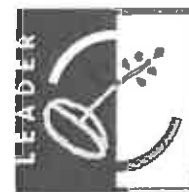


WEST LoTHIAN LEADER PROGRAMME



Local Action Group - Minutes of Meeting

Time / Date: 5.00pm – 8.00pm/Thursday 8th June 2017

Location: Low Port Outdoor Centre, Linlithgow

NAME	ORGANISATION	✓		NAME	ORGANISATION	✓	
Alan Riach	Scottish Beekeepers Association	X	N	Kerry Clark	National Farmers Union Scotland	X	N
Andy Gibbs	Land Manager	✓	N	Janice Winning	Scottish Natural Heritage	✓	S
Carol Campbell	Central Scotland Green Network Trust	✓	N	Robert Russell	Fauldhouse Community Development Trust	X	N
Councillor David Dodds	West Lothian Council	X	S	Sheila Fraser	Sheila Fraser Associates	✓	N
Des Martin (Chair)	Scottish Rural University College (Oatridge Campus)	✓	S	Tony Foster	Kirknewton Community Development Trust/Visit West Lothian	✓	N
Aly Graham	Beechbrae Orchard	✓	N	Jon Iles	Forestry Commission Scotland	X	S
George Hotchkiss	West Lothian College	X	S	Allan MacLaughlan	West Calder and Harburn Community Development Trust	✓	N
Frank Beattie	Scottish Enterprise	X	S				
George Hipwell	D R Rural	X	N				
Dave Greaves	West Lothian Council	✓	L				
Kat Purser	LEADER Co-ordinator	✓	L	Susan Hamilton	LEADER Administrator	✓	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	7	8
Maximum public authority	49%	75%
Maximum single interest group members	49%	25%

Interest declared? Allan MacLaughlan – Destination West Calder: The Co-op Bakery Building.

Tony Foster – Showcasing West Lothian's Hidden Assets Online

Are quorum requirements met?

Yes

1. Apologies

Kerry Clark, Jon Iles, Alan Riach, Councillor David Dodds, Frank Beattie and Robert Russell

2. Minutes and Action Points from 03/11/2016

Minutes agreed by Sheila Fraser, seconded by Carol Campbell

3. General Updates

We have had notification of a resignation from George Hipwell with effect from 05/06/2017.

Agreements

Signing of Award letters – After discussion the LAG agreed that the award letters may be signed by the Accountable Body representative or the LEADER Co-ordinator due to the availability of the LAG Chair which may delay the applicant receiving the outcome of the award meeting.

Declaration of Interest Procedures – The LAG came to an agreement that if there was a clear declaration of interest then the LAG member would be unable to score the project or participant in meeting discussion and will be asked to withdraw from the meeting during the project discussion and decision. If a LAG member is unsure if they need to make a declaration e.g. they know the applicant, then the LAG will determine if there should be a declaration of interest recorded for the particular LAG member involved.

AG declared knowing one of the applicants but said he was not a close friend and had not seen them in some time. The rest of the LAG agreed fully that there was no need for AG to declare this as a declaration of interest on this occasion.

Vice Chair Nominations – There was no volunteers from the LAG members attending this meeting however, KP will email LAG members and ask they consider becoming a vice chair and reply back to KP asap.

4. Applications

021/P00005 – David G Waddell & son, Park Farm Storage.

Declarations of Interest: None

Quorum: Confirmed as above

KP provided a short summary presentation of the project to the LAG.

Value of Money and Return on Investment

The requested grant amount has reduced since receipt of application and relates to refundable VAT costs. The LAG viewed new costs and after discussion agreed with the Specialist Report from a WL Business Advisor that the project was value for money. The return of investment is within a reasonable time frame and the applicant is also showing commitment by taking on a personal loan for 50% of project costs.

LDS - Strategic Fit

Outcome 5: More sustainable social enterprises and small businesses.

Outcome 6: Reduced rural poverty and improved financial inclusion.

The LAG agreed with this being a Farm Diversification project it fits well with outcome 5 as the project will deliver more sustainability for small businesses and outcome 6 is applicable in the wider context of the project.

Equality and Knowledge sharing

The LAG agreed under the equality and knowledge sharing they are not applicable to this

particular project as Farm Diversification is primarily concerned with an individuals business.

Fostering Innovation

The LAG agreed that the conversion of the barn was innovative for the area but that innovation was not crucial to this type of project.

Partnership & collaborative working, Legacy, Engagement & Support, Meeting a Need or Demand, Robust delivery plans, Exit strategy and Organisational Competence.

LAG members discussed they would create partnerships with small businesses in the area and supporting them with potential business growth. The legacy will be having made good use of a redundant farm building with creating the storage units. They have also demonstrated within their application a demand for storage units with supporting letters and already have interested parties in the rental of the storage units when they can be available. This will add more sustainability to the farm for the future. They agreed the Farm had already demonstrated their ability to run a successful business with the Park Farm Bistro and the exit strategy was clear as the project provides ongoing income to the farm.

