

**Minutes of 19<sup>th</sup> June, 2017 Local Community and Development Committee Meeting held at Littleton and Moycarkey Community and Sports Centre, Thurles**

Present:

**Public Sector:** Cllr. John Carroll, Eileen Condon, Cllr. Mary Hanna Hourigan, Rita Guinan, Adrian Cunneen, Derval Howley, Donal Mullane

**Private Sector:** Charles Stanley-Smith (Chair), Michael Murray, Isabel Cambie, Tim Cullinane, Clare Cashman, Cora Horgan, Seán O'Farrell, Catherine Guest, Sara Bourke, David Shanahan (alternate for John O'Shaughnessy)

Apologies: -

**Public Sector:** Matt Shortt, Cllr. Joe Hannigan

**In Attendance:** Sinéad Carr, Chief Officer; Michael Moroney, Attracta Lyons, Margo Hayes Fiona Crotty, Breda O'Connor.

**1. To Note Adherence to Meeting Procedure Requirements**

Margo Hayes confirmed that the quorum had been achieved for this meeting and confirmed requirements for decisions to comply with Operating Rules requirement regarding decision-making as follows:

- be voted on by at least 60% (rounded up to the nearest person) of LAG members – this applies to decisions validated by the LAG membership after all relevant conflict of interest issues have been addressed; and
- at least 51% of those voting on a decision are non-public sector partners.

With regard to agenda item 4.8 Attracta Lyons confirmed that Isabel Cambie declared a Conflict of Interest (Col) with regard to the LEADER funding applications being presented for decision at the meeting – Linguan River Valley Feasibility Study.

It was noted that a written decision had been received from Matt Shortt relating to agenda item 4.8.

Cora Horgan also declared Conflict of Interest (Col) with regard to agenda item no. 4.6.

**2. Approval of Draft Agenda**

Charles Stanley Smith, Chair declared the meeting opened. Apologies were noted. The Chair welcomed David Shanahan, alternate member for John O'Shaughnessy (Business Pillar).

Draft Agenda was approved.

**3. Confirmation of Minutes**

The Minutes of Tipperary LCDC meeting held on 15<sup>th</sup> May, 2017 were agreed on the proposal of Sara Bourke and seconded by Donal Mullane, subject to the following changes:

- Isabel Cambie requested that on page 2 bullet, point no. 4 of the minutes to note that the "Project Development Officer is doing ongoing work in the Social Inclusion area".

#### Matters Arising

No matters arising.

As a point of Information Sara Bourke advised the Members that Avril Wilson was recently appointed Co-ordinator of the Public Participation Network.

#### 4. LEADER Programme

##### 4.1 Matters Arising

A Lyons advised the Members that she was in contact with the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs regarding the LDS review. The Department had confirmed that they are currently devising the process for the LDS Review and a Circular will issue towards the end of September latest which will advise of the LDS review timelines and process. As Tipperary LCDC has commenced its LDS Review it was agreed that a final draft of the revised LDS will be considered by the Members at the September meeting. How to proceed thereafter will depend on the contents of the Circular.

A Lyons referred to letter dated 13<sup>th</sup> June from Minister Heather Humphreys, T.D., together with the Action Points Report arising from the LEADER Forum held in Dublin on 17<sup>th</sup> May which were circulated at the meeting. It was noted that the Chief Officer, Chair, and both Implementing Partners represented Tipperary LCDC at the LEADER Forum meeting. A Lyons outlined the key action points set out in the Report to improve aspects of the LEADER Programme – namely:

- A Circular to issue emphasizing the importance of LEADER as a funder and noting the move away from LEADER being the "funder of last report" and outlining how LEADER might engage with other funds
- A reduction in the administrative burden for LAGs in submitting administration returns
- Revised requirements for Expression of Interest and Targeted Calls for proposals
- Simplification of the Project application process, particularly in terms of the process for undertaking Article 48 Administrative Checks
- Revised arrangements in relation to the public procurement & planning requirements
- Simplified procedures for evaluating projects and taking LAG decisions – (i.e. LAG quorum for decision making)

A Lyons confirmed that the Department have given assurances that, within the next two months a significant number of the actions will be formally rolled out to all of the LAGs. However, a small number of actions will take more time to deliver, particularly those where IT development work is

involved. It was also noted in the report that the Department will issue a consolidated version of the Operating Rules when all of the proposed rule changes have been rolled out. With the introduction of these changes being introduced it is expected to see a substantial increase in rolling call project approvals by the LAG in the second half of 2017. These points were noted by the Members.

