Cyngor Tref Rhydaman
Ammanford Town Council

Minutes of the Asset Management, Planning & Environment Committee Meeting of Ammanford Town Council on Monday, 6th November 2023 at 6.30pm Held in Ammanford Town Hall and remotely via MS Teams

Meeting commenced at 6:30pm

The Chair, Cllr. Lyn Brodrick presided over the meeting.

Members of the Assets Committee Present:
Cllr. Lyn Brodrick
Cllr. Marie Griffiths
Cllr. Heulwen Howells
Cllr. Sara Murray
Cllr. Emyr John
Cllr. Terry Howells

Other Members of the Council Present:
Cllr. Deian Harries
Cllr. Anthony Jones
Cllr. Johnny Owen

Also Present:
Mr. Wynne Jones (Technical Officer)
Mrs. Clare Hope (Minute-Taker)

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1. **<u>Apologies received from:</u>**
   Cllr. Julia Bell
   Cllr. Llio Davies

2. **<u>Declarations of Interests.</u>**
   Cllr. Deian Harries – Ammanford AFC
   Cllr. Lyn Brodrick – Ammanford AFC
   Cllr. Heulwen Howells – Wife of Gareth Howells (employee of Carmarthenshire County Council).

3. **<u>Matters arising from the public (as per Standing Orders 3(e);(f);(g);(h))</u>**
   No representations were made.

4. **<u>Community Grant and Donations letters and payments – To agree letters:</u>**
   Letters have been written to the following organisations with the sums agreed previously by the Council.

   - 2nd Ammanford Rangers - £500.00
   - Ammanford AFC Juniors - £500.00
   - Ammanford All Saints Church - £338.40
   - Ammanford RFC - £500.00
   - Amman Valley Swimming Club - £500.00
   - Dinefwr Bowls - £500.00
   - Jac Lewis Foundation - £500.00
   - Dawnsio Penrhyd - £150.00

   Cllr. Heulwen Howells proposed that donations and letters are agreed in accordance with the above sums. Cllr. Marie Griffiths seconded the proposal. All Members with voting rights were unanimous.

   Resolved – To agree letters and payments to the above organisations.

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5. **<u>Ammanford Park – To agree a fund for signage and design banner.</u>**

The Technical Officer requested that the Committee consider the purchase of a banner to be erected on the fencing by the current playground to provide information regarding the new playground development.

The Technical Officer also suggested that more dog fouling signs need to be erected.

Cllr. Heulwen Howells asked when a post about the new playground will be put on social media, in particular a timeline for the build and who would be responsible for this. Cllr. Sara Murray confirmed that herself, Cllr. Julia Bell and Cllr. Llio Davies have access to the Council's Facebook page and herself and Cllr. Emyr John have access to the website.

Cllr. Marie Griffiths proposed that the Technical Officer is given delegated authority to order the signs. Cllr. Sara Murray seconded the proposal. All Members with voting rights were unanimous.

Resolved – The Technical Officer has delegated authority to purchase and erect signs regarding the new playground and dog fouling.

6. **<u>Ammanford AFC Lease – To agree lease with the removal of 'Stand', 'Portacabin', 'clubhouse' and 'Fencing'.</u>**

In his previously circulated report, the Technical Officer states the following:

"We have finalised our draft version of the sub-leases for Ammanford RFC and Ammanford AFC. The technical officer has redrafted the detailed plans as instructed by the former Mayor and a meeting with the RFC involving the local MP Jonathan Edwards, this meeting was also conducted in presence of various members".

Cllr. Anthony Jones raised a number of concerns regarding the Ammanford AFC lease with references he has found since September 2022:

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Cllr. Jones referred to the minutes of the Full Council Meeting held on 29th September 2022:

10.1) Update on Leases for Ammanford RFC – No feedback from Ammanford RFC's Solicitor to ATC's Solicitor. Revised plan had been agreed previously to include fire escape and section to rear along length of building.

10.2) Update on Leases for Ammanford AFC – the following comments/observations were made:

- ***Need to ascertain advice from ATC's Solicitor outlining changes outlined by AFC Solicitors***
- ***Lease should include the grassed area only.***
- ***The stand should not be included in the lease.***
- ***Jac Lewis building is to be excluded from the lease.***

Cllr. Jones referred to the minutes of the Full Council Meeting held on 27th February 2023:

Item 7 – Ammanford AFC Lease
The lease has been signed by the relevant committee members of the football club and is now with CCC for approval.
CCC is not in agreement with the Jac Lewis Foundation occupying the portacabin located within the AFC's site plan. CCC suggested that a separate licence will have to be taken out.
ATC to await CCC opinion of the Jac Lewis Foundation occupying the Portacabin.

Cllr. Jones referred to the minutes of the Assets Committee Meeting held on 27th March 2023:

Item 7 – Ammanford AFC Lease Update
Awaiting information from CCC.
Update to be provided at meeting.

ACTION
A meeting is to be arranged with ATC's solicitor to further discuss matters.

Cllr. Jones stated that information that has been found confirms that the former Mayor, Cllr. Stephen Davies instructed the Technical Officer to amend the boundary to include extra land for the Jac Lewis Foundation.

Cllr. Jones also stated that vague information was available from the decisions of September 2022 where recommendations/suggestions had been made and this was a failure to provide detailed information to the Council by the former Mayor, Cllr. Stephen Davies and the Clerk.

Cllr. Jones stated that a decision needed to be made that the only person authorised to discuss this matter further is delegated to the Mayor or Technical Officer so the Council is fully aware of what is going on.

The Chair, Cllr. Lyn Brodrick proposed that the Mayor, Cllr. Emyr John be the sole point of contact. Cllr. Emyr John was unwilling to do this and suggested it should be passed to the Technical Officer.

The Council noted that the extra land directed by former Mayor, Cllr. Stephen Davies required documenting / reporting to Council.

Cllr. Heulwen Howells proposed that subject to changes in the terminology of the lease to ensure that the stand is not included; the portacabin is not included and the fencing is not included, the Technical Officer is provided with delegated authority to finalise the lease. Cllr. Marie Griffiths seconded this proposal. All Members with voting rights were unanimous. Cllr. Lyn Brodrick abstained from voting.

Resolved – To provide the Technical Officer with delegated authority to finalise Ammanford AFC's lease, subject the above terms.

It was further noted that the Mayor, Cllr. Emyr John will be required to sign the lease. In the absence of the Clerk, the Deputy-Mayor, Cllr. Heulwen Howells will be the second signatory on behalf of Ammanford Town Council.

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7. <u>Tender for Toilets – To agree repairs needed and procurement for contract for open, closing and cleaning.</u>

Repairs

The Technical Officer informed the Committee that 8 toilet roll holders need to be replaced. There is also a need for a plumber to carry out urgent works.

Cllr. Marie Griffiths proposed that the repairs reported by the Technical Officer should be undertaken. Cllr. Sara Murray seconded the proposal. All Members with voting rights were unanimous.

Resolved – Repairs required to the public conveniences at Margaret Street Car Park and Ammanford Park are undertaken.

Procurement

The Council had been previously informed that the current contractor wishes to terminate his services.

The Council has been unable to find the original SLA and were unsure of the original opening hours and dates. Mrs Clare Hope confirmed that the original SLA agreement was that Margaret Street Car Park was to be open all year round and Ammanford Park from 1st April to 31st October.

The Chair, Cllr. Lyn Brodrick proposed that the Technical Officer puts together a new tender document. Cllr. Marie Griffiths seconded the proposal. All Members with voting rights were unanimous.

Resolved – The Technical Officer is to prepare a tender document for the opening, cleaning and closing of the public conveniences at Margaret Street Car Park and Ammanford Park.

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8. **<u>Grounds Maintenance SLA – To agree payment of outstanding SLA and review costs to issue invoices to clubs.</u>**

Outstanding Payments

Cllr. Marie Griffiths confirmed that there are three outstanding invoices requiring payment to Carmarthenshire County Council for the ground's maintenance works they carry out on behalf of Ammanford Town Council.

- Quarter 1 and 2 of 2022-2023 are outstanding and total £29,508.48.
- Quarter 1 of 2023-2024 is also outstanding at £14,874.30.

Cllr. Anthony Jones noted that confirmation will be required first to ensure that the payments have not already been made.

Cllr. Marie Griffiths proposed that the payments of the above sums be paid. Cllr. Heulwen Howells seconded this proposal. All members with voting rights were unanimous.

