

Kelvin Valley & Falkirk LEADER LAG Meeting
Wednesday, 3 June 2015 at 10.30 am @ New College Lanarkshire: Cumbernauld Campus

Present:	Ian Howarth (Chair) Robert Hunter Mike Ewart Paul Carter Karen Herbert Jim O'Donnell Lesley McArthur Ellen Archibald Ian Jarvis	Falkirk Community Falkirk Community CSGNT Kilsyth & Villages Community Forum Falkirk & District CVS New College Lanarkshire Falkirk Council North Lanarkshire Council Friends of Kelvin Valley
Apologies:	Frances Toner Frank Beattie Anne-Michelle Ketteridge David Tollick Katie O'Donnell Jimmy Hyslop	East Dunbartonshire Council Scottish Enterprise FVL LEADER Falkirk Council Scottish Waterways Trust SNH
In Attendance:	Liz Buchanan Emma McMullen	Visit Scotland KVF Development Officer

Item No.	Subject	Action By
1	<p>Welcome & Apologies</p> <p>Ian Howarth, Chair opened the meeting and informed the members present that he had received news that Frank Beattie from Scottish Enterprise had been taken into hospital and would not be able to participate in meetings until he returned to work.</p> <p>The Chair advised that he would pass a get well card around for members to sign. Further discussion confirmed that Emma may be able to get updates on Frank's health which she would pass on to other LAG members.</p>	
2	<p>Previous minutes and matters arising</p> <p>The Chair took the previous minutes page by page and requested a proposer and seconder that they represented a true and accurate record of proceedings.</p> <p>Proposed Mike Ewart and seconded by Robert Hunter</p> <p>Emma advised that Ellen Archibald had been missed off from the attendance list. The Chair asked for this to be rectified.</p>	
3	<p>Programme approval update: SLA, LDA and guidance from Scottish Government</p> <p>Emma McMullen advised that the programme continued to await final</p>	

approval from SG. However she confirmed that the Service Level Agreement should be signed off sometime later this month (June 2015).

Emma also informed the meeting that the online application software would be delayed until January 2016; therefore the LAG might want to consider accepting paper format in the initial stages of the programme.

Alternatively the LAG might want to request Expressions of Interest (EOI) which have been used for other European programme that have been delayed.

Jim O'Donnell advised that New College Lanarkshire were familiar with this process under the Erasmus+ Programme and would forward a copy to Emma for information.

A general discussion followed where it was noted that EOI's would be the LAGs preferred option. Thus development staff would have contact information and project ideas to discuss coupled with the opportunity to advise future/potential applicants on the best way forward.

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Employability Proposals

At the last meeting, there was a presentation from Ian Gilchrist at Falkirk Employment Training Unit.

As a consequence it was agreed that a meeting should be organised between all local authority employability services covering the area with LEADER representation from Emma McMullen and David Tollick. However the East Dunbartonshire employability representative gave apologies before the meeting.

The meeting went ahead with representation from NLC and FC and offered the following recommendations to the LAG:

1. That the LAG agrees to the development of more detailed proposals for working in partnership with the LEP in each area.

Agreed but the LAG decided that this should be approached with caution as it could create problems for community organisations and another layer of bureaucracy for them.

2. That the LAG agrees who should participate in the development of these proposals by way of a sub group or other method.

Agreed – The meeting noted that EDC, Falkirk and NL should be actively represented by David Tollick, Falkirk Council, Ellen Archibald, NL Council and East Dunbartonshire Council.

**Emma
Ellen
David**

3. That the LAG agrees to pursue the possibility of recruiting a Modern Apprentice as part of the LEADER staffing complement.

The chair directed that all and any staffing issues/considerations should be part of the full staffing discussions due to take place at the conclusion of this meeting.

All

Ian Jarvis entered the meeting part way through the employability discussions.

5

Kelvin Valley landscape Partnership Proposals

The Chair advised that he would take Item 10 from the agenda at this point as Paul Carter would be leading on the discussion and needed to leave the meeting early.

Paul outlined previous discussions held at Cumbernauld & Kilsyth Community Forum Meetings which had been focussed on a proposal to investigate and possibly develop a landscape partnership between NLC & EDC. The geographic extent of the partnership would initially take in the Canal and Antonine Wall route but could, in effect, carry on into the Carron Valley and include both Falkirk and Stirling Councils.

The forum discussed the proposal at their meeting in April and considered the following 6 questions:

- I. What is a landscape partnership;
- II. Why have one;
- III. Where should the partnership cover;
- IV. Who should be the partners;
- V. How do they go about it; and
- VI. When could this happen.

Thereafter a meeting, chaired by Cllr Jean Jones, was held on Tuesday 2nd of June to explore and consider the landscape partnership in more detail. Martin McManus from the Clyde Valley and Avon Landscape Partnership had attended the meeting to inform the discussion and provide an overview of his experience.

The LAG members gave further consideration to the topic including the advantages and disadvantages of developing a landscape partnership. However agreed to Paul Carters request to invite Kate Stud from Inner Forth Landscape Partnership to present to the August LAG meeting.

