

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL  
COMPLETED BY EMAIL & VIDEO CONFERENCE ON THURSDAY 17th JUNE  
2021**

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**Sent to:  
Councillors:**

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

**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 Asman, Jones, Blackburn, Nutting, Collins, Evans, Phillips, Brinn, Bush, Grimes, Mortenson, the Town Clerk and Assistant Town Clerk.**

**19. APOLOGIES FOR ABSENCE/ DECLARATIONS OF INTEREST**

**Councillors Carey, Cooke, Brown & Nicholas**

**20. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 17th JUNE 2021  
2021**

The minutes of the 17th June 2021 were accepted as an accurate record

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

None present

**22. MATTERS ARISING FROM THE MINUTES**

***a) Update re South Quay Development meeting***

Following last month's meeting of Pembrokeshire County Council, to which Rachel Moxey and Paul Miller had been invited to update Council on plans for Phase 2 of the South Quay project, a follow up meeting was arranged on Monday, June 7<sup>th</sup>. This was to give Pembroke Town Councillors an opportunity to input their ideas for the development before plans are finalized. Prior to the meeting, a group of Councillors met on 3 occasions to formulate an agreed plan to present at the meeting of June 7<sup>th</sup>. Present Councillor Paul Miller and Rachel Moxley of Pembrokeshire County Council and Town Councillors L. Asman, R.Blackburn. A. Brinn, G. Jones, J. Nutting and D.Evans.

The meeting, held via Teams, was very constructive and it was apparent that we were largely in agreement in wishing to see the derelict buildings of Northgate Street, so detrimental to our town, developed sympathetically for flexible community and business use and the South Quay itself kept free of any development as a public space. As Mayor, I was asked to write a letter of support on behalf of the Council for the proposed funding bid. As we were quorate, Councillors present voted unanimously that I do so. They wished PCC every success in the funding application and looked forward to working closely with them in the future development of the plans for Phase 2.

***b) Update on Green Park, Pembroke (Councillor Asman)***

Councillor Asman informed the Council that Pembroke Town Council is working with the community group, Green Park Pembroke to develop the park on The Green. We have successfully raised the funding but we have now embarked on a community consultation to finalise choice of equipment. Following a site meeting with the Green Park Committee, Town Councillors and County Councillor Harvey, suppliers Dragon Play and the Police Design Against Crime Officer, a plan of the proposed park was drawn up. We wanted to assure neighbouring residents that additional play equipment/seating will be placed away from properties and sited to ensure maximum supervision and minimising any potential for anti-social behaviour.

To date there has been a letter drop to 150 neighbouring properties with a returnable form listing preferences for equipment and asking for any comments. This having been done, the consultation will go on Facebook with an online survey and will also be posted on the Town Council website so as to reach the wider community. The consultation will end on June 30<sup>th</sup>.

I would add that concerns have been voiced that the present play park, consisting largely of toddler equipment, has not been fenced. It is placed near the entrance of the park, which opens on to a main road and is not gated. This is something that must be addressed but our funding will not cover this additional cost. I have written to Neil McCarthy of PCC for a way forward as it is a health and safety issue which, we feel, should be addressed by Pembrokeshire County Council.

***c) Update on William Marshal Statue (Councillor Asman)***

I am pleased to say that the first stage of the project ie. the sculpture of William Marshal has now been completed by Harriet Addyman. It is stunning and we can look forward to another impressive statue for our town.

The next stage will be the making of the mould prior to the casting. This will be done, as with Henry, at MB Fine Arts Clynderwen.

***d) Armed Forces Day (Town Clerk)***

The Clerk informed Council that Pembroke Castle was not available to hold an Armed Forces Day service this year, so unfortunately it would be deferred until next year.

***e) Samuel Kurtz MS Invitation***

The Clerk informed Council that she had received a reply from Mr Samuel Kurtz, who would be attending the next meeting in July.

