


20/09/17



**NORTHUMBERLAND COAST & LOWLANDS LEADER
LOCAL ACTION GROUP (LAG)
Wednesday 16th August, 2017**

Executive LAG Members:

Ross Lowrie – Chair
Alex Wallace – Vice Chair
Ross Weddle
Iain Robson
Jean Orr
Ian Moyes
Carron Craighead
Simon Cox
Louis Fell
Robert Brotherton
Guy Renner-Thompson
Richard Waters

LAG Members:

Carole Moyes

LEADER Staff:

Ivan Hewitt – Northumberland Coast and Lowlands Programme Officer
Christine Stevenson – LEADER Administration

Advisory Group: Programmes and External Funding Manager - Northumberland
County Council

1. Welcome to LAG Meeting & Apologies:

Ross Lowrie, Chair opened the Northumberland Coast & Lowlands LEADER LAG at
18:00

CS/IH – Confirmed that meeting was quorate by Voting Members attending and by
Theme



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CS - Apologies received and recorded from Executive Members: Philip Angier,
Angus Collingwood-Cameron and Julien Lake

Apology received and recorded from Accountable Body: David Baird

2. D.O.I

Louis Fell LAG Executive - agenda item 8b - The Cookie Jar - Pecuniary

Carron Craighead LAG Executive - agenda item 6b Farm Matters Ltd - Pecuniary

3. Draft LAG Minutes from 19th July, 2017:

Page 1 - Accepted

Page 2 - Accepted

Page 3 - Accepted

Page 4 - Accepted

Page 5 - Accepted

Page 6 - Accepted

Page 7 - Accepted

Page 8 - Accepted

Page 9 - Accepted

Page 10 - Accepted

Page 11 - Accepted

C&L LAG Minutes recorded as a true record. Dated and signed by R. Lowrie Chair

Draft LAG Application Subgroup Minutes from 25th July, 2017:

Page 1 - Accepted

Page 2 - Accepted

Page 3 - Accepted

Page 4 - Accepted

Page 5 - Accepted

Page 6 - Accepted

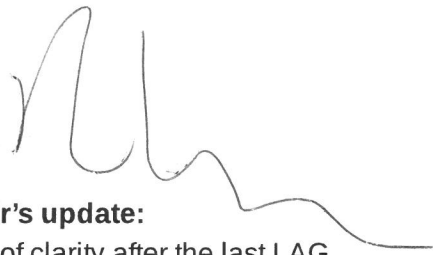
Page 7 - Accepted

Page 8 - Accepted

Page 9 - Accepted

Page 10 - Accepted

C&L LAG Application Subgroup Minutes recorded as a true record. Dated and signed
by R. Lowrie Chair



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4. Matters Arising & Actions to include Chair's update:

RL - Informed meeting that there seemed to be a lack of clarity after the last LAG meeting (25th July) dealt with by email. LAG take vote on what applicant has asked for in application. At meetings LAG members can propose proposals. Asked if LAG members agree

Note: LAG members in agreement

Actions from 19th July Minutes:

Page 10 - agenda item 9 CS to circulate RC&A budget with papers for next meeting - completed

Page 10 - agenda item 9 IH to update on IT / Website access - completed

Actions from 25th July Minutes:

Page 10 - agenda item 7 CS to set up LAG Evaluation visits and inform evaluation members - completed

Chair's Update:

RL - Attended Operation Group meeting with Accountable Body; David Baird and Alex Wallace, LAG Vice Chair also attended

Note: Berwick Film and Media Arts Festival FA was confirmed Approved by Written Deposition on behalf of Northumberland Coast & Lowlands LEADER LAG

5. Programme Officers Report:

IH - Gave Programme Officers Report and informed LAG of current project budget commitments and spend. Asked that LAG agree to consider project applications on the basis of those figures

As of August 2017 LAG has committed **£577,687.25**, with a balance of **£887,095.35** remaining to commit.

Note - Asked by AW (Vice Chair) - LAG approved and agreed Budget profile

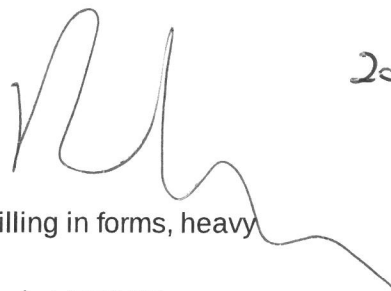
HS - The accountable body (AB) can't commit more than allocation. Look to underspend from the RPA for LAGs who have fully committed by GFAs

LF - Time limit on EOIs, how many won't come forward?

IH - Currently 23 EOIs in pipeline, may lose 2-3. FA's not EOIs. RPA is not allowing LAGs to decommit. C&L LAG underspend currently at £3,000

RL - Shoreside Shepherd Huts application is helpful to LAG at present, as sits as committed allocation.

