

PANEL ADNODDAU CYNGOR TREF MACHYNLLETH **FACILITIES PANEL OF MACHYNLLETH TOWN COUNCIL**

Gwysir chi I fynychu cyfarfod o Banel Adnoddau Cyngor Tref Machynlleth yn ystafell Vane Tempest ar **Ddydd Llun, Ebrill 17^{eg}** am 6.45yh.

You are summoned to attend a meeting of the Facilities Panel of Machynlleth Town Council In the Vane Tempest Room on **Monday 17th of April** at 6:45pm.

Agenda	
1.	<u>YMDDIHEURIADAU / APOLOGIES</u> I dderbyn ymddiheuriadau fel y cawsant eu adrodd i'r Clerc cyn y cyfarfod. To receive apologies as reported to the Clerk before the meeting.
2.	<u>DATGANIAD O FUDDIANT / DECLARATION OF INTEREST</u> I dderbyn unrhyw ddatganiad o fuddiant / To receive any declarations of interest.
3.	<u>TOILEDAU'R MAES PARCIO / CAR PARK TOILETS</u> I dderbyn adroddiad ysgrifenedig gan y Clerc. To receive a written report from the Clerk.
4.	<u>CLOC Y DREF / TOWN CLOCK</u> I dderbyn adroddiad ysgrifenedig gan y Clerc. To receive a written report from the Clerk.
5.	<u>Y PLAS</u> I dderbyn diweddariad gan y Clerc To receive an update from the Clerk.
6.	<u>CAFFI Y PLAS / PLAS CAFÉ</u> I dderbyn adroddiad ysgrifenedig gan y Rheolwr Adnoddau. To receive a written report from the Facilities Manager.
7.	<u>TIROEDD Y PLAS / PLAS GROUNDS</u> I dderbyn adroddiad ysgrifenedig gan y Clerc. To receive a written report from the Clerk.
8.	<u>HEN STABLAU / KENNELS.</u> I dderbyn diweddariad gan y Clerc. To receive an update from the Clerk.

9.

RHANDIROEDD / ALLOTMENTS

I dderbyn adroddiad ysgrifenedig gan y Clerc.

To receive a written report from the Clerk.

10.

**DYDDIAD Y CYFARFOD NESAF /
DATE OF THE NEXT MEETING**

Committee	Facilities Committee
Subject	PCC Toilets, Heol Maengwyn Car Park
Date	17/04/23
Authors	Town Clerk

Machynlleth Town Council has made no provision in its budget for the 2023-24 financial year to fund the Powys County Council toilet block on Heol Maengwyn Carpark. We wrote to Mr Clive Pinney of Powys County Council drawing attention to this fact on 6th of February 2023 and have yet to receive a substantive response.

Machynlleth Town Council decided to keep the toilets open over Easter. The toilets blocked over the bank holiday weekend and have needed rodding and some repairs – Council will need to identify which other budget is cut to cover these costs.

Locking, Unlocking and cleaning the toilets currently cost the Town Council £135.54 per week in hourly staff pay, with pension and NI costs on top.

Consumables for the toilets run at around £300 per month.

Given the above the Clerk recommends the committee to..

Recommend to Council that

- **To minimise the adverse effect on the MTC budget resulting from the lack of a response from Powys County Council to our letter of 6th of February – close the facility with immediate effect.**
- **Give notice to Powys County Council of our intention to return the keys within three months unless a satisfactory solution can be found.**

Committee	Facilities Committee
Subject	Town Clock
Date	17/04/23
Authors	Town Clerk

Tender Returns

Works on the Clock were put out to tender on 18/1/23, The Tender documents contained all works, both necessary and desirable, four tender returns were received but all tenders were returned significantly over budget. We have therefore had to reduce the scope of works to just those required to get the clock ticking and have asked the companies who submitted tenders to price on progressively less works to get to the current point. The process has been managed by our appointed architect.

Following the tender exercise the lowest price and the one that we are proposing to accept is **£54,837.58** ex VAT

With the reduction in scope of works we have also reduced the contract period anticipate the works will take 8 weeks and will be undertaken in Summer 2023.

Funding and Budget.

