

**TENBY TOWN COUNCIL**

**DE VALENCE PAVILION  
UPPER FROG STREET  
TENBY**

1<sup>st</sup> September 2021

Dear Councillor

You are hereby summoned to attend the next Meeting of the Tenby Town Council to be held on **Tuesday 7<sup>th</sup> September at 7.30 pm** to transact the business stated below.

Due to the continued coronavirus situation this meeting will be held remotely.

Members of the public wishing to access the meeting to listen (but not speak) are asked to contact the Town Clerk for access details.

**MEMBERS: PLEASE NOTE THAT PCNPA HAVE SWITCHED TO AN ONLINE SYSTEM FOR VIEWING PLANNING APPLICATIONS. NO PAPER COPIES ARE AVAILABLE. APPLICATIONS TO BE CONSIDERED AT THE MEETING CAN BE VIEWED ONLINE IN THE COUNCIL OFFICES DURING NORMAL HOURS OR BY VISITING THE FOLLOWING LINK**  
<http://planning.pembrokeshirecoast.wales/>

Yours faithfully



**A. J. DAVIES**  
**FINANCIAL OFFICER/CLERK TO THE COUNCIL**

**A G E N D A**

1. To receive Apologies.
2. To disclose any personal interests in items of business listed below.  
  
Members are requested to identify the nature of the interest and indicate whether it is personal or prejudicial
3. To agree Items of Correspondence and Committee Minutes, except those marked private and confidential, be given to the members of the Press present.
4. To confirm the Minutes of the Tenby Town Council Meeting held 20<sup>th</sup> July 2021.

5. To consider any Matters Arising from the minutes.
6. To discuss the following Planning Applications and to agree action in response to proposals:
  - a. NP/21/0400/LBA – Alterations in association with proposed change of use of ground floor to two-bedroom flat – Bayview, 5 The Norton, Tenby
  - b. NP/21/0517/S73 – Conversion of second floor and attic to self-contained residential unit with new separate access door from street. Re-roofing and addition of two dormers on front roof, and various internal alterations – 10 High Street, Tenby.
  - c. NP/21/0501/LBA – Installation of log burner and flue on north-east elevation – The Cemetery Church, Narberth Road, Tenby.
7. To consider the following items of planning correspondence and agree action in response to proposals:
  - a. Sarah Edwards, PCC – Holiday let waste disposal
  - b. John Phillips, Arcadis – Tenby Pedestrianisation Study – Executive Summary
8. To receive the accounts for July (including scheduled payments, unpresented cheques, receipts, account balances, budget monitoring to date and bank reconciliations) and consider any issues arising.
9. To consider any updates on Tenby Town Walls and agree action in response to proposals.
10. To consider any Financial Officer/Clerk's Items and to agree action in response to proposals.
11. Date and Time of Next Meeting  
Tuesday 21<sup>st</sup> September 2021 at 7.30 pm
12. To propose any item for the next Agenda.
13. **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".**
14. To confirm the Private and Confidential Minutes of the Tenby Town Council Meeting held 20<sup>th</sup> July 2021.
15. Matters arising for information only.

**TENBY TOWN COUNCIL**  
**MINUTES OF THE TENBY TOWN COUNCIL MEETING HELD**  
**20<sup>TH</sup> JULY 2021**

**PRESENT:** Cllr Mrs Skyrme-Blackhall Mayor  
Cllr J Cornwell  
Cllr L Blackhall  
Cllr H Whitehurst  
Cllr D Morgan  
Cllr T Hallett  
Cllr Mrs C Brown

**IN ATTENDANCE:** Mr A Davies Clerk  
Mrs S Thompson Assistant to the Clerk

The Mayor welcomed Councillors.

**103. TO RECEIVE APOLOGIES**

Apologies received from Cllr Rapi, Cllr Mrs Lane, Cllr Mrs Rossiter and Cllr Mrs Evans

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

None.

**105. 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 Cornwell.

**RESOLVED**

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

**106. CONFIRMATION OF MINUTES**

**Resolved that the Minutes of the Tenby Town Council meeting held 6<sup>th</sup> July 2021 be amended to add Cllr L Blackhall's attendance and the removal of Cllr Cornwell's second entry then confirmed and signed as accurate.**

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

- a. Page 50 Item 91d – Town Walls:** The Clerk told councillors that the weed spraying programme was now complete. It had been delayed due to recent rain. They will be returning on 26<sup>th</sup> July to look at areas that are within easy reach inside the town walls before tackling other areas.

- b. **Page 52 Item 54a – Trains:** Cllr Mrs Brown asked if the Clerk had received any further communication. The Clerk said nothing as of yet but he believes that Mid and West Wales Plaid Cymru member Cefin Campbell has also raised this issue at the Senedd.
- c. **Page 53 Item 94b – Operation of Tuk-Tuks:** The Clerk had received a response from Charlotte Mathias and read it to councillors:

*Thank you for your email. Miss Telford has also expressed her concerns to the Licensing Team.*

*In response to the Town Council's query, the Licensing Team were approached by the current operator to use motorised rickshaws (Tuk Tuks) for hire and reward and therefore needed to be licensed.*

*The current rickshaw conditions do not preclude motorised rickshaws, therefore through the application process and the application of the relevant conditions, the same rigorous checks are applied to both the vehicles and drivers, as any other vehicle and driver licensed for hire and reward in Pembrokeshire.*

*These vehicles have been licensed as hackney carriages, have a meter fitted, together with a roof light and therefore allowed to ply for hire on the taxi ranks in Pembrokeshire. The Operator has been advised that should any Tuk Tuk ply for hire on a rank, any request for a journey that starts and ends in the district of Pembrokeshire cannot be refused without reasonable excuse.*