This is a big ask for LAG to make a decision to vire budget, short notice. Take advice from the AB on 30% over committing, take action to encourage. If forestry is an issue, should LAG step back



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RW - Lots of other funds for forestry at present. Burden in filling in forms, heavy process

LF - There's not a lot of forestry area in the Coast & Lowlands LEADER area

RL - Have experience in LEADER Programme, some forestry project applications were expected. Question is, are LAG going to see them?

IH - Proposed LAG vire money from under committed priorities into over committed

RL - Do LAG have to make up mind now?

HS - Yes, we need to revise Delivery Plan (DP). Have a current approval to vire 10%.
Revised tables against priorities

SC - This makes sense

LF - Can LAG move 10% without RPA approval?

HS - Yes, but if more than 10% have to seek RPA approval

RB - Where do we sit with Rural Services?

IH - 3-4 small projects and 1 larger project in pipeline

HS - LAG have Rural Services as a priority in the current DP

RL - LAG have 2 decisions:

- Over commit EOLs by 30%
- LAG agree to vire amount out of Forestry

RL - Proposes decision outside of meeting - decision by email

ACTION: IH to email LAG for decision

Note:

AW - Asked for clarification, will LAG have to go back twice to RPA to ask to vire?

IR - Do RPA just want to see money out of door?

HS - If LAG like EOLs in September, LAG can decide

Note:

- a. Allocation at 30% over commitment for EOLs - LAG Agreed
- b. Vire decision at September's LAG meeting

LF - Task is to move EOLs through process to GFA's

RL - Will discuss at A.O.B.

6. Presentations of EOLs received by Executive:

a. Lobster Hatchery

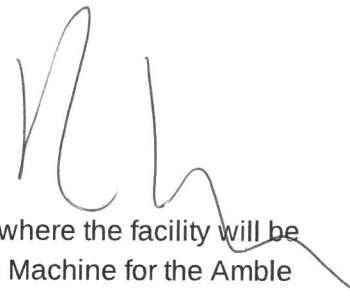
DORA Ref:106758

LEADER Priority Theme 3 - Rural Tourism

Total Project Cost - £25,000.00

LEADER Grant Request- £20,000.00

Summary - The development of a Lobster Hatchery that is able to contribute to the restocking of the local lobster population. The facility is to add to the visitor



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experience and educational aspect of the Seafood Centre where the facility will be based. The project is to purchase Solar Panels and an Ice Machine for the Amble Seafood Centre and to attract further visitors with the purchase of audio equipment, lighting and a flexible event space to attract visitors to the hatchery

IH - Amble Development Trust will be applicant. Asked Marine Management Organisation (MMO), project not eligible through them.

LAG Questions:

CM - Concerns as third use for building, has had previous grants. Currently free entry / access but may start to charge in the future

RB - How is it currently funded?

CM - Awarded £180,000.00

HS - Grant was for equipment

CM - Was originally Harbour Village

RB - Is this sustainable?

HS - Need Solar Panels to reduce running costs

GRT - Contribution from lobster hatchery is important and could support sustainability

AW - Chair of FLAG, asked MMO but ineligible. LAG look at tourism impact for benefiting community. A way forward for the organisation, show piece for Amble

SC - Uncertain to make a decision as not presentation from applicant and they have already had a large grant last September. What was it for as application mentions solar panels, uncertain about job creation

CM - Staff currently volunteering

IR - Decreased working hours

RW - CoRE legacy, funding in limbo

LF - Solar panels only work when it is sunny

RL - Panels equalise throughout the year

IH - Raised if LAG can decide to Defer a decision

RL - LAG have an eligible EOI, applicant can ask why no decision

AW - LAG need to be consistent with approach in decision making. Programme Officers advice?

IH - RPA assessment guidance is that LAG need to make a decision on EOIs tabled

RL - Proposed LAG vote to proceed Outline Application to Full Application

LAG Decision:

RL - Proposed LAG Executive members vote:

- 2 Vote - Yes
- 9 Vote - No, Chair did not vote

LAG Executive Decision – Outline Application Rejected

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LAG Notes:

High grant intervention rate 80%
Match funding
Value for money
Lack of evidence of statistical tourism numbers
Other funding routes for solar panels

b. Farm Matters Ltd

DORA Ref:106832

LEADER Priority Theme 2 - Micro Enterprise

Total Project Cost - £12,000.00

LEADER Grant Request- £4,800.00

Summary - Proposal from Farm Matters Ltd for LEADER support to develop a mobile phone app to maintain its competitiveness in the market and meet the demands of current and potential customers now and into the future. A new app would enable Farm Matters Ltd to be an industry leader based in the local area and nationwide.

