

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 TO AGREE ITEMS OF CORRESPONDENCE AND COMMITTEE MINUTES OTHER THAN THOSE MARKED NOT FOR PUBLICATION BEING GIVEN TO MEMBERS OF THE PRESS PRESENT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That items of Correspondence and Committee Minutes other than those items marked Not for Publication be given to members of the Press present.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 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 Knowing 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, unpresented 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

327. **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”**