

At a Meeting of Pembroke Dock Town Council held at Pater Hall, Pembroke Dock on Thursday, 13<sup>th</sup> June, 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, S. Perkins,  
Mrs. V.M.J. Roach, Mrs. B. Roch,  
R. Watts.

**IN ATTENDANCE:**

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

The Meeting was opened with Prayer.

**39. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs. P.E.M. Folland and Mrs. M. Williamson.

**40. MINUTES**

PROPOSED by Councillor D.L. Jones  
SECONDED by Councillor Mrs. B. Roch

**RESOLVED –**

That the Minutes of the last Meeting held on the 23rd May, 2002 be adopted as circulated subject to the following amendments:-

**41. MATTERS ARISING FROM THE MINUTES**

**(a) Minute 27(a) – Albion Square Centenary Lamp**

The Town Clerk reported that Pembrokeshire County Council had advised that SWALEC will not permit any work to proceed on the above Lamp unless there is an earth cable which would have to be fixed by a registered street works operator.

**RESOLVED –**

That the Town Clerk write to Evan Pritchard & Co., and request a written quotation for the necessary works and that they be instructed to undertake this repair to the Centenary Lamp as soon as possible.

**(b) Minute 28(28) – The Fire Precautions (Workplace) Regulations, 1997 Pater Hall and Offices**

The Town Clerk reported that Mr. Lloyd, Fire Service had discussed the quotations received in respect of the above works and had agreed to analyse them. It had been agreed that the work required under the Fire Precaution Regulations could be included in the Council's grant application for refurbishment and upgrading.

The Town Clerk stated that he would report back to Council on this matter.

**(c) Minute 28(30) – Town Twinning – European Grant Application**

The Town Clerk reported that he had received a reply from Ms Eluned Morgan, MEP which stated that over 500 applications were considered at the European Commission and that the Jury had accepted 300. To date no reply had been received from the European Commission to the Council's enquiry as to whether there were any deficiencies in the application.

**RESOLVED –**

That the Town Clerk request Ms Eluned Morgan, MEP to obtain further clarification in respect of the Council's application.

**(d) Minute 28(33) – Mr. D.R. Phillips, 34 Bush Street**

The Town Clerk reported that Mr.D.R. Phillips was 23 years of age and employed as a fisherman, therefore he did not qualify for the donation and the cheque had not been drawn.

**(e) Minute 28 (41) – Town Website**

The Town Clerk reported that a meeting with PAVS, Mr. Tallett, Chamber of Trade, Councillor P.G. Gwyther and himself was to be held tomorrow morning, 14<sup>th</sup> June, 2002 to discuss the website grant application which had been refused.

The Town Clerk advised that the SPARC/PLANED meeting regarding the formation of a Community Association was scheduled for the 2<sup>nd</sup> July, 2002.

**RESOLVED –**

That the Town Clerk report back to the next Council Meeting on this matter.

**(f) Minute 38(c) – Tourist Information Board**

The Town Clerk reported that he had liaised with the Rotary Club who had advised that they would contribute £1,000 towards the provision of a information board in Pembroke Dock. Texaco had advised that they would prefer to consider an application at the end of the financial year or the next financial year.

**RESOLVED –**

- (1) That a tourist information board be provided subject to contributions from Rotary Club, Texaco and other sources
- (2) That BT be consulted with regard to the location of the information board immediately above their unit outside Pater Hall in Lewis Street.
- (3) That subject to agreement by BT a planning application be submitted to Pembrokeshire County Council for the information board.

**(g) Minute 38(f) – Front Street - Boat Parking**

The Town Clerk reported that Pembrokeshire County Council had advised that this matter was being considered by their Legal Department.

Councillor D.L. Jones stated that some clearance work had been undertaken in the above location but that further work was still necessary.

**(h) Minute 38(h) – St. Patrick’s Church Hall**

Councillor P.G. Gwyther stated that a local Community Association had expressed an interest in the Church Hall and not the Guide Group as stated.

**(i) Minute 38(j) – Kwik Save Car Park – Stream**

Councillor S. Perkins stated that she had liaised with Pembrokeshire County Council and that she had been advised that this matter had been attended to. Councillor Mrs.V.M.J. Roach stated that there was no improvement to the problem. Councillor S. Perkins stated that she would report this matter again and request urgent attention.

42. **REPORT OF TOWN CLERK**

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

The Town Clerk stated that as resolved at the last meeting, the Mayor and himself had met with Mr. G. Scourfield of Pembroke Design and discussed the refurbishments which had been prioritised by Council.

The Town Clerk reported that a letter from Pembroke Design was reproduced at Appendix "A" together with budget costings and sketches of the proposed works. The European Officer had been informed of the details which had now been received and that the matter would be considered at this meeting.

The Town Clerk drew Members' attention to the reference to the formation of a Charitable Trust to maximise grant opportunities.

**Summary of Budget Costings and Possible Funding**

Budget costings	£	136,000
<b><u>ADD</u></b> Fire alarm and additional emergency lighting		<u>6,000</u> (estimate)
		142,000
Possible Objective 1 grant (68.09%)		<u>96,688</u>
	Shortfall	<u>45,312</u>

The European Officer had indicated that the Council's application would probably be bidding for funding from the Central Ward Priority 3, Measure 3 allocation. The balance currently remaining of this allocation is £86,500. If it is not possible to draw funds from the Llanion Ward allocation, the shortfall would increase to £55,500.

Mr. A. Allison, Community Regeneration Officer, Pembrokeshire County Council had been asked to source additional funding for the refurbishment and upgrading to the Hall.

**RESOLVED -**

- (1) That clarification be sought with regard to the increase from £17,000 to £40,000 for the provision of an acoustic ceiling to hall in the budget costings.
- (2) That the dimensions of the area allocated for the relocated Council Offices be provided.
- (3) That consideration be deferred to a Special Council Meeting to be convened as soon as possible and that Mr. G. Scourfield be requested to attend to discuss the upgrading of Pater Hall.
- (4) That the formation of a Charitable Trust be pursued.

**51. Members Code of Conduct - Training**

The Town Clerk reproduced at Appendix "B" for Members' information, a letter from Mr. Huw James, Pembrokeshire County Council regarding his proposed arrangements for a programme of training for Clerks and Members of Town and Community Councils.

**52. 49 Gwyther Street**

The Town Clerk referred to the above property which was again a matter of concern. County Councillor T.V. Hay had requested that this matter be reported to Members.

Reproduced at Appendix "C" to the report was the latest response from Pembrokeshire County Council to the request for action to be taken.

**RESOLVED –**

That Pembrokeshire County Council be requested to undertake clearance of the land surrounding the above property in view of its derelict condition.

