



Arwain Sir Benfro

Pembrokeshire Local Action Group Meeting Minutes

22 November 2018 17.00, PLANED

Present:

Gareth Bond - Pembrokeshire College (Public Sector)
 Christine Gwyther - Pembroke Dock Town Team (Third Sector)
 Stella Hooper – Port of Milford Haven (Private Sector)
 Martin Horne – Transition Bro Gwaun (Third Sector)
 Steven Jones - Pembrokeshire County Council (PCC) (Public Sector)
 Sue Leonard – Pembrokeshire Association of Voluntary Services (PAVS) (Third Sector)
 Charles Mathieson – Pembrokeshire Coastal Forum (Private Sector)
 Ken Murphy – Dyfed Archaeological Trust (Third Sector)
 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)
 Iwan Thomas – PLANED (Third Sector)
 Nic Wheeler – Chair (Independent)

In attendance:

Jess Morgan (LEADER Manager), Liz Thomas (Office Manager) Emyr John (Claims and Monitoring Officer) PLANED; Endaf Griffiths - Wavehill Consultants.

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 19) rounded down to the nearest whole number.

Attendees: Private Sector 27%, Third Sector 36% and Public Sector 36%.

1. Welcome and introductions	The Chair welcomed everyone to the meeting and particularly Endaf Griffiths from Wavehill Consultants who are carrying out the evaluation of the LAG and Lizzy Stonhold who gave an inspiring presentation of the Drawn Together project. He went on to inform
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	members that Steve John of One Voice Wales and Ged Davies of Bluestone have stepped down from their posts and are therefore, no longer eligible to be on the LAG. We will ask One Voice Wales to nominate a new representative.												
2. Apologies	Tony Baron – Federation of Small Businesses (FSB) (Private Sector) Rhidian Evans – Menter Iaith Sir Benfro (Third Sector) Jonathan Hughes – National Trust (Third Sector) Emma Lewis – (Vice Chair) Pembrokeshire Association of Community Transport Organisations (PACTO) (Third Sector) Elaine Lorton – Hywel Dda University Health Board (Public Sector) Rebecca Voyle – Farmers Union of Wales (FUW) (Private Sector)												
3. Minutes of the LAG meeting 29 th September 2018	<i>The minutes were approved as a true record by all present as proposed by Stella Hooper and seconded by Steven Jones and agreed unanimously.</i>												
4. Matters Arising	Steven Jones supplied the Brexit Risk register prepared by Gwyn Evans.												
5. Declarations of Interest	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:												
	<table border="1"> <thead> <tr> <th>Ref</th> <th>Title</th> <th>Declaration</th> </tr> </thead> <tbody> <tr> <td>EOI 181122</td> <td>Destination Pembrokeshire</td> <td>Steven Jones (C) Mair Thomas (C)</td> </tr> <tr> <td>Co-op 05</td> <td>Messenger Glasshouse</td> <td>Ken Murphy (C) Gareth Bond (C)</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Ref	Title	Declaration	EOI 181122	Destination Pembrokeshire	Steven Jones (C) Mair Thomas (C)	Co-op 05	Messenger Glasshouse	Ken Murphy (C) Gareth Bond (C)			
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6. Animation and Activity Update	<p>P6a – 181122 Animation Report – Jess gave an update of activity over the last few months including the Visit from Finish delegates who visited Pembrokeshire in October to learn about Arwain Sir Benfro, LEADER activity, particularly around the circular economy and co-operation.</p> <p>We will be updating the ASB website to show what has been achieved.</p> <p>A successful Regional LAG event was held in Carmarthenshire. Although the LAG Chairs did not meet a number of network events are coming up and LAG members were encouraged to attend.</p>												

Brexit Update	<p>P6b – 181122 Activity report – No comments</p> <p>Nic Wheeler highlighted an article in the paper of an interview from Steven Crabb which was concerning as he was promoting larger projects and seemed to be dismissing smaller, more local ones. He also touched on the draft proposed Brexit Deal and the effects that it may have on agriculture and the environment.</p>
7. LEADER EOI's and Full Applications	<p>P7a – 181122 (Subgroup minutes 02.11.18) P7b – 181122 (Summary of projects to be considered at 22/11/2018 meeting) P7c– 181122 – Scoring sheet from Sub-LAG 02.11.18 P7d- 181122 (Voting for non-attendees at 22/11/2018 meeting) See the full details of submissions of 1 Full Application on this link, 1 Co-operation project and 2 EOI's http://www.arwainsirbenfro.cymru/downloads</p> <p>FA1 – 181122 Inspirational Dragons</p> <p><i>It was agreed to approve the application in line with comments from the Sub LAG.</i></p> <p>EOI 181122 – Cymbrogi Jess informed members of the feelings of the sub-LAG and how they felt that although the project has some merits, is not yet ready to make an application. It was suggested that the applicants meet with Iwan Thomas and Natalie Lang to discuss it in more detail and in particular, the location. Steven Jones suggested that PCC education department could comment on it.</p> <p><i>It was agreed to defer the application for another EOI to be put forward.</i></p> <p>EOI 181122- Destination Pembrokeshire Steven Jones, Mair Thomas and Iwan Thomas left the room due to declarations of interest.</p> <p>There is potential for a reasonable sustainable solution within this bid however there are a number of significant considerations that need to be taken into account:</p> <ul style="list-style-type: none"> • There would need to be wide consultation to be informative • What is their involvement with Visit Wales? • What will they do with the information?

	<ul style="list-style-type: none"> • What is new and innovative in what they are proposing? • Would like to see grass roots support • How is this going to work when others have failed? <p><i>It was agreed to invite a full application</i></p> <p>Coop 5– DAT Messenger Glasshouse Ken Murphy and Gareth Bond declared a level C interest and left the room.</p> <p><i>It was agreed to approve the application.</i></p> <p>It was agreed to leave the window for applications closed for EOIs until the mid-term evaluation has been received, around mid 2019.</p> <p>It was agreed to allow project extensions for legitimate reasons which would take their end date beyond 2020. This would be looked at on a case by case basis.</p> <p>All LAGs have been offered an extension to 2023. ASB has around 70 projects running and a proven track record of success.</p> <p>Iwan Thomas will shortly be undertaking a review exercise to identify skills and competencies to see the project through to the end.</p>
<p>8. Budget and spend to date</p> <p>P8a – 181122</p> <p>P8b – 181122</p> <p>P8(ii) – 181122</p> <p>P8b(iii) – 181122</p> <p>P8c – 181122</p>	<p>Iwan Thomas praised Catrin for her previous work on the financial systems and gave a brief overview of the papers.</p> <p>P8a – 181122 – no queries</p> <p>P8b(i) – 181122 – traffic light system has been implemented. Those highlighted in red either have not yet had their first meeting with the project officer or not received their WG customer reference number (CRN)</p> <p>P8b(ii) – 181122 – no queries</p> <p>P8b(iii) – 181122 – no queries</p>

