

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL
HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 13th JULY 2017**

Present:

Councillors:

D Boswell (Mayor)	C Doyle	
J Harvey	C Collins	
Miss MA Phillips	Mrs L A Asman	A Carey
Mrs R Blackburn	J Nutting	G Jones
Ms L Brown	K Nicholas	D Evans

In attendance: Mrs Suzie Thomas (Town Clerk)
Mrs Mandy John (Assistant Town Clerk)
Reverend Roger Jones
Mr Martin White (Link Officer, Pembrokeshire County Council)
Mr Barry Cooke (Head of Property, Pembrokeshire County Council)
Mr Darren Thomas (Head of Highways & Construction, PCC)

52. APOLOGIES FOR ABSENCE / DECLARATIONS OF INTEREST

Councillor Aden Brinn, A Cooke and County Councillor Pearl Llewellyn. One declaration of interest was given from Councillor Evans

53. QUESTIONS & ANSWER SESSION WITH MEMBERS OF THE PUBLIC (MAX 10 MINS)

The Clerk informed the meeting that should anyone wish to discuss the Proposals for South Quay or the Safety around the Mill pond they would have an opportunity to speak further on in the meeting, after the Agenda items had been discussed, along with the responses from officers of Pembrokeshire County Council. Anyone wishing to speak not regarding these two items, has an opportunity to do so now. A member of the public enquired did Council have a response to recent social media comments. The Clerk responded that there were a lot of comments on social media and should he require a response to a particular comment that he put it in writing to the Clerk.

54. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 15TH JUNE 2017

The minutes of the meeting held on Thursday 15th June 2017 were accepted as an accurate record.

55. MATTERS ARISING FROM THE MINUTES(for information only)

56. MISUSE OF EASTEND ROUNDABOUT (MIN 23)

The Following response has been received from Mr Darren Thomas, Pembrokeshire County Council

With regard to Eastend Roundabout, it is not considered that the provision of stop markings and signs would make a difference to the motorists who are making the illegal manoeuvre. The problem appears to be that some motorists travelling through

Main Street with the intention of driving down Well Hill will correctly approach the roundabout in the right lane and then rather than drive around the roundabout in the normal way, they are taking the direct route to the Well Hill exit which is to the right of the roundabout. Officers consider that it would make little difference whether the manoeuvre was made from a stopped or moving position. Also, "STOP" signs should only be used at sites of limited visibility. Some people have commented that the roundabout should be moved closer to Well Hill but if that was to happen it is considered that negotiating the roundabout from the Upper Lamphey Road direction would become more difficult.

Following a discussion the above was noted from Mr Darren Thomas, but Council agreed that something had to be done as it was an accident waiting to happen, and if Mr Thomas could re-look at the roundabout with his colleagues and come up with some suggestions.

57. GOLDEN HILL ROAD / BUTTERMILK JUNCTION (MIN 27)

The Following response has been received from Mr Darren Thomas, Pembrokeshire County Council

Regarding Golden Hill / Buttermilk Junction, a bend awareness scheme has been prepared (attached for information), but there are no plans to change priorities at the moment. The necessary land dedication for the bend awareness scheme is now near to completion and when finalised the scheme can progress.

The above was noted by Council.

58. SPEED LIMIT IN DEVON DRIVE (MIN 28)

The Following response has been received from Mr Darren Thomas, Pembrokeshire County Council

On the matter of a speed Limit in Devonshire Drive, there have been two historic speed surveys undertaken in 2004 & 2009 on Devon Drive (assuming we have the correct location here??). 20 mph limits and zones have generally been introduced in the vicinity of schools, although we have started to trial 20 limits on residential streets. 20mph limits signs only and are provided where the Average mean speed is at or below 24mph. Where recorded speeds are in excess of 24 mph then a 20 zone can be considered and will utilise traffic calming measures to reduce speeds to an acceptable level. For consideration on Devon Drive a speed survey would be required to monitor the existing vehicle speeds. Regarding a sign for children playing, the traffic sign regulations allow a sign for children going to or from school or playground and can be erected in locations close to a school or designated play area; this doesn't appear to be the case here? In relation to considering a 20 blanket limit through the town, this would seem to require a complete review of traffic speed through the Town; this would be resource intensive. Perhaps with the more limited resources currently available, we would be better targeting speed / traffic management at locations where there has been an observed or perceived problem with speed – perhaps your Council might consider this further and clarify.

As Mr Darren Thomas was at the meeting, the above was discussed and was resolved that all Councillors send to the Clerk places where they think a review of traffic speed urgently needs to be completed.

59. TOWN COUNCIL COMMITTEES (Min 48)

Attached updated list of members on each Town Council Committee

The above was approved by council.

60. PEMBROKE TOWN COUNCIL WEBSITE (MIN 47)

The Clerk was asked to arrange a meeting for 3 quotations to update the current Town Council Website. This has been arranged with "Just Design & Print", on Friday 14th July at 10.00am should anyone wish to attend.

The above was noted by Council.

61. LICENSING

None

62. PLANNING APPLICATIONS RECEIVED

17/0206/PA	
Mr & Mrs Lewis	47 St Michaels Road
47 St Michaels Road	Pembroke
Pembroke	SA71 5JQ
Proposed 2 Storey Extension	

Council would support the application.

17/0272/PA	
	21 Main Street
	Pembroke
Pembroke	SA71 5JQ
Alterations to front facade	
17/0253/AD	
	21 Main Street
	Pembroke
Pembroke	SA71 5JQ
Erection of signs	

Council would support the application.

63. PLANNING APPLICATIONS DETERMINED

16/1251/PA

Formation of opening in existing town wall to permit pedestrian access - 36 Main Street, Pembroke, SA71 4NP

Decision - Refused

17/1027/PA

Variation of condition 4 (windows/doors/shopfront) of planning reference 14/1081/PA - Former Petrol Station, Main Street, Pembroke

Decision - Refused

The above was noted by Council.

64. ACCOUNTS FOR PAYMENT

Schedule of payments to be approved:

Set out below is the list of bills for payment and confirmation:

39. CRAIG BROWN	Window Cleaner	£30.00
40. PEM PACK	Photocopying Paper	£16.99
41. SIGNSPEED	Lettering D Boswell	£18.00
42. ZURICH	Insurance	£64.20
43. ICO	Data protection renewal	£35.00
44. DINGLE	Marquee Hire	£960.00
45. M.R.MURPHY	Lorry Hire	£240.00
46. MEL PHILLIPS	Flowers	£37.00
47. CARM C.C	Pensions	£941.16
48. Dyfed Alarms	Annual Maintenance	£228.00
49. JEWSONS	DIY Items	£25.76
50. Rose Howson	Various shopping items	£36.48
51. PCC	Road Closure 14/05/17	£372.96
52. BRIAN JONES	Erection & dismantling Of Banners in Pembroke	£1440.00
53. HILL FARM NURSERY		
	Flower boxes/baskets	£1015.00
54. MANDY JOHN	DIY Items for Simon	£38.86
55. HMRC	PAYE	£743.14
56. Carm CC	Pensions	£829.83

The above schedule of payments were approved.

65. LICENSING

None

66. CORRESPONDENCE RECEIVED

67. OFF STREET PARKING PLACES (CONSOLIDATION) ORDER 2011

The following correspondence has been received from Mr Marc Owen, Pembrokeshire County Council

Pembrokeshire County Council

Off Street Parking Places (Consolidation) Order 2011

(Variation Order No. 6) It is proposed to vary the Pembrokeshire County Council (Off Street Parking Places) (Consolidation) Order 2011.

The effect of the variation order will be to vary the Schedule to the Pembrokeshire County Council (Off Street Parking Places) (Consolidation) Order 2011 (as varied) with respect to the parking places as listed by the attached notice. The proposal will be advertised in this week's local press. A copy of the Notice will also be erected at each car park from Wednesday 21st June 2017. Some of the car parks being considered are within your Community/Town area.

I enclose a copy of the Statement of Reasons, Draft Order and Public Notice. Please note that the closing date for any written objections is 12th July 2017 and should be sent to Mr Darren Thomas, Head of Highways & Construction.

The above was noted by Council

68. LOCAL GOVERNMENT PENSION SCHEME - 2016 VALUATION EXERCISE

Attached correspondence received from Carmarthenshire County council certifying the contribution rates payable for all employers from 2018 to March 2021.

It was **resolved** that Council accept the new contribution rates payable from 2018.

69. PEMBROKE SCHOOL SEEKS COMMUNITY GOVERNORS

Pembroke school Governing Body has a vacancy for Governor with community representation and community interest. The Governing Body is particularly keen to recruit new members whose skills would broaden the skill base of the governors. Governors do not have to be parents of pupils at the school but should have a genuine interest in education. Anyone interested should contact the Head teachers secretary to ask for further information.

Please note that all Governors are required to undergo mandatory training (induction and data) and will need a DBS through Pembrokeshire County Council.

The above was noted by Council.

70. ROYAL NATIONAL LIFEBOAT INSTITUTION

The following correspondence has been received from Tasmin Lewis (Secretary) Chamber of Trade Charity Weekend 26th - 28th August 2017

Further to discussions with our Chairman, Miss Daphne Bush, I am writing on behalf of Pembroke Ladies Lifeboat Guild to ask if the Town Council would kindly give consideration to covering the cost on our behalf of hiring a generator in connection with providing music for our event on Saturday 26th August as part of the Chamber of Trade Charity Weekend. If there are any queries please do not hesitate to contact me.

