

MINUTES OF A MEETING OF FULL COUNCIL
held on 23 February 2022 at 6pm via video conference

Present:	Cllr A Buckfield Cllr C Evans Cllr S Hooper Cllr P Johnson Cllr T Moses (left at 9.02pm) Cllr J Owens Cllr S Pearce Cllr E Perkins (joined at 7.21pm) Cllr J Twigg	Chairman / Mayor Vice Chairman / Deputy Mayor
Apologies:	Cllr R Blacklaw-Jones Cllr G Roberts	

Town Clerk, Senior Administration Officer, Administration Officer, members of the public and the press were in attendance

2155 Declarations of Interest from Members

Agenda Item	Member	Interest	Nature of interest
2160 Planning Application 21/0978/PA	Cllr T Moses	Personal & Prejudicial	Councillor Moses lives directly opposite the building

2156 Presentation on Pembrokeshire Towns Placemaking Plans from Keith Thomas, Director of Per Consulting Ltd, on behalf of Pembrokeshire County Council

Keith Thomas, Chartered Town Planner / Chartered Development Surveyor introduced himself to Council and advised he was part of a consultancy group appointed by Pembrokeshire County Council to look at six of the key towns across Pembrokeshire including Haverfordwest.

The group are looking at place and context of each town, to consider the opportunities and issues in the six towns and talking to individual town councils during this time, discovering any thoughts and reflections on their priorities. With the success award of the Levelling Up Fund this group can look at how they can add value to this. Actions need to be based on deliverability and feasibility, and whilst transforming town centres there will be certain eligibility criteria for the funding of these.

Mr Thomas said they are trying to complete these preliminary findings by the end of March and then look to present these ideas for further discussion. He was interested to hear Councillors' thoughts on:

- the issues and challenges for Haverfordwest
- what place do we want Haverfordwest to be in the future?
- opportunities for improvement
- critical sites / properties to consider
- Key public realm improvements

Councillors had many questions and suggestions included - derelict buildings, shared spaces, traffic movement management, pedestrianisation encompassing all of the town centre, the rejuvenation of Quay Street with the Town Council playing a part in that. The Mayor and Town Clerk had enquired about the acquisition of the Old Wool Market within the scheme.

There were queries about engagement with the public. The framework is initially being drafted to get funding so it is difficult to do any public consultation at this stage. Due to the timescale, and the framework for the funding there has been no capacity for a large-scale consultation at this time. At a later stage, the full details with proposals will go out for public engagement.

It was suggested we look at better connectivity between Quay Street and Bridge Street, the space could be opened up and become very unique. Other suggestions were for shared space in Swan Square as it has a good footfall, the Poundland building becoming an arts centre, Castle Square

could have a fountain to add more life to it, Cleddau Reaches walkway could have another footbridge at the other end of town connecting to the Priory Saltings.

It was proposed to have our own public consultation and to write to Pembrokeshire County Council for a formal update on the top of town development site (Old County Library). There was no seconder or vote taken on the proposal.

Mr Thomas will take back our repeated questions about public engagement to the Officer group at Pembrokeshire County Council dealing with this. This is not the final statement of the towns these are just preliminary findings and suggestions.

The Mayor thanked Mr Thomas for his presentation and the time he had spent answering everyone's questions so thoroughly.

Keith Thomas left the meeting at 7.07pm

2157 Questions from Members of the Public

Town Clerk advised we have received one piece of correspondence from a member of the public. The Mayor advised that the questions would be researched and written answers given in due course.

Cllr Twigg asked the Chairman if he could speak and identified himself as the member of the public who had submitted the questions about the Old Wool Market. He had concerns that the situation regarding the Old Wool Market had not been dealt with in an open and transparent manner. However, he was advised that all the details, all the history and all the information are available in the public domain, in previous minutes. He has major concerns how we will fund the purchase of the Old Wool Market.

He was yet again reminded that it was a matter of public record, that at least 3 years had been spent looking at new premises. Eight properties were looked at and it was the decision of Council to go to the Old Wool Market. We had to leave Picton House as the property owner, Pembrokeshire County Council, served us with notice with an option to buy, lease or vacate the building. It was felt that the offer to rent was not viable, at a cost of £13,000 per annum to increase each year, on a full repairing lease. The property was in a poor state of condition, a survey had been carried out on Picton House in 2005 and the building was condemned for occupancy then. When Council purchases the Old Wool Market, they will be looking for a loan at a reduced rate from Welsh Government so in the long run this will be the cheaper option. The decision was not taken lightly and all the information is available in the public domain.