**53. Obstructions in the Highway**

The Town Clerk reproduced at Appendix "D" for Members' information a letter from Pembrokeshire County Council regarding obstructions placed within the adopted highway.

Councillor P.G. Gwyther expressed his concern that reference was made to the fact that if any organisation wished to construct flower beds, seats, signs etc., that the Town Council would have to be prepared to underwrite the ongoing maintenance and public liability responsibility.

**RESOLVED –**

That Pembrokeshire County Council be requested to clarify the procedure as to whether the Town Council would be consulted in respect of any costs which would have to be borne in the event of such provision by an organisation.

**54. Friends of Pennar Infants School**

The Town Clerk reproduced at Appendix "E" a letter from the newly formed Parents & Teachers Association at Pennar Infants School. A donation was requested towards the cost of outings which were additional to the national curriculum.

**RESOLVED –**

That the Council make a financial contribution of £100 to the Parents and Teachers Association at Pennar Infants School.

**55. Miss N. Symes, 27 Stranraer Road, Pennar**

The Town Clerk reproduced at Appendix "F" a request for a donation from Miss Nikki Symes, a member of 1st Pembroke Dock Ranger Unit and a Young leader for 2<sup>nd</sup> Pembroke Dock Brownies. She had been selected to represent Wales at an International Jamboree in Iceland from 13<sup>th</sup> – 26<sup>th</sup> July, 2002.

**RESOLVED –**

That the Council make a financial contribution of £100 to Miss N. Symes subject to being under 18 years of age.

**56. Planning Guide**

The Planning Guide, produced by the Wales Association of Community & Town Councils, had now been received and was available for reference by Members.

**57. Joint Unitary Development Plan for Pembrokeshire**

The Town Clerk reported that a copy of the above consultation document prepared jointly by Pembrokeshire County Council and the Pembrokeshire Coast National Park Authority had been received and was available for inspection until 5<sup>th</sup> July, 2002. Roadshows were held at several locations in the County during May. Representation forms were available.

When adopted, the Joint Unitary Development Plan would replace both the North and South Pembrokeshire Local Plans, the Pembrokeshire Coast National Park Local Plan and the Dyfed Structure Plan.

**58. The Countryside Access (Draft Maps)  
(Wales) Regulations, 2001**

The Town Clerk reported that the Countryside Council for Wales had issued a draft map of Pembrokeshire in accordance with the above regulations and was available for inspection. The map shows all registered common land and all open country.

Consultation events open to all members of the public were being held at various locations in the County, with one being held at Pembroke Town Hall on Thursday, 13<sup>th</sup> June, 2002 from 12 noon to 7.00 p.m.

Representations about the showing of, or the failure to show, any area of land on the draft map have to be made by the 9<sup>th</sup> September, 2002.

**59. Planning Application**

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

213/02	Mr. K. Baxter Park House Hill Farm Residential Park Pembroke Dock	Park House, Hill Farm Residential Park – Demolition of existing substandard dwelling and construction of new dwelling
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PROPOSED by Councillor Mrs. C. Fortune  
SECONDED by Councillor Mrs. B. Roch

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

**60. Planning Decisions**

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

1204/01 - 52 Gwyther Street - Domestic alterations and extension – Approved  
1205/01 – Plot X, St. Patricks Hill, Llanreath – One house and garage – Approved  
35/01/LB – 50 – 54 Bush Street – Erection of Satellite Dish – Approved

**43. SUPPLEMENTARY REPORT OF TOWN CLERK**

**61. Prospect Place, Pembroke Dock**

The Town Clerk reproduced at Appendix “G” a reply from Pembrokeshire County Council regarding the parking problems at Croft Terrace.

**RESOLVED –**  
That the Council defer consideration  
of this matter pending the views of  
Dyfed-Powys Police.

**62. Schools in Bloom Competition**

The Town Clerk stated that judging for this year’s Schools in Bloom competition will take place on Tuesday, 16<sup>th</sup> July, 2002.

**63. Temporary Road Closure  
Gordon Street**

The Town Clerk reported that notice had been received that Gordon Street would be closed from Monday, 24<sup>th</sup> June, 2002 for the duration of five days. The closure was required so that work to reconstruct the paved pedestrian crossing areas, which formed part of the carriageway, may be undertaken.

**64. Miss Rachel Picton, 27 Park Street**

The Town Clerk reported that Miss Picton had been selected to represent Wales for Guides Cymru at an international event in Denmark and had requested a donation to assist with funding the trip. Her letter was reproduced at Appendix "H."

**RESOLVED –**

That the Council make a financial contribution of £100 to Miss R. Picton subject to being under 18 years of age.

**65. Miss L. Williams, 99 Military Road**

The Town Clerk reported that Miss Williams is a Young Leader with the 3<sup>rd</sup> Pembroke Dock Guide Unit and had been invited to represent Wales on a visit to Canada in July, 2002. Her request for a donation was also reproduced at Appendix "I."

**RESOLVED –**

That the Council make a financial contribution of £100 to Miss L. Williams subject to being under 18 years of age.

**66. Planning Application**

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

246/02	Mr. & Mrs. F. Brown 24 Military Road Pembroke Dock	Plot 4, Parade – Residential Dwelling
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PROPOSED by Councillor D.L. Jones  
SECONDED by Councillor D.T. Esmond

**RESOLVED –**

That the Council have no objection to the application.



**67. Planning Decision**

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

910/01 – Land off Treowen Road, Pennar – Alteration of location of units 1 & 2 and relocation of public right of way on site - Approved

**44. REPORT OF FINANCIAL OFFICER**

**6. Payment of Accounts**

The following accounts were submitted for payment:-

43.	Pembroke Dock Harlequins R.F.C. – Donation	£100.00
44.	Zurich Municipal Insurance – Premium	£83.25
45.	British Gas – Gas Supply	£582.41
46.	Jewson Ltd. – Materials	£65.90
47.	Newey & Eyre Ltd. – Materials	£120.25
48.	Imprest Account – Salaries and Wages	£2472.79

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

49.	Pitney Bowes – Maintenance of Postage Meter	£11.74
50.	SWALEC – Electricity	£178.16
51.	Pembroke Nurseries – Filling and Fixing Flower Baskets	£865.00

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

**RESOLVED –**

That account nos. 43 – 51 be approved for payment.

**45. MATTERS RAISED VERBALLY**

**(a) Former District Council Offices, Llanion Park**

Councillor D.L. Jones referred to recent press reports and enquired as to when the National Parks Authority would be relocated at the above Offices.

**RESOLVED –**

That the Council write to the Welsh Assembly in support of the National Parks Authority being located at the former Llanion Park Council offices.