*To date the Licensing Team have not received any complaints from members of the public, however when the Tuk Tuks were initially licensed there were several concerns logged from members of the Taxi Trade.*

*I am hopeful that during the Autumn, there will be a consultation on a new taxi policy which will include conditions for specialist vehicles such as Tuk Tuks. This will allow an opportunity for all to comment and give representations on the relevant conditions.*

*I trust this response is satisfactory, however should you require any further information, please do not hesitate to contact me.*

**108. TO DISCUSS THE FOLLOWING PLANNING APPLICATIONS AND TO AGREE ACTION IN RESPONSE TO PROPOSALS:**

- a. **NP/21/0403/FUL – Garage conversion to annex to be used ancillary to the main dwelling house only – Driftwood House, Broadwell Hayes, Tenby**

The Mayor asked for councillors views. Cllr Hallett feels that a number of nearby properties have been similarly altered and moved acceptance. The Mayor seconded.

## RECOMMEND

**Approval. Considered against all the relevant policies in the LDP, members feel that this proposal will have no adverse impact on the amenity of neighbouring properties.**

- b. NP/21/0385/FUL – Proposed single storey extension to replace existing conservatory with balcony above and conversion of attic space to home office and bedroom en-suite – Kilmory, Narberth Road, Tenby

Cllr Blackhall said that we, as a council, have expressed concerns on applications where balconies overlook other properties and asked if any comments have been received from neighbouring residents? Nothing had been received, advised the Clerk.

Cllr Blackhall then suggested approval but asked that officers look at the extent to which the balcony may overlook neighbouring properties. Seconded by both Cllr Mrs Brown and Cllr Hallett.

## RECOMMEND

**Approval. Considered against all the relevant policies in the LDP, members feel that this proposal will have no adverse impact on the amenity of neighbouring properties.**

- c. NP/21/0391/CLP – Use of holiday apartments as residential apartments falls/remains under Use Class C3 and thus does not constitute a change of use requiring planning permission – Flat 1, Croft House, The Croft, Tenby

The Clerk explained that when this property was developed into flats, one of the conditions imposed was that they should be for holiday use only. The applicant is seeking to be able to use one of the flats for residential use. Both uses fall under same class use category so a change of use is not required, just a change to originally imposed conditions.

Cllr Blackhall believed it had been used as residential for some time. Cllr Hallett proposed approval with Cllr Blackhall seconding.

## RECOMMEND

**Approval. Considered against all the relevant policies in the LDP, members feel that this proposal will have no adverse impact on the amenity of neighbouring properties.**

- d. NP/21/0388/S73 – Variation of Condition No. 5 NP/16/0216/FUL to extend opening hours – Picton Villa, South Parade, Tenby

Cllr Mrs Brown asked if this property was licensed already and the Clerk was unsure. She queried as to which property it referred and the Clerk confirmed

that this used to be the old newsagent with the Tenby Observer office above next to the Fire Station.

When planning was originally permitted, the hours granted for use of the café element were 9 am to 5 pm but the applicant is now seeking to be allowed to open from 8 am until 11 pm. Cllr Morgan proposed accepting and Cllr Whitehurst seconded. Cllr Mrs Brown abstained from voting.

#### **RECOMMEND**

**Approval. Considered against all the relevant policies in the LDP, members feel that this proposal will have no adverse impact on the amenity of neighbouring properties.**

- e. NP/21/0379/FUL – To form parking access within front garden and installation of a disabled mechanical wheelchair lift with associated works – 20 The Glebe, Tenby

Cllr Hallett moved accepting as we should be doing everything we can to help the less abled. Cllr Mrs Brown seconded.

#### **RECOMMEND**

**Approval. Considered against all the relevant policies in the LDP, members feel that this proposal will improve the living conditions of the applicant and have no adverse impact on the amenity of neighbouring properties.**

- f. NP/21/0427/FUL – Demolition of existing single storey extension to the rear to create a secure walled garden and replacement of lean-to – Rebleen South Cliff Street, Tenby

The Mayor proposed accepting and Cllr Mrs Brown seconded.

#### **RECOMMEND**

**Approval. Considered against all the relevant policies in the LDP, members feel that this proposal will have no adverse impact on the amenity of neighbouring properties.**

#### **109. TO CONSIDER THE FOLLOWING ITEMS OF PLANNING CORRESPONDENCE AND AGREE ACTION IN RESPONSE TO PROPOSALS:**

The Mayor asked if the following two items could be taken together.

- a. Tetra Tech Planning – Pre-application consultation on proposed major development, 1 Warren Street, Tenby
- b. Tenby Civic Society – Preliminary views on pre-application consultation on proposed major development, 1 Warren Street, Tenby

The Mayor asked if all had had the opportunity to look at the plans. Some additional comments had been received and although these had been forwarded on to councillors, the Clerk reiterated what items had been raised.

The majority of comments centred around the apparent lack of affordable housing and Section 106 levy and the number of parking spaces in relation to the number of residential units.

Tenby Civic Society had commented in a similar vein but also queried fire safety and the Clerk commented that he had not noticed a secondary fire escape on the plans. The Civic Society were concerned that, if there was a fire centred around the main stairwell then people on the upper floors may not be able to get out. In light of the Grenfell tragedy concern was also raised over the materials being used for exterior cladding with the Civic Society seeking reassurance that it would be non-flammable.

The Mayor asked councillors for their views.

Cllr Mrs Brown doesn't feel the planned building is intrusive. She agrees with the concerns over the social housing aspect but thinks something like this is needed on that corner of town.

