

At the Annual Meeting of Pembroke Dock Town Council held at Pater Hall, Pembroke Dock on Thursday, 2nd May, 2002 at 6.30 p.m.

PRESENT:

Councillor D.T. Esmond (Mayor)
Councillors W.J. Davies,
Mrs. P.E.M. Folland, Mrs. C. Fortune,
Mrs. P.E. George, P.G. Gwyther,
K.C. Higgs, D.L. Jones,
Mrs. V.M.J. Roach, Mrs. B. Roch,
R.G. Watts, Mrs. M. Williamson.

ALSO PRESENT:

County Councillor B.J. Hall

IN ATTENDANCE:

Mr. T.R. Edwards, Town Clerk
Mrs. P.E. Prout, Secretary

The Meeting was opened with Prayer.

14. WELCOME – DELEGATES – PEMBROKE, MALTA

The Mayor extended a welcome to delegates from Pembroke, Malta who had attended the meeting for the signing of the Twinning Agreement. The Mayors duly signed the Twinning Agreement and the Mayor of Pembroke, Malta Councillor J. Zammit unveiled a commemorative plaque in the entrance to Pater Hall to mark the Twinning Agreement between the two towns.

15. ELECTION OF MAYOR

The Mayor, Councillor D.T. Esmond invited nominations for the position of Mayor for the ensuing year.

Councillor Mrs. M. Williamson nominated Councillor Mrs. P.E. George the Mayor Elect as Mayor.

PROPOSED by Councillor Mrs. M. Williamson
SECONDED by Councillor D.L. Jones

RESOLVED –

That Councillor Mrs. P.E. George be appointed as Mayor for the year 2002/2003.

Councillor Mrs. P.E. George paid tribute to Councillor D.T. Esmond who had undertaken the role of Mayor and had been an excellent ambassador for the Town.

Councillor Mrs. P.E. George thanked Councillors for the confidence that they had shown in electing her as Mayor.

16. APPOINTMENT OF DEPUTY MAYOR

The Mayor, Councillor Mrs. P.E. George invited nominations for the position of Deputy Mayor for the ensuing year.

Councillor Mrs. C. Fortune nominated Councillor Mrs. P.E.M. Folland the Deputy Mayor Elect.

PROPOSED by Councillor Mrs. C. Fortune
SECONDED by Councillor Mrs. B. Roch

RESOLVED –

That Councillor Mrs. P.E.M. Folland be appointed
as Deputy Mayor for the year 2002/2003.

Councillor Mrs. P.E.M. Folland thanked Councillors for the confidence that they had shown in electing her as Deputy Mayor.

17. MINUTES

PROPOSED by Councillor D.L. Jones
SECONDED by Councillor Mrs. C. Fortune

RESOLVED –

That the Minutes of the meeting held on the
4th April, 2002 be adopted as circulated
subject to the following amendments:-

18. MATTERS ARISING FROM THE MINUTES

(a) Minute 5(a) – Albion Square Centenary Lamp

The Town Clerk stated that Mr. J. James, Mainport Engineering had supplied labour, plant and materials free of charge to the Council in respect of the dismantling of the above Lamp. The electrical fault in the lamp column had still to be located and the Town Clerk advised that he had contacted the Electrician who had been employed by South Pembrokeshire District Council and wired the Lamp in 1989-90. Mainport Engineering would undertake sandblasting of the column but the defect had still to be identified.

Councillor D.L. Jones referred to the excellent work undertaken by Mainport Engineering and to the fact that this work had been undertaken at no cost to the Council. It was hoped that the defect would be identified in the near future.

(b) **Minute 5(e) – Town Awards Scheme**

Councillor D.L. Jones referred to the Awards Evening which had recently been held and congratulated both the former Mayor, Councillor D.T. Esmond and Mr. T.R. Edwards, Town Clerk on an excellent evening. Councillor P.G. Gwyther was also thanked for undertaking the preparation of the Award Certificates.

(c) **Minute 5(g) – The Fire Precautions (Workplace) Regulations, 1997
Pater Hall and Offices**

The Town Clerk reported that four firms had been invited to tender for the installation of a fire alarm system and emergency lighting system. Two quotations had been received.

RESOLVED –

That the Town Clerk submit a report to the next Council Meeting on the above matter.

(d) **Minute 6 – Town Twinning with Pembroke, Malta**

The Town Clerk reported that he had been verbally advised that Pembroke Town Council had submitted that the Joint Tourism Committee should not be disbanded but incorporated into a new Committee to be known as the Pembroke Dock and Pembroke Joint Twinning and Tourism Committee.

The Mayor referred to the number of Councillors appointed to serve on the Joint Committee and it was

RESOLVED –

That the Committee be known as the Pembroke Dock and Pembroke Joint Twinning and Tourism Committee and that the appointment of members be deferred for further consideration at the next Council Meeting.

(e) **Minute 7(7) – Illegal Signs & Obstructions**

The Town Clerk stated that he had not received a reply from Pembrokeshire County Council in respect of the above matter.

Councillor D.L. Jones expressed his concern regarding the proliferation of signs at the shop formerly trading as Dix Shop, Dimond Street.

RESOLVED –

That the Council reiterate their concern to Pembrokeshire County Council regarding the proliferation of signs at the above premises and request that this matter receive priority attention.

(f) Minute 10 – Magazine Building – Llanion Park

The Town Clerk reported that a letter had been received from Pembrokeshire County Council which advised that the above building is in the ownership of Mr. Venn. A contact address and telephone number was not known but being sought.

(g) Minute 11 – Gateway Sign – Pembroke Dock

The Town Clerk reported that a reply had been received from Pembrokeshire County Council which stated that with regard to the possibility of the wording “Twinned with Pembroke Town, Malta” being included on the new sign. Detailed costings were awaited.

(h) Minute 13(a) – Cobble Setts – Town

The Town Clerk reported that a letter had been received from Pembrokeshire County Council which advised that it is intended to relay the cobbles this financial year, which would then eliminate the need for patching with tarmac or concrete.

(i) Minute 13(b) – HM Queens Golden Jubilee Celebrations – Road Closures

The Town Clerk reported that the Council had taken out insurance for the above celebrations to cover street parties, etc. in the Town. Organisers would have to contact the Office in order to be advised of the conditions of the insurance cover.

(j) Minute 13(c) – Prince of Wales - Dog Fouling

Councillor R.G. Watts stated that the Environmental Health Department, Pembrokeshire County Council had visited the above premises and the problem had now been investigated together with other problems in the vicinity.

(k) Minute 13(g) – Pontoon – Hobbs Point

The Town Clerk reported that a letter had been received from Pembrokeshire County Council which stated that the pontoon would be installed before the 6th May, 2002 ready for the Bank Holiday.

19. REPORT OF TOWN CLERK

11. Calendar of Meetings

The Town Clerk submitted a calendar of meetings until May, 2003 for Member's consideration:-

23 rd May, 2002	14 th November, 2002
13 th June, 2002	5 th December, 2002
4 th July, 2002	9 th January, 2003
25 th July, 2002	30 th January, 2003
5 th September, 2002	20 th February, 2003
26 th September, 2002	13 th March, 2003
17 th October, 2002	3 rd April, 2003
	1 st May, 2003 (AGM)

RESOLVED –

That the calendar of meetings for 2002/2003 be adopted as set out.

