



Cyngor Tref Rhydaman Ammanford Town Council

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

on

**Thursday 9th November 2021
Via Virtual Media on MS Teams**

Attendees: Members of Asset Management, Planning and Environment Committee (AM): Deputy Mayor Geraint Jones (GJ) (Chairperson of Committee); Councillor Julia Bell (JB); Councillor Lyn Brodrick (LB); Councillor Stefan Butler (SB); Councillor Stephen Davies (SD); Councillor Emyr John (EJ)
Attendees: Non-Members of Asset Management, Planning and Environment Committee: Llio Davies (LD)
Wynne Jones (WJ), Facilities and Asset Management Officer also present

As the Chair (GJ) of the Asset Management, Planning and Environment Committee had to leave the meeting at 18:30, Stefan Butler was nominated to Chair the meeting.

Minutes taken by: Clerk Duncan Morgan (DSM)

Councillor Stefan Butler Presiding

Meeting commenced at 18:04

The public were asked to refrain from using the chat facility otherwise they would be disconnected from the meeting. All present at the meeting were reminded that recording of this meeting was not permitted on any device.

1) Apologies for absence

Committee Members (AM)

Mayor Gruff Harrison

Non-Committee Members

None

2) Declarations of interest

Councillor Stephen Davies – Ammanford AFC

Deputy Mayor Geraint Jones – Community Councillor Tycroes Ward

Councillor Emyr John – Ammanford Foodbank

JB joined at 18:12

3) Update on Ammanford Park and Action Plan and Setting Up Working Group

The Clerk reported on the following:-

During the last Assets Management, Planning and Environment Meeting on 14th October 2021:-

It was resolved that a Working Group/Association be set up, made up of ATC Councillors, Members of the public and interested parties that meet the relevant criteria be recruited via various media.

The following additional information was provided by SD as guidance/compliance actions for consideration by the 'Working Group' as part of the refurbishment of Ammanford Play Park:-

- That all ATC Members/Councillors to be proactive in the improvement of the Play Park
- An Option for Public Consultation
- Funding of the Scheme
- Project Build Stage
- Design
- Linking up with local Sports Associations - LD, LB, SD to be lead officers

It was proposed to advertise the Job via various media

Proposed – SD

Seconded – JB

Agreed by all members of AM Committee present

Resolved that a Job Advertisement be placed using various media

Additional matters discussed regarding the 'Working Group':-

- Requirement for Terms of Reference for the Working Group
- Ratio of Members i.e. Members of Public, Councillors, etc – Initial suggestions – 6 Councillors, 2 Representatives from Sports Associations, 4 Members of the public. It should be noted that aforementioned are purely suggestions at this point and subject to change/further discussion.
- Caveat the ATC does not have to accept all applications and that priority will be given to members of public residing within the parish

Based on the above the following was proposed that a caveat that ATC does not have to accept all applications and that priority will be given to members of the public residing within the ATC Parish

Proposed – GJ

Seconded – EJ

Agreed by all members of AM Committee present

Resolved that ATC does not have to accept all applications and that priority to be given to applications from members of the public residing within the ATC Parish.

It was also Proposed that Terms of Reference be drawn for the 'Working Group' by the Clerk

Proposed – SD

Seconded – GJ

Agreed by all members of AM Committee present

Resolved that Terms of Reference be drawn up by the Clerk

GJ Leaves at 18:29

4) To discuss the erection of a Ball Netting Fence/Moving of Goal Posts at Ammanford - Recreation Ground - Update

The Clerk reported the following: -

It was resolved at a previous meeting that the goal posts be moved to a distance that allowed the pitch to comply with FAW regulations.

Also:-

Wynne Jones has instructed CCC to move the goal posts back 2.5 Metres.

Wynne Jones to provide update.

Wynne has also suggested that ATC also erects a ball netting fence 30 linear metres in length. He is currently in the process of attaining costs.

Discussion Points/Observations/Comments

The following was noted: -

- Member of the public is happy for the goal posts to be moved as resolution to ball entering his and neighboring properties, but has now employed Llys Cennen solicitors to act on his behalf, despite ATC's efforts to resolve the matter
- WJ has instructed Gareth Howells of CCC to move the goal posts back
- WJ also suggested erecting ball netting fence 20 meters either side of the goal posts as an additional preventive measure to prevent the ball entering the properties
- It was stated that the initial step would be to move the goal posts before taking any other actions

Progress Update

WJ had met on site with Gareth Howells 2 weeks ago to discuss the new location for the goal posts. CCC have made no progress

WJ to meet with Gareth Howells tomorrow morning.

5) To discuss the erection of a Ball Netting Fence at Riverway Play Park and MUGA

The Clerk requested an update from WJ regarding estimated costs for the provision of ball netting fence

WJ stated that the cost of the ball netting fence was £5K and was awaiting instruction from the members regarding further action on this matter.

Discussion Points/Observations/Comments

- Is planning permission required owing to the height of the fence. It was believed as it was a temporary structure Planning Permission would not be required. WJ – to investigate
- The allocation of funds was discussed, and it was confirmed that monies had been put aside for remedial works within parks.
- It was agreed that the works to erect a ball netting fence could proceed

Matter to be ratified at future full council meeting

6) Update on Parks

WJ reported the following:-

6.1 Carregaman Play Park – No progress

6.2 Maes Y Coed Play Park – Weed killer initially applied to reduce growth of weeds

6.3 Norman Road Play Park– No work required at current time

6.4 Pantyffynnon Paly Park – WJ awaiting quotations to undertake improvements to pathway DDA Compliant.

6.5 Riverway Play Park & MUGA – CCC instructed to install HERAS fencing

Discussion Points/Observations/Comments

- EJ suggested that ATC needs to discuss placing standard signage at each Park/Play Park with the following information:-
Contact Numbers to include out hours
Police 101 number to report incidents
Also discuss with CCC further information required to be placed on signs plus any advice they can offer with the signs.
CCC to be approached to provide costs to produce signs.
- EJ suggested that the Skate Park/MUGA is to be added to future agenda as discussion point. First discussion point is missing Timber on MUGA.

