

**North York Moors, Coast & Hills LEADER Programme
Executive Group Meeting
Hutton le Hole Village Hall, 10.00 – 12.30 pm
27 September 2016**

Notes of the meeting

Attending:

Name	Representing
Steve Arnold	Community and Voluntary Sector
Liz Barker	North Yorkshire County Council / York, North Yorkshire & East Riding Local Enterprise Partnership
Nick Cooke	Forestry
Jayne Cranston	Hambleton District Council
Liz Dowson	Scarborough Borough Council
Helen Gundry	Community and Voluntary Sector
Chris James	Rural Action Yorkshire
Rita Lawson	Tees Valley Rural Community Council
Anna Lupton	Tourism and the Visitor Economy
Helen Patchett (non-voting)	North Yorkshire County Council – Accountable Body
David Renwick	North York Moors National Park Authority
Lydia Scarth	Redcar & Cleveland Borough Council
Rob Sim	Micro and Small Businesses
Amy Thomas (non-voting)	LEADER Co-ordinator / Programme Manager
Howard Wallis	Ryedale District Council
Will Watts (Vice Chair)	Tourism and the Visitor Economy

Apologies:

Name	Representing
Will Terry	Agriculture
Malcom Bowes (Chair)	Community and Voluntary Sector

(1) Welcome and apologies

In MB's absence, WW took the Chair and welcomed the Group to Hutton le Hole Village Hall. Apologies had been received as listed above.

(2) Minutes from the last meeting of 26 July 2016

The minutes of 26 July 2016 were agreed as accurate with the exception of the year in the item heading – should read 2016 rather than 2015.

Agreement of the minutes was proposed by RL and seconded by LD. A copy of the minutes was signed by WW (Vice Chair) to be retained on file.

(3) Matters arising from the minutes of 26 July 2016

An update on each of the matters arising was given as follows:

- 1.) Letter not written as an update was given in a teleconference by the RPA in mid-August and given the current situation, the points we were going to make are not currently relevant. We will reconsider writing when more information about the future is known following the Autumn Statement.
- 2.) Electronic versions of items for the Executive Group Handbook are now available on the shared drive. Further items will be added as and when.
- 3.), 4.) & 5.) Preparing and agreeing the Grant Funding Agreements is a complicated process but one is in process and the other agreed and in place;
- 6.) Will be covered later in the agenda; and
- 7.) Suitable meeting arrangements have been made (current meeting).

No further matter arising were identified.

(4) Programme Update

HP presented the report that had been circulated, which outlined the current position.

A teleconference with the RPA on 16 August updated us that communication with applicants was now permitted and contracting with those who had been successful in the previous months could now take place. LAGs were told that activity could resume where applicants / projects were already in the pipeline and could be fully contracted with in advance of the Autumn Statement, but that no new activity or calls for projects could take place until further communication from the RPA following the Autumn Statement which is now known to be 23 November.

In terms of spend and Programme delivery, our Delivery Plan for 2016/17 still hasn't been approved due to all the changes and uncertainty there has been, however this isn't a problem and the RPA aren't concerned this year with underspend but we have been asked to report exactly how much we've spent so far and how much we plan to spend for the rest of the year. The emphasis on quality projects which deliver jobs and growth remains.

The Executive Group discussed making the minutes of the last meeting public and it was agreed that an edited version would be uploaded to the Programme website. This version would include a list of the approved projects with the grant amount that was offered, but there should be no details of the applicants name or the discussion that took place. Details of rejected applications will not be included.

Action: AET

(5) Declarations of Interest

A formal declaration of interest by given by Anna Lupton in relation to the application 103578.

A number of non-prejudicial interests were raised and discussed by the group in relation to the MJ Wall and Moorland ATV applications but as these were not in line with policy it was agreed these would be noted but were not formal declarations of interests.

Premises Expansion Moorland ATV (103699)	MJ Wall Forestry (103578)
Liz Dowson	Steve Arnold

(6) Full Applications for consideration

(a) 103902 Dawson Mobile Handling Pens

It was agreed to approve the project 103902 Dawson Mobile Handling Pens. There are no specific conditions to be associated with this project.

