NARBERTH TOWN COUNCIL
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c/o Narberth Community Library, 3 Town Moor Mews, Narberth, Pembrokeshire, SA67 7DF

MINUTES

Amenities, Sustainability & Environment Committee

Held at Narberth Community Library, 3 Town Moor Mews, Narberth, Pembrokeshire, SA67 7DF **on** Tuesday 22 September 2026 at 7.00 pm.

Document name: NTC.ASE.260922.MINUTES

Present:
Cllr Glinys Meredydd - Chair
Cllr Ceri Barnes
Cllr Elizabeth Rogers
Cllr Hilary Cole
Cllr Kirsty Jones
Cllr Tomos Williams-Mason

Absent: Cllr Kelly Monroe

In attendance:
K. O'Kane (Mr.), Town Clerk & Responsible Financial Officer

Members of the public present:
None.

MINUTES

ASE 260922.01 Apologies for Absence

Apologies for absence were received from Cllr Melanie Kelly and Cllr Clare Sturman.

ASE 260922.02 Declarations of Interest

Members were invited to declare any personal and/or prejudicial interests in respect of items on the agenda.

No declarations of interest were received.

ASE 260922.03 Minutes of the Previous Meeting

The minutes of the Amenities, Sustainability & Environment Committee meeting held on 27 January 2026 were received. Members identified that references to the Mayor should read Chair.

It was RESOLVED that the minutes be approved as a true and accurate record, subject to replacing the references to the Mayor with Chair.

ASE 260922.04 Matters Arising / Action Tracker

Members noted that matters arising were covered by the substantive items on the agenda. No separate action was agreed.

ASE 260922.05 Public Participation

No members of the public were present and no questions, representations or statements were received.

ASE 260922.06 Clerk's Report

Members received the Clerk's report and an update from the Chair of the St Andrew's Churchyard Sub-Committee. The comparative expenditure figures were noted, together with the limitation that the current phased recovery work could not be compared directly with the previous grounds-maintenance arrangement. Although expenditure was slightly higher than at the equivalent point in the previous year, Members considered that substantially more recovery and maintenance work had been achieved.

The Sub-Committee reported that the revised approach at St Andrew's Churchyard, including longer grass, cut walking routes and bramble clearance, had attracted positive informal feedback and no significant complaints. The lower gate was confirmed as open. Members also noted the potential for winter tree costs, including risks associated with dead ash and ash dieback.

Members considered the existing budget headings for Public Paths and Common Land (£2,750), Environmental Maintenance (£2,500) and Castle Grounds (£1,750), totalling £7,000.

It was RESOLVED that a recommendation be made to Full Council that the three existing budget headings be consolidated and the £7,000 divided equally between the Amenities, Sustainability & Environment Committee and the St Andrew's Churchyard Sub-Committee, with expenditure kept under review in light of possible winter and tree-management costs.

It was RESOLVED that the new approach at St Andrew's Churchyard be reviewed after Christmas and the findings reported to this Committee and Full Council.

Action: Town Clerk to place the budget recommendation before Full Council and schedule the post-Christmas review.

ASE 260922.07 Biodiversity Action Plan - Outline Scope and Delivery Approach

Members considered the scope and delivery of a Biodiversity Action Plan in light of the Council's changed responsibilities. It was agreed that the plan should remain proportionate, practical and capable of evolving, without committing the Council to work outside its control.

Potential measures discussed included bird and bat boxes, habitat and deadwood areas, wildlife corridors and interpretation explaining the management approach in the churchyard.

It was RESOLVED that the Council's most recent Section 6 biodiversity duty report be recirculated to Members for review and used as the starting point for the evolving Biodiversity Action Plan.

It was RESOLVED that the feasibility of an interpretation board at St Andrew's Churchyard be investigated, including the diocesan faculty requirements and application timetable.

Action: Town Clerk to recirculate the Section 6 report and contact the Diocese regarding faculty dates and requirements.

ASE 260922.08 St Andrew's Churchyard and One Voice Wales Biodiversity Advice

Members were advised that the biodiversity adviser had visited the churchyard on 14 September 2026, but no written feedback had yet been received. The visit had been made without charge.

The Chair referred to a previous ecological survey at Bloomfield which had identified uncommon species and offered to establish which organisation had undertaken it.

It was RESOLVED that the biodiversity adviser be asked to provide any findings or updated grassland-management advice arising from the visit.

Action: Town Clerk to follow up with the adviser. The Chair to identify the Bloomfield survey organisation and enquire about a survey of the churchyard.

ASE 260922.09 Force for Nature Benches

Members considered alternative locations for the two Force for Nature benches. The locations discussed were the area outside the former J. J. Morris premises near Hill House and the Charles Salmon Memorial Garden area behind the Town Hall. Land ownership, highways safety, fixing requirements and permissions would need to be established before installation.

It was RESOLVED that the feasibility of placing the two benches at either of the identified locations be investigated and a report returned to the Committee so that the final siting can be determined.

Action: Town Clerk to obtain the necessary site, landowner, highways, permission and cost information for both locations.

ASE 260922.10 Correspondence

Members received correspondence from Miss Eve Armstrong regarding the possible reinstatement of an existing lined pond at St Andrew's Churchyard.

It was RESOLVED that the health and safety and insurance implications be investigated before any decision is made, and that the pond be included in the updated churchyard risk assessment. Proposed by Cllr Hilary Cole, seconded by Cllr Kirsty Jones and agreed unanimously.

Action: Town Clerk to obtain appropriate health and safety and insurance advice and include the pond in the updated risk assessment.

ASE 260922.11 Items for the Next Agenda

Members requested that the following matters be included on a future agenda, subject to the Clerk's assessment and the Council's Standing Orders: arrangements for a properly organised churchyard volunteer group; progress on the Biodiversity Action Plan; and the Force for Nature benches feasibility report.

Members also requested guidance on the pre-election period and an indicative timetable ahead of the May 2027 elections.

Action: Town Clerk to obtain and circulate appropriate electoral guidance when available.

ASE 260922.12 Date of Next Meeting

It was noted that the next meeting of the Amenities, Sustainability & Environment Committee is scheduled for Tuesday 24 November 2026. The time and venue will be confirmed in the agenda.

Certification of Approval

These minutes were approved as a true and accurate record of the meeting at the meeting held on _____.

Signed:

Chair

Name:

Date: