

b) Resolved: To accept the minutes and recommendations of the PPF Committee meeting held on 15 January 2026 (Appendix 3). Proposed: Cllr J Hackett. Seconded: Cllr D Thomas-Turner. All in favour.

2855 Finance matters

a) Accounts and Expenditure for Payment Approvals

The Council received the Income and Expenditure and Budget comparison reports reconciled to 31 December 2025 (the Accounts).

Resolved: To approve the Accounts to 31 December 2025. Proposed: Cllr D Thomas-Turner, Seconded: Cllr S Williams. All in favour.

b) Expenditure for payment

The expenditure for December, set out in the payment list prepared up to the date of the meeting for approval, totalled £27,003.54

Resolved: To approve December expenditure for payment totalling £27,003.54, including VAT. Proposed: Cllr D Thomas-Turner. Seconded: Cllr S Williams. All in favour.

2856 Outside Bodies – Appointments and updates

The updates to the report were noted. Cllr R Thomas-Turner proposed that Cllr A Benson-Davies be put forward to fill the current vacancies for an HTC representative on the Sir John Perrot Trust and the William Vawer Trust.

Resolved: To recommend to the Clerk to the Trustees the appointment of Cllr A Benson-Davies to represent the Town Council as Trustee on the Sir John Perrot Trust and the William Vawer Trust. Proposed: Cllr R Thomas-Turner. Seconded: Cllr C Black. All in favour.

2857 Town Voice - to consider, raise or respond to any matters on behalf of the town:

a) Haverfordwest Skate Park

Council noted that the former Skate Park Association has disbanded. Pembrokeshire County Council, as primary trustee, had confirmed that it is responsible for maintenance, inspections, bins, grass cutting and insurance but will not assume responsibility for site lighting. PCC is willing to work collaboratively with the Town Council and relevant groups to explore lighting solutions and proposed a site meeting to clarify any potential responsibilities and future arrangements.

Resolved: To agree for Clerk and Cllr T Moses to arrange a site visit with Officers of PCC and to agree in principle for the Town Council to support light provision subject to responsibilities and future arrangements being properly documented. Proposed: Cllr S Thorley. Seconded: Cllr R Thomas-Turner. All in favour.

b) Salt Bin Proposal

The Clerk advised members that requests for additional salt bins continue for streets not on PCC grit routes. Work is ongoing to develop a strategic, town-wide plan, with PCC input to prepare a costed proposal for supply, installation, and refilling in line with Highways requirements for future Full Council consideration. Council recognised the need for additional salt bins.

Resolved: Clerk to consult with County Councillors to agree preliminary locations, sharing requests received to date. The plan will be brought back to Full Council for approval in collaboration with PCC Highways. Proposed: Cllr D Thomas-Turner. Seconded: Cllr S Williams. All in favour.

c) Progress with Two Hour Free Parking in the Town Proposal (Cllr S Thorley)

Council noted that at the 15 January meeting of PCC's Policy and Pre-Decision Overview and Scrutiny Committee, Cllr T Tudor requested that a public submission of a "Strategic Parking Plan to Boost Haverfordwest Town Centre Economy," proposed by Town Cllr S Thorley, be added to the agenda. The plan proposes two hours free parking across town centre car parks, Monday–Saturday 9am–5pm, and extending Perrots Road Car Park to a four-hour maximum stay with the first two hours free, plus free parking from 5pm Saturday to 8am Monday to support evening and weekend activity. Cllr Tudor confirmed the submission is intended for Full Council or Cabinet in May. Cllr Thorley thanked Cllr Tudor for his support, noting the positive collaboration between PCC and HTC on this proposal.

Resolved: That a letter of recommendation be sent from the Town Council to express support for the town parking proposal going before PCC. Proposed: Cllr R Thomas-Turner. Seconded Cllr R Thomas. All in favour.

d) Pride in Place Impact Fund

The Clerk shared the social media appeal from Cllr P Miller for ideas on how the Pride in Place Impact Fund could benefit Pembrokeshire communities. The Fund supports three key aims: 1) creating, extending, or improving community spaces; 2) enhancing public spaces; and 3) revitalising high streets and town centres. The Fund is capital only, with Pembrokeshire receiving £1.5m to be committed to projects by March 2027. Projects will be administered by Pembrokeshire County Council, with allocations decided by a panel of local politicians based on public suggestions.

