

At a Meeting of Pembroke Dock Town Council held at Pater Hall, Pembroke Dock on Thursday, 5th September, 2002 at 6.30 p.m.

**PRESENT:**

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

**IN ATTENDANCE:**

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

The Meeting was opened with Prayer.

**75. APOLOGY FOR ABSENCE**

An apology for absence was received from Councillor Mrs. P.E.M. Folland, S. Perkins and Mrs. M. Williamson.

**76. APOLOGY – INSPECTOR I. MATTHEWS**

The Town Clerk stated that Inspector I. Matthews, Dyfed-Powys Police had submitted his apologies as he was unable to attend this Meeting but was advised of the dates of the next two meetings.

**77. MINUTES**

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

**RESOLVED –**

That the Minutes of the Meeting held on the 25th July, 2002 be adopted as circulated subject to the following amendments:-

**78. MATTERS ARISING FROM THE MINUTES**

**(a) Minute 63(a) – Tourist Information Board**

The Town Clerk reported that he had received a tender from the firm who provided the Information Board for Pembroke Town Council. The board would be 6'6" x 4'8" and would cost £2,140.

Members were reminded that the Pembroke Rotary Club had advised that they would donate £1,000 towards the provision of the Information Board and Texaco had advised that they would give a donation at the end of the year.

(Councillor D.T. Esmond declared his interest and took no part in the discussion),

**RESOLVED –**

That the Clerk write to Texaco and advise that the Council will provide an Information Board in due course and request that consideration be given to a donation early in 2003.

**(b) Minute 63(d) - Joint Tourism & Twinning Committee**

The Town Clerk stated that Tesco had supplied a tv/video and the video is shown in the restaurant area of the Store.

**RESOLVED –**

That the Clerk write and express the Council's appreciation to Tesco for their co-operation in this matter.

**(c) Minute 66(80) – Pater Hall – Refurbishment & Upgrading  
ERDF Objective 1 Grant Application**

The Town Clerk reported that it had been suggested that consideration be given to the possible inclusion of a partition in the Main Hall. Pembroke Design had obtained quotations as follows:- £31,742; £29,840 or £21,000.

**RESOLVED –**

That in view of the high cost involved no further action be taken in this matter.

**(d) Minute 66(82) – Centenary Lamp, Albion Square**

The Town Clerk reported on the works undertaken by Evan Pritchard Contractors Ltd., who had been engaged by the Council to excavate around the above Lamp. Problems had been encountered in removing the existing cable from the lamp. Pembrokeshire County Council staff had also visited the site but difficulty is still being encountered with regard to the existing electric cable. Detailed discussion ensued and it was

**RESOLVED –**

That Councillors D.T. Esmond and K. Higgs would obtain professional advice and liaise with the Town Clerk in order to ensure that the cable is removed, so that the new cable can be fixed.

(e) **Minute 66(84) – 49 Gwyther Street**

The Town Clerk reported that he had consulted with the Planning Department, Pembrokeshire County Council and that the above premises were to be reinspected in the near future. Further report will be submitted to the next Council Meeting.

(f) **Minute 66(92) – Pembroke Haven Yacht Club**

The Mayor referred to the river cruise which had been rearranged for Tuesday, 3rd September, 2002. Members stated that they had had a very enjoyable evening.

**RESOLVED –**

That the Town Clerk write to the Yacht Club expressing the Council's appreciation for the river cruise and buffet.

(g) **Minute 66(93) – Donations – Shelter Cymru**

The Town Clerk reported that forms for distribution in the Office had been received but to date the information requested regarding the number of homeless persons within the Town had not been received. It was hoped to report this information to the next Council Meeting.

(h) **Minute 71(b) – Street Cleaning**

The Town Clerk reported that a letter had been received from Pembrokeshire County Council which stated that manual sweeping and litter picking is carried out on a daily or weekly cycle within the town centre, rubbish cannot be collected if it lies beneath parked cars. Extra attention will be given to the area of the car park near the Job Centre where litter is collecting. The shrub area near the St. Govans Centre is not maintained by Pembrokeshire County Council.

**RESOLVED –**

That the Town Clerk write to the Co-operative Store in order to ascertain as to whether the above area of land is in their ownership. If this was confirmed that they be requested to undertake clearance of the area as soon as possible.

(i) **Minute 71(c) – Lower Meyrick Street – Pavement**

The Town Clerk reported that he had liaised with Evan Pritchard who were undertaking work in the above area and requested that remedial work near the dropped pavement be undertaken for safety reasons.

Councillor D.L. Jones referred to the public right of way in that area which had been in existence over many years and expressed concern as to its retention.

It was

**RESOLVED –**

That the Council request Pembrokeshire County Council to register the right of way which had been in existence for many years between Lower Meyrick Street and Gordon Street.

**(j) Minute 71(e) – Waterfront Study**

The Town Clerk reported that he had liaised with Mr. J. Turbervill, Projects Manager, Pembrokeshire County Council regarding the above Study. Mr. Turbervill had advised that access would be increased as a result of this Scheme and that the development of the Western Way car park had always been the long term objective. A consultation process would be held in December, 2002.

**79. MINUTES OF THE SPECIAL COUNCIL MEETING**

PROPOSED by Councillor R.G. Watts  
SECONDED by Councillor W.J. Davies

**RESOLVED –**

That the Minutes of the meeting held on 15<sup>th</sup> August, 2002 be adopted as circulated subject to the following amendment:-

**80. MATTER ARISING FROM THE MINUTES**

**Minute 74 – Pater Hall – Charitable Trust**

Councillor Mrs. V.M.J. Roach submitted that it had been resolved to instruct Mr. Morgan to detail clauses relating to the objects of the Trust for consideration by the Charity Commissioners and not prepare a draft Memorandum as stated.

The Town Clerk confirmed that the Council had resolved to instruct Mr. Morgan to prepare clauses relating to the objects of the Trust for consideration by the Charity Commissioners. He would clarify this with Mr. Morgan.

The Town Clerk further advised that he consulted the District Auditor in this matter and had been advised that they are no longer the Council's Auditor. Further advice was being sought.

Discussion ensued with regard to the appointment of Councillors to be appointed as Trustees to the Trust.

**RESOLVED –**

- (1) That Mr. Morgan, Lowless & Lowless be instructed to submit details of the objects of the Trust for consideration by the Charity Commissioners.
- (2) That the appointment of Trustees to the Trust be deferred for the time being.

**81. REPORT OF TOWN CLERK**

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

The Town Clerk reported that further information requested by the PPMB Secretariat had been supplied and an acknowledgement letter received, which was reproduced at Appendix “A.” The Council’s application is to be considered by the Pembrokeshire Partnership Management Board in September, 2002. The planning application in respect of the proposed alterations and disabled adaptations had been submitted to Pembrokeshire County Council by Pembroke Design.

**Environmental and Equal Opportunities Policies**

Regarding the issue of an environmental policy and the adoption of an equal opportunities policy, drafts of each policy was submitted for Members’ consideration at this meeting.

The Town Clerk reported that in future letter headed paper would be bilingual to meet the Equal Opportunities Policy.

**WDA Funding**

Discussions with the Area Development Manager had been held with regard to possible funding under the WDA Rural Regeneration Programme and an initial application form and estimated budget costings had been completed.

The Town Clerk reported that in future letter headed paper would be bilingual to meet new legislation.

Councillor Mrs. V.M.J. Roach referred to the Equal Opportunities Policy and submitted that the introduction should be amended.

**RESOLVED –**

- (1) That the Council accept the Equal Opportunities Policy subject to the amendment of the first line of the Introduction to read as follows:-

“The Pembroke Dock Town Council (hereinafter called the Council)

- (2) That the Council accept the Environmental Policy Statement.

#### **104. Play Area – Grant Aiding Procedures**

The Town Clerk stated that as resolved at the last meeting, representations regarding the provision of play area equipment were made to the National Assembly, Pembrokeshire County Council and the National Playing Fields Association. Copies of the replies received were reproduced at Appendix "B."

