

**THE HAVENS COMMUNITY COUNCIL  
CYNGOR CYMUNED THE HAVENS**

(Clerk/RFO Helen Godfrey, Rock House, 26, Marine Road, Broad Haven, SA62 3JS)

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**THE MINUTES OF THE MEETING HELD ONLINE  
6 April 2021, AT 7.00 PM**

**PRESENT**

Cllrs. Mark Burch (Chair), Gillian Collins, Dai Faulkner, Matthew Ford, Liz Kother, Peter Morgan (County Councillor), Sue Reynolds, Carys Spence, Connie Stephens.

**Cllr. Burch noted that the meeting was being recorded to enable the Clerk to transcribe the minutes following the meeting.**

**APOLOGIES**

Cllrs. Charlie Alexander (Vice Chair), Joan Phillips and Helen Godfrey (Clerk/ RFO).

**ADOPT MINUTES FROM PREVIOUS MEETING**

The minutes were verbally confirmed and adopted as a true record of the meeting held on the 2 March 2021.

Proposed: Cllr. Faulkner

Seconded: Cllr. Collins

**DECLARATIONS OF INTEREST**

Cllr. Burch - Planning Application, 9 Atlantic Drive.

County Cllr. Morgan – Planning application, Longditch Cottage

**MATTERS ARISING FROM LAST MEETING**

**Atlantic Drive Footpaths**

Ongoing. Cllr. Morgan confirmed that many of the Officers are still working from home.

**Boules Pit**

Cllr. Burch has met with the applicants to look at the options and the preferred site is by the play park. A request has been received from the applicants for permission to apply for funding through the Havens Community Council (in name). They are keen to submit the application by 29 April 2021. Cllr. Reynolds requested that a site meeting is held to review the position as this will have an impact on the whole community. Cllr. Spence stated that additional consultation with both residents and the Havens Community Council may be required to support the application, although they have received feedback from the Facebook page, a wider audience may need to be reached.

It is understood that planning permission will not be required, although a formal check will need to be made. It has been noted that PCC Officer – Sinead Henahan would not see an issue with the

land by the park being used and the Havens Community Council 'sub leasing' the plot. She suggested that this could then be "bolted" on to the lease for the play park at renewal. Quotes from four contractors for both suggested sites with varying degrees of additional elements to be added around the pitch have been sought, two have been received. Cllr. Reynolds has visited both proposed sites with Cllr. Kother and Stephens and asked whether it would be worth adding additional detail to the grant application to improve the junior football pitch at the same time as installing the Boules Court.

Cllr. Faulkner requested clarity over the current status of the project and whether the boules pit should be located behind the football pitch. Cllr. Kother noted that the area behind the football clubhouse was going to be covered with chippings to provide additional parking.

Cllr. Spence supported the grant going through Havens Community Council and added that it was much appreciated that members of the local community wanted to engage at this level. Cllr. Stephens requested clarity on whether the Havens Community Council leased the preferred piece of land, Cllr. Burch responded that it is not leased by Havens Community Council. However, it has been indicated by Sinead Henahan that this is the type of project that may be supported by the Enhancing Pembrokeshire Grant and, that the Havens Community Council could sublease this piece of land and then have the plot 'bolted' onto the main lease when it comes up for renewal. Cllr. Burch will liaise with the applicants to arrange mutually convenient times to meet on site with the applicants. Everyone supported the application but queried whether additional amenities may be required i.e., toilets and parking.

#### **Millmoor Way – Tree**

A Scotts Pine Tree has been ordered, delivered, and planted on the green since the last meeting.

#### **Defibrillators**

The defibrillator has been installed since the last meeting and the old one disposed of. The Clerk will add the location information and signage to the notice board by the Londis.

#### **Lease - Slash Ponds & Land of Trafalgar Terrace**

Two chaser emails have been sent to the solicitors– no response to date. Cllr. Faulkner queried whether the lease should go to the Boardwalk Committee or be returned to the owners and not be a burden to the Havens Community Council. Cllr. Burch clarified the current situation, stating the lease was still in preparation and copies will be given to all Councillors in due course.

#### **Contract for Festive Lights**

Ongoing; a local contractor has offered to provide contract details from the Haverfordwest annual installation to assist in setting up for the tender process. It was also noted that Street Care, Pembrokeshire County Council are not keen on lights being strung between posts as they can cause damage.

#### **Tree/ Woodland Planting**

Chaser email sent – no response to date.

