

DRAFT

At a Meeting of Pembroke Dock
Town Council held at the Pater
Hall, Pembroke Dock on Thursday
18th September 2008.

PRESENT:

Councillor R.G. Watts, Mayor
Councillors K Becton, M. Colgan, E Cook,
D. Esmond, Mrs. C. Fortune, Mrs. P E
George, C. Gwyther, P. Gwyther, D. King, A.
McNaughton, S. Perkins.

IN ATTENDANCE:

Ian Jones, Town Clerk

80. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors S Beasley, K C Higgs

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

There were no questions from members of the public.

82. MINUTES

PROPOSED by Councillor Mrs C Fortune
SECONDED by Councillor A McNaughton

RESOLVED –

That the Minutes of the meeting of the Town Council
held on 28th August 2008 be adopted.

83. MATTERS ARISING FROM THE MINUTES.

(a) Minute 73 (c) – Letter from Argyle Street Surgery.

The Town Clerk stated that he was awaiting a list of suggested dates from the Practice Manager.

(b) Minute 73 (g) Recruitment Exercise for Position of Secretary / Committee Clerk.

Councillor D King asked if the Panel had met given that he understood he had been asked to be a member of the panel. The Town Clerk checked the minutes of the meetings held on 31st July (Minute 104) and 18th June 2008 (Minute 46). He apologized unreservedly for the fact that he had forgotten to include Councillor D King in the panel members.

The panel had selected Ms Moira Saunders who would be commencing employment on Tuesday 7th October 2008.

(c) Waiting restrictions within Pembroke Dock.

Comment was made by Councillor D King and other members that Gwyther, Lewis and Laws Street were better off with regard to residents parking than they were following the evening visits by the Traffic Warden. There still appeared to be difficulties in Pembroke and Upper Meyrick Street as a result of non authorised vehicles parking in residents' bays. Councillor C Fortune mentioned that there were occasions when there was parking on both sides of Water Street within the sight of the Police Station with trade vehicles parking on double yellow line other than for the purposes of dropping off goods. The matter would be monitored and may be brought to the Police Community Forum again.

84. REPORT OF TOWN CLERK.

122. Llanion Communities First – August Monthly Bulletin.

A copy of the bulletin for August was placed on the table to the RHS of the Chamber for members to peruse if they so wish.

123. Pembrokeshire County Council Local Development Plan

Details of the "Pre Deposit Public Consultation" which lasts from September to November 2008 was to be found on the County Council website www.pembrokeshire.gov.uk where details of the candidate sites had been highlighted. The documents were lengthy and The Town Clerk therefore placed on the table to the RHS of the Chamber details of these sites identified as the result of the consultation which finished in May 2008, together with a copy of the LDP News which has just been published. As stated in the Newsletter the submission of candidate sites for consideration did not commit the County Council to take such sites forward to the LDP. All the sites which Pembroke Dock Town Council put forward as a Council have been included together with some additional entries (See Appendix A of the Clerk's Report).

124. Pembroke Dock Action Plan.

This Community Plan aimed to set out proposals for improvement within the town and was provided with the assistance of SPARC (fore runner to PLANED). A number of the suggestions in that document have been implemented and as with all plans there was a need for it to be updated and to become a living document.

Members agreed that it was now the right time to revisit the work and update it either as a Town Council exercise or by seeking the support of PLANED or some other outside body. The planned meeting organized by PLANED called “Communities as the Hub of Rural Life” was considered as a suitable venue to check on current thinking.

Members agreed that the Town Clerk should write to PLANED and ask if they were prepared to revisit the town to help the Council update the Action Plan.

125. Anti Social Behaviour in Albion Square.

Members were aware from previous meetings and a previous Town Clerk report in June 2008 this was an area of concern for some residents of that area in that young people are gathering around the seats and making excessive noise etc. The Police were fully aware of the problems and had given the area extra attention. The CCTV Camera has also been used to highlight possible ring leaders and offences.

Councillor K Becton updated members on what she had been informed by residents. One of the benches near to Albion Square Flats had been removed following her intervention after she had received complaints from some residents. She expressed the view that residents in the area were experiencing ill health as the result of young people's behaviour. She told members that there were vulnerable people residing in both the flats and nearby streets such as Park Street and that residents were entitled to have peace and quiet. Councillor D King confirmed that only one bench had been removed and that the others were still in place. Councillor Becton asked that the Town Council ask for a special meeting of the Town Council to discuss the matter with the local Police Inspector. Councillor P Gwyther stated that this was a matter for the Police Community Forum not for a special meeting. He believed that problems had now eased given that the schools were now back after the summer holidays. Albion Square was not the only area of concern. Councillor D King stated that the Police had insufficient resources to deal with the incidents which took place and that there was a need for more decisive action from Police Officers and the PCSOs. He confirmed that the recent Police Community Forum had talked about the problems at Albion Square again. The Town Clerk sought clarification as to what the Town Council wished him to do in respect of a meeting, did members want Mr. P Gazzard, the Anti Social behaviour Co-ordinator, to attend as well as the Police Inspector together with the Area Maintenance Officer from the County Council? After further discussion it was agreed that he should write asking the Police Inspector to attend on his own. In response to his further enquiry as to where the bench which had been removed should be placed the Town Clerk was asked to suggest to the Area Maintenance Officer to place it on the grassed area at the top of Bellevue Terrace near to its junction with Presely View or some other nearby suitable site.

126. Pembroke Dock Memorial Park.

The Town Clerk reported that the money spent on summer flowers etc. within the town came to £2436. The budget has therefore £164 remaining. The Tourism Committee had authorised that the two free standing displays within the town were to have some winter / spring displays this year. He had spoken to other Town Council employees and it had been suggested that rather than engage a contractor, the Council should purchase the flowers and the staff would carry out the work. It was unlikely that all the amount remaining in the budget would be used for the free standing displays alone and staff would also be prepared to arrange for the main display bed in the centre of park, which currently had no displays (the roses having been removed earlier this year) to be planted with winter / spring flowers subject to approval from the County Council (Mr. Glenville Codd, the Area Maintenance Manager for the County Council was happy for the work to be carried out). He appreciated that the display may be damaged by vandals but he thought that it was worth a risk at this stage to try and make a small improvement in the park at relatively little outlay. It was hoped that by doing the job ourselves we would also be able to obtain plants / compost etc from local businesses to keep costs down, any such assistance would then be acknowledged on a sign in the display. The matter was also to be brought to the attention of the Friends of the Memorial Park at their meeting tomorrow and at the forthcoming Pembroke Dock Environmental Action Team Meeting. Staff believed that by including the Park they will be improving the attractions in that area. Staff will then maintain the displays.

Members supported this initiative and some members agreed to help with the gardening.

127. Initial Budget Setting Meeting.

The Town Clerk stated that the Council would soon need to start considering their precept for the 2009/10 year and to this end he wondered if the Council would be prepared to spend an evening looking at ideas for expenditure etc on Thursday 23rd October at 1830hrs (6.30pm). He appreciated that this may seem rather too early but it would enable members to think about both increasing and decreasing precepts in the light of what they wished the Town Council to provide.

Members agreed to hold this additional meeting.

128. Proposed Trip to Malta (including Kunsill Lokali Pembroke)

Members were informed that the Joint Tourism and Twinning Committee will be discussing at their next meeting the possibility of organising a 1 week trip to the island commencing on Tuesday 12th May 2009. The cost was likely to be in the region of £495 per person. Further details would be available after the Joint Tourism and Twinning Meeting.

129. PLANED – Communities as the Hub of Rural Life

A launch meeting of the above strategy was to be held on Monday 29th September 2008 and the Town Clerk attached at Appendix B of his report a copy of the ideas for the project. The meeting will be held at Plas Hyfred Hotel in Narberth at 1900hrs (7.00pm) on Monday 29th September 2008

Councillor Mrs. E Cook agreed to attend the event on behalf of the Town Council

130. Pembroke Dock Mural.

The Clerk stated that he had received a letter from the Director of Education and Children's Services concerning the Pembroke Dock Mural in which he stated that consideration will be given to the need to relocate it.