Members would note that the Pembrokeshire County Council reply merely reiterated the new Play Area Funding Strategy which was approved in July, 2001 and that the National Assembly was keen to encourage a partnership approach to the provision and maintenance of play areas.

Full details of the Pembrokeshire County Council play area grant aiding procedures were reported to Members at the last meeting.

#### **RESOLVED -**

That the National Assembly be advised that the Council would accept extra responsibility for the provision of play area equipment provided that funding was made available and that the ratepayers of the Town would not have to pay twice for the same facility i.e. at Town and County levels.

#### **105. Accounting Software**

The Town Clerk referred to the SAGE Accounting Software purchased by the Council. The Financial Officer had recently completed a course of tuition with SIMTRA, in Narberth and the Council had also authorised the necessary customised in-house training to adapt the software to the Council's requirements. The SIMTRA Tutor, Mr. D. Blunn, attended the Office for five hours and the Financial Officer fully discussed the Council's requirements with him. Mr. Blunn observed the format of the accounts and the information required by the Audit Regulations, and was of the opinion that the SAGE software was not the best solution for Local Authority accounting, requiring too much programme amendment which would prove costly in labour charges. He recommended that the availability of accounting software tailored specifically for local Council use be looked into.

Enquiries had been made with neighbouring authorities and it was discovered that Haverfordwest Town Council had recently purchased a Council Accounting System from a company called Impact, based in Andover, Hants. The Town Clerk/ Financial Officer had discussed the software with Haverfordwest Town Council and the Town Clerk is very satisfied with the package and recommended it. Commendations from a number of other local authorities had also been received.

The software would cost £245.00 (including one year's telephone support and free upgrades) and had been received on a 14 day free trial basis. The Financial Officer was currently studying the package. With hindsight, the SAGE software was not suitable for the Council's requirements but he trusted that Members' would accept that it was purchased in good faith on the advice of the Council's computer hardware supplier.

The Town Clerk reported that together with the Financial Officer they had visited Haverfordwest Town Council and had viewed the system which seemed suitable for this Council's requirements

**RESOLVED –**

- (1) That the Council purchase the accounting software in the sum of £245.00.
- (2) That the Town Clerk advise the Council's computer hardware supplier that the SAGE accounting software was not acceptable and investigate possible disposal.

**106. The Pembroke Tanyard Management Trust**

The Town Clerk reported that an invitation had been received for Members to attend the Annual General Meeting at the Tanyard Youth Project on Tuesday, 3<sup>rd</sup> September, 2002 at 7.30 p.m. The guest speaker will be the Rt. Revd. Carl Cooper, Bishop of St. Davids.

**107. Toilet Facilities in Pembroke Dock**

The Town Clerk referred to the Council Meeting held on the 4<sup>th</sup> July, 2002 when Members received a petition signed by 400 persons from Mrs. M. McComish of 80 Wavell Crescent requesting additional toilet facilities in the Town. The petition was forwarded to Pembrokeshire County Council and the reply received was reproduced at Appendix "C."

**RESOLVED –**

- (1) That Mrs. McComish be advised of the reply received from Pembrokeshire County Council in respect of the above matter.
- (2) That Pembrokeshire County Council be advised that additional toilet facilities should be provided under the population heading.

**108. Milford Haven Port Authority**

The Town Clerk reported that a copy of the Annual Report and Accounts for 2001, and the Strategic Plan 2002/2007 had been received and was available for inspection.

**109. Community Transport Services**

The Town Clerk reported that an information guide for individuals and groups with special transport needs had been received from Pembrokeshire County Council and was available for inspection.

**110. Battle of Britain Service**

The Town Clerk reported that an invitation had been received from the RAFA Committee for the Mayor and Councillors to attend the Battle of Britain Service at St. John's Church on Sunday, 15<sup>th</sup> September, 2002. The Service starts at 11.30 a.m. and Members are asked to assemble at 11.00 a.m.

**111. Annual Objective 1 Forum**

The Town Clerk reported that notification had been received from the PPMB Secretariat that the annual Objective 1 Forum would be held on Thursday, 19<sup>th</sup> September, 2002, from 4 pm – 7 pm at the Queen's Hall, Narberth. A draft Agenda was enclosed at Appendix "D."

**112. Pembroke Port – Application For Explosives Licence**

The Town Clerk reported that as resolved at the last meeting the H.M. Chief Inspector of Explosives was informed of the Council's continued opposition to the application for an explosives licence at the Port of Pembroke by Milford Haven Port Authority. Copies of my letter were sent to N. Ainger, MP and C. Gwyther, AM. Mr. Ainger was currently seeking further information regarding the proposals and had forwarded copies of correspondence with the General Manager of the Port Authority. These were reproduced at Appendix "E." for the information of Members. The site plan referred to was available for inspection. A reply had been received from the Explosives Inspectorate of the Health & Safety Executive and was also reproduced at Appendix "E."

**RESOLVED –**

That the Council defer consideration until  
Mr. Ainger's response had been received.

**113. Donations**

The Town Clerk reported that the following applications had been received, and were reproduced at Appendix "F."

- (a) St. John's Parish Church Restoration Project;

(Councillor D.L. Jones declared his interest in the above application and took no part in the discussion and did not vote).

- (b) Bush & Park Tenants and Residents Association;

(The Mayor, Councillor Mrs. P.E. George declared her interest in the above application and took no part in the discussion and did not vote).



**RESOLVED –**

- (1) That the Council make a financial contribution of £100 to St. John's Parish Church Restoration Project;
- (2) That the Council make a financial contribution of £100 to the Bush & Park Tenant and Residents Association subject to production of a balance sheet.

**114. Town and Country Planning Act, 1990 –  
Appeal by Hallmark Homes Site at Pembroke Borough Football  
Club, London Road, Pembroke Dock**

The Town Clerk reported that the appeal decision in respect of the above Planning Appeal held on the 18<sup>th</sup> July, 2002 had been received. The appeal was dismissed.

**115. Planning Matters**

The following planning applications had been received for consideration by the Council:-

519/02	Mr. & Mrs. A. Manning	30 Glenview Avenue –
	30 Glenview Avenue	Detached Garage
	Pembroke Dock	

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

**RESOLVED –**

That the Council have no objection to the application.

545/02	J. Rees	Former Coalyard, King William
	12 Grove Hill	Street - Residential Development
	Pembroke	

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

**RESOLVED –**

That the Council have no objection to the application. Members expressed concern with possible access problems in view of the narrow entrances from Water Street and London Road, and suggested that a one-way system be considered in King William Street together with concern for safety in view of proximity to gas tanks.

28/LB	Milford Haven Port Authority Gorsewood Drive Hakin Milford Haven	Eastern Hangar, The Royal Dockyard – Replace steel cladding in keeping with general external treatment
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PROPOSED by Councillor W.J. Davies  
SECONDED by Councillor Mrs. V.M.J. Roach

**RESOLVED –**  
That the Council have no objection to the  
application.

#### **116. Planning Decisions**

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

246/02 – Plot 4, Parade – Residential Dwelling - **Approved**  
318/02 – 18 London Road – Construction of domestic garden shed/workshop – construction of car hardstand with car port over. Provision of entry/exit gates – **Approved**  
346/02 – 42 –44, Dimond Street – Extension and creation of first floor flat – **Approved**  
04/02/AD - Co-op - External and Internal Advertisements – **Approved**  
390/02 – Plot Q, St. Patricks Hill, Llanreath – One residential house - **Approved**

#### **82. SUPPLEMENTARY REPORT OF TOWN CLERK**

##### **117. Welcome to Pembroke Dock Sign**

The Town Clerk reported that following the signing of the twinning agreement with Pembroke Town, Malta, it was resolved to investigate the cost of an addition to the “Welcome to Pembroke Dock” sign at Bangeston.

The design of an appropriate sign had now been approved by the Trunk Road Agency and details were enclosed at Appendix “G.” The sign would be attached at the bottom of the existing sign. The cost of the sign would be £274 (+ VAT) excluding erection costs.

