

TENBY TOWN COUNCIL
MINUTES OF THE TENBY TOWN COUNCIL MEETING HELD 19th July 2011

PRESENT

Councillor T Hallett Mayor
Councillor Mrs Lane
Councillor Mrs Brown
Councillor Mrs Thomas
Councillor Mrs Rossiter
Councillor L Blackhall
Councillor Mrs Putwain
Councillor D Morgan

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

ALSO PRESENT Mr Steve Bines
 Mr Gwyn Thomas

The Mayor welcomed Mr S Bines and Mr G Thomas, of OJO Entertainment, on behalf of Tenby Town Council and said they looked forward to hearing their presentation on the De Valence. Mr Bines thanked the Council for the opportunity to deliver a presentation and proceeded to introduce the company and their particular roles within the structure, giving each Councillor a hard copy of his presentation to use as reference and to make notes on as they wished. A copy of this document is placed for reference in the main minute folder.

OJO Entertainment handles all types of events/activities and, having been in operation for 25 years, have developed experience and a valuable reputation. They employ 5 full-time staff and 2 part-time, as a core team while also employing local staff at each venue and contracting out expertise as required.

Mr Bines continued with his presentation outlining:

- Launching a Venue – the process
- An Overview of the De Valence – showcasing the facility
- Research – Valuable information/local knowledge
- Programme – example act/uses/activities that could take place
- Promotion – Possible Activity Plan/Data Base/Advertising/building a track record/3 years to establish a reputation/ Year 4 maintain level, develop and adapt with market changes
- Core Values – Quality/Fare price/team work/utilising the space available

Opportunity was given for all Councillors to ask questions or for clarification of any points.

How did they see the relationship working with the Town Council?

- Opt 1 = Tenby Council manage and use OJO Entertainment for promotion
- Opt 2 = Shared responsibility on a percentage basis i.e. 50/50 or 60/40
- Opt 3 = Lease the building

What would they see as the next step if TTC decided to go with their ideas?

They suggested a further meeting with the Trust/Council to agree a plan of action.

The Mayor thanked them for their presentation and explained TTC would be considering the future of the De Valence and the options expressed from all interested parties and would let them know the future decision after that time.

Mr S Bines and Mr G Thomas left the chamber.

Councillor Mrs Thomas apologised but had to leave the chamber due to work commitments.

141. APOLOGIES

Received from Councillor P Rapi and Councillor Mrs Evans.

142. DISCLOSURE OF PERSONAL INTERESTS

Personal interests disclosed by Councillor Mrs Lane and Councillor Mrs Rossiter on item 10a.

143. ITEMS TO PRESS

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

Proposed by Councillor Mrs Rossiter, seconded by Councillor Mrs Putwain.

144. CONFIRMATION OF MINUTES

Resolved that the Minutes of the Tenby Town Council held 5th July 2011 be confirmed and signed as accurate.

145. MATTERS ARISING

100 – Reports by Councillors on Outside Bodies

Councillor Mrs Rossiter asked if a meeting had been arranged to discuss traffic calming issue in Heywood Lane. The Clerk informed Councillors he had received no response to date.

125 – Grant application – Tenby Sea Cadets

The Clerk read out a letter he had received from Mr K Peachey thanking the Town Council for the donation of £100. The two Sea Cadets attending the training will be Joel Langston and Jake Davies.

124a – Highway obstructions

Councillor Blackhall reported he had been informed that people had been seen raiding the euro bins on South Parade, Tenby on 3 occasions last week, he requested if this issue could be raised with street cleaning. Discussion took place and it was

Resolved for the Clerk to bring this matter to the attention of Mr M Owen PCC during the scheduled meeting taking place on Wednesday when issues relating to “A” boards and street trading are being discussed.

124b – Twining with Camden

Councillor Mrs Lane recalled that negotiations had taken place with Gibraltar in the past and could this be reconsidered. As the role of the Mayor is different in Gibraltar, with it being more of a ceremonial role, Cllr. Mrs. Lane therefore proposed that the Clerk to write directly to their Government explaining our reasons for the twining request. This was seconded by Councillor Mrs Rossiter.

Resolved for the Clerk to write to the Government of Gibraltar expressing an interest in twining with their country.

128 – De Valence Hire – Mr Jamie Edwards Promotions

The Clerk reported that the hirer had been informed of the Council’s decision to charge a higher fee as the day requested is a bank holiday. The Hirer felt the increase was unprofessional and has not proceeded to book the venue.

128 – De Valence – Maintenance Issues

The Clerk gave an update:

A replacement part is on order for the fire door and the sound system is now working with the CD player having been repaired at the same time.

