



Minutes of CALLP Scheme Delivery Committee Meeting SDC27

Wednesday 15 March 2022, remotely via Zoom

Minutes by VC

<p>1</p>	<p>Welcome, introductions & apologies</p> <p><i>Present</i> Ann Marie Firth-Bernard (AMFB) – Coigach Community Development Company, Local Development Officer Elaine Macaskill (EM) – Woodland Trust Woodland Manager, Coigach & Assynt Gordon Sleight (GS) – HA Historic Assynt Chair 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) Simon Jeffries (SJ) – Assynt Foundation</p> <p><i>In Attendance</i> Boyd Alexander (BA) – CALLP Scheme Manager Lucy Graham (LG) – SWT, Head of Development Victoria Campen (VC) - Minutes</p> <p><i>Apologies</i> Doug Flint (DF) – Woodland Trust (Senior Outreach Manager – Scotland) Fiona Saywell (FS) - Culag Community Woodland Trust, Project Officer Jorine van Delft (JvD) – Culag Community Woodland Trust, Chair Julia Campbell (JC) – Coigach Community Development Company, Local Development Officer</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 (2nd February 2022, action points and matters arising)</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>SWT submitted changed for 7B and 7C, clarify NLHF grant extension is being considered</p>	<p>AP1 BA to update minutes</p>

	Actions points: See Action Point Summary Table at end of minutes.	
4	<p>Scheme Progress</p> <p>a. Project remaining spend</p> <p>Progressing on schedule.</p> <p>Note reds below</p> <ul style="list-style-type: none"> • P04 High Value Open Habitat survey - interpretation to be completed. Status remain RED • P09 Crofting Project – State of Crofting Report draft being submitted. Change status to AMBER • P26 Clachtoll Broch – flooring mesh delayed until end Feb 2022. Historic Assynt to update below • Scheme wide coordination – fixed term contract to utilise some of this. 5K remaining for legacy <p>Contingence/ underspend left £106,000</p>	
5	<p>Requests for contingency</p> <p>a. P26 Clachtoll Broch Project – Full Archaeological Report – Underspend Request</p> <p>GS absent – item moved to after agenda item 7</p> <p>The Archaeological Report is bigger than anticipated, and thus a larger book. Usual practice is that grants be given to publishers as archaeological dig reports have limited sales. Project hoped HES would provide the grant, but HES offered to pay 20% of £8,500 publishing grant and pay for online licence for free download worth £7,000. AOC offered to pay £2,000. Project has remaining interpretation budget of £1,660.</p> <p>SDC approved request to increase of project budget by £8,500 and Scheme to allocate £2840 underspend for the book publishing.</p> <p>Invoice expected before end of March 2022. Confirm payment process.</p> <p>AOC commissioned report, as one of the outputs of the archaeologist original brief.</p> <p>Published report expected by July.</p> <p>Update on installation of Broch Viewing Platform: Contractor are closed until at least Wednesday 23rd March due to COVID.</p>	<p>DECISION 1</p> <p>Agreement to support increase project and allocate £2,840 underspend for approval by NLHF.</p> <p>AP2 BA to confirm payment process for archaeological report.</p>
6	<p>Communications</p> <ul style="list-style-type: none"> • Mini festival program – 27-27 February – update <p>72 people in Coigach and 40 in Lochinver. Promotion of several books. Went well.</p>	

	<ul style="list-style-type: none"> Outputs of concluding projects that need to be promoted - AP03 Coigach & Assynt Signage, P20 Ranger Hut Opening, P21 CALL Landscape Routes App and sense of place video <p>SW organised meeting to discuss promotion of outputs from AP03, P20 & P21. BA to check on ranger hut progress. Foundations have been completed.</p>	<p>AP3 BA to check on progress of ranger hut</p>
<p>7</p>	<p>a. Update on Management and Maintenance Agreements – agreements to be confirmed update.</p> <p>8 Management & Maintenance agreements to be concluded to complete the 10 year Management & Maintenance Plan for submission to NLHF. 5 drafts to be signed and 3 to be drafted (Quinag, Natural Heritage Data, Bridge Assynt Foundation (not on list))</p> <p>b. Lessons Learned – what are the key findings, what is the audience</p> <p>It was noted that not all partners had responded to the compiled list of lessons learned. Requested partners respond with deadline for comments within next week, specifically commenting on hub.</p> <p>Woodland Trust – Hub brilliant.</p> <p>Coigach Salmon Fisheries – Hub Difficult, needed help</p> <p>Welcomes Gordon – go back to 5</p>	<p>AP4 BA to complete last agreements</p>
<p>8</p>	<p>CALLP Equipment List – Determine how best to dispose of the equipment acquired by the scheme</p> <p>It was noted that Coigach Heritage asked for table and chairs for piping school.</p> <p>Want to reallocate CALLP furniture/equipment by 1st April 2022.</p> <p>Van currently with Crofting Officer. SWT make request to keep van until September.</p> <p>Consideration of equipment for possible ELP. Slow starting & Scheme Manager would need vehicle.</p> <p>JMT has an agreement in place to using the CCWT office and making used of desks. Could the desks remain? Woodland Trust thinking of using space too (agreement being sorted). Useful meeting base. Suggest printer, projector and screen to stay for future. Currently being paid for and looked after by (CALL till end of March) SWT until September.</p> <p>Suggested that CCWT take on office items – needs to be discussed.</p> <p>Vauxhall Corsa Car belongs to SWT. Stationary cupboard belongs to SWT and will be picked up.</p> <p>Sale for larger items to partners, community groups, then maybe people/Facebook in that order. Need to PAT electrical items before ownership passed on.</p>	<p>DECISION 2</p> <p>Tables – 3 remain, 1 Anne, 2 Coigach Heritage (and chairs)</p> <p>AP5 SWT to review van usage past Sept 2022</p> <p>AP6 BA to discuss with CCWT about the office items.</p> <p>AP7 PAT test electronic items before sale.</p>

