

**Yorkshire Dales LEADER
Note of Management Group meeting
13th May 2009, 10.00 a.m. – 12.15 p.m.
Dales Countryside Museum, Hawes**

Present:

Management Group:

Kevin Lancaster (Chair)	Yorkshire Dales National Park Authority
Colin Bailey	North Yorkshire Learning Partnership
Dawn Clarkson	Business / tourism representative
Les Ellington	Harrogate Borough Council
Heather Garnett	Nidderdale Area of Outstanding Natural Beauty
Ann Harding	Environmental representative
Mark Haynes	Hambleton District Council
Mike Keeble	Heritage / cultural representative
Prue Keigwin	Community / rural services representative
Stephen Ramsden	Agricultural representative
Paul Richardson (sub)	North Yorkshire County Council
Tom Wheelwright	Business / tourism representative
Graham Wilkinson	Community / rural services representative
Sue Vasey	Voluntary sector representative

Support Officers:

Rima Berry	LEADER Co-ordinator
Paul Burgess	Nidderdale AONB
Isobel Hall	Yorkshire Dales Millennium Trust
Norma Hood	North Yorkshire County Council
Rita Lawson	North Yorkshire County Council
Helen Patchett	North Yorkshire County Council
Adrian Shepherd	Yorkshire Dales National Park Authority
Alan Simpson	Richmondshire District Council
David Smurthwaite	Craven District Council

1. Apologies for absence

Kevin Lancaster welcomed everybody and introductions were made around the table. Apologies for absence were received from:

Management Group:

Fleur Butler	Richmondshire District Council (officer attended)
John Fort	North Yorkshire County Council (sub attended)
Margaret Atkinson (sub)	Harrogate Borough Council

2. Minutes of the last meeting of 14th January 2009

The minutes of the last meeting were agreed as accurate.

3. Matters arising from the minutes

All matters arising from the minutes were actions relating to paperwork which had since been addressed.

The Management Group Handbook would be handed out at the end of the meeting.

4. Programme Report

Helen Patchett introduced the report, highlighting the annual review with Yorkshire Forward, which concluded that the 2009-10 allocation should be re-profiled. It had been agreed that the projected expenditure of £516,226 was unlikely to be achieved within the remainder of the year, given the starting position. Whilst the detailed exercise has yet to be undertaken, the revised figure is likely to be around £300k.

It was clarified that the £20k that had been scheduled for 2008-09 had indeed been lost to the programme as anticipated. The official line from Yorkshire Forward is that this is a permanent loss. However, they also advise that, should other LEADER groups in Yorkshire and the Humber be in a position of underspend in any year **and** if the LEADER Dales group is in a strong position of spend, then we may be able to gain some funds. Because this is hypothetical, the amount that this may involve is obviously indeterminate and the conditions for this possibility depend on a number of factors.

The report should be corrected to state that the review with Yorkshire Forward took place on 23rd April, rather than 23rd May.

5. Application form, guidance notes and appraisal

Helen Patchett reported that these documents were slightly amended from the versions that were discussed at the meeting of 14th January, due to the input of Rima Berry as the newly appointed LEADER Co-ordinator in February. The documents had been brought back to this meeting for final approval.

Several comments and amendments were made:

- A discussion is needed on the intervention rate and how a rate of 100% will be determined to ensure equity. The project specifications currently have varying rates of intervention which are based on knowledge of what other funding is available for these actions. However, it was felt that this should be further formalised into a fair method for determining the rate. Suggestions included demonstration of how the applicant had attempted to raise the funds elsewhere, and a scoring process based on the 9 priorities in the guidelines. It was agreed that a proposal would be drawn up by officers and circulated by email or brought to the June meeting of the Management Group for discussion.

