



## **LLANHARAN COMMUNITY COUNCIL**

Minutes of the Extraordinary Council meeting held on a hybrid basis (in person and by remote attendance), 7pm on Thursday 1<sup>st</sup> June 2023

*The meeting was held in accordance with:*

**The Local Government and Elections (Wales) Act 2021**

**Members Present:**

**Councillors;** David Evans (Chair), Helen Donnan, Janine Turner, Chris Parker, Mark Steer, Neil Feist, Andrea James, Joanne Miller, Tracy Allen, Rhys Jenkins.

**Apologies:** Cllrs Robert Lewis Watkin JP,

**Absent:** Cllr. Geraint Hopkins JP, Will Thomas, Parmindra Pannu.

**Clerk to the Council:** Leigh Smith

2 members of the public.

**2023/109 Welcome and Apologies.**

**RESOLVED**

To accept Councillor Robert Lewis Watkin's reason for absence proffered with their apology as a valid reason for absence.

**2023/110 Disclosures of personal and/or prejudicial interests.**

None.

**2023/111 Public speaking**

None.

**2023/112 Minutes**

**RESOLVED**



The minutes of the Annual meeting held remotely at 6.30pm on Thursday 18<sup>th</sup> May 2023 were approved as a true and accurate record.

**2023/113 Matters arising**

None

**2023/114 Minutes**

***RESOLVED***

The minutes of the ordinary council meeting held on a hybrid basis held immediately after the Annual Meeting but not before 7pm on Thursday 18<sup>th</sup> May 2023 were approved as a true and accurate record.

**2023/115 Matters arising**

None

**2023/116 Community Engagement Committee**

***RESOLVED***

Membership: Cllrs. David Evans, Neil Feist, Chris Parker, Joanne Miller, Andrea Jenkins (5 members).

Chair: David Evans

Deputy Chair: Chris Parker

Terms of reference to be decided at a future meeting of the Council but to be based on those presented in the accompanying paper.

**2023/117 Dates of Committee meetings.**

***RESOLVED***

Subject to the discretion of the Committee chair, the following dates shall apply:

**HR Committee (Chair Cllr Rhys Jenkins)**

2023: 13th June, 12th December.

**ORA Committee (Chair Cllr Mark Steer)**

2023: 14th June, 25th July, 3rd October, 5th December

2024: 6th February, 2nd April.



### **Audit Committee (Chair Cllr David Evans)**

2023: 18th July (Grants considered), 17th October.

2024: 16th January (Grants considered, following financial year budget proposal considered), 16th April, 13th June (completed Internal audit and AGAR considered).

### **CIL Committee (Chair Cllr Janine Turner)**

2023: 6th June 2023, 4th July, 5th September, 14th November.

2024: 9th January, 5th March, 7th May.

### **Community Engagement Committee (Chair David Evans)**

2023: 27th June, 26th September, 19th December.

2024: 26th March.

### **2023/118 'Brynna Woods Art' Working Group**

#### ***RESOLVED***

Membership: Neil Feist, Mark Steer, Chris Parker, Helen Donnan, David Evans (Councillors).

Tim Jones of the wildlife trust as a member of the public.

Chair: Mark Steer

Terms of reference:

To take operational decisions withing the £18,000 budget allocated for the project 'Decorative sculptures and art works at Brynna Woods'.

All formal orders outside of the £16,500 order already placed (based on the quotation provided) to the artist must be issued via the Clerk who will check that there is a consensus amongst the majority of Council members comprising the working group before placing an order.

For all members of the working group to be informed by the chair of when the artist is to visit site.

### **2023/119 Recommendations of CIL Committee held on Tuesday 25th April 2023 and on 16th May 2023.**

#### ***RESOLVED***

To remove the following projects from the CIL123 and if relevant also from the Active Project list and return them to the Potential Project list.

LCC21/13 Bike racks at Train Station.



LCC21/10 Community Orchard/Wildlife areas.

LCC21/11 Bike/Scooter rack/storage area for Dolau pupils.

LCC22/BCFC1 Signage for Bryncae FC

**RESOLVED**

CIL2023/026 CIL application from Llanharan Primary School.

That this item be deferred to a future meeting of the Committee.

**RESOLVED**

CIL2023/027 CIL application from Dolau Primary School

To reject part 1 of the application. To grant part 2 of the application to the value of £3934.96

**RESOLVED**

CIL2023/028 CIL application from LCDP

To grant the application to the value of £16,000 subject the application of a legal charge on the property for a period of 5 years (The Clerk to arrange) and receipt of the formal planning permission certificate.

**RESOLVED**

CIL2023/029 Removal of potential projects from the potential projects list

11/20/27 Road widening on Grove Terrace (linked with memorial garden/garage)

11/20/04 Outdoor exercise equipment.

11/20/12 A recycling area in the community.

11/20/13 Provision of a Saturday market.

11/20/17 Path from the Station to Bryncae.

11/20/20 Traffic restrictions along Bridgend road

11/20/21 Make speed limit near Dolau school 20mph.

11/20/29 Add access steps up the grass bank to access the footpath that runs at the rear of the houses at Heritage way to the Bryncae arms

11/20/39 Infill of flooded footpath road up near Mynydd Coedbychan (farm). Past Gellifedi road.

11/20/40 Investigate land behind Haran roofing - other land purchase opportunities

11/20/45 Swimming pool / Gym

12/20/01 Welfare ground - Changing room refurb

12/20/07 Welfare ground - Repair of condemned floodlights on rugby pitch. Limited scheme (Half pitch)

12/20/08 Welfare ground - Repair of condemned floodlights on rugby pitch. - Full pitch.

12/20/11 Mains water supply to Brynna allotments.

6/12/006 Repair of cracked and dangerous paving on pavement outside LCDP centre.





7/21/001 Defibs at Bryncae Community Centre, Brynna Community Centre, Llanharan Drop in Centre, Llanharan Rugby Club, OAP Hall Llanharan, OAP Hall Brynna.

3/22/005 Youth shelters at appropriate points around the community.

4/23/001 Statue of Michael Jackson on the square.

1/21/001 Tarmac a path from Bethlehem View to the "eco houses" in Brynna through the woods.

**RESOLVED**

CIL2023/030 Adding project 'Outdoor exercise equipment' to the CIL 123 list  
To defer this item to be considered at a future meeting of the CIL Committee to allow further work to be carried out.

**RESOLVED**

Adding project 'providing a mains water supply to Brynna allotments' to the CIL 123 list

To amend the scope of this project to 'Rain capture and Irrigation system for Brynna allotments' and to add to the CIL123 list with a budget figure of £10,000

**RESOLVED**

CIL2023/032 Adding project 'Purchase of the Harold Street open space land' to the CIL 123 list

To add the project .Purchase of the Harold Street open space land' to the CIL123 list with a budget figure of £40,000

**RESOLVED**

CIL2023/033 Adding project 'Improvements to the access lane leading to the meadow rise open space' to the CIL 123 list.

To defer this item to be considered at a future meeting of the CIL Committee to allow further clarification on the matter.

**RESOLVED**

CIL2023/035 Next steps in developing the Council's strategic project delivery plan and CIL funds deferral plan.

For the Clerk to produce the revised CIL123 list and to produce a draft of the Active Project list showing only projects currently underway. The Committee to then consider which, if any projects to add to the Active list at this time and to consider the order in which it intends to action future projects.



**2023/120 CIL application from Llanharan Primary School. (Item added with the consent of the Chair of the CIL Committee)**

***RESOLVED***

To grant £78,031.98 from CIL funds for the project.

**2023/121 Suspension of Standing orders and financial regulations.**

***RESOLVED***

To suspend an element of the Council's Standing Orders with regards to agenda item 14 (minute ref 2023/122), specifically clause 11.2g of the Financial regulations. The Clerk having given advice that it is appropriate to do so for the following reasons:

The items are required urgently and have been identified as requiring urgent replacement in a statutory inspection.

The vendor who has provided a quotation is a reputable company who specialises in this work.

The quotations are considered reasonable.

**2023/122 Renewal of doors on the Council's shower block located on the Welfare Ground.**

***RESOLVED***

To authorise the Officers of the Council to spend up to a value of £3000 to replace the front and rear doors of the Welfare Shower block. Comprising £2936.35 (net) as per the quotations provided and a small contingency.

**2023/123 Revised costs for noticeboards for Llanharan Road and Ynysmaerdy**

***RESOLVED***

To authorise the Officers of the Council to spend up to £2800 for replacement noticeboards for Llanharan Road and Ynysmaerdy, comprising the quotation of £2,782.20 plus a small contingency.

**2023/124 Fireworks 2023 venue**

***RESOLVED***

To select the Welfare Ground (LRGT) as the venue for the 2023 Fireworks event based on the terms provided in their submission.



