

21/02/2018

*Alex Wallace*



**NORTHUMBERLAND COAST & LOWLANDS LEADER  
LOCAL ACTION GROUP (LAG)  
Wednesday 17th January, 2018**

**Executive LAG Members:**

Alex Wallace - Vice Chair

Jean Orr

Simon Cox

Richard Waters

Robert Brotherton

Angus Collingwood-Cameron

**LEADER Staff:**

Ivan Hewitt – Northumberland Coast and Lowlands Programme Officer

Christine Stevenson – LEADER Administration

**Advisory Group:**

David Baird - External Funding Appraisal Manage, Northumberland County Council

**1.Welcome to LAG Meeting & Apologies:**

Alex Wallace, Vice 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

CS - Apologies received and recorded from Executive Members: Ross Lowrie, Louis Fell, Guy Renner-Thompson, Philip Angier, Julien Lake, Ian Moyes, Iain Robson and Carron Craighead

Apology received and recorded from LAG Member: Carol Moyes

Apology received and recorded from Accountable Body: Heather Smith

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*A. Wallace*

## **2. D.O.I's Recorded:**

Louis Fell (Non Attendee)

- item agenda 6a Full Application - South Berrington Shepherd Huts - Pecuniary
- item agenda 7e Expression of Interest - Swarland Old Hall - Pecuniary

Carron Craighead (Non Attendee)

- item agenda 7f Expression of Interest - Joy of Care - Pecuniary

## **3. Draft LAG Minutes from 13th December, 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 Minutes recorded as an official record. Dated and signed by A. Wallace,  
Vice Chair

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

Actions from 13th December LAG meeting:

Page 10 - CS to attached FA/ TA documents with Evaluation Project Summary - completed

Vice Chair's Update:

AW - The draft minutes taken from both meetings in January (17th & 24th) will be reviewed at February's meeting as discussion to revise/redact, asked LAG members for thoughts

SC - For clarification, will LAG members be able to review full minutes?

DB - The accountable body would prefer to view full version of draft minutes

**ACTION - CS to minute meeting as usual, type up draft minutes for review/redact decision by LAG at February's meeting**

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J. Wallace

a. RC&A Budget Update:

IH - Informed LAG members that key costs from their Running Costs and Animation Budget (RC&A) i.e. meeting costs, venue hire were all going up. LAG members to note end of financial year to get individual travel claims processed

The LAG Register of Interest (R.O.I.) needs to be updated and LAG member's are required by their constitution to live and/or work with the Coast & Lowlands LEADER Area

**ACTION: CS to circulated R.O.I. to LAG Members and Accountable Body staff for update**

**5. Programme Officers Report to include Project Expenditure to Date:**

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 17th January 2018 LAG has committed **£881,489.69** with a balance of **£746,046.31** remaining to commit.

**Note - LAG approved and agreed Budget profile**

IH - informed LAG meeting that they have a small number of Full Applications that will not progress for LAG decision. FA Applicants will be formally notified of withdrawal. Shoreside Shepherd Huts FA - IH received email outlining the progress of this application and confirmation that project will go ahead in spring 2018 and be complete by end of May

IH - Asked LAG to progress project on projects timescale

SC - A May deadline is quite late

AW - Asked LAG members to agree to Programme Officers proposal

**Note - LAG Members Agreed**

DB - What happens if they fail to achieve February's deadline?

AW - LAG will review again at February's LAG meeting for a LAG decision

IH - Deyn's Deli EOI Application, rejected LAG meeting (December 2017). IH has met with applicant and they intend to submit a new EOI

ACC - What is situation where LAG don't have the allocation left?

IH - If LAG members voting tonight progress all EOIs to FAs, would be close to fully allocated

ACC - Do we inform applicants they will be going onto a reserve list?

DB - LAG can over commit allocation on EOIs but the RPA won't allow to over commit on FA's

SC - LAG will have to manage

ACC - Time scales will be an issue

AW - Can LAG change priority to only view EOIs that have a direct job creation?

