

Pursuant to the requirements of **Section 47 of the Local Government & Elections Act 2021** Members of Neath Town Council are hereby summoned to attend a Hybrid Meeting of

ESTATES COMMITTEE

at 6.00pm on Thursday, 11th January 2024 held in Neath Town Council Chambers, 1st Floor,
10 -12 Orchard Street, Neath and virtually via Zoom

Members should submit all apologies directly to the Town Clerk.

Please note that should any member of the public wish to join virtually, they will need to email the Town Clerk in advance of the meeting in order that a link can be provided. Those who wish to attend the meeting in Council Chambers will also need to notify the Town Clerk to gain access. Public attendance will be in an observer capacity.



Kathryn Charles - Town Clerk
5th January 2024

A G E N D A

1. To accept apologies for absence from Members
2. To receive any declarations of interest from Councillors in accordance with the Members Code of Conduct
3. To welcome representatives to discuss any allotment issues from:-
 - a) Old Road Allotments
 - b) Fairyland Allotments
4. To receive an update on maintenance and care of:-
 - a) Bus Shelters
 - b) Roadside Seats
 - c) Community Halls
5. To develop and review the Climate Emergency Database
6. To review and consider Planning Applications
7. To receive items for the next Agenda from Members
8. To receive an overview of Health & Safety matters
9. 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

Att.



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10. To discuss and review any correspondence received relating to Estates
11. To receive the Clerk's Report on issues relating to Investment Properties or Commercial Contracts
12. To fix a date for the next Meeting
8th February 2024



Climate Emergency Database - working document - commenced February 2022

Neath Town Council declared a climate emergency in February 2022. The declaration included a commitment to produce a Climate Action Plan within 12 months. The theory of change behind declaring a climate emergency is so that councils can provide leadership and help educate their communities about both the threat of and solutions to the climate crisis. Therefore, an Action Plans is to be developed to delivery all CE aims. The Climate Emergency Database is not as a stand-alone document but needs to embrace all aspects of Neath Town Council's Estates Plan going forward which will help promote health, wellbeing and equality. This Action Plan will look to build resilience in the face of the likely economic disruption from climate change in the future and identifies what Neath Town Council are planning and developing in its future Estates and Operational Portfolio to support this to encourage a self-sustaining Town Council. Linked to 'Tackling Climate Chaos' issued by One Voice Wales and Friends of the Earth Cymru.

Identifiable Area of Development	Currently	Work In Progress	Future Solution Met?
Policy, Leadership & Cultural Changes			
Hybrid Meetings	Installation of Hybrid System to meet Regulations	None	Enable all Members and Public/Community to engage with Town Council at every meeting without travelling.
A paperless Council (where Regulations allow)	Council agreed to 'go paperless' with Council meetings in Currently majority of Members still requiring paper copies. P&P agreed that paper copies for Chairs of meetings.	All papers available online for all Members via the Members Area Portal. Ongoing issues relating to some Members requesting paper copies	
Reduce consumable costs linked to paperless Council above			

Assets

Neath Castle			
Biodiversity Act	Review by One Voice Wales on planting schedule for the entire area	Rose Revera provided a report on what should/could be planted to protect and enhance area	Report being worked through by gardner. Local wildlife flowers being planted in areas where grass cutting is prolonged throughout the summer - See Full Report for update.
	Introducing 'Bee Friendly' areas on site	Linked with NPTCBC to provide identical signs to show continuity of approach and joint working in specific areas	Completed.
Lighting	Broken Lights in need of replacing	Speaking with A&R to consider alternatives on an LED basis	GAP lighting identified, working on 'reach' of beam
Water use for raised boarders	Water supply via The Roundhouse and repay costs on a 25% basis.	Purchase Water Butts for site	