## **2023/125 Progress on commissioning and construction of a bridge over the river Ewenny at Brynna Woods and associated matters**

### ***RESOLVED***

For the Clerk to obtain quotations from an appropriate company to produce a scoping design for the bridge, the approaches and associated works. Quotations to be presented to a future meeting of the Council. This scoping design to be used as part of a subsequent public consultation and for tendering. The Trenos Crossing Working group and others to have input into the specification.

### ***RESOLVED***

For the Trenos Crossing Working Group to meet with key stakeholders as soon as possible and to seek to obtain formal written permissions as required. In particular the Wildlife Trust. NRW and any other relevant bodies.

### ***RESOLVED***

For the Clerk to obtain a Legal Development Certificate with regards to planning permission for the Bridge and its approaches and to confirm permissive development rights and their scope.

### ***RESOLVED***

Once a scoping design is in place and all parties have given formal consent, a public consultation to be carried out on the use of CIL funds to construct the bridge.

## **2023/126 Memorial garden status update and temporary cleanup**

Status update noted. Of note is Vale Consultancy's update that pending formal legal permission for the sewer diversion from RCTCBC and the production of quotes to carry out the work that are due to be received shortly, it is anticipated that the Section 185 Sewer diversion could be resolved within 14 days of receipt. The Suds application could then be submitted and could be expected to be resolved in around 7 weeks. The Clerk suggests that all being well it is likely that these two issues could be resolved and the main project be recommenced in September 2023.

### ***RESOLVED***

To authorise the Clerk to spend up to £500 to remove the heras fencing and clean up the memorial garden site whilst ensuring it is maintained in a safe condition. This work to be carried out by the contractor engaged on the main contract.



**2023/127 Urgent information and suggestions to the Clerk for future agenda items.**

None.

There being no further business the meeting closed at 9pm

The next meeting of the Council will be held on 15<sup>th</sup> June 2023.

Councillor David Evans  
Chair of the Community Council



## **LLANHARAN COMMUNITY COUNCIL**

Minutes of the Council's Annual Meeting held on a hybrid basis (in person at Llanharan OAP hall and by remote attendance), at 6.30pm on Thursday 18<sup>th</sup> May 2023.

*The meeting was held in accordance with:*  
**The Local Government and Elections (Wales) Act 2021**

### **Members Present:**

**Councillors;** Chris Parker (Chair), Robert Lewis-Watkin JP, Janine Turner, David Evans, Mark Steer, Will Thomas, Neil Feist, Andrea James, Joanne Miller, Tracy Allen, Geraint Hopkins JP, Helen Donnan, Rhys Jenkins.

**Apologies:** None.

**Absent:** Cllr Parmindra Pannu.

**Clerk to the Council:** Leigh Smith

**RFO/Deputy Clerk to the Council:** Lisa Phillips

4 members of the public.

### **AM2023/001 Election of Chair of the Council**

#### **RESOLVED**

To elect Cllr David Evans as Chair of the Council with the declaration of acceptance of office to be signed at the next convenient opportunity.

### **AM2023/002 Election of Chair of the Council**

#### **RESOLVED**

To elect Cllr Helen Donnan as Deputy Chair of the Council with the declaration of acceptance of office to be signed at the next convenient opportunity.

### **AM2023/003 Minutes of Annual Meeting held 12<sup>th</sup> May 2022**

Noted.



## **AM2023/004 Committees**

### **RESOLVED**

That the number of Council members of each Committee be capped to an appropriate number, and in any case no Committee to exceed 8 Council members (or some other number deemed to be appropriate by Council). For this provision to be added to the standing orders of the Council.

### **RESOLVED**

That the past attendance of Council members to committees be taken into account when selecting members for any committee and that should an incumbent member of any committee have failed to attend a minimum of 50% of meetings in the previous 12 months then they be barred from serving on that committee for the following year unless in the opinion of the Council there have been special personal circumstances which have reasonably prevented them from doing so. The decision to grant dispensation in this regard to be minuted along with the reasons for granting that dispensation. This provision to be applied for those committees where there have been more than 4 meetings in the preceding year. For this provision to be added to the standing orders of the Council .

### **RESOLVED**

#### **Human Resources Committee.**

Membership: Cllrs Andrea James, David Evans, Rhys Jenkins, Janine Turner, Robert Lewis-Watkin (5 members).

Chair: Cllr Rhys Jenkins

Deputy Chair: Cllr Robert Lewis-Watkin

*All meetings of the HR Committee to be held subject to the following Resolution:*

*“By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussion of all agenda items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted”.*

*Dates: TBD and presented to a future meeting of the Council*



## **RESOLVED**

### **Open Spaces, Rights of Way and Allotments Committee (ORA)**

Membership: Cllrs Mark Steer, Neil Feist, Helen Donnan, Will Thomas, Tracy Allen plus co-opted member of the public (subject to acceptance) Olie Wicks. (5 Council Members)

Chair: Cllr Mark Steer

Deputy Chair: Cllr Helen Donnan

*Dates: TBD and presented to a future meeting of the Council*

## **RESOLVED**

### **Audit Committee**

Membership: Cllrs David Evans, Janine Turner, Andrea James, Robert Lewis-Watkin, Chris Parker. (5 Council Members)

Chair: Cllr David Evans

Deputy Chair: Cllr Janine Turner

*Dates: TBD and presented to a future meeting of the Council*

## **RESOLVED**

### **Community Infrastructure Levy Committee (CIL)**

Membership: Janine Turner, David Evans, Rhys Jenkins, Robert Lewis-Watkin, Chris Parker, Helen Donnan, Mark Steer, Neil Feist. (8 Members).

Chair: Cllr Janine Turner

Deputy Chair: Cllr Neil Feist

*Dates: TBD and presented to a future meeting of the Council*

## **RESOLVED**

To dissolve the Platinum Jubilee Committee.

## **RESOLVED**

To dissolve the King's Coronation Committee.



### **RESOLVED**

To dissolve the following working groups:

- Community Engagement working group
- Active Travel working group
- Community Wellbeing Working group

### **RESOLVED**

To form the 'Community Engagement Committee'.

Membership: To be decided at a future meeting of the Council.

Terms of reference: To be formalised at a future meeting of Council.

*Dates: TBD and presented to a future meeting of the Council*

### **AM2023/005 Working Groups**

#### **RESOLVED**

That the number of Council members of each working group be capped to an appropriate number, and in any case no working group to exceed 5 Council members. This provision to be added to the standing orders of the Council

#### **RESOLVED**

For the underpinning terms of reference for working groups to include the following:

For working groups to be empowered to carry out fact-finding investigations, carry out informal negotiations (without assuming any authority of the Council as a corporate body) and to do other work in order to be able to present recommendations or reports to Council for resolution.

If members of a working group cannot come to a settled agreed recommendation or report for Council then any recommendations or report should be qualified accordingly.

Working groups should liaise with the Clerk where appropriate and any recommendations should be checked for lawfulness with the Clerk before





presentation to Council. The Clerk would ordinarily only attend working group meetings when requested in order to offer advice.

Working group meetings are arranged informally by its members, led by the chair.

These measures to be added to the standing orders of the Council .

***RESOLVED***

**Trenos Crossing working Group**

Membership: Cllrs Chris Parker, Helen Donnan, Mark Steer, Janine Turner, David Evans, Neil Feist plus various stakeholders. (6 Council members)

Chair: Cllr Helen Donnan

Terms of reference: To carry out work to facilitate the delivery of a railway crossing bridge at the Trenos railway crossing, the crossing over the River Ewenny and associated rights of way.

***RESOLVED***

**Fireworks working group**

Membership: Cllrs Andrea James, Joanne Miller, David Evans. (3 members)

Chair: Andrea James

Terms of reference: To examine any extra arrangements or terms to be set regarding the holding of the event. To consider venues.

***RESOLVED***

**Bryncae Community Centre CAT working group**

Membership: Cllrs Neil Feist, Rhys Jenkins, Chris Parker, Janine Turner. David Evans. (5 members)

Chair: Chris Parker

Terms of reference: To examine and negotiate terms business in relation to the CAT of Bryncae Community Centre.



## **AM2023/006 External Bodies**

### ***RESOLVED***

Membership of external bodies as follows:

#### RCT/Town and Community Liaison Committee:

The chair and Deputy Chair of the Council, currently Cllrs David Evans and Helen Donnan respectively.

#### Llanharan Community Development Project:

Cllr Rhys Jenkins.

#### One Voice Wales RCT/Merthyr/Caerphilly/Area Committee:

Cllr Rhys Jenkins.

#### School Governing Bodies:

Dolau Primary School – Cllr Janine Turner.

Llanharan Primary School – Cllr Geraint Hopkins.

Brynnau Primary School – Cllr Helen Donnan.

