

At a Meeting of Pembroke Dock  
Town Council held at the Pater  
Hall, Pembroke Dock on Thursday  
31st July 2008.

**PRESENT:**

Councillor R.G. Watts, Mayor  
Councillors K.Becton, M. Colgan,  
Mrs. C. Fortune, C. Gwyther,  
P. Gwyther, K. Higgs, D. King, A.  
McNaughton, A. Wilcox.

**IN ATTENDANCE:**

Ian Jones, Town Clerk

**61. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors S. Beasley, E Cook, D. Esmond and S. Perkins

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

Mrs. Margaret Murton raised a question about the Mural currently located in a building near to the Old Royal Dockyard entrance. Members agreed with her view that the mural was subject to great variations in temperature given that it was placed in a glassed portico area and was also subject to fading because of the sunlight. There was a consensus that the current location of the mural was unsatisfactory and that consideration should be given to finding another site so it was better displayed and conserved. Comment was made that one of the interpretation cards had already been damaged and had disappeared. It was proposed by Councillor Kate Becton and seconded by Councillor Carolyn Fortune that Town Clerk should now write to the Education Department of the County Council to see if a more appropriate location could be found. It was suggested that the Pater Hall was such a suitable location if the library was not available as a possible display base.

The Mayor thanked Mrs. Murton for her contribution to this issue.

**63. MINUTES**

PROPOSED by Councillor A McNaughton  
SECONDED by Councillor K Higgs

**RESOLVED –**

That the Minutes of the meeting of the Town Council held on 10<sup>th</sup> July 2008 be adopted as circulated subject

to the following amendment:

Page 67 (Minute 82 – Planning Applications). The additional name of Councillor K Becton be added to those Councillors S Perkins and A Wilcox who did not take part in the discussions or decision making.

#### **64. MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes which would not be covered elsewhere in the agenda

#### **65. REPORT OF THE TOWN CLERK**

##### **87. Welsh Assembly Review of Electoral Arrangements, Circular June 2008.**

The Town Clerk attached as Appendix A the report of the Sub Committee concerning the above consultation document. Members were asked to decide if this was suitable for a response and whether any other observations were required.

Councillor K Becton expressed here thanks to the Sub Committee for putting together the response. In the County Council there was a disparity in Councillors workloads for an example a rural County Councillor could be looking after an electorate of only 600 whereas others had well in excess of this figure. She also expressed the view that Cabinet Members in the main came from rural areas and asked the question whether the views of towns were adequately represented at this level.

Councillor D King agreed with these comments and asked whether towns needed to have more influence on decision making.

Councillor a McNaughton reminded members that the Leader of the County Council is the person who chooses who will serve in the Cabinet and it was not desirable to select such members on the basis of having an equal balance between towns and rural areas.

It was

PROPOSED by Councillor A McNaughton  
SECONDED by Councillor P Gwyther

RESOLVED

That the response to the Consultation document be as set out by the Sub Committee.

*1855hrs Councillor A Wilcox entered the Chamber*

**88. Town Council Code of Conduct.**

The Town Clerk attached as Appendix B a copy of the proposed Code of Conduct for approval of members. He advised that once approved he would then arrange for an appropriate advertisement to appear in a local paper.

PROPOSED by Councillor K Higgs  
SECONDED by Councillor A McNaughton

**RESOLVED**

That the Code of Practice be adopted subject to typographic errors on page 7 (item 9(1) and page 9 para 10(2)(c). The decision to adopt the Code of Conduct would then be advertised in a local paper.

**89. Appointment of Recess Committee.**

The Town Clerk advised that it was usual to appoint a Recess Committee to deal with urgent matters during the holiday period. Last year those appointed were the same as those who were serving on the Planning Sub Committee. Any decisions made by this Committee would be brought to the full Council meeting to be held on Thursday 28<sup>th</sup> August.

Members agreed that the Planning Sub Committee would deal with urgent items during the recess period.

**90. Letter From Llanion Communités First.**

The Town Clerk attached as Appendix C a copy of a letter he had received from Llanion Communités First concerning a reduction in funding. The organisation asked the Town Council to consider whether they could forward a letter asking the Minister responsible for the decision to reduce the funding in 2009/2012 to look at the matter afresh.

The Town Clerk asked Members to consider the appropriate response.

Councillor C Gwyther stated that she was working with Communities First on this issue of funding and she was hopeful that another funding stream from the Assembly Government would enable staff to be retained.

