Cyngor Dinas Llanelwy St Asaph City Council

Environment & Assets Committee

Monday 3rd February 2025 at 10.00 am at the Meeting Room, Roe Plas and, also with remote attendance via Zoom

Present:

In Person: Cllrs Gedd (Chairman), Hardie, Roberts and Scott.

2025/EA01 Apologies:

- Apologies were received from Cllrs Cassidy, Grove and Williams.

2025/EA02 Declarations of Interest:

- None.

2025/EA03 Minutes of the meeting

The minutes of the meeting of 5th September 2024 were discussed regarding accuracy.

Resolved that the Chairman should sign the minutes of the meeting of 5th September 2024 as an accurate record.

2025/EA04 Matters Arising

Minute 2024/EA28 – Matters Arising:

- Tree-mapping is now complete.
- Quotation for preparation for new cherry trees is still outstanding.
- Trade waste service is to be provided by Thorncliffe with effect from 1st April 2025. The Clerk is to arrange for the dates for collection and delivery of waste containers.

Minute 2024/EA32 – Litter Bins – The Clerk has sent letters to two residents who have been disposing of household waste in the City Council's litter bins.

Minute 2024/EA35 – Maintenance:

- The purple bench has been removed and deleted from the Assets Register.
- Annual flagpole maintenance has been completed.
- The wheelchair access bench has been installed.
- Instructions were issued to White Oak Property to remove the self-seeded tree and silt bank from the corner of the football pitch, accepting their quotation of August 2022. They declined the job.
- The bench outside Salisburys has been delivered to the artist for painting.

Resolved that on completion and reinstallation of the bench, a photo of the bench, the artist, a representative of Salisburys and the Mayor should be sent to the Rhyl Journal.

2025/EA05 Play Areas

Cllr Gedd had completed his quarterly play area inspection in September.
Resolved to receive and accept the report following Cllr Gedd's inspection.
Resolved the Clerk is to issue instructions to Paul Liversidge to clear the moss on the tennis court and MUGA.
The fence adjoining the Andrew Pirie Play Area has blown down and been reinstated twice.
Resolved the Clerk is to ask Paul Liversidge to use angle irons to anchor the posts in more securely.
The quotation for work to the skate ramp, to prevent rust, was considered.
Resolved to accept the quotation of £783-92 to paint the skate ramp and sides of the ramp.

2025/EA06 Bench Report

Following the annual inspection, benches which required attention to paintwork had been painted, rather than stripped as the paint stripper would have cost more than the paint. Some of the benches are on grass bases. These can be left until 2026/2027, as the Council has more pressing expenditure.

2025/EA07 Tree Inspection

The tree surgeon submitted a detailed, prioritised report following his inspection of the Council's trees in November, with a follow up inspection in January 2025 after recent storms. His recommendations were considered. The list of recommended work was divided into three priorities, with priority 1 the most urgent and priority 3 the least.
Recommended that Council suspends standing orders and financial regulations to waive the requirement for three quotations for work to the Council's trees, due to the urgent health & safety concerns should there be further storms, particularly in view of public access.
It was noted that the tree surgeon, Peter Spencer, was experienced and suitably qualified and his pricing was found to be competitive and his previous work to the Council has been safe and of a high standard.
Recommended the Council accepts quotations for the following work:

i. **Priority 1 work as recommended to 15 trees £3430 & VAT**
ii. **Priority 2 work as recommended to 11 trees £1825 & VAT**
iii. **Priority 3 removal of rope swing £35 & VAT**
iv. **Removal of alder tree at corner of football pitch as this work had been raised in 2022 and the delay has added to the costs and will continue to do so.**

The remaining priority 3 trees can be reviewed in the new financial year. Further, eight trees are recommended for re-inspection in the summer once they are in leaf.
Millennium Wood was discussed. Many of the trees have self-seeded and the planting needs thinning out. It was agreed it would be better to remove surplus trees before they grow too big.
Resolved Cllr Hardie and the Clerk will meet to assess the wood and mark trees to be removed.
Resolved the Clerk is to instruct Paul Liversidge to cut down the surplus trees, once they have been identified.

2025/EA08 Bowling Club

Cllr Hardie and the Clerk had attended the Club on 21st October 2024 and conducted a risk assessment with the Club Secretary. A schedule of work to be undertaken was considered, some of which was to be completed by the Club. The Council was asked to consider the following work:

i. Concreting to level the surface around a grid. Quotation from Paul Liversidge £35;
ii. Replacement of handrail damaged in fire – quotation awaited;
iii. Clearing moss on the roof. Quotation from White Oak Property £80;
iv. Warped boards on toilet block – instructions previously given. Awaiting suitable weather conditions.
v. Plaster repairs required in Ladies' toilets – quotation awaited.
vi. Boarding around green is a tripping hazard. Quotation from Paul Liversidge £907-50.

