

Pembrey and Burry Port Town Council
Regeneration and Leisure Committee Meeting
Thursday 15th 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 4th December 2014

The minutes of the meeting held on 4th 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 23rd 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 28th 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 19th 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 22nd 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 17th 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 18th June 2014, when it was approved that the Council should register its participation for “Fly a Flag for the Commonwealth” on 9th 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.

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

Present: - Chair Cllr Mrs Shirley Matthews, Councillors Graham Davies, John James, Mrs Pat Jones, Andrew Phillips (Mayor), Mrs Moira Thomas, Hefin Williams and Ken Edwards (substitute for Cllr Michael Theodoulou).

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 Cllr 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 15th January 2015

The minutes of the meeting held on 15th January 2015 were approved as a true record.

4. To consider any matters arising from the minutes.

There were no matters arising.

5. Update from Heritage Trail Sub Group

Cllr Graham Davies updated members that the intended bid would be for 10 heritage boards throughout Pembrey and Burry Port, a trail leaflet and a website. He confirmed that he had met with another member of the County Council since the previous meeting, who would be assisting with project management. The group which is preparing the bid has decided to call itself the Pembrey and Burry Port Heritage Group. The next step in the application process is to prepare a 1000 word project enquiry. This will determine if there is merit in proceeding with a full bid application. If successful, the bid will include the appointment of a project manager, with an historical mentor, who is possibly linked to a local university.

6. Update on completion of refurbishment of the Memorial Hall

The TSO advised that the control room has now been painted. Furniture is still required for the side rooms. Mirrors are also yet to be purchased, and Cllr Shirley Matthews will meet with the TSO to discuss this further. In relation to additional mood lighting being potentially obtained, the TSO advised that he would like to see some actual examples of the lighting, so that the effect can be seen. Members suggested that it may be worthwhile liaising with

County Councillor Meryl Gravell, due to her previous involvement with the refurbishment of community halls.

7. Update on marketing and promotion of the Memorial Hall

At the previous Regeneration and Leisure Committee meeting, it had been agreed that Cllr Michael Theodoulou speak with the Principal of Coleg Sir Gar regarding the potential participation of students in assisting with marketing. Cllr Theodoulou was not present to provide an update and therefore, Cllr Mrs Pat Jones advised that she would speak to the Principal, to try to move matters forward.

The Mayor advised members that he had now booked the hall for his charity event, which would be taking place on 10th April and this will be a rock concert.

8. Update from Snooker Room Sub Group regarding ideas for future use

Members were updated that the Sub Group had considered a number of ideas but however, they did not feel it appropriate to consider grandiose schemes at this stage, as there was no budget for doing so. Therefore, the idea was that the room could be used for such things as dance or keep fit classes, as this would not entail a great deal of refurbishment. The Clerk advised that a recent enquiry had been received at the office regarding the use of the Memorial Hall for soft ball games. Although it was felt that this was inappropriate to be held in the Memorial Hall, the Snooker Room may be a possibility.

The TSO advised that he had placed some details on the website, inviting expressions of interest in the room, as well as on the social media sites, Facebook and Twitter.

Members were generally of the view that such multi use of the room was a good idea. It was therefore **APPROVED** that an item be placed on the agenda for the next Town Council meeting to canvass the multi use idea and subject to approval, the room can then be actively marketed on this basis. Cllr Shirley Matthews queried whether it would be costly to have a water supply in the side room off the Snooker Room, together with a water cooler.

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

The TSO advised members that he had obtained a costing in relation to obtaining signage. The cost of 8 staff parking signs, 2 disabled driver signs and 1 staff only sign would cost nearly £500. Members felt that this was on the high side and therefore requested that the TSO obtain additional quotes.

10. Feedback from Britain in Bloom Finalists' Seminar in Sheffield

Cllr Shirley Matthews advised members that the seminar had been very interesting and educational. Also, from the information provided, it appeared that no additional budget would be required.

The TSO advised that judging for the Wales in Bloom competition would take place at the beginning of July 2015, with the judging of the Britain in Bloom competition taking place

towards the end of August. The overriding factor in the Britain in Bloom competition is that applicants are encouraged to embrace their heritage and what their town is known for. For example, in our community, there is the harbour and lighthouse, the RNLI and also the links with Amelia Earhart. The TSO confirmed that he had already spoken to Glan y Mor school, who wish to be involved, as does Pembrey school and the RNLI. He has also spoken to Arriva Rail, and it is looking positive for their participation. The TSO also advised that he would like to have an area dedicated to the WWI commemorations.

Cllr Moira Thomas referred to some schools planting horse chestnut trees in commemoration of the holocaust. She suggested that the Town Council could consider purchasing a tree for Glan y Mor school, Pembrey Junior school, Ysgol Parc y Tywyn and Burry Port school. Members therefore recommended that this should be referred to the Finance Committee.

Members discussed that they did not feel that enough publicity was given to our success in the Wales in Bloom 2014 competition. It was agreed that there needed to be wider media coverage this year in relation to the entry to Britain in Bloom, possibly including television coverage.

The TSO advised that in relation to signage at each end of Burry Port, this would have to be placed underneath the existing sign. Due to the fact that the signage is non statutory, it would not be possible to erect new signs. Cllr Shirley Matthews advised that she, together with Cllrs Pat Jones and John James would approach Hugh Parsons, Marketing and Tourism Manager at Carmarthenshire County Council, to see if he can suggest some ideas and he may also have a budget for this. It was therefore **APPROVED** that this approach be made to Hugh Parsons.

11. Consideration of options for operating a bar at events in the Memorial Hall (referral from the Town Council meeting on 21st January 2015)

The Clerk outlined that on the few occasions where a bar has been required at events being held at the Memorial Hall, it has been necessary to refer this business to Burry Port Rugby Club, as there is currently no other means of providing this facility. However, this has in turn meant that the Rugby Club is generating the entire profit, whilst the Council is only receiving the hire charges for the hall and therefore, a revenue opportunity is being lost. Due to the Rugby Club being discussed, Cllr John James highlighted his interest.

Members were of the view that it would not be viable for the Council to routinely operate a bar for events at the hall. This would involve staff being trained and paid, as it was felt that Councillors should not be expected to undertake this role.

It was discussed that there may be a number of suppliers who would wish to take on the bar, in addition to the Rugby Club and therefore, it could possibly be put out to tender. This could be done on the basis of individual events or for all events over a duration of time. Members were in agreement with this and felt that prospective suppliers should be asked to put forward what they could offer in terms of their services. It was also felt that there should be a preferred list of suppliers, so that if whoever has the tender is unable to facilitate a bar at an event, then there would be alternative suppliers available on a list, who could be called upon.

Members **APPROVED** that a recommendation be made to the Town Council for there to be a tender process in relation to the operation of bar facilities.

12. Update on the erection of new lamp post signs

There was no detailed discussion in relation to this agenda item and instead, it was **APPROVED** that it be placed on to the agenda once more for March's meeting.

13. Any other competent business

- The Clerk advised that an approach had been made in relation to a new Guides movement to be operated in Pembrey. The prospective leader wishes to utilise the upstairs room at Pembrey Memorial Hall each Thursday during term time for 1 ½ hours. Presently, no fee structure is in place, due to this room not having previously been rented out. Members were supportive of the Guides using this room. Although the permanent charges will need to be fixed by the Fees and Charges Sub Group, members recommended that there be an interim charge of £8 per hour, to enable this information to be advised to the person concerned, as she wishes to commence at the hall from late March.
- The Clerk advised members of a recent request received by way of email from Cylch Meithrin Penbre. Confirmation had been given that the Cylch's last week at Pembrey Memorial Hall would be week commencing 23rd March. However, they had referred to the fact that as a charity organisation, they relied on fundraising events and therefore, they wished to have use of the hall to hold a table top session to raise funds on the last Sunday of the month, the first being on 29th March. Members felt that it would not be feasible to agree to this request, as there is no member of staff who routinely works on a Sunday. Furthermore, members were mindful of the fact that it is hoped, in due course, to commence refurbishment work upon the hall.
- The Clerk advised members that an email had been received from Mr Chris Ashman of "The Means". This advised that the organisation was undertaking work for Llanelli Rural Council in developing a whole place plan. It indicated that consultation work was commencing across Llanelli Rural Council's area in the next few weeks and it was felt that there may be some economies of scale in approaching our Town Council about developing a place plan in reasonable parallel to Llanelli Rural Council's. Mr Ashman suggested meeting with the Clerk to discuss the matter further. Members were of the view that this should be explored further and it was therefore **APPROVED** that the Clerk arrange to meet with Mr Ashman and the matter be placed back on the agenda for the next Regeneration and Leisure Committee meeting.
- The TSO advised members of the problem with water ingress in the building used by Serendipity. He has been in communication with the County Council in relation to this, who have advised that the Town Council has to address the rectification of it. The TSO indicated that if the Town Council did not renew the lease with the County Council (bearing in mind that the current lease expired at the beginning of April 2014) the County Council would probably directly offer a lease to Serendipity. Members **APPROVED** that the consideration of the lease relating to the former Pembrey School should be placed

upon the agenda for the next Town Council meeting.

- The TSO referred to difficulties which had occurred in relation to the Christmas lighting, which had been established as a result of businesses switching off the electricity, which then turned the lights off. He advised that direct power can only be obtained if there is sufficient street lighting and unfortunately, there are not enough lamp posts in Burry Port.

Members also recommended that the RFO be requested to make payment to the respective businesses for the electricity supply, with this matter to be referred to the following week's Finance Committee meeting.

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.