**RESOLVED -**  
That the Council purchase the “Welcome to  
Pembroke Dock Sign” to be sited at Bangeston  
in the sum of £274 (+VAT).

**118. Street Works in the P.D. Conservation Area**

The Town Clerk enclosed at Appendix "H" for Member's information a copy of a letter sent to County Councillor B. Hall by Mr. Gareth Scourfield of Pembroke Design.

The Town Clerk reminded Members that in April, 2002 Pembrokeshire County Council had advised that cobble sets would be repaired in this financial year.

**RESOLVED –**

That Pembrokeshire County Council be reminded of their undertaking to repair the cobble setts in the Town during this financial year. That the Contractors be reminded of how expensive the cobble setts are.

**119. Transfer of Justices' Licence  
The Charlton Hotel, Bush Street**

The Town Clerk reported that notice of an application for the transfer of the Justices' Licence had been received in respect of the above premises. The applicant is Mr. John Morgan. The licence is currently held by David Wheel and Fiona Anne Edwards.

**RESOLVED –**

That the Council have no objection to the transfer of the Justices Licence in respect of the above premises.

**120. Planning Applications**

The following planning applications had been received for consideration by the Council:-

557/02	Mr. C.B. Dureau The Boathouse Llanreath Pembroke Dock	The Boathouse, Llanreath – Change of Use to Public House
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(Councillor D.T. Esmond declared his interest in the above application and took no part in the discussion and did not vote).

**PROPOSED** by Councillor Mrs. V.M.J. Roach  
**SECONDED** by Councillor P.G. Gwyther

**RESOLVED –**

That the application be refused because of dangerous access, traffic and parking problems and over development of site.

572/02	Mr. & Mrs. K. Boswell 21 Gwyther Street Pembroke Dock	Land off, Milton Terrace, Rear of 2 Prospect Place – One dwelling
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PROPOSED by Councillor Mrs. V.M.J. Roach  
SECONDED by Councillor R.G. Watts

**RESOLVED –**

That the Council refuse the application  
because of overdevelopment of site and  
access problems.

573/02	P.D. Town Council Pater Hall Lewis Street Pembroke Dock	Pater Hall, Lewis Street Entrance – Proposed Relocation of Town Council Offices including forming new entrance lobby with flat roof. Proposed disabled adaptions including new access ramp
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**RESOLVED –**

That the Council have no observations to  
make on the application.

575/02	South Haven Construction Stockwell Road Llanion Park Pembroke Dock	Land to East of, Charles Thomas Avenue - Proposed Change to Plot 58 – Dwelling
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PROPOSED by Councillor W.J. Davies  
SECONDED by Councillor D.T. Esmond

**RESOLVED –**

That the Council have no objection to  
the application.

31/02/LB	Pembs. County Council County Hall Haverfordwest	The Market Hall – Construction of new central lantern, division of main building into bays, new external doors created from windows, cladding of northern elevation, new glazing
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PROPOSED by Councillor Mrs. V.M.J. Roach  
SECONDED by Councillor Mrs. C. Fortune

**RESOLVED –**

That the Council have no objection to  
the application subject to adequate  
parking facilities being provided.

## **121. Planning Decisions**

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

118/02 – The Warehouse, Gordon Street – Warehouse extension to provide a staffroom and toilet – **Approved**

273/02 – Plot 4, Britannia Road, Bufferland – Erection of Dwelling – **Approved**

384/02 – 3 School Gardens, Pennar – Extension to be used as a porch area - **Approved**

### **83. PEMBROKE DOCK HARLEQUINS R.F.C. – CARNIVAL & FETE**

The Town Clerk reported that a letter had been received from the Secretary of the Quins R.F.C. thanking the Council for their assistance in making their Carnival & Fete so successful.

### **84. PEMBROKE DOCK MUSEUM TRUST**

The Town Clerk reported that a letter had been received from the Secretary of the Museum Trust thanking the Council for their continued financial support.

### **85. BERTHING OF OIL TANKERS**

The Town Clerk reported that a letter had been received from Pembrokeshire County Council which advised that further information regarding the above matter would be available from the Health and Safety Executive as they are the enforcing Authority for the Port Authority.

The Town Clerk stated that he had contacted the Health and Safety Executive, and that a representative would be prepared to visit the Council.

#### **RESOLVED –**

That the Town Clerk arrange for a representative to attend the Office to discuss this matter.

### **86. WEB SITE GRANT APPLICATION**

The Town Clerk reported that a letter had been received from PAVS which advised that the Pembroke Dock Chamber of Trade application for funding for the web site had been deferred in order to establish that the project met the criteria for sustainable projects funded under the scheme.

The Town Clerk advised that the Chamber of Trade had now confirmed that steps had been taken to further develop the framework for the website in line with the criteria for Sustainable Projects. The application would be reconsidered at the Panel meeting to be held on the 9<sup>th</sup> September, 2002.

**87. PEMBROKESHIRE RESIDENTS SURVEY, 2002**

The Town Clerk reported that he had received a letter from Pembrokeshire County Council inviting the Town Clerk and one Councillor to attend a presentation on 2<sup>nd</sup> October, 2002 at the County Hall, Haverfordwest at 6.30 p.m. in respect of the findings of the survey undertaken of Pembrokeshire residents.

**RESOLVED –**

That the Mayor, Councillor Mrs. P.E. George and Town Clerk attend the above presentation.

**88. MAYOR'S BOARD**

The Town Clerk reported that the Mayor's Board required updating and it was

**RESOLVED –**

That the Town Clerk liaise with Mr. R.F. Finbow to ascertain as to whether he would be able to update the Mayor's Board.

**89. MAYOR'S PHOTOGRAPHS**

The Town Clerk reported that it would be necessary to arrange for past Mayor's photographs to be taken.

**RESOLVED –**

That the Town Clerk liaise with Mr. M. Cavaney regarding photographs of past Mayors.

**90. REPORT OF FINANCIAL OFFICER**

**10. Payment of Accounts**

The following account was paid out of meeting.

73. Pembrokeshire County Council - Planning Application Fees -  
Disabled Facilities - Pater Hall                      £47.50

The following accounts were submitted for payment:-

- |     |  |         |
|-----|--|---------|
| 74. | Pitney Bowes - Maintenance of Postage Meter                        | £11.74  |
| 75. | Jewson Ltd. - Materials  | £5.88   |
| 76. | Kidde Fire Protection Services - Maintenance of Emergency Lighting | £72.39  |
| 77. | Pembrokeshire County Council - Sage Accounts Training              | £150.00 |
| 78. | The Consortium - Town Clerk's Chair                                | £119.85 |

79.	St. Patrick's Community Hall Committee - Donation	£50.00
80.	Evan Pritchard - Repairs - Centenary Lamp	£2,464.19
81.	Imprest Account - Wages, Tax and N.I.	£3,833.72

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

82.	Lloyd's Jewellers – Repairs to Mayor's Chain	£37.50
83.	Impact Accounts Software	£245.00

PROPOSED by Councillor D.T. Esmond  
 SECONDED by Councillor Mrs. C. Fortune

**RESOLVED –**

That account nos. 73 – 83 be approved  
 for payment.

**91. MATTERS RAISED VERBALLY**

**(a) P.D.T.C. Sign – Council Offices**

Councillor P.G. Gwyther referred to the sign to the Council Offices which required attention.

**RESOLVED –**

That the Town Clerk make arrangements  
 for Council Office sign to be redecorated  
 or replaced.

**(b) Old Postage Machine – Eastern Wall, Market Building**

Councillor D.L. Jones stated that the old postage machine on the eastern side of the Market wall required attention.

**RESOLVED –**

That Pembrokeshire County Council be  
 requested to carry out immediate repairs  
 to the perspex covering of the postage  
 machine.

**(c) Army Tank – Western Way – Shrubs**

Councillor D.L. Jones expressed concern regarding the overgrown condition of the shrubs at the above location which had nearly hidden the tank.