**12. Pater Hall – Refurbishment & Upgrading
ERDF Objective 1 – Grant Application**

The Town Clerk reported that the SPARC/PLANED sponsored survey of community buildings had now been completed by the TACP Consultant Richard Staden. His findings from the Review and Analysis stage of the buildings audit were presented at a meeting in the Pater Hall on the 18th April, 2002 and were currently on display in the Library.

The audit had identified the Pater Hall as having potential for refurbishment and upgrading for community use and the Council's application for Objective 1, Priority 3, Measure 3 funding could now be submitted to the Pembrokeshire Partnership Management Board.

The Council had already resolved (Minute 133, 6th December, 2001) to appoint Mr. G. Scourfield, Pembroke Design to undertake budget costings for the proposed refurbishment which would have to be submitted with the grant application.

The Town Clerk stated that Members instructions were now required on the details and extent of the proposed works so that Pembroke Design could be advised accordingly. Councillor R. Watts had submitted some ideas which had been circulated to Members..

RESOLVED –

That this matter be deferred for further consideration at the next Council Meeting.

13. A477 Nash to Bangeston Improvement Order, 2000

The Town Clerk enclosed at Appendix "A" a letter from the Footpath Officer of the Dyfed Area Ramblers Association.

RESOLVED –

That the Council submit a letter of support for the Dyfed Area Ramblers Association to Pembrokeshire County Council in the above matter.

14. Pater Pantomime Society

The Town Clerk enclosed at Appendix "B" a letter from the Secretary of the Pater Pantomime Society. As part of the Town's Jubilee celebrations the Society were to hold a "Stars in your Eyes" evening at the Pater Hall on the 31st May, 2002 and had requested the Council to provide the trophies for the winners.

The Mayor, Councillor Mrs. P.E. George declared her interest in the above matter.

RESOLVED –

That the Council give a financial contribution of £25 for the purchase of trophies for the Competition.

15. Citizens Advice Bureau

The Town Clerk reported that the Council's current representative member is Councillor P.G. Gwyther. The Bureau Manager had written to ask whether it is the wish of the Council that he continue until May, 2003.

RESOLVED –

That Councillor P.G. Gwyther represent the Council on the Citizens Advice Bureau until May, 2003.

**16. Consent Street Designation
Meyrick Street and Lower Meyrick Street**

The Town Clerk enclosed at Appendix "C" for information, a letter received from the Head of Legal & Committee Services, Pembrokeshire County Council. Owing to a defect the legal procedures part of the process had to be undertaken again to enable the Consent Street designation to be properly effected in time for this year's Winter Carnival.

**17. Tourist Direction Signs -
Martello Tower, Front Street**

The Town Clerk enclosed at Appendix "D" a letter from Pembrokeshire County Council regarding a request from the Pembroke Dock Museum for the provision of tourist direction signs.

Discussion ensued and it was determined that any request for action would be held in abeyance pending further information to be obtained by the Town Clerk and it was

RESOLVED –

That the Council submit a letter of support to Pembrokeshire County Council in this matter.

18. Stranraer Road, Pennar

The Town Clerk reported that he had received a petition signed by 128 residents of Stranraer Road which requested that Pembrokeshire County Council take action to alleviate the problems caused by car parking in Stranraer Road and to ensure safer and better access to properties for both able and disabled drivers. Also, to ensure ease of access for public service vehicles.

RESOLVED –

That the Petition be forwarded to the Director of Transportation and Environment, Pembrokeshire County Council with an expression of support from this Authority.

19. Youth Offending Panels

The Town Clerk enclosed for information at Appendix "E" a letter and information from the new Co-ordinator of the Pembrokeshire Youth Offending Team.

**20. Gaming Act, 1968
Renewal of Gaming Licence (Bingo Only)
The Palace Bingo Club, Queen Street**

The Town Clerk reported that a copy of the renewal application had been received.

RESOLVED –

That the Council have no objection to the above renewal application.

**21. Transfer of Justices' Licence
The Navy Inn, Melville Street**

The Town Clerk reported that notice for the transfer of the Justice's Licence in respect of the above premises had been received. The applicant is Christine Denise Morgan.

RESOLVED –

That the Council have no objection to the transfer of the above licence.

**22. Application for a New Justices' On-Licence
Charlton Hotel, Bush Street**

The Town Clerk reported that notice of an application for a new on-licence had been received. The applicants are David Wheel and Fiona Edwards.

RESOLVED –

That the Council have no objection to the new on-Licence.

23. Planning Applications

The following planning applications had been received from Pembrokeshire County Council for consideration:-

1204/01 Mr. Raymond & Mrs. T. Groves
52 Gwyther Street
Pembroke Dock

52 Gwyther Street –
Domestic alterations and extension

PROPOSED by Councillor Mrs. V.M.J. Roach
SECONDED by Councillor D.T. Esmond

RESOLVED –

That the Council have no objection to the application.

1205/01 Mr. & Mrs. P. Goodrick
21 St. Patricks Hill
Pembroke Dock

Plot X, St. Patricks Hill, Llanreath –
One house and garage

PROPOSED by Councillor Mrs. C. Fortune
SECONDED by Councillor Mrs. B. Roch

RESOLVED –

That the Council have no objection to the application.

12/02 Burns Plant Hire & Const.
Bramble Hall Farm
Ferry Lane
Pembroke Dock

Bramble Hall Farm, Ferry Lane –
Centre for recycling of inert waste
(screening, sorting and crushing of
inert waste)

PROPOSED by Councillor D.T. Esmond
SECONDED by Councillor W.J. Davies

RESOLVED –

That the Council refuse the application owing to close proximity of residential dwellings.

38/02 Mr. & Mrs. J.L. Rowlands 26 Meyrick Street –
26 Meyrick Street Proposed Double Garage
Pembroke Dock

PROPOSED by Councillor Mrs. V.M.J. Roach
SECONDED by Councillor Mrs. C. Fortune

RESOLVED –

That the Council have no objection to the application.

1/02/LB Pembrokeshire County Council Dockyard Gates and Colonnade to
County Hall No. 1, The Terrace, Royal Dockyard -
Haverfordwest Repairs to columns and entablature, remove
block screen walls and replace with planar
glazing system

The Town Clerk reported that the above application had been withdrawn.

24. Planning Decisions

The following decision had been received from Pembrokeshire County Council in respect of current planning applications:-

942/01 – Plot 4 Llanion Site, north of Essex Road – Alteration to approved design – Approved

943/01 – Rear of Beechwood Lodge, Southampton Row – One residential bungalow (renewal) – Approved

992/01 – Plot 5 site north of Essex Road, Llanion – Approved

1018/01 – Plot 4, Donovan Reed Gardens – Revised application for 3 bedroom bungalow – previous consent for 2 bedroom bungalow – Approved

1087/01 – Plot 6, Connacht Way, Llanion – Amendment to previously approved application for residential dwelling – Approved

20. SUPPLEMENTARY REPORT OF TOWN CLERK

25. Pembroke Dock Community Buildings Audit – Pater Hall

The Town Clerk had enclosed a copy of the findings of TACP Consultant Richard Staden in respect of Pater Hall for the information of Members.

It was resolved that this matter would be deferred for further consideration at the next Council Meeting.