#### **Fence & Gate on Coastal Path**

A statement provided by the owners of the property was added to the Community Diary Facebook page. Cllr. Reynolds stated that she would like to read out a short statement regarding the Facebook post: 'I wish it to be known that as a member of HCC, I was unaware of any dialogue regarding the fence between the owners of St. Catherine's and the members of the HCC regarding the statement that they made and was placed on the HCC Facebook page'.

Cllr. Stephens stated that she would also like to make a statement: 'I would like to state that I, as an HCC Councillor did not participate in any dialogue with the owners of St. Catherine's. I absolutely refute that the Clerk to the HCC has been harangued or disrespected'. Cllr. Stephens added as a point of interest that any emails sent directly to the Chairman, Clerk or HCC Councillors cannot be shared unless the permission of the sender is sought. Cllr. Spence responded that all councillors should be included in email correspondence and noted that it had been previously agreed that all information should be shared.

Cllr. Burch added that the owner had spoken directly to him and stated what his intentions were, he directed them to the Clerk, who spoke to them and acted as a scribe for them. Regarding the responses on the Facebook page, a small number of responses were negative and generally there was a positive response. Cllr. Burch noted that the Facebook page was designed to engage with the community, which they had.

Cllr. Reynolds noted that the information has been shared with other forums and that personal views should not be reflected this way and felt that the information placed on the Facebook page and in the diary inferred that everyone was involved and reiterated that she was not involved in that discussion. Cllr. Spence commented that rather than being negative about past events, in future HCC should ensure that they do not use the Facebook page for this type of content and direct people to the Community Diary and that HCC should look forward and use this as an example of how to do things in a better way. Cllr. Kother noted that people are still very upset about the fence and gate, and a lot of dialogue had also taken place on the 'Next Door' app. It was queried whether a gated style would be more suitable than what was originally erected. Cllr. Spence noted that Havens Community Council now needed to step away from the situation. The concerns have been raised with the National Parks Authority and Pembrokeshire County Council and no further action can be taken, and that HCC are supposed to be neutral and impartial. Cllr. Reynolds noted that it had been agreed in a previous meeting that all concerns should be sent to the group aiming to establish this footpath as a right of way.

#### **Speed Restrictions – Walton Road**

Chaser email sent. No response received from Pembrokeshire County Council.

#### **Support the Boardwalk Maintenance Allowance**

A copy of received accounts were sent to all and a decision is required regarding awarding the requested money. A suggestion has been received that if Support the Boardwalk are looking to 'save' money for large repairs and future proofing the Boardwalk, the money could be kept in the HCC second bank account with other 'funds for purpose' until required. Cllr. Stephens asked if they had received the money from the 106 money – Cllr. Burch clarified that it can only be awarded post invoice. Cllr. Spence clarified that the money sits with Pembrokeshire County Council and can be reclaimed by the developer if not spent within five years. Cllr. Faulkner noted that last year little maintenance work had taken place and they had also received money from the honesty box, therefore he felt they should not need any more, in addition the materials have a long guarantee and will not require replacement for a long time. Cllr. Burch noted that they are trying to put money to one side to futureproof the boardwalk when more expensive repairs may be required. Cllr. Spence gave support in keeping it in the second account and accessed when required. Cllr. Collins concurred. Cllr. Morgan stated that the boardwalk was originally built on condition that the Havens Community Council took it over and maintained it. Cllr. Reynold's queried why the allowance was not claimed last year but agreed that the money should be retained. It was voted upon and agreed to retain the money.

### **Gate Entrance – Settlands Hill**

The Clerk has reported onwards to the National Parks Enforcement Team. The Havens Community Council will be notified of the outcome within 12 weeks.

### **Playground - Replacement Little Hamlet/Risk Assessment**

Little Hamlet has been replaced and a post installation inspection has taken place. The play park annual inspection has also been carried out. Many of the items identified within the assessment have been resolved with the replacement unit and some others will be resolved when the new trim trail is installed from the money awarded through Enhancing Pembrokeshire Grant Scheme. However, a planned approach to all other repairs and general maintenance is required to ensure compliance. Clerk to add to the agenda for May. Cllr. Spence noted that the new unit looked good. Cllr. Kother noted that the slide is a bit higher than the previous one. Cllr. Reynolds also asked for clarity regarding whether the amount of money noted on the March minutes was from the Carnival Committee money, or from the 106 agreement. It was confirmed that this was the deposit and came from the Carnival Committee money.

Cllr. Kother noted that there has been some graffiti on the pirate ship and offered to try and remove it. This was agreed and a suggestion made to place a post in the diary to raise awareness and request that this does not happen again. Cllr. Burch has recently removed some screws placed there which was a hazard. Cllr. Stephens noted that when she went to look at the equipment adults were using the equipment and stated that this an abuse of the play park equipment and suggested additional signage reminding them not to use the equipment. Cllr. Burch did not think this was necessary as there was a lot of signage in place already.

