

## MAESTEG TOWN COUNCIL

Minutes of a **PROPERTY, H&S COMMITTEE MEETING**  
held remotely via Microsoft Teams, on **Tuesday, 11<sup>th</sup> May 2021.**

**PRESENT:**

**COUNCILLORS:**       **R PENHALE-THOMAS (CHAIR)**  
P Jenkins, R Martin, G Thomas and I Williams

**DECLARATION OF INTEREST:** None

**506. BUILDING CONDITION REPORT AND MAINTENANCE PLAN**

Members had been provided with the 66-page building condition report and maintenance plan whereby it has listed a number of serious issues. The report has listed the urgency of works to be done under the following priorities:

**Priority 1 - Immediate**

Work which should be put in hand without delay for public safety or health and safety reasons, to prevent imminent damage or to arrest rapid deterioration. This can include immediate further investigation.

**Priority 2 - Urgent**

Work which should be put in hand within weeks or months, or a year and a half at most. Failure to do so would be likely to result in significant further damage or deterioration and increased cost.

**Priority 3 - Necessary**

Work which should be carried out before the next five-yearly inspection, for which there is time to plan, and which can be integrated with other work. This is work which is due in order to keep the building in a state of good repair and to maintain the value and usefulness of the estate. Most repair work should come into this category.

**Priority 4 - Desirable**

Work which is desirable, if not strictly necessary, but which may improve the functioning or performance of the building or enhance its architectural or aesthetic qualities. Alternatively, work which is not due, but is likely to become so before the next five-yearly inspection and which can sensibly be incorporated with other work. Much minor restoration work, such as the reinstatement, where appropriate, of suitable windows, should come into this category.’’

**Summary of Priorities**

Below is a simple list of the aspects identified and discussed in this document, broken up into the 4no. Priority groups assigned to them.

### **PRIORITY 1**

- Chimneys - Masonry to South West Chimney
- Chimneys - Masonry to North West Chimney

### **PRIORITY 2**

- Roof - Lost, Slipped & Damaged Roof Slates
- Roof - Timber Louvre Cupola & Leaded Dome
- Roof - Rear Rain Water Pipes
- Roof - Portico Roof
- Roof - Portico Soffit
- External Masonry Walls - Rubble Stonework Delamination
- External Masonry Walls - Rubble Stonework Cracking
- External Masonry Walls - South Elevation Cracked Window Cills
- External Masonry Walls - Cracked Window Lintols
- External Masonry Walls - Cracking & Gapping in Brickwork
- Interior – Various Ground Floor Issues

### **PRIORITY 3**

- Roof - Gaps in Ridge Tiles
- Roof - Rainwater Goods, Fascias & Soffits
- Chimneys - Masonry to South West Chimney
- Chimneys - Masonry to North West Chimney
- Chimneys - East Chimney Stack
- External Masonry Walls - Top of Front Elevation Wall
- External Masonry Walls - Portico Entablature
- Exterior - Portico Floor
- Interior - Damp to First Floor Front East Rooms
- Interior - Damp to First Floor Front Staircase
- Interior - Moisture Ingress to Rear Central Area
- Interior - Rotten Cill(s) to Assembly Room
- Interior – Various Basement Issues
- Interior – Various Ground Floor Issues
- Interior – Various First Floor Issues
- Interior – Various Roof Void Issues

### **PRIORITY 4**

- Interior – Various Basement Issues
- Interior – Various Ground Floor Issues
- Interior – Various First Floor Issues
- Interior – Various Roof Void Issues

The Chair advised that he and the Clerk had met remotely with BCBC Regeneration Team to discuss whether the works listed would qualify for grant funding. Officers advised that yes, they would be covered, however they cannot guarantee funding.

They strongly advised that Maesteg Town Council engage with an Agent who would be able to complete the Grant application form and liaise with various trades companies to tender for the works. Officers reiterated that there may be grant funding up to a maximum of £250k whereby BCBC pay 70% of the costs and they can also fund 50% of the Agents costs.

Members discussed that the Architect who had completed the building condition report and maintenance plan be invited to act as the Agent for Maesteg Town Council as he already had knowledge of the issues and conservation methods that need to be used to bring the building back into a state of good repair.

Members were advised that it would be a good starting point to have all external works carried out simultaneously in order to minimise the time needed for scaffolding to be up around the building. To date due to the urgency of the works needed for Priority 1 list, the Architect had contacted 2 stone masons to quote for the works and only Dawson's Stone Masons were able to provide a quote including scaffolding. Dawson's are the stone masons currently working on the Town Hall and have also quoted for all of the chimney works in Priority 1 & 3 at a cost of just under £10k. Clerk advised that BCBC Conservation Officer is fully aware of the works to be carried out due to the urgent nature and has agreed to the methods to be used.

**RESOLVED:**

- Clerk to request Full Council via email / WhatsApp vote for the Chair to invite the Architect to act as Agent and to arrange the priority 1 work as a matter of urgency

**507. PUBLIC TOILETS**

The Chair advised that due to a high number of complaints received from residents and traders, he met with a senior officer from BCBC to discuss the Herras fencing and possibility of reopening the public toilet at the rear of Maesteg Town Council building.

They discussed 3 possible options:

1. Scaffolding for the works covers the building might provide enough protection to the door at the rear of the building
2. If the scaffolding doesn't then MTC can create low scaffold walkway to give protection to the rear of the building
3. Hire a single portable toilet

Members deliberated the 3 options and felt that the option of a scaffold crash deck would be a low-cost option whereby the current works scaffolding was only quoted for the work to the chimneys.

Members then discussed the ongoing complaints and issues with the APC in Llynfi Road car park whereby many residents are anxious to use for fears of the door opening or not opening. It was discussed that Council need to see the contract for the toilet as many felt that there would be get out clauses for a toilet that isn't really used by the residents (money emptied recently £10.65 for over a year since last emptied).

**RESOLVED:**

- Cllr G Thomas to provide contacts to the Clerk in order to get quotes for a scaffolding deck / canopy once quotes are received create a WhatsApp vote with Full Council to proceed
- Clerk to contact JC Decaux for a copy of the contract to the Llynfi Rd APC

**508. UPDATE ON VEHICLE HIRE FOR CMO**

The Clerk advised that since the last meeting a number of lease hire companies had been contacted and only one had responded £252 + VAT per week. The Clerk advised that they were finding it difficult as we were only requesting with an initial 6 months lease and that the vehicle being a 4x4 was also difficult to source. SHB were also contacted as they supply a range of specialist vehicles, however the quote had yet to be received. Cllr G Thomas advised that he would contact the lease hire company that his employer uses to see if he could get a quote from them.

**RESOLVED:** Cllr G Thomas to contact lease hire company

**509. UPDATE ON EQUIPMENT FOR CMO**

The Clerk advised that since the last meeting a number of companies had been contacted to quote for the ROW equipment. To date only one company had responded with the other 2 companies saying they will respond but have not. It was discussed that this is now hindering the work of the CMO as he does not have the equipment to clear the ROW with the contractor. A member found a brush cutter on the internet at a fraction of the price; however, it was noted that there are lots of legislation for industrial equipment and a legal requirement that the equipment meets certain criteria for professional usage which an online company cannot provide. Additionally, should there be any issues with equipment it's easier to return to a reputable company than online.

It was **agreed** that the Chair uses plenary powers and liaise with the Chair of Finance to purchase the equipment from the company.

The Clerk requested where would the equipment be stored as there would be H&S issues to store in the basement of the building. The Chair provided members with an offer from Caerau Market Garden that storage of equipment and vehicle could be located there for a peppercorn monthly rent. This offer was discussed and the Chair also advised that there may be a small unit at Heol Ty Gwyn becoming available soon at a cost of £2k per annum. Members deliberated and **agreed** that the option of Heol

Ty Gwyn be investigated further and the Clerk to ask the current contractor if the equipment can be stored with him for the time being.

**510. UPDATE ON WORKS TO COUNCIL BUILDING**

The Clerk advised members that following a recent Lift Service the engineer had found that the light in the lift is damaged and recommended that this be repaired. A quote for this work had been received to replace the current light fixing to an LED unit at a cost of £786.20 + VAT. Members discussed this cost and it was agreed to ask the CMO whether this would be something he could do, failing this contact electrician to quote for the works.

**511. ANY OTHER ITEMS RELATING TO PROPERTY, H&S**

1) Members were advised that Maesteg Henshed were recommencing their meetings from 12/05/2021 and that they had been advised that they need to keep full Track and Trace records, limit numbers to 15 and that spaces are to be booked before the day.

Members were advised that the Maesteg Branch RBL were starting their meetings 11/05/2021.

Members asked whether there was a policy for room renting? Whereby it was noted that historically there was no charge for charitable / community groups to use the meeting rooms, however CAB were charged when they rented the entire 1<sup>st</sup> floor. Additionally, the Clerk of Llan Middle CC is charged a daily rate and previously political group meeting were charged per session.

The Clerk also mentioned a recent request from AWEN to possibly rent the upstairs conference room whereby they are working on a modern version of Shirley Valentine in Welsh and are looking for 3 days potentially end of September / early October. The officers are visiting on Monday 17<sup>th</sup> May to see if the room would be suitable.

It was **agreed** that a policy would need to be devised with room hire rates for all the different groups looking at renting a space from Maesteg Town Council.

2) Members queried when the offices would re-open to the public? The Chair advised that previously it had been agreed that this would be inline with BCBC who are not looking to re-open until September at the earliest. Members queried what progress had been made with the Ring Doorbell? Clerk advised that nothing had been done yet as there were a number of Ring Doorbells on the market and further clarification / assistance was needed. The Chair advised that he would

provide the assistance with purchasing the Ring Doorbell. It was **agreed** that once installed the office could re-open with an appointment system to begin with.

It was **agreed** that the Chair uses plenary powers and liaise with the Chair of Finance to purchase the Ring doorbell.

**RECCOMENDATIONS:**

1. Clerk to request Full Council via email / WhatsApp vote for the Chair to invite the Architect to act as Agent and to arrange the priority 1 work as a matter of urgency
2. Cllr G Thomas to provide contacts to the Clerk in order to get quotes for a scaffolding deck / canopy once quotes are received create a WhatsApp vote with Full Council to proceed
3. Clerk to contact JC Decaux for a copy of the contract to the Llynfi Rd APC
4. Chair uses plenary powers and liaise with the Chair of Finance to purchase the ROW equipment.
5. Chair to continue to liaise with BCBC for the unit on Heol Ty Gwyn
6. Cllr G Thomas to contact lease hire companies to get quotes for a 4x4
7. Clerk to liaise with CMO and possibly Electrician for lift light replacement.
8. Chair uses plenary powers and liaise with the Chair of Finance to purchase the Ring doorbell.

**Minutes emailed to all Councillors to Read on 12<sup>th</sup> May 2021**

**Minutes accepted at a remote meeting of the Council  
held on 1<sup>st</sup> June 2021**

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**Chair of Property, Health & Safety Committee**

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**Mayor**