



## Arwain Sir Benfro

### Pembrokeshire Local Action Group Meeting Minutes

28<sup>th</sup> July 2016 17.00, PLANED

#### **Present:**

Nic Wheeler –Chair (Independent)

Stephen Allsopp - PBN

Gordon Barry - PLANED

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

Christine Gwyther – Communities First (Third Sector)

Steven Jones – Pembrokeshire Community Council (PCC)(Public Sector)

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

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

Ken Murphy – Dyfed Archaeological Trust (Third Sector)

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

Emma Taylor – Pembrokeshire Coast National Park Authority (PCNPA) (Public Sector)

Rebecca Voyle – Farmers Union of Wales (FUW) (Private Sector)

Liz Williams - Pembrokeshire Tourism (Private Sector)

Martin White – Pembrokeshire Community Council (PCC)(Public Sector)

Steven Jones left at 6.15pm to be replaced by Martin White, both representing Pembrokeshire County Council.

#### **In attendance:**

John Davies (WG), Helen Murray (PLANED), Catrin Bradley (Finance Manager), Steven Bradley (LEADER Manager), Jess Morgan (Animation Officer), Liz Thomas (Office Manager).

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 33%, Third Sector 42% and Public Sector 25%.

<p>1. Welcome and introductions</p>	<p>Nic welcomed everyone to the meeting but especially John Davies from Welsh Government and Emma Taylor (PCNPA), Rebecca Voyle (FUW), Stephen Allsopp (PBN) and Gordon Barry (PLANED) who were attending the meeting for the first time. Nic explained the new coloured name cards depicting the sectoral split:  White for public sector;  Orange for private sector;  Green for third sector; and  Blue for non-voting attendees.  He asked members to nominate alternates, if they have not already done so and to make every effort to attend.  Helen Murray noted that whilst the representative for PLANED had a green name card, Gordon Barry would not be able to vote as a director of PLANED, the administrative body for the LEADER programme in Pembrokeshire.</p>
<p>2. Apologies</p>	<p>Tony Baron – Federation of Small Businesses (Private Sector)  Elin Brock – Pembrokeshire Housing Association Third Sector)  Gareth Bond Pembrokeshire College (Public Sector)  Sonya Douglas – Indycube (Private Sector)  Stella Hooper – Port of Milford Haven (Private Sector)  Jonathan Hughes – National Trust (Third Sector)  Denzil Jenkins – Cwmdeithas Cwm Cerwyn (Third Sector)  Steve John (One Voice Wales) (Third Sector)  Nick Lloyd – Job Centre Plus (Public Sector)  Caroline Mathias – Chwarae Teg (Third Sector)  Representation of Menter Iaith was questioned and to whether apologies had been given.</p>
<p>3. Minutes of the LAG meeting 28<sup>th</sup> April 2016</p>	<p><i>The minutes of the last meeting dated 28<sup>th</sup> April 2016 were approved as a true record by all present as proposed by Emma Lewis and seconded by Ged Davies.</i></p>
<p>4. Matters Arising</p>	<p>The website is now up and running and members have been issued with passwords to access the member area of the site.</p> <p>With regards to personal liability of LAG members, John Davies from Welsh Government (WG) will be sending out information in the next few weeks.</p> <p>The concerns regarding the confidentiality of applications discussed in a meeting where members of the public were re-stated. Further details will be circulated by Gail Merriman (WG) soon. As it stands</p>

	all information is only to be circulated within LAG member individuals.
5. Declarations of Interest	<p>Members declared interests in the following proposals:</p> <p>Steven Jones – RCDF 24, RCDF 93</p> <p>Gordon Barry – FA – EOI160222-07</p> <p>Mike Plumb – EOI160601-02</p> <p>Liz Williams – RCDF – 11, 24, 27, 93 101, NIFT 16 and NIFT 19</p> <p>Christine Gwyther – RCDF 11, 27</p> <p>Nic Wheeler – RCDF 11, EOI160601-4</p> <p>Emma Taylor – NIFT 19</p>
6. Update from Welsh Government re EU Exit	<p>John Davies opened by telling members “we are going out of Europe but that is all that is confirmed”. Assembly members and Welsh Government staff are working closely with the UK government to secure a funding package for Wales. Welsh Government staff have been advised that LEADER commitments will be honoured to December 31<sup>st</sup> 2020 as the RDP programme is domestic funded as well as European funding and the message at the CLLD meeting last Monday was that ‘as far as LEADER is concerned it is business as usual’.</p> <p>WG are also working with FLAGsand the same line will stand with them. Four areas are preparing their local development strategies: Ceredigion, Swansea, Pembrokeshire and North Wales. These will be submitted to WG by 16<sup>th</sup> September 2016 with expected approval by the end of 2016.</p> <p>There will be three more windows of RCDF; August 2016, December 2016 and February 2017. Any approved projects must be completed by December 2018.</p> <p>From round one 70 projects were approved to progress to full applications and 101 expressions of interest have been received in round two. No full applications have been received so far but there is £1 million in the fund and the total value of applications invited to apply so far is £9.5 million.</p> <p>For Measure 7.1 pre-application work there is a £1 million pot to be allocated across the LAGS. Gail Merriman is working on the best way to put this into action.</p>

