

SHETLAND LEADER 2007 - 2013 LAG

MINUTES OF LAG MEETING HELD IN EDU BOARDROOM AT 9.30AM ON THURSDAY 9th MAY 2013.

Present: Douglas Irvine, SIC - Chair
Michael Duncan, SIC
Aiden Bennett, SGRPID
Tommy Coutts, SIC
Mark Georgeson, HIE (proxy for Mhari Pottinger)
Donald Anderson, Shetland Arts (proxy for Kathy Hubbard)
Alan Blain, Shetland Amenity Trust
Sally Spence, SIC
Mick Clifton, SIC
Ruth Henderson, Seafood Shetland
Maree Hay, NCDC
Wendy Hand, VAS
Pete Glanville, Shetland Organics
Jeemie Smith, FSB
Diana Abernethy, AB Associates Ltd

Sheila Tulloch, SIC – LAG Co-ordinator

1. Apologies and Introductions

Apologies were received from Juan Brown, SNH; David Cormack, SGRPID; Mhari Pottinger, HIE and Kathleen Sinclair, NFU.

2. Membership Balance

Membership of the group was discussed and there was an appropriate balance.

3. Declarations of Interest

CVG 110 – Transition Shetland – Community Growing Project

Diana Abernethy and Pete Glanville declared an interest. Mick Clifton stated he had been involved in assisting both Transition Shetland and Shetland Community Benefit Fund through his role as West and Central Community Worker. The LAG discussed this and were happy to note his involvement but did not think he should declare an interest or leave the room whilst projects were discussed.

CVG 114 – Shetland Community Benefit Fund – Business Planning

Wendy Hand declared an interest.

4. Minutes of 14th March 2013

The minutes were proposed by Michael Duncan and seconded by Ruth Henderson.

5. Matters Arising – not dealt with elsewhere

There were no matters arising.

6. Latest Updates

Sheila discussed the latest project approvals and provided further information and details on the latest updates presented to the LAG.

Progress on a number of projects was discussed in detail. A few are likely to underspend. The summary sheet provided up to date figures. If all projects presented at the meeting were approved, both the LEADER and Convergence budgets would be fully committed. The LAG has agreed to overcommit its budgets slightly based on anticipated underspends. A query was raised regarding timescales for approving projects and spend. The latest guidance suggests we can commit funds until the end of this year and projects must be complete by 31 Mar 2015 at the latest.

Updated outputs to date were discussed, based on the data provided the LAG remains well on the way to meeting most of its targets.

7. Potential Projects

LDR 113 – Uyeasound Waterfront Trust – Uyeasound Pontoon

Uyeasound Waterfront Trust are seeking £17,800 or 33.7% of overall project costs of £52,800 to upgrade and refurbish the existing pontoon facilities at Uyeasound, Unst. The project would extend the existing facility from 82m to 100m. The applicant deemed the project to be innovative as there are no other pontoon facilities available nearby and there is demand for more safe, stable mooring points for local and visiting commercial and leisure crafts. The LAG discussed the potential project form and felt costs were quite high compared to other similar projects. The group also felt the project did not demonstrate enough evidence of innovation and had a weak fit with the business plan. The LAG had also rejected very similar projects in the past for the same reasons. The LAG decided to reject the project.

CVG 114 – Shetland Community Benefit Fund – Business Planning

Wendy Hand left the room.

Shetland Community Benefit Fund (SCBF) are seeking £33,250 or 95% of total project costs of £35,000 to develop a business plan. Sheila explained the project had initially been submitted as a LEADER project however after discussions with the applicant and HIE it may fit better as a Convergence project. If the project is considered for Convergence funding the amount being sought from LEADER would be lower.

The LAG discussed the application in detail. Costs were queried as being high. It was assumed an element of travel and subsistence had been built into the costings to allow for companies based out with Shetland to cover travel. The LAG agreed this was a necessary project that could have wide benefits for the community and had a good fit with the aims of the LAG business plan.

