



Arwain Sir Benfro

Pembrokeshire Local Action Group Meeting Minutes

30th March 2017 17.00, PLANED

Present:

Gareth Bond - Pembrokeshire College (Public Sector)
 Ged Davies – Bluestone (Private Sector)
 Sonya Douglas – Indycube (Private Sector)
 Christine Gwyther – Communities First (Third Sector)
 Steven Jones – Pembrokeshire County Council (PCC) (Public Sector)
 Sue Leonard – Pembrokeshire Association of Voluntary Services (PAVS) (Third Sector)
 Mike Neal – PLANED (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)
 Nic Wheeler – Chair (Independent)
 Liz Williams - Pembrokeshire Tourism (Private Sector)

In attendance:

Catrin Bradley (Finance Manager), Cris Tomos (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 28), rounded down to the nearest whole number.

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

1. Welcome and introductions	Nic welcomed everyone to the meeting
2. Apologies	Stephen Allsopp – Pembrokeshire Business Network (Private Sector) Tony Baron – Federation of Small Businesses (FSB) (Private Sector) Sonia Hay – Hywel Dda U.H.Board (Public) Stella Hooper – Port of Milford Haven (Private Sector) Jonathan Hughes – National Trust (Public Sector)

	<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>																								
3. Minutes of the LAG meeting 24 th November 2016	As requested by Steven Jones PCC, the word ‘grant’ was removed from page 8, paragraph 2 (second line). <i>The minutes were then approved as a true record by all present as proposed by Rebecca Voyle and seconded by Emma Taylor.</i>																								
4. Matters Arising	<p>Item 4 Following a query at the last meeting, Catrin has taken advice from WG and she is now progressing with professional indemnity insurance to cover LAG members.</p> <p>Item 7 – Letters have been sent to absentee members. Jonathan Hughes National Trust has responded but there has been no response from Rhidian Evans, Menter Iaith and Stephen James. It was suggested to ask Rhidian if there could be someone else to cover Welsh Language interests.</p> <p>It was noted that other LAGs may be operating differently to Arwain Sir Benfro as seen from the minutes of the South West Wales regional LAGs and some are only now launching their schemes.</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 1 - 28.02.17</td> <td>Transforming Spaces Toolkit</td> <td>Steven Jones (C)</td> </tr> <tr> <td>FA2 - 28.02.17</td> <td>MRE Supply Chain Development</td> <td>Emma Taylor (B)</td> </tr> <tr> <td>FA 3 - 28.02.17</td> <td>Seaweed Market Assessment</td> <td>Emma Taylor (B) Liz Williams (A)</td> </tr> <tr> <td>E.O.I 17.03.30.03</td> <td>Morpho</td> <td>Emma Taylor (B) Liz Williams (A)</td> </tr> <tr> <td>17.03.30.04</td> <td>The Pollinator Trail</td> <td>Emma Taylor (B) Liz Williams (A)</td> </tr> <tr> <td>NIFT 60</td> <td>Pembroke Dock’s Unique Visitor Vision</td> <td>Christine Gwyther (C)</td> </tr> <tr> <td>NIFT 61</td> <td>A Museum for the Community - Tenby</td> <td>Emma Taylor (B)</td> </tr> </tbody> </table>	Ref	Title	Declaration	FA 1 - 28.02.17	Transforming Spaces Toolkit	Steven Jones (C)	FA2 - 28.02.17	MRE Supply Chain Development	Emma Taylor (B)	FA 3 - 28.02.17	Seaweed Market Assessment	Emma Taylor (B) Liz Williams (A)	E.O.I 17.03.30.03	Morpho	Emma Taylor (B) Liz Williams (A)	17.03.30.04	The Pollinator Trail	Emma Taylor (B) Liz Williams (A)	NIFT 60	Pembroke Dock’s Unique Visitor Vision	Christine Gwyther (C)	NIFT 61	A Museum for the Community - Tenby	Emma Taylor (B)
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6. EU Exit Update Verbal	A press release has been received stating that the Cabinet Secretary for Environment and Rural Affairs has delivered a £223 million boost to Wales' rural communities and will fund RDP until 2020.
7. Presentation	<p>1. Public Service Board (PSB) Draft Wellbeing Assessment & PSB Update. Link: https://www.pembrokeshire.gov.uk/content.asp?nav=101,2434,2438&parent_directory_id=646 Tabled Report.</p> <p>Nic discussed the membership of the PSB and PLANED having a seat on the PSB Board.</p> <p>The Well-being Assessment has been out for consultation and has been finalised. Need to take in to account the new Well-being Plans when reviewing our strategic plan for the future.</p> <p>Sue Leonard added that PAVS has asked for community involvement to be put on the PSB agenda. There is a lot of expertise in the county and a need for strong third sector voices around the table and co-production is crucial.</p> <p>Stephen Jones commented on the assessment and explained that it looks at life stages as opposed to thematic approach. The Future Generations Commissioner likes the approach but recognises that some issues slip between the gaps. It needs to be looked at in more detail and to specify specific areas within the county. There is a map and a plan to be found on the on-line documentation but it has not gone in to fine detail. More information is needed to write the plan.</p> <p>Sue Leonard added that PAVS, PLANED and PCC looked at area based approaches in the past and may be worth looking at again. The Future Generations' Commissioner also highlighted that not enough linkages are made with the Pembrokeshire Coast National Park.</p> <p>It was also noted that WG are favouring a shift to a regional approach as opposed to local.</p>
8. LEADER NIFT, EOI's and Full	8a - PA – 170330 (minutes of the sub-LAG meeting 20/01/17) – were unanimously approved as a true record.

