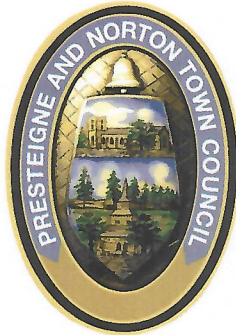


**Cyngor Tref Llanandras a Norton**  
**PRESTEIGNE AND NORTON TOWN COUNCIL**

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Tel: 01547 528575  
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Mrs Tracey Price (Clerk)  
Garn Farm  
Chapel Lawn  
Bucknell  
Shropshire.  
SY7 0BT

14th November, 2023

Dear Councillor

There will be a meeting of Presteigne and Norton Town Council Sites and Buildings Committee on **THURSDAY 23rd November 2023 at 6.30 p.m.** in the Green Room, Assembly Rooms, Broad Street, Presteigne and via video conferencing and you are hereby summoned to attend.

Meeting Invite: Join Zoom Meeting –

<https://us06web.zoom.us/j/89442463811?pwd=o9vn5wEhhIVbsgb9aAdqNYw1aK8zsD.1>

Meeting ID: 894 4246 3811 Passcode: 454800

Dial by your location - 0330 088 5830 United Kingdom

Find your local number: <https://us06web.zoom.us/j/89442463811?pwd=o9vn5wEhhIVbsgb9aAdqNYw1aK8zsD.1>

Yours sincerely

*Tracey Price*  
**TOWN CLERK**

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## AGENDA

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST**

Members are requested to declare any personal and/or prejudicial interests they may have in matters to be considered at this 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.

3. **ELECTION OF CHAIR AND VICE CHAIR**

4. **ALLOTMENTS**

- a) To take a short report by the PNAA Representative on the last year. To include AGM report.
- b) To consider any PNAA Raised Matters from the above report.
- c) Review of Work/Maintenance Plan for 2024-25.
- d) Expenditure 2023-24 to date.
- f) Rent Review (for rents to commence March, 2024).

#### **5. WENT'S AND EDDIE'S MEADOWS, MUGA/FOOTBALL PITCH**

- a) Grass Cutting/Weed Killing: Review of work during current year. Note contract in place until 2025. Quote for various strimming works.
- b) Maintenance Plan for 2024-25. To include –
  - Use of bottom corner of field for grass cuttings etc.
  - Mowing of back/car park field 2024.
  - Proposed work day February/March 2024.
  - Steps from Mill footpath to Meadow (brought forward from May 2023).
- c) Report on Annual Visual Tree Inspection/Update on planned Tree Works.
- d) Rospa Inspection Report: To note the report and review the works to be completed.
- e) Community Barns: To consider any maintenance works required including application of fire retardant paint.
- f) Budget Consideration for 2024-25. To consider budget needs for the coming financial year and prepare a draft budget.
- g) Grant Applications: To consider possible projects for future grant funding and note application for table tennis table(s)/storage container in progress.
- h) Update and consideration of storage solutions.
- i) Report on Vandalism Issues.

#### **6. TOILET BLOCKS**

- a) Report on year to date.
- b) Review of cleaning Arrangements, any changes to work pattern/hours (note currently in contract to March 2025)
- c) To consider any further maintenance work needed.
- d) Budget Consideration for 2024-25. To consider budget needs for the coming financial year and prepare a draft budget. Note increase in electricity costs (current fixed term contract to expire in March 2024). (NB Painting of interior of Hereford Street building agreed by Full Council – cost approx. £575)

#### **7. URGENT BUSINESS INFORMATION (at discretion of Chair)**

- Enc. Meadow Account Information.  
 Allotment Account Information.  
 Toilets Spending Information.  
 Rospa Inspection Report (by email only)  
 May 2023 Minutes (as Information/Reminder)

PLEASE REMEMBER THAT ANY QUOTE DETAILS ARE CONFIDENTIAL.
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**Cyngor Tref Llanandras a Norton  
PRESTEIGNE AND NORTON TOWN COUNCIL**

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**MINUTES OF THE SITES AND BUILDINGS COMMITTEE MEETING  
HELD 3<sup>RD</sup> MAY 2023  
AT THE ASSEMBLY ROOMS, BROAD STREET, PRESTEIGNE AND VIA VIDEO  
CONFERENCING**

**Present:** Cllrs. Bamford, Preece and Gray.

Outside Representatives: Ms. K. Lewis, Mr. R. Rimington, Mr. G. Graham. Mr. C. Kirkby.

**Apologies:** None.

**Absent:** Cllrs. Firth and Price.

**In Attendance:** Mrs T. Price, Town Clerk.

**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*

*Note: No formal meeting in November 2022 due to being inquorate.*

James Hitchcock of Radnorshire Wildlife Trust had unfortunately cancelled so there was no talk before the start of the meeting.

**MIN SB1/22 ELECTION OF CHAIRMAN 2022/23**

Cllr Bamford was proposed by Cllr. Preece, seconded by Cllr. Gray and duly elected.

**MIN SB2/22 ELECTION OF VICE CHAIRMAN 2022/23**

Cllr. Preece was proposed by Cllr. Bamford seconded by Cllr. Grey and duly elected.

**MIN SB3/22 ALLOTMENTS**

(1) PNAA Matters: Ms. Lewis reported on matters at the allotments including an update on the additional rabbit proofing. She informed the Committee that the communal paths were to be mown by the Community Payback team with a first cut due on 15<sup>th</sup> April. All plots were re-let for 2023/24 with several new tenants this time. The Clerk confirmed that the waiting list was still healthy and in response to a question from Cllr. Gray she added that most of those on the list received a plot offer within twelve months although in the previous 18 months a couple had waited just over the year.

Cllr. Bamford asked if there was a need to consider providing an additional site and plots but it was felt that a present there was no pressing need. To be reviewed as and when the waiting list grew.

**MIN SB4/22 WENT'S AND EDDIE'S MEADOWS, MUGA, FOOTBALL PITCH**

(1) Maintenance Matters:

- Work Day: To be arranged for February/March 2024. Clerk to remind the Chairman nearer the time. Noted that the day would probably be best arranged for soon after a pruning session.
- Review of mowing of back field: Cllr. Graham reported that the Carnival Committee had found a contractor who was willing to cut the field prior to the carnival in order to provide car parking. Some discussion followed on how much earlier this cut could take place and following a suggestion from Mr. Kirkby it was agreed to recommend to Council that the cut be planned for up to two weeks before the event. Ideally it was felt that the grass should be collected or chopped but it as acknowledged that this was unlikely given the busy time of year for contractors. The Clerk confirmed

that she had offered payment/expenses but that this had been declined. Community Payback team to be asked about strimming the far corner which had become very overgrown.

- Community Payback Work and offer to re-treat posts/rails/gates: Members noted the various clearing and tidying works to be undertaken by the Community payback team. The Clerk explained the offer to stain the various wooden posts, rails and gates on the site and it was agreed to recommend to Council that the rails etc at the main Knighton Road entrance be treated initially and the need for further works then be reviewed.
- Disposal of Orchard Prunings: The Committee thanked Mr. Graham for his work in clearing the cuttings and stacking them together in one pile. It was agreed that these would be burned in the Autumn unless otherwise disposed of before then.
- Amendment to general mowing arrangements: Cllr. Bamford reported that the areas around the orchard were no longer being left uncut but that the area below the bike track was now being left and she asked for views on adding more wild flower meadow areas and making possible grant applications to support a project to create these on parts of the Meadow and possibly parts of Eddie's Meadow subject to the review of the existing management plan. If full Council agreed then Cllrs. Bamford, Grey and Preece together with Mr. Rimington would meet on site to look at possibilities and discuss possible grant applications.
- Report on Community Orchard: Members noted the report from Mr. Davies following the recent pruning event and commended the work done.
- Clearance of Pond, Lower Went's Meadow: The Committee as pleased to note that the pond had now been cleared of silt and was looking much healthier.

(2) Review of Tree Survey: The Committee discussed the tree survey carried out and the work plan included. Mr. Graham raised concerns at the need for work to the oak tree in the Meadow entrance but it was noted that the work was listed as urgent. It was therefore agreed that the appointed tree surgeon be asked to approach the work carefully and only carry out that work that was absolutely essential. The Committee then considered the quotes provided. A number of tree surgeons had been sent quote details and the quotes obtained were considered. Agreed to recommend the appointment of Alan Jones Tree Surgery, particularly given his recent good work on the new nature reserve. The Clerk to ask Mr. Jones if he would consider chipping the orchard prunings and leaving on site near to the allotments for use by the PNAA.

(3) Future Hedge Management: Cllr. Bamford informed the Committee that the Climate Crisis Committee had appointed two of its members to produce a management plan for the Council hedges. This would be presented to Full Council hopefully in July. The Clerk would also circulate to members of this Committee for comment.

(4) Review of Eddie's Meadow Management Plan: Cllr. Bamford asked for thoughts on the review of the plan given it had been in existence for some time. Cllr. Kirkby stressed that the site had been created with the intention to carry out minimal interference but suggested that a review of the current plan would be a good idea and that further wildlife and plant surveys would be undertaken. The Committee agreed to recommend that a formal update management plan be commissioned from Radnorshire Wildlife Trust. It was felt that the cost could be met from the Town Council Climate Crisis Grant Fund.

(5) Community Storage Update: Cllr. Bamford reported that Mr. O. Rimington had completed a draft design and that this would be put to Full Council in due course.

(6) Grant Applications and Projects: The Clerk reminded the Committee that Awards for All grants could be applied for at up to £10,000 per year and asked for suggestions for grant projects that could go ahead in the near future. It was agreed to recommend that the Clerk investigate the cost of purchase and install of outdoor table tennis tables.

(7) Condition of Steps, Mill footpath to Meadow: Agreed that the Clerk ask the Community Payback team if it would consider renewing and widening these steps.

#### **MIN SB5/22 TOILET BLOCKS**

(1) Report on year to date: Some vandalism already this year.

(2) Maintenance Work: The Committee felt that a re-paint would refresh the buildings and make them more pleasant to use. Agreed to recommend that the Clerk seek quotes for this work. It was noted that vandal proof paint would need to be used in the Hereford Street building if not both sites.

#### **MIN SB6/22 URGENT INFORMATION.**

(1) Fly-Tipping: Ms. Lewis reported recent fly tipping at the allotments.

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

**Allotments:** Items to note only.

### **Meadows:**

Work day to be arranged by Chairman for March 2024.

To accept the offer to mow the back field from the Carnival Committee contractor, mowing to be carried out up to a fortnight before the event. Payment/expenses to be provided if required.

To instruct the members of the Committee to review the Meadow and produce a map of areas that could be used as wildflower meadow sites for Council review. Grant applications to be sought once a plan was agreed.

Tree works: To appoint Alan Jones Tree Surgeon to carry out all the works listed as per the quote supplied. Mr. Jones to also be asked if he would chip the orchard prunings and include this within the cost.

To note the work in progress to produce a hedge management plan for Council review.

To obtain a quote for an updated management plan for Eddie's Meadow and commission that plan using monies from the Climate Crisis Fund.

To note the progress of the design for a community storage area.

To agree that the Clerk investigate costings and grant applications for outdoor table tennis table(s) and report to Council for agreement to proceed.

To agree that the Community Payback Team be asked to repair and replace the steps from the footpath onto the meadow (subject to County Council approval if needed).

### **Toilets:**

To recommend internal painting on both sites and for the Clerk to seek quotes for the work.

The meeting closed at 7.48 pm.

**MEADOW BUDGET 2023/24**

<b>Went's Meadow Site inc MUGA etc, Eddie's Meadow</b>	<b>Spend to end September</b>	<b>Projected to Year End</b>	<b>Draft Budget for 2024/25</b>
Weekly Inspections (inc defib checks)	1500	1550	1650
General Maintenance	2500	750	1500
Dog Bags	1400	1400	1750
Grass Cutting/weed killing	3600	3600	3600
Professional Inspections	925	185*	225
MUGA / New Barn Reserve (to reserve)	2000	2000*	2000
Allotments (funded via rental income)	0	0	0
Utilities	350	250*	350
Misc.(to include bank charges)	300	145	200
	<b>12,575.00</b>	<b>7445.00</b>	<b>11275</b>

\*NB Tree Survey paid in 22/23

\*Previous fixed rate electricity deal ended Sept 2023

\*Budget for MUGA held in allocated reserve

<b>Allotment Income/Expenditure</b>	<b>2023/24</b>	
Plots 1-36 fully let	1008	
<b>Allotment Spend to date</b>		
Clerk's Hours	306.44	
Repairs	64	
Bank charges	0	
	<b>370.44</b>	
Expected salary cost to year end	300	
Antipated spend to year end	<b>670.44</b>	
Reserve as at end September	4382.27	
Anticipated reserve at year end	4082.27	
<b>NB Rent review for 2024 due</b>		

			Draft Budget for 2024/25
Toilets	To 30/09/23	Projected Spend to Year End	7000
12,000	4881	10,500	
Allocated reserve to be used for any overspend			
NB fixed rate electricity contracts ended Sept 2023 (Hereford Street)			
and due to end March 2024 Wilson Terrace.			
Allocated reserve held £24,160 at end Sept			
Suggested budget for 2024/25 of £7000. Balance from allocated reserve.			

<b>Public Toilets Spend 2023/24 To end October 2023</b>		
IB20	T. Lloyd-John	414.99
Direct Debit	EDF Energy	31.68
Direct Debit	EDF Energy	158.96
IB23	N. Close	62.00
IB29	Border Janitorial	78.89
Direct Debit	EDF Energy	2.88
IB35	T. Lloyd-John	628.23
IB36	N. Close	60.00
IB49	T. Lloyd-John	667.23
IB56	N. Close	24.00
IB64	T. Lloyd-John	641.23
IB66	N. Close	36.00
Direct Debit	EDF Energy	73.95
Direct Debit	Welsh Water	27.71
Direct Debit	Welsh Water	347.11
Direct Debit	EDF Energy	18.32
IB70	PHS Group	41.15
IB71	PHS Group	102.10
IB78	N. Close	40.00
IB79	T. Lloyd-John	667.23
IB84	T. Lloyd-John	654.23
IB85	N. Close	24.00
IB88	Border Janitorial (July)	78.89
IB92	Border Janitorial (Sept)	78.89
IB93	CleanMy	87.32
Direct Debit	EDF Energy	56.45
Direct Debit	EDF Energy	31.46
IB95	T. Lloyd-John	654.23
IB96	N. Close	16.00
		<b>5805.13</b>

## MEADOW ACCOUNT

[illegible]