The LAG recognised SCBF as a group had a lot of work to do and this project would hopefully be a good starting point to help the group move forward.

It was queried whether LEADER could fund a co-op. Sheila explained as long as the applicant was a constituted group it could apply for LEADER funding.

The LAG agreed the project could have significant benefits Shetland wide and displayed innovation. The applicant was invited to submit a full application.

Wendy Hand returned to the room.

8. Projects for Decision

Two projects were considered from South Nesting Public Hall Committee for improved facilities, phase 1 and 2. Phase 1 had been approved by the LAG in January however a few small changes had been made and the project was being put to the LAG for approval again.

LDR 105 – South Nesting Public Hall Committee – Improved Facilities Phase 1

South Nesting Public Hall Committee (SNPHC) are seeking £26,344.25 of LEADER funds of 50% of total eligible project costs of £52,688.46. The main parts of the project are to remove the old metal clad roof and replace with insulated composite panels. These panels will create an energy efficient external envelope to complement the existing wind turbine. This will significantly reduce the energy consumption of the building.

Costs have increased slightly from the application presented to the LAG in January due to a rise in the cost of materials. Phase 1 is an essential part of the overall project. If the works in Phase 1 are not undertaken, Phase 2 cannot go ahead.

The LAG remained happy with the overall content of the Phase 1 application and were happy to approve the application. See attached voting record.

CVG 112 – South Nesting Public Hall Committee – Improved Facilities Phase 2

SNPHC are seeking £72,000 or 46.8% of overall total eligible costs of £153,756 for phase 2 of the project. The main parts of the project are;

- To install new and improved acoustic ceiling panels which will ensure the Hall maintains its reputation as a successful music venue
- To insulate the lower part of existing external walls to increase energy efficiency and complement the Phase 1 works
- To extend the building to create a new fully accessible lobby with disabled toilet, baby change facilities and shower room. These facilities will be available for the use of visitors without the Hall having to be opened or staffed

- Install electrical hook-up/service points and upgrade the car park in order to meet the needs of visiting caravans and camper vans

The LAG discussed the project in detail. Phase 1 could start in June and complete in August. Phase 2 could start in July/August and finish in October. The two projects would be treated separately with distinct costs.

The applicant has taken an innovative approach to the whole project with energy efficiency at its core. The committee have a vision to develop the hall into a hub for a number of small micro businesses working in partnership with local volunteers and other organisations. The applicant has also taken an innovative approach to enhancing the range of services available in the local area.

The project represents value for money as it aims to ensure the long term financial sustainability of the South Nesting Public Hall by reducing energy and maintenance costs and increasing income through increased usage. Phase 1 will enable Phase 2 of the project to proceed if approved. Phase 2 will enable more income generating elements to take place. The project will continue to benefit the local community, local businesses and visitors long after physical completion of the project.

Reasonableness of cost has been assessed. All works have been put out to tender and the costs are those of the lowest tender out of three submitted. The tender process was overseen by the contracted professional design team who have ensured that the costs in the successful tender are reasonable.

Additionality was discussed. The project is unable to proceed without LEADER funding as all other possible sources of funding have been exhausted. If the project does not secure LEADER funding it is highly unlikely the project will proceed. If LEADER funding is awarded it will help to secure contributions from other funders.

The LAG felt the project had a good fit with the Revitalising Communities theme even though it was not located in a target area.

The LAG decided to approve the project. See attached voting record.

CVG 110 – Transition Shetland – Community Growing Project

Pete Glanville and Diana Abernethy left the room.

The applicant, Transition Shetland, was seeking £9,000 or 45% of total project costs of £20,000 to undertake a feasibility study into the practicalities of reinstating and developing the Tingwall glasshouses, primarily for use by individuals and community groups for growing food on a domestic scale.

