



St Asaph City Council Assets and Environment Committee

Thursday 23rd May at 10am at St Asaph Bowling Club

Present: Cllrs Gedd (Chair), Cowie, Scott, Morton, Rust and Roberts

1. Apologies:

- Cllrs Hodgkinson and Hardie.

2. Declarations of Interest:

- None

3. Minutes of the meeting 8th March

The minutes of the last meeting were discussed regarding accuracy and it was resolved that the Chair should sign them as accurate.

4. Matters Arising.

The minutes of the Assets meeting on 8th March 2019 were reviewed and the only action points still outstanding are as follows :-

- Cllr Cowie advised that he has contacted DCC regarding the sign in Lower Street car park and they have confirmed that it will be updated. (St Asaph is in Phase 4 or 5).
- Cllr Scott advised the meeting that he has been in contact with a resident regarding a tree which had been cut down and left on the Common. The resident confirmed that he will remove it. Cllr Scott will monitor.
- Mill Race sign had been replaced – complete.
- Glascoed Timber have cleared the right of way – complete.
- Clerk has spoken to Mick Dodd regarding the fairy lights on the tree.
- The floodlights on the roadbridge (west bank). Clerk has spoken to Mick Dodd regarding this and he thinks this can be reconnected without further referral.
- Mick Dodd has been in contact re the overhead barrier so hopefully completion of the above two jobs will be imminent.
- Glascoed Timber have confirmed they have sprayed for weeds – complete.
- The septic Tank has been emptied and invoice paid – complete.

- Clerk has accepted a quote from K & M Construction to fill in the potholes on the Meeting Room car park. Also to place boulders on the left hand side of the driveway.

Clerk was instructed to delay the work on the driveway as the Committee wished to refer this decision back to Full Council. The work on the car park can go ahead.

- Glascoed Timber have confirmed they will remove the fallen tree. It may be mid-June before they can do this.
- Meeting room signs (2) to be replaced re St Asaph “City”. Instructions given to sign company. Proofs received and logo has been sent to sign company in the required format. Clerk to chase JTM Signs.
- Trees at Roe Plas Meadow have been trimmed and invoice paid – complete.
- Instructions have been given to Glascoed Timber to improve the surface of the Library car park and also for the drainage work on the Common.
- The allotment holder has confirmed that he will alter his shed so that it will comply with the Licence Agreement.
- NRW – Plant! Contract –
 - NRW supplied a list of five contractors.
 - One was based in Dolgellau and another in Penrhyndeudraeth. These were discounted due to distance and travelling costs.
 - Clerk invited tenders from the remaining three. Two confirmed they did not wish to quote (Glascoed Timber and Lawsons, Denbigh).
 - One quotation received from T’ir y Choed. A site meeting was held 25th March 2019.
 - Although the funding is received from NRW, the contract will be issued in the name of St Asaph City Council. The contract between NRW and SACC is currently being checked by NRW Legal Dept.
 - Once this has been signed by NRW and SACC, the funds will be released to the Council.
 - The Council will then be able to issue a contract to T’ir a Choed.
 - In the meantime NRW are funding a maintenance visit from T’ir a Choed so that the we do not lose any trees due to neglect.
- Cllr Rust updated the Committee regarding “It’s Your Neighbourhood”. She has applied for three grants and will make two further applications but has not yet received any response.
 - She has contacted the WI, Rotary, Girl Guides, Schools and Allotment Association. Ysgol Esgob Morgan are making insect boxes to hang in the orchard. The Allotment Association are providing a planter.
 - Cllr Rust is planting over 20 hanging baskets. She will need help to hang the baskets.
 - She is attending the Parish Church “Welcome to St Asaph” event and will hand out leaflets there.
 - Cllr Cowie mentioned the need to tidy up the back streets of St Asaph. There are some properties in a poor state of repair. There is so much work being done on the High Street to encourage footfall, it is a shame for the back streets to spoil that impression.
 - Cllr Rust mentioned that the Environment Group is doing litter picks at Roe Plas Meadow and the Common. She will try to arrange more litter picks.
 - Cllr Scott will write to DCC to see what may be done to address this.

5. Christmas Lighting

The Committee reviewed the summary of quotations received and also viewed the visual presentation from one supplier. The issue of whether we could have lights on the lamp-posts on Lower Denbigh Road was discussed. The Committee felt that the quality of the display was more important than the cost to reflect St Asaph city status.

Clerk to contact DCC to ask if we can have lighting motifs on the lamp-posts on Lower Denbigh Road. If this is not possible, what can be displayed?

Cllrs Scott, Gedd and Rust, together with the Clerk, are to review the Christmas Lighting catalogues before making recommendations to Council.

