

**Cyngor Tref Llanandras a Norton**  
**PRESTEIGNE AND NORTON TOWN COUNCIL**

---

**MINUTES OF THE SITES AND BUILDINGS COMMITTEE MEETING**  
**HELD 26<sup>TH</sup> NOVEMBER 2018**  
**AT THE SHIREHALL, BROAD STREET, PRESTEIGNE**

**Present:** Cllrs, R. Bamford, R. Bennett, P. Linnett.  
Outside Representatives: Mr. D. Harvey, Mr. G Graham.  
**Apologies:** Cllr. C. Kirkby MBE, Mr. R. Rimington.  
**In Attendance:** Mrs T. Price, Town Clerk  
**Absent:** Cllr. N. Rogers.

**Declarations of Interest:** Members were requested to declare any personal and/or prejudicial interests they may have in matters to be considered at the meeting in accordance with the terms of the Local Authorities (Model Code of Conduct Order) (Wales) Order 2008 and the Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016.

*Personal: None.*

*Personal and Prejudicial: None*

**MIN SB13/18 ALLOTMENTS**

- (1) Report by the PNAA Representative: Mr. Harvey provided a report on the previous year.
- In general the plots were very productive and the PNAA continued to offer support to tenants on plots which slipped behind. This approach was often but not always successful.
  - Over the year maintenance had been carried out on the shed and rabbit proof fencing installed with materials from the Town Council.
  - Annual Open Day as usual held in September.
  - Insurance now regularised and from March would cover only those tenants that were members of the Association would be covered. In response to a question Mr. Harvey confirmed that changes of tenant could be made during the insurance year. Mr. Harvey asked that tenants be reminded of the need for insurance cover at renewal and the Clerk confirmed that this would be done. Mr. Harvey was asked to confirm the membership year of the PNAA and he agreed to check this.
  - Letters would be sent out to all tenants in the New Year to encourage membership.
  - Community Composting: Mr. Harvey explained that the Association was concerned at the potential loss of the green waste composting bins and had considered composting on site. Members felt that this could be abused and it was agreed that the PNAA would see how matters progressed and approach the Council formally if it wished to introduce communal composting on site. It was noted that the allotment rules already permitted individual composting bins (on application).
  - Free manure again offered for the site.
- (2) PNAA Raised Matters: All covered above.
- (3) Work/Maintenance Plan for 2019-20: As usual the Town Council would carry out hedge trimming and the strimming of site edges and the car park visibility splay.
- (4) Expenditure 2018-19 to date: It was noted that expenditure in the current year was higher than normal due to fence repairs and the breakdown of each of the pumps at various times during the Spring/Summer.
- (5) Rent: Noted that the next review was due November 2019 w.e.f. March 2020.
- (6) Plot 16 Work needed before new tenancy: The Clerk confirmed that the tenant had given notice that he would be vacating the plot at the end of the tenancy year. Cllr. Bennett agreed to thoroughly strim the plot before the new tenant took possession.
- (7) Permission for Small Polytunnels: Request withdrawn.

Mr. Harvey left the meeting at this point.

### **MIN SB14/18 WENT'S AND EDDIE'S MEADOWS, MUGAFOOTBALL PITCH**

(1) Grass Cutting/Weed Killing Arrangements for 2019/20. Inc. weed killing/strimming Community Orchard: Members considered the quotes and information supplied. It was agreed to recommend that the contract be awarded to High Ground for a three year period. Members discussed the possibilities for the community orchard given that several complaints had been received about the weed killing treatment carried out in 2018. It was agreed that the proposal put forward by Ms. Belgrave be accepted and that volunteers carry out limited strimming/scything around the base of the trees in 2019 and that the situation be reviewed in the Autumn of that year.

(2) Maintenance Plan for 2019/20: General maintenance as usual – hedge cutting, ongoing repairs etc. In addition, as minuted at the November 2017 committee meeting, the paths and access track would be re-stoned during the construction of the new community building. Cllr. Bennett had yet to complete work on the redundant plinths.

(3) Report on Annual Visual Tree Inspection: Mr. Close had carried this out and had reported that all was in order.

(4) Tree Survey Quotes for 2019 Inspection: The Clerk reported that a number of companies had initially expressed an interest but only two had completed formal quotes. It was agreed to recommend that the contract for the professional tree inspection due in 2019 be awarded to JHS Limited. Mr Graham supplied the name of a further arboriculturist for reference when further quotes were needed.

(5) Rospa Inspection Report: The Clerk listed the various matters which had been raised during the inspection. Most had all been completed but the treating of the rust on the skateboard pyramid was still to be completed as was the tarmac insert between the pyramid and the main surface and the rounding of the corner brick.

(6) Community Building Update: Full funding had now been secured and work would commence as soon as weather permitted. It had been necessary to have a legal agreement drawn up to provide a guarantee that Sheep Music could use the building for a ten year period.

(7) Hourly Rate for general repairs and inspections: Members considered increasing the rate paid and agreed to recommend that the rate be increased from £12.50 to £13.50 per hour.

(8) Budget Consideration for 2019/20. The proposed budget for the coming financial year was agreed as follows –

#### **Budget 2019-20**

Weekly Inspections	£800
General Maintenance	£2400
(£400 increase towards re-stoning)	
Misc.	£300
Grass Cutting/Weed killing	£3500
Tree Works	(From Reserve £750)
MUGA Reserve	£2000
Total	£9000

### **MIN SB15/18 TOILET BLOCKS**

(1) Report on year to date: The Clerk reported that it had been a normal year with occasional repairs but nothing major to date. The refurbishment of Hereford Street had been completed (following a repaint of the interior of the building) and the final meeting with Healthmatic was to take place on 4<sup>th</sup> December.

(2) Cleaning Arrangements/Contract for 2019/20: Members agreed recommend renewal of the contract with Ms. Lloyd-John for a further year from 1<sup>st</sup> April.

(3) Legionella Formal Risk Assessment Reports: These were required two yearly and were completed in July. A number of minor works had been recommended and these had been completed within a month of the inspection report. Regular water temperature monitoring was carried out by Mr. Close. Annual training had been completed by the Clerk and would continue.

(4) Cemetery Toilet: Cllr. Bennett confirmed that no further action would be taken on this until after work on the new extension to the site was complete. Possible re-opening would be re-visited in Autumn 2019.

(5) Increased Opening Hours Wilson Terrace: Members reported that several residents had complained about the shutting of the Wilson Terrace toilets during the Winter months. It was agreed to further consider extending the opening period and the Clerk would speak to Mr. Close to see what work would be needed to keep the pipework from freezing.

(6) Budget Consideration for 2019/20. To consider budget needs for the coming financial year and prepare a draft budget. It was agreed to recommend a draft budget of £10,000 for 2019-20.

## **MIN SB16/18 OTHER MATTERS**

(1) Members considered the possibility of installing dog agility equipment on the Meadow and agreed that this be put forward to consideration as a new grant funded project in the future.

### **Summary of Full Council Decisions Required –**

#### *Allotments –*

*No change to regular planned maintenance*

*Annual plot rental to be reviewed in November 2019 (to take effect March 2020).*

*All tenants to be reminded that Council Insurance did not cover their plots only the communal areas.*

*Plot 16 to be strimmed clear by Cllr. Bennett immediately on expiry of current tenancy.*

#### *Went's Meadow etc -*

*Grass cutting/weed killing contract be awarded to High Ground for a three year period. (April 2019 to March 2022).*

*Grass around community orchard trees not to be weed killed but to be cut by volunteers.*

*Tree Inspection/Survey - Contract to be awarded to JHS Ltd.*

*Maintenance plan – regular maintenance as usual plus re-stoning of paths/access track.*

*Remaining items highlighted by ROSPA to be completed as soon as possible.*

*Hourly rate paid for inspections/Maintenance to be increased by £1 to £13.50.*

*Draft budget recommendation totalling £9000.*

#### *Toilet Blocks -*

*Cleaning contract for 2019/20 to be awarded to T. Lloyd-John.*

*Clerk to continue annual legionella awareness training.*

*Next Legionella Risk Assessment due July 2020.*

*Draft budget recommendation of £10,000 for 2019/20.*

*To further consider extending opening period for Wilson Terrace Toilet Block.*

#### *Other –*

*To consider approval for the Clerk to seek grant funding for dog agility equipment.*

The meeting closed at 8.15 pm.