



Arwain Sir Benfro

Pembrokeshire Local Action Group Meeting Minutes

21 June 2018 17.00, PLANED

Present:

Gordon Barry – PLANED (Third Sector)

Gareth Bond - Pembrokeshire College (Public Sector)

Ged Davies – Bluestone (Private Sector)

Stella Hooper – Port of Milford Haven (Private Sector)

Christine Gwyther - Pembroke Dock Town Team (Third Sector)

Stella Hooper – Port of Milford Haven (Private)

Martin Horne – Transition Bro Gwaun (Third Sector)

Jonathan Hughes – National Trust (Third 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)

Charles Mathieson – Pembrokeshire Coastal Forum (Private)

Robert Phillips – Natural Resources Wales (NRW) (Public Sector)

Mike Plumb – National Farmers Union (NFU) (Private Sector)

Mair Thomas – Pembrokeshire Coast National Park Authority (PCNPA) (Public Sector)

In attendance:

Catrin Bradley (Finance Manager), Jess Morgan (LEADER Manager), 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 at the moment 21 rounded down to the nearest whole number.

Attendees: Private Sector 33%, Third Sector 40% and Public Sector 27%.

1. Welcome and introductions	Emma welcomed everyone to the meeting, but particularly Charles Mathieson and Martin Horne this being their first meeting.
2. Apologies	Tony Baron – Federation of Small Businesses (FSB) (Private Sector) Rhidian Evans – Menter Iaith Sir Benfro (Third Sector)

	Ken Murphy – Dyfed Archaeological Trust (Third Sector) Mike Neal – PLANED (Third Sector) Rebecca Voyle – Farmers Union of Wales (FUW) (Private Sector) Nic Wheeler – Chair (Independent) Liz Williams - Pembrokeshire Tourism (Private Sector)															
3. Minutes of the LAG meeting 15 th February 2018	<i>The minutes were approved as a true record by all present as proposed by Gareth Bond and seconded by Mair Thomas and agreed unanimously.</i>															
4. Matters Arising	No matters arising.															
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>FA1 18.06.21</td> <td>Inspirational Dragons</td> <td></td> </tr> <tr> <td>FA2 18.06.21</td> <td>Sharing Local History</td> <td>Robert Phillips (A) Ged Davies (B)</td> </tr> <tr> <td>FA3 18.06.21</td> <td>Pembrokeshire Remakery and Green Shed Project.</td> <td></td> </tr> <tr> <td>FA4 18.06.21</td> <td>Digital Inclusion and Learning for People with Learning Disabilities and Autism</td> <td></td> </tr> </tbody> </table> <p>Presentation by Gwyneth Jones on the Active and Connected Communities Project.</p>	Ref	Title	Declaration	FA1 18.06.21	Inspirational Dragons		FA2 18.06.21	Sharing Local History	Robert Phillips (A) Ged Davies (B)	FA3 18.06.21	Pembrokeshire Remakery and Green Shed Project.		FA4 18.06.21	Digital Inclusion and Learning for People with Learning Disabilities and Autism	
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6. Animation and Activity Update	<p>P6a – 171130 Animation Report – Jess gave an update of activity over the last 3 months. There has been good press coverage of Arwain activity in local press and WG Gwlad bulletin. LAG members were reminded to subscribe to this bulletin.</p> <p>Networks are a key part of LEADER and there have been a number of events such as Plastic Free Pembrokeshire, the Community Buildings Network Events and the Heritage Day celebrations.</p>															

	<p>Events coming up are the Rural Crime event on the 3rd of July at Letterston Village Hall at 10.30 and the Community Forum Network event at Crundale Village Hall on Monday 25th June at 6.00pm. Some members suggested that the Rural Crime Network should connect with the Pembrokeshire Rural Crime Board. Jessica said that Chief Inspector Amanda Diggins has been in contact with Sinead at PCC.</p> <p>Sue Leonard was pleased that the Circular Economy is on the agendas of the Pembrokeshire, Carmarthenshire, Ceredigion and Powys PSBs.</p> <p>Steven Jones suggested that more publicity was needed in the press around EU funding, acknowledging that the newspapers edit articles they receive and sometime omit this information.</p> <p>Brexit – Steven Jones told members that Gwyn Evans has been writing reports about the impact of Brexit in Pembrokeshire and will circulate them.</p> <p>P6b – 171130 Activity report – No comments</p>
<p>7. LEADER NIFT, EOI's and Full Applications</p>	<p>P7a – 180621 the minutes of the sub-LAG meeting 23/03/18 were unanimously approved as a true record.</p> <p>P7b -180621 – written procedure votes 12/04/18</p> <p>P7c – 180621 – Summary of projects to be considered on 21/06/18</p> <p>P7d – 180621 – the minutes of the sub-LAG meeting 01/06/18 were unanimously approved as a true record.</p> <p>P7e – 180621 Scoring sheet from Sub-LAG 01/06/18</p> <p>P7f- 180621 See the full details of submissions of 4 Full Applications on this link http://www.arwainsirbenfro.cymru/downloads/</p> <p>It was confirmed that following amendments made to the bid and written procedure, the Bluestone project has now been approved.</p> <p>18.06.21 FA1 Inspirational Dragons – Members discussed the issue of the applicant claiming that there could be a reduction in the amount of slime and how much the fountain will help. Members also queried whether the Mill Pond Action Group has disbanded as stated in the bid?</p> <p><i>It was agreed to defer the decision and ask the applicant to amend these queries and the queries of the Sub-LAG.</i></p>

