

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

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**MINUTES OF THE SITES AND BUILDINGS COMMITTEE MEETING**  
**HELD 9<sup>TH</sup> JUNE 2025**  
**AT THE EAST RADNORSHIRE DAY CENTRE, SCOTTLETON STREET, PRESTEIGNE**  
**AND VIA VIDEO CONFERENCING**

**Present:** Cllrs. Edwards (Mayor), Preece, Price, Ramsay, Kirkby.

Outside Representatives: Mr. R. Rimington, Mr. G. Graham, Ms M. Galliers, Ms K. Van Den Ende.

**Apologies:** Cllr. Baynham.

**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*

**MIN SB1/25 ELECTION OF CHAIRMAN 2025/26**

Cllr. Preece was proposed by Cllr. Price, duly seconded and elected unanimously.

**MIN SB2/25 ELECTION OF VICE CHAIRMAN 2025/26**

Cllr. Price was proposed by Cllr. Preece, duly seconded and elected unanimously.

**MIN SB3/25 ALLOTMENTS**

(1) Report by PNAA Representative: Ms. Galliers gave a report on the present membership of the PNAA as follows –

- New Committee of eight members now formed.
- Last meeting 28<sup>th</sup> April.
- Bank balance £322.
- Membership fee currently £3.50 and year presently runs to October 2025. Committee trying to amend this so the membership year matches the rental year.
- Twenty-six paid up members although six no longer had plots.
- Noted the benefit of insurance for the plots of members.
- Aims had been agreed as – to engage all plot holders, to make full use of the shed including for social events with a coffee morning and open day planned, to raise awareness of the King's Seeds Scheme, to produce a handbook, hopefully by March 2026 to explain what the committee does and how things work.
- Communal paths continue to be trimmed by the community payback team. The Clerk was asked to check how often the team were currently able to be on site.
- Car park visibility splay in need of clearing. Clerk to ask the community payback team.

However there were some problems that she wished to bring to the Committee's attention and these were –

- The rabbits were still a problem and although the Council had agreed to fund up to £75 for materials the Committee were struggling to provide the labour needed to fix the several weak spots in the boundary.
- There were a number of untidy plots and she listed five that were in a very poor state. Several of these had been fairly recently re-let and the Clerk advised that they had been taken on already in a very poor condition. The introduction of a small deposit for new tenants had been introduced by the Council in order to provide an incentive for tenants to leave their plots in a good condition and it was

hoped that this would improve matters in the future. It was generally agreed that in future plots should be cleared using allotment funds if tenants failed to do so before surrendering their tenancy and the Clerk was asked to see if this was something the community payback team could undertake. The Clerk asked that complainants be referred to her so that she was immediately aware of any concerns.

- The numbers on the new plot markers had already faded and needed re-doing.
- The PNAA Committee wondered why not all plot 36 was made accessible. The Clerk reminded the meeting that the raised beds, along with the picnic bench had been provided through a grant from the County Council and that the items requested had been discussed with the PNAA at the time of the application (March 2024).
- The gap beside road bridge had still not been dealt with. The Clerk would follow up with Cllr. Baynham who had been going to raise the problem with the Highways department.

#### **MIN SB4/25 NATURE RESERVE**

(1) General Update: Ms Van Den Ende gave a detailed report on recent work by the volunteers and the development of biodiversity on the site which included –

- Site generally flourishing.
- Increase in the varieties of butterflies, birds etc on the site.
- Nature Recovery Grant had provided further pond plants. The increase in the number of oxygenating plants had reduced the algal bloom this year.
- Three year six pupils had been shown around the site and would be producing a report for the whole of the school year.
- Bioblitz Day held recently and had been very successful.
- Work planned included dock digging, thistle pulling and seed head removal and cutting of the wildflower areas.
- Work would be needed to the accessible path in due course.

Cllr. Ramsay reported on the ponds on the site with the upper pond holding water well although the lower pond water level had dropped somewhat.

Ms. Galliers and Ms. Van Den Ende left the meeting at this point.

#### **MIN SB5/25 WENT'S AND EDDIE'S MEADOWS, MUGA, FOOTBALL PITCH**

(1) Report on Work Day: Cllr. Preece asked that thanks be noted to Mr. Graham for organising the work day and also to all the volunteers who turned out on the day. Mr. Graham reported that a large number of tasks had been completed and that the main one remaining was the need to plant new hedge plants in the gap in the hedge by the allotment car park in the Autumn.

