

Minutes of a **HYBRID** meeting of the **Projects Committee** held remotely via Microsoft Teams and at the Council Chamber, Council Offices, Talbot Street, Maesteg, on **Thursday, 28<sup>th</sup> November 2024.**

**PRESENT:** Deputy Clerk  
**COUNCILLORS**  
**IN PERSON:** **M Rowlands (Chair)**  
F Abedalkarim and R Martin

**APOLOGIES:** C Davies  
**NO APOLOGIES:** G Thomas

**309. TO RECEIVE UPDATES ON THE COUNCILS ONGOING PROJECTS.**

**Winter Lights Festival:**

Members were provided with the following email exchanges between the office and the Friends of Maesteg Welfare Park (FMWP) in regard to the 8<sup>th</sup> December festival of lights event.

*We are approaching the event which MTC Projects Committee and MTC Full Council agreed earlier this year I want to re-confirm the roles and responsibilities for the Friends MWP building on the proposal submitted to MTC on 23 August 2024 (in particular section 6 Management). I would also like to confirm the arrangements for the gazebos offered by MTC (see end of email).*

*Please can you confirm that the text below is an accurate record of the arrangement we have in place. I not sending this because of any particular concern but in order to be clear about our specific responsibilities to support the event organised by EPM Creative Events.*

*For the Festival of Light Event on 8th December 2024, the FMWP have a facilitation role for this event (as per the Project Proposal) and are only responsible for*

- *Ticketing (pricing structure, ticketing website and queries). A full report of ticket sales will be made available after the event for MTC. The income from the event*

*will be retained by the Friends to further our community group's aims and objectives. We will work with EPM on the day to scan/check tickets in using volunteers.*

- *Setting up of a small number of battery powered lights within the woodland (lights purchased via MTC grant in 2023). This will include the lanterns made by local schools as part of Awen Cultural Trusts work with a creative.*
- *Recruiting volunteers (induction, risk assessment and safeguarding) which will be used for limited activities to supplement the staff provided by EPM Creative Events. These tasks will include event marshalling , ticket checks and putting up some battery lights in the woodland.*
- *Identified vendors for the site which have been passed to EPM Creative (completed).*
- *Identified local groups to perform on the stage and pass the details to EPM Creative (completed)*
- *Setting up the Community Garden area (within the fenced area) with lights. The Community Garden are which will be used for the Santas Grotto, working with Caerau Men's Shed. This will allow 30 people at a time to enter the garden to visit Santa under the Gazebo. We will manage people at the gate to maintain these numbers. The risk assessment for the garden will be updated in advance of the event.*
- *As we have key access to the sports pavilion toilets we will open and close these on the day and have liaised with BCBC.*

*The event is being organised by EPM Creative Events, as procured by MTC in order to fulfil the event proposal put forward by the FMWP. EPM Creative Events have submitted a revised budget to MTC and all monies will be paid to EPM Creative and all invoices for activities will be processed by EPM.*

*The Friends has assisted the submission of documents to Bridgend County Borough Council provided to it by EPM Creative Events. EPM Creative Events are the main liaison point with BCBC and MTC and are the official organisers of the event.*

*The FMWP will ensure information about the event acknowledges the funding by Maesteg Town Council and organisation by EPM Creative Management.*

*MTC are providing 10 (TBC) gazebos which will be delivered on Friday 6th December and stored in the Bowls Pavillion. They will be picked up after the event by MTC.*

*Please could MTC confirm the gazebos are booked in and they will be delivered by Friday 6th December.*

The Deputy Clerk has replied with the following:

- Ticketing – whilst it was discussed that tickets would be used for attendees, charging for them was not discussed. We do have a projects committee meeting coming up before December where members can discuss the matter and confirm that it would be okay for the funds to remain with the friends.
- I see no issue with putting up your own lights as long as you consider Centregreat and Paul/EPM and their plans first.
- As long as you have the appropriate insurance, recruiting volunteers is fine.
- The rest of the points that you have completed are fine and I see you have liaised with the Menshed for your Santa/grotto which is also fine.

Payment – yes we pay EPM and all invoices go through him to ensure the event remains on budget.

