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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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Minutes of the Building & Estates Committee held at 10am, 28 August 2019 at 1 Penuel Road, Pentyrch

Present: Cllrs Stuart Thomas, Mike Sherwood, Chris Priday, Simon Davies

In attendance: Helena Fox

1. To elect a Chairman: Cllr Sherwood proposed that Cllr Davies Chair this committee; Cllr Thomas seconded. All agreed. Cllr Davies took the Chair.
2. To receive apologies for absence: Cllrs Harrison, K Thomas
3. To receive any declarations of interest: There were none
4. To discuss the Creigiau Recreation Area:
 - a. The Pavilion had been inspected by a valuer and the report was awaited.
 - b. The current Memorandum of Understanding between PCC and CRAMC extends to 31.3.20. The Articles of the new Creigiau Recreation Charity (CRC) do not include provision for the transfer of funds and responsibilities from CRAMC to the Charity, although that is the understood intention. This needs to be clarified; as things now stand there is no agreement between PCC and CRC.
 - i. PCC will invoice CRAMC for the 2019-20 grounds maintenance contribution of £1,200 or pro rata if the Lease between PCC and CRC is signed before 31.3.20.
 - c. It was **RECOMMENDED** that PCC not place a new grass cutting contract after the current contract ends on 31.3.20.
 - d. The Charity's Constitution has a drafting error and the name of the Charity needs to be the same throughout. The Trustees will correct this with the Charity Commission.
 - e. Lease:
 - i. Cllr Sherwood will circulate up-dated Terms of Reference to the Committee.
 - ii. Once draft Terms are agreed between PCC and CRC they will be sent to PCC's solicitors for drafting a Lease.
 - iii. CRC's Business Plan must be reviewed by PCC as part of PCC's due diligence during negotiations to grant a Lease from PCC to CRC. The Business Plan should set out how the Trustees will run CRC and plan to make it financially sound.
 - f. Grant to CRC: this will be negotiated in parallel with the Lease but will be a separate agreement and document.
 - g. Pavilion: PCC will ensure that the building is in good condition before it is handed over to CRC under a Lease. This will involve tasks for both PCC and CRAMC (such as the work highlighted by the water and fire assessment reports). Under a Lease, CRC will take over responsibility for the building with at least annual inspections of processes and practice by PCC. These will be agreed in a Lease.
 - i. Use of the Pavilion by other groups is covered under the Memorandum of Understanding and CRAMC should send copies of key documents like public and employer's liability cover to the Clerk.
 - ii. Both recent water and fire assessment reports had been sent by the Clerk to the new Trustees.
 - iii. The Clerk will arrange for bilingual signs to be placed on the outside of the electrical room door and the inside of the boiler room door stating that the spaces should not be used for any storage.

- iv. CRAMC should ensure that:
 - 1. Any current materials stored in these rooms should be removed as per the fire assessment report.
 - 2. Showers should be run as per the water assessment report.
- 5. To discuss 1 Penuel Road: A number of issues were discussed and it was recommended to:
 - a. Add to the specification for upgrading the downstairs WC a new radiator and connection to the central heating system for the hall by the WC and dealing with a possible 'dead leg' in the Library heating.
 - b. Fire doors will be finished and installed and a router purchased if needed.
 - c. The external rear space to be tidy.
 - d. Look again at a ground floor extension at the next meeting.
 - e. Also, PATesting had been carried out.
- 6. To discuss the PCC estate and capital asset transfer from Cardiff Council: The committee will visit PCC's land with the Clerk and CMOs to look at maintenance options.
 - a. The Clerk is awaiting a response from Cardiff following a meeting in July.
 - b. PCC will need to budget for any CAT in 2020-21 whether estimated or based on agreements with Cardiff. Taking on larger areas will need proper consideration and budgeting.
 - c. Cardiff has given approval for the WW1 bench in Gwaelod but the chosen spot is Highways not Parks land so approval from Highways is awaited.

Signed _____ Dated September 16 2019