26. Pembroke Dock Cricket Club – Queen’s Jubilee Celebrations

The Town Clerk enclosed at Appendix “F” a letter from Pembroke Dock Cricket Club which gave details of their proposed celebrations on Monday, 3rd June, 2002. A financial contribution was requested to assist with the purchase of fireworks and also general assistance with advertising the event.

RESOLVED –

That the Council give a financial contribution of £100 to the Pembroke Dock Cricket Club towards the above Celebrations.

21. PEMBROKE DOCK COMMUNITY SCHOOL – MILLENNIUM TREE

The Town Clerk reported that the Head Teacher, Pembroke Dock School had requested that a flowering cherry tree would be the most suitable to plant to avoid site drainage difficulties.

The Town Clerk stated that he had contacted the firm who had supplied the other Schools in the Town with trees for the millennium who are unable to supply a flowering cherry tree. Other nurseries had advised that the cost would be £15 and that planting should be left until the Autumn, 2002.

RESOLVED –

That a flowering cherry tree be purchased by the Council and planted at the Pembroke Dock Community School in the Autumn, 2002.

22. PEMBROKE HAVEN MOTORBOAT & ANGLING CLUB – FRONT STREET

The Town Clerk stated that the Secretary of the above Club had visited the Office regarding the dilapidated boats in Front Street which do not belong to Members of the Club which require removal.

RESOLVED –

That the Council support the Pembroke Haven Motorboat & Angling Club’s request to Pembrokeshire County Council for the provision of a designated boat park at the lower end of Commercial Row.

23. REPORT OF FINANCIAL OFFICER

3. External Audit Arrangements from April 2002

The Financial Officer enclosed, as a separate document, details of external audit arrangements from April, 2002.

Members would note that the independent accountancy firm of Burnett Swayne had been appointed Auditors to this Council from 1st April, 2002. In addition, District Audit would be jointly appointed to all local Councils in Wales.

In accordance with the scale provided, the total audit fee payable would be £350 (+ VAT). The fee charged for auditing the 2000/2001 accounts by District Audit was £513.00 (+ VAT). Any comments regarding the appointment of the new external Auditor were requested by the 3rd May, 2002.

4. Payment of Accounts

The following accounts were submitted for payment:-

12.* South West Associates – Jubilee Insurance Premium	£199.00
13.* Tesco – Wine and soft drinks for Town Awards Evening	£58.81
14. Wales Asscn. of Community & Town Councils – Planning Handbook	£5.00
19. Pitney Bowes – Postage top-up	£50.00
20. Pitney Bowes – Postage Meter maintenance	£11.74
21. British Telecommunications – Telephone and fax charges	£182.74
22. Gordons Butchers – Buffet for Town Awards Evening	£120.00
23. Centrepage Design Ltd. – Computer printer switch/mouse & callout	£72.83
24. Jewson Ltd. – Materials supplied	£32.87
25. Imprest A/c. – Salaries, wages, tax and N.I.	£2,238.75

* Account nos. 12 and 13 were paid out of meeting.

The Town Clerk reported that account no. 13 – Tesco – drink returned in the sum of £16.11

The Town Clerk requested that the following additional accounts be added to the schedule of accounts for payment:-

26. Haven Engraving – Twinning Agreement – Plaque	£230.00
27. Councillor Mrs. P.E. George – Band – Civic Dance	£160.00

PROPOSED by Councillor D.T. Esmond
SECONDED by Councillor R.G. Watts

RESOLVED –

That account nos. 12 – 27 be approved for payment.

24. **MATTERS RAISED VERBALLY**

(a) **BT Payphones – Removal**

Councillor D.L. Jones stated that he had received complaints that BT are removing payphones/cardphones in the Town which is causing inconvenience to the public. Comment was submitted that BT are removing payphone throughout the County due to lack of use by the general public.

(b) **Pembroke Dock – Media Coverage**

Councillor D.L. Jones referred to the fact that during recent media coverage of events occurring in the Town, i.e. the closure of the Call Centre, Irish Ferry Terminal and other events, once again Pembroke Dock has been referred to as Pembroke. The media should be aware of the fact that the two towns are entirely separate and that the locations are therefore misleading and incorrect.

(c) **Western Way – Childrens Play Area**

Councillor Mrs. V.M.J. Roach reported that Pembrokeshire County Council had removed the defective multi use equipment from the above location and enquired as to when it would be returned.

RESOLVED –

That Pembrokeshire County Council be requested to replace the multi use equipment at the above childrens play area period to the forthcoming holiday season.

(d) **Laws Street – Bus Shelter**

Councillor Mrs. B. Roch reiterated her request that Pembrokeshire County Council undertake repairs to the bus shelter in the above location urgently.

RESOLVED –

That Pembrokeshire County Council be requested to undertake urgent repairs to the bus shelter at the above location.

(e) **South Pembrokeshire Hospital – A & E**

Councillor Mrs. P.E.M. Folland referred to the sterling work undertaken by the Staff at the South Pembrokeshire Hospital in general and the Accident & Emergency Department in particular.

(f) **Call Centre – Closure**

The Mayor, Councillor Mrs. P.E. George referred to the recent announcement of the closure of the Call Centre and the loss of 900 jobs and the detrimental effect the closure would have on the economy of the Town and the staff. It was hoped that another Firm would be found and that the existing workforce would be reemployed in the near future.

(g) **Twinning Delegation – Malta**

The Mayor, Councillor Mrs. P.E. George extended a welcome to the delegates from Malta from the people of Pembroke Dock from which it is hoped that cultural/sporting exchanges will be arranged. It is envisaged that a youth football tour from Malta will be held in July, 2002 and it is hoped that this will be the first of many exchanges between the twinned towns for the mutual benefit of the communities.

The Meeting terminated at 8.00 p.m.



Mayor.



PEMBROKE DOCK TOWN COUNCIL

REPORT OF TOWN CLERK

2ND MAY, 2002

Mr. Mayor, Ladies and Gentlemen,

PART 1 – GENERAL

11. CALENDAR OF MEETINGS

The suggested calendar of meetings until May, 2003 is set out hereunder for Member's consideration:-

23 rd May, 2002	14 th November, 2002
13 th June, 2002	5 th December, 2002
4 th July, 2002	9 th January, 2003
25 th July, 2002	30 th January, 2003
5 th September, 2002	20 th February, 2003
26 th September, 2002	13 th March, 2003
17 th October, 2002	3 rd April, 2003
	1 st May, 2003 (AGM)

12. PATER HALL – REFURBISHMENT & UPGRADING ERDF OBJECTIVE 1 – GRANT APPLICATION

The SPARC/PLANED sponsored survey of community buildings has now been completed by the TACP Consultant Richard Staden. His findings from the Review and Analysis stage of the buildings audit were presented at a meeting in the Pater Hall on the 18th April, 2002 and are currently on display in the Library.

The audit has identified the Pater Hall as having potential for refurbishment and upgrading for community use and the Council's application for Objective 1, Priority 3, Measure 3 funding can now be submitted to the Pembrokeshire Partnership Management Board.

The Council has already resolved (Minute 133, 6th December, 2001) to appoint Mr. G. Scourfield, Pembroke Design to undertake budget costings for the proposed refurbishment which have to be submitted with the grant application.

