



Minutes of a HYBRID meeting of the **ENVIRONMENT / ROW COMMITTEE** held at the Council Chamber, Council Offices, Talbot Street, Maesteg and remotely via Microsoft Teams and, on **Tuesday, 11<sup>th</sup> June 2024**

**PRESENT:** Clerk  
**COUNCILLORS  
IN PERSON:** C Davies, G Williams and I Williams  
**ONLINE:** P Davies and R Lewis  
**APOLOGIES:** N/A

**DECLARATION OF INTEREST:**

Cllr C Davies declared an interest in any items relating to Bridgend County Borough Council.

Cllrs C Davies and G Williams declared an interest in any matters that may relate to Caerau Men's Shed.

Cllr C Davies declared an interest in any matters that may relate to Maesteg Gleemen

**63. TO ELECT A CHAIR FOR COMMITTEE**

At the AGM it was agreed that the committee elect a Chair at the first meeting of the Committee.

Cllr P Davies **proposed** seconded by Cllr I Williams that as the Mayor is part of the committee, they are also elected as Chair of the committee.

It was **agreed** that Cllr C Davies is the Chair of the committee.

**64. TO DISCUSS A TENDER FOR THE REPLACEMENT OF THE CMO**

Prior to the meeting members were provided with the following:

Following May Full Council confidential minute 591 it was agreed for the ROW / Environment Committee to write a tender document for the replacement of the CMO.

The Clerk, having discussed with the CMO the following will need to be included within the tender:

## **Rights of Way**

<b><u>ROW</u></b>	<b>Based on 2023/24 figures</b>	
	Summer (Apr – Sept)	Winter (Oct – Mar)
Maesteg 2a	5 times	Inspect once or twice during the Winter months to check for fallen branches / trees etc
Maesteg 6	6 times	
Maesteg 15	6 times	
Maesteg 20	2 times	
Maesteg 23a	5 times	
Maesteg 24	5 times	
Maesteg 27	4 times	
Maesteg 36	8 times	
Maesteg 37	1 time	
Maesteg 37a	3 times	
Maesteg 38	3 times	
Maesteg 39	2 times	
Maesteg 40	7 times	
Maesteg 41	4 times	
Maesteg 42	6 times	
Maesteg 43	3 times	
Maesteg 44	2 times	
Maesteg 45a	5 times	
Maesteg 46	5 times	
Maesteg 46b	1 time	
Maesteg 47	3 times	
Maesteg 48	3 times	
Maesteg 52	3 times	
Maesteg 57	8 times	
Maesteg 62	8 times	
Maesteg 64	2 times	
Maesteg 74	5 times	
Maesteg 77	6 times	
Maesteg 78	1 time	
Maesteg 82	7 times	

N.B. other ROW will need inspecting and cut as and when necessary.

## **Building Inspections**

Legionella	Once per month
Emergency Lighting	Once per month
Fire Alarms	Weekly

**Miscellaneous activities**

Emptying bins in car park	3 times per week
Emptying bins on Cycle Route	3 times per week in summer / twice a week in Winter
Gazebo delivery & collection	As and when required
Deliver Selection boxes to schools	In December = 6 schools
Deliver gift bags to care homes	Week before Christmas = 5 care homes
Receive delivery of dog waste bags	As and when ordered
Deliver dog waste bags to organisations	As and when requested
Clear fly tipping and take to Nolan recycling in Stormy Down	As and when requested
Repaint bus shelters and coal drams	As and when requested

In addition to the above members were also provided with Job description and person specification used in the recruitment of the CMO in March 2021.

Members discussed the information and noted that it was very difficult to write a tender document for a role that is diverse and is not just one task e.g rights of way. The logistics of where waste from the bins would be placed as the CMO currently uses a trade wheelie bin located at the unit. Members felt that this was a costing exercise that Council may be better recruiting for the position rather than going to tender. The Clerk reminded members that in the Confidential minute it was agreed to go to tender first to compare the costs of having a contractor to an employee.

It was **agreed** that the Clerk would write the tender document to include all the tasks above and that once committee have agreed then an extraordinary meeting would be called to agree the tender document and to advise of the timeline for submitting tenders.

**65. RECCOMENDATIONS**

1. Cllr C Davies is Chair of Committee
2. Clerk to email tender document to committee members to agree
3. Clerk to call an Extraordinary Council meeting to agree the tender, agree a timescale for submitting tenders and for Council to review tenders.

**Minutes emailed to all Councillors to Read on 12<sup>th</sup> June 2024  
Read and accepted at a remote meeting of the Extraordinary Council  
held on 18<sup>th</sup> June 2024**

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**Mayor**