

**Minutes of Meeting of Local Community and Development Committee held 15th January, 2018
at Littleton and Moycarkey Community and Sports Centre, Thurles**

PRESENT:

Public Sector: Rita Guinan, Councillor John Carroll, Maria Bridgeman, Councillor Mary Hanna Hourigan, Donal Mullane, Adrian Cunneen (6)

Private Sector: Charles Stanley-Smith (Chair), Isabel Cambie, Michael Murray, Tim Cullinan, Sean O'Farrell, Sara Bourke, Clare Cashman (7)

APOLOGIES:

Public Sector: Sinéad Carr, Matt Shortt, Margo Hayes

Private Sector: Cora Horgan, John O'Shaughnessy

In Attendance: Fiona Crotty (Acting Chief Officer), Attracta Lyons, Michael Moroney, Fiona Hughes.

1.	<p><u>To Note Adherence to Meeting Procedure Requirements</u></p> <p>1.1 Quorum</p> <p>Michael Moroney confirmed that a quorum had been achieved to proceed with the meeting.</p> <p>1.2 Conflict of Interest (Decisions as relevant LEADER and SICAP)</p> <p>Attracta Lyons advised of COI for Michael Murray, NTLP, for the Basic Services Targeted Call and these would be dealt with under the LEADER items.</p> <p>1.3 Decision – Making Requirements to include LEADER Written Decisions</p> <p>It was confirmed there were sufficient numbers in attendance for LEADER decisions. Some members of the public sector would be required to absent in order to meet decision-making requirements owing to COI and apologies from the private sector.</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 and it was further noted that Fiona Crotty was Acting Chief Officer for today's meeting.</p>
3.	<p><u>Confirmation of Minutes</u></p> <p>Michael Moroney informed the members that a slight amendment to page 6 of the draft minutes concerning Cappawhite Playground was required as follows: amend "...based on eligible costs of</p>

€106,666.66...” to “....based on 75% grant rate of eligible costs of €106,666.67....”.

The draft minutes of Tipperary LCDC meeting held on 18th December, 2017, including the amendment, were agreed on the proposal of Councillor John Carroll and seconded by Sara Bourke.

4. **2018 LCDC Operational Priorities**

Fiona Crotty circulated two documents at the meeting – *Progress on LCDC Operational Work Priorities 2017* and *Draft LCDC Operational Work Priorities 2018*.

The 2017 priorities included a review of the Community Action Plan, development of strategies in conjunction with LECP priorities including Age Friendly Strategy, Healthy Ireland initiative, Digital Strategy, Festival and Arts. Corporate plans included finalizing website development while programme responsibilities included SICAP and LDS. F. Crotty stated that mapping grants awarded by the local authority will be used as an information tool.

The 2018 priorities were in a similar manner and mention was made of the SICAP audit which commenced today and was expected to continue all week. The tender closed last Wednesday, 10th January, for the consultant to develop the Healthy Ireland Tipperary Plan and will be discussed at meeting of the Healthy Ireland sub group on afternoon of 15th January and committee hope to have a plan developed by the end of March. HSE representative stated very ambitious timeframe, aligned to the funding available and from experience that it took about 9 months to develop HSE Healthy Ireland Strategy for 11 priority programmes. Comment raised that timeframe incredibly ambitious and overview needed instead of detail.

The Chair asked when is new LECP being issued and was advised by Attracta Lyons of mid-term review of LECP in 2018 and it is envisaged that new LECP should be developed in 2020 with work on same commencing in 2019. Timelines to be confirmed by the Department.

Clare Cashman queried item 4a of the Draft LCDC Operational Priorities 2018 as proposed and sought clarity as to who was to provide support and for whom? Fiona Crotty replied that local authority has oversight for strategies and suggested changing wording to include “existing” groups. Similar concerns from others also regarding support. Michael Moroney stated that LCDC will be facilitating, and not directly implementing, initiatives such as Healthy Ireland. It was mentioned that the LCDC needs assurance that governance is provided by the group. Fiona Crotty accepted that more detail on this item is required. SICAP Programme has potential but constraints exist as to where it can be implemented. Therefore, 4A to be refined and operational priorities to be represented with revised wording for the February LCDC meeting.

Sean O Farrell asked for an update in relation to Action 1.1 of the LECP and when progress if any will be made for this action. Fiona Crotty will arrange for C. Lynch to provide clarification for the next meeting of the LCDC.

5. SICAP

Fiona Crotty provided update on SICAP and stated 2 payments had been made to the Programme Implementers: €105,680.50 was paid to the STDC and €89,883.83 was paid to the NTLP. Proposed by John Carroll and seconded by Sara Bourke.

5.1 SICAP 2017 End of Year review

The end of year review will be held on the 9th February for the 2 PI's with the Social Inclusion Sub Group. All documents including Cost Charge, Case studies and Headline Indicator report to be uploaded by the PI's to the IRIS system by the 17th January with Pobal concluding their review of the documentation uploaded by the 2 PI's by 2nd of February.

An external Local Government audit of SICAP in South Tipperary is ongoing this week.

On 31st of January a meeting to take place for the End of Programme review, to review the previous SICAP programme with the implementing partners in line with contract.

Finally, the Chair wished SICAP continued success given this is his last meeting as Chair.

6. LEADER

6.1 Matters Arising

Attracta Lyons advised the Consolidated Operating Rules and also Heritage Requirements had been received with the Planning Circular still awaited from the Department.

She also advised an Operational Group Meeting to co-ordinate the schedule between Article 48 Checks, IEC Meetings IP Board meetings and LCDC meetings; and to discuss the 2018 IP LEADER Work Programme. It was agreed that a numbers of items will be progressed by the IPs and the LCDC will be advised on same at the February and March LCDC meetings.

A meeting led by the Implementing Partners, with the Chairs and representatives from the Independent Evaluation Committees and the Chairs of the LCDC, Sustainable Communities Sub-Group and Social Inclusion Sub-Groups, to ensure common understanding on environmental and social inclusion criteria has been re-scheduled to the 31st January. Isabel Cambie advised the issue of addressing these criteria when assessing feasibility study applications would also be addressed at the meeting.

Attracta Lyons stated that the two IP's will draft the Basic Services for Hard to Reach Communities Targeted Call for consideration by the Sustainable Communities Sub-Group prior to consideration by the LCDC members at its March meeting. The Chair requested emphasis in the TC for support to organisations/ communities as discussed at the January meeting. IPs stated this would be discussed and progressed at their upcoming programme planning meeting. A. Lyons observed that a number of projects under the current Basic Services Targeted Call were seeking

grant aid of €10,000 or less and there was a need to ensure these types of projects could continue to be supported. IPs will consider how to address same with Isabel Cambie suggesting possibility of including same in Rolling Calls.

6.2 Update on LDS Amendment & Deviation Process

Attracta Lyons advised, further to update at the last meeting, the Department has issued a Circular 01/2018 – Changes to Action Plan and LDS Amendments as follows:

- There can only be one amendment to LDS during the lifetime of the LEADER Programme when the LAG has allocated at least 50% of the project budget outlined in the LDS
- the amendment must be based on an evaluation/analysis of the delivery of the strategy and identifying the requirement for the amendment the amendment must be formally agreed by the LAG decision making members and subsequently approved by the Department. Further details on the latter will be advised in due course.
- the methodology for conducting the evaluation, and the level of analysis undertaken, will be a matter for the LAG - each LAG has already outlined in Section 7 of its LDS how it intends to evaluate the delivery of the strategy. The Department will provide further guidance as required.