Pembrey and Burry Port Town Council
Regeneration and Leisure Committee Meeting
Thursday 2nd April 2015

Present: - Vice Chair Cllr Mrs Pat Jones, Cllrs John James, Mrs Moira Thomas, Hefin Williams and Ken Edwards (substitute for Cllr Graham Davies).

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

(Former OAP Hall, Memorial Hall, Burry Port 9.30am – 11am)

1. Personal Matters.

Apologies were received from Cllrs Mrs Shirley Matthews (Chair), Andrew Phillips (Mayor), Graham Davies 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 March 2015

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

4. To consider any matters arising from the minutes.

There were no matters arising.

5. Update from Heritage Trail Sub Group

Cllr Graham Davies was not in attendance but had notified the Clerk in advance of the meeting that the project enquiry had now been submitted on line to the Lottery Fund and a response is awaited.

6. Update on Memorial Hall mood lighting

The TSO updated members that an order had been placed and that it was anticipated that the lighting would be installed by the end of April.

7. Update on marketing and promotion of the Memorial Hall

The Clerk updated that following the last Regeneration and Leisure Committee meeting, she had arranged to meet with a representative from the Carmarthenshire Tourism Association and had since joined the Council as a member of the organisation. An email had also been received from the membership officer of Carmarthenshire Tourism Association, advising that

if the Council already has a calendar of events for forthcoming months, then this could be emailed through, for inclusion in the monthly newsletter.

8. Update on entry to Wales in Bloom/Britain in Bloom 2015

The TSO advised that the various flower beds are in the process of being prepared, ready for planting. He also advised that he had ordered three large Welsh dragons which are going to be placed in the flower beds on Moreb roundabout. It was indicated that Cllr Mrs Shirley Matthews had obtained sponsorship for the purchase of these dragons. The TSO also advised that further sponsorship is being sought.

The ideas which Glan y Mor School have are progressing and their flower beds will become a permanent feature. The TSO advised that Pembrey School had initially wished to plant at Cwrt Farm at Pembrey. However, it was felt that this was not viable and would not be suitable to take the judges to and therefore, other flower beds have been allocated to them.

Cllr Mrs Moira Thomas advised that she and Cllr Mrs Shirley Matthews had attended the Wales in Bloom launch ceremony at Wolfscastle on 27th March 2015. At this, the importance of community engagement had been evident and Cllr Mrs Moira Thomas referred to the fact that there should be meetings taking place, to include outside organisations who are participating.

9. Update on the erection of new lamp post signs

The TSO circulated a new image which had been obtained for the proposed signs. Some concern was expressed in relation to the density of the colours on this, although save for this, members were generally happy with the design. The TSO was therefore asked to obtain a sample from the supplier of what the signs would actually look like and to request that the colours be as bright and dense as possible.

10. Update on signage into Pembrey and Burry Port

The TSO circulated a proof which he had received from Atech Signs and which he has submitted to the Welsh Government. Members were not particularly happy with the design for the signage and it was discussed that it would be preferable to use the same colours/flower images as intended for the lamp post signs.

11. Update on Pembrey Memorial Hall and Serendipity

The Clerk updated members that two County Council officers, namely Jonathan Fearn and Matt Morden had met with herself, the TSO and Town Councillors for the Pembrey Ward on Monday 30th March and it was felt that this had been beneficial. Prior to the meeting, Mr Fearn did not have full information upon these issues.

In relation to Pembrey Memorial Hall, the difficulties relating to the Town Council's lack of legal status following taking on the responsibility for the running of the Hall in April 2014 was discussed at the meeting with the two County Council officers. Despite the length of time since taking over this responsibility, no legal documentation had been received from the County Council. It had been discussed that copies of two old deeds had been provided but

these were illegible. During the course of the meeting, Jonathan Fearn had assured that he would arrange for the County Council's Legal Department to progress this matter. This will include documenting the County Council's commitment with its financial contributions for the first three years, as had been agreed prior to taking over the responsibility for the Hall.

In relation to the former Pembrey School, Mr Fearn had not had sight of the schedule of condition which had been produced in 1999 when the Town Council entered into the 15 year lease, which evidenced that dampness was a problem at that time. This was therefore provided to him at the meeting, for his consideration. Also at the meeting, there had been discussions about the cost of remedial work being unknown and it had been requested that the County Council identify this, as they have the expertise within their own staff to do so. It had therefore been confirmed that this would be undertaken. Mr Fearn was also previously unaware of the work which the Town Council had carried out upon the library part of the former Pembrey School which had been in a poor condition when the lease was taken on.

It had been discussed that once the extent of and cost of the necessary work was known and Mr Fearn had had the opportunity of considering the schedule of condition so that the Town Council's obligations could be ascertained, an informed decision could then be made on whether the Town Council wishes to retain the premises. If this was decided, then terms of a new lease could be agreed. Mr Fearn did confirm in the meeting that if the Town Council did not take on a new lease, the County Council would still keep the library open.

Members of the Regeneration and Leisure Committee were also updated regarding an issue which had arisen since the meeting with the two County Council officers. The TSO informed members that there is a large gas fire which is used by the nursery and which is broken and needs replacement. This would cost approximately £1500. Members were anxious about the possibility of spending money whilst the situation in relation to the renewal of a lease on the premises was unknown. It was therefore **APPROVED** that the TSO would inform the nursery owner that the work would not be undertaken at present. Additionally, the Clerk will email Mr Jonathan Fearn in relation to this new problem and to establish what progress has been made to date following the meeting with him and Mr Matt Morden.

Members were of the view that an informed decision would need to be taken in due course in relation to the future of the former Pembrey School. It was therefore suggested that a SWOT analysis be prepared in relation to the premises.

12. Consideration of alternative access entrance to the Burry Port Memorial Hall car park/signage to the car park

The Clerk highlighted that visitors to Burry Port Memorial Hall and Institute experience difficulty in finding the car park and members accepted that this is a problem, due to lack of signage. The possibility of additional signage should be looked into. Also, the access to it is not ideal. However, the TSO reiterated that the access had been looked into several years ago but no suitable alternative was found.

13. Update on installation of new fire alarm system in Memorial Institute

The TSO confirmed that Dyfed Alarms have been instructed to carry out this work, with an order having been placed earlier that week. Currently, the start date for the work is unknown.

14. Update on collapsed drain and fire safety requirements at Pembrey Memorial Hall

The TSO advised that he had spoken to Mr Matt Morden at the beginning of the week in relation to this issue. Mr Morden had indicated that he was still chasing up the Property Services Department.

15. Update on proposed application for outline planning permission for the Copperworks Site

The TSO advised that the architect was due to meet with the Planning Officer shortly to discuss a proposed application. It was believed that the conditions which attach to the planning applications for the Grillo Site would be placed on any application made for the Copperworks Site also. This could include additional surveys, such as a bat survey and an asbestos survey. An investigation into contaminated land could also be asked for. However, more information would be available following the aforesaid meeting.

16. Any other competent business

- Cllr John James referred to the VE Day commemoration weekend from 8th May to 10th May. This has been arranged in conjunction with Burry Port Rugby Club and the Burry Port Branch of the British Legion. Following the event being held in the Memorial Hall on Friday 8th May, it is hoped that a beacon can be lit or some lighting switched on in the Memorial Gardens in the evening. On Saturday 9th May, the stage school SA15 will be participating in the afternoon, the charge for which is £5. Also, in the evening, there will be entertainment from a swing band and there will be a licensed bar. The cost of this is £10 but this would include entry in the afternoon.

Cllr John James also advised that the Royal British Legion wished to have a short service by the Cenotaph in the Memorial Gardens on the morning of Sunday 10th May. It was discussed that the Town Council wishes to hold a VE Day commemoration service on Sunday 10th May at St Illtyd's Church, Pembrey. Given that the service by the Cenotaph would be in the morning, members felt that it may be preferable for an evening service to be held at St Illtyd's Church. It was **APPROVED** that the Clerk make enquiries with Father Dewi Davies as to this possibility.

- The Clerk reminded members that the response to the White Paper "Reforming Local Government: Power to Local People" needed to be submitted by 28th April. At the Town Council meeting on 18th March, it had been approved that a special meeting be arranged, so that this could be addressed. The Clerk suggested that this meeting be held at 6.15pm on the 15th April, immediately prior to the Town Council meeting, so that hopefully there would be maximum participation, and this was **APPROVED**.

- The Clerk advised members that an email had been received from Dwr Cymru, informing of a £2 million flood defence scheme which will shortly begin in Burry Port. This work will remove several properties from the “at risk of flooding” register and improve the capacity of the sewer network and will take place in and around Carway Street, Gors Road, Pemberton Avenue and Ashburnham Road. The email also advised that local residents and businesses are being written to, to invite them to an information event on the RainScape Scheme, which is being held on 15th April between 3pm and 8pm at Ysgol Glan y Mor. The Clerk confirmed that she would be emailing all members of the Town Council to make them aware of this event.

Pembrey and Burry Port Town Council
Regeneration and Leisure Committee Meeting
Thursday 7th May 2015

Present: - Chair Cllr Mrs Shirley Matthews, Cllrs Graham Davies, Mrs Pat Jones, Andrew Phillips, 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 – 10.55am)

1. Personal Matters.

Apologies were received from Cllr John James.

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 2nd April 2015

The minutes of the meeting held on 2nd April 2015 were approved as a true record.

4. To consider any matters arising from the minutes.

P2 (11) Update on Pembrey Memorial Hall and Serendipity

Following a query raised by a member, the Clerk confirmed that as yet, there was no update from the Legal Department of Carmarthenshire County Council in relation to Pembrey Memorial Hall.