Resolved: Clerk to consult with members for suggestions in their wards, noting the initial deadline of 31 January. Proposed: Cllr S Thorley. Seconded: Cllr R Thomas-Turner. All in favour.

e) Update on Connect the Community Event – Thursday 15 January

Cllr R Thomas-Turner reported that attendance at the event had reached 56 participants, highlighting the need for the initiative. The next event on 19 February will incorporate the Depot at Haverhub. Seven town councillors actively participated on the day, which was welcomed. Wellbeing support and food provision by the VC Gallery contributed positively to the event.

2858 Clerk's Report (verbal update)

a) Picton Centre Task & Finish Group – Site Visit Friday 16 January

Members of the T&FG visited the Picton Centre to view the extent of works needed to improve the building before it reopens as a community centre. The Clerk will invite members to submit their observations, noting that views may differ on improvements.

b) Re-dedication Service of Anchor at the Quayside – 27 January 2026

The service at 12.30pm will mark the 30th anniversary of the closure of the US Naval base at Brawdy and will be live streamed for families unable to attend in person.

c) Eisteddfod Y Garreg Las 2026 – Noson Llawn/Cawl Supper, 28 February

The Clerk presented a proposal for HTC to sponsor the food for 100–120 attendees at a Noson Llawn event, with entertainment and venue costs covered by Menter Iaith and Dysgu Cymraeg. An additional £300 will be allocated from the Anti-Racism Action Plan budget to support cultural

events, making a total allocation of £2,300. Ticket proceeds (£15–£20 per head) will go to the Eisteddfod Haverfordwest Fundraising Committee.

Resolved: **Council to support the event, allocating £2,300 from the budget for food provision in lieu of an interim donation to the Eisteddfod. Proposed: Cllr D Thomas-Turner. Seconded: Cllr S Williams. All in favour.**

d) HTC 2026-27 Events and Dates

The Clerk presented dates for Full Council meetings, Civic, and other HTC-supported events for 2026–27 for approval and publication, to allow early planning including licences and road closures.

Resolved: **That the list of 2026–27 dates be approved for publication. Proposed: Cllr D Thomas-Turner. Seconded: Cllr S Thorley. All in favour.**

e) Withdrawal of Section 77, The Building Act 1984 – Old Wool Market

Council noted that the notice had been withdrawn on 12 January 2026 following a follow-up inspection by the PCC Building Inspector of the previously deemed dangerous window soffit.

2859 Staffing Matters

No matters were raised.

There being no further business the meeting ended at 8.05pm.

Chairman of Council / Mayor **Signed**

Proper Officer / Town Clerk **Signed**

Date

APPENDIX 1

Minutes of the hybrid meeting of the Management, Estates and Strategy (MES) Committee held on Thursday 8 January 2026 at 6pm at the Old Wool Market

Present	Cllr B Simister	Chair
	Cllr C Black	Vice-Chair
	Cllr K Manikonda	
	Cllr T Moses	
	Cllr S Pearce	
	Cllr R Thomas-Turner	Deputy Mayor
In attendance	V Lewis Camacho	Town Clerk
	E Gear	Deputy Town Clerk
	D Lawrence	Facilities Manager
	Cllr D Thomas-Turner	Sheriff
	Member of the public	

The chair and welcomed all to the meeting.

1. Apologies for absence received from Cllr(s) R Thomas (ex-officio Member) and S Thorley.

2. Declarations of interest from Members

<i>Agenda Item</i>	<i>Member</i>	<i>Interest</i>	<i>Nature of interest</i>
None			

3. Review of Planning Applications

The Committee reviewed planning applications, withdrawal and decision notifications received since 4 December 2025.

