

TENBY TOWN COUNCIL
MINUTES OF THE TENBY TOWN COUNCIL MEETING HELD 21st July 2015

PRESENT

Councillor Mrs Lane	Deputy Mayor
Councillor Mrs Rossiter	
Councillor Mrs Brown	
Councillor Dr Easy	
Councillor W Rossiter	
Councillor L Blackhall	
Councillor T Hallett	
Councillor M Evans	

ALSO PRESENT

Mr W Lloyd-Davies	Arbenigol Property Development
Mrs Sarah Johns	Licensing Department, PCC
Mrs Charlotte Mathias	Licensing Department, PCC
Mr L Chiffi	Street Trader

IN ATTENDANCE:

Mr A. Davies	Clerk to the Council/Financial Officer
Mrs L Hensman	Assistant Clerk

The Clerk reported the Mayor was away on holiday and asked Councillors to propose someone to chair the meeting.

Councillor Mrs Rossiter proposed Deputy Mayor Councillor Mrs Lane take the chair, seconded by Councillor Blackhall

Resolved that Deputy Mayor Councillor Mrs Lane chair TTC meeting.

The Deputy Mayor welcomed Mr Lloyd-Davies, who attended to give information relating to the proposed development at Kinloch Court, Tenby.

Mr Lloyd-Thomas welcomed the opportunity to inform councillors of the process that has been undertaken prior to the stage of submitting the application. In addition he provided larger artistic drawings of the development as viewable from all angles.

Following discussions with Mr R Scourfield and other PCNPA officers, the developers had settled with an architectural design to retain the façade of the original building. The scheme will be fourteen flats with fourteen car parking spaces; three of which will be wider for disabled use. The developer would have liked to provide two parking spaces per flat, but unfortunately discussions with St Mary's Church; Rectory Car Park over acquiring some additional land had not been successful.

Councillor M Evans joined the meeting.

Mr Lloyd-Davies said he wished to disperse any rumours before they took hold and said he would be happy to take any councillors questions.

Councillor Mrs Brown personally felt she would like the new build to have the same external finish as the old façade. Mr Lloyd-Davies said from an architectural point of view the new build needs to be a contrast to the old.

Councillor Blackhall asked if all the flats would be for private permanent residents. Mr Lloyd-Davies said they had discussed the viability of the units with PCC and Pembrokeshire housing Association in relation to providing one or two affordable units within the complex; however it was felt a better way forward was for a financial contribution to be made in lieu for affordable housing and run with fourteen private apartments.

Councillor W Rossiter felt the development was in a prime spot and needed to be of ‘top notch’ construction as it will define Tenby from South Beach.

Councillor Hallett requested the square footage of the flats as he felt properties are getting less and less floor space. The Clerk informed councillors the actual planning application details with drawings would be viewed and discussed later in the meeting.

Councillor Mrs Rossiter said, as occupants of the new development would be overlooking the Battery Open Space Recreational Area, had they or would they consider giving money to enhance the area that would likely be used by the owners. Mr Lloyd-Davies said Section 106 financial contribution had been discussed with the relevant bodies and if TTC wished to make reference to it when responding to the planning application he felt the developers would certainly consider it.

Councillor Blackhall asked for assurance that the capital was in place to complete the development as he did not want to see it left in a half built state. Mr Lloyd-Davies said it was a good company having a large turnover last year and he personally felt the build was well within the company’s means.

Councillor Blackhall personally felt an affordable housing donation of approximately £150,000 was quite light out of a high level scheme of fourteen flats and asked where the proposed affordable aspect will be sited as he strongly felt it should be in Tenby for the needs of the local people requiring family homes. Mr Lloyd-Davies said all the figures are generated and checked by a Quantity Surveyor and they decide on the amount to be allocated.

Councillor W Rossiter asked if the units will include energy saving aspects. Mr Lloyd-Davies said energy saving is now part of the building regulations and therefore are automatically included.

Councillor Evans asked for clarification from the Clerk if the development was in the Conservation Area as the apartments needed to be high end finish. The Clerk said the development was not in the conservation area.