The Mayor agreed with Cllr Mrs Brown. Housing is big on her agenda and she believes that all are talking about this proposal in Tenby. To end up with more of what we have i.e. second homes, would be horrendous and would not benefit Tenby.

Cllr Hallett pointed out to councillors that the churches have been taken into consideration in the design. This site needs improvement as it is an eyesore.

Cllr Cornwell feels this is an attractive design and drawing. However, the car parking issue is of concern with 34 apartments and only 10 parking spaces being provided. Parking is already a problem in that area.

The Clerk had queried the car parking provision with PCNPA. Earlier this year PCNPA and PCC had approved combined supplementary planning guidance on a number of issues including parking provision. Parking provision for new developments was now considered under zones with the Conservation area designated as Zone One.

There is no requirement for any parking provision in Zone One Conservation Areas so the developers are not required to provide any parking at all.

Cllr Blackhall agrees with some things being said adding that the building design is sympathetic to other properties in the area. However, he agreed with the issue over such a major development claiming insufficient money to provide some element of affordable housing.

He felt PCNPA and the developers needed to look urgently at this element. These proposals are in the early stages so let's talk realistically about a significant contribution, not necessarily on this site, for affordable housing, he said. There is the issue over parking too but affordable housing has to be addressed.

Cllr Whitehurst reiterated that any new major development in Tenby provided a huge opportunity to provide social housing stock for local people and not just cater to the second homes market.

Cllr Mrs Brown agrees but believes with regard to the parking issue that like everyone else in town without dedicated parking, the residents would just have to find a space. This is not for TTC to solve.

She agreed with Cllr Blackhall and Cllr Whitehurst and suggested a meeting with the developers and PCNPA to discuss the matter.

Cllr Blackhall seconded this.

It was proposed that the Clerk seek to arrange this for the next meeting of TTC in September.

Cllr Hallett commented that it was wonderful that the Italian alder tree has been retained on the plan.

#### **RESOLVED**

**That representatives of Tetratex and PCNPA be invited to the first meeting in September to discuss TTC's concerns over the development.**

110. **TO RECEIVE THE ACCOUNTS FOR JUNE (INCLUDING SCHEDULED PAYMENTS, UNPRESENTED CHEQUES, RECEIPTS, ACCOUNT BALANCES, BUDGET MONITORING TO DATE AND BANK RECONCILIATIONS) AND CONSIDER ANY ISSUES ARISING**

Cllr Hallett thanked the Clerk and moved to accept accounts for June. Cllr Mrs Brown seconded. The Mayor echoed thanks to Clerk and his assistant for all their hard work.

#### **RESOLVED**

**That the accounts for June (including scheduled payments, unpresented cheques, receipts, account balances, budget monitoring to date and bank reconciliations) be approved.**

111. **TO CONSIDER ANY UPDATES ON TENBY TOWN WALLS AND AGREE ACTION IN RESPONSE TO PROPOSALS**

Dealt with earlier in meeting.

112. **TO CONSIDER TENBY TOWN COUNCIL'S CONTINUED FINANCIAL SUPPORT FOR IRONMAN WALES PEMBROKESHIRE AND AGREE ACTION IN RESPONSE TO PROPOSALS**

The Mayor asked if all councillors had had the chance to read the Report of the Clerk. Cllr Mrs Brown feels we should support once again. Tenby is the hub of the event and we should support the event due to the benefits it provides both in terms of the economy and tourism. She was seconded by Cllr Hallett.

The Mayor agreed. 'Ironman loves Tenby and Tenby loves Ironman' she commented. It is a phenomenal weekend for the town. This is the best course in the world added Cllr Hallett.

**RESOLVED**

**That, under Section 2 of the Local Government Act 2000, Tenby Town Council commit to continuing to make an annual contribution of £5,000 per annum to assist in the staging of Ironman Wales Pembrokeshire in the town for 2022 through to 2026.**

113. **TO CONSIDER DISPOSAL OF WASTE FROM HOLIDAY LET PROPERTIES – CLLR. BLACKHALL**

Cllr Blackhall has noticed people at bins emptying their domestic rubbish around town before returning to their holiday let property. Having had a conversation with a person staying at a holiday let it was explained that the property had no dust bins provided and there was a sign asking holiday makers to put their rubbish in the council's street litter bins.

The owners of these letting properties are not paying council tax as they are businesses, Cllr. Blackhall continued. They claim full business rates relief then do not properly arrange for the clearing away of their rubbish.

Five tonnes of waste is being taken away from the street litter bins per day in Tenby and part of the problem is that not all holiday homes are getting trade waste agreements in place. Some are abusing the system.

He proposed writing to all letting agencies asking how they advise, and what more they can do to advise visitors on the correct procedures. This is not fair on the people of Tenby and it needs stamping out.

Cllr Hallett said many properties are cleaned by a team of cleaners who were not taking away the rubbish. That's why the letting agencies tell clients not to leave rubbish behind and to put in street litter bins. He was aware of a number of letting properties that do not supply any caddies or bags.

Cllr Mrs Brown related to a holiday property nearby which had not supplied any waste receptacles and last week visitors came to her asking where to dispose of their rubbish. The owners did come down and claimed that the cleaners had taken the bags!

If they are paying business rates then why can PCC not connect with their trade waste department and insist that they must put their rubbish out in the proper bags and have trade waste agreements, she asked?

Cllr Blackhall is right, letting agencies need to make visitors properly aware of how to dispose of their rubbish and, as Businesses, need proper trade waste agreements, she stressed.

