



## **MINUTES OF FACILITIES MANAGEMENT COMMITTEE MEETING**

**Held remotely via Microsoft teams on Thursday 21<sup>st</sup> October 2021 – 10 am**

### **Meeting Details:**

Date: Thursday 21st October 2021

Time: 10:00 am

Location: Meeting held remotely via video conference under the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020

Chairperson: Cllr Alan Wathan

Staff: D Jones (Deputy Town Clerk/RFO) Rhiannon Stone (Acting Facilities Manager) Karen Davies (Acting Facilities Officer) H Jenkins (Finance & HR Officer - Minutes)

### **In attendance:**

Cllr S Bletsoe (Mayor)

Cllr S Baldwin

Cllr D Unwin

Cllr A Wathan

Cllr L Walters

### **1. To Receive Apologies for Absence**

Apologies were received from Cllr. I Williams and Cllr F Bletsoe

### **2. To Receive Declarations of Interests (if any) of Members in respect of the business to be transacted.**

A personal declaration of interest was received from Cllr S Bletsoe on agenda item 8 - recommended a company friend to submit a quote.

A personal declaration of interest was received from Cllr. S Baldwin on agenda item 19.

### **3. To Confirm and Sign Minutes of the Facilities Committee Meeting held on 16th June 2021**

The minutes of the Facilities Committee meeting held on the 16<sup>th</sup> June 2021 were confirmed as a true and accurate recording of discussion and duly signed by the Chair of

Committee.

**4. To Consider Matters Arising from the Facilities Committee Meeting held on 16th June 2021**

Page 3 – Item 7 – Cllr D Unwin requested an update on the resolution of the damp issue at Carnegie House.

The Facilities Manger informed Committee that she had made initial enquiries from the company list submitted by Cllr. D Unwin for specialist contractors to view and remedy the damp issue but is currently waiting for a response.

Committee discussed the essential need to resolve this issue and the Facilities Manager agreed to chase up the specialist contractors.

**5. To discuss facilities workload priorities list.**

The Deputy Clerk informed Committee that this agenda item had been deferred from the previous meeting and a work in progress document is currently being worked on with the aim to present it to Committee at a future meeting outlining the workload and priority listing.

The Deputy Clerk gave a verbal update on current workload around the Town Hall, Remembrance, Christmas Lighting, Allotment inspections and renewals, COVID risk assessments, management of the outdoor team, compliance issues and cyclical maintenance including, fire, security of buildings, gathering of quotes for essential works, producing reports for meetings and looking at budgets for the Town Hall and Carnegie House. The Deputy Clerk advised that the Acting Facilities Manager is involved in a wide range of issues.

Committee discussed the issue of staff returning to Carnegie House however the health and safety aspect of the damp along with COVID restrictions and poor ventilation within the office felt that it was only possible for three to work from the main office area with another two in the chamber area. The archive room was discussed and due to the damp issue, it was proposed to prioritise moving the archive over to the New Town Hall.

Committee felt that as discussed in the agenda item 4 the resolution of the damp issue needs to be prioritised, and Committee discussed the possibility of outsourcing some works as a recommendation of a way forward, however this would need to be time limited, and no further projects should be added to the current extensive workload.

**Resolved: Cllr D Unwin proposed that a solution to the damp is prioritised after the Remembrance events, this was seconded by Cllr. S Bletsoe**

**Resolved: Committee agreed to defer to the next meeting the outsourcing of an external contractor until the priorities workload list is presented at the next meeting before any costing and projects can be fully formalised.**

**Resolved: Cllr S Baldwin and Cllr. S Bletsoe agreed to put forward a motion to Full Town Council to determine a way forward.**

**6. To discuss schedule of requirements to ensure H&S compliance in preparation for reopening Carnegie House.**

The Deputy Clerk noted that as discussed in the previous agenda item which are linked, it seemed unlikely that Carnegie House would re-open to the public by the 4<sup>th</sup> January 2022. Christmas events need to be prioritised

The Facilities Manager noted that she is currently trying to get documentation in place with some quotes having been received on water services, legionella risk assessment etc.

The Deputy Clerk asked Committee to consider delegated authority to progress and make decisions on small costs which are under the current threshold for works to progress.