However, the Department recognizes that some flexibility is required to respond to emerging needs so proposed deviations from the LDS Action Plan will be allowed as follows:

- LAGS must ensure that the general approach outlined in the LDS is adhered to and that the funding allocations under each sub-theme are maintained.
- The revised approach is outlined at a summary level
- Approach formally agreed by the LAG and a record maintained on file.
- Approach aimed towards broadly achieving the same existing Local Objective as identified in the Local Development Strategy.
- Approach, including rationale for the revised approach, notified in brief (2 pages maximum) in Annual Progress Report submitted by the LAG to the Department/Pobal annually.
- The Department will not formally approve these changes but will directly contact any LAG where the changes give rise to concern and are not acceptable e.g. where the changes are not in keeping with the existing objectives of the strategy or funding is moved between sub-themes.
- LAG can, at its own risk, operate on the basis of the changed approach prior to submission of the Annual Report.
- Overall level of funding ascribed to each sub-theme in the Financial Plan must remain unchanged until there is an amendment to the LDS.

Therefore it should only be necessary for the LAG to identify, in the Annual report, situations where it is deviating from the approved Action Plan where the LAG feels the existing text in the Action Plan might preclude it from funding particular types of projects which are otherwise in keeping with the objectives of the strategy or in situations where the LAG wishes to divert funding within a sub-theme.

Outputs/indicators/targets (e.g. the number of projects to be supported) set out in the Action Plan are not changed under a deviation. Also it is not necessary to identify situations where the LAG (i) does not intend to implement certain parts of an Action, (ii) that certain target groups/geographical areas will not now be covered, or (iii) that the timeframe for delivery has changed. Such changes can be explained at the end of the programme when evaluating the delivery of the strategy. Alternatively, this can all be dealt with when amending the strategy. However, where the LAG wishes to target new groups/geographical areas, this might be referenced as part of the Annual Report.

A. Lyons advised that she and IPs had examined the LDS Review in light of the above and it was considered that the key changes to actions agreed by LCDC were LDS Deviations. Therefore, the IPs would draft the two page summary as requested outlining same as part of the annual report process. LCDC members were satisfied to proceed on this basis.

6.3 To Update on Rolling Call EOI's and Applications

Isabel Cambie stated that the budget for STDC was €764,000 for Rolling Calls in 2017 and that 19 projects were presented to LCDC with a combined value of €579,550. Currently, 13 contracts have been issued, and STDC either awaiting Pobal clearance for other projects or other delays. 1 EOI Rolling Call to be confirmed and hopefully 1 project will be paid €70,000 in the next 2 weeks.

Michael Murray stated that 11 Rolling Calls approved to value of €340,000 from total budget of €625,000. NTLP has a number of EOI's and are working with several projects. Rita Guinan queried lead in time from approval to payment and I. Cambie responded that dependent on project this can range from 4 months for feasibility study to approximately 12 months for capital/building projects. I. Cambie stated she is satisfied with progress of projects and stated that in excess of €1 Million had been allocated under the Rolling Call budget.

IPs advised that a Budget Report will be available for the February meeting.

Michael Moroney advised members of clarifications on two projects previously approved for grant funding, as follows:

- In November 2017, the CRE8 project was approved for grant funding of €9,120. The project's reference number, STP102842, was not included in the minutes of the meeting and Pobal have sought this clarification. The members noted and agreed this.
- Biomass Training project, NTP105295, was approved in December 2017 for grant funding of €19,824. However, an arithmetical error in adding up amounts on the application had been picked up by the NTLP Project Officer at the time the project was coming before the LAG for approval, but due to this staff member's sudden departure from work due to serious illness, this error had not communicated to anybody or noted on file. The arithmetical error meant that the correct grant amount that should have been awarded should have been €16,824 (which is at 100% grant rate). On the proposal of John Carroll, and seconded by Councillor Sean O'Farrell, the amended grant award of €16,824 for this project was approved.

