

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL  
COMPLETED BY EMAIL & VIDEO CONFERENCE ON THURSDAY 17th  
SEPTEMBER 2020**

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**Sent to:  
Councillors:**

G Jones (Mayor)  
L Asman (Deputy Mayor), C Collins, A Brinn  
D Evans, R Blackburn, M Phillips, D Bush  
K Nicholas, A Cooke, J Grimes, L Brown, J Nutting, A Carey

**In attendance:**

Suzie Thomas (Town Clerk)  
Jayne Howes (Assistant Town Clerk)

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**Note from the Clerk.....**

**This meeting took place by email, plus the following took part in a video conference Councillor Jones, Asman, Blackburn, Brinn, Collins, and Carey, the Town Clerk and Assistant Town Clerk.**

**303. DECLARATIONS OF INTEREST / APOLOGIES**

No Declaration of interest was given. Councillor Cooke, Brown, Phillips, Grimes, Nicholas, Nutting, Evans and Bush submitted their apologies and did not attend the meeting by video link, however confirmed their decisions by email.

**304. QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC**

None Present/ No questions submitted

**305. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 13th AUGUST 2020**

The minutes of 13th August 2020 were accepted as an accurate record .

**306. MATTERS ARISING FROM THE MINUTES**

**a) Update on Mill Pond**

The Clerk informed the meeting that Aqua Clear had started the second phase of cutting the reeds back which should be completed the following day. The next stage would be the siting of a Silt Trap and a Dipping Platform. Councillor Asman thanked the Clerk for her work in this project.

**b) Update on Eastend Roundabout (Councillor Evans)**

As Councillor Evans was not in attendance, the Clerk had forwarded the report he had completed to all Councillors. Following a discussion it was agreed that Councillor Evans should also make reference in his report, that it was dangerous for cyclists, children and people trying to cross the roads from all directions.

**307. PLANNING APPLICATIONS RECEIVED**

**20/0304/PA**

**Proposal:** Demolition of No 6 Castle Terrace and refurbishment and extension of No 4 and No 5 Castle Terrace to provide new visitor centre, community hub, library and cafe with associated access and landscaping works.

**Site Address:** No 4 - 6 Castle Terrace & land fronting Northgate Street, Pembroke, SA71 4LA

**20/0365/PA**

**Proposal:** Erection of one residential dwelling (outline, all matters reserved for future consideration)

**Site Address:** Transport Yard, The Old Conduit, Monkton, Pembroke, SA71 4LR

The following 2 Planning applications below were also sent out by email and discussed

**20/0288/PA**

**Proposal:** Proposed Single Dwelling

**Site Address:** Plot adjacent to Devon Drive, Buttermilk Lane, Pembroke, SA71 4TI

**20/0317/PA**

**Proposal:** Proposed single storey conservatory extension

**Site Address:** 97 Main Street, Pembroke SA71 4DB

**See below for decision**

**308. PLANNING APPLICATIONS DETERMINED**

**20/0038/PA**

**Proposal:** Alteration and extension to dwelling, along with erection of a car port

**Site Address:** Burnside, Norgans Hill, Pembroke, SA71 5EP

**Decision:** Conditionally Approved

**19/0774/PA**

**Proposal:** Variation of Conditions 3,4,5,6,7,8 and 10 of planning permission 16/0318/PA (residential development for 4 dwellings and associated engineering works) to alter the time scales and consider the details

**Site Address:** Land Adj to Riverside Close, Pembroke, Pembrokeshire

**Decision:** Conditionally Approved

**The above was noted by Council**

**309. LICENSING**

None Received

**310. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT**

**To approve the list of payments**

87	Total Tech	Line Rental and Broadband	55.00	£11.00	66.00	DD
88	HMRC	Tax & NI	718.93		718.93	Bacs
89	Wages	Week ending 10/8/2020	591.74		591.74	Bacs
90	B&M (Rose)	Coffee & Paint	14.98		14.98	Bacs
91	B Shilke	Window Cleaning	20.00		20.00	Bacs
92	Halsted DIY	Paint brush, trimmer line & gloves	11.23	£2.24	13.47	Bacs
93	Aldi (Kaylee)	Cleaning Materials	10.42	£2.08	12.50	Bacs
94	Wages	Week ending 17/8/2020	591.74		591.74	Bacs
95	Jewson	Cementone Repair for Roofs	61.50	£12.30	73.80	Bacs
96	Robinson Retail (Jayne)	Milk (January - August)	11.05		11.05	Bacs
97	Pembroke Packaging	Photocopying paper, Toilet Roll & Protective Gloves	45.22	£9.05	54.27	Bacs
98	Wages	Week ending 24/8/2020	591.74		591.74	Bacs
99	BT	Phone			11.22	DD
100	Lidl (Rose)	Combination Tool	57.62	£11.33	67.95	Bacs
101	Lidl (Rose)	Milk	0.80		0.80	Bacs

**The accounts were agreed unanimously.**

**311. CORRESPONDENCE RECEIVED**

No correspondence received

**312. MAYORAL APPOINTMENTS**

No official Appointments

**The above was noted by Council.**

**313. AGENDA ITEMS**

### **314. TO APPROVE THE MINUTES OF THE 13TH AUGUST 2020**

Council approved by email and video conference the minutes of the 13th August 2020 to be a true and accurate record.

### **315. TO GIVE A DECISION ON THE 4 PLANNING APPLICATIONS ABOVE**

#### **20/0304/PA - Site Address: No 4 - 6, Castle Terrace & land fronting Northgate St, Pembroke, SA71 4LA**

All Councillors were in favour of the overall development. However, there are certain aspects that are of concern in a conservation area that we have already discussed.

The frontage to the new building is too modern and does not meet Conservation Area guidelines. The building lies within the Pembroke Conservation Area and there is concern that the application is in contravene to GN38 of the LDP, the Protection and Enhancement of the historic environment which demands that any new build be sympathetic to the built environment. This building is in the middle of a Georgian terrace, sandwiched between Grade II listed buildings: the recessed, glass and wooden frontage with canopy will look entirely out of place and detracts from the historic character of its setting. The use of zinc cladding should also not be used in this historic setting.

We are also concerned that there is a flat roof between two fake roofs on the building. This will entail maintenance costs in the future and we would prefer to see the roof raised to the level of no 7 Castle Terrace to maintain the building line of the terrace.

A further concern raised by Council is that the plans show the medieval cellar, an extremely important feature of the building, being used for plant and storage. Many Councillors know this building, as it was once a public bar, and stress that it should be open to the public.

Pembroke Town Council welcomes this development wholeheartedly – it is a much needed development for Pembroke, both for residents and visitors. We are sure that the issues of concern we have highlighted can be overcome.

#### **20/0365/PA - Site Address: Transport Yard, The Old Conduit, Monkton, Pembroke,**

Council would support this application subject to road/access in being suitable as currently road access is sub-standard.

#### **20/0288/PA Site Address: Plot adjacent to Devon Drive, Buttermilk Lane, Pembroke, SA71 4TI**

Council would support this application

#### **20/0317/PA Site Address: 97 Main Street, Pembroke SA71 4DB**

Council would support this application

### **316. TO APPROVE THE LIST OF ACCOUNTS FOR PAYMENTS**

Council approved by email and video link the accounts for payment.

**317. ELECTION COSTS (TOWN CLERK)**

The Clerk informed Council that she had received an email from the Clerk of Pembroke Dock. The Pembroke Dock Council were very alarmed at the rate of how the election costs were increasing, with no consultation. Following a discussion with Council, it was agreed that Councillor Evans make another appointment with officers of Pembrokeshire County Council to discuss this matter, as he had met with the officers of the election team previously.

**318. CAR PARKING COSTS (COUNCILLOR ASMAN)**

Councillor Asman informed Council that she was very disappointed to see that Pembrokeshire County Council had raised the car parking charges in Pembroke. At this current time, we should be encouraging people to come into the Town and Carmarthenshire and Ceredigion had given free parking to encourage this. Following a discussion it was resolved that the County Councillor Aaron Carey write to Councillor Phil Baker of Pembrokeshire County Council, voicing Council's concern.

**319. PLAY PARK, THE GREEN, PEMBROKE (COUNCILLOR ASMAN)**

Councillor Asman informed the meeting that the new Play Park was being well used, but the equipment placed in situ were for younger children. A group has been formed, (Green Park Pembroke), to raise money for equipment suitable for the older children, for example a zip wire, equipment for disabled and some seating and benches etc. There is funding available through Enhancing Pembroke Fund, which the group wishes to apply for, and would facilitate matters if this application could be made through the Town Council. She emphasised that the group was not looking for any funding from the Town Council and they would raise the 20% match funding themselves. Following a discussion this was agreed.

**320. THE COMMONS STREAM, PEMBROKE (COUNCILLOR PHILLIPS)**

Councillor Phillips expressed her concern via email regarding the Commons Stream and how it has not been cut this year. She would like Council to enquire how many times it is scheduled to be cut and the costs involved?

**321. TO INFORM OF ABSENCE OF LEAVE DUE TO ILLNESS FOR COUNCILLOR BROWN (TOWN CLERK)**

The Clerk informed the meeting that she had spoken to Councillor Brown and also received an email from her, requesting to Council Leave of Absence until January 2021 due to ill health. All Council agreed unanimously.

**322. ANY OTHER COMMENTS REGARDING THE REPORT OF 13TH AUGUST 2020**

No other comments from Council. The Clerk reiterated that all items on the Agenda placed by Council must have a written explanation and a proposal which can be sent prior to the meeting with the pack.

Mayor .....



