

Cowbridge with Llanblethian Town Council
Minutes of Meeting of the Leisure & Amenities Committee
held in the Council Chamber, Cowbridge Town Hall,
on Monday 5th February 2018 at 7.00pm.

Present: Vice Chairman – Councillor Mrs M Arnold
Mayor – Councillor Mrs S Vaughan
Councillors: Mrs G Baty BEM, Mrs A Burges and R S Downe,

In Attendance: Town Clerk – Mr David B Morris.

1: Apologies for Absence.

Councillors: A T Trousdell and T L Williams MBE.

2: Declarations of Interest.

None

3: To confirm the Minutes of the Leisure & Amenities Committee meeting held on the 8th January 2018.

Proposed by Councillor R S Downe, seconded by Councillor Mrs G Baty that the minutes of the Leisure & Amenities Committee held on 8th January 2018 be confirmed as a correct record and duly signed.

Resolved as proposed.

4: Matters arising from the Committee Meeting held on the 8th January 2018, which are not already on the agenda.

None

5: Matters arising from the Town Council Meeting held on the 23rd January 2018, which are not already on the agenda.

None.

6: Vale Council Monthly Play Park Maintenance Inspection Report.

The Playground Inspection & Maintenance Report for the 5th February 2018 was considered and the following noted -

Llanblethian Playing Fields

Ball Shoot – Moss on Surfaces.

Climbing Frame and Net – Slight movement to posts in ground. Safe to use.

Junior Slide – Hand rail and top corroded and broken. Support pipes corroded steps slippery and timber step supports rotting. Safe to use but to be monitored.

Replacement parts cannot be sourced due to age of equipment therefore Vale of Glamorgan Council Parks staff going to try and manufacture a new handrail and support. If not possible to fix then consideration to removing equipment.

Swing 1 Bay 2 Cradle Seats – Swing shackles and chains corroding. To be painted with anti-corrosion if not successful then will need to consider replacing the chains.

Safe to use.

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- 6: Vale Council Monthly Play Park Maintenance Inspection Report (Continued):**
Site Surface – Moss and lichen on safety surfaces due to inclement weather. To be cleaned. Safe to use.
General Overview – Long Grass.
Site Seating –Bench requires attention. The picnic table has a seat slat loose and securing bolt missing.

Twt Park

Sputnik Roundabout – Slight wear to top bearing. Safe to use.
Glide – Surface area under the unit is very muddy and wet due to inclement weather. Safe to use.
Small Activity House – Some graffiti on unit. To be removed by Open Spaces Amenities Officer.
Net Activity with Rolling Beam – Bearing on rolling log worn and collapsing on rolling log. Safe to use but monitor.
The report was **Noted**.

- 7: Town Clerk's Report –
Parks & Open Spaces Maintenance Temporary Staff Member.**

The Town Clerk advised that Mr Ryan Fletcher had been employed on contract from a recruitment agency to undertake gardening services for the Town Council. He had cleared the store garage in the Limes Cemetery and gone through all the equipment and updated the Inventory List, which had been circulated to Members. In addition he was weeding the Cemetery heather beds plus clearing the borders in Southgate Park, Emms Cottage and the entrance to the Twt Park. He was emptying the bins and the contract with the Vale of Glamorgan Council had been cancelled. At present he works 4 hours a day on a Monday, Tuesday, Thursday and Friday. He had been performing well and is very keen in his work.

Noted.

Members then considered the updated Inventory List and **Resolved** that the following items be disposed of since they no longer worked and it was not cost effective to repair them –

- 1 x Broken Mower
- 2 x Strimmers
- 1 x Petrol 'Brush' Cutter.
- 1 x Electric Rotivator.
- 1 x Leaf Blower

In addition to purchase a new hand held Stihl Leaf blower at a cost of £250.00 to replace the broken blower.

- 8: Rolling Programme 2017/18.
8.1 Limes Cemetery.**

The paths had been cleaned, cleared of leaves and the heather beds were being weeded. In addition the store garage had been cleared of all rubbish and the equipment checked and the inventory list up dated, which had been circulated and discussed.

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8: Rolling Programme 2017/18 (Continued):

8.1 Limes Cemetery (Continued):

Councillor Mrs M Arnold advised that the hedge had been cut but needed to be done on a regular basis. It needs whips planted in it since there were gaps appearing and the self-seeded young ash trees needed removing before they grew. In addition the ivy needs spraying and removing.

8.2 Holy Cross Church.

Councillor Mrs M Arnold advised that the ivy growing on the Old Grammar School wall needed cutting and spraying. Plus there was a limb of a tree growing over the roof of the adjacent apartment. The Town Clerk to speak with ESA who were due to work on the trees in the Old Grammar school to see if they would cut back the 'limb'.

The Town Clerk advised that the removal of the ivy was scheduled in to the work plan of the Open Spaces Amenities Officer.

8.3 Southgate Park.

Open Spaces Amenities Officer to clear borders of brambles, self seeders and trim bushes and remove dead wood. Place chippings in flower beds. Remove and kill ivy growing on boundary wall.

Noted.

8.4 Twt Park.

(i) Tree Removal – Old Grammar School.

The Town Clerk advised that ESA Treecare will be removing the Beech Tree from the private grounds of the Old Grammar School week commencing on 12th February 2018, plus crown topping two other trees. ESA will notify the residents living in and around the park before the work commences. Although the intention is to use the road and foot path from Town Mill Road entrance for the crane, van and chipper it will not be closed permanently just temporarily whilst the branches are being removed. ESA will put up signage to the play area entrances and footpaths and has already spoken to the schools. In addition Gem articles have been published. The intention is to use the chippings to soak up the muddy areas in park and place on the borders in Limes Cemetery, Southgate Park and Emms Park.

In addition they have canvassed the community as to how to commemorate the Beech tree and the suggestion is to make a carving from the wood and place in Twt Park with Town Council permission. It was hoped that the cost of the carving would be through grant funding from Creative Rural Communities. Members considered this to be a good idea and would support such an initiative.

The Open Spaces Amenities Officer was also scheduled to clear the border and trim the shrubs at entrance to Twt Park by Town Mill Road.

Councillor Mrs A Burges advised of an incident where a member of the public who had walked with their dog on a lead through Twt Park had released it in Poplars Park. Patrolling police officers had advised that this was not lawful and the dog should be kept on a lead. Agreed that this incident should be raised at the Town Council meeting with the Constable Elson.

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8: Rolling Programme 2017/18 (Continued):

8.5 Emms Cottage.

Open Spaces Amenities Officer had already cleared the area of leaves and was due to weed the borders and lay chippings down to control future weed growth.

8.6 Llanblethian Playing Fields.

No update other than those issues already highlighted in Item 6 – Vale Council Monthly Play Park maintenance Inspection report.

8.7 Cae Rex Allotments.

(i) **Overgrowing Trees Y Bont Faen Primary School Boundary.**

No report had yet been received from the Vale of Glamorgan Council concerning their survey of the trees growing on the border with the allotments.

(ii) **Response to Secretary, Cowbridge Allotments Association.**

Members **noted** the letter sent to the Secretary of the Cowbridge Allotments Association by the Town Clerk on behalf of the Town Council.

(iii) **Review of 5 Year Agreement between Cowbridge Town Council & Cowbridge Allotment Association 2012 to 2017.**

Members considered the 5 year Agreement between Cowbridge Town Council and the Allotment Association which had expired at the end of January 2017 and needed to be renewed. Discussion took place regarding the annual rental fee of £5.00 paid by the Association to the Town Council and whether allowing the Association to manage the allotments was cost effective for the Council. It was clarified that the only responsibility the Council had for the upkeep of the Allotments under the Agreement was maintenance of the chain link fence. The hedges were the responsibility of the Association along with the water rates and other outgoings. It was felt the Association managed the allotments very well, there were no additional costs to the Town Council and that the Agreement should be renewed for a further five years.

Proposed by Councillor Mrs S Vaughan, seconded by Councillor Mrs G Baty that the Agreement between Cowbridge Town Council and the Cowbridge Allotment Association be renewed for a further five years from the 1st March 2018.

Resolved as proposed with one abstention.

8.8 Factory Road.

No update

9: Expenditure Budget 2017/18.

9.1 Up to 31st January 2018.

The Expenditure Budget up to 31st January 2018 was circulated at the meeting and showed an actual spend of £11,799.11 and an anticipated spend of £1,537.42 making a total of £13,336.53, leaving the balance for the remainder of the financial year at £2,663.47.

Noted.

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9: Expenditure Budget 2017/18 (Continued):

9.2 Tree Assessment and 3 Year Planting/Maintenance Programme.

The Town Clerk advised that three tenders had been received to undertake an assessment of the trees on Town Council land and provide a 3 year planting/maintenance programme. The three tenders were –

1. Anstee Landscapes & Tree felling Contractors Ltd
Treoos, Vale of Glamorgan.
Total Cost - £2,300.00 + V.A.T.
2. ESA Tree Care Specialists
Penllyn Estate Farm, Cowbridge, Vale of Glamorgan.
Total Cost - £ 930.00 + VAT
3. Arborwood Tree Care Ltd.
Llantwit Major, Vale of Glamorgan.
Three Year Annual Tree Survey Total Cost - £3,050.00 + VAT

Proposed by Councillor Mrs S Vaughan, seconded by Councillor R S Downe that the tender from ESA Tree care Specialists be approved. This company is well known locally and provides good work as well as being the cheapest tender. The Town Council have used them previously and there has been no adverse comment.

Resolved as proposed with one abstention.

9.3 Winter Maintenance of Borders/Shrubs

The Town Clerk advised that at the last Leisure and Amenities Committee meeting it had been resolved to appoint Chris Watts Maintenance to provide maintenance of all of the park areas, church and cemetery grounds to remove dead branches, self seeders, trim low hanging branches, cut back overgrown bushes, remove ivy on walls, blow and remove leaves cost £1,105.00. However, since that time with the engagement of the maintenance man who was currently employed by the Town Council it is suggested that this work can be undertaken by him and not contract Chris Watts Maintenance, who has not yet been notified of the decision of the Town Council.

Proposed by Councillor Mrs G Baty, seconded by Councillor Mrs S Vaughan to cancel the contract with Chris Watts Maintenance since the Town Council maintenance man can undertake the work.

Resolved as proposed.

10. 5 Year Strategic Plan – Leisure & Amenities Committee.

This item was deferred to the next meeting of the Committee in order to review the prioritised actions and develop a plan with timescales for them to be taken forward.

11: Charter for Trees, Woods and People

No update.

12: Correspondence.

None.

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13: Matters to be discussed at the discretion of the Chairman relevant to the Committee.

None.

14: Date and time of next Meeting.

Monday 5th March 2018 at 7.00pm.

Councillor A T Trousdell
Chairman