

FORTH VALLEY & LOMOND LEADER LOCAL ACTION GROUP MEETING
Alloa, Clackmannanshire Third Sector Interface

29 June 2016

10am - 12.30pm

Minutes

Present:

<i>Peter Sunderland</i>	<i>Business and Community, Stirlingshire</i>
<i>Lynn Hamilton</i>	<i>VisitScotland</i>
<i>Janet Beveridge</i>	<i>Land Management, West Dunbartonshire</i>
<i>Mike Ewart</i>	<i>Land Management, Central Scotland Green Network Trust</i>
<i>Celia Burn</i>	<i>Community, West Dunbartonshire</i>
<i>Isla Campbell</i>	<i>Scottish Natural Heritage</i>
<i>Bridget Clark</i>	<i>Community, Stirlingshire</i>
<i>Carolyn McGill</i>	<i>Clackmannanshire Council</i>
<i>Susan Brooks</i>	<i>Loch Lomond & the Trossachs National Park Authority</i>
<i>Janice Kennedy</i>	<i>Scottish Enterprise</i>
<i>Ian Mathieson</i>	<i>Community, Clackmannanshire</i>
<i>Kyle Barrie</i>	<i>Stirling Council</i>
<i>Brian McColgan</i>	<i>West Dunbartonshire Council</i>

Apologies:

<i>Jason Clark</i>	<i>Business, Stirling Enterprise Park</i>
<i>John Armstrong</i>	<i>Community, Stirlingshire</i>
<i>Mike Strachan</i>	<i>Forestry Commission Scotland</i>
<i>Douglas Johnston</i>	<i>Community, Stirlingshire</i>
<i>Tony Teasdale</i>	<i>Community, Rural Stirling Housing Association</i>
<i>Gillian Ferguson</i>	<i>Historic Scotland</i>

In Attendance:

<i>Anne-Michelle Ketteridge</i>	<i>Programme Manager</i>
<i>Sarah Phillips</i>	<i>Development Officer</i>
<i>Ashley Robinson</i>	<i>Development Officer</i>
<i>Irene Watterson</i>	<i>Claims Officer and Minute Taker</i>

ITEM		ACTIONS
1	<p><u>Welcome, Sederunt and Minutes of last Meeting</u></p> <p>Apologies from JC, DJ, JA, MS, GF and TT were noted. PS welcomed SB from LLTTNPA who is replacing Jo Wright who has moved to a different part of the organisation. He also welcomed KB who is replacing Stuart Oliver from Stirling Council. KB advised that he had been to a LAG meeting in the past when he was a university intern but now works within Economic Development at Stirling Council. PS introduced SP and AR and said that it was good to have the Team 100% again. Lastly, PS thanked everyone for coming to this meeting today.</p> <p>The accuracy of the last Minute was reviewed by Members and found to have no errors or omissions. It was Proposed by LH and seconded by CB.</p> <p><u>Matters Arising</u></p> <p>AMK advised the Members that Mr & Mrs Paterson with their Glamping Project in Gartmore were happy to receive the feedback and advice from the LAG after March's LAG meeting and are in discussion with the planning authority. They aim to come back to the LAG at a later date with a new Application.</p> <p>The Oak Tree Inn, which was approved at the last meeting in March has been in touch with AMK to advise that the arrangement with the lease has not yet been resolved. They are positive that this project will be going ahead but do not know at this stage when this is likely to happen. AMK reminded the Members that this related to the lease currently being held by the LLTTNPA from Montrose Estates and they were discussing how best to transfer this to the Oak Tree Inn.</p> <p><u>Projects for Discussion and Decision</u></p> <p>PS asked AMK to read out if there were any conflicts of interest in the projects being considered today.</p>	Noted
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<p>3</p>	<p><i>AMK listed these as MS, IC, SB having advised of their interest in Tyndrum Community Path project as a board member and match funders respectively and KB has advised of Stirling Council's interest in the Mugdock project as owner of the Park.</i></p> <p>3.1 <u>Tyndrum Community Cycle Path</u></p> <p><i>IC and SB left the room.</i></p> <p><i>On screen, SP displayed a map of the area where this path is proposed to be built. SP explained that this project will ultimately be part of a much larger route from Iona to St Andrews called the Pilgrims Way in the National Planning Framework 3 and the National Cycling and Walking Network Action Plan and links with a section of the West Highland Way.</i></p> <p><i>SP showed an illustration of the path's make-up saying that the path will be tarmac and half a metre wider than conventional paths to cater for walkers, wheelchairs and cyclists alike. This is the reason of the higher cost of £138 per metre as opposed to Paths for All guidance of £120 per metre. The contractor will also have to deal with some difficult ground work which will be quite boggy and rocky.</i></p> <p><i>SP informed the Members that the Applicant has the match funding in place and is just waiting on copies of the formal confirmation letters of match funding to come in. Strathfillan Community Development Trust, one of the most experienced Community Development Trust in the area, would be responsible for the maintenance of the path</i></p> <p><i>The LAG's discussion first looked at the expense of the project and whether it would be better value for money to upgrade the West Highland Way. This was then disregarded as detracting from the WHW 'brand' of a wilderness walk. There was also discussion about the economic benefit of the project and whether this was being lost in the focus on the strategic nature of the path. A recent Transform Scotland report was mentioned which highlighted the great economic benefit of Long Distance Routes although the applicant had not mentioned the report in their Application.</i></p>	<p><i>The LAG noted the delay to the Project starting</i></p>
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	<p><i>It was also noted that there was little mention of support from individual businesses in the village and it was suggested the applicant could get more specific support from businesses in Tyndrum.</i></p> <p><i>All Members contributed to the discussion and agreed that although this was quite expensive, they agreed that tarmac is the best material to use and is better for future maintenance agreeing that it will eventually blend into the landscape. The Members also agreed that this would be a beneficial piece of the jigsaw for linking the other paths to this one, saying that it was a good fit with the Local Development Strategy and gave credit to the Applicant for wanting to do this properly and create an exceptional bit of route to encourage the rest of the route to join to it in the future. It was noted that the LAG would be discussing how best to draw out the economic benefit of projects later in the meeting.