Members instructions are now required on the details and extent of the proposed works so that I can instruct Pembroke Design accordingly.

Some ideas prepared by Councillor R. Watts are enclosed with my report.

PART II – CORRESPONDENCE

13. A477 NASH TO BANGESTON IMPROVEMENT ORDER, 2000

I enclose at Appendix “A” a letter from the Footpath Officer of the Dyfed Area Ramblers Association.

Members’ instructions are requested.

14. PATER PANTOMIME SOCIETY

I enclose at Appendix “B” a letter from the Secretary of the Pater Pantomime Society. As part of the Town’s Jubilee celebrations the Society is holding a “Stars in your Eyes” evening at the Pater Hall on the 31st May, 2002 and has requested the Council to provide the trophies for the winners.

Members’ instructions are requested.

15. CITIZENS ADVICE BUREAU

The Council’s current representative member is Councillor P.G. Gwyther. The Bureau Manager has written to ask whether it is the wish of the Council that he continue until May, 2003.

Members’ instructions are requested.

**16. CONSENT STREET DESIGNATION
MEYRICK STREET AND LOWER MEYRICK STREET**

I enclose at Appendix “C” for information, a letter received from the Head of Legal & Committee Services, Pembrokeshire County Council. Owing to a defect the legal procedures part of the process has to be undertaken again to enable the Consent Street designation to be properly effected in time for this year’s Winter Carnival.

**17. TOURIST DIRECTION SIGNS
MARTELLO TOWER, FRONT STREET**

I enclose at Appendix “D” a letter from Pembrokeshire County Council regarding a request from the Pembroke Dock Museum for the provision of tourist direction signs.

Comments in support of the application are requested.

18. STRANRAER ROAD, PENNAR

I have received a petition signed by 128 residents of Stranraer Road requesting that Pembrokeshire County Council take action to alleviate the problems caused by car parking in Stranraer Road and to ensure safer and better access to properties for both able and disabled drivers. Also, to ensure ease of access for public service vehicles.

If Members' agree the petition will be forwarded to the Director of Transportation and Environment, Pembrokeshire County Council with an expression of support from this Authority.

19. YOUTH OFFENDING PANELS

I enclose for information at Appendix "E" a letter and information from the new Co-ordinator of the Pembrokeshire Youth Offending Team.

**20. GAMING ACT, 1968
RENEWAL OF GAMING LICENCE (BINGO ONLY)
THE PALACE BINGO CLUB, QUEEN STREET**

A copy of the renewal application has been received.

**21. TRANSFER OF JUSTICES' LICENCE
THE NAVY INN, MELVILLE STREET**

Notice of application for the transfer of the Justices' Licence has been received. The applicant is Christine Denise Morgan.

**22. APPLICATION FOR A NEW JUSTICES' ON-LICENCE
CHARLTON HOTEL, BUSH STREET**

Notice of an application for a new on-licence has been received. The applicants are David Wheel and Fiona Edwards.

PART III – PLANNING

23. PLANNING APPLICATIONS

The following planning applications have been received from Pembrokeshire County Council for your consideration:-

1204/01	Mr. Raymond & Mrs. T. Groves 52 Gwyther Street Pembroke Dock	52 Gwyther Street – Domestic alterations and extension
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1205/01	Mr. & Mrs. P. Goodrick 21 St. Patricks Hill Pembroke Dock	Plot X, St. Patricks Hill, Llanreath – One house and garage
12/02	Burns Plant Hire & Const. Bramble Hall Farm Ferry Lane Pembroke Dock	Bramble Hall Farm, Ferry Lane – Centre for recycling of inert waste (screening, sorting and crushing of inert waste)
38/02	Mr. & Mrs. J.L. Rowlands 26 Meyrick Street Pembroke Dock	26 Meyrick Street – Proposed Double Garage
1/02/LB	Pembrokeshire County Council County Hall Haverfordwest	Dockyard Gates and Colonnade to No. 1, The Terrace, Royal Dockyard - Repairs to columns and entablature, remove block screen walls and replace with planar glazing system

24. PLANNING DECISION

The following decision has been received from Pembrokeshire County Council in respect of current planning applications:-

- 942/01 – Plot 4 Llanion Site, north of Essex Road – Alteration to approved design – Approved
- 943/01 – Rear of Beechwood Lodge, Southampton Row – One residential bungalow (renewal) – Approved
- 992/01 – Plot 5 site north of Essex Road, Llanion – Approved
- 1018/01 – Plot 4, Donovan Reed Gardens – Revised application for 3 bedroom bungalow – previous consent for 2 bedroom bungalow – Approved
- 1087/01 – Plot 6, Connacht Way, Llanion – Amendment to previously approved application for residential dwelling – Approved

T.R. EDWARDS

Town Clerk

16 APR 2002

19 Paynter St.
Orange Gardens,
Pembroke.
Pembis.
SA71 4ED.

Tel 01646 682520.

15th April 2002.

The Town Clerk,
Pembroke Dock Town Council
Pembroke Dock.
Dear Sir,

A477 Nash Fingerpost to Bengeston Improvement Order 200.

When the above order comes for consideration before your Council, would you bear in mind my concerns? Under the proposed plans there appears to be no provision made for cyclists nor pedestrians who will be forced to use the same road space as the ferry traffic, large vehicles and cars. There appears to be scope for such a pathway on the newly created grass verges and the cost cannot be appreciably more if work is undertaken in conjunction with the improvement. More and more cyclists will be using the ferry to and from Ireland, in future because of the Sustrans Network.

I am told that there is 'no need nor requirement' for such a provision. A short walk along the road will disprove such an assertion. Are you able to use your influence to have such a footpath or cycleway incorporated in the Scheme?

Yours faithfully,

A Price

Alwyn Price.

Footpath Officer,
Dyfed Area,
Ramblers Association.



Gweithio ar ran cerddwyr
Working for walkers

47, Poul St,
Pembroke Dock,
Pembis. SA72 6SL.
Tel No: 01646 687338

12 APR 2002

April 12th, 2002.

Dear Sui/Madam,

I am writing on behalf of Pateu Pantomime Society. On Friday, May 31st, 2002, we are holding a 'STARS IN YOUR EYES' evening for our ages of the local Community in the Pateu Hall. As this is not going to be a fund-raising event, we would like to ask the local council if they could assist us by providing the trophies for each category. A money prize is also to be given, hopefully by local businesses.

Your help in this matter would be greatly appreciated.

