

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

(Clerk/RFO Helen Godfrey, Ty Garland, Broadway, Broad Haven, SA62 3HX)

Tel: 07780 008915 Email/eboost [Clerk@havenscommunities.org.uk](mailto:Clerk@havenscommunities.org.uk)

<http://www.pembstcc.co.uk/the-havens-community-council>

**THE MINUTES OF THE MEETING HELD IN BROAD HAVEN VILLAGE HALL  
5 OCTOBER 2021, AT 7.00 PM**

**PRESENT**

Cllrs. Charlie Alexander, Mark Burch, Gillian Collins (Vice Chair), Dai Faulkner, Matthew Ford, Peter Morgan (County Councillor), Liz Kother, Sue Reynolds, Carys Spence, Connie Stephens (Chair) and Helen Godfrey (Clerk/ RFO).

**APOLOGIES**

None Received.

**ADOPT MINUTES FROM PREVIOUS MEETING**

The minutes were verbally confirmed and adopted as a true record of the meeting held on the 7 September 2021.

Proposed: Cllr. Reynolds.

Seconded: Cllr. Spence.

**DECLARATIONS OF INTEREST**

None declared.

**Running Order of Meeting**

The Chair changed the running order of the meeting to enable visiting speakers and representatives to leave the meeting if they wished to do so following their representation.

**Planning Application Appeal**

Mr Andrew Lord, owner of Lantern Cottage, made a short statement to support the retrospective planning application for Lantern Cottage in Little Haven. As owners, they do not approve of works being carried out without due process. However, following completion of their purchase they were made aware that required planning permission had not been sought by the previous owner of the property when carrying out the alterations identified in the planning application.

**MATTERS ARISING FROM LAST MEETING**

**Atlantic Drive Footpaths**

David Davies and Helen Mcleod-Baikie, Pembrokeshire County Council Officers gave feedback following receipt of questions posed by residents from the Atlantic Drive Estate in Broad Haven.

- Who is responsible for the maintenance and repair of the communal walls?
- Who is responsible for the maintenance and repair of communal footpaths and borders?
- Responsibility for general maintenance of the area to include broken paving slabs etc.

It is believed that back in the late 1960's Pembrokeshire County Council purchased the freehold estate of approximately 90 houses. Some of these houses are freehold and some of the houses are leasehold. Pembrokeshire County Council are the Landlords of this estate.

The communal walls of the estate are the responsibility of the Landlord.

Pembrokeshire County Council, within both the freehold and tenanted leases, have covenants to invoice and collect a service charge to carry out maintenance. This charge at present is very low. Additionally, whilst generally invoiced it does not appear to have been collected.

Leaseholders are charged ground rent, which is approximately £14.00-£16.00 and sometimes charged half yearly. This does not cover repairs etc.

Part of Holbrook Road is adopted, however most of the remaining roads within the estate are not up to adoption standard. Only roads that are adopted are maintained by the Roads and Highways department. Those that are not adopted remain the responsibility of the Landlord (Pembrokeshire County Council).

Any repairs to the communal areas to include communal walls, roads, pavements, footpaths, and general maintenance are recoverable within this private estate by the Landlords (Pembrokeshire County Council) via a service charge to all properties, to include both leasehold and freehold properties. This also includes maintenance of borders and grassed areas.

- Who is responsible for the maintenance and repair of individual external walls?

Some of the individual leases have been examined to ascertain responsibilities within individual leases.

On the plans, if external walls are marked with an inverted 'T' this indicates that the responsibility for that wall sits with the owner. Each property is different, and examination of the Title Deeds, Leases and Conveyance documents would be required on a case-by-case basis.

It should be noted that it is commonly a requirement within the lease, for the lessee to seek permission from the Landlord (Pembrokeshire County Council) prior to making any changes or alterations.

Leaseholders can log a repair to their external walls via the Property Help Desk at Pembrokeshire County Council.

Freehold owners need to check their Title Deeds (available via Land Registry) if they are unsure as to which external walls are their responsibility. In the circumstances where a leaseholder purchases the freehold of their property the repairing covenant is retained, and any Landlord repair costs will be recoverable through the service charge.

- Are there any plans for upgrading/enhancing the village, e.g., tree planting/flower planting programs?