The Deputy Mayor thanked Mr Lloyd-Davies for the information before he left the chamber.

Mrs S Johns and Mrs C Mathias from the Licensing Department, PCC joined the meeting. The Deputy Mayor welcomed them to the meeting; however she declared an interest on licensing and proposed Councillor Hallett take the chair during discussions, seconded by Councillor Mrs Rossiter who also declared an interest on licensing.

Resolved that Councillor Hallett chair the meeting during discussion on licensing matters.

Councillor Mrs Lane and Councillor Mrs Rossiter left the chamber.

Councillor Evans declared a personal interest and remained in the room.

The Clerk outlined for all present that TTC had invited PCC Licensing Team members to the meeting for clarification on several guideline changes that have been implemented by the department over recent months.

Mrs Sarah Johns explained the 2003 Licensing Act came into operation in 2005. However due to a recent review of Data Protection changes have been made to the consultation process. A standard licensing application has two parts:

- a) – Administering the process
- b) – Responsible Authorities review

Applicants complete the form and pay a fee to PCC who then circulate the application to the responsible authorities, who are:

- Dyfed Powys Police
- Pollution Control, PCC
- Health & Safety, PCC
- Children’s Services, PCC
- West Wales Fire & Rescue Services

The applications are now posted on the PCC Licensing Website for public viewing with data protection items retracted. The applicant displays a notice outside their premises and has to place an advert in a locally circulated newspaper noting the licensable activities required and times applied for.

Any relevant representation letter that relates to one of the 4 licensing objectives will mean the application goes before the licensing committee. The four objectives are as follows:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

She explained as TTC will not be automatically receiving a copy of licensing applications in our area, anyone can access them on the website for information.

Councillor Blackhall failed to understand why because of data protection changes TTC could not be informed when a local application is submitted, to be aware before a member of the public approaches the council.

The Clerk explained TTC initially asked for just the front cover copy to be forwarded for information so they could visit County Hall to view the full application if necessary. However this request was before posting of licensing applications on the website which did now make the process slightly easier when TTC became aware of applications.

Mrs Johns said that the guidelines prevent them e-mailing the applications and in addition they have had their staffing numbers reduced by two members. She continued explaining they would have to supply every council with details if they provided them for Tenby, therefore they would have to reject Tenby's request for notification on received applications.

Mrs Mathias confirmed that the information redacted from applications included, private addresses, e-mail details and the applicants signature.

Councillor W Rossiter asked what weight did local letters of objection on licensing matters hold. Mrs Mathias said every person can have a say; however the application will only go to committee if concerns relate to one of the four licensing objectives. If the letter meets a licensing objective the author will be invited to make representation at the scheduled licensing committee meeting.

Councillor Mrs Brown felt, as Tenby has a lot of licensed premises, the town council are in the front line and therefore how can councillors represent their local electorate if they do not know about the applications submitted. She strongly felt it was irresponsible of PCC to withdraw the service of providing licensing information for Town and Community Councils as it was imperative TTC are informed.

The Clerk agreed he would review the website and highlight applications in line with other information he researches and notes for councillors on a regular basis.

Mrs Mathias said the consultation period is still 28 days and anyone can make representation if they have concerns about any license.

Councillor Evans asked for clarification if the Communitive Impact Area was still for inside the town walls. Mrs Johns confirmed Councillors Evans statement and said TTC will be part of the review process for the Statement of Licensing Policy as it is due for renewal very shortly.

Councillor Evans felt a review of late licences for all establishments and food establishments within the town centre should be considered as the noise levels are raised and everywhere needs to be fair to residents living in the areas.

Councillor Dr Easy said the forum for discussing the licensing application process has changed; however he felt TTC needed to continue the duty of representing the public. He proposed the Town Clerk monitor the licensing website on a regular basis.

Councillor Hallett thanked Mrs Johns and Mrs Mathias for providing information and answering questions on licensing before they left the meeting.

Councillor Mrs Lane and Councillor Mrs Rossiter re-joined the meeting.