6.4 Targeted Calls

6.4.1 To Decide on Basic Services Targeted Calls

At the outset, A. Lyons advised of Department response on query re. deciding on TC project applications where not all projects had A48 Check clearance i.e. decide on TC applications over two meetings. It was acceptable to proceed in this manner according to Department. However, it is not the ideal way to treat Targeted Call applications and should be used sparingly with the approval of the LAG. The Chair accepted this and agreed that it was not good practice to be "splitting" project decisions under a TC. A. Lyons advised members if the decision was to proceed with decisions as outlined that this should not be a precedent in light of Department advice on the matter. The members were in agreement with same and to proceed on this basis. Therefore, only 12 out of 17 projects under Basic Services TC would be decided upon by the LCDC at this meeting i.e. all projects as listed except for NTLP - 103218, 103023, 103262, 103258, and 103259.

Councillor Joe Hannigan joined the meeting at this stage. This increased the members from the public sector in attendance to 7.

Documents circulated for consideration by the members were the Project Evaluation Assessment Report and completed IEC Scoring Sheet for each application together with the IEC meeting minutes. In addition, an Implementing Partner CEO Report to the 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, and any issues raised were responded to.

Michael Murray took members through the NTLP Projects that had gone through A48 Checks. Michael Murray left the room after presenting these projects due to Conflict of Interest. Rita Guinan and Donal Mullane, public sector members, had stepped out of the meeting prior to Michael Murray presenting to preserve decision-making balance; therefore for award decisions, private members numbered 6; public members numbered 5.

In relation to STDC Projects under this TC the members were taken through these by Isabel Cambie.

Approval of each project, on the basis of the recommendation of the Independent Evaluation Committee, was as follows:

- Tipperary Dyspraxia Association (Arts Programme) NTP103020 - grant of €23,125 (100% grant rate) to provide arts programme at 5 different locations for 20 weeks of 2 hours duration for each class. The rationale for the project, deadweight, displacement and innovation were discussed in respect of the application. On the proposal of Councillor Mary Hanna Hourigan, seconded by Sara Bourke, this project was approved, as

recommended.

- Nenagh Olympic Athletic Club (Nenagh Olympic Indoor Stadium) NTP103194 – grant of €75,633.15 (75%) sought out of total expenditure cost €100,844.20. As this is a project seeking greater than €70,000 grant, more detailed consideration was given. Proposed works including entrance and more accessible car park. Nearby estates included in PDI and 5 quotes had been received for 3 elements of the proposed works. The rationale for the project, deadweight, displacement and innovation were discussed in respect of the application. On the proposal of Tim Cullinan, and seconded by Councillor John O'Carroll, this project was approved, as recommended.
- Tipperary Dyspraxia Association (Summer Camp) NTP103239 - €8,000 grant sought (100% grant rate). Youth Work Ireland (Tipperary) is provider and will organise 2 Summer camps in Cashel and Thurles. 20 children will attend each camp with play therapists and other specialists involved. The rationale for the project, deadweight, displacement and innovation were discussed in respect of the application. On the proposal of Cllr. Mary Hanna Hourigan, and seconded by Sara Bourke, this project was approved, as recommended.
- Derrynaflan Residents Group (Littleton IT Station) NTP103196 – This group represent a very deprived area which has been prioritised by RAPID. Aim to provide an IT hub in the entrance area of the community sports centre in Littleton and a “letter of comfort” has been received from the Centre. 75% grant rate of total expenditure €3,990.32 amounting to grant of €2,992.74. The rationale for the project, deadweight, displacement and innovation were discussed in respect of the application. On the proposal of Sean O'Farrell, and seconded by Cllr. Joe Hannigan, this project was approved, as recommended.
- Knockanrawley Resource Centre – Skills for Life Training [STP103592] – 32 weeks training for lone parents in food safety, hygiene and personal care. Total project cost and grant of €8,950 (100% grant rate). The rationale for the project, deadweight, displacement and innovation were discussed in respect of the application. On the proposal of Cllr. Mary Hanna Hourigan and seconded by Clare Cashman, this project was approved, as recommended.
- Knockanrawley Resource Centre – Kitchen Enhancement [STP105426] – to provide equipment including cooker and upgrade I.T. facilities. Total Project Cost €1,875 and 75% grant aid sought of €1,406.25. The rationale for the project, deadweight, displacement and innovation were discussed in respect of the application. On the proposal of Clare Cashman and seconded by Maria Bridgeman, this project was approved, as recommended.
- Circle of Friends Cancer Support Centre – Multi-purpose Meeting/Training Room Fit Out – [STP103611] - Total Project Cost €119,621.96 and grant of €59,810.98. Isabel advised that 50% grant aid applicable because promoter had used a restrictive tendering process and not the EU tender and this was confirmed by the Department. The second phase of works will be funded by donations and fundraising. The rationale for the project,