#### Wildlife Trust Liaison

Cllr Mark Steer

## **AM2023/007 Civic Allowances**

### ***RESOLVED***

To pay the members allowance of £156 a year to all members with immediate effect, except to those who formally write to the Clerk indicating that they do not wish to receive the allowance.

### ***RESOLVED***

To pay members £52 a year for the cost of office consumables required to carry out their role, payments to be made with immediate effect.

### ***RESOLVED***

For those Councillors who wish to make a claim for a mandatory contribution towards costs of care and personal assistance to contact the Clerk for further details.



**RESOLVED**

To pay a Chair's allowance of £1500 to the Chair of the Council

**RESOLVED**

To pay a Deputy Chair's allowance of £500 to the Deputy Chair of the Council

**RESOLVED**

For those Councillors who wish to make a claim for the optional Financial Loss Allowance to contact the Clerk for further details so that a claim can be made.

**AM2023/008 Standing Orders**

**RESOLVED**

Deferred to a future meeting.

**AM2023/009 Financial Regulations**

**RESOLVED**

Deferred to a future meeting.

**AM2023/010 Annual Report**

**RESOLVED**

Deferred to a future meeting.

**AM2023/011 Training Plan**

**RESOLVED**

Deferred to a future meeting.

**AM2023/012 Biodiversity Plan**

**RESOLVED**

Deferred to a future meeting.

**AM2023/013 Written Motions in a municipal year**

**RESOLVED**

The maximum total of motions required by written notice that can be considered by the Council in the municipal year to be set at 'unlimited'.



### **AM2023/014 Written Motions in a single meeting**

#### **RESOLVED**

The maximum total of motions required by written notice that can be considered by the Council in any one ordinary meeting to be set at '3'

### **AM2023/015 Appeals and Disciplinary process**

#### **RESOLVED**

##### ***Disciplinary panels***

*If the Panel is convened Members who do not have an interest will be chosen by rote by the HR Committee from all members of the Council.*

##### ***Appeals panels***

*If the Panel is convened Members who do not have an interest will be chosen by rote by the HR Committee from all members of the Council, those panel members not having been members of the original disciplinary panel*

### **AM2023/016 Internal Auditor For the Financial Year 2023/24**

#### **RESOLVED**

To defer a decision on this matter until after the current internal audit is completed so that Council may assess the performance of the current auditor.

### **AM2023/017 To review banking mandate signatories and PSDF signatories**

#### **RESOLVED**

For the Chair, working with the previous Chair to establish primary authority with Barclays.

Then for online banking signatories to be established.

Then for banking mandate (cheques and direct debits) signatories to be established.

#### **RESOLVED**

For the Chair, Deputy Chair and RFO to be established as directors of the PSDF. Namely Cllr David Evans, Helen Donnan and Lisa Phillips respectively.



**AM2023/018 Membership of The Society of Local Council Clerks (SLCC)**

***RESOLVED***

To renew the Clerk and Deputy Clerk's/RFO membership of the Society of Local Council Clerks (SLCC) up to £260 each.

**AM2023/019 Membership of One Voice Wales**

***RESOLVED***

To renew the Council's membership of One Voice Wales at a cost of £1519

**AM2023/020 Other matters where 6 days prior written notice given to Clerk**

None.

There being no further business the meeting closed at 8.21pm

Councillor David Evans  
Chair of the Community Council



## **LLANHARAN COMMUNITY COUNCIL**

Minutes of the Council meeting held on a hybrid basis (in person and by remote attendance), 7pm on Thursday 18<sup>th</sup> May 2023

*The meeting was held in accordance with:*

**The Local Government and Elections (Wales) Act 2021**

### **Members Present:**

**Councillors;** David Evans (Chair), Chris Parker, Janine Turner, Mark Steer, Will Thomas, Neil Feist, Andrea James, Joanne Miller, Tracy Allen, Robert Lewis Watkin JP, Helen Donnan, Rhys Jenkins, Geraint Hopkins JP.

**Apologies:** None.

**Absent:** Cllr Parmindra Pannu

**Clerk to the Council:** Leigh Smith

**RFO/Deputy Clerk to the Council:** Lisa Phillips

4 members of the public.

### **2023/091 Welcome and Apologies.**

None

### **2023/092 Disclosures of personal and/or prejudicial interests.**

Cllr David Evans declared a prejudicial interest with regards to agenda item 17 (minute ref 2023/107)

### **2023/093 Public speaking**

None.

### **2023/094 Minutes**

### **RESOLVED**

The minutes of the ordinary council meeting held remotely at 7pm on Thursday 20<sup>th</sup> April 2023 were approved as a true and accurate record.



**2023/095 Matters arising**

None

**2023/096 Expenditure April 2023**

Approved.

**2023/097 CIL Committees held Tuesday 25th April & 16<sup>th</sup> May 2023.**

***RESOLVED***

To defer this item of business to a future meeting of the Council.

**2023/098 Extent and limits of cover of the Council's insurance policy**

***RESOLVED***

To approve the details of cover and to continue into year 2 of a 3 year agreement on the terms presented and to approve payment of the premium up to a value of £4,800

**2023/099 Quotations for the fitting and subsequent removal of summer planters to be fitted to lamp-posts in the community.**

***RESOLVED***

To award the work to Vendor A, d3signs and to approve payment of up to £1,500 for the work.

**2023/100 Suspension of the Council's Standing Orders**

***RESOLVED***

To defer this item of business to a future meeting of the Council.

**2023/101 Renewal of door on the shower block at the Welfare ground.**

***RESOLVED***

To defer this item of business to a future meeting of the Council.



**2023/102 To approve payment of £2,800 from CIL funds for the purchase of noticeboards for Llanharry Road and Ynysmaerdy. To supersede resolution 2023/080**

***RESOLVED***

To defer this item of business to a future meeting of the Council.

**2023/103 Purchase and fit a wheelchair-friendly picnic bench at Oakbrook park. To supersede resolution 2022/040**

***RESOLVED***

To approve a spend of up to £1,000 to provide and fit picnic bench and base at Oakbrook park.

**2023/104 Fireworks Working Group report**

***RESOLVED***

To defer this item of business to a future meeting of the Council.

**2023/105 Options to progress the commissioning and construction of a bridge over the river Ewenny at Brynna Woods and associated matters**

***RESOLVED***

To defer this item of business to a future meeting of the Council.

**2023/106 Temporary clean-up of the memorial garden worksite at Grove Terrace and for the Clerk to present a status update.**

***RESOLVED***

To defer this item of business to a future meeting of the Council.

**2023/107 Planning**

Cllr David Evans left the meeting for the duration of this item of business, returning after it was completed.





***RESOLVED***

For the Clerk to respond to Llanmoor homes to thank it for the opportunity to engage early and to express its opinion that should the plot be used for housing then the Community Council is keen to see more affordable housing or social housing and ideally would hope to see this plot used for that purpose.

**2023/108 Urgent information and suggestions to the Clerk for future agenda items.**

***RESOLVED***

For an extraordinary meeting of the Council to be called by the Chair within 2 weeks to hear any business deferred.

There being no further business the meeting closed at 8.45pm

The next scheduled meeting of Full Council will be held on 15<sup>th</sup> June 2023

Councillor David Evans

Chair of the Community Council

## Appendix 3

### **Membership, Chair and Deputy Chair of Community Engagement Committee.**

At the Annual Meeting of the Council in May the following was resolved:

#### ***AM2023/004.....RESOLVED***

*To form the 'Community Engagement Committee'. Membership: To be decided at a future meeting of the Council. Terms of reference: To be formalised at a future meeting of Council. Dates: TBD and presented to a future meeting of the Council.*

Whilst terms of reference to be decided at the next full meeting of Council, the proposal regarding the formation of this Committee alluded to the following.

That the Committee to be delegated authority to make recommendations to council on the following business:

The annual fireworks event.

Christmas lights.

Summer plants.

Any other business delegated to it via resolution of Council.

(Note: The Clerk to provide key dates to the Committee for arrangements relating to the above).

#### **To be resolved:**

1. Terms of reference (At next Council meeting).
2. Membership.
3. Chair.
4. Deputy Chair

## **Appendix 4**

### **Committee meeting dates**

Subject to the discretion of the Committee chair, the following dates are proposed:

#### **HR Committee (Chair Cllr Rhys Jenkins)**

2023: 13<sup>th</sup> June, 12<sup>th</sup> December.

#### **ORA Committee (Chair Cllr Mark Steer)**

2023: 14<sup>th</sup> June, 25<sup>th</sup> July, 3<sup>rd</sup> October, 5<sup>th</sup> December

2024: 6<sup>th</sup> February, 2<sup>nd</sup> April.

#### **Audit Committee (Chair Cllr David Evans)**

2023: 18<sup>th</sup> July (Grants considered), 17<sup>th</sup> October.