2158 Minutes of previous meetings

a) Extraordinary Council meeting held on 12 January 2022

All voted in favour to accept the minutes of the extraordinary council meeting held on 12 January 2022 as a true record.

b) Updates on the minutes of the Extraordinary Council meeting held on 12 January 2022

During the meeting, the additional amount agreed to be allocated to the Cemeteries budget had been omitted in the calculations. This meant that the General Reserves utilised in the budget would need to be amended from £11,902 to £24,902. The minutes will be changed, updated and accepted. All voted in favour to accept the amended minutes.

c) Extraordinary Council meeting held on 19 January 2022

All voted in favour to accept the minutes of the extraordinary council meeting held on 19 January 2022.

d) Updates on the minutes of the Extraordinary Council meeting held on 19 January 2022

No updates were received.

e) Full Council meeting held on 19 January 2022

All voted in favour to accept the minutes of the full council meeting held on 19 January 2022 with the amendment to page 10/22-minute number 2147 c) GRWP Resilience which should have read “community growing areas on the outside of the boundary of Haverfordwest.”

f) Updates on the minutes of the full council meeting held on 19 January 2022

No updates were received.

g) Extraordinary Council Meeting held on 1 February 2022

All voted in favour to accept the minutes of the Extraordinary Council meeting held on 1 February 2022.

h) Updates on the minutes of the Extraordinary Council meeting held on 1 February 2022

The draft Memorandum of Agreement has been issued to all stakeholders.

Resolved

To accept the minutes of the Extraordinary Council meeting held on 12 January 2022 as a true record, with the amendment to increase the General Reserves in the 2022 / 2023 budget from £11,902 to £24,902

To accept the minutes of the Extraordinary Council meeting held on 19 January 2022 as a true record, with the amendment to page 10/22 minute number 2147 to include “outside the boundary of Haverfordwest”

To accept the minutes of the Extraordinary Council meeting held on 1 February 2022

2159 Mayor’s correspondence and updates

- Mayor had taken two new Councillors for a tour of the properties and the offices.
- Mayor had presented an award to Haverfordwest County AFC in recognition of their volunteers, he was accompanied by the Acting Chair of the Bridge Meadow Trust Councillor Moses.
- Mayor had attended a meeting of Haverfordwest Twinning Association.
- Mayor had held a parlour visit to present two grant cheques and an award to the people who were unable to attend the previous presentation evening for the River Cleddau tragedy. He thanked Councillors Johnson, Owens & Pearce and Mrs Rees for all their help on the evening.
- Mayor attended the demonstration at Withybush Hospital, which had a lot of support.
- Proposed Haverfordwest Public Spaces Protection Order - It was too short notice to include on this agenda and the date will have passed by the next meeting so can Councillors respond individually.
- The Town Clerk had received some information regarding the upcoming local elections from Pembrokeshire County Council. She will circulate all the information in an email to Councillors.

2160 Planning Applications

Ref No: 21/0977/PA	Proposal: Erection of a single detached dwelling with integral garage
Priory Ward	Plot 12, Nether Edge Drive, Scarrowscant Lane, Haverfordwest, SA61 1ED
Resolved	Support

Ref No: 21/0983/PA	Proposal: Proposed Single Storey Bedroom and Wet Room extension
Portfield Ward	18 Jury Lane, Haverfordwest SA61 1BZ
Resolved	Support

Ref No: 21/0978/PA	Proposal: Change of use of former vacant Pembrokeshire County Council Offices to Haverfordwest Central Mosque (Change of use from B1 to D1) Mosque with associated community facilities using including: - Quran Classes – after school – Community Centre and Creche – Use for Festivals – Exercise Classes
Prendergast Ward	Pembrokeshire County Council, 1 Cherry Grove, Haverfordwest, Pembrokeshire, SA61 2NZ
Resolved:	Support

Ref No: 21/1055/PA	Proposal: Proposed Extension, Reconfiguration and Proposed Garage
Priory Ward	32 Glenover Park, Haverfordwest, Pembrokeshire SA61 1HA
Resolved:	Support

2161 Committee Minutes

The following minutes were submitted:

Minutes of the meeting of the Management, Estates and Strategy Committee held on Tuesday 1 February 2022 at 6pm via video conference

Present	Cllr G Roberts	MES Committee Chairman
	Cllr R Blacklaw-Jones	MES Committee Vice Chairman
	Cllr A Buckfield	Chairman of Council / Mayor - Ex-officio
	Cllr C Evans	Deputy Mayor
	Cllr P Johnson	
	Cllr T Moses	
Apologies	Cllr J Twigg	
Observer	Cllr S Hooper	
	Cllr S Pearce	

Town Clerk and Senior Administration Officer were in attendance

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

Hybrid Meetings: Staff training on the new equipment is due to take place on 15 February 2022.