Yours faithfully,

Alwyn Price

MRS. C. GEIFFATHIS
SECRETARY
PATEU PANTOMIME SOCIETY

Your ref
Each official
My ref
For signature
These ask for
Signature and
Telephone
Name
Date
Typed

HJM/CAH
Mr. Huw Miller
Extension 5779
23rd April 2002

DREW PARRY-JONES, MA, Dexam,
City Executive,
G. HUY JAMES, BA,
Director of Support and Cultural Services,
Pembrokeshire County Council,
County Hall, HAYVERKROWYST,
Pembrokeshire, SA61 1TP
DX 9835 HAYVERKROWYST
Telephone 0147 75831
Fax 0147 75831

APPENDIX 'C'
Pg 1
Clyfford and Gwynedd
Cymal a Ddirgwynnau
Cyngror Sir Penfro
Kewydd y Sir, HUY, FERDOND,
Sir Benfro, SA61 1TP
DX 9835 HAYVERKROWYST
Ffôn 0147 75831
Ffôn Ffacs 0147 75831

24 APR 2002

Mr. T. R. Edwards
Town Clerk
Pembroke Dock Town Council
Council Offices
Pater Hall
PEMBROKE DOCK SA72 6DD

Dear Mr. Edwards

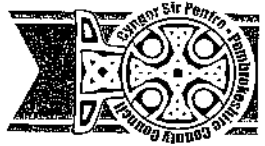
**CONSENT STREET DESIGNATION
MEYRICK STREET & LOWER MEYRICK STREET PEMBROKE DOCK**

I refer to our previous correspondence in relation to the above, which you will no doubt recall involved a Street Trading Order being made to re-designate Meyrick Street and Lower Meyrick Street, Pembroke Dock as Consent Streets under the Street Trading legislation, to facilitate the annual Winter Carnival.

I am writing to you now in order that you are aware of a problem which has come to light in respect of the Orders which I made in relation to Meyrick Street and Lower Meyrick Street, Pembroke Dock and Hamilton Terrace, Milford Haven, the latter being introduced as a result of a request from the Milford Haven Town Council. Whilst I appreciate that your Council will not be concerned with the Street Trading Order relating to Milford Haven, as both of these Orders were made at the same time, the same problem arises in relation to both.

In introducing Street Trading Orders under the Local Government (Miscellaneous Provisions) Act 1982, the procedures set out in Schedule 4 of the Act must be adhered to. The final stages of the process are that the Council passes a resolution designating a particular street as a Consent Street and then public notice that such a resolution has been passed has to be published in a local newspaper circulating in its area for two consecutive weeks. The first publication must be no later than 28 days before the day specified in the resolution for the coming into force of the designation as a Consent Street.

I followed all of the required procedures under the Act in relation to both Orders and then instructed the Marketing and Communications Unit to in turn instruct the Council's external advertising agency to place the required public notices in the local press for two consecutive weeks.



Cyngror Sir Penfro - Pembrokeshire County Council

Whilst the notices appeared in the relevant publication for the first week, the advertising agency failed to follow the instruction to place them in the local press for the second week.

I have spent some time together with one of the other lawyers considering whether this defect in the process can be overcome in any way and whether it is such a fundamental flaw to the process, that its effect is that the Order is invalid. I regret to say that this is the only conclusion that we can come to. If the requirement to publish the Notice for two consecutive weeks had been a directory requirement, non-observance of the procedural step in the process would not have rendered the making of the Order invalid. In this case however, the requirement to publish for two consecutive weeks is a mandatory requirement and therefore I consider that we have no alternative other than to accept that the two Orders have not been properly made.

Therefore, currently, Meyrick Street and Lower Meyrick Street remain as Prohibited Streets.

The effect of my conclusion as indicated above is that I must therefore undertake part of the process again. I do not consider that it is necessary to obtain the initial resolution of the Council to proceed with designating the streets in question as Consent Streets, as this already exists. What I will however now need to do again is to place the first public notice in the press, whereby we give notice of the Council's intention to make the Orders in question and inviting observations from members of the public within a 28 day period. Once that period has expired, I will then need to report to the Council the details of any observations which have been received and the Council will then decide whether or not to make the Order. If the Order is made, it will then be necessary to publish the making of it for two consecutive weeks in a local newspaper.

I am also now taking the matter up with the advertising agency.

As indicated above, I will now commence part of the process again in order that the Consent Street designation can be properly effected by the time of this year's Winter Carnival.

Yours sincerely,

H.J. Miller

H.J. MILLER
Head of Legal and Committee Services





Cyngor Sir Penfro - Pembrokeshire County Council

APPENDIX "D"

BRYN PARRY-JONES, M.A. (Cant)
 Chief Executive,
 Cyngor Sir Penfro
 Pembrokeshire County Council
 County Hall, Haverfordwest,
 Pembrokeshire, SA61 1TP
 Telephone 01437 764531
 Fax 01437 764531

16 APR 2002

Yn eiddo
 M. T. R.
 Pwyb. ask. for
 Idd. ym. 12th April 2002

Dear Clerk to the City/Town Council

Referral Orders

I am the new Co-ordinator with Pembrokeshire Youth Offending Team, responsible for recruiting and training volunteers to sit on Youth Offending Panels.

I enclose some copies of the information poster, and would be very grateful if you could kindly share these with the members of your local Community Council. Also, if it would not be too much trouble, perhaps you could arrange for a copy to be displayed in your local shop/post office.

Many thanks,

Yours sincerely,

Allison John

Allison John
 Referral Order Co-ordinator



Cyngor Sir Penfro - Pembrokeshire County Council

BRYN PARRY-JONES, M.A. (Cant)
 Chief Executive,
 Cyngor Sir Penfro
 Pembrokeshire County Council
 County Hall, Haverfordwest,
 Pembrokeshire, SA61 1TP
 Telephone 01437 764531
 Fax 01437 775008

24 APR 2002

Yn eiddo
 M. T. R.
 Pwyb. ask. for
 Idd. ym. 19 April 2002

Mr T R Edwards (Clerk)
 Pembroke Dock Town Council
 Pater Hall
 Lewis Street
 Pembroke Dock
 Pembrokeshire SA72 6DD

Dear Mr Edwards

Tourist Direction Signs

I have received an application for tourist direction signs to the Pembroke Dock Museum located at the Martello Tower in Front Street, Pembroke Dock. I have already begun consultation with the Wales Tourist Board, who must recognise the facility as a tourist attraction. In addition my Council also consults with the local community council and County Councillor to ascertain local support for any signing.

The cost of any signing is wholly funded by the applicant. If approved no new signage will be provided; there are existing signs at the Commercial Row / Western Way / Front Street junction and these will be amended to include the museum symbol.

I would be grateful for any comments you may have in support of this application.

Yours sincerely

W B Davies

W B Davies
 Head of Infrastructure Management

c.c. Alan Turner, Tourism

Youth Offender Panels

Could you help?



Youth Offender Panels are a new way of dealing with young people who commit crime. Being a Panel member is a challenging yet rewarding role. Local people will take the lead in challenging young offenders to take responsibility for their actions and help them to change their behaviour for good.

If you want to see less crime in your community, this is the perfect opportunity to get actively involved. You could be included in this ground-breaking new way of tackling youth crime and its consequences. We need people like you, people who will make a difference.

It makes no difference where you come from or what you do, as long as you are over 18 years old and are willing to make a difference in your community. You will talk to the young person, together with parents, guardians and victims to agree a tailor-made package aimed at repairing the harm done and preventing further offending.

Panel members are volunteers, so although you won't get paid, you'll reap rewards through experience and personal development. Your commitment as a volunteer Youth Offender Panel Member, following full training, would be about five hours a fortnight for a minimum of one year. A full criminal record check will be carried out. Previous convictions, especially those that are minor in nature and old will not automatically prevent you from becoming a panelist.

We need people like you

Do you have:

- Patience, good judgement and objectivity
- Commitment and reliability
- Good listening and communication skills
- Ability to relate to young people

In return, we promise you:

- A practical way to make a difference
- A chance to make your community a safer and better place
- The satisfaction of ensuring victims are listened to
- Knowing you are helping young people to make good
- Free training
- Travel and childcare expenses

For more information, contact:
Allison John, Referral Order Co-ordinator, Pembrokeshire Youth Offending Team,
Tel: 01646 681527

GO ON, DO IT TODAY!!!