PROPOSED by Councillor P Gwyther  
SECONDED by Councillor A McNaughton

**RESOLVED**

That the Town Council write to the Minister for Social Justice and Local Government asking that the decision to reduce funding be reviewed.

## **91. Letter from Argyle Street Surgery.**

The Town Clerk attached as Appendix D a copy of a letter he had received from the Argyle Medical Group concerning missed appointments together with his initial enquiry.

He asked Members to consider whether this response addressed their concerns about missed appointments.

Councillor K Becton stated that the response was not encouraging in that it showed that 15% of all appointments were missed. She stated that further information was required to establish the number of appointments(if any) which were unsolicited e.g. for routine checks follow up where the surgery was the instigator since it could be that those who received them were prevented from attending because of work commitments etc. She also stated that the tone of the letter from the surgery seems to indicate that those who missed appointments were treated as “criminals”. She also enquired whether this was a matter which the Town Council should get involved with. The problem seemed to be the difficulty in getting routine appointments. The issue around missed appointments was the impact this had on the services offered by the Argyle Group.

Councillor C Gwyther stated that it was not a question of “nagging people” but in trying to get the surgery to improve their appointment system.

Councillor C Fortune stated that that a breakdown of the type of appointments may help in understanding the issues here.

Councillor C Gwyther asked whether a meeting between the CHC and the Surgery would help resolve this matter because at present it would appear that patients are not happy with the current arrangements.

The Town Clerk was asked to write again to the Surgery / CHC to see if such a meeting could be arranged to resolve these issues.

## **92. Pembrokeshire Waterway Annual Firework Champion of Champions Competition 2008.**

The Town Clerk advised that a meeting of this Committee had been held recently when it was decided that there would be no competition this year because of a lack of sponsorship. It was hoped that the event would become biannual and the Committee would meet again in September to take this matter forward then. In the circumstances the Town Clerk suggested that the sum allocated in the budget of £3000 should be transferred to the Christmas Festivities.

After a discussion it was decided that the £3000 is transferred to the Contingency Reserve where it would be available to the Tourism Committee if required.

Councillor D King raised a question about whether the Tourism Committee made some evaluation of how events were organised and whether they offered value for money. The Town Clerk responded by stating that in the case of the Fireworks Championships PLANED carried out an evaluation based on questionnaires issued to visitors etc who attended the event. The result of such questionnaires was that there was only one complaint received about the 2 day event in 2007. It was agreed that any evaluation on events sponsored / organised by the Town Council was the responsibility of the Tourism Committee.

### **93. Application for a New Premises Licence, Seven Spice Restaurant**

The Town Clerk had received a notification from Pembrokeshire County Council concerning an application for a new premises licence at the premises formerly known as “Bierspool Lodge”. The details of the application were as follows:-

Recorded music, Provision of facilities for making music, late night refreshment, Supply of alcohol

Monday to Sunday 1730hrs to 2330hrs

Premises Open

Monday to Sunday 1730 to 2400hrs

In response to the enquiry asking what steps the applicant (ArkanUllah and Nozrul Hussain) would take to meet the four licensing objectives were:-

“All employees will be appropriately trained in the law and regulations relating to the provision of alcohol and food as well as fire safety and the prevention of crime and disorder. Entry to the restaurant will be refused to persons who appear to be disruptive or drunk. Smoking will not be permitted on the premises and appropriate signage will be installed advising the public that smoking will not be permitted. Any trouble makers will be permanently excluded from the premises and disruptive behaviour outside the premises will not be tolerated.

Fire extinguishers are in position at various points on the premises including one in the kitchen. Smoke alarms are installed. There are 11 internal fire doors in place and 2 fire exits, apart from the main entrance. The fire exits are appropriately marked as such. Staff will be appropriately trained in the use of fire equipment and evacuation of the premises in case of emergency. Fire blankets are provided in the kitchen near the cooking equipment and a fire risk assessment will be carried out by a professional organisation and all recommendations complied with. There is exterior lighting and emergency lighting in case of power failure. A health and safety assessment will be carried out and recorded. Food hygiene regulations will be fully complied with. As stated any disruptive persons will be excluded permanently from the premises. In respect of music the premises will have 4 small speakers to provide background music contained in the dining

area and lounge which will be located in the ceiling. All staff will be asked to leave the premises in a quiet manner. Staff will be advised of the relevant legislation as to the service of alcohol to young persons. Proof of age will be required for any person who appears to be under the age of 21 years of age and appropriate signage will be provided promoting the use of “proof of age” cards.”

