

**NEATH TOWN COUNCIL – ESTATES COMMITTEE MEETING**  
**Minutes of the hybrid Meeting held on Thursday, 14<sup>th</sup> March at 6pm**

**Present:** Cllr. J. Miller (Vice Chair), Cllr. P. James, Cllr. A. Sims and Cllr. J. Warman (Kathryn Charles - Town Clerk)

**Absent:** Cllr. T. Cooze, Cllr. Ms. L. Heard, Cllr. Mrs. L. Jones, Cllr. D. Thomas

**In Attendance:** Hedley Loaring (Fairyland Allotment Representative), Kym Barker (Fairyland Allotment Society Secretary)

**E2024/24 To accept apologies for absence from Members**  
Apologies for absence were received from Cllr. Mrs. J. Lockyer, Cllr. G. Morgan, Cllr. M. Protheroe

**E2024/25 To receive any declarations of interest from Councillors in accordance with the Members Code of Conduct**  
Declarations of interest were received from Cllr M. Protheroe in respect of any reference to NPTCBC on the agenda.

**E2024/26 To welcome representatives to discuss any allotment issues from:-**

**a) Old Road Allotments** – The Town Clerk stated that they had spoken with the Allotment Representative and there were no issues to report. They wished to thank Councillors for the recent skip at the site.

**b) Fairyland Allotments** - Kym Barker informed Members that there had been thefts on the site. The issue of a toilet was also raised but the response from Council had already been provided. Hedley Loaring stated that he had feedback on the outcome of the recent inspection letters which had been issued which some felt were unfair. Kym Barker explained that there were not sure of the missing/damaged locks on a particular plot but would monitor the situation. Hedley Loaring asked for an update on the shed doors, it was confirmed that it was not covered in this years budget and would be discussed at a future meeting. Kym Barker passed on the Allotmenters thanks for the pruning of the perimeter trees and felling of the dead tree on the site.

Both representatives then left the meeting.

**E2024/27 To receive an update on maintenance and care of:-**

**a) Bus Shelters and b) Roadside Seats** - no update provided. The Town Clerk explained that they would be meeting with the maintenance officer to create an action plan for each site/amenity to bring to the next meeting to help with prioritising work.

**b) Community Halls** - The Town Clerk thanked the Councillors for approving the change of location of the NTC van overnight, this was already having a positive impact on the workflow. The Town Clerk provided videos relating to water ingress at the Melin Community Centre and Members discussed this at length. **RESOLVED:** Agreed to proceed with the hacking off of internal plaster and wait to determine whether the plaster needed to be reinstated after it was dried. Install a plastic plinth on the external of the front window along with a windowsill. **RESOLVED:** Members agreed to board the floor area where the maintenance officer was working. **RESOLVED:** Members wished to relay their thanks to the maintenance officer for his comprehensive and proactive reports.

**E2024/28 To develop and review the Climate Emergency Database**  
The Town Clerk confirmed that there was no movement on this during the month. **RESOLVED:** A Member confirmed that work on the window area of the Melin Community Centre needed to be added to the database.

**E2024/29 To review and consider Planning Applications**  
Initially, there were no objections to the following planning application(s) which had been received. **RESOLVED:** however a Councillor would check the details of this and inform the Town Clerk if issues needed to be addressed and highlighted to Members.

**E2024/30 To receive items for the next Agenda from Members**  
None received.

J. Warman 04/04/2024



- E2024/31 To receive an overview of Health & Safety Matters**  
The Town Clerk confirmed that an Fire Risk Assessment would be updated for the Town Hall that week.
- E2024/32 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.

**E2024/33 To discuss and review any correspondence received relating to Estates**

<i>Correspondence received for action</i>		<i>Resolutions</i>
An email from Hedgehogs R Us regarding the Hedgehog Highway Project.	Do Members wish to take part in this project?	Agreed in principal. To be passed to Finance Committee for consideration.

<i>Additional Correspondence received for action</i>		<i>Resolutions</i>
An email from Adam Humphreys, the LAC for Neath, regarding their Men's Group and asking for permission to have a key to access to the Fairyland Allotments to work the Neath Parish plot.	For discussion.	Discussed at length. This was discussed as an individual case/request. The background of the group was provided and ultimately agreed as supporting vulnerable community groups. <b>ACTION:</b> Insurance and Risk Assessments would need to be provided in advance of the release of the allotment key along with written consent of the allotment Lease holder.
An email from Cimla WI requesting permission for them to hire a professional local business to give talks on Alcohol and Food taster sessions.	To consider.	Agreed in principle. <b>ACTION:</b> Would need the approval of the licences from NPTCBC and Risk Assessments.

***Additional Correspondence received for noting***

An email from an allotmentee regarding their recent injury and informing Council that they won't be able to work their plot for a few weeks.

**E2024/34 To receive the Clerk's Report on issues relating to Investment Properties or Commercial Contracts**

The Town Clerk provided an update on four properties namely:-

- a) First Floor, Burton Block – Repeated requests for quotations for replacement windows
- b) Unit 2 – Next – Progressing with the Lease (Electricity supply nearing completion – water meters have been installed)
- c) Unit 1 & 2 – Neath Town Hall – No update on the transfer of the Lease.

**E2024/35 To fix a date for the next Meeting**

The Chair advised that the next meeting will be held on Thursday 11<sup>th</sup> April 2024. An agenda would be circulated in due course.

There being no further business, the meeting was closed.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

*J. Williams*

*04/04/2024*