</i></p> <p><i>The LAG approved this Project with specific conditions. The LAG need to have evidence of the Planning Permission being approved, which is scheduled 8 July 2016. The LAG also needs to see evidence of the formal confirmation of match funding being provided. The Members agreed that the installation of a visitor counter on the path would be advantageous to monitor how many people are using this new path. The LAG also agreed that although they wanted to support the project, a stronger attempt to quantify the economic case needed to be made. A sub-committee of the LAG would check this prior to the project starting. PS asked for volunteers for this sub-committee. LH, KB, JK and ME volunteered. This sub-committee would be able to communicate via e-mail to fit easier with busy schedules.</i></p> <p><i>IS and SB returned to the room.</i></p> <p><i>3.2 <u>Mugdock: Our Unique Heritage</u></i></p> <p><i>As the Stirling Council rep, KB left the room.</i></p> <p><i>On screen, SP displayed some photos and a lay-out of Mugdock Country Park. SP also displayed a map of where Mugdock Country Park is located, which is in the south-west corner FVL LEADER area, near Strathblane.</i></p>	<p>PROJECT APPROVED WITH SPECIFIC CONDITIONS</p>
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	<p><i>She said that Mugdock Country Park has a varied and extensive heritage story to tell, including a zoo with a famous elephant and this is why their Theatre Café/Bar, which was a LEADER+ project, is called Charlie's after the resident elephant of that time. SP confirmed that the Applicant for this is East Dunbartonshire Council on behalf of Mugdock Country Park.</i></p> <p><i>SP informed the Members that this Project is looking for LEADER to help fund Phase 1 of the heritage lottery project which is for a development year and includes business planning, landscape heritage consultancy, activity planning and design. There are costs associated with consultations, site investigation works and surveys and is aiming for nature combined with heritage. SP advised the Members that the project is wishing to begin in August 2016 to be completed by June 2017. The Project is part of a Park for People (Heritage Lottery Fund) bid with the decision from HLF to be made on 30 June. This project will lead to the submission of a Stage 2 application in 2017.</i></p> <p><i>The LAG discussed this project and acknowledged the huge potential to enhance the visitor experience at the Park. The LAG also noted how in the past, the previous LAG had supported the development of HLF bids which had worked extremely well for the area. However, there were questions about whether a stronger case could be made by the Applicant on the link with the rural area and how the rural area would benefit from this Project, given that the majority of visitors came from outwith the FVL LEADER area. The LAG also said they would also like to see a stronger case on the economic benefit expected from the project with a focus on the businesses and wanted the Applicant to draw out the links with routes crossing the area and integration with the rural area.</i></p> <p><i>The LAG was concerned that with five consultants involved, there was a risk the different studies might be carried out in isolation of each other to the detriment of the wider project, so wanted the Applicant to ensure the 5 plans would be integrated and coordinated with each other. As these had not been provided prior to this meeting, the Members wanted to see more recent management accounts along with confirmation of match funding from HLF when this is secured.</i></p>	<p>PROJECT DEFERRED</p>
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	<p><i>The LAG agreed to defer this Applicant to give the Applicant time to address the points raised at this meeting.</i></p> <p>KB returned to the room</p> <p><u>Operational Decisions</u></p> <p>4.1 Change Request Forms: <i>AMK informed the Members that a decision was required by them regarding procedural elements to running the Programme. A paper on this had been circulated prior to the meeting. AMK explained that with LARCs being an electronic database came more procedures to address, from changes to projects – underspends/overspends, start date/end date changes, and projects will need to complete change requests for every change in their Project compared to in previous Programmes and asked if the LAG would be agreeable to her having delegated authority to authorise these changes. The Members unanimously agreed that AMK, as Programme Manager, be given delegated authority to authorise these changes.</i></p> <p>4.2 Issuing of Offer Letters: <i>AMK explained that previously the Chair would authorise her to issue offer letters on behalf of the LAG after each meeting. She asked the Members for their thoughts on whether they wanted this to continue. The Members unanimously agreed that the Chair of the meeting or project discussions will authorise the Programme Manager to issue offer letters on behalf of the LAG following each meeting or following each decision reached (if projects are approved by email).</i></p> <p>4.3 Scoring parameters for Fast Track Projects: <i>AMK reminded the Members that at the last meeting the LAG approved that fast-track applications up to £10,000 didn't have to wait to a full LAG meeting. Following the paper which had been circulated on this, the LAG needed to think about how high a project would need to score to allow a project to receive an approval.</i></p> <p><i>The LAG unanimously agreed that fast-track projects are to have at least seven approvals for an Application to be approved, with a minimum score of 50% of the maximum possible score (ie 15 out of 30), with four of the scores coming from Community Members of the LAG.</i></p>	<p>UNANIMOUSLY AGREED</p> <p>UNANIMOUSLY AGREED</p> <p>UNANIMOUSLY AGREED</p>
