

Kelvin Valley & Falkirk LEADER

Investing in Our Rural Communities

Heritage, Tourism & Leisure

Community Services & Facilities

Local Business & Employment



LAG Meeting

Date and Time: Wednesday 30th August 2017 at 1:00pm

Location: Colzium House, North Lanarkshire

Present

Ian Howarth (Chair)
Liz Buchanan (Vice Chair)
Mike Ewart
Pete Reid
Victoria Rae
Frances Tonner
Kate O'Donnell
Lynne Cooper
Sandra Sutton
Ellen Archibald
Robert Hunter
Claire Mennim
Ian Jarvis

Falkirk community
Visit Scotland
Central Scotland Green Network Trust
Falkirk Council
CVS Falkirk & District
East Dunbartonshire Council
~~Scottish Canals~~
Scottish Enterprise
Twechar HLEC
North Lanarkshire Council
Falkirk community
Falkirk Community Trust
Friends of Kelvin Valley

PROPOSED:
E. Archibald
ELLEN ARCHIBALD
SECONDED:
Mike Ewart
MIKE EWART

Attending

Anne-Michelle Ketteridge
Amparo Echenique
Jacqui Davidson
Irene Watterson
Tom Rutherford

Interim Programme Manager, KVF LEADER
Development Officer, KVF LEADER
Falkirk Council (Minute Secretary)
Guest
Guest

Apologies

Jimmy Hyslop

Scottish Natural Heritage

Papers:



August 2017 Budget
Allocation Update.pdf

Figure 1: August 2017 Budget Allocation



EOI Log and
Enquiries - Abbreviate

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

Amendments made to Pg 1 & Pg 9 have been made on this minute and electronically in LEADER Office. Amendments highlighted at LAG mtg held on 29/11/17
Cluttonson

| | Action |
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| <p>1.0 Welcome and Apologies</p> <p>IH opened the meeting and welcomed those in attendance. Apologies were noted from JH. IH informed that Emma McMullen (EM) handed in her notice in June, sorry to lose her. PR grateful for EM's support & help putting the program in place. PR Tom Rutherford will be the new Program Manager. AE confirmed that quorum requirements were met.</p> | |
| <p>2.0 Previous Minutes and Matters Arising</p> <p>No amendments. FT proposed, LB seconded.</p> | |
| <p>3.0 LEADER staffing update</p> <p>IH confirmed a Claims and Compliance Officer (C&CO) and a new Programme Manager (PM) have been appointed. C&CO starting 4th September and PM on 25th September.</p> | <p>AE confirm with FC budget.</p> |
| <p>4.0 Programme Budget</p> <p>AE presented the budget allocation paper which had been circulated in advance which showed minimum budget spent. Staffing & Admin budget underspend, amount for Claim 2 to SG still to be confirmed with Falkirk Council's Finance team.</p> <p>AE advised £437,294 approved since June. Consideration for today's LAG £112,559, originally more but projects not ready to apply. Budget spent 74% if all approved today. If all are approved November 42% budget spent.</p> | |
| <p>5.0 Government Update: Co-ordinators meeting, Accountable Bodies meeting, Chairs meeting, CLLD Meeting</p> <p>PR said the annual internal audit is at the beginning of September. A draft check for Scottish Government (SG) requirements. Next meeting is in September PR to attend, LARCS issues & user interface to be discussed. AK attended working group meeting, not much to update – next in October.</p> <p>CLLD meeting to ensure SG maintain beyond BREXIT. Advisory group post-BREXIT Agriculture, Forestry & now Community Businesses.</p> <p>IH Chair meeting 11 people attended. Catch-up, Peter Ross most senior Chair continuing in role. SG statement, award funding until 29th March 2019. Must be spent by December 2020.</p> | |
| <p>6.0 LAG Members:</p> <p>6.1 Application from Paul Bishop</p> <p>AK Paul Bishop's application to the LAG has been submitted, put to a vote as</p> | <p>Paul Bishop Approved as LAG Member.</p> |

not enough responses by email. PR asked for summary? AE advised engaged by EM, former Geography lecturer. AK Paul Bishop has strong background in Heritage. IH unanimous vote yes. AK has subsequently met with PB for an induction and AE will be providing LARCs training in October.

6.2 Procedures

AE thanked the LAG for following procedures by assessing applications online using LARCS and member's only area from KVF website. It has been helpful, less scope for error and good for consistency.

6.3 Handbook and Code of Conduct

AE circulated a preloaded pen drive for each member containing the handbook & code of conduct, a hardcopy is held in the office. There is also a copy available to download from the member's only area from KVF website.

