

**Minutes of 15<sup>th</sup> Meeting of Tipperary Local Community and Development Committee held on Monday 18<sup>th</sup> April, 2016 at Littleton Community Centre, Thurles.**

**Present:**

**Public Sector:** Rita Guinan, Eileen Condon, Cllr. John Carroll, Adrian Cunneen, Cllr. Joe Hannigan, Joe Mac Grath, Donal Mullane, Cllr. Mary Hanna Hourigan, Angela Joy

**Private Sector:** Charles Stanley Smith (Chair), Isabel Cambie, Michael Murray, Catherine Guest, Cora Horgan, Sara Bourke, Tim Cullinane,

**Apologises: -**

**Private Sector:** Brian Cleary, Clare Cashman

**In attendance:** Sinéad Carr, Margo Hayes, Breda O'Connor, Attracta Lyons, Michael Moroney

1.	<p><b>Approval of draft Agenda</b></p> <p>The Chairperson welcomed the members and declared the meeting open. Apologies were noted and the Members agreed the draft agenda.</p>
2.	<p><b>Confirmation of Minutes of Tipperary LCDC meeting held on 18<sup>th</sup> April, 2016</b> were adopted on the proposal of: Eileen Condon and seconded by Isabel Cambie.</p> <p>It was noted that there was no matters arising.</p>
3.	<p><b>Approval Draft LCDC Annual Report 2015 – Margo Hayes</b></p> <p>Margo Hayes referred to the draft 2015 LCDC Annual Report which was previously circulated with the agenda. Ms. Hayes confirmed that the LCDC is required by the Local Government Act 2001 to produce an Annual Report. The Annual Report sets out the LCDC role and function, membership details and record the number of meetings held, detailing the key area of activities in 2015. The Members agreed to the content of the draft Annual Report on the proposal of Isabel Cambie and seconded by Eileen Condon. It was noted that <b>the 2015 Annual Report will be submitted to the May County Council meeting for noting.</b></p>
4.	<p><b>Update on Public Participation Network – Corena Ward, Co-ordinator, PPN</b></p> <p>Corena Ward made a presentation and gave an overview of the functions, role and objectives of the Public Participation Network to date. Ms. Ward confirmed that the PPN has now 1,100 members.</p> <p>Three main objectives of the PPN are:-</p> <ul style="list-style-type: none"> <li>▶ Participation &amp; Representation</li> <li>▶ Capacity building</li> <li>▶ Providing information - and acting as a hub from where information is</li> </ul>

distributed

Ms. Ward confirmed that key decisions were agreed at the Plenary meeting dated 22<sup>nd</sup> February, 2015 to include:-

- Representation Guidelines for nominees
- Mandated "Election Protocol Steps for Reps".

Ms. Ward advised the members that the PPN e-newsletter is circulated every two weeks. Sinead Carr, Chief Officer, thanked Ms Ward for her presentation and acknowledged the huge workload she has undertaken since her appointment and complimented her on implementing the strategic plan.

5.. **Update on Local Development Strategy – A. Lyons**

Attracta Lyons circulated a document at the meeting outlining the revisions made to the Local Development Strategy in response to the request from the Independent Selection Committee for further information as follows:-

*All changes made to Co. Tipperary LDS as requested below have been made in accordance with the Draft LEADER Operating Rules issued on 29<sup>th</sup> March 2016.*

**Section 1: The LAG**

Please ensure that the 'Evaluation Committees' are in adherence with the Programme Requirements. The Board of the Implementing Partner cannot review the recommendation of the Evaluation Committee.

*Statements as follows included: The Evaluation Committees will be consistent with the requirements of the Programme Operating Rules. Evaluation Committee members will not be members of the LAG. It is noted from the Operating Rules that the final evaluation score and recommendations agreed by the Evaluation Committee in respect of a project application may not be amended or rejected by any other person, group or body prior to their submission to the LAG.*

1. There are inconsistencies with regards to staffing levels. There are a total of 5 FTEs allocated to the LEADER Programme across the two implementing partners. However figure 1.8.1 (p20) states that there are 4.93 FTEs LEADER staff. This is not reflective of the financial template, which states 5 FTEs.

*In context of 6. below inconsistencies addressed.*

2. Further clarification is required in relation to the staffing levels allocated to the delivery of the LEADER Programme, as there appears to be a high proportion of costs for management positions with only 2.4 project officers directly supporting the delivery of actions within the LDS area.

*In the context of 6. below it was clarified that management positions referenced in the LDS would incorporate both management and implementation functions.*

3. No information is provided in relation to the local authority staff that are working on the LEADER Programme. Include in the LDS an overview of the level of resources committed by the LA to the LEADER Programme and the relevant expertise of the staff.