6. Grass Cutting Contract

The Committee was advised that despite the invitation to tender being placed on the Council's website, no quotations were received for the Grass Cutting contract. The Clerk had contacted DCC to ask for a list of approved contractors and was advised that they no longer have an approved contractor list. Following an internet search the Clerk sent invitations to Griffiths Groundworks Civils Ltd and N R Davies. No response was received from either contractor.

The only quotation received was from Glascoed Timber for £300 & VAT per cut.

Recommended that Council accept this quotation and issue a contract from 1st April 2020 for a three year period in favour of Glascoed Timber.

7. Contract for Emptying Litter & Dog Bins

The Committee was advised that the invitation to tender was placed on the Council website for one month and also sent to Griffiths Groundworks Civils Ltd and N R Davies. No response or quotations have been received. DCC do not have approved contractors. Glascoed Timber have quoted £150 & VAT per collection.

Recommend that the Council accept this quotation and issue a contract from 1st April 2020 for a three year period in favour of Glascoed Timber.

The recent issues with rubbish were also discussed and solutions were sought.

Recommend that the Council sources two extra bins. Clerk is to contact DCC to see if we can purchase two extra wheelie bins.

Cllr Morton suggested placing the Council's logo on the bins. Clerk to make enquiries re existing logos which were printed.

Recommend that the new contract specifies twice weekly collections from the week before Easter until the end of August.

Cllr Gedd suggested that we contact Glascoed Timber for a list of the bins which are most heavily used and that we have those checked during Bank Holidays.

Recommend that the contract also stipulates the Clerk should be given notice when the contractors are not available to cover Bank Holidays.

8. MUGA Lights

The Clerk had received a list of DCC's approved contractors. These were reduced to four contractors who were contacted with an invitation to quote. The only response was from Mick Dodd who quoted £4929.12 & VAT to replace eight units.

Recommend that the Council accepts the quotation from Mick Dodd.

9. Playground Inspection Reports

The Committee discussed the playground inspection reports received in respect of Andrew Pirie Play Area, Bryn Gobaith Play Area, St Asaph Common Play Area, Common Wheeled Sports Area, Common Trim Trail and Roe Plas Meadow MUGA.

A list of work to be completed has been drawn up and sent to Glascoed Timber in the first instance. Some of the work was previously completed as the inspections were carried out in December 2018 & February 2019. Cllr Cowie has greased the item of playground equipment at Lower Street.

The most urgent job is to secure the base of the climbing net on the Trim Trail.

There is a query re the safe surface for the climbing net as we believe there is a rubber surface, which the grass grows through.

Clerk to follow up the query re the surface at the Trim Trail.

Clerk is to contact groundworks contractors to obtain quotations for the repairs to the wet pour.

10. Renewal of Insurance Policy & Review of the Assets Register

The Committee reviewed the Assets Register. The only changes since last year are:

- The Values had previously been amended to reflect market/replacement value. Following the 2017-18 Internal Audit requirement, these values were changed back to Acquisition Values. There was also the addition of a shredder which was purchased in 2018-19.
- Following the 2018-19 Internal Audit, there was a recommendation that the value of the Bowling Club should be amended in view of the fire and subsequent rebuild.

Clerk to query with the Auditor which elements of the work should be included.

The Mayor and the Clerk to calculate a new acquisition value for the Bowling Club.

The Committee then reviewed the insurance cover.

- Cllr Cowie suggested that we obtain a professional valuation for insurance purposes on the Meeting Room, Bowling Club and Football Pavillion to ensure we have adequate cover.

Clerk to arrange valuations with Jones Peckover.

11. Tree Surveys

There was a discussion regarding tree surveys. Cllr Rust advised that previously these have been carried out by DCC Countryside Services.

Clerk to contact DCC Countryside Services to arrange a Tree Survey.

12. Fire Safety Officer

Previously, the Council had a Fire Safety Officer to oversee management of the Meeting Room and ensure that all the regulatory signs were installed.

Recommend that Cllrs Cowie and Scott be appointed as Fire Safety Officers.

13. NRW Remedial Works

Cllr Hardie had asked for suggestions for any surplus money from the funds received from NRW for remedial works. This was to cover the library car park, improved drainage on the Common, reinstatement of floodlights on the west side of the bridge, replacement of benches and a flagpole.

- Cllr Roberts suggested a donation to the football Club to assist with work on the football pitch.
- Cllr Rust suggested using some funds to purchase flowers, planters etc.

Recommend that this is referred to Full Council for a decision.

14. Annual Assets Inspection

This was arranged for 24th June 6pm meeting at Lower Street car park.

Meeting closed at 11.30 am