2024: 16<sup>th</sup> January (Grants considered, following financial year budget proposal considered), 16<sup>th</sup> April, 13<sup>th</sup> June (completed Internal audit and AGAR considered).

#### **CIL Committee (Chair Cllr Janine Turner)**

2023: 6<sup>th</sup> June 2023, 4<sup>th</sup> July, 5<sup>th</sup> September, 14<sup>th</sup> November.

2024: 9<sup>th</sup> January, 5<sup>th</sup> March, 7<sup>th</sup> May.

#### **Community Engagement Committee (Chair TBD)**

2023: 27<sup>th</sup> June, 26<sup>th</sup> September, 19<sup>th</sup> December.

2024: 26<sup>th</sup> March.

## Appendix 5

### Membership and Chair of the Brynna Woods working group

#### Terms of reference

##### Previous terms of reference:

*To take operational decisions within the £18,000 budget allocated for the project 'Decorative sculptures and art works at Brynna Woods'.*

*Note: This amount is approved for spend via the Clerk and is not a delegated budget.*

*All formal orders and work instructions to the artist must be issued via the Clerk.*

##### Clerk's recommendation:

To review the terms of reference to ascertain whether they offer sufficient oversight or are practical.

##### Suggested revision to terms of reference:

To take operational decisions within the £18,000 budget allocated for the project 'Decorative sculptures and art works at Brynna Woods'.

All formal orders outside of the £16,500 order already placed (based on the quotation provided) to the artist must be issued via the Clerk who will check that there is a consensus amongst the majority of Council members comprising the working group before placing an order.

For all members of the working group to be informed by the chair of when the artist is to visit site.

##### Reminder of order formally placed:

1 x Miners lamp (located at the mineshaft). ( 1 day on site plus materials =£700)

1 x Bench by the old oak tree (pit pony or pony and boy). ( £2500 to £4000 depending on design)

Fairy garden – 8 toadstool seats in a ring. (£1000)

4 fairy castles (£500 to £800 each)

Some sleeping fairies (on the curved tree). ( 1 day on site plus materials =£700)

Outdoor classroom area – Teachers seat and benches. (With a beetle hole) (2 days on site plus materials £1400)

8 animals scattered through the woods (Door mouse, Birds, Adders, Bats). (Approximately £500 each)

1 x violet oil beetle (£800)

Dragon Swing ( 1 day on site plus materials =£700).

Total: Up to £16,500

### **Membership**

#### **Previous year's membership:**

Neil Feist, Mark Steer, Chris Parker, Helen Donnan, David Evans (Councillors).

Also Tim Jones of the wildlife trust as a member of the public.

### **Matters for resolution:**

1. To approve the terms of reference.
2. To agree membership for 2023/24
3. To appoint a Chair

## **Appendix 6**

### **Recommendations of CIL Committees held 25<sup>th</sup> April and 16<sup>th</sup> May 2023.**

#### *Officer's note:*

*For context, following a public consultation the CIL Committee is currently undergoing an exercise to create a strategic short and medium-term project plan together with cashflow projections. The intention of this exercise is to focus resources, identify resource gaps and to inform the CIL funds deferment plan to be delivered to RCTCBC.*

#### **RECOMMENDED**

To remove the following projects from the CIL123 and if relevant also from the Active Project list and return them to the Potential Project list.

LCC21/13 Bike racks at Train Station.

LCC21/10 Community Orchard/Wildlife areas.

LCC21/11 Bike/Scooter rack/storage area for Dolau pupils.

LCC22/BCFC1 Signage for Bryncae FC

#### **CIL2023/026 CIL application from Llanharan Primary School.**

#### **RECOMMENDED**

That this item be deferred to a future meeting of the Committee.

#### **CIL2023/027 CIL application from Dolau Primary School**

#### **RECOMMENDED**

To reject part 1 of the application. To grant part 2 of the application to the value of £3934.96

## **CIL2023/028 CIL application from LCDP**

### ***RECOMMENDED***

To grant the application to the value of £16,000 subject the application of a legal charge on the property for a period of 5 years (The Clerk to arrange) and receipt of the formal planning permission certificate.

## **CIL2023/029 Removal of potential projects from the potential projects list**

### ***RECOMMENDED***

To remove the following projects from the Potential Project list.

11/20/27 Road widening on Grove Terrace (linked with memorial garden/garage)

11/20/04 Outdoor exercise equipment.

11/20/12 A recycling area in the community.

11/20/13 Provision of a Saturday market.

11/20/17 Path from the Station to Bryncae.

11/20/20 Traffic restrictions along Bridgend road

11/20/21 Make speed limit near Dolau school 20mph.

11/20/29 Add access steps up the grass bank to access the footpath that runs at the rear of the houses at Heritage way to the Bryncae arms

11/20/39 Infill of flooded footpath road up near Mynydd Coedbychan (farm). Past Gellifedi road.

11/20/40 Investigate land behind Haran roofing - other land purchase opportunities

11/20/45 Swimming pool / Gym

12/20/01 Welfare ground - Changing room refurb

12/20/07 Welfare ground - Repair of condemned floodlights on rugby pitch. Limited scheme (Half pitch)

12/20/08 Welfare ground - Repair of condemned floodlights on rugby pitch. - Full pitch

12/20/11 Mains water supply to Brynna allotments.

6/12/006 Repair of cracked and dangerous paving on pavement outside LCDP centre.

7/21/001 Defibs at Bryncae Community Centre, Brynna Community Centre, Llanharan Drop in Centre, Llanharan Rugby Club, OAP Hall Llanharan, OAP Hall Brynna.

3/22/005 Youth shelters at appropriate points around the community.

4/23/001 Statue of Michael Jackson on the square.

1/21/001 Tarmac a path from Bethlehem View to the "eco houses" in Brynna through the woods

**CIL2023/030 Adding project 'Outdoor exercise equipment' to the CIL 123 list**

***RECOMMENDED***

To defer this item to be considered at the next meeting of the CIL Committee to allow further work to be carried out.

**CIL2023/031 Adding project 'providing a mains water supply to Brynna allotments' to the CIL 123 list**

***RECOMMENDED***

To amend the scope of this project to 'Rain capture and Irrigation system for Brynna allotments' and to add to the CIL123 list with a budget figure of £10,000

**CIL2023/032 Adding project 'Purchase of the Harold Street open space land' to the CIL 123 list**

***RECOMMENDED***

To add the project 'Purchase of the Harold Street open space land' to the CIL123 list with a budget figure of £40,000



**CIL2023/033 Adding project 'Improvements to the access lane leading to the meadow rise open space' to the CIL 123 list.**

***RECOMMENDED***

To defer this item to be considered at the next meeting of the CIL Committee to allow further clarification on the matter.

**CIL2023/034 adding projects to the CIL123 list received before close of business on 14<sup>th</sup> May 2023 - 'Replacement of emergency exit door on Welfare Ground shower block'.**

***RECOMMENDED***

To add the project 'Replacement of emergency exit door on Welfare Ground shower block' to the CIL123 list and Active Project list with the value to be determined at the Full Council meeting to be held on 18<sup>th</sup> May 2023.

**CIL2023/035 Next steps in developing the Council's strategic project delivery plan and CIL funds deferral plan**

***RECOMMENDED***

For the Clerk to produce the revised CIL123 list and to produce a draft of the Active Project list showing only projects currently underway. The Committee to then consider which, if any projects to add to the Active list at this time and to consider the order in which it intends to action future projects.



## Llanharan Community Council – CIL application form for Community Groups

*Note: This form is intended for the use of Community Groups and Organisations for projects in excess of £1000*

SECTION A: ABOUT YOU	
<b>Name of Organisation:</b>  (Please note that if you are successful, payment will be made to a bank account registered in this name).	Llanharan Primary School
<b>Legal Status of the Organisation:</b> (i.e. limited company, Trust, Charitable Incorporated Organisation, CASC etc...)	RCTCBC Community Primary School
<b>Registered Charity Number</b> <i>(if applicable)</i>	N/A
<b>Name of Main Contact:</b>  (All correspondence will be addressed to this person)	Bethan Price
<b>Full Postal Address of Applicant:</b>	Llanharan Primary School, Llwynbrain Terrace, Llanharan



	CF72 9PW
<b>Contact Telephone Number:</b>	Daytime: 01443 237831  Mobile:
<b>Main Contact Email Address:</b>	Bethan.price@llanharanprimary.rctcbc.cymru
<p><b>Has the organisation received Grant Aid or CIL funding from Llanharan Community Council in the past 3 years?</b></p> <p><b>If the answer is yes, please complete the box below: No</b></p>	
<b>Date and type of funding (Grant/CIL)</b>	<b>Amount</b>
	£
	£
	£
	£
<p>Please provide a brief description of the main aims and activities of the organisation applying for CIL funding.</p> <p>Primary education for pupils aged 3 to eleven.</p>	





How many people are involved in the organisation and approximately what percentage of them live in the Llanharan Community Council area?

163 pupils with 100% living within the Llanharan Community.

Are you a not for profit organisation? (Note: This is a legal term)

Yes ☐

No ☒

How long has the organisation been established?

The school has been established on this site from the early 1980s.

### **SECTION B: FOR WHAT PURPOSE ARE YOU APPLYING FOR CIL FUNDING?**

Please provide a brief description of the project you intend to use CIL funding for?

The aims of the funding application are:

- To improve the learning environment for all learners
- To develop problem solving skills
- To increase pupils' physical activity and promote healthy lifestyles
- To develop pupils' understanding of the nature, growing plants, fruit and vegetables
- To increase biodiversity within the Llanharan area.

The project and playground development is divided into three zones:

- Activity zone
- Biodiversity zone
- Problem solving zone.



The activity zone would include playground equipment to promote a healthy lifestyle and increase pupils' physical activity. This area would include a climbing frame and safety flooring and also shaded area and seating for pupils. Installation and ground works are also included on the quote attached. (*Area 1 and 3 on quote provided – Dragon Play.*)

The biodiversity zone would include an outdoor classroom, bug hotel, wormery, composter, storage and planters. One of the planters would be at a height that is wheelchair accessible to ensure all enjoy planting and growing fruit and vegetables. *Please note that all other resources can be viewed and accessed by wheelchair users.* The outdoor classroom would be provided with a living roof and could be carved to acknowledge a donation from the Community Council. (*Landscapes for learning quote.*)

The problem solving zone would meet the needs of both our younger and older learners. During lesson time it would be used to enhance the teaching and learning of STEM and also be used at break times to promote problem solving activities. Many of our ASD pupils enjoy a quiet area to explore and solve problems and this would also provide a safe space when pupils may feel overwhelmed with the excitement of the main playground. (*Area 2 on quote provided – Dragon Play*)

How will the project tangibly benefit the Community?

The proposed project would:

- encourage pupils and future members of the Llanharan Community to be healthy and confident individuals
- through providing access to problem solving activities, develop enterprising and creative individuals
- encourage pupils to grow fruit and vegetables with the view that they could apply for a community allotment in future years
- be open and accessible to community groups to book sessions during holidays and weekends





- be available to the RCT Funded 'Food and Fun' holiday group open to the local community for three weeks in the Summer holiday.

Please provide the dates you intend to start and finish the project.

Start Date: Summer Term 2023

Completion Date: December 2023

### **SECTION C: How much CIL funding is being applied for?**

What is the total cost of the project for which CIL funding is required?

£78,031.98

What is the amount of CIL Funding the organisation would like to apply for?

£78,031.98

What other sources of funding have been approached, or are available for the project?

- RCT C1st Century Schools have provided bat and bird boxes, cleared an area of the grounds and created three benches.
- Free standing resources / games for the Problem Solving Zone would be purchased from school budget.
- The school has undertaken training with the NBGoFW to develop staff understanding and skills in promoting biodiversity and how this can be incorporated in pupils' teaching and learning.

**Supply the following information dependant on grant applied for.**

- Organisation/Group constitution or rules



- Income and expenditure account/balance sheet
- Last bank statement
- Constitution or rules
- VAT registration
- Is the organisation profit making?
- Latest audited/ratified accounts and balance sheet.
- Provide quotations for items the CIL funding will be used for.

#### Section D: Sustainability

Will the project/activity continue after this funding has ended?

YES (delete as applicable)

If yes, provide details.

The maintenance of the outdoor area will be included in the SLA with RCTCBC.

Equipment will be annually checked through our equipment audit.

#### Section E: Payment Details

If your application is successful, payment will be made using the details below.

**Account Name** (*Use name of the organisation applying as in Section A*)

Llanharan Primary School Fund

**Account Number**

40912417

**Sort Code**

20-18-27

**SECTION F: Completing the application**

Your Signature – This must be the signature of the main contact named in Section A

**Declaration:**

- i. I certify that the information contained in this application is correct.





- ii. If the information changes in any way I will inform Llanharan Community Council.

Signed:

Date:

**Please note that this form requires two signatures:**

Second Signature:

Position held in organisation:

Signed:

Date:

**Completed application forms should be returned to:**

Project Officer  
Llanharan Community Council  
2 Chapel Rd  
Llanharan  
CF72 9QA  
Project@llanharan-cc.gov.wales  
01443 231430

### **Checklist:-**

- ✓ A copy of the organisations Constitution or rules to be provided
- ✓ Two signatories on the form.
- ✓ Submission of the application form is completed before the deadline date.
- ✓ You have considered any Equality impact issues in your application.



- ✓ If you previously received a grant from Llanharan Community Council, complete and include the feedback from in Appendix One.

**Please note any applications received after the deadline date will not be considered.**

**For any further information or assistance in completing the form please contact Llanharan Community Council on 01443 231430**

## **Appendix One**

### **Llanharan Community Council CIL Feedback**

Name:	
-------	--



Organisation:	
Address:	
Telephone:	
Email address:	
Website:	
Reason for previous application: (Project/activity name/details)	
Amount received:	
Date received:	
I was happy with the application process?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If your answer to the above question is no, please give further details to enable us to improve the application process.	



How has the donation made a difference to the Community?	

Llanharan Community Council welcomes feedback and photographs on all good causes that we have supported.

Should you provide photographs, these may be used for marketing purposes.

If you do NOT wish to have your photographs published tick this box ☐

*Return the completed form to:*

**Llanharan Community Council**  
**2 Chapel Road**  
**Llanharan**  
**CF72 9QA**

[Project@llanharan-cc.gov.wales](mailto:Project@llanharan-cc.gov.wales)

01443 231430



## Landscapes for Learning Ltd

9, Velindre Road  
Whitchurch  
Cardiff  
CF14 2TE  
hello@landscapes4learning.com  
VAT Registration No.: 290 6848 67



## Estimate

ADDRESS  
Llanharan Primary School  
Llwynbrain Terrace  
Llanharan  
CF72 9PW

SHIP TO  
Llanharan Primary School  
Llwynbrain Terrace  
Llanharan  
CF72 9PW

ESTIMATE 2193  
DATE 15/03/2023

ACTIVITY	QTY	RATE	VAT	AMOUNT
Compact Healey Classroom 3.6m x 6m Rear wall enclosed	1	8,935.00	20.0% S	8,935.00
Concrete Base 4m x 6.4m	1	4,750.00	20.0% S	4,750.00
Delivery and Installation	1	1,787.00	20.0% S	1,787.00
Grand Bug Hotel	1	1,250.00	20.0% S	1,250.00
Freestanding Wormery	2	345.00	20.0% S	690.00
Compost Cottage	1	1,500.00	20.0% S	1,500.00
Shop Shelter / Storage 50% storage 50% shelter	1	2,100.00	20.0% S	2,100.00
Installation Area to be levelled and paving to be laid.	1	450.00	20.0% S	450.00
Large Framed Chalkboard To be attached inside the outdoor classroom	1	710.00	20.0% S	710.00
Large framed whiteboard 1.2m x 2.4m To be attached within the outdoor classroom	1	725.00	20.0% S	725.00
Chalkboard Picnic Table	2	649.00	20.0% S	1,298.00
Disabled access picnic bench 6ft	1	495.00	20.0% S	495.00
What we learn sign	1	220.00	20.0% S	220.00
2m Sleeper Planters	4	345.00	20.0% S	1,380.00
Wheelchair Accessible Planter	1	845.00	20.0% S	845.00
Rustic log planters and bench	2	735.00	20.0% S	1,470.00

Payment can be accepted over the phone, by quoting your invoice number and calling 02922 403777.

Alternatively, cheques can be made payable to Landscapes for Learning Ltd

BACS: NATWEST PLC  
Sort Code: 52-21-06  
Account Number: 20260997  
Page 1 of 2

Den Making Poles Pack of four	1	599.00	20.0% S	599.00
Timber Teepee	1	490.00	20.0% S	490.00
Stumps and sleeper benches 1.2m	3	180.00	20.0% S	540.00

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SUBTOTAL	30,234.00
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DISCOUNT	-234.00
----------	---------

VAT TOTAL	5,999.98
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TOTAL	<b>£35,999.98</b>
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#### VAT SUMMARY

	RATE	VAT	NET
	VAT @ 20%	5,999.98	30,000.00

Accepted By

Accepted Date

Payment can be accepted over the phone, by quoting your invoice number and calling 02922 403777.