7.0 Approved Projects Update

AE informed projects going well, on stand by with claims but we now have a C&CO who will take this forward. AK updated on Mugstock Festival co-op project: training volunteers & interns for event management. Event had bad weather; numbers were low and struggled to recruit volunteers. AK advised no volunteers were recruited from the KVF area but two businesses attended from the Falkirk area. Can they claim funds from KVF? First co-op project, important to both areas. VR who did they contact for recruiting? AK they contacted colleges and gave presentations. LC not easy to get to with no public transport. EA North Lanarkshire community transport something could be done to improve it. AK interns were unpaid, would have prefer paid. Missed college deadline, organisation learnt from their mistakes for next year. PR what are we paying them to do? Have they fulfilled inputs? Could it cause audit problem? AK less interns, less money spent but would pay for fixed costs. PR Happy to pay eligible costs of outputs, if they present a case they did do everything to engage. AE conflict Transplant event the same weekend.

AK Shieldhill Butterfly Project AK: Shieldhill Butterfly Project explained that this Project has faced problems with the contractor's standard of work and the length of time the contractor was taking. Vialii Garden Design liaised with the Contractor initially however, communication dried up and the Committee terminated the contract. This left a lot of work still to be done (and redone as problems with the decking, balustrade, handrails and brickwork had to be fixed, all for safety reasons).

To have this work completed, the Applicant would have to retender for the works initially contracted to RGM and the lack of funding was a great worry. AK informed the LAG that there was an issue as the new contractor would not beat the original contractor's quote, although firm figures were still unknown to her and advised she would meet with the Applicant.

AK asked the LAG if they would consider assisting the Project with extra funding in order for this Project to be completed. AK had consulted with SG who said it was ok to proceed by way of a Change Request submitted by the Applicant.

The LAG discussed this Project and the issues being experienced and agreed that Shieldhill Butterfly Project should be completed and agreed unanimously to give this project 100% funding for its completion up to £15,000.

8.0 Current EOIs and Applications for LAG Notification -AE

Café GRACE EOI is not clear on what the project is seeking from LEADER, they have sent a lot of information but it raises more questions. Proposed café opening times differ from KVF team research, plan to setup meeting. Action after meeting: AE & AK met with applicant and suggested they apply for feasibility and business plan project for the café.

John Muir Way, Central Scotland Green Network Trust (CSGNT) This is for an Economic and Marketing Development Action Plan, a Co-operation project between Tyne Esk (Lead), KVF, FVL, West Lothian, Argyll & the islands. AK updated that the project is a Marketing Business Engagement, moved away from consultancy and now looking for a Marketing and Business Engagement Officer. PR said he is part of the JMW working group.

West Dunbartonshire Council (on behalf of the Antonine Wall Steering Group) the project is called 'Rediscovering the Antonine Wall'. KVF has the longest area of the Antonine wall. ME difficult process, hear they are engaged with working group. AE rural enquiries ask for planning permission before discussions could take place. LB big disparage of projects JMW bigger. AK JMW discussions marketing type role but could grow.

9.0 Projects for Assessment:

9.1 Project Name: CATCA Futures Study

Conflicts of interest: IH & ME

Project presented by: AE

LB now Chair of the meeting. Eligible project costs £13,600, asking for 100% LEADER intervention rate. The objective of this project is the

AE to meet with applicant to clarify

creation of a Future Prospectus for CATCA that will comprise a Feasibility Study, development plan and business plan for the organisation over the next 5-20 years.

Technical Assessment:

- All documentation provided.

LAG

- Procurement via Public Contract Scotland (PCS).

Applicant has experience of using PCS. Project total score as per LAG online assessment is 44.1, highest of today. Displacement/distortion highest, innovation lowest.

PR organisation has good track record, positive delivery of projects. RH good tourism & Carron Reservoir links. CM strong track record can see how this leads to more projects. LB 5-20 year's timescale front loaded, situations will change.

AK specific conditions PCS conditions. VR 100% should PCS. PR training needed PCS. AE issues registering with PCS but EM resolved. CM recommendation.

LAG Vote at Meeting:

Approve with standard conditions: 8

Approve with specific conditions: 3

Defer: 0

Reject: 0

LAG Result: Approved with Standard Conditions. Recommendation to use PCS website for tendering.

IH & ME returned to the room. IH now Chair of the meeting.

9.2 Project Name: Community Hub at Baldernock Primary School – Feasibility Study

Conflicts of interest: None.

Project presented by: AE

To create a facility where members of the community can meet for social and recreational purposes.

Technical assessment

- All docs provided.

LAG

- Evidence of support from the East Dunbartonshire Council (EDC).

AE EDC is supportive but no letter provided only minuted at Trust meeting, have asked applicant to provide.

LAG scoring just a guide to discussion. Score: 42.2, displacement

APPROVED WITH
STANDARD
CONDITIONS.

PCS
RECOMMENDATION.

highest and innovation lowest. Suggested conditions: clarification & support from EDC. Feasibility study should investigate for future community ownership/management to avoid higher costs.

