

**Pembrokeshire Local Action Group Meeting - Draft Minutes**  
**Bloomfield House Community Centre**  
**7 July 2014 5.00pm**

**Present:**

Nic Wheeler – Independent Acting Chair (Independent)  
 Paul Lloyd – Pembrokeshire Business Initiative (PBI) (Private Sector)  
 Brian Thomas – Farmers Union of Wales (FUW) (Private Sector)  
 James Roach-John – Pembrokeshire Communities First (Third Sector)  
 Mike Plumb – National Farmers Union (NFU) (Private Sector)  
 Sue Leonard – Pembrokeshire Association of Voluntary Services (PAVS) (Third Sector)  
 Sharron Lusher – Pembrokeshire College (Public Sector)  
 Helen Murray – Pembrokeshire Local Action for Enterprise and Development (PLANED) (Third Sector)  
 Emma Lewis - Pembrokeshire Association of Community Transport Organisations (PACTO) (Private Sector)  
 Caroline Mathias – Chwarae Teg (Third Sector)  
 Ceri Daugherty – 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)  
 Jonathan Hughes – National Trust Pembrokeshire (Third Sector)  
 Gary Howell – Pembrokeshire Business Network (PBN) (Private 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)  
 Linda Reohorn – Community Forum Network (Third Sector)  
 Stephen James – Local Business, Farming (Private Sector)  
 Denzil Jenkins – Cymdeithas Cwm Cerwyn (Third Sector)  
 James Parkin – Pembrokeshire Coast National Park Authority (PCNPA)

**Apologies:**

Sara Kenny – Job Centre Plus (Public Sector)  
 Wendy Goldsworthy - South Hook LNG (Private Sector)  
 Liz Williams - Pembrokeshire Tourism (Private Sector)  
 Graham Holmes - Pembrokeshire Housing Association (Third Sector)  
 Rhidian Evans – Menter Iaith Sir Benfro (Third Sector)

**In attendance:**

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

<p>1. Welcome and introductions P1 - 140707</p>	<p>Chair Nic Wheeler welcomed everyone to the meeting and introduced himself. He explained the process of appointment to the Independent Chair role, and that he would be in post for a term of 6 months after which a Chair and Vice-Chair would be voted from the Local Action</p>
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	<p>Group membership. He emphasised the importance of progressing work to be ready to start projects in January 2015 and the desire of the Commission to go back to the original principles of LEADER. The Chair referred to the paper (P1–140707) circulated in advance of the meeting, noting that that all members are attending on the basis of an understanding of what it means to be a member of a Local Action Group. Helen Murray (PLANED) explained the facilitation role of PLANED to support the development of the Local Action Group. She also outlined how the membership had been developed on the basis of guidance by Welsh Government.</p>
2. 'LEADER in action' presentation	<p>Sarah Hughes (PLANED) outlined LEADER projects over the past 23 years. The Chair thanked Sarah and asked if there were any questions. He then outlined the themes to be addressed within the Local Development Strategy and the challenges ahead for the Local Action Group.</p>
3. Local Action Group Terms of Reference P2-140707	<p>The paper P2–140707 was circulated. The Chair proposed to accept the terms of reference pro tempore. No objections were raised by the Local Action Group members. It was resolved to accept the terms of reference for the Local Action Group, as detailed in P2-140707, subject to any comments being considered at the next meeting.</p>
4. Formal appointment of the Local Action Group administrative body for LEADER 2014-2020	<p>The Chair referred back to P1-140707 to outline the role of the administrative body to be formally appointed and the mandate of the Local Action Group to do this. The Chair requested a proposal for the administrative body role. Susan Boughton-Thomas proposed that PLANED as the administrative body. This was seconded by Sonya Douglas. Dr Steven Jones suggested that the administrative and animation elements could be split between Pembrokeshire County Council and PLANED, respectively. The Chair requested a seconder for this proposal. There was no seconder. The Chair asked if there were any further nominations. There were none. The Chair then asked for a show of hands for PLANED to be formally appointed as the Administrative Body for the Pembrokeshire Local Action Group. For the record, 5 Local Action Group members abstained, all other LAG members voted in favour. It was resolved that PLANED is formally appointed as the Administrative Body for the Pembrokeshire Local Action Group.</p>
5. Local Development	<p>The Chair noted the timeframe for submission of the Local</p>

<p>Strategy process P3 - 140707 P4 – 140707 (2 part document)</p>	<p>Development Strategy to Welsh Government by the 30<sup>th</sup> September 2014. Additional papers (P4-140707) were tabled to provide more detailed guidance on the preparation of the Local Development Strategy (LDS). These explained that the LDS is the key reference point for the future actions of the Local Action Group (LAG). It will also guide the animation role within the Administrative Body. The Strategy should be based on intensive community involvement, the levels of which will need to be demonstrated. It is a living document setting out a SWOT analysis and strategy which would be reflected in an action plan based on the five themes, if all are chosen as relevant to Pembrokeshire. The action plan to make reference to why (from SWOT), what, how, when and by whom. Additionally, it should demonstrate how it will accommodate the three Wales European Funding Office cross cutting themes and the two specific Rural Development Programme themes. The strategy should be underpinned by a firm commitment to integration, innovation and delivering on co-operation (including transnational) and the important role of networking.</p> <p>Pembrokeshire has a good starting point for this with the Expression of Interest submitted by PLANED to Welsh Government (P3 - 140707) which was circulated to members at the meeting.</p> <p>Local Action Group members discussed how this might relate to PLANED's work to date on LEADER. It was recognised that there would be opportunities for working together, but that the programme would only include 5% capital, and that match funding would be required to match the 80% funding overall. It was agreed that the strategy should not be driven solely by the money available under the LEADER programme, but by need and opportunities, so that other funding streams could be attracted. It was recognised that it should also add value to wider funds. Nic Wheeler suggested that it would be good to work with Steven Jones and Sue Leonard as a link to the Single Integrated Plan and Local Service Board. Sue Leonard noted that currently there is no community theme in the Single Integrated Plan. In response to a question, Murray clarified for members that the fund was part of the Rural Development Programme Pillar 2 fund.</p> <p>It was resolved that PLANED would draft the Local Development Strategy with support from a group of Local Action Group members to initially include: Sue Leonard, Sharron Lusher, Emma Lewis, James</p>
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	Parkin and Dr Steven Jones.
6. Any other business	<p>The Chair asked for any suggestions of other groups that might be represented around the table, or as non-voting advisors. Local Action Group members were invited to provide suggestions to PLANED as the Administrative Body, although it was suggested that some organisations may share and nominate a lead member. This was agreed by the Local Action Group.</p> <p>When asked about the type of person required within an organisation, the Chair suggested someone who could contribute and who knows the body they represent. Helen Murray asked for consistency of membership. Sonya Douglas suggested that a real and manageable network across sectors would be an outcome in itself from the Local Action Group.</p> <p>Concern about the timescale was expressed but it was agreed by all that the Local Action Group would need to work to the existing deadlines set by Welsh Government. Sue Leonard noted that PLANED have been fulfilling this role in Pembrokeshire and have evidence to draw on, particularly in the form of action plans; in addition to other evidence that could be drawn from members of the group.</p>
7.	Date of next meeting – to be confirmed. It was agreed that that the time of day and location was agreeable to members.