Planning Application (Ref 25/0829/PA) – Shire Hall (Castle Ward)

The Committee noted the application sought planning permission in principle only for the change in use of the former Courtroom within the Shire Hall to a theatre (sui generis). No external alterations were proposed. Detailed internal works would however be subject to a separate Listed Building Consent application, which had not been provided. The application stated that pre-application discussions had taken place with conservation officers and the principle of reusing the building had been positively received. No evidence of such discussions was provided. Other initial key considerations were discussed.

Resolved (1):

In the response to PCC, as the Local Planning Authority (LPA), on Planning Application 25/0829/PA, the Committee will include that it:

- Supports the principle of reusing the former courtroom as a theatre, recognising potential cultural, social, and regeneration benefits, providing that the change of use can be aligned with relevant planning policy.
- Requests that the application is determined by the LPA Planning Committee, not under delegated powers, due to the significance of the building and the current lack of operational and heritage detail.
- Seeks further information and conditions to address operational arrangements, residential amenity, heritage protection, and environmental enhancements; and
- Emphasises the importance of aligning the proposal with relevant planning policy, including:
 - 1) **Sustainable Development:** Ensuring the development delivers positive economic, social, and environmental outcomes, while minimising negative impacts on the surrounding community and environment. The theatre has potential benefits, but operational uncertainty prevents full assessment at this stage.

- 2) **General Development:** Requiring compatibility with surrounding uses and protection of local amenity. The Council seeks clarity on hours of operation, audience numbers, and servicing to ensure neighbouring residents and businesses are not adversely affected.
- 3) **Sustainable Design:** Development should be safe, functional, and minimise adverse impacts. Without details on noise management, acoustic treatment, and internal modifications, compliance cannot yet be confirmed.
- 4) **Town Centre Development:** Development should enhance vitality and viability within the town centre, supporting complementary uses and contributing to regeneration. While Shire Hall is not a retail frontage, the theatre should demonstrate benefits to town centre activity.
- 5) **Community Facilities:** The proposal should provide accessible and sustainable facilities that meet local needs. The theatre has potential as a community asset, but more information is needed on accessibility, public engagement, and operational arrangements.
- 6) **Protection and Enhancement of Biodiversity:** Development should avoid harm to existing biodiversity and deliver net gains where possible. The Council notes the proposed bird box and planters but requests confirmation of ongoing maintenance and ecological benefits.
- 7) **Protection and Enhancement of the Historic Environment:** Development must preserve the special architectural and historic interest of listed buildings. Given the Grade II* status of Shire Hall, careful consideration of internal alterations, especially around significant features such as the courtroom furniture and dome, is essential.
- 8) And the relevant provisions of **Planning Policy Wales (Edition 12)**, particularly those relating to sustainable development, town centre vitality, and the conservation of historic assets.

Resolved (2):

Defer consideration of Planning Application 25/0851/PA received hours before the meeting until the next MES meeting (last date of determination 12 February 2026)

Resolved (3)

To approve, without objection, all other planning applications and note the withdrawal and planning decision notifications (listed in the Appendix). The Clerk to notify the Local Planning Authority.

Proposed (1,2 and 3): Cllr R Thomas-Turner. Seconded: Cllr T Moses. All voted in favour.

4. Actions and updates from Clerk's report

The Committee noted a verbal update from the Clerk, as many current estates matters related to the Bridge Meadow Trust meeting held on 22 December 2025.

It was noted that arrangements for the 2025 Christmas lights would be reviewed by the Christmas Lights Committee in February, including early planning for 2026 season. Task and Finish Groups for the Picton Centre and Old Wool Market, and a meeting of the Events Committee (to commence arrangements for events for 2026/27), would be convened as soon as possible.

Members were advised that a Rededication of the Anchor on the Quayside, marking the 30th Anniversary of presentation of the anchor on the closure of the US Naval Facility at Brawdy, would take place on 27 January 2026. It was further noted that the Clerk was developing a proposal for Council to support a Cawl Supper at the end of February (timing to align with St David's Day activities), in support of Eisteddfod y Garreg Las 2026.

5. Items for next agenda

None raised.

6. Date of next meeting

Thursday 5 February 2026, 6.00pm, Old Wool Market.