LB feels there is not enough evidence of EDC support or long term sustainability. How would they be able to maintain it? EA feasibility stage might tell them that. FT community planning team is working on asset transfer. Thought EDC gave them a bit of land uncertain. AE there is an old church which is not suitable as it has no parking and limited access. PR lack of evidence from EDC. RH is the level of money requested from LEADER enough?. PR community end, use not just education. EA if feasible, a split of funds: education & community. KO does the School support project? AE letter confirming support. IJ attended a community event in the village, it was well attended. Success other communities have had. If they do not have a feasibility study they will not gather more support or vice versa. EA this study gives an opportunity to investigate options for the capital project. LB no point in a feasibility study if EDC sells land. PR would need a letter from Council supporting this project. IH LAG support if we have specific conditions letter from Chief Executive? FT Chief Executive or Deputy Director.

IH Specific conditions: 1. Subject to a letter of support being provided by the Chief Executive or Deputy Director of East Dunbartonshire Council.

2. The feasibility study should also investigate models for future community ownership or management.

LAG Vote at Meeting:

Approve with standard conditions: 0

Approve with specific conditions: 13

Defer: 0

Reject: 0

LAG Result: Approved with Specific Conditions as per above.

9.3 Project Name: Kersebrock Glamping Kabins

Conflicts of interest: None.

Project presented by: AE

Project eligible Costs £63,981, asking for £57,583 (90%). Match secured by bank loan. Good location, Stenhousemuir. This is a land diversification project to supplement farm income.

Technical Assessment

- High intervention rate (90%).

APPROVED WITH
SPECIFIC
CONDITIONS.

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| <p>LAG</p> <ul style="list-style-type: none"> • As above • Do they have planning permission? <p>AE confirmed yes planning permission is in place. Scored 42.6, highest strategic fit & innovation lowest. LAG specific conditions: secured spaces for bikes & facilities for cyclists – especially if target markets. IH originally said defer due to high intervention but happy to move away from that. FT clarification high intervention does that mean lower intervention rate need for others to maintain a 50% average across the programme and all projects? AE SG guidance does not state this nor does our LDS (EM checked). AK clarified, this applied in previous programme. AK technical issue, have they demonstrated they need that money? AE we assess finance papers, in credit at the moment. FT Farm State aid limit? AE within threshold, just under. IJ end process maybe we didn't leverage in enough from other sources. RH strong security aspects, space for drying, washing & bikes. CM a risk with bank loan & time, commitment seems very strong. AE LARCS does not allow that to be seen, only in the project plan. EA in kind should be added through the whole project. IH should the intervention rate be lowered? AK no but can be. AE 90% max will receive one to one basis. £100K top for rural enterprise. IH lower intervention rate? EA if lowered need to justify why. RH LEADER have funded similar schemes. LB addressing area of need & what visitors are looking for now. Forth Valley & Kelvin Valley LEADER promoting tourism topic. PR why did we refresh intervention rate? IH spend more money before projects ends. IH all members happy at 90%. AK bank offered more but intervention rate was different. Bank favourable 80K project less.</p> <p>LAG Vote at Meeting:</p> <p style="padding-left: 40px;">Approve with standard conditions: 6 Approve with specific conditions: 7 Defer: 0 Reject: 0</p> <p>LAG Result: Approved with Specific Conditions. Condition a secure place for bikes to be stored.</p> <p>9.4 Project Name: Frontiers – Development Project Conflicts of interest: CM Project presented by: AE Project eligible costs £20,000, asking for £19,000 (95%), match funding own sources. Falkirk Community Trust (FCT), charitable organisation</p> | <p style="text-align: center;">APPROVED WITH SPECIFIC CONDITIONS.</p> |
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with a mandate to develop better facilities for local people, enabling more people to be more active more often. Phase 1 for development cost project. Theme 1 heritage & Communities leisure. Consulted the community, help starting the next phase with LEADER.

Technical assessment

- Letter of support & explanation of financial arrangements with FC, now been provided.

LAG

- No comments.

LAG scoring just a guide to discussion. Scores 43.9, displacement the highest and innovation lowest. Approved Standard Conditions– 9, Approval Specific– 1. LARCS unable to edit even if additions. IH vote? RH uncertain route Callendar park application & master plan. Falkirk Herald recently referred to Falkirk as a 'donut town', attractions on the outside. PR Callendar Park promoted heavily by Visit Falkirk, strategic park. Aware of specific issues with town centre and putting in initiatives. Excellent following on Social media. Play equipment needs replaced. FCT are looking for other additional funding. KO surprised they need funding at phase 1, none internally? AE FCT do not have the capability. LB not necessarily got the budget. PR aware staff have left but not replaced.

LAG Vote at Meeting:

Approve with standard conditions: 11
Approve with specific conditions: 0
Defer: 0
Reject: 0
Abstain: 1

LAG Result: Approved with standard conditions.

