



Arwain Sir Benfro

Pembrokeshire Local Action Group Meeting Minutes

15 February 2018 17.00, PLANED

Present:

Tony Baron – Federation of Small Businesses (FSB) (Private Sector)
 Gareth Bond - Pembrokeshire College (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)
 Ken Murphy – Dyfed Archaeological Trust (Third Sector)
 Mike Neal – PLANED (Third Sector)
 Mike Plumb – National Farmers Union (NFU) (Private Sector)
 Mair Thomas – Pembrokeshire Coast National Park Authority (PCNPA) (Public Sector)
 Rebecca Voyle – Farmers Union of Wales (FUW) (Private Sector)
 Nic Wheeler – Chair (Independent)
 Martin White – Pembrokeshire County Council (PCC) (Public Sector)
 Liz Williams - Pembrokeshire Tourism (Private Sector)

In attendance:

Catrin Bradley (Finance Manager), Jess Morgan (LEADER Manager), Liz Thomas (Officer Manager), Buddig Meredith (LEADER Project Officer - North), Natalie Lang (LEADER Project Officer - South)

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 due to groups resigning or no longer in existence), rounded down to the nearest whole number.

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

1. Welcome and introductions	Nic welcomed everyone to the meeting, but particularly to Mair Thomas from PCNPA as this was her first meeting as she is replacing Emma Taylor, and to Buddig Meredith and Natalie Lang the new LEADER project officers.
2. Apologies	Ged Davies – Bluestone (Private Sector) Rhidian Evans – Menter Iaith Sir Benfro (Third Sector)

	<p>Stella Hooper – Port of Milford Haven (Private Sector) Jonathan Hughes – National Trust (Public Sector) Robert Phillips – Natural Resources Wales (NRW) (Public Sector) Iain Robertson- Steel – Hywel Dda U.H.Board (Public)</p>
<p>3. Minutes of the LAG meeting 30th November 2017</p>	<p><i>The minutes were approved as a true record by all present as proposed by Tony Baron and seconded by Sue Leonard and agreed unanimously.</i></p>
<p>4. Matters Arising</p>	<p>Jess informed members that Pembrokeshire People First has declined to sit on the LAG and we are still waiting to hear from Pembrokeshire Coastal Forum.</p> <p>A suggestion has been put forward that Martin Horn of Transition Bro Gwaun could be invited to join the LAG as he has experience of the renewables sector. <i>It was agreed by members to invite him to the next meeting.</i></p> <p>Following a request at the last meeting for Steven Jones to provide a report, it appears Kate Woods did not provide an exit report on leaving her post with PCC/PCNPA.</p> <p>With regards to members of the public attending our meetings, WG has confirmed that it is up to each LAG to decide their own policies. It was agreed by the LAG at the outset that “this is not a public meeting but it is a meeting held in public” and this should be posted on the website. All ratified minutes are on the website.</p> <p>In relation to the query raised previously by Stephen Jones, confirmation was given that the new legislation around NVZ’s would not affect the LDS.</p> <p>Procurement</p> <p>P4a – 180215 Arts Network – It was stated that the role within this procurement would not be on the same basis as a previous PCC/PCNPA Arts Development Role. The Chair noted that this is more about what arts can do to benefit the county rather than what the county can do to support the arts and would be inclusive of aspects such as incorporating digital, combatting loneliness, enterprise and not just an arts network for artists.</p>

	<p>It was agreed that this will be made clear within the brief.</p> <p><i>Members agreed to approve the brief once it is amended as discussed and go out to tender.</i></p> <p>P4b – 180215 Community Foundation. A very useful meeting has taken place with the CEO and Chair of the Community Foundation in Wales and the LAG working group as detailed in the papers sent out. <i>Members agreed to approve the revised brief.</i></p> <p>P4c – 180215 Transnational /Co-operation</p> <p>The paper was provided as an update on the current status of co-operation enquires and project development.</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 1003 1479 2067"> <thead> <tr> <th data-bbox="411 1003 644 1048">Ref</th> <th data-bbox="644 1003 1023 1048">Title</th> <th data-bbox="1023 1003 1479 1048">Declaration</th> <th data-bbox="1479 1003 1594 1048"></th> </tr> </thead> <tbody> <tr> <td data-bbox="411 1048 644 1093">FA1 18.02.15</td> <td data-bbox="644 1048 1023 1093">Adders are amazing</td> <td data-bbox="1023 1048 1479 1093">Martin White (B)</td> <td data-bbox="1479 1048 1594 1093"></td> </tr> <tr> <td data-bbox="411 1093 644 1189">FA2 18.02.15</td> <td data-bbox="644 1093 1023 1189">Bluestone Resorts</td> <td data-bbox="1023 1093 1479 1189">Liz Williams (B) Gareth Bond (B)</td> <td data-bbox="1479 1093 1594 1189"></td> </tr> <tr> <td data-bbox="411 1189 644 1285">FA5 18.02.15</td> <td data-bbox="644 1189 1023 1285">Agri-environment Quality Indicators</td> <td data-bbox="1023 1189 1479 1285">Martin White (A) Tony Baron(A)</td> <td data-bbox="1479 1189 1594 1285"></td> </tr> <tr> <td data-bbox="411 1285 644 1382">FA6 18.02.15</td> <td data-bbox="644 1285 1023 1382">Marine Litter/ Clean Seas Project</td> <td data-bbox="1023 1285 1479 1382">Tony Baron (A) Steve John (A)</td> <td data-bbox="1479 1285 1594 1382"></td> </tr> <tr> <td data-bbox="411 1382 644 1559">FA7 18.02.15</td> <td data-bbox="644 1382 1023 1559">Pembs Flagship Heritage Attraction: Feasibility & Delivery Plan</td> <td data-bbox="1023 1382 1479 1559">Martin White (C) Tony Baron (C) Liz Williams (B)</td> <td data-bbox="1479 1382 1594 1559"></td> </tr> <tr> <td data-bbox="411 1559 644 1655">FA8 18.02.15</td> <td data-bbox="644 1559 1023 1655">Safer Communities</td> <td data-bbox="1023 1559 1479 1655">Gareth Bond (C) Sue Leonard (C)</td> <td data-bbox="1479 1559 1594 1655"></td> </tr> <tr> <td data-bbox="411 1655 644 1751">EOI 17.12.14 -1</td> <td data-bbox="644 1655 1023 1751">PEEPS</td> <td data-bbox="1023 1655 1479 1751">Sue Leonard (A)</td> <td data-bbox="1479 1655 1594 1751"></td> </tr> <tr> <td data-bbox="411 1751 644 1928">EOI 17.12.14 -2</td> <td data-bbox="644 1751 1023 1928">Feasibility study into interpretation and novelty of slipper limpet carotene</td> <td data-bbox="1023 1751 1479 1928">Mair Thomas (A)</td> <td data-bbox="1479 1751 1594 1928"></td> </tr> <tr> <td data-bbox="411 1928 644 2067">EOI 17.12.14 -4</td> <td data-bbox="644 1928 1023 2067">Wellbeing Pembs – an integrated and collaborative model of</td> <td data-bbox="1023 1928 1479 2067">Sue Leonard (C)</td> <td data-bbox="1479 1928 1594 2067"></td> </tr> </tbody> </table>			Ref	Title	Declaration		FA1 18.02.15	Adders are amazing	Martin White (B)		FA2 18.02.15	Bluestone Resorts	Liz Williams (B) Gareth Bond (B)		FA5 18.02.15	Agri-environment Quality Indicators	Martin White (A) Tony Baron(A)		FA6 18.02.15	Marine Litter/ Clean Seas Project	Tony Baron (A) Steve John (A)		FA7 18.02.15	Pembs Flagship Heritage Attraction: Feasibility & Delivery Plan	Martin White (C) Tony Baron (C) Liz Williams (B)		FA8 18.02.15	Safer Communities	Gareth Bond (C) Sue Leonard (C)		EOI 17.12.14 -1	PEEPS	Sue Leonard (A)		EOI 17.12.14 -2	Feasibility study into interpretation and novelty of slipper limpet carotene	Mair Thomas (A)		EOI 17.12.14 -4	Wellbeing Pembs – an integrated and collaborative model of	Sue Leonard (C)	
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		social prescribing in Pembs		
	EOI 17.12.14 -7	Dementia Friends Awareness Project	Gareth Bond (C) Sue Leonard (C)	
	EOI 17.12.14 -9	Saundersfoot Bay Community Land Train Project	Steve John (C)	
	EOI 17.11.30- 8 Revised EOI 17.12.14 – 13	Local Energy Action Force	Sue Leonard (A)	
6. Animation and Activity Update	<p>P6a – 171130 Animation Report – Jess noted that some members of staff have left during the period and new staff have started. It was highlighted that both new project officers had requested to work 22.5 hours per week, rather than the advertised 30 hours per week, therefore there is some under utilised hours within the profiled staff budget. <i>It was proposed to employ a fundraising officer to support and develop a portfolio of funding applications to trusts and other grant sources, such as lottery funds, as potential match funding for projects and procured activity.</i></p> <p>Sue highlighted groups can come to PAVS for help with identifying funding. Catrin explained that the proposed officer would also help potential projects with the applications for funding.</p> <p><i>Members agreed to proceed with this appointment.</i></p> <p>Sue asked that if projects brought in extra match could the difference be spread to other groups that cannot secure match funding. Catrin explained that as the number of projects putting in claims is low so far it is difficult to see how the match implications are working out but it something that will be analysed and monitored.</p> <p>Martin White announced that half of the tax to be levied on second homes will be funding made available to communities. This would be in the region of a million pounds per year and it would be good to collaborate with the LAG on this. Jess added that there is expertise in the county on delivering funds which could be utilised. It was agreed both parties would meet to discuss collaboration.</p> <p>The Chair noted that Sue and Jess are leading on Resourceful Communities, part of the PSB Wellbeing plan.</p>			

	<p>IT was noted that there is a thematic event next week at Builth Wells around theme 1 and 2 if anyone wants to attend. Notification has been sent to the LAG email and members are encouraged to attend these events.</p> <p>P6b – 171130 Activity report – Members were urged to look at the Wales Rural Network (WRN) website to see some of the 300 projects that have been funded by LEADER across Wales. WRN staff also attend regional meetings.</p>
<p>7. LEADER NIFT, EOI's and Full Applications</p>	<p>7a - PA – 180215 (minutes of the sub-LAG meeting 26/01/18) – were unanimously approved as a true record.</p> <p>7b – 180215 Comments sheet 26/01/18</p> <p>7c – 180215 voting for non-attendees at 15/02/18 . Written votes had been submitted by Andrea Winterton and Tony Baron who had to leave the meeting at 18.30.</p> <p>P7e – 180215 Scoring sheet from Sub-LAG</p>
<p>8. Budget and spend to date</p> <p>P8a – 180215 P8b – 180215 P8c - 180215</p>	<p>Finance Manager Catrin Bradley highlighted points of interest in the finance reports.</p> <p>P8a – 180215 – Catrin noted that the information provided prior the meeting had projects of a collective value of £1.8 million in process of being assessed. In light of the discussions on section 7 (approving or rejecting projects) a value of £732k were rejected within that process and there was some £500k continuing to be in the process of development from previous rounds. With these adjustments, and should all existing applications continue to proceed it would translate as 94% of the budget being commitment. It was noted that all previously approved EOI's will be contacted to establish if they are continuing with their Full applications.</p> <p>P8b – 171130 – 43 approved projects are being monitored. Some projects are yet to make a claim. New Officers are visiting all projects by way of introduction and monitoring progress.</p>

It was agreed that we need to look at projects that are spending behind profile, and whether extensions will be allowed also needs to be addressed soon. The M&E group will look at this.

It was clarified that in relation to the PLANED Innovative Heritage that Kate prepares the claim and Emyr checks the claim before it goes to the Finance Officer to be processed. It was noted that there should be a clear separation of duties in relation to the claiming of PLANED projects.

Sue emphasised the benefit of having new officers in place now who will help projects to progress their claims.

Jess stated that we have an EOI deadline next week and proposed we put a hold on accepting any more until the picture is clearer with those projects which are currently in the process of finalising full applications and the implications on the financial profile. Members agreed and to review at the September LAG meeting, which will now not be via written procedure. This decision to be publicised on the website.

P8c – 171130 – The report gave the spend to date on the Implementation project. It was noted that the other project costs of animation, running costs and co-operation have separate profiles.

A re-profiling exercise is due by end of March and WG has said that it is possible to seek extensions until end of June 2023, although this is based on the extension of time, and not with any additional funding at present.

The Chair highlighted how important it would be to keep the capacity and capability of experienced staff in delivering such programmes beyond Brexit.

Catrin tabled a document which summarised the RCDF measures and reminded members of the 7.4 measure EOI's that come to the LAG for the ratification of their fit with LDS. Also included was a table listing how applications were progressing through the measure 7.4 rounds, and it was highlighted that the next round would be targeted on renewable energy and broadband.

	<p>RCDF measure 7.1 – Catrin updated members on the recent communication from WG and the allocation of £93k for Pembrokeshire which is now available to be applied for from the WG and distributed by the LAG. It was noted that the activity could only be 50% funded with a 50% match.</p> <p>It was proposed that the information be circulated to LAG members and a specific session with interested LAG members would be co-ordinated to scope any possible studies and plans that are required. The session could also include an exercise to map and list what each member is doing by way of recently developed plans and where there are gaps and needs for new plans.</p> <p>The application is open for a year and it is envisaged that more questions and guidance will come from WG as LAGs will be considering what kind of plans are required and eligible.</p>
<p>9. a Monitoring and Evaluation Sub-Group (verbal)</p> <p>9.b LDS Review with WG (verbal)</p>	<p>The next monitoring and evaluation meeting is on 26th February where Tom Cartwright from the WEFO strategy team will deliver a presentation on evaluating the mid-term programme.</p> <p>It was agreed to invite some approved projects to present to the LAG for future meetings. Sue expressed an interest in talking about the Community Connectors project.</p> <p>CRN forms are being collected from approved projects. Officers are looking at what projects are achieving in respect of the LDS/Intervention Logic Table and potential gaps.</p> <p>Nothing to report on LDS Review.</p>
<p>10. FLAG update (verbal)</p>	<p>The FLAG Officer, Dr Emma Wootton will attend the next LEADER Team meeting</p>
<p>11. LAG Member round table updates</p>	<p>Rebecca Voyle – Michael Gove has announced that the budget for Agriculture will remain until 2024 but no commitment is being made specifically for Wales. Should the calculation be made by the Barnett formula it could mean a significant reduction in funding for Wales which could start as early as 2019.</p> <p>Martin White – noted that at a Regional Investment after Brexit consultation session yesterday at PCC the issue of subsidiarity was</p>

	<p>highlighted and that we should be part of the decision making process.</p> <p>The UK Shared Prosperity fund which will be available after March 2019 after leaving the EU was also noted, although no details will be available until the end of the year.</p> <p>The Chair also noted that the session held on 14th February with WEFO, was a mechanism to feed into the 'Regional Investment in Wales post Brexit' consultation and encouraged members to participate in the online consultation which was open until 23rd March 2018 – it was noted as an opportunity to shape future structures and priorities.</p>	
12. A.OB	No other business	
13. Date of next Meeting	<i>Future meeting Dates</i> 21 Jun 2018 27 Sept 2018 22 Nov 2018	<i>Written Procedure Dates</i> 12 Apr 2018

Meeting closed at 8.15pm

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