

At a Meeting of Pembroke Dock
Town Council held at the Pater
Hall, Pembroke Dock on Thursday
27th August 2009.

PRESENT:

Councillor P. E. George(Mayor)
M. Colgan, K Higgs, E Cook
C. Fortune, P. Gwyther,
D. King, A. McNaughton,
A. Wilcox.

IN ATTENDANCE:

Moirsa Saunders, Town Clerk
Sarah Scourfield

59. APOLOGIES FOR ABSENCE

Apologies were received from Councillors K. Becton, S. Perkins, S. Beasley, &
D. Esmond

**60. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE
PUBLIC**

There were no questions from members of the public.

61. MINUTES

Councillor D. King indicated that part of Minute 50 should read "but as lorries
are parking on roads which are not public, nor those without parking
restrictions there is nothing the police can do"

It was

**PROPOSED by Councillor C Fortune
SECONDED by Councillor P Gwyther**

**RESOLVED -
That the Minutes of 16th July 2009 amended were
adopted.**

62. MATTERS ARISING FROM THE MINUTES

(a) Minute 75. Service Level Agreement - Extra Street Cleaning

Councillor T Wilcox questioned if there was any movement on this matter,
Town Clerk advised that she is awaiting a meeting with County Council and
will chase a meeting date.

(b) Minute 76. Velvet Collar for the Mayoral Chain

The Mayor Mrs Pam George informed the council that this is currently on hold
due to the courier expense and value of the chain.

(c) Minute 90. Resignation of Councillor Ron Watts

Councillor T. Wilcox suggested that maybe we should present Councillor R. Watts with a plaque or gift, The Mayor Councillor P. George stated that Councillor R. Watts possibly had everything already, she suggested that a letter of thanks should be sent to him, wishing him and his family best wishes. Councillor D. King stated that he knew someone who could possibly produce a family crest and possibly offer something different, which the Council agreed would be a good idea. Councillor D. King to make further enquiries.

63. REPORT OF THE TOWN CLERK

98. Pembrokeshire County Council Local Development Plan 2011-2021: Consultation on Candidate sites.

The Town Clerk advised that attached as Appendix A were details of the sites. There was consultation on the preferred Strategy and the invitation between November 2007 and May 2008 to submit potential development sites (Candidate sites) for consideration as allocations within the Local Development Plan. She informed the council that Candidate sites would be considered for their suitability in relation to the need for development, the strategic policy context and the suitability of the site for development that is sustainable.

She advised that the County Council are asking for the comments of the Town Council on the suitability of the sites that were suggested within Pembroke Dock.

Councillor P. Gwyther that some of the proposed areas would be a devastating to the area he suggested that areas 877, 111 & 112 should not be allocated for development due to surrounding coastal footpaths and it would put in danger the natural beauty of the areas.

Councillor K. Higgs questioned as to why they would want to allocate the Marine Boat Storage area between Pembroke Ferry and Hobbs Point as it is a natural bay and this development would spoil the area. It was also suggested that site 686 status should be looked into as the area is showing on the list as a recreational area, yet the area is mainly overgrown, councillors agreed that COUNTY COUNCIL should be approached regarding having the grounds cleared and put into a better state.

Councillor P. Gwyther suggested maybe it would be a good idea for all Councillors to have a coloured copy to look at and report back with further concerns at the next meeting. This was agreed by the meeting.

99. Local Development Plan News

The Town Clerk advised that the publication was placed on the table to the RHS of the chamber

100. Email received from Mr Andrew McLean regarding the Defensible Barracks

The Town Clerk advised that she had attached a copy of the email received from Mr Andrew McLean regarding restoring the Defensible Barracks, from the

email Mr McLean is very anxious to find a way to restore the buildings. She informed the council that this correspondence was enclosed in order to keep members up to date and for Council to consider whether any action might be taken to support or otherwise this cause.

