



Arwain Sir Benfro

**Pembrokeshire Local Action Group Meeting
Minutes**

24th November 2016 17.00, PLANED

Present:

- Tony Baron – Federation of Small Businesses (FSB) (Private Sector)
- Christine Gwyther – Communities First (Third Sector)
- Stella Hooper – Port of Milford Haven (Private Sector)
- Steven Jones – Pembrokeshire County Council (PCC) (Public Sector)
- Sue Leonard – Pembrokeshire Association of Voluntary Services (PAVS) (Third Sector)
- Emma Lewis – (Vice Chair) Pembrokeshire Association of Community Transport Organisations (PACTO) (Third Sector)
- Rhodri Packman – Pembrokeshire Business Initiative (PBI) (Private)
- Robert Phillips – Natural Resources Wales (NRW) (Public Sector)
- Emma Taylor – Pembrokeshire Coast National Park Authority (PCNPA) (Public Sector)
- Rebecca Voyle – Farmers Union of Wales (FUW) (Private Sector)
- Sonia Hay – Hywel Dda U.H.Board (Public)
- Nic Wheeler – Chair (Independent)

In attendance:

Catrin Bradley (Finance Manager), Cris Tomos (Animation and Impact Officer), Emyr John (Animation Officer - notes).

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 36%, Third Sector 27 % and Public Sector 36%.

<p>1. Welcome and introductions</p>	<p>Nic welcomed everyone to the meeting and welcomed Bob Phillips (NRW), as a replacement for Ged, and Sonia Hay (Hywel Dda UHB) to their first meeting.</p>
-------------------------------------	--

2. Apologies	<p>Stephen Allsopp – Pembrokeshire Business Network (Private Sector) Gareth Bond - Pembrokeshire College (Public Sector) Sonya Douglas – Indycube (Private Sector) Jonathan Hughes – National Trust (Public Sector) Ken Murphy – Dyfed Archaeological Trust (Third Sector) Mike Neal – PLANED (Third Sector) Mike Plumb – National Farmers Union (NFU) (Private Sector) Liz Williams - Pembrokeshire Tourism (Private Sector)</p>																																													
3. Minutes of the LAG meeting 29 th September 2016	<p><i>They were approved as a true record by all present as proposed by Steven Jones and seconded by Tony Baron.</i></p>																																													
4. Matters Arising	<p>Tony Baron asked if PLANED has Professional Indemnity Insurance – Catrin Bradley replied that PLANED is fully covered.</p>																																													
5. Declarations of Interest	<p>CT explained that during the May 2016 LAG Meeting the LAG had endorsed a new ‘levels system’ for declaring interest: the LAG will now use A, B or C (instead of 1,2 and 3). C will be the highest level and would therefore merit the member leaving the room during discussions.</p> <p>Members declared interests in the following proposals:</p> <table border="1" data-bbox="400 1155 1394 1379"> <thead> <tr> <th>Ref</th> <th>RCDF Project Title</th> <th>Declarations</th> </tr> </thead> <tbody> <tr> <td>031</td> <td>Mindfulness & Music Straw Bale Digital Studio</td> <td>Cris Tomos (C)</td> </tr> <tr> <td>033</td> <td>Community Renewable Energy Production</td> <td>Cris Tomos (C)</td> </tr> <tr> <td>037</td> <td>Haverfordwest Community Regeneration Hub</td> <td>Steven Jones (A)</td> </tr> <tr> <td>044</td> <td>Chwarae Maenor Scolton / Play Scolton Manor</td> <td>Steven Jones (C)</td> </tr> </tbody> </table> <table border="1" data-bbox="400 1424 1442 1944"> <tbody> <tr> <td>EOI-161031-2</td> <td>Community owned digital banking</td> <td>Cris Tomos (C)</td> </tr> <tr> <td>EOI-161031-5</td> <td>Solva Care</td> <td>Steven Jones (A)</td> </tr> <tr> <td>EOI-161031-6</td> <td>Marine Energy Supply Chain Development</td> <td>Steven Jones (A)</td> </tr> <tr> <td>FA-NIFT24</td> <td>FRAME OF MIND – New Well Being Centre</td> <td>Steven Jones (A)</td> </tr> <tr> <td>NIFT 37</td> <td>Feasibility – Haverfordwest Community Regeneration Hub</td> <td>Steven Jones (A)</td> </tr> <tr> <td>NIFT 39</td> <td>National Henry the VII Visitor Centre</td> <td>Emma Taylor (B), Christine Gwyther (B)</td> </tr> <tr> <td>NIFT 40</td> <td>Health Action Project</td> <td>Sue Leonard (A)</td> </tr> <tr> <td>NIFT 41</td> <td>Safer Communities</td> <td>Sue Leonard (A)</td> </tr> <tr> <td>NIFT 42</td> <td>Time Bank Sir Benfro</td> <td>Sue Leonard (B)</td> </tr> <tr> <td>NIFT 44</td> <td>Cultural Connections</td> <td>Steven Jones (B)</td> </tr> </tbody> </table>	Ref	RCDF Project Title	Declarations	031	Mindfulness & Music Straw Bale Digital Studio	Cris Tomos (C)	033	Community Renewable Energy Production	Cris Tomos (C)	037	Haverfordwest Community Regeneration Hub	Steven Jones (A)	044	Chwarae Maenor Scolton / Play Scolton Manor	Steven Jones (C)	EOI-161031-2	Community owned digital banking	Cris Tomos (C)	EOI-161031-5	Solva Care	Steven Jones (A)	EOI-161031-6	Marine Energy Supply Chain Development	Steven Jones (A)	FA-NIFT24	FRAME OF MIND – New Well Being Centre	Steven Jones (A)	NIFT 37	Feasibility – Haverfordwest Community Regeneration Hub	Steven Jones (A)	NIFT 39	National Henry the VII Visitor Centre	Emma Taylor (B), Christine Gwyther (B)	NIFT 40	Health Action Project	Sue Leonard (A)	NIFT 41	Safer Communities	Sue Leonard (A)	NIFT 42	Time Bank Sir Benfro	Sue Leonard (B)	NIFT 44	Cultural Connections	Steven Jones (B)
Ref	RCDF Project Title	Declarations																																												
031	Mindfulness & Music Straw Bale Digital Studio	Cris Tomos (C)																																												
033	Community Renewable Energy Production	Cris Tomos (C)																																												
037	Haverfordwest Community Regeneration Hub	Steven Jones (A)																																												
044	Chwarae Maenor Scolton / Play Scolton Manor	Steven Jones (C)																																												
EOI-161031-2	Community owned digital banking	Cris Tomos (C)																																												
EOI-161031-5	Solva Care	Steven Jones (A)																																												
EOI-161031-6	Marine Energy Supply Chain Development	Steven Jones (A)																																												
FA-NIFT24	FRAME OF MIND – New Well Being Centre	Steven Jones (A)																																												
NIFT 37	Feasibility – Haverfordwest Community Regeneration Hub	Steven Jones (A)																																												
NIFT 39	National Henry the VII Visitor Centre	Emma Taylor (B), Christine Gwyther (B)																																												
NIFT 40	Health Action Project	Sue Leonard (A)																																												
NIFT 41	Safer Communities	Sue Leonard (A)																																												
NIFT 42	Time Bank Sir Benfro	Sue Leonard (B)																																												
NIFT 44	Cultural Connections	Steven Jones (B)																																												
6. EU Exit	<p>Nothing to report at present.</p>																																													

