



Cyngor Tref Rhydaman Ammanford Town Council

**Minutes of Asset Management, Planning and Environment Committee Meeting of Ammanford
Town Council (ATC)**

on

**Monday 28th September 2020 at 6.00pm
Via Virtual Media on MS Teams**

Minutes taken by: Clerk, Duncan Morgan (DSM)

Attendees: Members of Asset Management , Planning and Environment Committee (AM): Councillor Geraint Jones (GJ) (Chairperson of Committee); Councillor Stephen Davies (SD); Councillor Emyr John (EJ)

Attendees: Non-Members of Asset Management, Planning and Environment Committee: Councillor Colin Evans (CE)

Minutes taken by: Clerk Duncan Morgan (DSM)

Councillor Geraint Jones Presiding

Meeting commenced at 18:08

**1) Apologies and reasons for absence
Committee Members (AM)**

Deputy Mayor Gruff Harrison – Job Interview preparation

Non-Committee Members

Councillor Llio Davies – Family Commitments

Councillor Rhys Fisher – Care Working

2) Declarations of interest

Councillor Stephen Davies – Ammanford AFC

EJ – Wished for it to be noted that he had been requesting a meeting of the AM Committee since July 2020 given the amount of matters outstanding and was disappointed with the time it had taken to meet.

GJ – Responded that he had hoped that there would have been a relaxation of the current rules and regulations to allow an initial face to face meeting to allow newly appointed Councillors an opportunity to meet.

3) General Items for Discussion on Ammanford Recreation Ground

3.1 – To Discuss Sale/Lease of Parcel of Land

CE – joined meeting at 18:15

GJ – Stated that ATC had been approached by a member of the public at the beginning of the year to purchase/lease a parcel of land at the rear of Iscennen Road. GJ then requested the Clerk to provide further information.

The Clerk reported that he had contacted CCC regarding the terms of lease between ATC and CCC and received the following response from Stephen Morgan, Asset Manager for CCC:-

“I’m not sure whether we’re talking about the same area or if this is a new request. In any event, nothing further came from the original request following our response that we’d be prepared to deal with it via a sub-lease.

Therefore , in relation to your query, our view from the legal and property perspective was and still is, that a sub-lease is the best arrangement as it doesn’t involve a surrender and re grant of the original lease. This would be costly and somewhat cumbersome. A sub lease allows greater control in terms of how it’s used and the condition it’s kept in when considering the retained land . If it were to be sold, there’s no guarantee that the person making the request would be the eventual owner. In addition, in allowing the Town Council to generate a modest annual rent via a sub-lease, we are seen to be helping make these community asset transfers work in supporting revenue generation towards essential upkeep of these premises.

I’d be happy to pick this up with legal and arrange for the appropriate documentation to be drawn up.”

GJ – Added that the member of the public is also prepared to landscape the remaining parcel of land he does not wish to purchase. This would be an opportunity to tidy up the area. The lease of the parcel of land to the interested party would also allow ATC to generate money which could be utilised to be put back into the community.

SD – Queried if it was the intention of the interested party to put in a hard standing

GJ – Suggest that the area be fenced off with a 5 foot fence, which would have to be negotiated in any agreement between both ATC and the interested party.

CE – Queried if it was the intended for a static caravan to be placed on the parcel of land owing to planning regulations and implications.

GJ – Responded that it was for a touring caravan. GJ continued the initial setting up fees would include the sublease and any ‘upfront’ costs.

EJ – Queried the valuation obtained at a cost of £300 plus VAT and the cost of the advice sought from ATC solicitors and stated that ATC should ensure the party should cover all costs to include the fees already incurred even if the transaction did not proceed.

GJ – Responded that on a practical level the caravan was to be parked on the back of the interested party’s land and that any premium paid should be the responsibility of the interested party. Guidance would have to be sought on charging on the lease.

SD – Commented that this was currently now used as a dumping ground and if the interested party were to acquire this land there would be no maintenance required by ATC.

