

SUSTAINABLE DEVELOPMENT FUND COMMITTEE

4 November 2020

Present: Councillor K Doolin (Deputy Chair in the Chair)
Dr M Havard, Councillor M James, Dr R Plummer and Councillor S Yelland.

(Virtual Meeting: 10.00am - 11.50am; 12.00pm – 1.40pm)

1. Election of Chair

It was **RESOLVED** that Councillor M James be elected Chair for the ensuing year.

[Councillor James then took the Chair and presided over the remainder of the meeting.]

2. Election of Deputy Chair

It was **RESOLVED** that Councillor K Doolin be elected Deputy Chair for the ensuing year.

3. Apologies for Absence

An apology for absence was received from Councillor M Williams.

4. Disclosures of Interest

Disclosures of interest were received from Councillor K Doolin (SDF/112020/1 and SDF/112020/4); Dr M Havard (SDF/112020/4); Dr R Plummer (SDF112020/4) and Councillor M James (SDF/112020/6). However as these were all personal rather than prejudicial interests, the Members remained in the meeting and played a full part in the discussions and voting on these applications.

5. Minutes

The minutes of the meeting held on the 20 May 2020 were presented for confirmation and authentication.

It was **RESOLVED** that the minutes of the meeting held on the 20 May 2020 be confirmed and authenticated.



6. Revised Terms of Reference

Members suggested a number of amendments to the revised Terms of Reference before them:

- Committee Composition – add “who may appoint” to the sentence “up to 2 Advisory Members”.
- Paragraph 5 – Standardise Reference to the Deputy, rather than the Vice, Chair;
- Decision Process – Final Paragraph - Remove the final part of the sentence “they may suggest ... “reserve” list.”;
- Appeals Procedure – remove the second criteria – the appeal may be on the grounds of a claim of incorrect procedure only.

It was **RESOLVED** that the revised Terms of Reference be agreed subject to the above-mentioned amendments.

7. Advisory Members of the Committee

The Terms of Reference for the Committee allowed for the appointment of up to 2 Advisory Members, and the Grants and Funding Officer sought Members views on whether such Members should be appointed, and if so how this should take place.

Members felt that, at the present time, the Committee should seek the advice of ad hoc members according to need rather than appoint Advisory Members.

Referring to an email received from Pembrokeshire Association of Voluntary Services who had previously served on the Committee, Members considered that while their input had been valuable, it could still be sought with regard to particular applications as appropriate.

It was **RESOLVED** that, at the present time, the Committee should seek the advice of ad hoc members according to need rather than appoint Advisory Members.

8. Scoring Template

Members were happy with the seven criteria set out in the report, however they acknowledged that the final one was more difficult to measure due to the qualitative nature of some of the benefits. In assessing all future applications, they asked the Funding and Grants Officer to consider whether each project budget offered value for money i.e well costed, appropriate quotes etc. and to include something in her report which reflected its cost effectiveness.



Members would use the template to score projects indicatively prior to the meeting and this information would be used as a basis for the discussions on the day.

A question was asked regarding the number of quotes which should be expected from applicants. The Finance Manager advised that for work undertaken by the National Park Authority, a single quote was sufficient for work up to £10,000; three quotes were required for work up to £20,000; while for work in excess of £25,000 a tender exercise was necessary. Members felt that this could prove a useful benchmark for applications to the fund, however all applicants were to be encouraged to provide more than one quote and it was agreed that the guidance be amended to reflect this.

It was **RESOLVED** that the Scoring Template be agreed.

9. Exclusion of the public

It was **RESOLVED** that the public be excluded from the meeting as exempt information, as defined in Paragraphs 12 and 14 of Part 4 of Schedule 12A to the Local Government Act, would be disclosed.

10. Sustainable Development Fund (SDF) Update Report

a) Applications for Consideration

The Committee was reminded that in June 2020 the Authority had agreed to change the focus of the Fund to support community led projects that contributed towards a reduction in carbon and helped respond to the climate emergency. There were four categories for applications:

- a. Install renewable energy generation facilities to a community building
- b. An initiative to promote reduction in carbon emissions in transport
- c. Install a community facility that minimises waste
- d. Any other community-based carbon reduction initiative.

