

Greensand Ridge Local Action Group Steering Group

Minutes of Meeting 22 May 2009

Members Present

Leanne Bacon (LB)	Gamlingay PC
Bridget Smith (BS)	Forward Gamlingay
Gill Welham (GW)	Greensand Trust
Jon Boswell (BRCC)	BRCC (Accountable Body)
Sarah Hughes (SH)	BCC
David Morgan (DM)	Beds & Cambs Rural Support Group, Chair
Dianne Budd (DB)	Business Link

Delivery Team Present

Joel Carré (JC)	BRCC (Programme Director)
Cliff Andrews (CA)	BRCC (Programme Manager)

In Attendance

Sarah Hind (SRH), EEDA

Ref	Notes	Action Lead
1. Apologies		
1.1	Richard James (RJ), Haynes PC Debbie Coles (DC), Wenta	
2. Register conflicts of interest		
2.1	No new conflicts were registered	
3. Minutes of last meeting (20 March 2009)		
3.1	The minutes of the last meeting were agreed and signed.	
3.2	3.1 – A letter had been to Mick Dobson enquiring whether he wished to retain his membership of the LAG Steering Group. Mick's role within Wenta has changed and his area manager, Debbie Coles, will represent Wenta at future Steering Group Meetings.	
3.3	3.2 – LB and DB to provide JC with their Personal Profiles by June 5th	LB, DB
3.4	3.3 – SH to remind to Gill Eden to provide a list of other potential funding sources for use by facilitators.	SH
4. Accountable Body update		
4.1	JC presented the previously circulated RAG (Red, Amber, Green) update, highlighting particular elements:	
4.2	The contract to the Greensand Trust for the provision of Facilitators has been written and signed. JC to send SRH a copy of the contract for EEDA auditing purposes.	JC

4.3	<p>The promotional letter to Town and Parish Councils has not been sent as its content will be influenced by the findings of the spatial planning workshops; and as clarification is wanted on the eligibility of Town and Parish Councils for applying for funding.</p> <p>It was noted that Town and Parish Councils are seen as vitally important conduits for promoting the programme to local communities and businesses.</p> <p>SRH stated that a Town or Parish Council can apply for funding providing that the community, and not the Council, is the beneficiary. SRH will provide further clarity (including examples) on issues surrounding the eligibility of Town and Parish Councils as project applicants.</p>	SRH
4.4	<p>Project facilitation activity has largely been put on hold, awaiting the results of the spatial planning workshops. The monthly Delivery Team meetings are looking at real-life case studies of new project applications; and this is building knowledge and confidence among facilitators.</p>	
4.5	<p>The role of the Steering Group in appraising projects was questioned; and some concern was expressed at the level of autonomy that facilitators seemed to have. It was confirmed that facilitators should have the knowledge to weed-out and signpost ineligible or weak applications; but that recommendations for advancing an application to the Concept stage is to be made by the Delivery Team, not just an individual facilitator. The Steering Group will not formally approve projects until the Full Business Case has been assessed by external appraisers.</p> <p>JC to review the Terms of Reference and the Operations Manual and produce a flow-chart illustrating the decision making process.</p> <p>Projects which do not progress beyond the Project Idea phase are to be recorded and included in the Facilitator Update Report, to give the Steering Group an understanding of the types of projects coming forward and to provide further opportunities for signposting to other funding or linking with other projects.</p> <p>A request was made that a Facilitator Update Report be distributed for information at each steering Group Meeting – JC to provide.</p>	JC JC
4.6	<p>JC presented the previously circulated draft Communications Plan, highlighting particular elements:</p>	

	<p>EEDA - SRH has made strong representation to ensure the 2008 Q4 and 2009 Q1 claims are paid to BRCC asap.</p> <p>Central Beds LSP – Liz Wade has confirmed that the LAG can be represented on the Environment and Economic Development Thematic Partnership.</p> <p>Central Beds Council – Central Beds are able to offer bank-rolling services to BRCC (as Accountable Body) for large scale projects. SH to e-mail JC/ SRH outlining how this arrangement can be set up to meet the systems and requirements of EEDA and Central Beds Council.</p> <p>Liz Wade offered the current Central Beds Council SLA payment (£20k) to BRCC as potential source of the required match funding (£25k) towards the operational costs of the programme from Jan 2010.</p>	
4.7	The updated 3-year Delivery Plan to be submitted to EEDA is due in October. Progress towards this deadline will be included in the Accountable Body Update at the next Steering Group Meeting.	JC
5. Spatial Planning Workshops		
5.1	JC tabled the collated the raw results of the recent spatial planning workshops.	
5.2	JC will summarise the results ahead of the next Delivery Team meeting, following which a report on the findings will be circulated to the Steering Group on 8 June for comment by 10 June and presentation to the LAG meeting on 16 June. Once written the report will show where proactive promotion of the scheme should be targeted; which may in turn lead to the prospectus having to be revised.	JC
5.3	<p>The need for brand identity and marketing for the Greensand Ridge area and funded projects was identified.</p> <p>SRH suggested that JC look at the Waveney Valley LAG which is employing a Brand Consultant.</p> <p>It may be possible to meet the cost of developing a brand identity through operational running costs or using the Central Beds Council match funding.</p> <p>JC to draft a paper for the next LAG Steering Group meeting proposing costs and delivery of Brand Identity work.</p>	JC

5.4	It was noted that there may still be gaps in information which will need filling, especially in relation to multi-use centres and facilities in existing community buildings.	
5.5	Consideration will need to be given to any conditions the LAG may want to put on funded projects, including for example: branding and standards of service.	
6. Any Other Business		
6.1	<p>SRH provided an update from EEDA: SRH stated that EEDA and Defra are required to provide accurate forecast of expenditure per Measure on a monthly basis. Where forecasts are not accurate and under-spend is recorded there is a danger of funding being clawed-back.</p> <p>The LAG Steering Group, through JC, will need to explain why there has been under-spends in 2008 Q4 and 2009 Q1.</p> <p>The LAG Steering Group, through JC, will need to accurately re-forecast expenditure, based on the anticipated real levels of expenditure, not the previously budgeted figures.</p> <p>EEDA are developing a tool for on-line budgeting. 2 key messages from EEDA: - underspend could be lost if appropriate ongoing dialogue/ reporting does not take place. - progress should be made asap towards approving and funding first projects.</p> <p>The Fens Adventurers LAG have made a funding offer. Other LAGs are receiving Stage 2/ Project Concept applications.</p> <p>SRH is to attend a workshop on 'Solutions for Business' branding; which may lead to a need for re-branding/ logo-addition of all RDPE programmes.</p>	<p>JC</p> <p>JC</p>
6.2	<p>BS informed the group of a discussion she had with Amanda Crack of the RSPB (Regional Development Officer, Beds & Herts), where Amanda (already a LAG member) offered to join the LAG Steering Group if it was felt her input would be valuable.</p> <p>It was agreed that JC should draft a process for the nomination/ recruitment of Steering Group members. Once the LAG has approved the process the offer from Amanda Crack will be considered.</p>	
7. Date of Next Meeting		

	19 June 2009, 9.45am at BRCC Community Room, Cardington.	
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Cliff Andrews
Greensand Leader Programme Manager
May 25, 2009