

ACTION PLAN – PEMBROKE DOCK

ITEM	AREA	REQUIRED	COSTS	FURTHER INFO	ACTIONS	OUTCOME
Monthly Markets	Dimond Street	<ul style="list-style-type: none"> • Street Closures required • Purchase of stalls • Contact markets traders to gauge interest – (Farmers market not interested) 	<ul style="list-style-type: none"> • Purchase of £150 per stall for professional look • Advertisement of Street Closure £1000 • H-west charge £23.00 per stall • Tenby charge £15.00 per stall (summer only) • 	<ul style="list-style-type: none"> • Enterprise project or spirit of enterprise could be used initially to start a market • Area of pavement next to St Govans could be used for a smaller market? • PCC informed that it does not provide a lot of footfall in the towns 	<ul style="list-style-type: none"> • Not enough commitment from group • Look at car boot sale on Saturday morning in Asda car park instead • Contact Olivier re markets – James in discussions with group 	See if Spring Market would be feasible look at significant dates within the year.
WIFI		<ul style="list-style-type: none"> • Once WIFI in place advertise it 	<ul style="list-style-type: none"> • Line Rental & ADSL - £1258.80 • Software Licence - £1188.00 • Hardware Warranty & Technical Support- £1140.00 • Total - £3586.80 	<p>Funding letters sent out no funding available at present.</p> <p>Project on hold with PCC as more work required on maintenance costs to make them sustainable.</p>	Open Mesh system being looked into Lee to gain quotes	
Pembroke Dock App		<ul style="list-style-type: none"> • Chamber of Trade to try and encourage businesses to use the app • Provide further info to Lee Griffiths for events pages etc 	<ul style="list-style-type: none"> • No initial charge for the app • £10 per month for businesses 	<ul style="list-style-type: none"> • Businesses able to advertise vouchers etc 		With Chamber of Trade and Lee Griffiths to encourage businesses' to join

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Areas of Concern	Railway Lines	<ul style="list-style-type: none"> • Plan of works to be completed need more specific tasks • Once specific tasks agreed contact local groups for assistance 	<ul style="list-style-type: none"> • There will be little or no cost for this project 	<ul style="list-style-type: none"> ♦ Greenlinks have been approached and the clearing of this area could be completed as part of a work based programme ♦ Darwin Project interested in assisting with plans – suggested wild flowers and bee hives 	Sarah written to Govan Davies (14 th Feb) re using the land – awaiting response	
	St Govans Centre	<ul style="list-style-type: none"> • Speak with Ben Blake to agree if highways would be happy with shutters being covered • Would any form of graffiti be accepted? • Contact the Arts Department for designs 	<ul style="list-style-type: none"> • Costs for the Wood and paint to cover the shutters • Costs of paint if graffiti is accepted 	<p>Planning Permissions may be required if graffiti is accepted by highways</p> <p>St Govans Centre is within conservation area.</p> <p>Town Map could be incorporated</p> <p>Group required funding for the visual plan to be completed</p>	<p>St Govans Owner applied to Regeneration Fund.</p> <p>Chamber of Trade donated £150 towards the project.</p> <p>Sally Bearne liaising with centre owner.</p> <p>Sally Bearne contacting Com 1st re stained glass window.</p>	
	Bollards	<ul style="list-style-type: none"> • Gain paint from PCC • Get PCC to sandblast bollards prior to painting 	<ul style="list-style-type: none"> • PCC Costs will be matched with Town Council time for the Handyman of the Town Council to paint the bollards 		Bollards underway	

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Soap Box Derby	Meyrick Street	<ul style="list-style-type: none"> • Liaise with County Council regarding policies and procedures which need to be set in place • Speak to Radio pembrookshire re coverage and PA systems • St Johns ambulance for first aid attendance • Look at required documentation 	<ul style="list-style-type: none"> • Approx costs £350 for insurance • Road closure advertisements approx. £1000 • Advertising for event Fliers etc. 	<p>Approval given from PCC with areas which need to be completed before the event</p> <ul style="list-style-type: none"> ➤ Insurance – letter re 5 million required ➤ Traffic management plan required before 7th April ➤ Meyrick Street residents to be consulted 	<p>Meet with events team to confirm costings and details.</p> <p>Advertise sponsorship packages – Raise funds</p> <p>Liaise with Meyrick Street residents and the local police to answer concerns and queries. (initial letters sent out)</p> <p>Contact Quinns to see if car park can be used as registration area</p> <p>Book St Johns Ambulance</p>	

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Hanging Baskets	Maypole Corner & London Road	•	<ul style="list-style-type: none"> • Baskets £36.00 each for London Road X 9 = £324.00 X18 = £648.00 • Brackets £12.50 each X9 = £112.50 X18 = £225.00 • Tiered Fountains £330 each X 2 = £660 • Filling of the baskets and fountains <p>Baskets X 9 = £180.00 X 18 =£360.00</p> <p>Fountains X 2 = £110</p> <p>Total Costs 9 Baskets = £616.50 2 Fountains = £770.00 £1386.50 18 Baskets = £1233.00 2 Fountains = £770.00 £2003.00</p>	The Town Council could operate a match funding process with the hanging baskets.	Passed back to Town Council who have agreed to fill and water the extra flowers – Agreed to look to businesses for sponsorship.	

Signage		<ul style="list-style-type: none"> • Speak with Ben Blake to look at ways of improving the town centre signage • Get the children to design a logo for the town for branding 	Sign 1 - £949.63 Sign 2- £916.07 Sign 3 - £862.95 Sign 4 - £160.75 Sign 5 - £527.35 Sign 6 - £323.29 Total - £4488.05 50% - £2244.03	Signage locations Ferry Terminal towards the town centre, pedestrian signage within town centre Signage plans provided; do group agree that finger post signage is not required at this stage? PCC have match funding available for this scheme	Need to confirm if group want finger post signage at this stage Costing's required from Ben Blake to look at funding possibilities	
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