



**TYNE ESK LAG MEETING MINUTES**  
**31<sup>st</sup> October 2016, 12:30 – 17:00pm**  
**Pentland Science Park, Bush Loan, Penicuik, EH26 0PZ**

**Members present**

Andrew McDonald, Edinburgh Butterfly World, LAG Chair  
 Anne Hastie, Private Individual, LAG Vice Chair  
 Kerry Clark, NFU Scotland, LAG member  
 Douglas Reynolds, Bolton Steading Residents Association, LAG member  
 Hilary Smith, North Berwick Community Council, LAG member  
 Alexandra Duncan, SWRI, LAG member  
 Pam Ralston, Skills Development Scotland, LAG member  
 Cllr John McMillan, East Lothian Council, LAG member  
 Karen Calvert, Papermill Restaurant, LAG member  
 Yvonne Stoddart, STRIVE, LAG member  
 Cheryl Brown, Midlothian Sure Start, LAG member

**In attendance**

John Anzani, Midlothian Council Economic Development, LAG Observer (on Behalf of John Beveridge)  
 Susan Smith, East Lothian Council Economic Development, LAG Observer  
 Angela Lamont, Leader Project Officer, Leader Team  
 Dawne Milligan, Leader Finance Support Officer, Leader Team  
 Neil Ramsay, Leader Co-ordinator, Leader Team

**Apologies**

Cllr Jim Bryant, Midlothian Council, LAG member  
 Frank Beattie, Scottish Enterprise, LAG member  
 Derek Logie, Rural Housing Scotland, LAG member  
 Alasdair Mathers, Midlothian Community Planning Partnership, LAG Observer  
 Paolo Vestri, East Lothian Partnership, LAG Observer

<p><b>1. Welcome and apologies</b></p> <p>AM welcomed everyone to the meeting. Apologies were noted as above.</p>	
<p><b>2. Matters arising</b></p> <p>Andrew McDonald went through the minutes of the last meeting. LEADER team were to investigate possibility of holding a stall at the farmers market in December but it was reported that all stalls have already been reserved. There may be other events to which the LEADER team can attend instead.</p> <p>The minutes of the last meeting were approved by the LAG and signed off by the Chair.</p>	



<p><b>3. Feedback on Scottish Government developments</b></p> <p><b>3.1 Brexit</b> No further information is available at this stage with regards to funding. We have been informed by the SG that no applications can be approved past 22<sup>nd</sup> November until we receive an update from the SG. In the meantime any applications awarded funds will be honoured by the SG. We are continuing with applications and the next deadline is 5<sup>th</sup> December with a LAG decision meeting being held on 5<sup>th</sup> February 2017. It was noted that there was an Accountable Bodies meeting in the next week and that the Scottish Government may give an update on LEADER's position then.</p> <p><b>3.2 LARCs</b> The LAG members all have access to the LARCs system. Training sessions were set up in September/October for all the members to attend. Angela Lamont ran the sessions with a mop up from Dawne Milligan.</p>	
<p><b>4. Update On:</b></p> <p><b>4.1 Budget</b> There is not much to add from the last meeting apart from admin costs increasing in line with the full staff team being in place. Neil Ramsay will keep the budget updated.</p> <p><b>4.2 Governance</b> Internal auditors at Midlothian Council have made a few recommendations but there is nothing major that was an issue apart from storage but we now have allocated space. Neil Ramsay will put a copy of the report on the Tyne Esk LEADER Website for all the members to view.</p> <p>The LAG decided that at a Register of Interest should be available so that the members can print their own copy should they wish to complete or amend a previous one. It was also decided that it should be an agenda item for each LAG meeting.</p> <p>An Accountable Bodies meeting is being held on 8<sup>th</sup> November 2016 at Newbattle Abbey College, this meeting will be attended by John Beveridge, Midlothian Council. Neil Ramsay asked if there were any issues that the LAG feel should be addressed at this meeting and there were no issues suggested.</p> <p>The LAG has suggested a survey monkey in regards to the LARCS system to find out from members and applicants what their thoughts and issues are with the system so we can then feedback to the Accountable Body.</p> <p><b>4.3 Programme Issues</b></p> <p><b>4.3.1 Changes to Indicator list</b> It was agreed by the LAG that full time and part time jobs should be added to outcome 8 and that all other suggested changes to the indicator list were agreed. Angela Lamont to submit the new indicators to the SG as a change to the Business Plan. Angela Lamont to monitor the issue of LAG indicators only allowing whole numbers so that Tyne Esk can record accurate job creation</p>	<p><b>Action: NR to put internal audit report on Tyne Esk Website</b></p> <p><b>Action: DM to put blank Register of Interest on website.</b></p> <p><b>Action: DM to explore this.</b></p> <p><b>Action: AL to contact SG to see if whole number can be changed to decimal numbers.</b></p>



figures in FTE eventually if possible.

#### 4.3.2 LAG Vacancies

It was noted that there is vacancy on the LAG that has not been filled since the previous LEADER Programme but that, with at least one other vacancy to fill at present, we leave this vacancy for the time being.

Margaret Nisbet from MVA had recently retired and therefore is no longer a member of the LAG at her request leaving another vacancy. LAG members suggested looking at the wider third sector for a new member. It was felt that looking at umbrella or strategic organisations in Midlothian might be a fruitful way to find a suitable replacement for Margaret. Neil Ramsay was asked to speak with Alasdair Mathers about suitable organisations or individuals to approach.

