

**Minutes of the Caretaker House Committee Meeting of the Council on Monday 10th February 2025
in the Council Chamber at 6.00pm.**

Present: Cllr BS Sehmi (Chair), Cllr S Foster, Cllr S Minas, Cllr BT Price, & Cllr R Price, with S Mann (Clerk).

The Committee noted that at the Council meeting of 3rd February 2025, the committee meeting was resolved to be scheduled at 7pm, as this is the established time for council meetings when all councillors can typically attend. Subsequently, Cllr R Price requested the meeting be brought forward to 6pm, and the Clerk forwarded this request to the other members, who indicated their availability for the 6pm time. This earlier time was confirmed as impossible for Cllr ES Evans to attend.

A six-member Committee membership was formally approved at the 3rd February meeting. Cllr ES Evans had agreed to be a member of the committee on 3rd February, and at the same time acknowledged that absent Cllr BT Price might want to be a member. Cllr ES Evans offered to step down to make way for Cllr BT Price, as Cllr BT Price was absent on 3rd February. The membership is currently formally set at 6 members and remains officially 6 members until further notice and formal resolution to alter the membership - Further to item 172 d iii. Approved streamlined committee membership:

1. *Cllr ES Evans (who indicated willingness to step down if Cllr BT Price wished to join the committee)*
2. *Cllr S Foster*
3. *Cllr S Minas*
4. *Cllr R Price*
5. *Cllr BS Sehmi*
6. *Cllr RJ Thornton*

- 1 Election of Committee Chair:** Following the 3rd February 2025 City Council resolution to restructure committee membership to six councillors, the committee was required to elect a Chair in accordance with standard committee procedures.
 - a. RESOLVED: That Cllr BS Sehmi be elected as Chair of the Caretaker House Committee.
- 2 Apologies for Absence:** Members were requested to directly inform the Clerk of any absences, in order to formally register their apologies and keep an accurate record of attendance.
 - a. Apologies received for approval: Cllr ES Evans, & Cllr RJ Thornton.
- 3 Declarations of Interest:** Members were requested to declare both pecuniary interests (financial interests) and non-pecuniary interests (personal or prejudicial interests) that could influence their decision-making in relation to items on the agenda. This declaration ensures that other councillors and the public are aware of potential conflicts.
 - a. Declarations made: None.
- 3 Confirmation of Minutes for:**
 - a. *(Notes only – no formal minutes were taken during the meeting):* Notes from the Caretaker House Committee Meeting of the Council on Monday 21st October 2024 were noted.
- 4 Public Representations from members of the public in attendance about any business to be discussed:** None.
- 5 Matters Arising**
 - a. **Approval of Updated Committee Terms of Reference:** Following February 3rd 2025 Council resolution restructuring committee membership to six councillors.
 - i. RESOLVED: That the updated Committee Terms of Reference be approved.
 - b. **Consideration of RFO's Business Plan Framework:** Following February 3rd 2025 Council resolution to address RFO's February 2025 report on coordinating relevant committees for Caretaker House Development Project implementation.
 - i. Establish coordination procedures with:

1. Community Consultation Committee. *See below*
 2. Development Committee. *See below*
 3. Grants Committee. *See below*
 4. Finance Committee. *See below*
- ii. Set monthly progress reporting requirements. *See below*
- iii. Create timeline targeting mid-2025 Welsh Government borrowing application. *See below*
- iv. Define process for monitoring committee deliverables. *See below*

RESOLVED:

- 1 That committee meetings be scheduled as soon as possible once retired local contractor has provided an initial costing estimate for development plans free of charge.
- 2 Clerk to explore PCNPA pre-planning advice application using Cllr BS Sehmi sketches of the proposed redevelopment plan - Cllr BS Sehmi to obtain free costings report from retired local contractor first.
- 3 Clerk to request full update from PCC Library Services regarding the most up-to-date status of the Transformational Grant Funding to expand the St Davids Library on the ground floor of the Caretaker House.

The Committee noted:

- QS money for a feasibility study would be required.
- Business plans for proposals including timeline and confirmation of phased development needed.
- PCNPA planning permission for changing the residential dwelling status of the vacant Caretaker House could be problematic.

c. **Legal Requirements for Property Development Options:** Implications for Community Engagement and Council Decisions.

- i. New committee members' formal request to evaluate residential dwelling option.
- ii. Statutory obligations under Welsh legislation regarding:
 - 1. Housing needs assessment. *See below*
 - 2. Community consultation requirements. *See below*
 - 3. Local authority decision-making processes. *See below*
 - 4. Asset management duties. *See below*

The Committee noted:

- The Committee discussed Community Consultation requirements and noted that 36 questionnaires had been counted from the electorate of St Davids.

6 Date of Next Meeting: To be determined.

There being no further business the meeting closed at 7:05pm

Signed

Date

Chair