Resolved – to pay outstanding Quarter 1 and 2 of 2022-2023 invoices totalling £29,508.48 and Quarter 1 invoice of 2023-2024 totalling £14,874.30 (subject to verification that the payments have not already been made).

Invoices to Clubs

It was noted that there is much confusion over invoicing the sports clubs for the use of Ammanford Town Council's facilities. Patyfynnon RFC have made a payment but nobody knows how what it is for.

Cllr. Sara Murray stated that during Audit Wales' last visit, emails sent in January 2023 were found from the Clerk to the Clubs requesting payment of attached invoices.

It was agreed that the bank accounts need to be checked to see if this money has been received.

A discussion took place over the current difficulties in accessing the Council's bank accounts in the absence of the Clerk. Cllr. Heulwen

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Howells asked who currently has access and why aren't they providing the bank statements requested.

It was confirmed that Cllr. Julia Bell is the only other person who has access to the online bank accounts and members have been requesting that statements are produced.

Cllr. Marie Griffiths stated that she had recently sent an email to Cllr. Bell; Cllr. Deian Harries and Cllr. Sara Murray to request a meeting to phone the bank. Cllr. Harries and Cllr. Murray have replied but Cllr. Bell has not.

Cllr. Anthony Jones confirmed that he has received some CSV files of the bank accounts from Cllr. Julia Bell but only six months' worth.

The Chair, Cllr. Lyn Brodrick proposed that the Technical Officer is to put together an annual projection of costs associated with the sports facilities and report his findings to the Council. Cllr. Marie Griffiths seconded this proposal. All members with voting rights were unanimous.

9. <u>To consider an Asset proposal from the Lawn Tennis Association – To Agree financial contribution for refurbishment.</u>

The Technical Officer advised the Committee that to complete this project a contribution would be required from Ammanford Town Council of 15% (£13,000). The works to be carried out are more extensive than originally planned and include a complete replacement of the fence at the front of the courts. A site visit will be carried out by the Lawn Tennis Association shortly and the Technical Officer will report back to Council with an update.

10. <u>Planning Application:</u>

a. PL/06416

Members noted that this application has been discussed in a previous meeting. No further comments were made.

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b. PL/06702

No comments were made regarding this application.

11. Technical Officer Report

The Technical Officer had previously circulated a comprehensive update of the Council's position regarding assets in a report dated 1st November 2023. The report is attached as an appendix to these minutes.

Mrs Clare Hope was able to confirm that the de-fibrillator currently unaccounted for, is situated at the Great Western public house.

The Chair closed the meeting at 19.55pm

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Signed ..... Date .....

(Chair)

Technical Officer Report
1st November 2023

Ammanford Park

- Ammanford Park maintenance has been carried out by Carmarthenshire County Council. We have a meeting to discuss SLA and costings from the County Council for some time however due to ill health this will have to be redressed in other ways Councillors Jones and Brodrick are also involved in vetting the SLA submittal.

- The flower beds have been planted and watered by Wrenvale Nurseries and Landscapes. Costings for this is ongoing and extra weeding has been requested, The Authority has requested that the baskets for the Town Hall be relocated into the town centre, this however has been restricted to the number of brackets capable of holding the baskets.

- Three benches and the "Lone Soldier" statue placed in the memorial garden, get vandalised at periodic time, the benches are only secured to block pavers which are loose laid on sand, they should have been anchored down in concrete, the lone soldier was also poorly fitted and the base which was not substantial enough to hold it has been removed and re-concreted to the specification required, the lone soldier has also been reinforced as it was broken off its plinth. This area within the park Is regularly monitored as is a constant area on vandalism.

- The tree report was received from Tree Consultants Wales has been carried out, however, the two-year statutory period is up, and a new report needs to be commissioned, a quote for the park has been received (£130) and the Authority needs to give the Technical Officer the instruction to move forward. To be discussed at the next meeting of the Asset Management, Planning & Environment Sub-Committee.

- Residents of Iscennen Road continually request that the trees are cut or removed. Ammanford Town Bowls Club are also awaiting complaining about trees but on inspection the trees they are complaining over are outside their boundary and are not overhanging their curtilage.

- The tennis courts are under review to be refurbished by the Lawn tennis Association (Wales), this is now in stage two and a site visit is imminent, however due to lack of funding by LTA the Authority will now need to fund 15% of the project £13K, this includes all works required including the replacement of 42m of fencing.