Applications	<p>Nic suggested that if an application is over £50,000 then the applicant should make a presentation to the sub-Lag committee.</p> <p>8b – had been approved through written procedure 8c – special meeting held by conference call and approved the Tir Coed application.</p> <p>P8d – 170330 – 170330 (minutes of the sub-LAG meeting 17/03/17) – were unanimously approved as a true record and all projects that were in deferral that have now provided the requested evidence can proceed.</p> <p>P8e – 170330 – was presented (no votes had been received by those unable to attend)</p> <p>P8f – 170330 – summary of projects to be considered at the meeting 30/03/17</p> <p>There was a discussion regarding members around the table being able to answer questions on bids that they declare an interest on before they leave the room. Members felt that this would give the bid an unfair advantage over those without representation around the table. <i>It was agreed that in these circumstances that if not enough information has been supplied then the application should be deferred as had happened with e.g. Tir Coed application who gave more information before a final decision is made.</i></p> <p>FA-1 : 28.02.2017 - Transforming Spaces Toolkit Comments were made that IT and welsh language costs seemed low and that it was geographically specific and not pan county. It was suggested that these points were addressed and more information needed regarding how the website would be maintained. <i>It was agreed to defer this application</i></p> <p>FA-2 : 28.02.2017 - MRE Supply Chain Development <i>It was agreed to approve this application</i></p> <p>FA-3 : 28.02.2017 – Seaweed Market Assessment The issue of a license was raised again as had been highlighted at</p>
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the Sub-LAG.

It was agreed to approve this application subject to the licensing issue being investigated and resolved.

FA-4 : 28.02.2017 - Understanding Commoning in Pembrokeshire to Add Future Value

It was agreed to approve this application

EOI.17-03-30. 01 - Rural Community Land Trust – Pembrokeshire Pilot

It was agreed to invite a full application

EOI.17-03-30. 02 – Dinas Walk and talk

Members felt this was not innovative. It was suggested that they could be supported and signposted to other organisations and funding support that could help.

It was agreed to reject this application

EOI.17-03-30. 03 – Morpho

Cris Tomos has contacted WG regarding the state aid issue but has not had a reply as yet. The main concerns were issues of expansion rather than innovation and supporting a commercial project.

It was agreed to defer inviting a full application subject to clarification of state aid and whether they have explored alternative sources of funding. It was agreed to invite the applicant to attend a meeting of sub group to give a presentation.

EOI.17-03-30.04 – The Pollinator Trail

There was discussion about further collaboration being needed with the community and other sites in and around St Davids. There was also a state aid issue. Members felt that the idea is good and the applicant should be asked to revise the application.

It was agreed to reject the application as it stands and await a revised EOI.

EOI.17-03-30. 05 - Creative Digital Prescription

Refer to the preventions group

It was agreed to reject the application as it stands

EOI.17-03-30. 06 - Mentor Young Darwinian

It was suggested that the bid be reworked and that cost is an issue.

Needs to demonstrate collaboration with schools. It would then be presented to the sub-lag.

It was agreed to reject the application as it stands

NIFT 53 -Boutique tours for cruise visitors into Fishguard

It was suggested that it could have wider appeal than just cruise ships. There was discussion about the provision already available. It was suggested that they work closer with other tourism organisations in the county. Need to clarify other funding applied for and take package license into consideration. It was noted that they have not contacted Pembrokeshire Tourism.

It was agreed to invite a full application subject to the above.

Stephen Jones left the meeting 7.20pm

NIFT 54 - Haverfordwest Community Regeneration & innovation Hub

There was concern that it is a poor application for a good idea. There were also concerns about the governance of the project. Following a lengthy discussion regarding the need to regenerate Haverfordwest,

It was agreed to invite a full application

NIFT 55 - Community Hall Access System

It was felt to be duplicative with what is available commercially and not innovative.

It was agreed to reject application

NIFT 56 - The VC Gallery Young Ambassador Programme

It was queried if there were better streams of funding e.g. Arts Council

It was agreed to reject application

NIFT 57 - Creative Writing Workshops for Young People

It was queried if there were better streams of funding and felt to be not innovative.

It was agreed to reject application

NIFT 58 - Feasibility study into a training academy for disabled people – working title Fair Haven Training Academy and Hotel

	<p><i>It was agreed to invite a full application</i></p> <p>NIFT 59 - Nano Hydro Research for Rural Pembrokeshire There were some concerns around the figures but the concept was well received. <i>It was agreed to invite a full application</i></p> <p>NIFT 60 - Pembroke Dock's Unique Visitor Vision It was felt that the building and the ideas don't match. Possibly the applicant could look at an alternative location for the illusion Centre or that the building in mind be developed as a community resource. <i>It was agreed to reject this application</i></p> <p>NIFT 61 - A Museum for the Community – Tenby It was suggested that they apply for a more realistic sum and should be advised that they can use in kind professional time to match the project. <i>It was agreed to invite a full application subject to above</i></p> <p>NIFT 62 - The Big Retreat Wales It was agreed that it is a commercial venture and it is capital. <i>It was agreed to reject this application</i></p> <p>NIFT 63 – Youth Mental Health It was agreed that it is a good idea but the application could be improved. There are services available in the county and they could possibly partner with other groups. Maybe a feasibility study would be more appropriate. <i>It was agreed to invite a full application subject to working in close partnership with other groups and agencies.</i></p>
<p>9. LAG Review Process. Awaiting CLLD meeting responses from the 03/04/2017. Review, Task and Finish Sub Group</p>	<p>Review of LAG going forward. The LAG members were informed of a national Community Led Local Development (CLLD) meeting being held next week on 3rd April. Catrin Bradley will be representing ASB to ascertain what stage other LAG's are at. She will feed back to ASB.</p> <p>Nic noted that we are looking for initiatives for going beyond 2020 and would welcome names of individuals to sit on a task and finish group.</p>

Membership. (Verbal)	
10. Budget Monitoring – P10-170330.	Report was tabled and there were no queries. A monitoring and evaluation group will be set up in the autumn. Lead officers could bring forward a brief position statement to help asses fit with the LDS and how spend is fitting with themes.
11. LEADER Activity Report – P11-170330	The report was tabled and there were no queries. Compliments were given on the effective use of picture gram activity.
12. Network & Thematic sub-groups Reports – P12-170330	Papers were circulated. LAG members were pleased to see new networks being established such as Pembrokeshire Enterprise Network
13. RCDF EOI's responses. See the attached report sent to WG P13 - 170330	RCDF applications for the end of January have been reviewed and responses given to WG. For the window closing tomorrow, we will receive information by the end of April. Possibly another two rounds of RCDF will be announced shortly. It has been confirmed that Pembrokeshire has encouraged the largest number of applications being progressed to stage two (currently 26).
14. FLAG update (verbal)	Nothing to report
15. Swansea Bay City Deal (verbal)	Paper was circulated.
16. LAG member updates (verbal)	The Community Connectors launch will be held tomorrow at Rudbaxton Hall, Crundale. Nic will be presenting an ASB cheque. Lee Hind has been researching work around time banking – consideration has been given to a study visit.
17. Any Other Business	There was no other business
18. Date of Next Meeting	Written procedure 25 th May 2017 Next full LAG meeting 27 th July 2017.

Meeting closed at 8.30pm

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