Action: HP

(b) 103578 M J Wall Forestry

It was agreed to approve the project 103578 M J Wall Forestry, subject to:

- the project not having been started in any way in advance of the grant offer; and that
- the health and safety benefits are a by-product rather than a critical reason for the project.

Action: HP

c) 103699 Premises Expansion Moorland ATV

It was agreed to approve project 103699 Premises Expansion Moorland ATV with the following conditions:

- Building fit out to be fully completed before LEADER grant will be paid;
- Planning permission to be approved and in place;

In addition the Executive Group wish to ensure:

- That the match funding is secure and in place (this will be done at the time of preparing and agreeing the grant funding agreement); and
- Further detail for information only on the franchises is recorded and retained on file.

Action: HP

(d) 103581 Fox Folly Farm Livery

It was agreed to approve 103581 Fox Folly Farm Livery. There are no specific conditions to be attached to this project.

Action: HP

(7) Application To Be Considered (not yet ready)

The appraisal of a further application is currently being finalised due to the identification of an additional linked business (all linked businesses need to be included in the application and financial section of the appraisal). Once the appraisal is completed it needs to be submitted to the RPA for Quality Checking.

The Executive Group were asked whether they would prefer to have an additional meeting in order to discuss and decide on this application, or whether they wished to make a decision via written procedures. It was agreed that, in this instance, written procedures would be the most appropriate solution.

HP agreed to circulate the application form (006) and application annexes (006a) to the group as soon as possible, and then follow this with the appraisal form (009) as soon as it has been signed off by the RPA.

Action: HP

All members to read the documents provided and share any questions with the whole group. Answers will be provided by Programme staff. In order to ensure that the discussion, decision and contracting can take place before the Autumn Statement a time limit will be placed on this process. In order to ensure that the vote fits with the required public / private split, all members are strongly encouraged to cast their vote.

Action: All Executive Group Members

(8) Executive Group Discussion – 2017 Calls for Projects

AET talked through the paper provided and the options contained within this. The general principles the Programme will apply were agreed to by the group but until more information was provided by the RPA around budgets and potential to reduce the number of priorities activity can be funded under, no final decision on 2017 Calls for Projects was made.

The potential to only introduce one of the two outstanding priorities was discussed, but the need to be cautious was identified especially in relation to how we would manage levels of interest / expectation if lots of potential projects came forwards for relatively small amounts of money.

Members asked what types of projects other LEADER Programmes had supported under the Rural Services and Culture and Heritage priorities. AET to contact other Programmes and gather more information - it was envisaged that this will help shape thinking about future NYMCH calls under these priorities.

Action: AET

Tourism Accommodation was discussed by the Executive Group for inclusion in 2017 calls for projects. Generally, other Programmes around the county have been accepting of this type of project but had the same concerns that we had – spend v. outputs, displacement of business etc. Executive Group members representing interest in East Cleveland were particularly keen to see LEADER being able to encourage this type of activity. It was suggested that a call could be focused on new markets or adding something new to an existing provision.

It was agreed that more information is needed and AET do would further work over the winter to gain a better local picture of need and options in the possibility of having a specific call in 2017 for this type of project.

Action: AET

(9) AOB

It was agreed that the next Executive Group meeting scheduled for 29 November 2016 would be cancelled and a written update provided as and when any new information becomes available.

(10) Date of next meeting

The next meeting will take place on 10 January 2017 at 10 am at the North York Moors National Park Authority.

Summary of Action Points

	Action	To be completed by
1	Edit the meeting minutes to create a public version for uploading onto the Programme website	AET
2	Issue the four projects listed above with grant funding agreements which include the conditions already identified and any additional conditions based on further checks as requested during the discussions.	HP
3	Outstanding application to be circulated ASAP to Executive Group members, followed by Appraisal document as soon as it has been Quality Checked by the RPA.	HP
4	Outstanding application to be decided by written procedures. Any questions or comments on the project to be shared with the whole group and answers to be provided by Programme staff. All Executive Group members to then cast their vote by the given deadline.	Executive Group Members
5	Investigate projects support by other LEADER Programmes under Rural Services and Culture and Heritage priorities.	AET
6	Further work to be done to understand accommodation needs and opportunities in the NYMCH area in preparation for consideration of the 2017 Calls for Projects.	AET

Amy Thomas,
16.09.28