



**Newcastle Higher Community Council
Cyngor Cymuned Castellnewydd Uwch**

DRAFT

**MINUTES OF THE Maintenance and Wellbeing Joint Committee MEETING
[HYBRID/ZOOM] HELD AT St John's Ambulance Hall, Minerva Street, Bridgend and online
via Zoom.**

Monday October 30th 2023 at 6.30PM

Presiding: Cllr Dave Hopkins

Present: Cllr Julie Kemble, Cllr Mike Flanagan, Cllr Marged Griffiths, Cllr Dave Hopkins, Cllr Beth Morgan, Cllr Sarah Botterill

Apologies: N/A

Absent: Cllr Gaynor Hewitt, Cllr Richard Hughes

M01/23: Welcome and receive apologies

- Cllr Hopkins chaired the meeting and welcomed all attendees.

M02/23: Declarations of interest from members to be highlighted (if any)

- None noted.

M03/23: Welcome and general update.

- A suggestion had previously been made to merge the Maintenance Committee and Wellbeing Committee, and so members of both committees were in attendance to discuss the proposal.
- It was noted that the maintenance committee cover a lot of functions within the council so the proposal to merge the wellbeing and maintenance committee into a joint force would allow 'more boots on the ground' approach and hopefully drive future projects forward and gather information etc. faster in order to progress to full council and gain approval.

- Cllr Hopkins stated that having a joint committee with a larger number of members needs to be monitored carefully and ensure proper process is still followed through full council. He explained that the Maintenance Committee had started working in pairs to lead and take forward projects and suggested if the two committees merge, that they could continue to work like this.
- It was agreed that a new committee would encompass all aspects of maintenance and community welfare and wellbeing across the wards, also to adopt a different name to capture the purpose of the joint committee.
(Options: **Maintenance, Welfare & Projects Committee MWP // Projects Committee**)

. A.P. Proposal to merge the two committees to be added to agenda of NHCC November meeting, for full council approval.

M04/23: Christmas Lighting Update

- Cllr Hopkins will email Darren from Floodlighting Electrical and ask for update ref installation.
- The Clerk confirmed the payment will be processed tonight to Festive Lighting and the new motifs will be delivered to Floodlighting Electrical.
- The Clerk to confirm with Liam (BCBC) ref the details for the Christmas tree for Tyn-Y-Garn.
- The clerk to speak to Liam ref utility costs to be billed to NHCC for festive lighting.

M05/23: Hanging baskets tender 2024 to include 2 displays at PYF & Aberkenfig

Quotes:

- Cllr Hopkins will speak to and meet with Rowan Hobbs along with Cllr Morgan to specify the new requirements mapping and purchase of baskets for 24/25 by the next committee meeting. This will then contribute to the tender process for 24/25 hanging baskets.
- It was highlighted that the council will need to put a tender together for hanging baskets (supply, and maintenance), the tender to include the current locations and potential new sites for baskets, and displays. The Clerk will search for previous tenders used and use as a base.
- Following a discussion about how the tender should be progressed, it was agreed to utilize 'Sell to Wales', a free system which would give NHCC a more professional footing. The different elements of the tender could be itemized into lots, though one supplier to provide all aspects of the work would be preferable (i.e. the end to end process of providing flowers, fitting baskets, watering, removal and storage of baskets).

- It was highlighted that we should ensure the old hanging baskets are repurposed or used again, it was suggested that The Clerk contact local schools and ask if they would like them to use as part of their class activities and school gardens. – The Clerk will draft a letter. Alternatively, the Allotment society may utilize them.: Rowan Hobbs will store them for now.
- It was noted that the council need to have more control over the flower choices and stipulate requirements in the next tender. Feedback that we need more color.
- The tender needs to be put out in January and awarded mid February to ensure ample time for planning and planting for the spring and summer months. New brackets and baskets to be sourced and purchased in the meantime.
- Cllr Hopkins will speak to Rowan Hobbs by the next committee meeting (about what??) .
- It was suggested that the committee and council look at a 2 year tender with the option to extend.

A.P Cllr Botterill and Cllr Griffiths to prepare a draft tender; the Clerk to find and send previous one for reference.

M06/23: Pheasant Field Cutting 2024 tender

- Cllr Hopkins has had a few meetings with current supplier, the service has improved toward the end of the season.
- It was suggested that the tender specified weekly cutting during the summer seasons, the contract for this needs to be put out for tender and look at 2 year tender again.

A.P. Cllr Botterill and Cllr Griffiths to lead on this with Clerk.

M07/23: Aberkenfig Square and Dan-Y Lan/Woodland area

- One quote received to just clear bindweed problem on the square using chemicals however this is going against the original plan to dig all of the bed up and clear the infestation. It was highlighted that this quote was expensive for the work planned and the original plan of removing all the soil and bedding should be undertaken.
- The Clerk has been asked to source 3 comparative quotes (digging out and tidying area and possible replanting) Any quotes / meetings to be liaised through Cllr Hopkins and Cllr Morgan in the first instance. Quotes to be ready to produce to full council in December meeting

A.P. Clerk to source 3 comparative quotes. TIMESCALE: Quotes to be ready for the December meeting in order for the work to be carried in in February at the latest.

A.P. ** Councillors to meet at 8.30am on Monday 6th November to weed and cut back any overgrowth to ensure the Aberkenfig square is clean and presentable for Remembrance Day service.**

- Following up on a request from a local resident Cllr Hopkins had visited Dan y Lan and viewed the area at back of house and along stream and woodland. He provided members with an update, that residents had some concerns about the trees falling in heavy wind, and some stream/ embankment issues. It was highlighted that the woodland and previous communal area has been neglected in recent years. Cllr Hopkins doesn't think there is an immediate danger, however this is something the Maintenance Committee should take forward.
- It was agreed that work for the Woodland/ Dan-y-Lan needs to be tendered and comparative quotes considered. Clerk to Contact Matthew (Business Card from Cllr Hopkins email) and arrange with Cllr Hopkins to go and visit the site and determine possible needs and next steps.
- The possibility of introducing a part time/ occasional maintenance worker to maintain the community areas was discussed. Agreed that this is something the council could look at in the near future when the outstanding work has been completed and the areas are more maintainable. The existing costs of maintenance work to be calculated to consider the viability of this option.

M08/23: Disabled access for the Pheasant Field

- The two gates need to be replaced to enable disabled and pushchair access, however, although not accessible, the existing 'Kissing gate' is a good way to ensure children's safety as the exit leads directly on to the main road. Replacement gates need to be accessible but also ensure that it has been risk assessed to ensure children cannot run out on to the road.
- It was suggested that it would be helpful to engage with local Disability organizations for their advice on safe solutions. Cllr Griffiths to contact Anita Davies, Sight Life.
- The Clerk highlighted possible grants and funds available. Cllrs Kemble and Griffiths to contact Guy Smith from BCBC to arrange a site visit and discuss potential funding/grants.

M09/23: Grit Bins Purchase update

- Cllr Bennett and Cllr Gebbie have been leading this. The Clerk advised that engagement needs to take place for the residents where the grit bins are to be placed. Clerk will get update from Cllr Bennett and report back.

M10/23: Clerk's observations/ recommendations: Meet your Councillors

- The Clerk recommended a 'Meet the councillors' page for the new website launch. It was suggested that we promote what the councillors are doing in the community to

enhance image and awareness of the community work. Future Blog feature is an option.

- It was highlighted that any Welsh language use should be promoted, Cllr Botterill advised that we should ensure we use an authorized translator: Clerk to obtain 3 quotes for potential translation services going forward.

M11/23: Cllr's Hewitt's email ref applying for free trees to plant

- It was suggested that Cavendish Park field could be used as a Community orchard site, however it was agreed that current priority areas of work should be maintained and delivered and bring them to a standard before committing to further plans and projects. Agreed to pursue in the future.

M12/23: Committee Chairs additional agenda items to be raised if needed.

The Chair thanked all council members and members of the public for attending.