

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 23rd September 2010

PRESENT:

Councillor M Colgan (Mayor), A McNaughton, M Murton, P E George, S Perkins, P Kraus, A Wilcox, C Gwyther, K Higgs, D Humphries

IN ATTENDANCE:

Moira Saunders- Town Clerk
Sarah Scourfield- Assistant Town Clerk
Medi George – Western Telegraph Representative

82.APOLOGIES FOR ABSENCE

Apologies were received from Councillors P Gwyther, C Fortune, W Rees, K Becton, E Cook

83.INTERVIEWS FOR NEW COUNCILLOR

Interviews for a new Councillor for Llanion Ward took place,

It was

**PROPOSED by Councillor K Higgs
SECONDED by Councillor P Kraus**

RESOLVED - That if any Councillor arrived after the start time of the interviews they were not to enter the chamber

A secret Ballot took place after the interviews and members voted for Mr Don Earl to become the new Councillor for Llanion Ward.

84.DECLARATIONS OF INTEREST

Councillor S Perkins and T Wilcox declared an interest in minute 69 Planning Applications and took no part in either discussions or any vote - Report of the Town Clerk. Councillor C Gwyther declared an interest in planning application 10/0592/PA.

85.QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

There were no questions from members of the public

86.PRESENTATION FROM RACHEL GIBBY PEMBROKESHIRE COUNTY COUNCIL, GOOD NEIGHBOURHOOD SCHEME.

The Mayor welcomed Rachel Gibby from Pembrokeshire County Council to the meeting. Rachel Gibby informed members that she was the co-ordinator for the Good Neighbourhood Scheme in Pembrokeshire. She informed members that the scheme operates within the community. It starts with the volunteers of the community who are willing to help out with tasks like taking someone shopping or collecting a prescription for someone who is unable to get out due to illness, household assistance e.g., writing letters, reading electric meters, replacing a light bulb etc. Rachel Gibby stated that once they have volunteers a coordinating committee is put in place which oversees the running of the scheme within that area. She commented that a mobile phone acts as the central contact number and can be passed among Volunteers who are willing to be duty officers.

Rachel Gibby informed members that this scheme provides easy access to help and support for all residents living in the community should they need it, she commented that it can

offer a friendly local service responding to calls for help from any member of the community and can help reduce feelings of isolation and exclusion within the Community. She stated that the scheme had been piloted in 3 other local areas where it has been successful, she commented that if the Town Council wanted to have this scheme in the area, she would contact residents to see if they would benefit from the service and also to recruit volunteers and then the Town Council could see if it would be feasible for the committee to be set up.

It was

**PROPOSED by Councillor S Perkins
SECONDED by Councillor C Gwyther**

RESOLVED – That Rachel Gibby would be asked to organise a mail shot to local residents explaining the scheme, asking for volunteers and if the scheme would benefit them.

87.MINUTES

Councillor K Higgs commented that his apologies were missing from the minutes and asked if they could be added.

Councillor C Gwyther stated that Minute 70d should read Standing Orders not Standard Orders.

It was

**PROPOSED by Councillor K Higgs
SECONDED by Councillor M Murton**

RESOLVED - That the Minutes of 2nd September 2010 are adopted as a true record.

88.MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes of the 2nd September 2010

89.REPORT OF THE TOWN CLERK

65. Pater Hall Trust-Sub lease (Council Offices)

The Town Clerk informed members that the Trustees had been working hard to find all the documents and the match funding required in order to make a successful bid for European Convergence Funds. One of the documents that had been difficult to find was the original signed copy of the lease between the Town Council and the Trust.

The Town Clerk stated that the lease had been found thanks to Councillor Phil Gwyther's persistence. But in doing this it would seem that there was some doubt about the location of the sub lease which defines the agreement between the Town Council and the Trust with regard to the Council offices.

She informed members that Ian Jones as Town Clerk remembers signing the sublease along with Mr Ron Watts the then Mayor and it is believed that this sublease may be with the solicitor Lowless Commercial. This sublease was agreed in Town Council at a meeting in January 2007.

