

TENBY TOWN COUNCIL  
MINUTES OF THE TENBY TOWN COUNCIL MEETING HELD 18<sup>th</sup> September 2012

**PRESENT**

Councillor T Hallett                      Mayor  
Councillor Mrs Lane  
Councillor Dr Easy  
Councillor Mrs Durham  
Councillor Mrs Thomas  
Councillor Mrs Brown  
Councillor L Blackhall  
Councillor W Rossiter  
Councillor M Evans  
Councillor A Brown

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

**ALSO PRESENT** Mr Simon Fry – Royal Gate House.

The Mayor extended a welcome to members of the public and Councillors, reporting unfortunately Mr S Fry has been delayed due to a prior meeting, he proposed TTC commence the scheduled Agenda, adjourning business on Mr Fry's arrival.

**Resolved that TTC commence the meeting and adjourn business when Mr S Fry arrives to provide an update on the Royal Gate House site.**

**174. APOLOGIES**

Apologies received from Councillor Mrs Rossiter, Councillor Mrs Putwain and Councillor P Rapi.

**175. CLOSURE OF PERSONAL INTERESTS**

Councillor Mrs Lane declared a personal interest on item 11a and 11b Licensing, Councillor Mrs Brown declared a personal interest on item 7a.

**176. ITEMS TO PRESS**

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**Resolved that items of Correspondence and Committee Minutes other than those items marked Not for Publication be given to members of the Press present.**

**177. CONFIRMATION OF MINUTES**

**Resolved that the Minutes of the Tenby Town Council held 4<sup>th</sup> September 2012 be confirmed and signed as accurate.**

**178. MATTERS ARISING**

160 – Mr H Miller PCC – Street Trading

The Clerk reported he delayed arranging the sub-committee meeting relating to research into Service Providers, as Councillors have not been nominated to this committee.

Councillor Blackhall proposed all Tenby Town Councillors sit on this committee to allow an in depth study to be carried out, seconded by Councillor Mrs Lane.

**Resolved that the Clerk arranges a sub-committee meeting, requesting all Tenby Town Councillors to attend.**

166 – Bus Shelter – Park House Court

Councillor Mrs Thomas asked if Silcox Coach Company had responded to TTC request for a bus shelter provision in the vicinity of Park House Court. The Clerk reported unfortunately no reply has been received.

The Mayor adjourned TTC meeting on the arrival of Mr S Fry, welcoming him for coming to deliver an update on the Royal Gate House site.

**Resolved that the meeting be adjourned to receive an update on the Royal Gate House site from Mr S Fry.**

Mr Fry thanked Councillors for the opportunity to inform them of the progress made with the development.

The front of the site, being the Norton side has been sold, 38 assisted living apartments will be built, with proposed completion by July 2013. The Commercial aspect, consisting of 61 bedrooms will be completed in approximately 18months. Both these areas of work will be built simultaneously so the phased work scheme will appear seamless and not evident to the public.

The affordable housing is expected to commence early January 2013. This date will be triggered by the progress made on the main development.

Concern was expressed relating to the local residents with party wall issues. Mr Fry confirmed that their agent will be dealing with the party wall issues and are willing to meet under the party wall act.

Clarification of site access was confirmed; initially work is envisaged to take place via The Norton due to the nature of the work involved. However once the building work is underway the rear access, Rocky Park, will be used for as much of the construction as possible.

When asked about the affordable housing aspect on assisted living apartments, Mr Fry envisaged no change, still under the affordable housing criteria.

In relation to the Cinema, no interest has been expressed despite discussion with companies and a full marketing initiative. The Development will take place around the site, preserving the frontage of the cinema throughout. The Royal Gate House pillars etc will be reinstated as part of the development, as per the plans.

Councillor W Rossiter suggested had they considered donating the cinema to St Fagan's, however as it is a listed building, it is required to remain in situ.

The development is anticipated to be a rolling program over a two and a half year period. Disruption is inevitable due to the scale of the project. Work is expected to commence during the next few weeks with hoardings etc being delivered. These hoardings will probably have advertising by the proposed clients, utilising the development.

No date has been given for when the taxi firm will move from Rocky Park, in relation to the fuel tanks, these will probably be removed, instead of being filled in, Mr Fry proposed to clarify this point in due course.

Discussion on the use of local contactors took place, the main contractor will be using specialist contactors, however local contractors may have the opportunity to pick up smaller tasks. Pembrokeshire College students' incentive scheme will hopefully have the opportunity to get involved to gain experience as part of their training programs.

