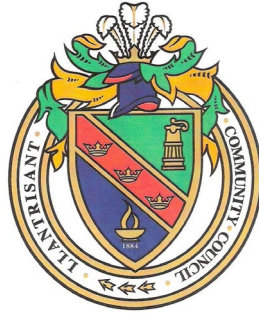


CYNGOR CYMUNED LLANTRISANT LLANTRISANT COMMUNITY COUNCIL

Parish Office
Newbridge Road
Llantrisant
CF72 8EX

01443 223796
office@llantrisant-cc.gov.wales
Clerk: Mr G E Hopkins JP BA(Hons)



Swyddfa'r Plwyf
Heol Pontnewydd
Llantrisant
CF72 8EX

01443 223796
office@llantrisant-cc.gov.wales
Clerc: Mr G E Hopkins JP BA(Hons)

31st May 2023

COMMITTEE SUMMONS

TO: MEMBERS OF THE ASSETS AND OPERATIONS COMMITTEE

YOU ARE SUMMONED to a meeting of the **ASSETS AND OPERATIONS COMMITTEE** of Llantrisant Community Council to be held on **WEDNESDAY 7TH JUNE** at the **COUNCIL WORKSHOP, UNIT 13, THE BEECHES, COEDCAE LANE CF72 9DY** at 6.30pm.

The Agenda for the meeting is attached.

The meeting is being held at the Council Workshop and I would strongly recommend, therefore that members attend in person to take this opportunity to view the facility, and would advise arriving a quarter of an hour earlier than the meeting is due to start.

The meeting will be accessible online pursuant to the Local Government and Elections (Wales) Act 2021. Please join the meeting using the following link or Meeting ID:

<https://us06web.zoom.us/j/85078854794>

Meeting ID: 850 7885 4794

I should be grateful if you would confirm your attendance.

Yours faithfully,

A handwritten signature in black ink that reads 'Geraint Hopkins'.

MR. G. E. HOPKINS J.P.

CLERK

LLANTRISANT COMMUNITY COUNCIL

A MEETING OF THE

ASSETS AND OPERATIONS COMMITTEE

TO BE HELD AT THE COUNCIL WORKSHOP, ON 7th JUNE 2023 AT 6.30PM

AGENDA

Item		Page
1. Apologies for absence	To receive any apologies of absence from Members.	
2. Declarations of Interest	To receive disclosures of personal interest from Members in accordance with the Code of Conduct.	
3. Minutes of the Previous Meeting	To note the Minutes of the Assets and Operations Committee held on 24 th May 2022.	4 to 5
4. Terms of Reference	To note the Membership and Terms of Reference of the Assets and Operations Committee for 2023/2024 as agreed by the Annual Meeting of Council.	6 to 7
5. Schedule of Major Works	To agree that the Council keep a Schedule of Major Works, which will be updated and presented to the Committee in future as a standing item of business.	
6. Commissioning of Works	To receive a report of the Clerk and to agree that proposals contained therein be recommended to full Council for approval and inclusion in the Schedule of Major Works.	8 to 12
7. Staircase at Caerlan Hall	To note the specific risk assessment made for the staircase to the roof space at Caerlan Hall, and agree the actions required under the Committee's delegated powers.	13 to 14

- 8. Purchase of a new Lawnmower Machine** 15 to 17
To consider the Report of the Clerk and agree the recommendations contained therein.
- 8. Annual Inspection of Allotments 2023**
To agree a date for the Committee's inspection of the four allotments sites under the Council's oversight.
- 9. Talbot Green Youth Shelter Replacement**
To consider views presented by Talbot Green members and others on what should replace the soon-to-be dismantled youth shelter at the entrance to Talbot Green Retail Park.
- 9. Future Meetings in 2023/2024**
To consider whether the Committee wishes to meet in hybrid or virtual format in the future, and to determine the date of the next meeting.
- 10. Urgent Business**
To consider any matters which the Chair has deemed reasonably to be urgent.

MR G. E. HOPKINS JP

CLERK

LLANTRISANT COMMUNITY COUNCIL

MINUTES OF A MEETING OF THE ASSETS & OPERATION COMMITTEE

HELD ON TUESDAY 24TH MAY 2022 AT 6.30PM AT BEDDAU & PENYCOEDCAE ALLOTMENTS.

