

DRAFT

At a Meeting of Pembroke Dock
Town Council held at the Pater
Hall, Pembroke Dock on Thursday
29th November 2007

PRESENT:

Councillor P. Weatherall, Mayor
Councillor D. Esmond, Mrs. P. Folland,
Mrs. C. Fortune, Mrs. P. George, P. Gwyther, D. Jones,
T. McMahon, S. Perkins, Mrs. V. Roach, R. Watts

IN ATTENDANCE:

Ian Jones, Town Clerk
Sue Lowen, Committee Clerk

Before opening the meeting, the Mayor spoke of the sadness of the news that Councillor Ted Hissey had passed away. He said that Councillor Hissey had been a very active member of the Town Council and a real gentleman, and would be greatly missed. He asked those present to stand for one minute's silence as a token of respect to Councillor Ted Hissey.

The Town Council agreed that a donation of £25 should be given in lieu of flowers, as requested by Councillor Hissey's family.

110. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors K. Higgs and W. Rees

111. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

There were no questions from members of the public.

112. MINUTES

PROPOSED by Councillor Mrs. V. Roach
SECONDED by Councillor T. McMahon

RESOLVED –

That the Minutes of the meeting of the Town Council held on 25th October 2007 be adopted as circulated.

PROPOSED by Councillor Mrs. C. Fortune
SECONDED by Councillor Mrs. P. Folland

RESOLVED –

That the Minutes of the meeting of the Town Council

held on 1st November 2007 be adopted as circulated,
subject to the following amendments:

- (a) The names of the those present at the meeting should not have included Councillors D. Esmond, Mrs. P. George and D. Jones as they had given their apologies for absence.
- (b) The minutes of the presentation given by Seafair Haven had been omitted and were as follows:

Ian Jacobs, from Seafair Haven, explained that he was giving this presentation in order to give members a better understanding of the event and the opportunity for Pembroke Dock to be involved in Seafair 2008 and beyond. The inaugural event which had coincided with Pembrokeshire Fish Week, had taken place in 2006 and MHPA had agreed to host this event for a minimum of three more occasions, i.e. 2008, 2010 and 2012. A partnership was established with a similar event called Semaine du Golfe which had been held in the Morbihan district of France. He described how local communities, such as Llangwm, had participated in Seafair 2006 and asked for Pembroke Dock to consider similar involvement for the event in 2008 which would be held during the week of 18-25 June coinciding again with Pembrokeshire Fish Week. He hoped that there would be involvement from 11 riverside communities (host ports) from Dale to Llangwm. Host ports could receive a grant of up to £3000 on submission of a fully costed proposal. He hoped that the event would be called Seafair Pembrokeshire by 2010 and that it could quadruple in size. He believed that the opportunity existed for Pembrokeshire to take ownership of Seafair and to make it into the biggest and best event of its kind within the UK, and that securing the commitment of local communities was pivotal to the long term success of the event. He thanked members for giving him the opportunity of giving the presentation and invited questions from members.

113. MATTERS ARISING FROM THE MINUTES

- (a) **Minute 102 (133) – Application to have an amenity area declared a Town or Village Green**

The Town Clerk advised that the first application had been returned because regulations had changed. However a new application had been sent and had been acknowledged.

- (b) **Minute 102(134) – Tesco Stores Extension**

Councillor P. Weatherall, the Mayor, advised that he had been invited to take a tour of what new work was being carried out. They were hoping to open in mid January and extended the invitation to any other councillors who would like to have a look around.

(c) Minute 102(138) – Provision of parking for lorries at Pembroke Dock Ferry Terminal

Councillor S. Perkins advised members that she had put forward a notice of motion to the County Council regarding her serious concerns about the parking of lorries within the town which were now parking in Pier Road all day.

The Town Clerk advised that the Police would enforce restrictions but they were no restrictions in Pier Road and they were therefore not causing an obstruction. He advised members that only complaints of parking on adopted roads could be upheld.

Councillor D. Jones added that pavements are being broken by the lorry parking, and the drivers have been seen urinating.

Councillor S. Perkins said that a solution was required rather than chasing the problem from one area to another and that provision should be made for parking within the Ferry Terminal.

It was agreed that the Town Clerk should write to the police expressing the serious concerns of the people in the town and asking for 'sensible' policing with regard to this problem, with particular mention to the parking of lorries in the layby by the cemetery.

**(d) Minute 141(a) - Change of use to 9 residential units with alterations
49/53 Laws Street, Pembroke Dock**

Councillor D. Esmond expressed his serious concerns regarding this application and asked for a very strong letter to be sent to Pembrokeshire County Council stressing the lack of parking provision available for 9 units which would possibly entail parking provision for 12 cars. He was very unhappy at the way this matter had been dealt with and believed that the information given to the Planning Committee, i.e. that there had never been a problem with parking in this area, was wrong.

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

RESOLVED –

That the Town Clerk should write to the Planning Office of the County Council expressing their serious concerns about this application with regard to the provision of parking for 9 units.

(e) Minute 103(142) – Welsh Language Board Preparation of Scheme

The Town Clerk advised that he had received notification that an extension until 28 March 2008 had been granted for the preparation of this scheme.

(f) Minute 106(b) – Flooding of Fort Road

The Town Clerk advised that this matter was ongoing.

114. TOWN CLERK'S REPORT

151. Application to have an Amenity Area declared a Town Or Village Green.

The Town Clerk advised that he had written to the County Council concerning a number of sites within Pembroke Dock which did not appear to have been designated as protected in some way. He had taken the opportunity to ask the County Council what they meant by the wording "Green Wedge" in the JUDP guidance.

The Town Clerk advised that he had received a reply to the application which had been put in jointly with Pennar. He had been advised that they would require more than the 8 statements of declaration that had been sent and that more people should be prepared to sign declarations that the land concerned had been in use for over 20 years. The Town Clerk had spoken to County Councillor Tony Wilcox who had agreed to obtain more statements.

152. Renovation Of Chieftain Tank.

The Town Clerk had written to the Tank Museum at Bovington to ascertain if the work which he had proposed in connection with repairs and renovations would be acceptable but had not received a reply. He had also left messages on the answerphone.

The Town Clerk also advised that he had only received one tender at a cost of nearly £9,000. At present the tank had been fenced off.

The Town Clerk agreed that this matter would be discussed at the next meeting of the Town Council.

153. Sunderland Flying Boat Watercolour.

Members were reminded that the production of the Sunderland Plates which had been used by the Council as presents for distinguished visitors to the Town came from a watercolour which was owned by Glyn Coch Designs. That Company was in the process of being wound down as Mr Evans the owner was retiring in the near future. He had offered the original framed watercolour to the Town Council at a cost of £300. He had also offered about 400 small prints (approx 9" by 7" in size) at a price of 35p per print. The watercolour was displayed on the table to the RHS of the chamber. The Town Clerk advised that they had until April 2008 to make a decision.

Members' views on whether to purchase watercolour and prints were requested.

PROPOSED by Councillor Mrs. P. Folland
SECONDED by Councillor T. McMahon

RESOLVED –
That the Town Clerk should contact Mr. Evans

with a view to purchasing the original framed watercolour at a sum of £300 which would include the prints. He was given permission to negotiate a reasonable price around £300 however it was noted that the original frame would require renewal.

154. Overflow Car Park And Associated Pathways At Cleddau Business Park.

The Town Clerk had received a letter from Mrs Mary Moore of JobCentre Plus based at the Business Park raising a number of issues concerning lighting, poor maintenance of the over flow car park, poor maintenance of pathways etc. He had written to the Area Maintenance Section of the County Council and had also raised the matter with the Police concerning anti social behaviour at the car park.

The Town Clerk advised that he had not yet received replies to his letters.

155. Footpath Between Treowen Road And Bufferland Terrace.

Members were reminded of the problems which were faced on this issue which were now over two years old. The Town Clerk attached at Appendix A a copy of a reply he had received from Dr Steven Jones, The Director of Development at the County Council. He believed that the response did not answer all the questions he had posed to Mr David Thomas in his original letter. On 2 November 2007 he had sent a copy of his original letter and Dr Jones' reply to the Cabinet Member for Communities at the County Council, Councillor Peter Stock, as a further example of a failure to give a full and frank account of the reasons for the delay/ ineffective action.

The Town Clerk asked Members if they thought that there was anything else that could be done about the matter save perhaps to consider a reference to the Public Services Ombudsman.

Councillor S. Perkins declared an interest in this matter and took no part in the voting.

Councillor Mrs. C. Fortune advised that this matter had now been outstanding for 12 years and could not see how this matter could be resolved without having to go to the Ombudsman.

The Town Clerk advised that he would be meeting with County Councillor Peter Stock the following week and would bring this and other matters to his attention and report back to the next meeting of the Town Council.

Councillor D. Esmond stated that he believed that the Town Council should remind the County Council that they have a duty of service to answer these points and should not be fobbed off with lame excuses.

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

RESOLVED –

That this matter should in the first instance be referred to County Councillor Peter Stock at the meeting being held with the Town Clerk the following week. The Town Clerk would report back to the next Town Council meeting following his discussions with County Councillor Peter Stock.

156. Local Development Plan – Candidate Sites.

The Town Clerk had received a letter from the County Council on the above topic in which they invited the public to put forward sites which they thought should be considered for development. The closing date for suitable sites being notified to the County Council was 31 March 2008.

157. Local Development Plan – Delivery Agreement.

A copy of the Delivery Agreement prepared by the County Council had been placed on the table to the RHS of the Chamber for members to view. Members were reminded that the new LDP would replace the current JUDP.

This information was provided to update members.

158. Regional Waste Plan.

Copies of the Plan had been delivered to each household in the area. The Town Clerk had received a letter asking that members participate in the review and encourage others to let the County Council and National Park Authority have their views on the issues. Members indicated that they had not received the Consultation Document and the Town Clerk agreed to provide copies for the next meeting.

159. Pennar Pathways Project

The Town Clerk advised that at present only Councillor Carolyn Fortune served on the Consultation group. He had been asked by the County Council if the Town Council could provide another two members to serve so that the work could be taken forward.

Councillors P. Gwyther and Mrs. P. Folland agreed to serve on the Consultation Group of the Pennar Pathways Project.

160. Mid And West Wales Fire And Rescue Authority Risk Reduction Plan 2008-2009.

A copy of the plan had been placed on the table to the RHS of the Chamber for members' perusal.

161. Treowen Road Buildout.

Members advised that the work had started, but the traffic lights were being used during the day and were being taken down at night-time. The Town Clerk agreed to e-mail the County Council regarding this.

162. Pembrokeshire Community Safety Partnership.

The Town Clerk had received a letter from the Community Safety Partnership in relation to their plan from April 2008. A copy of their letter etc was attached at Appendix B. The Town Clerk asked if members could bring their ideas on the priorities for 2008/9 year to the next meeting.

163. Pembrokeshire Scout Council.

The Town Clerk had received a letter and certificate signed by the Chief Scout, Peter Duncan, in thanks for the support the Town Council had provided the scout movement locally in their centenary year.

164. Tourism Sub Committee.

The Town Clerk had distributed to members the Minutes of the meeting of the Tourism Committee which had met on Tuesday 27th November. Councillor Mrs Pam George, the Chairman of the Sub Committee, also updated members on the arrangements for the Christmas Festivities being held on 14th / 15th December 2007. The Town Clerk advised that the Christmas Lights within the town should start being erected on Saturday 24th November.

Councillor P. Weatherall advised that the Tourism Committee had invited Don Earl and Andrew Johnstone to be co-opted members.

The Town Clerk asked members if anyone was available to help with the Ice Rink event he would be grateful.

165. Planning Applications

Councillor S. Perkins declared her interest in all Planning Matters as she was currently the Chair of the Planning Sub Committee of the County Council, and

would thus not be taking part in voting on any Planning Applications coming before the Town Council whilst holding this position.

07/0955/PA Mr and Mrs G Hopkins Plot 13, Land adjacent
46 Hillside Park Boathouse, Llanreath,
Rhiwddar, Taffs Well, Pembroke Dock -
CF15 7NA **Erection of one dwelling**

PROPOSED by Councillor Mrs. V. Roach
SECONDED by Councillor D. Esmond

RESOLVED –
That the Town Council support this application.

07/0975/PA Mr. V. Warder Land off Gilgal Terrace
The Old Farmhouse Pennar,
Gilgal Terrace Pembroke Dock -
Pennar **Erection of one dwelling**
Pembroke

PROPOSED by Councillor Mrs. C. Fortune
SECONDED by Councillor T. McMahon

RESOLVED –
That the Town Council do not support this application.
They believe that this is overdevelopment. In addition they
have reservations about access to the property from Gilgal
Terrace , e.g. entrance appears to be narrow and awkward
to negotiate.

07/0991/PA Mr and Mrs J Purser 6 Bush Street,
The Stables, Pembroke Dock -
Upper Portclew, **Change of use from shop**
Freshwater East, **to 3 residential units**
Pembroke

PROPOSED by Councillor Mrs. V. Roach
SECONDED by Councillor D. Esmond

RESOLVED –
That the Town Council support this application.
However, concern was expressed about the lack of off
street parking for an adaptation of an existing building into
flats. They believe that there is currently insufficient on-
street parking for the existing dwellings in the area which
would only be exacerbated if properties continue to be

converted into flats without the provision of any off street parking. However, there appeared to be an area of land to the rear which could be suitable for use as off street parking for two vehicles.

07/1008/PA Mr. and Mrs. G. Brown Plot east of Master Gunners Quarters,
c/o Mr. D Brown Victoria Road,
66 Laws Street, Pembroke Dock -
Pembroke Dock. **Erection of one dwelling**

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

RESOLVED –

That the Town Council support this application but only on the basis that there would only be access from Victoria Road and not making the existing entrance ‘join up’ with St. Patrick’s Hill. There was insufficient detail on this point from the plans themselves. Concern was also expressed as to whether this property would be overlooked by the existing nearby property.

166. Planning Decisions

- 06/0757/PA** Erection of one dwelling – Plot at Fairways, Pembroke Dock – **Approved**
- 06/0788/PA** Erection of one dwelling – Plot 4, Sycamore Woods, Bufferland, Pembroke Dock - **Approved**
- 06/1079/PA** Conversion of dwelling to flats in retrospect – 32, Prospect Place, Pembroke Dock - **Approved**
- 06/1265/PA** Change of use to 2 flats (in retrospect) – Clarence Street, Pembroke Dock - **Approved**
- 06/1550/PA** Demolition of existing buildings and erection of single and two storey Residential Care Facility – Land adj. South Pembrokeshire Hospital, Fort Road, Pembroke Dock – **Approved**
- 07/0502/PA** Renovation and alteration to 1st and 2nd floors at rear of property to provide a self-contained annexe – 53, Queen Street, Pembroke Dock – **Approved**
- 07/0597/PA** Change of use to 9 residential units with alterations including new rooflights – 49,51,53 Laws Street, Pembroke Dock – **Approved**

07/0788/PA Erection of one dwelling – Plot 4, Sycamore Woods, Bufferland, Pembroke Dock – **Approved**

115. SUPPLEMENTARY REPORT OF THE TOWN CLERK

167. Residents Parking Provisions.

The Town Clerk attached as Appendix C details of the Residents Parking Scheme which had been recently introduced at Pembroke. The format of the order was similar to that in use elsewhere within Pembrokeshire. Members were reminded that at the recent Pembroke Dock Traffic and Transportation Exhibition the questionnaire issued to visitors asked for their opinion of the current residents' Parking Scheme within Pembroke Dock. Members were also reminded of the issues raised by the Town Council in relation to residents only parking provision being for 24 hours and not a shorter period. Some Towns / Cities within the UK have Residents Parking provision for shorter periods however this had been rejected last year by the majority of residents when it was suggested for Diamond Street East. He asked if Members wished to await the results of the Traffic Consultation before taking the matter any further.

