

## Minutes of Extraordinary Meeting held on 2<sup>nd</sup> August 2023

### Present: Cllrs

Allan Morgans – Chair  
Jac Armstrong – Vice chair  
Amanda Curtis  
Lyn Gibson  
Ann Catherall – sub committee  
Margaret Narburgh – Clerk

### Apologies:

Paul Sheldon

### Members of the Public:

None

### Not Responded:

Simon Grice

### 663. Apologies

Cllr Sheldon sent his apologies due to being delayed at work and confirmed in writing he would support the majority view when Maes Ysgawen park improvements were considered.

### 664. Meeting Open to the Public

No members were present.

### 665. Declarations of Interest

None were declared.

### 666. Maes Ysgawen Park Improvements

The Clerk had circulated the report prepared by the Park Improvements Sub-committee, quotations received from four Landscape Architects and a comparison of these quotes, for Councillors to consider prior to the meeting.

Cllr Curtis confirmed she had visited the park with the Clerk who had explained what was being proposed in different areas. She could see that improvements were needed and fully supported going ahead with the project.

Cllr Armstrong was familiar with the park and had reservations about including a community garden and a pond given the safety aspects and implications for insurance. The Chair explained that the sub-committee recommendations did not include the pond for the reasons he had highlighted. After due discussion about how the community garden would be managed, he expressed his support to go ahead.

Cllr Gibson is an active member of the sub-committee and fully supported all the recommendations.

Mrs Catherall is also an active member of the sub-committee and supported the recommendations.

All the proposed improvements and recommendations are listed in [Appendix 1](#).

Cllr Morgans went through the quotations received from four Landscape Architects – see [Appendix 2](#).

The Chair thanked members of the sub-committee and the Clerk for all their work and for submitting an excellent report to the Council.

Cllr Armstrong proposed the Clerk complete the grant application forms and circulate them for comment before submitting an application to the National Lottery to fund the professional fees to take this project forward. Cllr Curtis seconded the motion and Cllrs Morgans and Gibson voted in favour. Cllr Sheldon had sent written confirmation that he would support the majority view. There were no votes against or abstentions and the motion was carried. Action: Clerk to complete and submit application forms ASAP.

Cllr Morgans proposed using the costs received from landscape architect reference 2 to apply for the grant because they have considerable experience of this type of work in the AONB, have quoted the lowest price and are a local company. If successful in obtaining a grant for the professional fees, to then employ them to prepare design drawings and other documents needed to go out to tender. Cllr Gibson seconded and Cllrs Armstrong and Curtis voted in favour. There were no votes against and no abstentions and the motion was carried. Action: Clerk to include Landscape Architect 2's costs in the application.

Cllr Morgans proposed closing the meeting, Cllr Curtis seconded and Cllrs Armstrong and Gibson voted in favour. The meeting was closed at 19.56 pm.

## Appendix 1 - Extract from Sub-committee Report on Maes Ysgawen Park Improvements

The most popular ideas put forward by the community were to:

1. Improve access by upgrading the gates and paths to make them suitable for the less able.
2. Transform the park from being a thoroughfare to a 'destination' to visit and enjoy by providing more activities (outdoor exercise area, giant chess/draughts board, boules pitch, board games, book/magazine exchange, area for ball games) and organising community events (open air theatre, music events, fruit pressing, inter-village games competitions, workshops).
3. Create an accessible community garden with raised beds for growing fruit, veg, herbs, flowers and a compost heap for waste materials. Foster 'garden buddies' and collect seeds for growing on.
4. Create a nature trail through the park with educational lecterns with details of plants, wildlife.
5. Build a multi-purpose outdoor shelter to host educational and social events and run country craft workshops.
6. Create a rain garden along the banks of the stream to provide interest, improve wildlife habitats and reduce the speed of water flow to help prevent flooding.
7. Cut different areas of grass at different lengths to broaden the scope of biodiversity.
8. Create a pond.
9. Create an area for pigs and chickens.
10. Install bee hives.

### Sub-committee Recommendations to the Council

1. A project to improve Maes Ysgawen park goes ahead based on the first 7 ideas listed above.
2. Ideas 8, 9 and 10 are rejected as being inappropriate or impractical due to health & safety issues and complications in obtaining insurance cover.
3. The Council applies for a National Lottery grant to fund 100% of the professional fees to employ a landscape architect to take this project forward.
4. Landscape Architect reference 2 be appointed to work with the Council for the design stage and their quote used to apply for the grant.
5. If successful in being awarded a grant for the profession fees, the Council uses the final cost estimate from the chosen Landscape Architect to apply for a second grant to fund the capital costs for improving the park.

Appendix 2

Comparison of Quotes for Professional Fees - Maes Ysgawen Park Improvements				
Element of Work	Company			
	1	2	3	4
	£ exc VAT			
Topographical survey	700	1175	1295	1000
Site visit for initial briefing	3500	300	1395	660
Concept drawings		2150		1622.5
Present concept drawings at public meeting		300	1825	
Expenses	inc	75	970	396
Initial cost estimate	600	600	650	
Liaise with engineers and ecologists to refine drawings	4900	1200	3200	
Finalise drawings		3800		3932.5
Liaise with highways for dropped kerb		1200	1200	1200
Preparation of tender pack		900		6380
Final cost estimate	1200	562.5	1850	n/a
Assist with tendering process	3300	600		125
Assess returned tenders		775		
Pre-contract meeting			1525	
Principle designer fees	1200	1200	1200	1200
Drainage strategy	2400	2500	2250	* not quoted
Translation costs	110	500	1050	900
<b>Total</b>	<b>17910</b>	<b>17837.5</b>	<b>18410</b>	<b>17416</b>
Hourly charge - average	75	86	not provided	55
Estimates or missing from quotes				
Original estimated at £6500 for full drainage system and reduced to £2500 after querying				