

Arwain Sir Benfro

Pembrokeshire Local Action Group Meeting Minutes

17th June 2015 5.00pm, Bloomfield House Community Centre

Present:

Nic Wheeler –Chair (Independent)
 Gareth Bond – Pembrokeshire College (Public Sector)
 Ged Davies – Natural Resources Wales (NRW) (Public Sector)
 Sonya Douglas – Indycube (Private Sector)
 Wendy Goldsworthy - Dragon LNG, updated to Charlesworthy Consultants (Private Sector)
 Stella Hooper – Port of Milford Haven (Private Sector)
 Denzil Jenkins - Cymdeithas Cwm Cerwyn GMC (Third Sector)
 Dr Steven Jones – Pembrokeshire County Council (Public Sector)
 Sue Leonard – Pembrokeshire Association of Voluntary Services (Third Sector)
 Emma Lewis - Pembrokeshire Association of Community Transport Organisations (PACTO) (Third Sector)
 Paul Lloyd – Pembrokeshire Business Initiative (PBI) (Private Sector)
 Robin Mogg – Pembrokeshire Business Network (PBN) (Private Sector)
 Helen Murray – Pembrokeshire Local Action for Enterprise and Development (PLANED) (Third Sector)
 James Parkin – Pembrokeshire Coast National Park Authority (PCNPA) (Public Sector)
 Mike Plumb – National Farmers Union (NFU) (Private Sector)
 Liz Williams - Pembrokeshire Tourism (Private Sector)

In attendance:

Catrin Bradley, Sarah Hughes, Liz Thomas – Pembrokeshire Local Action for Enterprise and Development (PLANED)

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, rounded down to the nearest whole number.

15 attendees: 7 Private Sector 46%, 4 Third Sector 27% and 4 Public Sector 27%.

1. Welcome and introductions	Nic Wheeler welcomed everyone to the meeting. Members stood in silence as a mark of respect for the recent passing of Wendy Goldsworthy's father.
2. Apologies	Tony Baron – Federation of Small Businesses (FSB) (Private Sector)

	<p>Elin Brock/Jane Robinson – Pembrokeshire Housing Association (Third Sector)</p> <p>Menna Davies – Job Centre Plus (Public Sector)</p> <p>Steve John – One Voice Wales (Public)</p> <p>Gareth Morgan - Hywel Dda Health Board (Public Sector)</p> <p>Ken Murphy – Dyfed Archaeological Trust (Third Sector)</p> <p>James Roach-John – Communities First (Third Sector)</p>
3. Minutes of the LAG meeting 5 th May 2015	The minutes were approved as a true record as <i>proposed by Emma Lewis</i> and <i>seconded by Robin Mogg</i> .
4. Matters Arising	<p>Membership:</p> <p>Approaches have been made to secure a new representative for communities to replace Linda Rheohorn.</p> <p>One Voice Wales has nominated Steve John.</p> <p>It was clarified that ‘Co-operation’ refers to the use of LEADER funds for working with other territories.</p> <p>Letter has been sent to Welsh Government complaining of the short turnaround time for submission of documents. John Davies has replied explaining that the civil servants are learning quickly but often only a matter of days prior to issuing requests and guidance, so that LEADER can be kept moving and start quickly.</p> <p>Following the last meeting, PLANED agreed to support the LAG in nominating Helen Murray to sit on the Wales Programme Monitoring Committee for European Structural and Investment Funds and European Agricultural Fund for Rural Development. Nic has placed the nomination but no response has been received from Welsh Government.</p> <p>The provision of simultaneous Welsh language translation was discussed and it was made clear that the service can be provided if desired. <i>It was agreed that members will be asked if they want the service on a meeting by meeting basis when the notice goes out in line with guidance set out in the Welsh Language Scheme.</i></p>
5. Declarations of Interest	No interests were declared. Members were reminded to fill in the declaration of interest form. Liz Thomas will contact those who

	<p>have not already completed and submitted forms.</p>
<p>6. RDP Update - Helen</p>	<p>RDP was approved on the 26th May 2015.</p> <p>Measure 19 refers to LEADER and outlines the titles of the themes.</p> <p>A series of announcements are expected soon about the wider RDP and the future Rural Community Development Fund (RCDF) under measure 7. Projects applying to the RCDF can be supported by development officers and the Implementation Manager. Themes featured under the RCDF include broadband, redundant buildings and adapting buildings for service delivery. The RCDF is mainly capital. Applications will not come through the LAG but will be submitted directly Welsh Government. There is an expectation by Welsh Government that proposals should be discussed with the Lag in the first instance.</p> <p>The LAG and its team will animate and this activity will generate project proposals to be supported via the Implementation project (LEADER funds) or alternatively sign-post to apply for support elsewhere through a more appropriate source.</p>
<p>7. Local Development Strategy: Prioritising actions (Sarah Hughes)</p>	<p>A paper containing extracts from the Intervention Logic Table was circulated. Sarah Hughes introduced this which contained the themes, and the funds allocated to each theme, the development needs and opportunities, the specific objectives and the types of actions that might be supported. Members were also reminded of the need for all proposals to demonstrate how they embed the LEADER principles in the proposed activity.</p> <p>Following discussion, it was felt that prioritisation within and between the themes in this table was unnecessary. There would, however, be a need to discuss and agree the other potential ways of prioritising outcomes, for instance, would the LAG want to think about the speed and ease with which potential schemes could deliver, and have impact? It was felt that there would need to be a mix of 'quick wins', and longer term impact.</p> <p><i>The LAG agreed that a separate LAG session be held in the autumn, to inform the development of a prioritisation framework, once the LAG members had had time to consider the details. By this time,</i></p>

