

**Minutes of 18th December, 2017 Local Community and Development Committee Meeting
held at Littleton and Moycarkey Community and Sports Centre, Thurles**

Present:

Public Sector: Matt Shortt, Eileen Condon, Councillor John Carroll, Councillor Joe Hannigan, Maria Bridgeman, Councillor Mary Hanna Hourigan, Donal Mullane, Adrian Cunneen (8)

Private Sector: Charles Stanley-Smith (Chair), Isabel Cambie, Michael Murray, Catherine Guest, Cora Horgan, Tim Cullinan, John O'Shaughnessy, Sean O'Farrell, Sara Bourke (9)

Apologies:

Private Sector: Clare Cashman

Public Sector: Rita Guinan

In Attendance: Sinéad Carr (Chief Officer), Attracta Lyons, Michael Moroney, Margo Hayes, Fiona Crotty, Fiona Hughes.

1. To Note Adherence to Meeting Procedure Requirements

1.1 Quorum

Margo Hayes confirmed that a quorum had been achieved to proceed with the meeting.

1.2 Conflict of Interest (Decisions as relevant to LEADER and SICAP)

Attracta Lyons advised of Col's notified for both LEADER Rolling Calls and Targeted Calls which would be dealt with under LEADER agenda item. No additional Col was notified at the meeting. A. Lyons advised that projects under the Rural Towns Targeted Call and the Traveller Men Analysis Project would need to be decided upon again at today's meeting owing to issue with numbers for decision at the last meeting.

It is anticipated that projects under the Basic Services Targeted Call will have A48 verification for the January LCDC meeting. The list of projects has been circulated already to determine COI and a reminder will be sent.

1.3 Decision – Making Requirements to include LEADER Written Decisions

A. Lyons advised of the importance of Community Led Local Development requirement of 51% private sector members participating in decision-making. Therefore, for LCDC personnel to ensure sufficient number for decisions, members are requested to notify in advance of Col and apologies by deadlines for same. Where members are unable to attend the meeting they are requested to send their alternate, if applicable, or forward a written decision. Re. the latter it should be noted

	<p>that members can only submit a written decision for one out of four consecutive meetings, and that written decisions are additional to attendance and decision-making quorum.</p> <p>Request for Col issues first Monday of the month with response required by the following Thursday am; agenda issues second Monday of the month and where COI has been notified relevant project documents are not issued to relevant member; and meeting is held on the third Monday of the month.</p>
2.	<p><u>Approval of Draft Agenda</u></p> <p>Draft Agenda was approved. Charles Stanley Smith, Chair, declared the meeting open. Apologies were noted.</p>
3.	<p><u>Confirmation of Minutes</u></p> <p>The minutes of Tipperary LCDC meeting held on 20th November, 2017 were agreed on the proposal of Cllr. John Carroll and seconded by Sara Bourke.</p> <p>Isabel Cambie had requested amendment to 2nd last bulleted item on page 10 but it was clarified that the 2nd paragraph on page 10 had indicated her absence from discussion due to Conflict of Interest with the Tidy Towns project.</p> <p>Charles Stanley-Smith congratulated Tim Cullinan on his involvement as Chairperson of North Tipp I.F.A. and it was noted that Imelda Walsh had taken up this position and that Erika O’Keeffe has been appointed Chairperson of South Tipp I.F.A.</p>
4.	<p><u>SICAP</u></p> <p>4.1 SICAP 2015-17 Update on Programme (expenditure/targets)</p> <p>Margo Hayes provided update on SICAP and mentioned meeting from Susan Glennon, Support Officer. North Tipperary had reached 765 beneficiaries out of 768 to date while South Tipperary had achieved 640 out of 740 with the aim to increase this number to 710.</p> <p>4.2 SICAP 2018-22 Contract signing and programme requirements</p> <p>Under the new SICAP programme, contracts were signed between NTLP and STDC on the 11th December. Margo advised that the Department and LCDC have also to sign contracts for their own funding agreement. There will be meetings held in the New Year to discuss close of programme issues. There will be a SICAP audit (Local Government Committee) in South Tipperary commencing on the 15th January, 2018.</p>
5.	<p><u>LEADER</u></p> <p>5.1 Matters Arising</p> <p>Attracta Lyons advised as follows:</p> <ul style="list-style-type: none"> • Meeting scheduled for early January between Implementing Partners, Chairs and representatives from the Independent Evaluation Committees, and the Chairs of the LCDC and Social Inclusion Sub Group to agree social inclusion and environmental criteria.

