



# **Pembroke 21C Community Association Ltd**

## **Minutes of a General Meeting of the Members**

**Held on Wednesday 9<sup>th</sup> September 2009 at 7.30pm**  
**Foundry House, Pembroke**

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<b>Members Present:</b>	Nikki Anderson	Linda Asman
	Stuart Asman	Rose Blackburn
	Jo Brookman	Jacky Birthistle
	Karin Howells	Brian Griffiths
	Gwen Griffiths	David James
	Dennis James	Lesley James
	Gareth Jones – Chair	Irena Kruszona
	Rachel Norman	
<b>In attendance:</b>	Elizabeth Gossage – Pembroke 21C Development Officer	

### **1. Apologies for Absence**

Apologies had been received from Angela Burns AM, Cllr Rosalie Lilwall, Sarah Hughes of PLANED, Liz Cook of Communities First Monkton, John Heffernan of Tanyard Youth Project, Jane Major, Ken Jones, Rosey Mitchell, Pierce and Katy Murphy, Andy and Kathy Evans, Stella Howells, Reverend and Mrs Ball, Liz Jenkins, and Cllr Dilwyn Davies.

### **2. Minutes of the last meeting**

The minutes had been circulated and read. They were agreed to be an accurate record - proposed by Brian Griffiths, seconded by David James and agreed by all.

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

There were no matters arising.

### **4. Report from the Board of Trustees**

Gareth reported that all the building work that was funded had been completed. It was only a beginning but there had been some success and some disappointment in raising further funds. Approval had been received of a further grant from the Welsh Assembly Government Communities Facilities and Activities Programme (CFAP). This funding will be held for one year. However, the application to the Big Lottery had been unsuccessful, principally because the match funding from (CFAP) had not been in place when the decision was made. The application will be resubmitted but the decision will take a further six months. This is difficult because the Big Lottery bid contained the revenue funding to pay key staff and overheads. The Development Officer and Administrator are currently paid for only two days a week each, although the CIC Directors have agreed to pay the DO for a further day to develop projects. There are two issues with regard to funding –to cover the costs of the building and to cover the costs of Pembroke 21C and its projects. Trustees are therefore tightening the budget for the building and are aiming to raise funds to cover the running costs. A meeting will be held on Wednesday 16<sup>th</sup> September for all interested in assisting with fundraising or providing ideas. The Trustees intend to promote the building to increase lettings and to make use of it to raise funds. There are already new groups starting this autumn and the play groups are still running despite some recent problems.

The Trustees also propose to launch a 100 Club and members were invited to sign up tonight to receive information on this proposal.

All the projects are going well, there is much enthusiasm to keep them going and to develop more. Staff are continuing to raise grant funds.

## 5. Report from the Development Officer

Elizabeth had circulated a written report together with a project update and a record of fundraising activity for the year so far. She went through it with the members and answered questions. A copy of all these reports is attached to these minutes.

## 6. Reports from Sub-Group Chairs

**Environment & Heritage – Nikki Anderson:** Nikki reported that the group are planning to meet once a month for working sessions. They are pleased that the buildings on Castle Terrace had been cosmetically improved at last. The old blacksmith building on the Mill Ponds will soon be fitted with new doors. The group is interested in improvements to the Town Trail – renewing the plaques and installing pictures or sculptures at each point. They are also planning a new Town Trail leaflet working with the Civic Trust. They are lobbying the County Council for signs to the Mill Ponds and also for an alcohol free zone around the Mill Ponds, Castle Pond and Main Street – these areas suffer from noise, vomit and broken glass each weekend. The access to the Upper Mill Pond at Little Gates is still a problem. They are lobbying for a new Welcome to Pembroke sign at the Station. Gareth is working through the Town Council on new play areas for each area of Pembroke. They are keen to see the community garden project get underway. Litter picks are held on the first Saturday of each month to keep the Mill Ponds, Commons and stream clear. They support the campaign for single use carrier bags.

Elizabeth reported that the land at the railway bridges was being retained by the County Council and would not be available for a community garden project. Jo Brookman reported on a community garden project with Greenlinks CIC at Pembroke School which Pembroke 21C could join. However, it was agreed by the members to ask the Trustees to write to the Head of Property and Asset Management to press for use of the land at the railway bridges.

Rose Blackburn reported that the Milford Haven Port Authority is planning signs to the Mill Ponds for visiting boats. She wondered whether the Youth Offenders could do the sign at the station.