The initial estimate of costs from the architect was £40,600 and this is the figure upon which the Council budget was based. The Council set aside £20,600 for repairs to the clock and an application was made to CADW for the remainder.

We have been successful in an application for £20,000 of funding from CADW, but the increased costs mean we still need to identify some £15,000 worth of funding to carry out the minimum works required to repair the clock. The Clerk has approached other potential funders and is awaiting replies.

VAT also poses some cash flow problems for the project as even the lowest price will have attract nearly £11,000 in VAT costs. Whilst this is reclaimable, it will be necessary to have a provision between works completion and VAT reclaim.

Given that a delay will likely increase costs, might result in a loss of the grant and will mean the clock is not repaired in its centenary year the Clerk recommends you make the following

Recommendations to Council

- **Accept the lowest tender price of £54,837.58 ex VAT**
- **Ask the Finance Committee to identify £15,000 of contingency funding from the resources of the Council to cover the possibility that the Clerk draws a blank with other potential funders.**

Committee	Facilities Committee
Subject	Caffi'r Plas.
Date	17/04/23
Authors	Facilities Manager and Café Manager

Changes and Improvements

The café introduced a daily deal menu to attract more customers. This has been successful. Mid-Week roast on Thursdays been extremely popular. We are continuous monitoring the menu. Monthly meetings are held between facilities and café manager with regards to improvements

The Facilities Manager and Café Manager attended Castell Howell food services show in March to obtain new menu ideas. Stock was bought in ready for Comedy Festival

A conference was held in February 2023, feedback from the organisers praised the catering for food being excellent and plentiful, this correspondence was shared with Councillors.

Extra Services

The Dyfi Dash event has requested that café be open on Sunday April 16, We did the same last year and had a very successful day, we have been able to accommodate this request.

Throughout the winter months we have opened on a Tuesday for hot drinks and snacks. Moving into summer months fully open on a Tuesday with full menu. We have done this by re-jigging staff rotas and no extra staff hours will be required.

Committee	Facilities Committee
Subject	Plas Grounds
Date	17/04/23
Authors	Town Clerk

Tree Survey

We asked three companies to quote for Tree Survey works at the Plas, Two companies came back with prices and these are attached. The meeting of Full Council on 27/03/23 delegated the authority to award this contract to this committee.

Pest Control Plas Grounds

There has been a problem with rats in the Plas grounds. For the last month we have engaged the services of a professional pest control company to bring the problem under control. The problem is shared across our grounds at the Plas and the Leisure Centre site. The problem is now under control and our pest management company will be preparing an integrated pest management plan aimed both at reducing the attractiveness of the grounds to pests and ensuring ongoing pest control. This plan will be put before the next meeting of the Council.

We did have a visit from Mr Paul Bufton of Powys County Council Environmental Health this week, and he was impressed with the pro active measures we had taken to control the problem.

Realisation of Assets.

Pressures on the Council budget outlined elsewhere in this agenda and discussed at length in the Finance Committee on 12 /12/22 when scrutinising the budget for Council compel the Council to look to increase income as well as reduce spending wherever possible. One possibility is to charge for parking at the Plas.

Points to consider

- An average of 596 cars a month currently park on Plas grounds¹.
- There have been complaints from tenants that they find it difficult to park at busy times.
- We do not have staff to police or budget to invest in improvements that would be necessary to charge across the site.
- Powys Charge £370 a year or £40 a month for a car parking permit.

Therefore it might be wise to set aside a small manageable area for permit parking and to begin to realise an income from one of the Council assets. There is room to park 10 cars in the small car park between Hen Stablau and the Plas Boiler room.

Recommendations

- **Use delegated authority to accept the lowest tender price of £950+VAT for the tree survey work**
- **Recommend to Council that the area next to the Hen Stablau which has space for 10 vehicles become permit parking at a cost of £150 per year.**

¹ Surveyed December 2022 to March 2023.

Julie Humphries, Y Plas Manager,
Machynlleth Town Council, Y Plas,
Heol Aberystwyth, Machynlleth, Powys, SY20 8ER



Quote Reference: C2023-015-RW

Date: March 13th, 2023

Dear Julie,

Thank you for giving me the opportunity to provide a fee proposal for your survey. My proposal is as follows:

Site Address: Recreation area surrounding Y Plas and located between Heol Pentrehedyn and Heol Maengwyn, Machynlleth, Powys.

Survey required / project breakdown:

- Visual inspection from ground level of trees identified in 2022 Safety & Condition survey for annual inspection or for remedial works within 13 weeks of survey date (58 trees or tree groups, 4 woodland areas).
- Report & recommendations supplied in electronic format.

The total amount for this survey and report is **£950 + VAT**

The fee includes site visits sufficient to complete the survey, preparation of a single version of the report document, with minor revisions requiring up to 30mins in total and three other items of up to twenty minutes duration each (e.g. short phone calls to clarify specific points, brief e-mails, etc.). Further site visits: transport at £0.90p/mile; time at £75/hour. Additional meetings, letters, teleconferences, document preparation / revision and the like: pro rata at £75/hour plus costs.

Please note that this price includes only those investigations described above and does not include further diagnostic investigations such as leaf fluorescence, static pull tests or diagnosis by the Tree Health Diagnostic & Advisory Service. Additional tests can be provided at additional cost; if needed, the cost implications of these tests will be discussed with you fully before proceeding.

This proposal is valid for **3 months** from date of issue.

I hope you find this proposal satisfactory and if you have any queries please contact me on the details below.

Kind regards,

A handwritten signature in black ink, appearing to read "Richard Wilson".

Richard Wilson

Chartered Arboriculturist and Registered Consultant



Direct phone: 01239 851999 / 07535 105829

Julie Humphries, Y Plas Manager,
Machynlleth Town Council, Y Plas,
Heol Aberystwyth, Machynlleth, Powys, SY20 8ER



Direct e-mail: richard@wilsontreesurveys.co.uk

Terms & Conditions

1. Wilson Tree Surveys will undertake to complete the work as agreed with the client subject to these terms and conditions. The scope of the survey will be limited by the client's instruction, the normal limits expressed or implied by the relevant British Standards, Codes of Practise, or commonly accepted standards of work.
2. Notice of the Right to Cancel "Cooling off period" – the client has 14 days to cancel the contract (in writing) from the acceptance date.
3. Cancellation of all or part of the work detailed in this quotation with less than five whole working days' notice will incur a cancellation charge to the value of 50% of the work cancelled. Please ensure that you are happy for the work to proceed before giving an instruction to proceed.
4. GDPR compliance – we will aim to protect your personal data in accordance with GDPR requirements and not to directly market our services to you without your prior permission to do so.
5. This fee proposal is valid for 3 months from the date of issue.
6. All works will be in accordance with the relevant British Standard or other relevant guidance where possible unless specified otherwise. Dimensions specified in reports are approximate.
7. In the event of a variation to the quotation as a result of: a) Amendments to works required prior to arriving on site, or b) Changes in site / ground conditions since the original visit, or c) Additional works requested / required whilst on site - the quotation will be revised accordingly, either electronically in advance or in a hand-written note on the day of work, with agreed amendments signed by the contractor and the client.
8. For costs of £1000 or less, payment by cheque or bank transfer is expected on completion. Over £1000, payment within 10 working days of invoice date is expected. Delayed payment will incur interest at 12% above the current LIBOR interest rate, plus a £75 late payment charge.
9. Unsatisfactorily completed work MUST be immediately notified in writing to the consultant or within 48 hours following supply of reports, written documents or other outputs as agreed.
10. Where inspection of third-party trees is proposed, i.e. 'neighbour's trees', the contractor will require written confirmation from the tree owner ('the neighbours') that access is permitted.
11. The contractor has £2 million Professional Indemnity Insurance, £5 million Public Liability insurance and £10 million Employer's Liability insurance. Copies of the certificates are available on request. The consultant will operate in accordance with good industry practice, their Health & Safety Policy and Procedures and undertake Site Specific Risk Assessments.
12. Wilson Tree Surveys reserve the right to conduct preparatory works to ensure the safety of staff, customers and public.
13. Wilson Tree Surveys reserve the right to cease work if safety is compromised until adequate control measures are in place.
14. The consultant will undertake the works as scheduled but is aware of / may be constrained by ecological and wildlife legislation including The Wildlife and Countryside Act 1981, The Countryside and Rights of Way Act 2000, and The Conservation of Habitats and Species Regs. 2017. This legislation requires the consultant to assess the impact of the works which may result in works being delayed as a result of nesting birds, roosting bats or similar being present.
15. This fee proposal has been provided in good faith based on the information available at the time of its preparation and within the limitations of a desk-based assessment of costs. However, aspects of site conditions, tree habit, form and condition, social and legal procedures occasionally come to light during the course of a consultant / client relationship and tree survey that were previously unknown. Under such circumstances, Wilson Tree Surveys reserves the right to renegotiate this fee proposal.
16. The client is responsible for providing access such that the works may be carried out, including clearance of obstacles, access through locked gates, and obtaining necessary access permissions. Where needed, obstructions may have to be removed or fences traversed to allow access. Under such circumstances, permission will be sought beforehand where possible. Replacement or repair of damaged fences / gates will be at the client's own expense.
17. Additional terms and conditions relevant to the specific project undertaken will be described in the 'Limitations' section of reports supplied to the client. An example of such limitations can be made available on request.
18. All reports, drawings, plans, letters, advice and other written communications will be supplied electronically unless otherwise agreed with the client. They are intended for the sole use of the client and may not be shared with any other third party without the express consent of Wilson Tree Surveys. Paper copies may be provided on request, at additional cost.
19. Acceptance of this fee proposal is deemed to indicate acceptance of these terms and conditions.

