

# **Minutes of the Estates & Premises sub-committee meeting of Hay Town Council at 6.00 pm on 19<sup>th</sup> October 2021 held in the Pavilion**

**Present:** Cllr R Golesworthy (RWG) Cllr G Like (GL)  
Cllr S Morris (SM) Cllr J Morgan (JM) Cllr F Howard (FH)

**In Attendance:** N Burdekin (NB)

Apologies: Cllr A Powell (AP)

## **EP034. Minutes of the meeting dated 27<sup>th</sup> July 2021**

SM proposed accepting the minutes as a true and accurate record, RWG seconded.

*Unanimously approved*

## **EP035. Matters arising from minutes not on agenda**

FH asked if the Gliss disabled platform had been cleared. Originally this work was going to be carried out by Ian Davies, but Ian did not have time to do it, so the job had now gone to OTM. NB had spoken to OTM before the meeting to ask them to progress this job.

**Action:** NB to contact OTM to carry out this work a.s.a.p.

## **EP036. Terms of Reference to be reviewed and agreed**

JM asked about the first point, "Setting and awarding the grass cutting contract". Councillors agreed that Full Council is responsible for awarding the contract. JM proposed amending this to read, "Setting and recommending to Full Council the grass cutting contract." RWG seconded. *Unanimously approved.*

## **EP037. Land Registry of HTC's Deeds – Update from meeting with Kyle Robinson**

SM, JM and NB had met with Kyle Robinson in the Pavilion on 14 October to discuss registering HTC's land. SM reported that it had been a very positive meeting and that two sites of HTC's land had already been registered. The 2 sites already registered are:

- i. Warren Close
- ii. The Meadows

HTC had shown Kyle the deeds which show the Gliss, the Old Railway Line and the picnic site all on the same deeds. Kyle confirmed it didn't matter if HTC registered all sites together, or submitted 3 separate searches. Councillors agreed to register all three sites in one Land Registry application.

SM added that for the last site owned by HTC, Black Lion Green, HTC does not have any deeds for this. However, Kyle had said if HTC can evidence that it has maintained the land for ideally at least 12 years and can provide supporting evidence, HTC can still apply to register this land. Kyle will help advise HTC on what evidence would be beneficial.

There are two steps to registering HTC's remaining unregistered land:

1. Carry out land searches (Kyle supplied the relevant forms);

2. Send off the result of the land searches with other forms (supplied by Kyle) to Land Registry for a decision. Original deeds have to be sent off, photocopies are not acceptable.

Costs of the land searches is £1.00 per name (3 in this case) and then £30.00 per site (2 in this case).

**Action:** NB to send off the land searches forms as a matter of priority

**Action:** NB/CW to photocopy all original deeds before the originals are posted to Land Registry

### **EP038. Canoe traffic at the Gliss**

#### **(i) Update from meeting with residents 14<sup>th</sup> September 2021**

SM, AP and JM attended a meeting in the Pavilion with representatives of the Gliss, which was largely a positive meeting. The biggest issues were parking for residents and that residents would like regular feedback. Councillors agreed before anything else is done at the Gliss, the land needs to be registered with Land Registry.

#### **(ii) Wooden bollards installation – update**

SM said that HTC is still waiting for BBNP's response to see if the works need planning permission or can be carried out under permitted planning. FH suggested NB writes to the BBNP and says that HTC will carry out this scheme unless the BBNP has any objections.

#### **(iii) Draft Code of Conduct for Canoe Companies including possible charges**

NB has a copy of a Code of Conduct between Powys CC and canoe companies at the Bont. JM added that Ken Perry, Natural Resources Wales, is also looking at introducing a Code of Conduct for canoe companies in 2022. The issue of a lack of toilets was raised. FH suggested getting a cost for automated toilets. SM said that given the volume of canoes, perhaps the canoe companies could pay for these facilities if introduced.

**Action:** NB to draft a Code of Conduct (subject to any changes from the NRW) and share with Councillors for comment. Once approved by Councillors, draft Code of Conduct to be shared with residents of the Gliss and canoe companies for their comments.

### **EP039. The Gliss & Brecon Road Recreation Facilities – Paid Parking**

#### **(i) Update from NB using case studies from Shaftesbury Town Council, Swanage Town Council and Worth Matravers Parish Council**

NB reported that he had spoken to Clerks from the above three councils who all had some kind of parking schemes in place. Shaftesbury Town Council had been through exactly the same process as being considered by HTC last year in terms of introducing paid parking on their car parks. The Clerk from Shaftesbury TC had provided the following key points:

- Town Councils can introduce off-street paid parking under the *Road Traffic Regulation Act, 1984*;
- However, in order to do so, a council must apply for a Parking Order from the parent Local Authority. The LA has a template for this and they have all the relevant legislation and procedures in place to do this. A town council does not;
- 20% of takings need to be paid to HMRC;
- May well need planning permission to install paid parking;
- May affect the rateable value of the premises – this would need to be checked with the officer responsible for assessing the rateable value;

- White lines must be used with minimum spacing (LA can advise on this);
- Shaftesbury TC has a Service Level Agreement in place with its parent LA whereby the TC receives income from tickets, and the LA receives any income from fixed penalty notices;
- It had taken Shaftesbury TC a year to date to put all these in place and the system is not quite fully operational.

Worth Matravers – The Clerk said that they do not charge for parking, instead they use an honesty box system. In a typical year, this collects £40k and during Covid it collected £30k. If you use an honesty box system, all the measures discussed above for paid parking are not applicable. The main two issues that this can present are:

- Honesty boxes being stolen;
- The need to empty the boxes every 2-3 days

### **Brecon Road Recreation Facilities Car Park**

Councillors agreed not to trial honesty boxes here.

Councillors agreed to defer introducing pay and display parking at this stage.

Councillors agreed to install approximately 10 bollards (however many can be fitted along the concrete wall running along the Bowls Green to meet minimum spacing and 2 disabled spaces) for residential, private parking **Action:** NB to get two more quotes for this work and progress

### **The Gliss Car Park**

Councillors were in favour of trialling an honesty box system at the Gliss.

In terms of white lines being painted on the Brecon Road car park, NB said he had received a quote from Powys CC for £800.00 on a day rate to do these works. NB is waiting for a further quote from a local contractor.

The following two recommendations were made:

#### **EP039. Recommendation (i)**

That HTC paints white lines on the Brecon Road Recreation Facilities car park using the correct minimum spacing and to include two disabled parking bays.

FH proposed. RWG seconded. *Unanimously approved*

#### **EP039. Recommendation (ii)**

That HTC trials an honesty box system at the Gliss car park.

RWG proposed. GL seconded. *Unanimously approved*

### **EP040. Planters in Hay town centre**

RWG read out suggested plants / costs for the re-planting of the planters in town. The list included: Violas, pansies, daffodil and tulip bulbs. GL said she had already purchased violas and pansies. Councillors agreed to purchase some daffodil and tulip bulbs.

NB said that Christina Resch, Co-op Community Worker, had offered to bring Co-op staff on an away day to re-plant the planters as well as to carry out some works on the Old Railway

Line such as removing strawberry plants/general maintenance. The date provisionally for this work with Co-op is Friday 12<sup>th</sup> November, 3.00-5.00pm.

#### **EP041. Healthmatic**

##### **(i) Ongoing maintenance issues/cleaner's request for replacement**

NB said that the cleaner had requested from Healthmatic a replacement for them but is not looking to leave until this has happened. Given Healthmatic contested that the cleaner had put in a request to leave previously, NB had e-mailed Healthmatic and received an e-mail from them confirming the current request.

Given the issues with coins being jammed creating maintenance issues, the following recommendation was made:

##### **EP041. Recommendation (i)**

That the paddlegates payment method be changed to card payment only (no cash) RWG proposed. FH seconded. *Unanimously approved*

##### **(ii) Healthmatic SLA – Ends 31<sup>st</sup> March 2022**

Councillors agreed to take this to Full Council and discuss in Camera.

#### **EP042. Hay Bridge New Parapets – Any Proposals for solar panel lights/floral baskets**

Alan Davies, Powys CC, had e-mailed HTC to say that the concrete repairs to the bridge are scheduled to begin on 20<sup>th</sup> October. Alan had been sent through some ideas for floral planters and solar powered lights to see if they might feasibly be added to the parapets, but had not responded on these points to date.

#### **EP043. Hay Cemetery infrastructure updates**

##### **(i) Site visit with Powys CC Thursday 21 October 2021, 12.30pm**

NB confirmed that Nia Hughes, Brian Price and David Pritchard, Powys CC will be meeting with HTC on site on 21 October. The site visit is mainly to discuss the siting of a new shed and for an overall progress report on the infrastructure works being carried out by JPL.

RWG, JM and NB had been on site prior to the meeting. RWG reported that wooden edgings to pathways had begun and the turning circles edges were being eased to allow for a more generous turning circle for hearses. Top layer of gravel and stone will be added later this week.

##### **(ii) New Shed**

The site visit with Powys CC will look into this issue.

##### **(iii) Completion of works / HTC sign off works completed vs tender to satisfaction**

JPL is hoping to complete works by the end of this week. HTC to meet with JPL representatives on site prior to signing off the works and paying the invoice.

#### **EP044. Bowls Club's arisings on HTC leased land – discussion/proposal**

FH said that HTC had met with the Bowls Club on 14 October and the Bowls Club had declined an offer from JPL to remove their arisings whilst they are on site. Councillors agreed that should it become necessary, HTC writes to the Bowls Club and asks them to remove their waste by the end of 2021.

#### **EP045. Public Conveniences – draft Heads of Terms for freehold CAT**

Prior to the meeting NB had circulated draft Heads of Terms for the freehold transfer of the toilets to HTC from Powys CC. Councillors were satisfied with the content of the CAT. However, Councillors noted that HTC needed to appoint a solicitor as part of the CAT. JM suggested asking OVW if there are any recommended solicitors for Town and Community Councils. **Action:** NB to ask OVW.

Councillors deferred signing the CAT until a solicitor has been appointed.

#### **EP046. Grass cutting contract – tenders needed for April 2022**

Prior to the meeting, NB had circulated the current specification to Councillors. RWG asked NB to circulate the specification to all Councillors to see if anything needs to be added.

#### **EP047. Sally's emails**

RWG said that saplings to the rear of Mill Bank on HTC land had been cut down without permission. SM had asked NB to contact Dyfed Police to get a crime number. NB had e-mailed Emma Jackson and was waiting for a response.

FH suggested HTC writes a generic letter to all residents of Mill Bank to explain what has happened and that the land belongs to HTC and no works should be carried out on site without permission. JM said that there is also a management company for Mill Bank, so NB to send letter to company as well.

#### **EP048. Quotes to consider:**

##### **(i) Raised walkway along Sports Pavilion for disabled access**

NB said that HTC had received 2 quotes for a raised walkway, one for £3,500.00 and one for £10,200.00. Councillors agreed that for now mobility access would need to be provided by the portable ramps.

##### **(ii) Small fence at Sports Pavilion for disabled access**

NB said he had received a quote to put in a new ramp running straight into the car park for £1,500.00 and an alternative to the new ramp of installing a small wooden fence to stop vehicles parking next to the existing ramp for £325.00. Councillors agreed to defer this item.

##### **(iii) Additional hedge cutting at the Meadows**

NB had received a quote for £100.00 for this additional hedge cut. RWG proposed HTC adds the second cut to the grass cutting specification. SM seconded. *Unanimously approved*  
**Action:** NB to add this second cut of the Meadows' hedge to the grass cutting specification.

RWG asked NB to get a quote from the electrician to replace the one old light remaining in the office, to move the external light so that it is closer to the main car park and to provide a quote for putting in new LED lights in the Pavilion.

#### **EP049. Hay Cenotaph**

Item deferred until HTC has met with the Royal British Legion.

#### **EP050. Toilet conversion for office space – proposal by RWG**

FH said that she didn't think this idea was practical. Item deferred.

Cllr FH left the meeting at 7.40 pm

**EP051. New Office - Additional lockable metal cabinets for the office**

Councillors agreed to purchase two additional metal cabinets for the office. NB to purchase.

**EP052. Action Plan 2021/2022**

NB was asked to make the following changes:

- Remove reference to the dry-stone wall
- Remove all references to Miles Without Stiles as they relate more to the publicising of this scheme and add to Comms' Action Plan
- Amend item on tree survey works – to be carried out in September/October

**Action:** JM to get 3 quotes to carry out the tree maintenance works

**EP053. Agree Provisional Budget for Precept 2022/2023**

Councillors agreed to request the following:

**EP053. Recommendation (i)**

That HTC puts in the Precept for 2022/2023 the following:

- Grass Cutting = £3,000.00
- Car Park/Play Area Maintenance = £1,000.00
- General Maintenance = £5,000.00
- Building Maintenance = £3,000.00
- Tree Maintenance = £5,000.00

**Total budget = £17,000.00**

RWG proposed. SM seconded. *Unanimously approved*

**EP054. Any Other Business**

RWG reported an ash tree growing into the railway bridge at the bottom of Wyeford Road at the Gliss. The wall is HTC's responsibility. **Action:** JM agreed to remove/treat this tree.

RWG said that the toilets and changing rooms and external conditions at the Recreation Facilities are not in great condition and that a lot of the issues are being caused by the football clubs. **Action:** NB to write a letter to the football clubs explaining the above and asking them to help maintain the site to an acceptable standard.

RWG minuted his thanks to NB for cleaning the toilets.

E-mail from resident regarding latest tree maintenance markings. **Action:** JM agreed to e-mail resident with copies of the Warren Nature Recovery Management Plan and Hazard Tree Survey.

Ash die back tree, Hay Bridge, site visit with Powys CC on Friday 22<sup>nd</sup> October, 9.00 am. RWG to attend.

**EP055. Time and date of next meeting**

Tuesday 16<sup>th</sup> November 2021, 6.00 pm (if needed)

Meeting ended 8.30 pm

Signed.....

Date.....