

**MINUTES OF MEETING HELD  
HAVERFORDWEST ENGLISH MEDIUM SCHOOL  
TASK AND FINISH GROUP  
MONDAY 14<sup>TH</sup> MAY 2018**

**Present:**

Cllr Mike Stoddart,  
Cllr Tim Evans,  
Cllr Lyndon Frayling,  
Cllr Alison Tudor,  
Cllr Stan Hudson,  
Cllr Reg Owens,  
Cllr Michael Williams (Chair)  
Cllr Phil Baker (Observer),

Kate Evan-Hughes, Director for Children and Schools  
Jon Haswell, Director of Finance  
Darren Thomas, Head of Highways and Construction  
Jane Harries, Headteacher, Haverfordwest High VC School  
Andrew Nicholas, Project Manager  
Nick Haggard, Legal Executive  
Shafi Alam, Highways Engineer  
Nicola Lewis, Finance Manager  
Cath Davies, 21C Programme Co-ordinator

**1.0 Apologies**

Nicola Lewis, Finance Manager

**2.0 Previous Minutes and Actions**

The minutes of the meeting held on 17<sup>th</sup> April 2018 were agreed as a true record.

Cllr Phil Baker was attended to the list of apologies.

**3.0 Project Managers Report / Presentation**

The Project Manager provided a summary of the work which has been carried out since the previous meeting which included

- Conclusion of the sensitivity analysis of the “do minimum option” into the STP site
- Topographical information nearing completion and the preparation of the design options into the existing STP site via the Trunk Road
- Assessment of Weltag requirement ongoing
- Decanting options being assessed and costed
- Leisure Services strategy option appraisal
- Ongoing review of risk register
- Review of overall programme

The Highways Engineer confirmed that the sensitivity analysis on the “do minimum” option had been completed and gave a presentation on the work that

had been undertaken. It has been confirmed that the Mikes Bikes junction remains an issue due to the current profile of the junction and that it is not big enough to accommodate the additional traffic without undertaking major infrastructure works. Atkins also confirmed that there would be a significant safety issue if minor modifications were made to the existing junction.

Following a query from Cllr Reg Owens, the Head of Highways and Construction confirmed that whilst there will no longer be buses from Neyland serving the school, there will be additional buses from the Broad Haven and surrounding area accessing the site in addition to an increased level of cars. Historically there have also been a number of complaints and concerns raised regarding the existing junction.

Cllr Tim Evans questioned whether traffic lights could be installed at the junction to improve safety. Atkins stated that when looking at mitigation measures, there is a need to consider the impact on the whole road network including Bridgend and Salutation Square which fall under the Trunk Road Agency. WG are statutory consultees on the planning application and therefore any mitigation works or reassignment of traffic would need to ensure there is no impact on the Trunk Roads around Haverfordwest.

Atkins explained in detail two alternative options which have been looked at which involve accessing the STP site off the Trunk Road. The first option takes into account PCC land ownership although is potentially technically challenging and would require the road to be reduced to 50mph. The second option would encroach on third party ownership although would satisfy Welsh Government in terms of Design Standards. Both of these options are to be discussed with the South Wales Trunk Road Agency (SWTRA) tomorrow (15/05). Atkins stated that WG will want to see all options including those that have been discounted.

The Project Manager confirmed that both options would lead to the loss of a grassed pitch, but that the proposed road would pass between the existing running track and astroturf pitch. The existing entrances at Prendergast and Queensway would also remain open for light traffic although the new road access (subject to WG approval) would also be available for cars. Following concerns, the Project Manager confirmed that appropriate controls would be put in place to stop the site being used as a 'rat run' for local traffic.

Cllr Reg Owens questioned how much the road access off the bypass would cost. The Project Manager stated that whilst the cost of the road would be considerably cheaper than bringing a fourth arm off the Scotchwell roundabout, the exact costs are unknown at present.

Cllr Tudor queried the level of car parking that will be at the school and whether there will be spaces allocated for sixth form pupils. The Highways Engineer confirmed that standard car parking guidelines had been used to calculate the number of parking spaces needed and this included provision for sixth form parking.

Cllr Tim Evans questioned whether walking routes to the school had been considered. Atkins confirmed that a Learner Traveller Assessment would have to be carried out as part of the planning application.

The Head of Highways and Construction reminded members that any off site works is not eligible for 21C funding and therefore would have to be funded from the Authority's capital programme.

Following the presentation from Atkins and PCC officers, the Head of Highways and Construction informed members of the likely process that would be followed prior to full Council in July and recommended officers prepare a draft report and present it at the next Task and Finish group meeting for review and scrutiny.

The Head of Highways and Construction informed members that if approval is received from Full Council in July to proceed with the STP site, officers would proceed with compiling information to go out to tender. The likely tender process is a 2 stage Design and Build tender with the preferred contractor responsible for submitting the full planning application.

Members agreed for officers to prepare a draft report for scrutiny at the next meeting which will also highlight the risks which are remaining.

### *Decanting*

The Project Manager updated members with progress that had been made since the previous meeting. Car Parking requirements had been scrutinised, with approximately 150 spaces needed. These spaces had been identified which included use of the existing Ysgol Glan Cleddau site.

Discussions had also been held with transport, ecologists and utility providers and at present there are no show stoppers which would prevent a full decant to the STP site.

Cllr Tim Evans questioned whether the playing fields across the road would need to be used. The Headteacher of Haverfordwest High and the Director for Children and Schools confirmed that these pitches would be used and appropriate risk assessments and supervision would be put in place when they are in use.

Following a query from Cllr Alison Tudor, the Director for Children and Schools confirmed that sixth form pupils would not be able to be located on the new Welsh medium School in Witybush as unable to mix categorisations.

### *Finance*

The Project Manager confirmed that fees up until the end of July are estimated to be £241k. This included work carried out to date, in house fees and specialist commissions e.g. Atkins.

Cllr Phil Baker thanked officers and Atkins for the hard work that had been carried out in a short space of time.

### *Land Purchase*

Work relating to land purchase is currently in abeyance until the highways design showing the preferred route into the site is agreed.

### *Leisure*

The Project Manager confirmed that discussions are ongoing and a site visit with appropriate officers had been arranged for next week. Further update to be provided at the next meeting.

### *Risk Register*

The Project Manager confirmed there were two red 'high' risks remaining on the register relating to Land Assembly and Welsh Government approvals.

Cllr Michael Williams asked that copies of the Risk Register be enlarged for the next meeting.

### *Any other Business*

The Programme Co-ordinator stated that a visit had been arranged for Pembroke School on Wednesday 6<sup>th</sup> June from 2 -4pm. Emails to be sent out following the meeting.