

Pembrey and Burry Port Town Council
Facilities and Assets Committee meeting

Wednesday 4th September 2019

Present: Cllrs Michael Theodoulou (Chair), Richard Adler, Linda Edwards, Peter Freeman, John James, Robert John, Shirley Matthews, Lisa Mitchell, David Owens and Moira Thomas

In attendance: Kevin Williams (Technical Services Officer), Huw Thomas (Acting Clerk and Responsible Finance Officer)

Minute taker: Ed Davies (Administrative Assistant)

(Senior Citizen's Hall, Memorial Institute, Burry Port 6.30pm –8.45pm)

1. To receive apologies for absence

Apologies had been received from Cllrs Karen Francis Morris.

2. To receive members' declarations of interest in respect of the business to be transacted

Cllr John James declared an interest in item 8 in relation to the harbourside toilets due to his involvement in the production of the report.

Cllr David Owens declared an interest in item 8 due to his daughters' involvement with Pembrey AFC.

3. To confirm the minutes of the Facilities and Assets Committee meeting held on Wednesday 10th July 2019

Cllrs Linda Edwards and Shirley Matthews abstained from confirming the minutes as they were not present at the meeting.

Cllr Peter Freeman **PROPOSED** that they be accepted as an accurate record of the meeting, seconded by Cllr Robert John.

The minutes of the Facilities and Assets Committee meeting held on Wednesday 10th July 2019 had been received by all members in advance of the meeting and the Committee **RESOLVED** that they be accepted as accurate with 8 voting in favour, 2 in abstention and 0 against.

ACTION: Admin Assist

4. To consider any matters arising from the minutes

There were no matters arising from the minutes.

**6. Consideration of correspondence previously circulated to members – see below
Email from Carmarthenshire County Council regarding payphone removals by
BT**

Members discussed some possible uses for such structures and also the locations of them in the community. Members asked the TSO to establish the location of the payphone boxes in question and that the Committee would discuss possible options once that was known.

ACTION: TSO

5. To consider the budget monitoring report

The RFO highlighted that the Committee's budget was ahead of targets in relation to income and that the overall percentages showed that expenditure was about where they should expect it to be at this stage in the year. He asked members to note that one large bill had been paid in relation to the harbourside play area which was to be covered by a payment elsewhere, meaning that the budget could be read to show that it was currently underspent.

In response to a query the RFO confirmed that the rates payment shown in the document as "Copperworks" only related to the Band Room building.

7. Consideration of the TSO report

Cllr Richard Adler declared an interest in this item due to his involvement with the Pembrey Community Growing Association and the Gym.

The TSO gave a verbal update to accompany his previously distributed report.

Request from Pembrey Community Growing Association

The TSO had received confirmation from Dwr Cymru that they had no objection to the intended use of the external tap, and that the cost would be in the region of £350 +VAT for a tap with a security box. They had also confirmed that provided the supply was metered the Council would receive a rebate on the water which did not enter the sewerage system, and that a rebate would also apply for harvested rainwater that was withheld from the sewerage system.

After discussion, Cllr David Owens **PROPOSED** for the tap to be purchased and installed by the Council from its maintenance budget, seconded by Cllr Moira Thomas.

In the ensuing vote 9 members voted in favour with 1 abstention and 0 against. It was therefore **AGREED** for the TSO to arrange for the work to be carried out.

ACTION: TSO

Legionella Risk Assessments

The TSO reported that the outstanding works required to comply with standards had been completed.

Tree lopping works

The works highlighted in previous reports had been completed by the contractor. During the work they had indicated a tree that was dying and would eventually be at risk of falling. Cllr

Linda Edwards **PROPOSED** that the TSO take appropriate action on the advice of the professional given the situation was potentially dangerous, seconded by Cllr Lisa Mitchell.

Members **AGREED** unanimously to the proposal.

ACTION: TSO

Members discussed whether or not they should implement a tree planting programme. The Acting Clerk advised that another Member had approached him to have the matter placed on the agenda of the next Regeneration and Wellbeing Committee meeting. Members noted that although the advice received by the sports teams using the park was to limit tree planting near to pitches, the whole park area was large enough to accommodate tree planting elsewhere without impact. It was also noted that an area of the park had been set aside for a wildflower meadow and that Incredible Edible Carmarthenshire had expressed an interest in creating a community orchard, via some funding they had identified and that a sensory garden had been suggested by the community also. It would therefore be discussed as an agenda item at a future meeting.

ACTION: Next Facilities meeting

Additional storage

Due to sickness and annual leave amongst staff over the summer, the completion of this task had been delayed but should be completed by the end of the month. The TSO reminded members of the locations of the new storage and the necessity as stated in previous meetings.

Intruder Alarm at Pembrey

The work would be completed shortly, but had been delayed due to the need to extend the telephone line within the building.

Alterations to Gerran's Gym

The works had been completed and so the gym was now a self contained unit within the Memorial Hall.

The TSO stated that there were a number of doors at the Memorial Hall that needed replacing including some for the Gym. As he believed he would get a better price on replacement doors if they were purchased all together, he advised he would likely wait until the work on all of the doors could be undertaken simultaneously.

Emergency repairs at the Bowls Club/Water saving measures

The automatic lawn sprinkler system had failed due to age and so a replacement had been arranged. The works were now complete. The TSO stated that provided the sprinkler usage was monitored via a meter, he would be able to claim a rebate from Dŵr Cymru as it did not go into the sewerage system. He advised that such a meter would cost around £90.

Members **AGREED** that he could make the purchase from the maintenance budget.

ACTION: TSO

Chapel of rest

The TSO had produced a draft plan for the previously discussed alterations, and it would be going to the next meeting of Burial Sub-Committee for consideration.

Heritage Group Boards

The Heritage Group had contacted the Council with a quote for the repair works needed on a number of the boards, which the Council had agreed to insure and maintain. The quote given was for £450 per board for a re-spray.

After a brief discussion members Cllr Michael Theodoulou **PROPOSED** for the TSO to secure at least two other quotes for the work and to establish the costs if a claim was made on the insurance policy for the work, seconded by Cllr David Owens.

Members **AGREED** unanimously to the proposal.

ACTION: TSO

Gate Closures at the Memorial Park

Burry Port RFC had expressed a desire for the vehicle access gates into the park to be locked due to concerns after vehicles had been driven onto and damaged a football pitch elsewhere in the town.

Members acknowledged that the boundaries of the park were their responsibility as was security, and that the pedestrian gates would not be affected

Cllr Michael Theodoulou **PROPOSED** that the necessary padlocks be purchased and fitted with keys provided to the relevant organisations, seconded by Cllr David Owens.

Cllr John James stated he would abstain from the vote due to his connections with Burry Port RFC.

In the ensuing vote 9 members voted in favour with 1 abstention and 0 against. It was therefore **AGREED** for the TSO to take the necessary action.

ACTION: TSO

The TSO stated that he had a further, verbal update on an item that had happened since the report had been distributed.

Extension at rear of Memorial Hall

The engineer had finally provided the plan and elevation to the specifications requested by the TSO after corrections had been required. He had asked for a trial pit to be excavated to allow inspection of the existing foundations and soil quality to allow the design of the pad foundations for the structure.

Members echoed the frustration of the Chair at the speed of delivery on this issue by the contractor. The TSO was instructed to set a deadline for him to complete the works and if the contractor was not able to meet it for someone else to be engaged to complete the work.

ACTION: TSO

Members stated their concern at the number of weeds growing on the roundabout near to the Co-op bridge. The TSO reported that the maintenance staff were currently busy clearing footpaths in the area due to a walking event on the weekend.

Members requested that the “high profile” roundabouts be given attention as soon as possible.

The TSO was thanked for the report.

8. Update on asset transfers

Members received the following updates:

- **Station toilets** – The TSO stated that he had a more detailed update to follow in camera. He also confirmed that the Cleaner cleaned the toilets in the morning and locked them in the evening. In relation to the frequent vandalism at the toilets, members were informed that the Police CCTV was expected to be installed in that area by the end of the month.
- **Pembrey Memorial Hall strip of land** – The Acting Clerk reported that the Council’s solicitor had managed to make contact with the Church in Wales Diocese Solicitor to express the Council’s interest in purchasing the piece of land and he will now take formal instructions before reverting.
- **Pembrey Football Club** – members heard that the solicitor was able to act on behalf of the Council in relation to arranging the lease of the land from the County Council but would not be able to act in relation to the sub-lease between the Club and the Council as he had been approached by the Club to act on their behalf already. He was arranging for another solicitor to act on behalf of one of the parties in relation to the sub-lease to allow this to proceed quickly. The matter was on the agenda of both the Chairs and Finance, Governance and Personnel Committees.
- **Copperworks** – the site has been sold subject to contract. One final issue to resolve before completion is responsibility for the S106 agreement sum due to the County Council. It would be unfair for the Council to pay for this and the buyer/developer should pay it or reimburse the cost. The Council’s solicitor has prepared a letter setting out the terms of the agreement.

After discussion Cllr Michael Theodoulou **PROPOSED** that if the purchaser won’t accept the terms, that the Council agree to do it, seconded by Cllr Peter Freeman.

In the ensuing vote 9 members voted in favour with 1 abstention and 0 against, it was therefore **AGREED** for the proposal to be acted upon.

ACTION: Acting Clerk

- **Local Toilet Strategy -**

Cllr John James left the meeting due to his previously declared interest at 7.20pm

Members were apprised of the situation to date, noting that there were now no publicly accessible toilet facilities on the east side of the harbour. The County Council had approached the Town Council with an offer whereby they would provide sufficient land for the construction of a new facility on the east side of the harbour provided the Town Council paid for their construction and maintenance.

Members expressed their concerns and frustrations at the development of the situation, with seemingly little thought given to the desires and wishes of the local population on the matter by the County Council, who had provided limited opportunity for consultation. However the situation had developed, members recognised that it was imperative that sufficient toilet provision was in place, and that it was now a matter of establishing who should pay for it. It was noted that the County Council had made their offer public knowledge via a press statement.

Members felt that given the Marine Group had been given a long term lease of the harbour on very generous terms including occupation of the old RNLI building for extension and re-development, it would be appropriate for the County Council to request that when those works go ahead, the Marine Group provide public toilets as part of its terms.

If the above solution was not possible, then the Council would be prepared to look into option for working in partnership on a solution, with all options to be considered.

Members briefly discussed wider concerns in relation to the harbour.

Cllr David Owens **PROPOSED** that a response be sent to the County Council, asking them to propose to the Marine Group that they provide the public toilets as part of their plans for the old RNLI building and for a working group to be set up to establish the Town Council's Local Toilet Strategy, with the aim to take that back to the County Council if appropriate, seconded by Cllr Richard Adler.

In the ensuing vote 9 members voted in favour with 1 abstention and 0 against. It was therefore **AGREED**.

ACTION: Acting Clerk

Cllr Shirley Matthews **PROPOSED** that a request be sent for senior Marine Group Officer and a Senior Officer from the County Council be asked to attend a meeting to answer the Councils questions in relation to the harbour in general, seconded by Cllr Linda Edwards.

In the ensuing vote 9 members voted in favour with 1 abstention and 0 against. It was therefore **AGREED**.

ACTION: Acting Clerk

Cllr John James returned to the meeting at 7.40pm.

9. To receive a report on meetings of the Chairs Committee

During its previous meetings the Committee had discussed the following matters:

- Agreeing on the agenda for the Town Council Ordinary Meeting
- Efforts in continuing to arrange Code of Conduct training for all Councillors as advised by the Ombudsman.
- The provision of an access point for the Town Wi-Fi in Pembrey

- It had been referred to the Finance, Governance and Personnel Committee to discuss the issues surrounding the payment of grants to tenants, in particular in relation to payment of rent. The advice from the Auditor General was to not pay any money to anyone who was in arrears to the Council. The results of this discussion would also be referred to the Town Council.
- The arrangements for a business sector meeting, to include a presentation from Antur Teifi on the Town Wi-Fi scheme. Members also heard that delays in securing locations to host the wi-fi routers had delayed the completion of the project and were reassured that there were no GDPR issues in relation to this scheme.

10. To receive a report from the Chair of the Burial Sub Committee

A report from the last meeting had been heard at the last Town Council meeting and no further meetings had taken place.