Present

Cllr Julie Barton (in the Chair)

Cllr Ellie Townsend Jones

Cllr Adam Robinson (via Zoom)

Cllr David Myles

Cllr David Brown

Cllr David Nicholas

In Attendance

Chair Beddau & Penycoedcae Allotments: Mr Lionel Symons

RFO: Mrs Alison Jenkins

The meeting started with the committee inspecting the existing state of the paths and steps to the plots. Cllr Robinson had attended site the previous week to inspect the paths, car park and fences.

As the nominated Chair of the committee Cllr Robinson was in attendance via Zoom it was agreed that Cllr Barton would chair the meeting.

AOC/22-23/1 Apologies for absence

Apologies were received from Cllr Mal Davies and Cllr Glynne Holmes

AOC/22-23/2 Declarations of Interest

Members declared their interests in accordance with the Code of Conduct.

Cllr David Brown – I am a member of Brynteg Allotments

Cllr David Myles – I am Treasurer of Brynteg Allotments

Cllr David Nicholas – I am Chair of Tynant Allotments

AOC/22-23/3 Minutes of the Previous Meeting of the Allotment Committee

The minutes of the meeting held on 25th October 2021 were noted.

AOC/22-23/4 To consider the ongoing issues at Beddau & Penycoedcae Allotments.

The impact on the site of turning the water off. So far plot holders are coping without the water supply. It was AGREED to review the situation after the summer.

The dangerous state of the steps leading to the plots. Following discussion and having inspected the paths. It was AGREED to recommend to full Council that of the 9 paths leading to the plots.

The first 3 paths at each end of the site become/remain as sloping paths as opposed to steps.

The 4th and 6th paths should be closed off and made safe.

The centre (5th) path should be returned to the correct width for a path and proper steps installed.

The Chair of the site was asked to ensure that warning signage was displayed and the Parish Office requested to help with provision of signs.

The retaining wall at the car park. It was acknowledged that the retaining wall did need attention however it was not as urgent as the paths/steps. Quotes and suggestions to be requested at the same time as to the paths.

Any other items the Management committee wish to discuss with the Community Council. It was further identified that the retaining wooden posts along the edge of the road to the car park were rotting. This was acknowledged however the paths and steps remain the priority for action.

The committee travelled to the Memorial Gardens on Parish Road

AOC/22-23/5 To consider the location for a plaque to the Late Suzanne Goodall MBE.

Following discussion, it was AGREED to recommend to full Council that a Cherry tree similar to that planted by the Monday Club should be planted on the grass between the Monday club tree and the houses to the back of the gardens.

It was further AGREED to recommend that plaques that would survive being hit by a strimmer should be purchased for both trees.

AOC/22-23/6 To set dates to complete the annual risk assessments of the Council locations.

It was AGREED that Cllr David Brown, Cllr David Myles and Cllr Ellie Townsend Jones would arrange dates with the Clerk to complete the annual risk assessments of Council locations.

LLANTRISANT COMMUNITY COUNCIL

ASSETS AND OPERATIONS COMMITTEE

7TH JUNE 2023

REPORT OF THE CLERK

**COMMITTEE MEMBERSHIP AND TERMS OF
REFERENCE 2023/2024**

Committee Membership

Cllr David Brown (Chair)

Cllr David Nicholas (Vice Chair)

Cllr Julie Barton

Cllr Anne Callow

Cllr Mal Davies

Cllr Glynne Holmes

Cllr David Myles

Cllr Ellie Townsend Jones

Terms of Reference

Purpose

The Assets and Operations Committee will oversee the management, repair, safety and organisation of the Council's assets and operations in the community, including its halls, outdoor maintenance, allotments and open spaces.

**Terms of
reference**

The role of the Committee is to consider and make recommendations to the Council on matters relating to:

- the management and repair of The Parish Office, Caerlan Hall and Llys y Cwm;
- the administration of hiring out any of the Council's assets, including hall hire;
- the management and maintenance of all other of the Council's assets, land and community furniture;
- the setting and monitoring of works undertaken by the Outdoor Assets staff;

- the monitoring, administration and management of the Council's allotments sites and liaison with each Allotments Site Management Committee;
- the setting and monitoring of the Council's compliance with health and safety policies, legal requirements and procedures.

