



PEMBROKE CHAMBER OF TRADE

NOTES OF MEETING:	Chamber of Trade
DATE:	Monday 11th November 2016
Attendees	Stephen Thornton (Chairman), David Halstead (Vice Chairman), Claire Short (Secretary), Trudi & Dennis Insle (Dragon Alley), (Pembroke Castle), Elizabeth Durexu (Food at Williams), Linda Brown (Wanton wax & wicked wicks), Mark & Linda Wilson (Pembroke Post Office), Jon Ryan (Wisebuys), Mark Lynas (My Generation), Deborah Wilcox (Floral Design), Keith Nicholas (K & K Insurance), Guy Thomas, Daphne Bush (Councillor Pembroke County Council & St Mary South), Martin White(Pembroke County Council head of regeneration) Darren Thomas (Pembroke County Council head of transport)
Apologies	Pettina Sokell (Thats Nice), Simon NDToy, Joanne Owen(Owen & Owen), Susan(Castle Gifts), Adrian James(Watercolours in Wales),Paul Southwick(Main Street Music), Sally Luck (The Coach House), Lou Hardie (Bees Knees), Andy and Catherine Evans (Monddi), Sara Alderman (Treasurer), Kelly Smith & Sue Dunn(The Ribbon Ladies), Jon (Pembroke Castle),

	Item Discussed		Action Points
1.	Welcome and apologies	Stephen welcomed Martin White, Darren Thomas and Daphne Bush and thanked them for attending the meeting.	
2.	Agreement of minutes from previous meeting	Minutes from the previous meeting agreed	
3.	Treasurers Report	Sara Alderman unable to attend due to sickness.	
4.	Martin White (Head of Regeneration)	<p>Daphne Bush introduced herself and said that she was happy to help in any way she could.</p> <p>Martin White introduced himself he said they are working on putting together master plans for 5 towns with Pembroke being one of them.</p> <p>Martin said that they have been working with the Chamber of trade in Haverfordwest to put together the ideas for the master plan. They are already working to provide wi fi, paint schemes, pop up shops within the 5 areas. He said that we should not underestimate the influence that we can have on these plans as part of the chamber.</p> <p>The master plans will be prepared by an external company and will be put out to tender. The plan will cover the next 15 - 20 years to give assurance to investors. The master plan will be used to bid for external funding.</p> <p>Martin said that they are committed and at Easter they will be asking consultants for feedback on brief to go out tender.</p> <p>Public consultation will also be a part of this to include the vacant sites in the town.</p> <p>Please see draft brief attached to email.</p>	

5.	Darren Thomas (Head of Transport)	<p>Darren said that a common suggestion for the traffic flow through Pembroke is to run the traffic as is done when the fayre is in town. Darren explained that this is not a viable option as the road is not wide enough to meet regulations.</p> <p>A bypass for Pembroke was looked into back in 2002 and this option can be explored again but some of the sites originally to be used are now unavailable.</p> <p>Linda said that the parking enforcement officers have been seen waiting for tickets to expire in the car parks. Darren said that he was not aware of this happening and that the civil enforcers do not have any targets to make. Suggestion to look at the location of the bus stop and signage to guide people to parking in the town.</p> <p>Free parking was suggested but Darren explained that their requirements are to cover costs as much as possible and the only way to do that is to charge for parking. Also suggested short stay car parking 30 min spaces. Darren said that this could be an option but the best place to put them would need to be identified. Also suggested possible permit parking heavily discounted for shop owners/employees .</p> <p>David suggested using the back of the shops along the mill pond for possible car parking. Darren said that they could look into this however they have tried this in Haverfordwest and it has not been possible due to complex land issues.</p> <p>Discussion over the co op moving premises Darren advised that there will be 10 parking spaces for the new premises for use of customers and residents. Martin said that they are in talks with the co op due to poor state of the building and one idea is to flatten to provide a town square with seating.</p> <p>Martin said that we need to have the master plan and for it to include the empty sites in the town so we can apply for funding.</p> <p>Suggestion that there are too many taxi ranks to allow the bus to fully pull in safely. Darren said there are lots of issues and ideas regarding parking and traffic management for Pembroke and asked that the chamber put together ideas and a proposal for what we would like to see. Agreed members would send information through to: claire.short@pembrokechamberoftrade.co.uk</p>	
6.	Narbeth Chamber	Not available for the meeting	

7.	<p>Matters arising 5.1 Communications</p> <p>5.2 Parking and traffic Management</p> <p>5.3 Forthcoming events, Christmas, Easter and Summer</p>	<p>Stephen said that Jon from the Castle has sent through information to him for forthcoming events.</p> <p>Website for the chamber was discussed and Stephen suggested that a subcommittee for the website is set up and proposals for how to go forward on this to be brought to the next meeting. Subcommittee will be Stephen Thornton, Claire Short, Dennis Insle.</p> <p>See above</p> <ul style="list-style-type: none"> • Christmas - Trudi updated on the Santa parade on the 25th November. Santa will abseil down the tower in the castle and then travel up the high street on his sleigh. Trudi said that we have some volunteers for the night but do need some more. The costing to the chamber for the event are as follows: Glow Sticks £418.16 Raffle Licence £26 Costs put to members at the meeting and they were agreed. Glow sticks to be handed out to children at the event. Discussed the insurance that would be required for the provision of mince pies and spiced apple juice in the square. Beth from Williams kindly agreed to assist with this part of the event and this would be covered under her insurance. <p>Trudi said that we would like to do a Christmas Raffle all the way through December that would be promoted through social media. Trudi asked for people to donate raffle prizes and to drop these to her at Dragon Alley. Daphne to check with insencing regarding the raffle. Proceeds from the raffle would go towards the costs of the glow sticks.</p> <p>Festive window competition - Theme for this year is best festive window and the council put up the prize money. Date for judging is yet to be confirmed. Judges will be Mayor of Pembroke, Emma PCSO and an impartial member of the public to be found on the day.</p> <p>Trudi has agreed with a number of shops in the town to have a full page advert in Pembroke county living magazine at a cost of £24 each</p> <ul style="list-style-type: none"> • Spring - Currently no update • Summer - 6 aside football tournament Mark running the competition every team to be of mixed ability and to have at least 1 lady on each team. 	Daphne
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8.	A.O.B	<p>Daphne said that she can put pressure on the council building council when a building becomes a unsafe. Daphne said that there are several ideas for the castle terrace empty buildings such as for library, heritage/ visitor centre.</p> <p>Members agreed that it would be interesting for Linda Asmon to come and do her presentation aspirations for statue and the heritage/visitor centre and she would to be invited to next meeting.</p> <p>Daphne said that the town trail leaflet is available and business's can sell these in their shop for £1.50 £1.00 goes back to the council and 50p goes to the business selling the leaflet. A digital town trail is also being developed.</p> <p>Linda asked what the benefits were to her being in the chamber as she does not have a business in the town. Stephen said that the chamber can offer education and the opportunity to share best practice and improve town networking.</p> <p>Next Meeting - To be confirmed</p>	<p>Daphne</p> <p>Daphne</p>
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