130 – Media Item – letter from County Councillor Williams

An e-mail of apology was received from County Councillor M Williams as he was unable to attend tonight’s Council Meeting, the Clerk circulated copies of the e-mail to Councillors present. Discussion took place between all Councillors noting that any Councillor who discloses a personal interest always leaves the chamber during discussions. Councillor Blackhall proposed that we invite County Councillor Williams to the next meeting and if he is unable to attend could he suggest a suitable day/date, so Tenby Town Council can re arrange their meeting accordingly, seconded by Councillor Morgan.

133 – Plantagenet Steps, Quay Street

The Clerk informed Councillors he had received a response card from PCC noting the request to review Quay Street steps, they will respond within the next 21 days.

Councillor Mrs Putwain explained she had been informed by a local shop owner that someone had inspected the steps and work will be carried out in due course but it would be difficult during pedestrianisation.

146. PLANNING APPLICATIONS

Proposed by Councillor Morgan and seconded by the Mayor to discuss Planning Applications (a) and (b) together, also to accept an application NP/11/291 requiring a decision before the next Council Meeting.

a.NP/11/262 – Mr William Rees, 7 Wimbledon, St Florence Parade, Tenby – Access ramp to rear entrance of church, Deer Park Baptist Church, Greenhill Road, Tenby.

All Councillors discussed and viewed NP/11/262 and NP/11/266 applications, proposed approval by Councillor Mrs Rossiter, seconded by Councillor Mrs Lane.

RECOMMEND

Approval

b. NP/11/266 – (Listed Building) - Mr William Rees, 7 Wimbledon, St Florence Parade, Tenby – Access ramp to rear entrance of church, Deer Park Baptist Church, Greenhill Road, Tenby.

All Councillors discussed and viewed NP/11/262 and NP/11/266 applications, proposed approval by Councillor Mrs Rossiter, seconded by Councillor Mrs Lane.

RECOMMEND

Approval

c. –NP/11/269 – Mr Lewis Day, 4 Dunmore Apartments, Warren Street, Tenby – Replacing wooden window frames with UPVC white double glazed units, Flat 1-4 Dunmore Apartments Warren Street, Tenby.

Councillors discussed the following stating it was outside the conservation area. Proposed approval by Councillor Morgan, seconded by Councillor Mrs Brown.

RECOMMEND

Approval

d.NP/11/291 – Mr and Mrs D Evans, 44 Mortimer Road, Pontcanna, Cardiff – Proposed rear extension to a dwelling house, 15 Lower Frog Street, Tenby.

Discussion took place between all Councillors present, proposed approval by Councillor Mrs Lane, seconded by Councillor Mrs Brown.

RECOMMEND

Approval

147. PLANNING CORRESPONDENCE

a. PCNPA – NP/11/004 – 10 Seascope, Tenby – Notice of appeal.

Discussion took place on the wording of the notice, as it states proposed and it is already in situ, the Clerk clarified this point as it is a standard letter, so it was

Resolved to note the appeal letter.

b. PCNPA –application NP/11/205 creation of vehicular access at 6 The Green, Tenby.

The Clerk outlined that National Parks initially informed the applicant they did not require planning permission as the access road is unclassified. But they made a mistake and the road is classified so the applicant has now been informed they need to re apply. A copy of this new information was circulated to Councillors by the Clerk, it was

Resolved to note the information until the new application is received.

148. CORRESPONDENCE

a. Dyfed Powys Police Authority – Notification of Inspection of Audit of Accounts

Resolved to note this audit.

b. Tenby District Lions (for information) – Sponsored horse ride

Resolved to note this information.

c. Mr John Griffiths (via e-mail) – Tenby Ambulance Station

Councillor Morgan reported he had checked with an employee at Tenby Ambulance Station, who stated they are under review but not closing as far as they were concerned. The Clerk explained Councillor Mrs Thomas had attended the Community Health Network Meeting earlier in the day, she was going to bring this letter to their attention. He suggested that it would be of interest to await her feedback as unfortunately she was unable to stay for the whole council session this evening. Councillor Mrs Lane proposed in view of this information the Clerk should re- agenda this item for the next meeting, seconded by Councillor Mrs Brown.

Resolved to re-agenda Tenby Ambulance Station concerns for 6th September 2011 Meeting.

d. Mrs Goldsworthy (via e-mail) – Tenby Royal British Legion fundraising.