(b) **Albion Square – Seats**

Councillor D.L. Jones requested that some of the seats which had been put into storage from the above location should be provided for the summer period only.

**RESOLVED –**

That Pembrokeshire County Council be requested to provide some seating at the above location for the summer period only.

(c) **Albion Square – Flower Beds**

Councillor D.L. Jones stated that the flower beds which had been provided in the enhancement scheme required attention.

**RESOLVED –**

That Pembrokeshire County Council be requested to improve the flower beds at the above location for the holiday season.

(d) **Street Sweeping – Town**

Councillor D.L. Jones reiterated his concern over the unkempt condition of the streets in the Town.

**RESOLVED –**

That Pembrokeshire County Council be requested to ensure that the street sweeping in the Town is carried out on a regular basis.

(e) **Grass Cutting**

The Mayor referred to grass cutting which had been recently carried out in the Town and to the fact that the grass blowing machine had not been used which had resulted in the pavements being covered with grass.

**RESOLVED –**

That Pembrokeshire County Council be requested to ensure that the grass blowing machine is used in conjunction with the grass cutting machine in order to avoid pavements being covered with grass and a danger for pedestrians.

**(f) Laws Street – Zebra Crossing**

Councillor R. Watts referred to red tiles on the above crossing which are loose and a danger to public safety.

**RESOLVED –**

That Pembrokeshire County Council be requested to reinstate the loose tiles at the above location.

**(g) Water Street – Public Conveniences**

Councillor R. Watts stated that he had received a complaint regarding the appalling condition of the above public conveniences. He requested that this matter be reported to the County Council for immediate attention.

**RESOLVED –**

That Pembrokeshire County Council be requested to give priority attention to the appalling condition of the public conveniences at the above location.

**(h) The Dockyard – Parking of Heavy Goods Vehicles**

Councillor R. Watts stated that the parking of heavy goods vehicles on the road leading from the Irish Ferry Terminal had been prohibited due to the provision of bollards. This had resulted in drivers who had completed their driving time parking the vehicles in close proximity to the Market area.

**RESOLVED –**

That the views of the Police be sought in the above matter.

**(i) Water Mains – Town**

Councillor Mrs. V.M.J. Roach enquired as to when the contract for the renewal of water mains in the Town would be completed.

**RESOLVED –**

That the Town Clerk liaise with Lang Utilities in order to establish when the water mains supply in the Town would be completed.

**(j) Bethel Chapel – Trade Waste**

Councillor Mrs. B. Roch stated that she had been advised that Bethel Chapel had been invited to enter into a trade waste agreement with Pembrokeshire County Council in view of the waste which emanates from their lunches. Alternative measures which could be taken were discussed.

(k) **Martello Tower – Information Board**

Councillor D.L. Jones referred to the unkempt condition of the Information Board at the above location and it was

**RESOLVED –**

That Pembrokeshire County Council be requested to undertake restoration work to the above Board.

(l) **South Pembrokeshire Hospital – Fete – Loan of Tables**

The Mayor stated that the organisers of the Fete to be held on the 22<sup>nd</sup> June, 2002 had requested that the Council loan them 30 tables.

**RESOLVED –**

That the Council loan 30 tables to the South Pembrokeshire Hospital for their Fete to be held on Saturday, 22<sup>nd</sup> June, 2002.

(m) **Warrior Way – New Building**

The Mayor enquired as to whether the new building being erected at the above location was as rumoured a new Call Centre.

County Councillor S. Perkins stated that a new Call Centre was being erected in the above vicinity.


(n) **US Army Plaques – Martello Tower**

The Town Clerk referred to Minute 29(48) when Council had resolved to release the above plaques from the Council Chamber for display purposes at the Martello Tower. It had been suggested that consideration should be given to replica plaques being provided.

**RESOLVED –**

That the Town Clerk obtain a price for the provision of replica US Army plaques for display purposes in the Council Chamber.

**The Meeting terminated at 8.20 p.m.**

  
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Mayor

# PEMBROKE DOCK TOWN COUNCIL

## REPORT OF TOWN CLERK

13TH JUNE, 2002

Madam Mayor, Ladies and Gentlemen,

### PART 1 – GENERAL

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

As resolved at the last meeting, the Mayor and myself have had a meeting with Mr. G. Scourfield of Pembroke Design and discussed the refurbishments which were prioritised.

Enclosed at Appendix “A” is a letter from Pembroke Design, together with budget costings and sketches of the proposed works.

I have informed the European Officer that these details have now been received and that the matter will be considered at this meeting.

I particularly draw Members’ attention to the reference to the formation of a Charitable Trust to maximise grant opportunities.

#### Summary of Budget Costings and Possible Funding

	£
Budget costings	136,000
<u>ADD</u> Fire alarm and additional emergency lighting	<u>6,000</u> (estimate)
	142,000
Possible Objective 1 grant (68.09%)	<u>96,688</u>
Shortfall	<u>45,312</u>

The European Officer has indicated that the Council’s application will probably be bidding for funding from the Central Ward Priority 3, Measure 3 allocation. The balance currently remaining of this allocation is £86,500. If it is not possible to draw funds from the Llanion Ward allocation, the shortfall will increase to £55,500.

I have asked Mr. A. Allison, Community Regeneration Officer, Pembrokeshire County Council to source additional funding and I hope to report further at the meeting.

Members' instructions are requested.

## **PART II – CORRESPONDENCE**

### **51. MEMBERS CODE OF CONDUCT – TRAINING**

For Members' information, I enclose at Appendix "B" a letter from Mr. Huw James, Pembrokeshire County Council regarding his proposed arrangements for a programme of training for Clerks and Members of Town and Community Councils.

### **52. 49 GWYTHYR STREET**

The condition of this property is again causing concern and I have been requested by County Councillor T. V. Hay to report the matter to Members.

I enclose at Appendix "C" the latest response from Pembrokeshire County Council to the request for action to be taken.

Members' instructions are requested.

### **53. OBSTRUCTIONS IN THE HIGHWAY**

I enclose at Appendix "D" for Members' information a letter from Pembrokeshire County Council regarding obstructions placed within the adopted highway.

### **54. FRIENDS OF PENNAR INFANTS SCHOOL**

I enclose at Appendix "E" a letter from the newly formed Parents & Teachers Association at Pennar Infants School. A donation is requested towards the cost of outings which are additional to the national curriculum.

Members' instructions are requested.

### **55. MISS N. SYMES, 27 STRANRAER ROAD, PENNAR**

I enclose at Appendix "F" a request for a donation from Miss Nikki Symes. a member of 1sts Pembroke Dock Ranger Unit and a Young leader for 2<sup>nd</sup> Pembroke Dock Brownies. She has been selected to represent Wales at an International Jamboree in Iceland from 13<sup>th</sup> – 26<sup>th</sup> July, 2002.

