



## Arwain Sir Benfro

### Pembrokeshire Local Action Group Meeting Draft Minutes

22<sup>nd</sup> February 2016 17.00, Bloomfield

#### Present:

Nic Wheeler –Chair (Independent)

Tony Baron – Federation of Small Businesses (Private Sector)

Gareth Bond – Pembrokeshire College (Public Sector)

Sonya Douglas – Indycube (Private Sector)

Ged Davies – Natural Resources Wales (NRW) (Public Sector)

Stella Hooper – Port of Milford Haven (Private Sector)

Sue Leonard – Pembrokeshire Association of Voluntary Services (Third Sector)

Dr Steven Jones – Pembrokeshire County Council (Public Sector)

Emma Lewis - Pembrokeshire Association of Community Transport Organisations (PACTO) (Third Sector)

Helen Murray – Pembrokeshire Local Action for Enterprise and Development (PLANED) (Third Sector)

James Parkin – Pembrokeshire Coast National Park Authority (PCNPA) (Public Sector)

Mike Plumb – National Farmers Union (NFU) (Private Sector)

Liz Williams - Pembrokeshire Tourism (Private Sector)

#### In attendance:

Steven Bradley (Implementation Manager), Catrin Bradley (Finance Officer), Jess Morgan (Animation Officer) Cris Tomos (Animation Officer), Liz Thomas (Animation Support) – Pembrokeshire Local Action for Enterprise and Development (PLANED)

The number of members (excluding advisors, any independent Chair and officers) constituting a quorum for decisions (other than changes to the Terms of Reference) to be taken is one third of the number of members (in our case 28), rounded down to the nearest whole number.

Attendees: Private Sector 38%, Third Sector 25% and Public Sector 42%.

1. Welcome and introductions	Nic Wheeler welcomed everyone to the meeting and clarified again that this is a meeting held in public but not a public meeting i.e. not
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	<p>participatory by observers. In respect of confidentiality Nic explained that at the last meeting where LAG members considered the RCDF EOI's Welsh Government, in each case, had to obtain permission from the applicants to share the details with the LAG. It was then clarified that members should not discuss details of EOI's and applications outside of the meetings or with their networks unless it is for technical input. The applicants of the EOI's being looked at today have not been asked and it is expected that they can be shared with the LAG and not outside. Nic added that, whilst the LAG is keen to be transparent and permission needs to be requested by applicants first.</p> <p>So far meetings have taken place at Bloomfield and at PLANED and Nic invited members to host meetings around the county.</p> <p>John Davies (Welsh Government) had provided a template for declaration of interest forms to be completed for each agenda item so that the level of interest can be specifically declared.</p> <p>A budget discussion will be held at our next meeting where splits between various themes and the timespan of the whole project can be considered. At this stage we are discussing a preliminary EOI's – the detail will come back in the full application by which time the budget will be clearer.</p> <p>Following a query regarding multiple applications from single organisations it was confirmed that there is no guidance to say that it is unacceptable. It was also clarified that it had been agreed at a previous meeting not to put a cap on applications.</p> <p>Nic explained that if members reject an EOI then the LAG members concerned must give a rationale as to what the objection is based on. A rejection must make reference to a lack of fit with the LDS.</p> <p>This is an open call for projects prioritising theme 3 but it is to be noted that the allocations remain the same within each theme. The EOI's being considered contain a mix of main themes.</p>
2. Apologies	<p>Elin Brock – Pembrokeshire Housing Association (Third Sector)  Rhidian Evans - Menter Iaith (Third Sector)  Wendy Goldsworthy - Dragon LNG, updated to Charlesworthy</p>