P8d - 181122	<p>P8c – 181122 – an amended document was tabled and there have been changes to table 4 where the figure £3257,509 should be £2,501,362. Jess will circulate the amended document to members.</p> <p>Sue Leonard asked if there was any requirement for an independent mid-term audit on projects. Emyr said that we have had no indication of this.</p> <p>It was confirmed that if the end of the project is to be extended claimants will need to keep documentation in line with the agreement letter in line with their project end.</p> <p>P8d – 181122 – no queries</p>
9. a Monitoring and Evaluation Sub-Group (verbal)	<p>P9a – 181122 –</p> <p>Endaf Griffiths explained that Wavehill is an independent company based in Aberystwyth and has been involved with evaluating LEADER for quite a number of years. They are currently working with LAGs in Anglesey, Gwynedd, Ceredigion and Carmarthenshire. There is an ongoing methodology in place which will need to be adapted as time goes on, particularly in light of changes with Brexit and will be carried out in three separate phases. Issues addressed will include what is animation, how the LAG is working and how we judge success. Success is broader than KPI's and a workshop was held here with LAG members last Monday. The mid-term evaluation work will take place next year and look at what projects are achieving and how they have benefitted. There will be lots of LAG member and stakeholder interviews. The final evaluations will be made in 2021.</p> <p>Wavehill will be able to compare LAGS across Wales and give added value.</p> <p>The group were advised that there is still no guidance from WG of indicators required. This was discussed at the recent regional LAG meeting and it was agreed that we cannot supply this information retrospectively.</p>
10. Procurement P10a – 181122	<p>Community Foundation – Endaf Griffiths (Wavehill) reported that good progress had been made in respects of the Pembrokeshire Community Foundation Study. The literature review had been completed as had the interviews with 'subject experts' who had provided valuable insights. Consultations with local stakeholders, potential partners and local businesses were now ongoing as were the arrangements visits / skype calls to projects and models which could potentially provide templates for developments in</p>

P10b - 181122	<p>Pembrokeshire. A key element of the study was to fully explore and understand the needs and opportunities (including grants, loans, etc.) in Pembrokeshire (demand) as well as the range of potential ways in which those needs, and opportunities could be addressed (supply). This includes reviewing whether existing models or vehicles could be adapted to meet the demand in Pembrokeshire as well as the potential to develop new models or vehicles.</p> <p>Sue highlighted that the Foundation Study is looking at an opportunity for a funding source that is sustainable so that groups are not constantly waiting for money with unrealistic timescales. It is also looking at innovative ways of using your assets.</p> <p>Arts Network – contracts have been signed and the project is up and running. Members felt that the website development should be front loaded and Sue Davies was amenable to this. Sue will be invited to attend the LAG meeting January 2019.</p> <p>Food and Farming procurement request – This has come out of extensive discussion from the Pembrokeshire Sustainable Agriculture Food and Farming Sub-Group. The LAG members were fully supportive of the proposal and It was agreed to ask Jess and Iwan to look at figures. It was suggested that the brief be kept as wide as possible and we would be looking to partners to support and put in match funding.</p>
11. RCDF 7.1 P11 - 181122	<p>P11 – 181122 – The LAG is being asked to support those that are wishing to bid in to the fund. It was agreed to support this application. There is £92,000 in the pot for Pembrokeshire but match funding has to be secured.</p> <p>Steven Jones suggested looking into this fund for support for the P10b request (PSAN procurement idea) discussed above.</p>
12. FLAG Update (verbal)	<p>Steven Jones told members that they would be advertising shortly for a new FLAG Officer.</p>
13. LAG Member round table updates	<p>Charles Mathieson – PCF informed members about the META project and that there would be meetings around the coast in early December.</p> <p>Sue Leonard – PAVS - Social Prescribing – subject to funding being approved by Welsh Government, Public Health Wales will be leading on a social prescribing pilot across West Wales, working closely with</p>

	<p>partners from across all sectors. The pilot will involve GP surgeries, prescription providers (which will include voluntary and community groups), and a shared evaluation framework, linking closely with the All Wales Social Prescribing Research Network, facilitated by WCVA.</p> <p>Resourceful Communities – the Well-being Plan for Pembrokeshire includes a priority around developing Resourceful Communities, with three priority actions including community participation, active citizenship, understanding our communities and meaningful community engagement. PAVS and PLANED have been asked to lead on these priorities on behalf of the PSB. It is hoped that funding will be made available through the Transformation Fund for some of this work, which is also identified as a priority for the West Wales Care Partnership.</p>
14. A.O.B	Jess invited members to an event at PLANED on 10 December between 2pm and 4pm where projects that have completed will give 3 minute presentations.
15. Date of next Meeting	17 January 2019

Meeting closed at 7.30

Future meeting Dates 2019

11 April

11 July

17 October

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
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 <u>European Commission's Lifelong Learning Programme 2007-2013</u> ^[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
MEG	Monitoring and Evaluation Group
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