### **Trafalgar Car Park – Walling**

Balance of Honesty Box – £1,864.99 (2019) + £1,424.00 (2020) + £92.63 (2021 to date) =£3,381.95 minus £1,495.86 inc. VAT (purchase of defibrillator and box). **BALANCE: £1,886.09**

Three quotes were sought by the Clerk. Two were received back.

Quote 1 – Pembrokeshire Stonework - £1485.00

Quote 2 – Steve Evans £500.00-600.00

It was agreed that we should go with the lower quote.

### **Little Haven – Information Board, Notice Board and Planters**

Outstanding.

## **AGENDA ITEMS**

### **Illegal Camping – Lookout Point**

A concern was raised by a local resident. The Clerk contacted the Community Police Team and they have added this area to their routine checks. They also recommended that any incidents are reported via 101 when identified. Cllr. Morgan noted that Streetcare are putting together a paper, whereby a fine can be given to those parking there illegally and noted that it is also the mess left behind by illegal campers.

### **Broken Steps – Broad Haven Beach**

Cllr. Morgan has met with PCC regarding these steps. Photographs have been taken and is awaiting an update regarding actions.

### **One Voice Wales**

#### **Membership:**

Membership costs are £254.00 (this is based on 736 chargeable dwellings @£0.346 per dwelling). Agreed by all to renew membership.

#### **Training (Code of Conduct):**

Following a training session attended by Cllr. Burch, it has been recommended by One Voice Wales that all Councillors who have not attended Code of Conduct Training recently attend an online session when possible. The Clerk will send out details of training dates available. Cllr. Reynolds noted that training was carried out a long time ago for some HCC members and agreed that updates should be attended by all.

#### **Access to One Voice Wales Website:**

The log in for each Community Councillor is the same. The Clerk will send a reminder of this in an email later in the week. Cllr. Burch recommended that all Councillors access the site and review the contents.

#### **Coffee Caravan**

A businessman is seeking permission to place his Coffee Caravan in Trafalgar car park for a day with the permission of Havens Community Council. Cllr. Collins was unsure whether this would be detrimental to local businesses as they have had a difficult time recently. Cllr. Burch noted that it was just for one day and the proceeds would support local charities. Cllr. Reynolds noted that the 'rig' is large and will take up quite a few parking spaces and queried whether he should apply to Pembrokeshire County Council to site it in one of the larger car parks. Cllr. Burch noted that the owner is awaiting his licence and at the moment can only park on private land. Cllr. Spence added her support but queried that even on private land he might require a licence. Cllr. Morgan concurred and stated that a street licence is required even if selling on private land and that he felt local businesses should be notified prior to the event taking place.

#### **Role of the Clerk**

Cllr. Burch noted that the role needs to be more descriptive, the Clerk is an employee and without the Clerk the Havens Community Council cannot function. To support this the Clerk has requested a copy of 'The Role of the Clerk' pack from Society Local Community Councils, this has not been received to date. Cllr. Burch noted that the Clerk has raised a concern that some emails received are not always constructive and that additional support is needed. Cllr. Spence noted that there are a lot of areas that the Clerk's role needs to be skilled in. Cllr. Reynolds asked if there was any additional advice available e.g., the quantity of emails sent, could they be reduced. Following a conversation with the Chair, the Clerk stated that having taken over the role at the start of the pandemic and with no availability for handover, the role is still being developed and support would be appreciated. It was confirmed that some essential expenses needed to be claimed for, e.g., printing, postage etc. Cllr. Reynolds noted that a good job has been done in difficult circumstances and maybe some additional guidelines could be set out. Cllr. Burch has recommended the Clerk access training via One Voice Wales. To be carried over to the next meeting when information has been received.

#### **Dog Fouling**

A concerned resident has posted a notice and supporting photographs in the April Diary of dog fouling. Cllr. Burch noted that this is a recurrent issue. Cllr. Faulkner asked about the dog wardens as he had not noted any recently, Cllr. Morgan stated that the number of dog wardens had been reduced from three to one, and their main role was collecting strays. Cllr. Kother suggested dog waste bag dispensers but it was noted that previously bag dispensers had been abused. Cllr.

Spence asked whether fines could be handed out. It was requested that the Clerk add information to the Community Diary and Facebook page on a regular basis and note that you can be fined. Cllr. Kother asked if she could then forward share the information to Pembrokeshire Bay which gets a good response. Cllr. Burch confirmed that this was okay. Cllr. Morgan noted that the RNLI working on the beach might become involved in monitoring. Cllr. Stephen noted that the coastal path is also heavily fouled. Cllr. Morgan was asked whether Pembrokeshire County Council have the right to fine those responsible for fouling, Cllr. Morgan confirmed the was £75.00, and in The Havens up to £500.00.

