



Be kind



Byddwch yn garedig

COWBRIDGE (ANCIENT BOROUGH) with
LLANBLETHIAN TOWN COUNCIL
CYNGOR TREF
Y BONTFAEN (Bwrdeistref Hynafol) gyda
LLANFLEIDDAN

LEISURE & AMENITIES COMMITTEE MINUTES

**Minutes of the meeting held in the Council Chamber and remotely via
Microsoft Teams on Monday, 3rd June 2024 at 1900hrs.**

Present in the Council Chamber:

- Cllr Terry Williams
- Cllr Geraint Baty
- Cllr Cecilia Hannigan-Davies
- Cllr Rowena Harbour
- Cllr Peter Carter
- Cllr Charles Champion
- Cllr Biga John
- Town Clerk Cathy Kennedy
- Deputy Town Clerk Clair Davis
- Amenities Supervisor Tim Stephens

Remote Attendees: None

Committee Members:

- Cllr Heather Weddell (ex officio)
- Cllr Geraint Baty (ex officio)
- Cllr John Andrew
- Cllr Terry Williams
- Cllr Rowena Harbour
- Cllr Peter Carter
- Cllr Cecilia Hannigan-Davies
- Cllr Biga John
- Cllr Charles Champion

Apologies: were received from Cllr Heather Weddell & Cllr John Andrew.

1/L&A2024 CHAIR OF THE COMMITTEE

Nominations for a committee chairperson for the mayoral year 2024/25 were invited from the new committee. Councillor Terry Williams nominated Councillor Biga John to chair the committee, with the nomination seconded by Councillor Charles Champion. The subsequent vote was unanimous in favour and Cllr John accepted the role of chair.



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RESOLVED: Councillor Biga John will chair the meetings of the Leisure & Amenities Committee for the mayoral year 2024/25.

2/L&A2024 DEPUTY CHAIR OF THE COMMITTEE

Councillor Terry Williams nominated Councillor Charles Champion to serve as deputy chair for the mayoral year 2024/25, with the nomination seconded by Councillor Rowena Harbour. The subsequent vote was unanimous in favour and Councillor Champion accepted the role.

RESOLVED: Councillor Charles Champion will serve as deputy chair of the Leisure & Amenities Committee for the mayoral year 2024/25.

3/L&A2024 TERMS OF REFERENCE

RESOLVED: The Committee Terms of Reference were approved for the mayoral year 2024/25.

4/L&A2024 DECLARATIONS OF INTEREST

Councillor Biga John declared a personal interest in item 11 due to holding an allotment plot.

5/L&A2024 MINUTES

RESOLVED: The minutes from the meeting held on the 14th of May 2024 were approved as a true and accurate record, pending one amendment. The committee agreed that item 6b should read: "The Committee agreed and approved that the Town Council will cover the responsibility for the fixing of the gate posts." The following wording is to be removed: "providing the amendment in point a) is undertaken." The Committee clarified that there was a misinterpretation, and the fixing of the gate posts was not intended to be linked directly to the Committee's request for the Allotment Society to refrain from using chemical weed killers.

6/L&A2024 MATTERS ARISING/ACTION PLAN

There were no matters arising from the minutes of the last meeting that are not already on the agenda.



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7/L&A2024 FINANCIAL REPORT

RESOLVED: The Financial Report ending 31st May 2024 was approved.

8/L&A2024 SECTION 106 MONIES WORKING GROUP

The Chair of the S106 Working Group, Councillor Charles Champion, proposed minor amendments to the Terms of Reference.

Furthermore, Councillor Champion updated the Committee on plans to install new accessible play equipment in Twt Park. He reported that two quotes have already been received, and he is in the process of obtaining a third quote. The Town Clerk noted that, in accordance with the financial regulations, it might be necessary to put the project out to tender as the quotes are likely to exceed the three-quote limit of £35,000. She mentioned that she would check whether the use of Section 106 monies would affect this requirement.

RESOLVED: The Committee approved that the draft paper be referred to the S106 Working Group for review and recommendations, with the final Terms of Reference to be presented to Full Council for approval.

9/L&A2024 MONTHLY PLAYGROUND REPORTS

The monthly playground reports were received and reviewed. It was noted that all items were marked as safe, and that since transitioning to a new contractor for monthly checks, the efficiency of ongoing repairs and maintenance had improved significantly. The Amenities Supervisor expressed his satisfaction with the new contractor, highlighting their effective teamwork in ensuring the safety of the parks. Councillor Terry Williams shared that he had received positive feedback from a member of the public regarding the cleanliness of the parks. The Town Clerk commended the Amenities Supervisor for his hard work in maintaining the parks, noting that he visits them every day, including weekends and bank holidays, to clean up litter, empty bins, and ensure everything is in good order.

10/L&A2024 HOLY CROSS CHURCHYARD

The Amenities Supervisor updated the Committee, informing them that weeding had recently been carried out in the churchyard. He also noted that during the autumn, hedge cutting and tree maintenance would be prioritised.



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11/L&A2024 COWBRIDGE ALLOTMENTS LEASE AGREEMENT

At the committee's last meeting, it was decided that the Town Council would be responsible for maintaining and repairing the gate posts and that plot holders should not use chemical weed killers. Following this decision, the Allotment Society sent a letter, which was discussed during the meeting. The Society sought clarification on the apparent connection between banning chemical weed killers and repairing the gate posts. As noted in item 5 above, the committee acknowledged that there had been a misunderstanding, and there was no intended link between the gate post repairs and the ban on chemical weed killers. The minutes of the previous meeting have been amended to reflect this clarification. A discussion followed regarding the use of chemical weed killers, concluding that only organic/eco-friendly weed killers should be permitted for the safety of the land and the leaseholders/consumers. Additionally, it was agreed to include a provision in the lease agreement stating that no animals should be kept on the allotments.

12/RESOLVED: The lease agreement, pending the above amendments, was approved. It was also agreed that the Town Clerk would write to the Allotment Society with the new agreement.

13/L&A2024 SUMMER FLORAL DISPLAY

An update was received from the Amenities Supervisor explaining that due to an issue with the bowser, a contractor was currently being used to water the hanging baskets throughout town. A new pump had been ordered and he was hopeful that the bowser would be ready for use by the end of the week. He then informed the committee that he and the Town Hall Caretaker had today planted all the pots along the Riverside and that new recycled plastic pots were on order and due to arrive by next week. These new pots will replace the rotting wooden pots from the Limes Cemetery and next to the Limes Shed.

14/L&A2024 DATE OF NEXT MEETING

1st July 2024