Community Garden: The project and the publicity will commence once the site handover takes place and the funding released following completion of the lease agreement.

2021/2022 Action Plans

Cemeteries:

Upper Prendergast: Contractor to complete cutting of the hedges in next few weeks.

St Martins: No update.

Lower Prendergast: No update.

Christmas Lights sub-committee: The contract for the hire lights has ended and new designs are being considered.

Community Garden: Details of the Local Nature Partnership project have been shared by One Voice Wales. It was agreed to consider this funding offer when details are released in the next financial year.

Events: No updates.

Picton Centre: No updates.

Priory Saltings: Councillors will agree the locations for the tree and willow planting during a site visit next weekend.

Sheriff's Project: No update.

Sports Pavilion: Damage had occurred to the building due to the water heater not being switched off. The repair work is underway. Following a breach to the hire agreement terms and conditions, a hirer is to be issued with an invoice for the repair work, requirement for higher cleaner standards and a written final warning.

The Sports Pavilion Task and Finish Group will review the hire charges and potential use of the facility, then report back to this committee.

Funding opportunities are to be sourced and considered for the replacement of the heating and water heating.

Youth Involvement Work: Currently sourcing plants for the area.

Draft 2022/2023 Action Plans and Budget

Upper Prendergast Cemetery: Advice is needed on the future replacement or refurbishment of the front railings. In the interim, the railings can be painted by the Groundsmen.

Lower Prendergast Cemetery: Tender for final stage of repairs to boundary wall is to drawn up and issued.

It was agreed that each Councillor, who drew up an action plan that was accepted for this financial year, is to review it and bring back updates to the next meeting.

Queen's Platinum Jubilee Celebrations

Videoring of tree planting at Priory Saltings will be shared for inclusion in the green canopy.

The Mayor will speak with the owners of the former St Thomas's Church about lighting the beacon from the tower.

It was felt that we should ask the town what they are doing and see if we can add value in any way. This would be publicised on social media.

Items for next agenda

- Revision of 2022/2023 action plans

With no further business to consider, the meeting ended at 7.50pm

Queen's Platinum Jubilee Celebration - The Mayor advised that the owners of St Thomas's Church are happy for the tower to be used for the lighting of the beacon.

Resolved

The minutes of the Management, Strategy and Estates Committee meeting held on 1 February 2022 were accepted as a true record

**Minutes of the meeting of the Personnel, Policy and Finance Committee
held on Wednesday 2 February 2022 at 6pm via video conference**

Present	Cllr S Hooper Cllr A Buckfield Cllr J Owens	PPF Committee Chairman Chairman of Council/Mayor – Ex-officio
Observer	Cllr C Evans Cllr T Moses Cllr G Roberts	
Apologies	Cllr E Perkins	

Town Clerk and Senior Administration Officer were in attendance

Declarations of interest from Members

Agenda Item	Member	Interest	Nature of interest
No declarations made			

Report of the last meeting

No updates.

Accounts to 31 December 2021

Resolved

Accounts accepted to 31 December 2021

Communication and Engagement development, to include implementation of Vision Statements and implication for recruitment

Future consideration for more public engagement about how we hold our civic events and all events. It was agreed that the task and finish group will look at communication and engagement for our events, with Cllr Owens added as a member.

Resolved

Communication and Engagement Task and Finish Group will look at our events, with the additional member Councillor Owens

Consider our Values

It was felt that we need to consider how we interact with and treat others. It was felt that these are basic manners and any issues should be dealt with through the Code of Conduct. It was agreed that the Communication and Engagement Task and Finish Group will create a draft document to be considered at the first meeting of the Personnel, Policy and Finance Committee of the new council in June 2022.

Resolved

Communication and Engagement Task and Finish Group will create a draft document on HTC Values to be considered at the June 2022 meeting

Volunteer Scheme and Policy

All voted in favour to defer for consideration by new Council. Further development is needed and draft documents for consideration at that time.

Resolved

Defer for consideration by new Council

Collaborative working platforms to organise and minimise emails

It was suggested that we look to other town councils for suggestions on what systems they have in place.

Items for next agenda

- No items

With no further business to consider, the meeting ended at 8.13pm

Resolved **The minutes of Personnel, Policy and Finance Committee meeting held on 2 February 2022 were accepted as a true record**

Council took a comfort break of 5 minutes at 8.15pm and reconvened at 8.24pm.

