Minutes of a Meeting of the

Public Events Sub-Committee

held at the Town Hall, Milford Haven

on Thursday, 23rd November, 2017 at 5:00 pm

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PRESENT

The Mayor (Councillor C. A. Sharp)

The Deputy Mayor (Councillor R. D. Gray)

Councillors: W. D. Elliott BA QTS (Chairman) E. R. Harries Miss K. Gray Mrs. T. Olin

Councillor M. P. Rickard was also in attendance.

184. APOLOGIES:

Apologies for absence were received from the Deputy Mayor, Councillor R. D. Gray, and Councillors A. H. Miles, Councillor Mrs. Y. G. Southwell, G. Woodham MBA (Open) LL.B (Hons), and the Youth Representatives – Miss A. Coaker and Miss B. Roberts.

185. UPDATE ON CHRISTMAS FESTIVITIES:

(a) Christmas Tree in Market Square

 Members discussed the negative comments made electronically by some members of the Milford Haven Town Regeneration Team.

 The Chairman, Councillor W. D. Elliott BA QTS, advised that this Council had been requested to undertake a feasibility study as to the possibility of erecting a Christmas Tree in the Market Street.

 Councillor Elliott and the Clerk had met with an officer from the Pembrokeshire County Council to discuss the location for the tree.

 When the location was agreed the officer said that it would cost £100 for a licence but he did not say that there were utility services under the paving slab. As soon as the Clerk was made aware of this, she had contacted the relevant department of the Pembrokeshire County Council to ask for assistance and was waiting for confirmation as to when or whether it would be possible to relocate the utility services.

 The Clerk had contacted the Council’s insurers and had been informed that any individual/company who erects a tree should have their own public liability insurance and she would need to check that these are in force. The insurers had recommended that the individual/company erecting a tree has a limit of indemnity of £5 million.

 If the Council does not comply with this and an incident occurred, then the Health and Safety Executive could become involved.

 It is advised to have a barrier erected around an illuminated tree. The Council’s electrician had met with the person who offered to provide a tree and she had given him the tree’s measurements. The electrician was concerned that the tree might encroach too far on to the pavement and affect the legally required minimum footway widths which could affect disabled pedestrians, people with mobility scooters and people with pushchairs.

 The Clerk said that the Mayor currently acts as the liaison between the Council and the Milford Haven Town Regeneration Team. Members agreed that the Milford Haven Town Regeneration Team be requested to appoint an official representative from this Council who will pass on any future requests for assistance either to this Committee or TREAT.

 It was RECOMMENDED THAT:

 (i) the Milford Haven Town Regeneration

 Team is to be advised that the Town Council

 recommends that the Christmas Tree should

 not be erected in Market Square this year due

 to the problematic feasibility study;

 (ii) the Milford Haven Town Regeneration Team

 is to be requested to appoint an official

 representative from this Council who will

 pass on any future requests for assistance either

 to TREAT or to this Committee;

 (iii) the Mayor is authorised to advise the Chair

 of the Milford Haven Town Regeneration Team

 of the recommendations made by this Committee

 prior to this Minute being ratified by Full Council

 on 11th December.

 (b) GLOWSTICKS:

 The Clerk said that she had received literature from the Company who supplied Glowsticks in which they offered a 10% discount to Parent Teacher Associations. She had written to the Company, explaining that the Council gave glowsticks to the children free of charge at its Christmas event, and had received a 10% discount.

 She had ordered 2000 glowsticks so there were glowsticks in place for a number of years.

 It was RECOMMENDED THAT the information

 be received.

 (c) COLUMN LIGHTING:

 The Clerk said that the officers from the Trunk Road Agent had said that one of the street lights in Hamilton Terrace could not be used. There are also two lights in Charles Street that are not working as there is currently a WDP supply fault.

 One of the fixing points for the festoon lighting in Charles Street was the former Motorworld building. The Council’s electrician had been requested to remove the fixings in May. As the Motorworld building had not yet been demolished, the Pembrokeshire County Council had been approached to see if the electrician could attach the festoon lights to the building, with the guarantee that these would be removed by 7th January. The Pembrokeshire County Council had said that this was not possible as the building might be demolished before that date.

 It was RECOMMENDED THAT the information

 be received.

 (d) HORSE AND CARRIAGE:

 The Clerk had been contacted by a lady who has a horse drawn carriage. The lady said that she would like to arrange for carriage rides on The Rath during the visit of Father Christmas on 2nd December. The lady had confirmed that she was fully insured for £5 million, had a risk assessment in place and does not need Pembrokeshire County Council permission, but does as a matter of courtesy keep that Authority and the Police formed.

 The Clerk had advised the lady that this would not be included in the Town Council’s Christmas event.

 It was RECOMMENDED THAT:

 (i) the Clerk forwards the relevant information

 to the appropriate officer of the Pembrokeshire

 County Council, explaining that this application

 is not under the jurisdiction of this Council;

 (ii) because of the time constraints, the Clerk be authorised to action this Minute

 prior to its ratification by Full Council on

 11th December.

 (e) TIMELINE:

 Members were circulated with copies of the draft timeline which will be amended during the week.

 The Chairman said that the Parade would assemble at the Memorial Gardens instead of outside the Police Station.

 The Chairman, Councillor M. P. Rickard (the Councillor in charge of the Lantern Parade), and the Clerk had met with Sergeant T. Harrison, Dyfed-Powys Police, to discuss the Lantern Parade. The Police had requested that the Parade be assembled at the Memorial Gardens to avoid any potential safety issues.

 The Chairman said that the Secretary has sent out an email asking for marshals to assist with the event.

 (f) LANTERN PARADE:

 Councillor M. P. Rickard joined the meeting. He explained that 12 marshals would be needed to assist with the Lantern Parade. He had contacted the Milford Haven Youth Council and the Secretary had contacted the Milford Haven Round Table and Milford Haven Rotary to ask for volunteers.

 Councillor Rickard explained how the Parade would proceed and said that following the meeting with the Police it had been necessary to appoint a contractor to undertake traffic management.

 It was RECOMMENDED THAT the Chairman,

 Councillor W. D. Elliott BA QTS and Councillor

 M. P. Rickard be deputed to tie up any loose

 ends and liaise with the Clerk.

 (g) CHRISTMAS LIGHTS BUDGET:

 The Clerk said that the budget stands at £20,000 but will be exceeded this year by approximately £5,000.

 The Mayor referred to the additional work carried out by the Council’s Electrician, Mr. B. Jones, to ensure that there were lights on the Trunk Road this year. Mr. Jones had had to attend courses in London and Manchester in order to attain the new qualifications established by the Trunk Road Agent.

 The Chairman said that he felt that this Council should show its appreciation of Mr. Jones as he has gone above and beyond to make sure that this town’s lights are switched on this year.

 It was RECOMMENDED THAT an additional

 payment of £1,000 be made payable to

 Mr. B. Jones to reflect his hard work this

 year.

186. MEMBERSHIP OF COMMITTEE:

 The Chairman said that the Milford Haven Town Regeneration Team has agreed that, to avoid replication, some of their members should sit on the Public Events Sub-Committee and some on TREAT.

 Standing Orders has been checked and it would be possible to appoint members of other groups on to Council Committees.

 It was RECOMMENDED THAT discussion on

 this issue be deferred until the Milford Haven

 Town Regeneration Team has established its own

 structure and this Council has appointed representation on to the Milford Haven Town Regeneration Team.

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