**Resolved: Committee approved the Deputy Clerk and Facilities Manager delegated authority of £500 with the Town Clerk having delegated authority of £1,000 and anything over this amount would be brought to Committee for approval.**

**7. To consider current workload and priorities of outdoor maintenance team**

The Facilities Manager updated Committee on the workload of the outdoor maintenance team who are currently preparing for Remembrance along with works undertaken on weeding, graffiti removal, refurbishment of two bus shelters, and a complete refurbishment of railings by Tesco, a weekly check of the Town Hall such as water flushing, and security, weekly emptying of the dog bins and cleaning of the lighting at the war memorial. The team have recently finished construction of an “unveiling system” for the Blue plaques ceremony which was commended by the committee. Following Remembrance and over the winter months the team will undertake annual inspections of grit bins and reviewing inspections to feed back for inclusion in the financial assets register.

**Resolved: Committee agreed that should any Councillors have additional areas of works for the outdoor workers these would need to be placed as an agenda item for discussion at a future Facilities Committee meeting.**

**8. To consider quotes for supply and installation of permanent external CCTV at the New Town Hall**

The Facilities Manager provided quotes to Committee for their discussion and consideration.

Following a discussion Committee proposed the contract be awarded to Bryncethin CCTV as they include quarterly servicing and maintenance of equipment.

**Resolved: Committee approved the supply and installation of CCTV to Bryncethin CCTV which was proposed by the Chair Cllr. A Wathan and seconded by Cllr. S Baldwin.**

Committee requested that the Facilities Manager serve notice to the current provider JPR Phoenix Ltd.

**9. To review security alarm monitoring and maintenance quotes and out of hours key-holding and alarm response for Carnegie House and New Town Hall**

The Facilities Manager informed Committee that Bluestone are currently contracted for out of hours key holding and alarm for both Carnegie House and the Town Hall.

Cllr. S Bletstoe noted that he had received communication from Cllr. T Wood that residents surrounding the Town Hall have complained that the alarm keeps sounding and Committee discussed the possibility of the alarm system being updated.

Committee recommended advertising the contact number for Bluestone on the Bridgend Town Council website with a possible leaflet drop to residents in the surrounding area.

**10. To consider quotes received for the annual service of air handling units at Carnegie House**

The Facilities Manager provided three quotes and asked Committee for their recommendation. Following a discussion on all three quotes obtained Committee approved the contract be awarded to Chillwise Services Ltd.

**Resolved: Committee approved the contract for the annual service of air handling units at Carnegie House to Chillwise Services Ltd, this was proposed by the Chair Cllr. A Wathan and seconded by Cllr. D Unwin.**

**11. To consider quotes received for a service of the Evacuation Chair at Carnegie House**

Committee discussed the quotes presented and approved the company Safety Chair.

**Resolved: Committee approved the company Safety Chair for the service of the evacuation chair at Carnegie House.**

**12. To consider quotes received for works required to BTC van as identified in 2021 MOT and Service**

The Facilities Manager informed Committee that the outdoor team had notified her that the trim was missing from the outdoor worker van which resulted in the fuel cap not closing properly and new tyres and brake discs and pads were required.

**Resolved: Committee approved that the trim repair is undertaken by Bridgend Ford.**

**Resolved: Committee approved the purchase of front tyres and brake discs and pads from ATS Euromaster.**

**Resolved: Committee approved the general road works for the outdoor van such as MOT and vehicle repairs to be given delegated authority to the Town Clerk, Deputy Clerk and Facilities Manager if under the current threshold without the need to be brought before the Facilities Committee.**

**13. To Consider the ground maintenance of the Town Hall and decide if works should be carried out in-house or outsourced**

Committee discussed the ground maintenance issue of the Town Hall and Cllr. D Unwin recommended the outsourcing of works on an annual basis which would be controlled and inspected with the removal of all debris as the most cost-effective option, this would leave the outdoor team to undertake necessary works within the ward areas.

Committee agreed that as a one-off situation to keep the area maintained throughout the winter period until a future project regarding the grounds is discussed by Full Council and that three or four quotes should be sought for a general clean-up of the area to be undertaken.

