

## MINUTE OF FLAG MEETING

**MONDAY, 31 MARCH 2014 AT 1.30 PM  
COMMITTEE ROOM 2, WOODHILL HOUSE**

### **Present**

|                 |  |
|-----------------|--|
| Belinda Miller  | FLAG Chairperson                                 |
| Moira Beverley  | Aberdeenshire Council – Finance                  |
| Gavin Clark     | Scottish Natural Heritage                        |
| Gina Ford       | Scottish Enterprise                              |
| Roger Goodyear  | Banff Coast Tourism Partnership                  |
| Ian Hay         | East Grampian Coastal Partnership                |
| William Murdoch | Aberdeenshire Council – Harbours Project Manager |
| Philip Smith    | Visit Scotland                                   |

### **Officers in Attendance**

|                     |   |
|---------------------|---|
| Martin Brebner      | Team Manager European Policies & Programmes |
| David John McRobbie | European Programmes Co-ordinator            |
| June Jaffrey        | European Programmes Claims Officer          |

### **Apologies**

|                   |  |
|-------------------|--|
| James Buchan      | Scottish Fishermen's Organisation                      |
| Will Clark        | Peterhead & Fraserburgh Fish Processors Association    |
| Ian Gatt          | Scottish Pelagic Fishermen's Association Ltd           |
| Reid Hutchison    | Aberdeenshire Council – Community Economic Development |
| Linda Hope        | North East Scotland College                            |
| Alexander Macleod | Aberdeenshire Council –Community Planning              |
| Michael Park      | Scottish Whitefish Producers Association               |
| Maureen Stephen   | Aberdeenshire Councils for Voluntary Services          |
| Chris White       | Aberdeenshire Council Area Manager                     |
| Andy Willox       | Federation of Small Businesses                         |

## **1. WELCOME & APOLOGIES**

- 1.1 Belinda welcomed those present and introductions were made round the table.
- 1.2 As per AEFf Terms of Reference, at any meeting of the FLAG there must be a minimum of 4 member organisations represented, two of which must be private or third sector.

As the quorum was not reached it was decided, at the Chairperson's discretion, that the meeting should proceed and any decision will be agreed through written procedures with absent private sector FLAG members being asked for written comments on the applications

## **2. DRAFT MINUTE OF AEFf PAC MEETING**

- 2.1 The draft minute of the AEFf PAC meeting held on 11 March 2014 was noted and will be tabled for approval at the next PAC meeting on 20 May 2014.

## **3. DRAFT MINUTE OF AEFf FLAG MEETING**

- 3.1 The draft minute of the AEFF FLAG meeting held on 10 December 2013 was approved and will be uploaded on the AEFF website.

#### **4. CHAIRPERSON'S UPDATE**

- 4.1 The Chair advised that there is increased correspondence from Marine Scotland by means of monthly teleconferences with the Co-ordinator and the increased distribution of information from Marine Scotland. The FLAG acknowledged that these increased communications are positive.

#### **5. CO-ORDINATOR'S UPDATE**

- 5.1 The Co-ordinator's Update is summarised below:
- Since March 2012 20 AEFF projects have been approved with over £767,096 of AEFF funds committed to date.
  - Four applications have been submitted for Round 8 projects. With three being considered; totalling £17,000 in value.
  - The Co-ordinator is confident that four Round 9 applications will come forward – a clearer indication of the total monetary value of these projects will be known shortly.
  - The first administrative claim to Marine Scotland has been submitted – a request for further supporting documentation is required prior to payment from Marine Scotland. The second and third claims are nearly completion for submission.
  - A draw down forecast report to Marine Scotland on AXIS 4 expenditure for January 2014 to October 2015 period is to be submitted by 01/04/14.
  - The Banffshire Partnership were subject to a surprise inspection by Marine Scotland – there were no adverse outcomes to this inspection. Disappointment was expressed on Marine Scotland's lack of background knowledge on the project despite the prior submission of information by the Co-ordinator.
  - A press release in January on successful round 7 projects was well received and picked up by the local press; David John was interviewed for STV news who may run a longer news feature in the summer.
  - A tour of completed projects is being arranged to showcase successful projects to Provost Webster.

- 5.2 The Chair advised that due to the late commitment of projects the project applicants should be advised and have a clear understanding of application/claim timescales.

#### **6. DECLARATIONS OF INTEREST**

- 6.1 Gavin Clark indicated an interest in project 033 - Seafood See Here due to Moray Firth Partnership being hosted by Scottish Natural Heritage. Gavin was not excluded from the vote because SNH is not directly involved with the application.

Ian Hay declared an interest in project 033 - Seafood See Here! Due to the East Coast Grampian Partnerships involvement in a similar project in the East of Scotland. Ian was not excluded from the vote because ECGP is not directly involved with the application.

## 7. PROJECTS 032, 033 & 035

### 7.1 032 – Feasibility Study on the Proposed Phase 3 of the Harbour regeneration programme

The project proposes funding a Feasibility study focusing on the proposed phase 3 of the Port Errol Harbour regeneration; with project costs of £12,010. The elements contained in phase 3 will focus on the viability of constructing a new visitor centre, harbour office, restaurant/café and the development of a lobster hatchery.

The Feasibility study would examine the financial and commercial viability of such facilities being proposed. The study will address employability opportunities, potential revenue streams; explore economic sectors such as tourism and investigate the community capacity to deliver these projects.

The Consultants will also provide the Trustees with information regarding potential funders to help fund future projects.

Port Erroll harbour has provided justification as to why the tendering process was not followed. Marine Scotland has submitted a letter of assurance confirming that the one quote supplied by the applicant is sufficient. It is clear from this letter that Aberdeenshire Council finances will not be at risk.

The grant rate of 90:10 was agreed by the FLAG.

FLAG approve the project proposal.

#### Scoring:

|                             |                      |          |
|-----------------------------|----------------------|----------|
| <b>Summary of Responses</b> | <b>In favour</b>     | <b>6</b> |
|                             | <b>Not in favour</b> | <b>0</b> |
|                             | <b>DOI</b>           | <b>0</b> |

#### **PROJECT FUNDING OF £12,010 APPROVED; PENDING CONFIRMATION FROM MARINE SCOTLAND.**

### 7.2 033 – SEAFOOD SEE HERE!

DOI – Gavin Clark indicated an interest in project 033 - Seafood See Here due to Moray Firth Partnership being hosted by Scottish Natural Heritage. Gavin was not excluded from the vote because SNH is not directly involved with the application.

Ian Hay declared an interest in project 033 - Seafood See Here! Due to the East Coast Grampian Partnerships involvement in a similar project in the East of Scotland. Ian was not excluded from the vote because ECGP is not directly involved with the application.

The Seafood See Here project is a innovative inter regional joint area project which covers three local authority and FLAG areas – Highland, Moray and Aberdeenshire offering opportunities to local producers, processors and buyers to sample and buy seafood locally whilst learning more about the areas. The project also considers and endorses the work undertaken by the two scoping studies created by MFP and ECGP. This project is being developed in collaboration with EGCP, but is led by MFP for ease of administration.

MFP intend on creating a website which maps sources of seafood, fish vans, restaurants, hotels etc. Clarification on the exit strategy was sought and assurance given that MFP will host the website with a link to the Visit Scotland being created. A number of events will be arranged with a minimum of 6 events (2 per area); combining education, awareness raising and tasting/cooking sessions by involving local fish suppliers, local chefs and seafood companies. The costs for the events will be evenly split across the three administrative areas. Consideration has been given by the applicant in terms of the event dates clashes/attendance etc. Average travel costs incurred in the course of delivering the events have been identified with pool cars use reducing costs and any additional costs being covered by MFP. Two separate 15 minute films will be created and uploaded onto the website focusing on the traditional fishing heritage of the area.

A project officer will be appointed and will be contracted for 3 to 4 days per week. MFP has agreed to follow all AEFf tendering and recruitment arrangements. Included in the costs are separate project management costs for MFP to help support and deliver the project.

Plans are being developed by local authorities and other organisations for an “East Scotland Seafood Trail”, from Shetland to the English Border with a project launch of 2015 anticipated. Significant work requires to be done to make local seafood more readily available before the north area can be successfully marketed as a seafood destination. This project is a necessary preliminary to the Seafood Trail, as well as being a valuable initiative in its own right.

FLAG unanimously approve the proposal.

**Scoring:**

|                             |                      |          |
|-----------------------------|----------------------|----------|
| <b>Summary of Responses</b> | <b>In favour</b>     | <b>6</b> |
|                             | <b>Not in favour</b> | <b>0</b> |
|                             | <b>DOI</b>           | <b>0</b> |

**PROJECT FUNDING OF £5,716 APPROVED, PENDING CONFIRMATION FROM MARINE SCOTLAND.**

### 7.3 035 – Seafood Event Trailer Project

The project proposal is the purchase of a mobile display vehicle allowing a refrigerated fish counter to display seafood produce. The Seafood Event Trailer project aims to encourage local retail in Aberdeenshire by putting locally landed seafood much more in the public focus. Consumers will be able to sample, buy and attain high quality fish at convenient locations throughout Aberdeenshire. The company aims to enter new local markets by attending a number of events and exhibitions. The trailer would also promote and display quality locally sourced Scottish Seafood products. An increase in revenue for MJ French Fish Export is anticipated as result.

The company aim to tour round local Schools to educate children on the health benefits of eating fish. Discussions are in a preliminary stage for partnership working with ‘Seafood in Schools’ in Aberdeenshire. The wet fish counter would allow the applicants to show pupils the different fish species caught in the North Sea; ensuring pupils enter adulthood understanding the importance of a balanced diet.

Although FLAG was supportive of the concept, concerns over a shortfall in the funding package, the displacement aspect of the project and the applicant being seen to have an unfair competitive advantage over existing event trailers and mobile fish sale units meant that the FLAG was unable to approve the application.

#### Scoring:

|                             |                      |          |
|-----------------------------|----------------------|----------|
| <b>Summary of Responses</b> | <b>In favour</b>     | <b>0</b> |
|                             | <b>Not in favour</b> | <b>6</b> |
|                             | <b>DOI</b>           | <b>0</b> |

#### PROJECT FUNDING OF £20,760; REJECTED

### 8. AOCB

The European Programmes Coordinator will contact absent FLAG members requesting their votes on the applications to satisfy quorum. It was decided at the start of the FLAG meeting that the meeting should proceed and any decision will be agreed through written procedures with absent private sector FLAG members.

#### 8.1 Terms of Reference

The ToR is currently being updated; the original version showing tracked changes will be forwarded to all.

#### 8.2 Underspend

Applicants are being encouraged to come forward with bids for the underspend.

#### 8.3 Issuing of meeting papers

The FLAG were in agreement to have meeting papers issued electronically for the foreseeable future.

**9. DATE OF NEXT MEETINGS**

9.1 PAC meeting: Tuesday, 20 May 2014,  
Conference Room C, Woodhill House

FLAG meeting: Thursday, 5 June 2014,  
Committee Room 3, Woodhill House