- An Operational Group meeting will also be held to agree co-ordination of schedule between Article 48 checks, Sustainable Communities Sub Group meetings, IP Board meetings and LCDC meetings.
- Re. LEADER Action Forum Operating Rules and a Planning Circular from the Department are still awaited.

5.2 Update on LDS Review & Inform on Mid-Term LDS Evaluation

Attracta Lyons met with the IP's to agree feedback on the Department's proposal regarding LDS Amendments and Deviation as follows:

1. Amendments to LDS are considered changes deemed necessary as a result of a change in circumstances/profile locally and should be evidence based. This type of change can only occur at one stage of the programme – mid-term review or when 50% of funding is allocated based on approvals commencing in 2017. Further clarification was requested on same.
2. LDS Deviations are considered minor changes which do not result in budgetary changes between themes and do not impact on the thrust of the LDS. These type of changes can be approved by the LCDC and then forwarded to the Department for final approval in summary format and should be submitted at annual review time i.e. end of February/beg. of March annually. A request has been made to the Department to submit same earlier owing to possible negative impact on programme roll-out in 2018. This will be followed up again by IPs in the next week.

A. Lyons advised of a recent meeting in Tullamore hosted by the Department and led by personnel from the European Evaluation Unit in Brussels. In accordance with Articles 33 & 34 a Mid Term Review of the LDS/Community Led Local Development Strategy by each LAG is required. This is a new dimension of the LEADER Programme and the responsibility of the LAG and a mandatory requirement. This would incorporate both qualitative and quantitative analysis of the LDS and its effectiveness in terms of processes and outcomes e.g. Community Led Local Development; animation; and project impacts. This could incorporate self-evaluation and evaluation by external experts. Further information will issue from the Department in due course.

5.3 Inform on 2018 RC & TC Calls

A. Lyons advised that until the Department agrees to LDS Review changes, the programme will operate as follows from the beginning of 2018:

- Targeted Calls will be for Basic Services.
- Festivals will be a RC.
- All other elements of the LDs will be RCs
- All calls will operate as per existing approved LDS Action Plan.

If and once the Department agrees the LDS Review changes, the broadening of target groups etc. can come into effect.

Isabel Cambie indicated that promotional work would be undertaken for the 2018 RCs and TCs which would include notices/articles being placed in local newspapers advising of projects

approved, contracts issued and relevant changes/approach to the programme further to LEADER Forum Action Points and other as applicable.

It would also include setting a schedule of dates throughout the year for Rolling Call IEC meeting and LCDC decision-making meetings. It is also hoped to arrange more formal meetings with LAWCO.

Sinéad Carr stated that the LECP Advisory Group indicated a wish for a Targeted Call to assist community groups develop action/service/business plans for community centre/services. It was queried whether small groups were disadvantaged in terms of project scoring by IECs due to lack of promoter experience but I Cambie stated that Development Officers from companies work with various communities and provide ongoing assistance with applications. A. Lyons also stated that such groups could get higher marks under Social Inclusion scoring criterion. The issue of pre-development work being conducted to assist communities was raised and Margo Hayes replied that as part of the new SICAP, all community groups will have an Action Plan completed. A total of 75 groups in the County will have an Action Plan created in 2018.

S. Carr also indicated the need for LCDC meetings to be scheduled to deal with project decisions on a bi-monthly basis which would allow the LAG/LCDC to focus on strategic elements of its work programme at alternate meetings.

5.4 Rolling Calls

5.4.1 To Decide on STDC Rolling Call Applications

A. Lyons informed IPs had advised there were no Ineligible RC EOIs for consideration.

Members were referred to the Rolling Call documentation that had been circulated with the agenda.

Documents circulated for consideration by the members were the Project Evaluation Assessment Report and completed IEC Scoring Sheet for each application together with IEC meeting minutes. In addition, an Implementing Partner CEO Report to LCDC Chief Officer with details of each project including deadweight, displacement, rationale for grant aid, consistency with the Local Development Strategy and Operating Rules, IEC score and recommendation, and A48 Checking process undertaken was circulated for the consideration of members.