Members' instructions are requested.

### **PART III – PLANNING**

#### **56. PLANNING GUIDE**

The Planning Guide, produced by the Wales Association of Community & Town Councils, has now been received and is available for reference by Members.

#### **57. JOINT UNITARY DEVELOPMENT PLAN FOR PEMBROKESHIRE**

A copy of the above consultation document prepared jointly by Pembrokeshire County Council and the Pembrokeshire Coast National Park Authority has been received and is available for inspection until 5<sup>th</sup> July, 2002. Roadshows were held at several locations in the County during May. Representation forms are available.

When adopted, the Joint Unitary Development Plan will replace both the North and South Pembrokeshire Local Plans, the Pembrokeshire Coast National Park Local Plan and the Dyfed Structure Plan.

#### **58. THE COUNTRYSIDE ACCESS (DRAFT MAPS) (WALES) REGULATIONS, 2001**

The Countryside Council for Wales has issued a draft map of Pembrokeshire in accordance with the above regulations and is available for inspection. The map shows all registered common land and all open country.

Consultation events open to all members of the public are being held at various locations in the County, with one being held at Pembroke Town Hall on Thursday, 13<sup>th</sup> June, 2002 from 12 noon to 7.00 p.m.

Representations about the showing of, or the failure to show, any area of land on the draft map have to be made by the 9<sup>th</sup> September, 2002.

#### **59. PLANNING APPLICATION**

The following planning application has been received from Pembrokeshire County Council for your consideration:-

213/02	Mr. K. Baxter Park House Hill Farm Residential Park Pembroke Dock	Park House, Hill Farm Residential Park – Demolition of existing substandard dwelling and construction of new dwelling
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**60. PLANNING DECISIONS**

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

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35/01/LB – 50 – 54 Bush Street – Erection of Satellite Dish – Approved

T.R. EDWARDS

Town Clerk



PEMBROKE DESIGN

L I M I T E D

R Edwards Esq  
 Pembroke Dock Town Council  
 Council Offices  
 Pater Hall  
 Pembroke Dock  
 Pembrookeshire  
 SA72 8DD

- 6 JUN 2002

BY FAX AND BY POST

5 June 2002  
 6400/LB/GJS

Dear Roland

PATER HALL, PEMBROKE DOCK

Following our recent meeting with the Mayor, I trust that this letter and its enclosures will suffice for your meeting on 13 June 2002.

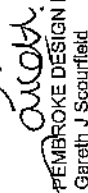
The attached drawings offer my interpretation of the best and in my opinion most cost effective way of dealing with all the points raised in the Access Audit, including my suggestion to relocate your offices to the ground floor of the building, and by utilising of what is wasted space at present (all subject to a planning application/approval).

Also appended is a schedule of revised costs for bid purposes, and if our quantity surveyor can be any further help we will be happy to oblige, and his name is David Glennerster and is based in our Pembroke Dock office.

You are aware that as a Town Council you are severely limiting your grant opportunities, and I put in on record that in our experience if you formed a separate Charitable Trust for the hall you would be able to pursue a whole host of Lottery and private trust monies that you are currently unable to do. When we met I mentioned that Huw Morgan of Lowless and Lowless was instrumental in setting up the town's museum trust with myself and others, so he already has the basic model in his office and is well aware of the requirements of the Charity Commissioners.

Whilst I await to hear from you further, please be assured of only our best and most professional of attention at all times.

Yours sincerely

  
 PEMBROKE DESIGN LIMITED  
 Gareth J Scourfield

Encs

CHARTERED  
 ARCHITECTS  
 QUANTITY  
 SURVEYORS

PROJECT  
 MANAGERS  
 BUILDING  
 SURVEYORS  
 PLANNING  
 SUPERVISORS  
 PARTY WALL  
 SURVEYORS

16 MEYRICK STREET  
 PEMBROKE DOCK  
 SA72 6LT  
 Tel: 01646 683439  
 Fax: 01646 681563

e-mail:  
 pdoc@pembrokeidg.co.uk

5 PICTON PLACE  
 HAYFORDWEST  
 SA61 2LE

Tel: 01437 764195  
 Fax: 01437 764471

e-mail:  
 hwest@pembrokeidg.co.uk

24 SPILMAN STREET  
 CARMARTHEN  
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Tel: 01267 238612  
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 crm@pembrokeidg.co.uk

DIRECTORS

GARETH J SCOURFIELD  
 Dip Arch (Hons) BBA FRS  
 ARCS ARS ARS ARS

JULIAN HANSEL-THOMAS  
 BA (Hons) B Arch BA

HEBRON C WILLIAMS  
 BSc (Hons) B Arch (Dist)

DIRECTOR SECRETARY  
 ANDREW T POWELL  
 CND (Quals)

MANAGING SURVEYOR  
 DAVID J GLENNERSTER  
 FICS MRCS

CONSULTANT  
 W. KEITH WILLIAMS  
 ARCS

REGISTERED OFFICE  
 16 MEYRICK STREET  
 PEMBROKE DOCK  
 Reg. No. 143 1184  
 WALES  
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PATER HALL, PEMBROKE DOCK

OUTLINE BUDGET COSTINGS BASED ON SKETCHES 5 JUNE 2002

	£
• Acoustic ceiling to hall	40,000
• New windows throughout	30,000
• Disabled facilities including new Town Council offices	45,000
	-----
Add: Design contingency 5%, say	£115,000
	6,000
	-----
Add: Professional Fees 12.5%, say	15,000
	-----
	£136,000
	=====

BUDGET ESTIMATED TOTAL COST

Note:

- Figures are based on accompanying sketches
- Figures exclude VAT
- Figures are at 2<sup>nd</sup> quarter 2002 rates
- Figures do not include for any planning/building regulation/Radon gas fees to Local Authority
- Figures do not include for any legal fees

Your ref  
Eidd eiddrifnid  
My ref  
Pwyngylfwrdd  
Please ask for  
Cofrestruwr am  
Teleffôn  
Ffôn  
Date  
Dyddiad

GHJ/PEP  
22<sup>nd</sup> May 2002  
24 MAY 2002

BRYN PARRY-JONES, M.A. (emer)  
Chief Executive  
G. HUY JAMES, BA  
Director of Support and Cultural Services  
Penbrokeshire County Council  
County Hall, Haverfordwest,  
Pembrokeshire, SA61 1TP  
DX 98295 HAVFERDOWEST  
Telephone 01437 764551  
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My reference  
Cyngor Sir Penfro  
Cynnydd Y Sir, Haverfordwest,  
Sir Benfro, SA61 1TP  
DX 98295 HAVFERDOWEST  
Ffôn 01437 764551  
Ffôn Ffacs 01437 775303

APPENDIX "B"

Dear Sir/Madam,

**MEMBERS CODE OF CONDUCT - TRAINING**

Earlier this year, I informed members of the County Council's Town and Community Councils Forum that I would be arranging a programme of training for County, Town and Community Councilors as soon as formal guidance is published by the National Assembly on Part III of the Local Government Act 2000 which covers conduct issues.

