

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL  
HELD AT THE TOWN HALL, PEMBROKE, ON THURSDAY, 4<sup>TH</sup> DECEMBER,  
2025**

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**Present:**

**Councillors:**

G Jones (Mayor), J Grimes, K Nicholas, L Herring, R Blackburn, C Archibald, L Jenkins, L Asman, C Collins, D Willington, D Bush, D Evans, A Mortenson, A Brinn, D Willcocks

**In attendance:**

Jayne Howes (Assistant Town Clerk)  
Rob James (Mayor's Chaplain)

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

Apologies received from Suzie Thomas (Town Clerk)  
Declaration of Interest received from Councillor G Jones

**122. QUESTION & ANSWER SESSION WITH MEMBERS OF THE PUBLIC (MAX 10 MINS)**

No members of the public present

**123. TO SIGN AND CONFIRM THE MINUTES OF THE ORDINARY MEETING OF THURSDAY, 6<sup>TH</sup> NOVEMBER, 2025**

Councillor L Asman felt that Minute 118 was not accurate, subsequently the minutes were amended and Council then adopted the minutes.

**124. MATTERS ARISING FROM THE MINUTES (FOR INFORMATION ONLY)**

**A) Update on Regeneration Meeting held on the 19<sup>th</sup> November, 2025**

Councillor Jones gave an update on the meeting that took place on the 19<sup>th</sup> November. From that meeting it was agreed that the next meeting take place of an evening in the Kings Arms Hotel, where Mrs Rhian Cowen, was checking availability of the venue.

**B) Update on the Pembroke & Pembroke Dock MAWG Meeting**

Councillor Jones provided an update noting that progress had been made in tackling some of the anti-social behaviour.

**C) Reminder of Christmas Activities**

The Assistant Town Clerk provided an update on the forthcoming Christmas activities at the Town Hall and sought support from Councillors for the events scheduled that weekend.

**D) Update from Minute 115 – South Quay Development**

It was noted that the Trustees of Pembroke Castle have appointed Acanthus Holdings to review all the plans, which were confirmed as correct. The Trustees highlighted that the wall facing the Castle (to the left of the building) appeared very plain and requested the addition of windows. The amended plans now include new windows, alterations to the railings along The Darkling, and the incorporation of a Tudor Rose on the front of the building adjacent to Pembroke Castle.

**E) Shop Fronts – Conservation Area**

The Council was informed that the Town Clerk had emailed Mr. Daniel Evans of the Conservation Department at Pembrokeshire County Council to ask whether a deadline had been set for replacing the sign on one of the shops. A response is now awaited.

**125. PLANNING APPLICATIONS RECEIVED**

**24/0836/PA**

**Proposal:** Demolition of No 6 Castle Terrace, and partial demolition/rebuild & extension of No 4 and 5 Castle Terrace, to provide new visitor centre, community hub, library and café with associated access and landscaping works (amended to planning permission 20/0304/PA) – AMENDED PLANS

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

**After discussion, Council would support this application.**

**24/0868/PA**

**Proposal:** Variation of condition (3 hours of use), change of use of existing shop to A3 Class.

**Site Address:** Eastgate Gallery, 132 Main Street, Pembroke, SA71 4HN

**After discussion, Council agreed to support this application.**

**126. PLANNING APPLICATIONS DETERMINED**

**24/0906/PA**

**Proposal:** Residential development of 50 dwellings, including associated road and external works.

**Site Address:** Land North of Gibbas Way, Pembroke, SA71 5JA

**The above was noted by Council**

**127. LICENSING**

None received

## 128. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT

255	All White Now	Service wash & dry table cloths	£40.00
256	Carmarthenshire County Council	Pension for October	£1,924.44
257	HMRC	TAX/NI	£2,085.57
258	Green Garage	Petrol for strimmer	£7.09
259	SLCC for Local Council Professionals	14th edition local council administration	£148.50
260	Berndt Schilke	Window cleaning	£20.00
261	Wages	Week ending 3.11.25	£685.78
262	Wages	Week ending 10.11.25	£796.98
263	Monkton Priory Church	Heating/lighting costs for Remembrance Concert	£100.00
264	Dudley Jones	Mayor's Christmas Card	£60.00
265	Collins Bros	Move & erect 2 Christmas trees	£120.00
266	Viking Office UK Ltd	Cleaning Materials	£47.86
267	Greenbarnes Ltd	Lock & 2 keys for noticeboard	£55.73
268	Farmfoods	Refreshments for children's visit & coffee/milk	£44.69
269	Rank Retail Ltd	Coffee	£4.19
270	Wood Finishes Direct	Extendable pole, roller handle, HD gloss & lacquer	£385.36
271	Rank Retail Ltd	Refreshments for children's visit	£4.84
272	Total Tech Ltd	Broadband, Fibre and Phone	£55.00
273	British Gas Business	Gas for 2.10.25 - 1.11.25	£73.10
274	Tesco	Christmas chocolates	£144.75
275	B&M	Christmas chocolates & stickers	£137.16
276	Home Bargains	Santa arrangements	£35.71
277	Home Bargains	Santa arrangements	£17.44
278	Home Bargains	Santa arrangements	£4.01
279	Seton	White salt and de-icing salt	£70.94
280	Wages/Salaries	Week ending 24.11.25 & October	£3,797.77

It was proposed that the above schedule of payments was approved for payment. All voted in favour.