EJ – Commented that by leasing this land a precedence could be set and could open the floodgates for other people to approach ATC for similar applications.

CE – Responded that each application/case would have to be discussed on merit.

GJ – In order to proceed if the committee could make a decision in principle and what would be the period of the lease.

EJ- Responded that any lease over 7 years would have to be registered with the Land Registry and CCC consent needed for any term.

CE – Stated that ATC would have to take a legal point of view on the term (time/length) of the lease together with any legal agreement between ATC and the interested party.

The following was proposed by the Asset Management, Planning and Environment Committee: -

- 1. That the interested party erects a permanent fence in line with existing fencing in the area, the maintenance of which will be the responsibility of the interested party.**
- 2. That a hard standing be built by the interested party on the parcel of land required, which will be of standard 'fit for purpose' for parking a touring (non static) caravan and no other use.**
- 3. The interested party landscapes/levels off reseeds the remaining land. The contractor used shall be approved by ATC. All costs to undertake this work will be responsibility of the interested party. All future maintenance of the land in question will be responsibility of ATC.**
- 4. Term of the lease will be for a maximum period of 25 years (exact term to be discussed with interested party)**
- 5. Rental level to be set in line with caravan storage rates**
- 6. Interested Party to pay all costs incurred to date and also those incurred in documenting lease**
- 7. A break clause be part of the lease if the terms and conditions of the lease are broken and of the property linked to the parcel of land in question is sold at future date allowing the land to revert back to ATC.**

Proposed – GJ

Seconded – SD

Agreed – EJ

3.2 To discuss the future use of the disused Changing Rooms

The clerk reported that expressions of interest had been sent out to Ammanford RFC, Ammanford AFC, Boxing Club and Sports Association.

No response was received from the Sports Association

The Boxing Club responded but did not express an interest in the Changing Rooms

Both Ammanford RFC and Ammanford AFC did express an interest. The clerk then read out the letters received from the aforementioned parties.

The following discussed ensued

SD – Stated that the Changing Rooms were originally owned by Ammanford AFC and were then taken over by CCC and became disused. He continued he thought that the RFC were unable to get a female rugby team but maybe looking at a junior girls team.

AFC has 350 active members which would benefit more from the changing facilities.

CE – Stated that there may asbestos at the premise.

DSM – Commented that an electrical contractor had just completed the annual electrical testing, on the Changing Rooms which as anticipated failed, but as the building was not in use did not pose a risk as the electrical supply had been isolated at the distribution board. The electrician also stated that there would be a need for a total rewire, new light fittings and sockets would also have to be installed before the building could be brought back into use.

GJ – Stated that the two parties that had expressed an interest that more detail would be required from each party regarding their intentions for the refurbishment of building together with proposals for their future use of the changing rooms.

CE – Started that a full condition survey would have to be undertaken on the building to assess any works that would have to be undertaken before the building could be recommissioned.

GJ – He agreed with CE and could the AFC/RFC undertake their own surveys and report back with their suggestions.

SD – Commented that ATC could lease the facilities to both the AFC and RFC. But the Building/facilities needs to be brought back into use in the first instance. He also stated that the AFC/RFC would have access to grants that are not available to ATC and if the building were leased that an agreement between both the AFC, RFC and ATC be drawn up to ensure that any remedial works to be undertaken would be the responsibility of the clubs before the facilities are recommissioned and brought back into use.

GJ – Agreed with SD that there could be joint use of the facilities along with other community use. ATC could ascertain the cost of the refurbishment.

SD – Should ATC borne the cost of the refurbishment to ensure that it did not 'dip' too much into the budget.

GJ – At the risk of pressure of extended deliberation from both clubs could ATC allow contractors to undertake works.

CE – Added who would have the best opportunities for Grants, ATC, RFC, AFC. Maybe invite other interested parties to express an interest in the facilities.

EJ – Suggested that ATC asks other organisations to express an interest.

CE – Responded by stating that the location of the changing rooms would play a part.

