Cyngor Tref Rhydaman
Ammanford Town Council

Minutes of Asset Transfer Sub-Committee Meeting of Ammanford Town Council (ATC)
on
Monday 1st July 2019, 6.18pm
at the Council Chamber, Town Hall, Iscennen Road, Ammanford SA18 3BE

Minutes taken by: Interim Clerk, Clare Hope (CH)

Attendees: Mayor Wendi Mills-Lowe (WML); Councillor Gwenllian Harries (GH); Councillor Marie Griffiths (MG); Councillor Paula Treharne-Hanbury (PTH); Councillor Carol Cadman (CC); Councillor Rhys Fisher (RF); Councillor Rhodri Jones (RJ) Late attendee

Also in attendance, Paul Murray (Technical Officer)

Mayor Wendi Mills-Lowe presiding

1. **Apologies for absence:**
Councillor Colin Evans – Wife is ill
Councillor Emma Evans – Unforseen circumstances
Councillor Llio Davies - Holiday
Councillor Julia Bell – sent in a late email, unable to attend as going out

Councillor Deian Harries – will be late attending
Councillor Gruff Harrison – will be late attending

Nothing received from:
Councillor Helen Rees
Councillor Stephen Davies

2. **Declarations of interest:**
Councillor Gwenllian Harries – Father involved with Ammanford Football Club
Councillor Rhys Fisher – involved with Ammanford Football Club
Councillor Rhodri Jones – involved with Ammanford Football Club

3. **To consider a request from a member of the public regarding a birthday party in the splash pads:**

The Clerk has received an email from a lady who advised that last year, Former Mayor Davies allowed her to use the splash pads, gazebos, tables and games for her granddaughter's birthday party. They would like to do the same thing on August 4th, 12.30 – 4pm. This is a Sunday and there will not be a member of staff to accommodate this request.

GH – remembers it being discussed last year

CC – not aware

MG – asked if this means anyone can use ATC equipment? The Clerk advised this is not practical as the Council do not have the staff to facilitate this

Proposal to allow party to go ahead but must bring own equipment (CC)
Seconded RF
Resolved – to allow party to go ahead using own equipment

ACTION: Clerk to contact the lady to advise outcome

4. To consider a request to use Ammanford Park for bootcamp/circuit style fitness classes

The Clerk advised she has received an email from a Member of the Public asking if she can use Ammanford Park to put on the above classes. The Clerk has asked her for more information about her company, the classes, who they will be offered to and frequency but has not received a response.

WML – Not enough information, adjourned until as and when more information is provided

5. **To note correspondence received from Ammanford RFC regarding charity event**

The Clerk advised Ammanford RFC have sent in an email to state they are holding a charity event at The Rec on 31st August. They are looking to borrow ATC's gazebos & tables. As this is a community event, the Clerk has advised this will be facilitated and will make the necessary arrangements.

6. **To receive an update from the Technical Officer regarding Ammanford Park:**

a) Lease Update
The TO advised the lease documents have been signed and the registration process has now begun. Work will start shortly on sub-leases/licences

b) Flower Bed Update
The TO advised the Flower beds have now been installed and has received positive feedback

RF – They look amazing
MG – Offer extra seating in the park

c) Area in front of the tennis courts
The TO advised a quote is to follow this week for tidying-up in front of tennis courts

7. **To receive an update from the Technical Officer regarding the Maintenance Fees paid for assets for 2018/2019:**
The TO advsed he met with officers from CCC some time ago as we needed to know the maintenance fee breakdown so we can get it right going forward.

To date, neither himself or the Clerk have received these figures.

The Clerk advised we have received a Freedom of Information request for this information and she is unable to provide information she does not have.

The TO advised the matter has now been escalated and an update will be provided when available

8. **To receive an update from the Technical Officer regarding Ammanford Recreational Ground:**
a) New pathway Update

The TO advised a proposed Plan of Safe Routes to School Path has been received from the County Council and has been distributed to the Sports Association, Ammanford Town AFC and Ammanford RFC for consultation. Site meeting taking place with all parties and CCC officers on 25th June 2019.

