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**NORTHUMBERLAND COAST & LOWLANDS LEADER
LOCAL ACTION GROUP (LAG)
Wednesday 17th May 2017**

Executive LAG Members:

Ross Lowrie – Chair
Alex Wallace – Vice Chair
Ross Weddle
Jean Orr
Simon Cox
Chris Rushton
Robert Brotherton
Julien Lake
Philip Angier

LAG Members:

Iain Moyes
Carole Moyes
Carron Craighead
Louis Fell
Richard Waters

LEADER Staff:

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

Advisory Group:

David Baird – External Funding Appraisal Manager - Northumberland County Council

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RL

1. Welcome to LAG Meeting & Apologies:

Ross Lowrie, Chair opened the Northumberland Coast & Lowlands LEADER LAG Annual General Meeting (AGM) at 17:32

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

CS - Apologies received and recorded from Executive Members: Iain Robson, Angus Collingwood-Cameron and Steve Peart

Apologies received and recorded from LAG Member: Nic Best

Apology received and recorded from Accountable Body: Heather Smith

2. Confirmation of Chair/Vice Chair:

IH - Re-confirmed that Ross Lowrie, Chair and Alex Wallace, Vice Chair

RL - LAG Executive membership was below Local Delivery Strategy (LDS) recommendation:

Ross Lowrie - proposed Carron Craighead, LAG member join LAG Executive

Seconded by - Jean Orr

Carron Craighead - Accepted

Ross Weddle - proposed Louis Fell, LAG member join LAG Executive

Seconded by - Simon Cox

Louis Fell - Accepted

Julien Lake - proposed Ian Moyes, LAG member join LAG Executive

Seconded by Alex Wallace

Ian Moyes - Accepted

3. Chairperson's AGM 2017 Address:

Brief summary - Special thanks to Ross Weddle, previous Chair and Alex Wallace current Vice Chair for continued support.

So thank you for your skills and experience, and thank you for your commitment and friendship. Be proud of what you do, tell friends and family you just spent £400k and helped create 13 jobs last year, and let's keep going!

Full address available from: christine.stevenson@northumberland.gov.uk

4. Programme Officers Report:

IH - We continue to work with projects around an open call for project proposals to develop and bring forward high quality applications for the LAG to consider and decide on against the aims and objectives of Coast & Lowlands LEADER Delivery Plan and LDS.

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- The draft of the 2017-19 DP has been submitted to the RPA, we await further communication
- DB - The LAG did not change the DP budget, can only re-forecast by 10% within year
- IH - LAG can review
- JL - What's the problem with Shoreside Sheperd Huts access?
- IH - Highway is public but access over other land is being refused. Northumberland Estates taking land owner to court
- RL - Lessons learned for future applications
- DB - Be mindful of programme spend, don't hold back. Need to look at timelines
- RL - Ready to vary?
- IH - Project should've completed by now
- RL - Spoke to applicant, advised to vary
- IH - Will go back to project applicant, voice LAG concerns and advise on deadline
- RL - Ask them for timescale
- CC - They are involved with Scott's of Alnmouth, another application
- JL - If they missed October 17, better for them next season
- PA - Queried impact of delaying project on grant because of variations in £/Euro's ?
- DB - The RPA will revalue the programme in-line with euro exchange rate fluctuations
- AW - Contingency plan, set money aside. Is that workable?
- LF - Should of been ironed out before
- RL - Can LAG over programme by 10%?
- DB - Danger if allocation not spent
- LF - Set a timeframe
- AW - Rural Services, have we really tried to attract applications. NALC meeting can add and address on agenda at next meeting
- DB - Programme deadlines for Capital Schemes, consideration of timescales
- LF - Spend by March 2017?
- DB - Yes, projects should be fully claimed
- LF - Should LAG try to overspend 2017?
- RL - Had that conversation with RPA
- LF - Can we pull money from other LAG's?
- RL - Another conversation to be had
- SC - Will there be another LEADER Programme starting after this one ends 2014 - 2020?
- RB - European cash, roll forward
- RL - RPA won't give a view. LAG's can be a lobbying body. LEADER will carry on but UK not in the EU
- LF - Aware that some area's have no LAG's

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RL - Role of the Programme Officer and host organisation Northumberland County Council, as the accountable body to run LEADER Programme. LAG have a role
DB - How to operate over the next 18 months

RL - Anyone like to review?

AW - Suggests LAG continue without reviewing now, can also review in future if changes

RL - Interaction with County Council

DB - With regard to County Council representation on LAG, contacted Members Services, waiting on a reply post 24.5.17

ACTION - IH to meet applicant of Shoreside Sheperd Huts to self-set time scales

a. RC&A Budget 2017/18:

IH - Did not circulate, brough handouts

RL - As LAG members have not seen this and no time to review, add as an agenda item for next meeting

b. Project Expenditure to Date:

IH - As of May 2017 LAG has committed £446,986.78, with a balance of £1,017,795.60 remaining to commit.

