Cyngor Tref Rhydaman
Ammanford Town Council

Minutes of the ASSETS COMMITTEE of Ammanford Town Council held on 14th July 2025 via MS Teams.

Meeting commenced at 6.45pm.

The Chair of Assets, Cllr. Anthony Jones presided over the meeting.

Present:

- Cllr. Heulwen Howells (HH)
- Cllr. Anthony Jones (AJ)
- Cllr. Colin Evans (CE)
- Cllr. Clare Hope (CH2)

Also Present:

- Mrs Sara Murray – Interim Clerk
- Cllr. Calum Higgins
- Cllr. Emyr John
- Cllr. Johnny Owen

1. **Apologies for absence**
   Cllr. Nigel Morgan – on holiday.

2. **Declarations of interest**
   No personal or prejudicial interests were declared.

3. **Matters arising from the public**
   No members of the public were present.

4. **To review and agree the Assets Action Plan 2025-26.**

   The Interim Clerk had circulated a template of an Action plan shortly before the commencement of the meeting. As the Action Plan was incomplete, the Committee agreed to adjourn this item.

5. **To discuss Ammanford Sports Association's request for an underlease for the changing rooms in Ammanford Recreational Ground.**

   It was reported to the Committee that Ammanford Sports Association's current lease between themselves and Carmarthenshire County Council expires on 2nd August 2025 and becomes our responsibility as leaseholder's of Ammanford Rec. The Sports Association are requesting an Underlease to be agreed between themselves and Ammanford Town Council.

   - CCC have no issue with us granting them an underlease for a long-term period.
   - Our solicitor has stated that he needs to check the existing lease to see if the building should be handed back in a certain level of repair and he also wants to check our asset transfer lease to make sure that we were supposed to take on the responsibility.
   - The Interim Clerk has been unable to find a copy of the original lease.
   - Cllr. Emyr John forwarded a copy of the lease to the Interim Clerk during the meeting.

   The Committee resolved to:

   - **Send the original Asset Transfer lease of Ammanford Rec between CCC & ATC to our solicitor with the current lease between CCC and the Sports Association and we await their further advice.**
   - **The Interim Clerk is to write to Ammanford Sports Association acknowledging their request and asking for their solicitors details (template attached).**

6. **To discuss Ammanford Town AFC's request for an easement to their lease for Ammanford Recreational Ground.**

   It was reported to the Committee that Ammanford Town AFC wish to make an easement to the lease to allow for water supply and sewage. The licence and deed of easement drawn up by CCC were presented to the Committee.

   - CCC do not have any issues with this, they are waiting for a few questions to be answered but it is likely that a final draft can be agreed.
   - Cllr. Hope noted she has read the documents and does not foresee any further issues for ATC.
   - Cllr. John stated he is concerned that the pipework will cause future issues if the location of the skatepark is changed.
   - Cllr. Jones stated these extra fees should not be paid by the tax payer and the Club should pay for the costs.
   - CCC want to know if we have instructed solicitors.

- It was reported that paperwork has been sent to our solicitors to prepare Terms and a Letter of Engagement and Fee Schedule.
- It was also noted that as Ammanford AFC's underlease with ATC is yet to be registered with the Land Registry, it is likely that the signatures will have to be amended as per the rugby club lease as we do not have a seal.

The Committee resolved that:

- **The Interim Clerk is to write to CCC to advise that we intend to instruct solicitors to represent us, subject to AFC agreeing to pay our costs. Also note that we do not have a Seal so the paperwork needs to be amended to allow for two signatories in the presence of the Clerk.**
- **The Interim Clerk is to write to Ammanford AFC to advise that we will consider the provisional licence and easement subject to them agreeing to pay ATC's costs.**

7. To discuss Ammanford Town AFC Junior's request to position permanent goal posts on Ammanford Recreational Ground.

It was reported to the Committee that Cllr. Lyn Brodrick (in his capacity as Junior Chair) has requested that sleeves are placed in the ground of the midi pitch so that permanent goal posts can be erected during the Football Season.

- The Interim Clerk and Cllr. Hope met with Mr John Stockwell (CCC Grounds) and Mr Rob Holmes from Ammanford AFC on 10th July 2025. They both stated it was unsafe to do this as the sleeves would be in the middle of the cricket outfield.
- During the visit, it was noticed that the sleeves for the rugby posts are not capped either and this is a H&S issue.
- Mr Holmes then requested that the Second Team Pitch was examined as the goalmouths have been re-seeded but they haven't taken. Mr Stockwell explained that the Club extended the Season so late that they were late seeding. They will require re-seeding, and this will delay play until further notice.
- During the meeting it became apparent that there are a number of different people from the Club liaising with the Interim Clerk and Mr Stockwell and this is causing further issues, confusion and frustration.