Delegated Powers

The Committee has delegated powers to act on behalf of the Council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to Full Council.

Specifically, the Council delegates power to this committee to:

- consider and implement any changes which are required to comply with Health & Safety Law;
- ensure all health and safety incidents are investigated and any actions required to prevent further occurrence is taken;
- complete the annual risk assessments.

Frequency

The Committee will meet at least twice in each municipal year.

Membership

8 members of the Council

MR G. E. HOPKINS J.P.

CLERK

LLANTRISANT COMMUNITY COUNCIL

ASSETS AND OPERATIONS COMMITTEE

7TH JUNE 2023

REPORT OF THE CLERK

COMMISSIONING OF WORKS

A range of works are required to the various sites in the Council's use. This report contains all those proposed by the Clerk, and where required by the Financial Regulations, several quotations provided. The Committee is asked to consider making each recommendation to full Council for approval.

Llys y Cwm Hall, Beddau

1. The Committee to consider the replacement of the vinyl flooring at Llys y Cwm hall, reflecting on its poor state of repair, and in readiness for other works proposed below.

Further to then agree which of the following quotations are to be recommended to Council:

Quotation A: £2,742.00 including VAT

Quotation B: £2,846.10 excluding VAT

Quotation C: £3,528.30 including VAT

(Details of each quote supplied as Annexes A, B, C to this Report.)

2. Further to requests from the Meithryn and other organisations using the hall for ways of increasing storage space, and better use of side rooms, the Committee is asked to approve the building of a stud partition and double doors to the left of the hall entrance, which would increase storage capacity in currently dead space. The work would be done in house for minimal cost, circa £500.
3. Install new internal doors at Llys y Cwm at a cost of circa £500.
4. Replacement of Fire Exit door from Llys y Cwm at a cost of circa £2,000.
5. Agree to commission an inspection of the roof at Llys y Cwm.

6. The total potential costs of these works at Llys y Cwm are £6,000, and it is proposed to fund the works from the following budgets:

	Budget 2023	Recommend spend
Llys y Cwm Repairs & Maintenance:	£2,500	£2,000
Earmarked Reserve for Llys y Cwm	£3,221	£3,000
Beddau/Tynant Project Money	£11,744	£1,000
		<u>£6,000</u>

7. To agree to the installation of the late Queen's Platinum Jubilee Beacon at the entrance to the car park at Caerlan Hall, Llantrisant (in house)
8. The Committee is asked to approve bringing the accessible toilets at both Llys y Cwm and Caerlan Hall up to current regulations. (The Parish Office staff are looking at potential grant funding to support this project, but Committee is asked to agree the works out of the maintenance budgets.)
9. Removal and sale of metal "meshes" over the windows at Llys y Cwm hall. The Committee is invited to agree that they give an overly-austere appearance to the building, out of proportion with the security risks.

All Council Sites

10. To agree the installation of a new alarm/security system across all three Council sites, those being Llys y Cwm Hall, Caerlan Hall and the Workshop in Coedcae Lane, operating on a "doorbell camera" basis.

Inclusion in Schedule of Major Works

11. To include those works agreed above in the Schedule of Major Works 2023/2024, attached as appendix D.

MR. G. E. HOPKINS JP

CLERK

APPENDIX A



ESTIMATE

Llys-Y-Cwm Community Centre

Date
28 Apr 2023

Quote Number
QU-1478

VAT Number
337756818

KIMPTON FLOORING
LTD

Unit 1-3
Riverside Park, Bedwas

House Ind Estate

CAERPHILLY

Mid Glamorgan

CF83 8XL

Tel: 029 2086 2086/2086
6222

Fax: 029 2088 5990

Area in front of Main doors

Many thanks for your recent enquiry and further to our site visit we have pleasure in submitting our price .

To uplift and remove from site the existing vinyl flooring. To scrape up any loose Latex subfloor Screed . To supply and and apply One coat of Uzin PE360 Primer allowing a short time to dry, so as ready to supply and apply One coat of Uzin , 2 part subfloor smoothing compound to a standard thickness of 3mm throughout ,allowing overnight to dry before lightly sanding over .