PEMBROKE DOCK TOWN COUNCIL

REPORT OF FINANCIAL OFFICER

2ND MAY, 2002

Mr. Mayor, Ladies and Gentlemen,

The following matters are submitted for consideration:-

3. EXTERNAL AUDIT ARRANGEMENTS FROM APRIL, 2002

I enclose, as a separate document, details of external audit arrangements from April, 2002.

Members will note that the independent accountancy firm of Burnett Swayne has been appointed Auditors to this Council from 1st April, 2002. In addition, District Audit will be jointly appointed to all local Councils in Wales.

In accordance with the scale provided, the total audit fee payable will be £350 (+ VAT). The fee charged for auditing the 2000/2001 accounts by District Audit was £513.00 (+ VAT).

Any comments regarding the appointment of the new external Auditor are requested by the 3rd May, 2002.

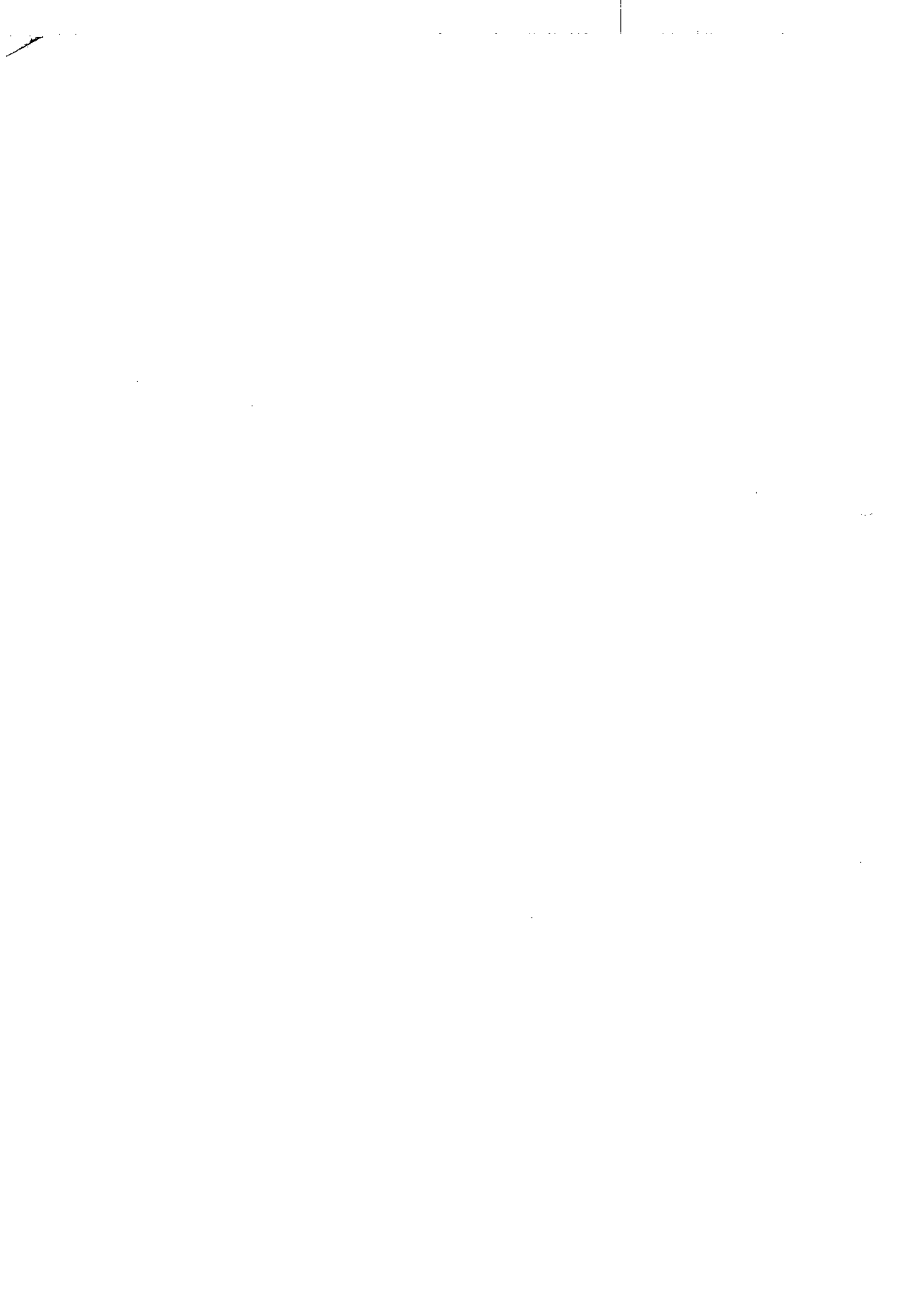
4. PAYMENT OF ACCOUNTS

The following accounts are submitted for payment:-

12. * South West Associates – Jubilee Insurance Premium	£199.00
13. * Tesco – Wine and soft drinks for Town Awards Evening	£58.81
14. Wales Asscn. of Community & Town Councils – Planning Handbook	£5.00
15. British Gas – Gas supplied	£804.51
16. The Consortium – Office chair and stationery	£186.89
17. C.H. Munday Ltd. – Blazer Badges	£60.22
18. Konica Peter Llewellyn – Photocopying charges	£48.27
19. Pitney Bowes – Postage top-up	£50.00
20. Pitney Bowes – Postage Meter maintenance	£11.74
21. British Telecommunications – Telephone and fax charges	£182.74
22. Gordons Butchers – Buffet for Town Awards Evening	£120.00
23. Centrepage Design Ltd. – Computer printer switch/mouse & callout	£72.83
24. Jewson Ltd. – Materials supplied	£32.87
25. Imprest A/c. – Salaries, wages, tax and N.I.	£2,238.75

* Account nos. 12 and 13 were paid out of meeting.

W.A. VINCENT
Financial Officer

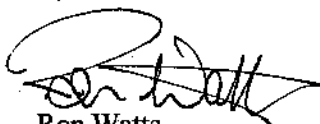


PATER HALL REGENERATION

Following the recent Pembroke Dock Community Building Audit presentation, it was suggested that should any person have an idea on regeneration of the hall they should commit it to paper and forward it.

The following is not that dissimilar to some of the ideas put forward by the architects.