**Resolved: Committee agreed for quotes to be sought as a one-off situation for the improvement and maintenance of trees and bushes and approval on costs only brought back to Committee if over the delegated budget threshold.**

**14. To note the Flood Risk Maps prepared by Natural Resources Wales for Carnegie House and the New Town Hall**

The Town Clerk informed Committee that the flood risk maps had been presented to Committee to pursue insurance for flooding for Carnegie House and the Town Hall and asked Committee to consider the minimum risks to be covered.

The Acting Facilities Manager advised that the basement of Carnegie has had a history of flooding but there is a pump in place. Following a discussion Committee accepted the risk of flood to ground level but not to property and equipment and requested that the Town Clerk inform the Insurance company to obtain costs which will then be submitted and reported to the Full Town Council for approval.

**15. To Consider Summer Planting proposals for 2022**

Cllr. D Unwin informed Committee members that the provision of the floral towers had been successful this year and proposed that no hanging baskets are provided for next year. The Town Clerk noted that an enquiry had been made to her from the Manager of the Rhiw Shopping Centre requesting hanging baskets however Committee felt that the height location of the baskets was too problematic for the outdoor team to undertake watering. A discussion took place regarding the change of date for collection of the 2021 summer planting by the appointed contractor. A proposal to look at a 3-year contract was discussed however members felt that with the upcoming elections due for next year it would be better to proceed with a one-year contract so the new council can review any future proposals.

**Resolved: Committee agreed to the proposal to continue at the same level as this year with quotes on costs to be submitted and locations to be provided.**

**16. To review resolution to postpone acquisition of GIS mapping system**

The Deputy Clerk noted that at a previous Full Town Council meeting it had been proposed to postpone the acquisition of a GIS mapping system however the Deputy Clerk asked Committee to consider introducing a GIS mapping system at a cost of £450

**Resolved: Committee agreed to acquire the GIS mapping system as a necessity going forward.**

**17. To Consider purchasing a new Gum Busting Machine**

Committee discussed the issue of gum removal and who would undertake the work which needs to be considered and agreed to defer this issue to another meeting of the Facilities Committee.

**18. To consider request from NCHCC for additional dog bin collection**

The Deputy Clerk noted that a waste carrier licence is now in place with further information needed on how to dispose of the waste safely.  
Committee agreed to defer this item when further information is provided.

#### **19. To discuss Ruhamah burial ground**

- a. **To receive update on formal Community Asset Transfer from BCBC to BTC**  
**Resolved: This issue had been dealt with at the Full Town Council meeting held on the 18<sup>th</sup> October 2021**
- b. **To consider a request from adjoining property owner to undertake tree works**

#### **20. Allotments**

- a. **To consider quotes received to undertake fence repairs at Great Western Avenue Allotments**

The Facilities Manager updated Committee that seven quotes had been requested and one quote had been received. A further company has expressed an interest but to date had not contacted the adjacent property owner to arrange an inspection as only one quote had been received a direction was sought from committee.

**Resolved: Committee approved the quote of £833 on a split of 50:50 with Bridgend Town Council paying in full and reclaiming the other half.**

- b. **To discuss general weeds / grass growth at various locations (deferred from full council)**

Cllr D Unwin had previously presented a report following a site visit on the 10<sup>th</sup> August 2021 and suggested work being undertaken by an outside contractor as a more efficient way going forward.

**Resolved: Committee agreed for the Facilities Manager to obtain quotes for this work to be undertaken by an outside contractor.**

- c. **To discuss clearance of dumping of green waste / car parking areas**

Committee discussed the dumping of green waste and noted that this was unacceptable with implications to the allotment tenancy, however agreed that this waste needed to be removed so requested the Facilities Manager to obtain quotes for an outside contractor to undertake this work.

**Resolved: Committee agreed for the Facilities Manager to obtain quotes for this work to be undertaken by an outside contractor.**

- d. **To receive update regarding overgrowth from Dainton site to south/western boundary**

The Deputy Clerk informed Committee that a letter had been sent to the Manager at Dainton requesting the removal of growth on the boundary site and had received a response that this would be undertaken.

- e. **To discuss Great Western Avenue Allotments Communal shed and toilet facilities**

Cllr. D Unwin informed Committee that the shed at Great Western Avenue had been donated by Tata Steel for use for allotment tenants however not all allotment holders have access to the shed. It was noted that a toilet is sited within the shed although not plumbed. Committee felt that no other allotment sites have the use

of a toilet facility and therefore this was not a requirement at Great Western Avenue.