Publication of the guidance has been delayed and although I understand that draft guidance for consultation is likely to be circulated by the end of this month, we feel that the training programme should commence shortly.

I am, therefore, making final preparations for all Members and Co-opted Members of the County Council to receive training on the new Code of Conduct during June and July before we break for the summer recess of meetings.

Then in the Autumn I am developing a programme for all Town and Community Councils and in accordance with the agreement made earlier this year, at the Town and Community Councils Forum, initial training will be targeted at the Clerk and one leading member of each Council. My aim, at this stage, is to arrange training sessions at various locations throughout the County involving groups of Councils on a geographic basis.

It would be of enormous help to me if Town and Community Councils could suggest appropriate groupings, a suitable venue and the most convenient part of the day for each group. I envisage each session lasting no more than 2 hours and that each group should comprise somewhere in the region of 15 to 20 Councils. I shall also raise this idea at the next Town and Community Councils Liaison meeting which is now scheduled to take place at County Hall, Haverfordwest on Tuesday, 11<sup>th</sup> June at 10.00am.

Yours sincerely,

*G.H. James*

G.H. JAMES  
Director of Support and Cultural Services

To: All Town and Community Councils in Pembrokeshire



Cynghor Sir Penfro - Pembrokeshire County Council

Your ref  
Eidd eiddrifnid  
My ref  
Pwyngylfwrdd  
Please ask for  
Cofrestruwr am  
Teleffôn  
Ffôn  
Date  
Dyddiad

DEL/L57272 - ID 4233  
Mr D Evans  
01437 776355  
21 January 2002

BRYN PARRY-JONES, M.A. (emer)  
Chief Executive  
HUY E. ROBERTS, BA (emer), CLERK, D.A.S. (emer), M.A. (emer)  
Director of Transportation and Environment  
Penbrokeshire County Council  
County Hall, Haverfordwest,  
Pembrokeshire, SA61 1TP  
DX 98295 HAVFERDOWEST  
Telephone 01437 764551  
Fax 01437 775303

Cynghor Sir Penfro  
Cynnydd Y Sir, Haverfordwest,  
Sir Benfro, SA61 1TP  
DX 98295 HAVFERDOWEST  
Ffôn 01437 764551  
Ffôn Ffacs 01437 775303

APPENDIX "C"

24 JAN 2002

Mr T R Edwards  
Town Clerk  
Pembroke Dock Town Council  
Pater Hall  
Pembroke Dock  
Pembrokeshire  
SA72 6DD

Dear Sir

Re: 49 Gwyther Street, Pembroke Dock

Thank you for your letter of 13<sup>th</sup> December 2001 concerning the above property.

I would advise you that a letter was sent on 27<sup>th</sup> November 2001, to the last known owner of number 49 Gwyther Street, in London, expressing your concerns. However, to date, no response has been received.

Also, the premises were inspected recently by Mr D Jenkins, Building Control Manager. Mr Jenkins reported that the building was not a dangerous structure and that he would be taking no further action.

The area is currently being treated by the Council's Pest Control Officer in order to eradicate any rodents that may be present.

Should you wish to discuss any of the above further, please contact Mr D Evans, at this office on (01437) 776355.

Yours faithfully

*S Huws*

S HUWS  
Principal Officer  
Public Protection Division



Cynghor Sir Penfro - Pembrokeshire County Council

Your ref  
Eid cyffwrdd  
My ref  
Ffôn nighyfwrdd  
Please tick for  
Cofrestruadur  
Telephone  
Date  
Digitised

APP IX "D"

**BRYN PARRY-JONES, M.A. (Hons)**  
Chief Executive  
Hwy E. Roberts, Isafllan, Cefn, Plas-y-Cro, Llanidloes, Powys  
Director of Transportation  
or Administrator  
Pembrokeshire County Council,  
County Hall, Havrefordwest,  
Pembrokeshire, SA41 1TP  
DX 98905 HAVREFORDWEST  
Telephone: 01437 764551  
Fax: 01437 775908

WBD/DM/GM/

Mr D Morgan, Network Manager

Network - Extension 5990

24 May 2002

To: City, Town & Community Councils

Dear Sir/Madam,

### Obstructions in the Highway

Some Community and Town Councils have constructed raised flowerbeds, plinths, seats, signs and other features within the adopted highway. The definition of "highway" includes roadside verges as well as carriageways, footways and lay-bys.

Councils wishing to carry out any work within the highway must seek the consent of the Highway Authority.

Any structures within the highway are a potential hazard to highway users and Councils that have erected such features, or are intending to do so, should be aware that substantial public liability insurance cover is required. Councils should seek advice from their insurers regarding the cover needed to indemnify the Highway Authority against claims arising due to the presence of these structures in the highway.

Please also note that other local bodies, such as the Chamber of Trade or Round Table, will only be granted consent to carry out provision of similar facilities, e.g. tree planting in the highway, if the Town or Community Council is prepared to underwrite the on-going maintenance and public liability responsibilities.

Yours sincerely,



W B Davies  
Head of Infrastructure Management



## THE GUIDE ASSOCIATION

27 Stranraer Road  
Pennar,  
Pembroke Dock  
Pembrokeshire  
SA72 6RY

24 MAY 2002

5<sup>th</sup> April 02

The Town Clerk  
Pembroke Dock Town Council  
Pater Hall  
Pembroke Dock  
Pembrokeshire

Dear Sir or Madam

My name is Nikki Symes and I am a member of 1<sup>st</sup> Pembroke Dock Ranger Unit, which I have been for two years and I am also a Young Leader for 2<sup>nd</sup> Pembroke Dock Brownies.

Recently I have been selected by Guides Cymru to represent Wales at an International Jamboree in Iceland this July 13<sup>th</sup> ~ 26<sup>th</sup>. It is a Scout and Guide camp that will be based in a place called Akureyri and the theme for the event is elves and trolls.

In order to take part in the event I need to raise almost £900. Therefore I would be extremely grateful if you could help with a donation of any sort.

