

**Minutes of CALLP Scheme Delivery Committee Meeting**

**Tuesday 30<sup>th</sup> November 2021, 2pm – 4pm, 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          Doug Flint (DF) – Senior Outreach Manager – Scotland, Woodland Trust,          Ann Marie Firth-Bernard (AMFB) – Coigach Community Development Company, Local Development Officer          Gordon Sleight (GS) – Historic Assynt, Chair          Michelle Henley (MH) - SWT, Acting Reserves Manager – North          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          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          Peter Lowe (PL) – Woodland Trust, Senior Outreach Advisor/Ancient Woodland Lead Scotland</p> <p><i><b>Apologies</b></i>          None</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.a.</b></p>	<p><b>Minutes of the Previous Meeting (10<sup>th</sup> August 2021), action points and matters arising)</b></p> <p>Minutes of previous meeting on the above date <b>are 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>• Correct 40,000 tender views to 4,000 views</li> <li>• Correct reference to RLUF to RLUP</li> </ul> <p><b>Actions points:</b> See Action Point Summary Table at end of minutes.</p> <p><b>Matters Arising:</b> none</p>	<p><b>AP1 LT</b></p>
<p><b>3.b.</b></p>	<p><b>Decisions taken by email</b></p>	

	<p>The AP02 Eisg Brachaidh Habitat Restoration project was removed from the scheme as work will not be completed before 31<sup>st</sup> March 2022. The budget assigned to the project was made available for reallocation to existing and new projects, and £40,000 was allocated as additional contingency.</p> <p>A list of new projects and project extensions was approved by the SDC by email and this list was sent to NLHF. NLHF approved the work to go ahead though flagged concern whether projects would be able to complete in the limited time remaining.</p>	
4	<p><b>Scheme Progress</b></p> <p><b>a. Project Progress Tracker (Paper C) – by exception</b></p> <p>Projects rated Red at the end of Y5Q4 (September 2021):</p> <ul style="list-style-type: none"> <li>• <b>P04 High Value Open Habitats</b> – work ongoing.</li> <li>• <b>P05 Soil Fertility Research</b> - thesis due 2023. BA will circulate the link to the draft soils leaflet to SDC.</li> <li>• <b>P09 Crofting Project</b> – final works due for completion January 2022.</li> <li>• <b>P14 Acheninver Coastal Path</b> - delays with contractors for snagging and signage issues.</li> <li>• <b>P15 Fox Point Path</b> – signage to be installed</li> <li>• <b>P20 Clachtoll Ranger Hut</b> – ground lease was signed in October and work can now begin.</li> <li>• <b>P21 Coigach &amp; Assynt Landscape Routes</b> – completion due soon.</li> <li>• <b>P22 Badentarbet Ice House</b> – completion due soon.</li> <li>• <b>P23 Fox Point Bothy</b> – completion due soon.</li> <li>• <b>P26 Clachtoll Broch</b> – platform construction delayed due to Covid restrictions and interpretation delayed due to P20 Clachtoll Ranger Hut delay.</li> <li>• <b>P27 Artist in Residence</b> – work now complete.</li> <li>• <b>AP03 Coigach &amp; Assynt Signage</b> – contractor due to install signage by end of February 2022.</li> </ul> <p>Remaining contingency, including allocation approved by email decision, stands at £32,031. Underspend figure stands at circa £86,000.</p> <p><b>b. Scheme Summary Y5Q4 (Paper D)</b></p> <p>The scheme dashboard was presented. 14 projects complete as of the end of September. 69% of outputs have been achieved or exceeded to date and 80% of outputs expected to be achieved in full or exceeded by the end of scheme, with 10% being partially met. The main delays have been caused by contractor availability and capacity. Volunteer outputs have been negatively impacted by Covid-19 restrictions.</p> <p><b>c. NLHF finance report (Paper E)</b></p> <p>Total spend of scheme to date is £3.9million. Spend in Y5Q4 was £353,087.</p>	AP2 BA
5	<b>Tenders and Changes</b>	

	<p><b>a. AP01 Little Assynt &amp; Culag Woods Path Project unable to complete</b></p> <p>The AP01 Little Assynt &amp; Culag Woods Path Project will not be able to achieve the pathwork outputs agreed. This is due to receiving tender responses in excess of the budget agreed and partner capacity to administer the project. The project has installed interpretation and people counters.</p> <p>BA will inform NLHF of the change of outputs for the AP01 Little Assynt &amp; Culag Woods Path Project</p> <p><b>b. AP09 Coigach who we are Photographic Record request for reduction of outputs and budget (Paper F)</b></p> <p>The approved budget included append for archiving work however this will now be met outside of the project. Removal of the archiving work does not need approval from NLHF in terms of the output but requires approval in terms of reducing the budget. The photobook is ready to print and delivery expected in December.</p> <p><b><u>Decision: SDC approves removal of archiving work and associated budget from AP09 Coigach who we are Photographic Record project.</u></b></p> <p><b>c. Request extension for various projects after 10<sup>th</sup> December 2021 (Paper G)</b></p> <p>The projects detailed in Paper G are unable to complete by 10<sup>th</sup> December 2021 and request extensions. This includes:</p> <ul style="list-style-type: none"> <li>• P23 Fox Point Bothy – completion expected by mid-March.</li> <li>• P26 Clachtoll Broch – book publication due in February. BA and GS will speak to platform contractor about the increase in costs identified.</li> <li>• P24 Clachtoll Ranger Hut – hut expected to be complete by March. BA will ask NWH Geopark to inform relevant partners of the dimensions for the interpretation panels to allow them to be installed soon after the building is complete.</li> </ul> <p><b><u>Decision: SDC approves the extensions requested for projects in Paper G</u></b></p>	<p><b>AP3 BA</b></p> <p><b>Decision 1</b></p> <p><b>AP4 BA, GS</b></p> <p><b>AP5 BA</b></p> <p><b>Decision 2</b></p>
6	<p><b>Request for Underspend</b></p> <p><b>a. Requests for allocation of underspend (Paper H)</b></p> <p>Paper H outlines the costs, match funding, and description of the requests for allocation of underspend.</p> <p>An additional request from a Community Grant Scheme recipient for first aid training equipment and from the Assynt Foundation for bridge repairs were presented verbally. SDC requested further information on these requests.</p> <p>BA will circulate to the SDC outline briefs for the first aid training equipment and Assynt Foundation bridge repairs requests for underspend.</p>	<p><b>AP6 BA</b></p>

	<p><b><u>Decision: SDC defers the decision on the first aid training equipment and bridge repairs underspend requests to be made by email following further information to be circulated by BA.</u></b></p> <p>BA will confirm with the P27 Artist in Residence project lead whether the replacement lintel will be insured and who is responsible for the insurance.</p> <p><b><u>Decision: SDC approves the allocation of £4,051 to P27 Artist in Residence for the replacement lintel subject to the condition that the lintel is insured and secured in place.</u></b></p> <p><b><u>Decision: SDC approves the following requests for underspend allocation: P21 CALL Landscape Routes Sense of Place Toolkit Training Video £4,200 and Publication of Gaelic Poetry Book £3,250; AP07 Capacity Building CALL Tree Nursery £719; and Capacity Building and project plans – Coigach Heritage £10,000.</u></b></p> <p>BA will request approval from NLHF for the allocations approved by the SDC in Decisions 4 and 5.</p> <p>LG will provide BA with further information about the Natural Capital Assessment proposal for circulation to the SDC.</p> <p><b>b. Request for mandate for Scheme Manager to decide on allocation of underspend if new situation arises before next SDC</b></p> <p>Following discussions on the previous item it was agreed that as further information was needed on several projects that it would be unsuitable to approve this request.</p> <p><b><u>Decision: SDC does not approve the request for the Scheme Manager to decide on the allocation of underspend before the next SDC</u></b></p>	<p><b>Decision 3</b></p> <p><b>AP7 BA</b></p> <p><b>Decision 4</b></p> <p><b>Decision 5</b></p> <p><b>AP8 BA</b></p> <p><b>AP9 LG, BA</b></p> <p><b>Decision 6</b></p>
7	<p><b>Risk Register – full review (Paper I)</b></p> <p>The following amendments were accepted:</p> <ul style="list-style-type: none"> <li>• Local non-CALLP landowner disapproval – reduce probability to medium as Eisg Brachaidh project removed from scheme.</li> <li>• Partner capacity – increase probability to medium due to longer timescales than expected for remaining projects and add additional action of “flexibility from SWT as grant administrator”.</li> <li>• Complex project management – increase probability to medium due to longer timescales than expected for remaining projects and requirement to spend underspend before the NLHF grant expiration at end of March.</li> <li>• Various typing errors and formatting corrected.</li> </ul> <p>Register updated during meeting.</p>	
8	<p><b>NoS Award thanks</b></p>	

	The CALLP Scheme was Highly Commended for the Community Initiative Award at the Nature of Scotland Awards ceremony on 17 <sup>th</sup> November 2021. Thanks were given to the scheme partners for this achievement.	
<b>9</b>	<p><b>Any Competent Business</b></p> <p>The property where the Achnahaird Meadow from the first year of the Community Grants scheme is located has been sold to new owners. BA will contact the new owners of the property associated with the Achnahaird Meadow to discuss ongoing management and maintenance of site and interpretation.</p> <p>Simon Lees of Countryside Training Partnership will produce the evaluation report for the CALLP Scheme for the February SDC meeting. BA will send PL details of how to feed into the end of scheme evaluation as PL was unable to attend the workshop in September.</p> <p>Feedback had been received that interpretation relating to the area's involvement with the Trans-Atlantic Slave Trade should be sensitively worded. BA will discuss with CALLP Communications Officer to identify resources on the best practice for wording for interpretation relating to the area's links to the Trans-Atlantic Slave Trade.</p> <p>Several projects have published or are in the process of publishing books as project outputs and it has been suggested that an event is held to publicise these. CALLP Communications Officer will be coordinating the event due to be held in late February 2022.</p> <p>BA highlighted a new landowner in the area had expressed an interest in being involved in CALL. BA will send details of the new landowner to SR for SR to discuss their potential involvement.</p>	<p><b>AP10 BA</b></p> <p><b>AP11 BA</b></p> <p><b>AP12 BA</b></p> <p><b>AP13 BA, SR</b></p>
<b>10</b>	<p><b>Confirmed Dates of Future SDC Meetings</b></p> <p>SDC26 2<sup>nd</sup> February 2022, 2pm</p> <p>SDC27 15<sup>th</sup> March 2022, 2pm</p> <p><b>All dates noted and approved</b></p>	

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

<b>Decision No.</b>	<b>Related Project</b>	<b>SDC Paper Reference</b>	<b>Details</b>
1	AP09 Coigach who we are Photographic Record	Paper F	SDC approves removal of archiving work and associated budget from AP09 Coigach who we are Photographic Record project.
2	P23 Fox Point Bothy, P26 Clachtoll Broch, P24 Clachtoll Ranger Hut	Paper G	SDC approves the extensions requested for projects in Paper G
3	n/a	n/a	SDC defers the decision on the first aid training equipment and bridge repairs underspend requests to be made by email following further information to be circulated by BA.

4	P27 Artist in Residence	Paper H	SDC approves the allocation of £4,051 to P27 Artist in Residence for the replacement lintel subject to the condition that the lintel is insured and secured in place.
5	P21 CALL Landscape Routes, AP07 Capacity Building CALL Tree Nursery, Capacity Building and project plans – Coigach Heritage	Paper H	SDC approves the following requests for underspend allocation: P21 CALL Landscape Routes Sense of Place Toolkit Training Video £4,200 and Publication of Gaelic Poetry Book £3,250; AP07 Capacity Building CALL Tree Nursery £719; and Capacity Building and project plans – Coigach Heritage £10,000.
6	P30 Scheme Coordination	n/a	SDC does not approve the request for the Scheme Manager to decide on the allocation of underspend before the next SDC