Rationale for projects, deadweight and displacement were discussed individually in respect of each application, however, there were no issues raised or arising.

Members were taken through these by Isabel Cambie. Approval of the project, on the basis of the recommendation of the Independent Evaluation Committee, was as follows:

- Red City Kitchens Ltd. (SmartStorage Development) [STP102704] - grant of €135,000 (50% on total expenditure of €270,000) to purchase two bespoke machines which would increase productivity levels from 13,000 units per year to 18,000 – 20,000 units per year. A

detailed discussion involving various members ensued on issues such as who will do the furniture fitting; and what happens if Red City loses the Smart Storage contract). Isabel Cambie reassured the members that the company's financial records for the past three years had been thoroughly reviewed and confirmed that if the facility/contract fails, the grant aid will have to be repaid by the promoter. The rationale for the project, deadweight, displacement and innovation were discussed in respect of the application. On the proposal of John O'Shaughnessy and seconded by Cllr. Joe Hannigan, this project was approved, as recommended.

5.4.2 To Decide on NTLP Rolling Call Applications

In relation to these Projects, the members were taken through these by Michael Murray. Approval of each project, on the basis of the recommendation of the Independent Evaluation Committee, was as follows:

- Tipperary Energy Agency (Biomass Training) [NTP105295] – training course in Austria involving 8 participants. Isabel Cambie had indicated a Conflict of Interest and left the meeting at this point. In order to ensure public/private balance for the decision making process, Matt Shortt (public sector member) also left the meeting. When raised at the November meeting, Michael Murray had been requested to provide further detail and information to allay the concerns of the members in relation to this project. Two engineers from the TEA and 6 people to be selected from a public advertisement campaign and meeting strict criteria would attend this course. The criteria would include the participants being local i.e. from County Tipperary and demonstrating a strong and relevant commitment to the area of biomass. Sinéad Carr outlined an objective in the LDS to support Tipperary/Limerick Forestry group with emphasis on biomass. The members felt that the participants should hold workshops after their training to disseminate the knowledge acquired on this course. Total project cost €19,824 and 100% grant being sought because it is a training programme - €9,912 from both NTLP and STDC budgets as it was an all-county programme. The rationale for the project, deadweight, displacement and innovation were discussed in respect of the application. On the proposal of Cllr. John Carroll and seconded by Councillor Joe Hannigan, this project was approved, as recommended.
- North Tipperary Traveller Men Needs Analysis [NTP103016] – A&D report. Grant of €11,214 (90% grant rate on total expenditure of €12,460). After presenting the project Michael Murray left the meeting due to Conflict of Interest. In order to ensure public/private balance for the decision making process, Donal Mullane (public sector member) also left the meeting. The rationale for the project, deadweight, displacement and innovation were discussed in respect of the application. It was requested that STDC would conduct a similar study as the assessment was deemed to be of significant value to increasing the engagement of traveller men. On the proposal of Cllr. John Carroll and seconded by Sean O'Farrell, this project was approved, as recommended

It was decided that a decision on Tipperary Tourism [STP102693] would not be taken today because De Minimis issue still outstanding.

5.5 Targeted Call Applications

At this stage Donal Mullane (public sector member) had to leave the meeting fully and so was not present for the rest of the meeting. This changed the number of public sector members in attendance to seven (7).

5.5.1 To Decide on Rural Towns Targeted Call Applications

Documents circulated for consideration by the Members were the Project Evaluation Assessment Report and completed IEC Scoring Sheet for each application together with IEC meeting minutes. In addition, an Implementing Partner CEO Report to LCDC Chief Officer with details of each project including deadweight, displacement, rationale for grant aid, consistency with the Local Development Strategy and Operating Rules, IEC score and recommendation, and A48 Checking process undertaken was circulated for the consideration of Members.

Rationale for projects, deadweight and displacement were discussed individually in respect of each application. Any issues arising were dealt with as detailed below.

Cllr. Mary Hanna Hourigan (public sector member) left the meeting due to Conflict of Interest (Cappawhite Playground project) and Matt Shortt (public sector member) left also due to Conflict of Interest with Templemore Approach Roads. Also, after presenting the South Tipperary projects at the outset, Isabel Cambie (private sector member) left the meeting due to Conflict of Interest with the Tidy Towns Training Programme project.

