

**MINUTES OF THE PONTARDDULAIS TOWN COUNCIL  
ESTATES, DEVELOPMENT & CULTURE COMMITTEE MEETING  
HELD ON 4<sup>TH</sup> APRIL 2024 AT 7:00PM**

**DRAFT**

**Present:**

Councillors	Cllr H. Roberts (Chair)	Cllr J. Beynon	Cllr S. Lloyd-Janes	Cllr J. Harris
	Cllr D. Hardy			
<b>Apologies</b>	Cllr C. Evans			

The meeting was recorded for minuting purposes and will be deleted once minutes are agreed.

The Chair agreed to an additional item raised at Council to be added to the agenda.

Item number		Who	Date by	Status
47.	<b>TO RECEIVE DECLARATIONS OF PERSONAL INTEREST FROM MEMBERS IN ACCORDANCE WITH THE COUNCIL'S CODE OF CONDUCT</b> No declarations received			
48.	<b>REVIEW ACTIONS FROM PREVIOUS MEETING (1<sup>st</sup> February 2024)</b> <ul style="list-style-type: none"> <li>• Damp issues ongoing.</li> <li>• No response received from Solicitor regarding deeds. Clerk to follow-up.</li> <li>• Circulate information on Wild Pathways initiative.</li> </ul>	Clerk		

<b>49.</b>	<b>BUDGET</b>			
	Estates committee budget for 24-25 is <b>£65,803.00</b> . Potential spend for Utilities and Institute budget headings will be brought to future meetings, along with the current Estates income and expenditure. This will be a standing item on the agenda.	Clerk		
<b>50.</b>	<b>INSTITUTE BUILDING</b>			
	<b>a) Damp issues/troughing</b> Caretaker has applied concrete to open areas in boiler room floor, and to the external areas at side entrance of hall/room where pointing was loose. Troughing and down pipes could be contributing to the damp problem. Needs cleaning in first instance – possibly needs replacing. It was agreed quotes be obtained for a company to undertake the work.	Clerk		
	<b>b) Energy costs</b> Clerk contacted by Utilibee, a free independent procurement service. Accounts with SSE checked and contract in place until March 2026. Tariff locked at relatively high tariff rate until that time. Obtain information on ‘Green Energy’ - Cllr Beynon to send details to Clerk. Caretaker will reduce heating when building not in use and rooms at adequate temperature.	Review  Cllr Beynon	Dec 25	
	<b>c) Heating/radiators</b> During the grant refurbishment electric radiators were installed, resulting in electricity costs when heating is on. If not covered with ‘Green Energy’ an option would be to re-install traditional rads as electric cost would thereby be reduced.			
	<b>d) Bookings update</b> Lloyds bank in building twice weekly from beginning of June. Customers will be informed. Discussion needed at Council regarding Institute bookings.	Council		

	<p><b>e) Side alley door</b> Metal door at side of the alley has rusted and needs replacing or the metal soldered. It was agreed quotes be obtained for a company to undertake the work.</p>	Clerk		
51.	<p><b>GERALLT DAVIES MEMORIAL - Update</b></p> <ul style="list-style-type: none"> <li>• Planning permission has been granted with the condition of saplings being planted.</li> <li>• Tree &amp; Gubb plan to commence the work at the end of April. Unveiling ceremony to be arranged inviting family to be present.</li> <li>• Security will be required for 24 hours immediately following the positioning of the memorial to prevent any intentional movement or vandalism. Cost for this approx. £350. It was agreed to contact Safe Hands security.</li> </ul>	Clerk Clerk		
52.	<p><b>ACTIVE TRAVEL ROUTE</b></p> <ul style="list-style-type: none"> <li>• Clerk will submit a letter of objection to the proposed change in Water Street from two lanes to one lane, and the proposal to extend the travel route up William Street.</li> <li>• A request will be made for further discussions to take place to share ideas of alternative routes.</li> </ul>	Clerk		
53.	<p><b>Police room contract</b> Draft contract due for approval at next Policy, Compliance &amp; Finance committee. Discussion took place regarding costs of room hire. Proposal was agreed to prepare a 2-year contract with 10% increase on renewal. It was proposed that Police signage be placed on front of building. This can be discussed with Sergeant at next council meeting.</p>			
54.	<p><b>Fire Assessment visit</b> Inspection visit due on 19 April from Fire Service. List received highlighting what's required for inspection. No evidence of previous inspections or certificates within valid timeframe. Urgently need an electrical inspection/fire alarm testing certificate.</p>			

	<p>RT Electrics previously undertook inspection several years ago which failed, however no evidence of actions being addressed. Clerk has requested Fire Service inspection date be moved to w/c/ 22/5</p> <p>RT Electrics available to undertake required checks. Costs as follows:</p> <ol style="list-style-type: none"> <li>1. Electrical fixed wire testing - £1,250.00 (valid for 5-years)</li> <li>2. Annual emergency lighting testing - £275.00</li> <li>3. Annual Fire alarm testing - £355.00</li> <li>4. Monthly testing of the fire and emergency lighting - £155.00</li> </ol> <p><b>TOTAL = £2,035</b></p> <p>It was agreed that due to the importance of this inspection and the risk of 'penalties' if information isn't available, that RT Electrics be appointed immediately to under the work.</p> <p>Organisations using Institute to be responsible for group members during fire evacuations. Hire of Halls policy to be updated accordingly. Fire evacuation practices to be arranged. Clerk to check fire alarm alerts.</p>	Clerk Clerk		
55.	<p>Cllr J. Beynon emails x 2 (22/3/24) (attached)</p> <p><b>a) Neighbourhood watch</b> Cllr Beynon proposed multiple cameras on crossroads across the town all linked and available to Police. Cllr Beynon to obtain more information on scheme and examples of good practice in other towns.</p> <p><b>b) Grants</b> Cllr Beynon shared concerns following a provisional message to SCVS from ELIM requesting money from the Mynydd Y Gwair fund, and a reply stating the town had received enough money.</p>	Cllr Beynon		

	<p>It was agreed to <b>RECOMMENDED</b> to Council a letter be sent to SCVS raising awareness of the myriad of resources in the town, frequented by the community and those outside the town from other parts of the Mynydd y Gwair catchment area, before other key facilities in the area fall short due to poor understanding of the rural side of the county of Swansea.</p>	Council		
<p><b>56.</b></p>	<p><b>Dantwyn Park</b>  Costs have been obtained for Christmas lighting to the deciduous trees in the park.  Clerk has contacted the appropriate department in Swansea Council to request permission:  CCS (Housing) charge:  £100 – one-off charge to arrange licence  £100 – <b>annual rental licence</b>  Total = £200   Groundwork cost  £950 – Matthew Thomas (one quote received at present)   Electrics  £5,522.58 (one quote received at present). Two no replies.   Total cost <b>£6,672.58</b>   <b>Annual cost</b> would also be required for electrics to be checked annually and switched on and off.  It was agreed this be discussed at Council.  It was agreed to <b>RECOMMEND</b> to council a grant be submitted by the Partnership Consultancy, and other match funding be obtained.</p>	Council		
<p><b>57.</b></p>	<p><b>Cinema Club (Additional agenda item)</b></p>	Clerk		

	Clerk to enquire of Community Cinema are selling their equipment			
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**The meeting ended at 21.10.**

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