



Cyngor Tref Rhydaman Ammanford Town Council

**Minutes of Asset Management, Planning and Environment Meeting of Ammanford Town Council
(ATC)
on
Monday 16th November 2020
Via Virtual Media on MS Teams**

Attendees: Members of Asset Management , Planning and Environment Committee (AM): Councillor Geraint Jones (GJ) (Chairperson of Committee); Mayor Julia Bell (JB); Deputy Mayor Gruff Harrison (GH); Councillor Stephen Davies (SD); Councillor Emyr John (EJ)

Attendees: Non-Members of Asset Management, Planning and Environment Committee: None

Minutes taken by: Clerk Duncan Morgan (DSM)

Councillor Geraint Jones Presiding

Meeting commenced at 18:06

1) Apologies and reasons for absence

Committee Members (AM)

Councillor Helen Rees

Non-Committee Members

Councillor Colin Evans

2) Declarations of interest

Councillor Stephen Davies – Ammanford AFC

Deputy Mayor Gruff Harrison – Ammanford AFC

3) General Items for Discussion on Ammanford Recreation Ground

3.1 – To Discuss Sale/Lease of Parcel of Land - Update

The Clerk reported the following:-

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.

As Proposed, Seconded and Agreed in the Asset Management, Planning and Environment Meeting on 28th September 2020.

EJ – Commented that this was a recommendation to be ratified by Full Council.

GJ – Asked if an offer had been made by the interested party

SD – Agreed in principle Clerk needs to take further action on behalf of ATC. “Needs to be put to bed”.

GJ – Stated that the point of Committee was to make decision and put offer forward if agreed in principle.

The Clerk advised that under the terms of the lease between CCC and ATC for the Recreation Ground, ATC could only sublease the Parcel of Land to the third party. The aforementioned was confirmed by Stephen Morgan of CCC via email.

SD – We need to take advice from professional body regarding the costs.

EJ – Asked if it would cost more money get a valuation.

SD – Shortly?

EJ – Stated that ATC had already had a valuation and that was now void owing to the terms of lease.

GJ – To move matters forward it would be pertinent to compare the costs involved in drawing up a sub-leasing contract versus the return from the sub-lease.

SD – We need to get it valued in terms of a lease return. If there is a charge to undertake this then put it to the Committee.

It was agreed to undertake the necessary arrangements to get costs to draw up a sub-lease and to compare costs of the aforementioned versus costs on achievable from subleasing the land.

Proposed – SD

Seconded – GJ

All agreed

3.2 – To Discuss the future of Disused Changing Rooms - Update

GJ – Suggested that individual meetings with Ammanford AFC & RFC to discuss their proposals for the future use of the Disused Changing Rooms.

EJ - Requested to be involved in these

All Committee members were in agreement.

ACTION – The Clerk is to set up individual meetings with Ammanford AFC & RFC to their proposals for future use.

3.3 Jac Lewis Foundation – Update

The clerk informs the meeting that he has received queries/questions from two members of the public as follows:-

The following identical queries have been raised by two members of the public

If these queries can be answered please I would be grateful.

1. What additional car parking areas have been allocated to the Jac Lewis Foundation Building.
2. Can they guarantee that the new pathways laid will not be used by traffic going to the building . Already heavy machinery has gone over the current pathways .
3. How many businesses will be run out of the building. The Jac Lewis Foundation, well-being centre, and match day centre have already been mentioned on social media.
4. Finally, can they confirm that the building will have its own utilities off the grid (water, sewerage and electric).

SD – Responded as follows:-

“Clearly traffic on the road being no threat. With regard to the heavy machinery – this was short term and due to the due to the building works.

Car Parking – “Not defined spaces but needs to be addressed. The area has already been used for this function and see no reason for this to continue.

How many businesses will be run out of the building – This is well documented has been clarified in placing the original proposals. The building will have multi-functional use, but its primary function is that laid out under that proposals from the Jac Lewis Foundation (JLF).

Utilities – These have already been discussed and currently waiting for contractors to finalise.

EJ – Asked what was SD role with reference to the above.

SD – Replied that he was asked to report as part of the JLF and owing to his interests would remove himself with regard to any decision making process involving the JLF.

EJ – Queried if SD was the Project Officer for the JLF.

SD – He did have an involvement in the JLF but not the Project Officer.

EJ – With regard to Utilities the direction of the electricity line had been altered from the original path discussed with ATC and would have an impact on the future use of the land. Asked what was the width of the easement required for the cable to know how much land was affected. Formal consent from ATC nor CCC as Freeholder had been sought.

