

WEST Lothian LEADER PROGRAMME



Local Action Group - Minutes of Meeting

Time / Date: 17:00 – 19:00 hours / Wednesday 17th August 2016

Location: Linlithgow Union Canal

NAME	ORGANISATION	✓		NAME	ORGANISATION	✓	
Alan Riach	Scottish Beekeepers Association	✓	N	Fraser Falconer	Linlithgow Community Development Trust	✓	N
Andy Gibbs	Land Manager	✓	N	John Jackson	Police Scotland	x	S
Brenda Cummings	West Lothian Chamber of Commerce	x	N	Kerry Clark	National Farmers Union Scotland	x	N
Bruce Fairbairn (Vice Chair)	West Lothian Financial Inclusion Network	x	N	Karen McGhee	CAB	x	N
Carol Campbell	Central Scotland Green Network Trust	✓	N	Bridget Patterson	Voluntary Sector Gateway West Lothian	x	N
Councillor David Dodds	West Lothian Council	✓	S	Janice Winning	Scottish Natural Heritage	✓	S
Des Martin (Chair)	Scottish Rural University College (Oatridge Campus)	x	S	Rob Pooley	West Calder and Harburn Community Development Trust	x	N
Ally Aiken	Beechbrae Orchard	✓	N	Robert Russell	Fauldhouse Community Development Trust	✓	N
Eric Burton	Stoneyburn Future Visions Group	x	N	Sheila Fraser	Sheila Fraser Associates	✓	N
George Hotchkiss	West Lothian College	x	S	Simon Amor	Forestry Commission Scotland	x	S
Frank Beattie	Scottish Enterprise	✓	S				
George Hipwell	D R Rural	x	N	Tony Foster	Kirknewton Community Development Trust/Visit West Lothian	✓	N
Adam Kosterka	Rural Enterprise Officer	✓	L	Dave Greaves	West Lothian Council	✓	L
Kat Purser	LEADER Co-ordinator	✓	L	Susan Hamilton	LEADER Assistant	✓	L

S = Statutory body (Public) N = Non Statutory Body (Private) L = LEADER Team (does not count towards quorum)

Quorum requirements must be met before any meeting can go ahead or any decisions be made.

All LAG members to have completed the Register of Interests and declared their interest in any agenda items.

	Required	Actual
Minimum LAG members	9	11
Maximum public authority	49%	27%
Maximum single interest group members	49%	18%
Maximum of either gender	66%	64%

Interest declared? No

Are quorum requirements met? Yes

1. Apologies

Brenda Cumming
Bruce Fairbairn
Eric Burton
John Jackson
Karen McGhee
Rob Pooley

George Hipwell
Des Martin
George Hotchkiss
Kerry Clark
Bridget Patterson
Simon Amor

As neither the Chair nor Vice Chair was available to attend Tony Foster agreed to chair the meeting.

Introductions

Adam Kosterka, Rural Enterprise Officer and Susan Hamilton, Leader Assistant was both introduced to the LAG members and it was noted that Brenda Cumming, West Lothian Chamber of Commerce was standing down temporarily from the LAG due to her current work commitments.

2. Minutes and Action Points from 24th May 2016

- Minutes agreed by Fraser Falconer, seconded by Alan Riach.
- West Lothian LEADER website should be launched in the next 2 weeks.
- Any outstanding paperwork required from the LAG members to be completed and sent to SH (Susan Hamilton) by the end of this week. SG will send out a reminder to LAG members.
- Alternate afternoon and evening meeting times were agreed to continue.
- A West Lothian LEADER twitter account has been created.

3. Project Updates

4 projects have been approved at EoI stage and are expected to submit a full application for consideration at the next LAG meeting on Thursday 3rd November 2016. These projects are:- Linlithgow Union Canal Society – St Magdalene Replacement, Almond Valley Heritage Centre – West Lothian for Beginners, Kirknewton CDT – Camps Junction Passive Housing and West Lothian Financial Inclusion Network – E:Bus.

4. Expression of Interest, Application Forms and Scoring Training

The LAG members were provided with the Expression of Interest Training sheet (a copy of which can be requested.) KP (Kat Purser) gave an overview of this. CC (Carol Campbell) suggested sending out the scoring matrix and KP agreed to email this out again to all LAG members.

5. Audit and Database Update

- DG (Dave Greaves) provided an update for the LAG relating to the outcome of 2015 EU Conformity Audit which DG, KP and SH attended on 2nd August 2016. KP will send an overview to the LAG.
- Audit Scotland will be conducting an audit of West Lothian LEADER in October KP to check what date this will be.

- Accessing LARCS Database and navigation of the system for LAG members will be provided prior to the next LAG meeting.

6. Project Standards and Commitments

KP provided the LAG with suggested standards for all projects. It was agreed that KP will send out the standards and any actions/additional standards to be emailed back to KP to be discussed and agreed at the next meeting. TF (Tony Foster) mentioned he would forward a contact to Kat who has already completed a similar exercise.

7. Subgroups and Meetings update

Transport

DD (Councillor David Dodds) provided an update on the subgroup who have had their first meeting explaining that it was very much an exploratory meeting. The group intends to look at initiatives that have worked elsewhere and are also looking to aggregate existing transport surveys to establish the varied needs and groups that may wish to use community transport. KP is in discussion with Alan Bell (WLC) and John Moore from the Lothian Community Transport to look into possible LEADER funding of vehicles that are to be purchased for day care providers.

Community Regeneration and Funding

KP provided update to the group and is working with the community planning partnership and community regeneration team amongst others to determine work currently being undertaken and create an action plan for the future.

Farm Diversification and Rural Enterprise

FB (Frank Beattie) advised the members there will be a launch event on the Monday 26th September 2016 at Kingsfield Golf Centre from 10.00am – 12.00noon. Details can be found in the Farm Diversification and Rural enterprise minutes dated 16th August 2016.

8. AOB None

9. Date of Next Meeting 14.00 – 16.00 Thursday 3rd November 2016 Fauldhouse Community Development Trust

Item number	Action	Responsibility	Date Completed
2	Reminder email to be sent to LAG members who have any outstanding paperwork to be completed.	SH	18/08/16
4	Scoring matrix to be emailed to all LAG members again	KP	25/08/16
5	Overview of the Outcome of 2015 EU Conformity Audit to be sent to LAG members	KP	Not yet received
	Check date when SG monitoring visit is being carried out.	KP	25/08/16
	Accessing LARCS Database and navigation of the system for LAG members	KP/SH	Training in January
6	Suggested standards for projects to be circulated to the LAG	KP	25/08/16
	Members to email Kat any action/additional standards for projects	LAG	None received
	Contact to be forwarded to Kat in relation to project standards	TF	

Item number	Decisions
2	Alternate afternoon and evening meeting times to continue.
	Previous meetings minutes to be signed and dated by who agreed and seconded the minutes.

1st. Carol Campbell

 03/11/16

2nd George Hipwell



03/11/16