She felt PCC were better resourced to deal with this and suggested that TTC write to the Head of Environmental Services to ask them how to solve the problem.

Cllr Blackhall agreed, feeling the PCC trade waste department could access information as to which properties were not paying Council Tax and then ask them for their Trade Waste Agreement.

Cllr Cornwell commented that there are 7 B&Bs on his road and all have trade waste agreements. Most of the road are very good but he knows, and can identify houses having witnessed visitors putting their waste bags into seafront public bins.

He agreed with the proposal to write to PCC as this situation had been going on for such a long time.

The Clerk commented that, while holiday letting properties are certainly causing a problem there are local residents who are also adding to the issue by using the street litter bins for their domestic rubbish. However, if the issue relating to holiday let properties could be resolved, then these local residents may be more easily identified.

Cllr Mrs Brown added that a prominent business man had been seen depositing his own waste in a public bin, actually taking out the bag that was in the bin and leaving it by the side to put his own waste bag in its place.

Cllr Hallett suggested that if this was witnessed again, details should be forwarded to PCC, possibly with a photograph.

#### **RESOLVED**

**That the Clerk write to Mr. Richard Brown, Head of Environmental Services requesting that PCC write to letting agencies reminding them of their legal obligations to enter into a waste management agreement with a registered waste transfer operative for the disposal of waste from a business property.**

#### **114. TO CONSIDER ANY FINANCIAL OFFICER/CLERK'S ITEMS AND TO AGREE ACTION IN RESPONSE TO PROPOSALS:**

##### **a. Scheme of Delegation**

Every year before the summer recess the Clerk asks for delegated powers to the Clerk and Mayor to deal with urgent matters. Other councils have a Scheme of Delegation which negates returning every year to ask for permission. This Scheme of Delegation outlines how, where and when matters can be dealt with.

This will also cover TTC over the extended Christmas period. Are members happy to adopt this going forward? Cllr. Blackhall proposed and Cllr Cornwell seconded.

**RESOLVED**

**That the Scheme of Delegation be adopted.**

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

**Resolved that the next meeting will take place on Tuesday 7th September 2021 at 7.30 pm.**

Cllr Mrs Brown asked if this meeting will be in Mayor's Parlour. Cllr Mrs Brown told councillors, in place of Cllr Mrs Evans, that the De Valence was soon to open its doors once again with the first event possibly being on 20<sup>th</sup> August. This is about 3 weeks prior to the start of the TTC meetings so we should be in a position to hold meetings in the Parlour again by September.

The Clerk is considering September's meeting location and will carry out a risk assessment of the Parlour based on Mr. Mark Drakeford's future announcements and the current Covid situation.

The Mayor said that all would like to return to Parlour but it is all in the balance and we are keeping everything crossed.

**116. TO PROPOSE ANY ITEM FOR THE NEXT AGENDA**

Not at this time. The Clerk asked that any items for the Agenda be submitted before 1<sup>st</sup> September 2021.

**117. 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"**



## CORRESPONDENCE A

I can confirm that we are cognisant of the issue and have set up a dedicated task group to problem solve the matter and put plan of action.

Due to the level of resources currently available a short term plan has been put in place including a communications campaign with graphics: social media posts to be scheduled reminded businesses of offence of using litter bins and duty of care requirements, including updating of information surrounding holiday accommodation requirements. This will also include investigations based on evidence obtainable surrounding any offences committed when available.

In addition to this we will be implementing at a longer term plan as it is a complex area with types of businesses and ownership and especially identifying all premises that would need to be targeted to ensure businesses are disposing of their waste correctly and legally.

I would just like to point out a large amount of work has been done in the area historically working with letting agents and businesses across Pembrokeshire – contact was made with businesses and owners of properties used a holiday accommodation at the time of service change. But due to the increase in staycations there has been a huge surge in holiday accommodation businesses now operating across the County since the unlocking of the tourism industry.

**From:** Phillips, John <John.Phillips@arcadis.com>  
**Sent:** 23 August 2021 17:02  
**To:** Phillips, John  
**Subject:** Tenby Summer Pedestrianisation Study - Executive Summary  
**Attachments:** Executive Summary.pdf

Dear Sir/Madam,

Arcadis Consulting (UK) Ltd has been commissioned by Pembrokeshire County Council to investigate the operation of the current traffic management measures in the walled town during the summer embargo period in the town centre. We have undertaken a feasibility study looking into how the current system operates, any issues with it, and any possible alternatives or improvements. In particular, we were asked to investigate if the system could be automated in some way to reduce the reliance on staffing at key locations across the walled town area.

We have produced a report on our findings (ref: 10029741-ARC-4.1-DR-0014) and attach an extract of that report here for your information. This 'Executive Summary' highlights the main findings and recommendations in our report. The full report will be made available to you on request.

In summary our investigation discovered the following:

1. The current system is effective albeit requiring additional temporary staffing.
2. Automated systems (e.g. rising bollards) are now widely available but carry some operational risk and require a long-term cost commitment.
3. On-street marshals provide a valuable direct point-of-contact for visitors.
4. Increased advance signage and/or a gateway feature at the White Lion Hotel may reduce the number of un-registered vehicles entering the prohibited area.
5. Reducing the speed limit to emphasise priority to pedestrians.

These points are covered in the Executive Summary (and in more detail in the full report). We welcome your thoughts on our recommendations; if you have any comments, we shall be pleased to hear them. Given the current Covid-19 restrictions, we have decided not to hold an event to discuss this in person, but we shall be pleased to receive your views via e-mail to the address below.

[John.phillips@arcadis.com](mailto:John.phillips@arcadis.com)

We recognise there are difficulties due to restrictions so we shall be happy to receive your comments within 6 weeks of this e-mail. Thank you for your time.

