

Pembrey and Burry Port Town Council
Facilities and Assets Committee meeting

Wednesday 2nd October 2019

Present: Cllrs Michael Theodoulou (Chair), Richard Adler, Linda Edwards, Karen Morris, Peter Freeman, John James, Robert John, Lisa Mitchell and Moira Thomas

Non-voting members present: Cllrs Bob Walpole and Mary Wenman

In attendance: Kevin Williams (Projects Manager), Paul Mann (Cemetery and Facilities Superintendent)

Minute taker: Ed Davies (Administrative Assistant)

(Senior Citizen's Hall, Memorial Institute, Burry Port 6.30pm –8.50pm)

3. Consideration of the provision of a sensory garden with Sharon Philips

Sharon Philips was in attendance at the meeting to present a request for assistance in establishing a sensory garden in Pembrey and Burry Port

Sharon Philips outlined her suggestion, which was to create a mindfulness garden somewhere in the area as a means of providing space and support for the public, in relation to their mental health. She informed members that she had a Diploma in Mindfulness and was working with others in this endeavour and that shortly they would be a constituted group as part of West Wales Mental Health, she added that the group was open to new members and invited any members to join them. She stated that the group had started the process of fundraising and were exploring their options in terms of seeking grant funding. She clarified that although the group had been offered land by the Millennium Project for this purpose, as it was a Conservation Area, it was not felt to be an appropriate alignment of goals, with the protected status of the Conservation Area limiting the types of planting and site development that could be undertaken. In conclusion Sharon Philips stated that the group was seeking the support of the Town Council on this matter and that their main requirement was securing land in which to develop the garden.

Members were supportive of the proposal and suggested a number of potential stakeholders to consider being involved. Members noted that having established the Community Forums as a means of creating the Council's 5 year strategy it was not prudent to proceed on a plan without consulting the relevant forums to receive their input. Members **AGREED** that the best course of action was to ask Sharon Philips if she could attend the next meeting of the Healthy Community Forum and present her ideas to them, to get their input and to work closely with the Resilient Community Forum too.

ACTION: CDO

Sharon Philips left the meeting at 6.50pm

1. To receive apologies for absence

Apologies had been received from Cllrs Shirley Matthews and David Owens.

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

None were made

4. To confirm the minutes of the Facilities and Assets Committee meeting held on Wednesday 4th September 2019

Cllr Karen Francis-Morris abstained from confirming the minutes as she was 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 4th September 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, 1 in abstention and 0 against.

ACTION: Admin Assist

5. To consider any matters arising from the minutes

Members discussed the re-spray/re-lining of the damaged heritage board. The Projects Manager confirmed that the prices he had quoted previously was for one board. Members were informed that the Projects Manager had received two additional quotes to consider and that details of those quotes would be provided in camera. Members discussed possible methods of protecting the boards so as to prevent similar future damage, without conclusion.

Cllrs Karen Francis-Morris and Moira Thomas declared an interest due to their membership of the Heritage Group.

Following the discussion members **AGREED** unanimously for the Projects Manager to proceed with arrangements for the repair and to follow financial regulations during procurement, he should liaise with the Acting Clerk and Graham Davies (Heritage Group) during the process.

ACTION: Projects Manager

In relation to the new police CCTV being installed, members requested that a letter be sent to the police asking for information of the type of CCTV being installed so as to know its capabilities. It was **AGREED** that Cllr Robert John, who had some knowledge of the systems available should assist the Acting Clerk on what to ask during its composition.

ACTION: Acting Clerk

In relation to the Town WiFi scheme, Members were informed that agreement had been reached with the Adeline Guesthouse in Pembrey to host the router there. Discussions were ongoing with the remaining premises near to the harbour in Burry Port, although an answer was expected early in the week beginning 7th October.

6. To consider the budget monitoring report

The RFO gave his apologies for being absent, as he was representing the Council at a One Voice Wales meeting in Pontyberem. The Chair guided members through the report highlighting that the expected target for this time of year would be 41.67% of the budget. Members noted that income was well ahead of target at 58.31% while total expenditure, across all budgets was at 41.40%. It was noted that there were a number of larger annual spending items included and that there were several headings yet to be spent which were to be expected over the coming months.

Members were advised that if they wished for greater detail on the budgets and certain items they should contact the RFO prior to the meeting.

7. Consideration of correspondence previously circulated to members

None.

8. Consideration of the TSO report

The Projects Manager guided members through his report which had been distributed in advance of the meeting.

Outside tap at Pembrey

The tap and meter had been fitted and were awaiting a security box to prevent unauthorised use.