Yours Faithfully,



Nikki Symes

# Cyngor Sir Penfro - Pembrokeshire County Council



# Friends of Pennar Infants School



30 MAY 2002

Karen Donoghue, Chairperson    Kim Evans, Secretary    Celeste James, Treasurer

From: Kim Evans,  
Secretary

c/o Pennar Infants School  
Cross Park  
Pennar  
Pembroke Dock  
SA72 8SW

29 May 2002

Pembroke Dock Town Council  
Council Offices  
Pater Hall  
Pembroke Dock  
SA72 8DD

FAO Mr TR Edwards, Town Clerk

Dear Mr Edwards

We are a newly formed Parent-Teacher Association, formed to help promote education by providing pupils with additional equipment and resources.

We are currently organising fund raising activities to ensure that all pupils at the school are able to benefit from outings during the Summer Term. As members no doubt appreciate, these outings are additional to the curriculum, and are intended to extend and build upon the formal learning in school as well as being enjoyable social events.

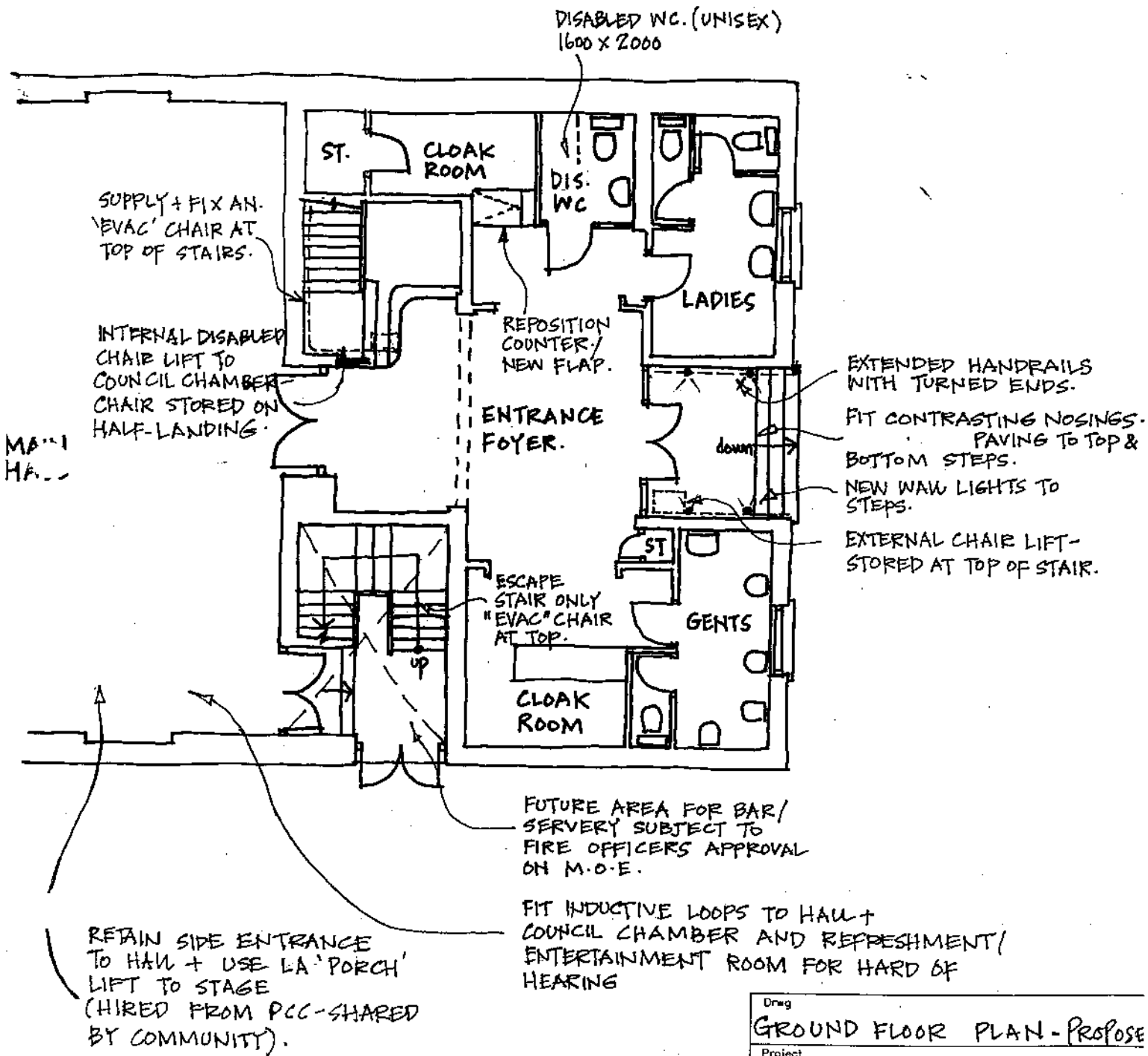
Fundraising in a relatively low-income area such as Pennar is always a challenge and we would be very grateful if the Town Council would consider providing financial assistance to enable us to meet the cost of these outings. The older pupils, whose work in school includes the theme of 'gardens', will be visiting Stackpole Gardens, the cost of transport for which will be in the region of £255. The younger pupils will be visiting Kiddies' Kingdom, which provides a safe, weatherproof opportunity to enhance physical development: the cost of this visit includes both transport and admission.

We look forward to hearing from you soon.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'K Evans'.

