

At a Meeting of Pembroke Dock Town Council  
held at the Pater Hall, Pembroke Dock on  
Thursday 29<sup>th</sup> March 2007.

**PRESENT:**

Councillor S. Perkins, Mayor  
Councillor Mrs. P.E.M. Folland,  
Mrs. C. Fortune, P.G. Gwyther,  
Mrs. V.M.J. Roach,  
R.G. Watts, P. Weatherall.

**IN ATTENDANCE:**

Ian Jones, Town Clerk  
Sue Lowen, Committee Clerk

**166. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors D. T. Esmond, Mrs. P.E. George, E. Hissey, K. Higgs, D. Jones, and Mrs. J. Rees.

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

There were no questions from members of the public.

**168. MINUTES**

PROPOSED by Councillor R. Watts  
SECONDED by Councillor Mrs. P. Folland

**RESOLVED –**

That the Minutes of the last meeting of the Town Council held on 8<sup>th</sup> March 2007 be adopted as circulated.

and

PROPOSED by Councillor R. Watts  
SECONDED by Councillor Mrs. C. Fortune

**RESOLVED –**

That the Minutes of the Special Meeting of the Town Council held on 15th March 2007 be adopted as circulated.

**169. MATTERS ARISING FROM THE MINUTES**

**(a) Minute 156(a) – Residents Parking Scheme – Dimond Street East**

The Town Clerk advised that he had received further correspondence from Mr. Price in response to his letter of 20th February. The Town Clerk read the contents of both letters to Members which dealt with issues of need, alternative provision, etc.

The Town Clerk requested the Town Council's views on this proposal. Following further discussion, it was

PROPOSED by Councillor R. Watts  
SECONDED by Councillor S. Perkins

**RESOLVED –**

That the Town Council support the proposal for a Residents Parking Scheme in Dimond Street East.

**(b) Minute 156(b) – Abandoned Vehicles within the Town**

The Town Clerk reported that the abandoned vehicle had now been removed.

**(c) Minute 318 – Risk Assessments for the Town Council**

The Town Clerk reported that he had commenced updating the Risk Assessments, and would complete these before the end of the financial year.

**(d) Minute 165 – Planning Application 06/1416/PA – Proposed Development of a Leisure Marina with associated infrastructure and related residential, commercial, retail, leisure, hotel/casino and car parking uses; together with public realm works on land adjacent to Front Street, Criterion and Western Way, Pembroke Dock.**

The Town Clerk advised that he had sent a response to Pembrokeshire County Council in relation to this application, and was now awaiting the presentation and public meeting to be held.

Councillor S. Perkins added that notification of the presentation and public meeting were needed as soon as possible so that they could be fully publicised.

**170. TOWN CLERK'S REPORT**

**325. Pater Hall Community Trust.**

Councillor R. Watts declared his interest in this matter and took no part in the discussion or voting.

Members were reminded of the current 3 year arrangement between the Trust and the Town Council with regard to the payment of staff employed for the Hall. This arrangement is that the Town Council give a grant of 80% of the cost of the staff employed – the Trust paying the Council the full cost which would be calculated on 27<sup>th</sup> March 2007 once the final wages for 2006/7 year had been paid. The Trust would be meeting on Tuesday 27<sup>th</sup> March in the evening to start looking at the financial situation with regard to income and expenditure from 1 April 2008 and the cost of staffing after that date. Currently without the grant aid there was insufficient income from the hire of the Hall to meet day to day expenditure such as cleaning materials, insurance, gas/electricity/water charges, minor repairs, legal / accountancy / company fees etc and the Trustees would need to consider what cost saving measures they would need to

introduce from April 2008 if income was to balance expenditure for these items. The question of increasing hire charges would also have to be addressed.

The Town Clerk requested the Town Council to give an indication as to whether they would wish to renew this arrangement from April 2008 and at what figure as the Trust would need to consider this in the decision they would need to make shortly. He explained that for the 2006/7 year the total cost of administrative staff and cleaning was £29,330.64 against a cost last year of £29,750. An 80% reimbursement to the Trust would be £23,464.12 for 2006/7 based on the agreement currently in force.

Following discussion, it was

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

**RESOLVED –**

That the Town Council would renew the arrangement between the Pater Hall Community Trust and Pembroke Dock Town Council in relation to the payment of staff employed for the Hall for one more year, to be reviewed annually thereafter. The costs outlined for 2006/7 were agreed.