The Committee resolved that:

- **The Interim Clerk is to write to CCC requesting they re-seed the goalmouths, cap the rugby post sleeves and only take instruction from the Council Staff only going forward.**
- **The Interim Clerk is to write to Ammanford AFC stating their request for permanent goal posts has been declined due to health and safety also to notify them that the goalmouths need to be re-seeded so the pitch cannot be used until further notice. The letter is also to state that there are several people from the Club contacting the Interim Clerk and we request they nominate one point of contact for all issues going**

forward. Also state that any requests regarding pitch maintenance should be sent to ATC Staff not direct to CCC.

8. To discuss points of contact for sporting organisations going forward.

A discussion took place where it was revealed that the football club in particular have a number of Committee members contacting the Clerk and Councillors over various issues.

The Committee Resolved that the Interim Clerk should write to all Sports Clubs and request one single point of contact for future liaison with ATC Staff.

9. To discuss the removal/replacement of fencing in Ammanford Recreational Ground.

During the site visit of Ammanford Rec on 10th July 2025, the Interim Clerk drew Cllr. Hope's attention to the poor state of the metal railings. The Interim Clerk had circulated some photographs to the Committee. A discussion took place and all Members agreed this was a health and safety issue and the railings must be removed asap. It was agreed that letter should be sent to residents whose gardens back on to Ammanford Rec to advise of the removal and establish whether they required fencing to be re-installed.

At this point of the meeting it was also noted that the ball-stop fencing has not been replaced and this is causing issues to some residents.

The Committee resolved that the Interim Clerk should arrange the immediate removal of the railings. Cllr. Colin Evans will hand deliver letters to the properties affected. The Interim Clerk is to also obtain quotations for replacement ball stop fencing.

10. To receive an update regarding repairs required to Ammanford Park playground.

The Interim Clerk provided a written report to the Committee stating "Multiple emails have been sent to Dragon Play. Interim Clerk sent a follow-up email to both Directors of the company, Head of Operations, Head of Design, Play Specialist and their Health and Safety expert on the 8th July. I also cc'd in the Mayor. No response received to date".

The Committee resolved that the Interim Clerk sends a further e-mail to Dragon Play requesting a response and advising if we do not hear from them by an agreed date, we will instruct solicitors.

11. To receive an update regarding flower beds in Ammanford Town (including Iscennen & Tirydail Islands).

The Interim Clerk provided a written report stating" All planters have now been filled and hanging baskets erected in Quay Street.

The flower bed opposite CornerHouse Art Gallery, Iscennen roundabout, island at Tirydail and the bed next to the bus station fall under the remit of Highways Dept. The Regen Team have asked if it is the Town Councils preferred option to remove both beds for planting – the 'coffin' and roundabout are not planted at present due to the cut budgets. If the preference is to keep both areas planted then the Regen Team are happy to follow up with the relevant teams. However, the 'coffin' planter on the junction does have additional issues with maintenance due to its location.

The tree that is currently located in the large bed adjacent to the bus station has TPO on it and so cannot be removed. I have asked the Regen Team to look at the options for these areas and am awaiting a response".

A discussion took place regarding the mess on the flower beds all over Town. The Interim Clerk informed the Council that CCC do not have a budget for the beds.

The Committee resolved that the Interim Clerk should contact Luke Milward in CCC and advise we wish to take over the planting of the beds going forward and Wrenvale are to be contacted to provide a quotation.

12. To receive an update regarding cleaning of the French Flag on Heol Breuillet.

The Interim Clerk provided a written report stating "Regen Team can arrange for this to be cleaned or if there is an alternative suggestion from the Town Council, then they would be happy to raise this for consideration internally within CCC".

The Committee resolved that the Interim Clerk advises CCC to go ahead.

13. To receive an update regarding recently purchased benches.

The Interim Clerk provided a written report stating "The Mayor requested that additional seating be purchased for Ammanford Playground. 4 benches were purchased and now need to be installed.

Costs have been obtained for the benches to be fixed to concrete bases. The quote is for four new concrete bases for park benches . All materials and labour £1752.

Alternatively, fixing kits can be purchased at a cost of approximately £50 per bench plus labour costs.

The Committee resolved that the Interim Clerk arrange for the installation of four, concrete basis at a cost of £1752 plus VAT.

14. To receive an update regarding street furniture purchased with Covid grant.

The Interim Clerk provided a written report stating “Black planters have been planted for the summer season. CCC have advised that the dining pods currently located at the old Vive le Crepe premises would ideally be for Town Centre businesses, but locations / licences would prove very difficult. Dinefwr indoor bowls have expressed an interest in having two of the pods sited outside their building and the remaining pods being located to Ammanford Park. CCC will need to work out how these are delivered but providing they are accessible for public use the Regen Team are sure that there will be no issues with this. If the Town Council is happy to proceed on this basis, the Regen team will get this sorted asap. Additional costs may be incurred if they need to be fixed to a concrete base”.

The Committee Resolved that the Interim Clerk notify CCC that we would like the pods moved to the Splashpad area of Ammanford Park and we do not require concrete basis.

15. To receive an update regarding seating removed from Quay Street.

The Interim Clerk provided a written report stating “I have spoken with Luke at the Re-gen team and he has contacted Highways to confirm that they are happy for Ammanford Town Council to have these. Enquiries have also been made to establish if CCC can deliver this seating to the compound in order for refurbishment works to be undertaken. The Regen Team will contact me with an update as soon as they get it. Enquiries have been made to establish costs for refurbishment”.

It was resolved by the Committee that the Interim Clerk arrange for the furniture to be collected as soon as possible.

16. To receive an update regarding spare benches in Ammanford Park compound.

The Interim Clerk provided a written report stating “The interim Clerk has obtained costs to refurbish the cast iron benches that are currently in the compound:

Sandblasting and repainting of 4 cast iron park benches with new slats. All labour and materials included.

Option 1 - Tanalised wood slats - £1062

Option 2 - Recycled composite slats (from Second Life or other similar supplier) - £1620

The Committee resolved that the Interim Clerk arrange for Option 2 to be instructed as soon as possible.

17. To receive an update regarding Memorial Gates and Memorial Avenue.

The Interim Clerk provided a written report stating "National Grid have now cut back the over-hanging trees between Memorial Avenue and the carpark of the Apostolic Church. They will be returning on the 11th August to replace the leaning electricity pole. I have updated the fencing company in readiness for the installation of the new fence.

As the Memorial Gates, which are Grade II listed, are in need of refurbishment I have sought guidance from CCC's Heritage Team who have asked for the following be provided:

- A condition report with photographs illustrating associated, extent of, route cause, of the problems, and works considered to remedy any issues.
- Method statements for the proposed works.

To aid in their preparation the services for instance of blacksmiths, building surveyors should be sought to consider the above and provide detailed information.

On receipt and following an assessment advice will be given on the suitability of the proposed works and if these are subject to listed building consent.

The Technical Officer had previously obtained a quote to fabricate, paint and install double memorial gates and side railings which was for £20,000 plus VAT.

If Council wish to pursue the refurbishment of the gates & railings then a surveyor will be needed to produce the aforementioned information required by the Heritage Team".

The Committee Resolved that the Interim Clerk contact the Heritage Team to see if they have a contact for a relevant surveyor and to instruct as soon as possible.

18. To receive an update regarding the flower beds in front of the tennis courts in Ammanford Park.

The Interim Clerk provided a written report stating "Council have previously agreed to the costs provided to upgrade these beds. Officers have applied for and been successful in obtaining £3000 from Carmarthenshire's Community-led Green & Blue Infrastructure Scheme which is funded through the Uk's Shared Prosperity Fund.

The deputy Clerk/RFO met with the current landscape contractor this week who advised that planting work can begin in September".

The Committee Resolved that the Interim Clerk contact the contractor and request that works be carried out as soon as possible.

19. To receive an update regarding the painting of the railings in Ammanford Park.

The Interim Clerk provided a written report stating “The Mayor met with a Community Payback Supervisor in May 2025 regarding the railings of the Splashpad, Ammanford Park and Ammanford Recreation Ground being rubbed back and re-painted.

The interim Clerk has requested an update from Community Payback and is awaiting a response”.

The Committee resolved that the Interim Clerk is to chase the Payback Supervisor again but to also seek quotations for the work in the meantime.

20. To discuss alternative premises for Ammanford Town Council's office space

There was no further information available at the time of the meeting so no further discussion took place.

The Chair of the Committee closed the meeting at 20:40

Signed: …….

(Cllr. Anthony Jones)

Date: ……..