The LAG noted that a detailed breakdown of the anticipated project costs had been provided. The proposed feasibility study required the input of various professionals but Transition Shetland would be appointing a consultant to pull

it all together. A LAG member questioned the low cost figure included for community consultation but Mick Clifton assured LAG members that some community consultation had already been undertaken and more will be done by the SIC Community Work team (of which he is a member) and that overall he is confident that Transition Shetland will be able to get what they want within the budget.

The LAG agreed that, while a feasibility study in itself was not innovative, the use to which Transition Shetland hoped to put the redundant glasshouses, should the findings of the feasibility study be positive, was certainly innovative in a Shetland context and could not happen without the feasibility study.

The LAG endorsed the LEADER Project Officer's evaluation with regard to Value for Money, Reasonableness of Cost and Additionality: the project represents a good use of LEADER funds, is fully consistent with the Rural Development Strategy for Shetland and has already attracted £10,000 Lottery funding; the feasibility study will be tendered and the costs are within the range that would be expected; and Transition Shetland do not have the cash to fund the project themselves.

The LAG unanimously agreed to approve the project (see attached voting record).

Pete Glanville and Diana Abernethy returned to the room.

9. Update on Procedures

Sheila provided a further update on new procedures. The Scottish Government has reviewed all claims paid since July 2012. Claims now have to be split between eligible and ineligible costs although both will still be paid but ineligible costs will be funded from a National budget and not from EU funding.

Sheila gave an overview of what costs were deemed eligible and what were deemed ineligible. She also outlined examples of paperwork that had to be kept on all project files.

10. Global Yell

Douglas read out a letter from Global Yell outlining recent progress and achievements and thanking the LAG for its support over the past few years.

11. AOB

An SRDP 2014-2020 Stage 1 Consultation and Roadshow will be held on 5th June at the Shetland Museum at 7pm.

12. Date of next meeting/closure

27th June 2013 EDU Boardroom.

Meeting closed at 10.45 am.

SHETLAND LEADER 2007 - 2013 LAG

MINUTES OF LAG MEETING HELD IN EDU BOARDROOM AT 9.30AM ON THURSDAY 27th JUNE 2013.

Present: Douglas Irvine, SIC - Chair
Michael Duncan, SIC
Fiona Stirling, HIE (proxy for Mhari Pottinger)
Donald Anderson, Shetland Arts
Alan Blain, Shetland Amenity Trust
Sally Spence, SIC
Kathleen Sinclair, NFU
Wendy Hand, VAS
Juan Brown, SNH
Pat Christie (proxy for Mick Clifton, SIC)
Carole Laignel, SSMO
Diana Abernethy, AB Associates Ltd

Tommy Coutts, SIC – Acting LAG Co-ordinator

1. Apologies and Introductions

Apologies were received from; Sheila Tulloch, SIC; Mick Clifton, SIC; David Cormack, SGRPID; Pete Glanville, Shetland Organics; Jeemie Smith, FSB; Ruth Henderson, Seafood Shetland and Maree Hay, NCDC. Douglas introduced Carole Laignel and welcomed her to the group.

2. Membership Balance

Membership of the group was discussed and there was an appropriate balance.

3. Declarations of Interest

CVG 114 – Shetland Community Benefit Fund – Business Planning
Wendy Hand declared an interest.

4. Minutes of 9th May 2013

The minutes were proposed by Donald Anderson and seconded by Wendy Hand.

5. Matters Arising – not dealt with elsewhere

There were no matters arising.

6. Latest Updates

Tommy explained the latest updates presented to the LAG starting with approvals. The three projects approved at the last meeting had been added to the list of approvals.

Progress on a number of projects was discussed. Cunningsburgh Showfield Development is complete and the final claim has been paid.

The Creative Industries Student Support Scheme was due to present a final claim by 8th April 2013, the applicant was seeking an extension to 30th September 2013 to allow for further claims to be made. The LAG were happy to approve this.