With regards,

John Phillips BSc(Hons) CEng MCIHT AMICE MAPM  
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## Background

- This is the executive summary of the report produced by Arcadis on behalf of Pembrokeshire County Council referenced 10029741-ARC-4.1-DR-0014. Please refer to this report for full details.
- Arcadis has been commissioned to investigate the feasibility of automating the daily deployment of traffic management measures in Tenby walled town centre during the summer embargo period (July – September). The current traffic management measures have been in operation for a number of years and require manual deployment and removal on a daily basis. This is labour intensive and involves engaging contractors and temporary workers throughout the summer period and during other events in the town.
- The purpose of this study is to review current procedures, investigate currently available automatic systems on the market to determine which, if any, could be a suitable replacement for the present arrangement.

## Current System

- The summer embargo period currently runs from the first Monday in July until the second Friday in September – approximately three months. During this period, from 11:00 until 17:30 everyday, the admission of vehicles into walled town centre is restricted to permit holders only (and emergency vehicles).
- There are three access points into the walled town located at High St., Church St., and Belmont Arch. During the embargo period, physical barriers (plastic bollards) are installed (on High St, St Julians St & Church St) and street marshals are positioned to check access permits. Only vehicles with the correct pre-registered permits are allowed to enter the appropriate zone within the walled town centre.
- In addition, demountable barriers are placed on the High Street, outside the White Lion Hotel to reinforce the prohibition notice, plus Crackwell Street becomes a two-way shuttle-flow controlled by temporary traffic signals to allow access to the harbour area.



Alternative Systems

- There are a number of proprietary automated vehicle entry/exit systems currently available. They fall into the following categories:

Type	Description
Demountable bollards and signs	As-existing measures, demountable bollards and temporary signs can be deployed and removed on a daily or as-need basis.
Telescopic Bollards	Hydraulic bollards can be automatic or manual in operation. Drops flush to road surface to allow vehicle access when not in use.
Drop-Bar Barrier	Similar to carpark barrier on entry/exit, can be used with a number of entry systems
Swing Gates	Gates permanently mounted on side of road, can be 'locked' in open position outside of embargo period. May be automatic or manual operation.
Road Blocker	A rising wedge-shaped barrier usually used in a high security situation. Requires an entry control system to raise/lower.

- All of the above require some type of control system to operate. There are a number of these systems available each with different features to allow only permitted vehicles to pass through them.
- Monitoring of each entry point is recommended to ensure a fault or issue can be quickly identified and rectifying action taken.

Control system options available

- The following control systems can be used in conjunction with the measures listed above. All measures require some degree of control system, be it automatic or manual to operate.

Type	Description
ANPR	Dedicated CCTV cameras read the approaching number plates and only allow entry to pre-registered vehicles to access the area.
Monitored CCTV	Staff monitor CCTV and remotely allow access for vehicles who have a pre-registered permit.
Keypad Entry-phone	Vehicles use a fixed Keypad to punch in a pre-registered access code or call the 'Control Point' to grant remote access.
Keyring Fob	Works on an infrared sensor. Users point the fob then press a button to activate the barrier.
Card operated	Drivers are required to have a valid access card to swipe at the Barrier Access Control Pole.
TAG System	A small transponder is located in the vehicle which sends a signal to a receiver at the barrier to raise as the vehicle approaches it.
Timer	Barriers open and close at set times of day only.

- All systems are fully programmable to respond to a valid permit holder list which can be updated each year. They can be in operation for any set periods or for one-off events.
- The use ANPR as a means of enforcement will need to be carefully considered.

Things to consider

- Balancing the needs of local residents, commercial owners, and visitors, while managing traffic safety is difficult due to the conflicting demands of each group.
- All traffic, bar local access, is currently prohibited from the walled town at any time. However, this is difficult to enforce outside the embargo period as 'local access' has a wide definition.
- The summer embargo period enhances the streetscape and road safety for pedestrians and is a benefit to the town.
- Controlling entry into a pedestrianised area should ideally involve an absolute ban on all vehicles. In this case it is clearly not possible with access to accommodation, harbour area, and busy RNLI Station.
- The medieval street plan severely restricts the space available to introduce traffic management measures.

Summary

- The current arrangement of managing traffic during the summer embargo works well, albeit is labour intensive. It can also be completely removed when not in use avoiding unnecessary street clutter.

Summary continued...

- The Street Marshal role provides local employment and a direct point of contact for visitors to gain information and direction.
- Automated entry systems are now widely available, and it is possible to install them to provide unmanned controlled entry into the walled town - with some caveats.
- Automated entry systems come at a capital cost (which may be high given the need for underground space), plus annual operating costs and maintenance costs. They also require a dedicated resource to monitor them in case of queries and, like any mechanical system, may occasionally malfunction.
- Some entry systems use CCTV/ANPR surveillance which require additional powers to operate, and these may not be available in all cases.
- Installation of an automated system carries a significant cost and operational risk which must be balanced by efficiency savings in labour costs that may take some years to recoup.



**Recommendations**

- A tiered approach is recommended, initially implementing low risk improvements to bolster existing measures such as a gateway feature opposite White Lion Hotel and improved signing and road marking at relatively low cost.
- The replacement of the temporary mobile traffic signals on Crackwell St. with permanently erected part-time signals requires further investigation.
- Consider permanently reducing speed limits in the walled town to 10mph or even 5mph to reinforce pedestrian priority.
- If automatic bollards are to be pursued, a detailed survey to confirm space availability and to determine extent of cellar space required (and cost of acquiring it) is recommended prior to developing this option further.



