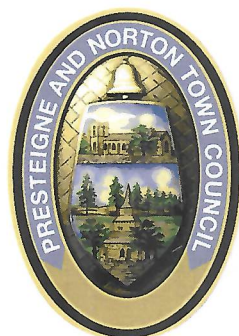


**Cyngor Tref Llanandras a Norton**  
**PRESTEIGNE AND NORTON TOWN COUNCIL**

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Tel: 01547 528575  
Email:  
presteigneandnortontc@outlook.com



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

14th November, 2022

Dear Councillor

There will be a meeting of Presteigne and Norton Town Council Sites and Buildings Committee on **MONDAY 21st November 2022 at 6.30 p.m.** at the Green Room, Assembly Rooms, Broad Street, Presteigne and also via video conferencing and you are hereby summoned to attend.

Meeting Invite: Join Zoom Meeting –

<https://us06web.zoom.us/j/85852644583?pwd=TWFiT0h2VTJmdEw2eUladUk3UTVqUT09>

Meeting ID: 858 5264 4583 Passcode: 604100

Dial by your location - 0203 481 5237 United Kingdom.

Find your local number: <https://us06web.zoom.us/j/85852644583?pwd=TWFiT0h2VTJmdEw2eUladUk3UTVqUT09>

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 written report.

- b) To consider any PNAA Raised Matters including –
  - Additional green waste bin for guerrilla gardeners.
  - maintenance to main access paths.
  - Rabbit problem.
- c) Work/Maintenance Plan for 2023-24: To consider any non regular maintenance needed.
- d) Expenditure 2022-23 to date.
- e) Waiting List Report.
- f) Review of Use of Plot 36.

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

- a) Grass Cutting/Weed Killing Arrangements for 2022-25. Review of work during current year.
- b) Maintenance Plan for 2023-24:
  - To consider any necessary non routine maintenance tasks
  - To consider quote for regular strimming works.
  - To consider quote(s) for replacement of timber steps at Skateboard Area.
  - To consider quote(s) to replace loose/rotten fence posts at Skateboard Area.
  - To review November 2021 Minutes and consider further actions needed.
- c) Report on Annual Visual Tree Inspection/Tree Works.
- d) Rospa Inspection Report: To note the report and receive an update on the works to be completed.
- e) Budget Consideration for 2023-24. To consider budget needs for the coming financial year and prepare a draft budget and to review hourly rate for handyman/inspections.
- f) Grant Applications: To consider any possible projects for future grant funding.
- g) To consider arrangements for next tree survey (due 2023).
- h) Future of 'sheds' on Meadow.
- i) To consider request for an area of land for a community garden (referred from Full Council).
- j) To consider an increase in the hourly rate offered to the contractor/handyman. (Last increase was from April 2020).

## 6. **TOILET BLOCKS**

- a) Report on year to date.
- b) Cleaning Arrangements/Contract for 2023-24 (and possibly 2024-25).
- c) To consider any further maintenance work needed.
- d) To consider possible extension to opening season for Wilson Terrace Site.
- e) Budget Consideration for 2023-24. To consider budget needs for the coming financial year and prepare a draft budget.

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

- Enc. Summary of toilet cleaning Quotes – sent separately as confidential.  
 Meadow Account Information.  
 Allotment Account Information.  
 Toilets Spending Information.  
 Rospa Inspection Report (by email only)  
 PNAA Report on Allotments.  
 Quote for Various Strimming Works in 2023 – sent separately as confidential.  
 November 2021 Minutes (as Information/Reminder)

PLEASE REMEMBER THAT 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 30<sup>TH</sup> NOVEMBER 2021 VIA VIDEO CONFERENCING**

**Present:** Cllrs R. Bennett, C. Kirkby MBE, D. Davies, N. Rogers, P. Smith.  
Outside Representatives: Ms. K. Lewis, Mr. G. Graham, Mr. R. Rimington.

