

**MINUTES OF ESTATES COMMITTEE COUNCIL MEETING
HELD AT 10/12 ORCHARD STREET, NEATH
ON THURSDAY 18TH JANUARY 2018
AT 6:05 P.M.**

PRESENT: CHAIRMAN: **CLLR. R. PRICE**

COUNCILLORS: **J. EVANS**
P. JAMES
MRS J. L. LOCKYER
G. MORGAN
MRS S.M. PENRY
M. PROTHEROE
A. SIMS

IN ATTENDANCE: **KATHRYN CHARLES**
BEN HUGHES
SARA WHARMBY

1525 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. G. L. Evans, Cllr. D. Flynn, Cllr. Mrs L. Jones and Cllr. Mrs S. M. Marston.

1526 TO RECEIVE ANY DECLARATION OF INTEREST FROM MEMBERS

There were no declarations of interest received.

1527 TO WELCOME REPRESENTATIVES FROM BOTH OLD ROAD AND FAIRYLAND ALLOTMENTS AND DISCUSS ALLOTMENT ISSUES

The Chair welcomed the Representative and two Allotmenters of the Fairyland Allotment site. The Representative asked whether there was an update on the widening of the road at the allotment site. The Town Clerk stated that the Planning Department at NPTCBC had not yet been contacted as she had been on annual leave.

The Representative asked what plots were currently vacant at the site. **RESOLVED:** Representative to contact the office for the information.

The Representative asked for clarification regarding allotmenters letting people in who had not yet collected the new key. **RESOLVED:** The Town Clerk stated that they should not be let in and they would be written to, reminded them to pay the deposit and pick up the new key.

The Representative asked about the progress of the perimeter fence. The Town Clerk stated that they would be replacing the whole fence and due to the additional cost, the process is over the Council's Financial Regulations threshold and would now need to go out to official tender.

The Representative informed the Meeting of an issue at the site regarding plot measurements and blocked paths. **RESOLVED:** A site visit to be arranged to re-measure all plots

The Chair thanked the Representative for attending and they left with the Allotmenters at 6.27pm.

The Town Clerk stated that an Allotmenteer had requested to pay in instalments for the new key. **RESOLVED:** The Chair stated that they could pay in instalments, but would not have the key until the final payment was made.

1528 TO RECEIVE AN UPDATE ON BUS SHELTERS & ROADSIDE SEATS UPDATE

The Town Clerk updated the Meeting on a site visit at Neath Castle. The Chair and Deputy Chair of Estates had suggested moving the planters to create more space. **RESOLVED:** It was proposed, seconded and agreed to move the planters.

A) TO DISCUSS A PROPOSED NEW BUS STOP AT PINE GROVE

The Town Clerk stated that they would need to apply to Planning as currently there is no shelter.

1529 TO RECEIVE A REPORT ON HALLS

Members were given an image of the NTC Café and Neath Community Centre windows with the frosted glass. The Town Clerk stated that they needed to decide whether they wanted the shaped or straight frosted area. **RESOLVED:** Members agreed to have the shaped frosted glass. Members discussed the bilingual signs. The Town Clerk stated that the bilingual signs can be decided after the Welsh Language Policy had been discussed at the next Personnel & Policy Committee and a Policy had been agreed.

The Town Clerk asked Members to confirm the style of the new blinds for the Community Café and Community Centre. **RESOLVED:** Members agreed to install them to the floor.

The Town Clerk gave costs for blinds in the Mayors Room at Neath Town Hall. **RESOLVED:** Installation of these blinds was agreed.

The Town Clerk stated that the Caretaker's were having issues getting into the car park at Cimla Community Centre as parents were parking in front of the gates when waiting to collect their children from the school. Members discussed putting bollards in front of the gates and asking PCSOs to patrol the area. **RESOLVED:** Clerk to contact Police for assistance at 'drop off' and 'pick up' times..

Members were given costs and colours for the floor at Melyn Community Centre. **RESOLVED:** Discussed and agreed.

Members were updated on the progress of the lift at Orchard Street. Members asked that the company who installed the current lift at the Town Hall be contacted.

1530 TO REVIEW CORRESPONDENCE

<i>Correspondence Received</i>	<i>Actions</i>	<i>Resolutions</i>
The Allotment Magazine.	For information.	-

1531 TO CONSIDER PLANNING APPLICATIONS

There were no planning applications received.

1532 TO DISCUSS ANY COUNCILLOR ISSUES AND RECEIVE REPORTS ON MEETINGS ATTENDED ON BEHALF OF THE COUNCIL

Cllr. M. Protheroe updated the Members on the tree at Ivy Avenue The Meeting was informed that they would no longer be able to put Christmas lights on the tree in 2018, but a base for a fresh tree to be lit every year could be put in place. **RESOVLED:** Clerk to ask NPTCBC for an update on the installation request of a secure base for a temporary tree at Ivy Avenue.

