

NEATH TOWN COUNCIL – ESTATES COMMITTEE MEETING
Minutes of the hybrid Meeting held on Thursday, 11th May 2023 at 6pm

Present: Cllr. J. Warman (Chair in the absence of Cllr G. Morgan), Cllr. J. Miller (Vice Chair), Cllr. Ms L. Heard, Cllr. P. James, Cllr. Mrs J. L. Lockyer, Cllr. Mrs S. M. Penry, Cllr. M. Protheroe, Cllr. A. Sims and Cllr. D. Thomas (Kathryn Charles - Town Clerk, Sara Wharmby - Admin Assistant, Hedley Loaring – Fairyland Allotment Representative, Christine Rowlands - Allotmenteer)

Absent: Cllr. Mrs L. Jones

E2023/53 To elect a Chairman for the Estates Committee

Cllr. D. Thomas nominated Cllr. G. Morgan for the position of Chair of the Estates Committee. This was seconded by Cllr. Mrs S. M. Penry. **RESOLVED:** Agreed.

E2023/54 To elect a Vice Chairman for the Estates Committee

Cllr. Mrs S. M. Penry nominated Cllr. J. Miller for the position of Vice Chairman of the Estates Committee. This was seconded by Cllr. A. Sims. **RESOLVED:** Agreed.

E2023/55 To accept apologies for absence from Members

Apologies for absence were received from Cllr. T. Cooze and Cllr. G. Morgan.

E2023/56 To receive any declarations of interest from Councillors in accordance with the Members Code of Conduct

There were no declarations of interest received from Members.

E2023/57 To welcome representatives to discuss any allotment issues from:-

a) Old Road Allotments

The Town Clerk stated that she had spoken with the Old Road Allotment Representative. Members were informed that non-cultivation letters were being sent out with no other issues to report.

b) Fairyland Allotments

The Chair welcomed an allotmenteer to the Meeting who explained that the Fairyland Allotment Representative would be attending but was running late.

Cllr. Ms L. Heard entered the Meeting.

The Allotmenteer stated that someone was fly tipping on the allotment site. Members were informed that allotmentees had cleared some of it, but it was continuing to happen and now they were unable to move it as it was too heavy.

Hedley Loaring entered the Meeting.

Members were informed that the gates had not been left open, so it must be someone from the Allotment site. The Allotmenteer asked that a letter be sent to all Allotmentees regarding the issue.

Cllr. Mrs J. L. Lockyer entered the Meeting.

RESOLVED: It was proposed, seconded and agreed to send a letter to all Allotmentees and stating that if they find out who is fly tipping they will be removed from the Allotment Site.

RESOLVED: It was proposed, seconded and agreed for NTC to remove the rubbish from the site.

The Fairyland Allotment Representative asked Members to reconsider having additional car parking spaces at the site. Members stated that the request had been discussed previously but added that Allotmentees could do the work if Council would provide the hardcore. Members discussed their options. **RESOLVED:** After discussion it was proposed, seconded and agreed to donate the hardcore to the allotmentees and for them to complete the work. The Town Clerk suggested that the Fairyland Allotment Society obtain quotes with a possibility of them applying for a grant. The Allotmenteer was also requested to update the site map outlining where the hardcore would be placed and to confirm the cost to the next meeting.

The Fairyland Allotment Representative asked Members about having a toilet on site. **RESOLVED:** It was suggested the FAS apply for a grant to cover this.

The Fairyland Allotment Representative requested more skips throughout the year. The Town Clerk supported the request in that as the Allotment Site was now at capacity more skips would be needed. **RESOLVED:** It was proposed, seconded and agreed to provide 4 skips a year.

J. Name

The shed roof which had collapsed and then removed due to asbestos was also discussed. **RESOLVED:** Members agreed to replace it.

The Allotmenters left the Meeting.

The Town Clerk updated the Meeting on the site visit that had taken place and information had been circulated prior to the Meeting. The Town Clerk asked Members what they wanted to do with the two plots that had been previously occupied by a school. Images of the plots were shown to Members. Councillors discussed the wildlife pond.