Committee discussed if the shed was safe and fit for purpose and if not, it should be removed, however it was reiterated that the shed was to be provided for all tenants.

**Resolved: Committee felt this issue needs to be resolved and a new number pad lock should be installed to give access to all tenants and complaints should not have an impact on the Town Clerk, Deputy or Facilities Manager.**

**f. To discuss Great Western Avenue site representatives**

The Town Clerk informed Committee that there is currently no democratic voting process for the election of site representatives which are rolled over annually and that their role is as a liaison between council and tenants in a communication role only.

The Facilities Manager informed Committee that the Facilities team are currently working on a welcome pack for new tenants which should improve matters and noted that the site representative from Waunscil has relinquished his role due to ill health.

**Resolved: Committee agreed to defer this issue until early spring 2022 and this could be communicated via the Allotment Newsletter to investigate this issue further.**

**g. To discuss general future of allotment site inspections**

Committee were informed that the Facilities Team are currently undertaking inspections approximately on a quarterly basis and that the previous allotments subcommittee undertook annual inspection of all sites. Cllr. D Unwin suggested that this might assist staff as a presence to tenants, the Chair Cllr A Wathan also agreed that he would be happy to attend an annual site inspection and it was proposed this could take place around July/August.

**h. To discuss allotment site competition**

The issue of an allotment site competition was discussed by Committee and it was agreed to communicate via the allotment newsletter to obtain the views of the allotment tenants on this issue.

**Resolved: Committee agreed to include the advertisement of the allotment site competition to view the feedback from allotment tenants.**

**i. To consider a request for permission to erect a polytunnel and beehive on plot 13A Dunraven Allotment Site**

The Facilities Manager informed Committee that she had received a request for the erection of a large poly tunnel and beehive and requested Committee's approval. The fact that an existing tenant at the Dunraven Site had an allergy to stings was discussed.

Committee considered the request and concluded to adhere to National Allotment Society guidelines for all poly tunnels to be not more than 8 by 10 and to seek direction and follow the policy guidance in relation to beehives.

**Resolved: Committee agreed to adhere to National Guidelines for the installation of poly tunnels and set a policy of a maximum size of 8 by 10 foot. Committee also resolved to allow the request for a beehive on plot 13A and that tenants be advised they must follow guidance from the Beekeepers Association regarding beehives.**

## **21. To Consider investigating New Allotment Sites**

Cllr. D Unwin informed Committee that new Local Development Plans covering all aspects of land use had recently been undertaken and an allotment audit had been carried out. Cllr. D Unwin suggested to await the conclusion of the Local Development Plan report before any increase of allotment sites would be investigated.

**Resolved: Committee agreed to await the L.D.P. report for reference on this matter.**

## **22. Correspondence**

### **a) Letter from Bridgend Quakers in relation to their Allotment Proposal**

**Resolved: Committee agreed to offer advice and support, but the management of the land should be left to the Bridgend Quakers.**

### **b) Email from Great Western Avenue site representative regarding proposal for Queens Platinum Jubilee**

**Resolved: Committee considered the issue and requested the Facilities Manager to respond to the site representative that the proposal for the Queens Platinum Jubilee would be looked at in due course.**

### **c) To consider correspondence received from tenants at Jubilee Road Allotment Site in relation to the site representative.**

The Town Clerk informed Committee that tenants had been vocal in the past in relation to site representatives with many issues being simply a matter of misunderstanding, however it was noted that the issue of site representatives would be reviewed in January/February 2022

## **Any Other Business:**

The Town Clerk informed Committee that she had received an email from Annabelle Hegarty from HDL Ltd requesting the instruction of the Bridgend Town Council outdoor worker team to undertake pruning work around the Randall Memorial and noted that the outdoor team had been approached directly to undertake the work.



Committee requested the Facilities Manager to contact Hegarty's to see if a photo could be provided of the foliage prior to the plaque being put in place to gauge how much pruning is required.

**Resolved: Committee agreed for the outdoor team to prune back the area around Randall Memorial before the spring.**

The Facilities Manger informed Committee that skips have been ordered for all allotment sites in addition to the two skips recently provided to Jubilee which had been approved.

**The Meeting Closed: 12:48 pm**

**Signed .....**

**Date .....**

**Chair of Facilities Management Committee**