After some discussion on the content of the letter, the Town Clerk was asked to write to the Director to ascertain why the Pater Hall had not been considered as a suitable place for the Mural given that Pembroke Town Hall had been considered suitable for the Pembroke Mural.

131. Llanion Communities First – Reduction in Funding.

The Town Clerk attached as Appendix C a copy of the letter he had received from the Deputy Minister for Regeneration about the reduction in funding from April 2009. Members were disappointed to note the reply.

132. Letter from the Royal British Legion.

The Town Clerk had received a letter from the Pembroke and Pembroke Dock Branch advising the Town Council that a service to mark the 90th anniversary of the cessation of hostilities of World War 1 was to be held on Sunday 28th September at 1800hrs (6.00pm). The Mayor and Deputy Mayor stated that they would attend together with some other members.

133. Pembroke Dock Midsummer Festival.

The Festival Committee had written to thank the Town Council for their grant of £6000. The letter indicated that over 2500 attended the organized events despite the adverse weather. It was hoped a more detailed account would be given to the Tourism Committee at their next meeting.

134. Application for Financial Assistance.

A request had been received for financial assistance from Oliver Lewis of 31, Woodfield Grove, Cosheston and Hywel Baker of 87, High Street, Pembroke Dock who were both members of the Pembroke Dock Quins under 10s Team. They had been selected as members of the Pembrokeshire Under 11s Team who were going to Barcelona at the end of the season. Both Oliver and Hywel are 9 years old and they both needed to raise some £400 each in sponsorship. Details of their sporting achievements to date were provided by the Town Clerk to assist members in their decision making.

PROPOSED by Councillor P Gwyther

SECONDED by Councillor C Fortune

That Hywel Baker be paid £100 towards the cost however as Oliver Lewis lived outside the Town Council area no sum be paid to him but that he is advised to write to his own Community Council to ask if they were prepared to assist financially.

An amendment was put forward by Councillor K Becton that both Hywel Baker and Oliver Lewis be paid £100 each as they both played for the Pembroke Dock Quins.

The Town Clerk explained that the application was not made by the Quins as both boys were to play for the Pembrokeshire Team. The Town Council policy for making a payment to Oliver Lewis was therefore not met.

The amendment was not seconded and the original proposal was put to members.

RESOLVED

That Hywel Baker is paid £100 and that Oliver Lewis is advised to make application to Cosheston Community Council.

1930hrs Councillor K Becton left the meeting

135. Planning Applications.

At the commencement of the discussions on the Planning Applications which follow, Councillor S Perkins declared an interest as being a member of the County Council Planning Committee and she took no part in the discussions or voting on the matters.

All members were in possession of the report of the Planning Sub Committee which had been circulated to members prior to the meeting.

08/0068/PA	M Murphy Esq., Mill Pond Lodge, Ashdale Lane, Pembroke, SA71 4PR.	The Shipwright Inn, Front Street, Pembroke Dock, SA72 6JX Demolition of existing garage to provide extended restaurant area/new toilets and kitchen / cellar to pub, constructing 1 no. one bed two person unit in rear garden (Amended Plans).
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PROPOSED by Councillor A McNaughton
SECONDED by Councillor M Colgan

RESOLVED

That the application be supported.

08/0621/PA	Erringham Holdings Ltd., c/o Balchan Management, PO Box 428, Old Bank Chambers, Grand Rue, St.Martins, Guernsey, Channel Islands.	Plot 32, The Point, Pennar, Pembroke Dock, SA72 6 Erection of one pair of semi Detached dwellings
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PROPOSED by Councillor C Fortune
SECONDED by Councillor A McNaughton

RESOLVED

That the Town Council support the application.