My understanding was that our gazebos would be used if you did not require EPM's ones to save several thousand pounds. I know that EPM are providing their gazebos now, if you still have a use for ours though we can book them in – there are 9 in total. Our CMO would be able to drop them off on Friday the 6th December, would this be directly to the pavilion or your house? They are very heavy and awkward to transport so it would take 4 trips back and forth to bring all 9 down. Would you be on hand to help our CMO? Drop off would be before 12pm. We assume that the gazebos would be stored safely in the pavilion until Tuesday. Monday is a busy day for our CMO so he may not have time to collect them, although myself or Sian could meet you at our unit if you have a means to drop them up.

*Response FMWP: Yes we still require the gazebos as agreed previously back in October. I can arrange for someone to help move them into the bowls pavilion as before and to return them. These are in addition to those provided by EPM as this allows us to have more stalls.*

*At the projects committee in August there was a discussion with members about charging for tickets with different perspectives from councillors. But it was left to the Friends to decide. We have put a maximum of tickets to ensure that a safe event can be run. Without a ticketed event and the ability to control numbers we would significantly increase the risk. It is clear that this could be a larger or two-day event but that would be a decision for next year. I would stress that the charge is a very nominal £1 per child and £2 per adult. If events were to be run without significant funding from MTC then demonstrating that the event can generate an income makes a future event more viable.*

*As previously discussed, we are happy to come back to projects committee and were expecting to do so before the event. We can discuss the proceeds of the event, but I would stress that we are still a small community group run entirely by volunteers and our constitution enables us to raise funds for our aims and objectives.*

Deputy Clerk response: We've booked the gazebos for you, do you have a best contact number for our CMO to call on the day to arrange drop off/access?

We met with EPM last week to discuss the parade and lights festival and they seemed happy with the overall, if the committee have the desire for you to attend then we will extend the invitation but it's more likely that a meeting will be preferred after the event to discuss how things went and potential future plans.

**The committee stated that proper terms must be agreed prior to further arrangements and events taking place and would like to discuss the charging for tickets, resulting monies and other 'cross wires' of the event with the FMWP. The committee agreed to invite the FMWP and EPM to the next projects committee meeting to discuss the event, monies and future plans for the centenary events in 2025.**

### **Blaencaerau Play Park:**

The chair advised that he has met on site with 6 contractors and will share the quotes when he receives them. From conversations he has had with those he met, its likely that a full refurbishment of the park (several apparatus with a disability provision) will be circa £40,000 - £50,000 with the most expensive item being the sponge like flooring that is found in parks these days.

### **Bridge Street:**

Members were advised that the CAT officer has now left BCBC, a temporary officer is in place – no further information provided.

**Members agreed to suspend this project currently and revisit it when a new CAT officer is appointed.**

## **Digital Notice Board:**

Members were advised that the conservation officer would like to see the chosen notice board (none selected currently), she will then determine if we can place this outside the building.

BCBC Conservation Officer contacted who has advised need Listed Building Consent, Advertising Consent and possibly Planning permission depending on location.

The following links were obtained for digital notice boards, quotes will only be provided when its agreed type / size and location.

[https://troudigital.com/outdoor-digital-signage-displays/?utm\\_term=digital%20signage%20outdoor%20screens&utm\\_campaign=EN\\_EMEA\\_UK\\_Converting&utm\\_source=adwords&utm\\_medium=ppc&hsa\\_acc=6943699938&hsa\\_cam=19833162127&hsa\\_grp=145735944414&hsa\\_ad=651489490963&hsa\\_src=g&hsa\\_tgt=kwd758877436520&hsa\\_kw=digital%20signage%20outdoor%20screens&hsa\\_mt=e&hsa\\_net=adwords&hsa\\_ver=3&gad\\_source=1&gclid=EAiaIQobChMIIsfuJy7TtiQMVAaVQBh3EiRxGEAAYASAAEgJFOPD\\_BwE](https://troudigital.com/outdoor-digital-signage-displays/?utm_term=digital%20signage%20outdoor%20screens&utm_campaign=EN_EMEA_UK_Converting&utm_source=adwords&utm_medium=ppc&hsa_acc=6943699938&hsa_cam=19833162127&hsa_grp=145735944414&hsa_ad=651489490963&hsa_src=g&hsa_tgt=kwd758877436520&hsa_kw=digital%20signage%20outdoor%20screens&hsa_mt=e&hsa_net=adwords&hsa_ver=3&gad_source=1&gclid=EAiaIQobChMIIsfuJy7TtiQMVAaVQBh3EiRxGEAAYASAAEgJFOPD_BwE)