Mrs K Evans  
Secretary, Friends of Pennar Infants School



SKETCH 1

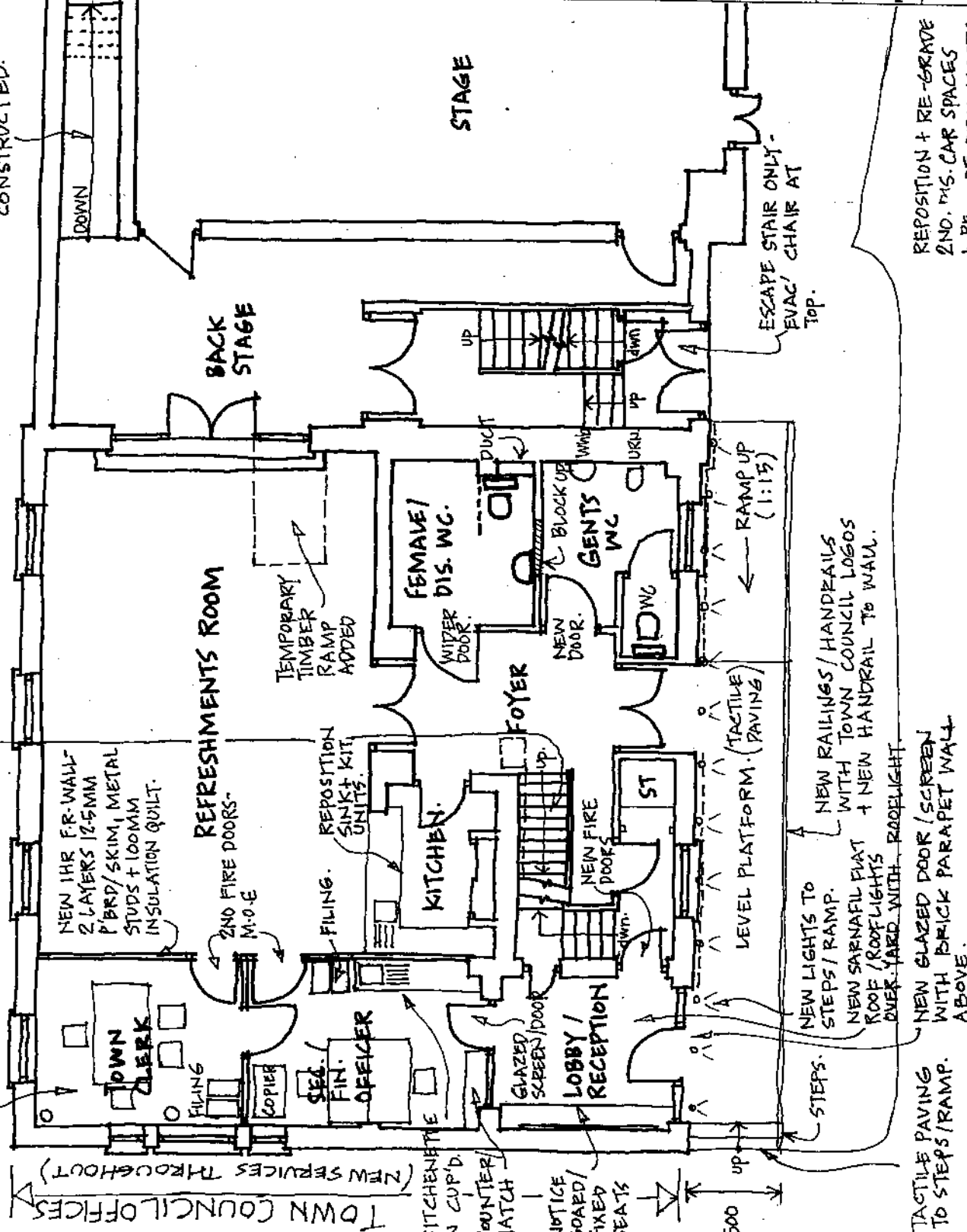
Drawn			
GROUND FLOOR PLAN - PROPOSE			
Project			
DISABLED SKETCH / REPOSITIONING OF TOWN CLERK'S OFFICE PROPOSALS, PATER HALL, P'DOCK.			
Client			
P. DOCK. TOWN COUNCIL			
PEMBROKE DESIGN			
L I M I T E D			
O PEMBROKE DOCK 16 MERRICK STREET SK72 9UT TEL: 01646 653439 FAX: 01646 681563 <small>pdock@pembroke-design.co.uk</small>		O HAWKSFORDWEST 5 PICTON PLACE SK17 2LE TEL: 01437 764135 FAX: 01437 764471 <small>hwest@pembroke-design.co.uk</small>	
O CARWARTHEN 26 SPURWAIN STREET SK17 1LD TEL: 01267 233612 FAX: 01267 233471 <small>carl@pembroke-design.co.uk</small>		CHARTERED ARCHITECT BUILDING SURVEYOR QUANTITY SURVEYOR PLANNING SUPERVISOR	
Designed	Scale	Original Size	Job No
GJS	1:100		6400
Drawn	Date	CAD Ref	Drwg No Rev
PNW	JUNE 02		SKI

NOTE: BY RELOCATING HERE, THE EXT'G OFFICES CAN REVERT TO CHANGING ROOMS (X2).

SUPPLY + FIX TURNED END HANDRAILS TO BOTH SIDES OF STAIRS

TACTILE PAVING, AND CHAIR LIFT TO STEPS + EVAC' CHAIR AT TOP OF STAIRS - CHAIR STORED AT BASE OF STAIR.

NEW STEEP RAMP CONSTRUCTED.



STAGE

BACK STAGE

FEMALE/ DIS. W.C.

GENTS W.C.

KITCHEN

REFRESHMENTS ROOM

FOYER

LOBBY / RECEPTION

TOWN CLERK

SEA FIN. OFFICER

ST

KITCHENETTE IN CUPB.  
COUNTER/HATCH  
NOTICE BOARD/  
FIXED SEATS

TOWN COUNCIL OFFICES  
(NEW SERVICES THROUGH)

REVISIONS NOTES.  
Pembroke Design Ltd 2001

DATE REV

Project  
PART GROUND FLOOR - PROPOSED

Client  
PEMBROKE DOCK TOWN COUNCIL

PEMBROKE DESIGN	
L I / M I T ' E D	Original Size
Scale 1:100	Job No 6400
Date JUNE 07	Dwg No Rev SK7

Designed	Scale	Date	Drawn	CAD Ref
GJS	1:100	JUNE 07	ANW	

PEMBROKE DOCK ARCHITECTS	
16 PEMBROKE STREET, SAZ, SAZ, SAZ	0 PEMBROKE DOCK ARCHITECTS BUILDING SURVEYORS QUANTITY SURVEYORS
TEL: 01446 41583	TEL: 01446 41583
FAX: 01446 41583	FAX: 01446 41583

REPOSITION + RE-GRADE 2ND. FLS. CAR SPACES + PR DE DROP KERBS.

SKETCH 2

# **PEMBROKE DOCK TOWN COUNCIL**

## **REPORT OF FINANCIAL OFFICER**

**13<sup>TH</sup> JUNE, 2002**

Madam Mayor, Ladies and Gentlemen,

The following matters are submitted for consideration:-

### **6. PAYMENT OF ACCOUNTS**

The following accounts are submitted for payment:-

43.	Pembroke Dock Harlequins R.F.C. – Donation	£100.00
44.	Zurich Municipal Insurance – Premium	£83.25
45.	British Gas – Gas Supply	£582.41
46.	Jewson Ltd. – Materials	£65.90
47.	Newey & Eyre Ltd. – Materials	£120.25
48.	Imprest Account – Salaries and Wages	£2472.79

W.A. VINCENT  
Financial Officer





# **PEMBROKE DOCK TOWN COUNCIL**

## **SUPPLEMENTARY REPORT OF TOWN CLERK**

**13TH JUNE, 2002**

Madam Mayor, Ladies and Gentlemen,

**61. PROSPECT PLACE, PEMBROKE DOCK**

I enclose at Appendix "G" a reply from Pembrokeshire County Council regarding the parking problems at Croft Terrace.

