**Minutes of Health & Safety Committee Meeting 9.30am, Wednesday 27th June 2018 at Dewstow Cemetery**

**Present:** Cllrs D Evans, O Edwards, M Mitchell, F Rowberry, J Williams

[In attendance: G McIntyre, Clerk, S King, Deputy Clerk]

 Also in attendance: A Sanders – Ecologist, J Langdon - Mon CC,

 County Councillor A Davies, A Reeks & C Edwards – Caldicot Town Team

1. **Apologies**

Apologies for absence were received from Cllr RJ Higginson.

The Chair suggested that that following the site visit at the Cemetery, the committee would attend the Bowls Club, followed by the Celtic Cross War Memorial.

1. **Declarations of Interest**

There were no declarations of interest.

1. **Cemetery Land**

The Committee met on site with a specialist ecological expert, in relation to the proposed extension to Dewstow Cemetery. The meeting had been arranged in conjunction with guidance from the previous planning agent and in order to satisfy conditions of planning permission.

The Chairman advised that he had met with Mon CC Estates Officers, who had allowed access to the field and granted permission for the work to commence. Agreements would be formalised for the longer term.

Health and Safety Committee informed the ecologist that Town Council intended to remove the whole hedge, in order to maximise burial space and agreed that this would be replaced. The location to be between the new field and allotment site. The large conifer trees (near CRS) would be retained but trimmed to an appropriate height.

The Committee and consultant discussed issues surrounding the presence of Japanese Knotweed and the members were informed that it had encroached into part of the hedge. The Japanese Knotweed had been treated and this would be continued, due to specialism required in disposal and as eradication could take a number of years.

The ecologist advised that bird nesting occurred during the Summer and works could not commence prior to August. A site meeting would be held with the consultant and Health and Safety Committee, prior to commencement of works.

**Health and Safety Committee recommended:**

* **Meeting to be held with ecologist, for commencement of works**
* **Removal of cemetery boundary hedge, to be replaced with hedge between field and Oakley Way allotments**
* **Continuation of Japanese Knotweed treatment required and small section of hedge to be retained**
* **Upgrade and retain access gate, leading to highway, for emergency purposes**
* **Information regarding works, when agreed, to be displayed in notice board**
1. **Bowls Club**

The Health and Safety Committee inspected the Bowls Club, following works which had been undertaken by members. The Bowls Club representative advised that it was anticipated bowls club windows would be replaced with PVC, due to wood rot that had occurred in existing window frames.

**The Committee were very satisfied with works that had been undertaken.**

1. **Celtic Cross War Memorial**

The Health and Safety Committee met on site with J Langdon, Mon CC and discussed the condition of the Celtic Cross War Memorial.

*County Councillor A Davies and Caldicot Town Team representatives also in attendance).*

Significant concerns were expressed regarding the condition of the memorial, which had been in a state of disrepair for some time. Town Council had asked that the memorial was repaired for Remembrance Day 2017, however, this had not happened.

The Committee were informed that Mon CC intended to replace the slates that had been removed and 4 bollards would be installed around the celtic cross, in order to further protect the memorial.

Concerns were expressed that 4 bollards would not be sufficient for vehicle damage to be prevented, it was suggested that at least 8 bollards or one continuous low level bar/fence be installed.

Mon CC recognised and regretted that repairs had not been undertaken in time for 2017 services and apologised for this. However, it was highlighted that repair and subsequent protection had to be undertaken appropriately.

The committee and local representatives advised that due to proximity within the Town, queries were mainly received by local members and Town Team. It was requested that works were completed by end of July 2018 and that the memorial was protected immediately (e.g. tarpaulin) due to health and safety issues with damaged areas. It was stipulated that without question, the repairs must be undertaken prior to November 2018 Remembrance Service.

**Health and Safety Committee recommended action for Mon CC:**

* **Memorial to be covered immediately for health and safety reasons**
* **Celtic Cross to be repaired and protected by July 2018 (latest by November)**
* **8 bollards or low level bar/fencing to be installed for protection**
* **Longer term maintenance and protection of the Celtic Cross to be addressed**

**5a. Disposal of hot oil in drains**

Health and Safety committee were informed that a member had advised of hot oil being poured down drains within the Town Centre. The query was passed to J Langdon, Mon CC, who advised that the Clerk forward the issue to Environmental Health, Mon CC.

1. **Christmas Lights**

The Committee met with Caldicot Town Team regarding contribution to Christmas Lighting. Caldicot Town Team representatives advised that the existing contract remained for this year. It was suggested that Caldicot Town Team contributed £2,500 annually for 2019 and going forward.

The Chair advised, that Caldicot Town Council had entered into a new contract and selected a supplier for 2018 lights. The colour scheme would be discussed with Caldicot Town Team, to ensure a consistent display.

In addition, a street festival was being organised by Caldicot Town Team on Friday 6th July and it was requested that Jubilee Way toilets could be open until 10pm.

**The Committee recommended that:**

* **Friday 6th July 2018 – Jubilee Way toilets open until 10pm**
* **2018 Christmas Lights display, the Town Team were invited to meet with the Town Council and supplier regarding colour scheme.**
* **2019 onwards, Caldicot Town Team were involved in Christmas lights provision for town centre and contributed £2,500.**
1. **Allotments**

**a)** To consider “blanket” approval of sheds at allotment sites, subject to plotholder responsibility for Health & Safety

**The Committee recommended blanket approval of small sheds (approx. 4ft) at allotment sites, subject to plotholder responsibility for Health and Safety.**

 **b)** To consider request for greenhouse/polytunnel

The Committee considered health and safety implications of glass on allotment sites.

**The Committee recommended that greenhouses and polytunnels were permitted, with a provision of no glass.**

1. **Town Council Building –** To consider report following boiler service 14.6.18

The Clerk advised that the Town Council boiler had recently been serviced and engineers had recommended fitting of a gas isolation valve. Further correspondence with Mon CC identified a cost of £150.

**The Committee recommended that a gas isolation valve was installed at a cost of £150.**

1. **Other – at the discretion of the Chair**

The Health and Safety Committee were advised of the following items:

1. **Town Council building toilets**

An update was requested regarding the town council building toilets, specifically disabled gents, which had previously been inspected by Health and Safety committee due to the presence of damp and ‘spores’.

The Clerk confirmed that a number of local tradesmen had looked at the facilities and quotes were awaited, for repair and refurbishment. Refurbishment had been suggested, by tradesmen, due to the historical nature of the pipes and cisterns within the facilities.

**The Committee recommended that quotations were progressed.**

**The meeting ended at 11.20am**