A Member stated that they had been asked about stained glass windows. Members stated that they had been put into storage. A Member asked that they discuss what they could be used for if they are found.

1533 TO RECEIVE ITEMS FOR THE NEXT AGENDA

There were no items received.

1534 CONFIDENTIAL MATTERS – TO CONSIDER PASSING A RESOLUTION UNDER THE PROVISIONS OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO TEMPORARILY EXCLUDE THE PUBLIC IN VIEW OF THE NATURE OF THE BUSINESS TO BE TRANSACTED

The resolution was duly passed.

1535 TO DISCUSS INVESTMENTS PROPERTY LEASING ISSUES AND COMMERCIAL CONTRACTS

The Meeting agreed to discuss the hanging baskets as a Member would have to leave.

C) TO DISCUSS AND REVIEW THE HANGING BASKET PROVISION FOR 2018 (IN PARTNERSHIP WITH NEATH BID)

Members had received a quote which was requested from an additional supplier of Hanging Baskets, these were provided prior to the Meeting under a separate report. The Meeting were impressed with the standard of baskets which were provided by photo evidence. The Clerk updated Members on the funding that would be received from Neath BID and therefore a joint decision would need to be made. **RESOLVED:** After discussion, Members asked if the current supplier could provide more colours and at what cost. Clerk to contact current provider for clarity.

At 7.18pm Cllr. M. Protheroe gave his apologies and left the Meeting.

A) TO RECEIVE AN UPDATE FROM THE SITE VISIT AT NEATH CASTLE REGARDING THE UPCOMING MAINTENANCE WORK

The Town Clerk stated that the site visit did not take place due to availability of the Stonemason, this would now take place on 25th January 2018.

B) TO RECEIVE AN UPDATE ON THE SITE VISIT TO THE BASEMENT OF THE BURTON BLOCK

The Chair stated that the site visit had taken place and progress was being made. The Town Clerk stated that there were additional costs and the work was explained and outlined to Members.

The Town Clerk stated there were issues with the fire exits in the area behind the Burton Block. The Meeting was informed that the bins were not being put in the correct place and so were not being collected. The Town Clerk stated that a maintenance programme had been created to improve the area and the funds would be taken from the Service Charge Account for the building. It was hoped that this would improve the current condition of the rear access points for everybody. **RESOLVED:** Agreed. Members discussed the garage behind the Burton Block. A Member stated that it should be demolished as it is difficult to push the bins into the store. A Member stated that it was in good condition and would be a good storage area for the Council maintenance staff. **RESOLVED:** It was proposed, seconded and agreed to keep the

garage and ask NTC Maintenance staff if they could utilise the garage for storage of non valuable items.

The Town Clerk read out an email from Neath BID regarding the joint purchase of a Karcher machine for the removal of chewing gum from within the Neath town centre area. Members stated that they would need full costs to make the decision. The Clerk reminded Members that items which were purchased for Neath Town Council would need to cover the entire Ward areas, unless agreed by Full Council. A Member stated that it could be cheaper to employ contractors. **RESOLVED:** Member to take feedback to the next Neath BID meeting.

The Town Clerk stated that Members would need to decide what they wanted to do with the property above Next and that there was possible funding from NPTCBC for the Burton Block. **RESOLVED:** To be put on the agenda for Full Council. Clerk to arrange Site visit. Clerk to ask Hurley & Davies to confirm urgent works to be undertaken in the meantime.

A Member asked for an update on a tenant. The Town Clerk stated that they were currently withholding rent due to the issues with the electric at the property which was in breach of their Lease. After receiving advice from Hurley & Davies, the Town Clerk stated that the tenant was responsible for the issues as their electrician should have informed them that they would need to upgrade the electrics for their equipment. The property agents would now take legal advice on the matter and report back to the Clerk.

At 7.49pm Cllr. J. Evans gave his apologies and left the Meeting.

1536 TO DISCUSS ANY STAFFING ISSUES

Members were informed that a staff Member who had recently been off work had been referred to Occupational Health.

The Town Clerk stated that they would be undertaking staff appraisals during the next month.

1537 TO DISCUSS HEALTH & SAFETY ISSUES

The Town Clerk stated that the Fire Risk Assessments would be reviewed in February.

1538 TO FIX A DATE AND AGREE AN AGENDA FOR THE NEXT MEETING

The Chair advised that the next meeting will be held on Thursday, 8th February 2018. An agenda would be circulated in due course.

There being no further business, the meeting was closed.