Operational work will inevitably have to take place on the curtilage of the site; all health and safety aspects will be discussed with PCC and adhered to.

Councillor Blackhall said he along with everyone Councillors and locals welcomed the news that the project will be commencing, highlighting that there may be issues from time to time that may occur and need discussion. In view of this could regular update meetings be arranged during the phases of work?

Mr Fry felt throughout the process feedback to TTC had been transparent; however it would be easier to liaise with the Clerk and meet with one or two Councillors. They in turn can then report back to full Council.

PCNPA will monitor the project throughout with all the appropriate arrangements made for crane licences as and when required.

The Mayor thanked Mr Fry for the honest positive information given in the update, he wished everyone involved in the project good luck, before Mr Fry left the Chamber.

The Mayor proposed Councillors return to the scheduled agenda of TTC business.

**Resolved that TTC meeting be resumed.**

Councillor Mrs Brown left the chamber before the next agenda item.

## **179. PLANNING APPLICATION**

NP/12/0363 – Mr and Mrs James Osbourne, Homelea, Warren Street, Tenby – Creation of balcony to first floor flat, Flat 2, Homelea, Warren Street, Tenby.

Councillors discussed and viewed the planning application. Councillor Mrs Lane felt this extension may overlook the properties at the rear of the property, in Clareston Road, noting a similar project had been refused on similar grounds previously. Following further in depth discussion, Refusal was proposed by Councillor Mrs Lane, on the grounds that the proposed work would cause significant visual intrusion on neighbouring properties at the rear of the property in Clareston Road, seconded by Councillor Mrs Durham.

## **RECOMMEND**

**Refusal on the grounds that, by reason of its siting, the proposal would cause significant visual intrusion which would be detrimental to the amenity of neighbouring properties in Clareston Road.**

Councillor Mrs Brown rejoined the meeting.

### **180. PLANNING CORRESPONDENCE**

#### **a. PCNPA – Application for tree works TPO 4 – Park Hotel, Tenby.**

The Mayor as tree warden outlined this work is essential as the tree is too high; recommending the work is carried out. Councillor Evans proposed no objections to the tree works being carried out, seconded by Councillor Mrs Lane.

**Recommend that the tree works be carried out for health and safety reasons.**

The Clerk added correspondence he had received for Councillors requiring attention before the next meeting.

#### **b. PCNPA – Planning Application NP/12/0353 – Proposed rear extension and front porch 13, The Glebe, Tenby, Pembrokeshire SA70 8HA.**

The Clerk reported planning application NP/12/0353 was supported by TTC; however PCNPA did not support the application claiming by reason of its size, siting and design would cause significant visual intrusion and be a scale incompatible with its surroundings leading to a development which is overbearing and detrimental to the amenity of the neighbouring property. Therefore it has been referred to the Development Management Committee Meeting, to which any TTC member can attend. It was

**Resolved that the information be noted.**

### **181. CORRESPONDENCE**

#### **a. Mr G Fry – Rates meeting**

Councillors discussed the information, it was

**Resolved to note the information.**

#### **b. Mrs Kingston, Ysgol Greenhill School – Thank you letter**

Councillor Mrs Lane said it was pleasing to see one Welsh school not complaining about the marking of the GCSE examinations. It was

**Resolved to note the information.**

### **182. EXTERNAL AUDIT RETURN for 2011 – 2012**

Discussion took place on the external audit return; the Clerk outlined this was now the final approval following the previous draft approval. Councillor Hallett proposed approval of the external audit return 2011/12, seconded by Councillor Mrs Brown.

The Mayor thanked the Clerk for all his hard work.

**Resolved that the external audit return for 2011-2012 be approved.**

Councillor Mrs Lane and Councillor Evans both left the Chamber before the next agenda item.

**183. LICENSING**

a North Beach Pizzeria Limited, Flat 1, St Stephens, The Croft, Tenby – Top Joe’s Upper Frog Street, Tenby – New Premises Licence.

Remaining Councillors discussed the information, as no representations had been received by TTC, it was

**Resolved that TTC had no reason to object to the licensing application.**

b Whitbread Group Plc; Whitbread Court, Porz Avenue, Dunstable, Bedfordshire – Proposed Premier Inn, White Lion Street, Tenby – New Premises Licence

Remaining Councillors discussed the information, as no representations had been received by TTC, it was

**Resolved that TTC had no reason to object to the licensing application.**

Councillor Mrs Lane and Councillor Evans rejoined the meeting.

**184. DE VALENCE**

Councillor Blackhall reported he had arranged a meeting with Ms Sinead Henahan PCC Regeneration Department, to discuss possible grant funding applications for the De Valence.

The Clerk reported De Valence financial related items would be discussed in private.

**185. REPORTS BY COUNCILLORS ON OUTSIDE BODIES**

Councillor Mrs Thomas reported she had attended a power point presentation by Pembroke Council, relating to the Hywel Dda Your Health – Your Future Consultation Document. They were following a similar pathway to Tenby encouraging residents to fill in the questionnaire and attend meetings to make their feeling known. They wished to work together with Tenby on any initiatives that collectively can be delivered together. On the 20<sup>th</sup> September, she would be attending the open meeting in Haverfordwest with County Councillor M Evans, where she would like to present the following question in relation to the Consultation Document with TTC approval:

“As stated in the Your Health – Your Future Documentation it states no changes to the MIU in Tenby will be made until alternative services are in place and operational. So will the Tenby MIU remain operational until the local GP’s agree to take over the treatment of the MI patients?”

**Resolved that TTC wished the following question to be derived at the next Hywel Dda open meeting. “As stated in the Your Health – Your Future Documentation it is stated no changes to the MIU in Tenby will be made until alternative services are in place and operational. So will the Tenby MIU remain operational until the local GP’s agree to take over the treatment of the MI patients?”**

Councillor Mrs Thomas reminded Councillors of the forthcoming public meeting to be held in the De Valence on Tuesday 25<sup>th</sup> September at 7pm. Unfortunately the Hywel Dda Health Board has declined to attend as they feel they have organised sufficient open meetings in the area.

Councillor Mrs Lane reported she had recently returned from Rhyl after receiving the Plaque for first place in Wales in Bloom. This being the 29<sup>th</sup> wins for Tenby. A representative from the Giltar Hotel Tenby was present to receive the Norman Stewart Memorial Prize for the gardeners Mr Rowlands work and dedication, making the area pleasurable for visitors and locals. Councillor Mrs Lane proposed TTC send a letter of congratulations to Mr Rowlands, seconded by Councillor Hallett.

**Resolved that a letter of congratulations be sent to Mr Rowlands, Gardener at the Giltar Hotel, Tenby, on receiving the Norman Stewart Memorial Prize from Wales in Bloom.**

The Mayor reported on the Ironman event staged in Tenby over the weekend. The event was brilliant for Tenby with lots of locals lining the route to watch and support the athletes on the day. He thanked the organisers the sponsors and extended a special well done to all the local entrants.

Councillor Blackhall remarked on how well the Businesses and locals embraced the whole event, praising the Mayor for his dedication on the day, present at the event from the commencement of the swim, then welcoming the Ironmen and women across the finish line, from the first to the last.

Councillor Mrs Brown explained she was pleased to be part of the Ironman event as a volunteer for 4 days prior to the main event, packing the athletes bags and registering them for the event. However she was saddened by the lack of local tenby volunteers, only four at the registration tent on the Friday and Saturday. She was aware that students from Greenhill sixth form and Tenby Youth Rugby Teams volunteered to marshal on the day, with many locals supporting by watch and cheer the athletes. Where were all the other local organisations who could have earned money by volunteering groups of ten? Sadly the reason she was told they were not helping was due to a sort of boycott as the event was not being co-ordinated by a local company. This is a local bonus event for Tenby especially after a particularly bad season, volunteers are imperative to stage this type of event and Tenby people you were needed.

However the event was brilliant and she congratulated the organisers for staging the event, the volunteers who did help, the crowds for encouraging the athletes, Brent along with the Events Crew for quietly and efficiently putting out, removed the barriers and tidying up so quickly.

**186. MEDIA ITEMS**

Councillor Evans reported that Ironman is being shown on Sky281, initially last year's event but this year will follow on.

Photographs of the day and athletes are on the Ironman Website.

**187. JUBILEE FAMILY PLAY PARK**

The Clerk reported that the movable picnic table reported at the last meeting has now been permanently fixed for safety reasons.

Councillor Evans said he was pleased to see the park is a great success; now continued management needs to be addressed. Rules and guidelines for the skate plaza need to be in a pleasant picture format, suggesting in a graffiti artist design, similar to the designs by the man who attended fish week. The Clerk said the Chairman of the Friends of the Jubilee was working to gain funding for the youth club to action a mural of rules. Councillor Evans wondered if it could be incorporated as a school initiative, having the children design the rules and winning designs painted onto boards, to be fixed to the back wall of the park.