The Town Council decided not to make any observations on the application.

#### **94. Request for Flag from Kunsill Lokali Pembroke**

The Town Clerk had received a letter from Pembroke Malta asking if the Town Council would be able to provide them with a Town Flag which they would display at their Town Council Offices. The Town Flag had been purchased last year and cost £280.09 plus VAT. The Town Council from Malta provided us with their Town Flag some years ago and it was flown (weather permitting) on Malta Republic Day and Malta Independence Day together with days when visitors from Malta were visiting the town on organised visits.

The Town Clerk asked Members to decide whether to arrange for a flag to be purchased and forwarded to Pembroke Malta.

PROPOSED by Councillor M Colgan  
SECONDED by Councillor K Becton

RESOLVED

That another Town Flag be purchased and forwarded to Pembroke Malta for their use.

#### **95. Information Boards at South Pembrokeshire Hospital.**

The Town Clerk reminded Members that the Town Council declined to make use of the Information Boards / Maps located at the hospital which would be available for use of Voluntary / Statutory Groups. The cost of provision had been considered at the last meeting as too high. The Town Clerk had since discussed the matter with the person who was organising the boards and he had come forward with the following revised amounts which would be for a 2 year hire:-

£532 plus VAT for an A5 display plus a dispenser for leaflets etc. The company was prepared to wait until April 2009 for the payment to be made which would cover a 2 year hire period. The boards would be located on the ground floor near the Main reception point or in the main Hospital thoroughfare.

The Town Clerk asked Members to consider if this was a suitable use of money to promote the work of the Town Council.

After discussion it was decided not to subscribe to the information boards and the Town Clerk was asked to write to the Agency concerned to let them know the decision.

**96. Applications for Financial Support.**

The following applications were submitted for decision:-

**(a) Shelter Cymru.**

The Town Clerk advised that this applicant stated that they provided a housing advice service at the CAB Offices in Pembroke Dock on Thursdays from 1400 to 1600hrs. They were seeking a contribution towards the cost of providing this service. They stated that they last received a grant from this council in October 2004 when the sum of £50 had been given. Their accounts were in order and showed that the organisation had £660,234 in designated and restricted funds as at 30 September 2007.

PROPOSED by Councillor K Higgs  
SECONDED by Councillor C Fortune

**RESOLVED**

The Town Council noted the work carried out by Shelter in the area, however, taking into account the budget and other priorities no grant would be made.

**(b) Bush and Park Tenants and Residents Association.**

This applicant had asked for assistance towards running a café and festival fun day which was to be held on Saturday 16<sup>th</sup> August. Accounts for the 12 months ended on 30 April 2007 had been submitted and were in order. This showed a reserve as at the end of their accounting year of £24,138 made up of £11,097 fixed assets and £13,041 (current assets). The amount of grant aid sought was £300.

PROPOSED by Councillor M Colgan  
SECONDED by Councillor K Higgs

**RESOLVED –**

Having considered the financial accounts for the Association, its current assets and the priorities set by the Town Council for this year that no grant would be awarded.

**(c) Pembrokeshire Cancer Support Group.**

This applicant stated that they provided reflexology and relaxation sessions, a place to meet and get support together with outreach services. The organisation was looking for assistance towards the cost of installing a stair lift to the rear of their premises. The cost would be in the sum of £2115 (including VAT). Their accounts were in order and showed that as at 31 March 2008 they had capital assets of £46,163.66.

PROPOSED by Councillor K Becton  
SECONDED by Councillor A Wilcox

RESOLVED by 6 votes for and 3 against, (the Mayor did not vote).

Having taken into account the work the group did for those suffering from Cancer and the need to fund a suitable Chair lift at these premises a grant of £100 would be made on this occasion.

**(d) Pembroke Dock Harlequins Rugby Football Club.**

This application was for assistance towards the costs involved in running the annual Quins Carnival which this year was to be held on Saturday 2 August. The accounts for the event in 2007 had been submitted and were in order. The amount of grant aid sought was in the sum of £300. In 2007 the event raised some £4800 with a sum of £1166 being carried forward towards the start up costs for the 2008 event. The cost of insurance for the event and licensing fees was £162.

Councillor M Colgan declared an interest as a member of the club. Councillor A Wilcox also declared an interest on the basis that an immediate relative played for the Junior Team.

