



## Minutes of CALLP Scheme Delivery Committee Meeting

Tuesday 16<sup>th</sup> February 2021, 2pm – 3.30pm, remotely via Zoom

<p><b>1</b></p>	<p><b>Welcome, introductions &amp; apologies</b></p> <p><i><b>Present</b></i>          Claire Belshaw (CB) – Assynt Foundation, Chair          Fiona Saywell (FS) – CCWT, Project Officer/CALLP Education Manager          Gordon Sleight (GS) – HA Historic Assynt Chair          Julia Campbell (JC) – Coigach Community Development Company, Local Development Officer          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>          Boyd Alexander (BA) – CALLP Scheme Manager          Elaine Macaskill (EM) – Woodland Trust, CALLP Woodland Manager          Katrina Martin (KM) – CALLP Education Manager (Part Time)          Lucy Graham (LG) – SWT, Head of Development          Meryl Carr (MC) - NatureScot, Operations Officer, Wester Ross and Skye          Sue Walker (SW) – SWT, Living Landscapes Communications and Advocacy Officer          Vickii Campen (VC) – CALLP Training, Events and Volunteer Coordinator (minutes)</p> <p><i><b>Apologies</b></i>          Ann Marie Firth-Bernard (AMFB) – Coigach Community Development Company, Local Development Officer          Jorine van Delft (JvD) – CCWT, Director</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 (17<sup>th</sup> November 2020)</b></p> <p>Minutes of previous meeting on 17<sup>th</sup> November 2020 require edits and <b><u>are to be agreed</u></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>• To be confirmed via email along with Action points</li> <li>• ■ asks for clarification on Inverpollly decision in last SDC minutes</li> </ul>	<p><b>AP01</b></p>

**Actions points:** awaiting action points

**Matters arising:**

- Acheninver planting – ■ introduce a letter of concern from couple in Coigach.

■ declares interest. ■ notes should not use money to spoil area and should be reviewed.

■ shows map of rough proposed options at Acheninver that has been discussing on and off for 6 years. Planting to be on apportionment by ■ Ground and proposed on ■'s ground. Application has been made with application to Scottish Forestry. Ongoing discussion was expected to proceed in next few weeks but triggered by the contractor taking delivery of fencing materials on site (to ensure a cheaper cost) before the planned discussions. Yesterday spoke to most of the people concerned with the fencing. There is support for the Hill Park planting but the issues are the location of the fencing on the western boundary of the Riverside Apportionment. The fencing will be divided into two separate stages of the Hill Park and the fencing at the west Riverside Apportionment. The approved apportionment encompassing the Acheninver Path on the west of the river has caused controversy, however ■ is not involved in discussion on the apportionment. There is ongoing discussion with SWT and Acheninver Hostel Tennant as to the best line of the fence around the hostel. From the hostel the fence is to run along river boundary north to Achvraie planting fence. The fence around croft and ■ land will be upgraded. The deer fence will protect vegetation, and regeneration of riparian woodland. The project will top and manage bracken and plant native trees. There is an option to redo deer fence along east side of river but needs agreement. Plan to move forward asap with Hill Park fencing. Clarified that there is native woodland on the crofts of both ■ and ■.

■ notes that when common grazing was registered years ago and boundaries where not recorded quite correctly.

Noted the fence line around the hostel and down the burn are not yet confirmed.

■ asked if she could progress with the Hill Park planting and discuss the remaining fence around the hostel and along the burn. Confirmed that the fence will not run directly in front of the hostel.

■ notes his support for the fence and planting.

Noted there are options for the Riverside Apportionment to just have a stock fence to stop sheep grazing but needs to be discussed with all parties and could be done next year. However initial plan to separate out and complete the Hill Park and once there is agreement move forward with the Riverside Apportionment. ■ accepted the proposal. ■ clarified with ■ that all the parties are still amenable to continue to discuss the most appropriate fencing option for the Riverside Apportionment. Clarified that the proposal is to maintain or replace the deer fence down the east side of the burn. ■ confirmed that this will be the fallback position unless consensus is confirmed with all parties for including the Riverside Apportionment. The details of the fence around the hostel are still to be confirmed.