	<p>Nic thanked John for the update and added that there had been 9 RCDF applications in the first round and 14 in the second round from Pembrokeshire. He suggested that due to the changing situation that Brexit should be put on the agenda for every meeting.</p>
<p>7. Flag Representation</p>	<p>Arwain Sir Benfro has been invited to have a representative on the Pembrokeshire FLAG. Nic reported that Emma Lewis has a lot of experience with ports and fisheries and is willing to be nominated. Nic asked for further nominations, there were none. <i>Nic proposed that Emma Lewis should be the LAG representative on the FLAG. This was agreed by all present.</i></p>
<p>8. New Ideas, Expressions of Interest and Full Applications P8 WP1-160728, P8 WP2-160728, P8a-160728 P8b-160728 P8c-160728 P8d-160728 through to P8j-160728</p>	<p>Emma Lewis, as a representative of the Initial Assessment Sub Group, expressed her wish that all members discuss the applications and any concerns they may have and does not want the recommendations from the group just rubber stamped.</p> <p style="padding-left: 40px;">The results of both P8 WP1-160728 and P8 WP2-160728 are being taken forward by officers.</p> <p>P8a-160728</p> <p>The minutes of the initial assessment sub group were presented for information. <i>It was proposed that the recommendation of the LAG commissioning a piece of work to look at the value of schemes such as treats for time be progressed and that it should be included in any review of the intervention logic table. This was proposed by Sue Leonard and seconded by Christine Gwyther.</i></p> <p>The LAG can be proactive and can address the issue, write a specification and procure the study following guidance in the LEADER 'Conceiving and Commissioning Projects' paper. Christine Gwyther would like to be involved.</p> <p>The scores and comments were considered from the Initial Assessment Sub-group meeting and the proposals were taken in turn with the following comments:</p> <p style="padding-left: 40px;">P8b-160728</p>

	<p><b>FA – EOI160222-07 Innovative Heritage</b> - no comment</p> <p><b>NIFT4</b> - <b>Inspiring pathways</b> – a query was made regarding mileage being charged at 70p per mile – it was explained that it is for a minibus and includes fuel and insurance.</p> <p><b>NIFT 16</b> - <b>Your local crowd</b> possible state aid issue and lack of community involvement</p> <p><b>NIFT 17</b> - <b>Feasibility study for Marine Equipment Testing Areas (META)</b> no comment</p> <p><b>NIFT 18</b> - <b>Haverfordwest Castle</b> no comment</p> <p><b>NIFT 19</b> - <b>Marine Code Awareness Raising</b> no comment</p> <p><b>Coop1</b> - <b>Teifi Trail and Destination Development Project</b> Money from each LAG is proportional to path.</p> <p><i>It was agreed to accept all of the recommendations of the Initial Assessment sub-group. All of the above, excluding NIFT 16 - Your Local Crowd, were approved subject to comments being acted on as proposed by Sue Leonard and seconded by Christine Gwyther and agreed unanimously with no abstentions.</i></p> <p><i>It was agreed to reject NIFT 16 ‘your local crowd’ on the basis of analysis carried out by the Initial Assessment sub-group.</i></p> <p>At this point Steven Jones (PCC) left the meeting and Martin White arrived to represent PCC.</p>
<p>9. RCDF Expressions of Interest P9a - 160728</p>	<p>007 Bethesda Chapel 011 Wildlife Trust 012 Cilgwyn Community Group 017 Bwlch EOI 018 Save our Playgrounds 024 Withybush Wood Historical Enhancement 027 FWW Activity Hub 039 Manorbier Community Hub</p>

	<p>041 Star Community  042 Hermon Community Resilience Learning Hub  044 Solva AFC  057 Strawbale community digital studio  093 Play Scolton Manor  101 Pembrokeshire Mencap</p> <p>P9a – 160728 outlined the votes received and P9b – 160728 is for information only and not to be circulated further.</p> <p><i>It was agreed that all the above fit within the LDS as proposed by Ged Davies and seconded by Ken Murphy and agreed unanimously with no abstentions. Members who had declared interests had abstained at the individual voting stage.</i></p> <p>Some feedback had also been received during the written procedure and should the groups contact the team they can be advised. A considerable amount of work has been done by the LEADER team to support these EOI's.</p> <p>Sue Leonard asked what WG do to see that this is the best way to spend the money. John Davies explained that there are 9 specific questions that WG use in their process of decision making. Of the 151 applications in the first round only was only Eol came directly through to Welsh Government, all others came through LAGs; 71 EOI's were approved in the first round.</p>
<p>10. Budgeting  Monitoring –  tabled  P10 - 160728</p>	<p>Catrin Bradley took members through the financial allocations to date. A summary sheet illustrated the allocation for full applications pending, projects awaiting approval and approved projects and compared to budget available by theme. To date £94,946 of projects had been approved and have been issued approval letters. The LAG were potentially approving £108,232 of projects, with a further £1.3 million of funding being requested through the EOI process and the LAG were awaiting submissions of the full applications for consideration. Rejected or withdrawn EOI or full applications were also listed.</p> <p>It was noted that eight approved EOI's from the February meeting had not submitted full applications as yet and would have until the</p>