PROPOSED by Councillor P Gwyther  
SECONDED by Councillor A McNaughton

**RESOLVED –**

That the Town Council make a grant of £200 towards the costs of insurance etc for the carnival procession etc.



**97. Welsh Assembly Government Policy on the Provision of Playgrounds / Play Equipment within Wales.**

The Town Clerk enclosed as Appendix F a copy of a letter he had received from the Assembly Government in response to his enquiry on this subject. He also placed on the table to the RHS of the Chamber the Assembly Play Policy Implementation Plan which had been issued in February 2006.

He further advised members that the County Council were in the middle of a review on their current policy.

**98. Pembroke Dock Mural Painted By Mr George Lewis**

The Town Clerk attached as Appendix G a copy of a letter he had received from the Pembroke Dock Townscape Heritage Initiative concerning the above Mural together with his original letter. He believed the response from Mr David Davies, the Townscape Heritage Initiative Co-ordinator, answered the queries which had been raised about this matter.

Given the discussion which had taken place earlier in the meeting following a question from a member of the public the way forward on this subject had already been decided.

**99. Budget against Profile.**

The Town Clerk attached as Appendix E details of the Town Council's spends etc against profile for the first three months of the year. Overall the Town Council had spent 21.3% of profile to date.

The Town Clerk answered questions from members about the current spend and committed expenditure.

**100. Planning Applications**

<b>08/0437/PA</b>	R. Davies and K. Arthur 1 Bellevue Terrace Pembroke Dock	Land adjacent to 1 Bellevue Terrace Pembroke Dock - <b>3 bedroom end of terrace house</b>
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PROPOSED by Councillor A McNaughton  
SECONDED by Councillor K Higgs

**RESOLVED –**

*The Town Council considered the representations made on a previous application in respect of this development made by the Pembroke Dock Civic Society. They considered the*

*access to the rear of the proposed premises and whether there were sufficient spaces for off street parking by the residents of both 1, Bellevue Terrace and the proposed new property. They believed that the proposed off street parking to the rear of the premises would need to be increased in size. They noted that the residents of 1, Bellevue Terrace would lose light through an existing window if planning permission were to be granted. The Town Council also noted that the application did not state that an existing tree located on the proposed plot would need to be felled. Provided these concerns were addressed at the planning permission stage then the Council would recommend that the application be supported.*

<b>08/0442/PA</b>	Pembrokeshire County Council County Hall, Haverfordwest SA61 2TP	Land Adjacent to Car Park Fort Road Pembroke Dock - <b>Replacement of gabion revetment with rock armour</b>
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PROPOSED by Councillor C Fortune  
SECONDED by Councillor D King

**RESOLVED –**  
The Town Council support this application.

#### **101. Planning Decisions**

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|-------------------|---|
| <b>07/0670/PA</b> | Re-development to provide 4 shops, 4 cottages and 20 flats – Part 13,15,17,19 to 23, Meyrick Street, Pembroke Dock – <b>Approved</b>  |
| <b>07/0903/PA</b> | Renovation of Hotel, conversion of rear wings to 5 maisonettes and construction of 4 town houses and 22 apartments in three blocks in the grounds – Commodore Hotel, Admiralty Way, Pembroke Dock - <b>Approved</b> |
| <b>08/0213/PA</b> | 2 No. one bedroom flats – 28 Commercial Row, Pembroke Dock – <b>Approved</b>  |
| <b>08/0229/PA</b> | Erection of 8 apartments with integral garages and parking – Rear of 3 Southampton Row, Pembroke Dock - <b>Refused</b>  |

- 08/0238/PA** Construction of a glazed lobby extension to act as a wind break to main entrance of store and adjustments to associated steel furniture – TESCO STORES LTD., Bierspool, London Road, Pembroke Dock – **Approved**
- 08/0249/PA** Demolition of existing conservatory and replacement with new. Extension to east side of property - Lynwood, Cross Park, Pennar, Pembroke Dock - **Approved**
- 08/0302/PA** Amendment to condition 3 of permission 04/1024/PA to extend period for submission of reserved matters from 3 to 5 years – The Point, Pennar, Pembroke Dock - **Approved**

## **66. SUPPLEMENTARY REPORT OF THE TOWN CLERK**

### **102. Consultation Setting Local Speed Limits – Town Councils within Wales.**

The Town Clerk had received a Consultation Document from the Welsh Assembly Government concerning the above topic which gave draft guidance on why speed limits should be considered and the implementation processes which were to be followed. 13 questions were asked about the document and the return date was 29<sup>th</sup> August 2008. Copies of the consultation document were placed on the table to the RHS of the Chamber for Members of the Consultation Sub Committee to take away.