The report before the Committee outlined seven applications made to the fund since the previous meeting:

Project Type	Ref	Organisation	Funding Sought
A	SDF/112020/1	Theatr Gwaun Community Trust	£15,183
A	SDF/112020/2	Marloes & St Brides Village Hall	£6,567
A	SDF/112020/3	Pembrokeshire Mencap Ltd	£2,878
A	SDF/112020/4	Wildlife Trust South & West Wales	£14,840



D	SDF/112020/5	For the Love of the Sea Limited t/a Car-Y-Mor	£24,900
D	SDF/112020/6	Newport Area Environment Group	£13,620
D	SDF/112020/7	Cwm Arian Renewable Energy Ltd	£24,280
		Total funding sought	£102,268

Following a discussion, Members agreed that the project submitted by Rhwydwaith Gwydn Resilience Network Pembrokeshire was ineligible.

Each application was considered in detail against the scoring template and following discussions, it was **RESOLVED** that:

- (i) the full amount of funding requested be granted to the following applications, subject to the usual conditions of grant:
 - a) SDF/112020/1 - A Sustainable Future for Theatr Gwaun – also subject to planning permission being granted, provision of estimates of the expected savings (which would be required for evaluation) and providing more than one quote.
 - b) SDF/112020/2 - Marloes & St Brides Village Hall - Enhancing Our Solar Panel System
 - c) SDF/112020/3 - Pembrokeshire Mencap Ltd 2020 Efficiency Works
 - d) SDF/112020/4 - Sustainable Pembrokeshire Islands – also subject to the Funding and Grants Officer seeking further information on, and being satisfied with, the nature of the upgrade to the solar panel system.

- (ii) the following application be refused:
 - SDF/112020/5 - First trial seaweed and shellfish farms in Wales as Members did not believe that the project would deliver the aim of carbon reduction. Concerns were expressed regarding the governance structure of the organisation and it was not considered appropriate to provide funding for a boat.

- (iii) the following applications be deferred until the next meeting of the Committee:
 - a) SDF/112020/6 - Newport: Decarbonisation through Biodiversity – The Committee requested that the applicant provides additional information regarding the structure of project/how it would be delivered and how the staff member would be employed; also provision of a plan of what trees would be



planted and where; more detailed outcomes and outputs of the project as well as demonstrate engagement with other organisations such as the Woodland Trust.

- b) SDF/112020/7 - Pembrokeshire Energy Efficiency Programme (PEEP) – The Committee requested that the applicant provides additional information regarding delivery of the project in the current COVID-19 circumstances; and details of linkages to the existing zero carbon Britain hub based at CAT to ensure they do not duplicate existing research.

b) SDF Financial Position

It was reported that a total of £150,000 had been allocated to the fund for the 2020/21 financial year. £50,000 of this was from WG Sustainable Landscape Sustainable Places Fund which needed to be spent by 31st March 2021. The report listed the Fund's current financial commitments from projects previously granted funding and also noted that £4,858 had been spent on the Little Green Grant.

It was noted that the spend of the approved projects totalled £39,468, all of which could come from the WG Sustainable Landscape Sustainable Places Fund. However in order to spend the £50,000 by 31st March, the Funding and Grants Officer was asked to contact these projects to ask if the fund could support them further by providing additional capital to that which had initially been sought.

Finally, it was noted that since the last meeting the project at Coppicewood College had been completed and the final report was attached for Members' information. The offer had been made for the Committee to visit the site, and, subject to completion of appropriate COVID-19 risk assessments, Members agreed to do so, as it would be interesting to see what the funding had achieved.

The Minutes of this meeting were confirmed at the meeting of the Sustainable Development Fund Committee on 20 January 2021 subject to the following amendments:

In respect of Minute 7 (Advisory Members of the Committee) it was clarified that the officer would seek specific advice in respect of individual applications where the officer/Committee considered this necessary

With regard to Item 10 b) Members clarified that given the current lockdown, they would visit the site when a suitable opportunity arose.