	<p><b>DECISION: Implement Hill Park planting and discuss with concerned parties on fencing of Riverside Apportionment</b></p>	<p><b>Decision 1</b></p>
<p><b>4</b></p>	<p><b>Feedback from Monitor Meeting 20<sup>th</sup> Jan 2021</b></p> <ul style="list-style-type: none"> <li>• NLHF said would consider funding of Eisg Brachaidh Habitat Restoration Project based upon with updated brief, EIA, community consultation report and official change of request. Unsure when EIA decision will be complete. Request for decision will be submitted next week and Scottish forestry officially have 28 days to reply. ■ confirmed with ■ that once the EIA decision is complete that the updated brief, community consultation report and official change of request as well as updated SSSI consent will be forwarded to ■ for submission to NLHF.</li> <li>• Fox Point Salmon Bothy: NLHF provided approval on supplied Heads of Terms but requested a copy of the final tenant agreement before the project proceeds.</li> <li>• Reviewed risk register with regards to COVID-19 and noted that in general the Scheme achieve all its outputs.</li> <li>• NLHF requested brief and budget for Lochinver Deer Fence for review</li> <li>• 10 Year M&amp;M Plan draft together by end on this month</li> </ul>	<p><b>AP02</b></p>
<p><b>5</b></p>	<p><b>Communications</b></p> <p><b>a. CALLP Communications Plan</b></p> <p>Requested decision from SDC to approve the Communications Plan. Key things for SDC to approve are:</p> <ul style="list-style-type: none"> <li>• Short version of vision</li> <li>• Key messages</li> <li>• Comms Protocol</li> <li>• Press Contacts</li> </ul> <p>■ asked if the vision read better as ‘communities working’. ■ asked what does working communities mean? Noted the working was from the original documentation. Suggested to remove “working” repetition. Update and recirculate.</p> <p>■ asks if Communication Plan is for public in general? ■ notes overriding vision and messages show who to get the messages across and to whom to deliver it. ■ notes pages 2 and 3 have some errors he will highlight and forward to ■.</p> <p>■ asked for approval of Communication Protocol. ■ noted protocol (1.6) press release has to go to NLHF and CALLP team that comes from grant conditions. <b>Check with NLHF.</b></p> <p>SDC members to confirm press contacts. <b>Edit and resend.</b></p> <p><b>SDC approved the key messages and Communication Protocol</b></p> <p><b>b. Email request for copies of SDC minutes from Inverpolly</b></p>	<p><b>AP03</b></p> <p><b>AP04</b></p> <p><b>Decision 2</b></p>

	<p>■, ■ and ■ reviewed SDC notes. Specific names could be replaced with job titles and some word orders need changing. ■ asked if the SDC approves of these corrections?</p> <p>■ <b>to take forward corrections and post on website.</b></p> <p>Noted that in Nov 2019 SDC meeting EB was first raised and it was recorded in minutes that all neighbours were spoken to at this time. Woodland Trust may need to manage if the statement is contested.</p>	AP05
	BREAK 10 minutes	
6	<p><b>Scheme Progress</b></p> <p><b>a. Project Progress Tracker</b></p> <p>■ present Project Progress Tracker from December 31<sup>st</sup>.</p> <ul style="list-style-type: none"> <li>• Updates in red on register</li> <li>• Highlights P05 Soil Fertility Project output PhD will be finished by October 2021.</li> <li>• P12 Community Grant Scheme – one grant not going ahead - £3700</li> <li>• P14 Acheninver Coastal Path – one invoiced missed, under forecast by £2000. This has been added and does not need NLHF approval.</li> <li>• P28 Music &amp; Tales got grant for £39000 from Creative Scotland</li> </ul> <p>SR noted those with a delivery of 50-0% on Outputs and/or under 30% Spend to Date surprised still amber (RAG):</p> <ul style="list-style-type: none"> <li>• P04 HVOH is going on as plan, final report just finalised and big invoice in this quarter</li> <li>• P09 Crofting Project have plan for crofting spend</li> <li>• P11 Sustainable Deer Management – larder taking a lot of the funding left. Helicopter survey and training cancelled</li> <li>• P15 Fox Point Path out to tender then invoices</li> <li>• P20 Clachtoll Ranger Hut – waiting for lease agreement from Highland Council then out to tender</li> <li>• P21 Landscape Routes has progress and need to send in invoices</li> <li>• P23 Fox Point Bothy just had approval</li> <li>• P32 Isle martin croft MOA signed in Jan and work starting in March</li> <li>• AP03 Signage recruited researcher and awaiting invoice</li> <li>• AP05 Assynt Fisheries Oral History once coded should be done in 2 months</li> <li>• LA paths needs additional funding, need forest plan before this with ■ and Upland Ecology. ■ <b>to follow up submitting Forest Plan before applying for funding.</b></li> </ul> <p>Summary:</p> <ul style="list-style-type: none"> <li>• Contingency remaining £12,151</li> <li>• Available for reallocation £5,000.30</li> </ul>	AP06

