

Pembrokeshire Local Action Group Meeting - Minutes
Bloomfield House Community Centre
11 August 2014 5.00pm

Present:

Nic Wheeler – Independent Acting Chair (Independent)
 Paul Lloyd – Pembrokeshire Business Initiative (PBI) (Private Sector)
 Mike Plumb – National Farmers Union (NFU) (Private Sector)
 Helen Murray – Pembrokeshire Local Action for Enterprise and Development (PLANED) (Third Sector)
 Emma Lewis - Pembrokeshire Association of Community Transport Organisations (PACTO) (Private Sector)
 Graham Holmes - Pembrokeshire Housing Association (Third Sector)
 Ged Davies – Natural Resources Wales (NRW) (Public Sector)
 Sonya Douglas – Indycube (Private Sector)
 Susan Boughton-Thomas – One Voice Wales (Public Sector)
 Ken Murphy – Dyfed Archaeological Trust (Third Sector)
 Steven Jones – Pembrokeshire County Council (Public Sector)
 Tony Baron – Federation of Small Businesses (FSB) (Private Sector)
 Stella Hooper – Port of Milford Haven (Private Sector)
 James Parkin – Pembrokeshire Coast National Park Authority (PCNPA) (Public Sector)

Apologies:

Sara Kenny – Job Centre Plus (Public Sector)
 Liz Williams - Pembrokeshire Tourism (Private Sector)
 James Roach-John – Pembrokeshire Communities First (Third Sector)
 Caroline Mathias – Chwarae Teg (Third Sector)
 Linda Rehorn – Community Forum Network (Third Sector)
 Sue Leonard – Pembrokeshire Association of Voluntary Services (PAVS) (Third Sector)
 Sharron Lusher – Pembrokeshire College (Public Sector)
 Robin Mogg – Pembrokeshire Business Network (PBN) (Private Sector)
 Stephen James – Local Business, Farming (Private Sector)
 Wendy Goldsworthy - Dragon LNG (Private Sector)

In attendance:

Sarah Hughes, Liz Thomas – Pembrokeshire Local Action for Enterprise and Development (PLANED)

1. Welcome and introductions	Chair Nic Wheeler welcomed everyone to the meeting and invited introductions for the benefit of new members.
2. Apologies	Caroline Mathias – Chwarae Teg Linda Rehorn – Community Forum Network Sara Kenney - Job Centre Plus James Roach-John – Communities First

	<p>Sharron Lusher – Pembrokeshire College Sue Leonard – PAVS Liz Williams – Pembrokeshire Tourism Peter Llewellyn – Hywel Dda Health Board Stephen James – Local Business, Farming (Private Sector) Wendy Goldsworthy - Dragon LNG (Private Sector)</p>
<p>3. Minutes of the Inaugural meeting 7th July 2014</p>	<p>Changes:</p> <p>Apologies - Wendy Goldsworthy represents Dragon LNG.</p> <p>Item 4 – Dr Steven Jones asked that it be recorded that he had objected to the proposal that PLANED be the Lead Administrative Body and not abstained. Abstentions changed from 5 to 4.</p> <p>Item 5 - It should be clarified in the penultimate paragraph that it was ‘Helen’ Murray.</p> <p>The minutes were approved with the above changes as proposed by Tony Baron and seconded by Susan Boughton–Thomas.</p>
<p>4. Matters Arising</p>	<p>Helen Murray informed the meeting that the full Rural Development Plan was submitted to the Commission by Welsh Government on the 11th July 2014. The timeframe for a decision by the Commission is three months. On that basis, the RDP for Wales will be approved on the 11th October 2014, subject to any queries that might emerge. Should any queries need to be addressed or negotiations entered into, the three month timeframe would then begin from the point of resubmission.</p> <p>P8 140811– Helen Murray outlined the main points of the paper regarding the Welsh Government’s encouragement to brigade costs across administrative bodies. The Chair invited a discussion on this point and the distinction between delivering programmes together and the administrative body function was noted. The Local Action Group agreed that for programmes, the discussions should remain ongoing with Ceredigion and Carmarthenshire to identify areas of synergy as the LDS develops. The LDS will outline potential areas of cross-border or joint-LAG funded activity. Members of the LAG were encouraged to attend the joint county engagement event on the 4th September at the Horeb Food Centre.</p> <p>The brigading of the administrative body function across areas was discussed in terms of pros and cons for Pembrokeshire. <i>Members</i></p>

	<p><i>were recommended to remain independent and not join with other areas. This was agreed unanimously, although it was emphasised that talks will continue with neighbouring areas to look at any avenues to work together as the programme develops.</i></p>
5. Declarations of interest	<p>Members were asked to complete and return declarations of interest.</p> <p>There was a query regarding 'staff' in the second bullet point and it was clarified that this refers to any staff involved in the administrative body or in a project funded by the Local Action Group.</p> <p>The complaints procedure for the declaration of interest was requested. <i>It was agreed to circulate PLANED's complaints procedure to members.</i></p>
6. Terms of Reference	<p>The LAG's position on 'unreasonable length of absence' from the Group was raised as a concern for the LAG. <i>It was agreed to insert a section to read 'the membership of a Local Action Group member will be terminated should they be absent with or without apologies from LAG meetings for more than three months without reasonable grounds'.</i></p> <p>Following some clarification from organisations originally invited to join the group it was agreed that the representation of the LAG will be amended to include:-</p> <p>Wendy Goldsworthy – Dragon LNG (private sector)</p> <p>Graham Holmes – Pembrokeshire Housing Association (third sector)</p> <p>Steven Jones noted that the Terms of Reference had been updated from an original model used by the Local Authority.</p> <p>It was clarified that references to the Secretariat refer to the Administrative Body.</p>
7. Local Development Strategy	<p>Paper P9 – 140811 was circulated giving an update on the Local Development Strategy (LDS) Sub-Group meeting held on 21st July 2014. The Chair noted the further guidance from Welsh Government providing word counts for each section, meaning the full document would be in excess of 20,000 words. The Local Action Group made suggestions as to the subjects for inclusion in the LDS and a discussion ensued on possible additional areas for consideration.</p>

8. Community Engagement	<p>The Chair noted the need to engage communities for the LAG to be a success. He outlined the intended events in the timetable for community engagement on key issues.</p> <p>Helen Murray extended an invitation to LAG members to attend the Community Forum Network event on 8th of September at the Regency Hall Saundersfoot between 12.30 and 5.00pm. The event promotes community engagement with Town and Community Councils, and supports the notion of an infrastructure for localism. The event is held annually and this year will include an opportunity for those attending to engage with the Local Development Strategy.</p>
9. A.O.B.	<p>The Chair invited members to suggest a suitable name for the group. Any ideas would be welcomed.</p> <p>Future subjects for agenda items for discussion within the group were also invited.</p>
10. Date of next meeting	24 September 2014 at 5.00pm