

19 July, 2022

LLANELLI RURAL COUNCIL

Minute Nos: 109 – 118

At a Meeting of the **RECREATION AND WELFARE COMMITTEE** of the Llanelli Rural Council held at the Council Chamber, Vauxhall Buildings, Vauxhall, Llanelli, and via remote attendance on Tuesday, 19 July, 2022 at 4.45 p.m.

Present: Cllr. A. J. Rogers (Vice Chairman (in the Chair))

Cllrs.

S. L. Davies	J. P. Hart
A. Evans	S. N. Lewis
E. M. Evans	A. G. Morgan
N. Evans	W. E. Skinner
R. E. Evans	B. M. Williams

109. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs. D. M. Cundy (Cllr. N. Evans deputising) T. M. Donoghue and S. K. Nurse (Cllr. S. L. Davies deputising).

110. MEMBERS' DECLARATIONS OF INTEREST

The following members declared an interest in the following matters:

<i>Minute No.</i>	<i>Councillor</i>	<i>Interest</i>
115	S. L. Davies	Personal interest – involved in the project in her capacity as a county councillor and also being a member of Llwynhendy and Pemberton Forum.
117	S. L. Davies	Personal interest – member of Llwynhendy and Pemberton Forum and member of the steering group, Llwynhendy Hub.
113	A. Evans	Personal interest – involved in the grant application process with Ponthenri Park Committee.
115	J. P. Hart	Personal interest – involved in the project in his capacity as a county councillor and also being a member of Llwynhendy and Pemberton Forum.
117	J. P. Hart	Personal interest – member of Llwynhendy and Pemberton Forum and member of the steering group, Llwynhendy Hub.
116(1) & (2)	S. N. Lewis	Personal interest – member, Dafen Welfare Management Committee.

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<i>Minute No.</i>	<i>Councillor</i>	<i>Interest</i>
116(1) & (2)	A. J. Rogers	Personal interest – member, Dafen Welfare Management Committee.

111. COMMUNITY FACILITIES – MAINTENANCE WORKS

RESOLVED that the Facilities Manager’s report on work undertaken be noted.

112. FELINFOEL PLAY AREA – SECURITY FENCING

Cllr. E. M. Evans informed members that due to anti-social behaviour at Felinfoel Recreation Ground, there was a requirement for a three metre climb-proof fence to be erected around the perimeter of the play area to close it off to prevent anti-social gatherings. It was asserted this measure would alleviate issues for the residents of Ynyswen, Felinfoel. Anti-social behaviour was escalating in the recreation ground to a point where residents were encountering near misses with them experiencing stones, bottles and other projectiles being thrown by teenagers over their garden walls at night.

During discussion, the Facilities Manager remarked that he’d obtained a quotation for the provision of a climb-proof fence at a cost of £14,500 following a recent site meeting held at the recreation ground with local members. The fence supplier confirmed it could be procured and installed within about four weeks from order. The Clerk confirmed there was no money available to procure the fence in the current budget but action could be taken if it was felt there was an urgent health and safety reason to safeguard public health. Money could be taken from general reserves in such an instance.

However, notwithstanding whether there was sufficient justification to take action, the Clerk stated the council would still need to obtain competitive quotations from other suppliers to supply and install a fence, to comply with its Financial Regulations. Moreover, because the fence was more than two metres in height it was likely that planning permission would be required. This would need to be checked and if necessary a planning application then submitted to Carmarthenshire County Council. These considerations would add additional time to the process, thereby taking the potential installation of a fence beyond the end of summer.

The Clerk also mentioned that the Technical and General Operations Manager had held initial discussions with a colleague from the Public Rights of Way Unit, Carmarthenshire County Council, about the possibility of locking pedestrian entrance gates at night to prevent access to the public right of way traversing the recreation ground. Initial discussions revealed that in particular circumstances, it was feasible to do this but more information needed to be exchanged with the county council before an official view could be given. The officer dealing with the matter had yet to follow up with a definitive answer on what steps could be taken to enact this measure but nevertheless, this should still be fully investigated. Locking and officially closing the gates at night would be a helpful support measure to combat the anti-social behaviour problem and would provide more powers to the police to challenge and take action if youths were still determined to gather in the recreation ground. Officers would pursue this line of enquiry.

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Local members referred to the other measures being taken by the council at the recreation ground in attempts to stamp out the unruly behaviour, particularly the planned fencing-off of the rear section of the resource centre to stop individuals congregating there unnoticed. Leading on from this observation, reference was also made to previous meetings held with Nia Griffith MP, the police and the former local members for Felinfoel, but this was all to no avail and the local members re-asserted this issue had to be dealt with urgently, and it was

RESOLVED that:

1. It be established if planning permission is required to erect a three metre fence around the perimeter of the play area.
2. Additional quotations be obtained for the procurement of the fence including information on lead-in times on delivery and speed of installation from the point of order date.
3. Money be identified in the current budget to fund the provision of a fence and if necessary utilised from other planned works in the budget, with any potential transfer between budget heads subsequently being re-instated in next year's budget.
4. The matter be acted upon with a degree of urgency with all actions being reported for determination at the next ordinary Recreation and Welfare Committee meeting.