The Clerk updated Councillors that he had received a follow up e-mail explaining that Rosie is unable to fulfil this commitment due to other engagements. In view of this it was

Resolved to note this information.

e. Cllr. M Calver (via e-mail) – Funeral Bier

Following this e-mail the Clerk informed Councillors he had also received a phone call from Manorbier Community Council's Clerk, requesting the Bier, he continued by informing all present he had taken a photograph of the bier showing its very good condition and these photos have been forwarded to Scolton Manor who would be able to store the bier and eventually hopefully put it on exhibition. Councillor Mrs Lane requested not to give the Bier away, for Tenby Town Council to retain ownership. Councillor Mrs Putwain proposed to lend the Bier to Manorbier; initially Councillor Mrs Rossiter seconded but then withdrew and made her own proposal that TTC house the Bier temporarily in the De Valence until we hear from Scolton Manor, to consider then loaning to Scolton Manor or Manorbier in the future but retaining ownership seconded by Councillor Mrs Lane.

Resolved to house the bier in the De Valence until we have a reply from Scolton Manor, and to prepare suitable paperwork to retain ownership when lent for display purposes.

f. Chamber of Trade and Tourism Minutes

The Clerk distributed copies of the last Chamber of Trade Meeting minutes that arrived after agenda was sent. After time for Councillors to read these it was

Resolved the minutes be noted.

149. LICENSING MATTERS

a. New premises license – Café 25

Councillor Mrs Lane and Councillor Mrs Rossiter were preparing to leave the Chamber as they had declared a personal interest when Councillor Mrs Putwain clarified with the Clerk that as no concerns had been received from the public there was nothing to discuss. In view of this it was

Resolved to note the licensing information.

150. ACCOUNTS FOR JUNE 2011

The accounts for June were discussed and a thank you expressed to the Clerk for the clear documentation and management. The Clerk did highlight that the program he uses is causing some problems due to the age of the program and he

will need to search for a replacement. Councillor Blackhall felt that the Computer Operating System may need renewing at the same time to enable the package to work efficiently, so it was proposed by the Mayor, seconded by Councillor Mrs Putwain for the Clerk to research a replacement program and operating system if required.

Resolved for the Clerk to research a new accounting program and operating system if required to run the program.

151. DE VALENCE

a. Matthew Tebbutt (via e-mail) – On the De Valence

Councillors discussed the information and it was

Resolved for the Clerk to send to Matthew Tebbutt thanking him for his letter and that his points and concerns have been noted.

b. Hire request – Tenby Junior School, 4th November 2011 – Fundraising ball

The Clerk noted they had amended the date to 2nd December 2011 but it may change depending on caterers. Proposed by Councillor Blackhall, seconded by Councillor Morgan to accept whichever date they required if available. Hiring fee discussed and proposed by Councillor Mrs Brown, seconded by Councillor Morgan to charge £395.

Resolved to agree to the hire at a cost of £395.

152. REPORTS BY COUNCILLORS ON OUTSIDE BODIES

Councillor Mrs Lane reported along with the Mayor they had made the Tenby in Bloom presentations to children at Play Group, St Teilo's School, Tenby Infants and Tenby Juniors.

Also Councillor Mrs Lane thanked the public for their involvement in promoting the town but as Britain in Bloom was in the next few weeks could they be more aware of their surroundings to show Tenby at its best especially as the BBC will be filming during the same week. Shops had been encouraged to put floral displays in their windows and also could people water the small baskets that have been prepared by the local children, they need to be nurtured as the children worked hard on these displays.

153. MEDIA ITEMS

Councillor Morgan wished to reply to a recent letter in the Observer, he felt it was a Councillor's duty to be aware of signage etc in the town. Fortunately he was able to step off the pavement and back on to avoid obstacles like 'A' Boards but wheelchair users, prams, partially sighted people are not so able to easily do so. Councillor Blackhall said we need a balance. People need to be able to access the

pavements but they are also aware businesses need to promote their products in any way they can.

154. FAMILY PLAY PARK

The next meeting is scheduled for Wednesday 20th July 2011 at 3.30pm.

155. FINANCIAL OFFICER/CLERK'S ITEMS

a. Actions and updates from 5th July meeting

The Clerk added further updates for Councillors information, during the meeting tomorrow with Mr Marc Owen, PC Nigel Lewis and himself the issues related to street trading, 'A' boards with a detailed map of private land areas and euro bins will be addressed. Councillors expressed continued concerns about street traders relating to health and hygiene issues as local businesses have to adhere to such strict rules how they store food at certain temperatures. Also for next year can TTC be informed and consulted on who applies before licenses are granted.

Resolved for the Clerk to address these issues during the planned meeting.

