

**TENBY TOWN COUNCIL**  
**MINUTES OF THE TENBY TOWN COUNCIL MEETING HELD**  
**29<sup>th</sup> May 2018**

**PRESENT:** Councillor Mrs S Lane Mayor  
Councillor Mr L Blackhall  
Councillor Mr T Brown  
Councillor Mr W Crockford  
Councillor M Evans  
Councillor Mr T Hallett  
Councillor Mrs T Rossiter  
Councillor Mrs S Skyrme-Blackhall

**IN ATTENDANCE:** Mr A Davies Clerk to the Council/Financial Officer

**40. TO RECEIVE APOLOGIES**

Apologies received from Cllr Mrs. Brown, Cllr Rapi, Cllr. Mrs. Thomas, Cllr Mrs. Rees, Cllr Mrs. Williams and the Assistant to the Clerk

**41. TO DISCLOSE ANY PERSONAL INTERESTS IN ITEMS OF BUSINESS LISTED BELOW**

None declared by Councillors.

**42. TO AGREE ITEMS OF CORRESPONDENCE AND COMMITTEE MINUTES OTHER THAN THOSE MARKED NOT FOR PUBLICATION BEING GIVEN TO MEMBERS OF THE PRESS PRESENT**

Proposed by Cllr Hallett and seconded by Cllr Mrs Rossiter.

**Resolved that items of Correspondence and Committee Minutes other than those items marked Not for Publication be given to members of the Press present.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

**43. CONFIRMATION OF MINUTES**

**Resolved that the Minutes of the Tenby Town Council meeting held 14<sup>th</sup> May 2018 be confirmed and signed as accurate.**

**44. MATTERS ARISING FROM THE MINUTES FOR INFORMATION ONLY**

**PAGE 17/33 BATTLE'S END**

The Clerk explained that, due to the fact that the names could not be accommodated on the existing memorial and a new one was planned, the scheme now no longer met grant funding eligibility. He said that estimated costs of the new scheme was £13,000 while TTC had only budgeted £5,000 including design fees.

Cllr. Hallett wondered if some form of public subscription could be raised. He said the project was to honour those who gave their lives for us and we should continue with the project somehow.

At the request of the Mayor it was agreed to consider the matter further in private session.

#### PAGE 17/34 SKATE PARK

Cllr. Mrs. Rossiter commented that there had recently been a very productive meeting and we needed to encourage all the town's young people to get involved. She commented that skateboarding was soon to be an Olympic sport and it was important for us to encourage active lifestyles.

The Clerk explained that a new committee had been formed and a constitution was being drafted for consideration at the next meeting at 6 pm on 25<sup>th</sup> June. It had also been agreed that further quotes for the work be sought and several other skate park design firms had been contacted.

#### PAGE 18/37 NORTH WALK BENCH SEATING

The Clerk explained that he had informed PCC about the issues relating to the seating on the North Walk raised by Cllr. Mrs. Rees. However, when PCC staff had attended it appeared that a member of the public had already removed all the broken wood and screws themselves. The council agreed to record a vote of thanks to this community spirited person.

#### CLLR. MICHAEL WILLIAMS – E-MAIL OUTLINING OUTCOMES OF MEETING HELD WITH MR. RICHARD BROWN RELATING TO TENBY HARBOUR.

The Mayor expressed her thanks to Cllr. Williams for taking up the issues raised and hoped that identified works would be carried out soon.

Her comments were reiterated by Cllr. Blackhall who also expressed his thanks to Mr. Richard Brown, PCC for attending a meeting with Cllr. Williams so quickly. These works needed to be completed as soon as possible as commercial boatmen and pleasure craft users were still losing vital hours for getting into and out of the harbour. He looked forward to the matter being resolved.

Cllr. Hallett felt that any sand removed from this area needed to be placed on the South Beach to replenish sand lost from this area.

Cllr. Crockford said that he had met with the chairman of the Harbour Users Association who welcomed the fact that the link between them and TCC had been re-established.

#### **45. TO RECEIVE THE NOTES OF THE GARDENS, MAINTENANCE AND GENERAL PURPOSES MEETING HELD MONDAY 21<sup>ST</sup> MAY 2018 AND CONSIDER ANY RECOMMENDATIONS THEREIN**

Cllr Mrs. Rossiter commented that she was pleased to see that, almost immediately after the meeting the weeds along the foot of the town walls had been dealt with. She was very grateful to PCC for this.

