

45TENBY TOWN COUNCIL

**DE VALENCE PAVILION
UPPER FROG STREET
TENBY**

23rd February 2022

Dear Councillor

You are hereby summoned to attend the Meeting of the Tenby Town Council on **Tuesday 1st March 2022 at 6.45 pm** to transact the business stated below.

Due to continued coronavirus restrictions 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 meet with Anna Elliott, Project Manager, Pembrokeshire Sea Trust
2. To receive Apologies.
3. 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.

4. To agree Items of Correspondence and Committee Minutes, except those marked private and confidential, be given to the members of the Press present.
5. To confirm the Minutes of the Tenby Town Council Meeting held 15th February 2022.

6. Any matters arising for information only.
7. To receive the notes of the discussions held between TTC members relating to the proposed Brynhir development prior to the meeting with PCC 15th February 2022.
8. To receive the notes of the meeting with PCC relating to the proposed Brynhir development 15th February 2022
9. To discuss the following Planning Applications and to agree action in response to proposals:
 - a. NP/22/0033/TPO –Pollard of London Plane tree and removal of ivy – land adjacent to 2 The Glebe, Tenby.
 - b. NP/21/0738/FUL – Re-modelling and extension to CK's filling station and shop – CK's Supermarket, Five Way Garage, The Green, Tenby.
 - c. NP/22/0096/FUL – Proposed one bedroom owner/manager accommodation – Beach House Café, Gas Lane, Tenby.
10. To consider any updates on Tenby Town Walls and agree action in response to proposals.
11. To consider any updates on the proposed development at Brynhir.
12. To receive a progress report on Tenby Railway Station from Cllr. Cornwell (TTC's representative on the South Pembrokeshire Rail Action Group (SPRAG)).
13. To consider any Financial Officer/Clerk's Items and agree action in response to proposals.
 - a. To consider a proposal for the restructuring of the town council's committees and their Terms of Reference in light of the decision to move to a cycle of monthly meetings and agree action in response to proposals.
 - b. Tenby Market.
14. Date and Time of Next Meeting:

Tuesday, 15th March 2022 at 7.30 pm – Full Council
15. To propose any item for the next Agenda.
16. **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".**

17. To confirm the Private and Confidential Minutes of the Tenby Town Council Meeting held 15th February 2022.
18. Any matters arising for information only.
19. To receive the minutes of the Personnel Committee held on 9th February 2022.
20. To receive the minutes of the Tenby Town Council New Cemetery Management committee and agree action in response to recommendations.
21. Enhancing Pembrokeshire Fund bid update – Cllr. Blackhall

TENBY TOWN COUNCIL
MINUTES OF THE TENBY TOWN COUNCIL MEETING HELD
15TH FEBRUARY 2022

PRESENT: Cllr Mrs S Skyrme-Blackhall Mayor
Cllr Mrs T Evans
Cllr Mr H Whitehurst
Cllr Mr J Cornwell
Cllr Mr L Blackhall
Cllr Mrs S Lane
Cllr Mr D Morgan
Cllr Mr M Evans
Cllr Mrs T Rossiter
Cllr Mrs C Brown
Cllr Mr T. Hallett

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

309. TO RECEIVE APOLOGIES

Apologies received from Cllr P Rapi.

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

Cllr Mrs Brown declared interest in item 8d.

311. 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 Evans.

RESOLVED

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

312. CONFIRMATION OF MINUTES

Resolved that the Minutes of the Tenby Town Council meeting held 1st February 2022 be confirmed and signed as accurate.

313. MATTERS ARISING FROM THE MINUTES FOR INFORMATION ONLY

- a. **Page 151 Item 294a – Queen Victoria House:** The Clerk told members that a site meeting had been requested and dates had been suggested to the planning officer. An alternative date had then been suggested and emailed to Cllr Rapi. No response had been received and this date has now passed.

The Clerk said he was aware that members had requested several other site meetings but he had received notification from PCNPA that they are having staffing problems due to long term sickness. They are passing matters on to a consultancy firm to assist with the backlog and are not in a position to offer site meetings at this time. Meetings will be down to us to make arrangements directly with the applicant.

Cllr Mrs Lane said if we feel we need to have a site meeting then we should just go ahead and look, and pass on views to PCNPA. Cllr Hallett seconded the suggestion.

Cllr Blackhall agreed adding it was a shame, however, that there would be no PCNPA officer input.

- b. **Page 156 Item 301 – Sea Trust:** The Clerk had spoken with Anna Elliott, the project manager, and the only days her and her colleagues are available are Thursdays and Fridays. There was an option of a meeting on Wednesday 23rd February 2022 which is during half term or possibly 1st March at about 6.30pm.

Anna would attend on her own and could then feed back to her colleagues.

The Clerk asked how members would like to proceed. Would councillors be happy to arrange the meeting for 1st March prior to the full council meeting?

Members agreed for the meeting to be arranged for 6.45pm on Tuesday, 1st March 2022. The Clerk said he would liaise with Anna.

- c. **Page 158 Item 303a – Council Committees:** Cllr Blackhall was unaware that TTC did not nominate to Tenby in Bloom, he thought they had in the past.

Cllr Mrs Lane said that this had arrived on outside bodies a while ago but TTC did not nominate a representative.

The Clerk reminded members that the Mayor had always previously been honorary president.

- d. **Page 157 Items 302 – Street Furniture:** Cllr Mrs Brown asked if PCC had been contacted regarding the street furniture. The Clerk has attempted to arrange a meeting and Mr McCarthy will be coming in to town to have a chat. Cllr Mrs Brown asked that she be included in that chat.

- e. **Page 161 Item 303b - Platinum Jubilee Committee:** Cllr Mrs Brown wishes to be taken off the Platinum Jubilee Committee as she unfortunately does not have the time.

- f. **Page 162 Item 303c – Road Closures:** The Clerk told members that these proposed plans were now in the office if members wished to come and have a look.

Cllr Mrs Brown asked if there was any news about resurfacing the roads but was told that this proposal is purely to do the crossing points and access routes. Cllr Mrs Brown asked if the Clerk could contact PCC and find out what their programme is for resurfacing works in Tenby this year.

314. TO RECEIVE THE NOTES OF THE FRANKSTON FRIENDSHIP CITY PROPOSAL WORKING PARTY AND CONSIDER ACTION IN RESPONSE TO PROPOSALS

Cllr Mrs Lane had met with Cllr Cornwell and a discussion was had. They were definitely in agreement that Frankston unfortunately was not a suitable place to twin with.