The Town Clerk agreed to put this matter on the Agenda of the next meeting of the Town Council.

168. Pater Hall Community Trust.

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

The Town Clerk advised that the AGM of the Trust had been held on Tuesday 27th November 2007. The Town Council were invited to nominate five members to serve as Trustees. The Town Clerk was still in the process of putting together the attendance records of members who served on outside bodies but had, if necessary, the attendance records of those Councillors who had been nominated to serve on the Trust.

Councillors D. Esmond, Mrs. P. George, P. Gwyther, T. McMahon and R. Watts were nominated to serve as Trustees of the Pater Hall Community Trust.

169. Traffic Flow In Essex Road, Llanion Park.

The Town Clerk advised that Councillor Sue Perkins was concerned about the increased traffic in the above road and subsequently in Tremeyrick Street and had requested that this be discussed at the Town Council's meeting.

Councillor Perkins said that she had received many complaints of increased traffic in this area because of the work being carried out at Tesco's. She had e mailed and asked for a traffic flow count and what the results actually mean, but had not received a reply as yet.

Councillor D. Jones added that parking near the chicanes was also a problem, and could be a safety issue.

170. Town Green Status.

Members were reminded that the Town Clerk had been asked to ascertain what the position with regard to maintenance of any site which was granted the status of Town /Village Green. He had spoken to the Case Officer for the Open Spaces Society and had been told the following:-

“Unfortunately the legislation is silent about the issue of management and maintenance, The general assumption is that nothing must be done which would interfere (following registration) with the right of local people to use the land for lawful sports and pastimes. Registration as a green does not alter the rights and responsibilities of the owner. If a third party wishes to become involved with maintenance the consent of the owner will be required”.

This information had been provided to update members.

171. Waiting Restrictions Within Pembroke Dock.

The Town Clerk attached at Appendix D a letter he had received from Mr John Price, Traffic Manager at the County Council. He had requested members’ views on the proposals which had been put forward.

Members agreed that they were in favour of these recommendations and the Town Clerk agreed to reply accordingly.

172. Milford Haven Bio Energy Facility.

Councillor Sue Perkins had advised the Town Clerk that a formal planning application was pending. The Town Clerk had written to the County Council to ask for details so that the Town Council could make their observations.

The Town Clerk advised that he was still awaiting a response regarding this matter, and that there had been an article in the previous week’s Western Telegraph.

173. Planning Applications

Councillor S Perkins declared her interest in all Planning Applications and took no part in the voting.

07/1077/PA Mr K Baxter
15 Essex Road
Pembroke Dock

15 Essex Road,
Pembroke Dock -
**Kitchen extension to
front of dwelling**

PROPOSED by Councillor Mrs. V. Roach
SECONDED by Councillor Mrs. C. Fortune

RESOLVED –

That the Town Council support this application.

07/1080/PA A. and K. Radmore 14 Llanion Cottages,
14 Llanion Cottages Pembroke Dock -
Pembroke Dock **Extension to dwelling**

PROPOSED by Councillor Mrs. V. Roach
SECONDED by Councillor Mrs. C. Fortune

RESOLVED –

That the Town Council support this application

07/1084/AD Milford Haven Port Authority Front Street,
Gorsewood Drive Pembroke Dock
Milford Haven - **Erection of sign**
SA73 3HB

PROPOSED by Councillor Mrs. V. Roach
SECONDED by Councillor D. Esmond

RESOLVED –

That the Town Council support this application.

174. Planning Decisions

07/0844/PA Conversion of existing house into 2 No. flats – 6 Front Street, Pembroke Dock, SA72 6JX - **Approved**

07/0920/PA Erection of a conservatory – 14, Cromwell Street, Pembroke Dock, SA72 6HP – **Approved**

116. REPORT OF THE FINANCIAL OFFICER

18. Payment of Accounts

The following accounts had been submitted for approval of payment:

113	Glyn Coch Designs – Sunderland Plates	£408.00
114	Newsquest – Advert – Christmas Festivities	£292.88
115	Talk Talk – Telephone Calls	£15.97
116	Royal British Legion Poppy Appeal – Poppy Wreaths	£58.50
117	Stephen Insell Jewellery – Repairs and Engraving Mayoral Chain	£145.00
118	The Consortium – Workstation	£170.38
119	Modern Print – Christmas Cards and Paper	£187.48

The Town Clerk asked Members to note that Account Nos. 113 and 114 had been paid out of meeting.