5. Update from Heritage Trail Sub Group

Cllr Graham Davies advised that a fairly positive response has been received from the Lottery Fund in relation to the project enquiry. In responding, advice had been provided which the group was considering and actioning. It had been felt that currently, the subject is too broad. Accordingly, at the last meeting of the Heritage Trail Group, it had been decided to restrict the project to the industrial heritage of Burry Port, which means that less boards will be required. Thought is also being given to re-focusing the project, so that there is more active learning for the community. Contact is going to be made with local schools and colleges. The Lottery Fund had also highlighted the necessity for sustainability for certain aspects of the project.

Cllr Graham Davies also advised that the cost of the boards had previously been over estimated and that the likely cost per board is around £4,000. The cost of a mentor is also to

be removed, as it is believed that the necessary expertise can be found within the Group or certainly locally.

Members were keen to continue supporting the project to try to ensure its success. In light of there needing to be sustainability, it was proposed and **APPROVED** that the Committee recommends to the Finance Committee a commitment by the Town Council of up to £500 per year for the upkeep of the boards and IT.

6. Update on Memorial Hall mood lighting

The TSO advised that the lighting is in transit and will therefore be installed shortly.

7. Update on marketing and promotion of the Memorial Hall

The Clerk advised that she is continuing to liaise with one of the lecturers at Coleg Sir Gar. He has confirmed that he currently has two groups working on an assignment for the promotion of the Memorial Hall and he is hoping to shortly attend with the students for a site visit.

8. Update on entry to Wales in Bloom/Britain in Bloom 2015

The TSO advised that he had met with a teacher from Pembrey School the previous day and the pupils have created designs for their flower beds. The TSO also informed members that he was attending at Ysgol Parc Y Tywyn later that day, as they have gardens at the rear of the school.

Currently, arrangements are in hand for the making up of the hanging baskets.

Notification has now been received that the judging of the Britain in Bloom competition will take place on 4th August. It is expected that lunch be provided to the two judges following the judging process.

Cllr Shirley Matthews referred to the fact that a local company in Burry Port wished to manufacture a miniature lighthouse to be placed on a roundabout in Burry Port, as part of the displays. The TSO advised that he had spoken to the local Planning Officer and this would not be allowed, due to visibility being affected. It was commented that currently, there are various walls being erected on roundabouts by the County Council and therefore, there appears to be different rules being applied.

Cllr Shirley Matthews advised that she would make enquiries and would provide an update back to members.

9. Update on the erection of new lamp post signs

The TSO confirmed that the new signs have been received and will probably be erected the following week.

10. Update on signage into Pembrey and Burry Port

The TSO advised that presently, no progress is being made. Emails have been sent to the contact which he has in the Welsh Government but replies have not been received to date. The TSO has also spoken to Mr John McEvoy in the County Council who likewise has not had a response.

11. Further consideration of the future of the former Pembrey School

The Clerk provided members with a SWOT analysis for their consideration, as had been requested at the last committee meeting.

In light of this analysis and having particular regard to the income and expenditure figures, members were generally of the view that it would not be worthwhile continuing to run the former Pembrey School unless the building could be transferred to the Town Council at a nominal value.

Members felt that this should be fully discussed at the next Town Council meeting and therefore, it will be placed upon the agenda and the SWOT analysis sent out to all members for consideration in advance of the meeting.

12. Further consideration of alternative access entrance to the Burry Port Memorial Hall car park/signage to the car park

Cllr Shirley Matthews advised that she had been liaising with an officer in the County Council in relation to potentially improving the access to the Memorial Hall car park. There have been discussions in relation to the number of garages which could potentially be knocked down in order to facilitate improved access. Cllr Shirley Matthews will keep members updated.

In relation to additional signage, it was agreed that signage is required to guide visitors to the Memorial Hall and additionally, when they are approaching the Memorial Hall, to guide them to the car park at the rear. The TSO was therefore requested to consider the location of additional signage and the type of signage and to then bring this information back to the Committee, for further consideration.

13. Update on proposed application for outline planning permission for the Copperworks Site

The TSO advised that he had spoken to the local Planning Officer following the planning applications relating to the Grillo Site recently not proceeding. It had been confirmed that as the Copperworks site is not in the flood plain, then there is nothing to prevent an application relating to this site being made. The architect has now advised that an ecological survey is required, the cost of which is £403. Further investigative surveys may be required, dependent upon the outcome of the ecological survey, such as a bat survey.

Members were in favour of the initial stages being undertaken to enable the planning application to be made and therefore **APPROVED** that the expenditure of the ecological survey be recommended to the Finance Committee.

14. Proposed purchase of new clock for Burry Port Memorial Hall

Members **APPROVED** that a new clock needed to be purchased for Burry Port Memorial Hall and recommended this expenditure to the Finance Committee.

15. Purchase of new flooring and potential redecoration of former OAP Hall

The potential purchase of new flooring in the former OAP Hall had been discussed by the Committee previously. However, on that occasion, it had been approved that this item should be budgeted for in the new financial year as part of other projects which were also being considered. Members were still in agreement that new flooring was required and options will be looked into by the TSO.

16. Proposed refurbishment of the Chapel of Rest

The TSO advised that the Chapel of Rest has been re-painted and is in a reasonable condition overall, despite the fact that it lacks heating and the flooring is in poor condition. Given the relative low usage of the Chapel of Rest at present, members were of the view that no further refurbishment work should be undertaken for the time being and this should be reviewed at a later date.

17. Potential hire of additional van for summer months

The TSO advised that approximately £2,500 had been spent last summer in hiring an additional van. There was some discussion as to whether it would be preferable to purchase a second van, as opposed to hiring once more. However, the TSO felt that it would be preferable to hire a van for the summer months this year and to plan ahead for the purchase of a second van next year.

18. Forward planning of future large projects

It was discussed that in order to consider future projects, information was needed on how much money was available. Accordingly, the RFO will need to calculate the recommended reserve levels.

There was some discussion as to the type of projects which should be considered. It was suggested that projects should focus on regeneration, as opposed to being of a maintenance nature. However, it was raised that there is a considerable amount of dampness in the Memorial Institute and the external rendering is in a poor condition. Also, although the interior of the Memorial Hall has been completely refurbished, no work has been carried out on the exterior which still looks run down.

It was felt that there should be different budgets, namely one for day to day maintenance, another for cyclical repairs (eg painting buildings every so many years) and one for major repairs.

The Chair requested that members give further consideration to potential projects and that they bring their ideas back for discussion at a future meeting.

19. Any other competent business

- The TSO referred to a letter which had been received from Burry Port Bowls Club, which complained about problems being encountered, particularly in relation to footballs entering the bowling green from the MUGA ball court. Details of the letter were advised to members and it was suggested that the TSO could look into the cost of potentially raising the fence on the side of the Bowls Club, to alleviate the problems.
- The Clerk referred to the refurbishment work which had been undertaken in the Memorial Hall but no work had been carried out to the flooring. This had been looked into by the Clerk and TSO and a quotation obtained from a local company who would sand the oak floor, fill any holes, stain and varnish it. This company has carried out work to floors in similar halls and was confident that the flooring could be refurbished to a very high standard. Members **APPROVED** that it would be beneficial for this work to be undertaken and recommended that the cost of it be favourably considered by the Finance Committee.
- There was some discussion in relation to events taking place on weekends and how this requires overtime being worked, normally by the Caretaker. The Clerk emphasised that this would pose further difficulties should the usage of the hall continue to increase, as is hoped. It was therefore suggested that the Clerk and TSO consider possible long term solutions and bring these proposals back to the Committee at a future meeting, for further discussion.

Pembrey and Burry Port Town Council
Regeneration and Leisure Committee Meeting
Thursday 4th June 2015

Present: - Chair Cllr Mrs Shirley Matthews, Cllrs Mrs Pat Jones, Andrew Phillips, Michael Theodoulou, Mrs Moira Thomas, Hefin Williams and Ken Edwards (substitute for Cllr John James)

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

(Former OAP Hall, Memorial Hall, Burry Port 9.30am –10.40am)

1. Personal Matters.

Apologies were received from Cllrs Graham Davies and John James.

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 7th May 2015

The minutes of the meeting held on 7th May 2015 were approved as a true record.

4. To consider any matters arising from the minutes.

P3 (11) Further consideration of the future of the former Pembrey School

The Clerk updated members that following the May Town Council meeting, an email had been sent to Mr Jonathan Fearn, enquiring as to the possibility of the freehold of the former Pembrey School building being transferred to the Town Council and also the County Council paying the cost of the current remedial work. Despite a chaser email also having been sent subsequently by the Clerk, not even an acknowledgement had been received to date. The Clerk will chase up Mr Fearn once more.

5. Update from Heritage Trail Sub Group

In the absence of Cllr Graham Davies, the Clerk advised members of the contents of an email which he had provided in advance, with an update on the Heritage Trail. This indicated that members of the Group had met with representatives from Burry Port Primary School and Ysgol Parc y Tywyn and this had been a productive meeting, as they are keen to be involved in the project. The Group will also be communicating with Pembrey Primary School, Glan y Mor Comprehensive School and Coleg Sir Gar. The Group aims to be in a position to present the final bid to the Town Council in July and to submit it to the Heritage Lottery Fund later that month. The Group will next be meeting on 25th June.

A query was raised by a member in relation to Cllr Graham Davies' position and whether he is the Council's representative on the Group. It was confirmed that the Group had been commenced by Councillors, with the support of the Town Council. The Group had subsequently appointed Cllr Graham Davies as its Chairperson. Cllr Michael Theodoulou emphasised that the Group needed to have a constitution, elected officers and a bank account. This is to ensure that the funders do not form a view that the Group is an extension of the Town Council.