The work and business activities of Wilson Tree Surveys is subject to the Codes of Conduct and Ethics of both the Institute of Chartered Foresters and of the Arboricultural Association. Use the links below to be directed to the relevant websites.

Institute of Chartered Foresters Code of Conduct:
<https://www.charteredforesters.org/join-us/member-obligations/our-code/>

Arboricultural Association Code of Conduct and Ethics:
<https://www.trees.org.uk/About-Us/Policies-and-Reports/Code-of-Conduct-and-Ethics>

Roots

TREE SPECIALISTS

Arboricultural Survey & Report Quotation for Machynlyth Town Council

Machynlleth, Powys, SY20 8ER

Jack Carnell TecharborA



Table of Contents:

1. Introduction
2. Scope of Work
3. Methodology
4. Schedule
5. Health and Safety
6. Risk Assessment
7. Budget and Costing
8. Conclusion

1. Introduction:

Roots Tree Specialists Ltd is a local tree surgery and arboricultural company run by Jack Carnell, with over ten years experience providing arboricultural services to the local community. Our team of experienced and qualified professionals are dedicated to providing the high quality consultation and arboricultural services. We focus on providing clients with detailed and easy to understand reports that improve the ease of creating and monitoring management plans.

The purpose of this tender submission is to propose our services for the surveying of all council-owned trees in the town of Machynlleth. Providing a comprehensive and accurate report of the condition of council owned trees to ensure the council can meet all applicable safety regulations.

Roots Tree Specialists Ltd holds all relevant qualifications and insurance policies to meet the requirements of this project. We have a proven track record of successfully completing projects for both private and public clients. With the necessary expertise and equipment to carry out this project in a timely and efficient manner.

2. Scope of Work:

The scope of work for this project will involve the surveying of all council-owned trees in the town of Machynlleth. Our team will conduct a thorough inspection of each tree and provide a detailed report on their condition, including any risks or hazards.

The report will include the following information:

- Identification of each tree
- Description of the tree's location, species and size
- Assessment of the tree's health and vitality
- Identification of any defects or abnormalities
- Recommendations for any necessary tree works
- Assessment of any potential risks or hazards associated with each tree

Roots Tree Specialists Ltd will provide the council with a comprehensive report detailing the condition and risk assessment of each tree on council-owned land within the town of Machynlleth. The report will include detailed information about the location, size, species, and health of each tree, as well as any recommended maintenance or tree work required to mitigate risk.

Roots Tree Specialists Ltd will create a high resolution 2D digital map of each area containing trees. This map will provide a visual representation of the location of each tree and will be a valuable asset to the council for future planning and management purposes.