deadweight, displacement and innovation were discussed in respect of the application. On the proposal of Cllr Mary Hanna Hourigan and seconded by Sean O'Farrell, this project was approved, as recommended.

- Glengoole Hall Committee – Multipurpose community facility enhancement [STP103596] – upgrade tiling and insulation. Total project cost €39,901.90 and 75% grant aid sought €29,926.42. 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 Sara Bourke, this project was approved, as recommended.
- South Tipperary Arts Centre Ltd. – Building Enhancement [STP103336] – works to include upgrade of interior and more accessible for wheelchairs and security cameras. I. Cambie advised the members of a textual error in the CEO report circulated and that it should be 75% grant of total expenditure of €12,541.50 (not €9,406.12 as stated in CEO report). The grant sought amounts to €9,406.12. The rationale for the project, deadweight, displacement and innovation were discussed in respect of the application. On the proposal of Sean O'Farrell and seconded by Sara Bourke, this project was approved, as recommended.
- Rosegreen Development Association CLG – Recreational Walking Track Development [STP103572] – develop 700 metre walking including lighting and fencing. As this is a project seeking greater than €70,000 grant, more detailed consideration was given. Community devised strategic plan in 2016 to improve community facilities. Total cost €105,929.66 and 75% grant aid, sought €79,447.24. Members raised queries regarding the project cost and duration of the lease of land. I. Cambie stated that 5 quotes had been received by the association and that the lowest tender had been accepted. Members were advised that the land was originally bought by a local equine business specifically for social investment in the community and that this is reflected in the lease. The rationale for the project, deadweight, displacement and innovation were discussed in respect of the application. On the proposal of Cllr Mary Hanna Hourigan and seconded by Cllr Joe Hannigan, this project was approved, as recommended.
- Hillview Sports Centre – entrance upgrade [STP103644] – upgrade entrance and car parking facilities. Total cost of works €46,682.55 and 75% grant aid sought of €35,011.91. 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.
- South Tipperary GAA Centre – Car Parking Enhancement [STP103578]. Total cost of works €42,065.37 and 75% grant aid sought €31,549.02. 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 Tim Cullinan, this project was approved, as recommended.

Some members, in acknowledging the eligibility of the projects for the Basic Services TC, expressed concern from a social inclusion perspective, as to the nature of the projects coming

through the Call.

Rita Guinan and Michael Murray rejoined the meeting. Donal Mullane departed the meeting fully at this stage. Eileen Condon joined the meeting at this stage for the first time. This left the members from the public sector in attendance at 7.

6.5 To Agree Draft Schedule of Meetings 2018

A Lyons, M. Murray and I. Cambie went through the document circulated to the LCDC members outlining schedule for LCDC meetings at which RC and TC applications would be presented for decision during 2018. In addition the timeframe for the Basic Services Targeted Call 2018 was outlined. IEC meetings will be held at least 6 weeks prior to LCDC meetings to allow for A48 Check clearance. Furthermore, all project documentation will be sent to the LCDC Office no later than 2 weeks before actual meeting date of same.

An IEC meeting to deal with 2017 Rural Tourism TC applications will be held on 31st January and it is hoped to clear remaining 2017 projects at the February LCDC meeting.

A. Lyons raised issue of when approvals are considered funding allocations under RCs and TCs now that applications can be subject to provisional approval under procurement - this would have implications for annual budgets. She advised she would seek Department clarification on same.