RL – Chair welcomed Neil Wilkinson on behalf of Farm Matters Ltd who gave a short presentation

LAG Questions:

RB - How many clients?

NW - 600 in Northumberland, 1200 Nationally, business needs differ

LF - What does the programme do?

NW - Cross Compliance, farmers need to maintain for substance. Costs £186.00 per year

CC - Vital service for farms assurance

NW - Farming practicality, a helping hand through many scenarios

IR - What type of job?

NW - Expanding business, currently only 2

IR - It's a free app, no additional costs?

NW - Business is not behind the times, but without expansion soon will be

SC - Who is developing this app?

NW - In discussions with companies, shocking costs. Kit start-up then develop and maintain

LF - How quick do you want to spend money?

NW - Like yesterday, we get daily requests

IR - Then if no grant, what happens?

NW - Cannot go forward

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RL – Informed applicants that the LAG celebrates success of projects. Thanked applicant for their presentation. Applicant left LAG meeting

LAG Discussions:

RW - Liked this project

CC - Very important for farm development

LF - Links direct to BCMS, very important

RB - New industry

LF - Competitor much more expensive

AW - Grant assistance to sustain company, increases workload and benefits 600 farmers in Northumberland

SC - Presentation of a qualified service, protecting jobs. A small grant to support

IR - Seemed unsure of job creation, is it secure?

RL - LAG can advise, if unsure of job creation may not even apply

AW - Details will be in FA

SC - App. itself is free of charge, reducing profitability. May lose business, need to demonstrate growth in FA

LAG Decision:

RL - Proposed LAG Executive members vote:

- 10 Vote - Yes
- 0 Vote - No, Chair did not vote

Note - Carron Craighead - did not vote as declared an interest

LAG Executive Decision – Expression of Interest Application Approved to Full Application

LAG Scored - 3 on strategic fit

LAG Notes:

Year round protected growth to support wage

Job description

Process – Chair signed and dated Appraisal Form

c. Purchase of Still & Ancillary Equipment

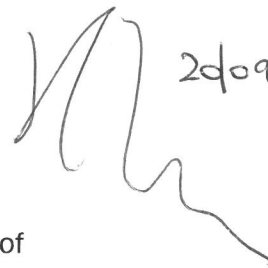
DORA Ref:106939

LEADER Priority Theme 2 - Micro Enterprise

Total Project Cost - £40,000.00

LEADER Grant Request- £16,000.00

Summary - The project will be to purchase a commercial still and other necessary

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equipment for the production of alcoholic spirit

RL – Chair welcomed Neil Osborne and Andy Petherick on behalf of Purchase of Still & Ancillary Equipment who gave a short presentation

LAG Questions:

IR - Do you have a still now?

AP - We don't have a still at present

AW - Where would you like to put still?

AP - In current building but too small, would like a bespoke building

IR - Where do you get spirit from now?

AP - Buy product in and then compound spirit

CC - Do you import raw gin?

NO - No, we buy in from round UK, and add flavours

CC - How long does it take?

NO - 4 days

RB - What raw materials do you need?

NO - Local grain. For vodka we need potatoes

AP - We use local produce whenever possible, aimed at local tourism market

NO - We distribute all over country

AP - Gin market is massive, branching out

GRT - Why do you need grant funding?

NO - Would make our cash flow better. We started out of a shed put all monies back into business

AP - We have good contacts around world and are ready to spend £40,000 on our Christmas promotions

RL – Informed applicants that the LAG celebrates success of projects. Thanked applicant for their presentation. Applicant left LAG meeting

LAG Discussions:

AW - A credit to Northumberland, happy to support

LF - Andy is a successful guy, good entrepreneur

RL - Read out emailed comments received from Angus Collingwood-Cameron

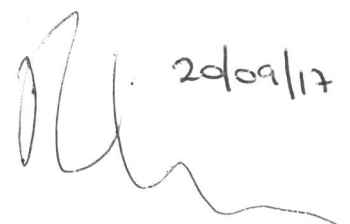
GRT - Is this business in competition?

IR - Competitive market, knows of Hepple Gin

LF - These are not going wholesale

IH - If LAG are minded to approve EOI, can add condition

LF - Big piece of kit with only a short term lease, where will they go?

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LAG Decision:

RL - Proposed LAG Executive members vote:

- 10 Vote - Yes
- 0 Vote - No
- 1 Vote - Abstain, Chair did not vote

LAG Executive Decision – Expression of Interest Application Approved to Full Application

LAG Scored - 3 on strategic fit

LAG Notes:

Displacement - LAG area

Security of tenure (5 years)

Process – Chair signed and dated Appraisal Form

7. Consideration of EOIs received:

Note - CS minuted under 6a,b and c

8. FAs for consideration by Executive:

a. Alnwick Town Youth Club & Junior Clubhouse

DORA Ref:104547

LEADER Priority Theme 4 - Rural Services

Total Project Cost - £19,218.96

LEADER Grant Request- £13,453.27

Summary - The applicant has been gifted a large building / hut. A new youth centre and junior club house will be constructed using the donated hut as a basis and incorporating an extension. This will provide an open plan club house area for the Junior section of Alnwick Town AFC, offering a youth club for local residents and use as a community facility.