Cllr. Ms L. Heard disconnected from the Meeting.

The Town Clerk suggested moving the benches, shed, etc to keep a small communal area, and lease the remaining area as a plot to utilise space but protect the wildlife area. **RESOLVED:** After discussion it was proposed, seconded and agreed to keep one communal/wildlife area and lease the other area as a plot. The Town Clerk would update the site map accordingly.

The Town Clerk updated Members further on the site visit and stated one allotmenteer was unhappy with the request for a car park. Members were informed that he was angry, swearing and shouting at the Town Clerk. Members agreed it was totally unacceptable. **RESOLVED:** It was proposed, seconded and agreed that a warning letter be sent to the Allotmenteer stating that it was against the terms and conditions of the lease.

The Town Clerk outlined the Allotment Inspection Reports and Members had sight of inspection photographs. Members agreed with the outcomes.

A Member suggested using one of the unusable plots on the Fairyland Site as a space for the toilet. The Town Clerk stated that it could be leased as half a plot. **RESOLVED:** To be released as a ½ plot.

The Chair wished to thank the Town Clerk for the comprehensive report.

E2023/58

To receive an update on maintenance and care of:-

- a) Bus Shelters**
- b) Roadside Seats**
- c) Community Halls**

Members had received a quote for CCTV at the community centres. Members asked that the company attend a future Meeting so Councillors could put forward any questions they had about the system.

The Town Clerk updated the Meeting on the old Next Building alarm system. **RESOLVED:** Agreed to install.

The Town Clerk updated the Meeting on the security system for Neath Castle and costs were given. Members were informed that a Caretaker had seen schoolchildren (and identified the school via their uniform) climbing over the walls of Neath Castle. **RESOLVED:** It was proposed, seconded and agreed to write to the local schools asking them to raise the issue in their Assembly.

Members were informed that there were pen marks on the floors of Melin Community Centre and Neath Town Hall. The Town Clerk stated that there were some issues with the Melin Community Centre drain being blocked as food was being put down the sink. Members were also informed that hirers were putting hand towels down the toilet, so they had been removed the hand dryers were back in use.

The Town Clerk stated they would write to the group who caused the damage to the Melin Community Centre floor, and regarding the sink being blocked. A Member asked that the group put mats down when they are using the centre.

A Member stated that they had been approached to put a roadside seat on Windsor Road. **RESOLVED:** Councillors rejected this suggestion due to inappropriate use due to its location.

E2023/59

To develop and review the Climate Emergency Database

The Town Clerk asked Members in what format they wished to develop the Climate Emergency Database. **RESOLVED:** Members stated that it could be populated as centres, etc.

J. Dama

E2023/60 To review and consider Planning Applications

There were no planning applications received.

E2023/61 To receive items for the next Agenda from Members

The Town Clerk stated that the Climate Emergency Database would be placed on every Estates agenda to ensure monthly inclusion and development.

E2023/62 To receive an overview of Health & Safety matters

There were no issues to discuss.

E2023/63 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.

E2023/64 To discuss and review any correspondence received relating to Estates

Additional Correspondence received for action		Resolutions
An email from an allotmentee asking for permission to remove a fence to make space for a car parking space.	Council to consider.	Agreed.
Additional Correspondence received for information		
An email from Rowland Jones Chartered Surveyors attaching a report from Hurley & Davies regarding the first floor unit at 2-14 Green Street.		

E2023/65 To receive the Clerk’s Report on issues relating to Investment Properties or Commercial Contracts

A report was provided in advance of the meeting with the following actions which were agreed.

RESOLVED:

- a) Discussed a building report regarding works to the 1st Floor, Burton Block. Members agreed a staged repair schedule for the works at the advice of the surveyors.
- b) Agreed to undertake a survey for the works to the Basement, Burton Block regarding the potential expansion of the Lease.
- c) Members rejected a proposal received for pest control to all properties.

E2023/66 To fix a date for the next Meeting

The Chair advised that the next meeting will be held on Thursday, 8th June 2023.

There being no further business, the meeting was closed.

Signed: _____

Dated: _____