Following an extensive discussion on this matter the Members raised the following points:-

- In relation to the LDS review should the LCDC wait for the introduction of the changes to be implemented or ensure that the actions are implemented with immediate effect? A. Lyons advised that the Department will issue Circulars advising of changes as per action items and the date of effect of these changes. Some of the actions outlined such as provisional approval subject to completion of full procurement will also require a decision by the LCDC/LAG.
- In light of the public procurement and planning permission changes it was suggested that the Implementing Partners roll out procurement training or provide procurement workshops to Promoters.
- It was suggested that the Implementing Partners draw up a list of actions that require LCDC decision. It was recommended by the Members to liaise with the Department prior to drawing up this list. This was noted.

#### **4.2 To Note Ineligible Rolling Call EOIs**

A Lyons informed the Members that Implementing Partners had advised that there were no ineligible Rolling Call EOIs to note. She also advised Members will be informed of ineligible Rolling Call EOIs on a quarterly basis with the next notification due at the September meeting.

#### **4.3 To Note Decision re: New Inn EOI Appeal**

A Lyons referred to the EOI Targeted Call Appeals Committee Meeting Minutes dated 15<sup>th</sup> May 2017, a copy of which had been circulated, and to note that the decision regarding New Inn EOI appeal was upheld. The Members noted same.

#### **4.4 Protocol between LEO and LAG Implementing Partners**

A Lyons referred members to documents circulated with agenda in relation to Protocol agreed between Department of Jobs, Enterprise & Innovation and DAHRRGA regarding facilitation of local agreements between Local Enterprise Offices and LEADER Local Action Groups and associated Implementing Partners. The Local Interim Agreement which has been in place is being reviewed to take account of the national protocol.

Rita Guinan confirmed that she met recently with both Implementing Partners to review the local interim agreement based on the new national protocol. Following this meeting it was agreed by LEO and the Implementing Partners to continue implementing the local interim agreement pending further information from DAHRRGA on Action Item 1. resulting from the aforementioned LEADER Forum.

It was noted that the local interim agreement is certainly “fit for purpose”; however, clarification is required from the Department in the event of a “Grievance” to deal with any issues or disputes that may arise for any party to the protocol or agreement. It was agreed by the Members that once clarification is received on the issues raised a final draft of the local agreement will be issued to the Members for consideration and approval at a future meeting.

Participation by IPs on LEO Evac is recommended. S. Carr requested that a letter be submitted to DJEI/Enterprise Ireland to allow an additional seat on the LEO Evaluation Committee to accommodate IP participation on same as opposed to taking up a seat from the business sector once it becomes available. Rita Guinan agreed to do so and will update on same in due course.

#### **4.5 To Update on LDS Review**

Michael Murray referred to the Minutes of Tipperary LCDC SC and SI Sub Groups dated 25<sup>th</sup> May, which were circulated at the meeting. Due to circumstances beyond the Implementing Partners control the proposal to include the Rural Towns (Objective 3.1 & 3.2) and Social Inclusion (5.1, 5.2, & 5.3) revisions was not available for the June meeting. Members expressed their disappointment and frustration at the delay. However, it was agreed that the revised proposal will be issued to the Members for consideration in advance of the July LCDC meeting. The revised measures will clearly outline what was included previously in the LDS and what are the proposed amendments to be considered by the Members. In addition, the document will identify what the impact of the changes would be. The Members will receive this proposal 7 days in advance of the July LCDC meeting. The IPs will present on same at next meeting and will outline clearly what can/will be included and not included in the aforementioned.

The Members also noted that both IPs will continue to work on the other proposed revisions from Section 4 of the LDS and a final draft will be available for the September meeting. The current experience of the Targeted Calls will need to be considered as part of the LDS Review. S Carr reminded Members that the LDS still needs to remain targeted and focused (and not revert to a generic document) and that the targeted calls had a strong role in terms of being able to target specific groups/areas in need.

