



Minutes of CALLP Scheme Delivery Committee Meeting

Tuesday 23rd March 2021, 10am – 12:30pm, remotely via Zoom

Recorded by Boyd

<p>1</p>	<p>Welcome, introductions & apologies</p> <p><i>Present</i> Ann Marie Firth-Bernard (AMFB) – Coigach Community Development Company, Local Development Officer Claire Belshaw (CB) – Assynt Foundation, Chair Fiona Saywell (FS) – CCWT, Project Officer/CALLP Education Manager Gordon Sleight (GS) – HA Historic Assynt Chair Jorine van Delft (JvD) – CCWT, Director 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>In Attendance</i> Boyd Alexander (BA) – CALLP Scheme Manager Katrina Martin (KM) – CALLP Education Manager (Part Time) Lucy Graham (LG) – SWT, Head of Development Vickii Campen (VC) – CALLP Training, Events and Volunteer Coordinator (minutes)</p> <p><i>Apologies</i> Doug Flint (DF) – Woodland Trust (Senior Outreach Manager – Scotland) Elaine Macaskill (EM) – Woodland Trust, CALLP Woodland Manager Sue Agnew (SA) – Area Officer, NatureScot</p>	
<p>2</p>	<p>Introduction to Zoom and Zoom voting features</p> <p>Agreement to record meeting.</p> <p>SDC agrees to record meeting for the purpose of assisting the writing of the minutes.</p>	
<p>3</p>	<p>Minutes of the Previous Meeting (17th November 2020 and 16th February 2021, action points and matters arising)</p> <p>BA presented both sets of minutes and asked if there partners had any corrections.</p>	

	<p>Minutes of previous meeting on above dates are agreed by committee that they are a true account of the meeting, subject to the following amendments:</p> <p>16th February:</p> <ul style="list-style-type: none"> • Meryl Carr should be in attendance, organisation NatureScot. • Acheninver planting (pg2). RW corrected wording to 'Julia declared interest.' <p>Actions points: See Action Point Summary Table at end of minutes.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> • It was proposed that the meeting observe one minute silence at 12pm to remember the victims of COVID-19 	<p>AP1 VC: edit previous minutes</p>
<p>4</p>	<p>Feedback from Monitor Communications</p> <p>a. Update on NLHF feedback</p> <p>BA updated that he had submitted the contingency requests from the last meeting to the NLHF Monitor and was waiting a reply.</p> <p>b. Finance Report</p> <p>BA presented the finance report. SR highlighted that only 3.1million has been spent to 31st Dec, with approx. £1.7M remaining. The reported spend does not include Woodland Trust claim that has not been submitted since March 2020. PL noted that WT are unlikely to claim until June 2021 and will confirm AP2the expected amount of the claim.</p> <p>It was noted that P23Salmon bothy has been delayed but working on implementation.</p> <p>BA noted P32 IM Croft should be complete by end April.</p> <p>c. CALL M&E Final Evaluation September to Dec 2021</p> <p>Simon Lees is aware of SDC dates and has scheduled 14th September to meet non SDC partners in the morning and the SDC in afternoon. Project summaries will be completed by partners and forwarded to Simon in advance. BA to circulate Project Summary Template in the next week and they can be updated on conclusion of each project. Project Summaries will be added to digital archive at end of project.</p> <p>LG highlights invoices will probably come in to end November rather than October as highlighted on the schedule. LG suggested it be good to make a 2-sided doc of end of scheme achievement based on Simon's Report to make it more accessible to public.</p> <p>SR highlights Simon's report will not be the only written output of scheme but format for additional report still to be agreed.</p>	<p>AP2 PL will update on the expected claim amount for next WT claim</p>

