

Pembrokeshire Local Action Group Meeting - Minutes
Bloomfield House Community Centre
24 September 2014 5.00pm

Present:

Nic Wheeler – Independent Acting Chair (Independent)
 Tony Baron – Federation of Small Businesses (FSB) (Private Sector)
 Gareth Bond – Pembrokeshire College (Public Sector)
 Sonya Douglas – Indycube (Private Sector)
 Stella Hooper – Port of Milford Haven (Private Sector)
 Denzil Jenkins Cymdeithas Cwm Cerwyn GMC (Third Sector)
 Sue Leonard – Pembrokeshire Association of Voluntary Services (PAVS) (Third Sector)
 Emma Lewis - Pembrokeshire Association of Community Transport Organisations (PACTO) (Third Sector)
 Robin Mogg – Pembrokeshire Business Network (PBN) (Private Sector)
 Gareth Morgan - Hywel Dda Health Board (Public Sector)
 Helen Murray – Pembrokeshire Local Action for Enterprise and Development (PLANED) (Third Sector)
 Mike Plumb – National Farmers Union (NFU) (Private Sector)
 Liz Williams - Pembrokeshire Tourism (Private Sector)

In attendance:

Sarah Hughes – (PLANED)
 Catrin Bradley– Finance Manager, (PLANED)
 Liz Thomas – LAG Technical Assistant, (PLANED)

1. Welcome and introductions	Chair Nic Wheeler welcomed everyone to the meeting.
2. Apologies	Susan Boughton-Thomas – One Voice Wales (Public Sector) Ged Davies – Natural Resources Wales (NRW) (Public Sector) Rhidian Evans – Menter Iaith Sir Benfro(Third Sector) Wendy Goldsworthy - Dragon LNG (Private Sector) Graham Holmes - Pembrokeshire Housing Association (Third Sector) Jonathan Hughes National Trust (Third Sector) Stephen James – Local Business, Farming (Private Sector) Steven Jones – Pembrokeshire County Council Sara Kenny – Job Centre Plus (Public Sector) Paul Lloyd – Pembrokeshire Business Initiative (PBI) (Private Sector) Caroline Mathias – Chwarae Teg (Third Sector) Ken Murphy – Dyfed Archaeological Trust (Third Sector) James Parkin – Pembrokeshire Coast National Park Authority (PCNPA) (Public Sector) Linda Reohorn – Community Forum Network (Third Sector) James Roach-John – Pembrokeshire Communities First (Third Sector)

3. Minutes of the LAG meeting 18 th August 2014	<p>Changes:</p> <p>Those present should have included Gareth Bond – Pembrokeshire College.</p> <p>The minutes were approved with the above changes as proposed by Emma Lewis and seconded by Tony Baron.</p>
4. Matters Arising	<p>Agenda point 5: P4 – 140924</p> <p>Complaints procedure provided in Welsh and English and this will be discussed under AOB.</p> <p>Agenda point 6: P3 - 140924</p> <p>Terms of Reference – updated copy has been circulated and was approved unanimously.</p>
5. Declarations of Interest	None declared
6. Local Development Strategy	<p>P5 – 140924</p> <p>The Chair then took members through the document page by page for comments and suggested amendments were noted. The Chair asked if everyone present was happy with the document and there were no objections but as the group was not quorate he asked that those not present be given 24 hours from notification tomorrow to comment. The 12 LAG members present gave their unanimous approval</p> <p>The point was raised as to whether those not attending should be asked if they wish to be involved for the future or whether they are happy for those engaged to continue. The group would need to be mindful, if there is a reduction in membership, of the need to maintain the sectoral split.</p> <p>P6 – 140924 – Sarah outlined the details in the Intervention Logic Table which had been drafted by the Local Development Strategy (LDS) Sub Group. She went on to explain that although it looks quite extensive, as the funding is small there will be limits to what can be delivered although she had tried to cover as many areas as possible so as not to limit potential projects. Cross cutting themes will be applied as well. The table attempts to record the relevant strategies. More detail will be required at a later time to direct future opportunities.</p>

Emma Lewis congratulated PLANED on the work put into the document.