**326. Flowering Baskets Within Pembroke Dock.**

The Town Clerk advised members that tenders had been issued for the filling and fixing of 82 hanging baskets on lamp posts within Pembroke Dock together with a further 10 baskets to be erected at the Station and the two free standing displays. The baskets would be erected in the following streets:-

Dimond Street (East and West), The Railway Station, part of Queen Street, Middle and Lower Meyrick Street and Gordon Street. Some of the baskets and brackets would need to be renewed this year and this cost would be £420. Last year new capillary matting for the baskets etc had been purchased and this was serviceable for this year but would require replacement in 2008.

Approval of these arrangements including the purchase of replacement baskets was requested.

Councillor Mrs. Fortune queried as to why baskets were being installed in the station which was privately owned. The Town Clerk advised that the donated baskets could not be affixed to lamp standards. As a result it was decided to place them at the station which would improve the ambience in that area. The baskets had been donated but the Town Council would have to pay to fill them. A grant had been applied for towards the cost of filling these from 02 but had not been successful this year, it would be reapplied for 2008 as well as asking Arriva Trains to pay for filling some of the baskets. This would be a trial-run which would be monitored. If it was thought to be successful, the Town Council would ask for more help from Arriva Trains next year.

Councillor S. Perkins added that she would have appreciated more information from the Tourism Committee with regard to where the baskets would be situated.

PROPOSED by Councillor R. Watts  
SECONDED by Councillor P. Gwyther

**RESOLVED –**

That the Town Council approve the arrangements for flowering baskets within Pembroke Dock including the purchase of replacement baskets.

**327. Milford Haven Bio Energy Facility – Environmental Scoping Report.**

The Town Clerk had received a copy of the above report which had been placed on the side table for members to read. The report was prepared by independent consultants with the aim of providing an outline description of the proposal and identifying potential environmental and community impacts. The site is on the former RN Armaments Depot and had been designated for industrial development as part of the JUDP report. It was hoped construction of the facility would commence in September 2007 subject to necessary consents being received.

No observations or comments were made by the Town Council.

**328. Proposed Development Of A Marina And Associated Housing etc by Martello Quays Ltd.**

The Town Clerk had received some correspondence from Mr D Donnachie about the above development relating to the Boat Storage Compound for the Pembroke Haven Yacht Club which is situated in Front Street. It would appear that the Club had not been included in the consultation process started by the County Council. The Town Clerk suggested that when the Town Council receive their presentation from the developer next month it might be appropriate to ensure that the Yacht Club received an invitation to attend and hear the presentation, unless members thought that they should avail themselves of the later public meeting which had been planned by Martello Quays Ltd.

It was agreed to consider the observations of the Yacht Club when the Town Council made their final observations, although it was accepted that there maybe some resolution between the Developer and the Club by then.

**329. Town And County Planning Act 1990 – Appeal By Mr J B Hopkins Local Planning Reference 06/0560/PA. Land at Thorn Cottage, Beach Road Llanreath.**

The above applicant had made an appeal against refusal to give planning consent in respect of the above land. The Town Council was invited to submit any observations it wished to make to the Planning Inspectorate about the matter.

The Town Clerk advised that he had not received a decision regarding this application and that no decision had been made by the County Council. The Town Clerk then read out to Members the concerns they had voiced previously with regard to this application, and asked if they wished to add any further comments.

Members agreed that they did not have any further comments to make regarding this application. A letter would be forwarded to the Planning Inspectorate setting out the Town Council's views.

### **330. Planning Applications**

<b>06/1531/PA</b>	Pembrokeshire Housing Association Meyler House St Thomas Green Haverfordwest	Land adjacent to 51 London Road Pembroke Dock - <b>erection of 4 flats</b>
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PROPOSED by Councillor R. Watts  
SECONDED by Councillor P. Weatherall

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

### **331. Planning Decisions**

**06/0942/PA** Erection of two dwellings – Beach Road, Llanreath, Pembroke Dock – **Refused**

**06/0950/PA** Residential Development – rear of 31 Prospect Place, Pembroke Dock – **Approved**

**06/0988/PA** Erection of one dwelling – Plot 5 Sycamore Woods, Bufferland, Pembroke dock – **Approved**

**06/1287/PA** Change of use of office to dwelling – 8 Meyrick Street, Pembroke Dock – **Refused**

**06/1291/PA** Extension to dwelling – 25 Lewis Street, Pembroke Dock, SA72 6DD – **Refused**

**06/1304/PA** Renewal of application 01/0943/PA – Outline for one bungalow – rear of 1 Southampton Row (adjoining St. Patricks Hill), Pembroke Dock – **Approved**

**06/1340/PA** Erection of three dwellings – Plots M, N and N1, St. Patricks Hill, Llanreath, Pembroke Dock – **Approved**

### **Listed Building Consent**

**06/1101/LB** Removal of shop fittings which are being donated to the Local Authority – 28 Commercial Row, Pembroke Dock SA72 6JN – **Approved**

## **171. VERBAL REPORT FROM THE TOWN CLERK**

### **Pembroke Dock Town Council Bank Account**

The Town Council reported on recent problems that had been encountered with the Town Council's bank account operated by Barclays Bank.

Following discussion, it was

PROPOSED by Councillor R. Watts  
SECONDED by Councillor Mrs. C. Fortune

#### **RESOLVED –**

That the Town Clerk would investigate alternative banking arrangements, including on-line banking, and report back to the Town Council at the next meeting.

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

### **332. Risk Assessments.**

The Town Clerk advised that he was in the process of completely updating the Risk Assessments for the Town Council and had placed on the RHS Table a number of completed assessments which would need to be approved by Council covering items such as Hanging Baskets, Erecting Town Christmas Decorations and Bunting etc. These would need to be discussed with members of staff concerned in due course, and were placed on the table for inspection by Members.

### **333. Pembroke Dock Civic Society**

The Town Clerk had received a letter (Appendix A) from the Pembroke Dock Civic Society concerning the development of a Marina by Martello Quays. He had acknowledged receipt of the letter and members might wish to consider the comments made when they came to preparing their detailed observations on the application. The Town Clerk was still awaiting details of when the developer would be holding the public meeting and the presentation to the Town Council.

### **334. Pembrokeshire Association Of Local Councils.**

The Town Clerk had received a letter from the Chairman of PALC, Mr Richard Shepherd, concerning the proposed Local Development Plan. He stated that PALC is not one of the stakeholders to be consulted by the County Council about the plan and had suggested that the Town Council may wish to make representations as follows:-

“Whilst this Council welcomes its inclusion in the list of consultees, it is necessary to point out that we have no specialised knowledge of planning, or of development plans in particular, and as we tend to rely on our County Association, PALC, for its planning expertise, we would strongly urge the County Council to include PALC as a Key

Stakeholder on behalf of the County's local councils. PALC is already recognised as a Key Stakeholder by the Pembrokeshire Coast National Park, where their expertise is acknowledged."

Members agreed that they were not happy with the wording that had been suggested by the Chairman of PALC. They requested the Town Clerk respond to the County Council by stating that the Town Council would like to see PALC, in their role as a representative of Town and Community Councils within Pembrokeshire, recognised as a Key Stakeholder with regard to consultations concerning the proposed Local Development Plan.

### 335. Planning Applications

<b>06/1550/PA</b>	Surehaven Ltd 18 Merlin House Langstone Business Park Priory Drive Newport NP18 2HJ	Land adjacent to South Pembrokeshire Hospital, Fort Road, Pembroke Dock SA72 6SX <b>- Single and two storey residential care facilities with access road and parking</b>
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PROPOSED by Councillor Councillor Mrs. V.M.J. Roach  
SECONDED by Councillor Mrs. C. Fortune

#### **RESOLVED –**

That the Town Council have no objection to this application.

## 173. REPORT OF THE FINANCIAL OFFICER

### 32. Payment of Accounts

The following accounts were submitted for approval of payment:

160	Silcox Coaches – Hire of Coach	£285.00
161	E. Glenister – Buffet – Scouts from Malta	£160.00
162	Talk Talk – Telephone Charges	£7.56
163	I. Jones – Postage	£30.00
164	The Consortium – Office Equipment	£64.47
165	Petty Cash	£100.00
166	Zurich Municipal Management Services – LCAS Membership	£229.13
167	Rembrandt Jewellers – Repairing and Polishing Mayoral Chain	£247.50
168	RBS Software Solutions – Computer Program	£287.88

The Town Clerk requested the following additional accounts to be approved for payment, and to note that Account Nos. 160 and 161 were paid out of meeting:

169	Amberol Ltd. – Flower Baskets, etc.	£505.25
170	Moonlight Blue Community ICT Project – Computer Support	£247.00
171	Pembroke Dock Community Website	£400.00
172	Zurich Municipal Management Services – CD Rom	£82.25

PROPOSED by Councillor R. Watts  
SECONDED by Councillor P. Weatherall

**RESOLVED –**  
That Account Nos. 160-172 be approved  
for payment.

**174. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING  
ON OUTSIDE BODIES**

**(a) Pembroke Dock Memorial Park Steering Group**

Councillor S. Perkins reported on her recent attendance of this group, which had met for the first time following the Public Meeting. Communities First had collated the information received at the Public Meeting. A Consultation Report had been placed on the table in the Chamber, together with a copy for the Town Clerk.