Councillor K. Higgs commented that it was very commendable of Mr McLean, but there was no investment available to Pembroke Dock for the restoration of the building. The Mayor Councillor, P. George stated that the building could be well used but the amount of money for restoration was very high, and suggested that a reply should be sent to Mr McLean of moral support and wish him the best for the future.

101.Consultation on proposed Legislative Competence Order relating to Community and Town Councils.

The Town Clerk suggested that this was referred to the Sub Committee dealing with Consultations.

The Council agreed that this should go to the Sub Committee.

102. Governing Body of Pembroke Dock Community School

The Town Clerk advised that the term of office of Councillor Mrs P E George as governor of the above school ends on 5th October 2009, and requested that the council nominate a Councillor for the position of Additional Community Governor.

Deputy Mayor Councillor M Colgan suggested that The Mayor Councillor P. George continue to be Governor at the school.

**PROPOSED by Councillor M.Colgan
SECONDED by Councillor C Fortune**

**RESOLVED -
That the Town Council agreed that Councillor P.
George should stay in post as Governor.**

103.MHPA News

The Town Clerk advised that a copy of the MPHA News document was placed on the table to the RHS of the Chamber.

104. Tidy Wales Week 2009

The Town clerk advised that Keep Wales Tidy were calling on the people of Wales to clean up their neighbourhoods. Tidy Wales Week will be taking place from 21st to 27th September 2009 and aim to get as many people as possible to lend a hand. To assist groups, Keep Wales Tidy produced 1000 free clean-up kits sponsored by the Welsh Assembly Government. She advised that kits were available to anybody who wants to take part and organise an event as part of the week.

It was suggested that this should to go to the PDEAT committee.

105. Casual Vacancy on the Town Council

The Town clerk had been informed by the Electoral Services Officer that there has been no request for an election to fill the casual vacancy on the Town Council. She advised that as a result the Council can co-opt someone to serve on the Council and suggested that the vacancy was advertised. The Town Clerk suggested that an application form was produced that may be given to any potential candidates to complete and that this information was then made available to Council to aid any decision.

The Town Clerk advised the council that she had contacted the Monitoring Officer to see if the vacancy could be re advertised due to a few concerns raised from Councillor D. King and some other Pembroke Dock residents concerning the advertisement of the vacancy, the monitoring officer agreed this was legal and could be done. Councillor D. King suggested that it should be advertised in retail outlets and in newsagents, the council agreed this was a good idea.

PROPOSED by Councillor D. King
SECONDED by Councillor C. Fortune

RESOLVED -
The Council agreed that the Vacancy be re-advertised

106. Christmas Tree Lighting at the Library

The Town clerk advised that last year the Council intended siting the large Christmas Tree in the raised flower bed adjacent to the library, but there was uncertainty as to whether there was a power supply available. She has made contact with the Street lighting section of the County Council to determine whether such a supply exists, it would seem that there is no such power supply. As a consequence she has contacted Western Power and asked them for a quote to install a suitable power supply. The amount quoted was £1649.53 excluding VAT. The Town Clerk requested the view of the Council as to whether this power supply should be installed.

The Mayor Councillor P. George raised a concern that a lot of money had already been spent on lights and the tree and suggested would there be any other way of gaining a suitable power supply.

After further discussion Councillor K. Higgs suggested that it would be an idea to see if another quote for the work could be sought to compare prices before a decision was made. This was agreed.

107. Proposed one way Street- Co-op Lane

The Town Clerk informed Attendees that she had attached a copy of this proposal as Appendix C and she needed Council's comments.

After discussion it was decided the plans were acceptable.

PROPOSED by Councillor M. Colgan
SECONDED by Councillor A. McNaughton

RESOLVED –The Town council agreed the one way system was acceptable

108. Pembroke Dock Town Council Web Pages

The Town Clerk informed that Council that she had recently paid an amount of £425.00 to the Pembroke Dock Community Web Project as the annual contribution towards the web presence and maintenance of that site. This prompted the Town Clerk to review the web pages that belong to the Town Council and she felt with Council's approval that it was time to consider the content and layout of the Town Council site. She requested that a small sub-committee is set up to perform this review along with herself.