(2) Update on Storage Building Project: Cllr. Kirkby reported on the following –

- All the money needed had now been raised.
- Project progressing well.
- Building will be useable by the time of the carnival although some minor works might still need to be completed.
- The electrician would be starting work week beginning 16<sup>th</sup> June.
- Prices were being obtained for the new equipment and Cllr. Kirkby would report to the June Town Council meeting.

Cllr. Ramsay reported that the Ligne Garden bench would be back on site before the carnival.

(3) Update on Brilliant Basics Grant Project (paths): Members noted the contractor appointed. Cllr. Preece explained the position regarding the path near to the Scout Hut and that she was arranging a meeting of the trustees to explain the project. It was agreed it would be useful for Cllrs. Preece and Price and Mr. Graham to meet the contractor and walk around the site. Cllr. Preece would arrange. The Clerk would chase the County Council for progress on the work to the end of the path by the Mill.

(4) Work to Bike Track: Mr. Graham needed to meet with the young people to discuss the possibilities. He would also liaise with the contractor over the work needed.

Mr. Rimington asked if some of the soil left from the building of the new barn could be used to improve the steps by the Withy Beds and this was agreed providing the Wildlife Trust was happy.

(5) Hedge Management Review: Cllrs. Ramsay and Price would review the policy and report back with a revised proposed programme for the Autumn of 2025 and onwards. Mr. Graham noted that with the inside of hedge six not being cut there would be a number of trees starting to grow and that were very difficult to

remove. It was noted that this was a potential issue across the site and would be considered when the review was discussed.

(6) Update on Full Council decisions following November Committee Meeting: These were as follows –

**Allotments:** Update provided earlier in the meeting.

**Nature Reserve:**

Storage or disposal of water tank now removed.

Removal of one panel from the entrance gate to provide better access for disability scooters: No further comments had been received and so the volunteers had no plans to do so at the moment.

Possible tool sharing with the Radnorshire Wildlife Trust: Volunteers had decided against this.

Further bioblitz day be held at a cost of approx. £250. Funds to be taken from the Council's Climate Crisis Grant Fund: Held recently.

Budget for 2025-26 agreed as drafted.

**Meadows:**

Work day held.

Grass cutting contract awarded for 2025-26 and 2026-27.

Quote for the tree survey in 2025-26 accepted. To take place in the Autumn.

Sweeping of MUGA. Community payback team asked to do this but unlikely to be regular enough.

Alternative to be found if possible. Members to consider and make suggestions.

Two proposed projects – disabled access paths and the new storage building now underway.

Draft budget for 2025-26 agreed as proposed

**Toilets:**

Contractor appointed to carry out the painting of Hereford Street Toilets in 2025.

Toilet cleaning contract for both sites for 2025-26 and 2026-27 awarded.

Budget for 2025-26 agreed as drafted but £5000 to come from the allocated reserve for the toilets.

**MIN SB6/25 TOILET BLOCKS**

(1) Maintenance: Nothing further required at present.

(2) Update re internal painting:

- Hereford Street: Due to take place over the Summer.
- Wilson Terrace Internal and External painting: Community Payback team to complete later in June.

**MIN SB7/25 URGENT INFORMATION.**

(1) Mowing Line, Lower Went's Meadow: Clerk to remind the contractor of the request to move the cut nearer to the hedge line.

(2) Paths on Car Parking Field: It had been noted that there were a number of brown lines on these, possibly due to a fuel spillage. The Clerk would ask the contractor.

(3) Pollarding of Trees, Station Road: Cllr. Ramsay raised this issue. However this was in hand with work expected in the Autumn. Cllr. Kirkby added that he intended to ask that the lime trees in the Scallions be also included in this work and he would suggest this at the Full Council meeting. Cllr. Edwards explained the current County Council policy on reviewing trees adjacent to highways.

**Summary of Full Council Decisions Required –**

**Allotments:**

*To consider any further help that could be provided with regard to the mending of rabbit holes in the perimeter fence.*

*To consider further action on the untidy/untended plots.*

**Nature Reserve:**

*To note that the volunteer group no longer felt it necessary to remove one of the entrance panels and confirm that the Council agrees with this.*

**Meadows:**

*To agree that hedge plants to fill in the gap left by the fallen tree at the allotment car park.*

*To consider a report on equipment to be purchased as part of the storage building project by Cllr. Kirkby.*

*To agree that some of the left-over soil from the new barn project be given to the Radnorshire Wildlife Trust to improve/repair steps at the Withy Beds.*

*To confirm that Cllrs. Ramsay and Price conduct a review of the hedge management and report back to Council in due course.*

**Toilets:** *No decisions required.*

The meeting closed at 8.45 pm.