The Deputy Mayor re-took the chair for the remainder of the meeting and welcomed Mr L Chiffi, who attended to ask TTC to reconsider their policy on street trading licences. He gave details about his business, the product he sold and why he felt he should be allowed to trade during special events as he has done previously and yet he was refused a license for the recent Long Course Weekend. He felt he would be happy to increase his street trading daily fee to be in line with business rates.

Councillor Mrs Brown questioned the TTC blanket street trading policy, stating she was not aware of the policy having been resolved.

The Deputy Mayor expressed concern relating to several comments made by Mr Chiffi as shop owners pay rates all year round not just when there are a lot of people in town. Every business feels their products are good otherwise they would not be trading and many are owned by local people. It is actually PCC who issue the street trading licences, TTC are asked for their views on the applications.

Councillor Mrs Brown said street trading within the town walls is difficult and she supported Mr. Chiffi trading outside of the town walls. She felt there are always exceptions to street trading rules and would like every application assessed on its individual merit.

Councillor Blackhall felt TTC needs to write proper street trading guidelines, highlighting the criteria council will judge each application on. He circulated a draft copy outlining the items he felt should be included for councillors to discuss their views on restricting street trading as much as possible but not without exceptions. He said street traders during event weekends like Long Course and Ironman adds the character of the town and are exceptional days which should be looked at differently.

Councillor Mrs Rossiter asked Mr Chiffi how he would feel about another street trader setting up in opposition to him.

Mr Chiffi felt TTC would refuse another application as there would already be his stall trading with that type of product.

Councillor W Rossiter said shop owners pay rates and therefore he did not agree with street traders coming in on good trading days. He felt there is nowhere in the town where street traders could go where they would not be taking trade from another rate paying establishment.

Councillor Dr Easy felt the discussion needed to be de-personalised as the subject was about street trading and not individuals. He was aware TTC did not have a blanket ban policy; however a verbal presumption had been forward and a blanket ban is not useful for anyone.

He continued explaining TTC needs to consider street trading applications under certain criteria including: the occasion, timing, nature, type, quality of product and local characteristics requested. Under these criteria many applications can be discussed and filtered.

Councillor Evans addressed Mr Chiffi explaining that as he could see Tenby Councillors views differed on this subject. He personally applauded the role model he has set; however a fine balance has to be achieved as traders were not in support of the street market. Tenby town centre is changing and TTC needs to consider the residents first then businesses before they then consider street trading requests.

Councillor Blackhall said one stall holder opened a town shop and is doing well, adding to the street experience. He supported Councillor Dr Easy's suggestion to have a meeting to agree a TTC policy.

Mr. Chiffi then left the chamber.

129. APOLOGIES

Apologies received from Councillor P Rapi, Councillor Mrs Thomas, Councillor Mrs Durham, Councillor Mrs Putwain and Councillor H Johns.

130. DISCLOSURE OF PERSONAL INTERESTS

None noted.

131. ITEMS TO PRESS

Proposed by Councillor Hallett, seconded by Councillor Blackhall

Resolved that items of Correspondence and Committee Minutes other than those items marked Not for Publication be given to members of the Press present.

132. CONFIRMATION OF MINUTES

Councillor Mrs Brown noted the Red Cross summer triage service will run to September and not August as minute.

Resolved that the Minutes of the Tenby Town Council held 7th July 2015 be confirmed and signed as accurate with the following amendment:

The Red Cross First Aid Summer Service will run from 20th July – 6th September, being manned during the following hours: Weekdays 1 pm till 6 pm and Weekend and Bank Holidays 10 am – 6 pm.

133. MATTERS ARISING

106 – Police Report – Speeding within Tenby Town Walls

Councillor Hallett asked if any reply had been received in relation to where the speeding gun purchased by the town council is housed.

The Clerk reported he is awaiting the set up of the multi discipline team meeting the police have suggested. He has asked about the speed gun but no response has been received as yet.

94 – Pedlars and Street Trading

Councillor Blackhall highlighted the two page guidelines document he had drafted for consideration that can be distributed to all Street Traders, Pedlars and Buskers so they comply with the law. In addition if they do not comply they will be liable for a fine.

