

**Minutes of 17<sup>th</sup> July, 2017 Local Community and Development Committee Meeting held at Littleton and Moycarkey Community and Sports Centre, Thurles.**

**Present:**

**Public Sector:** Cllr. John Carroll, Adrian Cunneen, Eileen Condon, Donal Mullane

**Private Sector:** Charles Stanley-Smith (Chair), Michael Murray, Imelda Walsh (alternate for Tim Cullinan), Isabel Cambie, Clare Cashman, Cora Horgan, John O'Shaughnessy

**Apologies: -**

**Public Sector:** Matt Shortt, Cllr. Mary Hanna Hourigan, Seán O'Farrell, Catherine Guest, Sara Bourke, Cllr. Joe Hannigan, Rita Guinan, Maria Bridgeman(replacing Derval Howley, HSE))

**In Attendance:** Sinéad Carr, Chief Officer; Attracta Lyons, Michael Moroney, Fiona Crotty, Sharon Scully.

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

It was confirmed that a quorum had been achieved to proceed with the meeting.

A Lyons informed the meeting of LEADER Circular No.12/2017 received from the Department regarding the quorum for LEADER/LAG decision-making which is as follows:

- A quorum of 50% (rounded up to the nearest person) must be present\* for the LAG meeting to take place
- Quorum for LAG decision-making is now reduced to 50% i.e. these decisions must now be voted on by at least 50% (rounded up to the nearest person) of LAG members – this applies to decisions validated by the LAG membership after all relevant conflict of interest is declared.
- at least 51% of those voting on a LAG decision are non-public sector partners
- A LAG may decide to allow members to attend meetings and take decisions via telephone/video conference facilities - in the case of the latter members must be capable of speaking to and be heard by all attendees. This attendance\* may be included to meet the quorum requirement of 50%. This process should be the exception rather than the norm.
- Written decisions are still applicable only after quorum is achieved at the meeting. Individual LAG members can only vote by written procedure in 1/4 consecutive meetings.

It was considered that only in exceptional circumstances would telephone/video conference facilities be used for decisions provided requirements as outlined in the Circular could be met.

A. Lyons proposed that the following be added to the LCDC Standing Orders in terms of LAG

function/business under LEADER –  
"With regard to the LCDC LAG function, LEADER Circulars, Operating Rules and/or Funding Agreement shall take precedence over LCDC Committee Standing Orders".

The motion was proposed by Donal Mullane, seconded by John O'Shaughnessy and agreed by the meeting.

#### Conflict Of Interest & Decision-Making – LEADER

Members were asked to declare Col as applicable if they had not done so to date – A. Lyons read out the list of LEADER RC projects for decision at the meeting noting that Camphill Project, Grangemockler, was not being considered today as the A48 Administrative Check was still being undertaken by Pobal. Isabel Cambie, STDC, declared a Conflict of Interest (COI) with regard to Linguan Valley - LEADER Rolling Call Project Application.

Michael Murray advised he had a query in relation to staff Col for the Loughmore Development Plan Project – the Chief Officer advised this could be dealt with at the appropriate juncture of LEADER/LAG business of the meeting.

A. Lyons advised that a written decision had been submitted by Rita Guinan, LEO, for LEADER project applications.

#### 2. Approval of Draft Agenda

Charles Stanley Smith, Chair, declared the meeting open. Apologies as listed were noted. The draft Agenda was approved.

#### 3. Confirmation of Minutes & Matter Arising

The Minutes of Tipperary LCDC meeting held on 19<sup>th</sup> June, 2017 were agreed on the proposal of Cora Horgan and seconded by Michael Murray. Charles Stanley Smith and members present confirmed that there were no matters arising.