	<p>the animation team would also be in place, with proposed activities emerging and there would be a clearer picture of the WG requirements in terms of targets and outputs, to inform a prioritisation framework for LAG members to use when reviewing applications.</p> <p>It was recognised that it can be difficult to have clear targets with LEADER projects by the very nature of its ethos. Welsh Government also changed the targets part way through the last programme but it was felt that good evaluation would be critical around year 2/3.</p>
<p>8. Implementation staffing: Thematic development officers (Helen Murray) P8 150617</p>	<p>Helen outlined the need for staff implementation, drawing on guidance from Welsh Government and experience of LEADER in Pembrokeshire and other areas. She noted that there are a number of ways in which the team could be organised.</p> <p>There was a discussion around whether some of the Development Officers should have specialist knowledge e.g. renewable energy and digital inclusion.</p> <p>Catrin Bradley confirmed that we have only had to confirm the number of hours to be worked by officers funded through the implementation programme. The LAG does not provide specific numbers of employees or whether they would be full or part-time. <i>The appointments can be staggered and it was agreed that, in addition to an Implementation Manager, there would be four officers in the first year at officer level increasing up to six and then reducing towards the end of the programme. The delivery profile has not yet been approved. It is hoped this will happen in the next couple of weeks.</i></p> <p><i>The LAG agreed to appoint the Implementation Manager so that a team can be recruited. It was agreed that PLANED should go ahead with appointing the Manager.</i></p> <p>Helen explained that due to the simplified costs, the staffing within the budget cannot be procured from another organisation. This would become a project with a requirement for match funding.</p> <p><i>It was agreed that PLANED would be open to working with partners to employ development officers. Partners were asked that any</i></p>

	<p><i>proposals should be submitted to PLANED before the September meeting.</i></p> <p>It was confirmed that the animation function will be performed by PLANED. The development officers would be employed by PLANED on behalf of the LAG.</p> <p>Helen informed the members that the team in PLANED is undergoing redundancy consultation and that during this time jobs would have to be restricted to those members of staff within the redundancy pool. <i>It was agreed that a member of the LAG should sit on the interview panel.</i></p> <p><i>The LAG agreed that the job description for the Implementation Manager's role should be agreed by email.</i></p>
9. Future items: Communication , Evaluation and Co-operation.	<p>Helen noted the following subjects for future presentations or information sessions:</p> <ul style="list-style-type: none"> • Communications • Evaluation – targeting and review. External review.
10. A.O.B.	<p>Chair Nic Wheeler informed the meeting that three queries had been received following the PCC Overview and Scrutiny Committee meeting. The responses are noted under each query.</p> <p>(i) Why are PALC not included on the LAG?</p> <p>A representative from PALC is currently being sought. They will share a place at the LAG on an alternate basis with One Voice Wales.</p> <p>(ii) Why does PCC not have a Member on the LAG?</p> <p>Pembrokeshire County Council is represented by the Director of Development, Dr Steven Jones. The Local Action Group brings together a wide range of technical expertise. All public sector organisations are represented by technical officers.</p> <p>(iii) Could they have copies of the LDS.</p> <p>The Local Development Strategy is currently awaiting formal agreement by Welsh Government, following the approval of the</p>

	Rural Development Plan for Wales on the 26th May this year. Once we receive approval, it will be made available. In the meantime, Dr Steven Jones has a copy of the document that can be circulated internally.
11.Date of next meeting	Wednesday 16 th September 2015

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').

LAG	Local Action Group
LDS	Local Development Strategy
EAFRD	European Agricultural Fund for Rural Development
RDP	Rural Development Programme/Plan
RCDF	Rural Community Development Fund
CLLD	Community-Led Local Development
EMFF	European Maritime and Fisheries Fund
ESF	European Social Fund
ERDF	European Regional Development Fund
WEFO	Welsh European Funding Office
SME	Small to medium sized enterprise
AONB	Area of outstanding natural beauty
PES	Payment for ecosystem services
SIP	Single Integrated Plan
Eoi	Expression of interest
SWOT	Strengths, weaknesses, opportunities, threats
ICT	Information and communications technology
WEFO	Welsh European Funding Office
SMART (targets)	Specific, measurable, attainable, realistic, timely
SSSI	Site of Special Scientific Interest
PMC	Programme Monitoring Committee

Organisations	
PATCH	Pembrokeshire Action To Counter Hardship
ELARD	European LEADER Association for Rural Development
EIP	European Innovation Partnerships
WG	Welsh Government
FSB	Federation of Small Businesses
PBI	Pembrokeshire Business Initiative
PBN	Pembrokeshire Business Network
NFU	National Farmers' Union
FUW	Farmers Union of Wales
PACTO	Pembrokeshire Association of Community Transport Organisations
DAT	Dyfed Archaeological Trust
PLANED	Pembrokeshire Local Action Network for Enterprise and Development
PALC	Pembrokeshire Association of Local Councils
PAVS	Pembrokeshire Association of Voluntary Services
PCC	Pembrokeshire County Council
PCNPA	Pembrokeshire Coast National Park Authority