



TYNE ESK LAG MEMBERS MEETING
Wednesday 23rd June 21 9:30 – 12:00
Meeting held via Teams

LAG Members/Observers Present

Andrew McDonald, (AMcD), Private Individual, LAG Chair
 Anne Hastie, (AH), Private Individual, LAG Vice Chair
 Derek Oliver, (DO), Chief Officer Place, Midlothian Council, LAG Observer
 Hilary Smith, (HS), North Berwick Coastal Area Partnership, LAG Member
 Cllr John McMillan, (JMCM), East Lothian Council, LAG Member
 Karen Calvert (KC), The Papermill, LAG Member
 Lawrence Wyper (LW), Scottish Enterprise, LAG Member
 Patrick Playfair, (PP), Edwin-Thomson, LAG Member

LAG Staff Present

Angela Lamont, (AL), Acting Programme Co-ordinator, Tyne Esk LEADER
 Barry Leslie, (BL), Finance Support Officer, Tyne Esk LEADER

Other

Annie Watt, (AW), Acting Head of Economic Development, Midlothian Council, Observer

Apologies

Andrew Bayne-Jardine, (ABJ) Private Individual, LAG Member
 Cheryl Brown, (CB), Midlothian Sure Start, LAG Member
 Cllr Russell Imrie, (RI), Midlothian Council, LAG Member
 Simon Poole, (SP), Jerba Campervans, LAG Member

Welcome and Apologies	Actions
<p>AMcD welcomed everyone to the meeting and ran through the meeting requirements for the virtual platform.</p> <p>Thanks from LAG group to staff team for working in isolation during Covid.</p> <p>DO announced he would be leaving at 10am for another meeting.</p> <p>Apologies were noted.</p> <p>Quorum The meeting was quorate with 7 LAG Members present for decisions, 5 from the private sector, 2 from the public.</p>	
<p>Action Points of 17th Mar 21 Meeting</p> <p>AL</p> <ul style="list-style-type: none"> AL to circulate summary of new post-EU funding streams to LAG – completed 	



- AL to send skills matrix out to LAG – **completed**, all returned. BL had completed summary skills matrix.
- AL/AMcD to seek clarification over baseline allocation figure from SG LDT – **completed**. AL reported this is currently being updated and was awaiting check against her records. Scottish Government (SG) have asked for a return of the financial figures by 29th June 21.
- AL to raise query with SG on the issue of double funding with Covid recovery grants – **completed**, response came via phone call from Geoff Allan – Tyne Esk were right to be cautious about this and apply measures. Double Funding Declaration and Covid recovery Technical Check used by SG as best practice with other LAGs.
- AL to check with Midlothian Council Education Department that outdoor costs presented by Rosewell Nursery applicant had not been covered by previous grant – **completed** by BL, no overlap.
- Staff team to determine suitability of design costs to legal documents of Bike Fleet project before claim – NA, costs removed.
- AL to seek clarification on what is covered in IT Systems cost from Fraser Centre applicant – **completed** and reported to LAG. Costs for IT support and laptop – necessary for applicant to work from home. Cost has reduced since last meeting. LAG has approved.
- AL to check on need for planning for Seabuckthorn Coffee House (Drift) costs – **completed**, needed but not secured yet.
- AL to draft/send de-commitment email for stalled projects – **completed**, decommitment to be discussed later.

AH

- AH to circulate highlighted Ekos addendum report - **completed**

JMcM

- JMcM to resend completed Register of Interest – still not received.

AMcD

AL/BL to submit return of financial figures to SG by 29/6/21

JMcM to re-scan Register of Interest and send



<ul style="list-style-type: none"> • AL/AMcD to seek clarification over baseline allocation figure from SG LDT, completed as in AL action above. • AMcD to raise issue of Covid grant double funding at March Chairs' meeting, completed. <p>BL</p> <ul style="list-style-type: none"> • Staff team to determine suitability of design costs to legal documents of Bike Fleet project before claim – NA, costs removed. 	
<ul style="list-style-type: none"> • Programme/Governance Matters • Chair/Vice Chair Re-Elected <p>AL thanked all who had voted on this, welcomed AMcD and AH back to their respective Chair and Vice Chair positions and thanked them for their time/input. She noted this would stand from Nov 20 to Nov 2022. AL also noted AMcD's changed status as independent and the vote from the LAG to approve this. All LAG Members had voted.</p> <p>AMcD thanked the LAG for voting him back on as Chair in his changed status and thanked AH for all her support and hard work and similarly to the staff team and for successfully working remotely.</p> <p>DO left the meeting.</p> <ul style="list-style-type: none"> • April Report <p>AL presented the report and drew attention to the job creation figures with a slide. More projects had been approved in East Lothian than Midlothian (63% cf 37%) and this had, in previous years, resulted in greater job creation. However, at Programme end the final figures were 56% jobs in Midlothian and 44% in East Lothian and the number of full time jobs in Midlothian was 73% cf 32% for East Lothian. AL stated this was largely down to two projects: Newbyres Nursery with 10 jobs; and Rosewell Nursery with 21 (all full time). AL stated Rosewell Nursery's full time jobs had been created with the unprecedented demand of the Young Adult Additional Needs service. AL also noted the job creation in East Lothian was largely down to Drift (Seabuckthorn Coffee Shop) and Church St/Winton Place and also credited Jerba for their contribution, with 3 jobs created.</p>	



