

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

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**MINUTES OF THE SITES AND BUILDINGS COMMITTEE MEETING**  
**HELD 23<sup>rd</sup> NOVEMBER 2023**  
**AT THE GREEN ROOM, ASSEMBLY ROOMS, BROAD STREET, PRESTEIGNE AND VIA**  
**VIDEO CONFERENCING**

**Present:** Cllrs. Baynham (Mayor), Preece, Price and Firth (via video conferencing).

Outside Representatives: Ms. S. Robson, Mr. R. Rimington (via video conferencing), Mr. G. Graham, Mr. C. Kirkby.

**Apologies:** None.

**Absent:** Cllr. Gray.

**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 SB1/23 ELECTION OF CHAIRMAN 2023/24**

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

**MIN SB2/23 ELECTION OF VICE CHAIRMAN 2023/24**

Cllr. Firth was proposed by Cllr. Baynham, duly seconded and elected unanimously.

**MIN SB3/23 ALLOTMENTS**

(1) PNAA Matters: Members had all received a copy of the report from the outgoing Chair of the Presteigne and Norton Allotment Association and noted the following –

- Rabbit problem had reduced but still present.
- Low numbers for the first Association AGM, officers now appointed and the aim was to encourage community spirit on the site.
- Main gate in need of repair/replacement.
- Mowing of communal areas by community payback team had been successful during 2023.

(2) PNAA Raised Matters: Agreed community payback continue to mow communal areas. PNAA to notify the Clerk if any additional works needed. Gate to be checked and repaired/replaced as needed.

(3) Work/Maintenance for 2024/25: See (2) above. No other items raised.

(4) Expenditure for the Year to date: Members noted that the expenditure was in line with what was expected given the majority of the hours charged to the budget would be incurred from January to March. Cllr. Price joined the meeting at this point.

(5) Review of Rents from March 2024: Members considered the current running costs, planned maintenance and possible unexpected costs. Cllr. Price reminded Members that repair and materials costs were increasing and this was to be borne in mind when setting the rent level. It was agreed that sufficient funds for allotment works were held in the Meadow account and it was therefore agreed to recommend that the rent remain unchanged at £28 per year.

A discussion followed on the need for insurance on individual plots and the difficulty that the PNAA was having in collecting subscriptions. This had been discussed at Full Council and refused. The Clerk reminded Members that she had taken advice from the Auditor sometime ago and been advised not to collect subscriptions on behalf of another body. Cllr. Price pointed out that insurance cover for each plot was the responsibility of the tenant. The Clerk reminded tenants regularly of their need for cover.

## **MIN SB4/23 WENT'S AND EDDIE'S MEADOWS, MUGA, FOOTBALL PITCH**

(1) Grass Cutting/Weed Killing: Members were happy with the work carried out and the Clerk confirmed that the contractor was responsive to requests and flexible regarding mowing dates if needed. Noted that the present contract ran until 2025.

Quote for various strimming works: Members recommended acceptance of the quote for various strimming works. It was agreed that the Clerk ask the Community Payback team if it could trim the length of footpath between the Mill and the Day Centre. If this was not possible then the Clerk to ask if this could be included in the quote supplied or for a small additional cost.

(2) Maintenance Plan for 2024-25. To include –

Clearance of grass cuttings and pond silt located below the bike track. Mr. Graham voiced concerns that this was unsightly and also sited very near to the wildflower area recently sown. Members agreed that this should not be a regular site for depositing grass cuttings and it was thought that as the verges would be under the County Council then it would be responsible for safe disposal of the cuttings if the cut and collect machine was used.

Mowing of far/car park field: Mr. Graham had spoken to the resident that had done the cut in 2023 and he was willing to continue in 2024. It was agreed that this generous offer be accepted and that the Clerk write to confirm this and include thanks for the work in 2023.

Work Day: This had been brought forward from an earlier meeting. Mr. Graham reminded Members that this had been an annual occurrence but had recently not happened. It was agreed that a site meeting be held in the Spring with a work day to follow. Committee Meeting to follow on from the site meeting.

Mr. Kirkby left the meeting at this point.

Items considered in need of attention on the work day included –

- Tidying of the corner used for disposal of silt and grass cutting.
- Disposal of thorn tree prunings.
- Removal of self-seeded trees on the bike track.
- Reducing soil/plants build up against the fence, Ligne Garden.
- Repair/replace or removal of barbecue.
- Cutting out and re-stoning of path past skateboard area to lower field.
- Steps from Meadow onto Mill footpath (Clerk to obtain details of materials needed and request from Community Payback team. Some stone to be added as needed.

(3) Report on Annual Visual Tree Inspection: Completed with no concerns raised. Tree work identified in recent survey completed 21<sup>st</sup> November.

(4) Rospa Inspection Report: Noted. A number of minor concerns and the guard rail/barrier at the top of the bowl continued to be raised as needing upgrading. Minor concerns being dealt with.

