



Arwain Sir Benfro

**Pembrokeshire Local Action Group Meeting
Minutes**

17 January 2019 17.00, PLANED

Present:

- Gareth Bond - Pembrokeshire College (Public Sector)
- Christine Gwyther - Pembroke Dock Town Team (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)
- Elaine Lorton – Hywel Dda University Health Board (Public Sector)
- Ken Murphy – Dyfed Archaeological Trust (Third Sector)
- Mike Plumb – National Farmers Union (NFU) (Private Sector)
- Mair Thomas – Pembrokeshire Coast National Park Authority (PCNPA) (Public Sector)
- Iwan Thomas – PLANED (Third Sector)
- Nic Wheeler – Chair (Independent)

In attendance:

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 19) rounded down to the nearest whole number.

Attendees: Private Sector 20%, Third Sector 40% and Public Sector 40%.

<p>1. Welcome and introductions</p>	<p>The Chair welcomed everyone to the meeting and gave apologies for Sue Davies from the Arts Network project who is unable to join us this evening to give her presentation which will now, hopefully, be given at the next meeting.</p>
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2. Apologies	<p>Tony Baron – Federation of Small Businesses (FSB) (Private Sector) Rhidian Evans – Menter Iaith Sir Benfro (Third Sector) Jonathan Hughes – National Trust (Third Sector) Martin Horne – Transition Bro Gwaun (Third Sector) Charles Mathieson – Pembrokeshire Coastal Forum (Private Sector) Robert Phillips – Natural Resources Wales (NRW) (Public Sector) Rebecca Voyle – Farmers Union of Wales (FUW) (Private Sector) Liz Williams – Pembrokeshire Tourism (Private Sector)</p> <p>As well as sending apologies, Liz Williams tendered the resignation of Pembrokeshire Tourism due to their workload. Liz Thomas to draft a letter to Pembrokeshire Tourism thanking them for their contribution to the LAG and asking for any recommendation for anyone from the private sector to represent the tourist industry.</p>												
3. Minutes of the LAG meeting 18 th November 2018	<p><i>The minutes were approved as a true record by all present as proposed by Ken Murphy and second by Stella Hooper and agreed unanimously.</i></p>												
4. Matters Arising	<p>One Voice Wales has been asked to nominate a new representative but we have had no response as yet.</p> <p>It was commented that Menter Iaith are not attending the meetings and should other organisations be approached to ensure strong representation of the Welsh language. Liz will contact Rhidian to encourage attendance or ask him to nominate someone else.</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" data-bbox="411 1541 1468 1908"> <thead> <tr> <th data-bbox="411 1541 643 1592">Ref</th> <th data-bbox="651 1541 1023 1592">Title</th> <th data-bbox="1031 1541 1460 1592">Declaration</th> </tr> </thead> <tbody> <tr> <td data-bbox="411 1603 643 1832">FA1 – 19.01.17</td> <td data-bbox="651 1603 1023 1832">Building Pembrokeshire's Capacity to Care</td> <td data-bbox="1031 1603 1460 1832">Sue Leonard (c) Iwan Thomas (c)</td> </tr> <tr> <td data-bbox="411 1843 643 1895">Coop 7</td> <td data-bbox="651 1843 1023 1895">Circular Economy</td> <td data-bbox="1031 1843 1460 1895">Iwan Thomas (c)</td> </tr> <tr> <td data-bbox="411 1906 643 1917"></td> <td data-bbox="651 1906 1023 1917"></td> <td data-bbox="1031 1906 1460 1917"></td> </tr> </tbody> </table>	Ref	Title	Declaration	FA1 – 19.01.17	Building Pembrokeshire's Capacity to Care	Sue Leonard (c) Iwan Thomas (c)	Coop 7	Circular Economy	Iwan Thomas (c)			
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<p>6. Animation and Activity Update</p> <p>Brexit Update</p>	<p>Presentation by Sue Davies – Arts Network postponed Presentation by Benjamin Thorndyke – Networks</p> <p>P6a – 181122 Animation Report – Jess gave an update of activity over the last couple of months.</p> <p>Nothing to report</p> <p>P6b – 181122 Activity report – No comments</p>
<p>7. LEADER EOI's and Full Applications</p>	<p>P7a – 190117 (Subgroup minutes 14.12.18) P7b – 190117 (Summary of projects to be considered at 17.01.19 meeting) P7c– 190117 – Scoring sheet from Sub-LAG 14.12.18 P7d- 190117 (Voting for non-attendees at 17.01.09 meeting) See the full details of submissions of 1 Full Application on this link, 1 Co-operation project http://www.arwainsirbenfro.cymru/downloads</p> <p>FA1 – 19.01.17 Building Pembrokeshire's Capacity to Care</p> <p><i>It was agreed to approve the application</i></p> <p>Coop 7 - Circular Economy and Youth Exchange</p> <p><i>It was agreed to approve the application.</i></p>
<p>8. Budget and spend to date</p>	<p>Little change from the last meeting as a relatively short period of time since then.</p> <p>P8a – 190117– no queries</p> <p>P8b(i) – 190117 – slippage of around 15K</p> <p>P8b(ii) – 190117 – traffic light system was commended</p> <p>P8b(iii) – 190117 – no queries</p>
<p>9. a Monitoring and Evaluation Sub-Group (verbal)</p>	<p>The Monitoring and Evaluation Group has not met since the last LAG meeting; the next one will be in March where we will review the approved projects against the LDS. The mid-term review from Wavehill is due in June; they have provided a framework for this which we are working through.</p>

	<p>LAG members appreciated the update on performance indicators from completed projects and particularly liked receiving the case studies demonstrating the impact LEADER has made.</p> <p>An event was held before Christmas for completed which was very well attended and enabled local groups to network. Another one is due to be held in March.</p> <p>P9a – 190117 – 17 projects completed to date out of the 64 approved as shown in the performance data report.</p> <p>P9b – 190117 – Gant chart that shows progress of projects.</p>
10. Procurement	<p>Community Foundation – Report update tabled (see attached).</p> <p>It was noted that the skype meeting held yesterday with representatives from the Two Ridings Community Foundation, a potential philanthropist and facilitated by Eva Trier from Wavehill had been very helpful. The two Ridings group had also learnt from us with the idea of revolving finances where money can be issued as a loan and therefore used again and again to benefit the community.</p> <p>Arts Network – report tabled from Sue Davies (see attached). Christine gave a short update on the project and was commended for engaging with politicians so early on in the project. It was suggested that the project could it be linked with tourism with the possibility of an art trail of sculptures and also be showcased in the Sennedd.</p> <p>The Food and Farming proposal was discussed at the last meeting and a meeting has been arranged for a steering group for 21st February.</p>
11. RCDF 7.1 Verbal update	<p>Iwan gave an update on the open call made in September last year for ideas from partners around the table.</p> <p>The allocation for Pembrokeshire was confirmed to be £92,000. In response to the open call and discussions with partners 5 proposals were received.</p> <p>On analysis of the proposals it was agreed that one umbrella project comprising 5 mini projects would be submitted. These include 2 proposals from PCNPA and 3 from PCC.</p>

<p>12. FLAG Update (verbal)</p>	<p>There have been six applications for FLAG officer position and shortlisting is taking place with interviews being held late January or early February.</p> <p>WG and Marine Management Organisation have now decided how FLAGs are to operate.</p> <p>South West Wales Shell Fisherman Association has decided not to leave the FLAG.</p>
<p>13. LAG Member round table updates</p>	<p>Sue Leonard told members that following recruitment the Community Connectors team is now back up to full strength with four Connectors and a Team Leader.</p> <p>Stella Hooper – Quay Stores project moving forward slowly.</p> <p>Ken Murphy –Hoping to get Carmarthenshire’s approval soon for the cooperation project.</p> <p>Elaine Lorton – The HDUHB met in November and approved their strategy. Moving into stage 3 implementation a key element is looking at what wider networks need to look like. A workshop was held in Fishguard before Christmas and a subsequent one will be held in Narberth 28th January. Elaine offered to present an overview at a future meeting.</p> <p>Steven Jones - Pembrokeshire Business Panel has been looking at their Terms of Reference. Planning an event on 12 April and thanks to Iwan for securing Jeremy Miles to attend. Hoping to improve the visibility of the panel.</p> <p>PCC held a ‘No deal’ Brexit planning session yesterday – issues raised included recruitment, hate crime, fresh food into schools etc.</p>
<p>14. A.O.B</p>	<p>Iwan attended a meeting of the Independent Rural Policy Group in Aberystwyth last week where the legacy of LEADER was discussed. The group were looking at the economy of rural wales and the impact of LEADER projects upon these communities.</p> <p>The three independent LAGs were present as well as Cardiff University, Antur Teifi and others.</p> <p>It was agreed that we need to better promote the voice of rural Wales, utilising the good work that has come out of LEADER and</p>

	<p>continue to have a consistent voice for rural Wales. It was further agreed that an event would be planned potentially to coincide with the Royal Welsh Show at which a document provisionally titled a 'Charter for Rural Wales' would be presented and promoted.</p> <p>More detail will be provided at the April meeting, however, developments on this work will be shared electronically with LAG members as a co-operation bid amongst the three independent LAGs for a shared resource to promote this work will be developed.</p> <p>The Chair brought to the attention of the LAG for their information only an issue with APO14 multi use path poppet and St Dogmaels.</p> <p>The issue concerned a disagreement between the group and its consultant over the feasibility study which had been produced. The group felt that the study did not meet its full expectations and therefore was withholding payment to the contractor. However, the contractor felt he had met the full original specification provided by the group.</p> <p>The Chair and Iwan intervened and undertook a thorough investigation, meeting with both the consultant and the group independently and discovered that the group had altered and added to the specification post award of the contract to the consultant.</p> <p>Therefore, we were satisfied that the original brief had been met, and to avoid potential legal action between the two parties, within which both the LAG and PLANED would have been drawn into, we agreed to make the payment to the consultant which amounted to a proportion of the final bill.</p> <p>This closure of the issue now means that the report can be placed in the public domain and shared as this wouldn't have happened should the impasse continued.</p>
15. Date of next Meeting	11 April 2019

Meeting closed at 7.15

Future meeting Dates 2019

11 July

24 October

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
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

