



## Arwain Sir Benfro

### Pembrokeshire Local Action Group Meeting Minutes

29<sup>th</sup> September 2016 17.00, PLANED

#### Present:

Stephen Allsopp – PBN (Private)  
Tony Baron – Federation of Small Businesses (Private Sector)  
Gareth Bond - Pembrokeshire College (Public Sector)  
Ged Davies – Natural Resources Wales (NRW) (Public Sector)  
Christine Gwyther – Communities First (Third Sector)  
Stella Hooper – Port of Milford Haven (Private Sector)  
Steven Jones – Pembrokeshire Community Council (PCC) (Public Sector)  
Sue Leonard – Pembrokeshire Association of Voluntary Services (Third Sector)  
Emma Lewis – (Vice Chair) Pembrokeshire Association of Community Transport Organisations (PACTO) (Third Sector)  
Margaret Morgan - Menter Iaith Sir Benfro (ThirdSector)  
Mike Neal – PLANED (Third Sector)  
Rhodri Packman – PBI (Private)  
Mike Plumb – National Farmers Union (NFU) (Private Sector)  
Emma Taylor – Pembrokeshire Coast National Park Authority (PCNPA) (Public Sector)  
Rebecca Voyle – Farmers Union of Wales (FUW) (Private Sector)

#### In attendance:

Catrin Bradley (Finance Manager), Cris Tomos (Animation and Impact Officer), Jess Morgan (Animation Officer), 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 28), rounded down to the nearest whole number.

Attendees: Private Sector 43%, Third Sector 28.5 % and Public Sector 28.5%.

1. Welcome and introductions	Emma Lewis welcomed everyone to the meeting but especially Mike Neal, Rhodri Packman and Margaret Morgan who were all
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	attending for the first time.
2. Apologies	Nic Wheeler –Chair (Independent) Sonya Douglas – Indycube (Private Sector) Steve John - One Voice Wales (Third Sector) Ken Murphy – Dyfed Archaeological Trust (Third Sector) Liz Williams - Pembrokeshire Tourism (Private Sector) Helen is no longer with PLANED and she has moved on to a new job. It was agreed to wish her well on behalf of the LAG.
3. Minutes of the LAG meeting 28 <sup>th</sup> July 2016	<i>They were approved as a true record by all present as proposed by Christine Gwyther and seconded by Ged Davies.</i>
4. Matters Arising	John Davies WG said at the last meeting that he would issue guidance on member’s liability but nothing has been received.
5. Declarations of Interest	Members declared interests in the following proposals:  Sue Leonard P8e1 Steven Jones P8e1 Cris Tomos P8e2 Stephen Allsopp P8e4 Stella Hooper P8e7 Christine Gwyther Emma Taylor P810
6. EU Exit Update Verbal	Nothing to report at present
7. Delivery Profile amendments - tabled	Catrin distributed document P7 which illustrated the original and amended values for the cost headings of the delivery profile and told members that the deadline for re-profiling was 30 <sup>th</sup> September but an extension of another two weeks has been granted following new guidance from WG on cost heading definitions and simplified costs. The figures were discussed and approved. It was confirmed that no money has been claimed by projects yet and no claims have been made to WEFO as yet, from us or other LAGs.  Independent LAGs were given an advance payment so that we can pay projects quickly, even weekly if necessary.

<p>8. New Ideas, Expressions of Interest and Full Applications  P8 a1 - 160929,  P8a2 – 160929  P8b – 160929  P8c – 160929  P8d – 160929  P8e1 to P810</p>	<p>P8 a1 - 160929, (Written Procedure votes 05/09.2016)  P8a2 – 160929 (Subgroup minutes 19/08/2016)</p> <p>P8b – 160929 (Subgroup minutes 16/09/2016)  P8c – 160929 (voting for non-attendees at 29/09/2016 meeting)  P8d – 160929</p> <p><b>P8e1- PAVS – Active and Connected Communities.</b> Additional information was provided by letter and a presentation made at the sub group on 16<sup>th</sup> September 2016. Sue Leonard gave additional information before leaving the meeting during consideration of this proposal and declared an interest verbally and in writing.</p> <p><i>It was proposed to approve the application:</i> 11 votes for; 0 votes against and 2 abstentions due to declaration of interest (inc Sue Leonard).  Sue Leonard returned to the meeting.</p> <p><b>P8e2 - Cwm Arian Renewable Energy (CARE) Ltd - Supporting Resilient Renewable Communities.</b> Cris Tomos declared an interest verbally and in writing – further information was read out on finances. Cris Tomos answered questions before leaving the meeting.</p> <p><i>It was proposed to approve the application:</i> 12 votes for; 0 votes against; 1 abstention</p> <p><b>P8e3 - Sustainable Community Facilities and Assets Fund - Piloting the county wide Community Assets Fund –</b> several ideas were put forward for discussion such as:</p> <ul style="list-style-type: none"> <li>• reward rather than monetary prize</li> <li>• can the model be rolled out to other areas of the county</li> <li>• targeting specific areas that people are donating to</li> <li>• Link to Pembrokeshire Pound so winnings can only be spent locally</li> <li>• Could donations be specified for the good cause and not go towards the prize pot</li> </ul> <p><i>It was proposed to defer the application for further development:</i> 12 votes for; 0 against; 1 abstention</p>
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Steven Jones left the meeting

**P8e4 - Pembrokeshire Business Network - PBN Innovation Pilot**

Stephen Allsopp gave additional information before leaving the meeting during consideration of this proposal and declared an interest verbally and in writing.