Discussions have been held regarding flower and tree planting in different areas across the county, these are in the early stages. It is hoped that these will be community led.

- Final Comments:

Details of how to contact the Property Help Desk will be forwarded and the Clerk will share via the Community Social Media Page and through the Havens Community Diary. Concerns regarding the general dilapidation of the area have been taken on board and it is understood that a review of this estate is required to ascertain how to move forward.

A check will be made with the Footpaths Officer to find out where the boundaries lie and whether any of the footpaths within the estate are public 'rights of way'. However, it should be noted that if footpaths are mainly used by the dwellings within that area, it would be covered by the service charge and is therefore recoverable. include broken paving slabs etc.

### **Representative from Havens Recreation and Football Club**

Ian Harvey (Chairperson) and Nick Price (Treasurer) attended the meeting to give an update on the status of information held by the Charities Commission and upcoming plans for the Club. Nick Price noted that when he took over from the previous post holder, he updated the information on the Charity Commission website for 2020 and is now due to upload the finance details for 2021. Ian Harvey then gave a brief overview; he noted the success of the club; they are one of the only clubs in Pembrokeshire with 2 teams and have long term plans both on and off the pitch. He stated that they are looking to expand the Junior side and carry out some maintenance work on the clubhouse to improve the building and promote accessibility to younger people in the community. They are also hoping to work with the local primary school and give onsite training sessions, however, the pandemic has slowed down some of this progress.

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

Cllr. Stephens gave feedback following contact with the Solicitors acting on behalf of the HCC: The existing lease was drawn up in 2004 and still has 8 years to run. In 2004 the car park was not part of the lease and was given under license by the landowners. In 2018 the Clerk approached the landowners to renew the lease to incorporate the car park so that a grant could be applied for to tarmac the area. However, the Landowners offered to fund the costs of the tarmacking. The incorporation of the car park into the lease has been slowly progressing since. It is also clear from reviewing previous correspondence that HCC did not wish to take on 'Area 2' at that time. The Landowners have now taken over the initiative to renew the lease as they are keen to make some changes to the boundaries. They are looking to keep the area around the garages next to the viewing point and a small strip of land next to the Old Coastguard Station. Cllr. Stephens noted that if everyone was happy with this the lease could be signed. Following some discussion, some concerns were raised regarding the possible loss of both the footpath at the side of the garages and the viewing point as the boundary line is not clear. The viewing point is the main entrance to the boardwalk and some concerns were raised that the entrance into the car park were initially made by people pushing through the hedge as a shortcut and opens out onto an area with moving vehicles. Additionally, if the viewing point were to be lost it was felt that members of the Support the Boardwalk should be consulted with. It was also noted that if the Landowners are set on taking possession of this land, then they could do so in 2029 when the lease is due for renewal regardless of decisions made now.

The Clerk was asked to take some photographs and draft out an email to send to the solicitors to enable them to approach the Landowners and get a more definitive plan of where the boundaries are and feedback at the next meeting. It was noted that as a Community Council we need to clearly understand the lease before signing.

Cllr. Reynolds thanked Cllr. Stephens for her work in reviewing the lease over the last month. Cllr. Stephens also stated that when everyone was happy with the contents of the new lease, as Chair, she and the Clerk would be instructed to sign the lease, not as individuals, but on behalf of the Havens Community Council.

### **Contract for Festive Lights**

The Clerk has sought tenders for the Festive Lights from seven local electrical companies. The closing date for tenders is Monday 1<sup>st</sup> November with the award date set for Friday 12<sup>th</sup> November. One company have been in contact raising concerns regarding the stringing of lights between the columns on the sea front. Permission for this is required from Street Care, and they have refused this in other areas. Cllr Morgan believes this is because there is programme of replacing the existing posts with aluminium columns and confirmed that it is unlikely permission will be granted.

### **Peasey Park**

No further progress has been made.

### **Traffic, Speed Concerns and Drink Driving**

The Clerk has been in further contact with Casualty Reduction Officer (Go Safe Team). On 6 September she carried out an observation in the Portfield Gate area. No official speed testing can take place until a risk assessment has been carried out and a suitable testing place location identified. The Clerk will make contact again this week to ascertain if the risk assessment is in place and any further actions identified.