Action: HP

- There was a discussion on whether a project 'finish' date (application form question 12 re project duration) conveyed the correct impression given that projects should be sustainable and hopefully continue after the LEADER intervention. This needed to be married to the principle that LEADER funding is about innovation, which may involve initial risks and support projects that may not be sustainable. It was agreed to change the wording on the application form to project 'completion' date.

Action: HP

- Clarification was provided that LEADER funds cannot be matched with other European funds. Other Yorkshire Forward funds can be used in the funding package provided that they do not contain an element of European funding.
- It was clarified that contributions in kind would not be allowed given the onerous burden of evidence that it then placed on the applicant. Given our flexibility, it would be preferable to provide the applicant with a higher level of funding.

- The appraisal document will not contain officer recommendations; it will go through checklists and ensure that any salient points are drawn to the attention of the Management Group to inform their decision.
 - If an incomplete application is received, it will be put on hold and the applicant will be informed of the missing points / documentation. Once all information has been received, an appraisal will then be undertaken and it will be brought to the next Management Group meeting. This will ensure that the applications brought to the Management Group are complete and approval can be given without lists of conditions.
 - The guidance notes contained typing errors around questions 20 and 22.
- Action: HP**
- The outputs section is limited in space and blank as the contract with Yorkshire Forward does not specify any outputs other than projects supported. However, the applicant will need to specify one or two outputs in order for the Management Group to assess value for money for the investment. A long list of outputs would only serve to add to the monitoring burden for both applicant and Accountable Body.

6. Key dates and timetable

Helen Patchett ran through the timetable, emphasising that there were only three possible meetings to approve spend for 2009-10. Of these three, it was debatable whether projects approved at the December meeting would achieve any significant spend by February.

Kevin Lancaster advised that he may not be available for the LAG meeting on 10th June but would not be able to confirm until nearer the time.

It was clarified that the programme can draw down funds from future years in the event of an overspend in any one year.

7. Collaborative projects

Rima Berry gave a presentation on collaborative projects, which involve joint working with another LEADER group, either within the region, across regions, or across countries. The LEADER Dales group has a budget of £100k to spend on such projects, spread over the lifetime of the programme (£20k in 2009-10). For this, we are supposed to achieve 8 collaborative projects.

Rima indicated that there were 3 potential projects in the pipeline, including the setting up of a farmer network using support from the established group in Cumbria.

It was agreed to set up a Task & Finish Group from the Management Group in order to look at how to bring collaborative projects forward. Paul Burgess volunteered to lead this, with other volunteers being Rima Berry, Colin Bailey, Les Ellington and Sue Vasey.

Action: PB / RB / CB / LE / SV

8. Call for projects

David Smurthwaite introduced this item. The last meeting had agreed 6 Task & Finish groups for the 6 programmes that were laid out in the Local Development Strategy.

Rima Berry explained that, since Yorkshire Forward operated only in Measures, the 6 programmes had been re-aligned to reflect this. The project specifications had been re-written, therefore, to show just three wider programmes (following Measures 321, 322 and 323), rather than the previous 6 programmes. None of the activities had been lost, merely aligned to the most appropriate Measure.

Each new programme, or Measure, contained a number of specifications for different strands. Each one was briefly explained by the Task & Finish Group leader or member of the Group.

Programme 1

1.1 Developing Effective Business Networks – David Smurthwaite presented.

Points made:

- Should the intervention rate be higher as no other funding? But self-sustaining through business contributions
- Clarification of maximum grant of £60k.
- Business Link does not support networking initiatives, only individual businesses
- Could extended availability of broadband be supported? LEADER insufficient funds – see later ICT spec.

1.2 Green Business – David Smurthwaite presented. Points made:

- Must try to link with green business forum

1.3 Local Produce – David Smurthwaite presented. Points made:

- Could apply if outside of area but many beneficiaries in the area.
- Fit with Yorkshire Forward policies would be confirmed prior to approval - they make investment decision.