## 129. COUNTY COUNCILLORS REPORT

County Councillor J. Grimes provided Council with a leaflet outlining recent news and updates.

## 130. CORRESPONDENCE RECEIVED

**The following correspondence has been received from Mr Bevis Wong, (Assistant Engineer, Highways) Pembrokeshire County Council**

**CA18072 20251112 ATC Pembroke Mill Bridge - Proposed Shared Use Facility at Mill Bridge**

*We are currently developing a scheme to provide a shared use facility at Mill Bridge. The aim of this project is to create a link between Mill Pond Walk.*

*The proposal includes widening the existing footway to form a shared use path, upgrading the existing zebra crossing to a parallel crossing, and resurfacing the carriageway. As part of the works, the central refuge island will also be removed.*

*We are planning to apply for a one-night road closure to remove the central refuge island, followed by a three-night closure for resurfacing and road marking works towards the end of the proposed works. All other works are proposed to be carried out under daytime traffic management.*

*The proposed works are scheduled to commence at the end of January 2026.*

**The correspondence from Mr. Bevis Wong regarding Pembroke Mill Bridge was discussed, and concern was expressed about the proposed narrowing of the road. It was agreed to invite Mr. Wong to attend a Council meeting in the new year.**

**The Following correspondence has been received from Mr Andy Rogers, Samba Doc**

*Hi Gareth, just a quick note to say thanks for popping in last night with the coins and also for saying thanks to the band for all their efforts – I know they all appreciated it! It was a lovely gesture, Thank again, regards Andy.*

**The above was noted**

***The following correspondence has been received from Jackie Crossman, Church Warden, Monkton Priory Church***

Dear Suzie, On behalf of the committee of Monkton Priory Church I would like to thank you and the members of Pembroke Town Council for allowing us to use the Town Hall facilities for our fund-raising activity at the Iron Man event.

The above was noted

***Correspondence from The Royal Tank Regiment***

Good Morning, Mark and The Royal Tank Regiment.

We hope that you are all well.

Pembroke Remembers as you helped us celebrate VE Day 80 in May - we remember your Regiment's Special Day tomorrow - and we wish to make our appreciation known with the deployment to Estonia as part of Operation

CABRIT. Our thoughts go with all as we know that Christmas and New year will be more time away from family and home.

For Remembrance last week, the Royal Tank Regiment was celebrated as part of our Concert and Services held throughout our community. We look forward to celebrating a quiet return for you all in the New Year. Kindest Regards

Gareth

Good afternoon Gareth,

Thank very much for your kind email and remembering us.

Our Cambria activities went to plan, it was a very cold parade, but enjoyed by all. We invited everyone here in Tapa camp to attend including our American friends, they are enjoying the traditions the British Army keep hold of.

We are currently hosting some high profile visits and planning XMAS activities. Our Cold weather operators courses start this week, with myself and the CO attending in the 3<sup>rd</sup> week of Dec. If there is ice (Highly likely) the last day in a plunge through the ice into the water. This course prepares us for an exercise later in Jan 26, to prove we can fight in artic conditions. It is very similar to the conditions I have experienced at Castle Martin ranges, haha.

You may have seen some RTR soldiers as we have a Sqn with The Royal Welsh BG following us, I believe they are there now on ranges.

Thank you again for your email.

**The above was noted.**

### **131. AGENDA ITEMS**

#### **132. TO REVIEW AND APPROVE MINUTES FROM THE FINANCE MEETING**

The Council agreed that the Town Clerk had undertaken significant work to prepare for the meeting and should be thanked for her efforts. The minutes were unanimously approved.

#### **133. TO REVIEW AND APPROVE BUDGET FOR PRECEPT 2026/27**

Following a review of the attached paperwork and a discussion taking place of the above meeting, Council approved the budget for the 2026/27 precept of £293,030.00.

#### **134. SPARC (SUSTAINABLE POWER, RENEWABLES AND CONSTRUCTION) COUNCILLOR EVANS**

Councillor Evans informed the Council that SPARC is a collaborative education–industry programme co-led by Pembrokeshire College and Pembrokeshire County Council, with industry facilitation from the Pembrokeshire Coastal Forum. He reported that SPARC has been working successfully in schools and proposed

inviting Dr. Mark Picton, Director of the RWE/Freeport Training Partnership, to a Council meeting in the new year for further discussion.

**135. TO REVIEW APPLICATIONS FOR FINANCIAL ASSISTANCE**

No applications for Financial Assistance had been received. It was agreed to include the Application for Funding Assistance Form, along with the application procedure, would be included on the Council website.

**136. TO REVIEW AND APPROVE THE QUARTERLY BUDGET REVIEW**

Following a review and discussion, it was agreed to approve the Quarterly Budget Review.

**137. TO DISCUSS VISIT FROM BAIN-DE-BRETAGNE (COUNCILLOR BRINN)**

Councillor Brinn, on behalf of the Pembroke & Pembroke Dock Twinning Committee, proposed that an official invitation be sent to the Deputy Mayor of Bain-de-Bretagne to visit Pembroke from 4–6 February 2026, from Pembroke Town Council. The Council unanimously supported this proposal.

..... Mayor