	<p>Consultants (Private Sector), Vice Chair Jonathan Hughes – National Trust (Third Sector) Denzil Jenkins - Cymdeithas Cwm Cerwyn GMC (Third Sector) Steve John – One Voice Wales (Public) Paul Lloyd – Pembrokeshire Business Initiative (PBI) (Private Sector) Caroline Mathias – Chwarae Teg (Third Sector) Ken Murphy – Dyfed Archaeological Trust (Third Sector) Jane Robinson - Pembrokeshire Housing Association (Third Sector) James Roach-John – Communities First (Third Sector)</p>
3. Minutes of the LAG meeting 11 <sup>th</sup> February 2016	The minutes were approved as a true record as <i>proposed by Emma Lewis and seconded by Helen Murray</i>
4. Matters Arising	Agenda point 7 RCDF EOI's. <i>It was proposed by Steven Jones and seconded by Liz Williams that there should be a sub-group for future RCDF EOI's who would consider the papers and bring a recommendation to the LAG meeting for ratification. Agreed unanimously.</i>
5. Declarations of Interest	<p>A number of members declared an interest regarding agenda items 6 and 8 for the following applications numbers:</p> <p>Agenda Item 6 Helen Murray - 90</p> <p>Agenda Item 8 Helen Murray - EOI160222-7; EOI160222-8; EOI160222-10; EOI160222-11; EOI160222-12</p> <p>Liz Williams - EOI160222-1; EOI160222-5 Mike Plumb - EOI160222-1 Emma Lewis - EOI160222-6 Sue Leonard - EOI160222-10; EOI160222-11; EOI160222-12 Steven Jones - EOI160222- 10; EOI160222-12 Ged Davies - EOI160222-10 James Parkin - EOI160222-10; EOI160222-11; EOI160222-12</p>
6. RCDF Deferred Application	<p>The main themes of the LDS are:</p> <ol style="list-style-type: none"> <li>1. Adding value to local identity and natural and cultural resources.</li> <li>2. Facilitating pre-commercial development, business partnerships and short supply chains.</li> </ol>

	<p>3. Exploring new ways of providing non-statutory local services.  4. Renewable energy at a community level.  5. Exploitation of digital technology.</p> <p>Helen Murray and Sue Leonard left the meeting.  90 - PLANED - strong fit to theme 3 and elements of themes 5 and 2 – <i>vote was 10 members yes</i></p> <p>Teifi Trail Development Project – strong fit with theme 1 and some theme 5 - voted yes unanimously – other comment the application does not make any reference to other counties.</p> <p>Helen Murray and Sue Leonard returned to the meeting.</p> <p>Next window for RCDF applications will open 29<sup>th</sup> Feb – to middle of May.</p>
<p>7. Local Development Strategy Review – Helen Murray, LDS Sub-Group member  P7-160222 LDS Sub Group  09.02.16</p> <p>P7a-160222 LEADER Performance Framework</p>	<p>The LDS sub group (Sue Leonard, Emma Lewis, Elin Brock and Helen Murray) met on the 9<sup>th</sup> February group to consider revising and resubmitting the LDS to Welsh Government by the deadline of 31 March 2016. The group recommended to LAG that officers should work on updating the LDS and the Intervention Logic Table and a draft be circulated to the sub group by early March and sent via written procedure to full LAG for approval prior to submitting to Welsh Government. <i>This was proposed by Gareth Bond and seconded by Sue Leonard and agreed unanimously.</i></p> <p>Helen added that we are now starting to think about monitoring and evaluation as there is some guidance now on performance indicators which will help with review of LDS etc.</p>
<p>8. Expressions of Interest – LEADER Implementation Manager  P8-160222</p> <p>The Local Action Group has issued its first call for Expressions of</p>	<p>Nic informed members that the call for EOI's was publicised in the local press before and after Christmas and officers have communicating the call widely across their networks. The new LEADER team enables increased communication of opportunities to groups. Some applicants need more support than others.</p> <p>The focus of this meeting is to establish whether the LAG agrees to invite the applicants to commence a full application with support from the LEADER team.</p>