<ul style="list-style-type: none"> • Midlothian Council Community Planning Partnership (CPP) Rep AL noted this was position was still to be appointed following the retirement of Alasdair Mathers in Mar 21 but that a replacement for him had not been appointed by Midlothian Council. AL was meeting with representatives from the CPP that afternoon to discuss the Community Led Local Development (CLLD) fund so was in contact and would advise leads including current lead Annette Lang of future LAG meeting dates, as well as continuing to ask re: the replacement. <p>AH asked if Annette Lang would be included on the distribution list but AL stated that DO has asked that Annette Lang is not included on this list at the moment due to her workload.</p> <ul style="list-style-type: none"> • Scottish LEADER Staff Group (SLSG) AL reported she had been appointed as Vice Chair of SLSG and it was making her a more active listener as well as providing a direct line to SG, particularly with Rural Economy and Communities team leading on the Community Led Local Development (CLLD) fund 	<p>AL to advise Midlothian CPP leads of future LAG meeting dates and continue to ask re: a rep for the LAG</p> <p>AL to ensure that Alasdair Mathers is taken off the LAG email distribution list</p>
<ul style="list-style-type: none"> • Projects • Main Projects Update AL ran through the Budget Spread Sheet noting the completion of the final main Programme project, Wheatrig Business Hub. AL said all projects had completed apart from two co-operation projects: Crowdfunding Coaches; and John Muir Way: Creating a Sustainable Income Stream, with both extended until July and Nov 21 respectively with Covid recovery monies. AL stated that she would have to come back to the LAG with approval for both projects, as previously it was the lead LAG who would pick up the cost of the Covid recovery monies but SG have changed tack on this. AL drew attention to the continued administration budget underspend and stated there may be risk of the AB having to pick up admin costs for the future CLLD work Jan – Mar 22 (if AL and BL are required for this), albeit it is expected to be small. AL said she would use the admin underspend to negotiate on this. <p>AMcD queried how staff costs and admin are covered in other areas that have no underspend. AL stated this should come from SG up to end of Dec 21 as the programme has been extended. If extended</p>	<p>AL to go back to LAG with retrospective approval for JMW and Crowdfunding Coaches co-operation projects</p>



past this date (Jan – Mar 22) then there is a possibility that ABs may need to pick up the admin costs, though salaries will be covered if we are involved in CLLD work.

AMcD asked if the £3m CLLD is only covering projects and that staff costs are covered separately. AL and AH confirmed that this was the case and AH stated that having an underspend is helpful for possible coverage of those wider Jan – March 22 costs.

- Covid Recovery Update

AL reported on all projects but one: Midlothian Sure Start had been set up on LARCs and were undergoing final Technical Check, approval by AMcD. AL said the costs on Midlothian Sure Start had just been finalised and asked for LAG approval on this. Costs had reduced from £33,920 to £29,882.33 and although categories remained at PPE, toilet creation at the Mayfield centre and costs of a Covid Therapist, PPE now included a fogger for decontamination of indoor air and washing machine, tumble dryer and dish washer for their increased cleaning requirements.

Vote: 7 for, 0 against – approved unanimously

- Decommitment Update

Three projects had been approved for decommitment at the last LAG meeting and AL was progressing with all of them. AL gave the following updates:

- Winton St/Church Place – the applicant had not responded to the offer of final claim completion by 10th May 21, had been issued and received a LARCs Decommitment Letter and the process had been initiated on LARCs. It was now pending SG input/approval. The applicant was liaising with Midlothian Council Sundry Debt Team and had set up a plan for payment of his penalty. As the project is complete there is little/no risk of SG reclaiming monies.
- Track 2 Train Ltd. AL had discussed the possibility of project resurrection with application representative Philip Dunion (Director of Apex Scotland who set up Track 2 Train Ltd) following liaison with Midlothian Council Legal Department who said the chances of recovery of monies from the Track 2 Train were slim/non-existent following their liquidation. This had drawn a blank, so she had pursued previous discussions with (Criminal) Justice over the possibility of taking the building over for original purpose. Even if this was possible it would not be before end of Programme Dec 21 for various reasons. Tyne Esk therefore have no



option but to decommit the project and face possible reclaim of monies from SG.