#### **4.6 Update on LEADER TC & RC Progress, Timelines & Budget**

*Cora Horgan absented the meeting as she had declared a Conflict of Interest with regard to the Rural Youth Targeted Call.*

Isabel Cambie referred to the STDC Targeted Call report which was issued at the meeting and she provided the detail in terms of projects received and proposed budget commitments.

#### **STDC – LEADER Targeted Calls**

Sub Theme/Action – Closing Date - 16 <sup>th</sup> June 2017	Budget	Total Value of Project Application
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		Submitted
Rural Youth	€221,795	€116,000
Protection and Sustainable Use of Water Resources	€111,779	No applications received
Protection and Improvement of Local Biodiversity	€119,111	€12,500

Michael Murray, similarly for NTL, outlined the number of applications received as follows:-

#### **NTLP – LEADER Targeted Calls**

Sub Theme/Action – Closing Date - 16 <sup>th</sup> June 2017
Rural Youth – 4 applications received
Protection and Sustainable Use of Water Resources – 3 applications received
Protection and Improvement of Local Biodiversity – 1 application received

M Murray confirmed in relation to the budget for each theme and value of applications received that these will be provided when reporting at future meetings.

The Members noted the details provided by the Implementing Partners.

Both IPs noted that there is some interest with the Rural Towns and Basic Services Targeted Calls - closing date 14<sup>th</sup> July. However, it was expressed that some Promoters are experiencing some confusion with the EOI and full application stages. However, it was considered that the recent guidance notes from the Department may make the application process easier on the Promoter. In relation to the Evaluation Committee timelines the IPs were requested to ensure that the timelines are met in line with the various LCDC meetings. It was noted that NTL will hold its first Evaluation Committee meeting on 21<sup>st</sup> June. S. Carr, Chief Officer, reiterated the need to be cognisant of the Rolling and Targeted Call budgets and requested that a quarterly budget update be presented to the Members. It was also noted that both IPs are commencing work on a membership proposal for Targeted Call Evaluation Committee(s) as outlined in the Service Level Agreement which will be advised at the next meeting.

*Cora Horgan returned to the meeting.*

#### **4.7 Update on Potential Co-operation Projects:-**

In relation to Co-operation Projects, Isabel Cambie informed the Members that STDC are exploring potential projects with Avondhu Blackwater Partnership and Tipperary Tourism Company for the Munster Vales region. I Cambie also referred to the Lincan River Valley Study Project which will be presented under agenda item no. 4.8 to the Members for consideration and approval – it is expected that a Co-operation Project with Kilkenny may emerge from same.

Consideration is also being given to commencing work with Ballyhoura, Failte Ireland and Tipperary Co. Co. on the Galtee Mountain Plans. STDC and Tipperary Co. Co. are at the exploration stage of a Walled Towns Co-operation Project. Michael Murray confirmed that NTLP are liaising with Lough Derg Destination and Ballina Community & Family Resource Centre to develop Co-operation Projects. Further updates on these proposed projects will be issued at future meetings to the Members.

It was recommended by the Members that the Tipperary Food Producers should be considered by the IPs to explore potential Co-operation Projects around locally produced food initiatives. The Chair also invited Members to submit any proposals on the Co-operation Projects themes for consideration to the Chief Officer.

#### 4.8 To Decide on STDC RC Project Applications:-

Attracta Lyons referred to the documents circulated for consideration in relation to STDC applications - the Project Evaluation Assessment Reports and completed IEC Scoring Sheet for each application, together with IEC meeting minutes. In addition, an Implementing Partner (STDC) CEO Report to LCDC Chief Officer with details of each project including deadweight, displacement, rationale for grant aid, consistency with the Local Development Strategy, Operating Rules, and IEC score and recommendation, was circulated for the consideration by members.

Two projects were being brought forward for decision by members – Open Farm Visitor Centre and Linguan River Valley Feasibility Study. Isabel Cambie advised she had a Conflict of Interest for Linguan River Valley Feasibility Study. It was noted again that a written decision had been received from Matt Shortt relating to this agenda item.

