

**Steering Committee**

**Minutes**

of meeting held in The Magnus House, Aigas Field Centre  
at 7.30pm on Monday 6<sup>th</sup> July

<b>Present</b>		<b>Apologies</b>	
Graeme Scott	Andrew Leaver	John Lister-Kaye	Mia Scott
John Graham		Andrew Franklyn	
Lara McDonald		Alisdair Stewart	
Philip Knott		Gavin Cormack	
Steve Byford		Calum Fraser	
Peter Masheter		Mark Hedderwick	

<b>Item</b>	<b>Action</b>
<p><b>1 Minutes of meeting of 22<sup>nd</sup> June</b> The minutes were approved by John Graham and seconded by Lara McDonald.</p>	
<p><b>2 Matters arising from the minutes</b> → Company formation and bank account</p> <ul style="list-style-type: none"> <li>• Mia Scott has e-mailed Douglas Graham at Macleod and MacCallum for a second time and still had no reply. Mia to contact Douglas Graham again.</li> <li>• Paperwork for Bank of Scotland Treasurers Account still to be completed by signatories. Andrew Leaver to complete what he can and leave with Graeme Scott and Lara McDonald on Tuesday 7<sup>th</sup> July. Graeme to pass to John Graham for lodging with the bank.</li> </ul>	<p>M Scott</p> <p>A Leaver G Scott L McDonald J Graham</p>
<p><b>3 Update on feasibility study and feedback from public meeting</b> → Feasibility study</p> <ul style="list-style-type: none"> <li>• Andrew Leaver provided Bell Ingram with a stakeholders list. Patrick Laughlin has spoken to the majority of the Committee and a number of other stakeholders. Other Bell Ingram staff still to complete stakeholder consultation as study progresses.</li> <li>• Around 40 community surveys have been returned to date. This is below Bell Ingram target. Committee are encouraged to return the survey if they haven't already done so and to encourage others to return. Lara McDonald to send a reminder to the e-mail communication list.</li> <li>• Bell Ingram have been impressed with the commitment and capability of the Committee and the participation of the wider community.</li> </ul> <p>→ Public meeting</p> <ul style="list-style-type: none"> <li>• 41 people attended the public meeting on 29<sup>th</sup> June.</li> </ul>	<p>Committee</p> <p>L McDonald</p>

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<p>There were 9 committee members and 32 members of the public.</p> <ul style="list-style-type: none"> <li>• General feedback from the night and subsequently has been positive with several people making a firm commitment to support a 'yes' vote in the ballot.</li> <li>• One issue coming out of the meeting and in need of further discussion is the plan for management of the forest once purchased. Andrew Leaver to add this subject to a future agenda.</li> </ul>	A Leaver
<p>4     <b>Joint instruction to the District Valuer and valuation process</b></p> <p>→ Joint instruction</p> <ul style="list-style-type: none"> <li>• A letter has been agreed with FCS and will be issued on 14 July. This triggers the second 56 day period at the last possible opportunity.</li> </ul> <p>→ Valuation process</p> <ul style="list-style-type: none"> <li>• Lara McDonald reported back a discussion with John Hollingdale of CWA. John recommended the following: <ul style="list-style-type: none"> <li>○ Be present when the DV visits</li> <li>○ Be prepared to talk down the value of the forest by highlighting issues such as poor access, lack of thinning, steep terrain and poor soil</li> <li>○ Decide which parts of the forest you want to show the DV</li> <li>○ Keep in touch with DV throughout process</li> <li>○ Jake Willis of CWA would be able to provide help if available</li> </ul> </li> <li>• The following actions were agreed: <ul style="list-style-type: none"> <li>○ Alisdair Stewart, Peter Masheter and Jake Willis to meet with DV on-site as part of the valuation process</li> <li>○ Graeme Scott to contact DV shortly after 14 July to open discussion on date for a visit</li> <li>○ Graeme Scott to contact Crispian Cook of Bell Ingram and identify if they feel they can help with the valuation process and how much this help would cost</li> <li>○ Lara McDonald to contact Jake Willis and identify general availability for a visit with the DV. If Jake not available, Lara to ask CWA for an alternative.</li> </ul> </li> </ul>	<p>A Stewart P Masheter</p> <p>G Scott</p> <p>G Scott</p> <p>L McDonald</p>
<p>5     <b>Community Ballot</b></p> <ul style="list-style-type: none"> <li>• Andrew Leaver proposed Thursday 27<sup>th</sup> August as closing date for the ballot. This was placed after the school holidays and in advance of the NFLS deadline of 8<sup>th</sup> September. This date was agreed. Andrew Leaver to contact Elections Manager at The Highland Council to confirm date and discuss arrangements for postal ballot and possible polling station.</li> <li>• The following activities to raise awareness in advance of</li> </ul>	A Leaver

