style-type: none"> <li>· 2<sup>nd</sup> February 2021, 10am-12:30pm Zoom SDC 21</li> <li>· 4<sup>th</sup> May 2021, 10am-12:30pm Zoom SDC 22</li> </ul> <p>Dates Confirmed by SDC</p>	

**SCHEME DELIVERY COMMITTEE – Decision Log summary table**

<b>Decision No.</b>	<b>Related Project</b>	<b>SDC Paper Reference</b>	<b>Details</b>
Decision 1	P10 Marine – Oral Fisheries History		SDC agrees to allocate funds from underspend