There are expats from Tenby all over the world, said Cllr. Mrs. Lane. This alone was not a good enough reason to twin and we must look to those that compare the most i.e., similar towns with similar problems.

There were two suggestions on the table. Cllr Mrs Lane has a contact already in Gibraltar so she sees no reason not to pursue these alternatives.

Cllr Mrs Brown agree saying it is about time we did something. Cllr Mrs Lane had tried previously when she was in office but it didn't work out, it was nice to see Cllr Cornwell getting involved.

Let's have a look at both proposals and see what happens, she said.

Cllr Hallett suggested the Walled Towns Association was a good organisation to be involved with, better than twinning with Australia.

Cllr Mrs Brown moved the recommendations, Cllr Hallett seconded and it was:

RESOLVED

That the recommendations of the working party be approved.

315. HM The Queen Platinum Jubilee Celebration Working Party

Cllr Mrs Lane had come up with a few suggestions but really wanted each street to take control of their own event. She suggested we pass on information to those organisations involved. Cllr Mrs Lane has spoken to Cllr Ronowitz in Tudor Square and suggested a small working party between the businesses there. She was hoping to avoid creating not too much extra work for the Clerk as she hoped others would take control of their own events and we would just help out where we can.

The Mayor had spoken to a few communities within communities and lots are wanting to do something. Some organisations, including the Arts Festival wish to get involved possibly with a commemorative sand castle competition. It is important that they take it on, as we cannot do it all but we will support them, she said.

Cllr Mrs Brown asked about road closures; what is the situation and who would apply? These will all be additional costs to TTC. She added that she does not agree with commemorative mugs. We simply cannot afford that she said. We don't want TTC committing to giving away a lot more than we have.

As Cllr Mrs Lane had said, it would be great for other organisations if they take it up she continued, but we must remember, town will be absolutely packed. Do we ask for pedestrianisation and/or road closures? It's all very well suggesting events but we all need to know what it entails.

The Clerk told members that an email had been received from Mr Marc Owen, PCC, asking if any celebrations were planned and that this information be sent to him for consideration of what would be required legally.

Cllr Mrs Evans also believes it will be exceptionally busy and we must think about pedestrian safety.

She had followed up on a couple of suggestions made, looking into the possibility of a parade and canvassed a few organisations but they needed more information. She had also spoken to someone at Samba Doc. They already have a booking at Milford on the Thursday but would consider a booking on the Saturday. All seemed very keen and interested in doing it.

Cllr Mrs Lane her hope that streets and estates will take on their own events. The Tudor Square/St Julian Street seemed to be all on board. Some of the businesses already have a 12-month licence for al fresco seating. Hope it doesn't cost us, we're not spending for road closures if we don't have to.

Cllr Blackhall agreed that it may be beneficial if a temporary pedestrianisation license be applied for that weekend as this may cut down on the cost. He had spoken to St Mary's Church about hosting a concert, and also having the parade finish at the church with a 10-minute gathering to thank people and wish them on their way. They are happy to participate.

Cllr Cornwell had looked at beacon used in 2016. A risk assessment needs to be done. The harbourmaster, Chris Salisbury will help out but advised that there would be a high tide that evening. This could cause a problem if we were to light the beacon at the end of the pier so we need to possibly be looking at a different venue.

In relation to a parade, we needed to establish when, to where and why. The Clerk and he talked about having the parade into Tudor Square to culminate in the official proclamation reading at 2 pm on the Thursday. Taking these ideas forward, we need to get the press on board she said. Cllr Mrs Lane's idea that if people want to do something then we could support it can be emphasised.

Cllr Mrs Lane agreed, we really need to get something out in the press.

She suggested we could make a donation to estates planning a street party. Possibly a starter pack with bunting, paper plates etc.

The Clerk commented that members would need to to agree a budget and we would also need to know the numbers involved.

Cllr. Mrs Lane suggested a monetary offer so long as they can prove what they are spending the money on. She suggested the most likely estates would be Knowling Mead, The Glebe, Newell Hill etc; the main housing estates.

Cllr Mrs Brown agrees with this but wanted to ensure that commemorative mugs were taken off the list please.

The Mayor agreed. Mugs are 'old hat', she commented. Let's use the money for something else.

Cllr Brown felt renaming of gardens at The Green and St Florence Parade were lovely ideas. She suggested we run our ideas past Mr Owen to establish what was feasible and see what he comes back with.

Cllr Mrs Lane said she realised we couldn't change the name of St Florence Parade due to postal reasons but we could turn the strip of garden into a nice seating area. This could be planned in a second phase of EPF funding and named Queen Elizabeth II Parade or Walk. It would be interesting to see if PCC allow us to do this.

Cllr Blackhall said that a conversation had already been had with Mr McCarthy about St Florence Parade, and he seemed amenable to removing plants to create a wider walkway there.

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

Cllr. Evans declared an interest in all planning matters as a member of the Development Management committee of PCNPA. However, he would stay in the meeting to advise on policy matters if required.

- a. **NP/21/0823/LBA – Sub-division of existing dwelling to form a separate self-catering holiday accommodation unit to rear including rear entrance porch extension, new window and door openings, minor external works, fences etc to rear garden and reconfiguration of existing external fire escape stair to rear – Castle View House, 14 The Norton, Tenby**

The Clerk reminded members that this application (under NP/21/0822/FUL) was discussed recently and this was now the LBA application.

TTC had asked for a site meeting and perhaps the applicant would be amenable to a meeting. Would members like to defer this matter until after a meeting could be arranged?

There are benefits to doing this said Cllr Blackhall as there are a couple of things on the plan that need clarification.

It is a long narrow development said Cllr Hallett.

RECOMMEND

In line with their recommendation for NP/21/0822/FUL on this site, members feel it difficult to assess the impact of this development and will be seeking a site meeting with the applicant or agent to fully assess the proposals.

- b. NP/22/0018/FUL – Erection of timber decking in rear garden (retrospective) – Erection of timber decking in rear garden (retrospective) – 97 The Glebe, Tenby

The Clerk advised members that decking is allowed to a certain height, but this appeared to have been built slightly higher than allowed due to the incline of the land hence the retrospective application.

Cllr Hallett asked if any objections had been received from neighbours and was informed that none had been raised with TTC.

Cllr Hallett proposed approval, seconded by Cllr Whitehurst.

Concern was expressed that this was a retrospective application and the question was asked as to what grounds could we refuse it on?