*The following included: TCC personnel providing support to the LAG in the implementation of the Local Development Strategy will comprise three Administrative Officers (AOs) and one Assistant Staff Office. Specifically, one AO (40% time allocation approx.) will have responsibility for Oversight & Financial Management of the LEADER Programme; another AO (30% time allocation approx.) will be involved in the payment process; and an Assistant Staff Officer (40% of time allocation approx.) will provide administrative support to the LAG and will be involved in the payment process. In addition, the aforementioned AOs and another AO will be involved in supporting the LAG and its sub-committees. Personnel have qualifications in rural development, government & public policy, and administration; and have experience of financial management, strategy development, programme management which includes EU Programmes; and have worked in the community development, social inclusion, youth work, tourism, economic and enterprise development sectors. In addition, some of the personnel have been members of LEADER Evaluation Committees and LEADER Company Boards and have worked with LEADER companies in the delivery of collaborative projects.*

#### **Section 4: LDS Action Plan – Feedback Commentary**

5. Further detail is required in relation to this following local objectives/strategic actions and how funding is proposed to be spent;

Strategic Action 1.1: 'Activity Tourism'

Strategic Action 1.4: 'Niche Accommodation'

Strategic Action 4.1: 'Broadband'

Local Objective 7 'Development of Renewable energy'

Strategic Action 9.1 'Technical Studies'.

*In all of the above further examples were given to further illustrate the type of projects that could be considered for funding under the particular Strategic Action e.g. for 'Niche Accommodation' examples given were hostel, self-catering etc. Under 'Activity Tourism' examples included looped and linear walks, water based activities etc. Examples of target groups under 'Broadband Strategic Action' were added and included the elderly, voluntary groups that manage multi-purpose facilities; social enterprise etc. In addition education and animation was included under 'Broadband Strategic Action' e.g. basic IT training; application of internet to everyday living. Under 'Renewable Energy' clarification provided that feasibility and technical studies could include studies which addressed the development and optimization of renewable energy resource exploitation and also business development and innovation through renewable energy.*

6. The Programme budget (Appendix 8) needs to be appropriately aligned with the timeframe of the LEADER Programme. In this context, the timeframe for

	<p>the delivery of actions may need to be reviewed.</p> <p><i>Programme budget amended to reflect mid 2016 – end 2020 programme timeframe. This resulted in reductions which allowed for increases within funding allocations within the Administration &amp; Animation Budget. For example rent &amp; rates, office costs, insurance, financial/professional fees all reduced owing to change in timeframe. Savings from cost reductions allowed for increases in staffing with funding becoming available to add a Project Development Officer post in each LDC. Another significant change was that additional funds were allocated to the Animation and Communication/Publicity/Advertising budget headings under the Administration &amp; Animation Budget. Project Budgets were also reviewed in terms of annual allocations with main changes being 2016 budget allocation being reduced; an increase in the allocation for 2019 and the introduction of a small budget for 2020 – the latter would accommodate ORs requirement for ‘Time Limited Calls’ for each year of the programme.</i></p> <p>On the proposal of Cllr. John Carroll and seconded by Cllr. Mary Hanna Hourigan the Members agreed the Local Development Strategy response (as above) which was forwarded to Pobal for the attention of the Independent Selection Committee (ISC).</p> <p>The next meeting of the ISC will be held on the 28<sup>th</sup> April. Ms. Lyons advised that the Department indicated at a recent meeting in relation to the Operating Rules that they hoped to be in a position to have all contracts issued to LAGs by the end of June. The Members will be updated of any developments on the LDS.</p> <p>Ms. Lyons also confirmed that another meeting of the Operating Rules Focus Group took place last week. It is expected that the Final version of the Operating Rules will be available by the end of the month. It was noted that the various templates and forms cannot be finalised until the Operating Rules are agreed nationally.</p> <p>It was agreed that the Sustainable Communities Sub-Group at its first meeting would review the common templates, reports and application forms as relevant being co-jointly developed by the two local development companies prior to them being presented to the LCDC for approval.</p> <p>It was also agreed that training would be provided to the Members on the Final Operating Rules.</p>
6.	<p><b>2016 LCDC Draft Operational Plan – Sinead Carr</b></p> <p>Sinéad Carr referred to the Draft LCDC Operational Work Plan 2016 which was circulated at the meeting. Ms. Carr outlined the 2016 key actions in the draft work plan which also included the lead agency and the timeframe to progress and report to the LCDC. The members agreed and noted the work plan for 2016.</p>
7.	<p><b>Updates on :-</b></p> <ul style="list-style-type: none"> <li>➤ <b>Draft Renewable Energy Plan –</b> Margo Hayes confirmed that the draft Plan will be on public display from 25<sup>th</sup> April for a 4 week period. Ms. Hayes urged</li> </ul>

the Members to review this draft Plan and to provide a submission to the Planning Section if they had an interest in this area.

It was also noted that the first meeting of the Sustainable Communities Sub Group would draft a submission for the consideration of the LCDC at the next meeting in the context of the alignment of the strategy with the LECP priorities.

It was agreed that Ms. Hayes would contact the Planning Section to ensure that public consultation details are forward to PPN for circulation in their e-newsletter.