Paul
Carter/
Emma

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LAG Recruitment

Emma outlined the recent recruitment process undertaken in an attempt to address the gaps in membership of the LAG.

A number of website and social media methods had been utilised to advertise the LAG vacancies (including the 3 respective local authority

websites, LEADER website, Scottish Rural Network website and e-bulletin, LEADER, East Dunbartonshire and North Lanarkshire Council's Facebook sites) in addition to traditional awareness raising in the local press. Three applications had been received.

Discussion generated around the eligibility of applicants currently expressing an interest in becoming involved coupled with the skills and knowledge required for the role.

Consequently it was agreed that the deadline for receipt of applications should be extended for a longer period given that Emma would be attending community events in June. The LAG delegated authority for the management of this process to Emma and the sub group, set up specifically to consider applications, and requested a full report and recommendations to the next meeting of the LAG.

Paul Carter left the meeting.

7

Farm Diversification and Rural Business: update from sub group

Emma tabled a note of the sub group meeting held on 18th May 2015.

The note highlighted and acknowledged that Farm Diversification and Rural Business were new initiatives for almost every LAG area and that the funds available were greater than originally anticipated given the increased allocation to KVF LEADER. Furthermore a number of actions from the meeting were ongoing.

A key consideration of the sub-group had also been the significant differences between Forth Valley LEADER and KVF LEADER areas, especially if a shared staffing option was to be pursued. Specifically in relation to the need to make decisions based on the needs of their LAG areas and outlined within their respective LDS's.

In particular reference was given to the fact that Forth Valley had set a maximum grant threshold of £10,000 for their area. In the opinion of the sub group members, the maximum grant rate for the KVF LEADER area should be £25,000 given the needs of the area and potential for accommodation applications to come forward.

Other issues related to the need for dedicated staff resources to advise and support rural businesses and farm diversification. In particular who would lead on this specific and crucial area of work in the KVF area?

Emma reminded the meeting that Anne-Michelle Ketteridge intended to request information from other LAG areas at the Co-ordinators meeting being held today (Wednesday 3 June) which would be shared with KVF and that she was currently engaging with other LEADER Co-ordinators to establish plans for rural enterprise and farm diversification to share ideas on the way forward.

The LAG agreed:

- I. to receive feedback on the work being implemented in other LAG areas from both AMK and EM;
- II. In principal that the level of grant for this programme be reviewed and discussed again at a future meeting;
- III. that David Tollick from Falkirk Council and Ian Howarth, LAG Chair be given authority to explore opportunities with Peter Sunderland, Chair of Forth Valley LEADER, on the way forward particularly in relation to joint working on farm diversification and rural enterprise; and
- IV. the matter of staff resourcing for KVF is considered as part of the discussion due to take place at the conclusion of this meeting.

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Timescales and Community Launch Event

Emma informed the meeting that the community launch event was anticipated being held towards the end of October. She confirmed that Ellen Archibald had agreed to check on the availability of Colzium House.

A discussion followed and unanimously agreed that the event should be held in Colzium House on the Tuesday, Wednesday or Thursday of the last week of October 2015.

It was noted that it was unlikely that formal tendering process would need to be implemented. However Emma agreed to check out local availability. Ellen agreed to forward NLC costs as part of the process.

**Emma
Ellen
Archibald**

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KVF LEADER Logo

Emma informed the meeting that KVF LEADER had utilised the required logos for the website from the Scottish Government and the EU.

However the LAG was asked if they had any preferences for a customised KVF Logo, as other LAGs had developed their own individual branding including the previous Kelvin Valley LEADER programme.

Unanimously agreed that it should be kept simple and that the existing logos were sufficient to meet the needs of the programme.

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Consultancy support contract – update from consultant: work plan

Emma referred LAG members to the document circulated electronically and outlined the key targets and current actions.

In particular the meeting was asked to note and approve the next steps:

- I. Liaise with Scottish Government over final LDS, Business Plan;
- II. Work with LAG membership sub group to assess LAG member

- applications;
- III. Organise follow-up work around rural enterprise, farm diversification, employability and community;
- IV. Assist LAG in staff recruitment process where appropriate; and
- V. Start organisation community launch event for end October: promotional material, initial enquiry forms, guidance packs etc. and further update website.

Agreed.

Mike Ewart of CSGNT requested further actions to be considered by the LAG:

- VI. a programme of Induction be developed for existing and new members; and
- VII. a Co-operation Project in relation to the John Muir Way aligned to the development of a management and maintenance plan currently being developed by Central Scotland Green Network Trust (CSGNT) and Scottish Natural Heritage (SNH).

The LAG asked for these items to be formally recorded as potential actions for the future.

**Emma
Future KVF
Staff**

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AOCB

There was no other competent business.

Date of next Meeting

It was agreed that the next meeting should be held in East Dunbartonshire and be arranged for sometime in August 2015. Emma agreed to organise a suitable date according to members diaries and the availability of a venue based on discussion with East Dunbartonshire Council.

Emma

Subsequently arranged for Tuesday 11th August at 10:00am. Venue in East Dunbartonshire to be confirmed.

Ian Howarth thanked everyone for their time and patience and brought this part of the proceedings to a formal close.