Cllr. Mrs Lane felt that grounds could be if it is high enough to result in an invasion of privacy. However, there appeared to be no overlooking issues in relation to the neighbours.

RECOMMEND

Approval. While disappointed that the application is in retrospect, members feel that there has been no indication that this proposal has had a detrimental impact on the amenity of neighbouring properties.

- c. NP/22/0034/FUL – Demolition of existing rear kitchen and rebuild – 1 Lexden Cottages, Lower Frog Street, Tenby

The Clerk explained that an amendment had been received today to include the replacement of front windows. Cllr Mrs Evans wondered why this work was to be undertaken? Cllr Hallett believes this will be improving the value of the property and the amenity of the applicant. The Clerk showed the plans on screen. Cllr Hallett proposed approval and Cllr Mrs Brown seconded.

RECOMMEND

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

- d. NP/22/0037/FUL Change of Use of White Rose Guest House (C1) and manager flat to 3 serviced holiday units (managers flat 4th holiday unit) – Permitted development in retrospect - White Rose Guest House, Warren Street, Tenby

Cllr. Mrs. Brown declared an interest and withdrew from the meeting.

Cllr Blackhall asked if there was any background to this application. Cllr Mrs Evans couldn't see a problem as the property would be still providing holiday accommodation but in a different way.

The Mayor asked if the Clerk knew why the application had been made and he read out the details from the application form.

It appeared that the applicant had read the planning laws for England, where the change of use as outlined did not require permission. However, the regulations in Wales were different.

Cllr Mrs Evans proposed accepting the proposal.

It being a retrospective application is the worst reason for accepting, commented Cllr. Mrs. Lane. Too many people are doing this. She said she had some sympathy in this case and the proposal appeared acceptable but it is sad when people go ahead and do things without checking with PCNPA first.

Cllr Cornwell seconded the proposal for approval.

Cllr Blackhall and Cllr Mrs Lane abstained from voting.

RECOMMEND

Approval. While disappointed that the application is in retrospect, members feel that the proposal does not materially change the use of the property.

Cllr. Mrs. Brown re-joined the meeting.

- e. NP/22/0059/FUL – Addition of 5 roof lights – Elwy Cottage, Trafalgar Road, Tenby

Proposed by Cllr Mrs Lane and seconded by Mayor.

RECOMMEND

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

317. TO CONSIDER THE FOLLOWING ITEMS OF CORRESPONDENCE AND AGREE ACTION IN RESPONSE TO PROPOSALS:

a. PCC – Additional Community Governor Vacancy, Governing Body of Tenby Church in Wales Voluntary Controlled Primary School

Cllr Blackhall did not think that a community governor had to be a member of the town council, just nominated on behalf of the town council. This could be someone who has time to attend meetings and report back to council.

Cllr Mrs Brown agreed. While it was an interesting role, and perhaps it should be someone from the council, there was already so much for councillors to do.

Cllr Mrs Evans said she was a parent governor at the school and is now a community governor, but this appointment had not been made through the town council.

She felt the role would suit someone who works within the town and community and would be beneficial to the operation of the school.

She suggested we put something in the press saying that unfortunately TTC is unable to nominate a councillor to this role but would be interested to hear from anyone who may like us to put them forward.

Cllr Mrs Lane is unable to undertake the role at the moment but had previously been a governor at the school for about 20 years on and off. She feels that councillors should be putting themselves forward for the job, it was sad that no one will put their name forward for it.

Cllr Evans feels it is difficult with so many other demands on councillor time. He supported Cllr Mrs Evans' proposal that TTC look to facilitate a governor, with the expectations that TTC are kept in the loop. Publicise it and look for someone within the community to act on our behalf, he said.

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

The Clerk had nothing to bring to the attention of members.

Cllr Mrs Brown, referring to page 3, asked if the Sea Cadets were still working on the War Graves at the old cemetery and the Clerk confirmed that they were.

Cllr Mrs Brown then asked what is an S137 payment as we seemed to have spent a great deal over and above what had been included in the budget on this.

The Clerk explained that these are payments that benefit the community that are not covered by other powers. Expenditure is limited to a certain amount (£8.41 for 2021/22) multiplied by the population of the town.

Cllr Mrs Brown asked what the £3,000 amount was for and the Clerk confirmed Cllr Evans' belief that this was the donation made to Tenby Round Table to facilitate the Senior Citizens' Christmas dinner.

Cllr. Mrs Brown said she was concerned that we were spending money we don't have. There had been suggestions made for the Platinum Jubilee that could have financial implications which hadn't been included in the budget. This is not our money to spend 'willy-nilly', we must be cautious, she said.

Cllr Blackhall said he hears what Cllr Mrs Brown says and we need to be careful but there have been exceptions recently because of the difficulties due to Covid.

Additional donation monies were agreed to be taken from reserves for the Christmas dinner as Tenby Round Table had not been able to undertake any fund raising for two years.

Cllr Hallett said the cost of things are rising hand over fist and we should expect increases in what we are spending. Costs rising faster than income. However, we are always mindful of what we are spending and we are doing a good job.

Proposed by Mayor, seconded by Cllr Cornwell and

RESOLVED

THAT the accounts for January (including scheduled payments, unrepresented cheques, receipts, account balances, budget monitoring to date and bank reconciliations) be approved.

319. TO RECEIVE NOMINATIONS AND ELECT A MAYOR FOR 2022/23. SHOULD MORE THAN ONE NOMINATION BE RECEIVED, TO SUSPEND STANDING ORDER 7 TO ALLOW FOR A WRITTEN BALLOT, THE RESULTS OF WHICH TO BE OPENED AND RATIFIED AT THE NEXT MEETING OF COUNCIL

The Mayor asked each member in turn if they wished to be considered for Mayor for the year 2022/2023 and all declined. The Clerk then asked the Mayor if she wished to be considered.

The Mayor said it had been a difficult couple of years and she had tried her best in a very difficult time.

She thanked all for the support given to her over the last two years, particularly from her Consort and the deputy mayor and she would consider it an honour to be Mayor for 2022/2023 if re-elected at the town and community council elections in May.

Cllr Mrs Evans happily proposed and Cllr Hallett seconded.

As only one nomination there was no need to proceed to a written ballot said the Clerk and the matter could be settled this evening.

All in favour.

RESOLVED

That Cllr Mrs Skyrme-Blackhall be confirmed as Mayor Elect for 2022/23.

