

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

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**MINUTES OF THE SITES AND BUILDINGS COMMITTEE MEETING**  
**HELD 28TH NOVEMBER 2017**  
**AT THE SHIREHALL, BROAD STREET, PRESTEIGNE**

**Present:** Cllrs C. Kirkby MBE, R. Bamford, R. Bennett, P. Linnett, N. Rogers.  
Outside Representatives: Mr. D. Harvey, Mr. R. Rimington, Mr. G Graham.

**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:*

*Cllr. Bennett, Director of Sheep Music re Sheep Music Proposal for Went's Meadow.*

*Cllr. Bamford, personal connection to a Sheep Music Trustee re Sheep Music Proposal for Went's Meadow.*

*NB Dispensation in force for members of societies/charities.*

*Personal and Prejudicial: None*

**MIN SB1/17 ELECTION OF CHAIRMAN 2017/18**

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

**MIN SB2/17 ELECTION OF VICE CHAIRMAN 2017/18**

Cllr Bennett was proposed by Cllr. Rogers, seconded by Cllr. Linnett and duly elected.

**MIN SB3/17 ALLOTMENTS**

(1) Informal Meeting with PNAA Representatives, Cllr. Linnett & the Clerk: Mr. Harvey gave a short report from the Allotment Association highlighting the matters the Association were asking to be considered and Members received both his written report and the notes from the meeting with the Clerk and Cllr. Linnett.

(2) PNAA Raised Matters –

- **Permission for Miniature Fruit Trees:** The request to be allowed fruit trees was considered but it was agreed not to recommend any change to the allotment rules to allow this to take place. It was felt that not only were there problems concerning root growth, enforcement to ensure suitable types planted and eventual removal but also that the adjacent community orchard provided opportunities for those tenants wishing to cultivate fruit trees to assist with these trees. In addition, three replacement trees were needed and tenants could approach Cllr. Kirkby if they wished to discuss providing a replacement.
- **Repairs to Post and Rail Section of Fence:** The Clerk to discuss with Cllr. Wilding and Mr. Close.
- **Trees near pond shading adjacent plots:** Western Power had now completed the necessary pruning of the trees near to the power lines. The small alder tree complained of by one plot holder would be checked again by Cllr. Linnett and if she felt the tree needed removal the Clerk would contact the plot holder to let them know they could remove it.
- **Rabbits:** This had been a problem for some plots over the growing season. The PNAA would monitor the problem and report back to the Town Council as necessary.
- **Personal Insurance:** Mr. Harvey reported that the Association was providing cover under a blanket policy for all plot holders but that not all were members. This may be an issue in the future if membership continued to drop. Some household policies covered allotment plots. It was noted that the responsibility for cover for individual plots was that of the tenant not the Town Council.

(3) Work/Maintenance Plan for 2018-19: Regular maintenance in 2018 would include strimming of visibility splay to car park, hedge cutting including inside of roadside hedge, general strimming of boundary as required. The rotten posts in the railed fence on the river side would be repaired as soon as possible.

(4) Expenditure 2017-18 to date: Spending for the year to date was normal although it was noted that the fence had needed a number of posts replacing. The total rent received covered annual cost with around £150 spare each year. Monies were paid into a dedicated account and set aside as a reserve for future works such as the replacement of the fence. The current balance of the account was £1600.16.

(5) Rent Review (w.e.f. March 2018): The Clerk reminded Members that the review of rent was carried out every two years and that notice needed to be given to plot holders if any change was intended. Members carefully considered the need for sufficient reserves against the cost of plots and following a vote (Note: only Council Members may vote not outside representatives) it was agreed that the Committee would recommend an increase in the rent of a plot of £1 to £28 per year.

Mr. Harvey left the meeting at this point.

#### **MIN SB4/17 WENT'S AND EDDIE'S MEADOWS, MUGA/FOOTBALL PITCH**

(1) Grass Cutting and Weed Killing Arrangements for 2018/19: Agreed to recommend that the contract for 2018/19 be awarded to High Ground given the high quality of their work.

(2) Maintenance 2018/19: Items for 2018/19 to include –

- Grass cutting
- Weed killing (particular note to weed kill wider area alongside main track as becoming increasingly narrow)
- Hedge trimming
- Top/flail car park field as grass no longer suitable for hay
- Rough areas, Lower Went's Meadow to be cut with flail but possibly earlier in the year when the ground was drier
- Harrowing of areas infested by moles once or twice in early Spring
- Re-stoning of paths including path from track down to lower field and some in the Scottleton Street entrance. Cllr. Bennett to look at what was needed.
- Trimming of Holly tree Scottleton Street Entrance
- Ironwork at Barn (Mr. Graham to discuss with Mr. Pete Smith)
- Ligne Garden tidy via volunteer day Spring 2018.

(3) Report on Annual Visual Tree Inspection: Mr. Close had carried this out and identified four dead trees. These had now been removed.

(4) Skateboard Area, Rospa Inspection Report: Mr. Rimington had purchased the brick required as one of the ROSPA recommended changes. Mr. Close would fit the brick and rectify the other minor issues. Loose posts had been replaced.

(5) Problems with pyramid: Cllr. Kirkby reported that the company responsible for the installation were no longer responding to calls or emails and that it was unlikely that the final issue would be rectified by them. Cllr. Kirkby said that to properly address the issue of the change in level the Rospa inspector had recommended that an additional thin (3mm) piece of steel be inserted under the edge and welded to the unit. Mr. Graham agreed to look at doing this and Mr. Rimington agreed to source the steel.