GJ – Stated that this was a valid point but the decision has been made in the previous AM meeting. The company undertaking the work were very experienced and would have undertaken their own checks that there would be no impact on the land. What is important here is that ATC supports the JLF and in some instances quick but thought out decisions may have to be undertaken. ATC should be proactive here.

SD – Added that negative issues were being raised and that JLF and members of the public are kept informed. Members of the public are seeing this as ATC trying to block decisions. The JLF is a critical part of the Community and members of the public are “gob smacked” and “livid” With ATC. If this continues this will create a lot of bad feeling and we do not want to see this.

EJ – Stated that sitting in the meeting representing ATC from his perspective that the direction of the electricity line could have an effect on future improvements to the MUGA.

SD – Communication broke up with me at this point.

EJ – Stated that there are other buildings in Ammanford that could have been utilised by the JLF. The electricity line could have been taken through a longer route to avoid the area between the MUGA and skate park.

SD – Stated that EJ speaks with Jessie Lewis regarding the impact this would have had on the project.

GH – Stated that if he could interrupt and continued by stating that the reason that the JLF was in the football ground was that Jac Lewis was an AFC player and that Jac's parents and set up a charity based on the fact that its intention was to help not only other footballers, but members of the public that may be suffering with mental health issues. GH then stated that it was an extreme statement that nothing could be done to the MUGA. People in the current climate we are in could come to JLF and the services provided by the JLF could avoid deaths. Taking this into consideration ATC not hampering the progress of the JLF will be seen as helping people and have a "connection" with member of the public.

We cannot carry on blocking decisions and cannot be seen to be blocking decisions. The lack support would be disadvantageous to that the JLF could provide would put 18 to 40 year olds' at risk. It is paramount that the JLF Well Being Centre gets finished.

GJ – Commented saying that these were emotive issues that needed to be taken on board.

EJ – Commented that we need make to make decisions in the best interest of ATC and all the public we serve. Already had contact from youths wishing to improve skate park. If we needed to make the skate park or MUGA larger then this would now be more difficult / not be possible.

GJ – At this point GJ stated that we need to move on to point 4 on the agenda.

4. To Discuss Carmarthenshire County Council SLA – Update

RJ – Sent comms to Clerk prior to the meeting to be read out expressing the following concerns. Proof is required from CCC that they have been undertaking the work especially during the pandemic. Do we have proof that all this works has been carried out, especially during Covid period?

RJ was doubtful that the work was being undertaken and that we should not be paying any bills without a record of works with exact dates from CCC.

RJ continued by adding "On this note we need to employ a Facilities/Asset Manager in the New Year to manage this".

GJ – Agreed that ATC needs to employ a Facilities Officer to monitor this contract.

EJ – Agreed that ATC needs to manage the SLA better. CCC needs to be asked for timesheets for the work being undertaken. A letter needs to be written to this effect to CCC.

SD – Agreed with this point. CCC do not provide a breakdown.

DSM – Confirmed that no breakdown is currently provided by CCC.

GJ – Stated that there were gaping holes in the SLA. ATC were depending on CCC's honesty that the work had been completed which is not good enough. The invoices need to be more detailed and a thorough breakdown provided on the bill. A separate work group needs to be set up to deal with the SLA. A report needs to be produced on the current situation. DSM could deal with this.

EJ – Stated that the rates are competitive but added that such things as the frequency that the bins are emptied could be reduced and that daily emptying was not necessary in order to reduce the overall cost.

SD – Stated that it depended on the time of year. Some periods necessitated daily emptying.

EJ – Stated that he had not seen bins overflowing.

GJ – Stated that as EJ has better understanding of the SLA could he undertake an analysis of the SLA.

GH left Meeting at 18:45

SD – Stated that's where an AM would come into their own.

EJ – Could secure a consultant instead of employing an AM to do spot checks on the SLA work.

5. Ammanford Park General Items for discussion

5.1 Discuss Ammanford Park and Margaret Street Toilet Lighting Upgrades

The Clerk provided a quotation from Celsius Installations & Services Ltd to undertake the work for £1878.00 including VAT which would replace the lights with a PIR system so they would be off if not activated and reduce the instances when the lights have been left on.

Passed by the AM Committee that the work be undertaken by Celsius Installations & Services Ltd

Proposed – EJ

Seconded – JB

All agreed

EJ – Stated that the Margaret Street toilets windows need painting

GJ – Get painted.

SD – Clerk to engage contractor to do.