<p>9</p>	<p>Land Management Subgroup (LMSG) – discussion of further meetings. Woodland Trust present</p> <p>Desire to continue the meetings twice a year. Still the case? Queries on who should organise it. Naturescot has come in past as funding projects, gave feedback and guidance. Are the CALL meetings for partners? Woodland Trust is not officially a CALL partner. WT happy to organise to discuss land management issues. Invite other non CALL member organisations?</p> <p>Don't want to make it huge. Just to chat through what's going on. Wider group of people/organisations may inhibit discussion. Initially CALL meeting (WT would need to be partner)?</p> <p>JMT – Happy for LMSG meeting to go forward as smaller group. Different person now in place in the area e.g. Naturescot. Happy WT to attend if partner or not.</p> <p>Request meetings to include site visits? Accepted</p> <p>MH – would be valuable and would like to be a part of.</p>	<p>AP8 SR and EM to review at outcome and purpose of CALL & Land Management Sub Group meetings and how to take forward.</p>
	<p>BREAK</p>	
<p>10</p>	<p>Evaluation – Draft by end of February and circulated by SDC27. Simon Lees to present SDC27</p> <p>Simon Lees Joining 3.30pm come back to after item 13.</p> <p>Final evaluation finished. BA to give feedback. SL show key findings.</p> <p>Recommendations going forwards :</p> <ul style="list-style-type: none"> - gather and share lessons learned - Website transition to achievements - Managing expenditure towards end <p>Outputs greater than expected.</p> <p>BA – is the delayed spend throughout the scheme the key negative finding? Do no all partnerships have this problem? Main concern found, not a problem all schemes have. But have had a period where wrap up. COVID hasn't helped with expenditure delay. WT cyber attack also emphasised delay in claims.</p> <p>The scheme has achieved what it was committed to but only starting to appreciate what extra achievements and impact has been done</p> <p>Community Grant Scheme – huge success. Need to promote more and emphasis the benefit locally.</p> <p>School children's statistics – double up in numbers. Can this be presented proportionally? Statistics are engagements not children.</p> <p>Note Document is raw draft.</p> <p>SWT highlighting they will take lessons forward. Originally planned 6 month round up.</p> <p>Key to look at what we achieved and not compare as unique partnership. Important to celebrate individual projects and partners.</p> <p>Final grant claim early June</p> <p>Feedback comments to BA by end of March</p> <p>Look to finish the report at start of April/Easter</p>	<p>AP 9 BA and SL to review any corrections</p>
<p>11</p>	<p>Risk Register review</p> <p>By exception RED ONLY</p> <ol style="list-style-type: none"> 1. No change 	<p>AP10 BA to amend Risk Register</p>

	2. No change LG – on 2 – mitigation actions of additional capacity from core staff to help where needed. ADD to current controls in place	
12	AOB AMBF – release extra money for Seoras as done so many extra hours. £1000? Need proposal for SDC and NLHF. Turn around within 15 days. Contractor. Original contract size ~£5000. £20pph. Extension to contract? Need to work out how to proceed – supervise installation? SDC happy for this to go to NLHF.	AP11 AMFB confirm details and BA to take request to NLHF
13	Results of Doodle Poll SDC28 25 May 2pm. Face to Face meeting. Final SDC. Net shed?	AP12 BA confirm the date and location nearer time.

SCHEME DELIVERY COMMITTEE – Decision Log summary table

Decision No.	Related Project	SDC Paper Reference	Details
1	Clachtoll Broch	Paper D	Agree to spend contingency for P26 Clachtoll Ranger Hut archaeological report
2	Scheme Management	Paper F	Tables to be distributed as follows: 3 to remain in Culag office, 1 to stay with Crofting and 2 to be given to Coigach Heritage (and chairs) Electronic items need to be PAT tested before Sale. Van to stay with Crofting until end of September.