

TENBY TOWN COUNCIL

**DE VALENCE PAVILION
UPPER FROG STREET
TENBY**

10th May 2022

Dear Councillor

You are hereby summoned to attend the next Meeting of the Tenby Town Council to be held on **Tuesday 16th May 2023 at 7.30 pm** to transact the business stated below.

This meeting will be held 'in person' at the De Valence Pavilion but access will be provided for members wishing to join remotely from another location

Members of the public wishing to access the meeting remotely are asked to contact the Town Clerk for details.

UNDER STANDING ORDERS ADOPTED BY THIS COUNCIL PHOTOGRAPHING, RECORDING, BROADCASTING OR TRANSMITTING THE PROCEEDINGS OF A MEETING BY ANY MEANS IS PROHIBITED WITHOUT THE COUNCIL'S PRIOR WRITTEN CONSENT.

Yours faithfully



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

AGENDA

1. To receive Apologies.
2. To disclose any personal interests in items of business listed below.

Members are requested to identify the nature of the interest and indicate whether it is personal or prejudicial

3. Public Participation: an opportunity for members of the public to ask questions and make representations about any item of business to be transacted during tonight's meeting and which is open for public discussion. Confidential items of business are excluded.

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 2nd May 2023
6. To consider any Matters Arising from the minutes for information only.
7. To confirm the minutes of the Extra-ordinary meeting of Tenby Town Council held 10th May 2023
8. To confirm the Minutes of the Tenby Town Council Annual General Meeting held 12th May 2023
9. To consider any Matters Arising from the minutes for information only.
10. To discuss the notes of the meeting held with Mr Marc Owen to discuss parking concerns in the town.
11. To discuss the following Planning Application and to agree action in response to proposals:
 - a. NP/23/0207/FUL – Construction of new 4-bedroom dwelling with detached garage on vacant plot with principle access off private road and also proposed access for additional parking off adjoining highway – Bryn Y Mor, Narberth Road, Tenby
12. To consider the following items of correspondence and agree action in response to proposals
 - a. Tenby Civic Society – Withdrawal of Public Facilities/Services in Tenby
13. To consider appointment of Representatives to Council Committees, sub-committees and Outside Bodies.
 - a. Planning committee – seven members
 - b. Policy – seven members
 - c. Personnel – seven members
14. Cllr. Mrs Skyrme-Blackhall - Provision of a local Dog Warden/Enforcement Officer

Proposal

To seek the outline agreement of TTC to obtain further costs and details of how a scheme should to be managed and to bring a report to the next Council meeting.

15. To consider any Financial Officer/Clerk's Items and to agree action in response to proposals.
 - a. Calendar of Meetings 2023-24
16. Date and Time of Next Meeting
Planning committee - Tuesday 6th June 2023 at 7pm
Full Council - Tuesday 6th June 2023 at 7.30 pm
17. To propose any item for the next Agenda.
18. **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".**
19. To confirm the Private and Confidential Minutes of the Tenby Town Council Meeting held 2nd May 2023.
20. Matters arising for information only.
21. To consider the following items of correspondence and agree action in response to proposals
 - a. Local resident – Objection to planning application NP/23/0207/FUL
 - b. De Valence Trust
22. To consider any Financial Officer/Clerk's Items and to agree action in response to proposals.
 - a. Confirmation of Internal Auditors for 2023 – 2024 (Letter of engagement attached)

TENBY TOWN COUNCIL
MINUTES OF THE TENBY TOWN COUNCIL MEETING HELD
2ND MAY 2023

<u>PRESENT:</u>	Cllr S Skyrme-Blackhall	Mayor
	Cllr D Morgan	
	Cllr L Blackhall	
	Cllr C Dale	
	Cllr T Hallett	
	Cllr D Whitehurst	
<u>IN ATTENDANCE:</u>	Mr A Davies	Clerk
	Mrs S Thompson	Assistant to the Clerk

The Mayor welcomed all.

267. TO RECEIVE APOLOGIES

There were no apologies.

The Clerk advised councillors that Mr Rossiter had resigned from the South Ward of council a fortnight ago so the electors' rights to call for an election to fill the vacancy has been posted. We will know if an election has been called after 5 pm on 16th May. If no call for an election by this date, then the position will be filled by the co-option process.

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

The Mayor declared an interest in Item 13. As a member of the National Park Committee she declined to take part.

Cllr Hallett declared a personal interest in Item 10 as he was related to one of the co-option candidates.

269. PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ASK QUESTIONS AND MAKE REPRESENTATIONS ABOUT ANY ITEM OF BUSINESS TO BE TRANSACTED DURING TONIGHT'S MEETING AND WHICH IS OPEN FOR PUBLIC DISCUSSION. CONFIDENTIAL ITEMS OF BUSINESS ARE EXCLUDED

a. To meet with prospective co-option candidates

Of the 10 candidates, nine were present.

All gave a brief presentation and members asked questions.

To allow the candidates to leave if they so wished, the Mayor proposed bringing Agenda Item 10 forward. Members agreed.

Cllr. Blackhall proposed that Standing Orders be suspended to allow for voting to take the form of a written ballot rather than a show of hands. Cllr. Morgan agreed.

Following the counting of the votes it was:

RESOLVED

That James Phillips, Emma Lewis and Laura Crockford be co-opted to fill the three vacancies in the South Ward.

Further that Tom Sloan and Joe Criddle be co-opted to fill the two vacancies in the North Ward.

270. 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 Blackhall and seconded by Cllr Morgan

RESOLVED

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

271. CONFIRMATION OF MINUTES

Resolved that the Minutes of the Tenby Town Council meeting held 4th April 2023 be amended on page 149 to read that it was ‘‘Cllr Blackhall’ not ‘Cllr Dale’ who ‘suspected...’ then confirmed and signed as accurate.

272. MATTERS ARISING FROM THE MINUTES FOR INFORMATION ONLY

- a. **Page 146 Item 253 – Notes of Tenby Events Working Party:** The Clerk had had another meeting relating to the visit of the Belgian Veterans and another was planned in the near future. He would update members at the next meeting. The Clerk had also received a quote for a metal tree, so another meeting of the Events working party was needed to consider this and make a recommendation to council.

273. TO RECEIVE THE MINUTES OF THE TOWN COUNCIL PLANNING COMMITTEE HELD 4TH APRIL 2023

Cllr Blackhall proposed and Cllr Morgan seconded accepting the Planning Committee minutes.

274. TO RECEIVE THE NOTES OF THE MEETING HELD WITH MR MARC OWEN TO DISCUSS PARKING CONCERNS IN THE TOWN.

Cllr Blackhall accepted and asked that this be an agenda item for the next meeting of full council. Cllr Dale seconded.

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

Cllr Hallett moved that the accounts be accepted and Cllr Morgan seconded.

RESOLVED

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

276. TO CONSIDER AND PROPOSE CANDIDATES FOR CO-OPTION TO THE COUNCIL VACANCIES AND AGREE ACTION IN RESPONSE TO THOSE PROPOSALS

Dealt with earlier in meeting.

277. TO AGREE THE ANNUAL REPORT FOR PUBLICATION

Councillors had been furnished with draft copies and were asked if they were happy with the contents for publication. Cllr Hallett moved approval and the Mayor seconded.

RESOLVED

That the draft annual report be accepted for publication

278. TO RECEIVE ANY UPDATES FROM COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

Cllr Morgan told councillors that Tenby AFC had been promoted to the top division. A brilliant job he added. He asked that TTC write and congratulate them and wish them every success for next year.

Cllr Whitehurst has contacted the Health Board with a view to 2 meetings with SEPCHN, one in May and one in July. He will keep us posted.

Regarding the Dwr Cymru working party meeting, Cllr Whitehurst had sent minutes around. The meeting, he believed, was very educational.

Cllr Whitehurst briefly outlined some facts including that there are 4 outlets around Tenby, an over spill is not a pollution incident.

In relation to the Blue Flag on the North Beach – this is a 4-year cycle so Tenby now needs to wait another 2 years. The question of what pollution had caused the North Beach to lose its Blue Flag status could not be answered.

The Ritec is a secondary sewage overflow. What protects Tenby sewage works is having an overflow that goes into various water courses. Dwr Cymru work on 37,400 peak summer population for the district being dealt with at the sewage works. He had pointed out to Dwr Cymru that Dyfed-Powys Police DPP work off a summer population of 60,000 for Tenby alone.

Cllr Blackhall said it had been a fascinating meeting and thanked Cllr Whitehurst. The organisations involved felt it valuable for the stakeholders to be pulled together in this way. They were making a change and working together to try to find a solution. It was nice to find an outside body wishing to engage and be keen to work with us.

The Mayor Elect and the Mayor, together with Cllr. Blackhall as ‘photographer’, visited the three junior schools last Friday to deliver the Coronation wild flower seeds. They had spoken to students and listened to ideas; students promised photos to show the wildflowers’ progress and all were really engaged with the idea. The Mayor thanked Cllr. Morgan and Cllr. Blackhall for their support.

279. CLLR. BLACKHALL - TO DISCUSS THE NATIONAL PARK DECISION RE POST OFFICE SITE AND POLICY FRAMEWORKS FOR PLANNING DECISIONS. PROPOSALS TO BE CONSIDERED INCLUDE:

- **To request feedback on the planning application for the old post office and sorting office site, which was opposed by Tenby Town Council**
- **In the light of the decision, to ask for a meeting with National Park to discuss their policies relating to new housing development and proportions of affordable housing that should be expected. Further to ask for their view on progress towards targets laid out in the LDP and to invite them to discuss if current policies and assessment of planning applications are compatible with Welsh Government approach to Housing and second homes.**

Cllr Blackhall feels that, in light of the decision to grant planning permission for the former sorting office site with so few affordable units TTC should formally request PCNPA provide written sight of the decision.

To have a potential site of this size and not to enforce policy in relation to affordable housing, given the housing challenges in this town, is incredibly disappointing, he said. They had the opportunity to do far, far better.

This was not a decision in the best interests of Tenby and we must see that this does not happen again.

Cllr. Blackhall proposed arranging a meeting with PCC, PCNPA and ATEB to ask what the policies are, how can we do more to put policies in place and put them into practice.

All of this site could have been affordable if this had been done properly, he commented. Let's try and get together and see how we can make a difference via a round table discussions. Cllr Dale seconded the proposal.

RESOLVED

That PCNPA be asked to provide a written outline as to why they came to their decision relating to the former sorting office.

Further that TTC look to facilitate a meeting with PC, PCNPA and Ateb to look at how planning policies can be devised and implemented to help tackle the shortage of affordable housing in the area.

280. CLLR. BLACKHALL – CONSIDERATION OF THE TOWN COUNCIL'S BUSINESS PLAN FOR 2023/24

The proposal is:

- **In line with discussion at previous meetings, work is ongoing on the draft business plan. It was initially envisaged that we would discuss this plan this month. However, with 5 new Councillors being co-opted, it seems appropriate that we wait until these new members are in place before making further commitments for the coming year.**
- **Given the importance of this, it is proposed to arrange a specific meeting to discuss business planning once new members are in place. This will also act as a good induction into the work of the Town Council.**

Cllr Blackhall proposed and Cllr Dale seconded.

RESOLVED

That the proposal as outlined be accepted.

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

- a. **To consider a support advertisement in programme for Air Ambulance fundraising concert, St. Mary's Church, Tenby, July 7th 2023**

A request has been received for TTC to place a support advertisement in the programme for a Wales Air Ambulance Charity concert in St Mary's Church featuring Cor Meibion De Cymru and Serendipity Ladies Choir. The cost was £50 for a half page.

Cllr Hallett moved accepting and Cllr Morgan seconded.

RESOLVED

That a support advertisement be placed in the concert programme.

- b. Coronation Civic Service, St Mary's Church, Tenby at 10.30am, Sunday, 7th May 2023

Could councillors please be at De Valence Pavilion at 9.45 am.

282. Date and Time of Next Meeting

Extra-ordinary meeting – Wednesday 10th May 2023 at 7 pm

Annual General meeting and Mayor Making – Friday 12th May 2023 at 6 pm

Adjourned Annual General Meeting - Tuesday 16th May 2023 at 7.30 pm

Planning committee – Tuesday 6th June at 7 pm

283. To propose any item for the next Agenda

Consideration of the Town Council's Business Plan – Cllr Blackhall

284. 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"

Notes of the meeting held with Mr Marc Owen, PCC to discuss various parking related issues in Tenby

PRESENT: The Mayor, Cllr Mrs Sam Skyrme-Blackhall; Cllr. Laurence Blackhall. Mr. Marc Owen; The Town Clerk

APOLOGIES: Cllr. Dai Morgan, Cllr. Duncan Whitehurst, Cllr. Charles Dale

The Mayor thanked MO for attending.

It was explained that, when TTC received notification of increased parking charges at off-street parking facilities in town, some members were concerned about the potential additional cost impact on people having to park to work in the town.

This discussion has led to a broader discussion on other parking related issues, particularly the resident parking permit scheme.

MO outlined the Penfro parking permit which allowed a permit holder to park in any PCC car park in the county at an annual cost of £225. There was also the Puffin Permit which allowed parking in a specific car park (cost £175). This was transferable from car to car.

LB noted that the minimum purchase for a Penfro permit was three months, which he felt was a large amount for some people to find in one go and wondered if the permits could be made monthly.

MO said that this would not be cost effective for the council to send out physical permits every month but they were looking at ways of providing 'virtual' permits where people could have the option of paying weekly.

He added that The Green car park was free to use in the winter.

The weekly charge also meant that you were paying for five days with two days free.