#### 4. SICAP

##### Mid Term Review Recommendation

- Following a discussion of the Social Inclusions Subgroup's recommendation for a Mid Term Review to the LCDC, the recommendation was proposed by John O'Shaughnessy, seconded by Cora Horgan and agreed.
- In response to a query from Charles Stanley Smith, Michael Murray informed the meeting that there was currently an underspend in the staffing budget. However, a new manager and three new staff members were now in place and he expected this to be addressed appropriately over the remaining months.
- Clare Cashman recommended funding be provided to Littleton School under the Licensing for Schools scheme which ran in 2016. The scheme was a one off scheme for 2016 but at the time Littleton NS could not

apply as they did not have broadband facilities, which was a requirement. A grant spend of €920 was proposed by Isabel Cambie, seconded by Imelda Walsh and agreed.

### **Proposed 2018-2022 SICAP Programme**

- In relation to the proposed new 2018 SICAP Programme, Declarations of Impartiality were signed and Conflicts of Interests declared. At this point Michael Murray and Isabel Cambie left the meeting while key features of the SICAP 2018-2022 programme and procurement process were discussed and agreed.
- The key features of the new SICAP Programme 2018-2022 were discussed with Fiona Crotty.
- Clare Cashman expressed disappointment at the decrease in targets for KPI 1 and KPI 2.
- Cora Horgan was happy to see that the programme was aiming for qualitative engagement with fewer people and a greater focus being put on the quality of work.
- Decision 1 - recommendation for numbers targeted through KPI 1 and KPI 2 - South Tipperary - 35 was proposed by Clare Cashman, seconded by Eileen Condon and agreed. North Tipperary – 40 was proposed by John O’Shaughnessy, seconded by Cllr John Carroll and agreed.
- Decision 2 – recommendation for Emerging Needs to be Targeted – Decision for South Tipperary was proposed by Donal Mullane, seconded by John O’Shaughnessy and agreed. Decision for North Tipperary was proposed by Cllr John Carroll, seconded by Clare Cashman and agreed.
- It was agreed on the suggestion of Cora Horgan that under the rationale for decision 1 and decision 2 of SICAP 2018-2022 Recommendations, references to current PI’s should be removed so as not to be presumptuous.
- Adrian Cuneen stated that under Decision 2 - Emerging Needs, the guidelines for selection are not clear. Target groups as identified in SICAP Items 1 – 12 of Decision 2 are defined by the programme. Item 13 provides the LCDC with an option/choice.

S Carr and Charles Stanley Smith both stated that the LCDC will need to be clear on this point when issuing tender documentation. Charles Stanley Smith asked for a timeline of the tender process to be set out to the meeting –

19/07/2017 – Fiona Crotty and Michael Moroney to attend tender procurement training;

24/07/2017 – tender briefing documents issued;

31/07/2017 – Request For Tender (RFT) will be live on eTenders website;

It was agreed that Michael Moroney and Fiona Crotty will seek clarification on the issue at tender procurement training on the 19<sup>th</sup> July 2017 and will liaise with the group thereafter via email. This agreement was proposed by Cllr John Carroll, seconded by Eileen Condon and agreed.

### **STDC Overspend**

- A proposal to approve STDC overspend in 2016, which occurred as a result of the miscoding of staff Travel and Subsistence payments in the sum of €12,000, of which the Dept provided €9,717 towards the overspend, was proposed by Eileen Condon, seconded by Cllr John Carroll and agreed.

## 5. LEADER

### 5.01 Matters Arising

Attracta Lyons advised that the revised LEO/LAG Protocol will be amended by LEO and IPs to comply with the national protocol requirements once some queries raised have been addressed by the Department. It is intended that this document will be available for ratification at the September LCDC meeting.

At the last LCDC meeting a request for proposals for Co-operation Project was issued. No proposals had been received to date – members were asked to submit to A. Lyons by the end of August if applicable.

### 5.02 Update on LEADER Forum Action Points

Attracta Lyons updated the meeting that Circulars/guidance had been issued by the Department on LEADER Forum Action Points as follows:

- Quorum & Decision-making
- Monthly Administration Returns
- Project Evaluation Scoring Sheets.

Circulars/further information will be forthcoming on:

- LEADER no longer funder of last resort.
- LEADER & Other Funds
- Public Procurement & Planning Permission
- EOI recording
- Minimum percentage budget required for Targeted Calls.