Item 14 on the Agenda regarding the Picton Centre was brought forward

2162 Picton Centre

As a background to this item the Mayor advised that discussions had been ongoing for 3 years, with both himself and the Town Clerk given plenary powers to negotiate (but not make a decision) on the future use of the Picton Centre.

The Mayor welcomed Steve Davis, Chief Officer for Youth & Community Education for Pembrokeshire County Council (PCC) to the meeting, who went on to outline the proposal on behalf of the Youth Service which all Councillors were provided with prior to the meeting. Mr Davis has been involved in the last 5 years in looking for a new home for the Youth Service Team. They have had a few different locations with limited space and have had to move out because of other upcoming projects. The other buildings they have looked at have had limited access, too small, impractical. The Picton Centre allows them to have green space, close to transport links, close to town centre, with a whole range of activities and facilities.

PCC would manage any requests for use by outside use of the centre. PCC would have full responsibility for the management and costs for the maintenance and utilities for the centre.

PCC are offering a ten-year full repairing and maintaining lease agreement at a rental cost of £23,000 per annum. PCC wish to have occupancy from 1 April 2022 and they are prepared to enter in to a licence agreement as a temporary measure whilst the lease is agreed. It was proposed to accept entering in to a lease and licence agreement at a cost of £23,000 per annum from 1 April 2022, for the Town Clerk to liaise with our Solicitor on drafting the agreement and return to Council for approval. Hywel Dda Health Board intend to vacate the property by 31 March 2022.

Mayor asked Mr Davis to take back Council's thanks to the PCC Youth Service and Regeneration Teams for the way they have conducted themselves during these discussions. Mr Davis in turn issued his thanks to Haverfordwest Town Council and emphasised how grateful they are for our support and this opportunity.

Resolved **Council voted unanimously to enter in to a ten-year lease agreement and temporary licence agreement at a rental cost of £23,000 per annum from 1 April 2022, for which the Town Clerk will liaise accordingly with our Solicitor**

2163 Terms of Reference for Committees, Sub-Committees and Task and Finish Groups – consider appointments

Due to time constraints, the item is deferred to the next agenda.

2164 Outside Bodies**a) Consider appointments**

Councillor Owens to be nominated as an Additional Community Governor at Fenton Community Primary School

Councillor Buckfield has been approached by Portfield Recreation Committee to be a representative of Haverfordwest Town Council on the Haverfordwest Racecourse (Public Park) Trust.

Councillor Moses left the meeting at 9.02 pm

b) Updates

Due to time constraints, this item is deferred to the next agenda.

Resolved

Councillor Owens to be nominated as an additional community governor for Fenton County Primary school

Councillor Buckfield to represent Haverfordwest Town Council on the Haverfordwest Racecourse (Public Park) Trust

2165 Our response provided to:**a) Welsh Government's Consultation on how to measure the inclusion of migrants in Wales**

All voted in favour for each Councillor to respond individually.

Resolved

Each Councillor will provide individual responses

2166 Consider visit to twin town Oberkirch

The Mayor and Town Clerk have been invited to visit Oberkirch before the end of the civic year, to retain the continuing links between the towns. The Mayor of Oberkirch, who is a great friend to Haverfordwest, is finishing this year so it would be a timely visit.

There is a budget of £1,500 set for the Mayor to visit Oberkirch so no further approval is required. However, the budget and time off work for the Town Clerk to visit must be considered. It was proposed that the Town Clerk is given time off work for the visit with funds utilised from the Staff Travel and Expenses budget up to £400 and any additional funds to be used from the Mayor's Twin Town budget. A recorded vote was taken.

Resolved

The Town Clerk has permission to take time off work to visit Oberkirch within the Staff Travel and Expenses budget of £400 and any additional funding required to be utilised from the Mayor's Twin Town Budget

The result of the recorded vote:

- For - Councillors Buckfield, Evans, Hooper, Johnson, Pearce
- Against - Councillors Owens, Perkins, Twigg

2167 Accounts for payment

All voted in favour of approving the accounts for payment and acceptance of receipts for January 2022

Resolved

January accounts totalling £26,210.18 including VAT were approved for payment and receipts totalling £6,228.66 excluding VAT were accepted

2168 Items for next agenda

- Councillors were asked to email the Town Clerk should they have any items for the next agenda.

With no further business to consider, the meeting ended at 9.24pm

Chairman of Council / Mayor **Signed**

Proper Officer / Town Clerk **Signed**

Date