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*Shirley*

DB - LAG have always had ability for flexibility

a. LEADER Programme 2014 - 2020:

DB - Process could get competitive due to limited allocation

SC - Again the time scales will play a mayor part

DB - We're still working towards final claims in December 2018 with full programme closure end of March 2019. Rumours circulating from RPA, other programmes are being extending but nothing about LEADER as yet, conversations are ongoing. A request has been made to increase RC&A Budget from 18% up to 25% to allow for programme extension, but there would still be issues around deliverability. Realism of applications, look at EOIs deliverability and risk, planning consents etc., all has a knock on effect.

The accountable body looks at risk assessment for each case to help with LAGs decision. LAGs have to decide priorities going forward. C&L have done well on their job forecast. Any significant change in priorities will flag up with the RPA. LAG and AB will keep an eye on budget and identify 70/30 split

AW - The Operation Group Meetings held bimonthly and attended by David Baird (Accountable Body), Ross, Chair and Alex, Vice Chair on behalf of the LAG, and LEADER staff is a good time to discuss DB's update and bring back focus to discuss with LAG members

**6. FAs for consideration by Executive:**

**a. South Berrington Shepherd Huts**

**DORA Ref:106447**

**LEADER Priority Theme 3 - Support for Rural Tourism**

**Total Project Cost - £87,391.00**

**LEADER Grant Request - £34,956.40**

Summary - Grant is sought to purchase and install three shepherd's huts with built in bathroom and kitchens. Each hut will potentially sleep two people each. Grant is also sought to undertake groundworks, electricity installation, waste services and to project manage the process. The project will tap into the growth of 'glamping' will cater for tourists to coastal Northumberland.

LAG Discussions:

LAG members considered and discussed the Full Application and Technical Appraisal provided

LAG Decision:

AW - Proposed LAG Executive members vote:

- 5 Votes - Yes



- 0 Votes - No
- 0 Votes - Abstain, Vice Chair did not vote

LAG Executive Decision – Full Application Approved

Process - Vice Chair signed and dated Technical Appraisal Form

LAG Note - Project management issue was raised with the LAG

AW - Craster Safety Service FA (agenda item 6b) will be considered by the LAG at their next meeting.

## **7. Presentations of EOIs received by Executive:**

### **a. Pilgrims Roastery & Training Room**

**DORA Ref: 108734**

**LEADER Priority Theme 2 - Support for Micro Enterprise**

**Total Project Cost - £64,000.00**

**LEADER Grant Request - £25,600.00**

Summary - The project involves capital works to create a new building on the premises of Pilgrims Coffee House to increase capacity in coffee roasting and offer workshops and investment in a new roaster

LAG Discussions:

LAG members considered and discussed the Expression of Interest Application and the Technical Appraisal.

LAG Decision:

AW - Proposed LAG Executive members vote:

- 5 Vote - Yes
- 0 Vote - No
- 0 Vote - Abstain, Vice Chair did vote

LAG Executive Decision – EOI Approved to Full Application

Strategic fit - 3

Process - Vice Chair signed and dated Technical Appraisal Form

AW - 7b. Murton Whitehouse Farm EOI (agenda item 7b) will be considered by the LAG at their next meeting.

### **c. Prospect Place**

**DORA Ref: 108152**

**LEADER Priority Theme 4 - Support for Rural Services**

**Total Project Cost - £38,000.00**

**LEADER Grant Request - £34,000.00**

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J. Waller

Summary - The project intends to re-cobble Prospect Place in Alnmouth. This is a unadapted Public Right of Way that is in a poor state currently. Improving the path will improve pedestrian access to the village from the public car park indirectly benefiting local businesses.

LAG Discussions:

LAG members welcomed Gerry and Bridget McBride on behalf of Prospect Place who gave a short presentation of the project. Applicants left meeting.

LAG members then considered and discussed the Expression of Interest and the Technical Appraisal Application.