**Festival – Dennis and Lesley James:** The 2009 Festival had been very successful and the group had worked extremely hard to keep within the budget and to raise funds. They had used local talent and included other groups and organisations. The marquee had been most important to the success – in spite of the weather people came and stayed for longer periods. Ticket sales were not as good as predicted and it is felt that the Festival needs to develop more as a community project with a broader programme. The dates for next year will be the same first weekend in July and will coincide with Sea Fair Milford Haven 2010. David James reported that the flotillas would be coming up in the middle of each day because of the tides.

The Festival group will meet again on 24<sup>th</sup> September at 7.30pm to begin planning for next year and the meeting will be open to anyone interested in being involved. Lesley made a point of thanking everyone who was involved this year for all their hard work.

**Foundry Fundraisers – Rose Blackburn:** The group will meet next Wednesday 16<sup>th</sup> September at 7.30pm to plan a programme of fundraising events. Books are being sold and are raising £10 to £20 each day. Donations are being received for use of the internet. The 100 Club will start soon.

**Pembroke Mill Ponds Action Group – Jo Brookman:** The Project Officers, Nikki Anderson and Jo Brookman had put up a display of their work on the project. The Volunteer Wardens are meeting regularly and are recording and monitoring species and problems, as well as undergoing training on species identification, surveying etc. The reed beds are becoming established and the officers are seeking more funding to continue the habitat creation – this autumn floating rafts of reeds will be installed to provide nesting sites. Several surveys have been carried out on the Daubenton Bats at Barnard's Tower and the otter survey continues. The Mill Ponds web page has a blog for people to record sightings and issues and there are white boards on the wall in the main hall for similar purposes. There was a pond dipping session at the Festival. The

Project Officers are also developing plans for an outdoor classroom at Barnard's Tower and extend the educational aspects of the sites. The plan is to build a structure from sustainable wood as part of a training course for young people, as well as a pond dipping platform nearby. The Mill Ponds Group now has a boat to clear litter and monitor the habitats.

Nikki reported that Geoff Lyles had spent a day on the otter survey and has produced a report which is a working document. There have been issues with householders on the north side of the main pond clearing down to the water. They need to be educated that this is an important site for otters and asked to leave the edge of their land alone.

Dennis observed that the water level in the ponds was dropping year on year. Areas of reeds will be cleared on the upper pond again this year to open up some water there.

Irena Kruszona reported a promising development at Little Gates. In response to a letter from Nick Ainger MP, the Crown Estates have at last agreed that there has been an encroachment and have taken it up with the landowner in writing.

Jo reported that a disability survey had been undertaken in Holyland Wood and some changes had been made as a result. The Probation Service had arranged for people on Community Service to help with spreading gravel on the paths etc.

**Sustainable Energy Group – Elizabeth Gossage:** Elizabeth reported that the *Pembroke Can Make a Difference!* project was going extremely well despite low volunteer involvement. The survey was ongoing, monthly messages were being promoted, a calendar will be printed for 2010 with pictures from the primary schools and training will take place in October for a group of Green Champions. A big event is being held on 15<sup>th</sup> October to promote the project and report on progress – there will be environmental organisations present and a panel discussion. The project is the front page case study on the Sustainable Development Commission for Wales website and had received praise from the Environment Wales Development Officer.

**Pembroke 50+ Friendship Club:** This new sub-group is now meeting each Wednesday afternoon in Foundry House and welcomes new members over 50. It is a social group but they are arranging visits and events.

**Pembroke and Monkton Local History Group – Linda Asman:** Linda explained that this is a new sub-group to replace the old Pembroke and Pembroke Dock Historical Society. The Pembroke Story project will end at Christmas and the aim is to involve local volunteers in continuing and developing the work begun by the project. It will meet for the first time on Friday 16<sup>th</sup> October. The group will decide on the name, how often it will meet.

There is a digital story telling course being held for a week from 18<sup>th</sup> October as a pilot project. If successful it is hoped funding can be sought to continue and to produce a dvd and book.

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

David James reported from that the West Wales Maritime Heritage Society is interested in the South Quay development and have joined the stakeholder group. There is a proposal for them to take over the Boat House as a window for maritime heritage – a letter of support for this proposal has been sent from Pembroke 21C. Pembroke Civic Trust had nothing to report.

## **8. Any Other Business**

Jo Brookman is setting up an Arts and Crafts Sub-Group. This will meet on Tuesday evenings from 22<sup>nd</sup> September. The group will aim to exchange skills, to visit galleries etc. The charge will be £3 each week to cover the cost of room hire and materials. Linda will set up a web page for each group if the information is e-mailed to her.

## **9. Date Of Next Meeting**

The next meeting will be on Wednesday 9<sup>th</sup> December. There will be a presentation on the Pembroke Story Project which will be nearing the end of its funding.