

TENBY TOWN COUNCIL  
MINUTES OF THE TENBY TOWN COUNCIL MEETING HELD 29<sup>th</sup> March 2011

**PRESENT:** Councillor Mrs Evans Mayor  
Councillor Morgan  
Councillor Mrs Lane  
Councillor Mrs Thomas  
Councillor Mrs Rossiter  
Councillor Mrs Putwain  
Councillor Hallett  
Councillor Blackhall  
Councillor Evans

**IN ATTENDANCE:** Mr A. Davies Clerk to the Council/Financial Officer  
Mrs L Hensman Assistant Clerk

**497 APOLOGIES**

Councillor Rapi, Councillor Stock Councillor Mrs Williams and Councillor Mrs Brown.

**498 DISCLOSURE OF PERSONAL INTERESTS**

None declared.

**499 ITEMS TO PRESS**

Proposed by Councillor Hallett, seconded by Councillor Morgan.

**Resolved that items of Correspondence and Committee Minutes other than those items marked Not for Publication be given to members of the Press present.**

**500 CONFIRMATION OF MINUTES**

**Resolved that the Minutes of the Tenby Town Council held 15<sup>th</sup> March 2011 be confirmed and signed as accurate with the following amendment.**

460 Royal Wedding

Wording amended to read, Resolved for Bunting and Mugs to be purchased.

**501 MATTERS ARISING**

460 Royal Wedding

The Clerk expressed his concerns about the bunting as it is a plastic cording and not material, would it be strong enough for lengths to be joined together to stretch

across the vast expanses in the town, some areas up to 8.2 metres. Also who would be responsible for putting the bunting up? Councillor Mrs Lane explained that Councillor Evans had discussed this and has preparations in hand for the task. Councillor Hallett wondered if some form of string could be used to reinforce the plastic, he felt this would take time but be of benefit to improve the strength. The Clerk informed Councillors that the Commemorative Mugs have been ordered and he was assured delivery would be well before schools closed for Easter.

480 - a. PCNPA – Trees at the Community Education Centre.

Councillor Hallett explained a meeting had taken place and this was an ongoing project to achieve positive results for the community.

481 – (f)- Tenby Chamber of Trade and Tourism – Notes of Pembrokeshire Business Network meeting with Dr Jones, PCC.

Councillor Mrs Thomas asked if information Councillor Evans had been working on re parking had been collated ready for review. The Clerk said Councillor Evans had hoped to bring the information to Councillors tonight but unfortunately he has been delayed.

487 – A) Horse and Carriage Stand

The Clerk informed Councillors present that he had received an e-mail from one of the Horse and Carriage providers thanking the Council for their help in resolving this matter.

Councillor Evans joined the meeting.

**502** **CONFIRMATION OF MINUTES OF DE VALENCE MEETING 21<sup>ST</sup> MARCH 2011**

**Resolved that the Minutes of the Tenby Town Council De Valence Meeting held 21<sup>st</sup> March 2011 be confirmed and signed as accurate with the following amendment.**

6 Proposed Objectives of Charity/Company

The use of the building is to be as covenanted. It is not the Mission Statement. Minutes are to be amended accordingly.

**503** **MATTERS ARISING**

The Mayor asked if the Trust had nominated any Officers at present and also if any forms have been submitted to the Charity Commission. Councillor Blackhall

clarified that a short meeting with Trust Councillors would need to take place this evening to elect these Officers before he would be able to forward the relevant paperwork to the Charity Commission and Company House. Councillor Hallett asked for clarification as to whether it was possible to elect officers before the General Public Trustees have been appointed. It was clarified by Councillor Blackhall that it was important to get Trust status as soon as possible.

The Mayor felt from reading the minutes that more questions were being asked than answers given. Councillor Evans explained that this was still an Interim Solution for the De Valence whilst negotiations for the building are still ongoing. He clarified and discussed through the concerns the Mayor had expressed relating to the building costing the town ratepayers money, that was why it was closed last year. Councillor Evans explained that setting up the Trust would save the Rates on the building and he felt we needed to do everything for it to succeed so allowing functions to take place in the building would benefit locals and tourism. Councillor Mrs Rossiter felt the decision to re open the De Valence had already been moved, so we needed to continue to move forward. The Mayor still had concerns that it was a backward move.