**The above was noted by Council**

## 23. PLANNING APPLICATIONS RECEIVED

### 21/0135/PA

**Proposal:** Erection of two semi-detached dwellings

**Site Address:** 2 Devon Drive, Pembroke SA71 5TT

**Council would support this application**

### 12/05/2021

**Proposal:** Change of use from guest house to residential dwelling house

**Site Address:** High Noon Guest House, Lower Lamphey Road, Pembroke, SA71 4AB

**Council would support this application**

## 24. PLANNING APPLICATIONS DETERMINED

### 20/0915/PA

**Proposal:** Alterations and extension to dwelling

**Site Address:** 20 South Meadows, Pembroke

**Decision: Conditionally Approved**

### 20/1080/PA

**Proposal:** Proposed alterations and side extension to dwelling including new garage

**Site Address:** Field View, 23 Lower Lamphey Road, Pembroke

**Decision: Conditionally Approved**

### 20/1187/PA

**Proposal:** Alterations and extension

**Site Address:** Shirel, First Lane, Pembroke

**Decision: Conditionally Approved**

### 19/1015/PA

**Proposal:** Proposed pair of semi-detached bungalows, including access road improvements

**Site Address:** Land opposite No 5 Woodside Grove, Pembroke

**Decision: Conditionally Approved**

### 21/0122/NM

**Proposal:** Non material amendment to planning permission ref 19/1143/PA (Removal of conservatory and erection of single storey extension to rear of property and porch to front)

**Site Address:** Rotherside, Holyland Road, Pembroke, SA71

**Decision: Conditionally Approved**

### 21/0046/PA

**Proposal:** Replacement rear conservatory with bespoke kitchen extension / dining area

**Site Address:** Merafield, Holyland Road, Pembroke

**Decision: Conditionally Approved**

**20/1036/PA**

**Proposal:** Alterations and extension

**Site Address:** 14 East Back, Pembroke

**Decision: Conditionally Approved**

**20/1121/PA**

**Proposal:** Proposed single storey family room

**Site Address:** 30 South Terrace, Pembroke

**Decision: Conditionally Approved**

**The above was noted by Council**

**25. LICENSING**

Tregenna Bed and Breakfast, 7 Upper Lamphey Road, Pembroke, Pembrokeshire.(Attached)  
Council would support the application

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

49	Wages	Week ending 10.5.21	£607.52
50	B&M (Rose)	Cleaning Materials	£6.98
51	Amazon (Suzie)*	2 Pointed Spades	£43.98
52	Amazon (Suzie)*	3 Digging Forks	£60.00
53	British Gas	Gas 2/4/21 - 1/5/21	£158.77
54	Bernie Scourfield	Internal Audit	£126.00
55	Peter Scott (Suzie)	Flags	£10.00
56	Signspeed	Self-adhesive board lettering for Mayor	£27.60
57	Wages	Week ending 17.5.21	£607.52
58	Salaries	Month May	£2,663.53
59	Zoom	Video Communication	£14.39
60	British Gas	Electricity 10.4.21 - 9.5.21	£72.41
61	Amazon (Suzie)	Decking Oil 5L	£26.99
62	Farm Foods (Rose)	Coffee and milk	£15.50
63	Carmarthenshire County Council	Pension May	£1,647.23
64	The Garden Centre (Suzie)	Compost	£36.00
65	ICO	Data Protection Fee Renewal	£40.00
66	SLCC	Membership for Suzie	£166.00
67	Wages	Week ending 31.5.21	£607.52
68	Total Tech	Domain renewal	£17.27
69	Total Tech	Line Rental Monthly	£66.00
70	B Shilke	Window Cleaning May and June	£40.00
71	HMRC	Tax/NI May 2021	£838.62

72	Wages Pembrokeshire County	Week ending 7.6.21	£501.69
73	Council	Black Horse Toilets Qtrs 3 & 4	£2,460.02
74	Infinity	Photocopies	£47.47
75	Halsted DIY	Locks and keys	20.55

Those marked with \* (Amazon Payments) have been taken from The Mill Pond Grant Fund.

**The accounts were agreed unanimously.**

## 27. CORRESPONDENCE RECEIVED

**The following correspondence has been received from Claudia Dettmar-Muller (Burgermeisterin) Stadt Bergen**

### **Cancellation Berger Schutzenfest 2021**

Dear Mrs Thomas

I hope you are well and have made it through these extraordinary times unscathed. Unfortunately, I have to inform you that we won't be seeing each other for our Schutzenfest in Bergen this year. While the Corona-virus situation seems to relax slightly, we are still a long way from planning big events. For this reason, we have decided to once again cancel all festivals in our township.

We reached this decision together with our local shooting clubs and we did not reach it lightly. But ultimately, I am responsible for the safety of my guests - and I take this responsibility very seriously. I sincerely hope we will be able to celebrate Schutzenfest in Bergen together again next year - with twice the enthusiasm!

I am looking forward to welcome you all to Bergen as our guests in 2022. Until then, stay safe and healthy!