It was agreed by council that the Sub Committee be formed and that members would be Councillor P Gwyther, Councillor A McNaughton and the Town Clerk, and that if any Councillors had any ideas for the Web Pages to please pass them on.

109. Ferry Lane Junction

Town Clerk advised that she had received a letter from the County Council referring to surveys carried out at the Ferry Lane/Pembroke Road junction a copy of which was included as Appendix D for Council's information.

Councillor E Cook questioned the times that the County Council had carried out the survey at Ferry Lane and at which junctions, as she was concerned that the top road junction was more dangerous first thing in the morning with the school traffic. After further discussion the town council decided they would accept the survey completed by the Transport department at the County Council.

110. Adjudication Panel For Wales- Annual Report 2008-2009

Town Clerk informed the council that this document was placed on the table to the RHS of the Chamber

111. Carbon Reduction Commitment: Partial Extinguishment of Street Lighting

Town Clerk advised that she attached as Appendix E a copy of the schedule for areas in the Town that will not have the street lights extinguished as of April 2010. She asked attendees to consider the information and make any appropriate comments.

Councillor T. Wilcox suggested that the times be changed and for the lights to be extinguished at 01.00am instead of midnight as there were still pubs, and food outlets open. Councillor D. King stated that as Councillor K. Becton was giving representation to the County council that she should be contacted first before contacting County Council. Councillor C. Gwyther suggested that there should be some indication first from residents of their views regarding the change of timings.

112. Play Wales – Nomination and Election of Trustee Board

Town Clerk informed the council that she had placed on the Table to the RHS of the Chamber the documents regarding these nominations. She advised that If any Member wished to nominate an individual they were to notify her.

113. Village Green Status-Pennar

Town Clerk advised that she has been in discussion with Councillor T Wilcox and Mr Huw Jones, solicitor for the Council , she asked the recess Committee if they would agree to her contacting PALC to aid the application that is with the County Council. She informed the Council that this was agreed and contact was made. Councillor T Wilcox advised that there were a few legal matters which were currently being sorted.

114. Consultation Sub Committee – Responses.

Town Clerk advised that the responses that were made by the Sub-Committee for the following documents are attached.

- a). Rural Health Planning in Wales
- b). Affordable Housing In Pembrokeshire
- c). MHPA Recreation Plan

Councillor D King advised that there was no representation from Pembroke Dock on the MHPA recreation committee and asked the council if it would be possible to contact other council clerks for backing for representation from Pembroke Dock.

PROPOSED by Councillor C. Gwyther
SECONDED by Councillor D. King

RESOLVED – That other Council Clerks to be contacted to determine support for the involvement on the MHPA recreation plan working group.

115. Personnel Sub Committee meetings 13th July & 20th July 2009

Town Clerk advised that she attached copies of the notes of these meetings which resulted in the appointment of Mrs Sarah Scourfield as Assistant Town Clerk to the Council. She asked the Council to agree this appointment.

PROPOSED by Councillor C. Fortune
SECONDED by Councillor A. McNaughton

RESOLVED – That the appointment of Mrs Sarah Scourfield as Assistant Town Clerk was agreed.

PART – 2 PLANNING

116. PLANNING APPLICATIONS

During the recess the Planning Sub Committee agreed the following comments with regard to these applications.

09/0273/PA Mrs. Rogers
13 Waterloo Road
Pembroke Dock
SA62 6UA

13 Waterloo Road
Pembroke Dock
SA72 6UA
Erection of Conservatory

The Town Council recommend that this application is supported.

09/0306/PA Mr J Williams
Ocean Way
The Point
Pennar
Pembroke Dock
SA72 6RA

33 King Street
Pembroke Dock
SA72 6JT
Replacement Windows and doors to Front Elevation

The Town Council recommend that this application is supported.

09/0298/LB Milford Haven Port Authority
The Docks
Off Vickard Crescent
Milford Haven
SA73 3AF

The Old Store House
The Dockyard
Pembroke Dock
SA72 6JW
Rebuild clock tower to original design, internal alterations and disabled access

The Town Council recommend that this application is supported, and commented that the clock tower would be an attractive addition to the Dockyard.

09/0297/PA Mr D Templeton
Turley associates
10 Queen Square
Bristol
BS1 4NT

Former Silcox Garage Site
London Road
Pembroke Dock
SA72 4RR
Erection of Food Store and associated access, parking and Landscaping

The Town Council recommend that this application is supported, and commented that this would be a welcome addition to the entrance to the town.

117. PLANNING DECISIONS

09/0184/PA-Extension to Residential Home, Essex Road, Pembroke Dock, SA72 6ED-**granted**

09/0185/PA-Erection of single storey rear extension-28, Waterloo Road, Pembroke Dock, SA72 6UA-**granted**

09/0197/PA-Replacement of Windows-67, Meyrick Street, Pembroke Dock, SA72 6AS-**Refused**.

The replacement of timber windows to UPVC windows would have a detrimental impact upon the character and appearance of the dwelling and the conservations area.

09/0214/PA-Demolition of existing garage and construction of 2 no (semi-detached) dwellings-Universal Garage, Park Street, Pembroke Dock, SA72 6JG-**Refused**

1. The proposal represents a cramped and incongruous form of development at odds with the surrounding built form of the Conservation Area, and as such fails to preserve the character of the Conservation Area.

2. The proposal by reason of its height ,scale, siting and fenestration would result in

a loss of amenity to the neighbouring properties through an overbearing impact and loss of privacy. Furthermore , the proposal offers the future occupants an inadequate level of amenity space.

09/0226/PA-Single storey extension(amendment to planning permission Ref:07/0682/PA)-Haven View, 40, Pembroke Ferry, Pembroke Dock, SA72 6UD-
granted

09/0240/PA-Erection of 4 no Town Houses – land at Slogetts Hill, Pembroke Dock.-
refused

- 1. The proposed development comprises a poor quality design of inappropriate scale, form, mass, materials and detailing; one that fails to preserve or enhance the character and appearance of the conservation area. Furthermore, the proposal fails to respect the historic pattern of development and results in a detrimental impact on views from within and outwith the conservation area.*
- 2. The additional accesses would be a potential source of danger to road users. Furthermore the proposal does not retain sufficient off-street parking for existing properties and the proposed development will cause a danger to road users by reason of standing vehicles.*
- 3. The proposal will result in an adverse impact on the amenity of adjacent residents due to the design, scale and proximity to boundaries.*

09/0200/PA- Erect ion of dwelling(Reserved matters attached to planning consent Ref04/1438/PA)- plot to rear, 26, Prospect Place, Pembroke Dock,- **granted**

09/0166/PA- Variation of condition 3 of planning consent 05/0900/PA (erection of 4 No retail units) to extend period of submission of reserved matters- Land between St Govans and Asda, Gordon Street, Pembroke Dock.-**approved**

08/0813/LB- Erection of a sign-Eastern hanger, Pembroke Port, Pembroke Dock-
granted

08/0812/LB-Erection of a sign-Western hanger, Pembroke Port, Pembroke Dock-
granted

07/0849/LB- Demolition of redundant lean to building, change of use of rear wing into 5 maisonettes, alterations/repairs/reinstatement of hotel and extension to hotel – Commodore Hotel, admiral Way, Pembroke Dock, SA72 6YH - **Granted**

64. SUPPLEMENTARY REPORT OF THE TOWN CLERK

118. Budget Report 2009/2010

The Town clerk informed the Council that she had attached the latest figures of spend and income shown against the budget headings. She advised the council that the report showed the percentage amount spent or received which gives a clear indication of how the budget was progressing.

Councillor D. King suggested that it would may be best for the Council to look over the Budget papers and return with any comments at the next meeting. This was agreed.

