**CYNGOR DREF PONTARDDULAIS TOWN COUNCIL**

Estates Committee Meeting, of Pontarddulais Town Council

Monday 24th March 2025 at 7pm

**Present: Cllr. Huw Roberts (HR) - Chair; Cllr. Jane Harris (JH); Cllr Daren Hardy (DH)**

**Apologies: Cllr. Alison Wilson (AW); Cllr. Wayne Jones (WJ)**

**Declarations of Interest: None**

**Questions from the public relating to items on the agenda: None**

**Estates and Environment Final Minutes**

**1. To receive quotes for comprehensive Damp Survey at the Institute and agree a way forward**The Clerk explained she had received one quote from a company who had not visited the building. A second company had visited and taken drone footage of the roof and gutters, and a quote was expected soon. A third company also expressed a keen interest in providing a comprehensive quote, but the Clerk and the company had not yet managed to coordinate diaries due to ill health on both sides. It is hoped they will be able to visit over the next couple of weeks. The meeting agreed good progress was being made and they would like to wait for the third company to have the opportunity to provide a quote.

**2. To receive quotes for Fire Risk Assessment at the Institute and agree a way forward**The Clerk has received four quotes for a Fire Risk Assessment of the building although no company had visited to assess the scale of the building. Cllr DH explained based on his professional experience he would expect a realistic quote for the building to be between £600 and £900. The Clerk presented the quotes with information provided by the companies in redacted format. Company A was selected as from their information, they appeared to be good value for money and be suitably qualified. Company A was revealed by the Clerk to be Firerite Ltd.

**3. Update on Kitchen refurbishment and agree design for installation.**The Clerk provided background information on the Quotes for the kitchen. Four quotes were requested, and received, including domestic and catering kitchen options. The committee agreed the catering option was the most sensible way forward, increasing the hire options for the hall and providing more options for warm spaces. This quote was over the budget funded by the grant by £615 so the committee agreed to vire funds (not spent to address damp issues in the building during this financial year) to address the shortfall. Proposed, seconded and agreed by all: RACS are recommended as contractor of choice to provide the kitchen upgrade.

**4. To discuss Community Asset Transfer of an area of Dantwyn Park for play area and agree a way forward.**The committee held a discussion including the benefits and potential difficulties associated with this proposal. As some time has passed since this was last discussed, the committee recommend a new community consultation be held as well as a meeting with the relevant department at Swansea Council (possibly Parks) and a member of the Community Asset Transfer department. This was proposed, seconded and agreed by all.

**5. To discuss Biodiversity Action Plan required under Section 6 of the Environment Act (2016) and agree a way forward.**The Clerk explained that since 2019 Town and Community Councils have had obligations under section 6 of the Environment Act Wales (2016) to produce a Biodiversity report on what the Council is currently doing to improve Biodiversity and what it plans to do over the following three years. The three yearly cycle ends this year, requiring the provision of a new plan before the end of the calendar year. The Clerk suggested inviting the One Voice Wales, Local Places for Nature Officer (LPFN) to a future meeting of Council so all members understand the obligations and are provided with ideas for action. This was proposed, seconded and agreed by all present. The Clerk will contact the LPFN Officer.

**6. To discuss proposal regarding CCTV provision**The meeting was provided with a proposal from “Street Hawk” based at Bont Elim Church regarding a potential CCTV scheme for the Town. In addition, the Clerk had done some initial investigations into the best way to proceed when considering the installation of CCTV and provided the committee with information from the government website. Given the recommendations set out in this advice the committee felt it important to meet with a representative from Street Hawk and the local police to establish if there is a need for further surveillance within the Town and if so, how best to proceed, including the potential for community consultation. It was proposed, seconded and agreed unanimously to set up an initial meeting with all three parties.

**Meeting Closed 19.53**