Arising from the meeting held on the 25th June it has been agreed by all parties that the exact route of the path will be modified with the path being 3m wide along the entire length of the football clubs fence before deviating into the rugby pitch taken up approximately 1.5m of the land behind the dead ball line before connecting up with existing access road.

The existing redundant floodlight columns will be removed, and the existing amenity lighting columns will be repositioned to the rear of the new path.

The CCTV column will also need to be removed or re-positioned.

It is proposed to erect spectator fencing adjacent to the rugby pitch to protect members of the public using the new footpath. The exact detail of the fence to be utilised will be submitted in due course together with a revised plan of the route of the footpath.

Lease plan(s) may need to be modified if route of path is changed which could incur additional legal costs as leases will also have to be changed.

b) Correspondence received from a member of the public regarding land for a caravan

The Clerk advised correspondence has been received from Mr & Mrs Davies of 63 Iscennen Road, requesting permission to site a caravan to the rear of their property which is on Ammanford Rec. They are interested in leasing or purchasing the land. We have provided you with a copy of the map, showing where they wish to site the caravan.

The Clerk has requested Carmarthenshire County Council's opinion on this request but is yet to receive a response

WML – adjourned until response received from Carmarthenshire County Council

6.40pm Councillor Rhodri Jones entered room

c) Correspondence received from Ammanford Cricket Club regarding Portakabin

The TO advised an E-mail has been received from Ammanford Cricket Club to notify ATC they are swopping the current 21 foot Portakabin to a 32 foot cabin as the previous cabin was too small to accommodate 2 teams plus scorers and umpires.

The TO advised the Senior Third Team and Junior Teams need this facility to change.

MG – good enough reason to have it

RF – it has arrived today

No objections

9. **To receive an update from the Technical Officer regarding the Public Conveniences:**

a) Co-op Car Park
The TO advised there have been several graffiti attacks at this public convenience.
ATC spent £1404 re-decorating these toilets a few months ago and it has been vandalised twice since. The Police are aware and are monitoring the toilets. The Guardian have also published an article.

b) Ammanford Park
The TO advised that whilst the Co-op car park toilets were closed for re-decoration after the last vandalism, the culprit appears to have moved on to the park toilets. This has also been reported to the Police and since painted over

The Clerk advised there have been a number of issues with DANFO, including not closing the toilets at the correct time, not notifying us of graffiti on the walls but also not cleaning the toilets to the required standard. On Friday 9th June, excrement was noticed on the wall of the gents toilet and by Sunday it was still there. The Clerk has emailed DANFO and has not received a response.

c) To consider new quotes received from Pentre Plumbing and Property Maintenance for cleaning, opening and closing of both toilets

The Clerk advised, Pentre have been carrying out some essential maintenance works to both toilet blocks, including tidying up Co-op toilets and painting over graffiti and fitting a new flush system.

In the park toilets, they have re-decorated the inside and outside.

They are a newly established family business and wish to take over the closing/opening and cleaning of both toilet blocks.

They are also able to immediately attend to emergency maintenance works and vandalism should the need arise.

Ammanford Park

- *In Ammanford Park DANFO currently open/close & clean the toilets at a cost of £4200 plus VAT.*
- *Pentre have submitted a quote of £3500 no VAT applicable*
- *There is a £700 annual saving should the members decide to take up their proposal.*
- *In addition, Pentre will carry out maintenance at a rate of £25 per hour plus materials.*

Co-Op Toilets

- *Currently a rolling agreement with CCC to open and clean the toilets Monday to Friday and they are closed Mon-Fri and opened and cleaned on Sat by DANFO.*
- *This arrangement currently costs ATC - £152.10 plus VAT per week, an annual total of £7909.20 plus VAT*
- *Pentre have submitted a quote of £7000 no VAT applicable, offering a saving of £409.20 per annum.*
- *They will also offer their maintenance at £25 per hour plus materials.*

Proposal to stop using CCC/Danfo and accept quotes from Pentre Plumbing and Property Maintenance – CC
Seconded – RF
Resolved – to terminate current contracts with CCC and DANFO and instruct Pentre Plumbing and Property Maintenance

ACTION – Clerk to write to DANFO and CCC and advise services no longer required, instruct Pentre Plumbing and Property Maintenance

10. To receive an update from the Technical Officer regarding the CCTV cameras owned by ATC:

The TO advised that due to the recent upgrades of CCTV by the Police Commissioner, the current equipment is no longer compatible. The TO has written to Kate Harrop CCC to establish what equipment, if any which, is currently housed in Ammanford Police could be utilised by the Town Council. This will need to be established prior to obtaining a formal quotation for the installation of a monitoring system within Ammanford Town Hall.

The Town Council`s request has been acknowledged and a formal response will be received in due course from CCC.

The Clerk advised a discussion will be required surrounding this as ATC will have to take in to account its' GDPR responsibilities if the monitoring is to take place by ATC officers.

The TO will get the further information first then we will bring this back to Council.

11. To consider quotes received for playground upgrades:

The TO advised he has obtained the following quotes for works in playgrounds. The figures in red are urgent works that must be completed or the areas will have to be shut down:

Works	**Price**	**Budget**	**Urgent**
Norman Road			
Replacement of damaged/missing caps and fittings as required	£350.00		
Total	**£350.00**	**£360.00**	
Carreg Aman			
Install rubber buffer on main gate	FREE		
Install new chain & cradle seat	**£120.00**		
Replace wooden access steps to slide	**£44.00**		
Clean & paint all equipment	£300.00		
Remove wooden edging boards around play equipment	£200.00		
Make good and fill gaps after removing above	£300.00		
Remove old spring base & install new spring animal	£600.00		
Replacement spring animal	£700.00		
Overlay site with 144sqm artificial grass	£3,750.00		
Total	**£6,014.00**	**£225.00**	**£164.00**
Rec MUGA			
Remove & replace damaged wooden side boards & replace with new	£1,100.00		
Total	**£1,100.00**		
Skate Park			

Remove & dispose existing ramp boards	£390.00		
Weld new grind rail on both 1/4 pipes between end of ramp and			
platform. Replace both 1/4 pipes and platform boards with curved,			
galvanised steel sheets	£3,800.00		
Clean all welds & pain surface	£360.00		
Replace gate buffer	FREE		
Total	**£4,550.00**		
Riverway			
Remove & Re-fit swing chains & pod seat to correct height	**£50.00**		
Remove swivel spinning top and replace with new part	**£480.00**		
Clean & remove damaged bracket from side panel on play unit	£180.00		
Cut out sunken foundations around swings and lay new tar base	**£900.00**		
Repair damages wet pour under some of the equipment with one			
area requiring replacement	**£3,300.00**		
Remove chain link from gate and paint framework	£590.00		
Remove old fence and chain link & posts	£260.00		
Fit new 1.2m high steel fencing to close road area from park including			
new centre panel on existing gate	£1,450.00		
Erect 4m high fence along boundary of flats	£7,000.00		
Total	**£14,210.00**	**£1,096**	**£4,730.00**
Maesycoed			
Roll back existing artificial grass to expose damaged shock pad	£400.00		
Remove shock pad and re-level ground	£450.00		
Replace shock pad	£660		
Clean & re-lay artificial grass	£750.00		
Seam tape & glue	£200		
Re-install black bench	£50.00		
Brush & remove moss & weeds on surface area and re-sand	£690.00		
Total	**£3,200.00**	**£336**	
All of the above is subject to VAT at 20%			
Total	**£29,424.00**		**£4,894.00**

PTH – asked if there were any works required for Pantyffynnon, the TO advised no

The Clerk advised the urgent spend will use up all of the budget set aside for the playgrounds.

TO advised there could be grant opportunities available for the rest of the works but the ones in red are urgent. The Clerk advised she will look into this.

Proposal to agree to instruct urgent works to be carried out – CC
Seconded – PTH
Resolved – to instruct urgent playground works to be carried out

Action – TO to instruct works to be carried out
Action – Clerk to look in to grant funding opportunities

12. **To receive an update from the Technical Officer regarding:**

a) Electrical Testing
The TO advised 4 of the 6 locations have been tested. A report will be presented to the members soon. Doesn't seem to be anything too serious but he has asked the inspector to quote for any works required.

b) Water Testing
Initial Risk Assessments are currently being prepared and a report will be presented to the members in due course.

13. **To receive an update from the Technical Officer, regarding the lighting in Ammanford Park which was to be partly funded by 2017 Mynydd y Betws Wind Farm Grant**

The Clerk advised despite this grant being agreed in 2017, the works are yet to be carried out. The quotes provided to CCC were misleading and did not cover the necessary works. The grant officer has agreed the items purchased and scheme can be altered.

The TO advised he met with David Morris of the Public Lighting Department today and carried out a site visit. They identified areas where LED lighting could be installed instead of solar lighting.

Mr Morris will prepare a quote and the TO will present to the Members once received.

Councillor Gwenllian Harries, Councillor Rhys Fisher and Councillor Rhodri Jones left the room

14. **To consider the future sub-leasing of Pantyffynon Recreational Ground and the requests put forward by:**
a) Pantyffynon RFC

The Clerk advised Pantyfynnon RFC have made it clear, they wish to take over the whole of Ammanford Recreational Ground and will make an arrangement with the two football teams for them to use the football pitch

b) Ammanford AFC

The Clerk has received a letter from Robert Thomas, Chair of Ammanford AFC, objecting to Pantyfnnon's proposals as Ammanford Juniors may wish to take over this as a sub-lease themselves in the future.

The Clerk advised she has also received correspondence from Alan Jones on behalf of Ammanford AFC Juniors, forwarding a letter sent to the Former Mayor Davies a year ago. In that letter Mr Jones opposed the sub lease of the football pitch to Pantyffynnon RFC due to the loss of the football pitch.

c) Clwb Pel Droed Pantyffynnon

The Clerk advised a letter was sent in to Councillor Harries which he forwarded to her from Mrs Gleaves. Mrs Gleaves' son is part of a group that wishes to set up its own football team under the banner of Clwb Pel Droed Pantyffynon. She advised they have been training at Pantyffynon for a number of weeks and are hoping to join the Carmarthenshire League next Season. They are awaiting confirmation from Ammanford AFC that they are happy for them to play there.

The Clerk advised Ammanford AFC Juniors have been protected in the lease drawn up with our solicitor. Pantyffynon RFC are to allow them to continue to use the site, Pantyffynon are to maintain the area to the required standard and they are to agree costings between themselves.

TO advised the Council must now decide which of the following options should be adopted going forward:

1) Lease the whole of the area to Pantyffynnon RFC and protect the rights of Ammanford Town Juniors AFC with the juniors agreeing a grounds maintenance regime and use of facilities with the rugby club. The rugby club therefore being responsible for the total maintenance of the recreational ground.

2) Lease the rugby pitch and rugby training area to Pantyffynnon RFC and surrounding areas whilst Ammanford Town Juniors take over the lease for the football pitch and surrounding areas. The exact line of demarcation to be agreed between both parties. Use of each facility also being controlled and maintained by each party. Use of changing rooms and maintenance being agreed between both parties.

3) Lease the rugby pitch and rugby training area and surrounding areas to Pantyffynnon RFC with the Town Council being responsible for the remaining areas. Subsequent maintenance costs being recovered from Ammanford Town Juniors and the proposed new team being formed in Pantyffynnon. Football clubs to agree with Pantyffynnon RFC the use of changing facilities and to contribute to maintenance and utility costs.

4) The Town Council to retain responsibility for the maintenance of the whole site and recharge the clubs the full cost for the maintenance of the facility. Could affect grant funding should the rugby club apply

5) Any other options that the members may propose.

MG – Felt that option 1 is the best as long as the youngsters are protected. Would like to see a copy of final lease to ensure this happens.

Proposal for Option One: Lease the whole of the area to Pantyffynnon RFC and protect the rights of Ammanford Town Juniors AFC with the juniors agreeing a grounds maintenance regime and use of facilities with the rugby club. The rugby club therefore being responsible for the total maintenance of the recreational ground to be adopted. CC

Seconded MG
Resolved – to sub-lease the whole of Pantyffynnon Rec to Pantyffynnon RFC

Action – Clerk to advise all parties of outcome

Meeting Closed at 7.45pm

Signed:  **(Chair)**

Print Name: Wendi Mills-Lowe

Date: 05/08/2019