	<ul style="list-style-type: none"> <li>Recharge contingency £17,151 (does not include £2000 reallocated to Acheninver but does includes the Community Grant Scheme unclaimed)</li> </ul> <p>No projects will underspend and not due to be forecasted. All should be spent and confident of delivery.</p> <p><b>b. Scheme Summary</b></p> <p>█ produced dashboard from Hubs as an overview (as LT off). Spike Y5Q3 expenditure as invoices come in. Major P01 Woodland Expansion plantings and delay in P26 Clachtoll Broch Project.</p> <p>█ notes on graph actual expenditure of future to be taken off as confusing. Leave grey projected for future. █ <b>to edit</b></p> <p>Note: a lot of work to come up at the end of scheme as many of the projects finished.</p>	AP07
7	<p><b>Tenders and Changes</b></p> <p><b>a. P23 Fox Point Bothy – permission to start</b></p> <p>█ present that outstanding was Heads of Terms with tenant for NLHF, make sure in use and has tenant. Now gone to Lawyer to create formal lease. Requests permission to start early March once final lease approved by NLHF. █ asked if there would be a possibility of extension, as contractor very busy and project may run right to end.</p> <p><b>SDC approve permission to start.</b></p> <p><b>b. P26 Clachtoll Broch – popular Publication – Contingency Request</b></p> <p>█ present that the request is for an extra project output as did not expect to find so much information about broch structure or many items remaining from the people living there. Amount of finds paints vivid picture over its last 60 years of its existence. Interpretation boards will not communicate all the data and depth of information. People also will not want to read the whole official report. Therefore, a popular book on the Broch for the general public and available within Assynt for funders, volunteers and partners. Request £6,120 and been approaching other funders.</p> <p>█ asked what price the book would sell for. █ suggested £5 with money used for further reproduction. The costs to cover writing and designing book and could be produced in a couple of months starting July 2021 by AOC.</p> <p><b>SDC voted for allocation of £6120 contingency/underspend (7/7) for confirmation by NLHF</b></p> <p><b>c. P11 Sustainable Deer Management Project – Deer Larder Electricity. Contingency request</b></p> <p>█ updated the status of the Deer Larder. Planning and Building Warrant application submitted. The electricity from the lodge and the larder will have separate meters, as JMT will run the larder separately. Contingency request is for costs from SSE to dig trench and install connection. Full quote expected imminently and request an estimate.</p>	<p><b>Decision 3</b></p> <p><b>Decision 4</b></p>

	<p>AF need to separate the outbuildings' electricity from the lodge into separate bills. This means 2 trenches and 2 connections from a pole over 100m from to larder.</p> <p>█ asked P11 Sustainable Deer Management budget had project cost of £64,000, with £40,000 left. Are there any other remaining activities? FS says woodland monitor training, habitat training and work on venison cookbook, butchery workshop, rest of budget been allocated. Do not feel there is any underspend on these other parts of P11 Sustainable Deer Management.</p> <p><b>SDC voted for allocation of £6,000 contingency/underspend (7/7) for confirmation by NLHF</b></p> <p><b>Confirm with NLHF for approval for contingency.</b></p>	<p><b>Decision5</b></p> <p><b>AP08</b></p>
<p><b>8</b></p>	<p><b>Scheme Completion and Reporting Requirements – Required CALLP website archive components</b></p> <p>█ noted that reviewing how reporting and requirements of digital archive will be completed. Suggest reporting summary follows IFLI format aiming at only approximately 2 sides of A4. Some projects may require a reports per site rather than one report for the whole project. █ will speak to project leaders as and when outputs happen.</p> <p>█ asked what would happens in 5 years? █ noted with no funds for digital archive after 5 years. █ suggested contacting Highland Archives for suggestions on how to preserve the reporting. █ <b>to investigate</b></p> <p>█ confirmed P01 Woodland Expansion project report will probably be split down into individual planting sites and asked when the projects should submit drafts. █ said June.</p> <p><b>a. Conformation of individual projects final claims</b></p> <p>█ will contact projects to discuss when to expect final claims.</p>	<p><b>AP09</b></p>
<p><b>9</b></p>	<p><b>NWH Vision Legacy</b></p> <p>█ said to expect a document in a week or two. Since Sept 2020 have established broad working group of organizations involved including community groups, community land owners, public sector, ENGOs, community, private land owners. Aim is to develop a vision for 2045 (net zero emissions) from the local community (roughly geopark boundary and including Tongue and Betty Hill). Engaging with community development trusts and councils and also using past consultations and recurring issues that could be addressed and how to tackle. Working with high schools (Ullapool, Kinlochbervie and Betty Hill) to involve top 2 years involved in their hopes for future. Survey being finalised for school leavers to 40yrs aimed at those who moved away and what would bring you back. Aim of document to present to new government after the spring elections. More information coming in next couple of weeks</p> <p>█ asked where does this fit into CALL? █ noted CALLP provided some of CALLS legacy money that went towards development the vision.</p>	

