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TYNE ESK LAG MEETING MINUTES
9th August 2018, 09:30am – 3.00pm
National Mining Museum, Newtongrange, EH22 4QN

LAG Members Present

Andrew McDonald, (AM), Edinburgh Butterfly World, LAG Chair
 Anne Hastie, (AH), Private Individual, LAG Vice Chair
 Frank Beattie, (FB), Scottish Enterprise, LAG member
 Jane Burridge, (JB) Gorebridge Community Development Trust, LAG member
 Karen Calvert, (KC), Papermill Restaurant, LAG member
 Sandra Duncan, (AD), Scottish Women’s Rural Institute (SWRI), LAG member
 Cllr Russell Imrie, (RI), Midlothian Council, LAG member
 Cllr John McMillan, (JM), East Lothian Council, LAG member
 Patrick Playfair, (PP) Edwin Thompson, LAG member
 Simon Poole, (SP), Jerba Campervans, LAG member
 Hilary Smith, (HS), North Berwick Coastal Area Partnership, LAG member
 Yvonne Stoddart, (YS), STRIVE, LAG member

LAG Observers Present

Susan Smith, (SS), East Lothian Council Economic Development, LAG Observer

Staff Members Present

Joy Godfrey, (JG), LEADER Support Assistant, LEADER Team (notes)
 Angela Lamont, (AL), LEADER Project Officer, LEADER Team
 Dawne Milligan, (DM), LEADER Finance Support Officer, LEADER Team
 Neil Ramsay, (NR), LEADER Programme Co-ordinator, LEADER Team

Apologies

Andrew Bayne-Jardine, (AB) Private Individual, LAG Member
 Cheryl Brown, (CB), Midlothian Sure Start, LAG Member
 Claire Gilles, (CG) Penicuik YMCA -YWCA, LAG Member
 Alasdair Mathers, (AMs), Midlothian Community Planning Partnership, LAG Observer
 Paolo Vestri, (PV), East Lothian Partnership, LAG Observer

Welcome and Apologies	Actions
<p>AM welcomed everyone to the meeting and declared the meeting quorate, with 13 members in attendance of which 3 were from the public sector.</p> <p>Apologies were noted as above.</p>	
<p>1. Matters Arising From Minutes</p> <p>1.1 NR had contacted Perth and Kinross LEADER who were happy for the Tyne Esk LAG to be involved in in their lobbying activity but have not been in touch with details of any activity since then.</p>	<p>Staff team to keep a watching brief on P&K’s activity but not</p>



<p>1.2 NR reported that an accountant is checking the drawdowns from SG to ensure the LAG is up to date.</p> <p>1.3 AL has done most of the GDPR tasks</p> <p>1.4 AH to update the risk register.</p> <p>1.5 Change requests approved by the LAG at the last meeting have been actioned.</p> <p>The minutes were approved as an accurate account of the meeting.</p> <p>2. Feedback on Scottish Government Developments An Accountable body meeting was held recently where LAGs close to fully allocating put forward a request for additional top up funds. Tyne Esk put forward a request for £340,288.00 for pipeline projects. One LAG stated they would be willing to return £350,000 but other under-committed LAGs did not indicate whether they planned to return money.</p> <p>There is to be a meeting in early December to gain more clarity on which LAGs will return money and which may receive more. The LAG agreed that Tyne Esk LEADER should develop extra applications on the basis of possibly receiving additional funding.</p> <p>The LAG discussed how to deal with enquirers that the LEADER team had contacted in advance of the AB meeting to check if they were still looking for funding. It was agreed to have a Governance Subgroup meeting to decide which enquiries to develop in case of being granted additional funds.</p> <p>3. Conflict of Interest AM, KC and RI declared in interest in the Midlothian and Borders Tourism Action Group Marketing Project.</p> <p>RI declared an interest in the Access Project: Phase 1.</p> <p>JM, declared an interest in Athelstaneford Village Hall. HS also declared an interest as an occasional user of the hall and AH declared an interest as an acquaintance of one of the hall trustees. The LAG discussed these conflicts of interest and decided that HS and AH's interests were non-pecuniary and that it was not necessary for them to remove themselves from the application assessment.</p>	<p>push for involvement</p> <p>AH – to add a sentence on the risk register regarding GDPR risks</p> <p>NR to set up Governance Subgroup meeting</p>
<p>4. Update on:</p> <p>4.1 Budget NR reported that Tyne Esk LEADER has spent £480,000 on projects. It was reported that the SG had recently reduced the minimum commitment for cooperation projects from 10% to 5%. NR reported that the LAG was on track to meet this target. It was also</p>	



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reported that the 10% targets for spend on Farm Diversification and Rural Enterprise had been combined by the SG to 20% for both and NR reported that the LAG had already met this target.

4.2 Projects

The LAG noted that there were four projects that are at risk of not completing by May 2019. NR referred to the gantt chart showing that these projects were being tracked and should not cause a problem to the Programme completing on time. Many projects are on the verge of completing.

4.2.1 Midlothian Science Zone

This project is on track and expected to complete by the end of August. However, the applicant sought an extension until the end of September just in case the sign installer did not invoice for the work quickly enough. The LAG agreed to this.

4.2.2 Gorebridge Railway Café and Gallery

Planning permission was submitted in May. The applicant is now trying to finalise the lease with Network Rail.

4.2.3 Helping Redhouse Nursery Blossom

AH declared a conflict but remained present in order to answer any questions and did not contribute the discussion or decision on this project

It was reported that the applicant installed gate pillars and an advertising sign, which were not part of the planning permission. The applicant is now applying for retrospective planning permission but this does not risk the Tyne Esk LEADER fund as these elements were not in the project.

The applicant requested a milestone extension until 31st December 2018, which is largely due to Scottish Power Energy Network taking longer than expected with the electricity upgrade. The LAG agreed to this request.

4.2.4 The Fraser Centre: Achieving Change

Additional asbestos had been discovered, which temporarily halted work. Stage one of the building warrant has been granted with stage two (the trial stage) now in progress. The expected timescales are:

Demolition – 16 July 2018 – 12 October 2018

Construction - 15 October 2018 - 30 September 2019

4.2.5 The John Muir Way

The post for a Marketing and Business Engagement Officer had been recruited and the post holder is now surveying the businesses on the route. The project has had press coverage.



4.2.6 Newhall Exclusive Use Wedding Venue

The applicant have achieved the conditions of grant. However, they had some stringent conditions of planning that they think they have overcome. They hope to have a one-way access/exit road so that there is less traffic using the one access road to the A702. The applicant had written a marketing plan that was approved by members of the LAG according to the condition of grant.

4.2.7 Midlothian Sure Start

The applicant's preferred candidate is only able to commit part time so the applicant is asking whether they are able to employ another candidate as a job share and split the role up. The LAG agreed to this request.

4.3 FLAG Projects Update

SS will provide NR with a full list of funded FLAG projects. NR reported that Scottish Borders, who administer the FLAG, had requested the administration intervention rates are equalised so that all three participating LAGs contribute a uniform 33%. This increases the Tyne Esk intervention rate from 31% as originally planned but NR reported that there was an expected underspend so the actual cost was likely to be lower than budgeted. The LAG agreed to this request.

4.4 GDPR Governance Meeting

AL provided a GDPR update and reminded LAG members of their responsibilities regarding confidentiality and disposal of documentation. AL reported that there will be a new Group Protocol to sign with increased data protection requirements – this will be done at the next LAG meeting.

SS to send NR full list of funded FLAG projects

AL to bring new group protocol to next LAG meeting

5 Assess Applications

It was agreed to change the order of applications being assessed from the agenda so that those with a large number of LAG members declaring an interest would be assessed earlier to ensure a quorum in the event of LAG members having to leave the meeting early.

Declaration of Interest

AM, KC and RI declared an interest in the Midlothian and Borders Tourism Action Group Marketing Project and left. The LAG remained quorate with 9 LAG members present and only 2 from the public sector.