08/0613/PA	Mr & Mrs F Keegan, 34, Gerald Road, Harrow, HA1 2NE.	74 and land adjacent to 74, Stranraer Road, Pennar, Pembroke Dock, SA72 6 Erection of semi-detached house with off road parking and erection of porch to No 74 Stranraer Road with off-road parking.
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PROPOSED by Councillor C Fortune
SECONDED by Councillor C Gwyther

RESOLVED

That the Town Council support the application.

08/0640/PA Mr R Maynard, The First and Last Public House,
First and Last Public House, London Road,
London Road, Pembroke Dock,
Pembroke Dock. SA72 6TX
Alterations and Extensions

PROPOSED by Councillor C Fortune
SECONDED by Councillor M Colgan

RESOLVED

That the Town Council support the application.

08/0699/PA Miss J Baker 13, Cromwell Street,
13, Cromwell Street, Pembroke Dock,
Pembroke Dock, SA72 6HP
Extension to dwelling (Bathroom and shower room)

PROPOSED by Councillor C Fortune
SECONDED by Councillor E Cook

RESOLVED

That the application be supported.

08/0437/PA Land adjacent to 1, Bellevue Terrace, Pembroke Dock – Proposal for 3 bedroom end of terrace house – **Withdrawn**

08/0552/PA 41, North Street, Pembroke Dock – Proposal for roof extension and loft conversion to form additional bedrooms and one en-suite – **Withdrawn**

136. Planning Decisions.

00/0025/AD Shop Sign – Chinese Food Take Away, 24, Commercial Row, Pembroke Dock – **Approved.**

08/0455/PA Demolish existing lean to and build two storey extension house incorporating new kitchen and bathroom, 36, Meyrick Street, Pembroke Dock – **Approved.**

08/0494/PA Construction of 5 town houses, Sloggetts Hill, Pembroke Dock – **Refused**

08/0569/PA Extension to dwelling to provide bedroom and bathroom for disabled person, 82, Military Road, Pembroke Dock - **Approved**

85. SUPPLEMENTARY REPORT OF THE TOWN CLERK.

136. Tourism Committee Meeting.

Draft Minutes had been made available to members at the meeting and Councillor Mrs P George updated members on what issues had been addressed. There was disappointment that perhaps the Town Band would not be able to march from the Memorial Park this year to lead the parade. The costs of arranging for the lantern parade was last year met from other funds to which Communities First had access but this year the Festival Committee did not have that sum to fall back on, therefore, in order to get the workshops organized it was necessary to have further funds.

Councillor C Gwyther stated that a representative from Cleddau FM would be able to attend the Tourism Committee meeting on 6th October with details of how the Christmas Tree “sponsorship” was to be arranged. The Committee would need to decide what group of Charities should benefit from the donations etc.

137. Planning Applications.

08/0555/CA - Planning Application in respect of the Caledonia Inn, 2, High Street, Pembroke Dock.

This matter was dealt with by the Town Council at their last meeting, however, the Town Clerk received a copy of a letter from the Pembroke Dock Civic Society to the County Council in which they set out their objections to the above Planning Application. (see Appendix D of his report).

138. Planning Decisions.

08/0503/PA – Erection of dwelling at 9, Hampshire Drive, Pembroke Dock. – **Approved.**

08/0506/PA – Erection of dwelling at 11, Hampshire Drive, Pembroke Dock. – **Approved.**

08/0574/PA – Restoration of shop fronts and repair works at 9/10 Commercial Row, Pembroke Dock. – **Approved**

86. REPORT OF THE FINANCIAL OFFICER.

17. Accounts for Payment

The following Accounts were submitted for approval of payment:-

79	Konica Minolta – Photocopying	£128.50
80	M Katra – Computer Support and Subscription	£221.00

(the above were omitted from the last Council Minutes but included in the Financial Officers Report and signed as approved)

81	Dyfed Alarms – Maintenance of Intruder Alarm System	£ 82.25
82	Stephen Insell – Repairs to Mayoral Chain	£ 35.00
83	The Consortium – Stationery	£ 35.00
84	Hewlett-Packard Ltd- Print Cartridge	£ 67.99
85	Tenby Observer Ltd – Advert (Code of Conduct)	£ 78.14
86	Mr.Flag.com – Town Council Flag	£334.99
87	The Consortium – Stationery	£ 9.35