Councillor Morgan asked the Trust Councillors to clarify a point about who would be responsible for checking that doormen etc are provided. Councillor Mrs Lane assured Councillors that the key holder would check that all was in place prior to the event as the responsibility of finding the relative people would fall to the hirer.

The Clerk explained that he felt the hire fees needed to be looked at again as one fee with the option of discussion/negotiation with the Town Council for grant assistance on Community Hire was not easily comprehended by potential hirers.

Councillor Evans felt this was not a matter to be discussed at this meeting, but was a technical running matter.

Councillor Mrs Thomas proposed the minutes be accepted, seconded by Councillor Mrs Lane.

## **504 PLANNING APPLICATIONS**

Councillor Mrs Lane declared an interest and left the Chamber. Councillor M Evans took no part in voting on the planning application but remained to advise members on procedure as required.

a. NP/11/085 – Mr Chris Lloyd, Home Croft, Broadwell Hayes, Tenby – Single story kitchen and family room extension, Home Croft, Broadwell Hayes, Tenby.

All Councillors present reviewed the plans. Proposed acceptance by Councillor Mrs Rossiter, seconded by Councillor Mrs Thomas.

## **RECOMMEND**

### **Approval**

Councillor Mrs Lane returned to the Chamber.

b. Re Planning Appeal NP/11/032

Councillor Mrs Rossiter, Councillor Evans, Councillor Mrs Thomas and Councillor Blackhall took no part in discussion or vote.

For information the Clerk informed Councillors that a previous application approved by TTC, but rejected by National Parks has gone to Appeal at The Welsh Assembly. Councillor Mrs Lane asked if a letter could be sent supporting TCC original recommendation of approval to these plans. Proposed by Councillor Mrs Lane, seconded by the Mayor.

**Resolved to send a letter to support the appeal, reaffirming TTC original recommended approval to the change of use.**

**505 PLANNING CORRESPONDENCE**

a.PCNPA – Application for Tree Works TOP57 Heywood Lane and The Green.

Discussion took place between Councillors.

**Resolved to note this letter.**

**506 CORRESPONDENCE**

a. Mrs Maureen Ward – Royal Wedding, Augustus Place.

Councillor Mrs Lane felt this was a lovely idea and should be supported. Councillor Evans asked if we knew what form of support they wanted from the Council. Councillor Evans proposed to donate Augustus Hall and ask what form of extra support was requested, seconded by Councillor Mrs Lane.

Vote taken 3 for the proposal, 6 against.

Councillor Mrs Rossiter proposed to donate Augustus Hall at no charge, but to make no further contribution, seconded by Councillor Morgan.

**Resolved to send a letter to Mrs Ward donating the use of Augustus Place for their event/celebration at no charge, but no further financial contribution would be made.**

b. WAG – Dredging – Nobel Banks.

Councillor Hallett discussed details of this letter.

**Resolved to note this letter.**

c. Tenby chamber of Trade and Tourism – March minutes.

Councillor Mrs Thomas asked for clarification of the stated TTC Event for the Royal Wedding. The Mayor explained that the planned event was discussed at the Christmas Festivities Meeting, their next meeting was scheduled for 01/04/11, after this meeting firm details and plans would be passed to TTC to request support for the event but at no cost to the Council.

**Resolved to await further information.**

d. National Trust – Open Day, Tudor Merchant’s House.

Councillor Mrs Putwain requested that as many Councillors as possible try to attend this open day as unfortunately no one attended the last one due to a break down in communication. The Mayor gave her apologies as she would be unable to attend.

**Resolved that letter be noted and for as many Councillors as possible to attend.**

e. One Voice Wales – National Training Programme.

The Mayor asked if anyone was interested in attending to see the Clerk who had further information.

**Resolved to request further information from the clerk for anyone wishing to attend.**

**507** **GRANT APPLICATIONS**

a. Ysgol Greenhill School – Netball and Hockey Tour, Florida

Councillor Evans felt it would be a lovely idea to sponsor the captain of the team for the tour. Discussion took place between Councillors. Councillor Evans proposed to donate £50 to sponsor the captain of the team, seconded by Councillor Mrs Lane.