<p>Interest. Within this call it prioritised Theme 3, but did not exclude other themes in order that integration between themes could be achieved.</p>	<p><b>EOI160222-1 Pembrokeshire Agricultural Society - Farming &amp; Food For Schools</b> – It was noted that the project idea has synergy with the JIG-SO application. It was noted that PCC has agreed to fund/sponsor a similar project with this group. Steven Bradley explained that checks will be made during full application stage. <i>Members agreed that it should go forward to application stage unanimously (2 members abstained due to declaration of interest)</i></p> <p><b>EOI160222-2 - Cwm Arian Renewable Energy Ltd - Supporting Resilient Renewable Communities</b> <i>Members agreed that it should go forward to application stage unanimously</i></p> <p><b>EOI160222-3 Community Life venue</b> <i>Members agreed that it should not go forward. There was uncertainty as to whether the application was a capital project and therefore it would be suitable for other funding streams.</i></p> <p><b>EOI160222-4 - Hermon Communities Facilities &amp; Asset Fund - Sustainable Community Facilities and Assets</b> - It was felt that part of the application may be ineligible – <i>members voted 5 in favour 5 against with 1 abstention – authorised by Nic to go forward to application stage with feedback from officers to the group.</i></p> <p><b>EOI160222-5 - Pembrokeshire Business Network - Development of Pembrokeshire Business Network</b> <i>Members agreed that it should go forward to application stage with 1 abstention.</i></p> <p><b>EOI160222-6 - PACTO (Pembrokeshire Association of Community Transport Organisations) - Pembrokeshire Car Chums</b> –It was proposed that the outcome of the feasibility study be looked at before agreeing the pilot project - <i>Members agreed that it should go forward to application stage unanimously.</i></p> <p><b>EOI160222-7 – PLANED - Innovative Heritage</b> –<i>Members agreed that it should go forward to application stage unanimously (1 abstention due to declaration of interest).</i></p> <p><b>EOI160222-8 – PLANED - Innovating Engagement</b> –<i>Members suggested that there may be synergy with EOI 160222-10.</i></p>
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*Members agreed that it should go forward to application stage unanimously.*

EOI160222-9 - JIG-SO - Community Food for Thought –It was suggested that they need to link or at least cross reference with EOI1160222 -1. *Members agreed that it should go forward to application stage unanimously.*

At this point an issue was raised with so many EOI's from PAVS and PLANED and that they would like to see fewer EOI's from LAG member organisations in future.

It was proposed by Stella Hooper and seconded by Tony Baron that any group should be restricted at this first call to one proposal each to go forward for full application, and can have the opportunity to resubmit at a later stage. *It was agreed that EOI's can go forward but a proposal will be circulated with written procedure.*

**EOI160222-10 – PAVS - Collaborative Citizenship** –With 1 abstention in the room and 3 members declaring an interest the meeting was not quorate and the decision will need to go to written procedure.

**EOI160222-11 – PAVS - Volunteering for Pembrokeshire (Encouraging & Supporting Active Citizenship)** – *to be dealt with by written procedure*

**EOI160222-12 – PAVS - Social Enterprise - Social Inclusion (Encouraging social enterprises to deliver sustainable local services)** –*Recommended to go forward to be dealt with by written procedure*

**EOI160222-13 - Bloomfield House Community Centre - Older Persons Development Worker** – *Members agreed that it should go forward to application stage unanimously*

**EOI160222-14 - Newport Memorial Hall - Conservation, Interpretation and Community Engagement of Newport's Medieval Kiln** –*Members agreed that it should go forward to application stage unanimously.*

9. Recommendations for form updates – Animation Team	LAG Animation Officer Cris Tomos showed members the proposed new forms that the team have been working on. Members agreed the forms to be circulated to members in the next two weeks with minor changes.
10. Chair and Vice Chair selection (annual review) Sue Leonard took the Chair	<i>Nic has indicated that he is happy to continue as Chair as was voted in unanimously. Wendy has not been Vice Chair for one year yet so remains in post. It was felt advisable to elect a second Vice Chair and Emma Lewis was nominated and proposed by Tony Baron and seconded by Sue Leonard and agreed unanimously.</i>
11. Schedule of meetings – P11-160222	It was agreed that the date of the next meeting will be changed to 28 <sup>th</sup> April 2016.
12. Activity Report P12-160222 (tabled)	Steven Bradley distributed the activity report and highlighted that he will attend an RDP event at the end of March or early April. The official Launch of Arwain Sir Benfro will take place in early May but will not now be on the 9 <sup>th</sup> to coincide with Europe Day as it also clashes with Assembly elections. There will be a thematic event end at the of May on renewable energy.
13. Communications Update – LEADER Animation Team (verbal)	The team have been working on a logo and branding which should be able to be sent out in next two weeks. Website was up on screen for members to see, still in a draft form but members could see the skeleton of the site. The team are working towards everything being ready for the Formal launch – which will include showcase what people can do with LEADER support. In the meantime Social media Arwain page is being updated regularly. Planning future events around themes and linking with PAVS though funding fairs etc. Presentations arranged for PCNPA and creating an active Wales group.
14. Welsh Government Update – include FLAG Update (verbal)	FLAG – there is only £1.5 million available across Wales. Welsh Government is considering different ways to organise FLAG's. It is likely that there will be two FLAGS across Wales. It is imperative that LEADER Officers work with FLAG's
15. Any other business	None
16. Date of next meeting	April 28 <sup>th</sup> 2106