5.1 Midlothian and Borders Tourism Action Group Marketing Project



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This is a cooperation project to improve digital tourism marketing in Midlothian and the Scottish Borders. Individual businesses market themselves individually while VisitScotland markets Scotland abroad. This project aims to fill in the gap between those and market regions and the attractions within them in a joined up way and to give regional content to VisitScotland.

Discussion

The LAG discussed the strategy of the project, in particular the balance and relation between spending on content and spending on the marketing of content. The LAG noted that significant investment had already been put into a promotional video that had been viewed very few times to date and asked what guarantee that LEADER's investment in materials will be maximised. This prompted a discussion on value for money but it was generally felt that the particular promotional film had been marketed poorly and that this project would create the content as well as market the materials and so it was expected that this project would be able to maximise the potential of the materials created.

The LAG discussed the difference in role between the co-ordinator post, created through this funding, and the role of the creative agencies also factored in to the project costs. The flexibility of the project approach was considered and there was a general feeling that Midlothian Borders Tourism Action Group (MBTAG) and Midlothian Council had submitted enough research to be confident in the strategy and costing of the project. It was also noted that all these costs would be procured using Midlothian Council procedures and so there would be another check for value for money.

That LAG discussed the letters of support for the project and liked that many came from people not involved in the Midlothian Tourism Forum.

AL reported having been on a 'FAM trip' (which is a familiarisation trip where those in the tourism sector visit different businesses in the sector in a given region) and reported that the chance to connect enabled businesses to work together well.

The LAG liked the potential of the project to join up tourism businesses in Midlothian and the Scottish Borders and to use the benefits of having the railway.

The LAG appreciated that representatives from VisitScotland and the Blueprint Fund attended the site visit and were very supportive of the project and the LAG were impressed by the range of people and the quality of the discussion at the site visit.



The LAG noted that MBTAG’s reach was substantial in engaging with 557 businesses over an 18-month period who were not involved before.

The LAG appreciated how all content produced by the project will be freely available to tourism businesses to use in their own promotional activities.

The legacy of the project was discussed and whether projects outputs were clearly defined. It was noted that the specific project outputs are likely to depend on the project co-ordinator employed and that the project is based on a successful model that is self-funding because of business buy-in.

It was noted that VisitScotland representatives at the site visit had stated that MBTAG’s work is the first time such collaboration between areas has happened in Scotland.

Technical Check

The Technical Check recommended the project for approval.

Score

The LAG overall score for the project was 6.7, which will be entered into LARCS.

Vote

The LAG voted by a majority vote in favour of awarding a grant to the project of £74,593.50 subject to standard conditions plus confirmation of match funding being secured.

5.2 Athelstaneford Village Hall

Declaration of Interest

JM and SS declared an interest in Athelstaneford Village Hall Project and left. The LAG remained quorate with 10 LAG members present and only 2 from the public sector.

This project is to renovate a village hall for the benefit of the people of Athelstaneford and surrounding communities. The refurbishment will provide a modernised meeting and events space that will be available for rent to community members and businesses alike.

Discussion

It was positively noted that energy costs will be reduced because of the new insulation, which will result in a more environmentally friendly resource as well as a more sustainable asset to the community.

They noted the management of the project – which includes a committee overseeing it, a sub-committee and a project manager (the senior applicant).



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The LAG discussed displacement and concluded that other halls would not be detrimentally affected by the refurbishment of this one. This project does not intend to draw more people from further afield but enable and encourage the catchment community to use the hall more.

Technical Check

The technical check recommended the project for approval.

Score:

The LAG overall score for the project was 6.6, which will be entered into LARCS.

Vote:

The LAG voted unanimously in favour of awarding a grant to the project of £60,000.00 subject to specific conditions of match funding being secured before the end of December 2018. It was noted that this would be a Decision in Principle until match funding was secured.

JM, SS and HS returned to the LAG meeting.

