

Pembrey and Burry Port Town Council
Regeneration and Leisure Committee Meeting
Thursday 5th March 2015

Present: - Chair Cllr Mrs Shirley Matthews, Councillors Graham Davies, John James, Andrew Phillips (Mayor), Mrs Moira Thomas and Hefin Williams.

In attendance: Melanie Carroll-Cliffe (Town Clerk) and John Ridgway (TSO)

(Former OAP Hall, Memorial Hall, Burry Port 9.30am – 11.20am)

1. Personal Matters.

Apologies were received from Cllrs Mrs Pat Jones and Michael Theodoulou.

2. To receive Members' Declarations of Interest in respect of the business to be transacted.

Members confirmed their usual declarations of interest.

3. To confirm the minutes of the Regeneration and Leisure Committee meeting held on 5th February 2015

The minutes of the meeting held on 5th February 2015 were approved as a true record.

4. To consider any matters arising from the minutes.

P3 (10) Feedback from Britain in Bloom Finalists' Seminar in Sheffield

Cllr Graham Davies referred to the idea to donate a Horsechestnut tree to each of the four local schools in commemoration of Anne Frank and he queried who was coordinating this. It was confirmed that the Finance Committee had approved the expenditure. Cllr Davies referred to the information pack which was available and confirmed that he was happy to put together a plan to arrange a ceremony. It was discussed that potentially, representatives from the schools could attend outside the Hall and hopefully, someone from the Llanelli Star could attend, to provide publicity for the event. Members suggested that a potential date could be arranged at the next Town Council meeting.

P4 (13) Any other competent business

Following a query, the Clerk advised that there had been further discussions with the interested person regarding the new Guides movement commencing at Pembrey Memorial Hall and as far as she was aware, this was proceeding.

5. Update from Heritage Trail Sub Group and consideration of preliminary project enquiry

Members had had the opportunity of considering the preliminary project enquiry, which had been circulated with the agenda. Cllr Graham Davies confirmed that the document had been discussed by the Pembrey and Burry Port Heritage Trail and further observations were being sought. He confirmed that he had received helpful observations from Cllr Michael Theodoulou, who had suggested the following:

- There should be a link with the Town Council, rather than the project being Town Council led. He felt that there would be a better chance of success if the group worked in partnership with the Town Council.
- Sustainability – there should be real impact on the community, especially the schools and there should be ongoing engagement. There will be a website as part of the bid.
- Promotion of the connection with the Royal Ordnance Factory and reference to Nobel's Explosives.

Cllr Graham Davies advised members that the costings have not yet been thoroughly researched but it is thought that there will be a cost of around £5,000 per board, having regard to information received from other people who have undertaken such work. The project would also entail the appointment of a Project Support Officer for 18 months and a Mentor, who could be an individual from a college or university. The Clerk referred to a recent discussion which she had had with a lecturer at Coleg Sir Gar and in light of this, it is likely that that college would be willing and able to assist.

Cllr Graham Davies referred to the fact that in the guidance for the grant funding, there is reference to 90% funding, although it does not necessarily mean that 100% funding would not be obtained. If 90% funding was obtained, then there would be a shortfall of £10,000, based upon the existing costings, to which the group would be looking to the Town Council and County Council to fund.

Members were of the view that the project should be supported by the Town Council and therefore referred the issue to the Finance Committee meeting on 9th March 2015, with a positive recommendation to support.

6. Update on completion of refurbishment of the Memorial Hall

The TSO updated members that furniture needs to be purchased for the side rooms, as well as mirrors. He also referred to the fact that as a result of usage when there are performances on the stage, the walls of the side rooms are getting dirty. Members accepted that the Hall will regularly be used by children and therefore, this is an ongoing problem. Members **APPROVED** that the walls should be repainted in washable paint, which would make it easier to rectify.

The TSO also referred to the potential purchase of mood lighting for the Memorial Hall. He confirmed that a further quotation had been obtained, which was slightly less than the

previous one and he also felt it had better ideas to provide the desired effect. He confirmed that the firm would be bringing a lighting unit down to the Hall shortly, to see its effect.

7. Update on marketing and promotion of the Memorial Hall

The Clerk updated members regarding progress upon liaising with Coleg Sir Gar. She confirmed that she had met with a college lecturer, Gareth Harvey, from the Travel and Tourism Department on 2nd March and this had been a very positive meeting. He had confirmed that there were possibilities for his students to work with the Council upon the marketing and promotion of the Memorial Hall and he was keen to do so, as he felt that this was a worthwhile project and would also strengthen community links. At the meeting, Mr Harvey had also suggested that it would be of benefit to the Town Council to become a member of Carmarthenshire Tourism Association, which would also assist with marketing and promotion not just of the Memorial Hall but other things, such as the entry to Wales in Bloom and Britain in Bloom.

Cllr Shirley Matthews also updated members that the Clerk, the TSO and herself had met with Sarah Owen from the Marketing and Tourism Department at Carmarthenshire County Council on 26th February 2015.

The TSO updated members regarding the proposed signage, which it is intended be erected on the A484 at each end of Burry Port, under existing signage. Members felt that this signage ought to be erected at the earliest opportunity. Accordingly, members requested that this be brought to the attention of the Finance Committee meeting on 9th March, with a recommendation to approve expenditure of up to £1,000.

8. Update on Snooker Room and further consideration of promoting future use

It was discussed that notices could be placed on the Town Council's notice boards, to advertise the fact that the Snooker Room was available for hire for multi use. The possibility of it also being placed as an article in the Llanelli Star was discussed, although the TSO advised that the Star reporter had previously indicated that the Editor had taken the view that this constituted advertising and would be chargeable. However, it was still hoped that some mention would be made in the newspaper.

The TSO advised that he had received a price for the painting of the floor, which would be between £500 and £550. Also, he had looked into the cost of a water supply and water cooler and this would be £500.

9. Further consideration of costs of signage for staff parking at the Memorial Hall and health and safety signage

The TSO referred to the original quote obtained which was for metal signage and which had been on the high side. Accordingly, he has now obtained a quote for plastic signage and the overall cost is £127.50. Due to the nature of this expenditure, the TSO confirmed that this could be paid from his maintenance budget.

10. Update on entry to Britain in Bloom 2015 and consideration of formulating rules for a local competition (referral from Town Council meeting 18th February 2015)

The TSO referred to the fact that when the budget for this project was considered, the costs of planting the sustainable roundabout and the railway platform were deducted from last year's expenditure. However, the cost of cutting the grass on one occasion was added in. Given that Wales in Bloom will be judged in early July and Britain in Bloom will be judged in late August, it will now be necessary for grass cutting to occur twice, as the County Council cannot be relied upon for doing so. The TSO advised that he was not entirely sure as yet of what the final budget would be but he will keep members updated.

In terms of community engagement, the schools are eager to participate. Glan y Mor Comprehensive School will be planting on the area where there was a boat last year. They have looked into the history and are aware that there used to be a cinema on the site. They have therefore come up with a design taking account of this. The TSO advised that Pembrey School will need to plant an area away from their premises and they will probably have the site which was used by Pembrey Gardening Club last year.

It has also been decided that the RNLI will design the planting for an area of land right behind the large roundabout and they are to have the boat which was used in last year's display.

The TSO also informed members that Cllr John Hedley Jones had spoken to various businesses in Pembrey and obtained agreement for erecting hanging baskets outside their premises. The cost of the planted baskets is £12.50 each.

It was discussed that the Wales in Bloom launch ceremony is to be held at Wolfscastle on 27th March 2015. Cllrs Shirley Matthews and Moira Thomas confirmed that they were happy to attend and this was **APPROVED**.

There was a brief discussion in relation to the formulation of rules for a local competition, to be run in conjunction with the entry to Wales in Bloom and Britain in Bloom. It was suggested that it would be preferable for a sub group to be set up specifically for this purpose. It was therefore **APPROVED** that the sub group comprise of the TSO and Cllrs John James, Mrs Moira Thomas and Mrs Shirley Matthews.

11. Consideration of the formulation of a tender document for the operation of bar facilities at the Memorial Hall (referral from the Town Council meeting on 18th February 2015)

There was a brief discussion in relation to this. However, members felt that the first step needed to be to identify possible interested parties. It was therefore **APPROVED** that the Town Council advertises the fact that it is seeking an expression of interest in tendering for the operation of bar facilities for events at the Memorial Hall.

12. Update on the erection of new lamp post signs

It was discussed that a decision needs to be made in relation to the images to be used for the proposed new lamp post signs. When this issue was previously considered last year, there

was no agreement reached in relation to utilising well known local images. The Clerk suggested the possibility of the signs referring to Pembrey and Burry Port in Bloom and having simple floral images. This idea is similar to signage which had been seen in Usk when attending the awards ceremony for Wales in Bloom last year. Members were happy for this suggestion to be further explored and the TSO will liaise with the company concerned.

13. Consideration of “place plans” (referral from previous Regeneration and Leisure Committee meeting)

The Clerk had circulated background information to members with the agenda. The Clerk advised members that she had had a meeting with a representative of the Means on 26th February 2015. The organisation had been put in contact with the Clerk through the Clerk of Llanelli Rural Council, as that Council has engaged the company to carry out this work on their behalf.

There were mixed views between members about the merits of engaging such an organisation to undertake this sort of work. Some members felt that much of the work could be undertaken in house, whilst others referred to the Means being professional consultants, who had worked with Councils fairly locally such as Port Talbot and Merthyr Tydfil, where a great deal of good work had been carried out.

Following the discussions, members were of the view that it needs to be fully discussed by all members of the Town Council. It was therefore **APPROVED** that it be placed on the agenda for the next Town Council meeting.

14. Any other competent business

- The TSO referred to the fact that he had obtained a price to upgrade the exterior lighting at Pembrey Memorial Hall, as had been requested. The cost of the PIR lights is £640. Members **APPROVED** that this be referred to the Finance Committee meeting, with a positive recommendation to proceed with their purchase.
- The TSO advised that he had had another recent meeting with the Fire Officer. As a result of identified necessary works for Pembrey Memorial Hall, he has written to Matt Morden at Carmarthenshire County Council and is awaiting a response. The TSO also updated members that the Fire Officer will be looking at Burry Port Memorial Hall and as a result, it is necessary for a new fire alarm system to be installed. The lowest quote is £2,355 plus VAT. Members **APPROVED** that the purchase of a new system be recommended to the Finance Committee.
- The TSO advised that confirmation had now been received that the Copperworks site is not within the flood plain. He has spoken to one of the planning officers, namely Mr Robert Davies, and it would appear that there is now nothing preventing an application for outline planning permission being submitted. It will not now be necessary for a flood assessment to be undertaken, although apparently a bat survey will be required. Members were strongly in favour of progressing this possibility of obtaining outline planning consent and **APPROVED** that a recommendation be made to the Finance Committee to favourably recommend the related expenditure (up to £8,000) to the Town Council.