The Clerk highlighted that the street bunting was still in situ and Councillor M Evans was aware that removal was still required.

Councillor Mrs Putwain asked if the Clerk could write to PCC in relation to issues expressed at a previous meeting about the lighting on Castle Hill.

Resolved for the Clerk to request PCC review the lighting on Castle Hill.

Councillors expressed their concern over the extent of wall that has been removed to replace the railings to the Old Lifeboat Station House. They were aware that permission had been granted but proposed by Councillor Mrs Lane, seconded by Councillor Mrs Brown for the Clerk to write to National Parks to ask if they are complying with permission granted on the application.

Resolved for the Clerk to write to National Parks Officer Ms V Hirst to express local concern and request monitoring of the application.

Councillor Morgan left the Chamber.

The Clerk explained he had received a grant application from Shelter and in line with TTC policy giving him powers to act on the policy this request has been rejected.

Feedback on the Purple Play Routes Scheme was given by the Clerk. At the launch day it was explained that the project, funded by the Lottery, is being co-ordinated by Pembrokeshire County Council, Carmarthenshire County Council and PAVS with 6 vans in each county, covering the age range 5-15yrs. The designated area for the van to visit our area is The Glebe commencing 1st August

2011 between 4.30 – 6.30pm. They plan to arrive with scrap cardboard and all other items to create hands on activities with the children.

The Clerk informed Councillors that PCC have given a date for the change over from green waste bags to red recycling bins. After 31/07/11 green sacks will no longer be available for purchase, but they will honour the collection of all green sacks already sold. The recycling bin will be emptied once a fortnight. Information leaflets are available from the office with the cost of purchasing a bin. Councillor Blackhall felt they were impractical for residents who had nowhere to store the bins, they would not want them to be on the street or within the town walls, he continued by saying if PCC took time to consult with people they may not make such a bad decision, which he considered the introduction of this scheme was.

Councillor Mrs Rossiter said she had noticed that garden waste was being thrown over a fence in Blind Lane and now the fence is falling down. It was proposed by Councillor Mrs Rossiter, seconded by Councillor Mrs Brown for the Clerk to contact PCC to assess the problem of dumping garden waste in Blind Lane.

Resolved for the Clerk to contact the relevant department at Pembrokeshire County Council to assess the dumping of garden waste in Blind Lane.

b. Delegation of authority to deal with urgent matters during the Summer recess.

The Clerk informed Councillors that to honour the commitment to open the De Valence toilets to the general public for the summer period, the usual summer office hours would be staggered between the office staff. It was proposed by Councillor Mrs Lane, seconded by Councillor Mrs Brown to delegate the authority along with the Mayor to deal with urgent matters during the summer recess to the Clerk.

Resolved for the Clerk to be authorised along with the Mayor to deal with urgent matters during the summer recess.

156. DATE AND TIME OF NEXT MEETING

Resolved that the next meeting will take place on Tuesday 6th September 2011 at 7.30pm.

157. ITEMS FOR THE NEXT AGENDA

None noted.

158. PRIVATE AND CONFIDENTIAL

Proposed by Councillor Mrs Rossiter 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.

159. MINUTES

Resolved that the Private and Confidential Minutes of the Tenby Town Council Meeting held 5th July 2011 be confirmed and signed as accurate.

160. MATTERS ARISING

140 – De Valence

Councillors commented that any verbal confirmation given by Pembrokeshire County Council to Silent World would need to be confirmed in writing before being considered as factual evidence in relation to proposed leasing options for the De Valence. Also they discussed that no delay can be made in making any Council decision if the meeting is quorate.

Boundary Commission Review

The Clerk updated Councillors that he had sent a draft copy of the letter to County Councillor Evans but had received no response as yet as to whether any amendments were needed. As the deadline for submission is Friday 22nd July 2011 it was

Resolved for the Clerk to submit the letter relating to the Boundary Commission Review.

161. DE VALENCE

Councillor Blackhall informed Councillors that the Charity Commission required a letter from Tenby Town Council stating that funding has been allocated for the running of the De Valence in partnership with the DVP Tenby Trust. He also felt a meeting of the Trust was needed to discuss the submission from Mr. Bines. Councillor Blackhall proposed, seconded by Councillor Mrs Brown for the Clerk to send a letter to DVP Tenby Trust, explaining the funding position once Trust status had been achieved.

Resolved for the Clerk to send a letter to the DVP Tenby Trust explaining the funding position once Trust status had been achieved.

Cllr. Mrs. Lane said that, as chairman of the Trust, she would call a meeting of the Trustees.

Mayor _____

Town Clerk _____

Date _____