



Arwain Sir Benfro

Pembrokeshire Local Action Group Meeting Draft Minutes

27th July 2017 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)
Mike Neal – PLANED (Third Sector)
Robert Phillips – Natural Resources Wales (NRW) (Public Sector)
Iain Robertson- Steel – Hywel Dda U.H.Board (Public)
Emma Taylor – Pembrokeshire Coast National Park Authority (PCNPA) (Public Sector)
Rebecca Voyle – Farmers Union of Wales (FUW) (Private Sector)
Nic Wheeler – Chair (Independent)

In attendance:

Catrin Bradley (Finance Manager), Jess Morgan (Animation and Impact Officer), Liz Thomas (Officer 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 24), rounded down to the nearest whole number.

Attendees: Private Sector 27%, Third Sector 36.5% and Public Sector 36.5%.

1. Welcome and introductions	Nic welcomed everyone to the meeting
2. Apologies	Gareth Bond - Pembrokeshire College (Public Sector) Ged Davies – Bluestone (Private Sector) Sonya Douglas – Indycube (Private Sector) Jonathan Hughes – National Trust (Public Sector) Ken Murphy – Dyfed Archaeological Trust (Third Sector)

	Mike Plumb – National Farmers Union (NFU) (Private Sector) Liz Williams - Pembrokeshire Tourism (Private Sector)																		
3. Minutes of the LAG meeting 30 th March 2017	<i>The minutes were then approved as a true record by all present as proposed by Emma Taylor and seconded by Sue Leonard.</i>																		
4. Matters Arising	<p>Following advice from insurers Catrin confirmed that it was not possible to have liability cover for the LAG members as they are not a legal entity.</p> <p>It was noted that a member to cover Welsh Language should be in attendance.</p> <p>Information on the activity of other LAGs is available on the Wales Rural Network website. Members can look on the website and there is a newsletter if they want to see what other groups are doing. SB spoke to John Davies from the Wales Rural Network at the Royal Welsh Show who praised independent LAGS adding that mature LEADER groups have more grass roots bids coming through.</p> <p>A survey for the PSB was circulated.</p> <p>Nic confirmed the members of the Monitoring and Evaluation Group as: Stella Hooper, Ged Davies, Christine Gwyther, Jonathan Hughes, Emma Taylor, Gwyn Evans.</p>																		
5. Declarations of Interest	<p>The LAG use A, B or C with C being the highest level and would therefore merit the member leaving the room during discussions. Members declared interests in the following proposals:</p> <table border="1"> <thead> <tr> <th>Ref</th> <th>Title</th> <th>Declaration</th> </tr> </thead> <tbody> <tr> <td>FA 2-07.07.17</td> <td>Tenby Museum</td> <td>Emma Taylor (C)</td> </tr> <tr> <td>FA3 – 07.07.17</td> <td>West Wales Rivers Trust</td> <td>Emma Taylor (C) Bob Phillips (B)</td> </tr> <tr> <td>E.O.I. 1 – 30.06.17</td> <td>Fab Lab Digital Competency Programme</td> <td>Steve Jones (A) Sonya Douglas (A)</td> </tr> <tr> <td>E.O.I. 2 – 30.06.17</td> <td>Solva Care</td> <td>Emma Taylor (B) Christine Gwyther (B)</td> </tr> <tr> <td>E.O.I. 5</td> <td>Pembrokeshire Flagship</td> <td>Emma Taylor (B)</td> </tr> </tbody> </table>	Ref	Title	Declaration	FA 2-07.07.17	Tenby Museum	Emma Taylor (C)	FA3 – 07.07.17	West Wales Rivers Trust	Emma Taylor (C) Bob Phillips (B)	E.O.I. 1 – 30.06.17	Fab Lab Digital Competency Programme	Steve Jones (A) Sonya Douglas (A)	E.O.I. 2 – 30.06.17	Solva Care	Emma Taylor (B) Christine Gwyther (B)	E.O.I. 5	Pembrokeshire Flagship	Emma Taylor (B)
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	30.06.17	Heritage Attraction	Christine Gwyther (A) Steven Jones (B)
	NIFT 73	Agri-environment Quality Indicators	Bob Phillips (A)
	NIFT 76	Pembrokeshire Visitor Giving Feasibility Study	Emma Taylor (B) Christine Gwyther (B) Rebecca Voyle (A)
6. EU Exit Update Verbal	<p>Eluned Morgan Report “Time to meet the Challenge 2015” had been sent out with meeting papers.</p> <p>Steven has arranged a date of 28th September for Eluned to come and give an update for LAG members, PLANED Board and some network members – will confirm nearer the time.</p>		
7. LEADER NIFT, EOI's and Full Applications	<p>7a - PA – 170727 (minutes of the sub-LAG meeting 26/05/2017 and 30/05/2017) – were unanimously approved as a true record. It was reiterated that any member of LAG is welcome to attend the sub LAG meeting and they will continue to be held on Fridays.</p> <p>7b – 170727 had been approved through written procedure</p> <p>7c – 170727 (minutes of the sub-LAG meeting 21/07/17) – were unanimously approved as a true record</p> <p>7d – 170727 voting for non-attendees at 27/07/2017</p> <p>P7e – 170727 – Summary of projects to be considered 27/07/2017</p> <p>FA1 07.07.2017 Cohousing Hafan Las: Research into a pilot Cohousing Community in Pembrokeshire In line with the recommendation of the sub-LAG this project should be closely monitored.</p> <p><i>It was agreed to support this application</i></p> <p>FA2 07.07.2017 Tenby Museum and Gallery – A museum for the Community <i>It was agreed to support this application</i></p>		