5.2 Ammanford Park Management - Update

CCTV Cameras

GJ – Asked if we needed the CCTV cameras

EJ – Commented that the CCTV cameras were originally ~~meant to~~ set up to be linked to the Dyfed Powys Police Central monitoring equipment (DPP). The signal is currently not being sent to DPP. Signal needs to be sent to other point as DPP would not now allow connection into their system.

GJ – Asked if the equipment could be retrieved from DPP.

EJ – If ATC had their own system, we would have to appoint a data controller.

JB – Stated that the CCTV needs to be reinstated to view activities at the park and to enable evidence to be provided to DPP when vandalism occurs.

Action – Clerk to contact DPP to make enquiries to suitable data controller and suitable equipment

EJ – Stated that he believed the camera in Ammanford Rec was linked to the camera located at Ammanford Park. The Rec camera had been removed during the construction of the pathway.

GJ – Asked where the camera located at the Rec is now. He went on to ask is CCTV necessary.

EJ – Responded that ATC needs to retrieve camera that was removed from the Rec and it would be beneficial for ATC to have a CCTV System in order to monitor the assets in its control.

GJ- Requested that quotations were obtained for a full CCTV System.

GJ - The asked why did the DPP no longer supported ATC CCTV cameras.

EJ – Responded that the Police Commissioner had reduced monitoring.

GJ – Could DPP be approached regarding the provision of a CCTV system.

JB – Stated that DPP had previously looked at ATC current CCTV and was not covered but the previous agreement between ATC had with DPP.

GJ – Asked if DPP could be emailed if new assets could be covered by them.

SD – Requested that Police commissioner and Chief Constable be copied in on the email.

EJ – Stated that there is a consultation process in place regarding the effectiveness of CCTV and possible further use across DPP area which closes 1st December 2020. A survey can be completed online.

The Clerk stated that he had reported several incidents vandalism at Ammanford Park and DPP had requested if there was CCTV coverage available. There was not.

GJ – Requested that a list be compiled of reported incidents which could then be used as evidence for the provision of CCTV.

EJ – ATC could meet with representatives of the AFC & RFC etc to discuss the installation of a wider CCTV system for both the Rec and Park areas.

SD – Stated that AFC have already installed CCTV to monitor the football ground and RFC have some CCTV.

ACTION – Fill out DPP form online. Get in touch with Police Commissioner

SD – Stated that he would have to refrain from any decision making between DPP and ATC due to a conflict of interest.

Other matters

EJ – Raised a discussion regarding the compound located at Ammanford Park and asked about the relationship between CCC and ATC regarding the use of the compound and frequency of use.

SD – Replied that CCC used it on a daily basis. ATC lease the land from CCC and CCC is the landlord.

GJ – Asked if the compound was used as a waste transfer station. Can we check with CCC in order to ascertain the legal classification for the land use.

EJ – Asked if anyone was aware of who had dumped the rubbish at the compound.

GJ – Stated that we need more stringent supervision of the land use and that only designated key holders were to have access.

JB – Stated that CCC and the Cricket Club are the main users.

EJ – Commented that if the table were reversed and CCC had sole responsibility for the management of the land they would be charging for the use of the land.

GJ – Asked if CCC use of the compound could be offset against the costs of the SLA and reduction in SLA requested. This needs to be cleared up and the lease needs to be looked at in more detail with regarding to permissions required for use of the compound.

EJ – ATC is liable for H&S of area. ATC needs to document responsibility.

ACTION – Need to ascertain who the key holders are. Give the key holders the legal responsibility with regard to H&S management.

EJ – Users need to be made responsible and they use the area. Do so at their own risk.

EJ – Asked who is now responsible for the bandstand.

GJ – Asked who signed off the bandstand on handover

EJ – Stated that weeds had grown around the bandstand. Is the killing of weeds now covered under the SLA?

The clerk then reported that a member of the public had written to ATC stating that were trees growing from the park into her adjacent property and request that a survey be undertaken.

GJ – Suggested a site visit and to report back as soon as possible.

The Clerk confirmed that a site visit had been arranged between CCC, the member of the public and himself for the following day.

EJ - Highlighted that the report required an annual review by ATC of the procedures regarding the reports but the reports themselves covered a longer period

GJ – Passed a motion for Annual Tree Survey/Risk Management Report to be undertaken

Proposed – GH

Seconded – JB

All agreed

EJ – Suggested that as more regular inspections were also required these could be written into the SLA.

GJ – Asked who does regular walkaround. Park should be checked after severe weather. This would part of Facilities/Asset Manager's remit.