Update Verbal	
<p>7. LAG</p> <p>Review Membership based on attendance. P7-161124</p>	<p>Cris outlined the need to send letters to non-attendees and invite new members. Ged Davies was recommended to join the LAG as a private sector representative given his recent appointment at Bluestone. This was proposed by Tony Baron and seconded by Stella Hooper and fully agreed by LAG members.</p> <p>It was proposed that non- attendance at 3 consecutive LAG meetings would indicate non interest in being part of the LAG and removal from the group. This would be subject to not receiving apologies. A polite letter would be sent to the member and the LAG would agree the outcome of each case. This was proposed by Stella Hooper and seconded by Sue Leonard and fully agreed by LAG members.</p> <p>It was unanimously agreed that the LAG should write a letter to One Voice Wales inviting them to attend LAG meetings. It was suggested that a letter should be sent to give them one final chance to attend but in addition the LAG should invite a representative Community Association to attend the LAG meetings.</p>
<p>8.</p> <p>RCDF EOI's received 31/10/2016</p>	<p>002 YR HEN YSGOL DINAS 014 SOUTH RIDGEWAY COMMUNITY ASSOCIATION 015 FISGHUARD YOUNG FARMERS CLUB 021 NEYLAND CIC 023 PEMBROKESHIRE FRAME 025 CANOLFAN GYMDEITHASOL BRYNBERIAN COMMUNITY CENTRE 026 PACTO 027 CANOLFAN GYMDEITHASOL BRYNBERIAN COMMUNITY CENTRE 031 CARE LTD 033 CARE LTD 037 HAVERFORDWEST COMMUNITY REGENERATION HUB (Gitty Coats) 044 PEMBROKESHIRE COUNTY COUNCIL 047 CAREW CHERITON CONTROL TOWER GROUP</p> <p>Rebecca V asked should members 'abstain' from voting if the application is written in Welsh as it could not be read and understood by non welsh-speakers, Christine G agreed. It was agreed that Cris T would ask Welsh Government (RCDF Scheme Management Unit) for translated copies of the forms received in the Round of funding and in future Rounds.</p>