NOTE - LAG approved and agreed Budget profile

c. Constitution:

RL - No change

d. Statement of Arrangement:

RL - No change

Chair announced a 15 minute break for Buffet and Refreshments

5. D.O.I:

RW - Agenda item 8d - Berwick Film & media arts Festival - Personal

LF - Agenda item 8e - Sleepy Hare - Personal

6. Draft LAG Minutes from 19th April 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

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[Signature]

Page 9 - Accepted

Page 10 - Accepted

Page 11 - Accepted

Page 12 - Accepted

Page 13 - Accepted

Minutes recorded as a true record. Dated and signed by Ross Lowrie, Chair

7. Matters Arising & Actions:

IH - agenda item 3g - applicant is not applying to EFRID for grant

IH - agenda item 6 - circulated new process application forms to LAG

IH - agenda item 9 - Google access for LAG set up, LAG members need a gmail account

RL - Deferred action 9 - update to next meeting

agenda item 9 - 2 LAG Evaluation visits completed, 1 diaried, more to follow

a. New E.O.I. Process:

IH - Drew LAG members attention to the new EOI process and that some of the projects on the agenda for LAG consideration had been submitted under the new EOI process

DB - LAG need to score on new E.O.I. Assessment forms for strategic fit

JL - What is score criteria?

IH - LAG score on strategic fit as identified in their LDS

8. Presentations and Considerations of OA's received by Executive:

a. Craster Tourist Trail

DORA Ref: 105671

LEADER Priority Theme Priority 4 - Rural Services

Total Project Cost - £12,000

LEADER Grant Request- £9,600

Summary - The development and signage of a tourist trail to link the villages of Craster and Dunstan within the Parish of Craster. Currently there are safe footpaths for much of the route, but there is a dangerous section where pedestrians walking from one village to the other have to walk along a narrow, busy road and it is planned to create a new footpath in the field to the south of this road. It is envisaged that the creation and signing of this route will promote pedestrian traffic between the two communities and spread the tourists between them. Currently there is a shortage of catering facilities in Craster and there are opportunities, if tourists can be encouraged to walk to Dunstan, for this shortage to be provided by the two outlets, The Nursery Tea Rooms and the Cottage Inn, in Dunstan. The proposed trail does have a history as until 1968 the school for the community was located in Dunstan and children used to follow the trail to and from school, though at that time it was safe to use the road

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RL – Chair welcomed Michael Craster on behalf of Craster Tourist Trail who gave a short presentation

LAG Questions:

AW - A lot of car parking charges have been abolished but Craster still charge, where is budget out of quarter of a million charges?

MC - We do not get to keep all of the car parking charges, have to pay external agencies

SC - Questions any other options. Knows that the tea room is derelict, any thoughts?

MC - Scheme to turn field into car park. National trust plans for an information centre + shop+cafe, not supported at a national level. Petition to the County Council for footpaths

LF - Crossing for 3rd party land

MC - Has a 99 year lease

RB - Who owns car park?

MC - Northumberland County Council own it

AW - Declared NALC representative, have you considered asking resident to pay?

MC - Have asked the question, no response

RL - Read out emailed comments from Angus Collingwood-Cameron that the English Coastal path is to be extended

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

Applicant left LAG meeting

LAG Discussions:

DB - LAG need to also manage 70/30 split

RL - Advice on 70/30 split - Challenging

AW - Support application

LF - Careful they don't duplicate, need to have LEADER signage

RL - Refer to Coastal Footpath plans

SC - Coming inland, spin off for indirect jobs. Signposting and educational

RB - Highlights rural issues, how do businesses contribute. Holiday lets don't pay precepts

LAG Decision:

a. 11 Vote - Yes

b. 0 Vote - No, Chair did not vote

LAG Executive Decision – Outline Application Approved to Full Application

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LAG Scored - 3 on strategic fit

Special Advisory Note:

- Good signage for tourism and LEADER

Process – Chair signed and dated E.O.I. Appraisal Form

b. GM Craig

DORA Ref:105845

LEADER Priority Theme 2 - Support for Micro Enterprise

Total Project Cost - £73,925.00

LEADER Grant Request - £29,570.00

Summary - The project involves purchasing capital equipment - joinery machinery and logistics plant (telehandler) to fit out a new manufacturing facility for an existing construction business. This will enable them to increase production of joinery products leading to increased efficiency within the business

RL – Chair welcomed Neil Craig on behalf of GM Craig who gave a short presentation

LAG Questions:

JO - Small firm, any female workers employed?

NC - We don't generally get female applicants

PA - Clarification on jobs, is it 2 new jobs or apprenticeships and how are they created?

NC - Invested in new land and have planning permission for 15 homes, plus more land identified. Booked up for 18 months, by bringing in young workers benefits our business

LF - What machinery kit?

NC - Cross cut to build timber frames, Panel saw, Planer and smaller JCB to move around facility, a more versatile machine

DB - Not purchasing smaller hand held tools?

NC - No, fixed machinery

DB - Kitting out premises

NC - New started in September

RW - Berwick has a lot of carpentry workshops, sounds like your specialised

NC - Main focus is on timber frame homes, can make them cost effective

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

Applicant left LAG meeting

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LAG Discussions:

LF - Kit is good, question eligibility of fork lift truck?

IH - Eligibility rules relaxed as long as it's not used for agriculture

RL - LAG rely on accountability for clarification

JL - Originally did not mention fork lift truck on application, did not break down costs, require clarification on what he intends

IH - Provided 2 quotes, 1 is for the joinery kit

DB - As this is only the E.O.I. stage, full costs need to be identified in FA

JL - Need clarity?

LF - Focus on kit

SC - A well established company with 14 staff, tripling the size of the unit and 2 new jobs created

AW - If he doesn't get funding this will take 18 months longer, feels good to support

SC - Continuing line

JL - Berwick Trust has used this business before, they use young workers

LAG Decision:

c. 11 Vote - Yes

d. 0 Vote - No, Chair did not vote

LAG Executive Decision – Outline Application Approved to Full Application

LAG Scored - 3 on strategic fit

Special Advisory Notes:

- Full cost breakdown to be provided by applicant
- Apprentice jobs to be clarified - are they additional each year or carried across the life of project

Process – Chair signed and dated E.O.I. Appraisal Form

c. Silvermoor Swingers

DORA Ref:105598

LEADER Priority Theme 2 - Support for Micro Enterprise

Total Project Cost - £168,500.00

LEADER Grant Request - £67,400.00

Summary - The purpose of the project is to develop a hanging horse snack that is healthy and long lasting and can be hung up in the stable. No such snacks exist at the moment. Grant is requested for the capital equipment to manufacture the new product and some initial marketing. 3 FTE are anticipated

RL – Chair welcomed Ralph Thompson and Lindsay Thompson on behalf of Silvermoor Swingers who gave a short presentation

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LAG Questions:

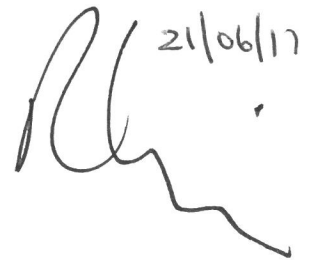
- CC - Swinging in stable, like a toy what is the shelf life?
- RT - Running trials, maybe 1 year?
- JO - Understands principle of swing
- L? - When horses get bored, raises health issues
- SC - What price per unit, and what is the retail price, is this a 1 a day treat?
- RT - Per unit £3.99, retail £2.35, wholesales £1.99. 40% markup. Usage will differ dependant on the horse
- RW - Box rest and stabling, only benefit to fields?
- L? - Not thought of that
- RL - Environmentally - can you take the plastic off the bottom or reuse. Generator bad for the environment
- RT - Don't have a 3 phase connection to the farm
- PA - How confident are you the for the increase in production and what are jobs created?
- RT - Good response from retailers. Job creation will be 1 FTE for machinery, 1p/t in packing and 1 p/t administration
- RL - Informed applicants that the LAG celebrates success of projects. Thanked applicant for their presentation
- Applicant left LAG meeting

LAG Discussions:

- CC - Did they put in a former project with LEADER?
- LF - There a big employer, spin offs
- RB - Successful business, horses add to economy
- RL - Why should the LAG fund, if it's a large business?
- LF - Young person, employes young people
- IH - Project would take longer, as E.O.I. only 1st stage
- SC - Highly competitive market, as already done prototype may miss opportunity
- CR - Innovative and successful business in Northumberland
- SC - Shared risk
- LF - Add advisory for FA of spin offs
- CM - Can he still be a micro business with number of employees
- IH - Yes

LAG Decision:

- 10 Vote - Yes

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

LAG Executive Decision – Outline Application Approved to Full Application

Special Advisory Note:

- Wider benefits

Process – Chair signed and dated OA. Appraisal Form

d. Berwick Film & Media Arts Festival:

DORA Ref: 105914

LEADER Priority Theme 3 - Rural Tourism

Total Project Cost - £55,712.00

LEADER Grant Request - £44,569.60

Summary - A five-day film and media arts festival in Berwick during September 2017.

To supplement core funding for office space and key staff, LEADER is required to deliver the 2017 annual cultural arts festival itself (at Berwick Maltings and several heritage sites around the town walls) facilitating the creation of 7 temporary short-term contract positions (1 is already on post)

RL – Chair welcomed Diana Stevenson on behalf of Berwick Media & Arts Festival who gave a short presentation

LAG Questions:

PA - Highlight issue of box office, targeting increase?