#### **Parking – Peasey Park**

Following a concern raised from the Management Committee for Watwick House, contact has been made with planning enforcement at Pembrokeshire Coast National Parks Authority, a response has been received from their planning enforcement team stating planning permission would be required for creation of a tarmac parking area. As far as they can ascertain no such application has been received. Any issues of surface water 'run off' would need to be considered as part of an application. However, following contact made by the Clerk, the Chairman of the football club has noted that the parking will be an informal, non-tarmaced area and fenced off to alleviate parking issues on Sandyke Road on match days. Additional information will be discussed with Enforcement Team prior to feeding back to Watwick House. The Clerk was asked to contact the contractors/ developers regarding removal of the building rubble left behind. This could also be a Health & Safety issue as access is easy for children. Cllr. Morgan noted that the Heras fencing is still up, therefore work has not finished.

#### **Social Media Sub Committee**

A proposal has been made by Cllr. Burch to set up a Social Media Sub Committee of three people and an email was sent out to all requesting expressions of interest Cllr. Reynolds suggested that the Clerk and Emma manage the page. Cllr. Collins volunteered followed by Cllr. Reynolds and Cllr. Spence to be on the subcommittee. Cllr. Burch noted that at present, as per Social Media Policy, the Clerk can deem the validity of what goes on the page. Cllr. Reynold noted that other Community Council Facebook pages are more interactive and maybe the wider use of the page could be reviewed and made more reader friendly. Cllr. Burch concurred and said that the Facebook page and onward communication would certainly benefit from the input of a wider committee. Cllr. Reynold suggested that those who have expressed an interest meet via Zoom to discuss further.

Cllr. Morgan left the meeting prior to the planning applications being discussed.

#### **Planning Applications**

NP/21/0151/FUL	Address: 9, Atlantic Drive, Broad Haven, SA62 3JA Proposal: Alterations and extension to dwelling to raise roof to create first floor accommodation, add two dormers and rooflights and single storey extension to east side, and timber wall cladding to part of exterior.	Not Supported
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NP/21/0134/FUL	Address: Long Ditch, Broad Haven, Haverfordwest, SA62 3HX Proposal: Rural Enterprise Dwelling	Supported
NP/21/0159/FUL	Address: Berry Cottage, Grove Place, Little Haven, Haverfordwest, Pembrokeshire, SA62 3UG Proposal: Opening of Arch to Front Elevation and Replacement of Existing Window with French Door, New Utility Room & Porch to the Rear	Supported
NP/21/0052/FUL	Address: The Barn Cottages, South Hill, Talbenny, Haverfordwest, Pembrokeshire, SA62 3XA Proposal: Change of use from Holiday Accommodation to Residential	Supported
NP/21/0173/CLE	Address: Land at Hasguard Cross Caravan Park, Hasguard Cross, Haverfordwest, SA62 3SL Proposal: Lawful Development Certificate for An Existing Use of the Land as a Caravan Site	Supported

#### Finance: (Outgoings)

Clerks Salary- February 2021	£423.44
Fasthost Emails – March 2021	£12.00
Cleddau Press – March 2021	£180.00
PCC: Signs Unit - Bilingual Signage (Play Park)	£39.15

#### Finance: (Income)

Tiers Cross CC (Rosehill Bus Shelter)	£200.00
Honesty Box	£92.63

#### ANY OTHER BUSINESS

- Youth Representative: Cllr. Reynolds requested that we follow up with current youth representative as she thought that Councillors should not miss more than 6 meetings in a row. Clerk will follow up and contact current representative.
- Cllr. Faulkner requested confirmation regarding the process of Chair/ Vice Chair elections. Cllr. Burch confirmed that a meeting will be held in May to elect the Chair / Vice Chair and once this meeting closes it will be followed by the regular monthly meeting. Request that all nominations are sent to the Clerk before the next meeting. Cllr. Burch stated informed the council that he was standing down as was Cllr. Alexander.
- Cllr. Stephens asked whether there was a way to indicate to all holiday makers not to put household rubbish by the public bins – to be added to the agenda for May.

**END OF MEETING**

There being no further business to discuss the meeting closed at 21.15.

**THESE MINUTES ARE SUBJECT TO CONFIRMATION AT THE MEETING TO BE HELD ON TUESDAY 4  
MAY 2021 IN BROAD HAVEN VILLAGE HALL OR VIA AN ONLINE PLATFORM.**