The Shetland Moving Image Archive Phase 1 project has now appointed an officer to start on 1st August 2013. The final claim for this project was scheduled for 1st March 2014 however the applicant had requested this be extended to 31st August 2014. No other changes were requested. The LAG were happy to approve this.

Michael Duncan queried the Shetland Skatepark application approved on 9th August 2012. He was aware there may be gap in the funding package and it had been queried whether LEADER could provide any additional funding. Tommy said he would look into this and contact the relevant parties. He would also contact the LAG via email if any action was required before the next LAG meeting.

Tommy discussed the main figures in the expenditure profile. As mentioned at previous meetings both the LEADER and Convergence budgets are fully committed however underspends are expected therefore there may be some extra funding available but all funds must be approved by 31st December 2013.

7. Projects for decision

CVG 097 – Bridge End Outdoor Centre Trust – Development of Bridge End Outdoor Centre Phase 1

Bridge End Outdoor Centre Trust (BEOCT) are seeking £50,000 or 24.85% of total project costs of £201,229. The improvements to be made highlighted by the feasibility study have been split into 2 phases. This application deals with Phase 1 and proposes to reclaim an area of the seabed at the Centre to create safe access to the water based facilities as well as providing a number of caravan pitches. The reclaimed area allows BEOCT to provide an improved access area for canoeists and kayakers to access the water safely. The new access is designed for disabled access to boating, canoeing and sailing.

The LAG discussed the application and noted none of the other sources of funding were confirmed however, positive responses have been received. The LEADER funding accounts for 25% of the project cost and it is unlikely that the project will go ahead without it.

The applicant has taken an innovative approach to problem solving and meeting its future needs. The project has looked at the best use of the land around the Centre and decided that in reclaiming some seabed it can improve access to the sea for participants in water sports and sea based activity and

can utilise the shore space to provide caravan pitches and an improved shore side.

The project represents value for money as it will lever in around £130,000 from other funding sources. Reasonableness of cost has been assessed on the feasibility study and civil engineers costed designs.

The LAG felt the project would help meet the aims of the LEADER business plan. The LAG decided to approve the project. Please see attached record of voting.

CVG 114 – Shetland Community Benefit Fund Ltd – SCBF Business Plan

Wendy Hand left the room.

Shetland Community Benefit Fund (SCBF) are seeking £16,625 or 47.55% of total project costs of £35,000 to develop a business plan to help establish procedures and layout how the SCBF will administer funds and how these may be used in the Shetland economy.

The LAG discussed the application and queried how costs had been worked out. The LAG felt it was important to have a clear and concise brief for a project of this nature. Fiona Stirling stated HIE could assist with the preparation of a brief for inclusion in tender documents. Tommy explained the LEADER team could also provide some assistance.

The project is considered to be innovative as the project has been set up without charitable status and intends to be able to provide a broad scope for financial assistance to local communities and businesses. In other instances in Scotland the communities benefitting from the project are quite narrowly defined. In this case the whole of Shetland could benefit from the community disturbance fund.

The project represents value for money as it will lever in further funding and help SCBF into a position where they are set up ready to operate once a deal is signed with a renewable energy developer.

The project will be subject to a tendering process ensuring reasonableness of cost. Without LEADER funding the project is unlikely to go ahead.

The LAG approved the project. Please see attached voting record.

Wendy Hand returned to the room.

8. Consultation on Scotland Rural Development Programme (SRDP) 2014-2020

A consultation roadshow had been held at the Shetland Museum and Archives on 5th June. The focus of the event was the new SRDP. Limited

details were provided on the new LEADER programme although indications were given that the audit and scrutiny elements will be as intensive as they have been for the current programme.

Douglas provided more information on the Stage 1 SRDP consultation. LEADER is proposed to continue and LAG's will still be required. It is expected more details will be made available later on in the process. It was agreed the LAG would formally respond to the Stage 2 consultation having reviewed information further.

9. AOB

There was no AOB.

10. Date of next meeting/closure

29th August 2013 EDU Boardroom.

Meeting closed at 10.15 am.