

MINUTES

Greensand Ridge LAG Steering Group

22 January 2010

9:45-13.00

Community Room, The Old School, Cardington

Present:

Amanda Crack (AC), RSPB
Bridget Smith (BS), Forward Gamlingay
Caron Kendall (CK), BRCC
Cindy Winn (CW), EEDA
David Morgan (DM), Beds and Cambs Rural Support Group (Chairman)
Gill Welham (GW), Greensand Trust
Helen Shore (HS), Central Bedfordshire Council
James Parrish (JP), F B Parrish and Sons
Joel Carré (JC), BRCC
Jon Boswell (JB), BRCC
Leanne Bacon (LB), Gamlingay Parish Council
Mark Smith (MS), CVS
Pam Blackmore (PB), Central Bedfordshire Council
Richard James (RJ), Haynes Parish Council

| | | Actions |
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| 1. | Welcome and apologies | |
| 1.1 | The Chairman welcomed Cindy Winn as Fiona Bryant's successor, Pam Blackmore project appraiser and James Parrish and Amanda Crack as two newly appointed members of the Steering Group | |
| 1.2 | Apologies: Dianne Budd, Business Link and Sue Norman, Gamlingay Eco Hub project facilitator. | |
| 2. | Register any conflicts of interest | |
| 2.1 | RJ said he attended a recent meeting on behalf of Haynes Parish Council regarding proposed Traffic Regulation Order works associated with Working Woodlands Centre project development. | |
| 3. | Minutes of last meeting | |
| 3.1 | Minutes of 16 October and 22 October 2009 agreed and signed as a true record, with no matters arising. | |

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| <p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> | <p>Update from accountable body</p> <p>Joel Carré and Caron Kendall took members through the written update report which had been previously circulated ahead of meeting.</p> <p>DM attended a networking meeting with other regional LAG chairs and was surprised by different levels of knowledge. He suggested that, compared to region's other LAGs, our level of project spend is good</p> <p>GW suggested that a significant resource was invested in the three stage process and that we should review whether or not a more simplified process was needed for businesses such as micro-enterprises. JC confirmed that he would be leading an evaluation of the experience of the two projects which had recently completed the three stage process and present a report of his findings with recommendations to the next group meeting.</p> <p>CK took members through accountable body report and highlighted key areas of progress since last meeting. JC explained that a supporting financial report would be included for the next group meeting.</p> | <p></p> <p>Joel</p> <p>Joel</p> |
| <p>5.</p> <p>5.1</p> <p>5.2</p> | <p>Gamlingay Eco Hub project: Stage 3 Business Case - - Appraisers report</p> <p>BM and LB left the meeting for this item.</p> <p>PM presented her appraiser's report on the Gamlingay Eco-Hub project and made the following recommendations:</p> <p>a) Eco Hub to secure BREEAM Excellent standard certification</p> <p>b) Need confirmation there is no asbestos issue, which may impact on future management/ budget, i.e. need survey and if asbestos problem found, details on how it will be managed/ funded</p> <p>c) Clarify project phasing details including defining attributable capital/ revenue outputs (i.e. job/ business beneficiary numbers, level of secured/ unsecured funding and capital/ revenue costs) by project phase. Differentiate job/ business output figures between 'existing'/ 'safeguarded' and 'new'.</p> | <p></p> |

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| | <p>d) Clarify the capital costs of each of the project phases and define exactly what phase(s) and associated capital elements the RDPE funding applied for relates to.</p> <p>e) Provide written evidence of s106 agreement terms for funding to cover cost of Public Works loan</p> | |
| 5.3 | Members endorsed these recommendations and tasked the Gamlingay Eco Hub facilitator to work through them with the applicant and that, once all the associated issues had been resolved to the satisfaction of the facilitator, to present them for endorsement by the appraiser. Members agreed for the appraiser to then complete the remainder of the appraisal report and send to CW and DM for signing off on behalf of Steering Group. Once sign off had been received, the Accountable Body would make a formal offer letter to the applicant. | |
| 5.4 | Members agreed that, in future, project facilitators must be present at the Steering Group meeting where their stage 2 or 3 project application was being considered by members. | |
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| 6. | Visitor Accommodation Project Prospectus | |
| 6.1 | JC presented a draft copy to the group for endorsement. Members endorsed the copy but recommended that the allocated programme fund should not be presented as an absolute figure, but 'up to £600k'. | Joel |
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| 7. | Marketing Steering Group | |
| 7.1 | CK reported that a 'task and finish group' had been established to discuss the marketing and branding needs of the Greensand Ridge area and develop a project proposal. The group's inaugural meeting was scheduled for 1 February 2010. CK to bring progress reports back to the Group. | Caron |
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| 8. | Any Other Business | |
| 8.1 | None | |
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| 9. | Date of next meeting | |
| 9.1 | Friday, 22, February, 2010, 9:45am – subsequently cancelled. Date of next meeting: Friday, 19 March, 2010, 9:45am | |
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Notes: Caron Kendall