

Narberth Town Council

Draft Minutes - Amenities, Sustainability & Environment Standing Committee

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NTC.ASE.260127_Minutes.Draft_Amenities_Sustainability_Environment_Committee_27January 2026

Tuesday 27th January 2026, 7:00pm (hybrid)

Venue: Narberth Community Library, 3 Town Moor Mews, Narberth, Pembrokeshire, SA67 7DF.

Chair: The Mayor, Cllr G. Meredydd

Clerk/RFO: Mr. K. O'Kane

Present: Cllrs, G. Meredydd (Chair); H. Cole; K. Jones; C. Barnes; T. Williams-Mason;

Present (via Microsoft Teams): Cllrs.; C. Sturman; E. Rogers

In attendance:

Mr K. O'Kane, Town Clerk & RFO

Public gallery:

One member of the public was present in the gallery.

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| ASE260127.1 | Apologies for Absence
None. |
| ASE260127.1 | Declarations of Interest
Cllr E. Rogers declared an interest in relation to Narberth in Bloom. |
| ASE260127.2 | Minutes of the Previous Meeting
The minutes of the previous meeting were approved as a true and accurate record. |
| ASE260127.3 | Matters Arising
The Clerk reported that correspondence had been issued in relation to actions agreed at the previous meeting, with responses awaited. No further matters were raised. |
| ASE260127.4 | Narberth in Bloom – Dissolution and Governance Implications
The Committee received a verbal update from the Clerk regarding correspondence from representatives of Narberth in Bloom, advising that the group intends to step aside following the 2026 season.

The Clerk explained that: <ul style="list-style-type: none">• The group had enquired about transferring its bank account and remaining funds. |

- Due to the absence of formal documentation clarifying the origin and purpose of the funds, the Town Council could not accept custody of the account without appropriate audit assurance.
- A meeting would be arranged with the group to establish a clear understanding of activities, assets, and financial arrangements, after which a further report would be brought back to Committee.

Members discussed the historic role of Narberth in Bloom, the association with planting around the Queen's Hall and town railings, and the importance of establishing a clear governance and audit trail.

RESOLVED: That the Clerk meet with Narberth in Bloom representatives and report back to the Committee with findings and options.

ASE260127.5

Grounds Maintenance Contract – Scope and Principles

The Committee considered a detailed verbal briefing from the Clerk on the current grounds maintenance arrangements and the development of a new contract.

Interim Arrangements (Current Contract)

The Clerk advised that expenditure under the current contract was significantly over budget and proposed limiting further works prior to contract expiry.

RESOLVED:

- That one further grass cut only be undertaken under the current contract (anticipated March 2026).
- That only basic tidying and removal of existing arisings be permitted
- That no additional pruning, reshaping, or discretionary works be authorised.
- That the contractor be formally notified in writing.

(Proposed: Cllr Tomos Williams-Mason; Seconded: Cllr Elizabeth Rogers – Carried)

Scope of Council-Owned Land

The Clerk outlined the current position regarding:

- St Andrew's Churchyard (Town Council responsibility);
- Common land and amenity areas;
- Areas historically maintained but potentially the responsibility of Pembrokeshire County Council (including footpaths and verges).

Members agreed that responsibility should not be assumed for land or services where no statutory duty exists, and that resources should be focused on confirmed Town Council assets.

New Contract Structure

The Committee agreed in principle that the new contract should:

- i. Cover a two-year period;
- ii. Clearly define sites, frequencies, and standards of work;
- iii. Integrate biodiversity objectives;
- iv. Include a clear reporting and monitoring framework;
- v. Be awarded on best value, not cost alone.

Members confirmed that detailed specifications would be considered once a draft contract was circulated.

ASE260127.6 St Andrew's Churchyard – Governance and Sub-Committee

The Committee discussed the complexity of managing St Andrew's Churchyard, including biodiversity, contractor oversight, volunteer involvement, and liaison with the Church.

RESOLVED:

- i. That a St Andrew's Churchyard Sub-Committee be established as a sub-committee of the Amenities, Sustainability & Environment Committee.
- ii. That the Church be invited to participate as a stakeholder.
- iii. That initial membership comprise Cllrs Glinys Meredydd, Hilary Cole, Tomos Williams-Mason, and Ceri Barnes.
- iv. That volunteers and wider community involvement be considered once the sub-committee is constituted.

ASE260127.7 Biodiversity Action Plan (2025–2028)

The Committee considered whether to develop a standalone Biodiversity Action Plan to support the Council's statutory Section 6 duty and future funding bids.

Members agreed that:

- i. The document should be proportionate, achievable, and high-level
- ii. It would support grant applications and longer-term planning;
- iii. Development could be progressed via a Task & Finish Group.

RESOLVED: That officers bring forward an outline scope and approach for a Biodiversity Action Plan.

ASE260127.8 Correspondence

No additional correspondence was reported, other than matters already covered.

ASE260127.9 Items for Future Agendas

- i. Community Orchard – confirmation that the site is not a Town Council responsibility.
- ii. Management of invasive vegetation near the Castle.
- iii. Fly-tipping concerns and potential communications activity.
- iv. Use of grazing animals (goats) within the Churchyard (to be referred to the Sub-Committee).

ASE260127.10 Date of Next Meeting

It was agreed that the inaugural meeting of the St. Andrew's Churchyard Committee would take place on **Tuesday 10th February 2026 at 7.00pm.**

ASE260127.11 Meeting close:

The meeting closed at approximately 8.18pm.

Signed: _____

(Chair) G. MEREDYDD

Date: _____