The Deputy Mayor said it was good to know the information contained in the document; however she felt people would not be willing to sign any document willingly.

Councillor Dr Easy said it was very good information but it needs to be absolutely waterproof. TTC needs to be absolutely certain we can request details and signatures from people under data protection.

Councillor Blackhall felt the document should be forwarded and checked by Marc Owen, Street Care, PCC.

Councillor W Rossiter asked for clarification if buskers have to move from place to place. The Clerk said there is no written rule; however we do ask them to be courteous to shop owners and move periodically.

Councillor Hallett proposed TTC send the draft Pedlar and Street Trading guidelines to Mr Marc Owen and the legal department for scrutiny and amendment as necessary, seconded by Councillor Blackhall.

Resolved that TTC send the draft Pedlar and Street trading guidelines to Mr Marc Owen and the legal department for scrutiny and amendment as necessary.

107 – Gardens, Maintenance and General Purpose Committee Minutes

Councillor Mrs Brown said she was aware that the employee TTC have engaged to do the work in and around the town has already started clearing the paths on Castle Hill. However, there are several recommendations from the private personnel minutes she would like to bring into private matters being:

TTC meet with Mr R Brown, PCC to:

- a) Determine the proposed PCC budget allocation for gardens and maintenance in Tenby to enable a report to be formulated before TTC set their precept for 2016/17.
- b) Clarify which street care town maintenance tasks will be undertaken by PCC employees.
- c) Establish and document use of PCC equipment for garden and maintenance work for this and next year as only verbal clarification has been received as yet.

She felt all councillors needed to take responsibility for the operative engaged and enter into discussions of what further cutbacks PCC are likely to make for next year. This will then give TTC time to discuss and see if they should be putting certain tasks into the budget before requesting the annual precept.

She continued explaining that cutbacks are occurring throughout Tenby and not just within the town centre. A gentleman in St David's Close has undertaken PCC work at the entrance to the Close as it is just not being done despite requests. TTC needs to monitor the complaints and document where work is not being completed.

The Deputy Mayor fully supported her fellow councillor. As the Chairman of Tenby in Bloom she is fully aware how the team initially started by asking PCC and TCC was there any help they could give to enhance the town; however now they are undertaking project areas that PCC can no longer fund and these areas are increasing. The group of volunteers can no longer be expected to undertake more tasks; therefore who knows how it will pan out for next year. Everyone can buy flowers but who will plant, tend, water and generally maintain the beds.

She was aware the Clerk had written twice to Mr Richard Brown, PCC to arrange a meeting; however he has not responded as yet. Everyone needs to be on board to pan for the future as it is vital for the town economy.

Councillor Hallett felt TTC needs to be careful what they take on as more and more will be passed their way.

Councillor Mrs Brown said cutbacks are happening all over the county and it is returning to times gone by when people took ownership of their frontage be it a house or a shop. She requested the meeting with Mr Brown take place as early in September as possible to allow time for discussion before setting TTC budget and precept.

109c - PCNPA – Change of use A1 shop to A3 Coffee Shop, Tudor Square, Tenby

Councillor Blackhall asked if any further information had been received following the withdrawal of the planning application for the Coffee Shop in Tudor Square.

The Clerk said he had spoken to Mrs Bolton, PCNPA who suggested he pass on the information to Mrs J Gibson and Mrs Bowen-Phillips PCNPA as well.

Councillor Mrs Brown asked if this matter could be discussed in private matters.

Resolved that PCNPA – Change of use A1 shop to A3 Coffee Shop, Tudor Square, Tenby be discussed in private matters.

113 – Licensing Matters

Councillor Blackhall proposed TTC set up a full council meeting to create a TTC Street Trading Policy, seconded by Councillor Dr Easy.

Resolved that TTC call a special meeting to create a Street Trading Policy.

112 – Grants – Tenby Playgroup

The Clerk reported he had received a telephone call from Mr Williams, leader of the Tenby Playgroup. She fully understood why TTC was unable to support her grant application; however she pointed out she is not a small business she is, and always has been, a not for profit playgroup.

Resolved that the information be noted.