Discussion centred on the Track 2 Train project failing and not being able to recoup the funds from the applicant. AH stated the decommitment letter should include wording around recoup of funds (previously removed) and that it should be sent to the liquidators. AL said she would amend the wording and resend, but questioned sending on to the liquidators directly as Philip Dunion was the main LARCs contact. It was agreed she request it be passed on by Philip when being resent. PP raised the question as to whether the liquidators have been informed that we have a financial interest in the project. AL informed the LAG that she had been liaising with the Midlothian Council legal team who had been through the Offer of Grant and concluded as Track to Train have not flouted any rules in regards to the requirements of the claims process, then there is not much scope for recouping the funds already provided. As a funding body we would be down the pecking order in the list of creditors anyway. PP argued they had flouted the Offer of Grant in not completing the project/putting the building to purpose and AL said she would look again at the Offer of Grant and share with PP/LAG as appropriate. She stated this would not likely change the level of priority given to Tyne Esk LEADER as a creditor.

PP then asked more about other organisations taking over the building and using it for original purpose. AL restated that with having to go to tender etc. to complete the building works this would not happen before Programme closure in Dec 21.

AH commented that if Philip Dunion is the main applicant, then surely he would have liability for the project but AL countered that Philip had not signed the Offer of Grant so therefore bears no liability. AH stated that there were 3 main matters regarding this: the LAG's responsibility to protect the funds given out; Midlothian Council now being liable for the project; and the potential for the building to be taken over.

- NB Distillery Visitors' Centre.
WC 14th June 21 AL had reported this project to be overspent by a higher figure than the £1,007.77 previously reported, namely £5,437.07. On rechecking the project though, AL reported that reinstating claim 4 would reduce this to c £2k but said it would rely on engagement from the applicant as it needs some paperwork. AL said in this case she would be in touch with the LAG with a Change Request to action. AL said any overpayment would likely be reclaimed from SG and asked the LAG for approval to reclaim this from the applicant. AL gave reassurance that she would be very

AL to include wording on recuperation of funds on the Track 2 Train decommitment letter and resend, with request it be passed to the liquidators

AL to relook at Track 2 Train Offer of Grant to share with PP/LAG as appropriate

AL to liaise with AMcD/AH and send email to NB Gin applicant detailing overpayment increase and solution to reduce



<p>clear with the applicant on the calculations/process. Questions/discussion covered the following points:</p> <p>AMcD asked how the project had managed to receive more funds than required. AL stated that the total project costs had come down significantly and as with LEADER, the match funding had stayed the same, reducing the grant significantly and resulting in funds paid out already being greater than the grant. The change recently put through had removed claim 4 and reduced costs further making the intervention rate 33%. Reinstating claim 4 would put the intervention rate back to 45%, thereby reducing the amount overpaid. It was put to the LAG that the applicants may refuse to engage on this as this has been a common theme through the project. AL said communicating the increased overpayment would have to be done sensitively and asked if AMcD and AH would assist with forming the email. She said the email should suggest a meeting to discuss the figures/solution but also include a deadline after which the project would be decommitted on the higher c. £5k figure.</p> <p>The LAG voted unanimously to approve the reclamation of the overpaid amount from the applicant.</p> <p>Vote: 7 for, 0 against. Approved unanimously</p> <p>AW entered the meeting</p>	
<ul style="list-style-type: none"> • Scottish Government/Wider Developments • £3m CLLD Fund Update/Approvals <p>AL reported in the key points of the fund as understood so far:</p> <p>It was a fund of several strands, two for LAGs to bid in for and the rest for businesses/community orgs/groups, to be promoted and administered by SG/an ancillary body.</p> <p>All projects should demonstrate alignment to one/more of the current SG National Performance Framework (NPF)/priority themes:</p> <ul style="list-style-type: none"> • The climate emergency/net zero • The well-being economy • Community Wealth Building • Inclusive growth • The 20 Minute Neighbourhood • Community empowerment 	



as well as the outcomes of the Scottish Rural Parliament (SRP 21), to be presented in a briefing paper and menu of 'asks'/projects/initiatives from communities.

The LAG led projects were mooted to be for LAG innovation or thematic projects.

Likely dates/deadlines were:

- Call for bids open Wed 30th June 21. Likely to receive the SRP briefing paper by Friday 25th June 21.
- Deadline for bids end July 21.
- Assessment/decisions August 21.