10	<p><b>Risk Registry Review – by exemption</b></p> <p>Changes made from minutes of last meeting. Highlighted in red or crossed out No further changes or notes to report from SDC</p>																													
11	<p><b>Any Other Competent Business</b></p> <p><b>d. CALLP Completion Event</b></p> <p>■ presented “Our Living Landscape: Communities Leading Change” highlighted for 18<sup>th</sup> and 19<sup>th</sup> August 2021 for event. Showed platform example, presentation example to SDC and kind of things they can get involved with. Noted email will be coming covering material spoken in meeting and more information plus copy of poster.</p> <p>■ noted to add images of people within the landscape in promotional materials. ■ reassured that there will be good representation of people and landscape.</p> <p>■ asked how we coordinate end of scheme report, digital archive, and conference. So, contributions are not all different but saying same thing. Define process. ■ noted final reports plus stories from ■ and ■ will help, just need fleshing out with narrative.</p> <p>■ noted digital storytelling training for CALL team and partnership. Short video-based films to tell individual stories i.e. crofters. Important to get stories across in multiple ways.</p>																													
12	<p><b>Confirmed Dates of Future SDC Meetings</b></p> <table border="1" data-bbox="188 1077 1171 1581"> <thead> <tr> <th>SDC Meeting</th> <th>SDC Dates</th> <th>Time</th> <th>Key Issues</th> </tr> </thead> <tbody> <tr> <td>SDC22</td> <td>23/03/2021</td> <td>10:00am-12:30pm</td> <td>Progress update, M&amp;M Plan Finalised</td> </tr> <tr> <td>SDC23</td> <td>11/05/21</td> <td>10:00am-12:30pm</td> <td>Y5Q2 Budget reforecast; progress update</td> </tr> <tr> <td>SDC24</td> <td>22/06/2021</td> <td>10:00am-12:30pm</td> <td>Progress update</td> </tr> <tr> <td>SDC25</td> <td>10/08/2021</td> <td>10:00am-12:30pm</td> <td>Y5Q3 Budget reforecast; progress update</td> </tr> <tr> <td>SDC26</td> <td>14/09/2021</td> <td>2:00pm-4:30pm</td> <td>Progress update; Evaluation</td> </tr> <tr> <td>SDC27</td> <td>30/11/2021</td> <td>2:00pm-4:30pm</td> <td>Y5Q4 Final budget review, Review evaluation and plans for report</td> </tr> </tbody> </table> <p><b>All dates noted and approved</b></p>	SDC Meeting	SDC Dates	Time	Key Issues	SDC22	23/03/2021	10:00am-12:30pm	Progress update, M&M Plan Finalised	SDC23	11/05/21	10:00am-12:30pm	Y5Q2 Budget reforecast; progress update	SDC24	22/06/2021	10:00am-12:30pm	Progress update	SDC25	10/08/2021	10:00am-12:30pm	Y5Q3 Budget reforecast; progress update	SDC26	14/09/2021	2:00pm-4:30pm	Progress update; Evaluation	SDC27	30/11/2021	2:00pm-4:30pm	Y5Q4 Final budget review, Review evaluation and plans for report	
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**SCHEME DELIVERY COMMITTEE – Decision Log summary table**

<b>Decision No.</b>	<b>Related Project</b>	<b>SDC Paper Reference</b>	<b>Details</b>
1	P01 Woodland Expansion	Verbal	Implement Hill Park planting and discuss with concerned parties on fencing of Riverside Apportionment
2	Scheme Management	B	SDC approved key messages and protocol subject to SW to edit and resend (AP1)
3	P23 Fox Point Bothy	Verbal	Permission to Start granted
4	P26 Clachtoll Broch	E and F	SDC voted for allocation of £6120 contingency/underspend for confirmation by NLHF
5	P11 Sustainable Deer Management Project	J	SDC voted for allocation of £6,000 contingency/underspend for confirmation by NLHF