end of August to submit to be within the 6 month time frame allowed. At the February meeting some groups were asked to only submit one bid at that stage and as Volunteering for Pembrokeshire is involved in a wider partnership, PAVS has decided to withdraw the application in favour of Active and Connected Communities.

It was clarified that PAVS have not formally withdrawn their Social Enterprise project as they are waiting for guidance from WG regarding State Aid. Cris Tomos will follow up enquiry regarding block exemptions.

Catrin stated that WG have requested that all LAGs re-submit delivery profiles by 30th September 2016 in light of further guidance on grant funded activity and procured activity. Catrin noted that the existing procurement budget heading will be split to reflect and account for the application rounds and process, which be recorded as grant funding with all beneficiaries requiring a CRN (customer reference number - registered with WG), and some of the budget remaining for LAG to commission and procure specific activity. The application (EOI) processes implemented to date could continue on the same basis, but claimed differently within the delivery profile.

Catrin highlighted that the allocations as presented showed that Theme 3 is oversubscribed against the budget, and that it may be necessary in due course to transfer money across themes or consider closing themes which have little allocation. Given that it was considered still in early stages of the programme and there is a possibility that many of the projects will not develop to full application or not be approved this was an aspect that the LAG would need to monitor and review in a year's time.

Catrin also reported on the operational spend to date of both Implementation and Co-operation projects set against the 2016 budget allocations. Spend was relatively on profile for staff given that staff started in February and one staff member is going on maternity leave. There would be a small underspend which would be within the 15% variance approved by WG.

It was noted that another member of the team will pick up some of the work of the staff member going on maternity leave.

<p>11. LEADER Activity Report P11a-160728, P11b-160728, P11c-160728</p>	<p>Steven Bradley highlighted a number of points from the report including the attendance at the RDP awareness events. There were 130 attendees across the 6 events which resulted in a number of applications being received. He asked members to let the team know if there are any events that we can attend to promote the project. Arwain Sir Benfro will have a stand at the County Show and there will be a press release prior to this. It was decided to postpone the launch event of Arwain Sir Benfro due to referendum result. Steven pointed out that the 1+ in bold on page 9 referring to the number of LEADER enquiries/information sent/meeting should read 150.</p> <p>The website is up and running and social media, twitter and facebook are regularly updated. Steven explained that the name badges distributed at the start of the meeting were for members to be able to champion Arwain Sir Benfro at events being attended and generic cards will be issued soon.</p> <p>Feedback from members was that the reporting mechanism is interesting and it is useful to see the quantity and breadth of interaction with the public and the outcome of the activity. It could be useful to have thematic reporting as an appendix and to see what the conversations are yielding to give a much richer picture.</p> <p>Emma praised the team for the RDP awareness events and Sue Leonard agreed that the events were very useful for PAVS.</p> <p>Helen outlined the current position regarding evaluation. She noted that the team had begun adapting the data system so that it captures outcomes and monitoring and our social media outcomes. Three members of staff are attending a Wales Rural Network event on the 3 August where Victoria Seddon (Senior Research Officer with WG) is speaking and will explain provide further guidance on monitoring and evaluation.</p>
<p>12. Thematic Sub-groups – verbal update</p>	<p>Helen reflected on comments made earlier in the meeting about the opportunity to increase procurement by the LAG, but also that we would need to have some ideas about what should be procured, how and why. The Local Development Strategy was developed 18 months ago and was updated March/April and</p>

	<p>reflects our Intervention Logic Table. She went on to explain that there is no strategic group in Pembrokeshire and we need to plug into the strategies of other partner organisations.</p> <p>Helen encouraged members to join the thematic groups to inform the future development of Arwain Sir Benfro through updating its ILT and LDS. It is also a critical reference group for the implementation officers. Members of each thematic sub group could then be on the Initial Assessment Sub Group.</p> <p>Martin White informed members that a study is underway looking at how Pembrokeshire's economic strategy compares with economic strategies of other similar rural, peripheral locations. The report is due at the end of October 2016 and can be shared with the LAG.</p>
13. Any other business	<p>PAVS will have a stand in the Community Zone at the County Show (16 – 18 August).</p> <p>A Health and Wellbeing event looking at preventions and good practice will be held on 30 September at Narberth.</p>
14. Date of next meeting	29 <sup>th</sup> September 2016, 5pm PLANED.

Meeting closed at 19.30

## 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