- 1/ Main Entrance: Widen the southern most door on Lewis Street to create both steps and ramp thus using this as the main entrance into the Pater Hall.
- 2/ Access to rear floors: This would create a small lobby in which to construct a staircase to the first floor level, the lobby would also support a lift to serve both the first floor level and the basement, while the existing staircase would continue to allow access to the basement.
- 3/ Council Chambers : The first floor room to be brought to a standard for use as the Chambers.
- 4/ Offices: Remove the kitchenette in the existing refreshments room, and divide the whole area into offices to accommodate; Council staff, i.e. Town Clerk - Secretary - Consultation/Waiting Room plus a Caretakers Office.
- 5/ Main Hall: Relocate the stage to the north side and include a cinema screen, seating for no more than 150 persons to be installed, when not in use as a cinema it could be use as an additional function/meeting room.
- 6/ Control Room: The small area between the refreshments room and the rear of the existing stage would serve to house a projector room , while also incorporating the lighting system for the hall. The existing door in that area which leads to the street would be an additional fire escape.
- 7/ Council Chambers: As sound rises keep fit and dance groups who use high volume music could use the former chambers, accessing via existing staircase with the addition of a lift from one of the two ground floor cloakrooms. Retain the kitchenette in this room .
- 8/ Current Offices: The existing Town Clerks offices would be ideal for a kitchenette to serve the Chambers. The existing staircase used to access these offices would now serve as an additional fire escape.
- 9/ Basement: Some work, in respect of lighting and construction/alterations would be required in the basement. This area could support Table Tennis - Short Mat Bowling and Judo, plus two showers. The stores presently held in this area could possibly be rationalised and stored in the boiler room area plus the room formally used as a kitchen.
- 10/ Toilets: For the use of staff and general public could be built into the new entrance lobby thus serving the rear part of the premises, while those in the present front lobby would serve the other end, with an additional disabled toilet being constructed in the area of the remaining cloak room.
- 11/ The existing main entrance should be permanently closed, while at the head of the steps a 5 ft. square 24 hr. Digital Information Screen should be boxed in, a small service door could be incorporated into the area between screen and iron gates to allow cleaners/caretaker to clean / service the open area now created, as the screen would be visible through the gates they should now remain locked.



Ron Watts



PEMBROKE DOCK TOWN COUNCIL

SUPPLEMENTARY REPORT OF TOWN CLERK

2ND MAY, 2002

Mr. Mayor, Ladies and Gentlemen,

25. PEMBROKE DOCK COMMUNITY BUILDINGS AUDIT – PATER HALL

I enclose a copy of the findings of TACP Consultant Richard Staden in respect of the Pater Hall.

As stated in my main report, Members' instructions are now required on the details and extent of the proposed refurbishing and upgrading works so that I can instruct Pembroke Design.

26. PEMBROKE DOCK CRICKET CLUB – QUEENS JUBILEE CELEBRATIONS

I enclose at Appendix "F" a letter from Pembroke Dock Cricket Club detailing their proposed Queen's Jubilee celebrations on Monday, 3rd June, 2002. A financial contribution is requested to assist with the purchase of fireworks and also general assistance with advertising the event.

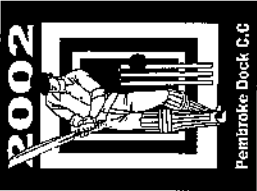
Members' instructions are requested.

T.R. EDWARDS

Town Clerk

—

—



Pembroke Dock Cricket Club

Imble Lane Ground, Pembroke Dock, Pembrokeshire

All correspondence to be addressed to:
 Hon. Secretary, Mr Neil Bulley
 13 Princes Street
 Pembroke Dock
 Pembrokeshire
 SA72 6XT
 Tel: 01646 622667

President, Mr M Powell
 Hon. Chairman, Mr J Sheppard
 Hon. Treasurer, Mr M M Leyland
 Club Captain, Mr S Laugharne

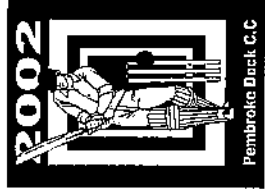
- 1 MAY 2002

MR. R. EDWARDS
 TOWN CLERK
 PEMBROKE DOCK
 TOWN COUNCIL.

12th MAY 2002.

Dear Sir,
 we would like to inform you of our proposed events to be held at the Cricket Club on the above date.

- ①. A celebrity cricket invitation match.
- ②. Kwik cricket for under-11's. 8 teams from local schools.
- ③. Various stalls during day/evening including ice-cream van, hot dog van and bouncy castle.
- ④. Bonfire/Beacons - hopefully to be lit by the Mayor and/or council members.
- ⑤. Town Band to play during day.
- ⑥. Social evening/disco in the clubhouse in the evening.
- ⑦. Fireworks - although the costs is prohibitive to us - hopefully the council may see also to help on this.



Pembroke Dock Cricket Club

Imble Lane Ground, Pembroke Dock, Pembrokeshire

All correspondence to be addressed to:
 Hon. Secretary, Mr Neil Bulley
 13 Princes Street
 Pembroke Dock
 Pembrokeshire
 SA72 6XT
 Tel: 01646 622667

President, Mr M Powell
 Hon. Chairman, Mr J Sheppard
 Hon. Treasurer, Mr M M Leyland
 Club Captain, Mr S Laugharne

As stated these are our proposed events and for the council please see also to assist us on the advertising and financial side.

An early reply with any views, comments or decisions would be appreciated.

Yours sincerely,
 N. Bulley
 Sec. P.D.C.C.



SUMMARY

- 1 MAY 2002

The following are a summary list of suggestions and observations that have evolved over the course of this study

- There is a lot of capacity for existing community uses within the town but in buildings that require substantial refurbishment
- An apparent over-supply of church buildings is not being sustained within the current organisational set-up and funding regimes - a radical approach may be required
- The existing buildings are only capable of meeting few of the un met needs listed, but no strong proposal for a leisure venue emerges from any.
- A new or alternative large building in a central location is required to accommodate the demand for daytime leisure.
- Development of the Garrison Chapel as a multi functional cultural venue may be feasible if the demand can be proved, if a local group is prepared to form a trust.
- Market Hall would be a good multi function building for community use if current proposed commercial uses were abandoned
- Childcare facilities in the town are at a reasonable level. However, should demands increase they could be created in struggling church halls (particularly St Patrick's & St Mary's) if full conversion was accepted as a better long term use than their existing state.
- Cinema capabilities and other improvements are feasible in Peter Hall
- Restructuring of the Bethany Baptist chapel (by moving the worship area to a new first floor level in the main church) could lead to improvements to their community hall function for general community activities.
- Restructuring of the Bethel Baptist church could lead to improvements to existing community functions with the existing church hall becoming incorporated within a new arrangement or disposed - of for alternative use.
- Bethel Baptist chapel and hall could be given - over completely to community use although its architectural style still limits its potential to function rooms and gallery type spaces.

Your Thoughts: We would welcome your thoughts on these proposals. Please spend a minute filling in the response form outlining your ideas or concerns.

INTRODUCTION

Needs:

The following community needs have been identified in a Future Search Event and participatory appraisal and incorporated into the Pembroke Dock Action Plan.

- Accessible recreational activities for all age groups.
- A dynamic youth venue in a central location with support & information.
- Affordable childcare facilities for 'return to work' parents
- Cinema provision
- Multi media centre
- Internet cafe
- Youth Hostel
- Arts and Crafts venue
- Indoor Bowling

Tourist facilities that may also be enjoyed by locals

- 10 pin bowling
- Heritage Interpretation

The Project:

Pembroke Dock Community Buildings Audit has arisen out of the development of an Action Group of interested individuals and organisations who are committed to improving the quality of life in town. Through a process of participatory appraisal and a 'Future Search' event they have developed an Action Plan for the town. One aspect identified has been to look at community activity and needs. This project aims to establish whether the existing community buildings are able to meet these needs.

The Buildings:

At an inaugural meeting these buildings in this exhibition were put forward for inclusion in the project, as buildings that qualified as potential community buildings.

Community Appraisal:

Through contact with all the user groups and related agencies a picture of existing provision, needs and usage has emerged.

User Key Issues:

The town hosts a wide variety of activities within its community buildings for the benefit of not only local residents, but groups and organisations that come in from across the county and beyond. Different types of building are required, from the very small to the large 'civic' type such as the Pater Hall.

Local neighbourhood provision is important for people who are less mobile or who don't have access to private transport. Good quality, comfort and an easy central location are needed for groups that come from a wider catchment area.

Low cost of room hire is a common wish, but particularly for those groups who are comprised of the less well-off or young.

Many groups are prepared to put up with less favourable conditions as long as the costs are minimal and other factors suit.

Church Halls comprise the mainstay of neighbourhood provision but most are in need of substantial repairs, maintenance and upgrading to meet modern standards. There is an excess of buildings with dwindling funds and increasing financial demands.

Access for disabled is a common problem, that needs to be addressed by 2004 when new regulations come into force.

Many venues have an underlying atmosphere generated by their core origin such as church, school or social services, that influence the activities that take place.

The Provision:

Provision for cultural groups, general interest groups and public meetings is met by the Pater Hall and St Johns Church hall. Modest catering facilities, reasonable décor, toilets, good location and access are characteristic winning qualities.

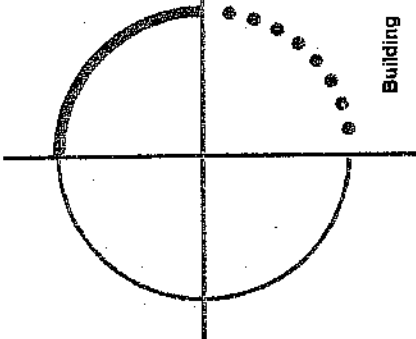
Provision for activity groups, dancing, theatrical rehearsal, youth organisations etc tends to be met by the neighbourhood church halls. They also cater for local mums and toddlers, children's parties and church related events and study.

Performances, shows, fayres and major events are accommodated predominantly by the Pater Hall.

County council buildings such as schools, day centres and other community support facilities contribute to the overall provision.

The leisure centre provides for the public only as a secondary priority to the school's needs.

PATER HALL



Building

Pater Hall
Corner of Diamond St and Lewis St

Accommodation

Entrance foyer, one large main hall with stage, 2 multi purpose function rooms and the council debating chamber, each with their own kitchen facilities. Storage is available in the basement. It also houses the town clerk's offices.
There are no external grounds or parking.

Condition

The hall is a well built brick structure of civic appearance and style. It is well maintained, with a full time caretaker.

Use

The hall and function rooms have a fairly busy schedule of regular meetings and activities throughout the year. In addition, there are many one-off events that take place. The hall is the principle venue for large performances, dances, and entertainment events, as well as day-time fayres, festivals etc.

Management

The building is owned and administered by the town council who make it available for any legitimate community group or individual at set rental rates.

Issues

Disabled access is a problem due to the steps at the front and sides. Toilets for the function rooms are split across 2 floors and there are no disabled toilets, or baby changing facilities. Performers have no designated changing rooms. The front and rear areas are separated by the main hall and separate accesses are required for each. The circulation to the rear function rooms is cluttered and confusing. They have a wish to include Cinema facilities within the building.

Proposals

Maintain the building as the primary performance venue and add cinema capabilities. Rationalise the internal layout to the rear, adding a lift. Adapt the front area to accommodate disabled toilets and projection room.

The scenario of including leisure facilities within the Pater Hall has been investigated and the following observations drawn:-

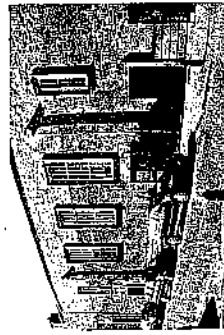
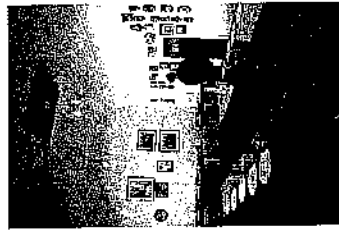
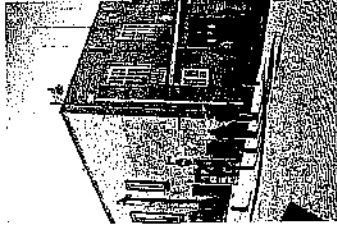
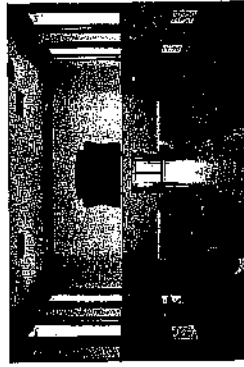
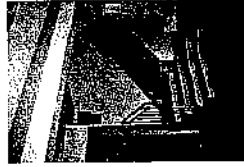
Possibilities

- Table tennis - 4 Tables (area required 9m x 5m)
- Snooker, Billiards, Pool.
- Fencing
- Boxing (limited area)
- Weight training & conditioning
- Aerobics, dance, & stretch (24 No. persons - area 3m x 3m)
- Short tennis (1 court only)
- Short mat bowling (3 No mats possible)

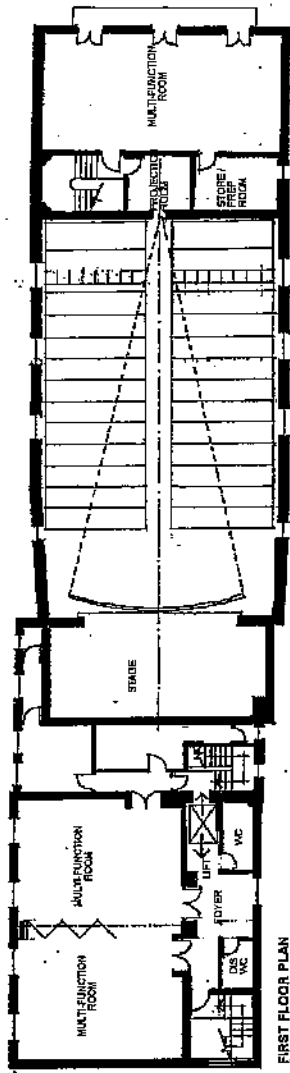
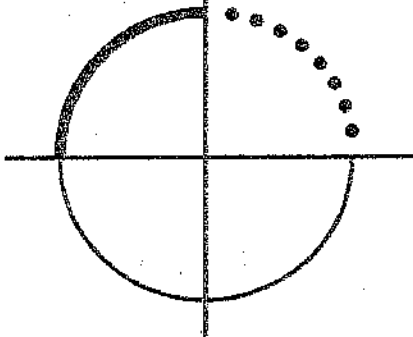
In addition to providing sporting/leisure facilities there is a requirement for ancillary accommodation including Male, Female and Disabled shower, change and wc facilities and also ground floor level storage.

Non Possibilities

- Badminton (1 court only possible) ceiling height insufficient as 7.6m required.
- Combat sports (Judo, Karate, etc) min 12m x 12m area required.
- Area to small and inappropriate for projectile sports e.g. 10 pin bowling, shooting, archery etc.
- Area to small for indoor football, hockey, basketball, netball & volleyball.



PATER HALL



MAIN HALL