**Apologies:** None.

**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 SB1/21 ELECTION OF CHAIRMAN 2021/22**

Cllr Bennett was proposed by Cllr. Kirkby, seconded by Cllr. Davies and duly elected.

### **MIN SB2/21 ELECTION OF VICE CHAIRMAN 2021/22**

Cllr Kirkby was proposed by Cllr. Davies seconded by Cllr. Bennett and duly elected.

### **MIN SB3/21 ALLOTMENTS**

(1) Report by the PNAA Representative: Members noted the written report received with the issues to be discussed under (2) below.

(2) PNAA Raised Matters: The following matters were discussed –

- Use of Plot 36: Ms. Lewis suggested that the PNAA look after the plot to use as a Grow, Cook, Share Project. Transition Presteigne might also be interested in being involved in this as a project. Cllr. Kirkby proposed that the plot be placed under the remit of the PNAA for one year following which it would be reviewed.
- Maintenance to main access paths: Ms. Lewis requested that gravel/chippings be provided to level off the communal paths although it was noted that the clover growth attracted bees etc to aid pollination so there was not an issue with the paths generally just the unevenness of the surface.
- Replacement of Rotting Upright Planks by River (adjacent to plot 23): These had been missed when the contractor did the other fence repairs. Ms. Lewis and Cllr. Bennett would discuss this further and let the Clerk know the details so the contractor could be asked to do these when he checked the skateboard fencing in April.
- Repairs to Main Gate: Thanks noted to Cllr. Bennett for repairing the gate which was now much easier to open.
- PNAA intend to employ someone to tend to the paths over the Summer months and also to increase the number of green waste bins to two.
- Request for Rent Freeze: Noted. To be discussed at the appropriate time on the agenda.

(3) Work/Maintenance Plan for 2022-23: To include the matters identified above –

- Additional gravel for communal paths.
- Repairs to fencing at rear of plot 23.

It was noted that the fallen tree at the car park entrance was currently being removed. Mr. Rimington had raised concerns that the adjacent tree was also unstable and the Clerk was asked to report this to Western Power as it was close to the power lines. She was expecting the Western Power contractor on site soon and would try to add it to the list to be checked.



- (4) Expenditure 2021-22 to date: Members reviewed the expenditure for the year so far which was in line with expectations and had a remaining ring-fenced balance of £3217.98. The recent fencing repair invoice had already been deducted.
- (5) Untidy Plots Update: Ms Lewis reported that there had been two plots causing concern over the year. One tenant had since surrendered their tenancy and the plot had now been re-let to the previous tenant of plot 36. The second had been covered over by the tenant following a request by the Clerk but had caused some issues with weeds seeding over neighbouring plots. The Clerk explained that the tenant had been unavoidably unable to tend her plot in 2021 but that she fully expected to in 2022.
- (6) Rent Review for 2022-23: Agreed that the rent remain unchanged until the next review in 2023.

Mr. Rimington joined the meeting at this point.