**RESOLVED –**

That Pembrokeshire County Council be  
 requested to undertake necessary pruning.

(d) **Trees – Western Way**

Councillor D.L. Jones referred to the neglected condition of the expensive trees which had been planted in the above location together with other trees which bordered the Western Way car park.

**RESOLVED –**

That Pembrokeshire County Council be requested to inspect the trees in the above location and that remedial action be undertaken as a matter of urgency.

(e) **Front Street – Litter Bins**

Councillor D.L. Jones reported that residents in Front Street are depositing their domestic waste in the street litter bins provided for visitors rubbish.

(f) **18 Gwyther Street – Overgrown Tree**

Councillor R.G. Watts stated that he had received numerous complaints from neighbours regarding the overgrown tree at the above property. This tree is extremely large and had darkened the rooms in the neighbouring property. The tree is extremely close to the main sewer and action should be taken in this matter.

**RESOLVED –**

That Pembrokeshire County Council be requested to inspect the sewer in the above location as a matter of urgency in view of the close proximity to the tree.

(g) **Llanion Cemetery - Overgrown Condition**

Councillor W.J. Davies stated that he had received complaints regarding the overgrown condition of the above Cemetery.

**RESOLVED –**

That Pembrokeshire County Council be requested to undertake clearance work at the above Cemetery.



**(h) Magazine Building – Llanion Park**

Councillor K. Higgs stated that the repairs to the railings at the above location had not been undertaken.

**RESOLVED –**

That the Town Clerk liaise with the Conservation Officer of Pembrokeshire County Council to ensure that the railings are repaired in the interest of public safety.

**(i) Imble Street Leading to Albany Street & Sycamore Street – Sign**

Councillor Mrs. C. Fortune stated that the above sign had been displaced from the post and that she would bring it to the Town Council Offices for Pembrokeshire County Council to collect for re-erecting.

**RESOLVED –**

That Pembrokeshire County Council be requested to re-erect the above sign.

**(j) Park View Crescent – Street Sign**

Councillor Mrs. V.M.J. Roach stated that the sign at the north western end of the street was missing.

**RESOLVED –**

That Pembrokeshire County Council be requested to supply and erect a new sign at the above location.

**(k) Market Street – Sign**

Councillor Mrs. V.M.J. Roach stated that the above sign at the north eastern end was broken off.

**RESOLVED –**

That Pembrokeshire County Council be requested to undertake necessary repairs at the above location.

**(I) Empty Properties**

Councillor Mrs. B. Roch requested that information be obtained regarding the number of empty County Council properties, how long they are empty for and the loss of revenue.

**RESOLVED –**

That Pembrokeshire County Council be requested to supply the above information.

**92. TOURISM COMMITTEE**

The Town Clerk reminded Members that the next meeting of the Tourism Committee will be held on the 18<sup>th</sup> September, 2002.

**93. JOINT TWINNING COMMITTEE**

The Town Clerk reminded Members that the next meeting of the above Committee will be held on the 12<sup>th</sup> September, 2002 at the Town Hall, Pembroke.

**The Meeting terminated at 9.00 p.m.**

  
\_\_\_\_\_  
Mayor.

# **PEMBROKE DOCK TOWN COUNCIL**

## **REPORT OF TOWN CLERK**

**5TH SEPTEMBER, 2002**

Madam Mayor, Ladies and Gentlemen,

### **PART 1 – GENERAL**

#### **103. PATER HALL – REFURBISHMENT & UPGRADING ERDF OBJECTIVE 1 GRANT APPLICATION**

The further information requested by the PPMB Secretariat has been supplied and an acknowledgment letter received, which is reproduced at Appendix "A." I am informed that the Council's application will be considered by the Pembrokeshire Partnership Management Board in September, 2002. The planning application in respect of the proposed alterations and disabled adaptations has been submitted to Pembrokeshire County Council by Pembroke Design.

#### **Environmental and Equal Opportunities Policies**

Regarding the issue of an environmental policy and the adoption of an equal opportunities policy, I am enclosing drafts of each policy for Members' consideration, having given an undertaking that they will be considered at this meeting.

#### **WDA Funding**

I have discussed with the Area Development Manager, possible funding under the WDA Rural Regeneration Programme and have completed an initial application form and estimated budget costings.

#### **104. PLAY AREA – GRANT AIDING PROCEDURES**

As resolved at the last meeting, representations regarding the provision of play area equipment were made to the National Assembly, Pembrokeshire County Council and the National Playing Fields Association. Copies of the replies received are reproduced at Appendix "B."

Members will note that the Pembrokeshire County Council reply merely reiterates the new Play Area Funding Strategy which it approved in July, 2001 and that the National Assembly is keen to encourage a partnership approach to the provision and maintenance of play areas.

Full details of the Pembrokeshire County Council play area grant aiding procedures were reported to Members at the last meeting. Members' instructions are requested.

#### **105. ACCOUNTING SOFTWARE**

As Members will be aware, the Council purchased SAGE Accounting Software and the Financial Officer recently completed a course of tuition with SIMTRA, in Narberth. Council also authorised the necessary customised in-house training to adapt the software to the Council's requirements. The SIMTRA Tutor, Mr. D. Blunn, attended the Office for five hours and the Financial Officer fully discussed the Council's requirements with him. Having seen the format of the accounts and the information required by the Audit Regulations, Mr. Blunn was of the opinion that the SAGE software was not the best solution for Local Authority accounting, requiring too much programme amendment which would prove costly in labour charges. He recommended that the availability of accounting software tailored specifically for local Council use be looked into.

Enquiries were made with neighbouring authorities and it was discovered that Haverfordwest Town Council had recently purchased a Council Accounting System from a company called Impact, based in Andover, Hants. The Financial Officer and I have discussed the software with Haverfordwest Town Council and the Town Clerk is very satisfied with the package and recommended it. Commendations from a number of other local authorities have also been received.

The software costs £245.00 (including one year's telephone support and free upgrades) and has been received on a 14 day free trial basis. The Financial Officer is currently studying the package. If it fully meets the Council's requirements I should be grateful if Members would approve the purchase. With hindsight, the SAGE software was not suitable for the Council's requirements but I trust that Members' will accept that it was purchased in good faith on the advice of the Council's computer hardware supplier.

#### **PART II – CORRESPONDENCE**

##### **106. THE PEMBROKE TANYARD MANAGEMENT TRUST**

An invitation has been received for Members to attend the Annual General Meeting at the Tanyard Youth Project on Tuesday, 3<sup>rd</sup> September, 2002 at 7.30 p.m. The guest speaker will be the Rt. Revd. Carl Cooper, Bishop of St. Davids.

I should be grateful if Members would let me know if you are able to attend.

##### **107. TOILET FACILITIES IN PEMBROKE DOCK**

At the Council Meeting on the 4<sup>th</sup> July, 2002 Members received a petition signed by 400 persons from Mrs. M. McComish of 80 Wavell Crescent requesting additional toilet facilities in the Town. The petition was forwarded to Pembrokeshire County Council and the reply received is reproduced at Appendix "C."

**108. MILFORD HAVEN PORT AUTHORITY**

A copy of the Annual Report and Accounts for 2001, and the Strategic Plan 2002/2007 has been received and is available for inspection.

**109. COMMUNITY TRANSPORT SERVICES**

An information guide for individuals and groups with special transport needs has been received from Pembrokeshire County Council and is available for inspection.

**110. BATTLE OF BRITAIN SERVICE**

An invitation has been received from the RAFA Committee for the Mayor and Councillors to attend the Battle of Britain Service at St. John's Church on Sunday, 15<sup>th</sup> September, 2002. The Service starts at 11.30 a.m. and Members are asked to assemble at 11.00 a.m.

**111. ANNUAL OBJECTIVE 1 FORUM**

Notification has been received from the PPMB Secretariat that the annual Objective 1 Forum will be held on Thursday, 19<sup>th</sup> September, 2002, from 4 pm – 7 pm at the Queen's Hall, Narberth. A draft Agenda is enclosed at Appendix "D."

