**Minutes of the Ordinary Meeting of Saundersfoot Community Council on Thursday 7th April 2016**

**Present**: Councillors: Phil Baker; Sue Boughton-Thomas; Don Poole;

 Mandy Allsop; Tessa Pearson; Mary Cavell; Rosemary Hayes MBE;

 Steve John; Bill Cleevely; David McDermott.

**In attendance**: Virginia Taber - Clerk

**344. Apologies for absence**

 Councillors Anthony Mattick & Martyn Williams

**345. Declarations of Interests** - To disclose any personal interests in items of business listed below.

Cllr Phil Baker - Saundersfoot Harbour Commissioner anything related to Coal Office and BBQ Lawn.

Cllr. David McDermott Saundersfoot Harbour Commissioner anything related to Coal Office and BBQ Lawn.

 Cllr Baker told the meeting that he had spoken to the Monitoring Officer regarding declarations of interest and reminded members that they needed to approach matters to be considered at the meeting with a completely open mind.

**346.Chairman’s Report**

A very quiet month with only one event to record, The Chairman had been invited to join The Chairman of PCC Cllr Wynne Evans and Chairman of Saundersfoot Chamber for Tourism to judge a Chairman's category in the extremely successful Cawl Factor extravaganza. The whole Village was incredibly busy with the 400 Cawl bowls being sold out in the first couple of hours. The Regency was very busy playing host to the food and craft market. Cllr Baker congratulated everybody supporting the event making our Village a destination on a quiet March weekend.

**347.** The Minutes of the meeting on 3rd March 2016 were received and accepted as correct.

**348 Matters arising from the minutes – (For information only)**

Community Council Car Park

It was agreed to go ahead with a meeting with Alan Hare from PCNPA to discuss the future of the car park on 11th April 2016 at 6.30pm.

Bonville’s Court Coach Park

The Clerk reported that Mr. Gary Meopham was happy to meet with representatives of the Council at his office to discuss their concerns. It was agreed that Cllrs Hayes and Cavell would attend this meeting and the Clerk would arrange a time and date.

Cllr Boughton- Thomas reported that Saundersfoot Alternative Sports project had won the Tesco vote and would receive £12000 however the offer was yet to be received. After the offer had been received and the formalities completed there would be a press release outlining the plans for the tennis court and MUGA. Cllr Boughton- Thomas thanked Cllrs Poole and McDermott for their assistance in making the application and Cllr Baker thanked Cllr Boughton -Thomas for her hard work in achieving this this wonderful boost to the project.

There was a general discussion regarding recent work in the Sensory Garden and what future work was needed. The area that had been cleared opened the garden up and prevented that area being use improperly.it was agreed that the tree stump should be surrounded by sleepers which had been purchased and planted up. Monies had been allocated to the Sensory Garden Budget which could be used to pay for hard landscaping.

 **349.Accounts for payment and Budget review**

Budget Review for 2015/6

Accounts as at 31 March 2016

Current Account £5000

Reserve Account £21,796

Misc. A/c £1.00

Total £**26,797.**

Less Uncashed Payment of **£1,912.06**

Less those accounts to be approved for payment **£900.**

Less Donations outstanding **£3500**

 Approximate balance of Funds at End of Year to Carry over £20,484

 **Payments approved**

Regency Hall Fees £65.00

 AC Aggregates Stones & Sleepers £286.56

 HMRC PAYE £405.25

 Tenby TC Photocopying £12.00

 D Poole Grounds Maintenance £175.61

 Items

 **350. Planning applications received**

**NP/16/0138/FUL**–Change of use part family entertainment centre to licensed pizza restaurant, including internal alterations to change office to part adult gaming centre & part family entertainment centre. Extend ground floor façade to enclose external area under existing cantilevered canopy -Booths Enterprise Centre, Milford Street Saundersfoot.

**Decision -  Council will not objection to application.**

**Cllr Allsop declared a personal interest -the applicant is a near neighbour.**

**A request will be made to Pembrokeshire County Council that they provide a bus shelter in light of this planning application.**

**NP/16/0141/OUT**– Demolition of existing Cottage to build two new dwellings - Mountain Ash Sandy Hill Saundersfoot

**Council will not objection to the Planning application but would strongly object to the removal of any trees from the site as it did not consider that it was necessary for the plans as submitted. If, however it is deemed necessary Council would ask that serious consideration be given to the replacement of any trees felled by the planting of native broadleaf species.**

**NP/16/0118/FUL** -  Alterations and Extension to The Dingle, The Glen Saundersfoot.

**Decision -  Council will not objection to application**

**NP/16/0178/FUL –**Single Storey rear extension -5 Windsor Terrace, The Ridgway Saundersfoot

**Decision -  Council will not objection to application**

Cllrs Baker, John and Poole declared a personal interest in this application

**NP/16/10128/FUL -**extension and alteration to 16 Lawnswood Saundersfoot. **Decision -  Council will not objection to application**

 **Cllr Poole declared a personal interest. Cllr John declared a prejudicial interest in the application because the property is in line of site from his home address.**

             **NP/16/0170/FUL –**Construction of a new Marine Centre including workshops, marine/outdoor action retail, café & restaurant, offices for Harbour Administration & Wales Tourism, RYA Academy, Teaching Rooms, Coastal Storm Education Centre, Bedrooms & Accommodation for The Disabled – Harbour Saundersfoot

 Cllrs Baker and McDermott declared an interest as Harbour Commissioners.

             **Council received this application on the 6th April and with the meeting on 7th it considered that it would be appropriate to adjourn consideration to a special meeting on 11th April 2016**

 **Those councillors declaring an interest in any matter did not take part in the decision making process.**

**351. Licensing Applications**

 Pot & Kettle Sandy Hill Road Saundersfoot

 There were no objections to this application for a licence to sell alcohol on the premises however there were concerns about access onto the premises which will be conveyed to the licensing authority.

 **352.Correspondence Received**

1. Letter from The Clerk to Amroth Community Council inviting members of Saundersfoot Community Council to join them for New Code of Code Training to be delivered by Claire Jones, Monitoring Officer.
2. PCNCPA large scale development update.
3. Letter from Michael Slade of the Chamber for Tourism acknowledging the letter sent by Council regarding the Think Tank idea and indicating that the Chamber would be interested in such a working group.
4. One Voice Wales invitation to members to the AGM.
5. Saundersfoot Bowling Club inviting the Chairman to join them on the opening day of the season.

 Council noted the contents of the correspondence.

**353. Agenda Items**

**354.** **To consider an agreed protocol for Publication of Minutes. – Cllr Baker**

Council was reminded that the only legal requirement was to have the minutes on the website.

Cllr Allsop proposed that only ratified minutes were sent for publication.

Cllr John prosed that this included the website.

 It was resolved that only ratified minutes would be published and posted.

**355.** **Saundersfoot Community Council acceptance of the Free Wi -fi Memorandum of Understanding to allow Council to ratify the MoU for Saundersfoot - Cllr Baker**

Cllr Baker explained that the signatory was required to be the Community Council and that Saundersfoot CC was responsible for the cost of the unit at £25.00 per year which had been included in the precept. After the three-year period Council was not obliged to continue with the project. Three aerials for the village was proposed and possibly four.

It was resolved to proceed to sign the memorandum of understanding

**356. Presentation of changes to the highway at the mini roundabout at Cambrian terrace. – Cllr Baker**

Cllr Baker presented a draft proposal to council which would alleviate the continual driving of vehicles the wrong way along Cambrian Terrace. The new scheme would provide for a “less able crossing”. There would be one lane on Cambrian Terrace and that all vehicles would have to go around the roundabout and that

The plans were noted and it was resolved to approve the plan subject to some clarification.

**357. An introduction to the SBHRT Heritage Trail Brochure. Cllr Boughton -Thomas**

Cllr Boughton -Thomas showed council copies of the Heritage trail brochure which had been two years in the planning and told the story of the Coal industry in Saundersfoot Bay area.5000 copies had been printed and everyone involved in the project was very proud of the result. They would be on display in various venues and a donation would be suggested, via an honesty box system.

**358. MUGA update – Cllr McDermott**

 Cllr McDermott outlined that ongoing work and information gathering for the project, He reported he had an excellent meeting with Mel Stephens regarding the lighting of the MUGA - there would be a better spread of light if the lights were on an 8 metre pole however there is no chance that planning would be granted for that height and so we will have to settle for 6 metres.

Cllr Poole reported on difficulties in obtaining quotes for the fencing. It was agreed that it was preferable to have one contractor do the whole job.

The Chairman thank both Councillor McDermott and Poole for their continued hard work in bringing this project to fruition.

**359. Maintenance to ensure proper drainage near to Saundersfoot Sports and Social Club – Cllr Poole**

Councillor Poole told the meeting that maintenance was urgently needed to ensure proper drainage around the entrance area of the Sports and Social club.

It was resolved that Cllr Poole should obtain a quote for remedial work to be carried out to prevent ponding in this area.

**360. Refurbishment of Council Crest. Cllr Poole**

Cllr Poole said that the Council Crests which are on the gates to the Council’s Car Park are in a very poor state. Cleaning had been tried but they were badly in need of repainting which could cost in the region on £2000.00

It was resolved to have the Crests sprayed one colour and that Cllr Poole would arrange for them to be refurbished in this way.

**361. To approve signatories for the Community Council bank account.**

 It was agreed that all members were to be signatories and that a purchase card should be investigated.

**362. Proposed date of Big Village Clean up - Cllr Baker**

 It was agreed that this should be held on Saturday 23rd April 2016 – and that dependent on the tide it would be either be 10 – 12 or 2 -4. An item would be placed in the Observer giving further details of the event.

**363. To appoint an internal auditor for 2015/6 Audit.**

 It was resolved to appoint Mr Alan Marsh to act as internal auditor.