Five hour stays also allowed flexibility for people working four-hour shifts.

LB said that few people seemed to know about these schemes and wondered how TTC could assist in publicising them as it was a way residents and workers could pay less for their parking. MO replied that there would be a new advertising campaign starting shortly and the town council could assist in promoting it.

The Clerk read out some points that DW had asked to be considered, including why the multi-storey was cheaper than the Salterns which had Park and Ride in the summer. He felt it was encouraging more people to come into the town centre, increasing congestion and pollution.

MO said that the cheaper rate in the multi-storey (and the North Beach) was designed to accommodate people working within the town. It was also evident that people generally seemed to congregate more to the multi-storey as it was in the town centre.

MO revealed that TTC would also be consulted on shortly in relation to the Harbour Residents parking scheme and charging periods in the multi-storey.

SSB commented that the ability to purchase a 'holiday' permit for use in resident parking permit scheme bays was something that she, as county councillor, had a lot of complaints about. It was also something that TTC were concerned about.

She gave an example of one street of 18 properties with nine on street resident permit bays.

There were only six full time residents but they continually had to plan when they needed to use their car because, if they moved, they would invariably find the space taken up by a holiday permit when they got back.

LB added it was understood that a resident permit did not guarantee a space but very often holiday makers left their car in the bay all week, so there was little turn-over to create potential space for full-time residents.

MO said that PCC has gradually been increasing the cost of a 'holiday' permit. The idea was to try and drive these cars away from residents' bays into car parks by making them dearer than a weekly ticket for the car parks. A holiday resident parking bay permit was currently £50.

He was trying to change the balance, and holiday makers now had to provide a booking reference to be entitled to a holiday permit. However, as the scheme was currently designed there was nothing to stop the householder having a permit and a holidaymaker getting a permit for the same property.

SSB said that some time ago, a zonal approach was trialled whereby permit holders could use vacant permit spaces in neighbouring streets. This had been discontinued due to complaints.

However, she felt that the trial had not been carried out for long enough and felt that another trial was needed.

MO said that, as county councillor SSB could make a request for another trial to be considered. There was nothing to stop TTC supporting that request.

He said he was open to suggestions in relation to residents parking schemes as there were obviously pressures on the scheme as existing.

One approach was looking to cease issuing holiday permits with only one permit per house issued. He could look into how many properties were being issued 'second' permits at present.

Another suggestion DW had asked to be considered was for flexible parking permits for residents which allowed them to use the car parks for free. This was operated by a number of other councils as was a scheme to offer free or discounted rates for 'town centre workers'.

MO said he was happy to consider any ideas including a mechanism whereby resident parking permit holders could have a concessionary rate to park in PCC car parks.

He would welcome TCC coming to an agreement on what solutions they feel could work for him to investigate further.

TENBY CIVIC SOCIETY

Registered Charity No.511384

President

Cllr. Caroline Thomas

Treasurer

Albie Smosarski,
Cofion Books,
Bridge Street
Tenby
SA70 7BU



Chairman

Cllr. Trevor Hallett
1 Cogmill Cottages
22 The Green
TENBY
SA70 8DL
Tel 01834 842759

Vice-Chairman

Neil Westerman
25 Upper Hill Park
TENBY
SA70 8JF
Tel: 07968826315

Andrew Davies

Town Clerk

Tenby Town Council

Upper Frog Street

TENBY

2 May 2023

Dear Mr Davies,

Withdrawal of Public Facilities / Services in Tenby

The executive committee of Tenby Civic Society would like to put on record and bring to Tenby Town Council's attention our continuing concern about the withdrawal of public facilities and services in Tenby. In particular we are concerned about the following:

1. **Public Toilets.** Proposals to close public toilets located at Upper Frog Street and North Beach. We note that the toilets listed are the only free public toilets in Tenby. The permanent closure of toilets on the North Beach may result in the permanent loss of Blue Flag status for said beach. Was a public consultation carried out?
2. **Library Services.** Further reductions in Library opening hours are proposed. The library is already closed on Wednesday's and Saturday afternoon. The proposal is to reduce services by another day. Many visitors use the library's internet facilities. Again has a consultation taken place?
3. **Litter Bins.** Several litter bins around the town have been removed, for example, the junction of the Glebe and Narberth Road and the bin at the bottom of Warren Street near the Railway station. This will simply lead to a decline in the cleanliness of the town.
4. **Flower Beds.** Tenby has an excellent record in the Wales in Bloom contest. We are unlikely to win in the future if the changes introduced to the Rotary Gardens alongside St. Catherine's Terrace are an example of future plans. What is the purpose of the crowd control type scaffolding introduced into the garden? Once again what consultation took place before these changes were introduced?
5. **Benches /seating.** The number of benches around the town has been reduced. For example The Croft (junction with the Norton) had two benches and now has only one. Again we are not aware of any consultation.
6. **Bus services.** Reduction in bus services (withdrawal of service 352 Tenby to Kilgetty). Reducing bus services risks social isolation and does nothing to help the climate change emergency the country is facing.

Our concern is that these cuts are just the beginning. With inflation running at over 10% per year these cuts will almost inevitably be followed by more cuts next year and the year after. In five to ten years time facilities and services in the town may be very limited. Surely you must agree it is time to take a stand and make strong objections to the barrage of cuts being proposed.

Could you please let us know:

1. What positive action Tenby Town Council is taking to protect and maintain the current level of public services in Tenby?
2. Is Tenby Town Council actively working with Pembrokeshire County Council to maintain the current level of services?
3. Are consultations undertaken before the introduction of changes to services?

Have you considered working with other Town Council's and Community Council's to present a united front to resist these cuts?

If there is anything that you feel Tenby Civic Society could do to help please don't hesitate to let us know. We believe action is needed now before it is too late. Once lost these services are unlikely to be restored.

Yours faithfully,



Neil Westerman
Vice Chair
Tenby Civic Society.

TENBY TOWN COUNCIL

REPRESENTATIVES ON OUTSIDE BODIES

<u>OUTSIDE BODIES</u>	
TENBY MUSEUM	Councillor P Rapi
SEPCHN	Councillors Blackhall and Whitehurst
EUROPEAN WALLED TOWN	Councillor Trevor Hallett
TENBY CHAMBER OF TRADE AND TOURISM	This body is on hiatus
TENBY HARBOUR USERS	
TENBY CHURCH IN WALES VC SCHOOL	Mrs. Miranda Davies
YSGOL HAFAN Y MOR	Councillor P. Rapi
ST. TEILO'S SCHOOL	Councillor Paul Rapi
TENBY CHARITY TRUSTEES	Councillors do not have to nominate councillors to represent them on this body. Council nominees are Mr C Hughes, Mrs S Williams, Mr A Davies, Mrs M Cray, Mrs S Lane and Mr M Ronowitz.
TENBY (DVP) TRUST	Councillor Duncan Whitehurst

Proposal to consider a local Dog Warden/Enforcement Officer

In addition to the conversations happening in Tenby Town Council, I have been discussing this matter with some of my colleagues on Pembrokeshire County Council.

As you are aware that PCC have already gone out to tender for Environmental Enforcement across the County. This team will cover a range of issues. Officers in PCC believe that this will help with some of the dog fouling problems.

However, it is not all good news. This scheme is only for a short period of time, covering the main season. It will also provide only 2 officers across the whole County.

In discussions with my fellow County Councillor Chris Williams of Saundersfoot, we both felt that something more permanent is needed and something that targets the main tourist hotspots. In discussion we thought it could be an option if as Town and Community Councils, Tenby and Saundersfoot look at a way to fund our own wardens. By supporting it financially between Tenby and Saundersfoot, we could ensure that we have a provision focussing on locally identified hot-spots.

I believe that this could be such a positive step forward to be working alongside our neighbours. Obviously, there are more details to be worked out including costs, management and support. It is likely, that as the statutory powers sit with PCC, that they would have to be the employer or contracting organisation. Saundersfoot and Tenby would then have an agreement with PCC to deliver this.

Proposal

To seek the outline agreement of TTC to obtain further costs and details of how a scheme should be managed and to bring a report to the next Council meeting.

Cllr. Sam Skyrme-Blackhall

FULL COUNCIL MEETING DATES FOR **2023 - 2024**

2023

Friday 12th May AGM and Mayor Making
Tuesday 16th May
Tuesday 6th June
Tuesday 4th July

SUMMER RECESS

Tuesday 5th September
Tuesday 3rd October
Tuesday 7th November
Tuesday 5th December (Finance meeting to consider Budget)

2024

Tuesday 2nd January
Tuesday 6th February
Tuesday 5th March
Tuesday 2nd April
Friday 3rd May Annual General Meeting and Mayor Making

PLANNING COMMITTEE MEETING DATES FOR **2023 - 2024**

2023

Tuesday 6th June
Tuesday 4th July

SUMMER RECESS

Planning matters to be dealt with under delegated authority

Tuesday 5th September
Tuesday 3rd October
Tuesday 7th November
Tuesday 5th December

2024

Tuesday 2nd January
Tuesday 6th February
Tuesday 5th March
Tuesday 2nd April

