

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 10/09/2025 6:30pm in Council Chamber, Welshpool Town Hall.

PRESENT:

Cllr Dr Ben Gwalchmai
Cllr David France
Cllr Estelle Bleivas
Cllr Nick Howells
Cllr Phil Owen
Cllr Phil Pritchard (Chair)
Sally Fitzgerald

Apologies for absence:

Absent:

Also in attendance:

Cllr Chris Davies
Richard Williams - Town Clerk & Responsible Finance Officer
Paul McGrath - Operations Manager
Wendy Lewis - Community Services Manager
2 member(s) of the public / press

OD100925/1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed everyone to the meeting.

OD100925/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

The following interests were declared:

Item	Councillor	Type	Reason
14	Sally Fitzgerald	Personal & Prejudicial	Affects well being or financial position of me or my partner, my relatives

OD100925/3. PUBLIC PARTICIPATION

None.

OD100925/4. MINUTES AND MATTERS ARISING

OD100925/4.1 Previous Minutes

RECOMMENDED

To approve the minutes from the meeting of the Operations & Development Committee on 09/07/2025.

WTCM272 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Nick Howells

OD100925/4.2 Matters Arising

WTCM206 OD090725/8.2 Oldford Estate - Town Clerk is awaiting a meeting date

WTCM207 OD090725/8.3 TIC Solar and Battery Installation - Solar Panels have now been installed

OD100925/5. LAND AND BUILDINGS

OD100925/5.1 Town Hall & Motte and Bailey

The Operations Manager explained that all the works have now been completed, except an issue was experienced with the new temporary toilets but that has now been resolved.

OD100925/5.2 General Update

The Operations Manager updated councillors on general activities, including:

- Mayors Parade and Community Awards which ran smoothly and award winner names are scheduled to be added to the board.
- VJ Day Memorial Event went well and thanks was given to the Mayor, Pete and Nigel Lloyd for their support.
- Anniversary of the death of Paul Thomas in the Memorial Garden was well received.
- Book Sale went well.
- Vans - some issues with the Council's Tipper Truck and the Transit over the month which have been resolved under warranty.
- Quarterly Playground checks are to commence in September.
- Playground repairs booked in for w/c 13th October at Country Park following ROSPA reports at July meeting.
- New fencing at Dol y Felin starts tomorrow.
- Day Centre heating controls are being looked at along with maintenance for ducting and kitchen equipment.
- Defibrillators serviced - new case required for the one at Maes y Dre.
- Bench unveiling on Saturday for a new Falklands War bench at the Memorial Garden.
- Working with Town Clerk to obtain quotes to apply for Powys All Wales Play Opportunities Grant which closes on 22nd September.

Members thanked the team for their hard work.

OD100925/5.3 Tender - End of Season Works

Councillors discussed all three quotes from both companies. The Town Clerk reiterated that there is a budget of £20,000 available.

RECOMMENDED

To accept the quotation for end of season works from Argae Hall (Quotation 03 - Company A) at a cost of £21,380 excluding VAT.

WTCM273 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Estelle Bleivas

OD100925/5.4 Dog Control Orders

The Town Clerk updated councillors and stated that the previously approved Dog Control Orders have now expired as they were not converted to a Public Spaces Protection Order between the required three year period. The Town Clerk suggested that the issue of dog fouling on sports pitches seems to be widespread and perhaps the Town Council should write to other councils and lobby Powys to introduce a PSPO.

RECOMMENDED

To authorise the Town Clerk to write to other local councils in Powys to lobby for the making of a PSPO in relation to control of dogs on all sports grounds across Powys.

WTCM275 - Proposed by Cllr Phil Owen, seconded by Cllr Sally Fitzgerald

OD100925/5.5 Byelaws

The Town Clerk updated councillors on byelaws and explained that there are several areas of activity in which the Council could make byelaws. The Town Clerk explained that the Council currently has byelaws over Open Spaces however as these were passed prior to 2012, no fixed penalty notices (FPNs) can be issued under them. The Town Clerk also explained the complexity of enforcement of market day traffic, parking and traders and answered questions from councillors.

RECOMMENDED

- To approve the commencement of the process to make new byelaws as set out in the report.
- To authorise the Town Clerk to publish, and if appropriate, make minor amendments to the below Initial Written Statements for open spaces, markets, parking, and public toilets, and to undertake a 12-week consultation in line with the Welsh Government Statutory Guidance on the 2012 Act.
- To note that further reports will be brought to Council at subsequent stages of the statutory process, including the publication of draft byelaws and the issuing of Notices of Intention.

WTCM274 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Nick Howells

OD100925/6. SERVICES

OD100925/6.1 Meals on Wheels

The TIC Manager gave an update and explained that 935 meals were served in July and August which generated £5,446.75 in income.

OD100925/6.2 Markets

The Town Clerk gave an update and explained that all but one stall in the indoor market is now filled.

OD100925/6.3 The Hub

The Town Clerk summarised the report and explained that during Q1 of this financial year (April to June) that 253 visitors were reported however some data was missing. Cllr Nick Howells also gave an update on donations. Members thanked Cllr Howells, Bailey, Rowell and the volunteers for their hard work on the Hub.