**113. PONTHENRI RECREATION GROUND –
LOCAL PLACES FOR NATURE GRANT**

Cllr. A. Evans declared a personal interest in the item below as he was involved in the grant application process with Ponthenri Park Committee.

Further to Minute No. 77(2), members received the report of the Community Development Officer informing on progress with the application to the Local Places for Nature grant for Ponthenri Recreation Ground.

Members were reminded that the Ponthenri Park Committee was seeking improvements to Ponthenri Recreation Ground. Community consultations about the recreation ground were carried out in 2021 by the committee, revealing a number of suggestions from the public to enhance the visitor experience. Current focus centred on obtaining additional Lottery funds to match fund the council's capital contribution towards the children's play area, amongst other sought after improvements.

Pursuing a project through the Local Places for Nature grant scheme would contribute to the council's duty to promote and enhance local biodiversity, in accordance with Section 6 of the Environment (Wales) Act 2016.

Members were informed that a meeting was held with an officer representative of One Voice Wales at the recreation ground on 27 June, 2022. Part of the officer's role was to support community and town councils in Wales to apply to the Local Places for Nature grant scheme. It was outlined at the meeting that an application from the council would fare better in the submission process rather than through the auspices of the park committee.

The grant application process was in two stages: an initial enquiry was reviewed within days. If applicable an invitation to submit a full application was given. Once submitted, a decision would be made within eight weeks. Meetings were underway with experts in order to put

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together an application that contained items suitable for the existing habitat and local biodiversity.

Following discussion, it was

RESOLVED that the council prepare and submit an application in its name to the Local Places for Nature grant scheme.

114. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, 1960

RESOLVED that in view of the confidential nature of the business to be transacted, the following matters be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings Act, 1960) be exercised.

**115. DWYFOR GROWING SPACES
MANAGEMENT AND GENERAL USE OF FACILITY**

Cllr. S L. Davies and J. P. Hart declared personal interests in the following item as both were involved with discussions in their capacity as county councillors for the area and also because they were both members of Llwynhendy and Pemberton Forum.

Members considered the report of the Community Development Officer (CDO) informing of the proposed management arrangements and community access to Dwyfor Growing Space.

Moreover and further to Minute No. 318, (10 December, 2019 refers), members were reminded that the council asset transferred the site from Carmarthenshire County Council (CCC) to develop it for community use. The asset transfer was finalised on 30 April, 2021, and included a £25,000 grant to bring the space into operational use. The space was once used for allotments, however, the growing space would not be used as a traditional allotment site. Instead an agreement between the council and the community user groups/individuals would be established. For example, this could be a 12 month rolling agreement as opposed to entering into individual allotment tenancy agreements when allocating growing space to users.

To satisfy one of the conditions of the asset transfer process, architects had been engaged to contract-out elements of the grant work. A summary of completed works together with a list of outstanding work was annotated in the report.

In terms of managing the facility, the following list of issues had been identified for members to determine at a future meeting and prior to the site being opened:

- Should the facility be locked and access controlled? If so, who manages the access?
- Should the facility be provided for general community use or was access only permitted for individuals and groups that have gone through an application process?
- Should fees be charged?
- If fees were charged, who benefits and what happens to the income?

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- Who should be responsible for the energy and water costs, once these had been established at the site?
- What type of insurance cover was needed for this type of activity?

The CDO opined that access to the facility should be carefully considered to ensure the space was not subjected to abuse or vandalism. To this end, the following proposed code of conduct would set out the requirements for legitimate users to observe:

- Authorised access only;
- The front gate must be locked at all times;
- Store and safely secure all communal site-based equipment before leaving the site;
- Site based equipment must never be removed;
- No litter to be left on site. Use bins provided/take litter home;
- No unauthorised vehicles allowed on the site;
- No open fires;
- The growing space shall not be used as a place for conducting trade or business;
- Respect other site users at all times and observe site managerial requests and instructions;
- Keep all user designated areas free of weeds and in good condition.

Furthermore, a suggested management plan explaining the council's approach to using the space was appended to the CDO's report for member consideration.

Prior to determining the matters set out in the report, the Technical and General Operations Manager highlighted a contractual issue/ dispute around the level of insurance indemnity cover required by Carmarthenshire County Council (CCC) in connection with site works covered by the grant. Resolving this to the satisfaction of all parties was proving a challenge and was causing a delay. However, the matter had been assigned to a new CCC representative for attention and it was hoped a compromise could be agreed in order to progress the remainder of the site development work. By way of reply those members of the committee who were also county councillors offered to intervene if necessary to help speed up completion of the works, and it was

RESOLVED that:

1. The report be noted and accepted.
2. The management plan appended to the report be accepted and that officers co-ordinate the initial community access to the site.
3. A further progress report together with recommendations on the general management arrangements and access to the site in readiness for the growing season in 2023 be presented to committee prior to the end of the calendar year.

116. DAFEN PARK

Cllrs. S. N. Lewis and A. J. Rogers declared a personal interest in items (1) and (2) below as they were both members of Dafen Welfare Management Committee.

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(1) ASTROTURF – FACILITIES BOOKING SOFTWARE

Further to Minute no. 80(2), members received the report of the Clerk recommending the procurement of facilities booking management software for the hire of the Astroturf facility at Dafen Park.

The company (Rialtas) supplying the council's accounts software package (Omega) had a bespoke, competitive solution that integrated with the invoicing module in the Omega Sales Ledger.

Officers had received a demonstration of the product and were satisfied its functionality would meet the council's requirements, particularly with it being designed to fully integrate with the council's accounting software. The bookings software was capable of linking with the council's website for the public to view pitch availability and this was desirable to help assist with general management arrangements. The software could be also configured for managing other types of facility bookings and had been developed by a company specialising in providing solutions for the local council sector.

Following discussion, it was

RESOLVED that the quotation received from Rialtas Business Solutions Limited, Unit 5, Uffcott Enterprise Park, Uffcott, Swindon, Wilts, SN4 9NB in the sum of £982 plus VAT be accepted. The following start-up costs were provided for in the quotation:

	£
Purchase installation (linked to Omega Sales Ledger)	330.00
Training and set up	350.00
Annual maintenance support (multi 5 user licence)	302.00

(2) DUG-OUT SHELTERS

Correspondence had been received from Dafen AFC requesting permission to install concrete bases to accommodate two dug-out shelters for home and away teams at the football pitch at Dafen.

The costs would be met by the football club. The dug-outs would be secured in position on the bases during the football season and returned to storage during the off season.

RESOLVED that the request be supported.

117. LLWYNHENDY HUB PROJECT

Cllrs. S. L. Davies and J. P. Hart declared personal interests in the following item as both were members of Llwynhendy and Pemberton Forum and also served as members of the steering group, Llwynhendy Hub, which was overseeing the project.

Further to Minute No. 332 (16 December, 2021), members received the Community Development Officer's update report on progress with the project.

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For the benefit of new councillors, the report provided an overview of how the project originated together with the timeline of key milestones and actions to the present date. Planning permission had already been secured as well as in-principle agreement from Carmarthenshire County Council to asset transfer the library building and adjoining field. The report also set out the funding pledges secured from project partners and how grant applications would be submitted to make up the remaining balance of the project estimate. The intention being to make grant applications to the Lottery Community Fund People and Places (LCFPP) and to Welsh Government's Community Facilities Programme (WGCFP). The council would apply to the Lottery fund whereas Pro-vision Llwynhendy would apply for the Welsh Government grant. Pro-vision Llwynhendy was recently created as a Charitable Incorporated Organisation to oversee the day to day management and administration of the Llwynhendy Hub building upon project completion.

Members were informed that a stage 1 application to LCFPP was submitted in early May 2022. It took up to 12 weeks to be informed of a decision. An application was made for £35,000 in development funding in order to meet further professional fees in connection with translating the architectural designs to RIBA stage 4 standard and ready for tender. If successful, the council would be invited to submit a stage 2 (final) application once the tender process had been completed and a final figure had been provided for the works.

The CDO provided a meeting update on this grant application in the form of an email communication received from the Lottery Case Officer which was received after the formulation of the update report and the despatch of the committee agenda. The CDO read out the email to members. Disappointingly it was revealed that the council's grant submission for stage 1 funding to the LCFPP had not been successful.

Lengthy discussion ensued about the consequences of this and the next steps to take. The Clerk set out a suggested sequence of actions and prior to a vote being taken, Cllr. Davies requested the Clerk recorded the names of members who voted on the matter so as to show whether they voted for or against the suggested actions and as annotated in the resolution set out below:

<i>For</i>	<i>Against</i>
S. L. Davies	E. M. Evans
A. Evans	N. Evans
J. P Hart	R. E. Evans
S. N. Lewis	A. J. Rogers
A. G. Morgan	
W. E. Skinner	
B. M. Williams	

And it was ultimately

RESOLVED that:

1. The update report be noted.
2. The email communication received from the Lottery Case Officer be noted with disappointment.
3. Officers meet with representatives of 'Our Llwynhendy' (project partner) to inform them of the unsuccessful outcome of the application to LCFPP for stage 1 funding and to seek further clarification on how they envisaged the project proceeding given 'Our Llwynhendy' had

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already funded the project feasibility study as well as funding large elements of the preliminary work, alongside the council.

4. Officers be authorised to investigate other grant funding options in the interim.

5. The matter be referred back to the committee for further consideration once points 3 and 4 above had been fully discharged.

**118. FINANCIAL SUMMARY REPORT
SWISS VALLEY COMMUNITY HALL – 31 MAY, 2022**

Members were circulated with the Statement of Accounts received from the above management committee.

RESOLVED that the annual grant of £400 be made to Swiss Valley Community Hall for the year ending 31 May, 2022.

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The Meeting concluded at 6.43 p.m.

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The afore-mentioned Minutes were declared to be a true record of the proceedings and signed by the Chairman presiding thereat and were, on 11 October, 2022 adopted by the Council.