#### **MIN SB4/21 WENT'S AND EDDIE'S MEADOWS, MUGA, FOOTBALL PITCH**

- (1) Grass Cutting/Weed Killing Arrangements for 2022/23: It was agreed that the grass cutting had been carried out to a high standard and there were no complaints. Agreed to recommend that the grass cutting contact be awarded to High Ground Maintenance for a three year period from April, 2022 to March, 2025.
- (2) Maintenance Plan for 2022-23. The following items were discussed –
- Back Field – Mr. Graham had attended to gaps in the hedge and offered to clear the self seeded saplings at the far bottom corner to allow the established trees to have sufficient space. It was agreed that he do this. He added that an annual cut would be beneficial. He pointed out that the grass cutting of that field had not been fully done this year and it was noted that this would need to be arranged for early Summer in 2022 in order for it to be available for the Carnival on 9<sup>th</sup> July. Cllr. Wilding be asked to arrange this.
  - Gate leading to Wilson Terrace: Off hinges and needed replacing. Clerk to ask Mr. Close if he could do this. Noted that an additional baton would be needed the post.
  - Footpath down Meadow: Mr. Rimington mentioned that the path was sinking below the level of the surrounding ground and that it needed topping up with gravel. Additional gravel was also needed behind the new Barn. Mr. Rimington was asked to get a price for this work so that approval could be sought from Full Council.
  - Alteration of Main Gate: The Committee discussed the options for changing this in order to increase the parking available and so improve safety. Mr. Graham felt that a proposed scheme needed to be drawn up before any price could be obtained but given the time scales if this was to go forward as a new project Mr. Rimington was asked to obtain an estimate of cost so the project could be considered for inclusion in the budget for 2022-23. Mr. Graham would draw up a plan as soon as possible.
  - Request for Planting of Yew Tree: Mr. Rimington suggested that a Yew Tree be planted on the steep bank to the Western end of the walkway to assist with ground cover where the mowers did not reach. The Clerk expressed concerns that Yew was poisonous to animals/humans and was not suitable for a public area. Cllr. Kirkby suggested that another type of tree he was aware of might be suitable and agreed he would research the exact type and discuss with Mr. Rimington.
  - Sheep Music Stage: This had deteriorated over the year and was now in need of fairly urgent attention. Cllr. Kirkby suggested proceeding with the plan to purchase high grade sleepers (24) at £30 each as previously discussed.
  - Barn Wall: Agreed to repoint during an Easter work day. Quote to be obtained for re-rendering. Estimated cost £1000.
  - Growth of Clematis, Ligne Garden: Ms. Lewis agreed to help Mr. Graham with cutting this back.
- (3) Report on Annual Visual Tree Inspection/Programmed Tree Works: Members noted that Mr. Close had completed this and reported on a number of branches along the track from the Knighton Road gate. The Clerk would ask Mr. Close if he was able to deal with these. The condition of the Walnut tree was a concern and the Clerk would ask the tree surgeon to look at it when he did the other works.
- (4) Rospa Inspection Report: It was noted that the majority of items discussed were minor and had been completed. A small number would be completed in due course but one larger item of concern was the condition of the timber steps around the skateboard area. Cllr. Bennett agreed to look at replacing these when considering the work/costs for the timber stage.
- (5) Community Building: It was noted that the decorative panels were now in place and all agreed they looked incredible. Access to the rear of the building had been improved. Mr. Rimington reported a number of small cracks in the concrete floor particularly near the stage area and he would repair these in the Spring.

Cllr. Kirkby reported that some monies remained in the budget and suggested that this money be used towards the path improvement given that part of it served the new building. Mr. Rimington stated that there were some invoices still to submit for the project so the remaining monies would need to be assessed then.

(6) Budget Consideration for 2021-22: Following discussion it was agreed to recommend the following budget –

Weekly Inspections (inc defib checks)	£1300
General Maintenance	£2500
Grass cutting/weed killing	£3600
Dog Bags (50 boxes as bulk buy)	£1000
Professional Inspections	£500
MUGA / New Building Reserve	£2000
Utilities	£250
Misc.	£300
<b>Total</b>	<b>£11450</b>

(7) Grant Applications: There were no immediate projects. Mr. Graham suggested a pump track and agreed to find out approximate costs as the Clerk thought that the budget may be beyond the small grants readily available. The Clerk asked that if anyone thought of a project to let her know so she could get Council to consider it.

### **MIN SB5/21 TOILET BLOCKS**

(1) Report on year to date: The Clerk reported that it had been a fairly quiet year although there had been several incidents of vandalism. She praised the work and reliability of the current cleaner. Currently she was looking into the possibility of installing cctv onto the meadow and toilet blocks and would report to the full Council in due course. The Wilson Terrace building had now closed for the Winter.

The possibility of opening the Wilson Terrace block over the Winter months was discussed and the Clerk confirmed that this had been previously explored and it had not been considered and not considered to be feasible. She suggested possibly extending the opening times perhaps by a month at each end of the season and was asked to cost out this for Council consideration.