Additionality

It was agreed that the project was unlikely to go ahead without a grant as a loan for the full amount would take twice the time to pay off making the return on investment far off.

Organisational Compliance

Planning permission has been approved and other permits will be supplied before final sign off.

Outputs

Indicator 11. Businesses and organisations in West Lothian improve their own sustainability - 1

Indicator 24. Number of successful farm diversification business set up as a result of LEADER intervention - 1

Indicator 25. Number of projects helping to sustain the viability of an organisation - 1

Displacement/distortion

It was noted this would be limited as there are no similar businesses within the areas as demonstrated by the number of people wanting to rent a space.

Conclusion:

The LAG members overall agreed approval of this project. The chair formally approved the project but the members asked for a statement to be included in offer grant letter holding the applicant to keeping the facility for the purpose in which it was funded for at least 5 years. KP agreed to check what length of time is already stated in the award letter.

NB. KP has informed the LAG it already stands at 5 years.

021/P00007 – West Calder & Harburn Community Development Trust, Destination West Calder: The Co-op Bakery Building.

Declarations of Interest: Allan Maclaughlan

Quorum: Confirmed. 7 members, 5 non statutory, 2 statutory bodies.

Value of Money, Return on Investment, Legacy & Exit strategy

It was agreed that the project demonstrates value for money, worthwhile project. The return on investment will depend on the outcome of the feasibility study but this is important to enable WCHCDT to move forward in their plans for 'Destination West Calder'. The legacy and exit

strategy for the feasibility is clear but the larger project will be dependent on the result of the surveyor report.

LDS - Strategic Fit

Outcome 7: Making the most of community assets

Outcome 9: Preserved and enhanced local heritage, landscape & environment

The LAG members agreed with the two above outcomes as the community is keen to improve on this existing local historic building.

Knowledge sharing

It was suggested by a member that the knowledge sharing of this application will be important if the organisation goes through a community asset transfer process with West Lothian Council. If they do and LEADER is a funder we would ask that they share the experience with others, for example how they went about it, what was involved in the process as this would be beneficial to other community development trusts throughout West Lothian.

Fostering Innovation

For this particular project of the feasibility study was not deemed as particularly innovative but the use of the building may be should the feasibility say it is viable.

Partnership & collaborative working

Equality & Displacement/distortion

The LAG agreed that these are not applicable to this particular project.

Engagement & Support and Meeting a Need or Demand

After discussion the members stated a need for this project had been identified through the community and public realm study and the CDT have a good community links within the local area.

Additionality

KP explained whilst the CDT have funds they are ring fenced for the wider 'Destination West Calder' project and the LAG agreed that they should be kept for this purpose.

Organisational Competence

After discussion the members agreed The Community Development Trust is well placed to ensure that a good survey will be carried out and can ask for support via WLC if needed.

Robust delivery plans

It was noted that this project is at the very early stage of a wider project and simply entails contracting a surveyor.

Outputs

Whilst the wider project will contribute to a number of indicators should the wider project go ahead, no WL indicators fit at this early stage of a wider project. The project will contribute to 'organisations managing own assets for them wider SG and EU Targets.

Organisational Compliance

N/A

Conclusion:

The LAG members agreed with the approval of the project and the chair formally approved the project with a condition of if there is any savings on the £10,000.00 project costs may be put towards any further surveyor/structural engineer reports. Any further funding request would

have to be supported with a full business plan.

021/P00008 – Visit West Lothian, Showcasing West Lothian’s Hidden Assets Online.

Declarations of Interest: Tony Foster

Quorum: Confirmed. 7 members, 5 non statutory, 2 statutory bodies.

Conclusion:

After a lengthy discussion it was agreed by the LAG members to defer this project for rework. The LEADER Co-ordinator will email the points below to two LAG members for clarification that all points have been covered. The LAG felt the project was a good idea and that there is a need for this type of project in West Lothian but several points were raised which the LAG feel need to be addressed. These are detailed below.

- Additional match funding could be found to reduce the LEADER intervention rate from 80%.
- Evidence of need and how to make sure for future proofing of website. More technical detail on site e.g. functionality, how it will link to other sites, how to ensure its updated.
- Full website specification taking into account control and security.
- Evidence of good quotes.
- Application to declare if new website or additional function to existing website.

5. AOB

No matters arising

General Applicants Guidance Version 4, published 5th January 2017.

LAG Project Assessment Guidance Version 3, published 5th January 2017.

6. Date of Next Meeting

Tuesday 5th September 2017, 2.00pm – 5.00pm, venue to be confirmed

Project Number	021/P00005		
Action 1	Check how long capital assets must remain under use for which it was funded		
Responsibility	KP	Date completed	09/06/2017

1st. *Amy Giller* 05/9/17.
2nd. *Cam Campbell* 5/9/17.

