

LAG Meeting

Date and Time: Tuesday 6th June 2017 at 1:00pm

Location: Kirkintilloch Leisure Centre

Present	Ian Howarth (Chair)	Falkirk community
	Liz Buchanan (Vice Chair)	Visit Scotland
	Mike Ewart	Central Scotland Green Network Trust
	Caroline Brown	Falkirk Council
	Karen Herbert	CVS Falkirk & District
	Frances Tonner	East Dunbartonshire Council
	Maureen Hill	Scottish Waterways Trust
	Lynne Cooper	Scottish Enterprise
	Sandra Sutton	Twechar HLEC
Attending	Emma McMullen	Programme Manager, KVF LEADER
	Amparo Echenique	Development Officer, KVF LEADER
	Irene Watterson	FVL LEADER (Minute Secretary)
Apologies	Ellen Archibald	North Lanarkshire Council
	Robert Hunter	Falkirk community
	Jimmy Hyslop	Scottish Natural Heritage
	Claire Mennim	Falkirk Community Trust
	Alan Barr	East Dunbartonshire community
	Ian Jarvis	Friends of Kelvin Valley

Papers:



Adobe Acrobat
Document

Figure 1: June 2017 Budget Allocation



Adobe Acrobat
Document

Figure 2: EOI Enquiries

Guidance Under Which LAG Meeting Operates:

- LEADER- LAG Project Assessment Guidance 2014-2020 Version 3 05 January 2017
- LEADER- General Guidance for Applicants 2014-2020 Version 4 05 January 2017

- Operating Your LEADER Local Action Group User Document 4- Applicant Users- LARCs Version 2.0 01 February 2017
- Operating Your LEADER Local Action Group LARCs User Document 2- Processing Applications- Part 2 Version 3.0 01 February 2017

1.0 Welcome and Apologies	Action
<p>IH opened the meeting and welcomed those in attendance and introduced IW (minutes secretary). Apologies were noted from JH, EA, RH and IJ. KO and PR were represented by substitute LAG Members from their respective organisations who had received LAG induction training. IH welcomed CB from Falkirk Council and MH from Scottish Waterways Trust. EM confirmed that quorum requirements were met.</p>	
<p>2.0 Previous Minutes and Matters Arising</p> <p>IH asked for amendments to previous minutes and noted that there were none. ME proposed and KH seconded the previous minutes. The previous minutes were signed.</p>	
<p>3.0 Programme Budget</p> <p>EM presented the budget allocation paper which had been circulated in advance which showed that £408k had been committed to date. £25,790 was being considered at today's LAG meeting. EM advised that changes to the business plan have encouraged more interest and that the Programme had been inundated with expressions of interest. The August LAG meeting is anticipated to be a busy one with applications amounting to circa £409,000. That being the case, the overall Programme budget would be 40% allocated and November should bring two or three co-operation projects. EM noted that the business plan would be discussed further later in the meeting (separate agenda item).</p> <p>EM advised LAG Members that the administration and staffing costs remain well within budget. There has been no significant spend other than salary costs since the previous LAG meeting. EM informed the LAG that as she still does not have a Claims & Compliance Officer in post, there has not been time to prepare a separate admin and staffing budget. The LAG was satisfied that the staffing and admin budget was well within agreed levels presented at previous meetings.</p> <p>LB asked the number of applications and their values anticipated for the August LAG meeting. AE responded that there were approximately five projects with</p>	

one or two over £100k and some smaller projects.

4.0 Scottish Government Update: Co-ordinators meeting, Accountable Bodies meeting, LARCs working group

IH informed the LAG that PR had attended the Accountable Bodies meeting and had reported the discussions to himself and EM. EM updated the LAG that Gillian MacDonald has a new boss, Andrew Watson, who expressed concern at the meeting at outstanding issues around LARCs, support to LEADER staff and poor staff morale in some areas. The next meeting is scheduled for the end of August or early September 2017.

EM advised that the Co-ordinators meeting had taken a new style with SRN stepping in to facilitate. EM found this meeting useful. The meetings have been renamed the LEADER Staff Group. Dave Tollick was appointed Chair of the new group with Anne-Michelle Ketteridge and Norman McCaskill as Vice Chairs. EM felt that this should have a positive effect to lead the group forward. The Chair and Vice Chairs are meeting with Gillian MacDonald tomorrow. EM advised that she is leading on a training needs analysis on behalf of the group. She is to collate responses from all LEADER areas regarding LARCs and other training needs and feed these back to the Scottish Government.

EM advised that she had attended the first meeting of the LARCs working group. The overall feeling is that LARCs is not fit for purpose. She advised that there will be an end to end review of LARCs which will commence at the next working group meeting on 19.06.17.

ME asked if EM thought that the Scottish Government would be able to follow up on the problems with LARCs. EM advised that fixing the problems would be costed and that the Scottish Government has a budget for this, although they have said that the budget is finite so issues may have to be prioritised. IH advised that not all areas are using LARCs. Cairngorms have broadband issues so they are not using LARCs as intended at present.

5.0 LAG Members

5.1 Register of Interests Reminder- update required for 2017

EM advised that the Register of Interests form had not been updated by all LAG Members and asked Members to ensure that she has their updated forms for 2017. The LAG asked EM to contact them individually in this regard.

EM



<p>5.2 Handbook and Code of Conduct</p> <p>EM advised that the Handbook has not yet been updated due to workload (EM is having to assess all project claims) but ensures this will be done as soon as there is staff capacity.</p> <p>6.0 Business Plan: Business Plan amendments, for approval</p> <p>EM asked the LAG to ratify the changes that had been made to the Business Plan. EM displayed a revised version on the screen and went through changes to p.27 (updated total project budget, removal of specified 50% overall programme intervention rate as SG have confirmed this is not a requirement), p.28 (change to staffing and admin allowance), p.46 (increase in farm diversification and rural enterprise maximum grant to £100,000). The LAG unanimously approved these changes.</p> <p>FT asked what the maximum grant is for projects. EM advised that there is no upper limit now apart from for the farm diversification and rural enterprise funds (£100k limit). Applications will be assessed against value for money criteria and applicants requesting larger sums of funding (above the previous £125,000 limit) will need to demonstrate excellent fit with the LDS). EM will submit the new Business Plan to the Scottish Government tomorrow. EM explained that as there were previously no main programme limits noted in the Business Plan that applications above £125,000 can be considered.</p> <p>7.0 LEADER Staff Recruitment</p> <p>IH reminded LAG Members that Falkirk Council’s recruitment system had been quite frustrating and it had taken over a year to get the Claims & Compliance Officer post approved. However, EM has been advised that this post will be advertised on 19 June 2017.</p> <p>EM advised that Falkirk Council may choose to advertise internally first. By the August LAG meeting, the Claims and Compliance Officer should be in place.</p> <p>8.0 Approved Projects Update</p> <p>EM advised that the Shieldhill Butterfly Project has submitted their first claim and this has been paid. EM said the project has had some issues with their contractor. The project is nearing completion and EM is scheduling a site visit for an on the spot check.</p> <p>Colzium Café and Visitor Centre: the opening of this project has been rescheduled. EM is to meet with the applicant for an update and will give an update at the August LAG meeting.</p>	<p>EM</p> <p>EM</p> <p>EM</p>
---	-------------------------------

<p>EM advised that Burnhead Bothy is now complete and open for business. The applicant has not yet submitted a claim. EM will contact them to encourage them to claim.</p> <p>S.C.O.P.E. has had one claim paid with their second claim ongoing.</p> <p>Kirkintilloch Town Hall: the applicant is to complete a change request to their milestones. This was requested by EM.</p> <p>Canal by Bike: this is almost complete (to be covered later on the agenda) and the final claim is due shortly.</p> <p>Herbertshire Castle Park Feasibility Study: has their contract out to tender.</p>	<p>EM</p>
<p>Carron Bridge: Sustrans have now approved their match funding. EM is to meet the applicant, followed by a site visit and has asked if any LAG Members would like to join her. EM will contact those that have expressed an interest with a date.</p> <p>Mugstock: co-operation project with FVL LEADER: their match funding has not been approved but as this was anticipated, the LAG had agreed to fund this gap if required. The project can still go ahead and is progressing as planned. FVL will be leading on this project.</p> <p>9.0 Current EOIs and Applications for LAG Notification</p> <p>AE informed the LAG that since January 2017, only six or seven EOIs had been received, however since changing the intervention rate, eleven had been received which is encouraging.</p> <p>EM advised that they have adopted an idea from FVL LEADER in that when EOIs come in without enough information to enable a decision to be made on eligibility, a form is sent to them asking for more details.</p> <p>The EOIs received are as follows:</p> <ul style="list-style-type: none"> • RSPB (Inner Forth Landscape Initiative): this EOI has been received and EM and AE are now awaiting the form with extra information; • Stoneywood Community Projects CIC: more information is required; • Falkirk & District Association for Mental Health: have applied for a project to work with people with mental health issues to get them into work and with employers to encourage them to support employees experiencing mental health issues; • Re-union Canal Boats: wish to purchase a boat and IH noted that this organisation was not related to the Seagull Trust. The project application should come to the LAG for the November meeting; 	<p>EM</p>