### **Casual Vacancy**

There have been three expressions of interest and applications received for the co-option for the post of Community Councillor. The Clerk will forward the applications to all councillors for their information and the Clerk will invite the candidates to an informal interview at the next meeting to be held in November.

### **Queens Jubilee**

The Clerk will be adding a flyer to the Community Diary and Social Media Page.

### **Preparation for State Events**

Quotes from three companies have been sought regarding the purchase of 4 flags (2 x Union Jacks and 2 x Welsh Flags). Additional prices have also been sought for 2 x condolence books. Final costings will be sent to all Councillors prior to an order being placed. These costs will be met from the funds in the Honesty Box.

Proposed: Cllr. Reynolds.

Seconded: Cllr. Collins.

## **AGENDA ITEMS**

### **Dog Restriction Signage**

The dog restriction signage in Little Haven is confusing. The date is incorrect, and the sign does not assist dog owners in identifying which parts of the beach are restricted. The Clerk was requested to look at alternate signage.

### **Viewing Point Strawberry Hill**

A concern has been raised regarding human waste being left around the viewing point area. This area does not have any signage stating that overnight stays are not allowed, additionally, this parking spot has been added to some apps and books for those looking for 'wild camping' locations. Cllr. Morgan noted that Street Care have placed an order for a 'No Overnight Parking' sign to be installed and will check on the progress of this order.

### **Planning Applications:**

<b>NP/21/0413/FUL</b>	<b>Address:</b> Hop Cottage, Grove Place, Little Haven, Haverfordwest, Pembrokeshire, SA62 3UF <b>Proposal:</b> Removal of boundary wall and construction of new opening onto highway & erection of new stone wall & fence (in retrospect)	Not Supported
<b>NP/21/0596/FUL</b>	<b>Address:</b> 48, Atlantic Drive, Broad Haven, SA62 3JB <b>Proposal:</b>	Not Supported

	First floor terrace to West elevation, and single storey extension to rear.	
<b>NP/21/0603/FUL</b>	<b>Address:</b> 2 The Stables, Enfield Road, Broad Haven, Haverfordwest, Pembrokeshire, SA62 3JW <b>Proposal:</b> Single storey side extension within existing courtyard.	Supported
<b>NP/21/0579/FUL</b>	<b>Address:</b> Lantern Cottage, Little Haven, Haverfordwest, Pembrokeshire, SA62 3UE <b>Proposal:</b> Retrospective permission for: replacement of obsolete UPVC windows and door with new wood effect UPVC door and sash windows; Removal of rusted and unsafe iron railings, replaced with glass balustrade; and Removal of rotten wooden gate with metal replacement. Installation of solar panels (permitted development).	Supported

#### Finance: (Outgoings)

Clerks Salary- August 2021	£404.48
Cleddau Press – September 2021	£300.00
Fasthosts Webhosting – September 2021	£12.00
Online Playgrounds – Zip Line replacement wheels	£53.20

#### Finance: (Income)

Honesty Box - September	£841.94
Community Diary Adverts	£66.00

#### Any Other Business:

##### Traffic Highways and Community Works Fund

The Clerk noted that the application for steps onto the grassed area from Millmoor Road had been unsuccessful as the request involved providing pedestrian access to a road without a footway.

##### Remembrance Day

Cllr. Stephens requested that the Clerk contact Bevan Grass and arrange for the War Memorial to be tidied up prior to Remembrance Day.

##### Women's Institute

Cllr Reynolds has been approached by the WI, who will be celebrating their 100-year anniversary and asked if they can plant 100 daffodil bulbs on the grass bank near the bus stop at the top of Broad Haven. Cllr. Morgan will confirm.

##### Items to be added to November Agenda

- Signage to deter the feeding of seagulls
- Road Safety by railings near Swanswell Close

#### END OF MEETING

HELPING TO MAKE OUR COMMUNITY A BETTER PLACE

There being no further business to discuss the meeting closed at 20.52.

**THESE MINUTES ARE SUBJECT TO CONFIRMATION AT THE MEETING TO BE HELD ON TUESDAY 2  
NOVEMBER 2021 IN BOWEN MEMORIAL HALL, LITTLE HAVEN.**

.....  
H Godfrey