

**Report on Recreation and Building Committee Meeting
held 8th June 2017 at 7.00pm
In the Council Chamber, Old School, Wine Street, Llantwit Major**

PRESENT: Chairman – Councillor J Evans

Councillors; Mr D Foster
Mrs S Hanks
Mr G John
Mrs J Norman
Mr E Williams
Mr G Thomas
Dr D Ellis
Mr A Clark
Mr R Gant
Mr D Powell

Apologies were tendered on behalf of;
Councillor Dr P Dickson
Councillor Mr G Morgan
Councillor Mr G Wilkie

There were no Declarations of Interest Forms received from Councillors.

1) Report of Recreation and Buildings Committee Meeting held on 18th February 2016

Committee Members had previously received a copy of the report from the Recreation and Buildings Meeting held on 18th February 2016. Noted.

2) To review Terms of Reference for the Recreation and Buildings Committee

Committee members had previously been circulated with a copy of the Terms of Reference for the Recreation and Buildings Committee to review.

RESOLVED: That the Terms of Reference for the Recreation and Buildings Committee be adopted.

3) To take questions from Committee following site visits

Committee Members had earlier in the day taken a tour of all facilities owned by the Town Council. There were no further questions at the Meeting following the site visit.

4) To receive update with regards RCDF Grant applications

i) **Widening of path around Recreation Field.**

Councillor Evans updated Committee Members that the Town Council were still waiting notification (which was expected by the end of May 2017) of successfully completing Stage 2 of the application process. He stated that once received it was hoped work would commence on widening the path around the Recreation Ground on the 5th September 2017.

(ii) Sports Development Project

a) Replacement Pavilion

b) Resurfacing of Tennis Courts

c) Lighting along new path

Councillor Evans informed Committee Members that it had been confirmed the Town Council had successfully passed Stage 1 of the RCDF Grant Application and had been given the go ahead to proceed with Stage 2 of the process. This stage would need to be completed by December 2017. Councillor Evans stated that this was excellent news and advised there would be a lot of hard work for the Town Council Staff and suggested that a new Committee be formed to assist with the Sports Development Project.

RESOLVED: That a Sports Development Committee be formed consisting of 7 Members (Quorum of 4 members). Councillors elected to sit on the Sports Development Committee are:
Councillor J Evans, Councillor D Foster, Councillor G John, Councillor G Thomas, Councillor G Morgan, Councillor R Gant, Councillor Mrs S Hanks

Further

RESOLVED: That a letter be written to the Llantwit Major Social Club asking if they would consider assisting with match funding the Sports Development Project, if successful in Stage 2 of the Grant Application process.

BOWLING GREEN & SPORTS PAVILLION

1) To discuss request from Llantwit Major Bowls Club to look at replacing hedge at bottom of the bowling green

Committee Members had previously been circulated with a request and estimate from Llantwit Major Bowls Club to look at replacing the hedge at the bottom of the green.

RESOLVED: That the request from Llantwit Major Bowls Club re replacing the hedge at the bottom of the Bowling Green be deferred until the outcome of Stage 2 of the RCDF Grant Application for the Sports Development Project is received.

TENNIS COURTS

1) To discuss quotation received with regards laying of new path alongside tennis courts

Committee Members had previously been circulated with a quotation with regards the laying of a new path alongside the tennis courts.

RESOLVED: That the quotation for laying a new path alongside the Tennis Courts be deferred until the outcome of Stage 2 of the RCDF Grant Application for the Sports Development Project is received.

TOWN HALL

1) To discuss way forward with regards renovating flooring in main hall

Committee members had previously been circulated with an Agenda Brief detailing various processes and prices for renovating the flooring in the Main Hall.

Councillor Clark stated that it was important to keep the floor as natural as possible to retain the character of the building. Councillor Foster informed Committee Members that once renovations are completed it is important to fully publicise the Town Hall as a venue for weddings etc.

RESOLVED: That Tenders be sought to obtain quotations for renovating the floor in the main hall using the following process:

Sand Floor , Seal floor and apply a lacquer finish

2) To discuss replacing chairs in main hall

Committee members had previously been circulated with details of stacking chairs to replace the old plastic chairs at present in use in the Town Hall. Committee Members discussed acquiring the same style Burgundy Banquet Style chairs that were recently purchased for Llantonian Hall. The chairs could then be swapped between venues if a function required additional seating.

RESOLVED: That quotations be sought to purchase 80 burgundy banquet style chairs for the Town Hall.

CEMETERY

1) To discuss replacement of posts around turning circle & obtaining Tenders for further costings for installation

Committee members had previously been circulated with an example of replacement posts for around the turning circle. The Town Clerk confirmed that various quotations have been sought looking at different post materials including wood and recycled plastic.

Councillor John emphasised the need to change the posts as they were looking scruffy and had a detrimental effect on the appearance of the rest of the Cemetery. Councillor Thomas stated that following a site visit earlier in the day it was estimated that 70 posts would be sufficient number to replace the fencing around the turning circle.

RESOLVED: That samples of costings for installing recycled plastic and wooden posts be Bought back to a future Full Town Council Meeting for further discussion.

2) To discuss tap at entrance

Committee Members had previously been circulated with an email detailing a request from a resident to raise the height of the tap at the Cemetery as he/she had difficulty stooping down to fill containers with water. Councillor Evans stated that the wooden box surrounding the tap made it very difficult for filling containers up with water and therefore suggested that this box was removed as a first solution to this request.

RESOLVED: That permission be given for the Handyman to remove the wooden box surrounding the tap by the Cemetery gates.

3) To discuss Trees & Cremation Circle plots re additional items being placed to the sides

Committee Members had previously been circulated with an Agenda Brief discussing trees and cremation circle plots re additional items placed to the sides. Committee members were informed that due to plot holders placing items (eg. toys , additional pots etc.) outside the perimeter of plots it had become difficult for the Grass Cutter to strim around these areas. Committee members discussed procedures to follow in order to improve the tidiness of the Cemetery. The Town Clerk confirmed to Committee Members that she regularly inspected the Cemetery site. She stated that some Councils offer a facility where the Town Council tender the plots, for a fee, on behalf of the plot holder.

RESOLVED: That the Town Clerk to issue letters to plot holders that have items are outside the perimeter of their plot and thus not in keeping with the cemetery guidelines. The letter will state that they have 3 weeks to clear their plot of unwanted items. If no response is received the Town Council will remove the said items from the plot. They will remain in the Town Hall for 8 weeks and if not collected be disposed of accordingly.

Further

RESOLVED: That permission be given to remove any trees that have become unsightly or overgrown on Cemetery Plots.

Further

RESOLVED: That the Town Clerk further investigate costs and procedures (that other Town Councils follow) when providing a service to maintain cemetery plots.

That the findings be brought back to a future Town Council Meeting.

RECREATION FIELD

1) To discuss moving of benches

Committee members had previously been circulated with an email from Councillor Evans asking permission to move the benches around the Recreation Ground. Councillor Evans stated that at present the areas around the benches are not being strimmed and rubbish and evidence of rats being noted around these areas. Councillor Evans said he would like to see the benches moved to alongside the pathway where there are waste bins for the disposal of rubbish. Committee Members questioned why the areas are not being strimmed? Members stated that it is the responsibility of the Rugby Club to keep these areas tidy. Members discussed further repositioning the benches in the Recreation Ground.

RESOLVED: That the benches at present remain in the same position but a letter is written to the Rugby Club requesting that they clear the rubbish, strim and weed-kill behind all the benches. If no action is taken by the Rugby Club within two weeks of receiving the Letter the Town Council will get external Contractors to undergo the work and will invoice the Rugby Club for payment.

2) To discuss Outdoor Adult Exercise Equipment for the Recreation Ground

Committee members had previously been circulated with details of quotations for placing Outdoor Adult Exercise Equipment on the Recreation Ground. Committee Members felt the equipment would be open to vandalism and agreed not to proceed any further with this proposed item.

MISCELLANEOUS

1) To note current Project suggestions and discuss additional Project ideas to be taken to the Five Year Plan

Councillors had previously been circulated with suggestions/ideas for projects to be taken to the Five Year Plan. Councillor Foster noted the item Licence Council Chamber and explained to members that he considered this an excellent idea to get the Old School /Council Chamber licensed to be able to perform civil wedding ceremonies. The Town Clerk informed members that the Old School would first require obtaining a premises licence at a cost per annum of £175.00. Then the Town Council could apply for a licence to hold civil ceremonies at a cost of £1000.00 (for three years).

RESOLVED: That permission be granted for the Town Clerk to proceed and apply for a Premises license for the Old School.

Once this licence obtained permission granted to apply for a Civil Ceremonies licence to hold weddings in the Council Chamber.