

# Greensand Ridge Local Action Group Steering Group

**21 November 2008**

**Present:**

Leanne Bacon	Gamlingay PC
Bridget Smith	Forward Gamlingay
Sarah Hughes	Beds CC
Diane Budd	Business Link
Gill Welham	Greensand Trust
Mark Smith	North & Mid Beds CVS
David Morgan (Chair)	Beds & Cambs Rural Support Group
Joel Carré	BRCC (Programme Director)
Cliff Andrews	BRCC (Programme Manager)
Jon Boswell	BRCC (Accountable Body)

Ref	Notes	Lead
<b>1. Welcome &amp; Introductions</b>		
1.1	An EEDA biography pro-forma for LAG Steering Group members will be circulated for completion and circulation.	<b>JC</b>
1.2	Steering Group members were asked to declare any interests: David Morgan – is a board member of BRCC. Leanne Bacon & Bridget Smith – will be submitting a funding bid to the Programme. Diane Budd – has clients who will be submitting a funding bid to the Programme. Gill Welham – Greensand Trust will be providing facilitation services and will be submitting a funding bid to the Programme.	
<b>2. Apologies</b>		
2.1	Richard James                      Haynes PC Fiona Bryant                          EEDA	
<b>3. LAG Terms of Reference</b>		
3.1	The Terms of Reference were agreed, subject to an updated LAG Membership (Appendix D) being included.	
3.2	Amendments to the LAG Membership (Appendix D) to include: Removing Kirstin Rayner as a representative for Gamlingay PC. Including Bridget Smith as a representative for Forward Gamlingay. Including Jilly Hall as a representative of Natural England.	<b>JC</b>
<b>4. LAG Meeting – Minutes of last Meeting (10<sup>th</sup> Oct, 2008)</b>		
4.1	The minutes were reviewed with the following comments: Bridget Smith represents Forward Gamlingay, not Gamlingay PC	

	Under 5.0 Update From Natural England, it should have been recorded that Jilly Hall offered to become a LAG member	
<b>5. Accountable Body Update (JC)</b>		
5.1	Responsibility for the management of the Programme was handed from Jon Boswell to Joel Carré and Cliff Andrews on 20 <sup>th</sup> October, 2008.	
5.2	The EEDA Extranet for use by Programme staff has been launched. JC to ask EEDA to provide LAG Steering Group Members with passwords to allow access to the Extranet.	<b>JC</b>
5.3	Recruitment of the Programme's Operational Team has commenced, with the appointment of Programme Director (JC), Programme Manager (CA) and x3 Facilitators from within BRCC. The Greensand Trust are in the process of recruiting/ allocating staff to provide 20 pw hours of Facilitation services.	
5.4	The Contract between EEDA and BRCC has been issued backdated to 17/11/08.	
5.5	EEDA training for Programme staff is expected to be offered in January. If the training is also available for LAG / Steering Group Members, JC/ CA will forward dates and details as soon as available.	<b>JC/ CA</b>
<b>6. Local Development Strategy (LDS) Delivery</b>		
6.1	JC presented the Draft LDS 3-year Delivery Plan which will be outlined at the LAG meeting on 1 <sup>st</sup> December. The LAG will be asked to delegate authority for agreeing the final 3 year plan to the Steering Group meeting on 23 <sup>rd</sup> January 2008; for submission to EEDA by 31 <sup>st</sup> January 2008.	
6.2	The 3-year Delivery Plan has been based on an EEDA template; with information extracted from the LDS.	
6.3	Further clarification is required from EEDA before sections 2.5 – 2.7 can be completed fully.	
6.4	Section 3.4 is to be amended to reflect that the LAG Steering Group has 10 members with a 60:40 private/ voluntary : public split.	
6.5	The 3-year Delivery Plan refers to the LAG terms of Reference being adopted at the LAG meeting on 21/07/08; but members queried whether this was reflected in the minutes of that meeting. JC to check and, if necessary, raise matter at next LAG meeting.	<b>JC</b>
6.6	Section 3.10 – Bank-rolling of the programme will be undertaken by BRCC. Liz Wade at Central Beds has made a commitment to discuss possible support to BRCC from Central Beds re: cash-flow / bank-rolling.  It was suggested that BRCC talk to other LAGs/ Accountable bodies and lobby EEDA and other partners to assist with cash-flow issues.	
6.7	Section 4.4.a – the reference to 'more frugal resources' to be deleted.	
6.8	Section 4.6 – the Project list for Year 1 of the 3-Year Delivery Plan needs to be quite specific; with Years 2 & 3 able to be	