If any Member wishes to attend, will you please let me know.

**112. PEMBROKE PORT – APPLICATION FOR EXPLOSIVES LICENCE**

As resolved at the last meeting the H.M. Chief Inspector of Explosives was informed of the Council's continued opposition to the application for an explosives licence at the Port of Pembroke by Milford Haven Port Authority. Copies of my letter were sent to N. Ainger, MP and C. Gwyther, AM. Mr. Ainger is currently seeking further information regarding the proposals and has forwarded copies of correspondence with the General Manager of the Port Authority. For Members' information these are reproduced at Appendix "E." The site plan referred to is available for inspection. A reply has been received from the Explosives Inspectorate of the Health & Safety Executive and is also reproduced at Appendix "E."

**113. DONATIONS**

The following applications have been received, and are reproduced at Appendix "F."

- (a) St. John's Parish Church Restoration Project;
- (b) Bush & Park Tenants and Residents Association;

### **PART III – PLANNING**

#### **114. TOWN AND COUNTRY PLANNING ACT, 1990 – APPEAL BY HALLMARK HOMES SITE AT PEMBROKE BOROUGH FOOTBALL CLUB, LONDON ROAD, PEMBROKE DOCK**

The appeal decision in respect of the above Planning Appeal held on the 18<sup>th</sup> July, 2002 had been received. The appeal was dismissed.

#### **115. PLANNING MATTERS**

The following planning applications have been received for consideration by the Council:-

519/02	Mr. & Mrs. A. Manning 30 Glenview Avenue Pembroke Dock	30 Glenview Avenue – Detached Garage
545/02	J. Rees 12 Grove Hill Pembroke	Former Coalyard, King William Street - Residential Development
28/LB	Milford Haven Port Authority Gorsewood Drive Hakin Milford Haven	Eastern Hangar, The Royal Dockyard – Replace steel cladding in keeping with general external treatment

#### **116. PLANNING DECISIONS**

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

- 246/02 – Plot 4, Parade – Residential Dwelling - **Approved**
- 318/02 – 18 London Road – Construction of domestic garden shed/workshop – construction of car hardstand with car port over. Provision of entry/exit gates – **Approved**
- 346/02 – 42 –44, Dimond Street – Extension and creation of first floor flat – **Approved**
- 04/02/AD - Co-op - External and Internal Advertisements – **Approved**
- 390/02 – Plot Q, St. Patricks Hill, Llanreath – One residential house - **Approved**

T.R. EDWARDS

Town Clerk

Edwina Hart AM MBE  
Minister for Finance, Local Government  
and Communities

Our ref: EHI/01148/02

Your ref:

21 AUG 2002

Llywodraeth Cynulliad Cymru  
Welsh Assembly Government

APPENDIX "B"



T R Edwards Esq  
Town Clerk  
Pembroke Dock Town Council  
Council Offices  
Peter Hall  
Pembroke Dock  
SA72 6DD

Cardiff Bay  
Cardiff CF99 1NA  
029 2082 5111  
GTN: 1208  
Fax: 029 2089 8131

20 August 2002

*Dear Mr Edwards*

Thank you for your letter of 1 August 2002 concerning the provision and maintenance of play areas.

Pembrokeshire County Council has not withdrawn from the provision of play areas, but has adopted a strategy that marries the two different approaches to play provision adopted by the former District Councils. Their approach requires match funding as an indication of the need for the facilities. It has encouraged communities, the community councils, residential bodies and other groups, to take over responsibility for the maintenance of play areas, while providing assistance, with both advice and finance through grants, where necessary.

If Pembroke Dock Town Council do not agree with this policy, then may I suggest that they take up the matter directly with the County Council. The National Assembly however is keen to encourage a partnership approach to the provision of services.

There is no national policy regarding the provision and maintenance of play areas by county councils, and the Assembly does not grant aid to specific play areas within communities. However, monies for the improvement of open access play is provided through the Children and Youth Partnership Fund. Grants to local projects are paid via the local partnership and any decision on the distribution of funding is their responsibility.

Pembrokeshire has been allocated £87,576 specifically for the play element of the Children and Youth Partnership Fund for this financial year.

*[Handwritten signature]*



YUDSODDWR IAWNFOR  
INVESTOR IN PEOPLE



INVESTOR IN PEOPLE

RYN PARRY-JONES, M.A. (Hons)  
Prof Wellhead  
Chief Executive  
HOWE ROBERTS, a Fellow C.E.A., D.A.S., F.I.C.I.H.T., A.M.A.  
Director of Transport  
and Environment  
Pembrokeshire County Council,  
County Hall, HAVERFORDWEST,  
Pembrokeshire, SA61 1TP  
DX 982951 HAVERFORDWEST  
Telephone 01437 764551  
Fax 01437 775006

www.pembrokeshire.gov.uk

- 8 AUG 2002

WBD/JRC

Mr B Davies

5402 [Fax No: 01437-775008]

6 August 2002

Mr T R Edwards  
Town Clerk  
Pembroke Dock Town Council  
Council Offices  
Peter Hall  
Pembroke Dock  
SA72 6DD

Dear Mr Edwards,

RE: PLAY AREAS AND PLAY FUNDING STRATEGY

I refer to your letter dated 1<sup>st</sup> August 2002.

The County Council approved the Play Area Funding Strategy in July 2001, as providing new funding opportunities to assist in refurbishing and providing new play areas. There is a need to attract maximum external funding at the community level and communities are now far more aware and capable of providing for their needs than at any time in the past, subject to their ability to generate some match funding. The Community Regeneration Unit within the County Council, in conjunction with technical officers, have been in discussion with several communities which have been pro-active in renewing or providing new play areas. These communities have succeeded in, or are working towards, attracting such funding, providing there is some capital contribution in the form of a grant or land towards the scheme.

You will already be aware following your discussions with officers, of the assistance available towards Town and Community Councils from the County Council, as part of this partnership approach. Our Technical Officers can assist you in the design considerations for new play areas, and also with regard to training your members in inspection and basic maintenance techniques. We are also able to provide, free of charge, an annual inspection of the play area equipment, together with a report on any issues that need to be addressed. Community Councils have already succeeded in obtaining grant funding towards new play areas and have entered into this partnership with the County Council. This has involved the full co-operation of a key group in the community, the children who use the facility, and this involvement will hopefully reduce future vandalism in such new facilities.

APPENDIX "A"

Bwrdd Rheoli Partneriaeth Sir Benfro  
Pembrokeshire Partnership Management Board

7 August 2002

- 8 AUG 2002

Mr T R Edwards  
Town Clerk  
Pembroke Dock Town Council  
Council Offices  
Pater Hall  
Lewis Street  
Pembroke Dock  
SA72 8DD

Dear Mr Edwards

EUROPEAN REGIONAL DEVELOPMENT FUND  
OBJECTIVE 1 SPD 2000 - 2006  
Project ref: C034 Pater Hall Refurbishment and Upgrading

Thank you for your helpful letter of 31 July. I list below my responses to your comments:

1. I note that the Council will consider the issue of an environmental policy at their next meeting.
2. I note that the Council will consider the issue of an equal opportunities policy at their next meeting.
3. I shall amend the pro-forma application to adjust the project costs in line with your comments.
4. Thank you for the information on match funding. Would you please keep me informed of the position regarding possible funding from the WDA, and also regarding the issue of the possible formation of a charitable trust.
5. The outputs for the project are noted. I shall amend the pro-forma accordingly before it is placed before PPMB members.
6. Noted. We shall require copies of all consents when the project reaches full application stage.
7. The concern of the Members of Pembroke Dock Town Council is noted. It is not within the power of this office to allow resources earmarked for Pembroke Dock Llanion to be used to benefit Pembroke Dock Central ward, nevertheless I also note your contention that the improvements to the Pater Hall will benefit both wards. I shall take advice from the PPMB on this matter and also consult with the People in Communities Partnership in the Llanion ward to gain their views, and then contact you again to see if additional resources may be released for this project.
8. Thank you for the information explaining the need for new windows and acoustic ceiling.