(2) Cleaning Arrangements/Contract for 2022-23: Agreed to recommend that the contract for 2022-23 be awarded to Ms Lloyd-John at the prices stated.

(3) Maintenance Work:

(4) Budget Consideration for 2022-23: Agreed to recommend that the budget be set at £10,500 with £9500 to be raised via the precept and £1000 to come from the allocated general reserve for the toilets.

There was no urgent business.

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

#### **Allotments:**

*Use of plot 36 by the PNAA (at no charge). To be reviewed after one year.*

*Maintenance items as listed above to be completed.*

*Rent to remain at £28 per plot.*

#### **Meadows:**

*Grass cutting contract to be awarded to High Ground Maintenance Ltd for a period of three years from April 2022.*

*Minor maintenance items to be carried out as listed.*

*Cllr. Wilding to be asked to arrange the cut of the car park field prior to the 2022 Carnival.*

*Quotes to be obtained for work to paths.*

*Quote/Estimate to be obtained for changes to main Knighton Road entrance for consideration as new project in 2022-23.*

*Quote to be obtained for re-rendering of wall, old Barn area.*

*To consider siting of additional tree by Barn.*

*Approval for replacement of Sheep Music stage to be replaced (quote to be supplied at meeting).*

*Quote to be obtained from replacing of timber steps Skateboard Area.*



***Toilets***

*Cleaning contract for 2022/23 to be awarded to T. Lloyd-John.*

*Draft budget recommendation of £10,500 for 2022/23, £9500 to be raised from the precept and £1000 to come from allocated reserve for the toilets.*

The meeting closed at 8.00 pm.

## Report from the Allotment Committee

Karen Lewis [REDACTED]

Thu 13/10/2022 08:37

To: presteigneandnortontc@outlook.com <presteigneandnortontc@outlook.com>

## Report from the Allotment Committee

### Re rabbits

The season started with an optimistic flurry of activity by volunteers determined to rabbit proofing the site. Unbeknown to us the year before when the water board had been upgrading the supply, the workers had dug out for pipe work and the spoil had been shorn up against the wire fence causing it to be folded over. The weeds and brambles cleared we could see one of the routes that the rabbits had been coming in. There are many areas that rabbits have been getting onto the site, some through rotting boards, (which were patched), through the ranch style fencing and through areas alongside the pond. A combination of large rabbits being able to leap through the fence by the river, the rotting of the netting at ground level and the unprecedented number of rabbits on the Wentes meadow has caused devastation to most peoples plots. Many, usually enthusiastic plot holders are very despondent and on the verge of giving up. They have never known a season like this and we now believe that rabbits are even resident on site, under sheds and in the banks.

At our AGM it was discussed that we should put certain proposals to the Buildings and Sites Committee.

- During the dormant months when vegetation has died back the perimeter fencing needs a total overhaul because in its current state it is not fit for purpose.
- Once the site is secure again a pest controller is needed on site to ensure that the rabbits are caught/ repatriated/ culled

### Re. The micro plots project

Two of the committee visited the community garden in Newtown early last year and were full of enthusiasm to start micro plots in Presteigne on plot 36. In March the four little plots were allocated but only one person went on to plant their zone. By May/ June the other three areas were not being cultivated so the Chair chased those people who for one reason or another were unable to plant up the plots. These three areas were consequently taken over by this one person. It is therefore recommended that this lady be offered this area at a reduced cost from next March. The pilot was therefore deemed to be partly successful. Only four people applied for a micro plot and there was no waiting list.

### Re the communal areas

The contractor we had employed lasted three months and his work was appreciated but after a misunderstanding he decided he could not continue so again the site has been untidy at times. The committee are to review the management of the grass paths again.

## **Re the second green bin**

There is a note on the bin informing the allotment holders that this bin is primarily for the GG and for Nick Close. However there have been times when this bin is already full when they have come to use it and they have been frustrated by this. One solution to this may be to request that one of the regular GGs have the green bin at their home.