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	<p>the ballot were also agreed:</p> <ul style="list-style-type: none"> <li>○ Monday 17<sup>th</sup> August: Public meeting at Kilmorack Hall to present draft feasibility study and allow further discussion. This date already booked with the Hall for a Committee meeting.</li> <li>○ Sunday 23<sup>rd</sup> August: Forest Open Day. Details to be confirmed but suggestion is 2pm – 5pm with ‘guided tours’ on 2 or 3 of the existing footpaths. This was suggested by Carol Masheter and Amanda Bryan. Andrew Leaver to progress.</li> <li>○ Newsletter to be prepared by Andrew Leaver and issued around time of arrival of postal ballots to reinforce message.</li> <li>○ Door-to-door canvassing in period leading up to last posting date. Arrangements to be discussed at future meeting.</li> </ul> <ul style="list-style-type: none"> <li>● The question to be put in the ballot needs drafted. Andrew Leaver to contact Jake Willis at CWA for advice and to check NFLS website for guidance.</li> </ul>	<p>A Leaver</p> <p>A Leaver</p> <p>A Leaver</p>
6	<p><b>AOCB</b></p> <ul style="list-style-type: none"> <li>● Andrew Leaver to remind Bell Ingram that they are expected to present the draft feasibility study to the Committee at the meeting in Magnus House on 3<sup>rd</sup> August.</li> </ul>	<p>A Leaver</p>

<b>Summary of Actions from Meeting</b>		
Ref	Action	Person Responsible
7/1	Make contact with Douglas Graham of Macleod and MacCallum with regard to company formation.	Mia Scott
7/2	Complete appropriate sections of Bank of Scotland Treasurers Account application form and pass to John Graham	Andrew Leaver Graeme Scott Lara McDonald
7/3	Complete Bank of Scotland Treasurers Account application form and lodge with bank in Beaulieu	John Graham
7/4	Complete and return Bell Ingram Community Survey if not already done so	All
7/5	Send reminder to e-mail communication list to complete and return survey	Lara McDonald
7/6	Add ‘Long term management of the Forest’ to future agenda	Andrew Leaver
7/7	Meet with District Valuer on-site as part of the valuation process	Alisdair Stewart Peter Masheter

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<b>Summary of Actions from Meeting</b>		
<b>Ref</b>	<b>Action</b>	<b>Person Responsible</b>
7/8	Contact DV shortly after 14 July to open discussion on a site visit	Graeme Scott
7/9	Contact Crispian Cook at Bell Ingram and identify if they feel they can help with the valuation process and how much this help would cost	Graeme Scott
7/10	Contact Jake Willis at CWA and identify general availability for a site visit with DV. Ask CWA for an alternative if Jake unavailable	Lara McDonald
7/11	Contact Elections Manager at The Highland Council to confirm closing date of ballot and discuss arrangements for postal ballot and possible polling station	Andrew Leaver
7/12	Progress arrangements for a Forest Open Day on 23 <sup>rd</sup> August with Carol Masheter and Amanda Bryan	Andrew Leaver
7/13	Prepare and circulate newsletter around the time of arrival of postal ballots	Andrew Leaver
7/14	Contact Jake Willis at CWA for advice on the question to use in the community ballot	Andrew Leaver
7/15	Check NFLS website for guidance on the question to use in the community ballot	Andrew Leaver
7/16	Remind Crispian Cook at Bell Ingram that they are expected to present the draft feasibility study to the Committee at the meeting in Magnus House on 3 <sup>rd</sup> August	Andrew Leaver

<b>Chair</b>	<b>Date</b>