The top four items that had been requested for the Park were listed as:

Swings, slides, etc.	BMX track
Football area	Tennis Court

With regard to Recreational Areas, items requested included: improved flower displays/pots, a sensory garden area, and a dog area with dog litter bins.

Facilities requested were a Community Cafe and toilets, improved seating areas and benches, and an area for performance events.

Security items requested included a Park Warden, improved lighting and CCTV cameras.

Councillor Perkins added that the Steering Group now had an action plan, which they intended to put before the County Council, if the Town Council were in agreement. The Town Council agreed that the action plan should be put before the County Council.

**175. ANY OTHER BUSINESS**

**(a) Fencing – Rear of houses in King Street adjoining Western Way**

Councillor R. Watts reported that he had received a number of complaints from residents in King Street regarding fencing which had collapsed alongside Western Way, resulting in possible danger to children who could get through the gap, and the resultant noise and fumes from the traffic which were permeating the residents' homes.

Members agreed that a letter should be sent to Pembrokeshire County Council expressing the Town Council's concerns regarding this matter, and requesting their urgent attention.



- (b) Councillor Mrs. P. Folland reported that a Pharmacy in Pembroke Dock were sending out their prescriptions with the address as “Pembroke Docks”. The Town Clerk agreed to contact them regarding this error.
- (c) Councillor Mrs. V.M.J. Roach asked whether any response had been received regarding a recent planning application made retrospectively. The Town Clerk agreed to follow this up with the County Council.
- (d) Councillor Mrs. C. Fortune reported that Pembrokeshire County Council’s online site which receives payments for school dinners is not secure because its Certificate had lapsed in June 2006. She requested the Town Clerk to write to Pembrokeshire County Council expressing the Town Council’s concerns that this certificate had lapsed.
- (e) Councillor S. Perkins advised that she had arranged with Adrian James for some prints of photographs/drawings of Pembroke Dock to be produced which he hoped would be available in October. These would then be available to be given to official visitors/dignatories to the Town.
- (f) Councillor S. Perkins reported that she had recently attended a meeting with Planed regarding the ‘Champion of Champions Firework Event’, which had been very well attended. She had attended this meeting as a member of the Pembroke Dock Festival Group. Progress was being made but it appeared that the event would need to be scaled down to two days.

**176. PRIVATE AND CONFIDENTIAL**

PROPOSED by Councillor Mrs. V.M.J. Roach  
SECONDED by Councillor Mrs. P. Folland

**RESOLVED –**

That the public and press be excluded from the Meeting under the Public Bodies (Admission to Meetings) Act, 1960.

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**Mayor**

# **PEMBROKE DOCK TOWN COUNCIL**

## **PRIVATE AND CONFIDENTIAL**

**Meeting held on 29<sup>th</sup> March 2007**

### **177. MINUTES OF PRIVATE AND CONFIDENTIAL MEETING HELD ON 8<sup>TH</sup> MARCH 2007**

#### **Minute 163(314) – Town Awards Nominations 2007**

PROPOSED by Councillor R. Watts

SECONDED by Councillor Mrs. P. Folland

#### **RESOLVED –**

That the Minutes of the Private and Confidential Meeting held on 8<sup>th</sup> March be adopted as circulated.

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

Councillor S. Perkins advised members of concerns that had come to her attention regarding the forthcoming Town Awards, in relation to the amount of information requested about the nominees. She believed that the forms should be updated and more information requested.

The Town Clerk agreed that the current information requested was insufficient to ensure that there was no evidence of self nomination as had recently come to light in the case of a person from another part of the UK who had been awarded an MBE. The Town Clerk agreed to update the nomination forms for the Town Awards, which in addition to the details requested on the nomination form, would request letters of support from 2 or 3 people from the organisation(s) with whom the nominee worked.

**The meeting ended at 2010hrs.**

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**Mayor**