DS - Over 2 years, only admissions to the cinema pay much smaller number

RB - Estimation of ripple effect, all people spending

DS - Figure about 9,000, no recent evidence. Need to do a survey for festival

RB - Impact?

DS - Yes

LF - £20.00 - 17/18 £25,000 over 2 years a half for hire, half for labour, what will happen after?

DS - Core funding from Arts Council, plus small grant from NCC for 4 years. We need to do better, explore funding opportunities just don't have the capacity

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

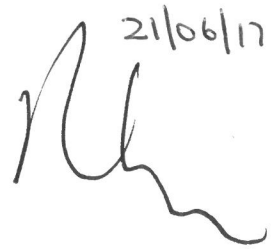
Applicant left LAG meeting

LAG Discussions:

LF - Funding for revenue for staff, query sustainability?

RL - Eligibility of revenue funding

IH - Festivals and events, LAG can fund for development costs

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CR - New or existing?

RB - Read TA, explains

SC - Scored this 7 from the old scoring system, focused on grants. Running for 13 years, want to expand. 50p per visitor - 6:7 earned income. Issue with value for money. Disagree with TA as £30,000 per job is above LAG set target of £25,000 and not permanent jobs

JL - JL - Festival brings in a lot of extra people to Berwick, opportunity to make an investment. Issues with duration of posts, more questions

PA - Impact developing revenue, written as revenue spending

SC - 13 years without a LEADER grant, job to apply for other grants

RL - LAG have invested in festivals before

LAG Decision:

- 1 Vote - Abstain
- 5 Vote - No
- 6 Vote - Yes, Chair gave deciding vote

LAG scored - 2 on strategic fit

LAG Executive Decision – Outline Application Approved to Full Application

Special Advisory Notes:

- Local community sponsorship
- Sustainability plan on forward thinking

Note - IH to work with applicant re- 70/30 split

Process – Chair signed and dated E.O.I. Appraisal Form

e. Sleepy Hare

DORA Ref: 105915

LEADER Priority Theme 3 - Rural Tourism

Total Project Cost - £90,200.00

LEADER Grant Request - £36,080.00

Summary - Business creation involving the purchase and subsequent letting of 1 Shepherds Hut providing tourist accommodation on the family's farm (West Fallodon)

RL – Chair welcomed Jamie Moore on behalf of Sleepy Hare who gave a short presentation

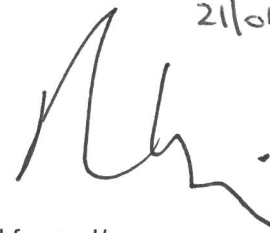
LAG Questions:

PA - Asked for clarification, 1 or 2 Shepherd Huts

JM - Start with 1

PA - What is the £25,000 for?

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JM - Cost to purchase 1 hut

SC - 40% grant limit, how are you funding difference is your loan applied for and/or approved?

JM - Apply for a loan over 2 years

SC - How to fund rest?

JM - Looking to borrow. The bank in application is also the farm bank

CC - Total project cost is £90,000?

JM - Asking 40% of cost for unit plus extra for landscaping and path

CC - Will you see the septic tank on the farm?

JM - Yes

RL - Are Shepherds Huts fully plumbed?

JM - Yes

AW - Where is your nearest competitor?

JM - Unique to area

JL - How will you be spending your time?

JM - Take on business, farm not sustainable for family. This will be a separate business

Read poem out to LAG

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

Applicant left LAG meeting

LAG Discussions:

CC - Poor application, spelling mistakes all over

RB - Can't understand application

LF - Needs support if approved

PA - Poorly written, reasonable ideas

CR - Where are jobs?

PA - Part time jobs

SC - £36,000 for 1 job, if downgraded, is it viable no confidence in delivery

RW - Under previous LEADER would not look at jobs, what is Defra's position on jobs?

IH - Guideline of £25,000 per job, value for money

DB - Current C&L average level of job £11,475

CR - Similar application, concerned with approach

CC - Wants to support young people on farms

LAG Decision:

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- 1 Vote - Abstain
- 4 Vote - No
- 6 Vote - Yes, Chair did not vote

LAG scored - 2 on strategic fit

LAG Executive Decision – Outline Application Approved to Full Application
Process – Chair signed and dated E.O.I. Appraisal Form

Note - Chris Rushton LAG Executive member left AGM

9. A.O.B:

- a. Project Evaluations - covered under agenda item 7
- b. Delivery Plan - With RPA, an Attestation visit has been arranged for 8th June, 2017

Date & Time of the next C&L LAG meeting - Wednesday 21st June at St. James Hall, Morpeth.

Ross Lowrie, Chair closed the Northumberland Coast & Lowlands AGM at 20:38