Sent from Karen's iPad



## MEADOW BUDGET 2022/23

Went's Meadow Site inc MUGA etc, Eddie's Meadow		Spend to Date
Weekly Inspections (inc defib checks)	1300	668.50
General Maintenance	2500	640.66
Dog Bags	1000	701.00
Grass Cutting/weed killing	3600	1995.75
Professional Inspections	500	174.00
MUGA / New Barn Reserve (to reserve)	2000	2000
Allotments (funded via rental income)	0	see below
Utilities	250	161.83
Misc.(to include bank charges)	300	56.00
	<b>11,450.00</b>	<b>6397.74</b>

<b>ALLOTMENT RENTAL INCOME</b>	
Plot 36 - not let - agreed use by PNAA for micro plots	
Plots 1-35 fully let	980
1 plot re-let part year	14
	<b>994</b>
<b>ALLOTMENT SPEND TO DATE</b>	
Clerk's Hours	154.89
Bank charges	9.43
	<b>164.32</b>
Hours due -	



## **Request for Community Garden**

### **Initial Email**

Dear Town Clerk,

I am writing to you as coordinator of a newly forming group within our town of Norton and Presteigne.

We are a small core of seven who are looking to create a community garden.

Our purpose for writing to you is to ask about land availability within our environs that could be designated for such use.

There is a currently growing acceptance and awareness that community garden schemes bring true benefit both practically, emotionally and financially.

In summary, key benefits for all local residents would include reduction of waste, improvement in food security, provision of healthier and more nutritious food, reduction of food miles, accessibility for all to grow food, sharing of ideas, skills and produce, benefits to social and emotional wellbeing.

We are also exploring funding schemes and have made initial contact with Keep Wales Tidy regarding their starter packs. We now know that equipment, soil, seedlings and fruit trees could be available to help launch the scheme.

In order to access further funding and resources we now need to find and secure an area of land for this initiative to progress.

Could you please advise what our next step should be regarding any Council owned land.

### **Further Information**

We would really like to be considered for utilising part of any Town Council Land available and would ask that this be put forward to members.

In regards to your request for more detail we have the following to add:

1. Following guidance from RHS, we would need Public Liability Insurance and have spoken with NFU insurers who have given an approximate figure of £260 PA
2. We have an example of a general risk assessment from the RHS that we would adapt for our specific use.
3. Our requirement for an area of land would be approximately 215 square meters which is in line with the starter pack materials that would be supplied by Keep Wales Tidy - Growing Green Spaces Scheme. They would require a commitment of land usage for 5 years to release this pack. (200 square meters is the approximate size of a tennis court.)
4. Trees would not form part of the scheme.
5. With regards to fencing; low to medium height hedging could be utilised as part of the garden if required.



The ethos and aspirations of the core group regarding how the garden would operate are as follows:

A) The garden is created as a means of educating and encouraging others to grow food for their own use.

B) The core group creates the space but encourages members of the community to join them at specific times (monthly work days?) to help maintain and contribute to it. This may involve community links with organisations such as local schools, day centres, or even local GP as the activities that a community garden could offer may contribute to mental wellbeing.

C) The garden is created to enable produce to be grown which could be distributed to those in need or do not have their own garden or means to rent other land spaces to grow food

With regard to financing – the initial set up costs would be covered mainly by the starter pack materials supplied by Keep Wales Tidy Green Spaces Scheme.

It is envisaged that many people would be willing to contribute plants and seeds to establish the garden but thought would need to be given as to how ongoing funding would be raised to cover annual insurance costs and the purchase of any additional materials/tools/maintenance that would be needed.

The national growth of 'Incredible Edible Community Gardens' began more than a decade ago utilising pockets of public land, with many councils being very supportive. It has proved to be very successful and there are now 170 sites across the UK.

Our aim is to set up a sustainable project which will benefit both nature, our community and which will encourage people and plants to 'Grow Presteigne.'