<https://www.digitalsignbox.co.uk/196/1009/external-digital-signage-screens?srsltid=AfmBOoqBs3UzCZir9aeciQxGkRUmFwdk7COEk4E7Ru7ijoXBANK3sS11>

<https://www.luminati.co.uk/digital-displays-and-signage/floor-standing-digital-displays/>

<https://www.signsexpress.co.uk/products/exterior/digital-signage/freestanding-digital-screens>

**Members decided to investigate the matter further and await confirmation that the budget allows the purchase of a new digital notice board.**

## **Crash Site Bench:**

Members were advised that the office is still waiting for the following information:

- exact location
- landowner permission – Clerk's do not know who the land owner is
- type of bench – wooden memorial or composite bench?

- Permission from British Horse Society – this can't be progressed until exact location and land owner permission is granted
- Llangynwyd Middle CC – request costs and above permissions before committing to any partnership

**The chair advised that as the proposed bench location will reside on a bridleway so the relevant permission would need to be sought. The chair also advised that the crash site is in the Llangynwyd Middle boundary and he will talk with their chair in regard to this project and report back.**

### **Land CAT Transfer Outside B&M:**

During November's Full Council meeting it was decided not to progress this due to the difficulties with the legal deeds and ownership of the land not being BCBC.

**No further action required.**

### **Hybrid Meeting Equipment:**

Members were advised that a projector screen has been delivered and that we are awaiting its installation. The deputy clerk advised that a larger capacity extension lead would also be required along with a cabinet for the electrical hardware and also the tidying up of the cables in situ, ITCS are aware of these issues and are returning. We are hopeful that the chamber will be fully finished (hybrid meeting wise) by January's full council meeting.

### **Graffiti Murals:**

The projects committee met on site on the 25th October to discuss the Commercial Street Mural location– no information provided to Clerk prior to the meeting.

Car Park Murals: no further information provided.

**The chair advised that a meeting did take place at the lower end of commercial street and the trees in the area were observed. It was noted that it may be more beneficial to remove several trees in order to encourage more growth in the larger tree in the area. Members suggested the visit of a tree surgeon to evaluate the area and also the ordering of scaffolding for when the graffiti artist attends to paint the mural.**

**The chair also advised that the car park mural will be starting when the graffiti artist provides a date and the weather permits.**

## **Caerau Projects**

The chair advised of 2 projects currently undergoing feasibility studies in Caerau that and those are for:

- The Llynfi Valley BMX Track – Improvements to current infrastructure.
- A Multi Use Games Area (MUGA) – on the old Blaenllynfi School site.

He also explained that this is currently separate from the Council but opportunities for funding or collaboration may present itself to the Council upon the conclusion of the studies and would meet the criteria that has been included in the future plan for the Council by grasshopper. As further developments present themselves, the chair will update the Council.

### **310. RECOMMENDATIONS:**

1. To invite the FMWP and EPM to the next projects committee meeting to discuss the event, monies other miscommunications and future plans for the centenary events in 2025.
2. The chair to report costings for Blaencaerau playpark to the Council when in receipt of the quotes.
3. Revisit the Bridge Street project when a new permanent CAT officer is in situ within BCBC.
4. Committee to request a budget line for a new digital noticeboard either this or next financial year.
5. Chair to communicate with Llan Middle CC in regard to the crash site bench and report back.
6. Committee to obtain costings for a tree surgeon to investigate the lower end of commercial street and issue a report on the trees and their condition and future management.
7. Committee to obtain costings for scaffolding to be erected when the graffiti artist is ready to paint the mural on the lower end of commercial street.

**Minutes emailed to all Councillors to Read on 3<sup>rd</sup> December 2024**  
**Minutes accepted at a remote meeting of the Council held on 3<sup>rd</sup> December 2024**

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**Mayor**