The meeting closed at 7.18pm

New Applications/Consultations and Other Notifications Received Since date of last meeting on 4 December 2025

Ref No: 25/0763/PA	Change of use from Guest House to create 4 Flats
Link to Planning Portal	Please click here to view application documents.
Ward: PRIORY & CASTLE	Normandie House, 1, Merlins Hill, Haverfordwest, Pembrokeshire, SA61 1PE Grid Reference: 195054.734-215174.856 Last Date for Determination: 18 January 2026

Ref No: 25/0772/PA	Side Extension
Link to Planning Portal	Please click here to view application documents.
Ward: PRENDERGAST	29, Heritage Park, Haverfordwest, Pembrokeshire, SA61 2QF Grid Reference: 196013.422-217015.279 Last Date for Determination: 19 January 2026

Ref No: 25/0818/PA	Change of use from a1 (redundant photography studio) unit to sui generis professional cosmetic service
Link to Planning Portal	Please click here to view application documents.
Ward: CASTLE	42, High Street, Haverfordwest, Pembrokeshire, SA61 2DA Grid Reference: 195380.111-215640.099 Last Date for Determination: 28 January 2026

Ref No: 25/0819/LB	Change of use from a1 (redundant photography studio) unit to sui generis professional cosmetic service (As 25/0818/PA - second application in respect of property being a Listed Building)
Link to Planning Portal	Please click here to view application documents.
Ward: CASTLE	42, High Street, Haverfordwest, Pembrokeshire, SA61 2DA Grid Reference: 1195379.797-215640.76 Last Date for Determination: 28 January 2026

Ref No: 25/0832/PA	Domestic solar array to serve rosebrook and foxes hollow
Link to Planning Portal	Please click here to view application documents.
Ward: PRIORY	Field to Rear of Foxes Hollow, Augustine Way, Haverfordwest, SA61 1PA Grid Reference: 194963.279-214859.155 Last Date for Determination: 4 February 2026

Ref No: 25/0829/PA	Material change of use of part of the building from a former court room to a theatre (SuiGeneris Use Class)
Link to Planning Portal	Please click here to view application documents.
Ward: CASTLE	Shire Hall, High Street, Haverfordwest, Pembrokeshire, SA61 2BN Grid Reference: 195417.12-215599.38 Last Date for Determination: 2 February 2026
Ref No: 25/0784/PA	Ancillary mobile pod for family member in rear garden of barn 1 (in retrospect)
Link to Planning Portal	Please click here to view application documents.
Ward: CASTLE	The Barns Rear Of 23a, Dew Street, Haverfordwest, SA61 1ST Grid Reference: 195065.58-215404.529 Last Date for Determination: 21 January 2026
Ref No: 25/0844/PA	Conversion of residential basement to residential flat with upgrade to entrance door (Two applications – one as Listed Building see next item)
Link to Planning Portal	Please click here to view application documents.
Ward: CASTLE	Former Kings Arms Hotel, Dew Street, Haverfordwest, Pembrokeshire, SA61 1ST Grid Reference: 195109.445-215407.124 Last Date for Determination: 8 February 2026
Ref No: 25/0845/LB	Conversion of residential basement to residential flat with upgrade to entrance door (Two applications – one as Listed Building see above)
Link to Planning Portal	Please click here to view application documents.
Ward: CASTLE	Former Kings Arms Hotel, Dew Street, Haverfordwest, Pembrokeshire, SA61 1ST Grid Reference: 195109.352-215407.157 Last Date for Determination: 12 February 2026
Ref No: 25/0626/PA	Installation of air conditioning units.
Link to Planning Portal	Please click here to view application documents.
Ward: CASTLE	37, Bridge Street, Haverfordwest, Pembrokeshire, SA61 2AL Grid Reference: 195371.209-215820.67 Last Date for Determination: 9 February 2026
Ref No: 25/0851/PA	Single storey rear extension and associated alterations.