The Mayor explained that there had been a change at PCC and the Highways Department were now responsible for weed-spraying not the Gardens Department. While Highways had sprayed the weeds, it had not taken. As a result, Mr McCarthy had arranged for them to be dealt with.

There had been a disappointing turn out for the public meeting but a graphic designer had offered help with a leaflet to be delivered to businesses to ask for their help in keeping the frontage of their premises clean.

She noted the recommendation that the Town Council consider providing a standpipe for PCC, the costings of which were outlined by the Clerk in the report.

She could not understand why PCC had not considered this before but it would assist productivity in relation to grounds maintenance.

She proposed that TTC fund this for this year, Cllr. Mrs. Rossiter seconded.

Cllr. Evans agreed with the proposal but felt that TTC should continue to negotiate with Saundersfoot Community Council to see if they would be prepared to contribute on a pro-rata basis which would make it more viable.

## **RESOLVED**

**That TTC fund the provision of a standpipe to assist PCC Grounds Maintenance in making better use of manpower resources.**

The Mayor added that the committee would be meeting with Mr. McCarthy and Mr. Young again the following morning.

## **46. TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS AND TO AGREE ACTION IN RESPONSE TO PROPOSALS:**

Cllr. Evans declared an interest as a member of the PCNPA Development Management Committee. He remained in the Chamber to offer advice on any policy matters that may arise.

- a. NP/18/0242/FUL – Mr. Alan Howell, 6 Jubilee Cottages, Broadwell Hayes, Tenby – Single storey rear extension – Laburnum Cottage, 6 Jubilee Cottages, The Paddock, Tenby

Cllr. Crockford could see no problems with this application and proposed approval. He was seconded by Cllr. Mrs. Rossiter.

## **RECOMMEND**

**Approval. Considered against all the relevant policies within the LDP members have no objections to this proposal**

- b. NP/18/0253/FUL – Mr and Mrs. Ian Wordley, Westwinds, Broadwell Hayes, Tenby – Two storey and single storey rear extensions, bay window to front and change from flat roof to pitched roof to existing side extension – Westwinds, Broadwell Hayes, Tenby.

Cllrs Mrs Skyrme-Blackhall and Cllr. Blackhall declared a personal interest and did not participate in discussions on this application.

Cllr. Mrs. Rossiter proposed approval, Cllr. Crockford seconded.

### **RECOMMEND**

**Approval. Considered against all the relevant policies within the LDP members have no objections to this proposal**

- c. NP/18/0254/FUL – Mr. Matthew Bryant, Spencer Taverns Ltd., C/o Actoris, 23 Windsor Place, Cardiff – Retrospective consent for change of use from A2 to launderette – Units 2 and 3 Nelson Walk, Upper Frog Street, Tenby

Both Cllrs. Mrs. Rossiter and Hallett noted that this premises has been operational for at least 12 months, with Cllr. Hallett commenting that this was yet another retrospective application where a person had not followed correct planning procedure.

The Mayor asked what the draining proposed. The Clerk said it was via main sewer, with Cllr. Crockford pointing out that there was adequate capacity for this type of operation.

Cllr. Blackhall concurred, adding that the premises had been operational for a year without issue.

Cllr. Mrs Skyrme-Blackhall proposed approval with Cllr. Blackhall seconding.

### **RECOMMEND**

**Approval. Considered against all the relevant policies within the LDP members have no objections to this proposal**

- d. NP/18/0293/FUL – Mr. John Lewis, 16 Bettws Y Coed Road, Cardiff – Two storey rear extension and fenestration alterations – 9 St David’s Close, Tenby.

Cllr Mrs. Rossiter declared a personal interest and did not participate in discussions on this application.

Cllr. Hallett noted that a number of properties on this estate had undertaken similar extensions and felt that this was in keeping with its surroundings.

He proposed approval with Cllr. Crockford seconding.

## **RECOMMEND**

**Approval. Considered against all the relevant policies within the LDP members have no objections to this proposal**

### **47. TO DISCUSS THE FOLLOWING ITEMS OF PLANNING CORRESPONDENCE AND TO AGREE ACTION IN RESPONSE**

#### **a. Tenby Civic Society – Comments on recent applications**

Noted

### **48. TO DISCUSS THE FOLLOWING ITEMS OF CORRESPONDENCE AND TO AGREE ACTION IN RESPONSE:**

#### **a. Lynne Richards, PCC – Clarification of permit parking arrangements, Greenhill Avenue (Tenby CE Centre/Library) Car Park.**

The letter clarified the proposed operation of permits in the Centre car park.

Cllr. Evans said that since this had been introduced as a trial, the library, the Community Education Centre, the Avenue Centre and the youth club had all commented on a marked improvement over parking. He said it was key we retained these four services in Tenby and this site was the best place for them so it was important that they had parking facilities.

He wondered if this was the first stage in the introduction of a charging system but felt we should thank PCC for introducing these permits.

He also noted that there was a residents parking scheme in Greenhill Avenue and asked if we could discover from Mr Marc Owen what consultations had been had with Greenhill Avenue residents in relation to these proposals and what provisions had been put in place for preference to be given to local residents to use the parking when not in use by the on-site facilities.

#### **b. Hywel Dda University Health Board - Tenby Surgery**

The letter outlined the arrangements for Tenby Surgery following the retirement of Dr. Kelly.

The Mayor thanked the Health Board for the information but wished that they had started with the fact that the surgery would remain open as the negative opening had caused concern among elderly residents.

Cllr Blackhall was grateful to the Health Board for informing residents. He felt the issue now was how to create something that worked for the long-term future of the surgery and Tenby residents.

He pointed to numerous pieces of legislation which put the well-being of the community at the forefront and the Health Board review showed that people built trust with practitioners that they saw regularly. This meant that people did not need to attend A&E, thereby putting pressure on this service.

Primary, secondary and social care and community services needed to be joined up and shared where people needed these services.

The ambition from the Welsh Government down was for closer integration and prevention and there was now a huge opportunity to do something radical in Tenby.

He felt now was the chance to tear down the fence between primary and secondary care in Tenby, both metaphorically and physically, to create a health campus that sees the surgery doctors, the hospital staff and others working together to protect our Walk-in service and properly direct people to the right medical professional for them.

It was ambitious but these ambitions were echoed from Government right down to the local community and we needed everyone to get together to create an innovative way of working that made Tenby the flagship of Wales.

He proposed that TTC write to the relevant agencies to invite them to a round-table discussions on the possibilities

Cllr. Evans seconded.

## **RESOLVED**

**That TTC write to the relevant agencies to invite them to a round-table discussions on the possibilities for future provision in Tenby.**

### **49. TO APPROVE THE END OF YEAR ACCOUNTS FOR 2017 – 2018**

Cllr Evans questioned the high figure of Liabilities. The Clerk explained that these were cheques written but not yet cashed.

He also noticed that the Earmarked and General Reserves did not reflect the true position as agreed by TTC when they set their budget in December. As such he felt he could not approve the accounts as they stood.

The Clerk admitted that he had not spotted this when he discussed the accounts with our accountants. He would contact them to amend and re-present them at the next meeting.

### **50. TO RECEIVE REPORTS BY COUNCILLORS ON OUTSIDE BODIES**

#### **MAYOR'S ENGAGEMENTS**

The Mayor had welcomed Tenby Church in Wales VC Primary School's Council to the Parlour last week and had sat in on their meeting when some very interesting topics were discussed.

She had also opened the 150<sup>th</sup> anniversary exhibition at St John's Church. There was a great deal of history of the church on display and it was well worth a visit.

#### TENBY CHURCH IN WALES VC PRIMARY SCHOOL

Cllr. Evans had attended a meeting of the Governors where it was revealed that Mrs. Harrison was retiring at the end of term after over 40 years' service.

He asked that TTC send her a letter of thanks.

#### **51. TO CONSIDER ANY MEDIA ITEMS RELATING TO TENBY TOWN COUNCIL OR TENBY AND AGREE ACTION IN RESPONSE**

Cllr Crockford noted that the 'Real Tenby Town Council' Facebook page was still active. The Clerk said that he would again try to have it removed.

Cllr. Hallett commented it was nice to see the Blue Flags again flying over our beaches.

#### **52. TO RECEIVE UPDATES AS TO THE SALE OF LAND AT BRYNHIR (IF ANY)**

Cllr. Blackhall commented that the meeting with Mrs Hirst, PCNPA, had been very useful and it appeared that the onus was on PCC to bring this site forward.

Cllr Hallett queried where PCNPA got their zero growth projections from. It was explained that there were Welsh Government projections.

Cllr, Evans added that 20% of accommodation in Tenby was holiday homes.

The key question for him was did TTC want to see houses for local people on Brynhir. He did and TTC needed to make representations to PCNPA to keep this land as a housing allocation in the LDP. It had been designated for housing longer than PCNPA had been in existence, it was a shame things had taken so long, but there was now a very real opportunity to deliver for local people.

He proposed that TTC write to PCNPA formally objecting to the removal of the site from the LDPs land allocations.

Cllr. Blackall seconded.

The proposal was passed by four votes to two with Cllrs Mrs Rossiter and Hallett asking that their vote against the proposal be formally recorded.

#### **RESOLVED**

**That TTC write to PCNPA formally objecting to the removal of the site from the LDPs land allocations**

Cllr. Blackhall stated that, having clarified TTCs position we must also clarify that a substantial amount of affordable homes for local people were provided on the site.

It was agreed that Cllrs Evans and Blackhall work with the Clerk as quickly as possible to draft a letter to be sent to PCNPA by the closing date of 4.30 pm Friday 1<sup>st</sup> June.

**53. TO RECEIVE UPDATES ON SOUTH PARADE (IF ANY)**

The Mayor said that we were liaising with PCC about putting the floral tubs back on the Parade for the summer.

The Clerk said that if TTC were looking to use the Enhancing Pembrokeshire grant to help fund a town wall lighting scheme, an Expression of Interest form needed to be submitted. TTC were not the only organisation in the town eligible to apply for this grant funding and he was aware that others had already done so. It was agreed that an EOI be sent as soon as possible

**54. UPDATE ON PLASTIC FREE TENBY INITIATIVES**

Cllr Blackhall said that the next meeting would be in Church House at 5 pm on 6<sup>th</sup> June. Among the items to be discussed were the setting up of a steering group; summer beach cleans and other town clean-ups, positioning of '2 minute beach clean' boards and the personal and business pledges towards Plastic Free.

**REPORT FROM THE COUNCIL'S DATA PROTECTION OFFICER**

The Clerk explained that, due to unforeseen circumstances, Mrs. Thompson, our DPO, was unable to be present.

However, she had sent him a copy of what she was going to bring to members attention.

*Friday 25th May saw the GDPR come into force.*

*A new Privacy Policy has been drafted which will be presented to the next meeting and, once approved by TTC, should be loaded on to our website.*

*As we do not gather, retain or use personal data for marketing purposes, for us as a town council, whilst we have to abide by the GDPR rules, it's not a too big an issue.*

*Initially the ICO will be monitoring the larger organisations, however we still need to ensure that, if we came under any scrutiny, we are seen to be putting measures in place and following recommendations.*

*With regard to historical paperwork, the SLCC have guidelines for retention of different types of documents and I ask that TTC approve following these guidelines.*

*If we are gathering personal information e.g. to create a list of town team volunteers, we must ensure that those who supply us know exactly what it will be used for and who it may be shared with. A rider at the bottom of a sign-up sheet is suggested and asking for the least amount needed is best.*

*We should not be passing any contact information on, be it email addresses, physical addresses or telephone numbers, without the owner's consent. Any requests made to councillors for contact details should be referred back to our office.*

*Emails should be kept secure when accessing council work externally. Secure passwords should be in place. Cabinets should be locked. Memory sticks/back-ups should be placed in secure locations. Office doors locked and alarmed. A clear desk policy should be encouraged.*

*TTC will pay the annual statutory fee to the ICO – I need to check the amount but believe it to be in the region of £50.*

*Councillor are reminded that everyone has the right to know what we (TTC) hold on them so the least we hold the better.*

*One more thing worth mentioning. TTC meetings are minuted and, once confirmed as accurate, then go in to the public domain. Individual's names should not be mentioned unless they have agreed to go onto public record.*

Cllr Blackhall thanked the DPO for the report but questioned the fact that, if someone wrote to the council, then surely they were agreeing to their contact details be placed in the public domain.

The Clerk said that he would ask the DPO to clarify this at the next meeting.

**55. TO CONSIDER ANY FINANCIAL OFFICER/CLERK/S ITEMS AND TO AGREE ACTION IN RESPONSE TO PROPOSALS**

- a. The Clerk outlined the various road closures for Long Course Weekend (13<sup>th</sup> to 15<sup>th</sup> July)
- b. The Clerk explained that Cresswell Street would be closed for one day on 11<sup>th</sup> June for gas installation works
- c. The Clerk explained that St Julian Street would be closed for one day on 11<sup>th</sup> June for gas installation works
- d. Mr Evans and Mr Bird had written to TTC asking that, if considering reviving St Margaret's Fair that they, as organisers of the event in the past, be given the opportunity to do so again.

The Mayor explained that the idea of reviving the fair had been mentioned to her at Pembroke Mayor Making last year. It had been suggested that it be put in the hands of the Showman's Guild to look into.

She had met with representatives of the Guild and while St Margaret's fair could not be revived as the date coincided with the summer when PCC would not release the car parks, the Charter for St Matthews Fair in September was a possibility. This was around the time of Pembroke and Haverfordwest Fairs so more Guild members would be available.

The Showmen had ultimately been unable to commit to the September Charter dates, but had suggested a mid-charter fair in October. They had been in discussion with a local private car park operator and it was now all in their hands.

As such, unfortunately it was out of TTC's hands and she suggested we write back to Mr. Evans and Mr Bird in those terms.

- e. The Clerk had been informed by Insp Aled Davies that Chief. Supt Evans had now authorised Operation Lion for the summer of 2018. The Police would be linking in with Arriva Trains Wales, British Transport Police and with GWR on getting assistance and support again this year in relation to policing the trains that come and go from Tenby. He was also linking in with the Welsh Ambulance Service and trying to get some form of partnership working between them and the police. He hoped that all would go as well as last year's Operation Lion. He assured councillors that the police will do their very best to keep Tenby safe again this summer by also linking in with local licensees and door staff and providing the town with high profile policing in the form of uniform police officers patrolling the beat on foot, in order to reassure the residents and visitors and to deal with ASB and public order incidents.

Cllr. Blackhall welcomed the news and hoped that the police would prioritise South Parade, St. George Street and routes into Tudor Square for beat patrols.

Cllr Hallett also asked if the police could update TTC on how successful the CCTV system was proving to be.

- f. The Clerk announced that the TenFoot Swim and TenFoot Trek would take place this year on Saturday 21<sup>st</sup> July. The Mayor had been invited to set the participants off.

**56. DATE AND TIME OF NEXT MEETING**

**Resolved that the next meeting will take place on Tuesday 12<sup>th</sup> June 2018 at 7.30pm.**

**57. TO PROPOSE ANY ITEMS FOR THE NEXT AGENDA**

Review of trial Whitsun Park and Ride scheme – Cllr. Evans

Review of existing Pedestrianisation scheme – Cllr. Blackhall

Cllr. Evans left the meeting.

**58. TO RESOLVE TO EXCLUDE THE PUBLIC FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING ITEM(S) OF BUSINESS UNDER THE "PUBLIC BODIES (ADMISSION TO MEETINGS) ACT OF 1960"**

**59. CONFIRMATION OF MINUTES**

**Resolved that the Private and Confidential Minutes of the Tenby Town Council meeting held 14<sup>th</sup> May 2018 be confirmed and signed as accurate.**

**60. MATTERS ARISING FOR INFORMATION ONLY**

There were no matters arising.

**TO CONSIDER ANY FINANCIAL OFFICER/CLERK/S ITEMS AND TO AGREE ACTION IN RESPONSE TO PROPOSALS**

a. WINTER BEACH BINS

The Clerk explained that he had placed this matter in private as it related to PCC's tender for beach bin emptying.

He explained that Mr. McCarthy had been unable to get costings for TTC as yet because the contract was currently going out to tender.

To enable it to be included to get costings he needed to know the number of bins TTC envisaged and how frequently they required emptying.

Cllr. Blackhall suggested three bins to be emptied once a week. He added that the contract also needed to include a requirement to move the bins to a safe location at spring tides.

Members agreed with Cllr. Blackhall's suggestion.

b. BATTLE'S END

At the request of the Mayor this matter was reconsidered.

She felt that, while this was a nice project to undertake, TTC had to consider if the council could go to this additional expense.

Following discussions it was agreed that our architect revisit the proposal to fix the additional names to the existing memorial as this was eligible for grant funding.

Mayor \_\_\_\_\_

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

Date \_\_\_\_\_