Kelvin Valley & Falkirk LEADER



Investing in Our Rural Communities

Heritage, Tourism & Leisure

Community Services & Facilities

Local Business & Employment

- **Glen Art:** a registered charity, has submitted an EOI to build a facility in order to supply dogs for veterans. With the small amount of information supplied, EM is not convinced of the economic benefit this project would produce. FT suggested that the Big Lottery Fund would probably be a better avenue for this project as she couldn't really see a fit with LEADER. LB asked where it fitted into the LDS as this is definitely not a tourism project;
- **Three Kings, Shieldhill:** has submitted an EOI to build a ten bedroom accommodation unit. It is currently a very popular wedding venue and the proprietor taxis guests to nearby hotels and B&B's. They have planning permission and have also been working with an architect. LB asked what sort of accommodation would be built. CB suggested a hotel would be the most likely route. The project costs amount to c.£350k and MH asked how much the LAG would be willing to grant. AE advised that as this would be a rural development project, £100k would be the limit (revised from the previous limit of £25,000). It was also agreed that it would bring employment to the area. It was unanimously agreed that this should be encouraged to be taken forward to full application;
- **Upper Kinneil** for farm accommodation: the LAG agreed that this should not be taken any further until planning permission has been granted;
- **Forth Environment Link:** an EOI has been received and is aiming to come to the LAG in November. The project is for community growing and kitchen installations in the Denny area. It was agreed that this project must specify economic benefit and provide details on the proposed commercial element;
- **Netherwood Farm Cottage:** WE advised that this is situated on the border with North Lanarkshire and Falkirk. Their aim is to purchase derelict buildings and refurbish into self catering accommodation. AE said that this project is innovative in that the applicants are experienced with working with people with autism and would incorporate sensory areas into the build. AE advised them to come back once they are closer to being granted planning permission. It was mentioned that Tyne Esk LEADER had a similar project called 'Cabin for All' which was wheelchair friendly accommodation;
- **Kersebrock Kabins:** for cocoons (wigwam type pods) for a farm diversification project. They are situated north of Stenhousemuir. They have intimated that they would looking for £25K. ME asked if £25K would be sufficient. AE said that they didn't realise they could get more. This project had scope to also work with horses;
- **Café GRACE (Group Recovery Aftercare Community Enterprise):** The EOI is looking for funding to hire a Project Manager at a cost of £89K including on-costs as they want to start a café for people who suffer from stress/anxiety/shock. They wish to grow vegetables and therefore would need garden space. AE stated that the LAG would have to ensure the growing of vegetables would be for the business



only. It was raised that EDC has a café being used for this purpose already which is opened Monday to Friday at the same location. It is closed in the evening and at weekends. AE advised that there was no mention of other costs but just for the Project Manager. The LAG discussed this and agreed this was a lot of money and so asked AE to go back to the applicant to find out more information regarding the costings.

There was a comfort break and IH, ME returned to the room.

10.0 Projects for Assessment: Caldwell Halls

Conflicts of interest: FT left the room

Project presented by: AE

AE reminded the LAG that this application came to them in November last year when it was approved, however the applicant failed to secure match funding within the required timescales and the application was put on hold.

At the November LAG, the technical check highlighted the lack of letters of support. AE confirmed letters of support have been received. The match funding in November was not in place and AE confirmed that this is now in place. There were some minor budget clarifications required in November and AE confirmed there had been clarity given to this application. In November, some of the costs were not realistic. AE confirmed that more realistic costs are now in place.

LAG Vote at Meeting:

Approve with standard conditions:	6
Approve with specific conditions:	2
Defer:	0
Reject:	0

**PROJECT
APPROVED
WITH
STANDARD
CONDITIONS**

LAG Result: Approved with Standard Conditions

FT returned to the room.