	<p>FS noted from the Land management Meeting the issue of wildfire. FS reviewing if CALLP can help with signage. Issues are:</p> <p>1.Fire Management Plans –Assynt Foundation Fire Plan to be used as template.</p> <p>2. imminent influx of visitors and camping fires –</p> <p>Proposed putting in 4 hours of CALL time to get partners together for 30 min meeting to discuss messages to put out across social media. i.e. blogs at strategic times and discussion of signage. A discussion on right of visitors and owner to light fires followed.</p> <p>PL agreed to contribute funding from Woodland Expansion.</p> <p>FS noted Deer Management Group planning to speak tomorrow about wildfires.</p> <p>JC noted ‘twitter’able messages. Strong and clear for social media sharing.</p> <p>PL noted all WT CALLP planting agreements have fire insurance.</p> <p>AP5 FS to email around to organise a targeted message on fires and go forward. SDC supports.</p>	<p>AP5 Fiona to progress with landowners and stakeholders regarding wildfire messaging</p>
<p>6</p>	<p>Scheme Management and Maintenance</p> <p>a. 10 year Management and Maintenance plan (for NLHF)</p> <p>BA requested the SDC to confirm if there are any comments on the draft as needs to be submitted to NLHF soon (via SWT). Next meeting with NLHF 21st April 2021.</p> <p>GS highlighted include to Pg 10 “ongoing inspection of broch structure and viewing platform”. Noted HA would check insurance requirements for platform.</p> <p>PL noted P01 Woodland Expansion maintenance list may be incomplete and will need to be updated as planting schemes finish. Will update by April 2nd AP6.</p> <p>FS noted CCWT need to discuss maintenance at Little Assynt with PL and Elaine and agreed to zoom call AP7. Also noticed woodland artisan training in list and to speak to BA separately about this AP8.</p> <p>LG asked to Boyd to clarify AP9:</p> <ul style="list-style-type: none"> introduction dates stated is it 10 years from end of scheme or end of activity? BA to confirm. 	<p>AP6: PL to submit P01 Woodland Expansion M&M by 2nd April</p> <p>AP7: FS to discuss Little Assynt M&M with Elaine and PL.</p> <p>AP8: FS speak with BA about Woodland</p>

	<ul style="list-style-type: none"> • Wording of clawback should include original project delivery grant as well as maintenance grant. • Clarify responsibilities of AF, JMT and SWT for P11 Sustainable Deer Management which bits are SWT and which are JMT. • Does P12 Community Grants Scheme have maintenance requirements? <p>To be finalised by roughly the 2nd April so can go SWT and NLHF before meeting</p>	<p>Artisan M&M plan by 2nd April</p> <p>AP9 BA to confirm questions and finalise with updates by April 2nd and send to SWT then NLHF</p>
7	<p>Tenders and Changes</p> <p>a. AP02 Eisg Brachaidh Habitat Restoration Update</p> <p>PL confirmed Request for EIA Determination has been submitted to Scottish Forestry week 15th March 2021. Required 28 days for decision or request for more information. No historical/archaeological issues, visual impact very low, resolved nest sites away from fence site. Water vole and otter survey to be done just before fencing going in as two location may have holts and may need fence to be altered.</p> <p>Elaine to transfer information to BA who will email change of project request to NLHF ASAP AP10.</p> <p>b. P20 Clachtoll Ranger Hut</p> <p>GS confirmed that Planning permission will be required. BA confirmed NWHG approved assuming the hut. Awaiting THC to providing lease (0.1ha). It has been identified that construction would be difficult before September because of campsite. However still need to do planning and tender process. Construction management to be contracted to structural engineer once tender has been awarded. Lease and donation expected by the end of March 2021.</p> <p>GS - once designed can start on interpretation.</p> <p>DECISION 1: Can BA approach NLHF for project extension to 31st December?</p> <p>SDC agreed</p> <p>c. P23 Fox Point Bothy Request for extension</p> <p>PM noted core contractors is working on a projects from last year that was delayed by COVID, in tandem with this project. Realistic end date will be the 31st December 2021. Outside to be done by end September, then finish inside. Potentially got a new contractor to help original.</p> <p>BA highlighted procurement exemption required.</p>	<p>AP10 Elaine send info over to BA to send to NLHF. Also to send change of project.</p> <p>DECISION 1</p> <p>AP11 PL and BA to discuss the procurement exemption.</p>

	DECISION: Can BA approach NLHF for project extension to 31st December? SDC agreed.	DECISION 2
8	Risk Register Full Review See document	AP12 VC to update the risk register with SDC changes
9	Any Competent Business Observed one minute silence at 12pm BA updated that the conference to become 1 day event on 18 th Aug and shared a draft outline of event.	
12	Confirmed Dates of Future SDC Meetings SDC 23 11/05/2021 10am – 12:30pm SDC24 22/06/2021 10:00am-12:30pm SDC25 10/08/2021 10:00am-12:30pm SDC26 14/09/2021 2:00pm-4:30pm <u>SDC27 30/11/2021 2:00pm-4:30pm</u> All dates noted and approved	

SCHEME DELIVERY COMMITTEE – Decision Log summary table

Decision No.	Related Project	SDC Paper Reference	Details
1	Clachtoll Ranger Hut		SDC agreed to asking NLHF for an extension to the 31 st December 2021.
2	Fox Point Bothy		SDC agreed to extension to 31 st December 2021.