	<p><i>It was agreed that all the above fit within the LDS as proposed by Christine Gwyther and seconded by Stella Hooper and agreed unanimously with no abstentions. Members who had declared interests had abstained at the individual voting stage.</i></p>
<p>9. Expressions of Interest, Full Application and New Ideas</p>	<p>P9a -161124 (Written Procedure VOTES October Applications) were unanimously approved as a true record.</p> <p>P9b – 161124 (Subgroup minutes 21/10/2016) were unanimously approved as a true record.</p> <p>P9c-161124 (Subgroup minutes 11/11/2016) were unanimously approved as a true record.</p> <p>P9d 161124 (Voting for non-attendees at 24/11/2016 meeting) approved as a true record as proposed by Stella Hooper and seconded by Sue Leonard.</p> <p>P9e 161124 (Summary of projects to be considered at 24/11/2016 meeting)</p> <p>EOI-161031-1 Doodle Maps <i>It was agreed to invite a full application.</i></p> <p>EOI-161031-2 Community owned digital banking <i>It was agreed to defer.</i></p> <p>EOI-161031-3 Pembrokeshire Youth Business Network <i>It was agreed to reject this proposal.</i></p> <p>EOI-161031-4 Pebbles in the pond <i>It was agreed to approve in principal but to look at using the community connector as the gateway and refocus on sustainability.</i></p> <p>EOI-161031-5 Solva Care <i>It was agreed to reject this proposal</i></p> <p>EOI-161031-6 Marine Energy Supply Chain Development <i>It was agreed to defer and suggested the applicant submit a more clearly defined and precise EOI".</i></p> <p>EOI-161031-7 Feasibility study, community and expert</p>

engagement in relation to refurbishment of Llanion Cove multi-use deep water jetty and access
It was agreed to defer for WG and other costs.

EOI-161031-8 Tir Coed - Ceredigion and Powys LAGs have approved the project.
It was agreed to invite a full application.

FA-NIFT24 FRAME OF MIND – New Well Being Centre
It was agreed to approve this application.

NIFT 37 Feasibility – Haverfordwest Community Regeneration Hub - The group felt that this is a poorly written application with little substance and unrealistic costings. Needs to show more people and community engagement.
It was agreed to reject this proposal.

NIFT 38 Helping Patients Change the NHS: Research and Feasibility
It was agreed to defer until confirmation of engagement from HDUHB is forthcoming in a letter of support.

NIFT 39 National Henry the VII Visitor Centre
It was agreed to invite a full application.

NIFT 40 Health Action Project - The group felt that there is duplication with other existing projects and the demand is not coming from the students.
It was agreed to reject this proposal.

NIFT 41 Safer Communities - The group felt that there were duplication issues and queried the costs. There was a suggestion that a listing/mapping of defibrillators in the county would be more useful and of people with first aid training in an area.
It was agreed to reject this proposal.

NIFT 42 Time Bank Sir Benfro - PAVS has a similar project being developed at a lower cost level so some duplication. It was felt that it is not sustainable and some areas costly.
It was agreed to defer this proposal.

NIFT 43 St David's Social Media City: Mobile App - There is an issue

	<p>of state aid as could be promoting one area over another. Not innovative, no evidence of need and not sustainable. Suggested that they have a dedicated page on another platform i.e. Facebook. <i>It was agreed to reject this proposal.</i></p> <p>NIFT 44 Cultural Connections – It was agreed that it is not sustainable or innovative and not value for money. <i>It was agreed to reject this proposal.</i></p>
<p>10. Budget Monitoring – P9 - 161124</p>	<p>Catrin Bradley discussed the papers and highlighted the values of approved and awaiting approval project allocation to date, by theme. It was reported that two projects had submitted claims and payments have been processed.</p> <p>She also explained that there have been two requests for information gathering visits and study trips to Ireland which could be directly funded under the LEADER Co-operation project which has a designated budget for travel of such activity. LAG would be informed of such requests and that some trips may take place in January and February 2017.</p> <p>It was agreed that Cris Tomos circulate a summary of the Regional South West & Central LAG Officers meeting to be held in early December to highlight what level the other counties/LAGs are at in terms of LEADER approved projects/claims.</p>
<p>11. LEADER Activity Report – P11-161124</p>	<p>Cris gave a summary of activities per theme. It was highlighted that the majority of the enquiries/projects were in the north of the county and therefore the members agreed that there is a need to encourage engagement with the southern communities. Steven J suggested that a map showing the activity/approved projects would be useful to see the geographical locations of the projects. Cris Tomos agreed this can be done and it could also show the splits per LEADER Theme too.</p> <p>Sue Leonard commented that several EOIs have been deferred or rejected under the health/health referrals remit so it would be good if the LEADER programme can provide a package of support for those deferred projects/groups e.g. complimentary services, social care, alternative therapy, GP referrals and so on. Emma Lewis suggested that PLANED organise a workshop/session to get all the interested individuals and groups together to discuss their ideas. Nic</p>