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

The Clerk wondered if Cllr Evans had been able to follow up his email asking if Mrs Adams has been replaced as the management of The Coburg had asked what had happened to the removal of weed growth.

Cllr Evans said he had passed this on to Mr. Mike Cavanagh at PCC and will chase it up again. Mrs Adams' post had been advertised but PCC were awaiting to fill the position. She had left a detailed portfolio on the works that needs to be continued with.

Progress had been made and we were getting there but it is likely that we may need an EPF bid in the future.

The Clerk said it was unfortunate that the team working on the walls had been called away to deal with ash die back.

321. TO CONSIDER ANY UPDATES ON THE PROPOSED DEVELOPMENT AT BRYNHIR

The Clerk told members that Nia Davies had now shared her and Mark Bond's contact details with him. The community engagement event at the De Valence had been confirmed for 15th March. Cllr Cornwell said he will attend.

322. TO CONSIDER A RETURN TO 'IN PERSON' MEETINGS OF THE TOWN COUNCIL AND AGREE ACTION IN RESPONSE TO PROPOSALS – CLLR MRS LANE

Cllr. Mrs. Lane said that, with the situation around Covid-19 appearing to ease, should we be considering getting back to 'in person meetings' in the parlour.

The Clerk told members that the decoration of the area recently replastered was complete and we should be able to reopen the parlour for meetings after cleaning.

However, it should be remembered that, under the new Local Government and Elections (Wales) Act 2021 we still have to provide means for people to access the meeting from other locations (i.e., remotely) when we do return to in person meetings.

We had conducted a 'hybrid' meeting for the Queens Jubilee working party, with some in the room and some on Zoom. Although there were a few technical issues, it can be done. It is not ideal at the moment and will be far better once funding comes through from the EPF grant.

With the deep clean of the parlour still to be undertaken, it may not be possible to meet 'in person' for the next meeting on 1st March but we could consider a hybrid meeting for 15th March.

Cllr Blackhall said that we should get confirmation of the EPF very soon as it had gone to Cabinet this week. He felt we could set up a meeting with our preferred supplier and target the connectivity improvements to the parlour as Phase 1

He was happy to arrange a meeting with the suppliers.

Cllr. Hallett felt we still needed to look at extraction of moisture in the parlour to ensure the damp problems do not resurface.

The Clerk said that the heating was now back on and hopefully, once the parlour is back in regular use, the damp problems experienced won't happen again. It is being monitored.

The Mayor asked if the cleaning had been scheduled yet? The Clerk said that he would discuss this with her as the quotes received had been widely different.

Members agreed to progress the technology and cleaning to enable an 'in person' meeting to be held on 15th March.

323. TOWN ACCESSIBILITY FOR THOSE WITH DISABILITIES AND FAMILIES WITH PUSHCHAIRS/PRAMS – CLLRS MRS SKYRME-BLACKHALL AND HALLETT

The town was enhanced some years ago with cobbles which served a purpose, said Cllr. Hallett. A lot of maintenance is now needed on them, the curbs are not uniform, cobbles have not been replaced correctly after utility work and there are tripping hazards. There are accidents waiting to happen.

Since having to use a mobility scooter I have found the journey around town daunting, he said.

Cllr Mrs Lane asked if anyone had contacted Pembrokeshire Access Group as they were very helpful when they started years ago.

The Clerk said that there was a new PCC Access Officer – Jessica Hatchett – who had replaced the late Mr Alan Hunt. She had mobility issues of her own and it might be an idea to ask if she would be able pay us a visit.

She had been appointed close to the start of the pandemic, so had not been able to meet us yet, but he was aware she was very keen to do so as soon as she can. She also had links with the Pembrokeshire Access Group.

The Mayor said that she had been invited by Cllr. Hallett to accompany him on a trip around the town.

It was a busy Saturday, one where I would normally just charge around going about my business, she explained. However, I was able to see things from Cllr Hallett's eye.

There was damage to kerbs, utility firms have not put cobbles back level after carrying out work, vehicles were parked in front of dropped kerbs or so close they reduced visibility and there was scaffolding everywhere restricting movement.

She asked if Miss Hatchett could be invited to come to town. She and Cllr. Hallett would be happy to show her what they had found.

The Clerk agreed to arrange this, adding that a similar exercise had been undertaken a couple of years ago with the late Mrs Maureen Ward and Mr Hunt which had resulted in some improvements made.

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

a. To consider the Town Council's Financial Risk Assessment for 2022/23

This is an annual exercise said the Clerk. It is the assessment of all our risks to be signed off annually. Systems in place as to how we do not incur financial risk to the council.

Cllr Mrs Brown noted that reference was made to loss of adequate space at the cemetery and thought we were extending the Garden of Remembrance area.

The Clerk explained that initial work had been undertaken to extend into the area where the storage shed used to be. We would now be in a position to open this area up when required.

The Clerk also felt there was a need to review the cemetery fees. Cllr Hallett asked for a Cemetery management meeting. The Clerk said that plans were already in hand for a meeting next week in half term.

RESOLVED

That the Town Council's Financial Risk Assessment for 2022/23 be approved.

325. DATE AND TIME OF NEXT MEETING

Resolved that the next meeting will take place on Tuesday, 1st March 2022 at 6.45pm.

326. TO PROPOSE ANY ITEM FOR THE NEXT AGENDA

None

TENBY TOWN COUNCIL
MINUTES OF THE TENBY TOWN COUNCIL MEETING HELD
PRE-BRYNHIR
15TH FEBRUARY 2022

PRESENT: Cllr Mrs S Skyrme-Blackhall Mayor
Cllr Mr J Cornwell
Cllr Mr L Blackhall
Cllr Mrs C Brown
Cllr Mr T Hallett
Cllr Mr M Evans

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

The Mayor welcomed all. She was aware that a number of back-to-back meetings were being held this evening but there will be comfort breaks!

TO RECEIVE APOLOGIES

Apologies received from Cllr Mr P Rapi, Cllr D Morgan and Cllr Mrs T Evans.

Although ME had asked for the meeting, he had been delayed in joining and everyone agreed, due to time constraints, to make a start without him.

LB believes it was ME's intention to revisit what had been previously agreed in relation to TTC's general position on this proposed development and to consider collective issues to explore at the later meeting with PCC.

TTC were in favour of this development as long as it delivered the social housing Tenby desperately needed and how those properties were allocated was vitally important. The fact that these must be local houses for local people should be stated right from the outset later. The Mayor said she had already prepared notes on this for the following meeting.