6. Update on Memorial Hall mood lighting

The TSO confirmed that the lighting would be installed in the Memorial Hall on 16th and 17th June. Immediately prior to this, the work is being undertaken to refurbish the oak floor in the Hall. The TSO circulated samples of the different shades of stain for the flooring for members to choose their preferred one.

7. Update on marketing and promotion of the Memorial Hall

The Clerk updated members that there had been a successful visit by around 20 students from Coleg Sir Gar on 2nd June, when they were accompanied by two lecturers. They had been impressed with the Hall and had come up with numerous ideas for events which could be held there. The students are now working on a marketing project in relation to the Hall. The Clerk advised that she had heard back from one of the lecturers, advising that the students are now preparing powerpoint presentations and promotional display materials. An invitation has been extended to the Clerk and Town Councillors to attend at the College to listen to the student feedback and suggested dates were provided. The Clerk will now revert to the lecturer to confirm her attendance and that of some members for 25th June.

8. Update on entry to Wales in Bloom/Britain in Bloom 2015

The TSO updated members that planting was currently being carried out on the Moreb roundabout. Also, two of the Welsh dragons have been placed on this roundabout. Another two dragons are to be placed on the Harbour roundabout. The TSO confirmed that work was due to commence in the Memorial Gardens the following day.

9. Update on signage into Pembrey and Burry Port

The TSO confirmed that he had been making enquiries with an officer at the County Council, who had been of the opinion that it would not be possible to have two directional signs. She thought that we would only be allowed Moreb roundabout but it was decided that it would be preferable to go down Stepney Road instead.

In relation to the new lamp post signs, Cllr Moira Thomas queried if it was possible to have more of these, to create a greater impact. The TSO advised that there were three left to be erected and that there were 26 in total, as there had been with the previous signs.

10. Further consideration of alternative access entrance to the Burry Port Memorial Hall car park/signage to the car park

Cllr Mrs Shirley Matthews advised members that there are only a couple of people renting the garages at the rear of the Memorial Hall. The County Council has indicated that it does not want the garages and it is happy to dispose of them. Accordingly, the County Council is making enquiries with the persons renting these garages. Cllr Mrs Shirley Matthews confirmed that she would chase up this matter.

11. Update on proposed application for outline planning permission for the Copperworks Site

The TSO advised that currently, an ecological study is awaited. Furthermore, a plan has been sent off to the Highways Department for consideration.

Cllr Michael Theodoulou suggested that it would be preferable for the Town Council to look at demolishing the building at the earliest opportunity. Presently, outgoings are being incurred on insurance costs and increased rates. He also felt that the value of the site would be increased with the building demolished, for potential development. Cllr Michael Theodoulou also referred to the chance of an application being made to list the building, which if successful, would cause difficulties for the Town Council. This would mean that either significant money would need to be spent in bringing the building back into use or alternatively, it would have to remain in its current state, with the ongoing outgoings being paid for insurance and rates.

Members were generally of the view that the proposed development of the site would enhance the area. Accordingly, following the discussions, it was proposed and unanimously **APPROVED** that a recommendation be made to the next Town Council meeting that the building should be demolished as soon as practicable, subject to quotations.

12. Further consideration of the purchase of new flooring and potential redecoration of former OAP Hall

The TSO advised that the current flooring in the former OAP Hall has been placed on top of safety flooring. He has now been told by suppliers who have looked at fitting new flooring that vinyl should not be placed over safety flooring. The advice that he has therefore been given is that carpet tiles would need to be laid, unless the safety flooring is to be taken up. It was agreed that some further enquiries be made by the TSO as to the options.

13. Forward planning of future large projects

Cllr Hefin Williams advised members that the Tourist Board is looking into projects next year surrounding fitness. A suggestion has been made about the possibility of having a “green gym” around the Harbour, which is an outdoor gym that is permanently fixed, similar to that already in Mumbles. Cllr Hefin Williams indicated that he has been informed by Rory Dickinson that there is an available grant. A query was raised as to who would have responsibility for this. Cllr Hefin Williams did not have this information but stated that he was happy to look into this possible project further and to obtain additional information.

The Clerk advised that a proposal had also been put forward in the email received from Cllr Graham Davies. In this, he proposed that a “cross party” sub group be set up to address the regeneration of the Bace area and he also indicated that Councillors have provisionally agreed to join the sub group, namely Michael Theodoulou, Malcolm Davies and Andrew Phillips. Members were generally of the view that it would be beneficial for such a group to be formed to consider the potential enhancement of this area. It was therefore **APPROVED** that the members comprise Cllrs Graham Davies, Ken Edwards, Michael Theodoulou and Andrew Phillips.

Cllr Mrs Shirley Matthews again referred to the dilapidated condition of the exterior of the Memorial Institute building and the exterior of the Memorial Hall. Cllr Michael Theodoulou referred to discussions at the last Town Council meeting that the Finance Committee should consider setting a budget for such work. The Clerk confirmed that this was being placed on the agenda for the next Finance Committee meeting.

14. Consideration of issues relating to Burry Port Toddler Park and MUGA

The TSO confirmed that the Caretaker is attending at the Park more frequently to clean it. Furthermore, additional bags have been placed there alongside the bins but unfortunately, these are not being used.

In relation to the issue concerning balls landing on the bowling green, the TSO advised that the fence can only be increased in height by another 1200mm and even this would not completely prevent the balls going over. The cost of this work would be £1,200.

There was some discussion as to how frequently the problem was occurring and whether it justified significant expenditure. The TSO emphasised that there had been one occasion when the ball had gone over and had just missed hitting someone. In light of this, members agreed that some action needs to be taken, as it has been brought to the Council’s attention. A suggestion was made that netting could be erected across the top of the play area, as a means of preventing the problem. The TSO will obtain a price for this option.

When discussing issues relating to the Toddler Park and MUGA, the TSO also highlighted the fact that the Park Committee had not passed over its reserves, to cover expenditure already made by the Town Council, as had been anticipated.

15. Any other competent business

- The Clerk referred to the fact that an invitation had been received from Llanelli Town Council for the Mayor to attend an Armed Forces Day event later in the month. She enquired whether our Council wished to mark the occasion with an event of its own. Given that there had been considerable work undertaken recently in relation to war time commemoration, members did not wish to arrange an event.
- The Clerk referred to the photographs which needed to be taken of certain Town Councillors for the website and queried the preferable time for these to be undertaken. It was therefore agreed that the photographs be taken immediately prior to the June Town Council meeting.

Pembrey and Burry Port Town Council
Regeneration and Leisure Committee Meeting
Tuesday 7th July 2015

Present: - Cllrs Graham Davies, John James, Andrew Phillips, 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 –10.50am)

1. Personal Matters.

Apologies were received from Cllrs Mrs Shirley Matthews and Mrs Pat Jones. In the absence of the Chair and Vice Chair, members approved that the meeting be chaired by Cllr John James.

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

Members confirmed their usual declarations of interest.

Prior to commencing the main agenda, it was proposed and **APPROVED** that item number 5 on the agenda be considered out of order, given the attendance by Ms Amanda Morgan of Coleg Sir Gar.

3. To confirm the minutes of the Regeneration and Leisure Committee meeting held on 4th June 2015

The minutes of the meeting held on 4th June 2015 were approved as a true record.

4. To consider any matters arising from the minutes.

P2 (5) Update from Heritage Trail Sub Group

Although it had been stated at the last meeting that Cllr Graham Davies was the Chairperson of the Heritage Trail Group, it was clarified that Cllr Andrew Phillips is in fact the Chairperson.

P4 (13) Forward planning of future large projects

Cllr John James indicated that he would like to be a member of the "Cross Party Sub Group" looking at the regeneration of the Bace area or alternatively, he felt that Cllr Pat Jones should be a member so that there is input from the County Council's perspective. Due to them both being County Councillors, he felt that through their membership of the group, it would avoid work being duplicated. Cllr Graham Davies also referred to the fact that Cllr Malcolm Davies had agreed to be a member but had not been nominated at the previous meeting. As he is the only Plaid Cymru member, it was felt that he should be involved in the group. It was therefore proposed and **APPROVED** that both Cllrs John James and Malcolm Davies be

additionally included in the sub group.

5. Update on marketing and promotion of the Memorial Hall and consideration of ideas for future events, including feedback from Amanda Morgan of Coleg Sir Gar

Amanda Morgan confirmed that the College is keen to develop its partnership with the Town Council. She advised that following the visit by a number of students to the Memorial Hall, they had prepared presentations, setting out their ideas to encourage the increase of footfall into the hall. Some of these ideas had been very inspiring and creative. These included events being held for the forthcoming Rugby World Cup, themed evenings to embrace the history of the building and to provide the community with a better understanding of its significance and also, use as a wedding reception venue.

Ms Morgan advised that she is a Public Services lecturer and last year, she had had the opportunity to travel to Normandy with her students, where she had been impressed with the various museums. She referred to the history of this area and the links with the RAF and an idea to possibly use the former snooker room to replicate some of the ideas she had seen, to educate the local community and to encourage visitors.

Due to the fact that the students will shortly be commencing summer holidays, Ms Morgan advised that the various ideas will be kick started at the end of August.

Cllr Graham Davies referred to the Heritage Trail project and the desire to get various organisations to be partners in this. Ms Morgan confirmed that she would speak to her colleague, Mr Gareth Harvey, who has been the contact to date in relation to this.

Ms Morgan left the meeting at 9.50am.

6. Update from Heritage Trail Sub Group

Cllr Graham Davies advised members that a constitution has now been prepared for the Pembrey and Burry Port Heritage Group, of which Cllr Andrew Phillips is the Chairperson and Geoff Thomas is the Deputy Chair. Cllr Graham Davies is the coordinator of the Heritage Trail project and he referred to the fact that the Heritage Trail is just one area of work and it is possible that the Heritage Group could undertake further projects at a later date.

Cllr Graham Davies advised that he had recently spoken to an advisor at the Heritage Lottery Fund, who was happy with the amendments which have been made to the bid. He now intends writing up the bid in the course of the next week, which will then be presented at the Town Council meeting on 15th July. It is hoped that the bid will be submitted by the end of July.

Cllr Graham Davies added that he has been informed that many projects tend to be rejected when initially submitted but are usually successful when amended and resubmitted. He also advised that clarification has been received that the Lottery Fund is happy for the money to be received by the Council, if the bid is successful.

7. Update on entry to Wales in Bloom/Britain in Bloom 2015

The TSO advised that the poor weather has been causing problems. The judging of Wales in Bloom is taking place on Thursday 9th July and the route for this has been prepared.

8. Future consideration of the new lamp post signs

The TSO advised that some of the new lamp post signs which have been erected did not require new brackets and therefore, there may be some available money left, for additional signage. However, if a number of new signs are to be obtained at additional expense, then members felt that this should be considered when setting next year's budget.

9. Update on directional signs to Burry Port Memorial Hall

The TSO advised that information had been received from the Environment Department of Carmarthenshire County Council. It has been confirmed that there can be new directional signs from Stepney Road and it is envisaged that there be one sign on the Carmarthen side and one on the Llanelli side. Members were happy with this suggestion and to recommend to the full Council that it be proceeded with. The TSO advised that once approved by the Town Council, he would be able to revert to Carmarthenshire County Council for an estimated cost.

10. Further consideration of alternative access entrance to the Burry Port Memorial Hall car park

As Cllr Mrs Shirley Matthews was absent from the meeting and she had been the person making further enquiries about this, it was **APPROVED** that the matter be deferred whilst further information is awaited.

11. Update on proposed application for outline planning permission for the Copperworks site

The TSO advised that no application had been made to date to list the building. His view was that it was preferable to await the outcome of the planning application prior to proceeding to demolish. He confirmed that matters were progressing in relation to the application and it would appear that there are no major issues so far as the planning authority is concerned. The TSO also highlighted that planning consent would be required for demolition.

The Clerk emphasised that at the June Town Council meeting, there had been a resolution to proceed to demolish the building as soon as practicable, subject to suitable quotations. Therefore, this decision needed to be acted upon. The TSO confirmed that he would therefore seek alternative quotes.

12. Future consideration of the purchase of new flooring and potential redecoration of former OAP Hall

The TSO referred to the fact that the safety flooring currently present cannot be covered. Various options had been considered and some prices had been obtained in relation to these.

The first option would be to install laminate over the current flooring in the main part of the hall. This is floating flooring and would therefore be possible and create the least amount of work, although it is not advised to install in kitchen and toilets. An alternative solution would be to lay domestic vinyl over the safety flooring using the correct adhesive. The cost quoted for the laminate is £2,150 inclusive of VAT and for the domestic vinyl in the toilets and kitchen, it is £560 inclusive of VAT. The second option is to remove the existing domestic cushion floor, sand the safety flooring and to install new domestic vinyl to the main hall, bathrooms and kitchen. The quote for this is £2,760 inclusive of VAT. The final option obtained is to remove both existing floorings, prime and re-screed the sub floor and then to install new commercial wood effect safety flooring to the main hall, bathrooms and kitchen. The price quoted for this is £4,100 inclusive of VAT.

As these quotes had only just been obtained, it was **APPROVED** that they be fully considered by the TSO, who will also look at samples and the matter can then be further considered at a future meeting.

13. Ongoing maintenance of the Town Council website

The TSO expressed disappointment that members had not come up with ideas regarding the website when the new design was being undertaken. Members agreed that the website is very functional and provides all of the necessary information, although it was suggested that there could be improvement through the use of video and interactive information. The TSO emphasised that the website can only be as good as the information provided and he is dependent on organisations providing details of various events, for insertion on to the website. He also indicated that the website designer had stated that in terms of Councils, ours is one of the best websites.

It was also briefly discussed that currently, Coleg Sir Gar is looking to carry out work in terms of marketing the Council's facilities, particularly the Memorial Hall. Accordingly, it maybe preferable to see what the students revert with, prior to any additional expenditure being incurred.

14. Further consideration of issues relating to Burry Port Toddler Park and MUGA

The TSO expressed his view that he did not believe that by increasing the height of the fence, it would prevent the problem of children kicking the balls over. He stated that the focal point of kicking the ball is for target practice.

The TSO also referred to a current problem in relation to lights at the park being permanently on. The TSO has therefore been in communication with Carmarthenshire County Council and he advised members of a recent email received from Mr Dave Morris. The cost to replace the time clock is £216 + VAT and to replace the lamps is £210 + VAT. Members **APPROVED** that this work needed to be undertaken and therefore recommended the expenditure of £426 + VAT to the Finance Committee.

15. Any other competent business

The TSO referred to the allotments in Pembrey and the fact that previously, it had been agreed that Pembrey Community Growing Association could utilise water butts for water

supply, although they had actually installed three large water tanks at the rear of the property. Due to the cost of obtaining a water connection through Welsh Water, the association now wishes to remove the existing tanks and to replace them with a 4,000 litre water tank behind the shed. There would be no cost to the Council in this work being carried out. Members therefore **APPROVED** this.

The TSO also referred to the collapsed drain in the grounds of Pembrey Memorial Hall. Previously, Matt Morden had referred this issue to the Property Services Department, although nothing had been done about it. The TSO is fearful that it poses a health risk and he confirmed that County Councillor Hugh Shepardson is currently looking into the situation further.

Pembrey and Burry Port Town Council
Regeneration and Leisure Committee Meeting
Thursday 3rd September 2015

Present: - Chair Cllr Mrs Shirley Matthews, Cllrs John James, Andrew Phillips, 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 –11.35am)

1. Personal Matters.

Apologies were received from Cllr Graham Davies.

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 7th July 2015

The minutes of the meeting held on 7th July 2015 were approved as a true record.

4. To consider any matters arising from the minutes.

P2 (5) Update on marketing and promotion of the Memorial Hall and consideration of ideas for future events

Following a query by a member, the Clerk advised that to date, there had been no further feedback from Amanda Morgan of Coleg Sir Gar, following her attendance at the meeting on 7th July. However, this was not unexpected, given that the college would have been closed over the summer holidays.

P4 (14) Further consideration of issues relating to Burry Port Toddler Park and MUGA

Following a query by a member, it was confirmed that the cost of the work in relation to the MUGA had been approved by the Finance Committee.

P5 (15) Any other competent business

Following a query raised, the TSO advised that he did not have an update from County Councillor Hugh Shepardson. However, he had spoken to Matt Morden at Carmarthenshire County Council, who intended reverting to Property Services in relation to this issue.

5. Update from Heritage Trail Sub Group

Although Cllr Graham Davies was absent from the meeting, he had provided an update in an email sent to the Clerk. This confirmed that following a meeting of the Heritage Group on 30th July, the Heritage Lottery bid had been submitted online on 31st July. The last piece of evidence had been received from the County Council, which provided planning permission in principle for the sites identified, as being suitable for the erection of boards.

6. Update on entry to Wales in Bloom/Britain in Bloom 2015, including the consideration of representation at the Awards Ceremonies

The TSO advised that dates had been received for the awards ceremonies. In relation to the Wales in Bloom competition, the awards ceremony is to be held in Wolfscastle on 18th September. The awards ceremony for the Britain in Bloom competition is to be held in Sunderland on 16th October. The TSO advised that he had costed flights and hotel accommodation to attend the Britain in Bloom ceremony and this totalled £480 per person. He also informed members that presently, there is approximately £800/£900 remaining in the existing budget.

There was some discussion in relation to suitable transportation to Sunderland, following which it was generally felt that flying would be the best option for the representatives attending. Accordingly, members **APPROVED** to recommend to the Finance Committee that the existing budget should be increased by £500 to cover the cost of up to three representatives potentially attending the awards ceremony in Sunderland.

7. Consideration of being the host town for the Wales in Bloom Awards Ceremony 2017

The TSO advised that an approach had been made to enquire if Pembrey and Burry Port would be interested in being the host town for the Wales in Bloom ceremony in 2017. At the present time, only limited information is available as to what this would entail, although members were generally in favour of this. It was therefore **APPROVED** that further information be obtained, hopefully at the Wales in Bloom awards ceremony in Wolfscastle and then further consideration could be given to this.

8. Update on the planting of ‘Anne Frank’ trees by local schools

The TSO advised that the proprietor of Wrenvale Nurseries, who supplies flowers and shrubs to the Town Council, is obtaining trees on our behalf. He has also advised that the optimum time for them to be planted is during November.

9. Consideration of a request from Carmarthenshire County Council in relation to a proposed energy efficiency event to be held in Burry Port on the 9th October 2015

The Clerk advised that it is intended that this event take place at Friendship Square (junction of Stepney Road and Station Road) and for this reason, the Town Council’s consent is being sought. The TSO updated that he had met with the officer arranging this and it had been confirmed that a small gazebo (3m x 3m) would be erected for this one off event. All

members **APPROVED** this request.

