



Arwain Sir Benfro

**Pembrokeshire Local Action Group Meeting
Minutes**

27 September 2018 17.00, PLANED

Present:

- Tony Baron – Federation of Small Businesses (FSB) (Private Sector)
- Gareth Bond - Pembrokeshire College (Public Sector)
- Ged Davies – Bluestone (Private Sector)
- Christine Gwyther - Pembroke Dock Town Team (Third Sector)
- Stella Hooper – Port of Milford Haven (Private Sector)
- Steve John - One Voice Wales – (Public Sector)
- Steven Jones - Pembrokeshire County Council (PCC) (Public Sector)
- Sue Leonard – Pembrokeshire Association of Voluntary Services (PAVS) (Third Sector)
- Elaine Lorton – Hywel Dda University Health Board (Public Sector)
- Charles Mathieson – Pembrokeshire Coastal Forum (Private Sector)
- Mike Neal – PLANED (Third Sector)
- Rebecca Voyle – Farmers Union of Wales (FUW) (Private Sector)
- Nic Wheeler – Chair (Independent)

In attendance:

Catrin Bradley (Finance Manager), Jess Morgan (LEADER Manager), 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 at the moment 21 rounded down to the nearest whole number.

Attendees: Private Sector 42%, Third Sector 25% and Public Sector 33%.

<p>1. Welcome and introductions</p>	<p>Nic welcomed everyone to the meeting and particularly Elaine Lorton to her first meeting representing Hywel Dda University Health Board.</p>
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2. Apologies	<p>Rhidian Evans – Menter Iaith Sir Benfro (Third Sector)</p> <p>Bryn Higgs – Pembrokeshire Coast National Park Authority (PCNPA) (Public Sector)</p> <p>Jonathan Hughes – National Trust (Third Sector)</p> <p>Martin Horne – Transition Bro Gwaun (Third Sector)</p> <p>Emma Lewis – (Vice Chair) Pembrokeshire Association of Community Transport Organisations (PACTO) (Third Sector)</p> <p>Ken Murphy – Dyfed Archaeological Trust (Third Sector)</p> <p>Robert Phillips – Natural Resources Wales (NRW) (Public Sector)</p> <p>Mike Plumb – National Farmers Union (NFU) (Private Sector)</p> <p>Liz Williams - Pembrokeshire Tourism (Private Sector)</p>
3. Minutes of the LAG meeting 21 st June 2018	<p>Steven Jones asked that the minutes regarding FLAG under item 11 be changed from “Emma Wooten has resigned and no replacement has been found” to “Emma Wooten has resigned and recruitment has not yet begun”.</p> <p><i>With this amendment made the minutes were approved as a true record by all present as proposed by Charles Mathieson and seconded by Gareth Bond and agreed unanimously.</i></p>
4. Matters Arising	<p>Steven confirmed that Gwyn will circulate the Brexit Report (Pembrokeshire County Council Impact Log) as discussed at the last meeting.</p> <p>Innovative Heritage – The result of the written procedure was 5 votes in favour; 1 vote to defer; 1 vote against; 1 abstention; and 1 member who voted but should have abstained as they are a partner in the project.</p> <p>Wavehill, the successful candidate appointed to carry out the evaluation of the project, will attend the LAG meeting in November.</p> <p>The re-profiling of the projects has been approved by Welsh Government to extend the LAG to 2023. This is an extension of time but no additional funding.</p> <p>New Chief Executive Officer of PLANED, Iwan Thomas takes up his post on the 1st October.</p>

<p>5. Declarations of Interest</p>	<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" data-bbox="411 315 1453 862"> <thead> <tr> <th data-bbox="411 315 643 360">Ref</th> <th data-bbox="651 315 1018 360">Title</th> <th data-bbox="1026 315 1453 360">Declaration</th> </tr> </thead> <tbody> <tr> <td data-bbox="411 371 643 539">FA3 18.09.27</td> <td data-bbox="651 371 1018 539">Cultural heritage and the digitisation of the historic environment record</td> <td data-bbox="1026 371 1453 539">Ken Murphy (C)</td> </tr> <tr> <td data-bbox="411 551 643 719">FA4 18.09.27</td> <td data-bbox="651 551 1018 719">Local Energy Action Force</td> <td data-bbox="1026 551 1453 719">Stella Hooper (C) Charles Mathieson (A) Sue Leonard (C) Ged Davies (A)</td> </tr> <tr> <td data-bbox="411 730 643 862">EOI 180927 – 1</td> <td data-bbox="651 730 1018 862">Building Pembrokeshire’s Capacity to Care</td> <td data-bbox="1026 730 1453 862">Sue Leonard (C) Ged Davies (A) Steven Jones (A)</td> </tr> </tbody> </table>	Ref	Title	Declaration	FA3 18.09.27	Cultural heritage and the digitisation of the historic environment record	Ken Murphy (C)	FA4 18.09.27	Local Energy Action Force	Stella Hooper (C) Charles Mathieson (A) Sue Leonard (C) Ged Davies (A)	EOI 180927 – 1	Building Pembrokeshire’s Capacity to Care	Sue Leonard (C) Ged Davies (A) Steven Jones (A)
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<p>6. Animation and Activity Update</p> <p>Brexit Update</p>	<p>P6a – 171130 Animation Report – Jess gave an update of activity over the last 3 months including our presence at the County Show and Narberth Food Festival as well as the PLANED AGM and highlighted the number of events coming up over the next few months.</p> <p>Visitors from Finland are scheduled to visit Pembrokeshire in October to learn about Arwain Sir Benfro, LEADER activity, particularly around the circular economy and co-operation.</p> <p>There was a brief discussion about the spread of projects geographically across the county and it was explained that some projects are pan county but based somewhere specifically. An example of which is the Innovative Heritage project which covers many coastal area including Dale and Marloes but is based at PLANED so shows up on the map as Narberth. It was acknowledged that good work has been done to ensure a geographic spread.</p> <p>A Regional LAG meeting for Officers and Chairs is being held in Carmarthen on the 24th October 2018 (tbc) Nic will raise Brexit at this event.</p> <p>P6b – 171130 Activity report – No comments</p> <p>Chair, Nic Wheeler referred to the recent PLANED AGM, and the presentations from Prof Sarah Skerratt of the Scottish Rural Policy</p>												

	<p>Centre, and Mark Drakeford, AM, Welsh Government Cabinet Secretary for Finance. Nic saw the challenges as including</p> <ul style="list-style-type: none"> i) Retaining priority for communities and the rural agenda ii) Not only the amount of funding but how and where it will be prioritised, distributed, and whether risk and innovation will still be key iii) New structures and Networks, and the role and place of Welsh Government iv) The retention of accumulated experience, expertise and skills, in both staff and organisations and v) Retaining support mechanisms for communities, new businesses and individuals, including tackling poverty and social isolation in rural areas. <p>Mark Drakeford had indeed talked about 'learning the positive lessons of LEADER, including the importance of the partnership approach when deploying funds, pooling experience -"in many ways the LEADER model". He reiterated that Welsh Government is committed to keeping funds to a dedicated stream, and guaranteeing it for a limited period.</p>
<p>7. LEADER EOI's and Full Applications</p>	<p>P7a – 180927 (Subgroup minutes 07.09.18) P7b – 180927 (Summary of projects to be considered at 27/09/2018 meeting) P7c– 180927 – Scoring sheet from Sub-LAG 07.0918 P7d- 180927 (Voting for non-attendees at 27/09/2018 meeting) See the full details of submissions of 4 Full Applications on this link http://www.arwainsirbenfro.cymru/downloads</p> <p>FA1 – 180927 Pembrokeshire seaweed supply chain</p> <p>This project is ineligible. The reasons are that it is eligible for FLAG funding and is not an innovative process as there are similar examples in Europe.</p> <p>FA2 – 180927 – Postcards and Podcasts</p> <p><i>It was agreed to approve the application.</i></p> <p>FA3 - 180927 - Cultural heritage and the digitisation of the historic environment record</p>

It was addressed that staff cannot give volunteer time and that there is outside volunteer time being used for match. It was suggested that community members should be encouraged to be involved. LAG could be open to paying for volunteer expenses for travel.