Members queried Item 119 – Christmas Cards and Paper, and said that previous Mayors had paid for their Christmas Cards. It was agreed that the Mayor would pay for the cards and this would be calculated after deducting an amount for the paper which had been used in the office.

The Town Clerk stated that it needed to be set out quite clearly as to what is included and what is not included in the Mayor's Allowance, and that he would prepare a policy paper so that it was available for the January Budget Meeting..

PROPOSED by Councillor P. Gwyther
SECONDED by Councillor T. McMahon

RESOLVED –
That the Town Council approve
Account Nos. 113-119 for payment.

19. Salaries and Wages

The gross sum of £4,398.58 was paid in respect of Salaries, Wages, Tax and N.I. for the month of October 2007.

117. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

(a) Freshwater East Joint Management Group

Councillor Mrs. V. Roach reported on her recent attendance at the launch of the new Local Nature Reserve at Freshwater East. The Group was then invited to join the Rangers for a walk exploring the Nature Reserve together with some of the pupils of Lamphey School.

The following evening Councillor Mrs. Roach attended a meeting of the Freshwater East Joint Management Group when disappointment had been expressed regarding the refusal to grant Village Green Status to the Burrows area of Freshwater East.

(b) Dyfed Powys Police Authority Community Consultation Forum

Councillor Mrs. V. Roach reported of her recent attendance, together with Councillor Mrs. Folland as Town Council representatives, and the Mayor. The priorities for policing 2007/08 were among the items discussed and details of the 'Not in my Neighbourhood' operation were distributed.

(c) Pembroke Dock Community School Governor's Meeting

Councillor Mrs. P. George advised that she had attended a recent meeting of the Community School Governors.

118. ANY OTHER BUSINESS

- (a)** The Town Clerk advised that Mr. Gazzard, the Anti-Social Behaviour Officer for Pembrokeshire would be coming to the January meeting of the Town Council.
- (b)** Councillor D. Jones reported that he had received complaints about broken glass in Western Way Car Park. The Street Cleaners had been to this area but there was still broken glass there. He also reported a lot of rubbish by the building at the east end of London Road.

The Town Clerk advised that PDEAT had raised the issue regarding Western Way Car Park and had contacted the Street Lighting section with the details of all the lamps that had been vandalised. The Police had also been informed.

- (c)** Councillor D. Esmond reported that a green trailer box had apparently been abandoned in Hawkstone Road. The Town Clerk agreed to report this to the County Council.
- (d)** It was agreed that the Town Council's Christmas Dinner would be held on Tuesday 4th December.
- (e)** Councillor P. Gwyther reported that there were no lights on the Cycle Pathway. The Town Clerk advised that he had spoken to the Street Lighting Section regarding this who said that the lights had been vandalised and they would not be replacing the lights until vandalproof paint had been obtained and applied. The Town Clerk agreed to raise this matter again with the County Council.
- (f)** Councillor Mrs. V. Roach asked again about the wall on Pembroke Road near the school. the Town Clerk advised that he had been told by the County Council that it was the Cricket Club's responsibility. He agreed to raise this matter again by e-mail to the County Council.
- (g)** The Town Clerk advised that he had received a letter the previous day regarding CCTV provision informing him that a CCTV camera would be installed at the junction of Lewis Street and Bush Street. The Town Clerk read out this letter to members and agreed to follow this matter up as there now appeared to be a new area of anti-social behaviour.

119. PRIVATE AND CONFIDENTIAL

PROPOSED by Councillor Mrs. V. 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.

The meeting ended at 2045hrs.

Mayor