GJ – Responded by stating that ATC should stick to recreation use only and limit it to the parties had already expressed an interest. Invite both the RFC and AFC to make further representations.

Resolved that both Ammanford AFC and Ammanford RFC be approached to make further representations for their proposals for the future use of the changing rooms and to seek possible wider community use

Proposed – GJ

Seconded – EJ

As SD had declared an interest in AFC would not be able to participate in the decision making process

3.3 To discuss Ammanford AFC & RFC Pitch Conditions and Maintenance Plans

The Clerk read out a letter received from the AFC stating works that needed to be undertaken together with the costs. The summary of the costs are as follows: -

Scarifying the Pitch - £1,800 +VAT

Apply 6 bags of grass seed - £420 +VAT

Top dress the pitch 60 tonnes at £29/tonne - £1,700 +VAT

Labour costs - £200 +VAT

Total Costs - £4,120 +VAT

EJ – Commented by stating why are CCC not undertaking this work under the SLA

SD – Responded that CCC are not doing what they should and not to the required level. He continued by stating that ATC have been trying to get a detailed breakdown of the SLA agreement, but to date CCC have not provided this information.

GJ – Responded by stating that the pitches need money spent on them very soon.

CE – Asked what level of service ATC aspire to provide.

EJ – Asked if clubs using the pitches are paying ATC for their use

DSM – Responded by stating that this was not known

SD – ATC have requested a breakdown from CCC which has not been provided. What are the clubs being counter charged. He added that the current bills being issued by CCC for Ground Maintenance lag behind by about 10-12 months.

EJ – Commented that the SLA document circulated was quite itemised in relation to work required.

SD – Responded that a detailed breakdown of activities undertaken were not itemized.

EJ – SLA states the pitches are being groomed, vertidraind and over seeded.

SD – The bills does not state the activities that have been undertaken. No transactional information. There is a need to push forward. What has been done on all assets. Need to understand what has been spent.

GJ – We need dates when specific tasks were carried out

EJ – Agreed that there is no management of the SLA work.

SD – With the SLA that is in place I suggest there needs to be an activities log. If ATC owners of the activity a test base can be set up.

GJ – Stated that owing to the season the activities stated on letter from ATC cannot currently be undertaken.

EJ – Suggested that AFC and RFC pay directly for the work to be undertaken.

SD – The organisation would pay a contribution.

GJ – Stated that it would be difficult to ask for the organisation for a contribution.

EJ – Stated that there were currently no goal posts in place and members of the public are unable to play football.

SD – Responded that the goal posts had been removed to protect the ground from continued use in the same area. RFC/AFC also play a big part in the community than other clubs.

EJ – As there were no goal posts in place members of the public had to go to Saron to play football.

SD – Stated that children and adults benefit with help given

EJ – Stated that members of the public should not have to pay for the extra facilities / work required by the sports clubs.

GJ – Responded that facilities are open for the public. The goal posts are taken away to preserve the pitch. The RFC/AFC should contribute but must be sensible they cannot be solely responsible.

EJ – Agreed that RFC/AFC should not be solely responsible, but the public do need the facility. A compromise would be not to remove the goal posts but to move them around.

GJ – Asked who owns the goal posts.

SD – Replied stating that the goal posts are owned by the AFC.

GJ – Asked would it be possible to chase the RFC/AFC to pay, but this is not currently possible

ACTION – Clarification needed on the SLA and what needs to be provided all year around.

Charging regime and what payments received to date needs to be reviewed.

Ammanford Recreation Ground – Other Issues

EJ – Raised a discussion regarding the new footpath.

GJ – Asked who constructed the current path and who is responsible for adoption of the asset. Are ATC currently leasing the path from CCC.

DSM – Responded by stating that CCC have constructed the path

EJ – Stated that if a member of the public were to have an accident such as trip ATC would be responsible.

SD – Asked if the current path is included in the lease.,

EJ – Responded that the land is leased to ATC so yes. He then asked if there was a maintenance agreement between CCC and ATC.