This report will include detailed recommendations and a priority rating enabling the council to make informed decisions and budget for required maintenance to manage any potential risks to public safety.

Overall, our deliverables will provide the council with the information and tools necessary to manage their tree assets effectively and make informed decisions about future management and maintenance. Our reports will be presented in a clear and concise manner, making them easy for the council to understand and use.

3. Methodology:

Our team will use a combination of visual inspection and Quantified Tree Risk Assessment (QTRA) for each tree, which is a systematic method of assessing the risk of harm from partial or whole tree failure.

We will use industry best practices to ensure that all work is carried out safely and efficiently.

Our team will follow all relevant government legislation, including the Health and Safety at Work Act 1974 and the Work at Height Regulations 2005.

At Roots Tree Specialists Ltd, we take tree risk assessment very seriously. Our methodology for quantified tree risk assessment is designed to identify potential risks and prioritize necessary actions in a systematic and reliable manner.

Our risk assessment process involves a thorough inspection of all trees on the council's property, with careful consideration of factors such as tree species, age, location, and health.

We use a combination of visual inspections and surveying equipment to evaluate each tree's structural integrity and identify any signs of damage or disease.

We then prioritize necessary actions based on the level of risk, ensuring that the most urgent issues can be addressed first.

We understand that tree risk assessment can be a complex and technical process, and we are committed to providing the council with clear and concise reports that are easy to understand. We are also happy to provide ongoing advice and support to the council on any tree-related issues that may arise, ensuring that all risks are managed effectively and efficiently over the long term.

4. Schedule:

Roots Tree Specialists Ltd will provide a detailed schedule for the completion of the project upon approval of the tender submission. Our team will work closely with the council to ensure that the project is completed within the agreed timeframe.

5. Health and Safety:

Roots Tree Specialists Ltd places a high priority on the safety of our team and the general public. We will ensure that all work is carried out in accordance with the Health and Safety at Work Act 1974 and the Work at Height Regulations 2005.

Our team members are fully trained and qualified to carry out work at height, and we will ensure that all necessary safety equipment is used.

6. Risk Assessment:

Roots Tree Specialists Ltd will carry out a comprehensive risk assessment prior to the start of the project. This will identify any potential risks or hazards associated with the work and will provide strategies for their mitigation.

Roots Tree Specialists Ltd is committed to ensuring that all tree surveying activities are conducted in accordance with health and safety legislation. Our team of qualified and

experienced arborists will carry out a thorough risk assessment prior to starting work, in order to identify any potential hazards and ensure that appropriate safety measures are put in place.

7. Budget and Costing:

After conducting a preliminary site assessment, Roots Tree Specialists Ltd can deliver the project for a total cost of £6,541

The pricing structure will be broken down as follows:

1. Tree Surveying - £6,046 This will involve the surveying of all trees in the council's ownership surveyed in 2022 as well as another area of land leased to a community orchard.
2. 2D Digital Maps - £495: This will include the creation of high resolution 2D digital maps of all the trees that have been surveyed. These maps will be provided to the council, enabled long term tracking of the council's urban forest and easy identification of tree location - in conjunction with what3words 3m x 3m specific locations for each notable tree.

The payment terms for the project will be as follows:

1. 10% of the total cost of the project will be due upon the signing of the contract between Roots Tree Specialists Ltd and the council.
2. The remaining 90% of the total cost will be due upon completion of the tree surveying and the creation of the 2D digital maps.

Any additional services or charges that are required during the project will be discussed with the council before proceeding and will be invoiced separately.

Roots Tree Specialists Ltd understands the importance of keeping costs within budget, and we will work closely with the council throughout the project to ensure that costs are managed effectively. We will provide regular updates on the progress of the project, including any potential issues or delays that may affect the timeline or budget.

8. Conclusion

Roots Tree Specialists Ltd is the ideal choice for Machynlleth Town Council for surveying their trees. Our team of experienced and qualified arborists will provide a comprehensive and detailed survey of all council-owned trees, including 2D digital maps and quantified tree risk assessments. We are a local company, familiar with the local area. Our team will be on hand to provide ongoing support and advice, especially after extreme weather events. Our pricing structure is competitive, and we are committed to working with the council to ensure that the project is completed within budget and on time. Our dedication to health and safety means that we will carry out all assessments in accordance with relevant legislation. With our expertise, technology, and commitment to customer satisfaction. Roots Tree Specialists Ltd is a great choice for Machynlleth Town Council for their tree surveying needs.