EJ – Requested to know where the painted stones following the summer event were. The Clerk stated that he would find out.

EJ - Enquired as to location of the stones.

JB – Commented that the stones were to be cast in cement to prevent them from being removed.

ACTION – Email CCC with regard to public safety issue with trees. Ascertain who's responsibility is it in the event that should a tree fall.

EJ – Stated that the Cricket Club leases had expired

ACTION – Arrange a meeting with the ATC and Cricket Club to discuss leases.

EJ – Commented that cars were entering into the park during events being run by the cricket club.

JB – Also commented that CCC were also bringing machinery into the park.

GJ – Suggested that ATC gets a quote to erect bollards with key access to authorised vehicles only

GJ - Also suggested that ATC writes to the Cricket Club requesting that that do not bring vehicles into the park.

6. To discuss Other Parks and Playgrounds – This item was deferred

7. Grant Applications – Update

CCC Thematic grant

Offer letter needs to be signed. Had clarified responsibilities in relation to no Branding and Track & Trace requirements

Mynydd Y Betws

The Clerk stated that the acceptance documents needed to be signed.

SD – Commented that the scheme was for the avenue leading into the park and not the rest of the park.

EJ – Commented that having the lighting in the avenue could cut down on the nocturnal activities of members of the public. Also in association with the Cricket Club we could have external lighting which does provide lighting in that area. Could we also put the lighting upon the bandstand.

SD – Requested EJ to undertake risk assessment on previous request.

JB – Suggested a meeting with the Cricket Club and ATC to discuss the probability/feasibility of external lighting being installed. An investigate the potential of external funding.

SD – Asked if we could put that in letter to the Cricket Club requesting their support in the application.

EJ – Need to put to Full Council for Agreement in relation to match funding

SD – Moving forward a report needs to be produced.

SD – Asked if match funding had to be provided by ATC.

EJ – Gates are listed ATC needs to approach CADW for listed building consent.

The Clerk requested EJ to provide contact details for relevant CADW Department.

WPD grant

EJ – Queried in relation to what we had sought funding to support. Clerk to email details of WPD Grant application to members.

8. Christmas Lights – Update

The Clerk stated that the Christmas Tree would be switched on 18th November 2020 and in order to comply with current legislation there was no official ceremony.

SD – Stated that the web had not been put up on the Square at Quay Street.

EJ – Asked if we had received approval for this to be put up.

DSM – Replied that he had contracted SWTRA regarding the installation of the web of lights and owing to the fact that one of the attachment points(scaffolding) was not a permanent structure they would not give permission.

EJ – Asked If SWTRA had been contacted in plenty of time regarding the installation of the Christmas Lights.

SD – That contact had been made early on.

EJ – Stated that progress reports had not been made on a regular basis to the members and we were therefore all unsure of what was being proposed.

RJ – Responded that DSM had been in touch with him on a weekly basis.

GJ – Confirmed that the discussions with this year's lights had taken place in plenty of time.

The Clerk requested that discussions for the 2021 lights be undertaken with the contractor in January 2021.

GJ – Suggested a site visit in December 2020 to undertake preliminary discussions with contractor.

9. Planning & Environment

The Clerk stated that the following planning applications were with CCC:-

PL/00528 – Installation of roof top Solar PV Panel on Tesco Superstore Ammanford – In Review & Awaiting Decision

PL/00696 – Three storey rear extension, to comprise of extension to food prep on ground floor, and additional bedsits to upper floors at 21 Quay Street – Under Consultation & Consultation Period

EJ - Commented that there had been many other planning applications submitted over the period ATC had not met and which therefore we had not considered.

DSM - Confirmed he was not aware of these.

SD – Stated that ATC needs to have official letter from CCC regarding planning applications and check that we receive all emails.

EJ – Requested enquiries need to be undertaken regarding 'de highwaysing' the pedestrianised area of Quay Street.

JB – Stated that ATC had applied to CCC for this to be undertaken previously but with no success.

SD – Stated that CCC kept on pushing back the application.

JB – Stated that is why this had not occurred.

SD – Vehicles have been allowed to travel along Quay Street to enable them to deliver to the shops.

JB – Stated that there were time restrictions in place that vehicles were allowed to travel along Quay Street.

ACTION – Ask CCC if Quay Street can be turned into a ‘pedestrianised’ only area with only authorised vehicles allowed to access for loading only.

SD – Stated that TRJ have vans parked on Quay Street near the old Lloyds Bank building which narrows the access and does not allow for social distancing. We should be writing to the contractor to complain.