OD100925/7. COMMITTEE FINANCE (MONTH 4 & 5)

Members noted the current spending position against the budget and some questions were received regarding allotments. The Town Clerk explained that there is no waiting list and that a marketing campaign for allotments will commence shortly.

OD100925/8. PROJECTS & NEW DEVELOPMENTS

OD100925/8.1 Town Hall Transformation

The Town Clerk explained that the National Lottery had approved the Council's Expression of Interest which is fantastic news and now the Council has 12 months to apply. It is likely that an application will be submitted by February 2026.

OD100925/8.2 Oldford Estate

The Town Clerk explained that he was still awaiting a meeting with ClwydAlyn before things could progress further.

OD100925/9. INTERIM STRATEGIC PLAN - FEEDBACK & ACTIONS

The Town Clerk summarised the report and members went through the actions which are in the responsibility of the committee. No changes were received.

OD100925/10. DATE OF NEXT MEETING

The next meeting of Operations & Development Committee will be held on the 8th October 2025 at 6:30pm

OD100925/11. 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.

WTCM276 - Proposed by Cllr Nick Howells, seconded by Cllr Sally Fitzgerald

OD100925/12. DAY CENTRE [CONFIDENTIAL]

The Town Clerk explained the current situation and also explained the potential future transfer of the service. Members asked questions and agreed that the way forward being pursued is logical.

RECOMMENDED

- To authorise the Town Clerk to make the required necessary changes to the draft lease with Powys Teaching Health Board to alter the terms of the tenancy in line with the proposed way forward.**
- To authorise the Town Clerk to enter negotiations with Welshpool Community Haven in respect of transfer of the Meals on Wheels service and to report back to committee.**

WTCM277 - Proposed by Cllr Nick Howells, seconded by Cllr Phil Owen

OD100925/13. LAND ADJ TO YOUTH CENTRE [CONFIDENTIAL]

The Town Clerk explained the email received from Powys regarding the land and also explained the correspondence received from the Feathers Association.

RECOMMENDED

- To inform Powys County Council that the referenced land is not for sale.**
- To authorise the Town Clerk to enter into negotiations with The Feathers Association for a five year lease over the portion of the land for use as a skatepark and recreational space and to draft and agree such Heads of Terms as appropriate, with the final lease approval reserved to Council.**

WTCM278 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Estelle Bleivas

OD100925/14. MARKET CAFE [CONFIDENTIAL]

Members discussed the attached letter and decided accordingly.

RECOMMENDED

To accept the proposed change of use of the Market Cafe and to enter into negotiations with the party over details of the concession/licence agreement.

WTCM279 - Proposed by Cllr Estelle Bleivas, seconded by Cllr Nick Howells

The meeting finished at 20:33.

Signed:

Dated:

Councillor Phil Pritchard (Chair)

Decision/Action Log

ID		Assigned
WTCM272	RECOMMENDATION OD100925/4.1 Previous Minutes To approve the minutes from the meeting of the Operations & Development Committee on 09/07/2025.	Town Clerk & Responsible Finance Officer
WTCM273	RECOMMENDATION OD100925/5.3 Tender - End of Season Works To accept the quotation for end of season works from Argae Hall (Quotation 03 - Company A) at a cost of £21,380 excluding VAT.	Operations Manager
WTCM274	RECOMMENDATION OD100925/5.5 Byelaws - To approve the commencement of the process to make new byelaws as set out in the report. - To authorise the Town Clerk to publish, and if appropriate, make minor amendments to the below Initial Written Statements for open spaces, markets, parking, and public toilets, and to undertake a 12-week consultation in line with the Welsh Government Statutory Guidance on the 2012 Act. - To note that further reports will be brought to Council at subsequent stages of the statutory process, including the publication of draft byelaws and the issuing of Notices of Intention.	Town Clerk & Responsible Finance Officer
WTCM275	RECOMMENDATION OD100925/5.4 Dog Control Orders To authorise the Town Clerk to write to other local councils in Powys to lobby for the making of a PSPO in relation to control of dogs on all sports grounds across Powys.	Town Clerk & Responsible Finance Officer
WTCM276	RESOLUTION OD100925/11 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.	

ID		Assigned
WTCM277	RECOMMENDATION OD100925/12 Day Centre - To authorise the Town Clerk to make the required necessary changes to the draft lease with Powys Teaching Health Board to alter the terms of the tenancy in line with the proposed way forward. - To authorise the Town Clerk to enter negotiations with Welshpool Community Haven in respect of transfer of the Meals on Wheels service and to report back to committee.	Town Clerk & Responsible Finance Officer
WTCM278	RECOMMENDATION OD100925/13 Land adj to Youth Centre - To inform Powys County Council that the referenced land is not for sale. - To authorise the Town Clerk to enter into negotiations with The Feathers Association for a five year lease over the portion of the land for use as a skatepark and recreational space and to draft and agree such Heads of Terms as appropriate, with the final lease approval reserved to Council.	Town Clerk & Responsible Finance Officer
WTCM279	RECOMMENDATION OD100925/14 Market Cafe To accept the proposed change of use of the Market Cafe and to enter into negotiations with the party over details of the concession/licence agreement.	Town Clerk & Responsible Finance Officer