The Town Clerk questioned if the Town Council wanted her to obtain a copy of the sublease or whether the Town Council minute in January 2007 was sufficient. She stated that there may be a cost involved by contacting Lowless Commercial, but issues could arise when proposed changes take place to the rear of the building. After discussion

It was

**PROPOSED by Councillor A McNaughton
SECONDED by Councillor S Perkins**

RESOLVED - That the Town Council consider that the minute from January 2007 was sufficient until the proposed works to the rear of the Pater Hall take place.

66. National Parks-Local Development Plan-Publication of the Inspector's report

The Town Clerk informed members that the Inspector's report on the examination into the Pembrokeshire Coast National Park Local Development Plan has been published by the National Park Authority. She stated that the Inspector's report is available for inspection free of charge at the National Park Head Office in Llanion and the Pembroke Dock Library as well as other libraries in the County.

67. Review of Street Trading

The Town Clerk stated that she had received a letter from the County Council explaining their approach to promoting and regulating street trading and related activities. The County Council was undertaking a consultation on street designations in the County and was writing to partners and stakeholders to invite their views. Members agreed that the changes make sense and supported the change.

68. PATCH – Pembrokeshire Action To Combat Hardship

The Town Clerk stated that she had received a letter from PATCH informing the Town Council that they will be opening premises in Monkton on October 7th 2010. On October 8th they will launch a toy appeal. They will be collecting new and as new toys which once sorted will be donated to families in need. Members hoped that something similar could be opened at a later date within Pembroke Dock.

69. Planning Planning Applications

10/0565/PA	Mrs Helen Butland 16 Charlton Place Pembroke Dock	16 Charlton Place Pembroke Dock Two Storey extensions
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It was

**PROPOSED by Councillor K Higgs
SECONDED by Councillor P Kraus**

RESOLVED - That the Town Council recommend this application is supported

10/0570/PA	Mr C McCosker Gainsborough Dairy House Sherbourne Dorset	Coronation Education Centre Meyrick Street Pembroke Dock Change of Use of former school to 37 flats and 4 cottages to rear
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Previous application submitted for 21 flats and 6 houses to rear.

This application is dealt with in the Town Clerk's supplementary report

10/0586/PA

Mr Andy Davis
9 Milton Terrace
Pembroke Dock

Rear of 9 Milton Terrace
Pembroke Dock
**New Apartment and parking
space**

It was

**PROPOSED by Councillor M Murton
SECONDED by Councillor A McNaughton**

RESOLVED - That the Town Council recommend this application is not supported due to the loss of a off street parking space ,over looking issues for neighbouring properties and the proposed dwelling is out of character to the surrounding properties.

10/0562/PA

Mr Michael Scourfield
Fanheulog
Lavinia Drive
Pembroke Dock
SA72 6QY

Plot 6 Haggert Field
Grove Street
Pennar
Pembroke Dock
**Erection of a dwelling and
Garage**

It was

**PROPOSED by Councillor D Humphries
SECONDED by Councillor K Higgs**

RESOLVED - That the Town Council recommend this application is supported.

10/0592/PA

Mr Ian Bartlett
Ian Bartlett building design
6 Caradoc Place
Haverfordwest
SA61 1HL

Yard & Premises
67 High Street
Pembroke Dock
SA72 6PA
Erection of Dwelling

It was

**PROPOSED by Councillor K Higgs
SECONDED by Councillor D Humphries**

RESOLVED - That the Town Council recommend this application is supported.

Planning Decisions

10/0353/PA- Erection of 1 ½ storey dwelling – Land adjacent to magazine building, Connacht Way, Pembroke Dock, Pembrokeshire – **Refused**

- 1. It is considered that the proposed development would have a detrimental impact upon the setting of the adjacent Listed Buildings by reason of its encroachment upon the land surrounding the buildings. Therefore the proposal is contrary to the requirements of Policy 81 (Listed Buildings) of the Joint Unitary Development Plan for Pembrokeshire (adopted 13th July 2006)*
- 2. The proposed access arrangements, by reason of the gradient of the access track, fail to provide adequate operational access to the site. Consequently the proposal is contrary to Policy 100 (Access to Development) of the Joint Unitary Development Plan for Pembrokeshire (adopted 13th July 2006).*

10/0374/AD – Erection of 2 signs – Lidl GmbH, Pier road, Pembroke Dock, SA72 6TR – **Refused**