**364. County Councillor’s Report - Cllr Baker**

**County Matters**

At the recent Full County Council meeting there were a number of items worth noting,

1. The Council took the step to increase the Council Tax on second homes by 50%, there were calls to increase it by the full 100% available, Cllr Baker had supported the 50% increase but was still concerned that the problem of young local people not being able to buy properties in Saundersfoot would not be addressed. It was hoped that a large portion of the additional funds raised would be allocated to provide starter homes for Saundersfoot young people. The report provided by Officers highlighted the situation in Saundersfoot with 25.8% or 248 properties being second homes, Saundersfoot be second to Tenby which has 33.9% or 362 houses in that category.

2. A motion to provide a Charter which would give the caring professionals more time to look after those in their care based on need and not time constraints for those people in their care, Cllr Baker had supported the motion, unfortunately it was defeated.

3. The Budget for 2016 / 17 was ratified with an increase of 5%.

**Ward Matters**

The traffic scheme in front of The Cambrian Development had been drawn up and Cllr Baker had presented it to Community Council, the work will be carried out over two weeks between the two May Bank holidays. It is hoped that the single lane approach to the mini roundabout along Cambrian Terrace will reduce the daily occurrence of vehicles driving the wrong way.

The maintenance list is updated monthly for Officers actions and is monitored by Cllr Baker and copied to our Clerk.

  **365. Saundersfoot School – Councillor Cavell**

 Saundersfoot schoolhad an extremely busy term leading up to the Easter break.

**Sports relief –** Children had lots of fun taking part in a wear something fun to run activity for Sports relief. Sports Captains organised successful day.

It was a pleasure to attend early years Easter Bonnet parade. What a lot of thought and talent went into each bonnet on display. Well done to all the families and pupils for providing us with a real Easter treat.

Urdd tournament held at Camrose

The boys played contract rugby and played extremely well reaching the quarter finals out of 20 teams. Year 6 girls played tag rugby and were winners of the tournament. They now go through to the National Urdd competition held in Aberystwyth in May. Well done to all and good luck for the competition.

Ground Force Day.

Staff and families met at the School and worked extremely hard in cutting back and weeding and generally cleaning the area around the field. The day was very productive and plans for a further day will be arranged for next term.

Mr Michael Davies paid a visit to the school and gave a presentation on the harbour development.

**366. Saundersfoot in Bloom – Cllr Pearson**

 A coffee morning in aid of Saundersfoot in Bloom will be held in the Regency Hall on 15th April 2016.

**367. Saundersfoot Harbour Commission - Commissioner Parker**

 This year’s chain replacement and checks are still ongoing due to weather and tide restrictions, at present two complete rows have been changed with row five also be changed as soon as possible before Easter.
Levelling work to be completed after the Easter break. There has been less build-up of sand in the harbour due to increased efficiency of the sluice.
Racking and assisted trailer launching open 1st April with a max of 30 spaces offer in the first year of operation. The majority of customers will be worked off ground level racks for the first few months and upper racks by late July.
The Harbour has purchased a hydraulic boat lift to enable removal and replace boats from the ground racks during the operational season.

Kelpie Boats Ltd current contract for winter boat storage at the harbour will finished in May 2017, therefore the Commissioners will be reviewing the Harbours long-term options over the coming months.

All fishing boats are currently working well with no issues, new fishery inspectors have met with the Harbour Master and Deputy’s to monitor landings
Vehicle speeds have been dramatically reduced over the last few weeks due to the newly installed speed ramps. These will now be monitored over this coming season to gauge traffic flow within the car park areas.
The yellow outer harbour speed restriction markers each year from April-October are to be moved further out to the edge of our management area. (Monkstone Point to Coppet Hall) This will give us a better chance of controlling boat speeds on entry to the channel. It will also reduce the wash caused by boats on their approach to the harbour.
**PROJECT DEVELOPMENT: - Wales International Coastal Centre**

 **(Phase 2): -**

Planning permission to be submitted for the Marine Centre of Excellent to PCNPA before the end of March

The shops attached to the Old Coal Office will have leases extended until October 2017, as it is expected that the redevelopment of the Old Coal office site will require significant time to ensure that the proposed designs are sympathetic to its surroundings.

The CEO met with Carmarthen County Council and the Harbour Master at Burry Port to establish a working partnership as part of the Phase 2 development.

The CEO has been invited to present the Harbour Phase 2 proposals at the Arran Cold Water Tourism Conference with representatives from Ireland, UK, Norway, Sweden and Denmark.

Activity Wales to stage the first Saundersfoot Triathlon on Saturday 17th September 2016. No road closures required and the course is a 750m sea swim, 20km bike and a 5km run. Open to children age 14 and above.

Lotus Car Event 15 – 16th of April, on the harbour, up to 25 cars of all ages.

**TOURISM & NON MARINE COMMERCIAL REPORT**

Fish Shop in operation for Easter holidays.

The vacant commercial shop is being advertised and expecting interest over the coming weeks.

**QUALITY ASSURANCE**Commissioner McDermott is currently reviewing options and would be discussing recommendations with the CEO over the coming weeks.

**TEAM DEVELOPMENT & HR**A new position of Commercial & Project Manager is to be created to assist with the development of Phase 2.

Peninsular Health & Safety would be undertaking an operational audit review at the Harbour in March to ensure that procedures and compliance are up-to-date as well as to review any training required.