	more indicative.	
6.9	Section 5.3 – A communication strategy is to be produced. Comments from Steering Group members will be welcomed. Gill Welham offered GST support in drafting the strategy. There is no requirement from EEDA for a ‘launch event’. Promotion of the programme could be done through the press and via events/ contact lists of partner/ other organisations (such as NFU, CLA, CVS and TFA).	<b>JC</b>
6.10	A commitment has been made to EEDA for a website and flyer to be drafted by the end of December. A more detailed prospectus including funding criteria will be compiled early in 2009 for distribution and use by facilitators.	<b>JC</b> <b>JC</b>
6.11	Section 6 – The Budget Profile will be produced once project ideas come forward.	
6.12	Appendix A – Programme Delivery Team Staff Structure – to be amended to reflect the 20hrs pw Facilitation service being provided by the GST will be spread across 2 or more staff; it will not be just 1 staff member.	<b>JC</b>
6.13	Appendix C – RDPE Authorisation and Delegation Limits – Cliff Andrews has been put forward as a Project Appraiser; and after discussion it was agreed that Gill Eden (BCC/ Central Beds) should be invited to also be a Project Appraiser. JC to seek clarification from EEDA re: the operational separation of duties re: Claim Recommender and Authoriser; and Inspector roles.	<b>JC</b>
6.14	Appendix E – Conflict of Interest Register – JC to circulate to all Steering Group members for completion and returning to JC.	<b>JC</b> <b>All</b>
6.15	Appendix F – LAG Membership List – to be updated, as per 3.2	<b>JC</b>
6.16	Appendix G – LAG Governance and Management Structure – Steering Group vice-chair to be elected at each meeting, or as required.	
6.17	Appendix I – LAG Proposed Meetings Agenda – Standing Items for Steering Group meetings to also include receiving information about forthcoming Project Ideas.	
6.18	Appendices J and L – Partnership and Project Budgets – JC to seek clarification re quarterly profiling; as to when the financial year begins.	<b>JC</b>
6.19	Project Lead List – Forward Gamlingay’s community building and low carbon project to be added, with Bridget Smith as the contact.	<b>JC</b>
6.20	It was noted that the Cambridgeshire LAG was providing workshops with facilitated themed groups for potential applicants.	
6.21	It should be noted that EEDA have requested that the term ‘Leader’ is no longer used to describe the Programme. Leader (a French acronym) is an ‘approach’, not a ‘programme’. The correct term is the Greensand Ridge RDPE Programme.	
6.22	Central Beds LSP has committed support to the Programme.	

<b>7. LAG Agenda Items</b>		
7.1	Items to be added onto the LAG meeting agenda for December 1st 2008: <ul style="list-style-type: none"> <li>- Review of the draft LDS 3 Year Delivery Plan</li> <li>- Discussion as to what training/ presentations LAG members may want at future LAG meetings. These may include summary of political/ economic/ environmental changes and strategic influences since the LDS was written; and a presentation from EEDA to clarify fundraising strategy and match funding criteria.</li> </ul>	
<b>8.0 LAG Steering Group Agenda Items</b>		
8.1	Items to be added onto the LAG Steering Group meeting agenda for 23 <sup>rd</sup> January 2009: <ul style="list-style-type: none"> <li>- Sign-off of LDS 3 Year Delivery Plan</li> <li>- Review of training needs of LAG and LAG Steering Group members</li> <li>- Clarification of match funding criteria and eligibility</li> </ul>	
<b>9. AOB</b>		
	None	
<b>10. Date of Next Meeting</b>		
	23 <sup>rd</sup> January, 2009, 10.00am at BRCC Community Room, Cardington.	

Notes: Cliff Andrews