Prior to outlining the two Rolling Call project details Isabel Cambie advised the Members that the CEO Report circulated provided an incorrect budget amount and advised of the correct amount. This was noted by the Members.

<i>Project No./Code</i>	<i>Project Name</i>	<i>Project Description</i>	<i>Theme &amp; Sub Theme</i>	<i>Amount Sought</i>	<i>Project Cost</i>	<i>Recommend Grant Aid (Amount and %)</i>
STP103801	Feasibility Study Open Farm Visitor Centre	Feasibility Study to investigate the possibility of developing an open farm, indoor play area, outdoor play area, petting area in the New Inn/Cashel area.	Rural Economic Development, Enterprise Development And Job Creation (Enterprise Development)	€3,262.50	€4,350.00	€3,262.50

STP102695	Linguan River Valley Study	Development of Linguan River Valley on the Tipperary/Kilkenny border as a rural tourism destination. Aim is to develop "interpretation stories" around key heritage sites in the region and to build the capacity of locals to manage the region from a tourism perspective.	Rural Economic Development, Enterprise Development And Job Creation (Enterprise Development)	€6,725.02	€7,472.25	€6,725.02
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### Open Farm Visitor Centre

One query was raised in relation to the project - will an expert be required to carry out an audit of the full farm. It was noted that this audit will be part of the Feasibility Study investigations.

The rationale for the project, deadweight, displacement and innovation were discussed in respect of the application. However, there were no issues raised by the members. Matt Shortt's agreement to the project was noted.

- On the proposal of Cllr. Mary Hanna Hourigan and seconded by Sara Bourke the Feasibility Study Open Farm Visitor Centre Project was approved.

### Linguan River Valley Feasibility Study

Isabel Cambie presented the Linguan River Valley Feasibility Study Project.

*Prior to discussion taking place on the Linguan River Valley Feasibility Study application Isabel Cambie departed the meeting due to a Conflict of Interest declared previously.*

The rationale for the project, deadweight, displacement and innovation were discussed in respect of the application. However, there were no issues raised by the members.

Following discussion and with Matt Shortt's agreement to project being noted the funding sought for the applications as presented:

- On the proposal of Clare Cashman and seconded by Sean O'Farrell the Linguan River Valley Study Project was approved.

*Isabel Cambie returned to the meeting.*

S. Carr, Chief Officer, requested that the STDC CEO Report be treated with the strictest of confidence as the other 4 projects listed did not receive consideration at this meeting. The Members noted same.

#### 4.9 Report on Income & Expenditure

Michael Moroney referred to the LDS Administration & Animation financial expenditure and income report from 1<sup>st</sup> August 2016 to 31<sup>st</sup> May 2017 inclusive which was circulated at the meeting. It was noted that the expenditure claims submitted by the Implementing Partners to date is €333,359.53. The report set out the monthly IP Administration & Animation expenditure to date and details of income received from DAHRRGA.

#### 4.10 Other

##### Contract Duration:-

The Members took a decision in relation to the contract duration; it was agreed that the IPs would issue contracts to project promoters for duration of one year and in exceptional circumstances contracts for periods of up to two years may be given subject to LCDC approval. Contract extensions may be given up to one year but require approval by Chief Officer or Chair, LCDC depending on duration of the extension.

##### Contract Signature:-

The Members agreed that the Chair would sign contracts – however in the event of the Chair being unavailable e.g. due to logistical circumstances etc the Chief Officer would sign same.

The issue of scheduling of IEC meetings, as previously agreed under the LEADER SLA, to allow as many projects as possible to have A48 Checks completed by LCDC meeting was raised. Members decided to continue as is and to review in due course.

#### 5. SICAP

Margo Hayes advised the Members that the SICAP Mid Year review with the PIs will take place on 26<sup>th</sup> June, 2017. This Review will be undertaken by the Social Inclusion Sub Group and the Programme Implementers and supported by Pobal. It was noted that Pobal will also carry out a parallel review of the indicators and budgets costs and this data will be available on 21<sup>st</sup> June. This data report will be issued to the SI Sub Group and to the PIs in advance of the Mid Year review meeting. The outcomes of this review will be presented to the July LCDC meeting.