1. *The scale of the proposed signs both individually and cumulatively appear overbearing and impact negatively upon visual amenity within the conservation area. The sizes of the advertisement is considered excessive and would be incongruous in the surrounding area thus compromising the aim of the conservation area designation. As such the proposal is contrary to policies 87 and 79 of the Joint Unitary Development Plan for Pembrokeshire (adopted July 2006)*

10/0311/PA – Replacement Windows – 10 Argyle Street, Pembroke Dock, SA72 6HL – **Refused**

1. *The proposed replacement windows would have a detrimental impact upon the character and appearance of the dwelling and the conservation area, insofar as the replacement of the aluminum windows with UPVC windows would not protect or enhance the dwelling or conservation area. As such the proposal is contrary to policies 76 (Design), 78 (Amenity) and 79(Development in a Conservation Area) of the Joint Unitary Development Plan for Pembrokeshire (adopted June 2006)*
2. *The application contains insufficient information to establish the extent of the proposal and the level of detail to be contained in the replacement windows. As such the proposal fails to comply with the requirements of policies 76 (Design), 78(Amenity) and 79 (Development in a conservation area) of the adopted Joint Unitary Development Plan.*

10/0381/PA – Variation of Condition 1 of Consent 03/1129/PA to extend time period implementation – Land at 14 Furzy Bank, Pembroke Dock – **Variation or Removal of Condition(s)**

09/0668/LB – Refurbishment of existing offices – Oakum House, Royal Dockyard, Pembroke Dock, Pembrokeshire- **Granted**

10/0411/PA- Erection of a dwelling – 2 Corporation Terrace, Pembroke Road, Pembroke Dock, Sa72 6PH- **Granted**

90. SUPPLEMENTARY REPORT OF THE TOWN CLERK

70. Cemetery Maintenance

The Town Clerk informed members that she had placed in members papers information about maintenance of cemeteries, particularly the ones in Haverfordwest and Milford Haven. Members agreed that the Town Council should look at costings for taking over the grass cutting from the County Council and work to improve that service.

71. Planning application – Coronation school

The Town Clerk informed members that she had been asked by the Chair of the Planning Committee to determine the Town Council's ability to ask the Welsh Assembly Government to 'Call in' this planning application. She stated that having looked at the Planning Policy Wales document the Town council can ask the Welsh Assembly Government to call in an application before a decision is made by the planning authority for a number of reasons. The Town Clerk stated that there is only one that could apply to this application and to determine whether it is feasible to use this process she stated that she had asked the County Council for their planning policy with regard to car parking facilities at new builds and/or conversions. After discussion it was agreed by members that the Town Clerk should contact the County Council regarding the comments of the Town Council and ask if the application could be considered by the Planning Subcommittee ,also refer this development to the enforcement officer of the County Council and for the Town Clerk to contact the Welsh Assembly Government regarding calling in the application.

72. South Area Liaison Meeting

The Town Clerk informed members that she had received a letter from the County Council notifying the Town Council that there was to be meeting to be held on Monday 1st November at 7.00 pm in the meeting room in Pembroke Town Hall.

The issues to be discussed are: Local Development Plan Update
Roads
Ongoing Budget Considerations

73. Partial Extinguishment of Street Lighting

The Town Clerk stated that she had included in members papers a copy of the letter she had received from the County Council with regard to extinguishing street lights during the hours of midnight to 5.30am. Included with the letter is a list of those areas that will be lit during the night for you information.

91. FINANCIAL REPORT

19. ACCOUNTS FOR PAYMENT

The following accounts are submitted for approval of payment:-

49	Euro Office- Coloured Paper	£76.77
50	Black Cartridge - Printer Toners	£111.61
51	BT - Internet Services	£123.33
52	Swalec - Pump House Electricity	£21.14
53	Pembrokeshire County Council - CCTV contribution	£1,705.00
54	Newey and Eyre - Light Bulbs	£23.39
55	Careclean - Buffing Pads	£44.72

NB: Account 49 & 50 were paid out of meeting.