	<p>Wheeler said he had attended a couple of seminars recently and he will circulate the presentations from those events to the LAG members.</p>
<p>12. Thematic sub-groups Reports – P12-161124</p>	<p>Cris Tomos explained that all thematic leads had co-ordinated their thematic subgroups and the report highlighted interesting suggestions for review within the LDS. Emma Lewis stated that the Subgroups are excellent and are extremely important in the wider LAG remit. Steven Jones agreed but they need to be cautious in terms of trying to re-shape the LDS and the LAG needs to be representative of all the sectors to ensure consistency.</p>
<p>13. RCDF – Next EOI Rounds and Full Applications. (Verbal)</p>	<p>Catrin gave an update on the number of EOI's from Pembrokeshire and it was positive to hear that Arwain Sir Benfro has encouraged one of the largest numbers of applications across Wales. The next round of funding will open on the 1 December 2016 with a closing date of 31 March 2017.</p>
<p>14. FLAG update (verbal)</p>	<p>Emma Lewis stated that documentation had recently been received from WG and they are awaiting the inaugural meeting – she reminded everyone that the FLAG is a Pembrokeshire FLAG only.</p>
<p>15. LAG member updates (verbal)</p>	<p>Emma Lewis – suggested that everyone should encourage Pembrokeshire groups to apply for funding now while the funding is available so we should all be spreading the word.</p> <p>Tony Baron – FSB has recently published a report on Post Offices and banks that have closed and highlighting the difficulties of accessing banks (and the need for identification and so on); he also mentioned 'Banking Futures' and lobbying will commence in 2017.</p> <p>Emma Taylor – the review of National Parks is currently being undertaken/discussed, further update at the next meeting.</p> <p>Christine Gwyther – The current funding programme will come to an end very soon so they are currently looking for legacy projects to highlight financial resilience and so on; Communities For Work will continue until December 2017.</p> <p>Sonia Hay – agreed to present information on intermediate care which can be circulated to the LAG as shared learning. It was agreed to place a HDUHB Presentation on the agenda of the next LAG meeting.</p>

	<p>Steven Jones – shared PCC’s frustrations over the time things are taking to be delivered by WG, in particular new European Programmes including Cynnydd and Cam Nesa which are to be launched very soon. He mentioned the new Interreg project aimed at new businesses which will be launched soon, as well as a new Marine Renewable Energy project. He highlighted the Local Government Reform and regional collaborations which will affect Town & Community Councils.</p> <p>The Public Service Board has prioritised the Wellbeing Plan. PCC hope to launch a small grants award scheme (up to approx. £200) which can be used as Match Funding for LEADER applicants – further details to follow.</p> <p>Bob Phillips – will give a brief presentation at the next/future LAG meeting and it was agreed to place this on the agenda for the next meeting. He mentioned the Eco-Bank project as well as the BRICS project in conjunction with PLANED; he also highlighted the NVZ proposals in conjunction with the farming unions.</p> <p>Sue Leonard – Community Connectors team is now in place and the officers are getting out around the communities. She mentioned the successful Funding Fair that was held on 15th November, lots of good enquiries had been taken for LEADER and RCDF. She mentioned the first draft of the Wellbeing Assessment will be issued on Wednesday 30th November and the Population Needs Assessment will also be drafted very soon so these are two large pieces of work which will be important for the LAG’s future – it was agreed to place this on the agenda of the next LAG meeting.</p>
16. Any Other Business P16-161124 Latest LEADER Presentation.	<p>Highlighted the new LEADER presentation. Also mentioned that a large ‘cheque’ has been ordered in order for officers to capture photographic evidence for publicity purposes as well as further promotional and marketing initiatives including video footage of the successful projects.</p>
17. Date of Next Meeting -	<p>Consideration was given to a new schedule of meetings 3 times a year in line with the EOI time frames. It was agreed that the next meeting be held in late March 2017 but there is a need to hold an interim meeting in January or February to discuss the agreed matters arising.</p>

Meeting closed at 8:00pm

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 European Commission's Lifelong Learning Programme 2007-2013 ^[1] 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

Organisations	
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