7) Progress Update on Leases for Ammanford AFC & RFC

The Clerk reported on the following: -

Further to a meeting with Michelle Valerio (MV) on 2nd November 2021 with WJ and DSM the following actions/progress can be reported:-

- WJ to prepare updated plans for the Ammanford RFC lease to exclude car park area.
- Emily Hughes of CCC to provide GIS Plans of the above

Discussion Points/Observations/Comments

Car Park Area

- RFC have provided a plan incorporating the car park in their lease, should this be allowed, it would allow them control over this area. The RFC could then restrict access to the other Sports Clubs that use the car park
- It was discussed that AFC & RFC have joint responsibility to maintain the car park
- It was agreed that the car park should remain as a separate entity and not be included on the RFC lease and remain under the management of ATC

Disused Old Dressing Rooms

- It was ascertained by WJ that the RFC could qualify for grant funding to refurbish the changing rooms allowing them to be brought back into use.
- It was suggested that this could be undertaken and that ATC charges the RFC a peppercorn rent via a lease agreement drawn up between both parties with the appropriate T&Cs to include other interested parties the use of the changing facilities.

8) Progress Update on Leases for Pantyffynnon RFC

The following was reported by the Clerk:-

JCP Solicitors acting on behalf of Pantyffynnon RFC with reference to clause 3.4.4.4 on lease re: headlease does not include for tenants to bring catering vans on the premises.

In order to facilitate this a side letter to the lease can be produced or if this is not accepted a Deed of Variation will have to be drawn up which could cause a substantial delay as approval by CCC Executive Board may be required.

Discussion Points/Observations/Comments

- ATC Members/Councillors were happy to progress with the side letter option
- Owing to the timescales between entering into the initial lease discussions and current time that Pantyffynnon RFC be approached to ascertain if they still wish to proceed.
- Need to ascertain if the lease includes multi use i.e. Rugby & Football, if this is outlined in the terms of the lease that they should be changed to single use that of Rugby
- Ascertain the type of licensing agreement on the lease T&Cs

- Further discussions required with Neil James of Pantyffynnon RFC to ascertain if they are taking over the existing Club House and the if so accepting it in its existing condition.
- Liaise with Neil James Re: Grounds Maintenance recharges now owing. Costs to be offset against SLA Grounds Maintenance charges

9) To discuss and Provide Update on CCTV

The clerk reported on the following:-

Further to meeting with DPP Police Commissioner yesterday 8th November 2021 the following was discussed/information provided.

Ammanford has 10 CCTV cameras located within the locality.

DPP could not warrant placing CCTV Cameras in Ammanford Park as statistics/data collated during 2019, 2020 and 2021 of reported incidents did not warrant.

ATC had 3 CCTV Cameras located with 1 at Ammanford Park & Ammanford Rec (this has now removed by CCC during construction of CCC Safer Routes to Schools Pathway – former Clerk gave CCC permission for its removal). The other is on the island located on New Road, West End Ammanford.

The systems no longer work as equipment to service cameras are no longer in place.

ATC can install CCTV cameras but would be responsible for collecting surveillance data and ensuring compliance with legislation/licensing destroying data after 30 days, etc. Location of the CCTV cameras must also be compliant with legislation.

Ammanford is also not in 10 Towns initiatives therefore no funding available here. Town is considered too big.

DPP are prepared to offer advice on CCTV and licensing/legislation but not host any surveillance/data recording equipment.

Discussion Points/Observations/Comments

- Marie McAvoy of DPP is prepared to undertake a walkaround of the Town Centre and surrounding area to further discuss CCTV cameras
- CCTV Cameras can be used to protect assets
- DPP advised steering ATC away from locating cameras outside toilet areas owing to legislation
- CCTV not always the best deterrent for vandalism prevention, other methods can be more effective, but can help provide evidence to DPP in the reporting incidents
- ATC to investigate the use of dummy cameras and 'CCTV Cameras in use signage', but suggested they may only work for short period of time
- Investigate the feasibility of installing CCTV Cameras at Riverway Play Park & MUGA plus outside toilets initially
- Suggested that ATC investigates the used of paid entry mechanisms for toilets
- Congregation of youths occur mainly at Ammanford Park/Recreation Ground and Riverway ; the following was suggested:-
Better/Improved lighting, Police presence, locking up Ammanford Park at night, having areas that are specifically set aside to encourage the younger generation to meet.
Example inner cities have graffiti walls.
- DSM to liaise with Stuart Griffith of Llandybie CC as they have recently installed CCTV.

10) To discuss Works at Ammanford Park & Margaret Street Toilets

The following quotations were provided by SFS:-

Property	Description	Amount
Margaret Street Car Park Toilets	Supply and Install 3 New Stainless Steel Toilets, complete with cisterns and all required soil stack work to ensure leak free operation	£2460.00 +VAT
Ammanford Park Toilets	Supply and Install 3 New Stainless Steel Toilets, complete with cisterns and all required soil stack work to ensure leak free operation	£2460.00 +VAT

Discussion Points/Observations/Comments

- Budget for toilet maintenance is £5K
- The doors need replacing
- Is there a policy/Welsh Government statutory requirement/minimum requirement?
- It was suggested that a site visit be arranged before any decision is undertaken

11) Planning Applications

None

Next Asset Management, Planning & Environment Committee Meeting – 6th December 2021

Meeting Closed at 19:48

Signed: (Chair)

Print Name:

Date: