

**Pembrey and Burry Port Town Council**  
**Regeneration and Leisure Committee Meeting**  
**Thursday 15<sup>th</sup> January 2015**

**Present:** - Chair Cllr Mrs Shirley Matthews, Councillors Graham Davies, John James, Mrs Pat Jones, Andrew Phillips (Mayor), Michael Theodoulou, 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 – 11.30am)**

**1. Personal Matters.**

There were no apologies, as all members were in attendance.

**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 4<sup>th</sup> December 2014**

The minutes of the meeting held on 4<sup>th</sup> December 2014 were approved as a true record.

**4. To consider any matters arising from the minutes.**

P1 (4) Matters Arising – commemoration of WWI

Cllr Graham Davies circulated a poster for the event being held on 23<sup>rd</sup> January 2015. He advised that it is hoped that there will be bi-monthly events, although the position will be reviewed following this event. Refreshments will be served on the evening and some information provided about the national charity "War Child", which mainly deals with the effects of war upon children. Presently, the charity is working especially with children in Syria. It is hoped that it will be an enjoyable social occasion, as well as educational.

P3 (11) Replacement of perspex on noticeboards

Following a query, the TSO confirmed that this work is being attended to.

P3 (13) Christmas lighting

Cllr John James referred to the general positive feedback in respect of the Christmas lighting. However, no lighting had been placed outside the Cornish Arms, despite this having been agreed and the proprietor was apparently unhappy. It was **APPROVED** that a letter be sent to the proprietor to apologise that this had not been possible this year.

## **5. Update from Heritage Trail Sub Group**

Cllr Graham Davies advised that he and Cllr John James had met with a representative from the Tourism Department of Carmarthenshire County Council, who had been supportive. Cllr Graham Davies was attending another meeting that afternoon with a representative from the Regeneration Department. It is hoped that it will be possible to work well with the County Council, in sharing its expertise.

Cllr Graham Davies advised that there had been a meeting of the Heritage Trail Sub Group the previous day and it is hoped that the application to the Heritage Lottery Fund will be submitted in the spring/early summer of this year. The next meeting of the Sub Group is due to take place on 28<sup>th</sup> January 2015 at 6pm.

## **6. Update on refurbishment of the Memorial Hall**

The TSO advised that furniture is required for the side rooms.

A discussion took place in relation to some water ingress into the Memorial Hall. The Clerk advised that arrangements were made for a local roofer to look at this, in the absence of the TSO. He had been unable to identify any obvious cause and had therefore suggested that the roofing company who originally installed the roof be contacted, as it was likely that there was a warranty in place. The TSO is of the view that the problem is due to condensation and during the course of discussions, it was suggested that a condensation unit could be considered. It is apparently possible to have a free assessment undertaken in relation to this.

The Clerk updated members that having regard to expenditure to date, there should be some available money from the budget allocated and the grant funding, from which alternative lighting could possibly be purchased. Some enquiries have previously been made and one quote obtained. Members were generally of the view that the refurbishment work needed to be fully and properly completed, taking into account that the hall has not been updated for many years. It was therefore agreed that the TSO is to make further enquiries and obtain additional quotes for lighting.

## **7. Marketing and promotion of the Memorial Hall**

The Clerk referred to the fact that prior to the refurbishment of the Memorial Hall, it was difficult to actively market the facility. However, there were still some difficulties, due to the availability of the hall and the lack of staffing. Due to regular users of the hall using it on weekday evenings, the main availability is on the weekend but no council staff are routinely employed to work on a Saturday and/or Sunday and therefore, bookings are dependent upon a member of staff (usually the Caretaker) agreeing to work overtime. Therefore, if there was a successful marketing campaign, then it would be unrealistic to expect the Caretaker to work most weekends.

Cllr Shirley Matthews referred to a discussion which she had previously had with the Clerk and her desire for consideration to be given to the Town Council staging its own events to generate additional income.

The Clerk also advised that an organisation which had recently booked an event at the Memorial Hall had referred to the fact that it had previously had free use of a community hall, on the basis that the Council was benefiting from running the licensed bar. As the Memorial Hall now has a permanent alcohol licence, consideration could be given to the Town Council operating a bar for events. Some possibilities were briefly discussed and following these, a proposal was made that a recommendation be made to the next Town Council meeting that it approves in principle the running of a bar to generate income, with delegation to the Regeneration and Leisure Committee as to how this is undertaken. This was **APPROVED**.

It was also **APPROVED** that appointment of members to a Sub Group for running events at the Memorial Hall to generate income for the Town Council be placed on the agenda for the next Town Council meeting.

The Clerk referred to the possibility of assistance being obtained from a local college in relation to marketing the Memorial Hall via a possible student project. Cllr Michael Theodoulou advised that he would raise this with the principle of Coleg Sir Gar, as he was due to speak with him the following week.

#### **8. Update on proposed disposal of the snooker tables**

Members were advised that four tables had already been removed, with the fifth table being due to be removed on 19<sup>th</sup> January 2015. In light of this, it was agreed that the Sub Group comprising of Cllrs Mrs Pat Jones, Mrs Shirley Matthews, Michael Theodoulou and Ken Edwards meet on 22<sup>nd</sup> January 2015 at 9.30am to consider possibilities for the future use of the snooker room.

#### **9. Consideration of the allocation of staff parking at the Memorial Hall during office hours/misuse of disabled parking spaces/improvement of car parking facilities**

The Clerk advised members of some issues in relation to the car park at the Memorial Hall. There is an increased number of vehicles parking in the car park, particularly in the spaces closest to the Memorial Institute where staff and Councillors usually park. The Clerk also advised that there seems to be misuse of the two disabled parking spaces, with them being used by non disabled persons and also vehicles being left parked for protracted periods. It was discussed that there is signage on the gates advising that there should be no over night parking. However, despite this, there have been occasions when the Police have knocked on the Caretaker's door to enable vehicles to be let out.

Members agreed that it would be beneficial to have a certain number of allocated spaces for staff and Councillor parking. It was therefore **APPROVED** that the TSO would look into the options for this, as well as signage for the disabled spaces, which make it clear that they are only to be used by registered disabled badge holders.

Members also discussed the possible overall improvement of the car parking facilities. As the access is poor, the possibility of having another access into the car park was discussed. Although this issue had been previously considered with the County Council around 4/5 years ago, it was **APPROVED** that further enquiries be made.

## **10. Sponsorship of the flower beds**

Cllr Shirley Matthews advised that she and Cllr Hefin Williams are in the process of contacting businesses in Pembrey and Burry Port to seek donations towards the flower beds. It was discussed and **APPROVED** that an official letter from the Town Council should be provided to these businesses, referring to the success in the Wales in Bloom 2014 competition and also that we are finalists in the Britain in Bloom 2015 competition. Additionally, the letters should refer to the publicity which will be provided by the Council to these businesses for their financial support.

The TSO advised that he had spoken to Kevin James at Carmarthenshire County Council in early December 2014, when he was told that the Highways Department would be opposed to such advertising boards. Also, if a planning application is made, then there is no guarantee of it being successful. The TSO further advised that planning permission is only required for the roundabouts.

It was **APPROVED** that an application for planning be submitted for all of the roundabouts and Pembrey Square. However, it was **APPROVED** that letters/emails could be sent to the local businesses in the meantime, just advising of the fact that publicity will be provided for the financial support, but not specifically providing details of how this will be done. Cllrs Shirley Matthews and Hefin Williams are to provide the Clerk with a list of businesses they intend contacting and to whom the correspondence is to be sent.

In order to generate public interest, it was also **APPROVED** that the TSO look into the possibility of obtaining a banner to place outside the Memorial Institute, stating that the Council has been nominated as a finalist for Britain in Bloom 2015.

Whilst considering this issue of sponsorship, Cllr Hefin Williams advised that in the context of the new footpath for the harbour, he was aware of enquiries having been made about the concept of “buy a brick”.

## **11. Health and safety signage at the Memorial Institute and usage of the rear fire exit**

It was discussed that the rear entrance/exit to the Memorial Institute was increasingly being used, particularly by parents bringing their children to the Cylch Meithrin. This is a cause of concern as the staircase is quite steep and accordingly there is the possibility of accidents occurring. Members therefore **APPROVED** that the possibility of signage being obtained should be looked into, which advises that there is no public access.

Whilst discussing the issue of health and safety, members again referred to the number of people in attendance at the Memorial Hall on the night of the Christmas lights switch on. It was agreed that the TSO and Clerk should obtain health and safety advice in relation to this issue and consider options, prior to reporting back to a future meeting.

## **12. Consideration of the future responsibility for the Easter Garden display in the Memorial Gardens**

Cllr Graham Davies advised that there was the same issue as with the nativity scene, as the Christian Forum which is no longer in existence used to sponsor the Easter Garden. Cllr

Graham Davies advised that he had everything necessary for the display. Members therefore **APPROVED** that a recommendation be made to the Town Council that it should take on the future responsibility for the Easter Garden display.

### **13. Any other competent business**

- The Clerk referred to discussions at the Town Council meeting held on 17<sup>th</sup> December 2014, when it was approved that an approach be made to Carmarthenshire County Council to obtain support for the erection of two boards, to highlight the success in the Wales in Bloom 2014 competition and the nomination as a finalist to Britain in Bloom 2015. It was **APPROVED** that advice be sought from the County Council as to what is acceptable and would work well. Consequently, the matter be brought back for the consideration of the full Town Council.
- The Clerk referred to a resolution dating back to the Town Council meeting on 18<sup>th</sup> June 2014, when it was approved that the Council should register its participation for “Fly a Flag for the Commonwealth” on 9<sup>th</sup> March 2015. The Clerk wished members to consider the extent of the Council’s participation. Members **APPROVED** that this should be placed on the agenda of the next Town Council meeting, for consideration.
- The Clerk referred to the storage area above the snooker room, where archived documentation is kept and the fact that this area is not very easily accessible. The Clerk raised the possibility of a pull down loft ladder being installed. As the Snooker Room Sub Group is due to meet, to consider the future use of the room generally, it was **APPROVED** that the members could at the same time consider this.
- It was suggested that consideration be given to obtaining a new Welsh flag, due to the current one outside the Memorial Institute being in poor condition.