Discussion arose as follows:

AH – Scottish Council for Voluntary Organisations (SCVO) could be the ancillary body disseminating the funds but whatever the agent, was concerned that they will be overwhelmed by groups looking for funding. Another concern was that at the time of the meeting there was no criteria, guidance or direction given by SG on the funds. AL was also concerned about the number of queries/bids which might come in and was happier for SG/ancillary body to deal with this given the resource it would take and present lack of guidance. AL reported Tyne Esk Accountable Body (AB) Rep DO had received an email from the Scottish Rural Network (SRN) requesting confirmation of Tyne Esk's involvement by close of play on the day of the meeting (23rd June 21) and said it was fundamentally important for him to reply. AW said she would speak to DO regarding this.

JMcM reiterated the concern about the rush of queries/applications and urged AL to take a cautious approach. He also stated that through past experience there was potential for a lot of criteria, bureaucracy and wasted time. He offered his services to help as much as he could through colleagues in East Lothian.

Tyne Esk Proposals

LAG Led Thematic Projects:



AH talked through ideas for Tyne Esk bids which had been generated/developed by the Executive Team. AH said one of the two ideas, Sole Dunbar, was being put forward by East Lothian Council for the Community Renewal Fund so would now not be considered. AH focussed on the project below.

- Development of the proposed **Rural Skills Academy, Wallyford, Musselburgh.**

This was a progressive new model:

- Novel ways of growing trees and produce including hydroponics
- Facilities for family involvement/learning
- Social enterprise set up, produce/furniture sold via nearby businesses

Rural skills had been mooted by the SG Rural Communities team as a hot topic and SRUC were involved. The project would also cover many of the NPF themes/SG priorities.

Plans are in their infancy but Tyne Esk's involvement could include community engagement using innovative methods to capture an all-encompassing sweep of voices.

The Rural Skills Academy is being developed in partnership with Morrison's construction, under their Social Value arm and East Lothian Council through Employment Works who are the lead. Contacts Neil Craik-Collins (East Lothian Council) and Jim Johnstone (Morrison Construction) are hugely keen to get things moving forward.

Discussions arose on the following:

AL asked in what element Tyne Esk would get involved, stating that SG are very keen in novel forms of engagement, querying if the consultation phase was complete. AH suggested setting up a meeting to go through all the points.

JMcM discussed The Ridge and the Lamp of the Lothian Trust, both of whom are working with young people and might be good to involve. JMcM said he would like to set up a meeting to discuss opportunities, welcoming AW's involvement from Midlothian and felt connections and networks in regards to building competence

AH to arrange meeting with Morrison's Construction/Executive Team/AL to discuss Rural Skills Academy CLLD fund project bid



with projects were important. JMCM also mentioned he was concerned that projects may not be able to spend the funding within the given time (by Mar 22). JMCM stated putting a meeting together and working with Midlothian Council would be beneficial.

AW reiterated that a meeting would be beneficial as Midlothian Council Business Gateway is currently working with a newly established social enterprise which is looking to do similar around renewables, apprenticeships etc. and will be using the mechanisms already in place for funding. AW said she believed that partnership working would help with community engagement.

AL mentioned that widening community engagement is a theme favoured by the SG Rural Economy & Communities team leading on the fund. Due to the small amount of time to deliver the project, smaller better defined projects which are able to deliver on their aims may be better. HS came in and talked about the East Lothian Area Plans which show priorities identified by communities to include skills, employment training and re-training for *all* community members (not just young people). In East Lothian there is also a care academy being developed to help carers obtain professional qualifications and keep them in these roles and this could be an additional/alternative consideration.

AH said she preferred the Rural Skills Academy idea as it is better defined and would be better able to deliver in the time available. AH reiterated the need for SG criteria to understand things better though.

JMCM liked that the project would have a lasting legacy and was an opportunity for multi-generational skills (to HS's point) working.

AH read off some points (see below*) from her notes of a meeting she was invited to in January stating that East Lothian wants to work with partners to create employability and training spaces (indoor and outdoor) at the Rural Skills Academy and wanted a workforce development model. SRUC and Bush are already involved.

* Grow/sell produce at local garden centre; Oatridge College/herbs; steam plaza; make tables/sell; grow trees in air pots (made in Prestonpans)/sell; establish social enterprise; not just young people - creche/night classes; use Ridge model; new organisation 'Destiny'; family learning literacy/numeracy; fits education vision; reduce poverty/foodbanks; health, wellbeing, mental health

AMcD took this to a vote for approval from LAG Members on whether to pursue this project.