119. BT Payphone consultation on adopting red telephone boxes

The Town Clerk advised that she had received a letter from the County Council explaining that there are some BT payphone telephone kiosks that may have the telephony service removed due to low usage. BT has devised a scheme that would allow communities to adopt a kiosk for a £1.00. She advised that If the Town Council wished to do this the maintenance and upkeep would be the responsibility of the Council. The telephony system would be removed. The letter from BT went on to say that around the country the kiosks have been used for a variety of different purposes including being local meeting points, to small art galleries or local information booths! She informed the Council that the only kiosk listed within the town is the kiosk on Pier Road and it has not been used to make telephone calls during the last year.

After further discussion

PROPOSED by Councillor C. Fortune
SECONDED by Councillor K. Higgs

RESOLVED – That the Town Council do not adopt the telephone kiosk on Pier Road

120. Invitation to visit the Pembrokeshire Coast National Park HQ

The Town Clerk advised that she had received an email from Sarah Payne of Llanion Communities First asking whether any member of the Town Council would like to visit the National Park HQ at Llanion on the 6th October 2009 in the morning. She informed council that If any Member would like to visit then they were to let her know so she could let Communities First know the numbers attending.

121. Application for Financial Assistance – The Pembroke Dock Harlequins RFC

Town Clerk advised that she had received a request from the Harlequins for a grant towards their Carnival and towards the travel costs of their various teams. They are based in Pembroke Dock and serve the youngsters of the town. She informed the council that she has a copy of their last accounts which are in order, and that they are asking for a grant of £300.00, they received £200.00 last year from the Town Council.

It Was **PROPOSED by Councillor C. Gwyther**
SECONDED by Councillor D. King

RESOLVED – That the sum of £300.00 is given to Pembroke Dock Harlequins RFC

PART 2-PLANNING

122. Planning Applications

Councillor T Wilcox declared an interest in this application and took no part in the discussion or decision making

09/0352/PA	Kevin Winstone Bridgeways Middle Street Rosemarket SA73 1JP	Erection of one dwelling Plot Adjacent to Brick House Waterloo Road Pembroke Dock SA72 6UA
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It Was **PROPOSED by Councillor C. Gwyther**
SECONDED by Councillor D. King

RESOLVED – That the Town Council recommend this application is supported

09/0350/AD	Tom Smith Lidl UK Waterton Industrial Estate Off Cowbridge Road Bridgend CF31 3PH	Erection of Signs Lidl Pier Road Pembroke Dock SA72 6TR
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It was: **PROPOSED by Councillor C. Fortune**
SECONDED by Councillor D. King

RESOLVED – That the Town Council recommend this application is supported

65. FINANCIAL REPORT

9. Accounts for Payment

The following accounts were submitted for approval of payment:

64	Hasty Bite- Armed forces day buffet	£227.13
65	CPD- Working with your council course Moira Saunders	£184.00
66	County Council- Advertising costs Diamond Street consent order	£721.05
67	Sign & Design name on Honours Board	£34.50
68	BT- Call charges	£113.49
69	Konica Minolta	£188.54
70	Jewsons- Padlocks	£31.33
71	Sue Griffiths Secretarial services 16 th July minutes	£63.00
72	Fire Safety Direct- Service of Fire equipment	£156.34
73	BT- internet services & Rental charges	£114.96
74	Consortium- Hand towels etc	£365.94

The Town Clerk asked for the following additional accounts to be approved:

75	RBS accounts system training	£587.25
76	Pembroke Dock Web Project Donation	£425.00

10. Internet Payments

01/07/2009	Smartstamp - Postage	£40.00
	Salaries, Wages, Tax and NI	£7640.49

It was: **PROPOSED by Councillor P. Gwyther**
SECONDED by Councillor C. Fortune

RESOLVED -
That the Town Council approve payment of
Accounts numbered 64-76 and internet payments.

