

NEATH TOWN COUNCIL – ESTATES COMMITTEE
Minutes of the hybrid meeting on Thursday 14th April 2022 at 6pm

Present: Cllr A Sims (Chair), J. Evans, Mrs J Lockyer, Mrs S Miller, G Morgan, Mrs S Penry (Kathryn Charles – Town Clerk, Sara Wharmby, Admin Assistant)

Absent: Ms T Davies, Mrs L Jones

2035 To receive apologies for absence

Apologies for absence were received from Cllr. J. Harle, Cllr. P. James and Cllr. A. Musaiid.

2036 To receive any Declaration of Interest from Members

Declarations of interest were received from Cllr. Mrs S. M. Penry in respect of item 4c on the agenda.

2037 To welcome representatives from Allotments and discuss allotment issues:

Old Road Site - There were no representatives in attendance.

Fairyland Site - There were no representatives in attendance.

a) Request from Cefn Saeson Comprehensive School

Cllr. Mrs S. M. Penry declared an interest and left the Meeting.

Members had received the report prior to the Meeting. Members discussed the request. Members stated that the waiting list needed to be a priority for vacant plots. The Town Clerk stated that the Fairyland Allotment Society had voted to allow the school to work the communal area. **RESOLVED:** After discussion it was proposed, seconded and agreed to offer the communal areas of B5/B6 or A17/A18 or D15 to Cefn Saeson Comprehensive School.

Cllr. Mrs S. M. Penry returned to the Meeting.

b) To review waiting lists for both sites

Members were informed that an Allotmenteer had returned their key today.

The Meeting went through the available plots and the waiting list.

- a) The Town Clerk stated that there would be a site visit on 25th April and asked Members to review the timescale for choosing a plot and non-cultivation letters. **RESOLVED:** After discussion it was proposed, seconded and agreed to send a warning letter to cultivate within 14 days of the date of the letter, then second letter confirming eviction.
- b) The Meeting also discussed and agreed allocation of plots. **RESOLVED:** Members agreed that after a site visit, potential tenants given a choice of Allotments will be given 3 working days to confirm if they want the plot.
- c) Members agreed that anyone wishing to have a specific plot would have to go to the bottom of the waiting list until that specific plot became available. **RESOLVED.**
- d) Any potential tenant who is next on the Allotment waiting list refusing an available plot will be placed at the bottom of the waiting list. **RESOLVED.**

The Town Clerk stated that an email had been received regarding damage to their car while parked on the road outside the allotment site. **RESOLVED:** It was proposed, seconded and agreed to respond stating that Council had previously considered on site parking and deemed it too expensive due to gradient and drainage issues.

2038 To receive an update on Bus Shelters & Roadside Seats

Members were informed that the Bus Shelter company had been chased for the refurbishment date.

2039 To receive an overview of all Community Halls

Members were updated on the water leak at Cimla Community Centre.

2040 To review correspondence relating to Town Council Estates

Minutes of the Fairyland AGM were noted.

2041 To review and consider Planning Applications

There were no objections to the following planning application(s) which had been received:-

P2022/0280

Johal Singh Bilabir

111-113 Briton Ferry Road, Neath

2042 To discuss Members issues and receive reports from Members on meetings they have attended on behalf of Neath Town Council

There were no issues to discuss.

2043 To receive items for the next Agenda

The Town Clerk stated that Terms of Reference would be on each of the Full and Committee Agenda's post Elections for all new Members to understand each group's remit.

2044 CONFIDENTIAL MATTERS – To consider passing a Resolution under the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

The resolution was duly passed.

Sara Wharmby left the Meeting

2045 To discuss and review:

a) Investment property leasing matters

Members were asked for agreement of a new Lease to be agreed under a new trading name in respect of Units 1 & 2 Town Hall. **RESOLVED:** Agreed.

b) COVID arrears repayment matters

No update since Full Council.

c) Ongoing, current and future commercial contracts

New kitchen equipment had been installed. Minor issue with dishwasher which was being addressed.

2046 To receive an overview of staffing matters

The Clerk provided an update on a Member of staff returned from annual leave and COVID and another on long term sick.

2047 To receive an overview of any Health & Safety matters

Regular site visits reinstated.

2048 To fix a date for the next meeting

The Chair advised that the next meeting will be held on Thursday, 19th May 2022. An agenda would be circulated in due course. As this was his last meeting, the Chair thanked the Committee for their support over during his terms as Chair.

There being no further business, the meeting was closed at 7.05pm.

Signed: _____

Dated: _____