	<p>18.06.21 FA2 Sharing Local History – Ged Davies declared a level C interest. <i>It was agreed to approve the application with the condition that the group get 3 written quotes for the management fees. 2 abstentions</i></p> <p>18.06.21 FA3 Pembrokehire Remakery – It was recommended that they work with private businesses offering a similar service i.e. local cycle shops. <i>It was agreed to approve the application with the condition that the project is closely monitored. 1 abstentions</i></p> <p>18.06.21 FA4 DIAL – Digital Inclusion and Learning for People with Learning Disabilities and Autism – The issue of State Aid was discussed. <i>It was agreed to defer the decision and ask the applicant to resubmit answering all the queries from the Sub-LAG.</i></p> <p>P7g - 180621 – Innovative Heritage extension request</p> <p>Steven Jones had a number of questions he would like answered before agreeing to the extension. <i>It was agreed to take it to the Monitoring and Evaluation sub group.</i></p> <p>Sue Leonard will be looking for an extension to the Active and Connected Communities Project. <i>It was agreed that it can be dealt with by written procedure.</i></p>
<p>8. Budget and spend to date</p> <p>P8a – 180621 P8b – 180621 P8c - 180621</p>	<p>Finance Manager Catrin Bradley highlighted points of interest in the finance reports.</p> <p>P8a – 180621 – Catrin explained the various tables which are in a slightly different format to previously. The team are currently looking at collating information on which sectors are providing match-funding to approved projects. This will be reported at a future meeting.</p> <p>The number of PI’s have increased as part of the re-evaluation exercise in March and the requested extension of the programme to 2023. We are awaiting approval of the re-evaluation by WG.</p>

	<p>The picture of completed projects and the status of ongoing approved projects will be clearer by the September meeting which could form the basis future allocation of remaining budgets.</p> <p>P8b – 180621 – It was raised that some projects have passed their end date and not claimed all of the money. <i>It was agreed to provide the LAG members with information of each of the approved projects using a traffic light system and comments using a traffic light system.</i></p> <p>P8c – 180621 – no comments.</p>
<p>9. a Monitoring and Evaluation Sub-Group (verbal)</p> <p>9.b LDS Review with WG (verbal)</p>	<p>There have been two Monitoring and Evaluation group meetings since the last LAG that have looked at project closure and evaluation forms, project timeframe changes and procurement of the external evaluator. Sue Leonard suggested that future re-profiling of the Implementation Delivery Profile should be dealt with by written procedure by the full LAG when there is a tight deadline. Catrin clarified that it was a re-profiling of the timeframe of the project to extend to June 2023 with no significant change of budget categories. A Terms of Reference has been agreed for this group and will be re-sent to members.</p> <p>The evaluation tender is on Sell2Wales and scoring will take place on the 19th July. Two Expressions of Interest have been received so far and the successful consultant should be appointed by August.</p> <p>The evaluation techniques were discussed and we will not be using the ‘Managing the Mountain’ method.</p>
<p>10. Procurement</p>	<p>Community Foundation – Sue Leonard gave an update on progress of the tendering process and Wavehill has been appointed. A final report will be presented to LAG at the November meeting. Sue complimented the robust and transparent decision making process. Due to the clear margins it was agreed by the group that interviews were not required.</p> <p>Arts Network – Christine Gwyther gave an update. Four submissions have been received and scoring will take place next week for a September start. Stella commented that interviewing would be essential for this role.</p>

11. FLAG Update (verbal)	Gordon Barry gave a brief update. Emma Wooten has resigned and no replacement has been found. As a consequence, there have been no meetings.
12. LAG Member round table updates	<p>Sue Leonard raised an issue for a potential project supporting the development of micro enterprises in the care sector, stimulating the local economy and building the local supply chains which would fit well into theme 2 of the LDS.</p> <p><i>It was proposed by Steven Jones that we should do a targeted open call for theme 2 as this was identified as an area with more underspend and seconded by Stella Hooper. The targeted call could remain open until the end of the year. Officers will need to promote this widely. It was agreed that Steven Jones would share this information with the Pembrokeshire Business Panel.</i></p> <p>PAVS are organising the Community Zone at the Pembrokeshire County Show and Sue encouraged everyone to come and say hello.</p> <p>Mike Plumb – asked if meeting papers can be provided on the screen at future meetings.</p> <p>In response to a query about the appointment of a new Chief Executive, Gordon Barry informed members that first stage interviews will be held next week and hopefully an appointment should be made in the next two weeks.</p>
13. A.OB	<p>We need a replacement rep from Hywel Dda University Health Board.</p> <p>Emma asked LAG members if they wanted to make a corporate response to the HDUHB consultation. Members felt that it was not appropriate but should use our networks to encourage individuals to participate in the consultation.</p>
14. Date of next Meeting	<p><i>Future meeting Dates</i></p> <p>27 Sept 2018</p> <p>22 Nov 2018</p>

Meeting closed at 7.00pm

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
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