Vote: 7 for, 0 against. Approved unanimously

LAG Led Innovation:

AL then led members through an idea for the LAG Led Innovation Fund.

Proposal to:

- Present SPR 21 Community 'asks' menu to Midlothian/East Lothian communities, again using innovative means, assessing needs against those identified.
- Could form basis of framework of future funding needs in Tyne Esk, including CLLD funding post March 22.
- Could also feed into local place plans/community action plans/support community empowerment.

Discussions arose on the following:

HS queried whether a consultant will be brought in to do this. AL confirmed that would be the intention. HS noted that opinions have already been given in area plans, locality plans, community planning, etc. on this type of topic. AL suggested that a review of these documents should be completed first and made the point it might ensure more buy in as information gathered already has been listened to.

JMcM approved of new ways of engaging lesser heard voices such as school pupils, young mums etc. and said East Lothian had hosted the SRP but that it too could be limited in terms of voices and representation.

AW felt that the data gathered for this could be beneficial to Economic Development for Midlothian Council and East Lothian Council and asked for it to be shared as/when it comes out. AL said it would be shared with all stakeholders.



<p>HS talked about a communications review carried out for the North Berwick Coastal Area Partnership, aiming to optimise effectiveness in community engagement. It had recommended being clear about who is listening, communicating what the information would be used for and following up to avoid frustration. HS said she would share this with AL.</p> <p>AH queried whether two projects could be bid for by one LAG. AL confirmed this was OK. AH stated the project should follow the recommendations of the Tyne Esk 2014-20 Programme evaluation and produce outcomes as a start point for a future Local Development Strategy (LDS)/similar. This would make Tyne Esk better prepared for an announcement on future funding.</p> <p>AMcD asked for approval from LAG members to pursue the project.</p> <p>Vote: 7 approved, 0 against. Approved unanimously</p> <p>AL suggested she email the SRN on DO's behalf stating the LAG's willingness to be involved in the CLLD work, CC'ing him in.</p>	<p>HS to share communications review completed North Berwick Coastal Area Partnership with AL</p> <p>AL to email SRN on DOs behalf to confirm Tyne Esk involvement in CLLD work</p>
<ul style="list-style-type: none"> Staffing <p>Funding/staff retention until Mar 22.</p> <p>AL reported SG would fund staff involved in the CLLD work until end March 22, so those areas with successful projects or if involved centrally/assisting other areas. SG LEADER Development Team lead Craig Stewart has communicated this in writing to the Executive Team, stating their overarching aim was to retain staff for a possible new programme from April 22.</p> <p>AL requested AMcD/AH raise with DO staff contract extensions on the basis of involvement with the CLLD work once it is known in Sept 21. AMcD agreed.</p>	<p>AMcD/AH to liase with DO in Sept 21 to discuss extensions to staff contracts once involvement in CLLD work is clarified</p>
<p>AOCB & Next Meeting.</p> <p>Next meeting date was set for 29th Sept 21.</p>	

Actions



AL

- AL/BL to submit return of financial figures to SG by 29/6/21
- AL to advise Midlothian CPP leads of future LAG meeting dates and continue to ask re: a rep for the LAG
- AL to ensure that Alasdair Mathers is taken off the LAG email distribution list
- AL to go back to LAG with retrospective approval for JMW and Crowdfunding Coaches co-operation projects
- AL to include wording on recuperation of funds on the Track 2 Train decommitment letter and resend, with request it be passed to the liquidators
- AL to relook at Track 2 Train Offer of Grant to share with PP/LAG as appropriate
- AL to liaise with AMcD/AH and send email to NB Gin applicant detailing overpayment increase and solution to reduce
- AL to email SRN on DOs behalf to confirm Tyne Esk involvement in CLLD work

JMcM

- JMcM to re-scan Register of Interest and send

AH

- AH to arrange meeting with Morrison's Construction/Executive Team/AL to discuss Rural Skills Academy CLLD fund project bid
- AL to liaise with AMcD/AH and send email to NB Gin applicant detailing overpayment increase and solution to reduce
- AMcD/AH to liaise with DO in Sept 21 to discuss extensions to staff contracts once involvement in CLLD work is clarified

HS

- HS to share communications review completed North Berwick Coastal Area Partnership with AL

AMcD



- AL to liaise with AMcD/AH and send email to NB Gin applicant detailing overpayment increase and solution to reduce
- AMcD/AH to liaise with DO in Sept 21 to discuss extensions to staff contracts once involvement in CLLD work is clarified

A handwritten signature in black ink, appearing to read 'W. Anderson', with a long horizontal line underneath.

23.09.21