FA3 07.07.2017 West Wales Rivers Trust: West Wales Angling Passport

Bob Phillips declared a level B interest

In line with the recommendation of the sub-LAG members questioned the need for this when information can be easily found on the internet. The application made no mention of how it will be updated. State Aid issues would need to be checked as it would be competition. They questioned the need and value of the project.

It was agreed to reject this application

FA4 07.07.2017 Haverhub CIC: Haverfordwest Community Regeneration & Innovation Hub Scoping Study

Stella Hoper declared a level A interest.

In line with the recommendation of the sub-LAG this project should be closely monitored.

It was agreed to support this application

FA5 07.07.17 PLANED Ltd – Community Foundation Pembrokeshire Pilot

Nic informed members that he had not expected to see this come forward as an application as it had been agreed at the mid-term review. He expected that PLANED would action this in a proportional way with the LAG procuring it. He acknowledged the rationale for submitting a detailed application to the LAG.

Tony Baron proposed the administrative body submit a phased strategy investigating the parameters of the project via a feasibility study that can be done by PLANED or commissioned with limit of £20,000. Sue Leonard seconded it and offered support with drawing up a brief and sit on an interview panel. Christine Gwyther offered to sit on a group.

FA6 07.07.2017 – West Wales Credit Union – Community Finance Pembrokeshire

It was confirmed that the state aid issue had been clarified with WG in December long before the application was submitted.

Members wanted the applicant to confirm that the services of all banks would be offered and not just that of the credit union.

WG response: *“Credit Unions are a legal entity that takes in money*

and lends money and is regulated by the Financial Conduct Authority and I'm afraid their core activities would be seen as a commercial undertaking.

*In speaking with Neil, if the project was to provide a financial services access pilot so they create new opportunities for people to come to the village hall to use ICT access with some support then that could be eligible. But the person doing the supporting would have to help people access all of the banks and building societies and **not just the Credit Union in question.**"*

It was agreed to approve this application on condition of the State Aid rules being adhered to with the delivery of services of others and not just the credit union.

E.O.I. 1 – 30.06.17 - Fab Lab Digital Competency Programme

Sonya Douglas declared a level C interest and could not vote.

Steven Jones declared a level B and Tony Baron declared a level A

It was agreed to invite a full application.

E.O.I.2 – 30.06.17 – Solva Care

It was suggested that the applicant meet with Sue Leonard, Emma Taylor and someone from the Health Board to ensure they identify what is unique and to look at the scaling up and innovation.

It was agreed to defer the application.

E.O.I. 3 – 30.06.17 Project Dynamo

It was agreed to invite a full application.

E.O.I. 4 – 30.06.17 21st Century Halls Pilot

Jess Morgan declared a level C and left the meeting.

Members followed the recommendation of the sub-LAG that it was hugely expensive and questioned whether or not it is sustainable. It was felt that an officer to support halls would be a good idea but that this was not innovative and should have been discussed with the Community Halls Forum/Network. The application was not from a constituted group and members felt that an application like this should be led by PAVS and PLANED with a closed end proposal utilising the best practice from some halls.

It was agreed to reject this application.

E.O.I. 5 – 30.06.17 Pembrokeshire Flagship Heritage Attraction: Project Feasibility and Delivery Plan

Steven Jones declared a level B interest and abstained from voting Stella Hooper and Tony Baron declared a level A interest

It was agreed to invite a full application but requested that the options feasibility study be added as an appendix.

E.O.I. 6 – 30.06.17 Pembrokeshire Skills Register

In line with the recommendation of the sub-LAG it was felt that this duplicates what is already on offer and there was little benefit other than to the applicant.