To supply and install using only an high impact tape around perimeter's and along the seams Altro Xpress loose lay slip resistant flooring to a choice of colour. To electrically thermo weld all seams using matching colour weld rod. To supply and fix down Aluminium door way strips as required .

Description	Quantity	Unit Price	VAT	Amount GBP
The price allows for work to be completed during normal weekday working hours, i.e. Monday to Friday, 8am - 4.30pm	1.00	2,285.00	20%	2,285.00
Please note. We have specified the Altro Xpress lay flooring due to our concerns of Dampness in the subfloor.				
Subtotal				2,285.00
TOTAL VAT 20%				457.00
TOTAL GBP				2,742.00

Terms

Terms & Conditions:

1. All materials supplied by the Company remains the Company's property until fully paid for and until then may be removed by the Company or its agents at any time. The seller's right to enter the buyer's premises to repossess the goods without trespassing.

Company Registration No: 1756663. Registered Office: Attention: Tel: 029 20862086, Unit 1-3, Riverside Park, Bedwas House Ind Estate, CAERPHILLY, Mid Glamorgan, CF83 8XL, United Kingdom.

Floor-De-Lee

Designing Floors For You

Unit 1 Ely Valley Business Park, Coed Cae Lane, Pontyclun, CF72 9DZ VAT No. 862 5118 28
Tel: 01443 449644 Fax: 01443 449644 Email: sales@floor-de-lee.co.uk Website: www.floor-de-lee.co.uk

QUOTATION

APPENDIX B

Mr Jason Akers
Re: Llys Y Cwm Community Hall
Gwaunmiskin Road
Beddau
CF38 2AU

16th May 2023

RE: COMMUNITY HALL FLOOR

To Supply and Fit: Altro Walkway 20 Non-Slip Safety Flooring, Colour "Tundra" or "Savannah" to the above area would be :

TOTAL : £2,846.10

The above price includes the following :

- Product : 30.60m² Needed @ £30.00/m² = £918.00
- Fitting : @ 20.00/m² = £612.00
- Latex : @ £18.00/m² = £550.80
- Adhesive : @ £4.50/m² = £137.70
- Uplift & Disposal of Existing Flooring : @ £6.00/m² = £183.60
- Grinding : @ £10.00/m² = £306.00
- Door Bars : 4 @ £22.00ea = £88.00
- Weld : £50.00

NOTES

Any extra work carried out to the above quote is an addition and the respective charges would apply.
Gloss and satin paintwork to woodwork is best completed 1 week prior to fitting.
Please clean and empty your space prior to fitting. Removal fees may apply if the space is not prepared ready for our fitters.

Any additional door-cutting requests would be **£30.00** per door.

Any additional door bar requests would be **£22.00** per bar.

Should a DPM be required, then this would be an additional **£459.00**.

Should you wish to proceed, it is customary to request a 50% deposit prior to preparation or ordering of flooring. Balance then to be paid on the final day of fitting.

All quotations are valid for 4 months from receipt of deposit. Without receipt of deposit this quotation is valid for 28 days. All errors and omissions accepted. Floor-De-Lee reserves the right to alter prices and specifications without prior notice.

APPENDIX C

QUOTATION		 R. LEWIS & CO. (UK) LTD STRUCTURAL FIRE PROTECTION	
Ulys Y Cum Dear Jason, Please see below our quotation for the Fire Precaution Works requested for the above named project. Please do not hesitate to contact us should you have any queries or should there be anything else we can help out with.		Quotation Reference: T6800 Project Name: Ulys Y Cum Prepared by: Darren Kellaway Date: 09/05/2023 Expiry Date: 08/06/2023 If you have any questions concerning this quotation, please contact Telephone: 029 2021 5716	
Description of Works			Amount £
Quote to supply labour and materials to carry out replacement fire escape doorset. New door to be steel external use fire escape doorset. Fire Door Maintenance: Certification LPCB LPS1197 - the existing fire door specifications will be requested prior the maintenance works, to enable RLFP to use the correct materials and work to the required tolerances. In the absence of such documents, RLFP will work in accordance with current standards, BS 8214 fire door assemblies. Fire Door Installation: Certification LPCB LPS1271 - New Fire Doors/Doorsets will be installed in accordance with manufacturers specifications			
Description of Works	Scope	Qty	Rate
Supply & Install New Steel Fabricated fire escape doorset and overpanel.	New Doorset	1	£2,880.25
Sealing frames: we have allowed for sealing to frame.			
Extra Over Items			
Supply & Install FD30 timber based doorset - No vision Panel.	New Doorset	1	£950.00
Supply & Install FD30 timber based doorset - with V5 vision Panel.	New Doorset	1	£1,250.00
Removal of existing Frames & Architraves: R. Lewis always endeavour to take care when removing existing works, but cannot be held responsible for making good walls following the removal of existing frames should the walls have lose plaster / render and the like.			
Decoration: Following R. Lewis works, unless stated and agreed, decoration have not been included. Caulking, filling and painting will need to be carried out by others following RLFP works.			
Allowances & Exclusions			
Our quotation is based on one Continuous visit			
No other works included unless stated above			
Decoration & Making Good / Floor Repairs not allowed for			
Disconnection of Access Control / Alarms not allowed for unless stated above			
Prelims			
	Qty	Unit	Rate
Management:	0	Wks	£0.00 Inc
Accommodation:	0	Wks	£0.00 N/A
Travel:	0	Mls	£0.00 Inc
Access:	0	Item	£0.00 N/A
Existing waste Disposal:	3	No	£20.00 N/A
LPCB LPS 1271 / 1197 Certification	0	Item	£0.00 Inc
Extra Over Rates			
Daywork Rate:	N/A	hr	
Call out Fee:	N/A	day	
TOTAL (exc VAT)			£2,940.25
20% VAT			£588.05
TOTAL (inc VAT)			£3,528.30

This Quotation and the prices detailed herein are issued solely subject to agreement to and incorporation of our Conditions of Sale attached, in any subsequent contract.

Registered Office: Unit 7, Llandough Industrial Estate, Cardiff CF11 8JR

VAT Registration No: GB 739 962 511

Company Reg No: 6088437

Website: www.rlewis.co.uk

UTR: 8537319584

LLANTRISANT COMMUNITY COUNCIL
ASSETS AND OPERATIONS COMMITTEE
REPORT OF THE CLERK

RISK ASSESSMENT –

STAIRCASE IN CAERLAN HALL, LLANTRISANT

1. I recently received representations from Cllr Holmes concerning the staircase at Caerlan Hall.
2. The staircase leads from the main body of the hall up to a roof space which has been used for many years for storage; the space is also where the boiler for Caerlan Hall and the Parish Office is located.
3. The staircase was built some three or four years ago to replace a ladder which went up to the hatch from the entrance to the kitchen, and was deemed at the time a considerable improvement on the ladder.
4. Nevertheless, following concerns raised with me by Cllr Holmes that the staircase did not meet buildings regulations, I sought the advice of officers of Rhondda Cynon Taf County Borough Council, who although not having specific jurisdiction on this matter, offered their expert advice and confirmed that there were aspects of the design and build of the staircase which fell short of standards expected in a public building, and which could increase risks for staff and hall users.
5. Specifically the rise of the staircase is too steep; the roof space door opens directly onto the top step of the staircase, and not onto a “landing” as should be; and the balustrades are not sufficient.
6. Consequently I have taken action as Clerk to prevent hall users from accessing the staircase by means of a locked gate; I have also instructed the one or two regular users who had things stored in the roof space to remove them and not to access the space in future. Access to the staircase and roof space is now prohibited to hall users and the public without expressed permission from myself as Clerk.

7. As mentioned previously, the roof space has been used to store a large amount of archived material of the Council and other chattels. These are in the process of being removed and stored elsewhere on our estate. Furthermore, the staff have been instructed not to store any new things in the space.
8. Once empty of all storage, staff access to the roof space in future will be severely restricted to inspections, mainly to facilitate the testing and maintenance of the boiler and central heating system. Staff and maintenance engineers will be required to wear hard hats and not to carry any unreasonably heavy loads while climbing or descending the staircase, and to take extra care when entering or exiting the roof space access hatch.
9. Any major works required to the roof space in future will need a specific task-related risk assessment to minimise risk to staff.
10. This assessment and provision is approved by the Assets and Operations Committee at its meeting on 7th June 2023.

MR G. E. HOPKINS J.P.

CLERK

LLANTRISANT COMMUNITY COUNCIL

ASSETS AND OPERATIONS COMMITTEE 7TH JUNE 2023

REPORT OF THE CLERK

PURCHASE OF NEW LAWNMOWER

1. The Council owns a ride-on lawnmower that was bought, second-hand, over twenty years ago. It is used extensively throughout the Council's area, particularly in the Spring and Summer seasons, when growth is highest.
2. The time has come when the frequency of problems with the machine, and the cost of repairs, outweighs the cost benefit of purchasing a replacement.
3. Having consulted the General Maintenance Staff on their requirements and preferences, and having received several quotes for a range of machines (Appendices D and E) it is recommended that the Committee agree to the purchase of a Ferris 400S 48in Triple Ride-on Mower, from Forest Park and Garden, Treforest, at a cost of £6,952.00.
4. It is recommended that the cost of the new machine be taken from the Community Infrastructure Levy Fund (in which there is £5,972) and the remainder from the earmarked reserve for this purpose, "Outside Equipment" (in which there is £4,759.)

MR. G. E. HOPKINS J.P.

CLERK

Quote#:273568**Customer:** ALISON JENKINS**Company:** LLANTRISANT COMMUNITY COUNCIL**Customer / Order Ref:****Date:** 24 May 2023**FOREST PARK & GARDEN****APPENDIX D****Invoice to:**

ALISON JENKINS
 LLANTRISANT COMMUNITY COUNCIL
 NEW PARISH OFFICE, CAERLAN HALL
 NEWBRIDGE ROAD
 LLANTRISANT
 MID GLAM
 CF72 8EX
 UNITED KINGDOM

Qty	Item name	SKU	Item net	Total net	Row total
1	FERRIS IS 600Z 44in Rear Discharge Ride-On Mower [3]	FM-IS-5901905	£8976.00	£8976.00	£10771.20
1	FERRIS 400S 48in TRIPLE Ride-On Mower [3]	FM-IS-5901990	£6952.00	£6952.00	£8342.40
1	TORO Grandstand - 122cm RD 72542TE (48 RD) [2]	72542TE (48 RD)	£9555.00	£9555.00	£11466.00
Subtotal				£25483.00	
VAT @ 20%					£5096.60
Total				£30579.60	

IMPORTANT: Quotations are valid for 14 days from date created.

Quotations for Automower assume customer will provide 13amp waterproof external power supply to installation site prior to or following installation.

FOREST PARK & GARDEN
 COED COURT
 TREFOREST IND EST
 PONTYPRIDD
 RCT
 CF375SW
 UNITED KINGDOM

mail@fpandg.com

VAT number: 728806018**Accounts email address:** mail@fpandg.com**Bank account:** 75096102**Sort code:** 53-70-30

From: admin@llantrisant-cc.gov.wales
To: clerk@llantrisant-cc.gov.wales
Cc: "Jason Akers"; l.kingston@llantrisant-cc.gov.wales
Subject: FW: Grillo FX 27 Zero Turn
Date: 30 May 2023 15:08:45
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)
[image005.jpg](#)
[Grillo_FX27_leaflet 2023.pdf](#)

APPENDIX E

From: Service <service@cambriangroup.co.uk>
Sent: Tuesday, May 30, 2023 3:03 PM
To: admin@llantrisant-cc.gov.wales
Subject: Re: Grillo FX 27 Zero Turn

Good Afternoon Alison,

Thank you for your patience I have tried to keep the spec as close to your older machine where possible and have attached specification brochure please find the following :-

Grillo FX27 Zero turn Ride on mower £10,394.95 plus VAT.

Delivery FOC

Lead Time approx. 4-6 weeks

If the attached spec machine is not what you require please do let me know and I will be very happy to help.

Kindest regards

Lisa



Lisa Donnelly

Cambrian Plant Sales & Hire

Cambrian Chipper Hire

Cardiff Lawn & Garden

02920 569 311

07989 854804

Riverside Works, Ely Bridge, Cardiff CF5 5XA

cambriangroup.co.uk