6.6 To Approve Monthly Administration & Animation Income & Expenditure

Michael Moroney outlined the LDS Administration & Animation financial expenditure and income report to December 2017 inclusive which was circulated at the meeting. He stated that there were some minor queries from November which were being finalised and that the first project payment is currently being processed. On the proposal of Clare Cashman and seconded by Cllr Mary Hanna Hourigan, this project was approved.

6.7 Other

The Chair queried the Annual Report process and was advised that the two IP's will be preparing same to meet Department deadline at the end of February. Annual Report will also incorporate case studies and deviations to LDS this year. Annual Report to be reviewed by the Chair and Chief Officer once completed.

Michael Murray advised the intention is that, subject to budget which is being reviewed, NTLP Project Development Officer (further to previous advice at November 2017 Meeting) will continue working 5 days per week to end of June. Further to December LCDC meeting Isabel Cambie advised decision still awaited on whether PDO will be increasing time working on LEADER to 3 days per week from current 2 days per week. On the proposal of Cllr Joe Hannigan, seconded by Cllr John Carroll, these were approved.

Michael Murray advised that Kilkenny, Laois and Tipperary are due to work on a possible co-operation project concerning the River Nore and might require private funds. A meeting of the Steering Group will be held this Friday, 19th January.

7. **Correspondence, Submissions & Consultations**

Fiona Crotty presented this item and referred to a document that had been circulated by Margo Hayes to the Members. A submission is required by the Regional Spatial and Economic Strategy before 2nd February and feedback is required by Friday, 19th January. The deadline for the Southern Regional Assembly is 16th February and the Eastern Assembly is the 22nd February. Charles requested that the LCDC should contact the SRA and create a sub-group and have this agreement before the next meeting of the LCDC and have it approved at that date.

Sean O'Farrell queried whether the RSES Issue Paper was received by all members and Charles stated affirmative but not yet read by him.

F. Crotty agreed to re-send the link regarding the Issue Paper to all Members.

F. Crotty also mentioned the invitation this Thursday, 18th January at 6pm in the Anner Hotel to officially launch a recent report commissioned by Local Enterprise Office Tipperary (LEO) and Tipperary Education & Training Board (ETB), highlighting the training & educational supports and gaps identified by companies in the County.

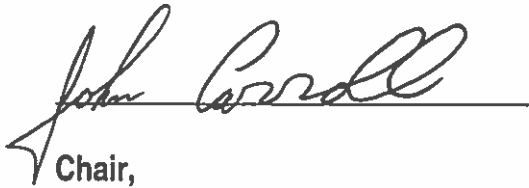
The Chair referred to induction training available to LCDC members and Fiona Crotty will circulate details of same. He also mentioned a circular that the Department had sent including terms of reference in addition to a survey requesting feedback.

8. **Any Other Business**

The Chair indicated that this was his final month chairing the LCDC and next month an election will take place which is open to anybody to put their name forward for it. Clare Cashman asked about criteria for Chair election and the term is 3 years. Councillor Joe Hannigan queried the election process and whether it is a secret ballot. It was stated that the Operating Rules would have more information and guidance on the procedure and this will be circulated to all members. Councillor John Carroll complimented Charles Stanley Smith on his role as Chair and meeting all the challenges presented in a very fair and amenable manner. Councillor Carroll also said that he would be putting his name forward for election as Chairperson, something he had done for the last election, but which he subsequently withdrew so as not to have a contest for the position. Charles Stanley Smith thanked everybody and commented on the worthwhile involvement with the LCDC. Fiona Crotty expressed thanks to Charles Stanley Smith on behalf of Sinéad Carr, Chief Officer, for his time and involvement as Chair of the LCDC and his support for policies.

9. Next meeting to be held at 10.00 a.m. on Monday, 19th February, 2018 in the Littleton and Moycarkey Community and Sports Centre.

Signed/

A handwritten signature in cursive script, appearing to read "John Corrad", is written over a horizontal line. The signature is positioned to the right of the "Signed/" label.

Chair,
Tipperary Local Community Development Committee

Date/

19-02-2018