*It was proposed to reject the application: 10 votes for; 0 Against; 1 abstention*

**P8e5 - Purple Shoots - Self-reliant Groups in Pembrokeshire**

*It was proposed to reject the application: 10 votes for; 0 votes against; 0 abstained; defer 2*

**P8e6 – Hiraeth Hope - Community settlement –**

*It was proposed to defer the application until clarification from WG on LAG expenditure; also need confirmation that a letter of support has been received from PCC. Approval can be given by written procedure once all paperwork is in place; 12 votes for; 0 against; 0 abstentions*

**P8e7 - NIFT 28 Milford Haven Port Authority (MHPA) - Feasibility Study for former Victoria Filling Station and Grade II listed Quay Stores in Milford Haven – Stella**

Hooper gave additional information before leaving the meeting during consideration of this proposal and declared an interest verbally and in writing. *It was proposed to defer inviting full application subject to eligibility*

9 votes to defer pending WG feedback on eligibility; 1 vote to reject; 1 abstention (Stella)

**P8e8 – NIFT 29 – Transition Bro Gwaun – Reducing Food Waste**

Christine and Margaret declared connections with the group but not involved in the application/project so no need to declare an interest. *It was proposed to invite full application 12 votes for ; 0 against; 0 abstentions*

	<p><b>P8e9 – NIFT 30 – Pembroke Dock Regeneration Committee - Pembroke Dock Heritage Tourism Feasibility Study</b>  <i>It was proposed to invite full application 12 votes for; 0 against; 1 abstention.</i></p> <p><b>P810 – Tir Coed - LEAF (Learning to Enable Achievement &amp; Fulfilment)</b></p> <p>Emma Taylor declared an interest. <i>It was proposed to invite full application 12 votes for; 0 against; 1 abstention.</i></p>
9. Budget Monitoring – P9 - 160929	<p>Catrin Bradley discussed the papers and highlighted the values of approved and awaiting approval project allocation to date, by theme. It was stressed that no claims have been submitted by successful applicants and that current approved applications will take two years to see full expenditure profile.</p> <p>Cris added that some LAGs cap their application limits.</p>
10. Staffing Update (verbal)	<p>Catrin Bradley updated members on current staffing arrangements. There will be some changes within the implementation and co-operation with one member of staff on maternity, other officers are picking up elements of that role. Emyr John will move from the co-operation officer to animation and audit support. Kate Lindley will be picking up the co-operation role and digital heritage project.</p>
11. LEADER Activity Report tabled	<p>The report was distributed giving a breakdown of meetings and activity under each theme as previously asked for.</p>
12. Thematic Sub-groups – schedule of meetings – (tabled)	<p>It will be key to get the sub-groups set up and meeting. Thematic officers will get in contact with members to arrange meetings. Activity reporting could be thematic.</p>
13. RCDF – Update and information regarding Measure 7.1 – (verbal)	<p>Catrin Bradley explained that the current guidance on measure 7.1 (i.e. funding for detailed technical and pre-development studies) was that WG were considering options of the indicative allocation of £96,000 for Pembrokeshire being administered by the Administrative Body on behalf of the LAG or to open a funding round which they administer.</p>

	It was noted that the results of second round of RCDF EOI application was due 30.09.16.
14. Co-operation Guidance – P14 - 160929	Guidance on Co-operation projects was provided for information.
15.P15a – 160929 Monitoring &Evaluation WG Presentation P15b – 160929 Monitoring &Financial Claim Forms	<p>Cris Tomos explained that there was a regional LAG meeting on 28<sup>th</sup> September. All LAG reps agreed that WG need to give more guidance on evaluation. Further guidance should be available in the autumn. We are gathering our own information but want to be in line with the rest of the region.</p> <p>The Monitoring and Financial claim forms were discussed and implementation officers will work with groups.</p>
16. FLAG update (verbal)	Emma Lewis is the LAG representative on the FLAG. She informed members that FLAG is now officially in existence, constituted and the Local Development Strategy has been sent to WG. The FLAG would continue to be known as 'Cleddau to Coast' as previous FLAG.
17.LAG member updates (verbal)	Stephen Allsopp and Emma Taylor will be taking up induction training and is available to any existing member should they need a refresher.
18. Any Other Business	<p>It was reported that correspondence, from a representative of the West Wales Shell Fisherman's Association, had been received in relation to the Slipper Limpet project EOI160601-12, and a request had been made that references to fishermen supporting the project should be retracted from the application form. Members noted the request.</p> <p>Ged Davies was thanked for his support and representation as NRW and was wished well for his future.</p>
19. Date of Next Meeting	24 November 2016 at 17.00

Meeting closed at 8.35

## 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 <a href="#">European Commission’s Lifelong Learning Programme 2007-2013</a> <sup>[1]</sup> 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

<b>Organisations</b>	
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