Tree felling work

A quote had been received to fell the diseased oak tree and would be followed up on. The Projects Manager confirmed that the tree was not a danger yet but that it would become so without remedial action.

Additional storage facilities

Following preparation of the bases to receive the containers, the containers had been put in place at Pembrey Memorial Hall and the Cemetery. Arrangements would be made with the Gardening Club to move their storage into the container at Pembrey. The Projects Manager was exploring options to put up shelving or racking storage within the container at the Cemetery so as to increase the available storage space.

Intruder Alarm at Pembrey Hall

The new alarm and panel had been installed and the Projects Manager was enquiring with the contractor for options on remote arming the system.

The Projects Manager was asked to remind regular users of the hall of their obligations in ensuring the doors were properly locked and shut for security and environmental reasons.

ACTION: Projects Manager

Water saving measures at the Bowls Club

The water meter had been fitted to the sprinkler system which would allow for a rebate on the water used by the club.

Alteration works to cemetery facilities

A specification was being prepared for the works to the Chapel of Rest building, once done the works could go out to tender.

Alterations to the workshop area to provide for canteen facilities were also being drawn up, the nature of the works would allow for much of the work to be undertaken by the Maintenance Team excepting the specialist electrical works which would be carried out by a contractor.

ACTION: Projects Manager

Gate closures in the Memorial Park

Padlocks had been sourced with spare keys being provided to the rugby and football clubs, although they had not been fitted yet.

Harbour Playground benches and bins

The concrete bases for these furniture items had been poured and would be allowed to cure and settle before fitting the bins and benches early next week.

Scout Room at Pembrey Memorial Hall

On inspection, in relation to another matter the Projects Manager reported that there were rotten beams supporting the floor in this room and that he would need to empty the room to investigate further.

Members **AGREED** for the Projects Manager to treat this as an urgent matter and to liaise with the Acting Clerk in resolving the situation.

ACTION: Projects Manager

Alternative Access Systems

Members were updated on the Committee decision to install combi-lock operated key cupboards to securely store keys to each hall, to provide out of hours access to hall users. Although these had been fitted, they were not responding well to weathering with many proving difficult to operate following inclement weather. The Projects Manager advised that he believed they would fail and need replacing sooner than anticipated, and had sourced a more durable looking option which was more expensive, and reminded members of the key-fob operated system they had previously discussed.

Members **AGREED** for the CFS to look into the matter and report back with a costed recommendation which included the more expensive options.

ACTION: CFS

Conversion of upstairs room in Memorial Institute

In response to a query the Projects Manager reported that the architects had undertaken a measured survey of the caretakers room to allow look at the options to place an elevator well in that space. He confirmed that he anticipated the likelihood was that works could take up to a year to conclude.

In anticipation of the disruption this would cause to office staff and in recognition that the set up was already less than ideal, members **AGREED** that the Projects Manager and CFS should investigate options for temporary office solutions to include the side rooms of the Memorial Hall, Pembrey Memorial Hall and others.

Pine end wall of Memorial Hall

The Projects Manager was asked to remind the Structural Engineer of the need for speed in undertaking his correction works to plans as the Council had already been kept waiting for his original drawings.

ACTION: Projects Manager

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

Members were informed that no meeting had taken place since the previous update to the Town Council in September and that the next meeting was on the 8th October.

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

Neither the Chair or Vice Chair were present but members noted that a meeting would be taking place on Tuesday 8th October.

11. To receive a report from the Parks Working Group

Members were informed that the Group had met to discuss and create a suggested action plan for each park following on from the initial categorisation process discussed at the last meeting. The plans were as follows:

Pen y Bryn – for the option to create a community orchard to be explored with the community following input and consultation with the Resilient Community Forum. Members **AGREED** unanimously for Cllr Lisa Mitchell to present the proposed action plan in conjunction with the CDO, to the forum.

ACTION: CDO

Tan y Bryn – for the option to create a sensory garden to be explored with the community following input and consultation with the Resilient Community Forum. Members **AGREED** unanimously for Cllr Lisa Mitchell to present the proposed action plan in conjunction with the CDO, to the forum.

ACTION: CDO

Tyle Teg – The decision was to retain this as a play area, however the current equipment was not in a fit state and so the recommendation was for the community to be consulted on how to achieve that and to identify ways of funding it. Members **AGREED** for the Acting Clerk to draft a letter for distribution in the houses near the park in question, with 8 voting in favour, and 1 abstention.

ACTION: Acting Clerk

Burrows Terrace – to allow for continued use as a play area via a community project in conjunction with the school and local residents. Members **AGREED** unanimously for the relevant information to be passed to the CDO to follow up on.

