

**Yorkshire Dales LEADER Programme**  
**Executive Group meeting**  
**13<sup>th</sup> July 2016**  
**Grewelthorpe Village Hall**  
**10 a.m. – 12.30**

**Minutes and Actions**

Attending:

Voting members	Representing
Rachel Allen	Small / micro business
Jane Ellison-Bates	Small / micro business
Andy Barton	Business support
Susan Briggs	Tourism
Martyn Glynn	Forestry (private sector)
CLlr Lawrence Grose	Richmondshire DC
Rita Lawson (Chair)	Voluntary / Community Sector
Neil Pickard (Vice Chair)	Agriculture
CLlr Carl Lis	Yorkshire Dales NPA
Judith Richards	Small / micro business
CLlr Ian Thompson	Craven District Council
Advisors	Representing
Rima Berry	YDMT – LEADER Co-ordinator
Helen Patchett	NYCC, Accountable Body
Karen Booth	York, North Yorkshire & East Riding LEP

**1. Welcome and Apologies**

As there were members who were new to the Group, introductions were made. Apologies were received from the following:

Voting members	Representing
CLlr Margaret Atkinson	Harrogate Borough Council
CLlr John Fort	NYCC
Isabel Marshall	Tourism
Colin Price	Agriculture

Rita Lawson thanked the Group for voting her as Chair again, and welcomed Neil Pickard as the new Vice Chair. She thanked Rachel Allen for her work as the Vice Chair in 2015/16.

**2. Minutes from the last meeting of 24<sup>th</sup> February 2016**

The minutes of the meeting were agreed as a true record.

### 3. Matters arising from the minutes of 24<sup>th</sup> February 2016

RL went through the action points identified in the minutes (summary of actions on page 5 of minutes).

- (i) The Electronic Handbook was covered within Programme Update (agenda item 4).
- (ii) The website included postcode identifiers and lists of eligible / ineligible items under the more specific priorities.
- (iii) The Delivery Plan for 2016/17 had been submitted and would be covered in the Programme Update.
- (iv) The results of the whole farm planning pilot had been circulated.
- (v) The Farm and Forestry Productivity Calls would be discussed under item 5, Programme Delivery Briefing.
- (vi) The Executive Group had been informed about the number of Outline Applications received.
- (vii) The election of Chair and Vice Chair had been completed by written procedures.

### 4. Programme Update

HP presented the written report that had been circulated.

Contrary to previous advice, the result of the referendum is likely to have an effect on the 2014-20 programme. RPA had written to all programmes to say that the restrictions of purdah period are in place until further notice. Whilst decisions can be made on applications, these decisions could not be communicated to applicants until further notice.

The processes in place are exceedingly onerous and are causing a high 'drop-off' rate from Outline to Full Application. The RPA has acknowledged this and is looking to simplify processes, particularly for smaller projects. A meeting was arranged on 18<sup>th</sup> July to discuss our concerns.

A revised Delivery Plan was submitted on 15<sup>th</sup> April, showing a reduced budget of 50% across all priorities. Due to staff in the RPA being pulled to other priorities (flood applications), the Delivery Plans are as yet unapproved, so existing figures stand.

The electronic handbook was to be circulated and 5 elements were proposed in the report:

- Local Development Strategy (including maps of the area)
- Current year Delivery Plan
- Full Application Appraisal Guidance (scoring system)
- Standard offer letter to applicants, with associated terms and conditions
- Executive Group Terms of Reference, including Conflict of Interest Policy

Three other points were suggested in the meeting:

- Updated list of who's who, including contact details
- Eligible / ineligible items for the applicable priorities
- Applicant Handbook

An electronic handbook would be circulated containing all 8 items.

## 5. Programme Delivery Briefing

RB updated the Group on progress with delivery.

The LEADER Local Exchange Group (LEG), in which she represented a wider area, has met and has done work on streamlining some of the LEADER processes. The aim of the RPA in the programme is zero disallowance, which has resulted in the onerous procedures that are now in place. Particular emphasis has been placed on having three valid quotes, with RPA only funding to the cheapest one, and this is being audited strictly. RB has now stepped down from that Group and the role is being continued by a co-ordinator from Northumberland.

It was agreed that, in order to try to facilitate as much spend as possible within the year, a rolling programme of applications would be welcomed. Meeting dates would be set in December and January to consider applications (to be set under agenda item 8).

It was suggested and agreed that, when contracting with applicants, we should enquire where the applicant had heard of LEADER, to inform future marketing.

With regard to the current calls for projects, RB reported that calls were open under five priorities, following the meeting held in May to discuss revisions to calls.

Having had our original calls for projects in Farming and Forestry rejected (as discussed on 24<sup>th</sup> February), the revised calls simply follow the eligibility listed in the Applicant Handbook (a national document).

Following a discussion, it was agreed that the Farming Call would be opened up to the entire LEADER area, rather than to the uplands (or Severely Disadvantaged Areas) as at present.

The transport call for projects had not resulted in any demand and would not be pursued at present.

It was agreed that the flyers available on the website would be circulated as a PDF for members of the Executive Group to use.

The current window of opportunity for applications closes on 25<sup>th</sup> July (for Outline Applications); these projects, should they be eligible and choose to proceed, would be considered in November 2016.

The tables show that the most enquiries have been received from Richmondshire.

RB circulated a spreadsheet showing the current known demand for the budgets across the priorities.

## **6. Full Applications for consideration**

No interests were declared pertaining to the two projects for consideration.

### **(i) 103521 Upper Dales Minibus Tours**

It was unanimously agreed (11 votes in favour) to approve the project 103521 Upper Dales Minibus Tours, subject to the existing condition suggested, that the beneficiary shall ensure that all necessary permission and insurance are in place prior to first grant claim.

### **(ii) 103551 Discover Upper Nidderdale**

It was unanimously agreed (11 votes in favour) to approve the project 103551 Discover Upper Nidderdale, subject to the existing condition suggested, that the beneficiary shall obtain planning permission for Toftgate information point in advance of starting that element of the project. The letter outlining planning permission should be forwarded to NYCC by 31/8/2016.

## **7. Any other business**

No other business was reported.

## **8. Date and time of next meetings**

16<sup>th</sup> November 2016

*HP, NYCC, 25/7/2016*