



## Arwain Sir Benfro

### Pembrokeshire Local Action Group Meeting Minutes

16<sup>th</sup> September 2015 5.00pm, PLANED Offices

#### **Present:**

Nic Wheeler –Chair (Independent)  
Tony Baron – Federation of Small Businesses (Private Sector)  
Gareth Bond – Pembrokeshire College (Public Sector)  
Elin Brock – Pembrokeshire Housing Association (Third Sector)  
Ged Davies – Natural Resources Wales (NRW) (Public Sector)  
Wendy Goldsworthy - Dragon LNG, updated to Charlesworthy Consultants (Private Sector)  
Christine Gwyther – Communities First (Third Sector)  
Stella Hooper – Port of Milford Haven (Private Sector)  
Denzil Jenkins - Cymdeithas Cwm Cerwyn GMC (Third Sector)  
Dr Steven Jones – Pembrokeshire County Council (Public Sector)  
Sue Leonard – Pembrokeshire Association of Voluntary Services (Third Sector)  
Emma Lewis - Pembrokeshire Association of Community Transport Organisations (PACTO) (Third Sector)  
Paul Lloyd – Pembrokeshire Business Initiative (PBI) (Private Sector)  
Robin Mogg – Pembrokeshire Business Network (PBN) (Private Sector)  
Ken Murphy – Dyfed Archaeological Trust (Third Sector)  
James Parkin – Pembrokeshire Coast National Park Authority (PCNPA) (Public Sector)  
Mike Plumb – National Farmers Union (NFU) (Private Sector)  
Liz Williams - Pembrokeshire Tourism (Private Sector)

#### **In attendance:**

Steven Bradley (Implementation Manager), Jess Morgan (Animation Officer), Liz Thomas (Animation Support) – Pembrokeshire Local Action for Enterprise and Development (PLANED)

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, rounded down to the nearest whole number.

17 attendees: 7 Private Sector 41%, 6 Third Sector 35% and 4 Public Sector 24%.

1. Welcome and introductions	Nic Wheeler welcomed everyone to the meeting.
2. Apologies	Menna Davies – Job Centre Plus (Public Sector) Sonya Douglas – Indycube (Private Sector) Helen Murray – Pembrokeshire Local Action for Enterprise and Development (PLANED) (Third Sector) Steve John – One Voice Wales (Public)
3. Minutes of the LAG meeting 17 <sup>th</sup> June 2015	The minutes were approved as a true record as <i>proposed by Robin Mogg</i> and <i>seconded by Ged Davies</i>
4. Matters Arising	There is no news on decision for the representative on the Wales monitoring committee as yet. LDS will need updating/reviewing by March 2016. It was suggested to hold a session at the next meeting to look at reviewing.
5. Declarations of Interest	No interests were declared. Members were reminded to fill in the declaration of interest form.
6. RDP Update – Steven Bradley, LEADER Implementation Manager	<p>Steven Bradley introduced himself and gave a brief outline of his background with PLANED.</p> <p>He highlighted key points on the schematic chart distributed at the meeting – four Investment measures have opened, namely the Sustainable Production Grant, Food Business Investment Scheme, Supply Chain &amp; Strategic Initiative Fund and Rural Community Development Fund (RCDF). Farming Connect will be ‘soft’ launched in October; all other Investment measures we understand from WG are ‘in the pipeline’. There are 18 different funding streams but RCDF is the only one that will come before LAG to screen, more guidance will be issued by WG in due course.</p> <p>The role of the LAG as a signposter is still a little unclear as they have not yet finalised the mechanism.</p> <p>Expression of Interest forms will be sent to the LAG so that members can follow anything that is of particular interest. The role of the animateurs will be to work with groups of similar interest; doing their best to help people come together and make sure that Pembrokeshire gets the best out of it. They will also look for match</p>

	<p>funding and within LEADER there is a co-operation pot for UK and Europe wide. The allocation of funding will be fed in stages throughout the 6 year programme.</p> <p>Wales Rural Network (WRN) will support the publicity and communication of the RDP. It was noted that it would be useful for LAG members to attend the thematic sessions being organised by WRN.</p> <p>LDS will be distributed soon and be put up on the website.</p>
7. Development Officer Team	<p>Sue Leonard highlighted that at a previous meeting, when looking at budget allocation, it was suggested that there was the provision for a team of 6 Development Officers and an Implementation Manager in addition to the animation officers. The team of Development Officers could be a mix of generic and thematic officers.</p> <p>LAG member organisations were invited to put forward proposals for development officers within their own organisations by the end of September.</p> <p>There was some discussion around the themes:-</p> <p><b>Service innovation</b> – community buildings work effectively together around local accessibility of services and could make more of a forum and their website. Halls in the north of the county are already meeting to work more collaboratively.</p> <p><b>Digital inclusion</b> work under RCDF look at focusing broader proposal improving ICT hardware. It was noted that Digital Communities Wales is a really scaled back version of Communities 2.0 - a really important area.</p> <p><b>Localism infrastructure</b> around town and community councils and community associations - pilot activity rather than development officer role. Possibly something around Social Enterprise support.</p> <p>Jess talked about animation being both reactive - supporting enquiries and expressions of interest to ensure they are good projects that adhere to the principle of LEADER and reactive - looking for opportunities and seeds of ideas with potential,</p>

	<p>supporting communities to develop projects that are able to access the LEADER (and /or other) support. Alongside this is communication on behalf of the LEADER, RDP and LAG.</p> <p>Stella Hooper updated the LAG about a FLAG event she attended in Swansea. The LAG noted the information and agreed to keep a watching brief of the opportunities that might arise in the future.</p>
8. Prioritising activity, and LDS Review	<p>The priority is to launch the fund and make communities aware of it.</p> <p>An LDS review is due at the end of March 2016.</p>
9. Communications	<p>What do we need to communicate and how?</p> <p>Now that the LDS has been approved there are a number of people who would like to look at it. It was felt that it is fairly urgent to get it up on a website with a link. Stephen Jones can make it available to PCC elected members. Top priority is the LAG website which is in hand. Members asked if there could be a summary of LDS circulated but felt that it should be kept concise. The following points were made</p> <ul style="list-style-type: none"> <li>• Facebook page for LAG</li> <li>• It needs to be explained clearly that it is not a grant scheme without putting people off.</li> <li>• Helen to be interviewed and put on youtube/website.</li> <li>• It needs to be accessible to everyone (equality and diversity)</li> <li>• newsletters/noticeboards</li> <li>• Need to give people an idea of the size of project that would be considered</li> <li>• How fast turnaround will be</li> <li>• Could have a frequently asked questions section</li> <li>• This is what it is and this is what you can get</li> <li>• Need to get information out sooner than the building of a website is</li> <li>• Can we rebrand the whole thing for the general public</li> <li>• 'Enabling funding' is a good term.</li> </ul>
10. Launch Preparations	<p>South West Wales LAG list – Officers are looking at different LAGs to see how they are doing it.</p> <p>The LAG will have a stand at the PAVS Funding fair in November.</p>

	<p>It was suggested that LAG members let us know of upcoming events and what networks they have.</p> <p>It was suggested that a soft launch take place mid-November, giving people the 6 weeks before and after Christmas so that ideas can come in for mid-January. It was agreed that there should be a targeted communication launch. Hard launch in January with the suggested title of New Year's resolution – 'what are you going to do in your community'.</p> <p>FLAG achievements – Stephen Jones to provide</p>
11. Future Items	None
12.A.O.B.	No other items
13.	Date of next meeting TBC

## 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').*

LAG	Local Action Group
LDS	Local Development Strategy
EAFRD	European Agricultural Fund for Rural Development
RDP	Rural Development Programme/Plan
RCDF	Rural Community Development Fund
CLLD	Community-Led Local Development
EMFF	European Maritime and Fisheries Fund
ESF	European Social Fund
ERDF	European Regional Development Fund
WEFO	Welsh European Funding Office
SME	Small to medium sized enterprise
AONB	Area of outstanding natural beauty
PES	Payment for ecosystem services
SIP	Single Integrated Plan
Eoi	Expression of interest
SWOT	Strengths, weaknesses, opportunities, threats
ICT	Information and communications technology
WEFO	Welsh European Funding Office
SMART (targets)	Specific, measurable, attainable, realistic, timely
SSSI	Site of Special Scientific Interest
PMC	Programme Monitoring Committee

<b>Organisations</b>	
PATCH	Pembrokeshire Action To Counter Hardship
ELARD	European LEADER Association for Rural Development
EIP	European Innovation Partnerships
WG	Welsh Government
FSB	Federation of Small Businesses
PBI	Pembrokeshire Business Initiative
PBN	Pembrokeshire Business Network
NFU	National Farmers' Union
FUW	Farmers Union of Wales
PACTO	Pembrokeshire Association of Community Transport Organisations
DAT	Dyfed Archaeological Trust
PLANED	Pembrokeshire Local Action Network for Enterprise and Development
PALC	Pembrokeshire Association of Local Councils
PAVS	Pembrokeshire Association of Voluntary Services
PCC	Pembrokeshire County Council
PCNPA	Pembrokeshire Coast National Park Authority