- **Festival Calendar** – Ms. Hayes confirmed that a new online Festival Calendar has recently been launched by Tipperary County Council. The festival calendar was developed by the County Council to highlight and promote Festivals and Events across Tipperary. This online festival calendar is called [www.whatsonintipp.ie](http://www.whatsonintipp.ie) and is linked to Tipperary County Council website. Tipperary County Council is inviting event and festival organisers to go online and register your event as soon as possible at [www.whatsonintipp.ie](http://www.whatsonintipp.ie) . To include your festival/event in the calendar, please click on the "Register Your Event link". Further information from Arts Office, Tipperary County Council.
- **Community Facility Audit:** - Margo Hayes confirmed that Mark O'Brien, Community & Economic Development, is due to commence work shortly on a Community Facility Audit for the County. This will be conducted in cooperation with the HSE, who is also progressing a similar initiative under the Healthy Ireland Initiative. The Community Facility Audit is an action in the Local Economic Plan for 2016. It is proposed that a Survey Monkey Questionnaire will be issued through the Public Participation Network members for completion.
- **LCDC Website:-** Margo Hayes confirmed that she is due to meet with the Head of Information Systems, Tipperary County Council, shortly to discuss the idea and costs associated with developing a LCDC web-site. It was noted that the Department would recommend that the LCDCs would have its own page on the County Council website to promote and access information relevant to the LCDC. This page on the County Council web site would have direct links to the Department and other relevant sites. Further update to be provided on this item.
- **REDZ Programme** - Rita Guinan confirmed that Tipperary County Council submitted 4 proposals and received funding as follows (19% of fund)

- 4 applications submitted under the Rural Economic Development Zones (REDZ) Initiative were approved funding – Nenagh REDZ, Clonmel REDZ, Tipperary REDZ and Fethard REDZ. The table below sets out the detail of each.

Category	Grant approved	Proposal	Revised Investment	Council
Flagship x 1	€125,000	Clonmel REDZ River/Suir Community Sports Hub, South Tipperary Arts Centre, Clonmel Community Resource Centre Pilot Training Project and the Tipperary Chamber International Business Networking proposal & Design Fest	€167,500	€30,100
Medium x 2	€75,000 75%	Tipperary REDZ Tipperary Town -Stimulus Programme to include Town Enhancement, Capacity Building, Social Enterprise and Promotion of Tourism & Heritage.	€100,044	€20,000
	€150,000	Nenagh REDZ Encompassing the development of the Ormond Way, <u>Borrisokane</u> town rejuvenation , capacity building, Nenagh Arts Centre enhancement.	€219,695	€30,000
Small x.1	€25,000	Fethard REDZ Fethard Business & Tourism <u>Group Development</u> maximising the potential of the Tholsel Visitor Centre for the betterment of a rural place and catalyst for further development.	€33,999	€0
	€375,000	Matching funds requirement Minimum €80,100	€521,238	€80,100

Ms. Guinan noted that a number of major obstacles have been encountered. However, these are being worked through to ensure that the July 2016 timeline to drawdown funding is achieved.

**8. Agreed date for Sustainable Sub-Group first meeting:-**

It was noted that a position remained vacant on this sub-group. This position was filled by Cllr. John Carroll on the proposal of Cllr. Mary Hanna Hourigan and seconded by Catherine Guest. The first meeting of the Sustainable Communities Sub-Group will take place on the morning of Thursday 5<sup>th</sup> May.

It was raised by Isabel Cambie that the membership of this sub-group has a strong representation from the north of the county and this was noted.

**9. Correspondence**

- Margo Hayes informed the meeting that Fergus Whelan, Industrial Officer, ICTU, wrote to the Chief Officer on 5<sup>th</sup> April, confirming that the ICTU would now like to nominate Ms. Theresa Hinchy to represent this sector on Tipperary LCDC. However, as the ICTU notified the LCDC in January, 2016 that they were not in a position to fill their seat on the LCDC the Corporate Policy Group, Tipperary County Council, recommended this seat be filled by the PPN (Environmental Pillar). This was noted and correspondence will be sent accordingly.
- Margo Hayes referred to correspondence received from Rosaleen Molloy, National Director, Music Generation Partnership, in respect of the Music Generation Phase 2 2016-2020 funding calls. It was noted that Melanie Scott, Arts Officer, Tipperary County Council and Lisa Kavanagh, Youth Officer, Tipperary Education Training Board will be involved with this call.
- Margo Hayes confirmed that the localised version of LCDC logo was received on 15<sup>th</sup> April and it will be circulated to the relevant agencies to be

	<p>used on all documentation and promotional material.</p> <ul style="list-style-type: none"><li>➤ It was noted that Clare Cashman, Angela Joy and Margo Hayes have been nominated to attend the SICAP Training due to be held on 4<sup>th</sup> May, 2016 in the Gibson Hotel, Dublin.</li></ul>
10.	<p><b>AOB &amp; Date of next meeting</b></p> <ul style="list-style-type: none"><li>➤ It was agreed that the next meeting will take place at 10.00 a.m. on Monday 16<sup>th</sup> May, in Littleton Community Centre, Thurles.</li><li>➤ A photo call for the full LCDC Members will be arranged for the June meeting.</li></ul>

Signed/   
Cllr. John, Carroll,  
Vice\_Chair,  
Tipperary Local Community Development Committee

Date/ 16<sup>th</sup> May, 2016