Margo Hayes referred to letter dated 8<sup>th</sup> June from Clodagh Mc Donnell, Principal Officer, Social Inclusion and Communities Unit confirming that the Local Government Audit Service (LGAS) have been nominated to undertake audit and verification checks nationally in respect of SICAP. It was noted that the LGAS will carry out the first tranches of these audits between October and December 2017 in selected areas on all SICAP expenditure incurred since the commencement of the Programme in April 2015 until December 2016. The relevant LCDCs and Chief Officers will be given appropriate notice of the commencement of the audit when they are selected.



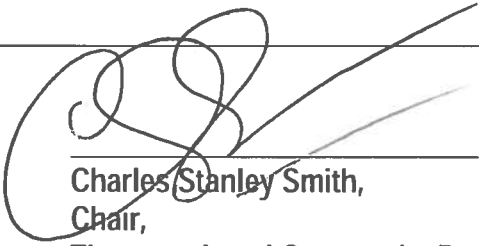
	<p>Margo Hayes advised the Members that a Regional Workshop will take place in Limerick on the 4<sup>th</sup> July, 2017 in relation to the role and function of the SICAP Procurement and Tendering Process for the new SICAP Programme. Staff from the LCDC Team will attend this training and an update will be provided at the next meeting.</p>
6.	<p>Margo Hayes informed the Members that she attended a LCDC Regional Workshop (31<sup>st</sup> May, 2017) on behalf of the Chief Officer:-</p> <p>The key presentations focused on the following areas:</p> <ul style="list-style-type: none"> <li>• LCDC Quality and Capacity Building proposals</li> <li>• SICAP, Community Facilities Scheme and RAPID Scheme Presentation</li> <li>• LEADER Presentation.</li> </ul> <p>M Hayes confirmed that she will arrange to issue a copy of these presentations to the Members by email. The Department confirmed that there will be funding announcements for Healthy Ireland, RAPID Areas and CYSPC over the coming months. This was noted by the Members.</p> <p>Derval Howley provided further information on the Healthy Ireland funding which will be €100,000 per LCDC area. The funding will be used to progress health related actions from the LECP.</p>
7.	<p><b><u>Update on Grant Funding Schemes</u></b></p> <p>Michael Moroney outlined updates of the following Grant Funding Schemes:</p> <ul style="list-style-type: none"> <li>• CLÁR Scheme – to date notification received from the Department that two projects have been successful under this Scheme – (Newcastle &amp; Duhill)</li> <li>• Department - Communities Facilities Scheme – closing date for receipt of applications is Friday 30<sup>th</sup> June, 2017.</li> <li>• TCC - Scheme of Capital Grants for Community Facilities &amp; Amenities – It is expected that this Scheme will be open for applications from mid-August to October, 2017.</li> <li>• Outdoor Recreation Infrastructure Scheme – 11 applications have been submitted under Measure 1 &amp; Measure 2 and one applications submitted under Measure 3 theme.</li> <li>• 2017 Town &amp; Village Renewal Scheme – The Community &amp; Economic Development Section is currently working with 15 Promoters to submit full applications to the Department in respect of this Scheme.</li> </ul>
8.	<p><b><u>Correspondence</u></b></p> <p>M. Hayes referred to letter dated 13<sup>th</sup> June from Minister Heather Humphreys which was previously taken under agenda item no. 4.1.</p>
9.	<p><b><u>AOB</u></b></p>

Margo Hayes advised the Members that the completed Declaration of Interest Forms will be collected after the meeting. This form will cover the period July to December 2017. Going forward it was noted that this form will align with the calendar year. Therefore, this form will be completed again in January 2018.

It was noted that the Chief Officer has organised a meeting with LCDC Chair; IP Chairs and CEOs; and Chief Executive, TCC; to review the LEADER SLA in July and an update on this agreement will be provided at a future meeting.

Next meeting to be held at 10.00 a.m. on Monday, 17<sup>th</sup> July, 2017 in the Littleton Community Centre at 10.00 a.m.

Signed/



Charles Stanley Smith,  
Chair,  
Tipperary Local Community Development Committee

Date/

17<sup>th</sup> July 2017