### **The following correspondence has been received from Hywel Dda University Health Board**

#### **Have your say on the Hywel Dda University Health Board Draft Pharmaceutical Needs Assessment 2021**

The NHS (Pharmaceutical Services) Regulations 2020 came into force on 1st October 2020 and included a requirement for health boards to produce a Pharmaceutical Needs Assessment (PNA) by the 1st October 2021. This will be the first PNA published by Welsh Health Boards. The Regulations require that a PNA must be undertaken at least every 5 years (or sooner if a Health Board identifies changes to the need for pharmaceutical services which are of significant extent).

Hywel Dda UHB has drafted its first PNA to assess whether pharmacy services provided within its area meet the pharmaceutical needs of the population in Carmarthenshire, Ceredigion and Pembrokeshire.

The PNA will help with Health Board to manage and make decisions on requests for new pharmacies, relocation of existing pharmacies and the ranges of services needed.

Please note that the PNA focuses on community pharmacy services, or what you may refer to as "Chemists".

The Health Board would like your comments on the draft PNA and is undertaking a public consultation from the 7th May to 6th July 2021.

To have your say, please read the Consultation Summary Document or the draft PNA (available at web link <https://haveyoursay.hduhb.wales.nhs.uk/pharmaceutical-needs-assessment-2021>) before completing the questions.

If you would like more information about the consultation or have questions about the pharmaceutical needs assessment please email:  
CommunityPharmacy.HDD@wales.nhs.uk

**The following correspondence has been received from Mr Richard Little, Manager of Pembroke Power Station**

Dear Local Liaison Committee Member,

I am contacting you regarding an exciting new RWE initiative that I would like to make you aware of. We will shortly be launching RWE's Pembroke Net Zero Centre (PNZC).

The PNZC will bring together into one focal point RWE's decarbonisation expertise including innovation, project development, offshore wind, hydrogen, power engineering, trading and operation of highly technical plant. Located all in one place, it demonstrates RWE's commitment to the decarbonisation of Wales and the UK.

The PNZC is made up of three distinctive pillars:

- Decarbonisation of the Pembroke Power Station including Carbon Capture and Storage and Hydrogen consumption feasibility studies
- Green Hydrogen production – feasibility studies and potential development of an electrolyser on the Pembroke site
- Floating Offshore Wind development in the Celtic Sea.

The initiative is based at Pembroke Power Station, drawing on a dedicated team of experts from across the RWE Group.

Attached is an advanced copy of the press release and infographic.

If you would like a further discussion, or any information on RWE's pathway to decarbonisation and investment in Wales, then please contact me via Janet ([janet.baldry@rwe.com](mailto:janet.baldry@rwe.com)) and I would be happy to set up a meeting.

**The above was noted by Council, and following a discussion it was resolved to invite Mr Richard Little to the August meeting.**

**28. MAYORAL APPOINTMENTS**

19.05.2021 Classic Car Show, The Commons Pembroke

**29. AGENDA ITEMS**

**30. TO RECEIVE AND RECORD THE APPOINTMENT OF THE MAYORS CHAPLAIN**

This item was deferred from last month's meeting. Pastor Rob James was duly appointed as the Mayors Chaplain for the year 2021/22.

**31. TO REVIEW AND APPROVE THE ANNUAL RETURN (TOWN CLERK)**

The Clerk presented Council with the Annual Return for Pembroke Town Council for the year ending 31 March 2021 for review and approval. Following a discussion it was resolved to approve the Annual Return for year ending 31 March 2021.

**32. TO REVIEW AND APPROVE COMMITTEES FOR THE FORTHCOMING YEAR (TOWN CLERK)**

The Clerk presented Council with the list of the Committees for the forthcoming year. Following a discussion, members were appointed and it was resolved for the Clerk to send to each Councillor the updated form.

**33. CAR PARKING CHARGES DURING THE WINTER MONTHS IN PEMBROKE (COUNCILLOR NICHOLAS)**

Councillor Nicholas informed Council that Pembrokeshire County Council are proposing to add winter charges to the car parks in Pembroke.

Whilst I have no major objection to charges in the summer months I think it is very unfair to charge during the winter.

We want to try and encourage all year trading in our Town and the above proposal will have a dramatic effect on trade in Pembroke.

With such a hard trading 18 months for traders due to Covid restrictions etc I feel the County Council are being very unfair to Pembroke people locals and its traders.

Following a discussion it was resolved to write to Mr Marc Owen of Pembrokeshire County Council expressing that Council strongly oppose the introduction of parking charges during winter months. They feel that this would be a deterrent to shoppers, who would not pay to park, when popping into the Main Street.

During the last 18months, the High Street has suffered considerably and we should be encouraging people to visit and shop locally.