5.3 Essential Upgrades to Campsite and Training Centre

This project is to improve the facilities at a centre for Girlguiding at Vogrie Country Park in Midlothian. The aim of the project is to increase the number of members, to increase the number of residential visits by Girlguiding groups and to improve the experience of people using the facilities.

Discussion

The LAG noted that the amount funded is just under the usual £10,000 minimum threshold for Tyne Esk LEADER applications, however the chair (AM) and vice-chair (AH) of the LAG had previously agreed that the amount was acceptable as a one-off given that the end of the funding programme is imminent.

The LAG recognised the importance of the Girlguiding site as one of the largest sites in Scotland. The LAG appreciated that improvements to the site in Midlothian would help keep the Girlguiding more financially accessible to parents in the Tyne Esk LEADER area. It was also positively noted that the site genuinely brought girls and young women from across the Tyne Esk area together.

The LAG discussed the security of the site and whether the applicant could have applied for better quality items. However, the applicant had been reluctant to increase the costs of the project as that would increase the match commitment.



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Technical Check

The technical check recommended the project for approval.

Score:

The LAG overall score for the project was 7, which will be entered into LARCS.

Vote:

The LAG voted unanimously in favour of awarding a grant to the project of £9,866.76 subject to standard conditions.

5.4 John Muir Alpacas

This project is to purchase a tipi to be used as an event facility on a farm where the main attraction will be six alpacas that visitors can interact with. The project will also pay for an alpaca transporter which will be used when the alpacas are hired as event guests, and for free visits to nurseries and care homes. The alpacas will also be available for going on short treks and picnics as part of the applicant's business. The project will create a new tourist attraction.

Discussion

The LAG discussed the potential for the project to connect with other Tyne Esk LEADER projects such as the John Muir Way project.

The LAG were very positive about the community aspect of the project as the applicants intend to take the alpacas on free of charge visits to nurseries and nursing homes.

The viability of the business was queried and it was noted that the applicant intends to breed alpacas in the future and that having a stud will provide an additional income stream.

The LAG discussed whether the business would be sustained by repeat custom. It was noted that toddler's birthday parties often have the same sort of entertainment, provision of which continues to be sustainable model within the sector.

The LAG appreciated that the applicants had been on an animal husbandry course to improve their ability to care for the alpacas.

The LAG considered this one of the most innovative Tyne Esk LEADER project to date.



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The LAG discussed whether there was a need for a budget for marketing and promotion and it was noted one of the applicants is an IT professional and can build the a website very cheaply so the budget for that is low.

Technical Check

The technical check recommended the project for approval.

Score

The LAG overall score for the project was 6.7, which will be entered into LARCS.

Vote

The LAG voted by a majority vote in favour of awarding a grant to the project of £58,253.21 subject to standard conditions.

Recommendations

NR to inform the applicants of John Muir Alpacas that expertise is available on the LAG or from East Lothian Council with Business/Marketing

5.5 Whiteadder: Heart of the Lammermuirs

This is a co-operation project led by Scottish Borders Council with the Scottish Borders LAG acting as lead LAG. The project is expected to come to the next LAG meeting and was introduced to give LAG members a chance to discuss and give feedback.

Discussion

Another Expression of Interest to create a geopark, with a focus on the ice-age, geology, archaeology and history was raised and it was suggested that these could be a single joined-up approach.

The LAG discussed the suitability of routes for cyclists and walkers. It was noted that some of the single-track roads in the area are very narrow but often not passable in winter. The LAG discussed the need for an access strategy for the project.

5.6 East Lothian Community Athletics Hub

This project is the first phase in a three-phase project to improve the facilities at the Meadowmill Sports Centre. This project will specifically build a shelter for spectators over the existing terracing, build a shelter for athletes to prepare, debrief and store equipment in the dry and to buy and install a high quality pole vault.

Discussion



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The LAG discussed whether Tyne Esk LEADER was the funder of last resort. They recognised that both Sport Scotland and East Lothian Council have budgetary restraints and that the project would not be a priority for these funders.

The LAG appreciated the quality and significance of the facility but noted that it is not easily accessible to everyone. While it is open to non-club members, it is often booked out by clubs making it difficult for individuals to access.