20. SALARIES AND WAGES

3/09/2010 - 23/09/2010	Salaries & Wages	£ 3,701.11
3/09/2010 - 23/09/2010	Tax and NI	£ 1,043.25

21. ACCOUNT BALANCES

23/09/2010	HSBC Current Account	£ 2,857.22
23/09/2010	HSBC Premium Account	£ 72,619.01

It was

PROPOSED by Councillor
SECONDED by Councillor

RESOLVED - That the Town Council approve payment of Accounts numbered 49-55 and Salaries and Wages payments.

92. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

PDEAT

Councillor M Murton commented that at the last PDEAT meeting a new chair had been elected which was Councillor Maureen Colgan, the group also had a new representative from Pembrokeshire County Council Councillor Ken Rowlands, who would be attending in place of Mr Peter Stock. She stated that the next meeting of the group was due to take place on Wednesday 13th October at 3pm.

Police Forum

Councillor M Murton commented that at the next meeting Jeff Sutton the Parking Manager of the County Council is due to attend to give a report on the parking policy within the town.

Townscape Heritage Initiative

Councillor C Gwyther informed members that she had recently attended an update meeting; she commented that Dimond Street updates are ongoing, the Coronation School is 35% complete. She stated that Phase 4 of the market building is currently out for tender, the Dockyard wall is 90% complete. Councillor C Gwyther commented that the Sunderland Trust had a successful 40's themed weekend with over 400 people attending the events and that the Flying Boat museum had over 10,000 visitors through their doors since opening. She informed members that the Mechanics Institute which is owned by the museum Trust is going to be converted into flats with retail units on the ground floor.

Memorial Park

Councillor S Perkins informed members that the group were due to meet on Friday 24th September, she stated that the preferred developer which they were going to use was Dragon downhill. Councillor Perkins commented that the group would need planning permission for the developments to go ahead but first the lease needed to be agreed by Town Council members. She suggested that a sub committee was formed of Town Council members who would look at the lease and agree the lease

It was

**PROPOSED by Councillor A McNaughton
SECONDED by Councillor K Higgs**

RESOLVED - That a Committee is formed to look at the Memorial Park Lease with delegated powers to progress the lease.

It was

**PROPOSED by Councillor M Murton
SECONDED by Councillor C Gwyther**

RESOLVED - That Councillors P E George, A McNaughton, D Humphries and S Perkins would be the members of this committee

Councillor S Perkins stated that she has a meeting planned with the County Council regarding planning, and commented that once this is up and running the group needs to look at fundraising for Phase 2, it was agreed for Councillor P Kraus to attend some of these meetings to use his expertise with fundraising.

93. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT

There were no items to discuss.

94. ANY OTHER BUSINESS

Councillor C Fortune

Councillor P E George commented that the Town Council should send a get well card to fellow Councillor C Fortune, which members agreed.

Charity Ball

Councillor P Kraus commented that the planned Charity Ball was progressing, he questioned if a bank account could be set up as cheques are being received. The Town Clerk stated that this will be done but will take some time but commented for all cheques to be made payable to Bicentenary 2014 and then the bank account will be named the same.

Bicentenary Meeting

Councillor P E George commented that the first Bicentenary meeting had taken place, she stated that the interest is there but ideas are now needed, she commented that meeting every month is too frequent at present as it doesn't give people time to complete any actions from the meeting. She informed members that the next meeting is on 12th October.

Lewis Street Junction

Councillor K Higgs questioned if the County Council had been approached regarding the lack of Give Way signs at the bottom of Lewis Street. The Town Clerk stated that the County Council had been informed of a recent near miss on this junction and also that the white lines needed to be repainted in the area, she also suggested that Give Way signs were erected and is awaiting a response.

Victoria Road

Councillor A McNaughton commented that Victoria Road had now had fresh tarmac laid, but residents in the area are concerned regarding the speed of traffic and questioned if any speed measures could be considered for Victoria Road. The Town Clerk stated that she would contact the County Council and also inform the local Police Authority of the concerns.

95. PRIVATE & CONFIDENTIAL MINUTES

It was

PROPOSED by Councillor S Perkins

SECONDED by Councillor K Higgs

RESOLVED – That the public and press be excluded from the meeting under the Public Bodies (Admission to Meetings) Act 1960 due to legal privilege and disclosure of personal details.