I look forward to hearing from you.

My warmest regards,

Jack Carnel

A handwritten signature in black ink, appearing to read 'Jack Carnel', with a long horizontal flourish extending to the right.

Committee	Facilities Committee
Subject	Allotments
Date	17/04/23
Authors	Town Clerk

Works to Garsiwn Allotments

Works have commenced to remove the unsafe wall between the Garsiwn allotments and Poplar Terrace and replace it with a timber fence. See the attached email from Powys County Council for more details.

Funding and Budget.

We currently have more people on our allotment waiting list than we have allotments. We will be drawing up an allotments policy which might tighten the criteria for being on the list or receiving an allotment however it is obvious that the current provision is over subscribed.

Given the pressures on the Council budget outlined elsewhere in this agenda and in order to make the setting of a budget for 2024-25 easier the Council has an obligation to consider ways to increase its budget and so should consider increasing the rental cost for an allotment.

Recommendations to Council

- **That allotment cost for all allotments be raised from £25 per year to £35 per year from 1st of April 2024.**

From: Sarah Stanton
Sent: 17 March 2023 17:57
To:
Subject: RE: Remaining works to Allotment Walls

Hi Julie,

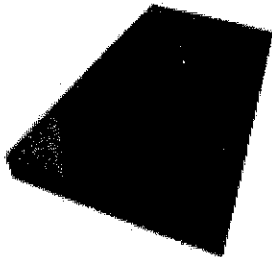
Unfortunately, the stone wall along Poplar Terrace is in a state of disrepair. Not only is there a large gap in the elevation, currently protected with corrugated sheeting, but if you look along both sides of the wide gap, the stonewall is leaning significantly and another large area is leaning along the same elevation as you head towards the school.

Initially we thought we could take down the areas of stone which were leaning and build them back up, but when you look closely, most of this elevation is leaning due to the ground on the allotment side being higher.

Three contractors were contacted and all three had reservations with building the stone back up as they believed additional engineering support would be required. To add to this, there is an electric cable that runs high level on Poplar Terrace which limits the plant which can be used.

We are therefore proposing to lower the stone wall to approx. 200mm (safe level) above ground level.

Using weathered slate coloured concrete coping stone, as per image below, it will be bedded on top of the stone to provide a level surface.



The proposed treated timber fence is a hit and miss style fence (allows the wind to travel through) that will be 1.5M high.

Posts of fence to be pre-cast concrete to give extra support.

Pre-cast concrete gravel boards between posts will also provide further protection.

Since I have visited the allotments, I have had concerns regarding the 5m drop from the allotment onto Poplar Terrace. Whilst a wire fence is a great idea for planting purposes, it is not suitable to prevent a person from falling over the edge. I am open to the idea of allotment holders putting trellis along the timber fence to grow plants.

Whilst I acknowledge this proposal is very late notice for the allotment holders which may cause some frustrations, I was only recently informed that I could proceed, providing that the works were completed before the new financial year, therefore I was reluctant to engage with any third parties prior to securing a budget as at the time, it was not clear that we could carry out any work.

The contractor is due to commence on Monday from 08:00AM and has confirmed that they will commence at the far end nearest the school which gives us some time to discuss the North elevation.

Regarding the North elevation, the stone wall is in better condition, however the one end is low, and the other end is high. It is not necessary to remove any stone on this elevation; however, I am conscious of the drop to the carpark. This section is currently safe with the Heras fencing that is in place, but we may want to try and improve this section, budget permitting!

Whilst a new gate would be nice, given the restrictive budget, we must focus on repairing the fence and safeguarding allotment holders.

I look forward to catching up with you on Monday from 09:00AM where of course we can discuss this further together. Attached is the risk and method statements for the work, for record purposes.

Kind Regards,

Sarah Stanton

Eiddo Strategol / Strategic Property