Thank you also for the copies of the sketches of the proposed disabled adaptations and revised layout of the Pater Hall.

I shall now continue to process your application and will contact you once the PPMB's decision is known. If, in the meantime, you have any queries please do not hesitate to contact me.

Yours sincerely



Gwyn Evans  
PPMB Secretariat



In the cases of existing Pembrokeshire County Council managed play areas in your community, these will continue to be managed and maintained in a safe and proper manner by our staff. However, in accord with current practice, any piece of equipment that becomes dangerous or obsolete will be removed and not replaced. If an area becomes so devoid of equipment that it is no longer viable as a play area, then it will be closed and the area returned to open space. You will be notified of such a decision in advance of any action being taken. The County Council has reluctantly had to take this approach following an increased demand due to increasing vandalism of our facilities. As I indicate above, the partnership approach with Town and Community Councils is considered the best way forward. Please contact our Community Regeneration Unit if you wish to have further information with regard to the facilities in your community.

Yours sincerely,



**W B DAVIES**  
**Head of Infrastructure Management**

cc Nick Bayley

19 AUG 2002

14 August 2002

Roland Edwards  
Pembroke Dock Town Council  
Prater Hall  
Lewis Street  
Pembroke Dock  
SA72 6DD

Dear Mr Edwards

#### **Financial Assistance**

I write in response to your enquiry in respect of financial aid. The NPFA's current focus of its financial aid programme is the improvement of the 142 playing fields, recreation grounds and children's playing spaces vested charitably in the NPFA. Projects in the ownership of other organisations (except King George's Fields for which we hold a separate, specific fund) are, regrettably, ineligible for financial assistance at present. Listed below, however, are organisations, which may be able to assist you in one form or another.

#### **County Playing Fields Associations**

There is a network of County Playing Fields Associations, which may be able to offer you help, information and advice. Some CPFAs have grants or loans available. If there is one in your area, the address is on an attached sheet.

#### **Local Authorities**

If appropriate, you should contact your local parish, town or community council; your district borough or city council; and your county council for help, advice and possible funding. Check with your local authority's department of leisure, recreation or sport to find out what funding resources are available for projects in your area.

#### **Charitable Trusts**

Membership sports clubs will not normally be eligible for funding from charitable trusts. However, most projects specifically benefiting children's play and recreation will be eligible. With a few exceptions there are no major charitable trusts and foundations which specifically fund sport. However, sport-related grant aid may be considered by particular trusts or foundations if they also meet the organisation's criteria, eg for young people or rural areas. It is very difficult to give comprehensive advice on fund raising to the many organisations seeking support in different places throughout the United Kingdom. You may, however, find useful assistance in your local library, where you could find useful reference works such as the Directory of Grant Making Trusts. Also ask, in particular for information on small local trusts. Additionally, there exists computer software on charitable trusts produced by the

Charities Aid Foundation and from Funderfinder, details again being available from your local library.

#### **Goalriggers**

The Goalriggers Charitable Trust makes small grants for kickabout areas for children and young people. Please contact Mr Jean Wenger, Trustee, Goalriggers Trust, c/o NPFA, Stanley House, St Chad's Place, London WC1X 9HH, Tel: 020 7833 5376.

#### **The Business Community and Sponsorship**

We would also suggest that you seek links and sponsorship with and from the local business community, which may lead to funding or support in kind. If your project is of a sporting nature and you obtain sponsorship of £1,000 or more from any one company then you may be eligible for assistance from the Sportmatch Scheme. You should contact the Sportmatch Manager, The Institute of Sports Sponsorship, 4<sup>th</sup> Floor, Warwick House, 25-27 Buckingham Palace Road, London SW1W 0PP, Tel: 0207 233 7747

#### **The Foundation for Sport and the Arts**

The Foundation is supported by the pools promotion companies and it is able to offer help for both sports and "adventure type" play projects for children. You should contact The Foundation for Sport and the Arts, PO Box 20, Liverpool L13 1HB, Tel: 0151 259 5505.

#### **SportsAid**

SportsAid offers grants to young people to develop their talents and to sports people with a disability. Applications must be made through the appropriate governing bodies: SportsAid, Lynton House, 7-12 Tavistock Square, London, WC1H 9TL, Tel: 0207 387 9380

#### **Governing Bodies**

Some governing bodies have their own grant schemes. It is advisable to check with the governing body for your sport to ascertain whether they offer grant aid or know of other funding sources.

#### **Football Foundation**

The Foundation provides financial help for football at all levels. Football Foundation, 1 Waterhouse Square, 138-142 Holborn, London EC1N 2ST, Tel: 0207 8320 100, Fax: 0207 8320 119.

#### **ENTRUST**

A tax is levied on all waste disposed of in landfill sites. A proportion of this tax is available to certain groups working on community/environmental projects. This includes some work on playing fields including play areas. To qualify the project must be based within 10 miles of an active landfill site. For further information contact Judith Jackson, ENTRUST, Southern Office, Profex House, 25-27 School Lane, Bushy, Herts WD2 1BR. Website: [www.entrust.org.uk](http://www.entrust.org.uk).

#### **Central Council of Physical Recreation (CCPR)**

The CCPR may have additional information on sources for grant aid and funding CCPR, Francis House, Francis Street, London, SW1P 1DE, Tel: 0207 828 3163, particularly in respect of governing bodies.

#### **The National Lottery**

Contact can be followed up by contacting the appropriate number(s) below:

##### **Arts**

Arts Council of Wales

Tel: 02920 388 288

##### **Charities**

Community Fund (application packs only)  
(for all other enquiries)

Tel: 0345 919 191  
Tel: 0207 747 530

##### **Heritage**

Heritage Lottery Fund, National Heritage Memorial Fund Tel: 0207 930 0963

##### **Millennium**

Millennium Commission

Tel: 0207 880 2001

##### **New Opportunities Fund**

Tel: 0845 0000 120 (General Enquiries)


##### **Sport**

Sports Council for Wales

Tel: 02920 397 571

Should you require any technical information you should telephone Mr Jean Wenger of our Fields Department Technical Section at our London office on 020 7833 5376.

Yours sincerely



Rhodri Edwards  
NPFA Cymru Development Officer



## APPENDIX 15

**BRYAN PARRY-JONES**, M.A., Dip.Ed.  
Chief Examiner  
*Polytechnic*

**HUW E. ROBERTS**, B.Sc.(Hons), CEng,  
Director of Transportation  
*Cygnildydd Chubudn  
at Angylfyrdd*

**TOMOSRHYS COUNTY COUNCIL,**  
County Hall, HAYFORDWEST,  
Pembrokeshire, SA61 1TP  
Tel. 09834 775000

**DORIS HAYFORDWEST**  
Tel. 09834 774551  
Fax 01437 775009

[www.pembrokehire.co.uk](http://www.pembrokehire.co.uk)

31 JUL 2002

NYBnihGIM053014

Mr. N. Bayley

## Extension 5411

29th July 2002

~~MR. T. R. EDWARDS~~  
~~MRS. W. A. VINCENT (Clerk)~~

**Pembroke Dock Town Council**

### Council Offices

Pater Hall

PEMBROKE DOCK

SA72 6DD

Dear <sup>Mr Edwards</sup> ~~Mrs Vincent~~

## Petition for more toilet facilities in the town

Thank you for your letter dated 8<sup>th</sup> July 2002, the contents of which have been noted.

There are no plans in the current capital programme to provide more toilet facilities in Pembroke Dock. Full Council agreed this programme in May 2000, following a Report to the Highways and Transportation Committee and the Policy and Resources Committee on a strategy for appropriate provision and improvements to toilet facilities in the County. In fact, it was resolved that the toilet facilities at the Market in Pembroke Dock were no longer required by the Authority. You will also be aware that the draft strategy was subject to consultation with Town and Community Councils prior to the reports being submitted to Committee.

Currently, there are facilities in town adjacent to the library and there are disabled facilities in Front Street. Furthermore, Tesco have facilities at their store that are for public use. Also, most public houses and restaurants have facilities that I am sure could be used in emergencies.

Yours sincerely

**W B Davies**  
**Head of Infrastructure Management**

Cc D Howells, Capital Projects Implementation Officer

**North Wales**  
Mrs C Halliday  
North Wales Play & PFA  
54 Bastion Gardens  
Prestatyn LL17 7LU

**Tel: 01745 857212**  
**Fax: 01745 856612**

### County Associations

**South Glamorgan**  
Voluntary Action Cardiff  
3<sup>rd</sup> Floor  
Shand House  
22 Fitzalan Place  
Cardiff CF2 1BD

**Tel: 029 20 485722**

**Carmarthenshire**  
**Mr Ieuan Williams**  
**Carmarthen Ass. Vol. Services**

11/12 King Street  
Carmarthen SA31 1BH

**Tel: 01267 236376**

**West Glamorgan**  
Ms Carol Green  
Director  
West Glam Com. Serv. Council  
7 Walter Road  
Swansea SA1 5NF

**Tel:** 01792 544000  
**Fax:** 01792 544937  
**E Mail:** carol.green@

**Gwent**  
Mrs J Render  
Director  
Gwent Association of Voluntary Organisations  
8 Pentonville  
Newport NP9 5XH

Tel: 01633 21322

**Bwrdd Rheoli Partneriaeth Sir Benfro  
Pembrokeshire Partnership Management Board**

27 AUG 2002

- Over £9 million obtained for Pembrokeshire so far...
  - £440,000 for youth projects so far...
- a new Technology Innovation Centre for Pembrokeshire
- indirect grant schemes available for farming, tourism, ICT, woodlands, small businesses, R & D, and social inclusion

Dear Colleague

**ANNUAL OBJECTIVE 1 FORUM**


Over the last twelve months there have been a great many new successes for Pembrokeshire under the Objective 1 Programme.

You are invited to come to the Annual Objective 1 Forum to hear more about what has been achieved and also to have your say about the future of the programme. There will be an opportunity to discuss indirect grants with the grant providers themselves covering the areas mentioned above.

The meeting will be held on Thursday 19 September 2002, 4 - 7 pm, at The Queen's Hall, Narberth.

A draft agenda and reply sheet are attached - please come along to learn more and join the debate.

Yours faithfully

  
Mr Gwyn Evans  
Lead Officer  
PPMB Secretariat

Please reply to: PPMB Secretariat, c/o Economic Development Division,  
Pembrokeshire County Council, County Hall, Haverfordwest, Pembrokeshire SA61 1TP  
Tel: 01437 776174/5/6 Fax: 01437 776184  
www.objective1-pembrokeshire.org.uk

**DRAFT AGENDA**

- |        |  |
|--------|--|
| 4.00pm | Coffee and refreshments  |
| 4.15pm | Welcome - PPMB Chairman  |
| 4.25pm | Review of progress   |
| 4.45pm | Guest Speaker  |
| 5.00pm | Local Strategy   |
| 5.20pm | Workshops <ul style="list-style-type: none"> <li>- How would you use Objective 1 to support rural areas?</li> <li>- How will Objective 1 help my business?</li> <li>- How can private sector training providers access Objective 1?</li> <li>- Making the most of the 'Pembrokeshire Key Fund'?</li> </ul> |
| 6.30pm | Plenary  |
| 7.00pm | Finish   |

**REPLY FORM**

- I will / will not attend the Annual Objective 1 Forum  
(please delete as necessary)
- I would like the following topic covered / question asked:

Name:

Organisation:

Address:

Telephone:

Fax:

Email:

Please reply to: PPMB Secretariat, c/o Economic Development Division,  
Pembrokeshire County Council, County Hall, Haverfordwest, Pembrokeshire SA61 1TP  
Tel: 01437 776174/5/6 Fax: 01437 776184  
www.objective1-pembrokeshire.org.uk



## NICK AINGER MP/AS

Labour Member for Carmarthen West & South Pembrokeshire

Aelod Llafur dros Gorllewin Caerfyrddin a De Benfro

House of Commons, Westminster, London SW1A 0AA

Tel/Ffon: 0207 219 4004 Fax/Facs: 0207 219 2690

APPENDIX "E"

19 AUG 2002

Constituency Office/Swyddfa Etholaeth  
Ferry Lane Works

Ferry Lane

PEMBROKE DOCK SA71 4RE

Tel/Ffon: 01646 684404 Fax/Facs: 01646 682954

E Mail: [ainger@parliament.uk](mailto:ainger@parliament.uk)

Website: [www.nickainger.labour.co.uk](http://www.nickainger.labour.co.uk)

Our Ref/Ein Cyf: 02/PP  
Your Ref/Eich Cyf:

16 August 2002

Mr Roland Edwards  
Town Clerk  
Pembroke Dock Town Council  
Council Offices  
Pater Hall  
PEMBROKE DOCK  
Pembrokeshire  
SA72 6DD

## NICK AINGER MP/AS

Labour Member for Carmarthen West & South Pembrokeshire

Aelod Llafur dros Gorllewin Caerfyrddin a De Benfro

House of Commons, Westminster, London SW1A 0AA

Tel/Ffon: 0207 219 4004 Fax/Facs: 0207 219 2690

Constituency Office/Swyddfa Etholaeth  
Ferry Lane Works

Ferry Lane

PEMBROKE DOCK SA71 4RE

Tel/Ffon: 01646 684404 Fax/Facs: 01646 682954

E Mail: [ainger@parliament.uk](mailto:ainger@parliament.uk)

Website: [www.nickainger.labour.co.uk](http://www.nickainger.labour.co.uk)

Our Ref/Ein Cyf: 02/PP  
Your Ref/Eich Cyf:

16 August 2002

Mr Ted Sangster  
General Manager  
Milford Haven Port Authority  
P O Box 14  
Gorsewood Drive  
MILFORD HAVEN  
Pembrokeshire  
SA73 3ER

### PEMBROKE PORT - APPLICATION FOR EXPLOSIVES LICENCE

Thank you for copying to me your letter to HM Chief Inspector of Explosives about the above application.

I enclose a copy of a letter I have written to Ted Sangster, the General Manager of the Port Authority asking for more details, particularly in relation to any risk to life or property outside the dockyard perimeter.

When I have a response from him I will then decide whether I will formally object to the licence application.

Yours sincerely

**NICK AINGER MP**  
(Dictated by Nick Ainger MP and signed in his absence)

Dear Ted

### PEMBROKE PORT - APPLICATION FOR EXPLOSIVES LICENCE

Thank you for your letter of the 9<sup>th</sup> August and the enclosed plan which details the three categories of safeguarding distances related to the application.

I note that the outer purple limit does include approximately 13 properties in Front Street. As far as I can see these are the only permanently occupied properties which would be within the outer purple ring.

Your letter indicates that if a proposal was made to develop residential properties within that area the Health and Safety Executive would not object, provided they were of conventional construction but they would do so if they were of vulnerable construction. It would be helpful if you could set out what vulnerable construction means, as I am sure the residents of Front Street, who are within the purple limit, would at the very least need reassurance that they and their properties were not at risk. I think this is the



## NICK AINGER MP/AS

*Labour Member for Carmarthen West & South Pembrokeshire*  
*Aelod Llyafur dros Gorllewin Caerjirdin a De Benfro*  
House of Commons, Westminster, London SW1A 0AA  
Tel/Ffon: 0207 219 4004 Fax/Facs: 0207 219 2690

Constituency Office/Swyddfa Etholaeth  
Ferry Lane Works

Ferry Lane

PEMBROKE DOCK SA71 4RE

Tel/Ffon: 01646 684404 Fax/Facs: 01646 682954

E Mail: [n.ainger@parliament.uk](mailto:n.ainger@parliament.uk)

Website: [www.nickaingerlabour.co.uk](http://www.nickaingerlabour.co.uk)

key issue and it would allay many fears if you could assure those residents that they are not at risk from the proposed handling of explosives within the Dockyard.