Alternatively, cheques can be made payable to Landscapes for Learning Ltd

BACS: NATWEST PLC  
Sort Code: 52-21-06  
Account Number: 20260997  
Page 2 of 2



# Dragon PLAY



Itemised Quotation

**Llanharan Primary School**

**Playground Improvements**

**Quotation ref: Q-9942**

**8th March 2023**

# Dragon Play & Sports

8<sup>th</sup> March 2023

**Quotation Ref: Q-9942**

**Quotation type: Playground Improvements**

**Valid for: 30 days**

FAO: Bethan Price

**Re: Playground Improvements**

Dear Bethan,

As discussed, please find our quotation for the play area works at Llanharan Primary School below. Once you have had a look through, please feel free to contact us with any questions.

**By choosing to work with Dragon Play & Sports you will benefit from:**

- **30 years combined play industry experience**
- **UK & European Manufactured products with market leading guarantees**
- **A South Wales based company with unrivalled customer service**

We trust our proposal meets your requirements and expectations in full, however if you wish to make amendments or have any questions about the products or services offered, please do not hesitate to contact either myself or my sales coordinator.

Yours sincerely

*James McGrath & Leon Wilson*



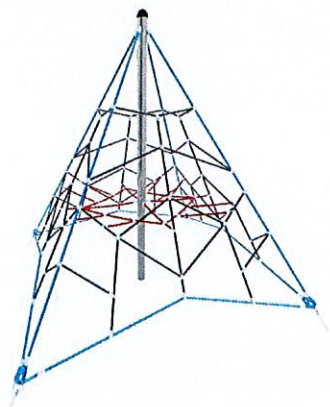




**James McGrath**  
Director  
07411 465793



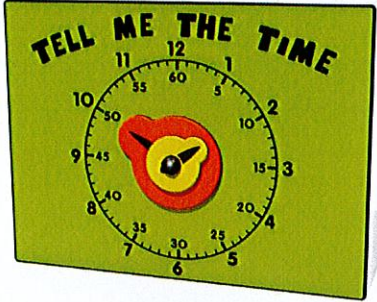

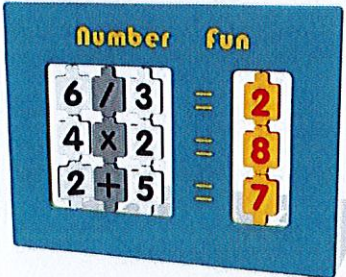

**Leon Wilson**  
Director  
07557 795808



## Quotation breakdown - Area 1

Image	Description	£
	<b>Net Climber</b>  Suitable for ages 4-12, children can improve their balance and coordination on this net climbing tower.	£2,955.00
	<b>Installation and Ground works</b>  Installation of play equipment and associated ground works (excavation and stone subbase)	£4,648.00
	<b>Rubber Mulch Surfacing</b>  Safety surfacing under equipment. (47m2) Colour tbc.	£3,755.00
	<b>Preliminaries</b>  Heras fencing and waste removal	£549.00
	<b>Delivery</b>	£999.00
	<b>Discount</b>	-£100.00
<b>Quotation total</b>		<b>£12,806.00</b> Ex VAT

## Quotation breakdown – Area 2



Image	Description	£
	<p><b>Time Play Panel</b></p> <p>Children can learn to tell the time with this movable clock play panel.</p>	£149.00
	<p><b>Dragon Height Chart</b></p> <p>Are you as tall as the dragon? Learn to measure using this fun dragon height chart.</p>	£239.00
	<p><b>Number Fun Play Panel</b></p> <p>Ideal for practicing their maths, children can flip the panels to test each other.</p>	£365.00
	<p><b>Giant Chalkboard Panel</b></p> <p>Children can use the chalkboard to practice writing, maths, reading and drawing.</p>	£1,431.00



	<p>Recycled plastic posts for play panels</p> <p>X6 posts for installation of play panels.</p>	<p>£435.00</p>
	<p>Installation</p> <p>Installation of play equipment</p>	<p>£2,475.00</p>
	<p>Rubber Mulch Surfacing</p> <p>Rubber mulch surfacing to cover entire floor area. (Approx 30m2)</p> <p>Area must be clear and surface cleaned prior to start of works.</p>	<p>£2,699.00</p>
	<p>Preliminaries</p> <p>Heras fencing and waste removal</p>	<p>£549.00</p>
	<p>Delivery</p>	<p>£179.00</p>
	<p>Discount</p>	<p>-£159.00</p>
<p>Quotation total</p>		<p><b>£8,432.00</b> Ex VAT</p>

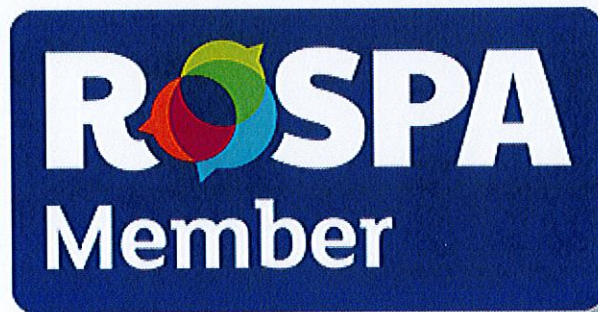
## Quotation breakdown – Area 3

Image	Description	£
	<p><b>Rubber Mulch Surfacing</b></p> <p>Safety surfacing to cover full surface area over existing flagstone. (56m2) Colour tbc.</p> <p>Area must be clear, and surface cleaned prior to start of works.</p>	£4,999.00
	<p><b>Canopy</b></p> <p>4.2m2 canopy with ground insert and post protector – colour tbc</p>	£6,308.00
	<p><b>Installation</b></p> <p>Installation of canopy</p>	£1,255.00
	<b>Discount</b>	-£200.00
<b>Quotation total</b>		<b>£12,362.00</b> Ex VAT

Quotation breakdown – KS2 Yard		
Image	Description	£
	<p><b>Canopy</b></p> <p>4.2m2 canopy with ground insert and post protector – colour tbc</p>	£6,308.00
	<p><b>Installation</b></p> <p>Installation of canopy</p>	£1,255.00
<b>Quotation total</b>		<b>£7,563.00</b> Ex VAT



# Our accreditations



As a proud member of ROSPA our organisation supports ROSPA's mission to save lives and reduce injury.



Trusted advice and guidance



Access to a wealth of up to date information



Opportunities to network with industry leaders



Ability to have your voice heard



Recognition of your commitment to safety

## Terms of Quotation

1. This quotation will remain open for acceptance for a period of 30 days. In the event that you are unable to confirm your order within this period, we will endeavour to keep any increases to a minimum. Dragon Play & Sports reserves the right to reject an order where supplies of products are no longer available.
2. All prices quoted are exclusive of VAT. (Excluding VAT)
3. The following terms and conditions, together with the particulars and any express terms set out on the order acknowledgement, shall represent the entire agreement between Dragon Play & Sports Ltd and the client.
4. A binding contract will only be entered into once the client has confirmed their order in writing and Dragon Play & Sports has acknowledged acceptance of such an order.
5. Any delivery / installation dates provided by the staff of Dragon Play & Sports will be done so in good faith but may be subject to matters outside of our control.
6. Suitable and unhindered access to the site will be provided by the client. Dragon play & Sports will reserve the right to invoice for stage payments (and additional expenses where applicable) in the event of a delay in gaining access to the site due to actions of others beyond our control.
7. Every reasonable step will be taken to ensure that the works are started and completed within an agreed time scale. The progress will be subject to ground conditions, weather conditions and matters beyond the control of Dragon Play & sports.
8. It will be the responsibility of the client to give notice of any underground service or any other restriction prior to start of works, otherwise extra costs may be incurred. Dragon Play & Sports have not made allowances to divert public utility services, pipes or cables etc. Furthermore, no allowances have been made to excavate into rock or any other unexpected hard surface / objects found during the construction of the project. In the event that any of the above situations arise, the client shall be notified immediately and informed of any additional charges.
9. Subsequent to entering into a contract, should the client wish to cancel / withdraw from the contract, the client will be responsible for all reasonable costs borne to Dragon Play & Sports. Where Dragon Play & Sports have committed to purchase products and materials in order to fulfil the terms of this contract, full payment of any invoices outstanding shall be made and where appropriate.