**Tenby Town Council**  
**Uncashed payments/transfers out (All banks)**  
**(Upto 16/08/2021)**

Voucher	Date	Cheque No.	Description	Total	Bank
153	08/10/2019	712361	Donation from Mayor	100.00	Barclays - Current
71	12/07/2021	9FE25550LM2	Drain covers	4.58	Barclays - Current
74	20/07/2021	712635	Wages Month 4 2021-22	259.56	Barclays - Current
75	20/07/2021	712635	Wages Month 4 2021-22	543.10	Barclays - Current
78	02/08/2021	OFX764055N5	Paint	33.30	Barclays - Current
79	02/08/2021	712637	De Valence grant	2,160.00	Barclays - Current
80	02/08/2021	712637	Office rental	895.00	Barclays - Current
81	02/08/2021	712638	PAYE Month 4 2021-22	931.89	Barclays - Current
82	02/08/2021	712639	Council Tax Augustus place	131.60	Barclays - Current
83	02/08/2021	712639	Council Tax Council office	155.20	Barclays - Current
84	02/08/2021	712640	Standpipe	25.18	Barclays - Current
85	09/08/2021	712641	Website repair	30.00	Barclays - Current
86	09/08/2021	712642	Electricity Augustus Place	98.74	Barclays - Current
<b>Total</b>				<b>5,368.15</b>	

**Tenby Town Council**  
**Uncashed receipts/transfers in (All banks)**  
**(Upto 16/08/2021)**

<b>Voucher</b>	<b>Date</b>	<b>Cheque No.</b>	<b>Description</b>	<b>Total</b>	<b>Bank</b>
14	16/08/2021		Memorial fees	100.00	Barclays - Current
20	16/08/2021		Hall hire	45.00	Barclays - Current
			<b>Total</b> -----	<b>145.00</b>	

**Tenby Town Council**  
**Summary of Receipts and Payments**  
**Summary - Cost Centres Only**

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Administration	50.00	152.20	102	16,058.90	5,823.50	10,235	10,338
Advertising and Publicity				500.00	274.00	226	226
Augustus Place	3,000.00	45.00	-2,955	2,978.90	1,045.09	1,934	-1,021
Capital Spending (Asset Purchase)		6,000.00	6,000	15,000.00	18,594.00	-3,594	2,406
Christmas Lighting				20,130.00	6,251.30	13,879	13,879
Civic				8,840.00	98.00	8,742	8,742
Contra/Loans		142.58	143		77.64	-78	65
De Valence Pavilion				26,000.00	10,880.00	15,120	15,120
Interest on Investments and Accour	200.00	5.95	-194				-194
New Cemetery	3,920.00	1,837.50	-2,083	7,550.00	1,727.01	5,823	3,740
Old Cemetery	204.00	204.00		204.00		204	204
Precept	197,746.29	65,916.29	-131,830				-131,830
Provision for Doubtful Debts							
S137 Payments				300.00		300	300
Tenancies (Council as Tenant)				10,740.00	4,475.00	6,265	6,265
Tourism/Regeneration				23,000.00	972.93	22,027	22,027
Town Maintenance	500.00	15.75	-484	26,900.00	985.29	25,915	25,430
VAT recovered							
Wages, PAYE, NI, Pension, Expens				71,606.08	21,512.16	50,094	50,094
<b>NET TOTAL</b>	<b>205,820.29</b>	<b>74,319.27</b>	<b>-131,301</b>	<b>229,807.88</b>	<b>72,715.98</b>	<b>157,092</b>	<b>25,791</b>

<b>Total for ALL Cost Centres</b>	74,319.27	72,715.98
<b>V.A.T.</b>	21,553.90	4,967.80
<b>GROSS TOTAL</b>	<b>95,873.17</b>	<b>77,683.78</b>

**Tenby Town Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

16 August 2021 (2021-2022)

**Administration**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Admin - Audit fees				2,400.00	2,105.00	295	295 (12%)
2	Admin - Photocopying charges	50.00	37.00	-13	400.00	164.11	236	223 (49%)
3	Admin - Course/Training							(N/A)
4	Admin - Office Equipment				1,500.00		1,500	1,500 (100%)
5	Admin - Equipment maintenance							(N/A)
6	Admin - Insurance				5,000.00	1,940.70	3,059	3,059 (61%)
8	Admin - Phone/fax and broadband				350.00	109.04	241	241 (68%)
9	Admin - Postage				400.00	100.00	300	300 (75%)
11	Admin - Stationary				200.00		200	200 (100%)
12	Admin - Subscriptions		115.20	115	1,145.90	629.15	517	632 (55%)
13	Admin - Travel expenses				150.00		150	150 (100%)
75	Admin - Council tax				1,630.00	775.50	855	855 (52%)
91	Admin - Councillor remuneration							(N/A)
100	Admin - Election fees				2,883.00		2,883	2,883 (100%)
<b>SUB TOTAL</b>		<b>50.00</b>	<b>152.20</b>	<b>102</b>	<b>16,058.90</b>	<b>5,823.50</b>	<b>10,235</b>	<b>10,338 (64%)</b>

**Advertising and Publicity**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Civic - Publicity				500.00	274.00	226	226 (45%)
<b>SUB TOTAL</b>					<b>500.00</b>	<b>274.00</b>	<b>226</b>	<b>226 (45%)</b>