GJ – Asked if the path was included in the current lease.

SD – Responded by stating - Let's ask the question.

EJ – Asked if the path was to become part of a cycleway.

SD – Responded by stating that as part of the original scheme money funding was provided as part of cycle regeneration scheme.

CE – Commented by stating that the path was of the safe route to schools.

SD – Added part of the path running from the RFC to schools forms the safe route to schools' scheme. ATC found an opportunity to extend the path.

GJ – Is there an issue with cycling on the path?

SD – Responded - Who is responsible

GJ – Stated that sign warnings should be in place.

SD – Question – Is there any info on the process of liability management.

EJ – Stated that this was fundamental process, and no signage was currently in place. There needs to be signage in place.

GJ – Agreed with EJ.

EJ – Stated that bollards are missing by the gates off Tirydail Lane. This needs to be resolved asap as cars are driving down the path. A bollard had been placed on the Penybank end to prevent vehicles from being driven on the path from this direction. Cars could also damage the grassed surface.

EJ – In adequate action on the placement of bollards

GJ – Attain Quotes for bollards

EJ – Suggested CCC should put bollards there as part of path scheme.

GJ – Suggested that as there had been the absence of bollards that it could be regarded as an inadequate danger.

EJ – Stated that it been like this throughout the summer months.

GJ – Stated that his comment above was just a suggestion.

EJ – Suggested that ATC could place CCC 'on notice' in order that they put the bollards in place.

GJ – ATC should email CCC to instruct them to put the bollards in place. He added that this was a short coming of the project.

ACTION: DSM to email CCC

EJ – Raised a discussion regarding the lack of bins at the Recreation Ground

EJ – Suggested that a rationalisation of the amount of bins located at Ammanford Park and that some be removed and place at the Recreation Ground. Signage should also be placed instructing members of the public to pick up their dog's feces.

GJ – Commented by stating that signage was ineffective.

EJ – Went on to comment that there were 15 bins located at Ammanford Park and were poorly managed.

GJ – SLA Agreement stated that bins were to be emptied daily.

GJ – Asked if some of the bins could be moved from Ammanford Park and relocated at the Recreation Ground.

EJ – Stated that some of the bins were on slabs and it may not be possible to move/relocate these bins.

GJ – Asked if the SLA would increase if the bins were relocated.

EJ – Suggested that at least 2 bins be relocated to the Recreation Ground.

GJ – Believed that a small cost would be incurred to move the bins located on pillars. Inform CCC in order that the SLA can be updated once the bins have been moved.

Resolved that 2 Bins be moved from Ammanford Park and be relocated at either end of the Recreation Ground path

Proposed – GJ

Seconded – EJ

Agreed – SD

EJ raised query regarding CCTV Cameras

EJ – Raised the issue with the removal of the Cameras by CCC during the construction of the new footpath.

GJ – Wanted confirmation that EJ was referring to the CCTV cameras, which was confirmed.
GJ – Suggested that an email be sent to all members requesting information on who installed the original CCTV's.
GJ – Continued by asking if permission was given for the removal of the cameras and who removed the cameras.
EJ – Confirmed that the cameras had been removed by CCC.
GJ – Asked who gave them permission to remove the cameras.
EJ – From a previous email circulated it seemed that permission had been given by ATC for the CCTV Cameras to be removed by the previous Clerk, but this did not seem to have been agreed by Members. Police now of the opinion that this leads to more anti social behavior in the area.

ACTION – DSM to email Members regarding their knowledge of the system

**EJ – Reminded members that ATC have received a request regarding the Skate Park located at the Recreation Ground.
(no discussion followed)**

EJ – Requested that the parking arrangements for Ammanford AFC be discussed and also the use of the road coming in from the Haven Vets end.

SD – Responded that this road had been used even when it was a dirt track.

EJ – Stated that given road is now Tamarac this leads to more future maintenance. AFC visitors were parking on sides of lane and could now make use of the spare land opposite instead. EJ also had concerns that this could impede on the access for emergency services.