10. A 30% deposit is required unless otherwise agreed. For projects that take more than 2 weeks from the commencements of works, we reserve the right to submit stage payment invoices. A final invoice shall be submitted on the day of completion of works. No retention is to be made by the client unless otherwise agreed in writing.
11. Our normal credit terms are 21 days from receipt of final invoice, unless otherwise agreed.
12. If payment is late, Dragon Play & Sports will charge interest shall accrue on all sums due and outstanding at 3% above Barclays Bank Plc base rate until the actual date of payment (both before and after any judgement).
13. All goods shall remain the property of Dragon Play & Sports until full settlement of invoice. No restriction of access will be enforced preventing the removal of unpaid goods in the event of this course of action being necessary.
14. It is the client's responsibility to ensure no planning consent is required for any equipment or buildings prior to installation.
15. Manufacturers' warranties will apply on all goods supplied, only where the client can prove that regular maintenance has been undertaken by an approved contractor in accordance with the manufacturer's recommendations.
16. Dragon Play & Sports will warrantee the installation of equipment and any new safer surfaces, specified in this quotation, for a maximum of one year from date of completion. Normal wear and tear, vandalism, puncture damage, damage caused by strimming around base of timber posts etc, removal of graffiti or the use of improper cleaning materials/equipment, 'Acts of God' (such as waterlogging of ground causing loosening of posts) and damage caused by activities outside the uses for which the equipment and surfacing is intended are excluded from the terms of the guarantee..
17. It is the client's responsibility to undertake annual safety checks (preferably by an independent qualified inspector). Regular and documented maintenance inspections should be at least quarterly and visual checks should be undertaken weekly or as and when found appropriate to the use of the site. Any damage, build-up of algae, moss or dirt must be rectified immediately. All timber and steel components must be checked at least annually and prepared, cleaned and coated with an appropriate preservative/paint. All moving parts must be regularly checked and replaced where necessary with approved spares (approved by Dragon Play & Sports or the original manufacturers of the equipment)
18. We reserve the right to modify or to change the design of any of our products illustrated in our marketing material in the interest of progress.



# Dragon

## PLAY & SPORTS

[www.dragonplay.co.uk](http://www.dragonplay.co.uk) | [sales@dragonplay.co.uk](mailto:sales@dragonplay.co.uk) | 02922 677190

Dragon Play & Sports Ltd

Britannia House 3 Caerphilly Business Park, Caerphilly CF83 3GG



- ii. If the information changes in any way I will inform Llanharan Community Council.

Signed: *Betha Pi*

Date: 18/04/2023

**Please note that this form requires two signatures:**

Second Signature: *J Henderson* Jackie Henderson

Position held in organisation: *School Clerk*

Signed: *J Henderson*

Date: 18/04/2023

**Completed application forms should be returned to:**

Project Officer  
Llanharan Community Council  
2 Chapel Rd  
Llanharan  
CF72 9QA  
Project@llanharan-cc.gov.wales  
01443 231430

**Checklist:-**

- ✓ A copy of the organisations Constitution or rules to be provided
- ✓ Two signatories on the form.
- ✓ Submission of the application form is completed before the deadline date.
- ✓ You have considered any Equality impact issues in your application.

## **Appendix 7**

### **Proposal to suspend the Councils Standing orders/Financial regulations**

Motion: Councillor Chris Parker.

To suspend the following clauses of the Council's Standing Orders and Financial regulations with regards to agenda item 11.

To allow a replacement door to be fitted to the Council's changing rooms emergency exit as a matter of urgency.

Standing order 22.1. Expenditure: -

Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.

Under clause 11.2g of the Councils financial regulations.....

Where the value is below £6,000 and above £1,000 the Proper Officer or RFO shall strive to obtain 3 estimates of the cost of proposed supply.

## Appendix 8

### **Rear exit (emergency exit) door and front door on the shower block at the Welfare ground.**

To consider authorising the Officers of the Council to spend up to £3,000 from CIL funds (pending CIL approval from RCTCBC or otherwise from general reserves) to renew the rear exit (emergency exit) door and the front door on the shower block at the Welfare ground. The shower block is purportedly owned by the Community Council and operated by LRGT under a memorandum of understanding.

The rear exit door in question serves as a fire exit (although not a fire door). Upon inspection in March 2022 it was found that the exit was nailed shut. The door was in a poor condition but serviceable.

In order to eliminate any risk from this aspect of the inspection, instructions were issued that the shower block could remain in use in the short term provided that the fire door is unscrewed and can be freely opened whilst members of the public are inside the building. However the block must not be used under any circumstances with the fire door closed and screwed shut.

The issue of replacing the door has not yet been resolved. In order to remove the 'human factor' of having to ensure the fire exit door is unscrewed and open during habitation, it has been proposed that the Council immediately facilitate the replacement of the door and its associated framework. LRGT have obtained a quotation presented in appendix 8a.

The front door was also identified in the fire report as being defective. LRGT have obtained a quotation to replace the door presented in Appendix 8a.

The Clerk has now requested quotes for resolution of all of the defects identified in the statutory inspections that took place in 2022 and will review the statutory compliance of the hall in all regards urgently and obtain prices for Council to consider.

The proposal is to authorise the Clerk to make payment (alongside suspension of standing orders in the previous agenda item to engage the company to carry out the works for to a value of £2936.35 (net) plus a small contingency. total £3,00).

Note: The invoice for works must be made out to Llanharan Community Council



## Quote

**Celtic Doors Ltd**

8 Woodlands Workshops  
Coedcae Lane  
Pontyclun  
CF72 9DW  
Land Line: 01443 858363  
Mobile: 07917766041  
Company No. 08219459

Date: 19/05/2023  
Quote No.: 3790  
Salesperson: Jeff Williams

**Bill To:**

Llanharan recreation ground trust  
22 William Street  
Brynna  
CF72 9QJ

Qty	Item	Description	Unit Price	VAT	TAX %	Total
1	Steel Door set	Supply and fit 1 x Steel door and side panel set 1200 x 2115mm in Ral 7021 as per sketch attached	£1,490.15	£298.03	20%	£1,490.15
1	Lead Time	Lead times are currently 4-6 weeks from order confirmation.	£0.00	£0.00	20%	£0.00

Subtotal	£1,490.15
VAT(20%)	£298.03
<b>Total</b>	<b>£1,788.18</b>

## West side

**Please note quotes are valid for 30 days**

## Quote

**Celtic Doors Ltd**

8 Woodlands Workshops  
Coedcae Lane  
Pontyclun  
CF72 9DW  
Land Line: 01443 858363  
Mobile: 07917766041  
Company No. 08219459

Date: 19/05/2023  
Quote No.: 3791  
Salesperson: Jeff Williams

**Bill To:**

Llanharan recreation ground trust  
22 William Street  
Brynna  
CF72 9QJ

Qty	Item	Description	Unit Price	VAT	TAX %	Total
1	Steel Door set	Supply and fit 1 x Steel door set with side panel 1200 x 2100 in Ral 7021 as per sketch attached	£1,446.20	£289.24	20%	£1,446.20
1	Lead Time	Lead times are currently 4-6 weeks from order confirmation.	£0.00	£0.00	20%	£0.00

Subtotal	£1,446.20
VAT(20%)	£289.24
<b>Total</b>	<b>£1,735.44</b>

## East Side

**Please note quotes are valid for 30 days**



# Greenbarnes Ltd.

Leigh Smith  
Clerk to the Council  
Llanharan Community Council  
2a Chapel Road  
Llanharan  
CF72 9QA

## QUOTATION

Ref No. 27342/2  
Dated 24/04/2023  
Contact Leigh Smith  
Tel 01443 231 430  
Fax  
Mobile 07769 266 675

Dear Leigh,

Further to your enquiry, please find below details of our quotation for supply of the items required. Please refer to the foot of the main quotation for details including costs of available options and variations.

### Re : 2 off A-Multi 2-Bay 6A4 Noticeboards, Single-Sided (Previous Quote 24869)

Item	Qty	Ref Code	Description	Unit Price	Total
A	2	AF30MC/D6/PC	AF30 Multi-Bay Kit for 2 x AF30/6A4 single or double sided with Contemporary 76mm diameter x 2500mm aluminium posts, Powder-coated RAL5010 Blue	£562.76	£1,125.52
B	2	HEAF30M/DA6B	External Header for AF30 Multi-Double Bay 6A4 Noticeboards Bow pattern (200mm high) Powder-coated RAL5010 Blue	£137.92	£275.84
C	2	LOGOAF/C	Full Colour Logo for AF Board printed on White vinyl (from ready to use artwork to be provided by client)	£61.50	£123.00
D	2	SLH	Signwriting, Cost per Header in vinyl lettering.  Times or Arial font ? White, Black or Gold vinyl ?  LLANHARAN COMMUNITY COUNCIL	£53.06	£106.12
E	4	AF30/6A4/BLUE	AF30 Aluminium Noticeboard 6A4 Side Hinge O/A size 750 wide x 750 high x 30mm, 4mm Plexichoc Glazing (Back Panel White Internal & Light Grey External) Powder-coated RAL5010 Blue  Supplied with 6 x 20mm Magnetic Discs in White (as MD2/AF)	£264.62	£1,058.48
F	4	AFPB	Paint Outside of Back Panel to RAL5010 Blue	£18.96	£75.84
G	1	DELALL	Delivery to Llanharan	£103.45	£103.45
				<b>Sub Total</b>	£2,782.20
				<b>VAT</b>	£556.44
				<b>TOTAL</b>	£3,338.64



Item Qty	Ref Code	Description	Unit Price	Total
			<b>Sub Total</b>	£2,868.25
			<b>Discount (3%)</b>	£86.05
			<b>Discounted Total</b>	£2,782.20
			<b>VAT</b>	£556.44
			<b>TOTAL</b>	£3,338.64

**Terms:**

**Payment: Net 30 days**

**Payment Methods Accepted By:**

**Cheques: Made payable to Greenbarnes Ltd**

**BACS: Metro Bank, Sort Code 23-05-80. Account No 26585244**

**Credit/Debit Cards accepted**

**VAT is charged at 20%.**

**Delivery: Typically expected approx 10 weeks from receipt of order.**

**This quotation is valid for 30 days from the date of this document.**

**Details and sizes as per catalogue.**

**Installation not included.**

**Line item prices exclude VAT**

**E & OE**

**OPTIONS(ex VAT):**

Boards available in: RAL9005 Black, RAL6005 Green, RAL3004 Red, RAL5010 Blue, RAL8017 Brown, RAL 9010 White

Additional magnets:

MD2 20mm dia magnets: £13.47/pack of 12

Self healing pinboard (grey) in place of standard magnetic back panel: +£136.92 per 2 bay board

To order, simply ring, fax or email quoting the reference number at top of this document. Alternatively, if you need clarification, or would like to discuss or amend your requirements, please do not hesitate to contact our sales team on 01280 701093 or sales@greenbarnes.co.uk.