It was noted that, currently, the athletics facility is unable to host Scottish competitions because there is no roof on the stand and being able to hold Scottish competitions will bring more sports and economic activity to the area.

Technical Check

The technical check recommended the project for approval.

Score

The LAG overall score for the project was 6.6, which will be entered into LARCS.

Vote

The LAG voted unanimously in favour of awarding a grant to the project of £34,910.00 subject to standard conditions.

Quorum

PP, JM and SS gave their apologies and left. RI declared an interest and left. The LAG remained quorate with 9 LAG members and only 1 from the public sector.

5.7 Tyne Esk – Scottish Borders Access Project: Phase 1

This project is to contract a consultant to research, design and survey three long distance routes and two short routes, provide the costings for these and to present these in a physical document. The document should identify the most achievable route (according to landowner’s permissions and other factors) for the lowest cost.

Discussion

The LAG appreciated the strong brand that will be associated with the project as it pieces together historic routes. It was considered that a strong authentic brand, similar to what the Camino de Santiago has, would bring economic benefits to the area.

The LAG appreciated the potential for the route to go close to Gorebridge train station as this would encourage visitors to travel by train

Staff team to let LAG know when Whiteadder project is submitted and assess by written procedure



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and link in with the other train stations nearby to the route such as Musselburgh, Newtongrange, Stow and Tweedbank stations.

The LAG discussed the lack of infrastructure near Soutra Aisle, which the route would pass.

The LAG considered the value for money and were happy that the original quotes in the application did not include the smaller path networks but still gave a good indication of likely cost. They noted that the work would still be procured separately and so would be competitively priced.

The LAG considered this project innovative as it is the first Tyne Esk LEADER led project and there are no 'Scotland's Great Trails' in Midlothian or linking the Borders and central belt great trails together. It was also noted that little has been done to promote Soutra Aisle to date, despite its historical significance.

Technical Check

The technical check recommended the project for approval.

Score

The LAG overall score for the project was 7.1, which will be entered into LARCS.

Vote

The LAG voted unanimously vote in favour of awarding a grant to the project of £15,000 subject to standard conditions.

6 AOB

6.1 February Tyne Esk LEADER Event

The team will hold an event at an applicant project to promote what Tyne Esk LEADER LAG have done as a showcase for the Scottish Government to highlight the value of LEADER. The plan is to commission some short films to showcase the projects and launch it at the event.

6.2 Swedish Intern

Tyne Esk LEADER will host a Swedish student called Nelly Runesson in September and will task her with working on commissioning the films.

6.3 AL Working at West Lothian Leader

West Lothian LEADER would like to have support from AL for one day per week for six to eight weeks. AL, NR and the LAG approved this as a decision in principle, based on trialling it for one month, after which NR and AL will come to a final decision. Tyne Esk LEADER will invoice West Lothian LEADER for AL's time.

NR & AM to monitor the loan of Angela to West Lothian



<p>NR will be responsible to ensure that AL is not doing more than five days work over the two part time roles. NR and AM will manage this.</p> <p>6.4 Scottish LEADER Staff Group Meeting Tyne Esk LEADER is hosting the Scottish LEADER Staff Group meeting on 19th/20th September at the National Mining Museum. Site visits to North Berwick based projects are planned for the evening of 19th September. A site visit to Track 2 Train is planned for the afternoon of 20th November.</p>	
<p>7 Finish – Date of next meeting Thursday 1st November 2018 , St Gabriel’s Hall, West Loan, Prestonpans, EH32 9JX</p>	

Actions

- Staff team to keep a watching brief on P&K’s activity but not push for involvement
- AH – Anne to add a sentence on the risk register
- SS to send NR full list of funded FLAG projects
- AL to bring new group protocol to next LAG meeting
- Staff team to let LAG know when Whiteadder project is submitted and assess by written procedure
- NR & AM to monitor the loan of Angela to West Lothian

W. Anderson
 LAG CHAIR
 1/11/18