SD – Responded stating that this area could be adopted. The RFC and AFC make use of this as a car park. Supporters use the car park and AFC mainly use the area.

EJ – Stated that a conversation needs to take place between ATC and the AFC prior to signing the lease.

SD – Is this regarding what the AFC needs to do.

GJ – Suggested that a Site Visit needs to be arranged between ATC and AFC regarding the parking arrangements. GJ went on further to say that it is not a good idea to allow parking everywhere.

SD – What are the Highways intention to tarmac the remaining areas.

ACTION – DSM to arrange site meeting with AFC representatives

GJ – As Chair in view of the factor that SD would be leaving the meeting shortly what are the next pressing issues for discussion.

4) To discuss Carmarthenshire County Council SLA

As this had been partially discussed under Item 3 and in view on the time constraints this topic will be raised at the next AM committee meeting.

5) Ammanford Park – General Items for discussion

5.1 To discuss Ammanford and Margaret Street Toilets Lighting

The clerk stated that a survey had been undertaken on the lighting on the above mentioned and was awaiting a quotation to undertake the work.

5.2 To discuss Floral Quotations

The clerk Stated that he had received two quotations namely Wrenvale Landscaping and RGR Landcaping.

The details are as follows:-

Owing to the value of the work two quotations were required. They are as follows

Work to be undertaken	Wrenvale Nurseries & Landscapes	RGR Landscapes
<u>Ammanford Park</u> To prepare beds in Spring & Autumn, Soil test beds and fertilize as necessary supply and plant beds on 2 occasions	£4800	£5250
Maintain above beds monthly	£120 per month	£150 per month
<u>Rotary Club Sign Beds & Bed Near Public Toilets opposite Wilkos</u> To soil test and fertilize Autumn & Spring Plants, labour and maintenance	£1900	£2150
<u>French Flag Near Tesco</u> Plants labour and maintenance	No charge	£250
<u>Ammanford Town Centre Baskets</u> 10 Baskets 20 Small Baskets Water and feed £30 x 3 watering weekly	£435 £90 weekly	£425 £120 weekly

EJ – Recommended that the quotations were presented to the next Full Council to be discussed in relation to scope of work required and to ensure budget provision is sufficient so lowest quotes from Wrenvale could be ratified and signed off.

GJ – Stated that he was happy to accept Wrenvale as the successful contractors and that this be ratified in front of the next Full Council meeting.

RESOLVED that the quotations be presented to the next full council meeting for clarification on the scope of work and budget available in order to accept quotations from Wrenvale.

5.3 Ammanford Park Management

No other business was discussed under this Item although EJ had several issues to raise

6) To discuss matters on Other Parks and Playgrounds

In view of the time constraints and that SD had to leave the meeting owing no matters were discussed under this Item and would be raised in the next AM committee meeting quotes to ascertain scope and value of the projects to make an informed decision on which projects to put forward.

EJ – Suggested that an email be sent out to councillors for suggested projects and replies to be received within 48 hours.

7) To discuss Grant Applications

Transforming Towns Thematic Covid 19 Response 2020/21 Grant – ATC have applied for £9062.86 with £7250.29 being awarded based on the match funding requirement

EJ – Raised the issues with the letter of offer of acceptance received for the Transforming Towns Thematic COVID 19 Response Funding Grant regarding branding and track and trace.

GJ – Asked who would undertake the Track and Trace.

EJ – Responded by stating that offer letter makes ATC responsible for Track and Trace.

EJ – Raised the issue that there may be issues with vehicular access if the Benches were placed outside the eateries on Quay St

DSM – Responded by stating that a Site Visit between CCC officer and himself had been undertaken and that the CCC officer was happy with the location of the benches.

EJ – Stated that the pedestrianised area of Quay Street was still classed as a public highway
DSM – Responded that following on from the Site Visit between the CCC Officer he was happy with the location of the benches.

EJ – Asked if this would have an impact on access by the delivery lorries and had the CCC officer discussed the specifically with Highways.