**Augustus Place**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
22	Augustus Place - Maintenance				350.00		350	350 (100%)
24	Augustus Place - Tools and equi				100.00		100	100 (100%)
25	Augustus Place - Utilities				300.00	324.99	475	475 (59%)
26	Augustus Place - Letting Income	3,000.00	45.00	-2,955				-2,955 (-98%)
98	Augustus Place - Council tax				1,404.90	658.10	747	747 (53%)
99	Augustus Place - Water rates				324.00	62.00	262	262 (80%)
101	Augustus Place - Building Contr							(N/A)
<b>SUB TOTAL</b>		<b>3,000.00</b>	<b>45.00</b>	<b>-2,955</b>	<b>2,978.90</b>	<b>1,045.09</b>	<b>1,934</b>	<b>-1,021 (-17%)</b>

**Capital Spending (Asset Purchl**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Jubilee Play Park		6,000.00	6,000	15,000.00	18,594.00	-3,594	2,406 (16%)
93	Town Wall lighting							(N/A)
<b>SUB TOTAL</b>			<b>6,000.00</b>	<b>6,000</b>	<b>15,000.00</b>	<b>18,594.00</b>	<b>-3,594</b>	<b>2,406 (16%)</b>

## Summary of Receipts and Payments

All Cost Centres and Codes

## Christmas Lighting

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Christmas Lighting - Maintenance				12,480.00		12,480	12,480 (100%)
28	Christmas Lighting - Electricity supply				150.00		150	150 (100%)
29	Christmas Lighting - Tools and Equipment				7,500.00	6,251.30	1,249	1,249 (16%)
<b>SUB TOTAL</b>					<b>20,130.00</b>	<b>6,251.30</b>	<b>13,879</b>	<b>13,879 (68%)</b>

## Civic

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44	Civic - Courses/conferences/travel							(N/A)
45	Civic - Entertainment				3,000.00		3,000	3,000 (100%)
46	Civic - Grants				2,000.00		2,000	2,000 (100%)
47	Civic - Honoraria				150.00		150	150 (100%)
48	Civic - Mayor's Reimbursement				3,500.00	98.00	3,402	3,402 (97%)
51	Civic - Regalia maintenance				150.00		150	150 (100%)
52	Civic - Subscriptions				40.00		40	40 (100%)
81	Civic - Plaques							(N/A)
94	Civic - Maintenance of Historic Assets							(N/A)
<b>SUB TOTAL</b>					<b>8,840.00</b>	<b>98.00</b>	<b>8,742</b>	<b>8,742 (98%)</b>

## Contra/Loans

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Contra		142.58	143		77.64	-78	65 (N/A)
<b>SUB TOTAL</b>			<b>142.58</b>	<b>143</b>		<b>77.64</b>	<b>-78</b>	<b>65 (N/A)</b>

## De Valence Pavilion

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
76	DVP - Grant to DVP (Tenby) Trust				26,000.00	10,880.00	15,120	15,120 (58%)
<b>SUB TOTAL</b>					<b>26,000.00</b>	<b>10,880.00</b>	<b>15,120</b>	<b>15,120 (58%)</b>

## Interest on Investments and A

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40	Interest	200.00	5.95	-194				-194 (-97%)
<b>SUB TOTAL</b>		<b>200.00</b>	<b>5.95</b>	<b>-194</b>				<b>-194 (-97%)</b>

**Tenby Town Council**  
**Summary of Receipts and Payments**  
 All Cost Centres and Codes

16 August 2021 (2021-2022)

**New Cemetery**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32	New Cemetery - Grounds Mainte				7,500.00	1,650.00	5,850	5,850 (78%)
33	New Cemetery - Water charges				50.00	77.01	-27	-27 (-54%)
34	New Cemetery - Grant of Rights	1,400.00	977.50	-423				-423 (-30%)
35	New Cemetery - Maintenance fe	1,820.00	760.00	-1,060				-1,060 (-58%)
36	New Cemetery - Memorial fees	700.00	100.00	-600				-600 (-85%)
<b>SUB TOTAL</b>		<b>3,920.00</b>	<b>1,837.50</b>	<b>-2,083</b>	<b>7,550.00</b>	<b>1,727.01</b>	<b>5,823</b>	<b>3,740 (32%)</b>

**Old Cemetery**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
39	Old Cemetery - War Graves	204.00	204.00		204.00		204	204 (50%)
<b>SUB TOTAL</b>		<b>204.00</b>	<b>204.00</b>		<b>204.00</b>		<b>204</b>	<b>204 (50%)</b>

**Precept**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
37	Precept	197,746.29	65,916.29	-131,830				-131,830 (-66%)
<b>SUB TOTAL</b>		<b>197,746.29</b>	<b>65,916.29</b>	<b>-131,830</b>				<b>-131,830 (-66%)</b>

**Provision for Doubtful Debts**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
73	Written off debts							(N/A)
<b>SUB TOTAL</b>								<b>(N/A)</b>

**S137 Payments**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18	Civic - S137				300.00		300	300 (100%)
<b>SUB TOTAL</b>					<b>300.00</b>		<b>300</b>	<b>300 (100%)</b>

**Tenancies (Council as Tenant)**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Office Rent				10,740.00	4,475.00	6,265	6,265 (58%)

## Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL					10,740.00	£,475.00	6,265	6,265 (58%)
<b>Tourism/Regeneration</b>								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Tourism - Promoting Tenby				1,000.00		1,000	1,000 (100%)
84	Park and Ride provision				1,000.00		1,000	1,000 (100%)
83	Special Projects within the comm				12,000.00	972.99	11,027	11,027 (91%)
89	Ironmen				6,000.00		6,000	6,000 (100%)
95	Consultancy fees and specialist				3,000.00		3,000	3,000 (100%)
SUB TOTAL					23,000.00	972.99	22,027	22,027 (95%)
<b>Town Maintenance</b>								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Town maintenance - Floral displa	500.00		-500	13,000.00	585.98	12,414	11,914 (88%)
56	Town maintenance - Play area				1,500.00	22.58	1,477	1,477 (98%)
57	Town maintenance - Tools and e		15.75	16	400.00	376.73	23	39 (9%)
96	Town maintenance - Specialist r				12,000.00		12,000	12,000 (100%)
SUB TOTAL		500.00	15.75	-484	26,900.00	985.29	25,915	25,430 (92%)
<b>VAT recovered</b>								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
69	VAT - Recovered							(N/A)
SUB TOTAL								(N/A)
<b>Wages, PAYE, NI, Pension, Ex</b>								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Admin - Wages				61,627.62	18,301.52	43,326	43,326 (70%)
15	Augustus Place - wages				3,200.00	1,038.24	2,162	2,162 (67%)
16	Town maintenance - wages				6,778.46	2,172.40	4,606	4,606 (67%)
SUB TOTAL					71,606.08	21,512.16	50,094	50,094 (69%)
<b>Summary</b>								
NET TOTAL		205,620.29	74,319.27	-131,301	229,607.88	72,715.98	157,092	25,791 (5%)
V.A.T.			21,553.90			4,967.80		
GROSS TOTAL			95,873.17			77,683.78		

Tenby Town Council  
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
66 Office Rent	01/07/2021		Barclays - Current	712628	Office rental	DVP (Tenby) Trust	E	895.00	0.00	895.00
87 Admin - Insurance	01/07/2021		Barclays - Current		Insurance	Premium Credit Ltd	E	397.36	0.00	397.36
70 Special Projects within the c	01/07/2021		Barclays - Current	712631	Town WIFI	Telemat	S	925.00	185.00	1,110.00
64 Admin - Wages	01/07/2021		Barclays - Current	712627	PAYE Month 3 2021-22	HMRC	X	931.89	0.00	931.89
67 Augustus Place - Council tax	01/07/2021		Barclays - Current	712629	Council Tax Augustus place	Post Office Ltd	X	131.60	0.00	131.60
68 Admin - Council tax	01/07/2021		Barclays - Current	712629	Council Tax Council office	Post Office Ltd	X	155.20	0.00	155.20
69 Admin - Wages	01/07/2021		Barclays - Current	712630	Pension 1st Quarter 2021-22	Cammerthenshire County Cou	X	2,104.92	0.00	2,104.92
65 DVP - Grant to DVP (Tenby)	01/07/2021		Barclays - Current	712628	De Valence grant	DVP (Tenby) Trust	Z	2,160.00	0.00	2,160.00
88 Augustus Place - Water rates	01/07/2021		Barclays - Current		Water charges AP	Dwr Cymru	Z	15.50	0.00	15.50
63 Admin - Phone/fax and broa	02/07/2021		Barclays - Current	712632	Telephone services	Talk Talk	S	28.00	5.60	33.60
69 Contra	08/07/2021		Barclays - Current	712633	Seagull bags	Pembrokeshire County Count	E	53.00	0.00	53.00
77 Town maintenance - Tools a	12/07/2021		Barclays - Current	9FE25550LM216764Y	Boths/filler etc	Jewson	S	22.88	4.58	27.46
71 Town maintenance - Play are	12/07/2021		Barclays - Current	712634	Drain covers	KetoPlastics Limited	Z	4.58	0.00	4.58
73 Admin - Wages	20/07/2021		Barclays - Current	712634	Wages Month 4 2021-22	Employee 106	X	2,048.58	0.00	2,048.58
74 Augustus Place - wages	20/07/2021		Barclays - Current	712635	Wages Month 4 2021-22	Employee 110	X	259.56	0.00	259.56
75 Town maintenance - wages	20/07/2021		Barclays - Current	712635	Wages Month 4 2021-22	Employee 110	X	543.10	0.00	543.10
76 Admin - Wages	20/07/2021		Barclays - Current	712636	Wages Month 4 2021-22	Employee 113	X	1,068.68	0.00	1,068.68
72 Admin - Subscriptions	28/07/2021		Barclays - Current		Annual licence	BCC IT	Z	115.20	0.00	115.20
<b>Total</b>								<b>11,860.95</b>	<b>195.18</b>	<b>12,055.23</b>

## Tenby Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Tubal
17 New Cemetery - Grant of Rig	01/07/2021		Barclays - Current		Burial fees	W. and M. J. Rossiter and So	E	460.00	0.00	460.00
15 Town maintenance - Tools ai	05/07/2021		Barclays - Current		Bench compensation	Hmcts/Centralised	X	15.75	0.00	15.75
18 New Cemetery - Maintenance	12/07/2021		Barclays - Current		Burial fees	W. and M. J. Rossiter and So	E	130.00	0.00	130.00
11 New Cemetery - Maintenance	13/07/2021		Barclays - Current		Burial fees	Baglan Funeral Home	E	200.00	0.00	200.00
12 Contra	13/07/2021		Barclays - Current		Seagull bags	General public	X	53.00	0.00	53.00
13 Admin - Photocopying charge	13/07/2021		Barclays - Current		Photocopying	General public	X	37.00	0.00	37.00
16 VAT - Recovered	14/07/2021		Barclays - Current		VAT recovered	HMRC	R	0.00	4,758.17	4,758.17
19 Admin - Subscriptions	28/07/2021		Barclays - Current		Annual licence	BCC IT	Z	115.20	0.00	115.20
<b>Total</b>								<b>1,010.95</b>	<b>4,758.17</b>	<b>5,769.12</b>