**Resolved to donate £50 to sponsor one member of the team, the captain.**

**508** **DE VALENCE**

Councillor Evans asked if quotes could be sort to have sensors put in the De Valence toilets to reduce the constant use of strip lighting, for up to 8 hrs a day.

**Resolved for the Clerk to request quotes for the installation of sensors in the toilets.**

**509 REPORTS BY COUNCILLORS ON OUTSIDE BODIES**

The Mayor attended St Marks School Haverfordwest. The pupils had recently carried out a school project on Tenby, they asked the Mayor to attend to answer questions on what they had seen on their visit to Tenby. The Mayor congratulated teachers and pupils from the school for their interest in the town and on the project they produced.

Councillor Mrs Lane reported she had attended the Tenby Youth Forum on Sunday, where they put up 5 Graffiti Boards at the far side of the railway station. They had painted these boards and covered them with a plastic coating to preserve the paint. Perspex will be put over them eventually to preserve them for longer. She took this opportunity to congratulate them for making a difference in the town. Also T shirts are being provided for the Youth Club for when they help with the Tenby in Bloom planting, which will be commencing shortly.

**510 MEDIA ITEMS**

The Clerk reported that National Parks had passed the recent plans for the Royal Gate House etc, as stated in the Observer last Friday. Mr Fry had offered to meet with the Council on a three monthly basis to update the Council on progress of work. The Councillors present agreed this would be of benefit.

**Resolved to inform Mr Fry the Council felt an update every three months would be beneficial.**

**511 WHEELED PLAY PARK**

Two designs had been submitted to the Office so far and the Clerk reported that he would be chasing up the outstanding two designs. Also the Youth Forum had been in contact with the Clerk and explained that they are doing fund raising events themselves to show their support.

The Mayor felt that a deadline should be set for 8<sup>th</sup> April 2011 to allow further designs to be submitted. Once all designs available the Clerk requested that the designs are shown to the Youth Forum Members.

**Resolved to inform outstanding design companies a deadline for 8<sup>th</sup> April had been set for their submissions.**

**512 PARKING**

Councillor Evans explained that he hoped to have his ideas available for this evening but Mr Westley only met with the Chamber of Trade and Tourism today, so unfortunately it would not be ready until after 12<sup>th</sup> April meeting.

Councillor Mrs Putwain agrees with traders parking in the residents bays as long as they are monitored, but felt that permits for tradesmen should be addressed at a

cost to allow them access to properties within the town walls. Also she wondered if these permits could be covered with a wipe clean surface so they could write where they are working and display it accordingly.

Councillor Evans said this idea of tradesman's permits had been addressed and ideas were being taking into consideration, not just for Tenby but for other areas in Pembrokeshire.

**513 DOG WASTE BINS**

Councillor Evans reported that a dog waste bin was being sited at the bottom of Golf Hill and he felt when new dog waste bag dispensers are available it would be an ideal place to position one. Councillor Mrs Rossiter asked if when these are sourced could ones with cheaper sacks be looked for. Councillor Morgan felt there is a need for a bag dispenser outside Greenhill School too.

**514 NOTICE BOARDS**

The Mayor discussed the subject of The Croft notice board in the absence of Councillor Mrs Williams. It is still proposed to remove this board but no communication has been received from the designer about the sign. Councillor Mrs Lane felt it would be advisable to obtain costings for the removal of the board first.

**Resolved for the Clerk to request costings for the removal of the Notice Board at the Croft.**

**515 FORMER COTTAGE HOSPITAL SITE**

Councillor Evans suggested that the Town Council might think about leasing this area to provide parking in the short term for permit holders of Tenby, as PCC have no intentions at present to market the land. It would obviously have a cost implication but enquiries could be made for further discussion. Proposed to make enquiries by Councillor Mrs Thomas, seconded by Councillor Mrs Lane.

**Resolved for the Clerk to make enquiries about leasing of the former Cottage Hospital Site.**

**516 SHOP WINDOWS**

Councillor Evans mentioned that in the past TTC had worked with the Museum and vacant shop freeholders to place displays in the windows to promote the town and enhance the cosmetic affect of empty shop windows. Again a cost implication would be incurred but as last time it could be just handyman hours as needed. Proposed by Councillor Mrs Thomas for the Clerk to liaise with the museum and freeholders, seconded by Councillor Mrs Lane.