It was agreed to reject this application

E.O.I. 7 – 30.06.17 Thriving local economies and wellbeing

Jess Morgan declared a level C interest and left the meeting. Stella Hooper declared a level A interest.

There was a discussion around active citizenship but it was recommended to ask the applicant to revisit and revise the application as there are some really good ideas.

It was agreed to reject this application

E.O.I. 8 – 30.06.17 Welsh International Hospitality Academy (WIHA)

Information has been received since the Sub-LAG met that the training at the Fourcroft has ceased and the hotel sold. An academy has been established at The Grove in Narberth. The College and the Grove have been part of discussions with the applicant.

It was agreed to invite a full application.

NIFT 73 – Agri-environment Quality Indicators

It was agreed to invite a full application.

Steven Jones left the meeting 7.35pm

NIFT 74 - Dadeni

	<p>This project was rejected on the grounds that the LAG is not funding social prescribing/green prescription activity, however this group will be invited to be part of discussions exploring commissioning opportunities.</p> <p><i>It was agreed to reject this application</i></p> <p>Following a discussion it was agreed that Michelle Copeland, Jetske Germing, Angela Phillips, Hannah Buck and Annie Slater meet to draw up a paper to present to the LAG with a view to procuring activity for the November meeting.</p> <p>NIFT 75 – St David Social Media City: Mobile App</p> <p><i>It was agreed to invite a full application</i></p> <p>NIFT 76 – Pembrokeshire Visitor Giving Feasibility Study</p> <p><i>It was agreed to invite a full application</i></p>
<p>8.</p> <p>Transnational Co-operation Process Paper P8a - 170727 P8b – 170727 Eco museum</p>	<p>Bob Phillips left the meeting at 7.50pm</p> <p>The presented paper on the Transnational Co-operation process was approved unanimously.</p> <p>Nic suggested that the LAG consider looking at transnational projects around community foundation, eco museum and green health/social prescribing.</p> <p>PLANED has a lot of experience with transnational projects. The ENRD website is available with a section on transnational opportunities https://enrd.ec.europa.eu/</p> <p>The paper submitted regarding a transnational co-operation project about Eco Museums was agreed unanimously and invited a full application for the November meeting.</p>
<p>9. Budget an spend to date P9a - 170727 P9b - 170727 P9c - 170727</p>	<p>The report had been distributed and there were no queries.</p> <p>It was noted that although almost a million pound has been allocated only £81,000 has been claimed by the projects.</p> <p>A monitoring and evaluation group will meet in September.</p>

	Stella Hooper left the meeting at 8.20pm
<p>10. LAG Review Process P10a – 170727 Notes of Mid-term Review P10b – 170727 Communications Report P10c – 170727 Fact sheet</p>	<p>Need to look at staffing, budgets and targets. LAG members were reminded that the fixed term contracts for thematic officers are due to end January 2018. It was also noted that Alice Gardener (theme 3) did not return following maternity leave in May; Roxanne Treacy (theme 4) finished at the end of June and Cris Tomos's role is being reviewed in light of his new responsibilities as County Councillor.</p> <p>Videos of ASB activity are being shown at the Royal Welsh Show. These are also available on the ASB website.</p>
<p>11. Monitoring and Evaluation Sub-Group (verbal) – staffing budgets, targets.</p>	<p>The Monitoring and Evaluation group that will meet in September will consider the roles of thematic officers and any other roles required by the LAG to deliver the remaining term of the programme – Admin body to prepare a paper on options with staffing structure.</p> <p>It was suggested that the LAG look at some larger projects that meet our objectives and have greater impact. This could be through application or procurement. Catrin stated that there is an option to via cross budgets.</p> <p>It was agreed to invite all LAG members to the Monitoring and Evaluation meeting early in September – date to be set by doodle poll.</p>
<p>12. LEADER Activity Report March – June 2017</p>	<p>Members were encouraged to follow on the twitter and Facebook pages and regularly visit the website for information on project activities.</p> <p>Facebook</p> <p>Twitter</p> <p>Website</p> <p>http://www.arwainsirbenfro.cymru</p>

13. FLAG update (verbal)	It was launched last month. An officer is currently being recruited. ASB will be working closely with PCC.
14. LAG Member round table updates (verbal)	The Health Board is consulting on clinical services and everyone was encouraged to complete the survey and promote to networks.
15. Any Other Business	There was no other business
16. Date of Next Meeting	Written procedure 29 September Next full LAG meeting 30 th November

Meeting closed at 8.45pm

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