(5) Community Barns: Members considered the application of fire-retardant paint to the lower six feet of the internal and external timber. Mr. Rimington estimated an approximate cost of £1200-£1300 pounds. Agreed that Cllr. Firth and Mr. Rimington decide upon a specific paint and quantity for putting to Council. The intention was the Community Payback team would carry out the work.

(6) Budget Consideration for 2024-25: Members considered the draft budget supplied. It was noted that in addition to an allocated reserve for the MUGA/new barn capital works there was also a good balance in the Meadow bank account generally. It was felt therefore that the works listed above could be met from the balance held and a draft budget was agreed as follows –

### **MEADOW BUDGET**

| <b>Went's Meadow Site inc MUGA etc, Eddie's Meadow</b> | <b>Budget 2023/24</b> | <b>Draft Budget for 2024/25</b> |
|--|-----------------------|---------------------------------|
| Weekly Inspections (inc defib checks)                  | 1500                  | 1650                            |
| General Maintenance                                    | 2500                  | 1500                            |
| Dog Bags   | 1400                  | 1750                            |
| Grass Cutting/weed killing                             | 3600                  | 3600                            |
| Professional Inspections                               | 925                   | 225                             |
| MUGA / New Barn Reserve (to reserve)                   | 2000                  | 2000                            |
| Allotments (funded via rental income)                  | 0                     | 0                               |

|                                |                  |              |
|--------------------------------|------------------|--------------|
| Utilities                      | 350              | 350          |
| Misc.(to include bank charges) | 300              | 200          |
|                                | <b>12,575.00</b> | <b>11275</b> |

Members noted that the new nature reserve would now fall under Sites and Buildings Committee and so for future years this would need to be considered when setting the budget.

It was noted that some of this budget could be taken from the existing account balance when setting the full budget in January if it was felt this was needed.

(7) Grant Applications: The Clerk reported that she was currently in the process of writing a grant application for a storage container and outdoor/giant games/table tennis table.

(8) Update and consideration of storage solutions: Mr. Graham highlighted the fact that the Meadow was primarily an open space and that further building would need to be very carefully considered. Members agreed that further development needed to be carefully considered. The café/bar/storage proposal recently considered by Full Council would be re-visited in 2024.

(9) Report on Vandalism Issues: There had been a larger and more serious number of issues over the late Spring/Summer months although these were thankfully reducing with the dark nights/colder weather.

### **MIN SB5/23 TOILET BLOCKS**

(1) Report on year to date: The Clerk reported that a contactor had been appointed to paint the inside of the Hereford Street block and that the Community Payback Team had agreed to paint the inside and outside of Wilson Terrace.

(2) Review of cleaning Arrangements: All agreed work was very satisfactory and no changes to work patterns were proposed. Currently under contract to March 2025.

(3) Maintenance Work: Ongoing repairs only for 2024/25 (other than mentioned under (1) above).

(4) Budget Consideration for 2024-25: Agreed a budget recommendation of £12,000 but with £5000 of this to be taken from the allocated toilets reserve.

### **MIN SB6/23 URGENT INFORMATION.**

None.

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

#### **Allotments:**

*To recommend Council to review condition of main gate and consider repair/replacement.*

*To recommend that the rent per allotment remain unchanged for a further two years (to March 2026).*

*To recommend that tenants be again reminded of the need for insurance as part of the renewal process.*

#### **Meadows:**

*To recommend acceptance of the quote for various strimming works for 2024.*

*To recommend the community payback team be asked to strim/cut back the footpath between the Mill and the Day Centre.*

*To recommend the following budget for 2024/25 –*

|                                       |                |
|---------------------------------------|----------------|
| Weekly Inspections (inc defib checks) | 1650           |
| General Maintenance                   | 1500           |
| Dog Bags                              | 1750           |
| Grass Cutting/weed killing            | 3600           |
| Professional Inspections              | 225            |
| MUGA / New Barn Reserve (to reserve)  | 2000           |
| Allotments (funded via rental income) | 0              |
| Utilities                             | 350            |
| Misc.(to include bank charges)        | 200            |
|                                       | <b>£11,275</b> |

*To further recommend that the above budget be part funded using monies held in the Meadow account to reduce that balance.*

*To agree to purchase of fire retardant paint for use on the new Community Barn.*

*To seek quotes for the cutting out and re-stoning of the path running alongside the skateboard area/bike track.*

*Above two projects to be funded using monies held in the Meadow Account.*

*To recommend the suggested café/bar/storage project be set aside for the time being and re-considered at the April/May Committee Meeting.*

**Toilets:**

*To note the continued good work of the current cleaner and that the contract continues until March 2025.*

*To note the painting of both blocks to be completed in due course.*

*To recommend a budget for 2024/25 of £12,000 with £5000 of this amount to be met from the allocated general works toilet reserve.*

The meeting closed at 7.45 pm.