- Sensory Playground & Garden Clonmel [STP103552] – to provide safe and secure space for children with autism. Total cost of project is €94,005 and €70,503.75 grant being sought (at 75% grant rate). As this is a project seeking greater than €70,000 grant more detailed consideration was given. The rationale for the project, deadweight, displacement and innovation were discussed in respect of the application. On the proposal of Eileen Condon and seconded by Cllr. Joe Hannigan, this project was approved, as recommended.
- Cappawhite Community Playground [STP103558] – playground accessible to all abilities and cohorts. Recommended for grant aid of €80,000 (maximum allowed under the call), based on eligible costs of €106,666.66 (total project cost of €144,717). As this is a project seeking greater than €70,000 grant, more detailed consideration was given at the November meeting. The rationale for the project, deadweight, displacement and innovation were discussed in respect of the application. On the proposal of Cllr. Joe Hannigan and seconded by Sean O'Farrell, this project was approved, as recommended.
- Ballynonty Memorial Garden Car Park [STP103423] – develop land to accommodate parking, picnic area and footbridge over the river. Total cost of the project is €43,375 and 75% grant being sought €32,531.25. The rationale for the project, deadweight, displacement and innovation were discussed in respect of the application. On the proposal of John O'Shaughnessy and seconded by Tim Cullinan, this project was approved, as recommended.

- Tidy Towns Training Programme 2017 [STP102696] – deliver training programme to six local Tidy Towns groups to identify potential improvements. Project cost €5,012 and since this is a training programme, 100% grant rate applicable. The rationale for the project, deadweight, displacement and innovation were discussed in respect of the application. On the proposal of Sean O’Farrell, seconded by Catherine Guest, this project was approved, as recommended.
- Gortnahoe Recreation Space [NTP104457] – construction of recreation garden and car parking spaces for mobility impaired individuals in the community. Total project cost €45,889.92 and €34,417.44 grant, equivalent to 75% grant rate. The rationale for the project, deadweight, displacement and innovation were discussed in respect of the application. On the proposal of Sara Bourke and seconded by Eileen Condon, this project was approved, as recommended.
- Borrisoleigh Playground Renovation [NTP103039] – repair existing equipment and provide entirely new surface, fence and gate. Project cost €39,981 and 75% grant aid sought of €29,985.75. The rationale for the project, deadweight, displacement and innovation were discussed in respect of the application. On the proposal of Cllr John Carroll and seconded by Cllr Joe Hannigan, this project was approved, as recommended.
- Borrisoleigh Walking Track [NTP102878] – project to improve existing community walking/running track including energy efficient lighting. Total costs €55,034.73 and 75% grant sought, €41,276.05. The rationale for the project, deadweight, displacement and innovation were discussed in respect of the application. On the proposal of Cllr John Carroll and seconded by Cllr Joe Hannigan, this project was approved, as recommended
- Borrisoleigh River Walk Trailhead [NTP103019] – enhancement of shared green space. Total cost of project is €18,000 and 75% grant sought, €13,500. The rationale for the project, deadweight, displacement and innovation were discussed in respect of the application. On the proposal of Cllr Joe Hannigan and seconded by Cllr John Carroll, this project was approved, as recommended.
- Templemore Approach Roads [103006] – to renovate and repair existing limestone boundary wall. A decision by the Department is awaited and is dependent on a local issue being resolved. An update on progress will be provided by the NTLP in due course. Attracta Lyons advised that grant funds would be ring-fenced for this project pending approval and this was agreed by the LCDC.

Michael Moroney clarified that €250,000 from the €2m fund for TCC’s Scheme of Capital Grants is being ring-fenced for playgrounds. There is not an issue of double-funding because communities can also apply for SCG funding, aside from the €250,000 set aside specifically for playgrounds. Michael referred to the Local Development Strategy and its aim to improve four to five playgrounds per year. Sinéad Carr concurred and stated that the playground policy is very clear and driven by local communities.

Isabel Cambie advised that grant recommendations for 17 projects under Basic Services TC are due to be considered at the January LCDC meeting. The Chair urged the group to submit COIs, written decisions or send their alternate if not able to attend this meeting.