Orchard Street			
Installation of Solar Panels	None		Concerns over ROI of installation of solar panels due to amount of £ for install and return on savings
Lighting	Currently using old lighting tubes which are outdated	Moving to replacing with all new bulbs in all sites to LED	Communicate with A&R about replacement LEDs if holders do not take LED lightbulbs and need replacing at time of need
Insulation			
Power/Utility Providers			
Litter/Recycling			

Melin Community Centre			
Installation of Solar Panels	None		Concerns over ROI of installation of solar panels due to amount of £ for install and return on savings
Lighting	Currently using old lighting tubes which are outdated	Moving to replacing with all new bulbs in all sites to LED	Communicate with A&R about replacement LEDs if holders do not take LED lightbulbs and need replacing at time of need
Insulation			
Power/Utility Providers			
Litter/Recycling			
Biodiversity Act/Green Spaces	Review by One Voice Wales on planting schedule for the entire area	Rose Revera provided a report on what should/could be planted to protect and enhance area	Report being worked through by gardner. Local wildlife flowers being planted in areas where grass cutting is prolonged throughout the summer - See Full Report for update.
	Introducing 'Bee Friendly' areas on site	Linked with NPTCBC to provide identical signs to show continuity of approach and joint working in specific areas	Completed.

Cimla Community Centre			
Installation of Solar Panels	None		Concerns over ROI of installation of solar panels due to amount of £ for install and return on savings
Lighting	Currently using old lighting tubes which are outdated	Moving to replacing with all new bulbs in all sites to LED	Communicate with A&R about replacement LEDs if holders do not take LED lightbulbs and need replacing at time of need
Insulation			
Power/Utility Providers			
Litter/Recycling			
Biodiversity Act/Green Spaces	Review by One Voice Wales on planting schedule for the entire area	Rose Revera provided a report on what should/could be planted to protect and enhance area	Report being worked through by gardner. Local wildlife flowers being planted in areas where grass cutting is prolonged throughout the summer - See Full Report for update.
	Introducing 'Bee Friendly' areas on site	Linked with NPTCBC to provide identical signs to show continuity of approach and joint working in specific areas	Completed.

Town Hall			
Installation of Solar Panels	None		Concerns over ROI of installation of solar panels due to amount of £ for install and return on savings
Lighting	Currently using old lighting tubes which are outdated	Moving to replacing with all new bulbs in all sites to LED	Communicate with A&R about replacement LEDs if holders do not take LED lightbulbs and need replacing at time of need
Insulation			
Power/Utility Providers			
Litter/Recycling			

Town Hall Bar			
Litter/Recycling			

Bus Shelters & Roadside Seats			
Replacement Bus Shelters with 'green roof' options			
Repair and renew Bus Shelters where possible			

Council Van			
Daily omissions			
Repairs to Van	Ageing Van	Commenced a service plan with NPTCBC which will help with upkeep	SLA with NPTCBC Fleet support going well

Events			
Christmas Light Switch On	New contract with LITE	Switching to LED lights	LITE confirmed timer switchers are not being replaced by NPTCBC therefore lights to remain on 24/7 as costs will be much lower.
Christmas Shop Window			
Christmas Card Competition	Currently everything in paper format	Moving to e-christmas card	Completed in 2022 and continuing with small amount of cards for mayor and the rest e-cards as this was a success.
Party in the Park			
Mayoral Civic Service			
Mayoral Civic Dinner			

Amenities			
Hanging Baskets	Plantscape	Moving to Peat Free baskets	Completed
	Reuse of plants/peat	Linked with NPTCBC to provide end of use compost for NPTCBC site at Victoria Gardens	Completed
Litter Picking	NTC funded Litter Picking kits for use in all NTC areas	Clirs to organise Litter Picking events in their individual Wards	Ongoing - need to be active in 2023/24
Cycle Routes	Promoting Bus Services and Changes in Bus Services on all social media platforms & digital screen in Orchard Street	Ongoing	Completed
Bus Routes	Promoting Bus Services and Changes in Bus Services on all social media platforms & digital screen in Orchard Street	Ongoing	Completed