I look forward to your reply.

Yours sincerely

NICK AINGER MP

(Dictated by Nick Ainger MP and signed in his absence)

Our Ref/Bin Cyf: 02/PP  
Your Ref/Eich Cyf:

- 8 AUG 2002

06 August 2002

Mr Roland Edwards  
Town Clerk  
Pembroke Dock Town Council  
Council Offices  
Pater Hall  
PEMBROKE DOCK  
Pembrokeshire  
SA72 6DD

*Daed Mr. Edwards*

### PEMBROKE PORT - APPLICATION FOR EXPLOSIVES LICENCE

Thank you for copying to me your letter to HM Chief Inspector of Explosives about the above application.

I enclose a copy of a letter I have written to Ted Sangster, the General Manager of the Port Authority asking for more details, particularly in relation to any risk to life or property outside the dockyard perimeter.

When I have a response from him I will then decide whether I will formally object to the licence application.

*I hope this is helpful.  
Yours sincerely  
Nick Ainger*

NICK AINGER MP

## NICK AINGER MP/AS

Labour Member for Carmarthen West & South Pembrokeshire  
Aelod Llafur dros Gorllewin Caerfyrddin a De Benfro  
House of Commons, Westminster, London SW1A 0AA  
Tel/Ffon: 0207 219 4004 Fax/Facs: 0207 219 2690

Constituency Office/Swyddfa Etholaeth  
Ferry Lane Works  
Ferry Lane  
PEMBROKE DOCK SA71 4RE  
Tel/Ffon: 01646 684404 Fax/Facs: 01646 682954  
E Mail: ainger@parliament.uk  
Website: www.nickainger.labour.co.uk

Our Ref/Ein Cyf: 02/PP  
Your Ref/Eich Cyf:

Mr Ted Sangster  
General Manager  
Milford Haven Port Authority  
PO Box 14  
Gorsewood Drive  
MILFORD HAVEN  
Pembrokeshire  
SA73 3ER

06 August 2002

### PEMBROKE PORT - APPLICATION FOR EXPLOSIVES LICENCE

Thank you for your letter of the 24<sup>th</sup> July setting out the present position on the applications for the explosives licence.

You will recall at the briefing you gave me, Chris Gwyther and Jackie Lawrence that concern was expressed that the radius of blast damage, as defined by the Health and Safety Executive, would extend beyond the dockyard perimeter. I expressed my concern about that and I wonder if the licence which you are now seeking has been amended from the original proposal, so that there can be no risk to life or property beyond the dockyard perimeter. It would be helpful if you could perhaps provide a plan of the site together with details of the areas at risk.

I look forward to your reply.

NICK AINGER MP

## HSE

Health & Safety Executive  
Hazardous Installations Division LD2  
Explosives Inspectorate

29 AUG 2002

HID INFO LD2 - EXPLOSIVES INSPECTORATE  
HM CHIEF INSPECTOR OF EXPLOSIVES - MR A R DUCKWORTH

Mr T R Edwards  
Town Clerk  
Pembroke Dock Town Council  
Council Offices  
Pater Hall  
Pembroke Dock, SA72 6DD  
Our file reference: X1/4811/212/1  
Your file reference:  
27 August 2002

Dear Sir

### Application for Explosives Licence - Pembroke Dock

I refer to your letter dated 31st July 2002 expressing the Council's objection to the application for an explosive's licence. HM Chief Inspector of Explosives has asked me to reply on his behalf. I confirm that the objection has been noted and will be taken into account.

The application arises from the Dangerous Substances In Harbour Area Regulations 1987 which lay down the conditions under which explosives and other dangerous substances must be handled in ports and such places around our coastline. The Regulations make special provisions for explosives, such as the need to appoint a responsible security officer and, above all, the need to have a licence. They are enforced by the Health and Safety Executive and it is the Executive which has to decide whether or not to issue the explosives licence.

In considering this application the Health and Safety Executive has rigorously applied well established safety criteria. As part of the HSE's assessment of the harbour's suitability for handling explosives, I conducted a detailed survey of the dock and surrounding area to assess the risks and to take special account of people and places outside the control of the applicant. The aim of this process is to provide, through the limitations and constraints imposed in the licence, a high level of protection to people and their property. I might say, although there is no room for complacency, that there has not been an explosion during the handling of explosives in a port in the UK in peacetime in living memory.

The licence does not affect the responsibilities placed on the occupier by the Health and Safety at Work etc Act, 1974 to ensure that the risk to people's health and safety are properly controlled. The occupier has a duty to see to it that safe systems are in place which take account of the skills, experience, knowledge and training of the people at work and of the supervision they need.

The licence is concerned instead to reduce further the smaller residual risks to the public and all other persons not directly involved with the handling of explosives in the Docks.

I hope that the above answers the points you have raised satisfactorily.

Yours Sincerely



A E Webb  
HM Inspector of Health & Safety (Explosives)

FROM THE REVEREND ALAN THOMAS  
VICAR OF PEMBROKE DOCK  
RURAL DEAN OF CASTLEMARTIN

APPENDIX "F"  
THE VICARAGE,  
CHURCH STREET,  
PEMBROKE DOCK,  
DYFED SA72 6AR  
TEL: PEMBROKE 682943

30 July 2002

31 JUL 2002

Mr Roland Edwards  
Town Clerk  
Pembroke Dock Town Council  
Pater Hall  
Pembroke Dock  
Pembrokeshire

Dear Mr Edwards

St John's Parish Church - Restoration Project

I know that you and a number of our Town Councillors are aware of the tremendous efforts being made by parishioners to raise sufficient funds to cover the cost of restoring the Parish Church of St John the Evangelist.

To bring the Church back into a good state of repair to ensure that the fabric will endure well into the 21<sup>st</sup> century we need to raise almost £200,000. We have made good progress to date both through the securing of a number of grants, including a major grant from the Townscape Heritage Initiative, and also through a whole range of fund raising initiatives.

The Church plays an important role not only in the spiritual life of the town, but also in regard to its part within the civic life of Pembroke Dock, and so I write to ask the Town Council if it can make a contribution towards our costs as a positive measure of support for our restoration project.

Should you require any further information before placing this appeal before members of the Council please do not hesitate to contact me.

Yours sincerely

*Alan Thomas*

*Vicar - Pembroke Dock*

5 AUG 2002

64 WARELLA RESCUE

PARK ESTATE

PEMBROKE DOCK

SA72 6AR

Dear Sir

Would it be possible to have a  
Donation from the Town Council to enable  
us to carry on with the many projects  
on the Bunk and Park Estate which RAGP.  
to improve peoples lives and environment.  
This week we have judged the garden  
competition and we are making  
arrangements for our next night competition.  
It is not only good for the estate but  
also the town.

Yours Faithfully

Mrs. B. Griffiths

Treasurer to the Bunk and Park  
Tenants and Residents Association



# **PEMBROKE DOCK TOWN COUNCIL**

## **REPORT OF FINANCIAL OFFICER**

**5TH SEPTEMBER, 2002**

Madam Mayor, Ladies and Gentlemen,

The following matters are submitted for consideration:-

### **10. PAYMENT OF ACCOUNTS**

The following account was paid out of meeting.

73.     Pembrokeshire County Council - Planning Application Fees -  
          Disabled Facilities - Pater Hall

£47.50

The following accounts are submitted for payment:-

74.	Pitney Bowes - Maintenance of Postage Meter	£11.74
75.	Jewson Ltd. - Materials	£5.88
76.	Kidde Fire Protection Services - Maintenance of Emergency Lighting	£72.39
77.	Pembrokeshire County Council - Sage Accounts Training	£150.00
78.	The Consortium - Town Clerk's Chair	£119.85
79.	St. Patrick's Community Hall Committee - Donation	£50.00
80.	Evan Pritchard - Repairs - Centenary Lamp	£2,464.19
81.	Imprest Account - Wages, Tax and N.I.	£3,833.72

W.A. VINCENT  
Financial Officer