Members of the Consultation Sub Committee agreed to meet on Monday 11 August at 1900hrs to put together a response.

### **103. Risk Assessment Review for Pater Hall Complex and Town Council Property.**

The Town Clerk attended a risk assessment seminar held at Blandford Forum on 22 July 2008. As a result of the course there was now a need to review the Town Council's assessments and he was hopeful that this would be completed in time for Town Council approval at the meeting to be held on 28<sup>th</sup> August 2008. The Town Clerk had already identified that no member of the Town Council Staff was a qualified First Aider and this would need to be addressed by means of a 2 day Training Course. The Town Clerk believed that the cost of this course should be divided 50: 50 with the Pater Hall Community Trust as it was recommended that Caretakers of Public Halls be First Aid Trained. Courses were held at Pembrokeshire College in September / October and the cost had yet to be determined.

Permission for two members of staff to be trained in First Aid was approved.

#### **104. Recruitment Exercise for Position as Secretary / Committee Clerk.**

24 Recruitment Packs were issued in respect of the above vacancy and 10 formal applications had been received. The Town Clerk suggested that there would be a need to have a sift panel to provide 4 or 5 candidates for interview and asked Members to appoint a sub Committee to produce a short list for interview. Members of this Sub Committee should not be members of the interviewing panel. The Town Clerk advised that he would give guidance to members about the types of the sift criteria to be used in the exercise and that references would be taken up before the interview took place.

It was agreed that the following members / staff would meet on Monday 18<sup>th</sup> August 2008 at 1900hrs to shortlist candidates:

Councillors A McNaughton, C Gwyther and C Fortune together with Mrs Anne Vincent (Staff member)

#### **105. Planning Applications**

<b>08/0455/PA</b>	Jacek Krai 36 Meyrick Street Pembroke Dock	36 Meyrick Street, Pembroke Dock - <b>Demolish existing lean to and build a two Storey extension house incorporating new kitchen and bathroom</b>
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PROPOSED by Councillor C Fortune  
SECONDED by Councillor A McNaughton

**RESOLVED –**  
The Town Council support this application.

<b>08/0488/PA</b>	Pembroke Dock Harlequins RFC Bierspool Ground London Road Pembroke Dock	PD Quins RFC Clubhouse London Road Pembroke Dock - <b>Extension to lounge bar and alterations existing building</b>
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Councillor M Colgan declared an interest on this matter (see earlier declaration) and did not take part in the discussion and decision.

PROPOSED by Councillor C Fortune  
SECONDED by Councillor K Higgs

**RESOLVED –**  
That the application be supported

**08/0494/PA** Ms. Julia Stuart  
24 Prospect Place  
Pembroke Dock

Sloggetts Hill  
Pembroke Dock -  
**Construction of 5 town houses**

Councillor A McNaughton declared an interest in this matter as he knew the applicant.

PROPOSED by Councillor K Higgs  
SECONDED by Councillor D King

**RESOLVED –**

The Town Council would not support this application.  
The following observations were made to support this  
Decision:-

The proposed development is to take place on a steep hill  
and there are concerns that the plan gives the impression  
of only a slight incline which is incorrect.

There is concern that the existing gutter adjacent to the  
development would not be able to cope with the additional  
“run off” of water from the proposed development.

The proposal amounts to over development of the land.  
The character of the development would not match the  
mainly single storey properties in Milton terrace or two  
storey properties in Prospect Place. It would therefore  
not enhance the Conservation Area as it is out of keeping  
with existing properties. The Streetscape would be totally  
changed by the development.

There would be a loss of visual amenity for nearby  
properties.

The proposed off street parking facilities are inadequate  
for this development.

**08/0497/PA** Mrs. J. Harries, Mrs. C. Way Land adjacent to 2 Trinity Road  
Mrs. S. Roos  
2 Trinity Road  
Pembroke Dock

Pembroke Dock -  
**Erection of a dwelling - Outline**

PROPOSED by Councillor K Higgs  
SECONDED by Councillor M Colgan

**RESOLVED –**

That the application be supported.

## **106. Planning Decisions**

- 08/0114/PA Conversion of the Magazine Buildings to 2 Apartments, conversion of Cartridge to Bicycle Store and erection of 2 Apartment Blocks (10 flats) – The Magazines and adjacent land, Llanion, Pembroke Dock – Refused**
- 08/0247/PA Extensions and alterations to dwelling and erection of single garage – 43 Front Street, Pembroke Dock – Approved**
- 08/0276/PA Change of use from retail to a cat and dog grooming parlour – 22 Queen Street, Pembroke Dock – Approved**
- 08/0323/PA Proposed extension over existing garage/kitchen and sun room to rear – 22 Essex Road, Pembroke Dock – Approved**
- 08/0332/PA Ground floor side and rear extension – 20 Essex Road, Llanion Park, Pembroke Dock - Approved**
- 08/0348/PA Erection of a dwelling – Cenarth, Pembroke Ferry, Pembroke Dock – Approved**

## **67. REPORT OF THE FINANCIAL OFFICER**

### **13. Accounts for Payment**

The following accounts were submitted for approval of payment:

63. St. John's Community Hall – Hiring Fee	£16.00
64. The Consortium – Stationery	£31.73
65. British Telecom – Telephone Rental	£55.15
66. Tenby Observer Ltd. – Advertisement (Secretary)	£78.14
67. Cape Hire and Sales – Fencing around Tank	£84.60
68. Dyfed Alarms – Repositioning Control Panel	£186.24
69. I. Jones – LCAS Conference Expenses and Postage	£279.75
70. Pembroke Dock Website Committee – Contribution	£400.00
71. I. Jones – Balance – Civic Dinner	£159.65
72. Petty Cash	£100.00

## **14. Thanks**

A letter had been received from Danielle Rowe thanking the Council for the donation of £100 towards her expenses for attendance at the Irish National Sailing Championship.

PROPOSED by Councillor P Gwyther  
SECONDED by Councillor C Fortune

### **RESOLVED –**

That the Town Council approve payment of  
Account Nos: 63-72

## **68. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES**

Councillor R Watts, The Mayor, gave a brief report on the meeting of Pembrokeshire Association of Local Councils (PALC) which he had attended last evening. He stated that there were now 50 members of the Association. PALC had decided that they would no longer routinely send a representative to meetings of the County Council Licensing Committee. The draft Welsh Language Scheme for members was about to be published and will be distributed to all PALC members. The co-operation on the Rural Development Plan with “Pembrokeshire Advance” was ongoing.

## **69. ANY OTHER BUSINESS**

Councillor D King asked about progress concerning waiting restriction lines etc within Pembroke Dock. The Town Clerk stated that this was an ongoing matter and he had once again written to the County Council to remind them that work was required if the restrictions were to be enforced. The PCSO forum had also written to the County Council on this subject but it would appear that progress is tardy. At this stage there was little else which could be done.

Councillor C Gwyther gave members information about the review being carried out by Her Majesty’s Revenue and Customs Service (HMRC) concerning office provision within Pembrokeshire. The restructuring of HMRC within Pembrokeshire could result in the redeployment of some 14 jobs out of Pembroke Dock. The local MP, Nick Ainger, was working with the Public and Commercial Services Union (PCS) to put forward alternative proposals. It was agreed that the Town Clerk should write to HMRC to express our concern at the loss of job opportunities within Pembroke Dock.

Councillor A Wilcox asked for an update on the application for Town Green Status for a portion of land between Military and Stranraer Road in Pennar. The Town Clerk stated that he had been informed by the Chairman of PALC, Councillor R Sheppard of

Cosheston, that the application had been rejected. As of this date neither the Town Council nor the Town Council Solicitors had been advised of this decision. The Town Council Solicitors were pursuing the matter to ascertain why it had been rejected. Councillor Wilcox advised members that residents in the area had been sent letters by the owner of the portion of land under dispute and that signs showing the land was private had now been erected.

Councillor P Gwyther asked members if they would complete information about themselves for the purposes of the Pembroke Dock Web Project so that the Town Website was kept up to date.

Councillor Kevin Higgs raised the issue of the attendance of Town Councillors. The Town Clerk stated that one of the targets of the Town Council this year was to improve the average Councillor attendance from last years figure of 69% to 75% and this was included in the Council's Key Objectives. This would mean a minimum attendance of 12 out of the 15 meetings planned for the year. Some Towns elsewhere in the UK were looking for 85% attendance which was a much higher commitment. Members asked that the Town Clerk write to those who had not attended any meeting so far this year to remind them of the Town Council objective.

**The meeting ended at 2010 hrs**

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**Mayor**