They also oppose the changing from short stay to long stay on the South Quay and Long Entry, as being short stay the turnover allows for people to park up and pop to the Main Street, which is in close proximity to both car parks.

#### **34. NOTICE BOARD OUTSIDE PEMBROKE TOWN HALL (COUNCILLOR MORTENSON)**

Due to the current state of the Notice Board outside the Town Hall, I am proposing to Council that a new Notice Board is purchased, as the current one is now not safe or fit for purpose.

The notice board is well used by many organisations to advertise their events, and feel that a new board would benefit the community. Example below of what could be purchased, perhaps even having a map of the town showing the area in the middle.

Prices range, depending on what your order, from £3000 up to £10,00, the one above is around £5000.

Below is a message I received from Pete Coleman, Chair of Trustees who is happy for the board to be replaced.

*Hi Ann*

*As discussed, I can confirm, that the Foundry House management team would be happy to have the, now dilapidated, notice board outside the Town Hall removed and replaced.*

*I understand the notice board was purchased by Pembroke 21C Community Association for the shared use of the charity and the Town Council. We would be most grateful if the Town Council are able to cover the cost of the replacement and allow Pembroke 21C Community Association to continue to have exclusive use of part of the display area.*

*If you or your fellow councillors wish to discuss this issue or require any further information please do not hesitate to get in touch.*

*Best regards*

*Pete Coleman Chair of Trustees, Pembroke 21C Community Association*

**Following a discussion it was resolved that Councillor Mortenson investigate costs and designs and come back to Council and also enquire with Pembroke 21C to contribute half of the cost if still requiring half of the notice board.**

#### **35. FLOWER TENDERS FORTHCOMING YEARS (TOWN CLERK)**

The Clerk enquired with Council as to when tendering out for the flowers for the Main Street next year, she also include the erecting and dismantling of the baskets, following a discussion it was agreed to include the above and also to be on a 3 yearly basis.



**36. INSTALLATION OF CHRISTMAS LIGHT TENDERS (TOWN CLERK)**

The Clerk informed Council that she had received one tender back for the Installation of the Christmas Lights. Following a discussion it was resolved that they accept the Tender from Mr Brian Jones for the contract for the next 3 years.

**37. TWINNING UPDATE (COUNCILLOR BRINN)**

A Twinning meeting with Bain de Bretagne was held a few weeks ago to discuss a possibility of Pembroke and Pembroke Dock jointly having a Twinning Agreement with this French town. Councillor Brinn gave an update of the meeting and informed Council another meeting would be arranged in the next month or so.

**38. TO CONSIDER APPLICATIONS FOR FINANCIAL ASSISTANCE**

The Clerk informed Council that she had received one application for financial assistance. Following a discussion it was resolved that Paul Satori be awarded £250.00.

**39. QUEEN'S GREEN CANOPY (COUNCILLOR ASMAN)**

The Queen's Green Canopy 2022 marks Her Majesty's Platinum Jubilee. A national tree planting initiative has been launched to mark the event, inviting people "Plant a Tree for the Jubilee" to create a legacy in honour of The Queen's leadership of the Nation, which will benefit future generations. Everyone from individuals to community organisations, towns, businesses, schools etc will be encouraged to play their part to enhance our environment by planting trees from October, when the tree planting season begins, through to the end of the Jubilee year in 2022.

<https://queensgreencanopy.org/get-involved/communities-and-groups/> I suggest that Council take the lead in organising this in Pembroke to celebrate the Platinum Jubilee in the way the Queen would wish.

**Following a discussion it was resolved to take part in the initiative, with Councillor Asman taking the lead and organising a small working party.**

**40. GRASS CUTTING PEMBROKE (COUNCILLOR ASMAN)**

Concerns about grass cutting around Castle Pond Grass cutting around Castle Pond is no longer done by Pembrokeshire County Council; instead it is contracted out and we have seen a marked deterioration in the service. I have previously brought up this matter asking that the work be inspected but nothing obviously has been done about it. It has gone from bad to worse. Last week there were many visitors in Pembroke and they were presented with a picture of neglect with verges overgrown and thick with weeds. This is not good enough. I want this Council to make a strongly worded complaint to the Pembrokeshire County Council Dept. responsible for this work.

**Following a discussion it was resolved for the Mayor to arrange a meeting along with the Clerk with Mr Neil McCarthy of Pembrokeshire County Council to discuss the above.**

**41. QUARTERLY BUDGET REVIEW (TOWN CLERK)**

The Clerk presented to Council and went through the Quarterly Budget review. Following a discussion it was resolved to accept the Quarterly Budget.

Mayor .....