Stella Hooper suggested that Marine Energy Pembrokeshire should be referenced in some way. Helen informed the members that she met Tonia Forsyth and had outlined the LAG and LDS process.

Sue Leonard expressed a concern over the amount of content and how this will be met over the programme period. Nic Wheeler explained that Catrin Bradley will present the delivery profile and the split of resources and how this will be done under the next item on the agenda. Sarah added that there will be annual review to ensure these issues are addressed.

The group approved the Intervention Logic Table unanimously.

Catrin Bradley distributed sheets of the Indicative Financial Allocation Summary and gave an explanation of the breakdown of the figures. Pembrokeshire will have, in total, 4.4 million, up to 25% of which can be spent on the running costs and the animation leaving 3.3million for project implementation. All projects are subject to 20% match funding. The grand total including match funding is just £5.2 million

Catrin highlighted how the costs for project implementation were allocated across the main 5 themes. Following a discussion around some of the main issues Catrin was able to show the members the amount of detail that is being provided at this early stage. It was agreed that the criteria selection for projects will be critical to the success of the LDS and the LAG. The role of digital technology was discussed. The thematic allocation was agreed but that digital technology should form part of the selection process. The group approved the Indicative Financial Allocation Summary.

P7 - 140924

Helen Murray explained to members of the group that the Welsh Government requires the provision of an outline of the selection criteria for proposed projects. Much of the document prepared and up for discussion is taken from Welsh Government guidance.

Helen outlined the discussion paper highlighting some of the issues that would make projects eligible or ineligible e.g. following the principles of LEADER, evidence of need, locally appropriate.

There is no minimum amount set for projects. Following a discussion it was suggested that it could be possible for smaller projects to be referred to the animation team and possibly worked up into larger projects by groups coming together under a common theme or forming networks. This was agreed.

- Gareth Bond raised a question over the Welsh Government definition of capital.
- Clarity required over where documents reference LAG and LAG staff

Sue Leonard pointed out that this will not be a small grant scheme and therefore any proposal coming through should have the backing of community groups or communities of interest who could benefit.

It was agreed that all proposals will be considered on an individual, meritocratic basis.

It was agreed that communications need to address that LEADER is not a 'grant' scheme.

There is a huge task to monitor and evaluate all projects.

It was clarified that there is a fixed amount for administration and animation and that the money set aside for projects is protected.

It was explained to LAG members that there is funding for the equivalent of 3 full time officer jobs under the animation budget allowing for overheads, promotion, meeting costs etc. It was suggested that there could be an officer linked to specific themes to focus more intently on targeted areas.

Nic Wheeler added that this may all need to be looked at again when in the development of proposals.

Sue Leonard asked if there is any guidance of how long projects should run for and if there should be a mid-term evaluation. It was agreed short term projects could be pilots or feasibility studies but overall sustainability will be considered.

Nic Wheeler suggested that there could be a need for an appeals procedure if EOIs that go to amateurs do not progress.

It was noted that if money is not taken up in the first couple of years

	the Welsh Government can claw back funding.
7. Any other Business	<p>The need to produce documents bilingually was discussed and it was agreed that at the very least agenda and minutes should be produced bilingually and that much larger or more technical documents may be just produced in English especially if there is a tight timeframe involved as with the LDS.</p> <p>PLANED's Welsh Language Policy and Scheme can be shared at the next meeting.</p> <p>The name of the group was then discussed and three suggestions were put forward:-</p> <p>REACH rural enterprise action Community</p> <p>Together for Pembrokeshire</p> <p>ARWAIN (to lead) – this was chosen as working title</p> <p>Date of next meeting 12 November 2014</p> <p>Meeting closed 7.10pm</p>