Resolved:

a. to accept the quotation from Paul Liversidge £35 for concreting (i).
b. Resolved to accept the quotation from White Oak Property £80 for moss clearance (iii).
c. The Clerk is to ask Paul Liversidge to re-quote for vi above, painting the boards, rather than applying fascia boards.

It was confirmed the Council could not legally insure the contents belonging to the Bowling Club as it did not have an insurable interest. It would be possible to insure the fences of both the Bowling Club and Football Club, but this was deemed not to be worth the additional cost.

2025/EA09 Council Property

A number of issues concerning the former trim trail area were considered.

a) The Committee resolved to refuse the request of the residents to add fitness equipment to this area.

It was noted the Council would have to install industry standard equipment to meet safety standards. The cost of this was considered to be too onerous.
Resolved the Clerk is to instruct Glascoed Timber to remove the two sign posts as these are no longer required. She is to remind them to remove the remaining trim trail items, as previously requested.

b) **Recommended the Council approves the future use of this area as open space land as per Open Spaces Act 1906 s10.**
Cllr Hardie requested that a budget to purchase bulbs for the Environment Group to plant in this area.
Resolved that £100 be made available for purchase of bulbs in Autumn 2025.
Resolved a further picnic bench could be added, subject to available funds.

c) **Recommended the land is known as part of the Common (West), as previously.**

d) The play area off Lower Street is known by three different names. This requires clarification before new signs are ordered.

Recommended the Council approves the name of the play area as "Lower Street Play Area".
Resolved, once this has been approved, the Clerk advises Denbighshire that the play area is to be known as Lower Street Play Area.

2025/EA10 Street Furniture

a) The dipper woodcarving has been vandalised again and the tail is still missing. Part of the issue is that it is not made of one solid piece of wood, which makes it less resilient to vandalism. It was noted it will need to be replaced with another sculpture in due course.

Resolved the Clerk is to issue instructions to Paul Liversidge to remove the remaining part of the dipper and dispose of it appropriately, together with the head.
The Clerk is to make enquiries about sourcing a possible alternative sculpture.

The Committee decided the bee woodcarving would be the next restoration project and it was agreed it would need to be taken down for restoration, and then re-installed on completion.
Resolved the Clerk is to write to Brian Jackson to enquire about arrangements necessary to remove the woodcarving and then re-install it. It may be necessary to instruct Glascoed Timber to work with the contractor to complete the job. A risk assessment and method statement would be required before work could commence.
A resident had written to request the bee was removed. Whilst the Committee was sympathetic, it was agreed that once the restoration was complete, its likeness would be clear.
Resolved the Clerk is to reply to advise while the Council sympathises with the circumstances, it would restore the carving, rather than remove it.

b) The existing litter bin at the wildflower garden is not accessible to wheelchair users.

Resolved the Clerk is to issue instructions to Glascoed Timber to supply and install a new single litter bin near the entrance to the garden.
This would cover both natural exits.

c) Some of the floral planters on the High Street are in need of replacement. Two are shedding compost as they have split.

Resolved the Clerk is to order two planters from Meifod Wood Products. Resolved the Clerk is to issue instructions to Paul Liversidge to collect the planters and install them.
Further planters could be considered in the next financial year, or from Open Spaces funding, if available.

d) The Committee has previously discussed plans to commemorate two Council representatives in view of all their hard work for the Council over so many years.

Resolved the Clerk is to order a forest bench from Meifod Wood Products. Resolved the Clerk is to issue instructions to Paul Liversidge to collect the bench and install it on a concrete plinth.
A suitable memorial plaque will be ordered once the bench is installed.
The Clerk is to research obtaining a suitable sculpture. She will pass the details of the supplier to Cllr Scott, so he may discuss the Council's requirements.

e) The details of a contract offered by Chloe Dymond for maintenance of the decorative painted benches and the mural were considered.

Resolved the Clerk is to accept the quotation of £105 each for an annual check of the three benches and the bus stop mural.
The Clerk is to obtain quotations for further bus shelter murals for consideration in the budget for 2026/2027.

f) A quotation for replacement of ground collars for the flagpoles was considered. The existing ones have been damaged by strimmers. It was considered not to be worthwhile replacing the collars as further scratches would occur.

A replacement wooden bench at Bryn Gobaith Play Area had been requested. The Committee agreed this could be considered as a replacement when one of the existing benches is no longer fit for purpose.

