

At a Virtual Meeting of Pembroke Dock Town Council on Thursday 29<sup>th</sup> July 2021

**PRESENT: Cllrs: J Beynon, M Bowen, D Burrell, S Davis, W Gannon, J George, G Goff, A Greenfield, B Hall, T Judkins, G Manning, S O Connor, J Phillips, T Wilcox**

**IN ATTENDANCE:**

Sarah Scourfield – Town Clerk  
Amanda Hart - Deputy Town Clerk  
Caroline Mason - Communities and Committees Officer

Cllr Judkins opened the meeting and welcomed everyone.

**30 APOLOGIES FOR ABSENCE**

Cllr P George and Cllr M Colgan

**31 DECLARATIONS OF INTEREST**

Item 33 of the Supplementary Town Clerks Report –Roll of Honour Board - Cllr O Connor and Cllr Phillips declared a personal interest.

**32 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC**

There were no questions from members of the public.

**33 TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 1ST JULY 2021.**

It was **PROPOSED by Councillor G Goff**  
**SECONDED by Councillor G Manning**  
**RESOLVED - That the Minutes of Thursday 1<sup>st</sup> July 2021 are adopted as a true record.**

**34 MATTERS ARISING FROM THE MINUTES OF THURSDAY 1<sup>st</sup> JULY 2021.**

**Page 25 item 17 – Question and Answer session with members of the public**

Cllr Bowen commented that she felt that Steven Edwards from the Milford Haven Port Authority had not been treated in the appropriate manner by one of the members of the Council at the last meeting and proposed a letter of apology to be sent to him from Pembroke Dock Town Council as she felt that she did not want the reputation of the Council to be affected.

The Town Clerk stated for any letters to be sent it would need to be agreed with Full Council.

Members discussed the proposal regarding sending a letter to Mr. Edwards personally and not to Milford Haven Port Authority.

**It was                    PROPOSED by Cllr Bowen  
                                  SECONDED by Cllr O Connor  
                                  RESOLVED that Pembroke Dock Town Council would not  
                                  be sending Mr. Edwards an apology letter as the robust  
                                  questioning was not personal to him it was an issue the  
                                  Port Authority was not addressing.**

**A Vote was taken, 4 members for and 8 against**

**Page 27 item 17 – Queens Platinum Jubilee**

The Town Clerk informed members that the Piper had been booked. She said that the Committee has been all set up and that the Deputy Clerk will be in contact to arrange a meeting.

**Page 27 item 18 – Election Cost Invoice**

The Town Clerk stated that the Central Ward invoice had all been paid and that she had received a figure for the cost of the Llanion Election of £5,324.91.

Cllr Wilcox commented that it seemed excessive and asked if the cost had been split three ways. The Town Clerk stated that once she receives the final invoice, she can look at the breakdown.

**Page 28 item 20 point 1 – Finance Committee Recommendations**

Cllr O Connor commented that members voted against the recommendation of the officer at the last meeting and said it wouldn't be prudent to commit the £5,000 for 10 years due to change in circumstances and recommended that an amendment to the commitment of £5,000 to be reviewed every year.

**It was                    PROPOSED by Cllr O Connor  
                                  SECONDED by Cllr Burrell  
                                  RESOLVED – That £5,000 be committed for 10 years  
                                  But would need to be reviewed annually.**

**A Vote was taken, all members agreed**

**Page 31 item 22 – Recycling points – oak Road and Asda**

The Town Clerk stated that although members voted to keep the recycling points in Oak road and Asda, PCC made the decision to take them away and they have since been removed. She said that there had been no issues with fly tipping in these areas during the first couple of weeks.

Cllr Hall commented that the amount of fly tipping happening across the town in different areas had increased. There have been two collections a day clearing areas throughout the town.

Cllr O Connor commented that removing the recycling points has not solved the problem, and we will probably regret removing this service.

Cllr Wilcox commented that there has been nothing in Pennar in the first fortnight. He said that if people are going to fly tip, they will do it whether the facility is there or not.

**Page 32 item 23 – To receive a report from Town Council representatives on outside Bodies**

The Town Clerk stated that she had spoken to Argyle Street Surgery, and they are having some issues accessing appointments. She said they will be attending the Full Council meeting in October to give an update.

**Page 34 item 25 – Agenda items for the next meeting**

The Town Clerk stated with regards inviting PCC and the Port Authority to a meeting she informed members that PCC have confirmed they are prepared to transfer the green site to the Town Council at a later date, but the carpark and land is jointly owned by Council and Crown Estate and they wouldn't give any more information at present.

**Page 34 item 26 – Community issues**

The Town Clerk informed members that she had attended a multi- agency meeting with PCC, Police and Hywel Dda Health Board regarding speeding at Fort Road, Llanion and through the hospital carpark. She said that they admitted that they need to look at other areas of enforcement and they will be working with PCC to eradicate the problem instead of displacing it. The Town Clerk informed members there will be another meeting in a month's time.

**35 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK**

**25. Tall Ships Update and Service Level Agreement Development**

The Town Clerk stated that Council had received the following from Paula Holt of the Tall Ships (Wales) Trust.

*"I hope you are all well and that you enjoyed Johanna Lucretia's visit as much as we did. The Tall Ship Community Programme has been an outstanding success and we would like to thank, you once again for all your support. Craig, the Captain of Johanna Lucretia, and his crew thoroughly enjoyed their stay in the town and commented on how extraordinarily friendly and helpful everyone in Pembroke Dock was. They would very much like to return and work with groups in the future. It would be really great if we could perhaps collaborate in some way, with Johanna Lucretia and their owners, the Sail Training charity – the Island Trust. Several local groups have independently contacted the Island Trust to sign up for future sails or to volunteer on refits, there is a lot of potential for collaboration, particularly with youngers from places like Future Works and Ysgol Harri Tudur."*

Cllr Burrell commented about the ship coming annually as a lot of organisations engaged with it and suggested that Council ask some questions regarding costs.

Cllr O Connor commented that he would support setting up an SLA with the Tall Ships Trust and to include that they give specific detail about what the money would be used for, along with something to say that some of the money would be earmarked for under privileged children to have access to our heritage and water.

The Town Clerk confirmed that members have previously agreed to have an SLA with the Tall Ships (Wales) trust and that members would like it to include that the money is used on under privileged children.

**All members voted and agreed**

**26. Pembrokeshire County Council Local Development Plan Review LDP2**

The Town Clerk stated that she had received notification from Pembrokeshire County Council that due to an administrative error back in 2017, they are providing the opportunity to individuals who were missed from the LDP2 process to submit candidate sites, if any new sites are received there will be place in an addendum to the LDP2 register with a further 6-week consultation process run. She said that once there is a clearer understanding of timelines, they will inform all interested parties of the next relevant steps after this process has taken place. A copy of the information received was attached to members papers.

## **27. Christmas Events**

The Town Clerk stated that now the restrictions are starting to lift we need to look at Christmas events. She said that she had spoken to the organisers who are normally involved in the planning of these events and they have stated that they are keen to hold a lantern parade this year for residents. The Town Clerk also stated that she would like to hold the breakfast with Santa at the Pater Hall.

The Town Clerk stated that there is no allocated budget for these events so agreement would be needed from Council if these events are to go ahead and how they are funded. She said that she has had a quote for a full lantern parade at a cost of between £4,000 - £6,000 which would include two lots of workshops over two weekends, all the materials and all the lanterns. the Lantern Parade would be on Friday 3<sup>rd</sup> December with breakfast with Santa on Saturday 4<sup>th</sup> December at the Pater Hall.

Members discussed the cost of the Lantern parade, and some members felt the cost was quite high and a cap should be put on the budget. It was proposed that the Christmas events should be brought to the Finance committee to decide where the funds can be allocated from.

The Town Clerk informed members that the main cost to the breakfast with Santa is the food and the cost of the Pater Hall. She said that there is usually a small charge for children and adults which recoups some money towards the costs. She also stated that the children would be given a gift.

Cllr Manning commented about the cost of the lantern parade from 2019 to compare the costs.

The Town Clerk stated that this year's lantern parade would be run differently, as the parade in 2019 was run by volunteers and although they have agreed to take part and help out this year's parade would be arranged by the company.

**It was PROPOSED by Cllr O Connor  
SECONDED by Cllr Burrell  
RESOLVED – That the Finance Committee look at  
the budget for Christmas Events**

**A Vote was taken, and all members agreed**

## **28. MHPA – Carriage Drive Developments**

The Town Clerk stated that The Port of Milford Haven plans to bring Carriage Drive back to life and was seeking input and suggestions from the community on how to improve

the area from a Heritage, Environmental and Amenities perspective. MHPA has partnered with Pembroke Dock Heritage Centre and on 12<sup>th</sup> July launched a consultation platform where people can map and record their suggestions, here:

<https://www.ccatproject.eu/reviving-carriage-drive>  
[www.ccatproject.eu/adtywio-carriage-drive](http://www.ccatproject.eu/adtywio-carriage-drive)

The Town Clerk stated that all ideas will be considered and help from the basis of a funding application for the ambitious project. Pembroke Dock Heritage Centre will act as a hub for the project, where members of the community can also access the website and have their say. She said that they would like the Town Council's input on the project. As a stakeholder, we are offering the Town Council a workshop session for anyone who's like help to familiarise with and use the tool and discuss ideas.

The Town Clerk asked members to let her know if they would like to be part of the workshops and she will confirm dates.

## **29. Commodore Trust**

The Town Clerk stated that she had emailed members the latest version of the prospectus that the Commodore Trust have produced when formulating ideas for the resurrections of The Commodore.

The viability study suggests three possible uses for the building. These uses are not necessarily mutually exclusive, but the prime aim MUST be to make the premises sustainable (self-financing) in the long term.

The uses put forward by the sustainability study are (see page 32):

- An Enterprise Hub
- Visitor attraction
- Facility for the disadvantaged young

The Town Clerk said the document discusses other possible uses too, but the three mentioned above have been selected as the most appropriate in present circumstances.

The Commodore Trust welcome comments from councillors regarding the viability study before it is made publicly available. The Trust is keen to move things on and whilst realistic advice would, of course, be highly valued, they are looking for encouragement. The Trust have a very positive outlook about the matter, they commented that this is NOT a "pie in the Sky" proposal.

The Town Clerk stated that the Commodore Trust would be extremely grateful for a letter of support from Pembroke Dock Town Council. She said that this might be used in future publicity for the project and used to generate further support.

Cllr Burrell commented that it would be nice to see some market research to see if there is a demand for the economic units. She said that Council should encourage them to look at the option to provide a youth facility. Cllr Burrell commented that PCC recently spent money on a strategic regeneration framework for Pembroke Dock and suggested the Commodore Trust are made aware of this.

Cllr Hall commented that the building had planning on it which has since lapsed. It is a dangerous site and needs to be fenced off to stop people getting in.

**It was                    PROPOSED by Cllr Burrell  
                                 SECONED by Cllr O Connor  
                                 RESOLVED – That a letter of support is sent to the  
                                 Commodore Trust but not to commit to any  
                                 funding**

**A Vote was taken, and all members agreed**

### **30. Council Christmas Gathering**

The Town Clerk stated that at the last meeting Cllr Goff suggested that the Council start to look at potential venues for the Town Council Christmas gathering. She said with the Shipwright closing in August there are only two other potential restaurants in Pembroke Dock, The Helm and The Dolphin.

Cllr Goff commented that it's nice to support local business and to get together and suggested leaving it to the Mayor to decide on a venue.

### **36. TO RECEIVE AND CONSIDER THE SUPPLEMENTARY REPORT OF THE TOWN CLERK**

#### **31. Community Works – Traffic & Highways Community Works Fund**

The Town Clerk stated that she has submitted a number of items which councillors had noted under this fund, she informed members that they had asked for members to confirm which one project they would like to move forward with as a submission.

The items were as follows

- L shaped Bus shelter on Laws Street
- Removal of Cobbles in Town Centre
- Traffic Calming measures on Treowen Road, Pennar

Members discussed the proposals and ruled out the cobbles as this would need more funding than £10,000.

Cllr Burrell commented that she would suggest Treowen Road as it is a safety issue.

Cllr Bowen commented that she would suggest the L shaped bus shelter on Law Street as it's a miserable experience in the rain and it would be outside elderly accommodation. She said that we need to encourage more public transport use.