Meeting closed at 8.40

## GLOSSARY

*LEADER comes from the French abbreviation for ‘Liaison Entre Actions pour le Development de L’Economie Rurale’ (which roughly translates to ‘links between actions for developing the rural economy’).*

AONB	Area of outstanding natural beauty
Bro Beca	Rebecca Riots themed Regional Community Heritage Programme
CAP	Common Agricultural Policy
CLLD	Community-Led Local Development
CLYWED	
CRAG	Carbon Reduction Action Groups
EAFRD	European Agricultural Fund for Rural Development
EMFF	European Maritime and Fisheries Fund
Eoi	Expression of interest
ERDF	European Regional Development Fund
ESF	European Social Fund
ETC	European Territorial Co-operatives
FLAG	Fisheries Local Action Groups
GRUNDTVIG	a European funding programme that is part of the <a href="#">European Commission’s Lifelong Learning Programme 2007-2013</a> <sup>[1]</sup> and aims to strengthen the European dimension in adult education and lifelong learning across Europe.
ICT	Information and communications technology
ITQM	Integrated Quality Management for Tourism Destinations
LAG	Local Action Group
LDS	Local Development Strategy
PES	Payment for ecosystem services
PHARE	Programme of Community aid to the countries of Central and Eastern Europe - Originally the ‘Poland and Hungary: Assistance for Restructuring their Economies’
PMC	Programme Monitoring Committee
PV	Photo Voltaic
RDP	Rural Development Programme/Plan
RICCH	Research, Interpretation and Celebration of Community Heritage
SIP	Single Integrated Plan
SKILL	Sharing Knowledge, Ideas and Learning for Life
SME	Small to medium sized enterprise
SMART (targets)	Specific, measurable, attainable, realistic, timely
SSSI	Site of Special Scientific Interest
SWOT	Strengths, weaknesses, opportunities, threats
TWIGS	Tourism Wales and Ireland – Green and Sustainable
UPVC	Unplasticized Polyvinyl Chloride
WEFO	Welsh European Funding Office

<b>Organisations</b>	
CEN	Community Energy Network
DAT	Dyfed Archaeological Trust
EIP	European Innovation Partnerships
ELARD	European LEADER Association for Rural Development

FSB	Federation of Small Businesses
FUW	Farmers Union of Wales
FWAG	Farming & Wildlife Advisory Groups
NFU	National Farmers' Union
NRW	Natural Resources Wales
NT	National Trust
OPAN	Older People & Ageing Research & Development Network
PATCH	Pembrokeshire Action To Counter Hardship
PACTO	Pembrokeshire Association of Community Transport Organisations
PAVS	Pembrokeshire Association of Voluntary Services
PBI	Pembrokeshire Business Initiative
PBE	Pembrokeshire Bio Energy
PBN	Pembrokeshire Business Network
PCC	Pembrokeshire County Council
PCF	Pembrokeshire Coastal Forum
PEF	Pembrokeshire Environmental Forum
PCNPA	Pembrokeshire Coast National Park Authority
PLANED	Pembrokeshire Local Action Network for Enterprise and Development
PMR	Pembrokeshire Machinery Ring
PRT	Pembrokeshire Rivers Trust
PSEEG	Pembrokeshire South East Energy Group
SPARC	South Pembrokeshire Partnership for Action with Rural Communities
TCRI	Taf and Cleddau Rural Initiative
TENP	The Environment Network Pembrokeshire
WG	Welsh Government
YFC	Young Farmers Club