GJ – Requested that a letter be sent to the Highways Department to seek clarification.

ACTION – DSM to contact CCC Highways department over proposals

RESOLVED that a recommendation be made to Full Council to accept the above grant award with a requirement for £1812.57 of match funding

Mynydd Y Betws Grant

ATC have applied for funding of £9630 to Install Street Lighting on the Memorial Avenue off Iscennen Road at Ammanford Park

Decision on applications still awaited

8) To discuss Progress with Christmas Lights

The Clerk reported that the lights were progressing and that meetings were taking place between the Christmas Lights company, South Wales Trunk Road Agency(SWTRA) and himself.

Discussions were currently taking place between all parties to ascertain if it would be possible to have a scaled down version of the main Christmas Tree Design on the streetlight lampposts.

If this were not possible a garland design would have to be used.

EJ – Queried what the scheme included – specifically did it include any lights along Ffordd William Walker etc

GJ - That he was not able to comment as he had not been involved on the whole process.

SD – Stated that the Scope of the Scheme was signed off 3 years ago.

GJ – Asked if we able to put lights across Ammanford Square.

DSM – Responded that SWTRA would not currently authorise this.

EJ – Requested that information on what the Christmas Lights scheme included be circulated to all Members so that they were aware and could manage expectations amongst members of the public for the Christmas Lights

ACTION: DSM to circulate to all Members information on the Christmas Lights scheme

9) To discuss Planning and Environment

The Clerk reported that there was a consultation period for the introduction of Raised Plateau at Tir Y Dail Lane, Ammanford in line with the entrances to Ammanford Park and Ammanford Recreation Ground as part of the Safe Routes in the Community Scheme.

EJ – Commented that this seemed to be part of extending a cycling route around the Rec/Park.

GJ – Stated that ATC cannot stand in the way of this improvement.

EJ – Requested that 5 MPH speed limits for cyclists with appropriate signage be introduced for the Park due to safety concerns and conflict with other users and ATC to liaise with other Councils to ascertain if or how they have imposed this.

ACTION:- DSM to contact CCC regarding signage

EJ - Raised the issue of volunteer groups proposed to undertake work in the Park recently and had the relevant Risk Assessments be undertaken and provided prior to the work being undertaken.

GJ – Stated that if volunteer groups were going to tidy up in the Park. They should be asked to provide Risk Assessments prior to commencing work. But we do not want to discourage them from providing help.

EJ – Stated that ATC would be responsible should any injury occur to a volunteer. An example here would be if a hypodermic needle were to be accidentally picked and got stuck in a volunteer’s hand. Volunteers need to be co-ordinated with the correct Risk Assessments and Insurance in place.

GJ – Asked who organised the RAMS, insurance, etc.

EJ – Responded by stating that ultimately this was the landowner’s responsibility but should be requested from the party involved

GJ – Commented further by stating that we do not want to discourage any volunteers from offering their help, but there needs to be better organisation and the volunteer groups need to be made aware of their responsibility regarding Health & Safety issues.

EJ – Stated that there needs to be a contact person with ATC and that a minimum of 3 days’ notice needs to be provided to the contact person before commencement of any work.

GJ – Stated we need to publicise the point of contact DSM in this instance. As stated by EJ there needs to be a process in place in order that the correct procedures followed.

EJ – Stated that better co-ordination is required regarding what work is required and that when work is being undertaken it would be better coming under the ATC banner.

ACTION: DSM to communicate requirement for groups to contact him regarding any proposed volunteering work on ATC land

EJ – Stated that he had other issues to discuss

By this point SD had left the meeting and there was not a quorate in place to enable the meeting to be continue.

Items therefore not discussed:-

10. Ammanford Town Council Assets – New Ideas

GJ – Requested the date and time of next AM committee meeting.

Next AM Committee Meeting 6pm on 19th October 2020

Meeting Closed at 20:04

Signed: (Chair)

Print Name:

Date: