

**Minutes of the Cleddau Reaches Community Garden Steering Group  
held on Friday 20 May 2022 at 11am at The Old Wool Market**

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<b>Present</b>	Chris Evans (CE) Stella Hooper (SH) Cllr P Johnson (PJ) Cllr T Moses (TM) Amanda Evans (AE) Gitti Coats (GC) Robbie Coles (RC) Dean Campbell Suzanne Moses (SM)	Homeless Pembrokeshire Haverhub Transition Haverfordwest Uzmaston Community Council Pembrokeshire County Council
<b>Apologies</b>	Cllr J Twigg (JT) Sally Boyton (SB) Neil Jordan (NJ)	Lifeseeker Wales MIND Pembrokeshire

Senior Admin Officer (SAO) was in attendance

### **Welcome and Introductions**

Chair Stella Hooper welcomed everyone to the meeting and attendees introduced themselves

### **Project Update**

- Approved Purposes were outlined
- Project must be delivered by 31 March 2023 as per the funders award requirements
- The ground on the site cannot be disturbed or dug. The garden will be constructed of raised beds in polytunnels, on tables and in tubs.
- The garden will eventually become independent from Haverfordwest Town Council
- Priority is to set the site up

### **Minutes of Previous Meeting**

All voted in favour to accept the minutes of the Cleddau Reaches Community Garden Steering Group held on 22 April with amendments to the spelling of Robbie Coles and Tom Iggledon's names

### **Resolved**

**To accept the minutes of the Cleddau Reaches Community Garden Steering Group meeting held on 22 April 2022 as a true record with the amendments to the spelling of Coles and Iggledon**

### **Matters Arising**

- Project is not advanced enough at this stage for full public engagement
- Infrastructure of site is priority

- Future engagement with Narberth Plant Sale, Pembrokeshire College and Pembrokeshire County Show, local schools, Norman Industries, Pembrokeshire People First and Jessica Hatchett, PCC Access Officer are to be considered
- A volunteer from MIND attended the site with Neil Jordan
- Willow on the site to be used for an arbour or for willow work

### **Proposed Layout**

- Discussion as to optimum direction of Polytunnel Option 1: East to West Option 2: North to South
- Option 1 creates 2 distinct areas in the garden and better position considering sunlight
- 3 quotes for Polytunnel required for HTC

### **Resolved**

**To obtain 3 quotes and purchase Polytunnel to be placed in East to West location**

### **Publicity**

- Social Media: Cleddau Community Garden Facebook Page has been set up
- Members of the steering group are encouraged to post and share on this page
- Schools to be approached regarding involvement with making videos and/or including the garden project in their Enterprise Week
- Translation: Options of free translations discussed at previous meeting

### **Monitoring and Evaluation**

- To be discussed at June Meeting

### **Grant Compliance**

- To start using Bi-lingual National Lottery Heritage Fund logo on publicity and correspondence

### **AOB**

- No other business

### **Action Points**

- **SAO** to obtain quotes for Polytunnel, composting disabled toilet, garden room and composting bins
- **SAO** to clarify if HTC insurance covers project
- **SM** to research youth engagement with project and to explore if one person can oversee youth group engagement
- **TM** to engage with Futureworks regarding possible involvement with project
- **TM** to carry out risk assessment

- **SAO** to research use of and order National Lottery Heritage Fund publicity material
- **RC** to clarify if Transition Haverfordwest's insurance would cover volunteers as HTC has no volunteer policy at present
- **CE** to approach Norman Industries

Date of next meeting to be decided following results of Doodle Poll

Meeting ended at 12.30pm