Further to a query by the Chair on recent functional and personnel changes within the Department, S. Carr advised she would circulate a document outlining same.

### 5.03 To Decide on STDC & NTLP Rolling Call Applications:

#### STDC Rolling Call Applications

It was noted that a decision on an application by Camphill Community, Grangemockler, Carrick-on-Suir, due for approval, was deferred due to decision awaited from Pobal regarding funding sources as part of the Article 48 Administrative Checking process.

Isobel Cambie outlined details of the following STDC Rolling Call Applications for decision: -

Project Applicant	Project Ref.	Theme & Sub-Theme	Project Funding Sought	Funding Recommendation & Rate of Grant Aid
JN Cummins & Co, Mayfield, Cashel	STP104453	Rural Economic Development, Enterprise Development & Job Creation – Enterprise Development and Job Creation (Enterprise Development)	Purchase self propelled machine to remove artificial grass from pitches	€69,900 - (50%)
Carrick on Suir Economic Development Committee	STP102670	Rural Economic Development, Enterprise Development & Job Creation – Enterprise Development and Job Creation (Rural Towns)	Feasibility Study on development of Wicklow Gardens	€5,479.65 – (90%)
Cashel Arts Fest, John Street, Cashel	STP102694	Rural Economic Development, Enterprise Development & Job Creation – Enterprise Development and Job Creation (Rural Towns)	Market Research	€4680 – (90%)
Stephen & Nicola Fox, Ardfinnan, Co Tipperary	STP105149	Rural Economic Development, Enterprise Development & Job Creation – Enterprise Development and Job Creation (Rural Towns)	Leisure based business in Cahir	€15,754.66 – (66%)
South Tipperary Development Company CLG	STP102695	Rural Economic Development, Enterprise Development & Job Creation – Enterprise Development and Job Creation (Enterprise Development)	Linguan River Valley development	€6,752.02 – (90%)
Robert Barton, Fethard, Co Tipperary	STP104351	Rural Economic Development, Enterprise Development & Job Creation – Enterprise Development and Job Creation (Enterprise Development)	Feasibility Study - Organic Farming	€3,000 – (70%)

Documents circulated for consideration were the Project Evaluation Assessment Report and completed IEC Scoring Sheet for each application together with IEC meeting minutes. In addition, an Implementing Partner (STDC) CEO Report to LCDDC 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. Isabel Cambie advised that South Tipperary Development Co. had recommended in relation to Project STP104351 - Stephen & Nicola Fox that the services of a mentor be sought, through the Local Enterprise Office, to develop a business/marketing plan prior to the first grant payment. It was agreed by members subject to the LEO being in a position to provide these services. If not, it was recommended the support of a mentor would be sought from another appropriate provider.

It was noted that Rita Guinan, LEO, had submitted a written decision for the projects presented noting her agreement to recommendations. Approval of each project, on the basis of the recommendation of the Independent Evaluation Committee, was as follows:

JN Cummins & Co, Mayfield, Cashel, Co Tipperary  
Proposed by John O'Shaughnessy, seconded by Clare Cashman and agreed.

Carrick on Suir Economic Development Committee  
Proposed by Eileen Condon, seconded by Cllr John Carroll and agreed.

Cashel Arts Fest, John Street, Cashel, Co Tipperary  
Proposed by Clare Cashman, seconded by Eileen Condon and agreed.

Stephen & Nicola Fox, Ardfinnan, Co Tipperary  
Proposed by John O'Shaughnessy, seconded by Clare Cashman and agreed.

Linguan River Valley Project, South Tipperary Development Company CLG  
At this point, Isabel Cambie left the meeting due to a conflict of interest.  
Proposed by Cllr John Carroll, seconded by Donal Mullane and agreed.

