

**Minutes of the hybrid meeting of the Management, Estates and Strategy (MES) Committee  
held on Tuesday 9 January 2024 at 6pm in the Old Wool Market**

<b>Present</b>	Cllr B Simister Cllr J Owens Cllr C Black Cllr P Lewis Cllr S Pearce Cllr R Thomas-Turner Cllr T Moses Vanessa Lewis Camacho	MES Committee Chairman Chairman of Council / Mayor - Ex-officio  MES Committee Vice-Chairman  Town Clerk
	Peter Phillips	Mid and West Wales Fire and Rescue Service (MAWWFRS) <b>(Agenda Item 3 only)</b>
<b>Apologies</b>	None, except Councillors who are observers (see below)	
<b>Observers</b>	Cllr R Thomas Member of the public	

Cllr B Simister welcomed everyone to the meeting. Council Members who normally attended as observers and who had sent their apologies included Cllr(s) John Hackett, Kevin Jones, and Helen and Martin Lewis.

**Declarations of interest from Members**

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

**MAWWFRS – Community Risk Management Plan (the Plan)**

Peter Phillips introduced himself and the Plan by way of a brief slide presentation pack, a copy of which had been circulated prior to the meeting and will be attached to these minutes for reference. Mr Phillips noted the purpose of attending the meeting with Council was to engage on the draft Plan and to receive feedback on the draft Improvement and Well-being Objectives by close on Monday 15 January 2024. The Clerk agreed to circulate the link to provide feedback to Council members. The results of the feedback would be included in an updated Plan to be presented to the Fire Authority in March for approval, prior to publication on the MAWWFRS website in March 2024. The Committee thanked Mr Phillips for taking the time to meet with Council and he left the meeting.

**Matters arising from minutes of the last meeting held on 5 December 2023**

**Christmas Lights Sub-Committee** – the Clerk is arranging dates for meetings for this and other Sub-committees and Task and Finish Groups (T&FGs).

**Lower Prendergast Cemetery** – the Clerk advised that the original survey for the wall repair had not been located. Cllr P Lewis advised that 3 payments of £17k had been paid at the time of the repair work which might help identify the provider of the survey. The Clerk to follow up.

**The Priory Saltings** – Council discussed the lease for the site with Pembrokeshire County Council, a copy of which had been circulated in advance of the meeting. Cllr Tom Moses noted he had spoken with Peter Howe, PCC Green Infrastructure Officer, in relation to the Cleddau Reaches Project, with which the Saltings had been developed in partnership with, in relation to a number of “Phase 2” plans and potential for external funding. Cllr Moses suggested that the Risk Assessment for the site completed in 2021 is redone for Council to consider an action plan for the site, which Council had voted on to close following the arson event which destroyed the board walk between the Saltings and Priory ruins in November 2023 and concerns by some Council members about the safety of the steps leading down to the board walk. It was noted that the public were ignoring the no entry signs and fencing which had been erected by Council

and were continuing to access the site. As a short-term measure, Cllr Moses suggested just fencing off the steps and board walk not to deny access to what is a good amenity in the town for the public to use. The Committee discussed aspects of ongoing development of the site, recognising its restrictions as a former tip, in partnership with volunteer organisations including Pembrokeshire College by updating the last (2022-23) Action Plan. Cllr Peter Lewis noted that the Committee could not change the decision already made by Council which had been to close the site pending the resolution of concerns over public safety in relation to the steps and now muddy area where the board walk was located. Cllr Tom Moses suggested that any further decision by Council to not re-open the site (or parts of it) should be based on an updated Risk Assessment. Cllr Tom Moses proposed the following recommendation to Full Council which was seconded by Cllr Randell Thomas-Turner. Other members present voted in favour.

<b>Recommendation:</b>	<b>Risk Assessment on Priory Saltings to be brought to the Full Council meeting on 25 January 2024 for Council to consider next steps in relation to the site.</b>
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**Picton Centre** – the Clerk noted the progress made through direct contact with the PCC Legal team to resolve outstanding matters which had caused the delay to the signing of the lease of the Picton Centre between Council (as Landlord) and PCC (as Tenant). Subject to a few points on the draft lease which PCC had come back on, it was felt that the matter was closer to a resolution and that the monies due to Council since PCC's Youth Services Team had taken up occupancy on 1 April 2022, which had been permitted under an agreed Heads of Terms arrangement, would be settled. Meanwhile Council had been incurring some additional maintenance costs which PCC/Youth Services are aware of will be recharged.

#### **Update on matters relating to:**

##### **a) Overview of Management of Council land and properties**

The Clerk had updated this document detailing the management of the Council's properties in preparation for updating the Action Plans for 2024-25, in consultation with the Groundsman, which was noted.