113b - Ocean Commotion – New premises licence

The Clerk reported the new premises licence for the ‘Holy Grail’ is going to licensing sub-committee on Monday 27th July 2015 at 10 am. He asked if any councillor wished to attend to represent TTC. Councillor Blackhall suggested that the Clerk represent the town council at the meeting. The Clerk said he was happy to go; however the TTC office would be shut due to other staff being on annual leave.

Resolved that the Clerk attend the licensing sub-committee meeting on Monday 27th July 2015.

117 – Superfast Broadband provision in Tenby

The Clerk reported he had spoken to Mr Osborne and he had no more information than the main website; however he was aware the engineers are connecting people to the new green boxes in

town as quickly as possible. It therefore appears that if residents contact their broadband providers they will be informed if they can access superfast broadband yet.

118 – European Walled Towns Membership

Councillor W Rossiter asked if Councillor Hallett had any further information regarding the Town Walls membership. Councillor Hallett said he had no additional information as he still was awaiting an e-mail following their special meeting and discussion with Mr Bruce at the European Walled Towns.

134. TENBY TOWN REGENERATION TEAM MINUTES – MATTERS ARISING

The Deputy Mayor went through the items listed on the Tenby Town Regeneration minutes.

Battery Gardens – Despite this project being close to the Deputy Mayor’s heart she felt the project was lower priority than many other projects proposed; therefore the team scaled down the proposal to a £20,000 project to enhance the pathways and access to the area.

Councillor Mrs Rossiter felt if the Kinloch Court development project goes ahead there may be funding available and the project can be completed or re-addressed.

Councillor Mrs Lane said it would be a very suitable place for open air adult gym equipment.

Councillor Evans suggested a single basketball net on a 2 metre square base could be considered.

Cinema – No funding, however they will endeavour to support the pop up cinema venture.

Norton Railings – It was decided that the railings are a PCC maintenance issue and therefore it was decided they would not proceed with the project. They did decide that a lot of the street furniture required painting and TTC would send through a list to PCC for this to be considered.

Councillor Evans felt there was a thread going through the minutes that it is up to TTC to find the money for additional projects as there are no other funding streams available. He felt TTC has to support local projects and local councils will have to precept for the money annually. In relation to the railings he personally felt they are falling apart and as a TT councillor he fully supported the replacement project in the interests of public safety and felt councillors should support it too.

Councillor Hallett said TTC should consult with the town residents before taking on more projects and putting it onto the precept. The process has to be done properly.

Councillor Mrs Brown agreed with Councillor Evans that TTC should match fund PCC and replace the railings; however TTC would need to ensure PCC maintain them once replaced.

Councillor Evans proposed TTC support the railing replacement and fund the 50% deficit, seconded by Councillor Mrs Brown.

Resolved that under Section 2 of the Local Government Act 2000, TTC support the Tenby Town Regeneration project to replace the Norton railings and fund the 50% deficit.

The Deputy Mayor asked to discuss the three quotes for the north beach railings and funding allocation under private matters.

Resolved that TTC discuss the three quotes for the Norton railings and funding allocation under private matters.

Town Walls Bat survey – The Deputy Mayor said it has been a long time since a Town Wall Bat Survey has been carried out and therefore proposed TTC fund 50% of the cost from the allocated regeneration budget, seconded by Councillor Blackhall.

Resolved that TTC fund 50% of the Town Wall Bat Survey from the previously allocated Regeneration Budget.

Wrap around signage – The Deputy Mayor explained the wrap around signage will be sited inside vacant shops and it will display town maps etc. There will be no private advertising on the boards.

North Walk Dinghy Store

Councillor Haslett expressed that they should be careful of the stability of the cliff when considering any work in this area.

Councillor Evans said TTC should support the harbour as a venue for water based sports and events. Any scheme that has the ability to increase water activities would be welcomed.

Gateway signage

The Clerk said PCC had requested TTC agree the proposed signage so it can be fully signed off. Councillor Dr Easy expressed concern that the Welsh wording on the signage was not as agreed following obtaining a correct translation.

