

Pembrey and Burry Port Town Council
Major Projects Sub Committee meeting

2pm Wednesday 1st September 2021

This meeting was held via video conference under the Local Authorities (Coronavirus) (Meetings) (Wales) 2020

Present: Cllrs Karen Morris, David Owens (Chair), Hugh Shepardson, Michael Theodoulou and Bob Walpole

Apologies: Cllr Moira Thomas

Absent: Cllr Peter Freeman

In attendance: Huw Thomas (Clerk and Responsible Finance Officer), Shan Loudon (Deputy Town Clerk), Kevin Williams (Projects Manager), Ed Davies (Admin Assistant – minute taker)

2pm to 3.15pm

1. To receive apologies for absence.

Apologies had been received from Cllr Moira Thomas.

2. To receive members' declarations of interest.

None were made.

3. To confirm the minutes of the meeting held on 26th July 2021 and 28th July 2021.

Due to an administrative error only the minutes of the 26th had been distributed.

Cllr Karen Morris **PROPOSED**, seconded by Cllr Bob Walpole that the minutes of the 26th July were an accurate record of the meeting. **RESOLVED**.

Cllr Hugh Shepardson abstained from the voting as he had not been present.

Members noted the advice of the Projects Manager that his report contained sensitive financial information that had not been anonymised that they would need to discuss and so the meeting should proceed in camera.

Cllr Hugh Shepardson **PROPOSED**, seconded by Cllr Bob Walpole that the meeting should proceed in camera.

In camera - That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

4. Consideration of the project managers report.

The Projects Manager guided members through each item of the report.

Works to the rear of Burry Port Memorial Hall

Members noted that works would start on the 13th September and would continue until January.

Members noted that the public had been advised that only staff car parking would be available during the construction. Members requested that a sign be placed at the end of Parkes Street giving the same information as there was little room to turn around at the gate.

ACTION: Projects Manager

Pembrey Memorial Hall roof

The roof contractor had confirmed they would be erecting the scaffolding from the end of this week and would be looking to start stripping the roof in stages once that was complete.

Notices had been placed advising people to remove their vehicles and that the car park would be shut while the works were under way. It was noted that some of the vehicles had been there for some time and it was noted that the County Council had a section that dealt with abandoned vehicles.

ACTION: Projects Manager

Members noted that the ordered roofing materials had arrived early and so were able to start the works sooner, taking between 10-12 weeks.

The heating system contractor and roofing contractor had been introduced and were able to work around each other and there had been no issues about the arrangements made.

Pembrey Memorial Hall heating system

Members noted that works had begun at the start of August, however there were some delays being caused by delivery times of some materials. The contractor was informing the Projects Manager as necessary. The works were expected to conclude by the end of September or the 1st week in October.

The Projects Manager stated that he anticipated the works being completed to both the heating system and roof before the end of the year. He highlighted that this didn't include cleaning or redecorating of the building as those were not part of this project. He stated that provided hirers were amenable to the standard, the Hall would be available for hire almost immediately on conclusion of the works. Members were reminded that the building would be closed to all users until the works were completed.

Members noted that the Council had budgeted for a half a year of income of about £7500 from Pembrey Memorial Hall, and these works would likely prevent them reaching that target.

Modular toilet blocks for the east harbour

Members discussed if seeking the land currently occupied by the Marine Group toilet block would be suitable. They also noted that the Marine Group toilet block did not meet the Councils requirements and was not suitable for alteration.

Council staff had written to the appropriate County Council officer regarding the transfer of a piece of land for this purpose and would continue to chase them for a response. As yet the parcel of land had not been defined.

Members noted the increased costs for the purchase of a unit compared to the initial estimate and that there would be charges for connecting the services. It was noted that the final development plan had yet to be drawn up by the County Council, which may impact the parcel of land they sought to transfer.

Members asked staff to liaise with the County representatives for the ward to ensure all parties were informed. Staff were also asked to contact the Chair of the Regeneration Committee at the County Council as they had expressed interest in providing assistance where possible.

ACTION: Clerk and CFS

Station toilets

Members noted the information regarding the paperwork for the asset transfer. The Projects Manager highlighted his preferred contractor from the obtained quotes.

The Clerk/RFO highlighted that by securing the asset transfer it would terminate the SLA agreement they had with the County for cleaning the toilets, and that it would result in a loss of income.

Members queried the cost of replacement and repair of the fittings in cases of vandalism. The Projects Manager had no figures but stated that he had quotes on file for the additional services the company provided and indicated a broad estimate for their services.

Members discussed delaying the asset transfer and the works until the beginning of the 2022 to reduce the loss of income. It was also discussed whether or not it was appropriate to continue with a plan to provide toilets at both the east harbour and at the station. Concern was raised at the accessibility for beach and harbour visitors and residents during this discussion. Members agreed that proceeding with the plan for toilets at both sites was best.

Refurbishment to upstairs of Memorial Institute

Members noted the advice that all project's costs had increased due to materials price increases. There was no consensus as to the final usage of the space. Members queried if proceeding with a refurbishment without an intended purpose was a sensible action. It was noted that there was no longer an urgency for additional office space by the Council staff as it would be feasible to bring the office at Pembrey Memorial Hall up to a standard at little cost and bring it back into use.

Members discussed pushing back the plans on making improvements to the Memorial Institute. Members asked staff to provide a report on options for repairing the flat roof and leaks as well as potential impacts of rising costs should this work be delayed further.

ACTION: Projects Manager

The Projects Manager enquired if members wished to consider adding the improvements to the kitchen in Pembrey Memorial Hall to the Major Projects list so that the whole hall was brought up to a higher standard. He confirmed the previous costs obtained and an outline programme for the works.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Karen Morris that the improvements to the kitchen in Pembrey Memorial Hall be included on the Major Projects list. **RESOLVED**.

Members discussed the repairs to the roof of the Senior Citizens Hall and its potential inclusion on the major projects list. Members noted that the works were on hold, as the Community Store run by the Food Forward project was currently operating out of the building.

Cllr Michael Theodoulou declared an interest as he is an employee of CBSA who deliver the project.

It was noted that the ongoing occupation of the project in the building was on the agenda for the Facilities and Assets Committee meeting later in the day. It was noted that the project was not paying rent on the use of the hall and members asked if the matter could be raised at the Facilities and Assets Committee.

ACTION: Clerk/RFO

Members noted that those hirers who had been using the Senior Citizens Hall had been accommodated without a large impact by moving to the Memorial Hall. It was discussed if this situation would remain with the lifting of Covid 19 restrictions or be impacted by the works in the Memorial Hall itself.

The Projects Manager advised that if a months notice was given to vacate the hall, it would only make it available in October, however it would be best to do the works from April 2022. He estimated that the works would take about 3 weeks to complete with no weather disruption.

Table of costs

Members assessed the table of costs provided by the Projects Manager. He advised that with the new flue configuration at Pembrey Memorial Hall, he would be asking them to remove the chimney stack while the scaffolding was up to prevent water ingress once the heating system was replaced. He estimated this may cost an additional £2000.

Members noted that the refurbishment to the upstairs of the Memorial Institute had been allocated a budget of £80,000, and that the sum for the revised plan to only repair the flat roof would cost much less. They discussed using the amount to make other improvements or on other projects or to not borrow the full amount.

Members **AGREED** that a rapid survey of the standard of the current electrics, heating and insulation in the Memorial Institute and provide a report giving options for improvements with a rough estimate on the costs.

5. Any other urgent matters at the discretion of the Chair.

none

meeting ended 15.16