Link to Planning Portal	Please click here to view application documents.
Ward: CASTLE PORTFIELD	115, Haven Road, Haverfordwest, Pembrokeshire, SA61 1DL Grid Reference: 193598.842-215415.853 Last Date for Determination: 12 February 2026

Withdrawal Notification

Ref No: 25/0454/LB	The removal of existing external steelwork. The construction of a single storey rear extension, external steel framed steps, walkway and platform connecting the rear courtyard to the first floor of the existing house and garden terrace.
Link to Planning Portal	Please click here to view application documents.
Ward: PRENDERGAST	19, Bridgend Square, Haverfordwest, Pembrokeshire, SA61 2ND Date of Decision: 17 December 2025

Notification of Planning Decisions

Ref No: 25/0533/PA	Extensions to Existing Dwelling.
Ward: PRIORY	20, Merlins Hill, Haverfordwest, Pembrokeshire, SA61 1PQ
Grid Reference:	194980.709-215060.498
Notification of Planning Decision	Conditionally Approved Date decided: 11 December 2025. Please click here to view the application documents

Ref No: 25/0511/LB	Replacement of single glazed sash windows with double glazed sash windows.
Ward: CASTLE	8, High Street, Haverfordwest, Pembrokeshire, SA61 2DA
Grid Reference:	195246.342-215596.048
Notification of Planning Decision	Conditionally Approved Date decided: 3 December 2025. Please click here to view the application documents

Ref No: 25/0618/AD	Advertisement
Ward: CASTLE	National Westminster Bank, 16-18, High Street, Haverfordwest, Pembrokeshire, SA61 2DE
Grid Reference:	195288.161-215616.57
Notification of Planning Decision	Conditionally Approved Date decided: 11 December 2025. Please click here to view the application documents

Ref No: 24/0972/PA	Change of use to car sales, barber shop with tanning salon and communal parking area - partly in retrospect (Amendments from planning approval of valet and car sales (15/0291/PA).
Ward: PRIORY	Zizo Barber & Affordable Cars, Cambrian Place, Haverfordwest, Pembrokeshire, SA61 1TN

Grid Reference:	195688.924-215649.438
Notification of Planning Decision	Conditionally Approved Date decided: 11 December 2025. Please click here to view the application documents

Ref No: 25/0317/PA	Change of use of ground floor from skate shop (A1) to delicatessen (A1) and first floor from nightclub (D2) to tuition studio (D1).
Ward: CASTLE	15-17, Quay Street, Haverfordwest, Pembrokeshire, SA61 1BG
Grid Reference:	195467.111-215569.728
Notification of Planning Decision	Conditionally Approved Date decided: 16 December 2025. Please click here to view the application documents

Ref No: 25/0663/PA	Change of use of ground floor from launderette (sui generis) to dwelling C3(a). Demolition & rebuilding of lean-to and replacement windows.
Ward: CASTLE	Hill Street Laundry, 19, Hill Street, Haverfordwest, Pembrokeshire, SA61 1QQ
Grid Reference:	195200.946-215414.52
Notification of Planning Decision	Conditionally Approved Date decided: 16 December 2025. Please click here to view the application documents

Ref No: 25/0662/PA	Extension to existing veterinary practice
Ward: PRENDERGAST	The Oak Veterinary Surgery, Well Lane, Haverfordwest, Pembrokeshire, SA61 2PL
Grid Reference:	195580.164-216555.298
Notification of Planning Decision	Conditionally Approved Date decided: 18 December 2025. Please click here to view the application documents

APPENDIX 3

Minutes of the hybrid meeting of the Personnel, Policy, and Finance (PPF) Committee held on Thursday 15 January 2026 at 6.00pm at the Old Wool Market

Present: Cllr J Hackett PPF Committee Chair
Cllr D Thomas-Turner Sheriff
Cllr A Benson-Davies
Cllr P Lewis
Cllr S Williams

In attendance: V Lewis Camacho Town Clerk
E Gear Deputy Town Clerk
Cllr B Simister
Cllr R Thomas-Turner Deputy Mayor
Member of the Public

The Chair welcomed everyone to the meeting.

1. **Apologies for absence** – Cllrs H Lewis and R Thomas (Ex-Officio Member). Absent - Cllr A Brooker.

2. **Declarations of interest from Members**

<i>Agenda Item</i>	<i>Member</i>	<i>Interest</i>	<i>Nature of interest</i>
None			

4. **Appointment of Vice-Chairman**

Resolved: Cllr A Benson-Davies proposed his appointment which was seconded by Cllr D Thomas-Turner. All in favour.