EJ – Stated that ATC have previously agreed to contribute to paying for **Wi-Fi** with CCC. Can we check if ATC will be receiving a bill in the future although unsure whether ATC had been provided with all that had been promised such as marketing data etc

JB - Confirmed that she remembered this agreement

GJ – Stated that this item needs to be picked up at a Finance Meeting.

10. Ammanford Town Council Assets – New Ideas

New Project/Scheme

GJ – Stated that he had been approached by a member of the public regarding a project that involves introducing a catering unit at Ammanford Park. GJ – Continued by stating that he wants to produce an income stream for ATC. This scheme would provide ATC with an income stream. GJ then stated that the Clerk would provide more details.

The Clerk stated that scheme known as a Shepherd’s Hut would provide an income to ATC. It was envisaged that ATC would purchase the Shepherd’s Hut and have outside caterers would run the outlet. As this out was portable it could be moved from location to another i.e. should ATC be running an event in the Recreation Ground or the Town Centre the unit could easily be moved and set up.

GH – At this point GH reminded the members that the meeting had been in progress for 2 hours and according to standing orders a vote can to be taken to continue.

Vote was taken and SD, JB,
EJ and GJ voted to continue.

SD – Stated that ATC would own the unit.

GJ – Stated that there would be a business opportunity here to produce an income for ATC, which it currently does not have. It could also lessen the strain on the precept. He continued by stating that the unit was modern and stylish. A full Business Plan would be produced. The MOP also suggested that healthy eating options would be provided. ATC could be leading the way here and GJ was unaware of any other such schemes in the area.

EJ – Stated that ATC needs to look at other options by doing an options appraisal. This could include allowing a current operator to site their own trailer in the park thereby no outlay to ATC but an income.

GJ – Responded that ATC needs to look at all assets in terms of income and benefits. GJ saw this scheme as being ground breaking and would be of great benefit to ATC moving forward. There is a need for the council to move forward and not stay in a position of stagnation. ATC has a missing key element which the production of an income.

EJ – Stated that we have a unit in the park with the compound buildings.

GJ – Stated that we have a surplus amount of money in the budget which could be used for this scheme to create an income.

EJ – Concerned that we were seeking to progress matters without facts written down and presented to members beforehand. The ownership of a unit could end up a big Liability. Then stated that from aspect of liability the fence on the Rec needs replacing as a priority and funds should be put towards these existing liabilities if available. And it has also been identified that we potentially need to spend more money on the Rec.

GJ – Stated that this would not produce an income which ATC currently needs.

EJ – Stated that this work needs to be done to take liability away so we avoid potential large costs if an individual was injured.

GJ – Asked if a decision in principle could be made on this scheme.

EJ - ATC should identify Issues with current landownership liability. Need to look at things not in isolation. EJ was concerned that we cannot afford given no recent finance update and handle on liabilities.

GJ – Then reiterated that ATC has an urgency to produce more income.

EJ - Or you could look at reducing costs which would achieve same effect in relation to budget requirement

GJ – Stated that we need to invest wisely and that this scheme was a god idea. A pioneering scheme that ATC could rent/lease out to other councils.

EJ – Enquired if the containers were still in situ.

The clerk replied that the containers had been removed and the contents of the containers place in the garage/lockup at Ammanford Park.

EJ – Enquired as to where the 12 gazebos purchased were. ATC are accountable for its assets. We need an up to date asset list.

GJ – Stated that we need to compile a full asset register.

JB – Stated that a full asset register had been done last year.

EJ – Stated that Paul Murray’s report in Dec 19 refers to an asset list.

GJ – Stated that we need to start afresh and need to put everything in order now.

ACTION – Find Asset Report and update.

GJ – Went on to comment we are where we are and nobody is perfect. We need to make Ammanford a better place to work.

EJ – Stated that we need to have more regular meetings in order to deal with ATC business in a timely manner and to be able to understand and discuss matters better.

Lease plans

EJ – Raised the point that we had not looked at the plans with regard to responsibility of maintenance at the Rec in order to progress lease documentation. EJ had previously provided prior comments to DSM.

The Clerk commented that since the new fence had been erected there are areas i.e. the strip of land between the new fence and pathway where clarity needs to be sought regarding who is responsible for maintaining.

GJ - Agreed that we need to have a discussion between the relevant parties regarding these issues.

ACTION – Set up meeting with CCC Emyr & Clerk to discuss Boundaries

Next Asset Management, Planning & Environment Committee Meeting 7th December 2020.

Meeting Closed at 20:26

Signed: (Chair)

Print Name:

Date:

DRAFT