Resolved that the Clerk would discuss the agreed translation with PCC.

Councillor Evans left the meeting.

135. PLANNING APPLICATIONS

a. NP/15/0348/FUL – Messrs Delmon and Charles Fecci, Oxford House, Lower Frog Street, Tenby – Installation of disabled ramp and walkway access to existing washeteria which will also serve as access to existing first floor flat above. The existing substandard window-door unit on front elevation to be removed and replaced with a new white powder-coated aluminium unit with pair of doors at centre, Launderette, 19 The Green, Tenby.

Councillors discussed and reviewed the planning application.

Councillor Mrs Rossiter proposed approval as it would greatly improve the facility for people with disabilities, seconded by Councillor Hallett.

RECOMMEND

Approval as it would greatly improve the facility for people with disabilities.

b. NP/15/0399/FUL – Kinloch Court Investments Ltd., c/o Number One, Waterton Park, Bridgend – Modifications and extensions to existing hotel and change of use from hotel to residential providing 14 private flats, Kinloch Court, Battery Road, Tenby.

Councillors discussed and reviewed the planning application, noting they are working with PCNPA for guidance.

Councillor Blackhall proposed approval as it will improve and enhance a rather tired building with consideration given for a proportion of the flats to be permanent residential use and that any agreed affordable housing element be provided within the electoral boundaries of Tenby, seconded by Councillor Mrs Brown.

RECOMMEND

Approval as this would improve and enhance a rather tired building. Councillors asked if consideration could be given for a proportion of the flats to be permanent residential use and that any agreed affordable housing element be provided within the electoral boundaries of Tenby.

In addition they asked if consideration could be given to a Section 106 agreement for funding towards the development and maintenance of the Battery Gardens opposite the proposed application site as this is a designated public open space that would enhance the amenity for future residents of the development.

Councillor W Rossiter and Councillor Hallett voted against the proposal.

c. NP/15/0400/FUL – Mr and Mrs Mike and Dinah Day, 91 Upper Hill Park, Tenby – Demolish existing double garage and replace with a new two storey dwelling, 20 Lady Park, Tenby.

Councillors discussed and reviewed the planning application.

Councillor W Rossiter proposed deferral for a site meeting with Parks officers to consider the scale of the development in relation to the site footprint, seconded by Councillor Hallett.

RECOMMEND

Deferral for a site meeting with Parks officers to consider the scale of the development in relation to the site footprint.

d. St Catherine’s Island PCNPA Planning Decision Conditions

The Clerk reported he had received a copy of the PCNPA (Form D) in relation to the conditions imposed on St Catherine’s Island following approval of their recent planning application. He said he had a copy in the TTC office for councillors to view.

Councillor Blackhall said he had already read the conditions which he welcomed and wished them well.

136. CORRESPONDENCE

a. Mr K Steele, Carnival secretary, Tenby Fire station – Tenby Firemen’s Carnival

Councillors viewed the information. It was

Resolved that the information be noted with the best wishes of the Council for a successful event.

b. Tenby Chamber of Trade and Tourism – June minutes

Councillors viewed the information. It was

Resolved that the information be noted.

c. Ben Blake – Proposed Resident Permit Parking Zone – Tenby

Councillor Mrs Rossiter took no part in discussion or vote.

The Clerk outlined the information from Mr Blake and that the trial would be for a twelve month period.

Councillor Blackhall said he felt this was a good idea for some zoning with reservation. He did ask if the bottom end of Trafalgar Road could be included within the zoned area. He proposed approval with consideration to the zoned areas being split into two, rather than just one, suggesting Sutton Street at the defining split, seconded by Councillor Mrs Brown.

Resolved that TTC support the zoned parking permit trial with consideration being given to the zoned areas being split into two, rather than just one area, suggesting Sutton Street at the defining split.

137. REPORTS BY COUNCILLORS ON OUTSIDE BODIES

Councillor Mrs Brown reported on the recent Greenhill School Concert held in the De Valence. It marked the last performance of the Orchestra, Wind Band and Jazz Band under the baton of Tenby Mayor and Head of Greenhill Music Paul Rapi. There were several surprises for Paul Rapi and ninety ex pupils all came back, were greeted by him individually and then they joined the orchestra to play the last two pieces, ‘Mission Impossible’ and ‘Thank You For The Music’. It was a fantastic night and one of the best seen in the De Valence.