Robert Barton, Fethard, Co Tipperary  
Proposed by Cora Horgan, seconded by Donal Mullane and agreed

**NTLP Rolling Call Applications:**

Michael Murray outlined details of the following NTLP Rolling Call Applications as follows:

Project Applicant	Project Ref.	Theme & Sub-Theme	Project Funding Sought	Funding Recommendation & Rate of Grant Aid
Cais na Tire, Kylepark, Borrisokane, Co Tipperary	3OLDRNTP 102853	Strategic Action 2.3 Farm Diversification	Sheep Cheese Production	€18,054.20 – (50%)
Loughmore Development Plan	3OLDRNTP 101820	Strategic Action	Community Tourism Plan	€2,700.00 – (90%)

Documents circulated for consideration were the Project Evaluation Assessment Report and completed IEC Scoring Sheet for each application together with IEC meeting minutes. In addition, an Implementing Partner (NLP) 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 by members.

Rationale for projects, deadweight and displacement was discussed in respect of all applications. No issue was raised in respect of Cais na Tire. It was noted that Rita Guinan, LEO, had submitted a written decision noting her agreement to recommendations.

On the proposal of John O' Shaughnessy and seconded by Cora Horgan the Cais na Tire Project was approved.

Michael Murray, NLP, advised that with regard to the application relating to Loughmore Development Plan a part-time NLP staff member working on LEADER is the preferred supplier for the consultancy service (to be carried out during the time she is not working for NLP on LEADER) to the promoter. The question of whether this could be considered a Col was raised. S Carr stated that the LCDC are open to scrutiny being in the public sector and a high level of integrity was expected. Owing to concerns raised, members considered that guidance was required on same. As a result, S. Carr asked that a decision concerning funding for Loughmore Development Plan be postponed so that clarification could be sought from the Department on the matter. It was agreed that A. Lyons would consult with the Department and, as the next meeting was not due to be held until September, to revert to the Chair and the Chief Officer on the matter. The members agreed to this proposal. Depending on decision of the Department, S. Carr also suggested that a policy should then be put in place on this matter. Charles Stanley Smith concurred with this suggestion.

This concluded the consideration of all project funding decisions.

Charles Stanley Smith remarked that he would like to see more projects being put forward for funding. In reply Michael Murray informed the meeting that a promotional campaign would commence in September for RC projects. Also, both IPs will be promoting the LEADER Renewable Energy measure at the Energy in Agriculture Event being held in Gurteen College in August and meeting with Tipperary Energy Agency regarding potential under the Sustainable Energy Action Plan.

S. Carr informed Michael Murray and Isabel Cambie that if any potential projects require planning permission, details of those projects can be sent to S. Carr who will liaise with the Planning Directorate in terms of prioritising their application, if appropriate.

#### **5.05 To Update on NTDC / STDC Targeted Calls & Evaluation Process**

It was decided to deal with Item 5.05 at this stage of the meeting as a follow-on to some items raised under agenda item 5.03.

The meeting was informed that the closing date for 'Basic Services' and 'Rural Towns' Targeted

Calls applications was Friday 14<sup>th</sup> July 2017.

Isabel Cambie advised that from the South Tipperary area there were 10 projects seeking funding under 'Basic Services' with funding totaling €273,770, while under 'Rural Towns' there were 5 applications seeking funding totaling €208,000. She considered that the conversion rate from Expressions of Interest (EOI) to applications was disappointing. She added that community groups have provided STDC with feedback that they viewed the application procedure as being too complicated to pursue the funding opportunities available. She cited an example of a call from a promoter who had expended €5,000 in the development of their application (this included fees for drawings and costs of renewal of a licence which would be due for renewal in due course). Donal Mullane noted that this should be noted as a case study and should be sent to the Department so as to make them aware of the difficulties on the ground. Isabel Cambie agreed to do so.

M. Murray advised that there were 17 applications from the North Tipperary area for both 'Basic Services' and 'Rural Towns'. Total value of applications was €490,000 approximately. It was noted that as the closing date had just elapsed more detailed information was not available for the meeting.

IP	Basic Services - No. of Applications	Grant Aid Sought	Budget Available
STDC	10	€273,770	€526,111
NTP	12	€410,498	
Total	22	€684,268	

IP	Rural Towns - No. of Applications	Grant Aid Sought	Budget Available
STDC	5	208,000	€443,751
NTP	5	80,055	
Total	10	288,055	

M. Murray advised that it appears one or two of the applications submitted to NTP under Basic Services may be more suitable under the Rural Towns measure. He also advised that he was aware of the reasons why some EOIs experienced delays in progressing to application stage and that they were now progressing their applications to be ready for a future call.

A composite report from IPs showing total applications (from both North and South Tipperary) and more detailed information for all Targeted Calls will be circulated in advance of the September meeting.

#### All County Evaluation Committee(s) for Targeted Calls

Michael Murray informed the meeting that all county IEC meetings would be taking place as follows for evaluation of Targeted Call applications:

30<sup>th</sup> August – Rural Youth

6<sup>th</sup> September - Water Conservation and Biodiversity

20<sup>th</sup> September - Basic Services and Rural Towns



Date TBC – Rural Tourism.

The 12 person evaluation committee(s) will be picked from the north and south IECs. It was noted that additional external expertise e.g. Fáilte Ireland may be included as appropriate. S. Carr asked for assurance that relevant committee members with relevant expertise will be chosen for the All County Evaluation Committee. This was proposed by Cllr John Carroll, seconded by John O'Shaughnessy and agreed.

#### **5.04 To Decide on Draft LDS Review**

Document(s) had been circulated in advance of the meeting for this agenda item with IPs circulating a copy of the presentation at the meeting. It was agreed at the outset that owing to absence of some members no decision would be taken on proposed amendments to LDS as presented today. Instead IPs were asked to present and take feedback for incorporation and decision will be taken at September meeting.

Michael Murray and Isabel Cambie proceeded to give a presentation to the meeting on the Proposed Revisions to Tipperary LDS – Rural Towns and Villages and Social Inclusion Actions. The presentation covered the following: –

- Local Objective 3 – The Revitalisation of Rural Centres
- Local Objective 5 - Support of and investment in Social Inclusion initiatives in Rural areas
- Proposed areas for review in other LDS local objectives

Suggestions were put forward to Michael Murray and Isabel Cambie from the members at various stages of the presentation which were noted by IPs. Clare Cashman suggested that members may have additional comments further to the meeting and be allowed give this feedback. It was agreed that any additional comments should be sent to A. Lyons within a fortnight who will forward same to IPs.

Michael Murray suggested that before the September meeting the LDS Review Sub Group should meet to review all proposed changes to the LDS. A. Lyons suggested that this would be a working group consisting of 3 representatives from each of the Social Inclusion Sub-Group and Sustainable Communities Sub-Group - this was agreed. Cllr. J. Carroll volunteered to be one of the representatives from the Sustainable Communities Sub-Group.

The revised LDS will need to be circulated to the working group in advance of their meeting which should be in early September. Subsequently the final draft of the LDS Review can be issued with 7 days notice for the next LCDC meeting. It is anticipated that a decision on the LDS Review should be made at the September meeting when a well finished and rounded document should be presented.

Attracta Lyons reminded members that the Department had advised that a Circular would issue latest end September 2017 on the process for review of Local Development Strategies and that LCDC members needed to be mindful of same as well as impacts of any changes to programme implementation.

#### **5.07 To Ratify TETB Nomination to Northern IEC (Temporary Replacement)**

Attracta Lyons advised that TETB had nominated Lisa Kavanagh, who currently sits on the southern IEC, to temporarily replace Lorraine Duane on the northern IEC who is on maternity leave. This nomination was proposed by Clare Cashman, seconded by Cllr John Carroll and agreed.

#### **5.08 To Update on SLA Review**

S. Carr provided the meeting with an update on the SLA Review meeting held with Implementing Partner representatives and TCC. Both IPs are generally satisfied with the SLA but concerns were expressed regarding the complexity of rollout of the programme. LCDC needs to show what actions are being taken to get more people into the system. S Carr stated that we need to look internally at the LCDC's and partners' own efforts and externally at what else can be done at national level to increase the level of activity. It was noted that the Department were acting on a number of issues raised at the LEADER Forum meeting.

An item raised at the meeting was the need for balanced representation on the Sustainable Communities Sub-Group. S. Carr proposed she would liaise with the Chair on same and would revert to individuals as appropriate in order to address the imbalance - this was agreed.

#### **5.09 To Approve A & A Income and Expenditure**

Michael Moroney circulated a Financial Report Summary to the meeting. The approval of A & A Income and Expenditure was proposed by Cllr John Carroll, seconded by John O'Shaughnessy and agreed.

#### **5.10 Other**

A. Lyons advised that for September meeting main items will be LDS Review; Noting of Ineligible RC EOIs; Update on Targeted Calls; LEO/LAG Protocol; and Procedure for County Applications and other relevant updates from today's meeting.

Agenda item 5.06 was postponed to September owing to time constraints.

### **6. Decision on Healthy Ireland – LCDC Endorsement**

The endorsement by the LCDC of the Decision on Healthy Ireland was proposed by Clare Cashman, seconded by Isobel Cambie and agreed.

Fiona Crotty informed the meeting that further information on funding details would follow, but that an allocation of €100,000 was proposed for Tipperary.

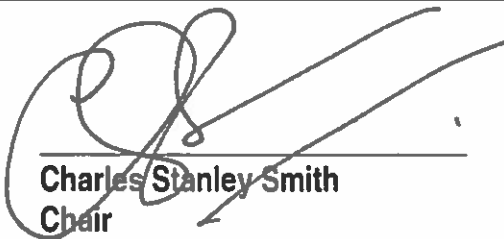
### **7. Update on Community Facilities Schemes**

Fiona Crotty outlined details of the Community Facilities Scheme:

- Capital funding of €64,500 was provided by the Dept under the scheme;
- 98 applications were received in Tipperary;

	<ul style="list-style-type: none"> <li>• Each applicant has been approved for a grant in the amount of €653.06</li> <li>• The proposal will now be brought to each Municipal District for resolution.</li> </ul> <p>The LCDC noted the allocation, the amounts granted and the process that was required. No issues of note were raised on same</p>
8.	<p><b><u>Healthy &amp; Positive Ageing Outcomes Initiative (HAPAI) Research</u></b></p> <p>Sinead Shannon, Department of Health (Services for Older People) made a presentation to the meeting, which included the following points –</p> <ul style="list-style-type: none"> <li>• Population Change in Tipperary in Census 2006 – 2011;</li> <li>• Health Statistics;</li> </ul> <p>F Crotty will circulate to members a bullet point summary of the presentation from Sinead Shannon. S Carr requested that Sinead Shannon circulate a report showing comparisons between Tipperary and the –</p> <ul style="list-style-type: none"> <li>• Best County in Ireland and</li> <li>• Comparable sized County.</li> </ul> <p>F Crotty confirmed that work was ongoing in relation to the Age Friendly Strategy and a draft was expected near year end.</p>
9.	<p><b><u>To Note Community Action Plan – LECP Bi Annual Review 2017</u></b></p> <p>Mid Term Community Action Plan was noted. The annual report on the Community Action Plan will issue at the end of the year.</p>
10.	<p><b><u>Correspondence, Submissions &amp; Consultations</u></b></p> <p>Correspondence, submissions and consultations were dealt with during the course of the meeting.</p>
11.	<p><b><u>Any Other Business</u></b></p> <p>A formal thank you was relayed to Derval Howley, HSE, for her participation on the LCDC</p>
	<p><b>Next meeting to be held at 10.00 a.m. on Monday, 18<sup>th</sup> September 2017 in the Littleton Community Centre.</b></p>

Signed/



Charles Stanley Smith  
Chair

Tipperary Local Community Development Committee

Date/

20<sup>th</sup> October 2017