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- Grant Funding has been achieved for the installation of 12 Solar lights and post to surround the pathway of the park, TO to research Specifications and 3 quotes.

- Lights in the Memorial Avenue, the bases that the lights have been secured to are below standard and not fit for purpose, I contacted the electrical contractor (Kevin Jones) that installed the units and he replied by saying the Clerk approved the bases before they were erected. The bases should be a minimum of 450mm deep, however these are barley 250mm deep, with weak concrete and therefore inadequate, need reinstalling.

Defibrillators

- There appears to be 3 known defibrillators registered under ATC, however it appears that the Authority has one down in Pantyffynnon RFC which needs to be relocated to the workingman's club in order to stop vandalism. The defibrillator positioned on the wall at the Cricket Club is now nonfunctional (was used in a crime and despite contact with the Police and Cariad has still not been replaced). Cariad advised they would put our sixth defibrillator in the cabinet and will position another cabinet and defibrillator in another position within the community. This is followed up, the TO who asked the Clerk on several occasions to locate the original order and costs of the defibrillators ordered but not received any responses. The defibrillators are now in need of refurbishment new batteries are £140 each, Replacement Pads are £175 a set.

- CCTV – Ten CCTV cameras have been erected in the Park. These are monitored at regular times and when there is an incident reported by Police or public. The CPA looks at crime data, anti-social behaviour, hate incidents, and public safety and welfare. In line with the Surveillance Camera Commissioner's Code of Practice the installation of public space CCTV cameras must be justified, and a Privacy Impact Assessment produced and published outlining the pressing need for a camera at a specific location.

Splash Pads

- Splash Pads maintenance has been carried out by Wrenvale Landscapes and Nurseries

- Water bill for the Summer is to be clarified.

- Waterplay have advised there should also be a Winter maintenance programme. This will also require the installation of an outside tap. Asset Transfer, Planning & Environment Committee to discuss further.

- Based on cost, Members will need to decide what the reasonable time period (if any) should be for the facility to be open in 2024.

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Park Playground

- Needs a major overhaul. The Members will need to decide how to move forward with this, All specifications have been raised, Tenders accepted and verified, £120K has been ring fenced for the project, however a lottery grant has been applied for and awaiting a reply imminently for £100,000, update on this is that the grant was in the green bracket but was not successful, 19 schemes were in the green only 7 were successful due to funding issues.

- We can resubmit however it is too late for the park, another scheme needs to be sought (possibly the skatepark)

Ammanford Park Toilets

- Opened, closed & cleaned from 1st April to 31st October by Pentre Plumbing and Property Maintenance.

- Have been painted due to vandalism however this is constant Police have been informed and incident report number given.

- TO has reinstated the baby changing table as it was ripped off the wall.

- The roller shutter doors have been repaired twice this year by AC doors a specialist door company.

- There is a problem with graffiti, however this might subside towards the end of the Summer.

- Requests have been received from Members of the Public for the toilets to be open all year round. This will need consideration from the Members.

- Ryan jones is due to finish caretaking the toilets at the end of November, TO is to meet up in the coming week.

Ammanford Recreation Ground

- We have finalised our draft version of the sub-leases for Ammanford RFC and Ammanford AFC. The technical officer has redrafted the detailed plans as instructed by the former Mayor and a meeting with the RFC involving the local MP, Jonathan Edward, this meeting was also conducted in presence of various members.

- Both Clubs have been maintaining these areas themselves so ATC have not incurred any maintenance costs and will therefore not be looking to recover any money.

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- A licence and traffic management/parking programme will need to be put together for Ammanford Cricket Club moving forward.

- The Trim trail in the Rec is in poor condition and is also in need of a major overhaul or removed a few items have been removed due to timber rot.

New Pathway

A new pathway has been installed at Pantyffynnon park at a cost of £2100 in order to give a disabled access to the playpark.

Ammanford Recreation Ground Dressing Rooms

- The old dressing rooms are not currently in use and have been disabled, with the water and electric switched off at source.

- There has been reports of youths entering the building through windows, which have now been boarded up, also the doors have been secured permanently or security, the building would benefit from new secure doors and could be used to store items belonging to ATC.

- Water in the building has been turned off, despite this we have received a water bill of just over £3200. The technical officer has contacted with Welsh Water and there may be a leak on the line or another building may be drawing off water off the line. By turning off the water at the meter and leaving for a couple of weeks it is hoped that the latter point can be eliminated. It will then be for the Council to decide whether to find the leak and repair it or disconnect the existing supply.

- An insurance claim has been raised with the insurance company for storm damage, TO chasing up.

The building will need to be discussed at the next meeting of the Asset, Management, Planning & Environment Sub-Committee.

Ammanford Recreation Ground MUGA / Skate Park

- Needs a major overhaul. The Members will need to decide how to move forward with this, a scheme was proposed by a third party to carry a major refurbishment at no cost to the Authority, however this looks like a false promise.

- The Skate Park needs an immediate overhaul as I deem it as not fit for purpose again members need to make a decision on the way forward.

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- Possible lottery bid?

Margaret Street Toilets

- Opened, closed & cleaned by Pentre Plumbing and Property Maintenance.

- Have been painted and other maintenance works carried out.

- There has been a big problem with graffiti, however this appears to be under control now.

- A CCTV camera has been used on the drain system to try and identify a problem of constant blockage, this identifies a small lip in the run which I large volume of solids are put down the run it could block, this is a poor construction on the build.

- Emergency repair works were required recently by the TO where all the lock barrels were changed to a suited system so to use one key to open all the doors this follows as a Member of the Public was stuck in the male to toilets where the TO had to drill out the lock.

Pantyffynnon Recreation Ground & Dressing Rooms

- Following a meeting with Councillors Jones and Brodrick a draft version of the sub-lease for Pantyffynnon RFC. The TO is obtaining more details on the Utility items in the changing room monitoring usage, ATC's solicitor is holding out on the lease as the AFC and RFC has still to be completed, Our Solicitor writing to the Club's solicitors is therefore on hold with the final draft sub-lease. A completion date is unknown.

- As part of the sub-lease, Ammanford Junior Football will still be able to use the facility and will need to agree costings with Pantyffynnon RFC.

- Costs for 2023/2024 season are yet to be calculated for the rugby pitch and football pitch in accordance with CUSC requirements and CCC Maintenance rates.

- Councillor Jones has requested meter readings to assess usage.

Riverway Playground & MUGA

- Costings have been received to bring the play area back to use, this will depend on the outcome of the lottery grant, the area is still closed off however youths scale the fence for access.

- The MUGA is fit for purpose at present and well used, local residence complain regularly ref anti-social behaviour, monies need to be ring fenced for the coming years to relay the artificial turf.

- The extra height fence is still with the Planning Dept, no funding allocated at the moment?

Norman Road Playground

- This playground is in good condition and no upgrade is required at present constant inspection being taken.

Maes y Coed Playground

- The play area is tired but is still usable, the ground around the play area is constantly being weed killed even though artificial turf is laid, I believe that the turf lacks the underlay of weed suppressant membrane. The MUGA area has signs of wear on the artificial turf and could do with relaying. The park could also do with a specialist survey from a Tree contractor.

Carregamman Playground

- The play park needs a refurbishment and will be carried out if the lottery funding is secured.

Pantyffynnon Playground

- No major work required.

Asset Register

- The asset register has been compiled based on what information was made available to the Technical Officer, the Clerk has updated into the system.

- Some ground`s maintenance equipment has been located and secured in the park compound lock up however there are some missing pieces of equipment (Still Brush cutter)

- The 20 Lenovo ThinkPad laptops came to the end of their contract and returned to supplier (5 Laptops were unused and in original box).

- 3 New laptops have been purchased (issued to Clerk / Mayor / TO)

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To be considered by Asset committee for 2023/2024 and moving forward

- Solar lighting in the park, funding already achieved (quotes to be sought)
- Upgrading of tennis court Fence.
- New doors to Margaret st toilets
- Stop ball fencing to Riverway MUGA.
- Repair of compound workshops.
- Replacement of batteries and pads in the Defibrillators
- Painting the railings in parks.
- New signs/noticeboards, ref park usage and dog fouling
- Ammanford Cricket Club Lease.
- Possible purchase of portable 18volt high-pressure washer to remove graffiti (£400).
- Upgrade of the CCTV to remotely access via smart phone (£300).

Christmas Festivities

- Christmas tree is due up on the week leading up to 18th November and lighting is erected weekend of 18th November.
- Pantyffynnon will be erected week 11th November.

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