It was agreed to approve the application

FA4 – 180927 - Local Energy Action Force

Members liked the project. The project would benefit from being more holistic, dealing with energy efficiency and conservation advice as well as generation. To complete the circle and complement the awareness building aspects of the project, advice on energy options, comparative costs and availability would be useful for communities and individuals to have more information to hand on which to base decisions.

Director in kind cannot be used for match funding so project officers will need to support the applicant to find the shortfall.

It was agreed to approve the application - 1 abstention.

EOI 180223 - 8 180621 FA4 Re looked at LAG 180927 - DIAL: Digital Inclusion and Learning for People with Learning Disabilities and Autism

It was agreed to approve the application

CO-OP COOP 07 180927 - Hyfforddi Hyfforddwyr Sir Benfro Radio Beca (Training Pembrokeshire Trainers)

It was agreed to approve the application 1 abstention

LAG needs to agree that projects can be accepted that finish later than September 2020 now that an extension has been agreed. *To be discussed at the November LAG meeting.*

EOI 180927-1 - Building Pembrokeshire's Capacity to Care

Discussion around direct payments being different in England. The entrepreneurial element was emphasised. Comments were made about the use of a consultant from outside the area. It was agreed by members that the premise is a good idea but did not like the proposed delivery mechanism of the project. They do not wish to

	<p>give 95% of the cost to an agency outside of Pembrokeshire. They would rather build capacity and use local expertise to develop the idea in a Pembrokeshire context.</p> <p>It was noted that the application is for 24 months, not 12 months as mistakenly written in the summary.</p> <p><i>It was agreed to invite a full application with consideration given to the above.</i></p> <p>EOI 180927-2 - Re-use Futures in Wales</p> <p><i>It was agreed to invite a full application</i></p>
<p>8. Budget and spend to date</p> <p>P8a – 180927</p> <p>P8b – 180927</p> <p>P8c - 180927</p> <p>P8d – 180927</p> <p>P8e – 180927 (tabled)</p>	<p>Finance Manager Catrin Bradley tabled a document that was presented to both Sub Lag (07/09/2018) and the Monitoring & Evaluation Group meeting (17/09/2018) which captured the Implementation approved budgets, commitments to date, in process and remaining budget. The tables also showed potential re-profiling of the budgets in preparation for the next re-evaluation. The papers circulated in advance of the meeting were discussed:</p> <p>P8a – 180927 – no comments.</p> <p>P8b – 180927 – It was noted that a column had been added to the claimed to date sheet which logged any slippage claimed. This will be monitored closely with a view of re-allocating underspends. It was requested to have the traffic light system applied to this table.</p> <p>P8c – 180927 – It was noted that given that Co-operation projects have been approved there would be a requirement to re-profile the existing approved staff costs to the grants budget. This should be done as part of the next re-evaluation.</p> <p>P8d – 180927 – the tables noted the spend to date on all four LEADER projects (Running Cost, Animation, Implementation and Co-operation). The chair noted that the match funding on the Implementation and Co-operation project was being collated.</p>
<p>9. a Monitoring and Evaluation</p>	<p>P9a – 180927 Performance data,</p>

Sub-Group (verbal)	<p>Sue asked if there had been further guidance about participant data required by WG. She noted that we cannot be expected to collect the data retrospectively. It was suggested that it may be possible to replace the particular PI should it be difficult to respectively collate data in light of the having received no guidance. Nic will bring this up at a regional level with the LAG Chairs and also suggested that we contact our AM's.</p> <p>P9b – 180927 MEG Minutes 17.09.18 – no comments</p>
10. Procurement	<p>Community Foundation – Sue Leonard gave an update on progress. Wavehill has been appointed and an inception meeting has taken place. A delivery timeline has been agreed which starts with desktop research and stakeholder interviews in September/October. Cris Tomos is having a Skype meeting with Eva from Wavehill tomorrow and they will be presenting their findings at the November meeting.</p> <p>Arts Network – Christine Gwyther gave an update.</p> <p>Christine praised Kate Lindley for her hard work on this project.</p> <p>The LAG decided that we should procure an arts project which would:</p> <ul style="list-style-type: none"> - provide professional advice and support for new and emerging artists in the county - create a high quality online platform to promote the county as a great place to do, see and purchase art of all kinds - develop a plan to bring together the multiple strands of the creative industries in Pembrokeshire - provide a means by which additional income (grants based, commercial, private sponsorship) can be made available to groups and individuals - ensure that the existing arts network could be invigorated to take forward the arts strategy while providing a vibrant platform for artists to meet, debate and develop their own collaborations <p>An invitation to tender was agreed by the sub group and attracted four applications. A subsequent sift meeting agreed to interview all four applicants, all with very different skills and qualities. The written applications had revealed a clear leader in Sue Davies, but we were mindful of the LAG discussion and direction that interviews were important in this people focused piece of work.</p>

	<p>We are very grateful for the input of Mike Cavanagh from Pembrokeshire County Council at the interviews. It transpired that the same applicant - Sue Davies - also scored the highest at interview, with the second highest being a Space to Create/Span Arts partnership. It was decided to allow some time for the two highest scorers to explore a collaboration, and both agreed that this was a potentially exciting development. After a couple of meetings between the applicants themselves, they came to the view that it would take some time and additional finance to fully develop a partnership, and they conveyed this to Kate Lindley. The arts sub group met again and decided to offer the contract solely to Sue Davies, who has indicated her intention to explore a sub-contracting option with the runners-up.</p> <p>These discussions have delayed the start of the project by about two months but have crystallised activity into the collaborative approach we wanted, albeit with a lead partner. Sue has already started her work and we are confident that she will provide a focussed, independent and experienced lead as we take forward the arts in Pembrokeshire.</p>
11. RCDF 7.1	<p>LEADER Officers organised a stakeholder event to discuss possible project ideas under RCDF 7.1. DAT, PCNPA, PCF and PCC all potentially could access the fund.</p> <p>Several good suggestions came forward and they intend to get together as a sub group and work up the ideas and report back before the next LAG meeting in November.</p>
12. FLAG Update (verbal)	<p>The re-profiling to extend the project has not been confirmed which has delayed recruitment.</p>
13. LAG Member round table updates	<p>Steve John – One Voice Wales – informed members that the One Voice Wales AGM is on Saturday 29 September at Builth Wells. It is hoped that there will be more Community Council input. Steve will provide an update.</p> <p>Stella Hooper – The Port of Milford Haven had LEADER funding for a feasibility study for the development of the Quay Stores which has resulted in a Building for the Future grant for a multi-use venue with 400 retractable theatre style seats and adjoining restaurant/bar.</p>

	<p>Tony Baron hoped that communities would bid in to the Enhancing Pembrokeshire Fund (raised from the second home tax). He hoped that they would use the expertise within PLANED to help with their applications.</p> <p>Sue Leonard – PAVS – Sue reminded members that PAVS Pembrokeshire Funding Fayre will take place on the 14th November. This will include their AGM and range of funders as well as PAVS staff and workshops.</p> <p>Elaine Lorton – informed members that the Health Board had yesterday (26.09.18) reached the next stage in Transforming Clinical Services Consultation and Conscientious Consideration which culminated in Public Board. There were 11 recommendations which were all approved but with some with further clarity sought.</p> <p>A draft Health Strategy will now be presented to the Board at the end of November.</p> <p>HDUHB looks forward to working with our wider partners to develop a community model which is integrated and focusses on wellbeing and the wider determinants of health.</p>
14. A.O.B	<p>PLANED has been supporting a PSAN sub group around food, farming and education over the last eighteen months. A meeting was held this week for the group who would like to ask the LAG to procure a piece of work which looks at the gaps and opportunities linking food producers, farms, education, careers and the local economy. A paper will be submitted before the next LAG meeting.</p> <p>Nic Wheeler announced with regret that this is Catrin’s last LAG meeting as she is leaving PLANED at the end of October to do a Masters in 3D computer animation. The members thanked Catrin for all her hard work and wished her well.</p> <p>There have been a number of requests to change the LAG meetings to a Wednesday. It was agreed to explore this with members</p>
15. Date of next Meeting	<p><i>Future meeting Dates</i></p> <p>22 Nov 2018</p>

Meeting closed at 7.30

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 <u>European Commission's Lifelong Learning Programme 2007-2013^[1]</u> 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
MEG	Monitoring and Evaluation Group
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
HDUHB	Hywel Dda University Health Board
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