5.6 To Agree “Provisional Approval” Amendment for Capital Related Projects

Attracta Lyons referred to a document that had been distributed relating to amended procurement rules. *LAG’s may permit provisional approval of Works-related projects based on specification drawings and estimated costs from a Quantity Surveyor/qualified expert; this approval is subject to subsequent completion of the project procurement process.*

LAG’s may permit provisional approval of Works-related projects based on specification drawings and estimated costs from a Quantity Surveyor/qualified expert; this approval is subject to subsequent completion of the project procurement process.

The following must be adhered to:

a) Provisional approval will be subject to a 6 month sunset clause i.e. where the tendering process is not concluded within 6 months of the provisional approval; the promoter must resubmit their application for funding. The new application must include the completed procurement process. The sunset clause of 6 months may not be extended.

Both Implementing Partners were asked for their comments on this circular. Isabel Cambie stated that, in principle there are benefits to the PP’s and that + 10% or -10% offers some Deviation and recommended that it be adopted by the LCDC. Michael Murray stated that the provision allows time for procurement to be completed. A. Lyons drew attention to conditions pertaining to ‘provisional approval’ relating to procurement for works related projects and specifically that any approval is only provisional and a final decision must be made by the LAG/LCDC on completion of procurement process.

On the proposal of Matt Shortt, seconded by Michael Murray, this was agreed.

5.7 To Ratify LEO Replacement Nominee to Northern IEC

Attracta Lyons advised of a request of the LCDC from LEO Tipperary for LEO replacement representative on the Northern IEC Northern, Mary Ryan (to replace Geraldine Manning, Tipperary LEO) from beginning of 2018. This was agreed on the proposal of Matt Shortt and seconded by Michael Murray.

5.8 Income & Expenditure

Michael Moroney outlined the LDS Administration & Animation financial expenditure and income report to November 2017 inclusive which was circulated at the meeting. He stated that there were no issues regarding admin claims and they are up-to-date. The report circulated sets out the monthly IP Administration & Animation expenditure claims and details of approvals from the Department. On the proposal of John O’Shaughnessy and seconded by Matt Shortt, the report was approved by the members.

5.9 Other

Isabel Cambie requested the LCDC to consider two items of importance to the STDC:-

Publicity plaques need to be available for projects, especially for projects over €50,000 which require plaques and asked the group to consider logos etc. They also need to be bi-lingual and suggested that the cost of the plaques be incorporated into the cost of each project.

Michael Begley is due to finish his employment with STDC in January resulting in pressures on STDC IP in the interim. It is hoped to fill his co-ordinator position later in 2018. A recruitment process for the Development Officer part of his current role will commence in early 2018. Isabel Cambie advised that one of the current P/T PDOs may work an additional day until new PDO is recruited – confirmation of same this will be advised at next LCDC meeting.

6. LECP Annual Report & Annual Plan Process – Update from LECP Advisory Committee

Attracta Lyons presented this item on the economic and community strand of the LECP summarising key achievements in 2017, any actions delayed/not progressing, and any reporting issues.

Re. the community strand of the LECP there are 65 actions in total and 74% are currently ongoing. Key successful actions for 2017 include:

- Communities Facilities Infrastructural Programme
- Two new commuter services under Rural Transport Plan for the County
- The development of new 3 year Action Plans for RAPID areas and the implementation of community action plans in Roscrea & Littleton. Support to RAPID and CAP areas under the RAPID Grant Scheme 2017,
- CYPSC work plan completed.
- Commencement of implementation of actions under Healthy Ireland Initiative.
- New computers were provided for the primary school in Littleton.
- The ETB worked with the National Forum to establish an all-county platform of available ETB courses in the county.

A meeting of all stakeholders will be held in 2018 to provide an update on the reporting process for the community plan with a focus on KPI's. Re. the economic strand of the LECP projects progressed include

- Marketing and promotion of Munster Vales and the Lough Derg Canoe Trail.
- Development of new tourism brand and marketing materials by Tipperary Tourism.
- The development of design plans and implementation of public realm projects under the Town & Village Renewal Scheme.
- Craft, Entrepreneurship, and Digital strategies are nearing completion.
- Online and hard copy marketing materials were developed to attract inward investment.
- Sustainable Energy Action Plan developed and being implemented.
- TETB has developed new apprenticeships and traineeship programmes e.g. Commis Chef, Insurance Practitioner, Medical administration, Accountancy Pathway etc.