1.4 Artistic Dales – David Smurthwaite presented. Points made:

- Clarification that 'arts' embraces arts and crafts products. Festivals and events would be addressed by a separate specification to be brought to the June meeting.
- Can not assist individual businesses – project must seek to bring them to the marketplace, create open studios
- Could be used on small workspace (e.g. Kings Rd, Pateley Bridge) but not big money available

1.5 Supporting Community Services – Colin Bailey presented. Points made:

- The suggestion of a Small Grants Scheme had been put forward by the Task & Finish Group but was now omitted from the specification. Rita Lawson explained that Yorkshire Forward would only consider payments being made from the Accountable Body to the final beneficiaries. In the case of a delegated fund, an organisation would typically apply to manage such a fund, receive payment from the Accountable Body and then make payments to the applicants to the Small project fund (the final beneficiaries), a system that Yorkshire Forward will now not allow. The only way that a small project fund could be operated was to be if the LAG was the applicant and the Accountable Body operated the fund. However, no additional management cost is available and NYCC do not have the capacity to manage the volume of work that this would entail. Rima would be aware of other funds when receiving such enquiries for small projects and would be able to signpost elsewhere.

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- 1.6 Marketing Intelligence – David Smurthwaite presented. Points made:
- More money should be attached to this project.
 - Business Link has this information but is not allowed to share it with partners.

1.7 Outdoor Industry – David Smurthwaite presented. No comments were made.

- 1.8 Estate Business Opportunity Scheme – David Smurthwaite presented. Points made:
- What group would co-ordinate the work?

- 1.9 New Business Opportunities through IT – David Smurthwaite presented. Points made:
- Links needed to NYNet – proposal for Business Link legacy funds.

Programme 2

- 2.1 Caring for the Parish – Paul Burgess presented. Points made:
- This is significantly different to the submission seen previously.

2.2 Building Sustainable Communities – Paul Burgess presented. No comments were made.

2.3 Finding and Forging Heritage Links – Paul Burgess presented. No comments were made.

A general point was made that the return times for any applications / tenders should be amended from 12 noon to 5 p.m.

Taking into account some of the small amendments within the points above (some clarification on maximum grants. intervention rates), the Management Group **approved the specifications**, which would now be presented to the public.

Rita Lawson expressed thanks to all the tremendous work undertaken by the Task & Finish Groups in getting the programme to this stage. Isobel Hall added thanks to Rima Berry and Helen Patchett for co-ordinating the work and pulling the submissions together.

9. Wider LAG meeting in June 2009

The next meeting of the wider LAG was to take place in Middleham Key Centre at 2 pm on 10th June. This event would effectively launch the programme and put out the 'call for projects'.

10. Attendance at Great Yorkshire Show, 15th July 2009

Helen Patchett reported that Yorkshire Forward were running a LEADER workshop at the Great Yorkshire Show and had tickets for 8 members of the LEADER Dales Management Group. The workshop would run from 10 a.m. to 12 noon, with lunch provided. It was agreed that attendees would be Kevin Lancaster, Ann Harding, Tom Wheelwright, Prue Keigwin, Les Ellington, Rima Berry and an NYCC officer.

11. Draft Communications Strategy

The communications strategy had been circulated for comments.

12. Training for Management Group

This is a standard agenda item to allow for any requests. The current intention is to look at giving a short training session on appraisals prior to the first applications being considered.

13. Any Other Business

Concern was raised about the low level of awareness of LEADER. Rima Berry clarified that this had been deliberate prior to agreement of any project specifications. Now that the Management Group had agreed the specifications, the project could be fully launched, with the official call for projects at the LAG meeting in June. Press releases would be circulated, and members of the Management Group should be instrumental in helping the message get out via their various networks.

14. Date, time and venue of next meeting:

The next meeting was set for Wednesday 10th June 2009 at 10.00 a.m. at Middleham Key Centre. (Wider LAG meeting to take place in the afternoon of same day.)

Signature:

Kevin Lancaster, Chair

Date: 10th June 2009