##### **b) Cemeteries – no matters to update**

##### **c) Community Garden**

The Clerk noted that the Landlord had been contacted with a view to seeking consent to a sub-let of the land (not a transfer, which was not permitted under the lease) to Grwp Resilience. Cllr Tom Moses noted the great progress being made at the Garden and asked whether any local co-ordination to support Grwp Resilience was required. It was noted that this was not necessary as Vicky Moller was now managing activities at the Garden. Cllr Shane Pearce noted that he would be spending more time, through his involvement with the VC Gallery and Adam's Bucketful of Hope, particularly to support the weekly Friday sessions at the Garden. He noted that this type of outdoor activity and the regular walks the VC Gallery put on for its stakeholders and volunteers helped promote mental health and wellbeing. It was noted that Cllr Shane Pearce would need to declare his interest in any matters relating to his involvement with the VC Gallery and with Adam's Bucketful of Hope, at any point Council discussed matters relating to those organisations. Cllr Peter Lewis asked about progress with the Lottery funding return, noting that an extension to the original May 2023 date had been granted, which the Clerk confirmed was being finalised – this included a charge for admin support to the project and the receipt of an invoice for the Community Garden sign from Cllr Arthur Brooker requested at the Full Council meeting on 21 December 2023. Cllr Peter Lewis proposed the following recommendation, which was seconded by Cllr Bob Simister, with all voting in favour.

<b>Recommendation:</b>	<b>That any declaration of intent in relation to the Community Gardens be directed to Vicki Moller in the first instance.</b>
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##### **d) Sports Pavilion**

The Clerk advised that remedial action to repair the rusting height restriction barrier to the car park had reached its limit and action needed to be taken to either remove or replace it entirely before it deteriorated further and potentially caused damage where it is either hit by, or fell on, a vehicle entering the car park. The Clerk had that afternoon sent an email to Cllr Bob Simister with photos provided by the Groundsman showing the current poor state of the barrier. Cllr Peter Lewis proposed a recommendation be made to Full Council, which was seconded by Cllr Bob Simister, that the barrier be repaired or replaced. All voted in favour.

<b>Recommendation:</b>	<b>That the height restriction barrier at the entrance to the Sports Pavilion Car Park be repaired or replaced. The Clerk to then arrange for quotes to be obtained.</b>
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#### **e) Old Wool Market**

Cllr Bob Simister had asked the Clerk to add updates on the Council's offices on future agendas, for which an Action Plan for 2024-25 would also be drawn up. Cllr Peter Lewis proposed and Cllr Randell Thomas-Turner seconded, that the Council produce a plan to covering the future development and maintenance of the Council's office building, which would include input from the Old Wool Market T&FG. All voted in favour.

<b>Recommendation:</b>	<b>2024-25 Action Plan to be prepared for Old Wool Market in conjunction with the OWM Task and Finish Group which the Clerk is including in the scheduling of T&amp;FG meetings.</b>
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#### **f) Civic and other Town Events**

The Clerk noted that preparatory discussions regarding dates for events for the year had started and that a meeting of the Task and Finish Group is being scheduled, in order that advance planning and bookings can be completed early. This included T&FG meetings for the Christmas Lights (in particular the retender of the contract) and the 2024 Sheriffs' Association Weekend/AGM being hosted in Haverfordwest during the last weekend in September. The Clerk noted that Cllrs Julia Brady and Randell Thomas-Turner had volunteered to join this T&FG, which currently comprised of Cllrs Helen and Martin Lewis, and Roy Thomas. It was agreed that a recommendation is made to Full Council that Cllrs Brady and Randell Thomas-Turner are added to the 2024 Sherriff's Weekend T&FG. All voted in favour

Cllr Jill Owens raised the matter of sourcing HTC Bunting around the town during the Summer which had been mentioned in earlier discussions via the Business Circle with PCC who had indicated this is something they would support. It was noted that PCC had provided a quotation for the provision of flowers for the year which had been accepted. Cllr Peter Lewis proposed and Cllr Randell Thomas-Turner seconded for arrangements to be made for HTC bunting, of a quality which may be used for several years, to be sourced and erected within the town from May 2024 to tie in with the Council's desire to positively support the wellbeing of the people who live in or visit the town. All voted in favour.

<b>Recommendation:</b>	<b>Cllrs Julia Brady and Randell Thomas-Turner are added to the 2024 Sheriffs' Association Weekend/AGM T&amp;FG.</b>
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<b>Recommendation:</b>	<b>HTC Bunting is sourced, in discussion with PCC, to be erected around the town from May 2024 (and annually thereafter)</b>
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#### **g) Website and Social Media pages**

The positive increase in take up of the Council social media pages was noted. Cllr Peter Lewis drew attention to improvements which are needed to the HTC website to ensure that it was fit for purpose to meet the growing obligations of Councils to display meeting agenda, minutes, policies, financial information and reports on a timely basis. The Clerk agreed and that this was something the administration was grappling with within the construct of the current website from a compliance perspective but also to have a more versatile website to support the work and growth of the Council and its social media activities

(and vice versa). It was agreed that a review of the website would be given priority, and a recommendation was proposed by Cllr Peter Lewis and seconded by Cllr Bob Simister to this effect, with all voting in favour.

<b>Recommendation:</b>	<b>That priority is given to a review of the HTC website to ensure it meets the legal and operational requirements of the Council.</b>
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### **2024-25 Action Plans**

The Clerk noted that the plans were in the process of being updated in conjunction with the Chairs of respective Committee, Sub-Committee and T&FGs, as appropriate, and would be brought to the Committee's next meeting.

### **Items for next agenda**

- 1) Community Garden – Full account of expenditure and Funding (**post meeting note: in order to finalise the report to submit to Heritage Lottery, this item is being brought to the Full Council meeting on 25 January**)
- 2) Review of 2024-25 Action Plans.

With no further business to consider, the meeting was at 7.43pm.