	<p>Detailed copies of the reports and plans will be circulated to LCDC members.</p> <p>On the proposal of Sara Bourke and seconded by Matt Shortt, the community element of the report was approved by the members with the economic report for noting (as per LCDC role in accordance with LECP Guidelines).</p> <p>Sinéad Carr advised that an external consultancy will be appointed in 2018 to carry out a mid-term review of the LECP and align with 2016 CSO statistics.</p>
7.	<p><u>RAPID National Programme 2017 – To approve grant funding for applications received</u></p> <p>Fiona Crotty presented a report “RAPID Scheme 2017” which was circulated to all Members. Cora Horgan left the room due to potential Conflict of Interest. The Scheme was announced on the 2nd November with a closing date of 24th November, 2017. The programme has to be approved by the LCDC followed by approval by each relevant Municipal District. The recommendation was overall approval by the LCDC. On the proposal of Councillor Mary Hanna Hourigan and seconded by Matt Shortt, the programme was approved by the members</p>
8.	<p><u>Update on Various Funding Schemes/Programmes</u></p> <p>Michael Moroney outlined details of the following Grant Funding Schemes:</p> <ul style="list-style-type: none"> • CLÁR Scheme; • Communities Facilities Scheme 2017; • Outdoor Recreation Infrastructure Scheme; • Town & Village Renewal Scheme <p>Michael advised that the TCC Scheme of Capital Grants for Community Facilities & Amenities received 125 applications. Assessment and evaluation will commence in the New Year with decisions expected at end March/early April 2018.</p> <p><u>Healthy Ireland Funding Update December 2017</u></p> <p>Fiona Crotty presented this item and a document was circulated at the meeting. A total of 21 projects with a total value of €138,400 with €130,900 in funding received. The document sets out dates for different processes. Fiona highlighted the note re 2018 fund that the funding for 2018 will remain the same as 2017 at €100,000 and won't be on a continuous basis. She will provide updates at each meeting. Sinéad Carr requested all Members to be open to the Plan and to provide input as requested.</p>
9.	<p><u>Presentation on Transport Coordination Unit Update</u></p> <p>Anthony Moroney delivered a presentation on Tipperary Local Link which was very well received by the Members. He detailed the structure, membership, objectives and history of the organisation and their future plans. Of particular note is the ongoing effort to develop relationships with other operators including the HSE to create a synergy in their services and to expand to other</p>

	counties including Offaly, Kilkenny & Waterford. The issue of non-hackney licenses arose and Sinéad Carr advised that the Rural Transport Strategy needs to be progressed and to contact Roads. Anthony Moroney expressed his thanks to Margo Hayes and Fiona Crotty for their assistance and co-operation in the past year.
10.	<p><u>Correspondence, Submissions & Consultations</u></p> <p>Correspondence – M.Hayes mentioned that SICAP training will occur at 4 different venues on 4 different dates - details to issue to the Members.</p> <p>Consultations – Strategy for Public Libraries has a closing date of 1st February, 2018. Minister Michael Ring seeking submissions regarding same.</p> <p>Regional Spatial & Economic Strategy – closing date extended from 26th January and M.Hayes will send an e-mail. She will bring for approval at the next meeting scheduled for the 15th January.</p>
11.	<p><u>AOB</u></p> <p>M.Hayes has not received all the ethics documentation and requested members to comply with previous request. Charles Stanley Smith informed the members that the next meeting of the LCDC in January will be his last as Chairman. He asked about the LCDC website and the General Data Protection Regulations and both electronic and hard copy material needs to be managed. S.Carr advised him that it is in progress.</p> <p>Isabel Cambie raised the issue of the schedule of meetings and S. Carr confirmed the 3rd Monday of each month and March meeting would be held on the Tuesday due to the St. Patrick's Day Bank Holiday. LEADER applications for decisions should be every second month.</p> <p>S. Carr referred again to importance of confidentiality of all matters discussed at the meetings.</p>
	Next meeting to be held at 10.00 a.m. on Monday, 15 th January 2018 in the Littleton and Moycarkey Community and Sports Centre

Signed/


 Charles Stanley Smith,
 Chair,
 Tipperary Local Community Development Committee

Date/