11.0 Co-operation Activity

11.1 Canal By Bike

EM advised that the draft of the final report had been received. This is a comprehensive document which can be uploaded onto the KVF website. EM and AE are to meet with the stakeholders to ascertain what match funding can be brought to the table. The steering group are meeting

again on 26 June 2017.

KVF's intention is to move this forward with a full cooperation application in partnership with West Lothian LEADER. EM advised that West Lothian LEADER may be able to consider circa £200K. The consultant has suggested that the cost at present would be £1.6m but would have final figures in the final report.

This would include some revenue with marketing, website, etc, along with capital funds for development of facilities, and could incorporate Sustrans funding for access onto the canal. CSGNT and Scottish Waterways Trust are also involved in the discussions as Scottish Government partners.

IH asked if Netherwood is on the canal and AE confirmed it is. It was noted that there are large parts of the canal that don't have any facilities and so the consultant has concluded that there are opportunities to create mini-destinations. This could be an opportunity for KVF to have a look at what could be done. LB advised that marine and water tourism in an area of growth and could be beneficial but this project sits in isolation instead of being part of a bigger plan. LB advised that if this project went to a full application, she would want to see a short business case with other partners coming together. The anniversaries of the two canals is 250th for the Forth & Clyde Canal and 200th anniversary for the Union Canal in 2018. EM advised that she had spoken to Anne-Michelle Ketteridge at FVL as there is a small area in the FVL area. She had also spoken to West Lothian LEADER. ME suggested that Sustrans would probably be interested in contributing to the infrastructure such as branding or marketing. IH said that there should be a lot more information by the August meeting.

11.2 Scottish Waterways Trust/Lagan Navigation Trust

EM advised that if this project was to come forward when the co-operation budget had been fully allocated then the money can be taken out of the main pot and vired into co-operation. There is a requirement to spend a minimum of 10% but no maximum cap on co-operation spend. EM has asked if she might provide some best practice advice (by Scot Govt) to other LAGs on co-operation activity and EM has agreed, and added that N Ireland does not have to run their project with KVF timelines.

11.3 John Muir Way

ME advised that the application will be submitted for the November



<p>LAG. There is a need to develop a clearer strategy and mapping out business opportunities etc. ME advised that the JMW covers five LAG areas and could be a very good co-operation project.</p> <p>12.0 AOCB</p> <p>EM advised that another two LEADER areas have joined the Central Belt Meetings – Lanarkshire LEADER and Perth & Kinross LEADER.</p> <p>EM spoke of the crowdfunding meeting held in Angus last week and the Angus External Funding Unit is encouraging people to set up on their Crowdfunding portals. There is to be a shared training programme, undertaken by all Central Belt LEADER staff. LB asked if the bureaucracy was light or heavy. EM replied saying it was fairly light, but any LEADER involvement would place the normal level of scrutiny on applicants associated with the LEADER application process.</p> <p>EM advised that in order to prevent any quorate issues arising in future, it might be advisable to recruit one or more additional community LAG members. EM will arrange for adverts but asked the LAG members if they knew someone who would be interested to flag up to EM or AE.</p> <p>ME suggested advertising through Community Councils for community members. EM took this on board.</p> <p>KH advised that she was thinking of resigning as her job now is not office based and her iPad is not good for LARCs. EM said that there are a number of LAG members experiencing difficulty accessing LARCs and offered to print the papers off and send them to KH.</p> <p>IH advised that he will be attending the Chairs meeting on 20 June. He advised that it is a simple agenda and Scot Govt is covering the cost of the meeting. He advised that Alastair Prior will be attending and asked the members if they had any subject matter that wanted to have raised at the meeting. There were no issues raised.</p> <p>13. DONM</p> <p>The date of the next meeting is 30 August at 1pm. EM to ask NLC if the meeting can take place in the new Colzium Visitor Centre. EM suggested that if anyone wished to come early, then a tour of the LEADER-supported project could be done prior to the meeting.</p>	<p>EM</p> <p>EM</p>
---	---------------------

Kelvin Valley & Falkirk LEADER



Investing in Our Rural Communities

Heritage, Tourism & Leisure

Community Services & Facilities

Local Business & Employment

Minutes Approved by (at subsequent LAG meeting):

Name: FRANCES TONNER

Signature: *[Handwritten Signature]*

Date: 30/08/17

Minutes Seconded by (at subsequent LAG meeting):

Name: LIZ BUCHANAN

Signature: *[Handwritten Signature]*

Date: 30/8/17