Looking at the outline at plans we need to be exploring in more detail the design to make sure it looks like Tenby and not just another development anywhere in the county. We need to ensure it has some unique character to it. In addition to pastel coloured we need to look at the public open spaces and how to make a nice space with proper links into Slippery Back and proper paths, to create a friendly area, not just for residents but for those who already enjoy this space.

CB agreed with LB but questioned who would maintain these areas, particularly the proposed play areas. Would it be down to TTC? TH also raised this question.

ME joined the meeting.

ME explained that this is a PCC HRA site, similar to Hafalnod with Ateb. Look at Augustus Place, he commented. There is no obligation on the Town Council to maintain it. This will be like all other council sites under the HRA and maintained by monies paid in rent like Knowling Mead for example. There will be no obligation on TTC for anything.

ME said that Tenby's two county councillors and others within the area, including Jon Preston, Phil Baker and David Pugh were given a similar presentation as what was coming in the later with a question-and-answer session. He was delighted with PCCs stance and all county councillors had been in support.

The Local Connections policy is key and should cover no more than a 2-to-3-mile radius. There will be a mix of housing, generally 30% 1 bed 30% 2 beds 30% 3 bed and the rest a mix of 4 and five bed. The design and layout will be down to professionals appointed by PCC. Full planning permission has yet to be granted and the design will be governed by PCNPA rules. If it fails the policy of PCNPA then no planning will be granted and a great deal of outside advice, for example regarding drainage, had already been sought.

He believed PCC were looking at a modular design, which is more environmentally friendly to build.

He would like to see PCC justify the 32 open market houses but he did feel it was beneficial to the demographic of site particularly if they were mixed in with the rest of the houses.

He said it would become apparent, when looking at the proposed access off A470 alongside Sperricombe Lane that there was other possible land and a long-term vision for that field to become a community land trust (CTL) field. Any local letting policy on a CLT site means that it will forever will be under the local letting policy. If he were designing a road up into the new estate, would he be building a new road and not have a T-junction to give potential access into other fields owned by him, he asked?

LB said that in terms of well documented objections, the reality is that the majority of people he spoke to are supportive of this development going ahead.

ME said he looks constantly for other suitable sites, and there was one the other end of town that would be a great place to build social houses if the owner released it. Ninety-eight percent of Pembrokeshire is green field yet people being driven out of their communities for the want of somewhere to live.

Referring to the 32 open market units, LB said there was good evidence that a balance of housing creates a sustainable, viable community. ME agrees with this just, and would just be asking for justification. There were also proposals for 8 self-build housing which created huge opportunities for local people and their aspirations.

ME said there were good points raised by the Civic Society regarding paths and hopefully they will come along to the public engagement event.

TH questioned the term 'affordable' saying that what was affordable to some was not necessarily affordable to locals.

These houses will not be sold, stressed ME. These are council rentals for life.

LB agreed, adding that the Right to Buy no longer exists in Wales.

ME said that new build council houses were being designed as homes for life; designed to accommodate lifts and with downstairs bathrooms and to meet all carbon neutral criteria to future proof them. This does make them more expensive to build which was why it was better to include some mix of open market houses to underpin the building of expensive council houses.

The Clerk asked if members had any clear ideas as to what TTC would like to see delivered within the open market housing e.g., a mix of 2, 3 and 4 bed dwellings.

ME said it was hard to quantify demand, as this may be different when the houses came on stream. Also, if you were already in a council house, albeit not suitable for your needs, you may not be on the list. At the moment there was a high demand for 1-bedroom properties.

Although the open market dwellings would help make the project viable, any developer will have to work within PCNPA's policy so we will not see tall flats being built.

The Clerk suggested that TTC should consider whether or not all the open market houses should be located in one place.

ME said that the Welsh Government housing minister had recently criticised a development of around 70 dwellings in St David's. While there was a mix of social and open market houses, which was excellent for the City, the social houses had been shoehorned into a corner and this should not be the case at Brynhir. These 32 open market properties should not be the only ones with a view, agreed LB.

CB agreed that the new builds should be mixed up with the other properties. In the old days, council houses were considered as occupied by a lower-class of person but there is no such thing anymore. This is a good point that needs to be made.

JC said that not a day goes past when he doesn't hear of people being evicted by landlords looking to sell the property. This is such a problem particularly for young people. He is greatly in favour of this development and the proposals for the 'green' environment look good. A good bus route was also really important however, as not everyone has a car.

He himself became homeless as a child in 1956 and was lucky that his family was allocated a council flat otherwise his family would have been split up and he may have ended up in care. It is essential that this development happens for the town due to the collapse of the housing rental market.

The Mayor says she hears from local residents that Brynhir sounds too good to be true with many expecting people from Birmingham to be moving in.

This was something that needs to be stressed, said LB. Some people take a derogatory view of council housing but are talking here about homes for hard working established local families, about providing decent housing for decent communities.

CB agreed. This may be potentially 4 years away but the reason for building and making sure that this is local for local people is because people have had to move away. This is about getting Tenby people back in Tenby.

The Mayor agreed. She knew of Tenby people who had to leave the area, and would consider places like Manorbier if they knew there was the potential for them to be able to move back to Tenby at some point in the future.

We need to make this point agreed ME. Local people are finding that they have to move 10 to 15 miles away, not just because of affordability but because of actually finding somewhere to rent.

CB asked what was the allocation process was and is it a continuance of the current list. ME said it was based on need at the time of allocation. The problem is extreme now but if you look at policy it's not based on what it will be like in 2 years' time but around 3 months before allocation. This is when you maximise demand. It's all down to timing and sadly someone will always miss out.

LB felt we needed continued discussion with PCC over the development, not just be a box they could tick that they had done a consultation with us.

We want to be partners all the way through this he stressed.

CB felt we needed to form a working party not only on Brynhir but also on the housing shortage otherwise TTC is failing its electorate.

LB said he has started sketching out how such a group could work to bring to the table in the near future.

JC asked if TTC collected information on those who require housing. Do we have evidence as to what is going on? ME believes we will be given information on local housing need and those in the different bands at the later meeting. The Clerk said he had also requested this information from Gaynor Toft but she had not replied to date. Perhaps this was due to the fact that this information would be supplied later this evening.

He said that TTC does not get many calls to the office from local people regarding housing. Most are from people away looking to move here. Local people seem to already know they need to deal with Pembrokeshire County Council on housing matters.

TENBY TOWN COUNCIL
NOTES OF THE BRYNHIR ENGAGEMENT MEETING HELD
15TH FEBRUARY 2022 BETWEEN TTC AND PCC

PRESENT: Cllr Mrs S Skyrme-Blackhall Mayor
Cllr J Cornwell
Cllr M Evans
Cllr L Blackhall
Cllr T Hallett
Cllr Mrs C Brown
Cllr Mrs T Evans

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

Cllr Mrs Michelle Bateman PCC
A Salisbury
J Merrony
Andrew Davies-Wrigley PCC
Chris Pratt PCC
Emily James PCC
Nia Davies PCC

The Mayor thanked everyone for attending and handed over to Cllr Mrs Bateman to chair as PCC had requested the meeting.

Cllr Mrs Bateman asked everyone to introduce themselves.

LB asked for clarification as to attendance by members of the public, thinking this had been arranged as a PCC and TTC meeting.

The Clerk said that members of the public had been led to believe by another councillor that this was an open meeting and, when he checked with PCC, they replied that they were happy for members of the public to attend.

CP took the meeting through a slideshow explaining the current position, the extent of the site and proposed ecological corridors, access proposals, protection of the established Rights of Way and the future timescale for delivery. There were no houses shown on the plans or layouts as this was being developed by the design team.

ADW then presented slides giving an indication of local housing need from the waiting list and how it has increased over time.

	Jan 2019	January 2022
1 bed	106	172
2 bed	45	62
3 bed	13	14
4 bed	2	5
5+ bed	0	1

He said this would influence the mix of properties.

This list indicated those who live away from Tenby but have a local connection to area for example those who, due to lack of available housing, have had to move away. However, this was only a snapshot of those who had expressed a local connection at time of initial contact.

There were 5500 on the register in Pembrokeshire and many did not express their local connection until time of allocation.

What tended to happen was, when a new development came on stream people will specify their local connection. The list gave some indication but there will be a wider need.

In addition to 104 social houses there would be 6 shared ownership/self-build and 32 open market properties.

The self-build would follow the Welsh Government scheme for self-build on local authority owned land. People would not be able to just come along and build by 'grand design', it has to be within house types agreed for the site. People will have the option of 2 or 3 bed properties, with the internals and finishings worked out. The main contractors would be involved in self-build element. It was not under the established definition of self-build as it must fit in with the framework of the site but it makes it more affordable.

Depending on the agreed mix it may be that these numbers change but PCC know what we want to achieve is a community; a place to live where people feel comfortable, safe and secure.

Generally, the approach in relation to one, two and three bed properties is one third/one third/one third with the remaining being accessible bungalows or larger properties. Needs will be taken into account and we will come up with a mix where the community can move in between different properties when needs change.

Any proposed mixes will form part of discussions going forward.

ND then outlined the Communication and Engagement process which she was delivering together with Mark Bond.

PCC were aiming to have seven 'architectural stages' engagement meetings going forward. The next opportunity will be at the concept stage when there would be plans to circulate. Cllr Bateman will be recording monthly development videos.

She was also hoping to do lots of videos to show progress. Officers had met with local county council members recently and there would be a community open day on 15th March at the De Valence.

Today was an opportunity to update TTC on where we are, glean aspirations and feed back to the design team but this would not be the only chance. She would send the Clerk contact details for both her and Mark and any further feedback was welcome.

This development belongs to the town of Tenby, we must listen and feed your views in at this early stage, she said.

The Mayor thanked PCC officers for the opportunity to meet this evening. This was a very opportune meeting, as TTC had recently discussed the growing housing crisis in Tenby.

Landlords looking to increase their investment opportunities through Airbnb and holiday let were now resulting in local people being evicted from their homes. The need for housing was high but opportunities in the social and private rental market were low.

This lack of available housing has a knock-on effect, families are separated and community organisations are suffering from declining membership.

TTC were calling for all extra revenue created by the second home tax increase to be spent on building houses to give back local houses to local people. Sustainable houses mean sustainable communities.

The design and layout of Brynhir, the park area and walkways are all factors important in the ongoing support of TTC. However, it is absolutely essential that this development is subject to a strict local letting policy. Brynhir is to provide quality sustainable homes for local people. This is vital and non-negotiable. We owe it to those who follow us.

MB commented that this lines up with PCC's aspirations. The local allocations policy will be written closer to the time but will be led by TTC and the community. PCC were keen to extend out to surrounding areas to cover those who might not live here now but were brought up here.

The intention was that one of the engagement sessions would just be on the local lettings policy. Once the hard work of building was done, PCC will not be walking away. The aim is on building a sustainable community, PCC will be the landlords and want to make sure it is part of the long-term resilience of the town.

The Mayor commented that she and the Clerk has attended a Visit Pembrokeshire meeting where the meeting spoke of the domino effect which was hollowing out communities. People have lived in rented accommodation in the town for years, and whilst they are prepared to move out of town, they need to know they can move back to their home town where they were born and bred, she commented. Any policy must not be detrimental to those wishing to return to Tenby.

JM could recall no bus stops mentioned in the outline planning application, and wondered if bus zones could be an element within design.

Although she had not heard of MMC construction methods they sounded intriguing and it was great they were hitting environmental and net zero targets. However, she did wonder if this method fitted in with current High Radon and Phosphate regulations.

CP said that bus routes would be part of the Active Travel plan being developed with Atkins, which would look at cycling bus and walking routes to town to get people away from relying on cars. There had been a spine road coming through the site on the outline plan but this will not be the final layout.

PCC had used MMC construction, particularly in new school builds, for a number of years. These were highly energy efficient panels, fabricated off site with minimal waste. This method

meant that operatives were not working on site for so much time and, once foundations were in, a house could be built within a couple of days.

As far as the Radon issues, these would be dealt with by the approved building contractor. In relation to phosphates, the regulations only covered Riverine SACs (Special Areas of Conservation). We are in a Marine SAC area so Brynhir will not be affected by that legislation.

LB agreed that transport routes were important with cycle routes and an ecological buffer zone integrated into the surrounding footpaths to create naturally flowing walkways and park areas to provide Active Travel routes into town.

ME thanked all for coming along.

CP had described the houses as a standard design, ME continued. My description would be that they are much more than that. These are homes for life and the design is exceptional. All will be set up to be adapted as and when needed.

Unfortunately, some people still haven't got the message that these are council houses that can only be rented at Welsh Government set rates. The lowest private rent in Tenby I could find this week was £1400 a month for a 3 bedroomed property in town. These properties would be in the region of £120 a week! The energy efficiency levels being designed in are so good there is no need to turn on heating!