18. Internet Payments

1.8.08	Smartstamp – Postage	£ 35.00
5.8.08	E Glenister – Civic Reception	£ 20.00
11.8.08	Talk Talk – Telephone	£ 10.69
26.8.08	British Telecom – Telephone	£112.76

Salaries, Wages, Tax and NI	£5,100.63
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PROPOSED by Councillor C Fortune
SECONDED by Councillor M Colgan

RESOLVED

That the Town Council approve payment of Accounts numbered 79 -87 and the internet payments shown above.

87. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES.

(a) Police Community Support Forum.

Councillor D King gave a brief report on the matters which were discussed at the Police Community Support Officers Forum. Matters discussed included Anti Social behaviour at Albion Square, inconsiderate parking, Speed limits outside the Secondary School at Bush and possible installation of a pedestrian crossing at Western Way near to the ASDA Supermarket. The question of Anti Social Behaviour at Albion Square had been addressed earlier in the meeting but members were not supportive of seeking to reduce the Speed Limit near to the Secondary School along Pembroke Road from 40mph to 30mph neither were they supportive of introducing a pedestrian crossing along Western Way near the pathway leading to the Criterion Roundabout. Members believed that the current “refuge” near to the roundabout was sufficient. Councillor King was thanked for his report.

(b) Townscape Heritage Initiative Steering Group.

Councillor C Gwyther reported on her attendance at the last meeting of the group on 15th August. It was hoped that more businesses within the town would take advantage of the grants on offer following the introduction of the Part 2 scheme. It was understood that the County Council were now prepared to accept separate bids for the Garrison Chapel, Market Hall and the piece of land off Meyrick Owen Way near to The Terrace in the Dockyard. New interest had been shown as the result of the change but as with all these renovation projects it was important that any business leasing the properties had sufficient funds to ensure that they were properly maintained. Members expressed the view that they hoped that these buildings would be used for some form of public use.

(c) Wales Woodland Strategy Consultation.

Councillor M Colgan on behalf of the Town Council had attended the meeting which was held in Narberth on 17th September. Various ideas had been discussed at that meeting including increasing the diversity of all woodlands in terms of tree species, encouraging more woodland estates / cover within Wales by the effective use of grants, to make better use of woodland products, to introduce compensatory planting where there is permanent removal of woodland for development etc. A copy of the Assembly Government Consultation Document “Woodlands for Wales” was available for in the Town Clerk’s Office if members wished to peruse. A response to the consultation document was required by 14th October.

88. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT.

No member had any item for discussion under this heading.

89. ANY OTHER BUSINESS.

Councillor C Fortune brought to members’ attention that the local Licensed Victuallers Association (LVA) would be celebrating 100 years of existence in 2009 and wondered whether this could be celebrated in some way in the town. It was suggested that the Chairman of the LVA make contact with the Pembroke Dock Summer Festival Committee.

Councillor S Perkins gave some feedback on the costs for the artists to help with the Christmas Lantern Parade. It was confirmed that some of the lanterns made in the workshops last year were housed in a garage so would be available for reuse this year. There would be a need for some additional funding which had been set aside from the Fireworks event being cancelled.

In response to an enquiry from members about the current situation with the portion of land in Pennar being given Town Green status the Town Clerk stated that he had been in touch with the Town Council Solicitors who had informed him that they were awaiting information from Mr. Kent the County Council Solicitor. The Town Council Solicitor

was not happy with the way the County Council had dealt with the matter and he would be resubmitting the application with a strongly worded covering letter.

Members asked about the possibility of holding a Christmas Dinner again this year. Councillor C Fortune agreed to make some enquiries about costs and venues.

Councillor S Perkins stated that once again cars were being parked on the grassed area of Ferry Land and being marketed for sale. In addition there had become a practice to place advertisements for events on the grassed area and on telegraph poles etc. The practice of notices on lamp standards etc. was becoming more prevalent within the town especially near traffic lights. The Town Clerk was asked to write to the Highways section at County Hall to see if they were to take some form of enforcement action against offenders.

Councillor P Gwyther enquired about the Tidy Towns Initiative and whether we had received a response to our proposals for action. The Town Clerk stated that he was awaiting a formal response, however, no member had been able to attend the meeting at the beginning of September. Councillor Gwyther believed that a week event once or twice a year was insufficient response to the problems the town had. He pointed out that at one time there was a clear view from Barrack Hill over the town towards Llanstadwell, Waterston and the lower part of the Haven. Because saplings had been allowed to grow uncontrolled this view had now been lost. The Town Clerk would take the matter up with the Area Maintenance Officer and also follow up the result of the Tidy Towns meeting.

Councillor P George was concerned about the fact that grass cuttings of areas in the town including the cemetery area resulted in grass clippings being left to blow about. In addition when work was carried out in the cemetery workmen often damaged solar lights near to or on graves, damaged vases and ornaments etc. She asked whether staff could be a little more considerate when carrying out their duties. Comparison was made with the cemeteries at Milford Haven and the Narberth Crematorium where there seemed to be better maintenance. The Town Clerk will make contact with the Area Maintenance Manager to see what could be done. Councillor S Perkins in her capacity as County Councillor for the ward agreed to send a letter to the County Council as well.

Councillor C Gwyther informed members that she had recently attended a Meeting of the National Park Authority where she is an independent member, to discuss supplementary Planning Guidance on Section 106 Agreements. She asked if this matter could be discussed again by the Town Council. The Town Clerk suggested that this be included in his evening training session on Thursday 23rd October and this was agreed.

Councillor D King gave brief details of the results of a survey carried out by Central ward Councillors as a result of a recent “leaflet drop” to about 800 households. Members had asked for responses to a list of priorities for the spending of money by the Town Council. This produced the following returns from 20 households :-

1. Litter and Cleanliness
2. Flowers
3. Winter Festivals
4. Summer festivals

5. Renovations to Pater Hall
6. Fireworks

In addition the responses addressed other issues such as the area around the old Silcox Garage, parking on double yellow lines etc.

Councillor A McNaughton stated that a letter had been received by residents of Princes Street from the County Council about a possible one way system. Responses had to be returned to Councillor Brian Hall by 1 October 2008.

Councillor E Cook asked about progress on Fair Trade Town status for Pembroke Dock. The Town Clerk stated that the Town Council uses Fair Trade products for its receptions etc. but that there was some resistance from Chamber of Trade Members having Fair Trade Products for sale as he was told they were more expensive. No further progress had therefore been made on the matter although there had been a change since the initial discussions because both Tescos and ASDA now had Fair Trade Products on sale. It was suggested that we invite a representative from the Fair Trade organization to address a future Town Council meeting to see if we can make further progress on becoming a Fair Trade Town. It was also hoped that the County could become a Fair Trade County.

The Town Clerk was asked if the exterior Notice Board could be cleaned and the electrical work finalized. He would ask the Caretaker / Handyman if he could speed up the work.

The Town Clerk gave details of some of the suggestions for improving the Memorial Park as outlined to the Tourism Committee. Permission was given for plants / bulbs etc to be purchased for the Central Flower Bed. He hoped that he could also get some support from one or two local businesses although the work of digging / planting the bed would be done by Town Council Staff.

90. PRIVATE AND CONFIDENTIAL.

PROPOSED by Councillor S Perkins
SECONDED by Councillor M Colgan

RESOLVED

That the public and the press be excluded from the meeting
Under the Public Bodies (Admission to meetings) Act 1960.

PROPOSED by Councillor S Perkins
SECONDED by Councillor M Colgan

RESOLVED

That the minutes of the Private and Confidential Meeting held at
end of the ordinary meeting on 28th August 2008 be adopted.

The meeting ended at 2035hrs