Councillor W Rossiter reported on the recent Tenby Chamber of Trade meeting where they asked about the Christmas Festivities meeting date. The Deputy Mayor responded saying several things are already in hand; however the meeting will take place immediately after the summer as members are busy at present.

Councillor Hallett also attended the school concert and congratulated the pupils and Councillor Paul Rapi on a terrific evening.

Councillor Blackhall reported he attended the ordination of Deacon John Morgan, our Sergeant of Arms. He proposed TTC send Mr Morgan a letter of congratulations, seconded by Councillor Hallett.

Resolved that TTC send a letter congratulating Deacon John Morgan on his recent ordination.

The Deputy Mayor listed many events she had attended. Tenby in Bloom competition, thanking everyone who took part and made an effort in showing the pride people have in their gardens and their town. Wales in Bloom Small Coastal Category which was a new and pleasing for the town category for this year.

She attended, along with the Mayor, the Beating of the Bounds in Haverfordwest which they both enjoyed. The Arts Club Exhibition opening which is excellent every year and finally she attended the official opening and plaque unveiling by Edwina Hart AM of the Tenby Multi-Storey improvements.

138. MEDIA ITEMS

None noted.

139. SUPERFAST BROADBAND PROVISION IN TENBY

Councillor Mrs Putwain was not present and information was given earlier by the Clerk.

140. EUROPEAN WALLED TOWN MEMBERSHIP

Councillor Hallett reported earlier under matters arising.

141. FINANCIAL OFFICER/CLERK'S ITEMS

a. – Delegation of authority to deal with urgent matters during the summer recess.

The Clerk requested delegated authority from TTC to allow him to deal with urgent matters during the summer recess following liaison with the Mayor.

Councillor Hallett proposed delegation of authority to the Clerk or Deputy Clerk to deal with urgent matters following liaison with the Mayor, seconded by Councillor Blackhall.

Resolved that the Clerk or Deputy Clerk be delegated authority to deal with urgent matters during the summer recess following liaison with the Mayor.

b. – Arts Festival Grant – Thank You

The Clerk reported he had received a letter of thanks from the Arts Festival Committee for the TTC grant donation. They will put half towards the brochure advert and the other half for the sand castle competition prize money.

Resolved that the information be noted.

c. – PCC Electoral Registration Forms

The Clerk reported PCC had informed councils that they are sending every household a letter checking the electoral registration forms. The information is to make householders aware this is not a scam and they do need to return their forms with or without amendments.

Resolved that the information be noted.

d. Licensing Application

The Clerk reported he had checked the PCC licensing applications site and noted two local applications:

- Cones and Scones, St Julians Street, Tenby
- Co-operative Store, (Old Post Office Site), The Green, Tenby

He said he had received no letters of concern from residents.

e. Local Democracy Wales Act 2013

The Clerk explained that under the terms of the Local Democracy Wales Act 2013 that came into being on 1st May 2015, amongst other things he now has to publish councillors contact details on the town council website.

142. DATE AND TIME OF NEXT MEETING

Resolved that the next meeting will take place on Wednesday 2nd September 2015 at 7.30pm.

Councillor Hallett gave his apologies for the meeting in advance.

143. ITEMS FOR THE NEXT AGENDA

Street Trading – Councillor Dr Easy.

Grounds Maintenance – Councillor Mrs Brown.

144. PRIVATE AND CONFIDENTIAL

Proposed by Councillor Hallett, seconded by Councillor Blackhall.

Resolved that the Council (or Committee) moves into private session under the Public Bodies (admission to Meeting) Act of 1960 by virtue of the business to be transacted would be prejudicial to members of the Public.

145. MINUTES

Resolved that the Private and Confidential Minutes of Tenby Town Council Meeting held 7th July 2015 be confirmed and signed as accurate.