He felt a piece of work was needed to get this information across.

It was important we work with the community. PCC seem to be understanding the need for this development locally and I thank you, he continued. A great deal of what I would call our indigenous population are now forced to be living outside of the town but are still driving children back into our community to go to school and take part in activities because this is where they used to be based.

He admitted that it will be difficult when the local lettings policy comes in and it was important that we had an understanding of where the needs are. People have to understand that if they have 4 children under 12 the 'need' would be for a three bedroomed house.

He also felt that CP had understated how much work had gone on in relation to working with the police. This will not be a 'ghetto' he stressed. It will be something to be proud of within our community.

JC said that as a child in 1956 he had become homeless due to family circumstances. The 5 children would have all been split up if the council hadn't given the family a flat and then a house. It was really important that people know how bad this crisis is. This journey started 4 years and will take another 4 years to complete. All involved must put every effort in to this to get it completed.

JM said she was happy that the build standard of housing was so high. A development with no mains gas supply is really amazing. Housing is a huge problem for Tenby and she has beliefs on second home use but she felt this was a different conversation.

She noted that the number of people on the waiting list was over 5000 with 700 potentially with a local connection. She noted that the S106 agreement provided nothing towards education in our schools to account for the increase in people potentially living up at Brynhir. She wondered how many on the list were from further outside our community?

It was explained that as most of those on the waiting list were already from within the county they would already be counted as such. As PCC funded education, they would, in effect, only be paying themselves.

In relation to the potential for those outside of the county being allocated the houses, CP said that it had been specified that priority was the local community within Tenby. Approximately 95% of those people on the register were living within Pembrokeshire County Council area.

Although some on the register were from outside, most were looking to move into the area for specific reasons for example, an elderly relative to support or that they are from area in first place and want to move back. You do not have to fill this information in on initial application but can specify on time on application, but this will certainly not be about people just migrating to live somewhere nice.

LB said that this development will help sustain our community as people grew older. This would sustain our 3 primary schools and Greenhill in the future.

ME said he had helped many with housing application forms over years and it can be confusing when asked which area they wanted. If you have a need for a house, take it and look to transfer.

He sits as governor at both Tenby Church in Wales and Greenhill schools. He felt there was no need for S106 for education as schools were not at capacity. Our schools have suffered massive falling numbers resulting from second home ownership. There were empty classrooms and, in some cases, two Year groups amalgamated into one class due to low numbers. Our schools are in dire trouble due to falling numbers and this development will help with building resiliency.

EJ agreed with ME, that the key is getting the local lettings policy right.

A partnership approach was needed in getting the message out to the local community. People needed to be getting their names on the waiting list. People can show interest, not just those who live in Tenby right now. If you want to be rehoused in a specific location it may take a while so we need to capture need. While it was important not to raise expectations, there may be some people in properties that are not suitable and could move in to somewhere more suitable.

MB thanked everyone for attending. There would be more engagement going forward and ND and MB would be happy to receive any more feedback from members at any time. She hoped people would also attend the community engagement day at the De Valence in March.

The Mayor thanked PCC for a very constructive meeting.

REPORT OF THE CLERK TO THE COUNCIL

This report follows members' decision to amend the cycle of Full Council meetings to one a month following the Town and Community Council elections in May.

With a monthly meeting, the role of Committees becomes more relevant and it is necessary to determine which committees are needed, their Terms of Reference and when they meet.

In preparing this report it became clear that, while the council has a number of committees, they have developed over time. They are ad hoc, unwieldy, outdated, and their Terms of Reference have not fully been established.

In some instances, the committees have not even needed to meet at all as decisions relating to their functions have been dealt with at full council.

It was also clear that a number of committees could result in duplication of activity.

I considered the following committees: Personnel, Augustus Place, Cemetery Management, European Walled Towns and Twinning, Christmas Lighting, Tenby Play Parks, Gardens Maintenance & General Purposes, Christmas Festivities and LDP Policy Consultation.

In addition to formalising the Terms of Reference for these committees, I have also looked to streamline them.

My suggested Terms of Reference include merging a number of committees remits together based on the following rational:

- Tenby Play Parks and Gardens Maintenance and General Purposes – it seems more appropriate to deal with all public open spaces under one committee.
- Christmas Lighting and Christmas Festivities – the Festivities committee was originally set up as a sub-committee/working party of the Lighting Committee. Over the years, lighting displays have been discussed within Festivities Committee meetings with recommendations regarding the same going to Full Council and it seems appropriate to merge the two as they are interconnected.
- LDP Policy Consultation – it seems appropriate, as an integral part of the planning process that the functions of this committee merge with the newly constituted Planning Committee.
- I would suggest that the European Walled Towns and Twinning committee be deleted. There has been little activity in relation to European Walled Town for a number of years and the Twinning committee has never met as discussions relating to Twinning have been considered by Full Council.

NOTE: Standing Orders state that the Mayor and Deputy Mayor serve on all committees and convention is that, if the mayor is present they chair. However, Standing Orders also state that the committee can elect a chairman. This may

assist in facilitating some committee meetings during the daytime if the mayor cannot attend due to work commitments.

Under the Local Government and Elections (Wales) Act 2021 members can resolve that all these committees will meet in person but provision will have to be made for any councillor - or member of the press and public - to be able to access the meeting from another location (with the minimum being that they can hear and be heard).

RECOMMENDATION

That members adopt the new committee structure and the Terms of Reference outlined for each committee.

Further that membership of all committees be considered vacant following the elections and new appointments made at the Adjourned AGM when the composition of the new council is known.

TENBY TOWN COUNCIL

TERMS OF REFERENCE OF COMMITTEES

This document is reviewable on an annual basis.

TERMS OF REFERENCE OF THE PERSONNEL COMMITTEE

The Committee will comprise of the Mayor and Deputy Mayor and three councillors selected alphabetically.

Members will sit until the business resulting in the calling of the committee has been concluded. New members will be selected alphabetically when new business is to be considered.

The quorum of the committee will be no less than three members.

The Mayor will be the chairman. In the event of the Mayor being unable to attend, the Deputy Mayor will preside. In the event that neither are available, the chairman will be elected from those members present.

The committee will meet as and when required as determined by the Chair of the Committee and the Clerk.

The committee is appointed to make decisions on staffing matters.

Meetings are not normally open to the public on the grounds that the agendas normally concern the conduct and terms of service of employees.