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	<p>yet, undefined LAG-led project and the strategic mapping work should continue.</p> <p>5.3 <u>Farm Diversification + Rural Enterprise – Promotional Activity</u></p> <p>AR spoke to the Members saying that she has been working with the Farm Diversification and Rural Enterprise Sub-Group and had also been following up on some of the diversification enquiries. AR told the LAG that she and Bridget will be attending the Doune & Dunblane Agricultural Show on Saturday 2nd July to promote FVL LEADER and Farm Diversification in particular given the expected agricultural audience.</p> <p>AR distributed a leaflet which she had produced with basic information to give to farmers as an insert to the main leaflet. AR told the Members that she is hoping to attend the Killin Agricultural Show on 20 August to promote FVL LEADER, depending on how well the Doune & Dunblane Show goes. The LEADER Team are aiming to piggy-back on to at least one event in each of the FVL LEADER areas and so would welcome suggestions from Members for relevant events the staff may not be aware of.</p> <p>AR informed the Members that she is working with two farm diversification projects at the moment – both looking to do a tourist attraction, with eleven farm diversification EOIs being received in total, so far.</p> <p>5.4 <u>Chairs:</u> PS advised that Richard Lochhead is no longer the Scottish Cabinet Secretary for Rural Affairs, Food and Environment and has been replaced by Fergus Ewing as the new Cabinet Secretary for the Rural Economy and Connectivity and Roseanna Cunningham is now the Cabinet Secretary for Environment, Climate Change and Land Reform.</p> <p>In terms of LEADER, the responsible Minister is Fergus Ewing. PS said that the Scottish LAG Chairs were due to meet the next day and he expected the referendum decision to take up most of the meeting, although it was supposed to be about agreeing the role of the group.</p> <p>AMK showed on screen a summary of the points discussed by PS, DJ and LH at their last Chairs Meeting. This included</p>	<p>ACTION: LAG MEMBERS</p> <p>ACTION: AMK/PS</p> <p>AGREED - Communications Sub-Group no longer meeting on regular basis</p>
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	<p><i>formally inviting Historic Environments Scotland to join the LAG since Gillian has left the organisation.</i></p> <p><i>5.5 Communications: The Communications Sub-Group has completed the work it set out to do. The Launch has taken place, promotional materials have been produced and the website is now up and running with the LEADER team administering the website regularly. As attending sub-group meetings can be a big ask of Members, PS proposed that the Group stops for now and wished to convey the thanks of the rest of the LAG for their very hard work.</i></p>	<p><i>ACTION: Strategic Activity Group to take forward</i></p>
6	<p><u>Ensuring Economic Benefit from LEADER Projects</u></p> <p><i>LH asked the Members how they wanted applicants to better demonstrate economic benefit of their projects, which is an important element of LEADER. The Members agreed that economic benefit is important to verify at an early stage of the application process and suggested that the Strategic Sub-Group could explore whether an additional form needed to be designed or maybe an event/workshop to advise applicants how to draw out the economic benefit of their projects. Members suggested examples could be produced and after discussion, thought that some kind of template might be useful. Applicants will also have to input numerical values against a range of LEADER indicators in the LARCs system for the system to accept an application.</i></p>	<p><i>Noted</i></p>
7	<p><u>Finance (admin) Update</u></p> <p><i>AMK had previously circulated the admin spend to date and also presented the figures on screen. It was noted that the spend is on target. These figures were up to and including June 2016.</i></p>	<p><i>ACTION: AMK</i></p>
8	<p><u>ACOB</u></p> <p><i>BC highlighted that the map of LEADER areas on The Scottish Rural Network website is not showing Clackmannanshire as being covered. AMK said she would follow this up as she was not aware that that map was in the public domain as it was a map produced by the Hutton Institute and was known to be incorrect.</i></p>	<p><i>ACTION: SB/IW</i></p>

9	<p><u>Date of Next Meeting</u></p> <p><i>The date of the next meeting has been confirmed for 28 September from 10am – 12.30. Venue is not confirmed but should be in West Dunbartonshire area. At this meeting the Annual General Meeting will also be held. SB said that she would check out the availability of a meeting room in LLTTNPA HQ and liaise with IW.</i></p> <p><i>(The Meeting is now confirmed. It will be held in the John Muir Meeting Room at LLTTNPA HQ, Carrochan, Balloch, on 28 September from 10am to 12.30pm).</i></p>	
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