Grant is sought to purchase building supplies which will be used by Club volunteers to undertake the work underneath a responsible project manager

LAG Discussions:

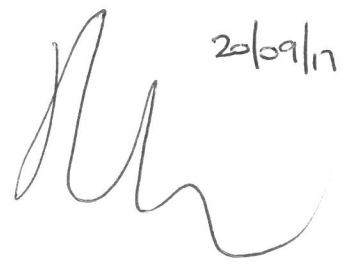
LF - Major concerns, on one hand saying Gallery Youth Project. Poor application, sees as getting another facility

SC - Voted to reject at OA, feels poor value

RB - Gave advice for FA, but this application does not seem to have changed

LAG Decision:

RL - Proposed LAG Executive members vote:



- 1 Vote - Yes
- 10 Vote - No, Chair did not vote

LAG Executive Decision – Full Application - Rejected

LAG Notes:

Not addressed LAG concerns from OA

Lack of clarity for core purpose

Poor value for money

Process – Chair signed and dated FA Appraisal Form

b. The Cookie Jar

DORA Ref:105614

LEADER Priority Theme 3 - Rural Tourism

Total Project Cost - £165,242.91

LEADER Grant Request- £66,097.16

Summary - Grant is sought to ensure a high quality specification to the finish of the premises including flooring, carpets, tiling and a commercial kitchen to enable 9 new FTE jobs to be created

LAG Discussions:

CM - Good idea, not sure of name

SC - Good application, high job creation. LAG should support

CC - Are there project management costs included?

IH - Not from the applicant. Issues at appraisal with procurement

RL - FA has come through eligibility process

RB - Are they using the cheapest supplier?

IH - RPA guidance is lowest quote but applicant doesn't have to follow

LAG Decision:

RL - Proposed LAG Executive members vote:

- 9 Vote - Yes
- 0 Vote - No
- 1 Vote - Abstain, Chair did not vote

Note - Louis Fell - did not vote as declared an interest

LAG Executive Decision – Full Application Approved

Process – Chair signed and dated FA Appraisal Form

c. Amble Dementia Friendly Arts Centre - Update:

IH - Informed meeting that FA Technical Appraisal not signed-off by RPA. LAG members have asked for more financial information

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LF - Appraiser decision recommends approval
RW - As RPA not approved yet, LAG can go back and ask question
RL - Reschedule for next LAG meeting agenda
IH - Procurement procedures, tendering 3 quotes or not?

9. A.O.B:

a.RC&A Budget:

IH - Circulated regularly to LAG
RL - responsibility of LAG to monitor

b. Communications Working Group:

RB - Held a couple of meetings - Internals comms, nameplates, pen pictures, develop LAG as an entity
External comms - LAG role, NCC role, nothing stopping LAG acting on own initiative and using social media

CS - LAG have a facebook account - setup through NCC

RB - Objectives:

- how do we use our own networks
- After Brexit in rural Northumberland
- TV, local press, contacted Gazette maybe do a feature

IR - Press is a good way to get message out. Focus on success. Get applicants to put press releases out

LF - As applicant I have already done a lot

SC - Evaluation Working Group have been doing evaluation visits, write-ups and pictures for report. More projects ready to visit. Good message to get out

GRT - I receive a lot of calls for funding, I mention LEADER funding but not many aware of it

IR - There is a host of village news letters

CM - Encourage projects to put up plaques

AW - Funding not just worth 40% with match takes it up to 100%

Note - Ian and Carole Moyes to join LAG Communication Working Group

ACTION: CS to schedule Comms Working Group meeting

c. LAG members Website - shared area Update:

RL - LAG members need to set up gmail accounts and send details to CS

ACTION: CS to email LAG members with information and deadline for gmail accounts by Friday 25th August, 2017

LF - Following on from comments made earlier holding budgets back if EOIs not progressing

RL - Standard message

HS - Responsibility of LAG to set deadlines

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IH - Informed meeting that he has been approached by NCC to support a Wheels to Work project, LAG will be asked to fund capital items. NCC will be applicant
RL - Informed meeting that in the previous LEADER Programme 2007-2013 C&L LAG had support a same type application which lead to grant clawback

Date & Time of the next C&L LAG meeting - Wednesday 20th September at St. James Hall, Morpeth. Time tbc

Ross Lowrie, Chair closed the Northumberland Coast & Lowlands LAG meeting at 20:15