



# Pembroke 21C Community Association Ltd

## Minutes of a General Meeting of the Members

Held on Wednesday 12<sup>th</sup> September 2007 at 7.30pm  
Foundry House, Pembroke

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### Present:

Nikki Anderson  
Maddy Berridge  
Gareth Jones

Linda Asman  
Pat Hay  
Irena Kruszona

Stuart Asman  
John Hayes  
Bill Pugh

**In attendance:** Elizabeth Gossage – Pembroke 21C Development Officer

### 1. Apologies for Absence

Apologies had been received from Olwen Deibert, Alison Jones, Ken Jones, Fleur Lewis, Rosalie Lilwall, Jane Major, Rosey Mitchell, Jenny and Hamish Whyte

### 2. Minutes of the last meeting held on 13<sup>th</sup> June

The minutes of the last meeting had been circulated and read. There had been a number of errors in the circulated version that had been amended before the meeting. The amended minutes were accepted as a true record of the meeting, proposed by Linda Asman and seconded by John Hayes.

### 3. Matters arising not on the current agenda

Linda felt that the report on her comment that the Court Room would be a good spot for the museum was ambiguous. She felt that the South Quay was a better site but that the Court Room was fine to begin with until a more ideal site can be found. There no other matters arising that were not on the current agenda.

### 4. Report from the Board of Trustees

Gareth reported that Trustees were saddened by the death of John Allen at the beginning of July. He had been a driving force behind Pembroke 21C and will be greatly missed. Part of the building will be named after him when the renovation is completed. Rosey Mitchell has taken over his position as Company Secretary and will continue as Treasurer. The resignation of a couple of other Trustees over the year had reduced the number to 8. New trustees were being sought.

Over the summer Trustees had been working on the appointment of an architect for the building and had appointed Acanthus Holden on The Green. Two meetings had been held with them and outline plans discussed. They will submit preliminary plans very soon and members will be consulted.

The dates for the financial year had been changed to end on 31<sup>st</sup> December. The current year end of 31<sup>st</sup> August was inconvenient, not least because it fell in the middle of the Festival each year. There will be a short 4 month financial year to catch up. The turnover for the year is in the region of £350K but an audit will not be necessary as the ceiling has been moved to £500K.

Trustees have approved new policies for investment and ethical investment and for the purchase of fairly traded goods.

Alison Jones has been appointed as a temporary part-time administrator following the end of Nicky Anderson's short-term contract. This is funded by WAG Community

Regeneration Toolkit to enable the DO to secure longer term funding for staff and office costs. Gareth had expressed an interest in the selection process and had not been involved.

Directors of the CIC had met once since the last General Meeting. The business is now VAT registered. The bike project is underway and earning revenue from community use. Other avenues of earning revenue are being investigated.

Gareth and the DO met recently with Emma Jenkins, the WAG Toolkit Regeneration Officer. She has been very supportive throughout the funding and came to visit the project. She was very impressed. She also came to talk about the South Quay project to ask what the community concerns are and to hopefully set up some lines of communication with Pembrokeshire County Council.

## **5. Report from the Development Officer**

Elizabeth had circulated her report which included a spreadsheet setting out the monies raised over the last financial year from grant funding and fundraising, as well as a progress report on all current projects. A copy of this report is attached to these minutes.

## **6. Reports from Sub-Group Chairs**

**Environment and Heritage** – Nikki Anderson reported that she had taken over as Chair from Peter Davison, who had led the group since its inception. She thanked him for all his hard work over the years and for his persistence in keeping issues on the agenda.

The Statues consultation project had involved 160 children and over 30 adults. The group were now preparing to visit groups and businesses over the Christmas period for their backing and to raise funds.

St Michael's Square had been a small success with the new Poyer bench, planting and a new bin. This was an example of good partnership working and she thanked the Civic Trust leading the bench project.

The Commons stream project was now nearly complete and most of the feedback is very good, though 77 parking spaces have been lost.

The group who had taken over issues on the Castle Pond had put together a presentation for PCC which had resulted in Peter Howe working with the group and obtaining results from the different departments. This is a good example of how PCC can work when communication is kept open.

Nikki concluded by thanking all involved in the preparation for this year's Festival for delivering a good programme of events. There had been some negative press but all the feedback she had received had been good.

Irena Kruszona brought up the issue of litter in the Commons Stream. She had been monitoring the stream for otter spraints and was dismayed at the amount of litter, particularly at the grilles at Monkton Bridge. She had taken photographs. She had spoken to Rosalie Lilwall who had said that the workmen would remove their rubbish when the work is complete, however this litter could harm wildlife. Indeed it was significant that there was no sign at all of otters in the stream though there are many signs elsewhere along the river. Elizabeth was asked to contact PCC to enquire what their policy is for clearing the stream and whether the grille had been narrowed. If PCC do not accept responsibility for clearing the rubbish a collection will be organised with the Wildlife Trust.

**Farmers Market** – Pat Hay reported that the markets were still being held fortnightly but there is a drop off in the number and variety of producers. A survey of producers is being carried out to look at how the arrangements can be changed to attract them at a time when people will come to the market. There is a particular shortage of vegetables and Pat has been taking a joint stall with several small producers to provide this.

**Festival** – Elvira Adams was not present to report. Elizabeth stated that the accounts showed the Festival having broken even with around the same amount in hand as at the beginning of the year. The group were holding a debriefing meeting on 3<sup>rd</sup> October in Foundry House.

**Foundry Fundraisers** – Fleur Lewis was not present to report. The *Buy a Brick* campaign has raised around £950 so far.

**Museum** – Linda Asman reported that she and Elizabeth had met with Heritage Lottery Fund in June to discuss the possibility of submitting a bid. They had been extremely positive and helpful and Elizabeth will submit a bid in October. The different elements of the project have now improved the museum concept and she has spent the summer working on the preparations for a website which will be hosted on the PAVS server. This will enable recorded stories to be heard and links for people to post their own stories. She had also attended a digital story telling conference in Aberystwyth in June which had been inspirational.

Nikki Anderson reported that the Dolly Mixture group had met for the first time to begin planning their element of the project. They have had coloured folders purchased so that a file can be set up for each property for people to put in information, photos or documents. A letter will be sent to the occupiers of each property in Main Street and the next meeting will be on 19<sup>th</sup> September.

Elizabeth welcomed the enthusiasm for the project but urged some restraint until the bid was submitted and approved as HLF were specific about what would be eligible and funding cannot be retrospective. She will be meeting with the Town Clerk soon to discuss ways of using the Court Room – a service level agreement looks the best option.

**Pembroke Mill Ponds Action Group** – John Hayes reported that the group are waiting for work to begin on the Mill Ponds to create some fringe reed beds at the Barnard's Tower end of the main pond. It looks like it will begin in November. The pond will be drained enough to expose the channels but they will be careful not to lose the large fish that are now in the ponds. The swans will not be moved but will be left to either stay on the mud or relocate. There will be some fencing around the reed beds to keep the swans out but to let coots and moorhens in. This work is being arranged by the Project Officer in partnership with Environment Agency, Countryside Council for Wales and Pembrokeshire County Council. Information boards on the project will be displayed and volunteers will be recruited to act as liaison people. The ponds are attracting new species and the work will improve habitats. The renewed access at Little Gates will be a big draw for bird watchers.

In the woodland the board walk and paths are completed and viewing platforms installed. An area has been cleared near Jack Skone's Lane for planting. The next big job is the car park for which quotations are being sought. Over the winter the group will be putting up more bird boxes and bat boxes and planting trees.

Irena Kruszona asked whether the access at Little Gates will be signed. This will be up to PCC. The owner will have to reinstate the path as it was but John will offer to help with fencing and to perhaps build a viewing platform.

**Sustainable Energy Group** – Gareth reported that the group had worked earlier in the summer on an outline proposal for an Interreg 4 project to carry out an energy audit etc. An expression of interest form had been sent to Ireland to find a suitable partner and a response is still awaited.

Karen Houser has been developing a potential coppicing project on land to be rented on a peppercorn rent from Chevron. The land would be planted with willow and other suitable trees paid for by the carbon offset programme. Salix will provide a market for the coppiced wood for bank retention. This has the potential to provide a good source of revenue for 21C through the CIC.

Francesca Dufresnoy has been investigating the viability of a glass cullet machine to use recycled bottles. There are potential markets for insulation, garden mulch or for use as a heat sink. Again, if successful, this would be a project for the CIC.

## **7. Reports from Affiliated Groups**

Nikki Anderson and Maddy Berridge reported that the Wildlife Trust had received some funding to develop their Brown Hairstreak butterfly project to search for master trees. This is a one year project that is producing good results.

The Wildlife Trust are keen to carry out a sponsored litter pick on the commons and in the stream and would be willing to work in partnership with Pembroke 21C on this. The money raised would be used for the butterfly project. This will depend on the outcome of Elizabeth's discussions with PCC.

## **8. Any other business**

Elizabeth reported on an e-mail from Empower who are planning a seminar in November in Blaunau Gwent with businesses interested in the benefits of supporting their local community. Empower are looking for a local charity to profile who they would film at work in the community. Elizabeth had put in a bid for the filming which is being considered.

PLANED are seeking more representatives from community associations on their Board before their AGM on 28<sup>th</sup> November. Anyone interested in representing Pembroke 21C should contact Elizabeth asap.

Gareth had received a consultation paper with a SWOT analysis from St Michael's church who want to hear from the community how to make use of their church and hall without duplicating other facilities in the community. This will be discussed at the end of the meeting so that a submission can be made.

Following on the request from Daisy Curran at the last meeting, Gareth wanted to take forward her request for ways for young people to be involved in 21C activities. Daisy and her friends had been extremely helpful over the summer with the Farmers Market and Festival events. He felt that some discussion and thought should be put in to a suitable forum for them. In the meantime it was thought that they could be asked to assist with projects such as stream litter clearance and the oral history project.

John Hayes pointed out the Bat Walk with Robin Crump as part of the CCW funded project on Wednesday 26<sup>th</sup> September and urged people to attend.

The Environment Network for Pembrokeshire were holding a event at the Bloomfield Centre in Narberth on 27<sup>th</sup> September.

## **9. Date of next meeting**

This is scheduled for **7.30pm on Tuesday 11<sup>th</sup> December.**

There being no further business the meeting closed at 9.10pm