66. PEMBROKE DOCK/ENVIRONMENTAL ISSUES

There were no issues brought to the Town Clerk's attention.

67. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

(a) Police Liaison Meeting – 5th August 2009

Councillor D. King attended this meeting, details of which were attached to the Agenda.

The priorities for the month were: Continued monitoring of Hobbs Point, Parking on double yellow lines in Town Centre & Parking at corners along Bush Street, which members then discussed.

68. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT

No member had any item for discussion under this heading.

69. ANY OTHER BUSINESS

(a) Tesco Traffic Lights

Councillor A. McNaughton raised a concern over the jumping of traffic lights at Tesco as it is an accident waiting to happen, he wanted to check if the police were aware of the situation and if they were monitoring it in anyway. The Town Clerk agreed to contact the Police.

(b) Mini Roundabouts Pembroke St, Law St/Bush St

Councillor A. McNaughton raised further concerns over the mini roundabout in Pembroke Street and Bush St/Law St, on many occasions he has had to swerve around people as they are not slowing down for traffic which have right of way on the roundabouts, it was suggested maybe a Give Way sign be erected.

(C) Pump House

Councillor D. King was asked by Councillor K. Becton to raise a query regarding setting money aside for the Pump House to ensure that it stays in a good state of repair. Councillor P. Gwyther stated that there is already money set aside in the budget for this and that the Caretaker is currently looking

after the maintenance of the Pump House.

(d) Dimond Street Parking

Councillor D. King raised a concern over parking in Dimond Street on double yellow lines, he advised the council that this issue was raised over 12 months ago regarding there being Posts but no signs, he has recently noticed that the old posts have been replaced with new ones but yet there are still no signs, it was suggested that the Town Clerk contact Pembrokeshire County Council to determine when the signs were to be erected.

(e) Pavements in the town

Councillor D. King pointed out that the cobbles at the bottom of Gordon Street have come loose and are in a bad state of repair, also that there were a lot of weeds some over a foot high. He commented that it was dissapointing that the Town Council have to ask County Council to do this work as it should be part of their commitment to Pembroke Dock town. The Town clerk advised that she had emailed County Council previously regarding this situation but would re contact them again.

(f) Dropped Kerbs

Councillor D. King advised the council that he has noticed people with motorised wheelchairs driving in the gutters in the town as the ramps for disabled access were too high for some motorised wheelchairs to mount the kerb. It was suggested that County Council were contacted to look at the issue of the height of the kerbs.

(g) Central ward Street names

Councillor D. King commented that the Central Ward Street signs seem to be disappearing, it was commented that this was not such a problem for local residents but could be for visitors to the town.

(h) Replacement of PCSO's

Councillor T. Wilcox raised a concern over the replacement of PCSO's as the numbers have reduced from 4 down to 1. He asked if the Town Clerk could determine if the PCSO numbers are going to be brought back to 4.

(i) Councillor P. Kraus commented that it was a pleasure for him to join Pembroke Dock Town Council and that he was proud to be a Councillor, he commented that he would help as much as he possibly could.

(j) Jordan Hart Donation

Councillor P. Gwyther commented that he would like to report back on the donation made to Jordan Hart. He commented on how well she was doing and the amazing dedication she has given to the sport. Councillor C. Fortune & Councillor E. Cook suggested that we send her a congratulations letter for her success and maybe ask her to switch on the Christmas lights this year.

(k) Double Yellow Lines

Councillor C. Fortune questioned if the Double Yellow Lines outside the Alma could be removed, as it has lead to the Landlord being booked. Councillor T Wilcox suggested that he would contact John Price and ask him for the lines which are not enforceable to be removed.

70. PRIVATE AND CONFIDENTIAL

It was:

**PROPOSED by Councillor C. Fortune
SECONDED by Councillor A. McNaughton**

**RESOLVED -
That the public and press be excluded from the
meeting under the Public Bodies (Admission to
Meetings) Act 1960.**

The meeting ended at 2000hrs

Mayor