ACTION: CDO

Maes y Capel – Members **AGREED** unanimously to establish local priorities through the CDO for the future use of the area, recognising that the area was prone to flooding and the equipment was deteriorating.

ACTION: CDO

Waun Sidan, Memorial Park and Trem y Mynydd – Members **AGREED** unanimously for the parks to continue as they are.

Members discussed each of the above and matters surrounding parks in general. Members raised concerns about proceeding on projects with such long ranging impacts, without the 5-year strategy in place, but realised the need to make progress, hence the action plans involving community consultation, referral to the Community forums and the involvement of the CDO. Concern was raised in relation to the Committee deciding which forums should take precedence and members **AGREED** for the issue to be looked at during the next Community Engagement Sub-Committee, and for copies of the working group report to be emailed to all members.

ACTION: Ref to Comm. Eng. Sub. Cmte, CDO

Members were reminded that no final decisions would be taken without community involvement.

Members noted that the advice from County Council officers was for the creation of superparks as opposed to many smaller parks, and that options to reduce on-going costs could include limiting the age range of installations in the parks that were kept. Members also noted that they could not guarantee funding via the Section 106 fund every time.

Concern was raised at the safety of some of the equipment in the Memorial Park, although it was noted that there were regular safety inspections undertaken by trained staff and consultants and that the Projects Manager and CFS acted on the professional advice. Members **AGREED** for the inspector to be asked for his advice in relation to the play area in the Memorial Park.

ACTION: CFS

Members also **AGREED** for the CFS to look at the options in relation to the missing fence panels on the MUGA.

ACTION: CFS

12. Update on asset transfers

Members received the following updates:

- **Station toilets** – A detailed update would be made in camera.
- **Pembrey Memorial Hall strip of land** – This matter was still with the solicitors.
- **Pembrey Football Club** – This transfer was currently with the Football Clubs solicitor.
- **Copperworks** – The re-drafted lease was now awaiting signature. It was confirmed that the purchaser had agreed to pay the S106 contribution.

13. Update on the Bowls Club

Cllrs David Owens and Michael Theodoulou had attended an urgent meeting at the invitation of the Bowls Club Ladies in relation to internal club matters. They stressed that the running of the club was down to the club itself and that the Council would not get involved, although it was noted that the current dispute may result in reduced membership. They agreed to meet with representatives from the Men's side of the club where the Council's position was restated, and it was also stated that the Council would expect the club to keep their fee intake at close to their current level. No decisions were required from the Committee on this matter.

14. Consideration of a tree planting programme

Members noted a response that had been received from the Rugby Club in relation to a request by the Town Council to consider tree planting in the memorial park. The response stated clearly that the Club did not support planting trees near to the playing surfaces on the advice of the WRU.

Members **AGREED** to return to the matter at the end of the meeting.

Members noted that in addition to the free fruit trees that Incredible Edible Carmarthenshire had indicated they could secure, there were details of free trees available from the Woodland Trust, and that tree planting schemes would need to act fast if they were to plant this year as the deadline was in December.

Members felt it would be necessary to know a complete list of land assets the Council owned to consider where they could plant the trees and asked the CDO, CFS and Acting Clerk to coordinate on this issue.

ACTION: CDO, CFS and Acting Clerk

15. Consideration of training for Councillors

Members were asked to use the terms of reference to identify areas that required training.

16. Consideration of an arrears policy for tenants

On the advice of the Acting Clerk this item was being deferred until the next meeting as he was working towards creating one credit control policy and procedure which would be looked at by the Finance, Governance and Personnel Committee as well as this Committee.

17. Consideration of caretaking facilities

This matter would be dealt with in camera due it dealing with personnel matters.

18. To consider any referred matters.

None.

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

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

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.

20. To confirm the confidential minute of the meeting held on Wednesday 4th September 2019

Cllr Karen Francis-Morris abstained from confirming the minutes as she was not present at the meeting.

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

The confidential minutes of the Facilities and Assets Committee meeting held on Wednesday 4th September 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, 1 in abstention and 0 against.

ACTION: Admin Assist

21. To consider the Schedule of Accounts.

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

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

22. To consider the commercial activity report.

Members received an update from the Projects Manager.

Members discussed the Station toilets.

23. Consideration of staffing matters

Members discussed staffing issues in detail.

Cllr John James left the meeting at 8.40pm

14. Consideration of a tree planting programme

Members discussed the response from the Rugby Club and matters relating to the Memorial Park.

Meeting closed at 8:50pm