CM returned to the room.

9.5 Project Name: Managing Mental Health

Conflicts of interest: None.

Project presented by: AE

Project eligible costs £16,240, asking for £12,376 (76%), match with own sources. AE health & well being not identified as priority but young people who are not in education, employment or training. Adults long term unemployed and local businesses. Helping people gain employment or how to support employers mental health. Fits with key objective "ensure that local people have suitable access to appropriate training and skills support that will allow them access or progress in employment".

Technical assessment

Approved with
Standard Conditions.

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| <ul style="list-style-type: none"> • Reason for costs • Understanding of LEADER process and need to evidence costs • Letters of Support from NHS Forth Valley and previous business client • High level of support <p>LAG Comments</p> <ul style="list-style-type: none"> • Extension of services already provided. • Intervention rate. • NHS provides this service for FREE. Why is there a need to provide free services to stimulate demand for paid service? <p>AE tailor made program to individual, different from stress management and NHS first aid for Mental Health. Applicant on holiday unable to reply had asked NHS for costs. LAG scoring just a guide to discussion. Score 41.5, innovation the lowest and displacement highest. Approved Standard Conditions- 4, Approved Specific Conditions- 5, Defer- 1, Reject- 1. Suggested conditions- claim training, needs to ensure spend is traded to KVF LEADER over. Support letters & provision to monitor success of courses for both individuals & business. Reason for cost form, to be completed by applicant. EA no issue service compliment NHS. Claims training, more evidence clients might need support. LC reject as NHS first aid mental health run at different times of the year. Run in schools +16 years proved to be very successful. Free service this is seen as cross over. To similar, 6 weeks run in the afternoon, evenings for employed, unemployed and students. Demand is there. Why pay when you get it from the NHS for free? Already funded for. SS does not fit with what we fund. Can't get into employment from other barriers and could help. PR mental health needs important but not key objectives. Accountable Body concerned due to time LEADER staff have already put in. Looking at projects in rural & business sector. Far too broad. RH monitor outcomes? AE yes.</p> <p>LAG Vote at Meeting:</p> <p style="padding-left: 40px;">Approve with standard conditions: 1 Approve with specific conditions: 0 Defer: 2 Reject: 10</p> <p>LAG Result: Project rejected.</p> <p>10.0 Co-operation Activity</p> <p>10.1 Canal By Bike</p> <p>IH Workshop held with stake holders: Scottish Canals, CSGNT, Scottish Water. Also in attendance Visit Scotland and Rural Network. Costs not</p> | <p style="text-align: center; color: red; font-weight: bold;">Project Rejected.</p> |
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accurate on 28th July. Not ready to start costing – need staff to move this project forward. Does the LAG support staffing or wait until other team members start? AE might not have time. AK it is a LAG lead project. AE confirmation from SG that the LAG can apply to itself, no EOI needed or dead lines. Discuss at next meeting & develop application. Steering group consists of: IH, ME, KO, AE, members CSGNT, SUSTRANS & VS (Marketing & events). LB will the staffing be a short-term contract? IH job will be shared between JMW, Antonine Wall across the three organisations. AE very strategic. IH high level discussions needed. AK steer group to clarify.

RH will quad bikes & motorbikes be allowed? Ripe up path, a building discussion. CM benefit to pull it together with timescale. LB one person or three? PR one. FT consultant or full-time? AE employ. AK discuss at Steer group. ME activity/opportunity in a narrow geographical corridor. Make sense identify. Useful for steer group to have a clear proposal for the LAG. PR agreed. IH to hold a Steer group meeting in November. RH the River Carron has a linear route path, building discussion. IH SUSTRANS been looking for a view of Hillfoots.

10.2 John Muir Way

AK JMW not sure. ME come November meeting for discussion. AK cycling about age CATCA projects. Possible come forward as a co-operation project. IH come in from Denmark reach of Scotland. Tuesday night first Minister to attend, growing fast. LB tri-saw. IH volunteers take people from care homes. CATCA has the licence for Scotland. IH volunteers are often fit over 60's, bikes powered by Lithium batteries. SS how much? IH £6,000 for patent from Denmark. EA big lottery funding? IH social innovation fund to help fund the staff.

11. AOCB

AE received an email from Lithuanian LEADER LAG, wants to meet to discuss project. Some LAG members may want to attend on 10th October? Meeting to last 1 hour then they will work their way up north. IJ hosted Japanese Walkers are Welcome Visitors. Visitors commented on different areas each with a different reception from landowners to businesses. Reception held at Colzium. IH Anne Marie Michael invited people to attend UK Development Networking Conference in Belfast, to be held on 14/15th November. TR to attend.

12. DONM

Wednesday the 29th of November 2017, in Falkirk at 13:00. AGM will be held too.

TR to attend UK Development Networking Conference.