Angie Sutton

**PUBLIC TOILETS SPEND TO END OF OCTOBER 2022**

Approved Date	Minute	Payment No.	Name	Public Conv.s	VAT	Total
20.04.22	4038(2)	IB19	Border Janitorial	62.00	12.40	74.40
20.04.22	4038(2)	IB21	Cleanmy	30.72	6.14	36.86
20.04.22	4038(2)	IB25	Mrs T. Lloyd-John	390.49		390.49
20.04.22	4038(2)	Direct Debit	EDF Energy	146.72	7.34	154.06
20.04.22	4038(2)	IB31	N. Close	87.50		87.50
20.04.22	4038(2)	IB32	Chemassist	278.00	55.60	333.60
18.05.22	4058(2)	IB35	Highline Electrical		120.00	720.00
18.05.22	4058(2)	IB41	T. Lloyd-John	628.23		628.23
18.05.22	4058(2)	Direct Debit	EDF Energy	34.75	1.74	36.49
15.06.22	4069(2)	IB47	Screwfix (refund T. Price)	50.80	10.17	60.97
15.06.22	4069(2)	IB48	Hart Plumbing Spares (refund T. Price)	21.79	4.36	26.15
15.06.22	4069(2)	IB53	T. Lloyd-John	654.23		654.23
15.06.22	4069(2)	IB56	N. Close	112.00		112.00
26.07.22	4081(2)	IB61	Presteigne Building Supplies	16.62	3.32	19.94
26.07.22	4081(2)	IB65	T. Lloyd-John	706.23		706.23
26.07.22	4081(2)	Direct Debit	EDF Energy	84.57	4.23	88.80
26.07.22	4081(2)	Direct Debit	EDF Energy	24.07	1.20	25.27
26.07.22	4081(2)	IB66	N. Close	70.00		70.00
26.07.22	4081(2)	IB67	PHS Group	129.76	25.96	155.72
26.07.22	4081(2)	Direct Debit	Welsh Water	237.25		237.25
26.07.22	4081(2)	Direct Debit	Welsh Water	80.75		80.75
17.08.22	4093(1)	IB68	Wallgate Ltd	85.28	17.06	102.34
17.08.22	4093(1)	IB72	T. Lloyd-John	667.23		667.23
17.08.22	4093(1)	IB77	Mr. N. Close	17.50		17.50
21.09.22	4098 (2)	IB80	Cleanmy	38.04	7.61	45.65
21.09.22	4098 (2)	IB81	Border Janitorial	71.42	14.28	85.70
21.09.22	4098 (2)	IB82	Presteigne Building Supplies	123.00	24.60	147.60
21.09.22	4098 (2)	IB86	Leo Pest Control	58.00	11.60	69.60
21.09.22	4098 (2)	IB87	T. Lloyd-John	667.23		667.23
21.09.22	4098 (2)	IB88	N. Close	290.50		290.50
28.09.22	4098 (2)	Debit Card	Hart Plumbing Spares	43.58	8.72	52.30
19.10.22	4113 (2)	IB 93	Presteigne Building Supplies	4.14	0.83	4.97
19.10.22	4113 (2)	Direct Debit	EDF Energy	35.24	1.76	37.00
19.10.22	4113 (2)	Direct Debit	EDF Energy	75.29	3.76	79.05
19.10.22	4113 (2)	IB96	T. Lloyd-John	641.23		641.23
19.10.22	4113 (2)	IB97	N. Close	31.50		31.50
				<b>6695.66</b>	<b>342.68</b>	<b>7638.34</b>

**Expected Additional spend to year end -**

Cleaning	430 per month H/S x 6	2580
Cleaning	246 one month W/T	246
Electric	300 NB Hereford Street Elec - Fixed until 30/09/23	
Water	400 Wilson Terrace Elec Fixed until 31/03/24	
Sundries/Repairs	300	
	<b>3826</b>	

**Expected Year End**

Spend to Date	6696
Estimated spend to come	3826
<b>Expected Year End Total</b>	<b>10522</b>

**Budget 2022/23**

10,500