Cllr O Connor commented about the traffic calming measures, he said that if there is a danger in this area, that we should be campaigning for traffic calming to make the road safer from the Road Safety budget. He said he would support the L shaped bus shelter.

**A Vote was taken for the L shaped Bus Shelter – 4 members for**

**A Vote was taken for traffic calming on Treowen Road – 6 members for, 1 abstained from the vote.**

### **32 MHPA Advisory Committee Representative**

The Town Clerk stated that the MHPA hold an advisory panel which has representation from this Council as well as a representative from the community. She said that the community representative for Pembroke Dock was Billy Gannon but since he has become a Councillor, he is no longer able to take this position and it has therefore been readvertised.

The Town Clerk stated that she had received a number of emails from interested residents, but there was only one resident who wanted to go forward and represent the Town which was Rhian Cowen.

Members discussed the MHPA Community Rep position and were advised by the Town Clerk that the position had been advertised in the office window, on social media and on the website. She said that a few people came forward but when informed of what would be involved, did not want to pursue any further.

Cllr Gannon commented that he was surprised that there was only one candidate as the Town should be allowed a choice.

**It was                    PROPOSED by Cllr Burrell  
                                  SECONDED by Cllr Wilcox  
                                  RESOLVED – That Rhian Cowen is offered the  
                                  position as MHPA Advisory Committee  
                                  Representative for Pembroke Dock.**

**A Vote was taken, 8 members voted for the proposal**



### **33. Royal Dockyard School Roll of Honour Board**

The Town Clerk stated that some years ago the Royal Dockyard School Roll of Honour Board was moved from the Pater Hall to allow for refurbishment works to be completed. The Board was rehoused at the Heritage Centre for safe keeping, she said that she had since received the following email.

*One very large artefact on display is the Royal Dockyard School Roll of Honour, listing some 'high achieving' alumni of the School. I have been researching the history of this panel and believe it was at one time at Pater Hall, following the closure of the Dockyard. I have been unable to find any paperwork here on the item, but our Patron, (John Evans) believes it is 'owned' by yourselves, the Pembroke Dock Town Council.*

*Would it be possible to see if it could be officially donated to us (with a copy of the documentation for your records) or possibly formally lent to us? This loan would be for a maximum of three years and can be extended, with agreement of both parties. We would obviously prefer a donation, as it makes up a large part of Dockyard display area!*

Cllr O Connor commented that they were looking for the board to be donated to them as they are currently going through asset accreditation to be a museum. He said they are not looking for a cash donation it is donating the board or loaning the board with a letter as official documentation. Cllr O Connor commented that if the Heritage Trust was to cease, everything would be offered to other organisations, Charities, or museums, it would always be looked after.

Cllr J George commented that the board could be on permanent loan and reviewed every three years. Cllr O Connor commented that they would need paperwork to prove they have the right to have the board to help cover what they need to do to get the accreditation.

**A Vote was taken, all members agreed to permanently loan the board and review every three years.**

### **34. Request for honours nominations Queen Birthday 2022**

The Town Clerk stated that she had emailed the members the request from the Welsh Government for honours nominations for the Queen's Birthday 2022. She said that the information sent out provided clear guidance on what should be considered when thinking of a nomination. The Town Clerk asked members to email her if they have any nominations along with a statement saying why the person should be nominated.

Cllr Beynon then suggested that the Town Clerk contact Councillors via email with the

nominations so a decision can be made on who to put forward as the closing date is before the next Full Council meeting.

**All members agreed**

### **35. Community Fridge**

The Town Clerk stated that she had received information from One Voice Wales with regards to a community fridge scheme being supplied by Circular Economy Wales, they have allocated units and finance to set up 10 sites across Wales and will be able to allocate another 6 – 10 on a first come first served basis.

The Town Clerk informed members that she had since spoken to FRAME who are hoping to have one in Pembroke Dock as they already have one in Haverfordwest. She said that one thing they are having problems with is volunteers and the collection of food which usually takes place in the evenings. She said that she had spoken to the new CEO of FRAME and he will give an update on the progress when they are further along the process.