**Resolved for the Clerk to liaise with the museum and freeholders about the possibilities of displays in vacant shop windows.**

**517 FINANCIAL OFFICER/CLERK'S ITEMS**

a – Aled Sion Urdd Eisteddfod 2013

For information following his presentation to the Council, Mr Aled Sion had e-mailed to inform Councillors of a meeting scheduled to form an appeals committee on Wednesday 30<sup>th</sup> March, at 3.45pm, in Tenby Infant School. Councillor Blackhall will be attending. Unable to attend due to prior commitments are Councillor Mrs Lane, Councillor Mrs Evans and Councillor Hallett.

b – Pembrokeshire Energy Trust

The Clerk informed Councillors of a feedback event taking place locally at the Regency Hall, Saundersfoot on Thursday 7<sup>th</sup> April 2011, between 7 -9pm. The questions to be answered were outlined by the Clerk.

c – Commercial Ratepayers Meeting

The Clerk attended and outlined some of the points, raised at the recent Commercial Ratepayers Meeting. It covered various town issues. It was mentioned that various groups are meeting in isolation and working together collectively would achieve more and reduce repetition. The Clerk drew their attention to an Action Plan that was devised 5 years ago. Councillor Mrs Lane said that Tenby Connect tried to bring all areas and groups together but some of the local groups did not attend, feeling that it was the Tenby Council leading. The Clerk reported that the one of the Assembly Members Nerys Evans suggested that she would call the meeting so no individual group had responsibility. Councillor Mrs Rossiter said Tenby has so many splinter groups it would be good to see them all working together. Councillor Blackhall felt that as Tenby Town Council is elected by the public should they not be responsible for calling the meetings. It was proposed for the Clerk to monitor the next few meetings to be organised by AM Nerys Evans and if it was needed in the future to discuss reviving Tenby Connect Group.

**Resolved for the Clerk to attend the meetings and provide further feed back as needed.**

**518 DATE AND TIME OF NEXT MEETING**

**Resolved that the next meeting will take place on Tuesday 12<sup>th</sup> April 2011 at 7.30pm.** Councillor Evans gave his apologies for this meeting.

**The following meeting was decided to be on Wednesday 27<sup>th</sup> April 2011 at 7pm, this would be a Quarterly Meeting.**

Councillor Mrs Thomas left the Chamber.

**519 ITEMS FOR THE NEXT AGENDA**

Parking – Councillor Evans.

**520 PRIVATE AND CONFIDENTIAL**

Proposed by Councillor Hallett seconded by Councillor Mrs Lane.

**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.**

**521 MINUTES**

**Resolved that the Private and Confidential Minutes of the Tenby Town Council Meeting held 15<sup>st</sup> March 2011 be confirmed and signed as accurate.**

**522 MATTERS ARISING**

495 - Lewis, Lewis & Co. – De Valence

After writing a letter requesting further discussion about the covenant, Dr Jones had replied and was happy to discuss the details further. Councillor Mrs Evans asked Councillors if they were happy for the Clerk and herself to attend a meeting at PCC. All Councillors were happy and also it was suggested that Councillor Blackhall attend as well. Proposed by Councillor Morgan, seconded by Councillor Hallett.

**Resolved for the Clerk to liaise the setting up of a meeting with Dr Jones in relation to further information on the covenant.**

**523 STAFFING**

The Mayor asked the Clerk and Assistant Clerk to leave the meeting to allow the Council to discuss the contract of the Assistant Clerk and the office arrangements.

On the appointment of the Assistant Clerk, it was agreed that the position would be reviewed in six months. Due to the on-going negotiations and the uncertainty over the future of the De Valence it was

**Resolved that the Council's appreciation is conveyed to the Assistant Clerk for the assistance she has provided to the Council to date and that the post be extended for a further period of six months, to be reviewed in five months time.**

The Council also discussed ways in which the operation of the Council office could be improved and it was

**Resolved that the Mayor and Councillor Evans meet with the Clerk at the earliest convenience to review the office arrangements.**

Mayor \_\_\_\_\_

Town Clerk \_\_\_\_\_

Date \_\_\_\_\_