

**Minutes of the hybrid meeting of the Management, Estates and Strategy (MES) Committee
held on Thursday 1 October 2026 at 6pm at the Old Wool Market**

Present	Cllr B Simister	Committee Chair
	Cllr R Thomas-Turner	Mayor (Ex-Officio Member)
	Cllr L Hinksman	
	Cllr K Manikonda	
	Cllr T Moses	
	Cllr S Pearce	
In attendance	V Lewis Camacho	Town Clerk
	E Gear	Deputy Town Clerk
	D Lawrence	Facilities Manager
	Cllr D Thomas-Turner	Sheriff

Cllr B Simister took the chair and welcomed everyone to the meeting.

1. Apologies for absence: None. Absent: Cllr K Blake

2. Declarations of interest from Members

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

3. Matters arising from the minutes of the last meeting

The minutes of the meeting held on 3 September 2026 together with the recommendations to Full Council were approved at the Full Council meeting held on 17 September 2026. There were no matters arising.

4. Review of Planning Applications

No new planning applications or withdrawal notifications had been received since the 3 September 2026 meeting, only three Notifications of Planning Decisions (see Appendix).

Resolved: **To note the planning decisions listed in the Appendix. Proposed: Cllr T Moses. Seconded: Cllr L Hinksman. All in favour.**

5. Actions, updates, and recommendations from Clerk's report

Cemeteries – The annual tall hedge cutting by a third-party contractor is in process.

Community Garden – Cllr S Pearce noted that the garden activity was bouncing back. The Clerk had circulated information regarding Enhancing Pembrokeshire grant funding, which Cllr Pearce would share with the Community Garden Committee.

Priory Saltings – the last cut of the area had been undertaken. The scheduled meadow cut will take place next week with the grounds team tidying up any sections with the sit on mower after that. Only one tent located on the Saltings currently.

Sports Pavilion – County Cllr D Bryan had contacted the Clerk with a concern from a resident at Glenover Park about the trees at the Pavilion Car Park. The PCC arborist met earlier in the day with the Facilities Manager and established that the trees requiring pruning and the removal of several heavy limbs as part of routine maintenance. The arborist will provide a costing in the coming weeks. The same arborist is waiting on a price for a platform hire to provide costings for the trees at the Bridge Meadow.

Picton Centre – Members of the Council had met on site prior to the meeting to review winter works for the Facilities Team. Costings had also been sought to provide a permanent barrier to the car park, where a bollard and chain mechanism is currently the only measure preventing unauthorised parking, and for the perimeter wooden fence to be replaced which is rotten and no longer repairable. One section had recently been removed by staff entirely for this reason.

Car Park Barrier – Three quotations had been received for a galvanised vehicle barrier capable of being secured and automated. It was agreed that the mid-range quotation from a local supplier would meet the Council's requirements. The base cost was £3,024, increasing to £4,049 plus VAT with the addition of a yellow powder-coated finish and automation package. It was noted that solution to the pathway alongside the barrier would need to be found so that vehicles could not bypass the barrier by mounting the kerb.

Recommendation: **To approve the estimate for the fabrication of a barrier with posts and installation, galvanised with a high visibility reflective strip with the addition of powder coat (yellow) and automation package for £4,049 + VAT. Proposed: Cllr B Simister. Seconded: Cllr T Moses. All voted in favour.**

Perimeter Fence – Updates to two of the three quotations had been received from suppliers who had previously provided information to support the Town Council's unsuccessful grant application. It was hoped that the third quotation would have arrived in time for the meeting.

Recommendation: **To bring the three quotations to Full Council once the third quotation is received. Proposed: Cllr B Simister. Seconded: Cllr L Hinksman. All voted in favour.**

Other works – the winter works noted during the Picton Centre visit included cleaning or replacing the stage curtain if it is determined not to be fire-retardant (there being no label confirming compliance), review of the state of the technical equipment and replacement stage lighting, a replacement dishwasher (quotations in progress), general painting to brighten the space, repairs to the staff toilet and storage room, both of which are affected by damp, and determining whether the timber cladding in the entrance area presents a fire safety risk. This is in addition to the roof check (former leak near flashings) and full replacement of all doors and windows for which a tender exercise will be completed.

Recommendation: **To proceed with the winter works bringing updates and costings within Picton Centre earmarked reserves to Council for approval as necessary. Proposed: Cllr B Simister. Seconded: Cllr T Moses. All voted in favour.**

Old Wool Market – an EPC assessment is being arranged by the Clerk to determine the rating for the upstairs flat before any recommendation to commence works to improve the flat for rental is brought to Council. A check as to whether any exemptions for a listing building apply.

Town Improvements – Salt Bins assessment to be completed with a view to ordering several bins from PCC for installation around the town wards, noted.

Christmas Lights – a non-metered MPAN is required for the 2026 Christmas season to cover the cost of the lights in the town. The metering information is awaited from the Christmas lights contractor to enable the application to be submitted. Costings for replacement lights will be sought once the testing exercise has been completed and the contractor's installation plan has been received. Noted there is contingency available within the Christmas Lights budget.

2026-27 Income & Expenditure v Budget and First draft 2027-28 Budget – The Committee reviewed the first draft of the budget headings attributable to its activities. In the same way it would be

presented to the PPF Committee for that Committee's review of its budget headings, proposed inflationary assumptions for increases to Pay awards/NI/Pensions (4.5%), Utilities/Energy (4.5%), Rates (3.00%), and General Expenses (3.00%) were proposed. While the MES Committee considered the assumptions looked reasonable it agreed to defer that decision to the PPF Committee.

Recommendation:

To note the first draft of the 2027-28 Budget as presented and to defer the decision to confirm the assumptions set out to deal with inflationary increases for pay, energy use, rates and general expenses to the PPF Committee. Proposed: Cllr B Simister. Seconded: Cllr L Hinksman. All voted in favour.

6. Items for next agenda

None had been raised with the Clerk. Cllr R Thomas-Turner asked the Clerk to circulate the Agenda Item Request Form to Members. Cllr L Hinksman gave her advance apologies for the November meeting.

7. Date of next meeting

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

The meeting closed at 7.03pm

APPENDIX 1

New Applications/Consultations and Other Notifications Received Since date of last meeting on 3 September 2026

Notification of Planning Decisions

Ref No: 26/0257/PA	Demolition of the existing jet wash and bin store and extension to the existing petrol filling station's sales building (to include a hot food takeaway), installation of kitchen extraction equipment, new bin store and associated forecourt works.
Ward: PRENDERGAST	Morrisons Petrol Filling Station, Bridge Meadow Lane, Haverfordwest, SA61 2EX
Grid Reference:	195421.457-216050.553
Notification of Planning Decision	Refused Date decided: 2 September 2026 Please click here to view the application documents
Ref No: 26/0067/PA	Construction and operation of a micro battery storage project
Ward: PRENDERGAST	On verge at corner where Withybush Rd meets fishguard Rd, Haverfordwest, SA62 4BL
Grid Reference:	195960.134-217215.211
Notification of Planning Decision	Conditionally Approved Date decided: 8 September 2026 Please click here to view the application documents
Ref No: 26/0275/PA	Installation of car sales pod – in retrospect.
Ward: CASTLE & PRENDERGAST	MORRISONS, Bridge Meadow Retail Park, Haverfordwest, Pembrokeshire, SA61 2EX
Grid Reference:	195404.208-216183.447
Notification of Planning Decision	Conditionally Approved Date decided: 14 September 2026 Please click here to view the application documents

Withdrawal Notifications

None