

**Minutes of the Cleddau Reaches Community Garden Steering Group
held on Wednesday 13 July 2022 at 1pm at The Old Wool Market**

Present	Cllr A Buckfield (AB) Cllr T Moses (TM) Cllr G Roberts (GR) Cllr P Johnson (PJ) Suzanne Moses (SM) Gitti Coats (GC)	Pembrokeshire County Council Haverhub
Apologies	Cllr J Twigg (JT) Neil Jordan (NJ) Robbie Coles (RC) Dean Campbell Stella Hooper	MIND Pembrokeshire Transition Haverfordwest Uzmaston Community Council

Senior Admin Officer (SAO) was in attendance

Sally Boyton, Lifeseeker Wales, and Amanda Evans, Homeless Pembrokeshire have stepped down from the steering group

Tom Iggledon, Pembrokeshire Coast National Park and Ant Rogers, Pembrokeshire Nature Partnership will not be attending every meeting but remain interested parties and are available for advice and support

In the absence of an Elected Chair, the Mayor Cllr Alan Buckfield, chaired the first 30 minutes of the meeting. The Mayor welcomed everyone to the meeting and stated that Haverfordwest Town Council was happy to deliver the Community Garden Project. It was recommended that the project should consist of three separate, but parallel, strands: A management/oversight group, a working group and a group to look at setting up a CIC/social enterprise group.

Management/Oversight Group to consist of a quorum of three HTC Councillors, one of which to be the Chair. Meetings to be held after 6pm and any other person (other than HTC Councillors) may attend the meeting. Group can approve recommendations.

Working Group will be responsible for delivering the project. Meetings can be as and when decided by the group. One or two HTC Councillors to members of this group if possible.

CIC/Social Enterprise Group to look into setting up a group to manage the garden in the future

Election of Chair

Resolved Cllr Tom Moses elected as Chair

Election of Vice-Chair

Resolved Cllr Gareth Roberts elected as Vice-Chair

Declarations of Interest

No Declarations declared

Minutes of Previous Meeting

All voted in favour to accept the minutes of the Cleddau Reaches Community Garden Steering Group held on 16 June 2022

Resolved To accept the minutes of the Cleddau Reaches Community Garden Steering Group meeting held on 16 June 2022

Matters Arising

SAO provided details of Welsh Translations through Menter Iaith.

Recommendation

To use Menter Iaith for translations

CE confirmed that Western Power had attended the site and confirmed that exposed cable ends were safe.

CE has applied for an amendment to minor amendments to the approved proposals in the planning permission. PCC have contacted HTC for further information and clarification. **CE** provided **SAO** with plans.

SAO confirmed that garden room can have the open area at either end and building is delivered unpainted but that delivery can take 14 – 16 weeks

Terms of Reference

Terms of Reference for current steering group were clarified

To consider any matters relevant to the setting up of the community garden

Recommendation

To Management, Estates and Strategy Committee that remote attendance should be facilitated at future meetings

Recommendation

To Council to support the setting up of a Social Enterprise Group, not a CIC, to take over phase 2 of the project

Recommendation

To set up an Oversight Group and Working Group

Action Points

- **TM** to meet with **CE** to discuss project planning
- **GC** to look into insurance for volunteers
- **SAO** to look at cost of connection of water and electricity

Items for next agenda

- Working Group Terms of Reference
- To consider recommendation to MES for a delegated budget
- Programme of Works
- Public Engagement event (interest from Cadw and Hakin/Hubberston Community Garden)

Cllr P Johnson left the meeting at 14:00

Gitti Coats left the meeting at 14:13

Date of Next Meeting

- Working Group Meeting to be established by Doodle Poll or be decided at meeting Next meeting to be held w/b 8 August
- Oversight Group to meet after Working Group meeting but before Sept MES meeting (6 Sept)

Meeting ended at 14:23