**62. SCHOOLS IN BLOOM COMPETITION**

Judging for this year's Schools in Bloom competition will take place on Tuesday, 16<sup>th</sup> July, 2002.

**63. TEMPORARY ROAD CLOSURE  
GORDON STREET**

Notice has been received that Gordon Street will be closed from Monday, 24<sup>th</sup> June, 2002 for the duration of five days. The closure is required so that work to reconstruct the paved pedestrian crossing areas, which form part of the carriageway, can be carried out.

**64. MISS RACHEL PICTON, 27 PARK STREET**

Miss Picton has been selected to represent Wales for Guides Cymru at an international event in Denmark and has requested a donation to assist with funding the trip. Her letter is reproduced at Appendix "H."

**65. MISS LAURA WILLIAMS, 99 MILITARY ROAD**

Miss Williams is a Young Leader with the 3<sup>rd</sup> Pembroke Dock Guide Unit and has been invited to represent Wales on a visit to Canada in July, 2002. Her request for a donation is also reproduced at Appendix "I."

**66. PLANNING APPLICATION**

The following planning application has been received from Pembrokeshire County Council for your consideration:-

246/02	Mr. & Mrs. F. Brown 24 Military Road Pembroke Dock	Plot 4, Parade – Residential Dwelling
--------	--	--

**67. PLANNING DECISION**

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

910/01 – Land off Treowen Road, Pennar – Alteration of location of units 1 & 2 and relocation of public right of way on site - Approved

T.R. EDWARDS

Town Clerk



# Cyngor Sir Penfro - Pembrokeshire County Council

**BRYN PARRY-JONES, M.A. (Hons.)** APP IX "IG"  
 Chief Executive

**HOW E. ROBERTS, B.Sc. (Hons.), C.Eng., F.I.M.S., D.L.C., C.I.T. (Hons.)**  
 Director of Transportation  
 and Environment

**Cyngor Sir Penfro,**  
 Suanau 7, Str. Hwlfordd,  
 Sir Bont, SA61 1TP

**Pembrokeshire County Council**  
 County Hall, Haverfordwest,  
 Pembrokeshire, SA61 1TP

**DX 98295 HAVFORDWEST**  
 Telephone 01437 764851  
 Fax 01437 775008

WBD/JP/TE4113  
 Mr John Price  
 Ext: 5088 / Fax: 01437 775008  
 10 June 2002

Mr T Edwards  
 Clerk to Pembroke Dock Town Council  
 Pater Hall  
 Lewis Street  
 PEMBROKE DOCK  
 Pembrokeshire  
 SA72 6DD

12 JUN 2002

Dear Mr Edwards

**RE: PROSPECT PLACE, PEMBROKE DOCK**

I refer to your letter of 8<sup>th</sup> April 2002 concerning parking at the west end of Prospect Place near Croft Terrace. I must apologise for the delay in this reply.

Roadwidths near Croft Terrace are quite generous and would appear sufficient to allow on street parking without interfering with through traffic. However the width drops to 6.1 metres outside N°3 Prospect Place and with parking both sides the road would locally be brought down to one way working. This may have a beneficial effect in reducing the speed of traffic.

A traffic order could be considered for the frontage of the four properties on the north side of the road. However, this may simply displace the vehicles and a local throttle would appear further along the road. Yellow lines on most of the north side of Prospect Place could be examined but initially appears an overreaction to the extent of the problem.

The Council has agreed to progress alterations to traffic management on a town by town basis rather than to treat individual streets or sections of streets. Haverfordwest is being examined this year with Pembroke or Pembroke Dock next year. It is likely that any orders for Prospect Place would need to be dealt with under the town review. That review could look at the alternative possibility of introducing one way flow which may allow parking on both sides without conflict to through traffic.

Initially the matter has been raised with the Police to see to what extent the problem causes concern and whether the property owners could be asked to park more acceptably on a voluntary basis. The Police reply will give an indication as to whether the matter can wait for the town review.

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

27 Park Street  
 Pembroke dock  
 Pembroke shire  
 SA72 6JG

APPENDIX "H"  
 - 4 APR 2002



Dear Sir/Madam

Myself Rachael Picton have been selected to represent Wales for Guides Gyrnrat an international event. I am going to Denmark and Nikki is going to Iceland, between us we have to raise £1400 to do this we have already organised and taken part in various activities such as coffee mornings, sponsored silence (which will be very hard for boots and various fairs).

We would appreciate if you could make a donation to our fund

Thank you in anticipation

Rachael and Nikki

Rachael Picton

Your ref  
 Ref. confirmed  
 My ref  
 For signature  
 Please ask for  
 Confirmation no  
 Telephone  
 Date  
 Digital



THE GUIDE  
ASSOCIATION

APPENDIX "g"

19 MAR 2002

99 Military Rd  
Pemar  
Pembrokeshire  
SA72 6SSG

15.03.02

Dear Sir/MADAM

International Opportunity in Canada, July 2002

My name is Laura Williams and I am Young Leader with the 3<sup>rd</sup> Pembrokeshire Dock Guide Unit in Pembrokeshire. In June of last year I was successful at the County International Selection trials and was lucky to be invited to attend a Selection Weekend at Welsh Level for an Experience in International Living opportunity for this summer. After an exciting and challenging weekend in Mid-Wales with more than 40 senior section members representing each county, I am delighted to have received an invite to join a UK party of Guide/Senior Section members on a visit to Canada, being the only Welsh member of the group. I am extremely proud to have been chosen to represent Wales and Pembrokeshire in particular in this way. During the event I will be canoeing, horse riding, backpacking, sight seeing and many other interesting activities.

I was a Brownie and Guide in Pembrokeshire Dock from the age of 7, after completing my Baden-Powell Award in the Guide Section I continued in a leadership role after my 14<sup>th</sup> birthday as my Service for the Duke of Edinburgh Award, having almost completed my Bronze Award I gave decided to continue as a Young Leader to the Unit as part of my Silver Award in the hope of contributing some of my own skills and experiences as a Guide back into the unit for the benefit of the younger members of the group. I am 15 years old and a student at Pembrokeshire School in my first year of GCSEs. As well as being a member of the Guide Association in my spare time I enjoy all sports, reading, writing and socialising with my friends.

I am currently trying to raise £1200 in order to take part in the event. I have several fundraising events planned but I am also hoping for some sponsorship from local organisations and businesses in the community. I am wondering whether you would consider supporting me in this venture in any way.

I look forward to hearing from you.

Yours sincerely

Laura Williams