The committee will be mindful:

- Of the legal framework for, and good practice in, employment matters.
- Of the confidential nature of employer/employee matters and that many of the items for consideration will require that the public and press are excluded
- Of the nationally negotiated model contract, benchmarking and terms and conditions of employment
- Of relevant council protocols and policies

The committee's remit shall extend to:

- Overseeing the recruitment and appointment of staff
- Establish and keep under review the staffing structure
- Draft, implement, review, monitor and revise policies for staff
- Review salary pay scales for all categories of staff and consider any appeal against a decision in respect of pay
- Arrange execution of new employment contracts and changes to contracts
- Oversee any process leading to dismissal of staff (including redundancy)
- Keep under review staff working conditions and health and safety matters

- Consider a grievance or disciplinary matter
- As and when required under the Council's Disciplinary and Grievance Procedures, appoint an Appeals Panel whose members will not be members of the Personnel Committee and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel meeting.
- Consider recommendations from the Appeals Panel and take necessary action thereon.

The committee shall have delegated powers

TERMS OF REFERENCE OF THE AUGUSTUS PLACE COMMUNITY CENTRE COMMITTEE

The Committee will comprise of the Mayor and four councillors to be determined by the Council at the Annual General Meeting.

All other councillors are entitled to attend any of the meetings.

The quorum of the committee will be no less than three members.

The Mayor will be the chairman. In the event that the Mayor is unavailable, the chairman will be elected from members present.

The committee will meet as and when required as determined by the Chair of the Committee and the Clerk.

The committee's remit will be to discuss options relating to the administration, management, maintenance and fees for the Augustus Place Community Centre and report back to the Council with recommendations.

TERMS OF REFERENCE OF THE GARDENS, MAINTENANCE AND GENERAL PURPOSES COMMITTEE

The Committee will comprise of all members of Council.

The quorum shall be as defined in Standing Orders.

The Mayor will be the chairman. In the event of the Mayor being unable to attend, the Deputy Mayor will preside. In the event that neither are available, the chairman will be elected from members present in line with Standing Orders.

The committee will meet as and when required as determined by the Chair of the Committee and the Clerk.

The objective of the committee shall be to protect the natural beauty of the town in accordance with the diverse needs of the community and improve the quality of life in Tenby by providing access to recreation in a safe space for all ages and abilities.

The committee will do this by protecting and maintaining local amenities in an efficient and effective manner.

The committee shall have delegated powers

- To spend to the amount specified in the allocated budget heads and to make recommendations to the Finance Working Party on future budget requirements prior to setting the Precept.
- To make recommendations to Full Council for consideration and approval in relation to any expenditure outside of budget allocation.

The committee's remit shall extend to:

- Provision and maintenance of the Jubilee Play Area (including ensuring equipment is maintained and meets safety standards; ensuring that inspections are carried out regularly and recommendations acted upon; ensuring that equipment is renewed when required to meet local needs; and ensuring that the grounds and plant life within the play park are regularly maintained)
- Administration, management and maintenance of any other public open space in the ownership of Tenby Town Council (now or in the future under any Community Transfer or Service Level Agreement)
- Liaise effectively with Pembrokeshire County Council in relation to any matters relating to maintenance of the public realm and its infrastructure not under the ownership of Tenby Town Council
- Undertake any other functions that may be required by working effectively with other organisations and agencies on public open space, street scene furniture and grounds maintenance.

The committee can establish any sub-committee, working party or task and finish group required which will report back to the committee.

TERMS OF REFERENCE OF THE CEMETERY MANAGEMENT COMMITTEE

The committee will comprise of the Mayor and four councillors to be determined by the Council at the Annual General Meeting.

All other councillors are entitled to attend any of the meetings.

The quorum of the committee will be no less than three members.

The Mayor will be the chairman. In the event that the Mayor is unavailable, the chairman will be elected from members present.

The committee will meet as and when required as determined by the Chair of the Committee and the Clerk.

The committee's remit will be to discuss options relating to the administration, management, maintenance and fees for Tenby New Cemetery and report back to the Council with recommendations.

The committee will review the tender specifications for the external maintenance contract prior to new tenders being requested to ensure that all maintenance obligations are covered.

TERMS OF REFERENCE OF THE CHRISTMAS FESTIVITIES/LIGHTING COMMITTEE

The committee will comprise of the Mayor and four councillors to be determined by the Council at the Annual General Meeting.

All other councillors are entitled to attend any of the meetings.

The quorum of the committee will be no less than three members.

The Mayor will be the chairman. In the event that the Mayor is unavailable, the chairman will be elected from members present.

Other individuals/representatives of organisations can be invited to attend to assist in discussions

The committee's remit will be to work as a team in scheduling, planning and preparing Christmas Festivities events and report back to the Council with recommendations.

The committee will not be allocated a specific budget. All proposed costs to be agreed at full council.

The committee will meet as and when required as determined by the Chair of the Committee and the Clerk but at least monthly from July to November (excluding August recess).

The committee's remit will also be to discuss options relating to the town's Christmas Lighting displays and report back to the Council with recommendations.

The committee can establish any sub-committee, working party or task and finish group required which will report back to the committee.

TERMS OF REFERENCE OF THE PLANNING COMMITTEE

The Planning committee is a standing committee

The Planning Committee will meet on the first Tuesday of the month prior to the full Council meeting and as required outside of these dates.

The Planning committee will not meet during the August recess unless urgent planning applications need to be discussed.

The committee will comprise of the Mayor and four councillors to be determined by the Council at the Annual General Meeting.

All other councillors are entitled to attend any of the meetings or submit comments on applications for consideration.

The quorum of the committee will be no less than three members.

The Mayor will be the chairman. In the event that the Mayor is unavailable, the chairman will be elected from members present.

This will be an open meeting and members of the press and public can attend

The remit of the Planning committee is:

- To ensure that all documentation referring to planning considerations and consultations, including changes to the Local Development Plan and other legislative frameworks, are reviewed'
- To respond to PCNPA on all planning applications as consultees on the understanding that the committee will not be the final decision makers.
- To ensure that PCNPA are made aware of any concerns or objections by the planning committee with regards to planning applications.
- To consult with the community on larger planning applications to gauge their reactions.
- To work with the community on more sensitive applications and to bring all sensitive/controversial applications to the attention of Full Council
- To give consideration to the views of outside agencies and individuals when determining consultee responses.
- To provide an opportunity for members of the public to make representation to the planning committee (either in writing or publicly) on any application to be considered.