5. **Matters arising from the minutes of the last meeting**

The minutes of the meeting held on 11 December 2025, together with the recommendations to Full Council were approved at the Full Council meeting held on 18 December 2025. The Clerk confirmed that the Precept Request had been filed. There were no other matters arising which were not included on the meeting agenda. HR, Employment Law & Health, and Safety adviser engagement

6. **Financial Matters**

6.1 **Review of Bank Reconciliation, Income and Expenditure and Budget Comparison (Accounts)**

The Committee reviewed the Accounts to 31 December 2025 and had the opportunity to ask questions. The Accounts will be presented to Full Council on 22 January 2026 for approval.

Recommendation	To accept the Accounts to 31 December 2025. Proposed: Cllr D Thomas-Turner. Seconded: Cllr A Benson-Davies. All in favour.
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6.2 **i) Applications for financial assistance**

No applications had been received.

ii) Section 137 Expenditure Limited for 2026-27

Council noted the Welsh Government notification dated 17 December 2025 of the sum for the purpose of S137 of the Local Government Act 1972 for Town and Community Councils in Wales for the financial year 2026-27 is £11.60 (2025-26: £11.10) per elector. Based on an electorate of 9,500 (2024-25), the maximum amount the Town Council could incur expenditure for purposes it

has no other specific powers if the Council considers that such expenditure is in the interests of, and will bring direct benefit to the town, for all or some of its inhabitants, is £110,165. The Council is also permitted under Section 137 to incur expenditure for certain charitable and other purposes.

7. Policy Matters

7.1 Employment Law, HR & Health & Safety Adviser Engagement 2026-27 – Onboarding

The Committee noted the Clerk's brief update on the onboarding with Worknest which had commenced.

7.2 Provision of iPad devices for Councillors

The Committee considered a proposal from the Clerk regarding the provision of tablet devices for Councillors who may require them. As set out in the briefing paper, iPads were recommended over Android devices, primarily for security reasons. Costings were presented based on providing devices to all members, including larger screens where required for accessibility. It was noted that this would also support a future transition to Council-issued email accounts as part of improved governance arrangements.

Following discussion, whilst Members acknowledged the potential merits of the proposal and noted that it may be appropriate to review the matter again in the future, the Committee concluded that the expenditure was not justifiable at this time.

Recommendation: **Not to proceed with the provision of tablet / iPad devices to members of Council. Proposed: Cllr A Benson-Davies. Seconded: Cllr D Thomas-Turner. All in favour.**

8. Personnel

8.1 Clerk/Deputy Clerk SLCC Training Plan & Annual Membership

The Committee considered a report setting out the training pathways for the Clerk and Deputy Clerk, including progress to date, proposed commencement of studies, and forward training plans and associated costs, for which budget provision had been made. The report confirmed that the proposed training aligned with the requirements of their respective employment contracts, including further enrolment in SLCC qualifications.

The Committee also noted the role-specific training arrangements for other staff, including refresher training authorised by the Clerk within her delegated authority, and agreed this approach.

Members were further advised that, since publication of the agenda, details had been received of a Management of Memorials – Inspection Workshop, which it was recommended that both Facilities staff attend. This would enable in-house inspection of town council cemeteries and support their wider grounds maintenance responsibilities. It was also noted that Clerk's annual professional membership renewals fall due in February and would be included within the February payment approvals.

Recommendation 1: **The Clerk be authorised to commit the Council to the training expenditure for the Clerk, Deputy Clerk and Staff including enrolment in the SLCC qualifications extending to 2027-28 as set out in the report.**

Recommendation 2: **The Clerk be authorised to book both Facilities staff onto the Management of Memorials – Inspection Workshops (March 2026).**

Proposed: Cllr D Thomas-Turner. Seconded: Cllr S Williams. All in favour.

9. Items for next agenda

Clerk noted that the Councillor Training Plan would be brought to the next meeting.

10. Date of next meeting

Thursday 12 February 2026, 6.00pm, Old Wool Market.

The meeting closed at 6.34pm
