Welshpool Town Council, The Vicarage Gardens, Welshpool, Powys, SY21 7DD
Tel: 01938 553142 Email: office@welshpooltowncouncil.gov.uk

Minutes of the Operations & Development Committee held on 09/09/2026 6:30pm in Council Chamber, Welshpool Town Hall.

PRESENT:

Cllr Chris Davies
Cllr Estelle Bleivas
Cllr Kelly Meredith
Cllr Nick Howells
Cllr Phil Owen
Cllr Phil Pritchard (Chair)
Cllr Revd William Rowell

Apologies for absence:

Cllr David France

Absent:

Also in attendance:

Cllr Richard Church
Kimberly Wright - Events & Markets Manager
Phil Rollinson - Deputy Operations Manager
Wendy Lewis - Community Services Manager

OD090926/1. WELCOME, CODE OF CONDUCT AND APOLOGIES FOR ABSENCE

The Chair welcomed all to the meeting.

OD090926/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

The following interests were declared:

Item	Councillor	Type	Reason
11.2	Revd William Rowell	Personal	A friend is a member of the Bowling Club negotiating team.

OD090926/3. PUBLIC PARTICIPATION

No members of the public present

OD090926/4. MINUTES AND MATTERS ARISING

OD090926/4.1 Previous Minutes

Cllr Kelly Meredith joined the meeting.

RESOLVED
To approve the minutes from the meeting of the Operations & Development Committee on 08/07/2026

WTCM847 - Proposed by Cllr Revd William Rowell, seconded by Cllr Phil Owen

OD090926/4.2 Matters Arising

None.

OD090926/5. LAND AND BUILDINGS

OD090926/5.1 General Update

In the absence of the Operations Manager, Phil Rollinson updated councillors on general activities, including;
- Clearing trees from Vicarage gardens, 20-30 dumpy bags, which has opened up the area nicely.
- Quotes obtained for cutting trees down near toilets. Planning permission is being acquired.
- Toilet pipes in the indoor market ceiling; work is now complete, and ceiling tiles have been replaced.
- Distribution board in the Assembly room kitchen has been replaced, with new light switch fittings.
- Vodafone electric meter was wired the wrong way round; it has since been rewired and is being monitored.
- Grillo has arrived, and works have started at Maes-y-dre and other areas. The grillo has made a huge difference; Burgess will start next.
- Quotes are being obtained to clear Maes-y-dre waste ground and relocate the container.
- 83 Bron-y-Buckley has been cleared.
- Lola test on changing places room. Just awaiting the correct bins.
- Smiths of Derby have repaired the clock in the Town Hall clock tower. The clock will need to be refurbished alongside the Town Hall works.
- Old goalposts reclaimed after clearing up for Cricket club.
- New cameras installed and now in operation at Maes-y-dre and Town Hall.
- Doors in the Information Centre and Welshpool Town Council office have been altered and now meet regulations.
- Memorial garden works completed for Paul Thomas' family.
- Moving and adding bins, dog waste bins and dispensers.
- Wooded area between hockey/cricket and junior pitch, also several tipper loads of self-seeded trees cleared to open space.
- Area around rugby pitch cut with the grillo.

OD090926/5.2 Scansis Pitch

A discussion was held by members regarding the scansis pitch and the repairs/upgrades needed.
It was suggested that grants be sought and that the necessary repairs/replacements be included in the Council budget 2027/2028.

RECOMMENDED
To approve providing Cllr Kelly Meredith with the appropriate paint (if already in ownership of the paint), subject to approval by the Town Clerk and ClwydAlyn.

WTCM848 - Proposed by Cllr Revd William Rowell, seconded by Cllr Phil Owen

OD090926/5.3 Play Area Fencing

Quotation received to replace fencing at Little Henfaes.

RECOMMENDED
To accept the quotation from Midland Fencing for fencing at Little Henfaes Playpark for £7250.

WTCM849 - Proposed by Cllr Phil Owen, seconded by Cllr Revd William Rowell

OD090926/5.4 Town Hall Rear Lift - Oil Replacement

It was noted that there is a concern to why the oil levels have not been checked/picked up in previous inspections.

RECOMMENDED
To delegate authority to the Town Clerk, in consultation with the Operations Team, to authorise the oil replacement works at a cost not exceeding £7410.

WTCM850 - Proposed by Cllr Phil Owen, seconded by Cllr Revd William Rowell

OD090926/6. SERVICES

OD090926/6.1 Markets

The Market Manager updated councillors on general activities, including;
- Generally a good Summer for all traders; some trading days better than others, but overall, good.
- Pop-up unit enquiries were received, and some traders returned to use the units multiple times.
- The indoor market will be opening two additional days in September, Sunday 20th (alongside the food and drink fair in the Corn Exchange) and Sunday 27th September, to run alongside the 1940s weekend.

OD090926/6.2 The Hub - July & August 2026

The Community Services Manager informed Councillors that the Hub is doing really well.
Jack's Tyres has asked the Hub to invoice the company for £100 per month as a contribution.

OD090926/6.3 Allotments

The Community Services Manager informed Councillors that the hospital site is going really well, but the Burgess site is not going as well.
Hopefully, with the grillo, it can soon be made to look more presentable.

OD090926/6.4 Community Fridge

The Community Services Manager informed Councillors that she had approached local supermarkets, with no luck in obtaining any food donations.
The Community Services Manager told members that there were some volunteers prepared to travel to Newtown to collect surplus food to bring back to the Community Fridge.
A discussion took place regarding the email received from the Trussell Trust. Councillors were discussing the possibility of storing the food somewhere in the Town Hall. Phil Rollinson informed councillors that there is no space in the Town Hall to store such large quantities of food.

RESOLVED
To arrange a meeting with interested parties and find a way forward. To report back to the Committee at a future meeting.

WTCM851 - Proposed by Cllr Revd William Rowell, seconded by Cllr Phil Pritchard

OD090926/7. BUSINESS PLANNING & FINANCIAL MATTERS

OD090926/7.1 Interim Strategic Plan Action Plan

Cllr Nick Howells left the meeting.
Phil Rollinson left the meeting.
No comments.

OD090926/7.2 Budget and Committee Finance (Month 4 & 5)

Members were happy with the financial reports and had no comments to make.

OD090926/8. PROJECTS & NEW DEVELOPMENTS

OD090926/8.1 Town Hall Transformation

No update to receive.

OD090926/8.2 Welshpool Town Centre Improvement

Councillors discussed the attachments and recommendations.

RECOMMENDED
To approve the locations and types of street furniture, wayfinding, planting, lighting, bus stop signage, visitor information and other elements identified within the plans and Permissions Register;
To authorise the Town Clerk in consultation with the Project Board to approve the design, manufacturer and model of specific items; the procurement of contractors and other elements needed to deliver the project prior to the funding deadline, provided such decisions do not exceed the overall approved project finance;
To authorise the Town Clerk to progress and obtain all necessary highway, landowner and other permissions as required;
To authorise the Town Clerk to make amendments to the location, quantity or specification of approved items arising from procurement, site conditions or requirements imposed by permissions provided such changes do not exceed the overall approved project finance;
To note the urgent action taken by the Town Clerk, with the concurrence of the Mayor, to submit the application for advertisement consent for the proposed digital information screen adjacent to the Town Hall.

WTCM852 - Proposed by Cllr Phil Owen, seconded by Cllr Revd William Rowell

OD090926/8.3 Changing Places

Awaiting bins.

OD090926/8.4 Maes y Dre Alternative Premises

Councillors discussed the report

RECOMMENDED
To note the progress made with the planning application and the preparation of drawings by Hughes Architects;
To accept Company B???s quotation of £7,787.49 for excavation, disposal of materials and laying stone to form the hardstanding;
To authorise expenditure of £9,437.49 from the Special Projects budget for the currently

identified planning, drainage and groundworks costs;
To instruct officers to obtain confirmed costs for the new container, relocation of the existing container and any remaining project requirements, and to report the complete project cost to Council before further expenditure is committed.

WTCM853 - Proposed by Cllr Phil Owen, seconded by Cllr Revd William Rowell

OD090926/8.5 Oldford Estate - Play Provision

No update received.

OD090926/8.6 Car Parking at Maes y Dre

Cllr Chris Davies joined the meeting.
Councillors discussed the report.

RECOMMENDED
To authorise officers to prepare a detailed business case and options appraisal for charging at both parking areas at Maes y Dre Recreation Ground, including proposed tariffs and free parking periods, forecast gross and net income, non-domestic rates and other liabilities, enforcement options, legal and data protection requirements, displacement risks and the effect on existing users;
To authorise officers to engage with sports clubs, the nearby nursery, the school and other affected users as part of that assessment;
To receive a further report before any decision is made to introduce parking charges or enter into an enforcement contract.

WTCM854 - Proposed by Cllr Phil Pritchard, seconded by Cllr Estelle Bleivas

OD090926/8.7 Shopfront Scheme

Councillors discussed the scheme

RECOMMENDED
Approve the launch of the Shopfront & Window Dressing Scheme as outlined in the report;
Authorise officers to agree installations with landlords/property agents, commission designs & printing within the approved budget.

WTCM855 - Proposed by Cllr Phil Owen, seconded by Cllr Kelly Meredith

OD090926/9. ITEMS FOR FUTURE AGENDA & DATE OF NEXT MEETING

The next meeting of the Operations & Development Committee will be held on Wednesday, 14th October 2026.

OD090926/10. CONFIDENTIAL SESSION - EXCLUSION

RESOLVED
That members of the public and press be requested to leave the meeting by reason of the confidential nature of the business about to be transacted.

WTCM856 - Proposed by Cllr Revd William Rowell, seconded by Cllr Phil Owen

OD090926/11. LEASES

OD090926/11.1 Welshpool Town Football Club [CONFIDENTIAL]

Cllr Richard Church left the meeting.

RESOLVED
To defer to Full Council.

WTCM857 - Proposed by Cllr Phil Pritchard, seconded by Cllr Phil Owen

OD090926/11.2 Welshpool Town Bowling Club [CONFIDENTIAL]

Members agreed that a meeting with the Town Clerk is needed before the Full Council meeting to obtain further information.

RESOLVED
To ask the Town Clerk to arrange a meeting to discuss before Full Council.

WTCM858 - Proposed by Cllr Phil Pritchard, seconded by Cllr Estelle Bleivas

The meeting finished at 20:50.

Signed: Dated:

Councillor Phil Pritchard (Chair)

Decision/Action Log

ID		Assigned
WTCM847	**RESOLUTION** **OD090926/4.1 Previous Minutes** To approve the minutes from the meeting of the Operations & Development Committee on 08/07/2026	Town Clerk & Responsible Finance Officer
WTCM848	**RECOMMENDATION** **OD090926/5.2 Scansis Pitch** To approve providing Cllr Kelly Meredith with the appropriate paint (if already in ownership of the paint), subject to approval by the Town Clerk and ClwydAlyn.	Town Clerk & Responsible Finance Officer
WTCM849	**RECOMMENDATION** **OD090926/5.3 Play Area Fencing** To accept the quotation from Midland Fencing for fencing at Little Henfaes Playpark for £7250.	Town Clerk & Responsible Finance Officer
WTCM850	**RECOMMENDATION** **OD090926/5.4 Town Hall Rear Lift - Oil Replacement** To delegate authority to the Town Clerk, in consultation with the Operations Team, to authorise the oil replacement works at a cost not exceeding £7410.	Town Clerk & Responsible Finance Officer

ID		Assigned
WTCM851	**RESOLUTION** **OD090926/6.4 Community Fridge** To arrange a meeting with interested parties and find a way forward. To report back to the Committee at a future meeting.	Community Services Manager
WTCM852	**RECOMMENDATION** **OD090926/8.2 Welshpool Town Centre Improvement** To approve the locations and types of street furniture, wayfinding, planting, lighting, bus stop signage, visitor information and other elements identified within the plans and Permissions Register; To authorise the Town Clerk in consultation with the Project Board to approve the design, manufacturer and model of specific items; the procurement of contractors and other elements needed to deliver the project prior to the funding deadline, provided such decisions do not exceed the overall approved project finance; To authorise the Town Clerk to progress and obtain all necessary highway, landowner and other permissions as required; To authorise the Town Clerk to make amendments to the location, quantity or specification of approved items arising from procurement, site conditions or requirements imposed by permissions provided such changes do not exceed the overall approved project finance; To note the urgent action taken by the Town Clerk, with the concurrence of the Mayor, to submit the application for advertisement consent for the proposed digital information screen adjacent to the Town Hall.	Town Clerk & Responsible Finance Officer
WTCM853	**RECOMMENDATION** **OD090926/8.4 Maes y Dre Alternative Premises** To note the progress made with the planning application and the preparation of drawings by Hughes Architects; To accept Company B???s quotation of £7,787.49 for excavation, disposal of materials and laying stone to form the hardstanding; To authorise expenditure of £9,437.49 from the Special Projects budget for the currently identified planning, drainage and groundworks costs; To instruct officers to obtain confirmed costs for the new container, relocation of the existing container and any remaining project requirements, and to report the complete project cost to Council before further expenditure is committed.	Town Clerk & Responsible Finance Officer

ID		Assigned
WTCM854	**RECOMMENDATION** **OD090926/8.6 Car Parking at Maes y Dre** To authorise officers to prepare a detailed business case and options appraisal for charging at both parking areas at Maes y Dre Recreation Ground, including proposed tariffs and free parking periods, forecast gross and net income, non-domestic rates and other liabilities, enforcement options, legal and data protection requirements, displacement risks and the effect on existing users; To authorise officers to engage with sports clubs, the nearby nursery, the school and other affected users as part of that assessment; To receive a further report before any decision is made to introduce parking charges or enter into an enforcement contract.	Town Clerk & Responsible Finance Officer
WTCM855	**RECOMMENDATION** **OD090926/8.7 Shopfront Scheme** Approve the launch of the Shopfront & Window Dressing Scheme as outlined in the report; Authorise officers to agree installations with landlords/property agents, commission designs & printing within the approved budget.	Town Clerk & Responsible Finance Officer
WTCM856	**RESOLUTION** **OD090926/10 Confidential Session - Exclusion** That members of the public and press be requested to leave the meeting by reason of the confidential nature of the business about to be transacted.	Town Clerk & Responsible Finance Officer
WTCM857	**RESOLUTION** **OD090926/11.1 Welshpool Town Football Club** To defer to Full Council.	Town Clerk & Responsible Finance Officer
WTCM858	**RESOLUTION** **OD090926/11.2 Welshpool Town Bowling Club** To ask the Town Clerk to arrange a meeting to discuss before Full Council.	Town Clerk & Responsible Finance Officer