146. MATTERS ARISING

124 – Jubilee Play Park Roundabout

The Clerk reported he had received a quote for the groundwork to install the roundabout at the Jubilee Play Park. The total cost excluding the roundabout will be £3780.00 plus vat. Part payment for the proposed works will come from Section 106 money designated for use within outdoor recreational space.

Councillors discussed the work required and the excellent installations that have been carried out by the company on previous equipment within the park.

Councillor Hallett proposed acceptance of the quote from Mant Leisure and the Clerk be given permission to liaise with the company for installation dates, seconded by Councillor Mrs Brown.

Resolved that under Section 11.1(C) of Financial Regulation, Standing Orders be waived to allocate the contract to provide and install a children’s roundabout in Tenby Jubilee Play Park to Mant Leisure without competition. Mant Leisure is the contractor of choice as they have carried out all previous works at the Jubilee Park to a high standard and are fully aware of the topography and limitations of the site.

127a. Office Computers

The Clerk reported he had decided to go with the quote from BCCIT, for the replacement office computers. The quote was slightly dearer but the equipment quality was a higher specification.

147. TENBY TOWN REGENERATION TEAM MINUTES – MATTERS ARISING

The Deputy Mayor asked to bring Norton railings into private as TTC needed to discuss the three contractors’ quotes and propose the quote of choice for the replacement of the railings.

The Clerk outlined the specifications and the quotes of the three contractors. Councillors discussed the three quotes.

Councillor Mrs Lane proposed the local company Pembrokeshire Engineering is put forward to PCC as the preferred choice as their proposed finish was more durable and hard-wearing, seconded by Councillor Hallett.

Resolved that the Clerk liaise with Ms S Henahan, Regeneration Department, PCC, putting forward Pembrokeshire Engineering as the preferred quotation of TTC for the railing replacement.

Councillor Mrs Brown felt that TTC needs to make the general public aware of all the work the council has to undertake and pay for in light of PCC budget cuts.

148. 109C - PCNPA – CHANGE OF USE A1 SHOP TO A3 COFFEE SHOP, TUDOR SQUARE, TENBY

Councillor Mrs Brown said the new coffee shop is very nice; however TTC needs to ask PCNPA to take a stance on owners just doing what they want and making changes without permission.

The Clerk said he had been in discussion with the PCNPA officer dealing with the concerns relating to the coffee shop and the matter had been passed onto senior officers.

Councillors reported it had been brought to several members’ attentions that the same establishment may be breaching the licensing law by selling alcohol on the premises.

Following discussion it was:

Resolved that the Clerk contact the Licensing Department, PCC and report the concerns expressed by local residents.

Resolved that the Clerk contact PCNPA and state that TTC expects the enforcement officer to be looking into the case of a premises trading without any planning permission.

149. PERSONNEL SUB-COMMITTEE MINUTES

Councillors discussed the recommendations earlier in the meeting and it was

Resolved that the recommendations of the personnel sub-committee be actioned.

150. MATTERS ARISING

The Clerk reported on further correspondence he had received from Futureworks following the meeting with the personnel sub-committee. Councillors were very positive over the opportunities for work placement within TTC. It was

Resolved that the Clerk follow up and discuss the next steps in the Futureworks program with the team representatives.

151. FINANCIAL OFFICER/CLERK'S ITEMS

a. Insurance – Staff Training

The Clerk reported TTC's insurance company has flagged up that now, in the light of the blame culture society, we need to mitigate against potential future claims by ensuring staff training records are up-to-date. There are gaps in current staff training records which need to be delivered through an accredited training provider. In light of this information he had undertaken some research and contacted a company who can either provide individual half day courses at their company base or a day rate for up to twelve employees at our establishment. He continued by outlining the courses and costs that will be incurred.

Councillor Blackhall proposed the Clerk undertake the arrangements to ensure all staff complete the Manual Handling and Working at Heights courses on site, seconded by Councillor Hallett.

Resolved that the Clerk arrange a suitable date for the Manual Handling and Working at Height courses to be delivered on site for all TTC and De Valence staff.

Mayor _____

Town Clerk _____

Date _____