It was noted that LAG member Derek Logie has not attended the last two LAG meetings. It was felt that the LAG should ask Derek whether he still feels able to commit time to the LAG, particularly now that the LAG is assessing applications and the workload has increased substantially. The LAG Coordinator is to e-mail Derek Logie to ask him about his future availability for Tyne Esk LEADER.

**NR to speak with Alasdair Mathers about a replacement for Margaret Nisbet**

**Action: NR to e-mail Derek Logie about availability.**

### 5 Assess Applications

#### 5.1 Leuchie House

This project was discussed and approved by the LAG with a unanimous vote. The LAG felt the application showed a strong need for a Volunteer Development Officer position and that this post would provide a strong base for the business to further develop. The site visit that two LAG members had attended had shown that the applicant was strongly committed to continuing the project beyond the period of the LEADER project whether through fundraising or increasing revenue as a result of the additional volunteer time spent in Leuchie so exit strategy was not a big concern for the LAG for this pilot project.

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

No specific conditions have been applied to this project by the Tyne Esk LEADER Local Action Group.

#### 5.2 St Gabriel's Hall

This project was discussed and approved by the LAG with a majority vote. The site visit highlighted the perilous condition of the hall. It was stated that the applicants had been successfully managed a similar previous LEADER project but the strength of their competence in delivering this project had not been demonstrated enough in the application and so it was requested that additional information about this be added as a condition of grant. There was also some concern about displacement of activities and classes in other surrounding halls and so further information about this was requested as another condition of grant. The LAG felt that the application showed very strong community involvement and need and that refurbishing the hall would contribute strongly towards delivering the LDS in the Prestonpans area.



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

The Grant was approved by the LAG but with the following conditions:

1. The LAG requires seeing evidence of security of tenure from the owners of St Gabriel's Hall to the applicant for a period of no less than five years from the project completion date.
2. The LAG requires seeing and approving a plan showing the added value the hall will provide to the area in terms of new services and events and how the refurbished space will be maximised.
3. The LAG requires seeing and approving information showing how the refurbished hall will complement and build on the existing provision of venues for classes and weddings.
4. The LAG requires seeing and approving drawings showing how the completed refurbished hall will look.
5. The LAG requires seeing and approving more detail about the capacity of the management team to successfully deliver a complex capital project.

### **5.3 The Chalet (West Meikle Pinkerton Farm)**

Kerry Clark declared that the applicant was a member of the NFUS but the LAG agreed that there was no conflict of interest as Kerry Clark there would be no personal benefit as a result of the LAG's decision.

This project was discussed and approved by the LAG with a unanimous vote. The LAG were very keen to build on the nearby community led projects such as Beach Wheelchairs. There was agreement that this project would add to a tourism market that is little catered for but much needed and that it could combine with Beach Wheelchairs and Leuchie House to create a hub of tourism activity in the area catering to people with disabilities.

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

The Grant was approved by the LAG but with the following conditions:

1. It would be offered as State aid under Article 45 of EC regulation 702/2014.

### **5.4 East Lothian Council Food and Drink**

Cllr John MacMillan and Susan Smith declared an interest in this project and therefore left the room while the project was discussed by the rest of the LAG members. The group was still quorate so the LAG could make a decision.

This project was discussed and approved by the LAG with a unanimous vote. The LAG felt this project could make a substantial positive difference to the participating businesses in terms of increasing their export market and so their long term sustainability. The site visit that was attended by the Chair of the Food and Drink Business Improvement District confirmed that there was large scale buy-in to the project from the businesses.

The LAG overall score for the project was 6 which will be entered onto LARCS.



The Grant was approved by the LAG but with the following conditions:

1. The LAG requires the applicant to provide a list of participating businesses before the project can start.
2. The LAG requires that a minimum of 20 businesses must participate in the project.
3. The offer would be awarded as State aid through industrial de minimis. Advice from the State aid unit stated that East Lothian Council were not the beneficiaries of the project and so it would be the applicant's responsibility to apportion the State aid to the beneficiary businesses.

**a. Kirkbridge Restoration**

Douglas Reynolds declared that after a site visit to the bridge he had offered his services voluntarily as an engineer relating to the bridges' structure, giving advice on repairs to the underneath. Since there is no financial or otherwise gain to Douglas Reynolds the LAG agreed that there was no conflict of interests.

This project was discussed and approved by the LAG with a majority vote. The LAG felt that it was a small investment to maintain a key Core Path link that is very isolated and that there would be additional path links promoted as a result of the project. It was also felt that the path was important to some customers of the nearby Humbie Hub and so important to retain and build on.

The LAG overall score for the project was 6 which will be entered onto LARCS.

The Grant was approved by the LAG but with the following conditions:

1. The LAG requires evidence of control of the asset by the applicant.

**b. Jerba Campervans**

This project was discussed and approved by the LAG with a unanimous vote. The LAG felt that the business, being light industrial in a rural area, was of immense value to the local community. It was therefore felt to be important to invest in the business in order to safeguard the local jobs and to help the business diversify to hopefully create additional local jobs in light industry once the diversified business had established itself. The site visit confirmed that the business is very well organised and with the capability of managing a LEADER project.

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

The Grant was approved by the LAG but with the following conditions:

4. The LAG requires evidence of control of the asset.
5. The LAG requires evidence of reasonableness of costs of the air heating system.



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<p>6. The offer would be awarded as State aid through industrial de minimis.</p>	
<p><b>6 AOB</b> No other business was discussed.</p>	
<p><b>7 Finish – Date of next meeting</b> The next meeting will on 9<sup>th</sup> February 2017, Venue to be Confirmed. (possibly weather dependant)</p>	