### **36. Community Cohesion Small Grants Fund 2021**

The Town Clerk stated that the Mid and South West Wales Community Cohesion team has launched a Small Grant Fund for Community Groups to develop project-based work which enhances or encouraged Community Cohesion. The purpose of the Community Cohesion Fund is to help achieve the following outcomes:

- Different communities get on well together – Bringing different communities together to develop understanding and respect through meaningful engagement.
- Everyone feels they belong- Helping people to feel at home and to see diversity as strength to be enjoyed.
- Young people understand and respect different communities, and adults and young people get on well together – Supporting children and young people to develop understanding and respect for different communities and helping to build good relationships between young people and adults in the county.
- There is freedom from tension – Addressing tensions and the causes of tension between and within communities.
- Communities in our region stand against Hate Crime, will not tolerate it. People understand what hate crime is and how to report it.

The Town Clerk stated that the team would like to encourage applications to carry out activities to bring together communities who may otherwise never get to meet online or (if appropriate) in person – for example, new arrivals in neighborhoods getting to know

people who have lived in the area for a long time. The Town Clerk informed members to let her know if they know of any community organisations that would benefit from this fund.

**37. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT**

Cllr Judkins had no other items which are urgent.

**38. TO RECEIVE A REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES**

Cllr Beynon commented that the Memorial Park play area would be opening on Saturday 31<sup>st</sup> July 2021. He said that there was still some final landscaping to do, but it had passed The final safety inspections.

**39. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS**

**ACCOUNTS FOR PAYMENT**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
23.06.2021	Post Office – postage	£2.25
25.06.2021	Post Office - postage	£10.56
25.06.2021	Zoom	£14.39
25.06.2021	1 & 1 internet	£6.00
01.07.2021	British Gas	£54.15
01.07.2021	Clarity Copiers	£41.56
02.07.2021	Warren Laugharne – Service Gas Boiler	£105.00
03.07.2021	SWALEC	£58.29
05.07.2021	P A Lynch	£1,200.00
05.07.2021	P A Lynch -LBS Sundries	£17.03
08.07.2021	Google	£2.44
09.07.2021	One Voice Wales Training – M Bowen	£90.00
09.07.2021	Payment charge	£30.00
12.07.2021	BT Quarterly bill	£151.40
14.07.2021	1 & 1 internet	£6.00
14.07.2021	Rialtas Business	£420.00
15.07.2021	British Gas – Electricity bill	£41.56
15.07.2021	Executive Retail – Book of condolence	£31.98

19.07.2021	SWALEC	£31.85
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**PAYMENTS PREVIOUSLY AGREED** e.g., Grants, Sec 137 payments, allowances

Date	Description	Amount
25.06.2021	Richard Mason -Floral Displays	£2,294.00
28.06.2021	Neil Griffiths Carpentry	£12,400.00
06.07.2021	PCC – Electoral Services	£3,817.04
09.07.2021	Public Works Loan	£45,464.44

**ACCOUNT RECEIPTS**

Date	Description	Amount
02.07.2021	Interest	£1.05

**SALARIES AND WAGES**

06.07.2021– 05.08.2021	Salaries	£ 3777.88
06.07.2020 – 05.08.2021	Tax & NI	£ 861.95
06.07.2020 – 05.08.2021	Pensions	£ 1169.82

**ACCOUNT BALANCES**

22.07.2021	HSBC Business Account	£ 10,304.19
22.07.2021	HSBC Premium Account	£ 127,989.92

It was **PROPOSED** by Councillor S O Connor  
**SECONDED** by Councillor G Manning  
**RESOLVED:** That Pembroke Dock Town Council approve payments of the above Payments, Receipts, Salaries and Wages.

**40. AGENDA ITEMS FOR THE NEXT MEETING**

There were no agenda items suggested for the next meeting

**41. COMMUNITY ISSUES**

Cllr Burrell commented that she has been walking around the town and that the town is looking really nice. She proposed if the Council could ask the Mayor to send a letter of thanks to Project Pembroke Dock for painting the benches and bins and to the business that provided the flowers as they look amazing and for PCC for watering them.

Cllr Burrell also mentioned about the Shipwright closing which was a focal point on Front Street. She suggested that the Central Ward Councillors consider Front Street