Councillor Mrs Brown felt this was a brilliant idea and would find a contact number for the graffiti artist.

The Clerk informed Councillors the remaining outstanding loan to the Friends of the Jubilee stands at £12,000; they are arranging a large fund raising event in the De Valence for February 2013. The Mayor has kindly donated the hall free as one of his charity events.

Councillor Mrs Brown asked if bulbs could be planted at the park. Councillor Mrs Lane suggested Tenby Daffodils.

**188. ROYAL GATE HOUSE**

Discussed earlier in the meeting.

**189. PENILESS COVE**

Councillor W Rossiter reported that he has been trying to find out information relating to the naming of Penniless Cove. After a lot of searching and talking to the harbour community and families with historical ties they seemed to have no ideas. Eventually he found information at the museum; apparently in the 1880's they used to crown a Lord Mayor of Penniless Cove, however Councillor Rossiter felt that Tenby Harbour was a wealthy part of the town during those years due to all the imports, so to call it Penniless Cove he strongly felt was inappropriate and proposed that TTC ask PCC to remove the sign as the local people do not like it and use the name Harbour Hill instead.

Councillor Mrs Brown understood that in the medieval times they used to crown their own Mayor in the harbour area, as they were poor and feeling not good enough to come under the Mayor of the town. Tenby needs to keep hold of its history to cherish it and tell others.

Councillor Mrs Thomas had discussed the name Penniless Cove with the Civic and Historical Societies as it was on the agenda. Finding that there is a clear historical record of the name, the people of this area were ordinary but felt they had a lower status than the town, even building their own church.

The following Civic Society information was read out by Councillor Mrs Thomas.

In "Tale's and Traditions of Tenby" by Alison Bielski,1981 she states "The curtain wall from Whitesand Gate to the old Inner Harbour Gate,drawn by Charles Norris,who leaves us invaluable used to collect when bad weather prevented them from going to sea.For this reason,it was known asPennilessCove."

At Christmas time, the fishermen dressed up one of their number, whom they called "The Lord Mayor of Penniless Cove," with evergreens,flowers and ribbons,and put a mask over his records of old buildings of Tenby,was six feet at the highest point.Inside this wall,the fishermen face.This

man was seated on a chair with flags flying and a couple of violins being played before him. The procession stopped in front of every house, and the "Lord Mayor" addressed the occupants wishing them a "Merry Christmas and a Happy New Year". This was based on research from a book of the same title printed in the 1880.

The Mayor said many street names have changed over the years but they are all part of our history. Councillor Mrs Thomas proposed that research is carried out to find all the old names of streets and have them put underneath the present names, like Chimney Park now Trafalgar Road, seconded by Councillor Mrs Lane.

**Resolved that TTC liaise with the Civic and Historical Society to commence research and document old names of Tenby Streets and look into having them put underneath the present street names.**

In view of the information obtained Councillor Mrs Thomas would not support the proposal.

Councillor Mrs Lane said she was present when Councillor M Folland had the plaque put up in the 1990's, he had spent many years working around the harbour area, and she would not support the proposal.

Councillor Rossiter felt when here as a child no one in the harbour area was poor and felt it was a frivolity to call it Pennyless Cove.

Councillor Mrs Durham felt TTC should speak to the Winter Carnival organisers to try and incorporate this history into this event with perhaps a torchlight procession with a crowning of a Pennyless Cove Mayor. She felt she could not support the proposition.

The Mayor requested for Councillor W Rossiter proposition to be seconded, no response was received.

## **190. FINANCIAL OFFICER/CLERK'S ITEMS**

### **a. Civic Service, 30<sup>th</sup> September 2012 at 10am**

The Clerk outlined the plans for the Civic Service Parade, Councillors to arrive at the De Valence at 9.30am to parade from White Lion Street at 9.45am to St Mary's Church for 10am.

Councillor Mrs Durham gave her apologies for this event.

### **b. Jane Lewis –Volunteer Manager British Heart Foundation**

The Clerk requested Councillors to take an extra item as a decision was needed before the next scheduled meeting. He proceeded to outline the project. The British Heart Foundation have 20 defibrillators to position in towns around Pembrokeshire and would like to site one in Tenby, possibly Tudor Square but they require a suggested site. This is an opportunity to have a life saving piece of equipment but there are only 20 available. Following discussion by Councillors it was proposed by Councillor Evans, seconded by Councillor Lane for the Clerk to arrange a meeting with Jane Lewis and decide on a suitable safe position.

**Resolved that the Clerk arrange a meeting with Jane Lewis and decide on a suitable safe position.**

## **191. DATE AND TIME OF NEXT MEETING**

**Resolved that the next meeting will take place on Tuesday 2<sup>nd</sup> September 2012 at 7.00pm. Prior to the start of the meeting members will receive a presentation from Pembrokeshire Lottery.**

**192. ITEMS FOR THE NEXT AGENDA**

None noted.

**193. PRIVATE AND CONFIDENTIAL**

Proposed by Councillor Evans, seconded by Councillor Mrs Brown.

**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.**

**194. MINUTES**

**Resolved that the Private and Confidential Minutes of Tenby Town Council Meeting held 4<sup>th</sup> September 2012 be confirmed.**

**195. MATTERS ARISING**

152 - De Valence Heating

Councillor Hallett did not speak on this item.

Councillor Mrs Lane reported that she had requested a heating/plumbing tradesman to assist in prioritising the work required following the Electrical/Mechanical Report carried out on the De Valence.

The Engineer has assessed all the work required and formulated a verbal plan of action required. In view of the size and scale of the main heating system he has involved a local commercial heating engineer; together they confirmed the unit would need to be a bespoke system. They have called in a commercial boiler manufacturer to assess the present system situation and see what options are available. The system would either be built in situ or built off site, and craned in, a full maintenance contract would be a requirement.

A full proposed plan of action has been discussed with a combination of local engineers proposing to work together to complete the required urgent work. Verbal details were relayed by the Clerk to Councillors but the engineers will provide a written phased plan of work including a break down of costings before any decisions are made.

Councillor Evans left the chamber.

Following discussion of the work required it was agreed that grant funding needed to be applied for as soon as possible. This will mean the De Valence Trust finding out where funding is accessible from, along with commencement of a business plan etc. Councillor Blackhall has a scheduled meeting with Ms Sinead Henahan PCC Regeneration Department. It was

**Resolved that the Clerk continues to liaise with the engineers and await their written costings along with feedback from Councillor Blackhall on grant funding.**

The Clerk discussed with Councillors the waving of standing order **11, 1C**, in relation to the tendering process. Requesting a limit is set on the expenditure if TTC follow this plan of action.

Proposed by Councillor Mrs Lane to wave standing orders in consideration to the contract of the heating with contractors WC and AL without competition to tender for continuity of work, for their support and advice on achieving the best value for money on the work required, seconded by Councillor Mrs Thomas.

**Resolved that TTC wave the standing orders in consideration to the contract of the heating with contractors WC and AL without competition to tender for continuity of work, for their support and advice on achieving the best value for money on the work required**

Councillor Mrs Brown felt work needs to commence as soon as possible on the heating system to maintain the hall hires.

Councillor Blackhall felt that working with local contractors/engineers would be an advantage for the De Valence, gaining local knowledge from people who want to see the building used, pride in their work/reputation and a competitive price. Councillor Mrs Lane felt local contractors can address the smaller tasks in a piece meal fashion; completing the schedule over a duration of time. It would be more cost effective for TTC to purchase the parts required on existing TTC accounts.

Councillor Mrs Brown discussed the income of the De Valence hall hire and bar percentage over the first six months of this financial year. Requesting Councillors to consider for the future how much more profit could be made if the trust runs the bar. Councillor Mrs Lane said the trust bar did lose money at one time. Councillor Mrs Brown felt at that time the bar was not managed correctly, resulting in a loss. No decisions need to be made at present, just please give it some consideration for the future.

The Clerk reported that a recent De Valence hall hire enquiry had expressed the cost is high for a community event that does not fall under charity hire status, making the event not viable to run. Councillors discussed this matter in great detail; they felt consideration had been made for all types of event setting the hall hire criteria to cover a cross section, noting the hall income has to cover the basic running costs. It was

**Resolved that the hall hire charges would remain unchanged.**

## **196. STAFFING REVIEW**

Councillor Mrs Lane requested to review employee 110, to clarify their job responsibilities and time management. The Clerk outlined the tasks requiring completion during an average week and the hours allocated for those tasks, reporting that all staff had undertaken completion of a performance review appraisal, during the last few weeks. Several factors had been noted by the employee why certain tasks had been delayed. Discussion took place and it was

**Resolved that the Clerk continue to review all employees work allocation and time management of tasks and report back to TTC as appropriate.**

197. DE VALENCE

a Heating

Discussed under matters arising.

Mayor \_\_\_\_\_

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

Date \_\_\_\_\_