**CYNGOR DREF PONTARDDULAIS TOWN COUNCIL**

Estates Committee Meeting, of Pontarddulais Town Council

Monday 1st September 2025 at 8pm

**Present: Cllr. Darren Hardy (DH) – Chair; Cllr. Mark Biscoe (MB); Cllr. Kevin Griffiths (KG).**

**Apologies: Cllr. Jane Harris (JH); Cllr. Wayne Jones (WJ); Cllr. Huw Roberts (HR); Cllr. Philip Downing (PD)**

**Declarations of Interest:** None

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

**Estates and Environment Draft Minutes**

**Estates and Environment Committee joined the Special Events Committee for the first agenda item.**

1. **To discuss options for Christmas trees and lighting and agree a way forward.**Both chairs agreed the lights at Dulais Glen had reached the end of their functional lives and that they should be replaced with festoon lighting between the trees and potentially light up a tree structure in the tree space and clear access to the fir tree to the left to light that tree up too. The Clerk will continue to seek quotes. The tree at Dantwyn also needs new lights so a quote should be sought to replace those too.  
   The Clerk is to investigate if there is a requirement for planning permission to alter the lighting and install a structure at Dulais Glen.  
   Proposed, seconded and agreed by all.

**Special Events Committee meeting closes at this point.**

1. **To elect a Vice Chair**This had been agreed at the last meeting. HR is chair of the committee
2. **To note booking of Fire Risk Assessment**Noted this will take place on Monday 8th September 2025
3. **To note Boiler Servicing**Noted Chair and Clerk had agreed KW Plumbing and Heating as the successful contractor at a cost of £280, and they will liaise with the Clerk for a suitable date.
4. **To agree to purchase and install a Systemizer for the gents toilet to reduce water usage.**Proposed, seconded and agreed by all to accept the quote from KW Plumbing and Heating as they are the most cost-effective option and will complete the work while at the Institute to service the boilers.
5. **To note installation of replacement radiator in toilet external area.**Noted the Chair and Clerk approved this installation due to a leak at a cost of £150, supplied and fitted.
6. **To discuss and agree wall covering for kitchen installation following removal of old kitchen revealing poor wall condition.**The Clerk explained removing the old kitchen units had revealed several issues with the wall coverings in the kitchen. The kitchen fitter is attending tomorrow to provide advice on the best and most expedient way forward.  
   It was proposed, seconded and agreed by all to give the Clerk with Chair plenary powers to select a contractor for the job.
7. **To agree maintenance/replacement of hall lighting for energy-efficient options**The Clerk will explore options and report back to a future meeting.
8. **To agree purchase of paint and materials to update the front boundary wall and pillars.**Proposed, seconded and agreed to proceed with this so the caretakers can update the exterior of the building.
9. **Update on Damp survey and agree a way forward.**The Clerk will continue to seek quotes and report back.
10. **Discuss Cenotaph area maintenance and biodiversity improvements and agree a way forward.**The current contractor tasked with maintenance of the Cenotaph area has suggested a builder be asked to quote for the works as it is outside of his remit. It was proposed, seconded and agreed by all the Clerk will seek quotes and report back to a future meeting.
11. **To discuss improvements and upgrade to existing CCTV system and new internal and external cameras.**The Committee discussed the flaws with the current system and the need for some alterations/additions to be made.   
    It was proposed, seconded and agreed that the Clerk will seek quotes and report back to the committee.

**Meeting Closed 20.58**