

**Minutes of the meeting of the Management, Estates and Strategy Committee  
held on Tuesday 2 November 2021 at 6pm via video conference**

<b>Present</b>	Cllr G Roberts Cllr A Buckfield Cllr C Evans Cllr P Johnson Cllr T Moses Cllr J Twigg	MES Committee Chairman Chairman of Council / Mayor - Ex-officio Deputy Mayor
<b>Apologies</b>	Cllr J Dunckley	
<b>Absent</b>	Cllr R Blacklaw-Jones	MES Committee Vice Chairman
<b>Observer</b>	Cllr D Blyth	

Town Clerk was in attendance

**Before the meeting commenced, a minute's silence was held in memory of Mrs Beryl Thomas-Cleaver, former Mayor, Sheriff and Town Councillor, and those who lost their lives on the River Cleddau on 30 October 2021**

**Declarations of interest from Members**

<i>Agenda Item</i>	<i>Member</i>	<i>Interest</i>	<i>Nature of interest</i>
No declarations made			

**Report of last meeting**

No updates.

**2021/2022 Action Plans**

**Cemeteries:**

Lower Prendergast: Signage was considered, there were discussions about liaising with schools about creating designs.

Upper Prendergast: The cutting back of the trees needs to be reviewed by the Groundsmen.

St Martins: No updates.

**Christmas Lights sub-committee:** This will be considered in a later agenda item.

**Community Garden:** This will be considered at the next full council meeting.

**Events:** No updates. Details for the Remembrance Services were provided by the Mayor.

**Picton Centre:** No updates.

**Priory Saltings:** It was proposed to spend the remaining budget on safety signage, a wooden handrail on the steps and a willow sculpture. It was agreed that the installation of a handrail is the main priority so quotations will be sought. There is uncertainty as to who owns the land under the bridge. At the next meeting of the Cleddau Reaches Steering Group, an update will be asked for the safety and risk assessment. Majority voted in favour to obtain quotations for the supply and installation of hand rails on the steps and for our Groundsmen to complete a risk assessment.

*Cllr D Blyth left the meeting at 6.45pm*

**Sheriff's Project:** Consideration of invoice for bunting to be deferred to the next meeting of full council or December committee meeting.

**Sports Pavilion:** The contracted work has commenced. Quotations are being sourced by the Portfield Recreation Committee for barriers at the entrance to the car park.

## R17/02

**Youth Involvement Work:** On considering the quotation for signage at the burgage plots, it was felt that there should be more involvement from young people in the design. All voted in favour to return to the designer with the request to engage with young people on the design.

### Resolved

**Priory Salting's – Quotation for supply and installation of hand rails on the steps to be obtained and risk assessment to completed**

### Recommendation

**Youth Involvement Work – Request for the graphic designer to engage with young people on the design for signage at the burgage plots**

### Draft 2022/2023 Action Plans and Budget

Cemeteries: Quotations to be sourced for the replacement and repairs to the railings.

Christmas lights: Town Clerk to make updates.

Events: Further editing needed.

Farmers Market: Action plan considered.

Haverfordwest Improvements: Further editing needed as items duplicated from Events draft plan.

Priory Saltings: Action plan considered.

Sports Pavilion: Plan not usually drafted for this item and agreed one is needed.

St Martin's Cemetery: Follow up on survey on boundary wall as still not received.

Welsh Language: Translation service costs need to be entered by Administration Officer and costs from web designer.

Youth Involvement: It was asked what the youth had come up with for inclusion in the plan. It was felt it should be kept open to receive more ideas. We already have litter picking equipment so the plan needs to be updated.

### Christmas Lights Sub-Committee

Town Clerk has sourced lighting for this year's festive display within the 2021/2022 agree budget.

### Items for next agenda

- Vision Statements
- Hybrid meetings

**With no further business to consider, the meeting ended at 8.43pm**