2025/EA11 Mill Race Meadow

a) Cllr Hardie and the Clerk had met with the Denbighshire Footpaths Officer to mark out the route of the public footpath across Mill Race Meadow. The waymarking posts and signs have been installed.
   i. The Committee considered that applying for a permissive footpath to add a short stretch past Jubilee Copse would be appropriate, as this would be a more natural route.
   ii. There is an unofficial footpath from the Paddock to the gate to the field near the football pavilion. The Committee considered it to be appropriate to apply for a permissive footpath for the stretch of this path which lies on the Council's land.

b) The Clerk is to liaise with Cllr Roberts to plot out the route for the two permissive footpaths.

Recommended that Council approves two applications for permissive footpaths as per i and ii above and instructs the Clerk to complete the necessary formalities.
It was noted the Council cannot include any land not in its ownership in the application for ii.
There would be costs incurred installing waymarking posts and signs, once the applications are approved.

2025/EA12 Open Spaces 2025

As agreed at the January Council meeting, the Football Club is in the process of applying for an Open Spaces grant to improve the parking areas at Roe Plas. Cllr Roberts had met with one contractor and will arrange to meet the remaining two. He had established that a joint application with the Allotments Association would not be permitted under the scheme, however the Association could write a letter of support.
Recommended the Council confirms its permission for a grant application solely by the Football Club.
Recommended the Council instructs the Clerk to write confirming its permission as landowner for the project and associated grant application.
Recommended the Council instructs the Clerk to write a letter of support in respect of the Football Club's application.
Once quotations are received for the car park, if there are sufficient funds available, the Clerk is to make an application to the fund for a bench, bin, planters and sculptures. (Ref: 2025/EA10). These projects to be delayed until the possibility of a Council application is known. The Clerk is to progress the purchase of two planters immediately.
Recommended the Council instructs the Clerk to apply for Open Spaces funding for street furniture, subject to available funding.

2025/EA13 Christmas Trees

The Committee had been tasked with considering appropriate locations for the Council's Christmas tree. The Clerk had written to the Company Secretary of the Company which owns the former Nat West to request permission for the Council to continue using this site. It was agreed this was the perfect location as it is in the centre of St Asaph and is very visible. The Committee was keen that the issues with parking the last two years were avoided.
Resolved Cllrs Scott and Roberts will endeavour to meet with the owner of the property to discuss.
The Council will still install the Christmas tree at the New Inn, and its request to install a tree on Denbighshire's land opposite the HM Stanley estate is ongoing.

2025/EA14 Land Behind the Library

Plans had been submitted by the Library Manager and these were now considered.
Recommended that Council approves the plans for this land and instructs the Clerk to reply to the Library Manager. Any amendments to grass cutting, strimming etc are notified to the Clerk.
It was noted the Council should monitor the trees along the fence adjacent to the Cricket Club to ensure they do not shade the solar panels.

2025/EA15 Football Pavilion

Cllr Roberts advised the cost of the flood shutters to the doors at the Football Pavilion would be in the region of £4200 including VAT. Quotation from another company in 2021 was for £11,621 & VAT. The Clerk made enquiries with Fllodshield previously, but they could only supply for the standard width doors.
Recommended that Council suspends Standing Orders and Financial regulations to approve this expenditure, due to the need to protect the Council's property. The football pavilion has flooded three times in the last five years and will be threatened by adverse weather. It has been difficult to source suppliers and installers for the shutters.
Recommended that Council approves quotation of £4200 including VAT for installation of flood shutters to all seven doors at the football pavilion.

2025/EA16 Maintenance

The maintenance report was considered:

i. PAT testing is still outstanding. Intellec is due to install the defibrillator at the football pavilion soon, so Cllr Roberts will ask them to complete PAT testing at the same time.
ii. The fence behind the library is in need of repair. Quotation for the work considered.

Resolved to approve quotation £235 from Paul Liversidge. The Clerk is to issue instructions.

iii. One of the silent soldiers at the War Memorial has been damaged beyond repair. This has been removed and disposed of. The Clerk is to order a replacement.
iv. Cllr Hardie has had a price of £80 per day to redecorate the meeting room. This excludes paint etc. Previous quotation for labour only was in excess of £1000.

Resolved to approve engaging the contractor once number of days and details of required materials are received.

v. The old Town Council signs have been recovered from Good Signs. The Clerk will check them and enquire whether any can be amended to save costs.

2025/EA17 Correspondence

a) E-mail from Wales Government re: RAAC – received.
b) E-mail from Sherratt Group re: Tree Work – received.
c) E-mail from Cllr Hardie re: AEEG – discussed under 2025/EA09.
d) E-mail from a resident re: Bee Woodcarving – discussed under 2025/EA10.

Meeting Closed at 12.00 pm.

Signed **……**
Chair of the Environment & Assets Committee at its meeting **2025**