LAG Decision:

AW - Proposed LAG Executive members vote:

- 0 Vote - Yes
- 5 Vote - No
- 0 Vote - Abstain, Vice Chair did not vote

LAG Executive Decision – EOI Rejected

Strategic fit - 0

Process - Vice Chair signed and dated Technical Appraisal Form

Reason for Rejection:

- Does not fit with LAGs LDS
- No direct economic growth

**d.Outfield Renovations**

**DORA Ref: 108154**

**LEADER Priority Theme 4 - Support for Rural Services**

**Total Project Cost - £12,571.20**

**LEADER Grant Request - £7,542.72**

Summary - The project will purchase a modern efficient mower to reduce the time required to keep the field of Warkworth Cricket Club in order.

LAG Discussions:

LAG members welcomed Alastair Gibson on behalf of Outfield Renovations who gave a short presentation of the project. Applicants left meeting.

LAG members then considered and discussed the Expression of Interest and the Technical Appraisal Application.

LAG Decision:

AW - Proposed LAG Executive members vote:

- 5 Vote - Yes

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A. Swarland

- 0 Vote - No
- 0 Vote - Abstain, Vice Chair did not vote

LAG Executive Decision – EOI Progressed to Full Application

Strategic fit - 2

Process - Vice Chair signed and dated Technical Appraisal Form

**e. Swarland Old Hall**

**DORA Ref: 108229**

**LEADER Priority Theme 2 - Support for Micro Enterprise**

**Total Project Cost - £80,000.00**

**LEADER Grant Request - £32,000.00**

Summary - The project is to purchase and install two glamping pods on the site of their established 2 self-catering lodges on the family farm.

LAG members welcomed Diane and Andrew Proctor on behalf of Swarland Old Hall who gave a short presentation of the project. Applicants left meeting.

LAG members then considered and discussed the Expression of Interest and the Technical Appraisal Application.

LAG Decision:

AW - Proposed LAG Executive members vote:

- 5 Vote - Yes
- 0 Vote - No
- 0 Vote - Abstain, Vice Chair did not vote

LAG Executive Decision – EOI Progressed to Full Application

Strategic fit - 3

Process - Vice Chair signed and dated Technical Appraisal Form

**f. Joy of Care**

**DORA Ref: 108160**

**LEADER Priority Theme 4 - Support for Rural Services**

**Total Project Cost - £135,900.00**

**LEADER Grant Request - £95,130.00**

Summary - The project is to convert an existing farm outbuilding into a daycare sanctuary for clients from rural backgrounds with health issues such as dementia and to provide a range of services for these clients.

LAG members welcomed Carron Craighead and Jo Philipson on behalf of Joy of Care who gave a short presentation of the project. Applicants left meeting.

LAG members then considered and discussed the Expression of Interest and the Technical Appraisal Application.



AW - Vice Chair asked LAG for proposal to take forward;  
 SC - Proposes LAG offer to support at 40% Intervention Rate  
 JO - Seconds SC's proposal  
 AW - Asked LAG to vote on SC proposal

LAG Decision:

AW - Proposed LAG Executive members vote:

- 5 Vote - Yes
- 0 Vote - No
- 0 Vote - Abstain, Vice Chair did not vote

LAG Executive Decision – EOI Progressed to Full Application

Strategic fit - 2

Process - Vice Chair signed and dated Technical Appraisal Form

LAG Advice to applicant - LAG agree to progress application at a maximum 40% grant rate

### **8. Evaluation Working Group - Update:**

SC - There are 18 closed projects for evaluation and we have visited 10 already, all satisfactory.

Informed LAG members that H Clark & Sons - Project Tracker Device, has been seen and is working by IH.

Berwick Film & Media Arts Festival, as a festival there's nothing to see so would appreciate local LAG members to area to visit.

The evaluation group is happy with process and progress with about £450,000.00 of LEADER funding allocated.

RB - Would like to attend Aln Valley Railway Phase 2 visit

**ACTION: CS to continue to organise evaluation visits**

### **9. Communications Working Group - Update:**

RB - Communications/Press releases to emphasise value of LEADER funding into communities - Ongoing

### **10. A.O.B:**

RB - Presented product from Silvermoor Swingers project to LAG members

LAG Note - Impressed by product quality and packaging

**Alex Wallace, Vice Chair closed the Coast & Lowlands LEADER LAG meeting at 20:30**