

**Minutes of the Cleddau Reaches Community Garden Steering Group
held on Thursday 16 June 2022 at 10am at The Old Wool Market**

Present	Chris Evans (CE) Stella Hooper (SH) Amanda Evans (AE) Neil Jordan (NJ) Ant Rogers	Homeless Pembrokeshire MIND Pembrokeshire Pembrokeshire Nature Partnership
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Apologies	Cllr J Twigg (JT) Cllr P Johnson (PJ) Cllr T Moses (TM) Sally Boyton (SB) Gitti Coats (GC) Robbie Coles (RC) Dean Campbell Suzanne Moses (SM)	Lifeseeker Wales Haverhub Transition Haverfordwest Uzmaston Community Council Pembrokeshire County Council
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Senior Admin Officer (SAO) was in attendance

Welcome and Introductions

Chair Stella Hooper welcomed everyone to the meeting and Ant Rogers introduced himself explaining that he will not be attending very meeting but is happy to give advice when required

Minutes of Previous Meeting

All voted in favour to accept the minutes of the Cleddau Reaches Community Garden Steering Group held on 20 May 2022

Resolved

**To accept the minutes of the Cleddau
Reaches Community Garden
Steering Group meeting held on 20
May 2022**

Matters rising

- **SAO** confirmed that HTC Public Liability insurance will cover the community garden project but that further cover would need to be taken out when purchases of buildings and equipment is complete.
- **CE** has applied for an amendment to minor amendments to the approved proposals in the planning permission. This needs to be confirmed before purchases can be made.
- **CE** has contacted West Wales Utilities to check the situation regarding cable tails which remain on the plot

Project Update

Quotes for Installation

SAO provided 3 quotes for Polytunnel, Garden Room and composting bins. 2 quotes were provided for Disabled Composting toilet as this is specialised item manufactured by only a few companies

Polytunnel – All voted in favour of **supplier no 2 £3390 net**. This company is local to West Wales and was personally recommended by a PCC officer. The price also includes installation

Composting Disabled Toilet – All voted in favour of **supplier no 1 £2540.83 net**. This item serves the needs of the requirements for a composting disabled toilet. The price includes a ramp. The company is Welsh.

Garden Room/Office – All voted in favour of **supplier no 3 £11,833.33 net** (NB this price was valid until 31/5/22). This price includes installation.

Compost bins - All voted in favour of **supplier no 2 £969.55** (company is not VAT registered). These items are the same as ones used at the Bridge Meadow. The lids from the previously purchased bins are available for use. The bins side slots can be removed for easy access and disabled use.

Recommendation

The quotations are accepted for:

- **Polytunnel – Supplier 2 £3390 net;**
- **Composting Disabled Toilet – Supplier 1 £2340.83 net;**
- **Garden Room / Office – Supplier 3 £11,833.33 net;**
- **Compost Bins – Supplier 2 £969.55**

Comments raised at MES meeting

- The Chair of the Community Garden Steering Group was democratically elected at first meeting of the steering Group and was the only nominee for the role
- The National Lottery Heritage Grant allows £500 for annual insurance premium uplift for site and contents, volunteer and public liability
- The National Lottery Heritage Fund provides bi-lingual logos for use on social media, letterheads etc The company which will be established to oversee the project in the future will design it's own logo
- Press releases and posts on HTC website will be approved by HTC. It is a condition of the funding that all publicity should be b-lingual
- Comments relating to CIC to be addressed later in the meeting

Publicity

- A Cleddau Reaches Community Garden Facebook page has been set up by Cllr Moses. Posts on the page to date have not been bi-lingual.
- SAO to look into costs of translation for all communications.
- Enquires have been made regarding having a separate section on the HTC website relating to the Community Garden.

To consider setting up a CIC

- A group to be set up to oversee the project in the future.
- Consider the possibility of an existing group who would be willing to take on the project
- Compile a list of skills needed e.g. Marketing, Social Media, Gardening, Managing
- Compile a list of interested parties – CE, SH and AE all expressed an interest
- Engage with PAVS for information and advice regarding setting up a CIC
- To explore the possibility of a National Lottery Community Fund People and Places Grant

Monitoring and Evaluation

- A Monitoring and Evaluation Plan was considered (see attached)

Resolved

The Monitoring and Evaluation Plan was adopted

Grant Compliance

- To be discussed at July meeting

Action Points

- **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 (CE has been in touch with Peter Howe of Futureworks regarding their involvement)
- **TM** to carry out risk assessment
- **RC** to clarify if Transition Haverfordwest's insurance would cover volunteers as HTC has no volunteer policy at present
- **CE** to approach Norman Industries
- **SAO** to check on details of garden room – position of open area and colour of pavilion
- **SAO** to source Welsh translations
- **SAO** to liaise with CE regarding website page
- **SAO** to keep records as per Monitoring and Evaluation plan

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

Meeting ended at 11:30am.