10. Further consideration of additional new lamp post signs

The TSO advised that following the purchase of the new lamp post signs, which have been erected, there is still £1,500 left in the budget. Having made enquiries with the supplier, it would be possible to purchase approximately 12 additional signs, inclusive of brackets. The Clerk reminded members that there had been a previous suggestion that any additional signs should have a different design, due to the fact that the current signs very much focus on the area being known for its floral displays. Members agreed that the Council should not rush into ordering additional signs, so long as the money left in the budget could be carried over to the following year. It was proposed and **APPROVED** that an approach be made to Coleg Sir Gar to request the students to put forward some ideas on a new design. Furthermore, members **APPROVED** recommending the safeguarding of the underspend on the current budget, to be used towards the purchase of more signs at a later date.

11. Update on directional signs to Burry Port Memorial Hall

The TSO circulated information received from Carmarthenshire County Council, detailing the location of the proposed additional signage. The TSO sought approval of these new locations, following which he could obtain a price from the County Council for this work. Members **APPROVED** the locations and therefore, once a price has been obtained by the TSO, then it can be considered by the Finance Committee.

12. Update on alternative access entrance to the Burry Port Memorial Hall car park

Cllr Shirley Matthews updated members that she had been in communication with an officer from the County Council regarding the garages at the rear of the Memorial Hall. It had been confirmed that the County Council would like to demolish the garages but at present, they had failed to locate one person. Should the garages be demolished, then this would enable improved access to the Memorial Hall car park.

Some concern was expressed at the potentially high cost of this work. Accordingly, it was discussed that it may be beneficial to liaise with the Health Centre, to offer use of the Memorial Hall car park as an overflow car park for the Health Centre, subject to their car park being utilised to access the Memorial Hall car park. It was therefore **APPROVED** that Cllrs Mrs Shirley Matthews and Mr John James arrange to meet with a representative from the Health Centre and report back to the Regeneration and Leisure Committee following this meeting.

13. Further consideration of undertaking refurbishment work at Pembrey Memorial Hall

Cllr Mrs Shirley Matthews referred to the fact that the potential refurbishment of Pembrey Memorial Hall had previously received brief consideration. However, no work was progressed at that time, due to the extensive work being carried out upon Burry Port Memorial Hall and it being felt preferable to await until this had been completed. It was discussed that under the new proposed committee structure, there will be a specific committee to look after all of the Council's facilities. Furthermore, it was raised that some

funds may become available should the sale of the Copperworks site proceed. Cllr Michael Theodoulou updated that some work has been undertaken regarding the new committee structure and advised that a paper will shortly be circulated to the Chairpersons of the current Committees. It is hoped that the new committee structure will be finalised by the November Town Council meeting. Members were in favour of the new Facilities Committee considering Pembrey Memorial Hall at its first meeting. However, it was agreed that this would not prevent some enquiries being made regarding potential available grants in the meantime.

14. Update on the proposed application for outline planning permission for the Copperworks site and the proposed demolition of the building

The TSO circulated quotations obtained in relation to the proposed demolition of the building on the Copperworks site. A query was raised by a member as to whether any other architects had been considered apart from Darkin Architects in respect of the application for planning permission to demolish. The TSO advised that the reason for using this firm was due to the fact that they were carrying out the work in relation to the planning application to develop the site. It was discussed that if the building on the site is demolished, then the cost of this work would be recouped in added value when the site is sold to a developer.

The TSO also circulated some additional information received by Darkin Architects from Natural Resources Wales. This stated that the Flood Maps do not include an allowance for climate change and that it is likely that the site could be affected when climate change allowances for a 100 year lifetime of development are applied to current tide levels. In light of this, Natural Resources Wales has requested that a site level survey to Ordnance Datum of the existing and proposed site be produced.

Despite this additional information from Natural Resources Wales, members **APPROVED** that there be a recommendation to the Finance Committee that the proposed demolition proceed and that the cost of this work be approved.

15. Further consideration of the purchase of new flooring and potential redecoration of former OAP Hall

The TSO circulated quotations received for different options on flooring to be laid in the former OAP Hall. Having considered the three options of flooring, members favoured option 3, which entailed lifting both of the existing floorings, priming and re-screeding the sub floor, prior to installing new commercial wood effect safety flooring. However, it was **APPROVED** that the TSO arrange to meet with the supplier to obtain advice on samples

16. Update on the “Wales in Bloom winner” signage

The TSO circulated location plans and information received from an officer of the County Council regarding this signage. It was therefore **APPROVED** that the TSO now proceed in obtaining a price for this work.

17. Consideration of Christmas lights

The TSO advised that he had arranged a meeting with David Morris, Street Lighting Department, Carmarthenshire County Council and Mark Williams (IWEC) the following

Monday 7th September. He referred to the fact that there had been a problem last Christmas with lights being switched off by the local businesses. Also, a significant number of lights (around £800 worth) are not fit for purpose. The TSO advised that the Town Council would need to increase its budget if it wanted to increase the coverage of lights in the area.

Members agreed that the main aim was to improve the town centre area, rather than surrounding areas. It was therefore **APPROVED** that the matter be discussed further, once the TSO has more information, following the aforesaid meeting.

18. Any other competent business

- The TSO referred to a right of way by the Neptune Hotel, which is over grown. A request has therefore been made for this to be cleared by Town Council staff. The TSO confirmed that there would be no difficulty in doing so and he was therefore seeking approval for this work to be undertaken.

It appears that there is some uncertainty relating to the ownership of this area of land. The County Council has advised that it is not their land. Network Rail has also been approached but no response has been received to date. Following discussion, members **APPROVED** that the TSO could arrange for Council staff to carry out this work.

- Notes were circulated to members from the Bacce Sub Group which was held on 25th August. During this meeting, the group had agreed the appointment of a Chairman, Secretary and Vice Chairman.

Following consideration of the notes, it was discussed that the new proposed development in the Harbour area will dramatically change Burry Port. However, the Bacce area is in the middle of this. The sub group had therefore considered and unanimously agreed on a vision statement, which is “To improve the physical, social and economic well being of the Bacce neighbourhood. We will do this by giving residents a voice, working in particular with others and linking our plans to the overall development of the Harbour area”.

The sub group intends to obtain up to date information from the County Council and it was advised that a meeting with County Council officers is being arranged for late September.

During the course of the discussions, it was raised that there are other areas within the Town Council’s remit which require regeneration and it was felt that these need to be additionally looked at. However, members were generally of the view that the Bacce area should initially be concentrated on and then other projects could subsequently be considered.

Following the discussions, members **APPROVED** the notes from the sub group meeting, as well as the approach which is being taken by the group.

- Cllr Andrew Phillips referred to the fact that he was aware that it had not been possible to accept a booking at the Memorial Hall during October due to the Operatic

Society putting on its annual performance. Members acknowledged that the Council needed to work with the Operatic Society but felt that there needed to be some flexibility, on occasions, to ensure that bookings at the Memorial Hall were not lost. Members agreed that a discussion could initially take place with Cllr Robert John, due to his involvement with the Operatic Society and subsequently, members of the Fees and Charges Sub Group could meet with representatives from the Society.

- Cllr Hefin Williams highlighted that copings need to be finished off in the Harbour and therefore, Rory Dickinson needed to be contacted.
- Cllr Michael Theodoulou referred to the fact that the Town Council needs to start considering the creation of its own well being plan. This is as a result of the Town Council being subject to the recent legislation, as it qualifies as one of the larger Councils. Members **APPROVED** that a sub group be formed to start putting some ideas for a plan together. It was **APPROVED** that this sub group comprise Cllrs John James, Michael Theodoulou, Andrew Phillips, Hefin Williams, Mrs Moira Thomas and Mrs Shirley Matthews.

Pembrey and Burry Port Town Council
Regeneration and Leisure Committee Meeting
Thursday 8th October 2015

Present: - Chair Cllr Mrs Shirley Matthews, Cllrs John James, Mrs Pat Jones, Andrew Phillips, Michael Theodoulou and Mrs Moira Thomas.

Ex officio: Mayor Cllr Mrs Jean Hire

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.

No apologies were received.

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 3rd September 2015

The minutes of the meeting held on 3rd September 2015 were approved as a true record.

4. To consider any matters arising from the minutes.

P1 (4) Matters Arising

The Clerk provided an update in relation to marketing of the Memorial Hall and informed members of the recent email received from Gareth Harvey of Coleg Sir Gar. This advised that the project has been accepted by WJEC as an appropriate Enterprise and Eligibility Challenge for the Welsh Baccalaureate Qualification. Year 1 learners will be engaging in the project and intend to visit the Memorial Hall on the 5th November.

P5 (18) Any other competent business

The Clerk advised that since the last meeting, she had spoken with Cllr Robert John, who had indicated that he is not a member of Burry Port Operatic Society.

P6 (18) Any other competent business

Following a query from a member in relation to whether the work had been carried out on the copings on the Harbour walls, it was advised that Rory Dickinson of Carmarthenshire County Council was not at work at present, due to illness

5. Update from the Chair on the new committee structure and consideration of the role and duties of the proposed new Regeneration and Community Services Committee

The Chair, Cllr Mrs Shirley Matthews advised that she had met with the Vice Chair, Cllr Mrs Pat Jones to discuss the proposals, as contained in a paper prepared by a small group of Councillors, namely Cllrs Michael Theodoulou, Ken Edwards, David Owens and John James, and they were content with what was proposed. The remit of the current Regeneration and Leisure Committee will be split if the new Committee structure comes into effect, with the responsibility for looking after the Council's buildings being removed. The responsibility for maintenance of these buildings and also for fees and charges will be handled by the new Facilities Management Committee. Instead, the new Regeneration and Community Services Committee will consider what is needed within the local community. Additionally, applications for financial donations/grants will come to this Committee but it will have to act within the set budget.

It is intended that the Council will be guided by the Finance Committee in terms of the overall annual budget. However, once the budget is approved by the Town Council, it is intended that individual Committees have the authority to spend within their allocated budget, which will obviously speed up matters.

It was discussed that it is intended that Planning will be a Sub Committee of the Regeneration and Community Services Committee and that there would be the ability to invite non members of the main committee to sit on this Sub Committee.

6. Update from Heritage Trail Sub Group

Members expressed thanks and congratulations to the Heritage Trail Group for the successful bid to the Heritage Lottery Fund.

Cllr Andrew Phillips updated members that now that the bid to the Heritage Lottery Fund had been approved, the group intends looking at the appointment of a Project Officer and proceeding with a planning application. He referred to the fact that if the Town Council submits the planning application, there would be a reduced fee. Cllr Andrew Phillips confirmed that a job description had been prepared for the Project Officer and consideration is now being given as to where to advertise the post. The salary will be £10,500 for the part time position.

Cllr Andrew Phillips further advised that a Treasurer has now been appointed for the Group, who is a member of the community, namely Mrs Gaynor Mills. The Clerk updated members that a meeting had been arranged for the group's co-ordinator, Graham Davies, to attend to meet with her and the RFO the following Monday, the 12th October, in order to discuss the administration relating to the funds to be received.

7. Update on Wales in Bloom/Britain in Bloom 2015

The Chair, Cllr Mrs Shirley Matthews expressed thanks to the TSO and the Council's groundsmen for their hard work, and also to Mr Nigel Sheldon of Wrenvale Nurseries, which had resulted in success once more in winning Wales in Bloom.

As members had had the opportunity of considering the Judge's report, there was some discussion as to areas where there was still room for improvement, specifically in relation to local media coverage. Members expressed disappointment that there had not been very much coverage on the Wales in Bloom success in the main edition of the Llanelli Star, although there was better coverage in the Burry Port edition. It was suggested that in future, consideration could be given to involvement from the new Llanelli Herald newspaper.

Lastly, Cllr Mrs Moira Thomas referred to the involvement of Mr Robert Masterman and it was **APPROVED** that a letter of thanks be sent to him for the assistance which he had provided.

8. Update on the 'Wales in Bloom winner' signage

The TSO confirmed that presently, he is awaiting costings from Carmarthenshire County Council for this work.

9. Update on the planting of 'Anne Frank' trees by local schools

The TSO advised that Nigel Sheldon from Wrenvale Nurseries is trying to source the trees, to enable these to be planted in November.

10. Update on directional signs to Burry Port Memorial Hall

Again, the TSO advised that costings were awaited from Carmarthenshire County Council for these new signs.

11. Update on possible alternative access entrance to the Burry Port Memorial Hall car park

Cllr Mrs Shirley Matthews advised that she, together with Cllrs Mrs Pat Jones and John James had recently had a meeting with the Practice Manager from Meddygfa Tywyn Bach. He had listened to suggestions made and had confirmed that he would revert to them, once he had spoken with the Doctors at the Practice.

12. Update on the proposed application for outline planning permission for the Copperworks site and the proposed demolition of the building

The TSO informed members that there was a potential difficulty in proceeding with the immediate demolition of this building. He advised that he had been in communication with the local planning officer and as a result, he had been made aware that if the building is demolished, then the existing drainage would be lost on the site. Accordingly, the Town Council would have to demonstrate where it intended placing new drainage as part of the application for planning permission to demolish.

The TSO advised members that if the main application for outline planning permission is proceeded with, rather than firstly dealing with an application for planning permission to demolish, then the process should take approximately three months.

Following the discussions, members **APPROVED** that a recommendation be made to the Town Council to just proceed as swiftly as possible with an application for outline planning permission for development, with a view to then marketing the site at the earliest opportunity.

13. Update on the purchase of new flooring and potential redecoration of former OAP Hall

The TSO circulated various samples to members and a decision was made in relation to the new flooring to be laid in the Hall, kitchen and toilets.

14. Consideration of Burry Port Harbour regeneration

Cllr Andrew Phillips updated members that although Rory Dickinson was currently ill, he had been informed that progress is being made in relation to the Harbour, regarding the pathway and other issues. He indicated that he had requested the Clerk to place this item on the agenda, due to his dissatisfaction following the attendance of Ian Jones from Carmarthenshire County Council at the July Town Council meeting. He suggested that a request be made to the Chief Executive, Mr Mark James to now attend to meet with the Town Council.

Cllr Michael Theodoulou informed members that recently, an independent group had been formed with the objective of putting together some form of forum, to work with the County Council and to try to speed up the improvement of the Harbour. To date, only one meeting has taken place of the group. However, a constitution is being drafted and will be signed in the next two weeks. It was emphasised that this is intended to be a community organisation, independent of the Town Council.

Cllr John James referred to the fact that there were differing opinions regarding the information provided by Ian Jones. He advised that he saw no merit in inviting the Chief Executive to attend at present, as Mark James is supportive of the Harbour. Cllr John James emphasised that Mark James had not been happy with the previous report which had been prepared, which did not support the Harbour and had therefore requested that it be re-done.

Cllr John James referred to the fact that reports have been given to the Town Council, when up to date information has been available in relation to the Harbour. Nevertheless, it was **APPROVED** that an item be placed on the agenda for the next Town Council meeting, for the County Council members to provide a full update on the position.

15. Update on Christmas lights

The TSO advised that this year, it is intended that the Council minimises electrical connections to business properties. The work required to do so will cost £2,275. Members were happy for this work to be undertaken if it could be carried out within the existing

budget. In the event that it could not, then members **APPROVED** to recommend it to the Finance Committee.

Cllr John James advised that Welsh Water had indicated that it would like to show its thanks to the community in some way, for the disruption caused within the town, through the work carried out on the RainScape project. It was therefore **APPROVED** that the Clerk contact Ffion Green at Welsh Water, to enquire if sponsorship for the Christmas lights could be provided. Cllr Shirley Matthews also advised that the Carnival Committee would be providing financial assistance.

The TSO left the meeting at 10.55am.

16. Consideration of arrangements for the senior citizens' Christmas Tea on 10th December 2015

Cllr Mrs Shirley Matthews advised that she had already spoken with the Clerk regarding the forthcoming Christmas tea and consideration was being given to there being a different menu this year, to hopefully encourage maximum numbers to attend.

Cllr Michael Theodoulou referred to the fact that annually, his company has a Corporate Responsibility Day. He therefore advised that he would discuss with the Managing Director the possibility of assistance being provided for this event.

17. Consideration of possible future projects for the 2016/17 financial year

The Clerk advised members that at the forthcoming Finance Committee meeting on 12th October 2015, there would be initial consideration of next year's budget and it was for this reason that this item had been placed on the agenda.

Members discussed that in order to satisfy the requirements of the Well-being of Future Generations (Wales) Act 2015, the Council would need to give consideration to the preparation of a community plan. It was discussed that the Clerk of Llanelli Rural Council would be attending the Town Council meeting on 21st October, when he would be providing information regarding the work undertaken by his Council, through the engagement of a firm of consultants. It was therefore recommended that a sum of £8,000 should be budgeted for in relation to funding the preparation of such a plan next year.

Members also discussed the possibility of providing match funding for work on the Harbour and a figure of £10,000 was recommended for this.

Lastly, it was discussed that there should be a budget to undertake renovation work upon Pembrey Memorial Hall, although at this stage, this has not been costed and therefore, no specific figure was being recommended.

18. Any other competent business

- Cllr Shirley Matthews advised that she had been approached by a member of Pembrey and Burry Port Cycling Club, regarding the potential usage of Pembrey Memorial Hall. The Club presently has around 50 members. She had been informed that the Club would

like to use the tennis court at Pembrey Memorial Hall for training youngsters in cycling skills. The Clerk also advised members that, although as yet, she had not received any direct communication from the Cycling Club, she was aware that a representative had spoken to the TSO and the Administrative Assistant and had expressed interest in hiring the upstairs room at Pembrey Memorial Hall on an exclusive usage basis. There has not been previous similar usage in this room but members were content, in principle, for the Cycling Club to have the use of the room. Cllr Michael Theodoulou referred to the fact that he believed that charges had been calculated for all of the rooms in Pembrey Memorial Hall, based upon their sizes, prior to organisations that were at the Copperworks building moving in there. He therefore confirmed that he would look up these figures, which he believed he had available.

- Members were provided with a brief update in relation to the Bacce Sub Group. It was confirmed that a meeting had taken place with an officer from Carmarthenshire County Council. Presently, more information is required from County officers but the group is considering how it could work more closely with the County Council. It was indicated that another meeting of the group would shortly be arranged.

Pembrey and Burry Port Town Council
Regeneration and Community Services Committee Meeting
Thursday 5th November 2015

Present: - Cllrs Mrs Shirley Matthews, Andrew Phillips, Michael Theodoulou, Mrs Moira Thomas, Mrs Mary Wenman and Hefin Williams

In attendance: Melanie Carroll-Cliffe (Town Clerk) and Alan Howells (RFO)

(Meeting Room, Memorial Hall, Burry Port 9.30am – 11.25am)

1. To appoint a Chair and Vice Chair of the new Regeneration and Community Services Committee.

Cllr Mrs Shirley Matthews was nominated as Chair, which was **APPROVED** by all members. Cllr Mrs Moira Thomas was nominated as Vice Chair and again, all members voted in favour of this appointment.

2. To consider/approve any Sub Committees and the membership of the same.

The two current Sub Committees, namely the Bacce Sub Committee and the Well-being of Future Generations Sub Committee were **APPROVED** to continue as Sub Committees of this main Committee. Their membership is as follows:

Bacce Sub Committee

Cllrs John James, Michael Theodoulou, Ken Edwards, Andrew Phillips and Malcolm Davies.

Well-being of Future Generations Sub Committee

Cllrs Michael Theodoulou, Moira Thomas, Andrew Phillips, Hefin Williams, Stephen James and John James.

It was also **APPROVED** that the existing members of the current Planning Committee, will continue on what is now the **Planning Sub Committee**.

3. Personal Matters.

Apologies were received from Cllrs Stephen James and John James.

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

Members confirmed their usual declarations of interest.

5. To confirm the minutes of the Regeneration and Leisure Committee meeting held on 8th October 2015

The minutes of the meeting held on 8th October 2015 were approved as a true record.

6. To consider any matters arising from the minutes

P1 (4) Matters Arising

Given the nature of the issue, it was **APPROVED** that any discussions with Burry Port Operatic Society now be dealt with by the new Facilities Management Committee.

P2 (6) Update from Heritage Trail Sub Group

Cllr Andrew Phillips updated members that funds are shortly due to be received in relation to this bid. The necessary forms have been signed, seeking permission for work to commence.

P4 (13) Update on the purchase of new flooring in former OAP Hall

The Clerk updated members that the new flooring had now been laid in the former OAP Hall. However, there had been some issues when the old flooring was raised and therefore, different flooring had in fact been laid than had originally been intended. Furthermore, it had been necessary to re-screed the floor prior to the new flooring being laid. Also, it was now necessary for a new door to be purchased due to it not being possible to properly open the existing door due to the higher floor.

P4 (14) Consideration of Burry Port Harbour regeneration

Cllr Michael Theodoulou updated members that there had been a further meeting of the recently formed Harbour Group earlier in the week, when a constitution had been agreed. He highlighted the fact that although there are some Town Councillors involved in the group, there is currently no official Town Council representative. It was therefore **APPROVED** that this issue should be placed on the agenda for the next Town Council meeting.

P5 (16) Senior Citizens' Christmas Tea

Members were updated that the Christmas Tea would no longer be taking place on 10th December and instead, it is likely to be taking place on either 17th or 18th December.

P6 (18) Any other competent business

Cllr Michael Theodoulou updated members that there had not been a further meeting as yet of the Bacce Sub Committee. Presently, a response is awaited from County Council Officers and it is hoped that the Head of Housing will meet with members shortly.

7. Consideration of the Committee's required budget for the 2016/17 financial year

The RFO circulated to members a paper on "Budget Strategy and Build for 2016/17", the contents of which he outlined to them. The paper set out the Town Council's key objectives and priorities, the timetable for setting the budget, as well as various considerations in deciding the precept. The RFO also circulated information on the cost of projects for the current financial year. It was agreed that save for lamp post banners, all other items would come under the remit of the Facilities Management Committee.

It was discussed that the Regeneration and Community Services Committee needs to consider possible new projects for the area.

Members considered the various budget headings, which would fall within the remit of the Committee and identified and agreed upon the following proposed budgets, for consideration in due course by the Finance Committee:-

| | | |
|----|-------------------------------------|--------|
| a) | Marketing and Promotion of the area | |
| | | £ |
| | Lamp post banners | 3,000 |
| | Website/social medial | 1,500 |
| | Christmas lights | 10,000 |
| | Leaflets and pull up banners | 1,000 |

Members agreed that the above expenditure was worthwhile and justifiable, as one of the largest roles of the Committee is to promote the area.

| | | |
|----|------------------------------------|--------|
| b) | Current projects | |
| | Harbour regeneration | 10,000 |
| | Well-being of Future Generations | 8,000 |
| | Bacce area regeneration | 5,000 |
| | Floral displays for Wales in Bloom | 13,000 |

Cllr Andrew Phillips left the meeting at 10.10am.

It was discussed that there had been some sponsorship this year from local businesses and the Carnival Committee in relation to the Wales in Bloom and Britain in Bloom competitions. However, it was **APPROVED** that the issue of sponsorship be considered as an item on a future agenda of this Committee, so that hopefully even greater sponsorship can be obtained in the next financial year.

| | | |
|----|--------------------------------|--------|
| c) | Financial donations/grants | |
| | Local organisation donations | 2,000 |
| | Community grants | 8,000 |
| d) | Potential transfer of services | 10,000 |
| e) | New projects | 5,000 |
| f) | Community events | |
| | Christmas Tea | 500 |
| | Cawl Cennin | 750 |

Cllr Hefin Williams suggested that the Council could look at participating in events which would appeal to younger people in the area, for example a community fireworks event. Cllr

Shirley Matthews advised that this had been briefly discussed by the Carnival Committee but unfortunately, it had been too late for anything to be arranged for this year.

Members were in agreement with assisting in facilitating events for younger people and suggested that there be a budget as follows:

g) Events budgets

| | |
|-------------------|-------|
| Fireworks display | 5,000 |
| Music festival | 5,000 |

Members discussed that income would be generated from the above events and agreed that there should be a target income of £5,000.

8. Update on the ‘Wales in Bloom winner’ signage

Members were advised that the signage had been approved in principle but that the TSO was still awaiting receipt of costings from Carmarthenshire County Council.

9. Update on the planting of ‘Anne Frank’ trees by local schools

Members were updated by the Clerk that the trees had now been obtained. However, arrangements would need to be made with the local schools to arrange a date for a planting ceremony to take place. Members **APPROVED** that at least the Mayor and Deputy Mayor would need to be in attendance at such ceremonies.

10. Update on directional signs to Burry Port Memorial Hall

Again, the Clerk advised members that the signage had been approved in principle but that the TSO was still awaiting receipt of costings from Carmarthenshire County Council.

11. Update on possible alternative access entrance to the Burry Port Memorial Hall car park

Cllr Mrs Shirley Matthews advised members that having liaised with Meddygfa Tywyn Bach, she was aware that in principle, the surgery felt that the proposal was a good idea. However, it was not possible for anything to be firmly agreed due to the fact that one of the Doctors is presently not at work through illness.

12. Update on the proposed application for outline planning permission for the Copperworks site

The Clerk informed members that the TSO had recently spoken with the architect and it is intended that the application be shortly submitted. Following submission, then it should take approximately two months for it to be determined.

It was also discussed that there maybe some misunderstanding on the part of the Copperworks Groups Social Enterprise Project. It appears that the group is looking at the possibility of funding remedial work to the building, as opposed to purchasing it. Cllr

Michael Theodoulou indicated that hopefully, it would be possible for members of the Facilities Management Committee to arrange to meet with the group in advance of the next Town Council meeting in order to provide clarification.

13. Consideration of the role and responsibilities of the Audit Sub Committee

A paper setting out details of the role and responsibilities of the new Audit Sub Committee had been circulated to members in advance of the meeting. Cllr Michael Theodoulou referred to the fact that the paper set out the intended brief for the Sub Committee, not its work load. He also emphasised that it is acknowledged that all of the work would not be achieved within the first year and perhaps not even within a five year period.

It was discussed that the Sub Committee would undertake a series of planned work, as referred to it by the various main Committees, for example tender procedures. It was emphasised that the work of the Sub Committee would need to be reasonable and proportionate.

The paper referred to the possible creation of a budget facility for the Audit Sub Committee and a query was raised as to the need for this. Cllr Michael Theodoulou advised that if the Sub Committee wished a member of staff to undertake specific additional work directly requested by it, then the cost of this would be covered by such a budget.

The RFO commented that there would need to be clarity on roles, particularly in relation to the Finance Committee regarding financial issues.

Following the discussions, members were in approval with the remit of the Audit Sub Committee, as had been outlined.

The RFO left the meeting at 11 am.

14. Any other competent business

- The Clerk advised members that she was aware from the TSO that there had been a recent problem with an item of equipment at Burry Port Memorial Park, which had come loose and had been found on the floor. The TSO had recently arranged an annual inspection of the equipment and it had been identified that there was a problem with this particular item (although it had not become detached at that time) but the TSO had not received the report by the time of him being advised that it had detached itself. The Clerk highlighted that the TSO regularly undertakes a weekly inspection of the park equipment but such inspections would not enable him to identify a number of potential problems with the equipment, due to such things as the height. Accordingly, the TSO had spoken with the person who carried out the annual inspection and this person was prepared to undertake fortnightly inspections and a more detailed monthly inspection and the cost of this would be £500 to the end of the current financial year. The TSO was requesting that this expenditure be recommended to the Finance Committee as the park is used on a frequent basis by local children.

It was briefly discussed that some of the Town Council's groundsmen had had some previous experience with park equipment and/or limited training. Members therefore **APPROVED** that the expenditure of £500 be recommended to the Finance Committee

but that the matter then be referred to the Facilities Management Committee for further consideration.

- The Clerk updated members that a meeting had taken place with two County Council officers the previous day to discuss the planning brief relating to the old Burry Port School site. At this meeting, it had been indicated that the work was being undertaken on behalf of the Corporate Property Department, which is looking to maximise the County Council's assets. The purpose of the planning brief is to set out some options for the site, as opposed to being prescriptive. It had been stated that realistically, the site would be used for residential purposes but there are three options in relation to the current buildings on site, that is conversion of the buildings, complete demolition and rebuild, and lastly part conversion. Members expressed a view that they would prefer for there to be conversion to different usage and that this should be conveyed by the Clerk to the County Council officers.
- The Clerk advised members of an invitation received to the Annual General Meeting of Carmarthenshire Citizens Advice, which is to be held in Carmarthen on 12th November at 6pm.