



Minutes of CALLP Scheme Delivery Committee Meeting

Wednesday 2 February 2022, remotely via Zoom

Recorded by Sue

<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 Elaine Macaskill (EM) – Woodland Trust Woodland Manager, Coigach & Assynt 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 Michelle Henley - 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 Lucy Graham (LG) – SWT, Head of Development Sue Walker (SW) – SWT Living Landscapes Communications & Advocacy Officer</p> <p><i>Apologies</i> Doug Flint (DF) – Woodland Trust (Senior Outreach Manager – Scotland)</p>	
<p>2</p>	<p>Introduction to Zoom and Zoom voting features</p> <p>Agreement to record meeting. 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 (30th November 2021, action points and matters arising)</p> <p>BA talks through minutes.</p> <p>Minutes of previous meeting on above dates <u>are agreed</u> by committee that they are a true account of the meeting.</p> <p>Actions points: See Action Point Summary Table at end of minutes.</p>	

4	<p>Decisions by email</p> <ul style="list-style-type: none"> a. Cnoc an Each bridge repair and project brief upgrade – approved b. Natural Capital Assessment Underspend - approved 	
5	<p>NLHF Meeting</p> <ul style="list-style-type: none"> a. Implementation of remaining projects b. Allocation of NLHF headings c. Legacy d. Evaluation e. NLHF visit 13 May 2022 <p>BA gave a verbal update to SDC. Main discussion around NLHF visit. NLHF Scheme Mentor and NLHF Investment Officer due to visit 13 May 2022. Need to develop suggested timetable for the visit. EM asked if she would be needed on the day, and was asked to keep it free.</p>	<p>AP01 BA to put together suggested timetable for the visit and circulate to SDC</p>
6	<p>Scheme progress</p> <ul style="list-style-type: none"> a. Project progress tracker (Paper C) <p>BA & LG working on budget, which is currently 0.7% out (c£3000)</p> <p>Red status projects:</p> <p>PO4 - High Value Open Habitat Survey. Awaiting completion of one panel. Assynt Foundation seeing the designer 5.2.22.</p> <p>PO5 - Soil Fertility Project. Video and interpretation still to do.</p> <p>PO9 – Crofting Project. Now do to complete end February. NLHF Scheme Mentor has asked for detailed plan of how project outputs will be used and promoted.</p> <p>P14 – Achininver Coastal Path. Outputs linked to Heritage trail.</p> <p>P15 – Fox Point Path. Outputs linked to Heritage Trail. CCDC confirmed contractor confident of installing interpretation by mid-March.</p> <p>P20 – Clachtoll Ranger Hut. Now going ahead briskly.</p> <p>P21 – Landscape Routes. Tutorial video and poetry expected soon. Issues with completion of app but remain optimistic.</p> <p>P22 – Badentarbet Ice House. Now due to complete March.</p> <p>P23 - Fox Point Bothy. Now due to complete March.</p> <p>P27 – Clachtoll Broch. Viewing platform will be galvanised by end Feb. Then need to wait for a weather window in March to install.</p> <p>AP01 – Culag & Little Assynt Woods Path Works. Noticeboard due to go in this week. Not now buying people counter.</p>	

	<p>AP03 – CALLP signage. Slipped by three weeks. Leaflet at printers. Panels due to be installed mid-March.</p> <p>b. Project summary – unfinished projects (Paper D)</p> <p>Details of unfinished projects reviewed. CDC asked if Simon Lees could be asked to extend the scope of the report to end March 2022 to capture outstanding and additional projects.</p> <p>PO9 Crofting project. The Crofting Officer ran out of time to complete final outputs. It was highlighted that Assynt Crofters trust were not kept informed of progress of cancelled outstanding projects and requested that they be updated.</p> <p>c. NLHF Finance Report (Paper E)</p> <p>£4.18m spent to date. Catching up on scheduled spend.</p> <p>There is now £40K put aside for contingency, plus £6K of original contingency budget. Still £22K + £6K set aside, as recommended by NLHF, to cover potential increases in construction costs relating to building projects.</p> <p>PM highlighted that Fox Point Bothy figures don't look correct.</p>	<p>AP02 SR will contact Crofting Officer re communication with Assynt Crofters Trust</p> <p>AP03 BA will discuss Fox Point Bothy Figures with PM</p>
<p>7</p>	<p>Tenders and Changes</p> <p>a. P27 Artist in Residence</p> <p>Clachtoll lintel request has been withdrawn as artist feels it is only worth displaying in situ, and SDC had decided that it would be uninsurable in situ. They have run out of time to find a solution.</p> <p>b. Legacy extension</p> <p>NLHF were asked if they would be open to extending grant expiry date to 31 May 2022. NLHF have agreed in principle, but this is dependent on approval for scheme to go over 5 years. NLHF have asked for a documented extension request.</p> <p>Decision: SDC agreed that an extension for legacy activities be sought</p> <p>c. Coigach Capacity Building and Natural Capital Assessment</p> <p>SWT will need to provide a case, including budget, updated whole scheme cashflow, and work programme. Spend will be concentrated on staff capacity. Aiming to draw £35K from underspend. This is affordable without further fundraising/match funding.</p> <p>It was asked if this could include capacity to look at other funding options should Endangered Landscapes application be unsuccessful. The request was provisionally agreed.</p> <p>Decision: SDC agreed to submit the Coigach Capacity Building and Natural Capital Assessment proposals to NLHF.</p>	<p>DECISION 1</p> <p>DECISION 2</p>

8	<p>Request for contingency (Paper F)</p> <p>P26 – Clachtoll Broch. Request for £5700 to cover increased costs for galvanising and powder coating viewing platform. Needs NLHF approval.</p> <p>Decision: SDC approved request of contingency of £5,700 to Clachtoll Broch.</p>	DECISION 3
9	<p>Communication (Paper G)</p> <p>The CALLP Communications Officer explained the plans for the mini-festival were going well, with partners contributing large amounts of time and effort to planning and delivery.</p>	
10	<p>Management and Maintenance Agreements Update (Paper H)</p> <p>Heritage Trails agreement needs following up with CCDC and HA Woodland Expansion agreement needs following up with Woodland Trust On query BA confirmed the Sulven Path agreement is signed by AF not JMT. BA confirmed that electronic signatures are acceptable.</p> <p>Lessons Learned</p> <p>BA explained that he had been keeping a record of lessons learnt, which he will circulate asap. He also said that Gill Rouse (SWT) is keen to hear feedback on the hubs.</p>	<p>AP04 EM will give BA update on maps and M&M plan asap</p> <p>AP05 BA will circulate Lessons Learnt document to partners</p>
11	<p>Evaluation</p> <p>All documents requested have been submitted to Simon Lees. Final draft is due by end February. He will attend next SDC meeting on 15 March to present findings.</p> <p>It was noted that a more comprehensive internal report is also being compiled for SWT. NLHF are also keen to see this.</p> <p>It was suggested it might be useful for partners to talk directly to Simon Lees rather than just by email.</p>	<p>AP06 All to send feedback on hub to Gill Douse (via BA)</p> <p>AP07 BA will ask Simon Lees if it is possible to include additional project outputs to end of March 2022</p> <p>AP08 BA to circulate Simon Lees contact email</p>
12	<p>Risk register (Paper I)</p> <p>Reduce risk of overspend (P4) to low.</p> <p>Decision: SDC agreed</p> <p>Reduce risk of pandemic impact to medium</p> <p>Decision: SDC agreed</p>	<p>DECISION 4</p> <p>DECISION 5</p>
13	<p>AOB - none</p>	
14	<p>Date of next meeting</p> <p>SDC27 15 Mar 2022</p>	<p>AP09 BA to circulate doodle poll for SDC28</p>

SCHEME DELIVERY COMMITTEE – Decision Log summary table

Decision No.	Related Project	SDC Paper Reference	Details
1	Legacy extension		SDC agreed to asking NLHF for an extension to the 31 May 2022
2	Coigach Capacity Building and Natural Capital Assessment		SDC agreed to use £35K of underspend to fund this if approved by NLHF
3	P26 Clachtoll Broch	Paper F	SDC agreed to £5700 from contingency to cover additional costs of galvanising viewing platform
4	Risk Register	Paper I	SDC agreed to reduce overspend risk to Low
5	Risk Register	Paper I	SDC agreed to reduce risk of pandemic disruption to medium