The Clerk informed the meeting that she had enquired with the cost of the Generator and it would be approximately £18.00. It was **resolved** to pay for the generator.

71. MAYORAL APPOINTMENTS

JULY

Sea Sunday Service	09/07/17@4pm	LB attending
F/guard & Goodwick Civic Ceremony	02/07/17@2pm 3pm	DB attending
Neyland Civic Sunday	16/07/17@12 noon	DB attending
Pembrokeshire Business Awards	20/07/17@6.15pm	LB attending
St Johns Cadet Ceremony	09/07/17@2pm	DB & LB unable attend
Meet Mayor of Uman (Pem Castle)	05/07/2017	LB attending
Escort bride into Pem Castle	01/07/17@3.30pm	DB attending
Awards ceremony at Golden Grove	12/07/17@1.30pm	LB attending
Narberth Civic Sunday	23/07/17@10.30am	DB attending
Beating of the Bounds Ceremony H/West	23/07/17@5.30pm	

72. AGENDA ITEMS

73. SOUTH QUAY PROPOSALS FROM PEMBROKESHIRE COUNTY COUNCIL (COUNCILLOR HARVEY)

Councillor Harvey presented Council with a power point presentation regarding the South Quay proposals from Pembrokeshire County Council following on from the report which was presented to Cabinet on June 12th with an update regarding the marketing of buildings on the Darklin and Castle Terrace owned by Pembrokeshire County Council. Following a discussion from Council and also members of the public, who raised their concerns it was resolved to write back to Pembrokeshire County Council stating the following:

"As you are aware the report examined the marketing to date with regard to the buildings, the lack of interest on viability grounds from prospective developers and suggest that a shortfall of circa £1m could possibly be found by including the South Quay Car Park, Toilet Block and Boat House as well as land to the rear of the Castle Terrace in any sale.

I have been requested to write to you to say whilst Pembroke Town Council supports efforts made by PCC to fund the renovation of the buildings it owns on Castle Terrace and the Darklin, giving the important role the lands plays within the Town for the enjoyment of the public, as valuable car parking provision, and its setting within the Conservation Area and the Castle, they **strongly oppose** the marketing and sale of South Quay Car Park and Boat house area for development purposes.

We would be very grateful to be kept informed on any decision regarding these buildings and car park."

74. PUBLIC SAFETY AROUND THE CASTLE POND (COUNCILLOR HARVEY)

Councillor Harvey gave Council his concerns regarding the safety around the Castle Pond where 3 deaths had occurred in the last 3 years. He said Pembrokeshire County Council need to step up and act and work together with Carmarthenshire Water Safety Partnership. Mr Darren Thomas responded that PCC had been working with them and they were in fact waiting on the final report from them. Following a discussion and statements from the Public, the following was **resolved**

- 1) That the Carmarthenshire Water Safety Partnership be commended for undertaking a Safety Assessment around the Castle Pond;
- 2) That the Town Council write to Pembrokeshire County Council urging them to continue dialogue with the Carmarthenshire Water Safety Partnership and implement as a matter of urgency the recommendations contained in the Safety Assessment;
- 3) That subject to receiving detailed costings from Pembrokeshire County Council, Pembroke Town Council give consideration to making a financial contribution towards the works.

75. UPDATE FROM LINK OFFICER (MR MARTIN WHITE/MR MARK ELLIOT)

All officers had already given an update on the above 2 items and matters arising

76. QUARTERLY BUDGET REVIEW (TOWN CLERK)

The Clerk presented Council with a quarterly budget review, which was approved and accepted by Council. (Appendix A)

77. INTRODUCTION TO THE PLANNING SYSTEM (COUNCILLOR HARVEY)

This item was postponed until the next meeting

78. BUS ROUTE FOR GROVE (COUNCILLOR CAREY)

Councillor Carey withdrew this Agenda Item

79. RENEWAL OF SLCC MEMBERSHIP (TOWN CLERK)

The Clerk requested from Council the renewal of the SLCC Membership at a cost of £155. Following a discussion it was **resolved** that the Clerk renew the membership.

80. STANDING ORDERS (COUNCILLOR CAREY)

Councillor Carey proposed to Council that Standing Orders need to be reviewed. Following a discussion it was **resolved** to arrange a standalone meeting to cover this agenda item, the Clerk to arrange a meeting accordingly.

81. ROBES & MAYORAL CHAINS (COUNCILLOR NUTTING)

Councillor Nutting expressed his concerns to Council regarding the Mayor attending a local wedding in his Civic Robes. He expressed concerns that the robe was being worn too frequently and that they should only be worn on Civic Occasions. Councillor Collins responded that the Mayor could wear the Robe and Chain in his own Town whenever he wished, and did not have to have permission only when wearing his robes in other towns. The Clerk suggested that this needs to be looked at when we have the meeting of Standing Orders. It was **resolved** by Council to review this at the said meeting.

82. ELECTION OF MAYOR PROCESS (COUNCILLOR BLACKBURN)

Councillor Blackburn proposed to Council, that the election process of Mayor should be re-considered and rather than taking turns from a list of when elected, that it go back to Councillors being proposed and voted in which would be a more democratic process. Following a discussion and a vote taking place it was resolved that the election of Mayor process return to voting candidates in and will discuss further detail at the meeting of standing orders were it could be amended accordingly.

83. UPDATE OF STEERING GROUP OF THE PROPOSED HENRY VII VISITOR CENTRE (TOWN CLERK - MINUTES ATTACHED)

The Clerk presented Council with the Minutes of the last meeting of the Steering group of the Proposed Henry VII Centre. This was noted by Council and no questions were raised.

84. DISABLED ACCESS TOWN HALL / HENRY VII VIEWING AREA (TOWN CLERK)

The Clerk informed Council that she had received a visit from Mr Alan Hunt (Access Officer) of Pembrokeshire County Council stating he had received complaints with regard to disabled access entering into the Town Hall and also the new Henry VII Statue Viewing area who gave the following advice:

Hi Suzie

Just to confirm our conversation this morning regarding the accessibility of the entrance doors at Pembroke Town Hall and also the accessibility of the gates leading to the new statue area near the Royal George pub.

- 1. The main glass entrance door is heavy in operation.*
- 2. It may be possible to adjust the opening force by modifying the settings of the existing overhead door closing device. If not it should be replaced with one that can be. As a last resort if adjustment is not possible it would be advisable to consider automating one of the door leaves.*
- 3. It is possible that the existing floor springs are still in place so this should be checked. If they are still in place they should be removed as this will have a negative impact on the operation of the overhead door closer.*
- 4. It is essential that overhead door closers are installed strictly as per manufacturer's instructions, the alignment of the closer to the door and the closing arms is critical otherwise it will not be possible to adjust it effectively.*
- 5. Check if the existing overhead closer has a cam action rather than a rack & pinion action. Cam action closers are preferred because they are more likely to be adjustable to suit the characteristics of the door.*
- 6. We tried the second door leaf which was originally locked and it felt easier to open subject to adjustment to prevent it dragging on the floor for the first few centimetres of the door opening cycle. This door may function within the limits of the guidance and if so could be used as the main door until the other one is fixed.*
- 7. I would be willing to meet someone on site to check the opening force when the doors are adjusted if it helps.*

Gates leading to the new statue area near the Royal George pub.

- 1. The latches on the two new gates are not accessible from both sides.*

2. *Guidance states that gate latches should be easily operated from both sides preferably by using a closed fist. The latches should also be visible to people with sight loss.*
3. I have attached an image of one of the existing gates and another image which shows a suggestion as to how the latches might be modified.
4. *Ultimately whoever carries out the work must ensure that this idea will work and if not alternative latches should be provided.*

If I can be of further assistance please do not hesitate to contact me.

The Clerk requested from Council authorisation to go ahead and do the necessary adjustments from Mr Hunts proposal. It was **resolved** that a tradesperson be employed to complete the necessary works.

85. PEMBROKE CONSERVATION AREA CHARACTER APPRAISAL & MANAGEMENT PLAN (COUNCILLOR HARVEY)

This was decided to have a standalone meeting and discuss the above on Wednesday 26th July, commencing at 7.00pm.

86. RIVER RALLY EXPENDITURE (TOWN CLERK)

The Clerk presented to Council expected expenditure for this year's River Rally and enquiring as to whether a marquee should be ordered at an extra cost of £900. Following a discussion it was **Resolved** to grant expenditure for this event to £3000.00.

87. TOWN WALL TRUST DONATION (TOWN CLERK)

The Clerk informed Council that she had received an email from the Town Wall Trust to request the donation of £5000.00 which was resolved to pay last year. Following a discussion it was resolved to pay the £5000.00 now that the further funding had been secured.

88. UNDERWRITING OF XMAS MARKET 2017 (TOWN CLERK)

The Clerk informed Council that she had received a set of accounts from Pembroke Castle to which they made a loss at the 2016 market and requested the underwriting of £2000 which was agreed by Council. Following a discussion and a request by Cllr Nutting to send him the accounts by email it was **resolved** to pay Pembroke Castle £2000 towards costs incurred.

89. UPDATE FROM COUNTY COUNCILLORS (CLLR BRINN, CAREY, BOSWELL, LLEWELLYN)

Due to the length of time at the meeting it was agreed that this item was postponed until the next meeting.