11. To receive a report from the Parks Working Group

Following the group meeting in mid-August, the parks had been divided into three categories of proposed action. The first category was to maintain and improve, the second re-develop into something new and the third to engage the local community on how to utilise the space. The parks were assessed based on the condition of their existing equipment and anticipated costs to maintain that equipment.

Members discussed the recommendations from the working group. It was noted that the third category did not exclude a park from being considered for use as a play space, only that a consultation be made on its use with the proviso that the current equipment was not in good enough condition to expect long term use. It was also noted that the second category could also include provision of some play space via different means than traditional equipment.

After much discussion members agreed to the following provisional distribution:

The following parks were placed in the first category:

- Waun Sidan
- Trem y Mynydd
- Memorial Park play area
- Tyle Teg

The following parks were placed in the second category:

- Pen y Bryn
- Tan y Bryn

The following parks were placed in the third category:

- Burrows Terrace
- Maes y Capel

Members noted that they did not have any figures in relation to usage of the parks and that the Council hadn't set a strategy on the subject. They noted that there was a small amount of S106 money that could be applied for to make improvements, and that they should take note

of the housing developments around the area during consultations. They noted that staff would not have the time or resources to undertake any surveys of usage and would likely need to consider a contractor do the work.

Members **AGREED** that the TSO establish which consultants could undertake the necessary survey work and their costs to survey 2 parks, and the costs for making improvements to Tyle Teg.

ACTION: TSO

The TSO was asked to make sure the equipment at Maes y Capel was checked after reports of it being unsafe.

ACTION: TSO

12. To consider arrangements for future meetings with the Bowls Club

The Bowls Club members had stated that they did not feel they needed to attend all of the meetings as they no longer needed the regular engagement. They requested that the meetings return to being ad-hoc. Members **AGREED** unanimously that matters related to the Bowls Club could be dealt with via meetings arranged with Cllrs Michael Theodoulou and David Owens as necessary.

13. Update on Harbour Playground

The Acting Clerk reported that the S106 issues had been resolved and that the documentation was awaiting signature.

The TSO reported that he had sourced some seating and waste bins which were awaiting installation, and that he had sourced quotes for bike racks at £500 each, but he would need permission to proceed. Members **AGREED** that provided the TSO had 3 quotes for the bike rack, that he could proceed.

ACTION: TSO

A query related to the provision of a display board was referred to the Parks Working Group for further discussion.

ACTION: Parks working group

14. To consider any referred matters (if any)

A request had been received from the Heritage Group to place a plaque on the Copperworks Band Room. Members noted that this particular plaque had been sponsored by the Town Council and that this Committee had given its approval for its placement.

ACTION: Email confirmation to be sent to Graham Davies

Members briefly discussed arranging an unveiling ceremony. It was **AGREED** unanimously to approve the Heritage Group's request and to make arrangements for an unveiling ceremony.

ACTION: TSO and CDO

15. Any other urgent business at the discretion of the Chair

None were raised.

Cllr David Owens **PROPOSED** that the meeting move in-camera, seconded by Cllr Robert John.

Members **AGREED** unanimously to the proposal.

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.

16. To confirm the confidential minute of the meeting held on Wednesday 10th July 2019

Cllrs Linda Edwards and Shirley Matthews abstained from confirming the minutes as they were not present at the meeting.

Cllr Peter Freeman **PROPOSED** that they be accepted as an accurate record of the meeting, seconded by Cllr Robert John.

The confidential minutes of the Facilities and Assets Committee meeting held on Wednesday 10th July 2019 had been received by all members in advance of the meeting and the Committee **RESOLVED** that they be accepted as accurate with 8 voting in favour, 2 in abstention and 0 against.

ACTION: Admin Assist

17. To consider the Schedule of Accounts.

Members received copies of the Schedule up to the end of June 2019.

Members **AGREED** unanimously to accept the Schedule.

18. To consider the commercial activity report.

Members received an update from the TSO

19. Consideration of staffing matters

Ed Davies and Kevin Williams left the meeting at 8.45pm

Minutes taken by Huw Thomas

Members discussed staffing issues in detail.

Meeting closed at 9:10pm