(6) Sheep Music Community Building Proposal: A number of very positive comments had been received together with two emails of concern about possible noise issues and the future use of the building. It was agreed that the building would be for community use rather than private events. Greatly increased usage was not expected and public events held would be required to hold the necessary licences.

Cllr. Rogers felt that the Council should consult with residents and it was agreed that a model of the proposed building together with comment forms would be placed in the library. Details would also be put on the Town Council facebook page and website and passed to PACDG for circulation. The Clerk had already placed information in Norton and on the library and Memorial Hall noticeboards.

Cllr. Kirkby had been making enquiries with the Valuation Office to check any possible rating cost but had as yet been unable to get anything confirmed.

Mr. Graham asked that the orientation of the building be further considered prior to a planning application being submitted.

A summary of the expected costs was circulated with a total maximum cost of £40,000. A Town Council contribution of 10% was suggested, a maximum contribution of £4000.

It was agreed to recommend that –

The Town Council support the proposal and agreed to take over ownership of the building on completion subject to

- a maximum Town Council contribution of £4000
- the obtaining of the necessary funding
- no substantial objections from the public
- planning permission being obtained.

(7) Budget for 2018/19: Agreed that the following budget be recommended -

- |                              |       |
|------------------------------|-------|
| • Weekly Inspections         | £800  |
| • General Maintenance        | £2000 |
| • Miscellaneous              | £300  |
| • Grass Cutting/Weed Killing | £3500 |
| • MUGA Repairs/Reserve       | £2000 |
| • Grand Total                | £8600 |

(Current bank balance £11,315.30)

The re-stoning of the paths would be part covered by the reserve balance if the amount allocated to maintenance was insufficient.

### **MIN SB5/17 TOILET BLOCKS**

(1) Report on year to date: The Clerk reported that both buildings had been repainted during the year and that the Hereford Street site had been refurbished with a new urinal, new flushing systems and updated lighting. There had been a number of minor repairs but very little vandalism. Currently the tap in the disabled cubicle at Hereford Street was in need of replacing and parts were to be ordered.

(2) Cleaning Arrangements/Contract for 2018/19: It was unanimously agreed to recommend that the contract be allocated to T. Lloyd-John.

(3) Service of Uniwash Units: Costs had been obtained from both Healthmatic and Wallgate. The Clerk reported that she had obtained a manual for the units and Mr. Close had confirmed that he could carry out the basic service involving cleaning of pipes, de-scaling etc. It was agreed to recommend that the Clerk make arrangements for Mr. Close to do this.

(4) Budget Consideration for 2018/19: It was noted that the annual grant from the County Council would cease in March and no payment would be made for 2018/19. The anticipated project reserve at the year end was £21,000. Anticipated costs for 2017/18 were just over £10,000 (excluding the refurbishment costs). Cllr. Kirkby reminded Members that the Town Council had offered to clean the cemetery toilet if re-opened by the County Council and if this was done then it would be sensible to allow one hour per week for cleaning. Given this it was agreed to recommend a budget for 2018/19 of £11,000. Should the cemetery toilet not re-open the precept in the following year could be reduced.

### **MIN SB6/17 DRILL HALL/OLD SCHOOL BUILDING/CEMETERY LAND**

(1) Re-allocation of existing budget as precepted for 2017-18 and no longer required for Drill Hall, Old School and Repayment of Borrowing on cemetery land. (£750, £750, £6500) and £1500 allocated to Old School/Drill Hall in 2016/17: It was agreed to recommend that the amounts be transferred to replenish general reserves which had been used to fund the cemetery land purchase.

(2) Progress on Cemetery Land Sale: The Town Council's solicitor had been informed of the sale and was ready to proceed on receiving contact from the County Council. Cllrs. Kirkby and Wilding were meeting the Herefordshire Council Ecologist on site on 29<sup>th</sup> November to discuss the landscaping requirements in preparation for the site meeting with the County Council.

### **MIN SB9/17 URGENT BUSINESS INFORMATION**

Agreed Committee to meet twice yearly in future – May and November. May to include a site meeting.

#### *Summary of Recommendations to Full Council-*

#### *Allotments –*

*Request for permission to plant miniature fruit trees be refused*

*Repairs to post and rail fence to be arranged*

*Cllr. Linnett to inspect alder tree and plot holder to be allowed to remove if felt necessary*

*No change to regular planned maintenance*

*Increase in annual plot rental from £27 to £28 w.e.f March 2018.*

*Went's Meadow etc -*

*Grass cutting/weed killing contract be awarded to High Ground*

*Maintenance plan be approved as detailed*

*Skateboard Pyramid: Messrs Graham and Rimington to source and install additional small steel plate to reduce amount of change in level.*

*Other general ROSPA recommendations to be carried out as soon as weather permitted*

*To support the Community Building Proposal and agree to take ownership of the building subject to -*

*a maximum Town Council contribution of £4000*

*the obtaining of the necessary funding*

*no substantial objections from the public*

*planning permission being obtained.*

*Draft budget recommendation totalling £8600.*

*Toilet Blocks -*

*cleaning contract for 2018/19 be awarded to T. Lloyd-John*

*twice yearly cleaning of uniwash units to be carried out by Mr. Close*

*draft budget recommendation of £11000 for 2018/19.*

*Drill Hall etc –*

*That the amounts allocated for the Drill Hall, Old School and cemetery land in 2016/17 and 2017/18 be transferred into general reserves.*

*General –*

*The Committee meet twice yearly in future – in May and November.*

The meeting closed at 8.53 pm.