Yours sincerely ,



Andy Brewer  
Technical Sales

## Appendix 10

### **To consider a report submitted by the Fireworks working group**

The Council has previously resolved to appoint LCDP to deliver the Fireworks event for November 2023 based on quotations provided.

Further more in February 2023 the following was resolved:

***2023/045 Further arrangements for Fireworks display in November 2023.***

#### ***RESOLVED***

*For a working group to be formed comprising the following members:*

*Cllrs David Evans, Neil Feist, Andrea James and Joanne Miller.*

*The terms of reference to be to examine any extra arrangements or terms to be set regarding the holding of the event. To consider venues for the event. To make recommendations to Council on these matters*

Whilst no recommendations have been made in the report, Council are invited to consider the contents of the report produced by the working group and to resolve to appoint a venue for the event and to resolve any other terms it feels necessary.

Report below:

## **Fireworks November 2023**

### **Sites**

The working group met to discuss potential sites. The following list was created with pros and cons.

	<b>Pros</b>	<b>Cons</b>
Llanilid Playing Fields	Big open space  Safe and out of the way  Visual impact – can be seen from a distance  Parking available along enterprise way and side roads  Easy access for emergency  Politically neutral -	Toilet facilities  Muddy if it rains as there is no hard standing  No hard standing for traders  Outskirts – very far away for some
Llanharan Rugby Club	Club facilities – toilets and bar  Track record  Good working relationship between drop in and rugby club	Bottleneck entrance to the spectator site
Llanharan Welfare Hall	Track record  Welfare hall facilities – toilets and kitchen	Bottleneck entrance to the spectator site  Issue with fencing to be investigated  No local parking
Brynna Community Centre	Community centre facilities – toilets and kitchen	Limited capacity  No local parking

Following discussion we decided to shortlist the following sites for the primary reasons stated:

Rule out Brynna due to limited capacity.

Rule out Llanilid due to accessible paths (wheelchairs and pushchairs)

### **Considerations**

Initial major considerations for the two remaining sites.

Llanharan Rugby Club	Access issues Access to building for toilet facilities beforehand Cost and any other demands – is it free again?
Llanharan Welfare Hall	Lighting (Floodlighting)  Fence – Ingress/egress for people Fence - Access for traders  Cost and any other demands

### **Way forward**

It was agreed that the following people would arrange to meet with a representative of the two shortlisted sites:

Andrea would liaise with the Rugby Club to enquire cost of hiring ground for 5<sup>th</sup> November.

Neil contacting Sarah Liney to arrange site meeting ideally for Sunday 12<sup>th</sup> November at 10am to enquire cost of hall facilities and ground and discuss fence.

## **Responses**

### **Rugby Club:**

Rugby club is happy to hold the event. They have provisionally pencilled the date in. They usually have a dance event there on a Sunday that time of year so would appreciate it being firmed up asap. No charge. Also, happy to open to an hour before advertised event start time for access to the club, toilets and the ground.

Issue was raised about toilet access last year and they were happy to concede that that was an error. Discussion was held about the 'bottleneck' at entry/exit, but that was down to LCDP. They have no demands and are happy to oblige with whatever is stipulated.

### **LRGT:**

Neil and David met with Sarah Liney of the LRGT and held discussions. Following the meeting the following email was received.

1. Hire of ground and hall (excluding kitchen) £250.

The facility will be made available from 1pm on the 5th November 2023 and everything should be cleared and cleaned including the hall and toilets by 6:30am on the 6th November 2022. A charge will be made if the venue is not returned in the same condition.

2. Fencing as discussed, our Trustee will remove. (2 panels)

3. Public donations should be counted with you both present on the evening and split as follows 25% Blandy Jenkins Archers/50% ourselves and 25% The Drop in.

4. The request for as many low noise fireworks as possible given the wildlife around this area as well as the impact on all pet owners within the community in addition those suffering with PTSD.

5. No live fish or animals to be given as prizes, should stalls be accepted as a vendor.

6. Public liability certificates are to be provided prior to the event from the Council and vendors before final agreement including the any licenses required.

7. A Marshall to be present in the hall at all times.

8. Damage to be paid for in full (ground and hall)

9. A cap of 3,500 attendees and priority to those in our community.

10. Any electrical items must be pat tested and street vendors should ensure they have the equipment to operate without the need of using Trust supplies.

11. The Trustees would like to point out, there is always a lengthy queue for toilet facilities, they suggest

portaloos are considered to ease the queues so the community can further enjoy the event without spending time waiting in a queue.

### **LCDP input**

Having fed back to the group, it was decided to approach LCDP for their input into the venue choice. Andrea and David had a Zoom meeting with Darren and Scott from LCDP. The following is the feedback from Darren:

- Llanilid Football field – I have not yet visited this site but looked on Google Maps logistics getting to site seem difficult, there are too many points of entry where people could access the field while firing the fireworks. Hire equipment would require more than normal (More lights, barriers) no where secure to leave equipment over the weekend.
- Brynna field – the total capacity at this venue would be 2220 that does not allow any room for vendors or fairground rides.
- Llanharan Welfare field – We know it works at this venue only issue is the green fence around field would have to have RCT health & safety lady visit site to see it.
- Llanharan Rugby field – This would be our preferred venue, logistics of getting fireworks to firing zone & skip is much easier, the floodlights to pitch can be individual switched on/off when we need them. You picked up that the DJ could not be heard at the back of the car park we also picked up on this and the club have had a new PA system which can be used during the event.

Additionally, discussions were held about a concern with the use of the low noise fireworks for this years display. As they are new, they cost more than normal fireworks. Additionally, the selection is not as great so LCDP will have to repeat some of the display to make it last longer.

Also, some of the new ones manufactures are shipping in boxes of 4 and the supplier is requiring that LCDP purchase all 4 even though they might only need 2. The supplier is willing to store the others until next year but LCDP are concerned about committing as they don't know if the Council will use them in 2024. They always over budget on the hire equipment so cost would be covered from there.



## **Appendix 11**

### **Options to progress the commissioning and construction of a bridge over the river Ewenny at Brynna Woods and associated matters**

**Council has previously made the following resolutions:**

#### ***2023/062 Progress of Trens Crossing Working Group***

##### ***RESOLVED***

*To set aside £275,000 of CIL funds to underwrite the construction of the 'Multi-user/Equestrian Bridge over the River Ewenny at Brynna Woods' project, with a view to negotiating alternative sources of funding from RCTCBC and others. The amount to be added to the CIL123 list and Active Project list.*

#### ***2023/085 Progress of Trens Crossing Working Group and Bridge over River Ewenny.***

##### ***RESOLVED***

*For the Clerk to write to the appropriate person within RCTCBC to enquire what support RCTCBC would be willing to provide with the Ewenny River crossing project. From support with designing the specification and assisting in submitting a planning application through to full project management including specification, consultation, planning and delivery of the bridge and its associated civil works. The Clerk to make it clear that the Community Council has CIL funds and would welcome a negotiation on the matter should RCTCBC be minded to assist.*

Clerk's note: This resolution was fulfilled on 3<sup>rd</sup> May 2023 via email and hard copy letter. See *appendix 11a*.

**Motion brought by Councillor Helen Donnan:**

(Cllr Donnan's emails regarding this can be found in Appendix 11b)

**To propose:**

1. Setting a deadline of 1<sup>st</sup> June 2023 for a response from RCTCBC regarding the email and letter sent re support and funding.(Minute 2023/085)
2. To decide on next steps in the event of no meaningful reply to this communication by the deadline in terms of:
  - To make a decision whether to accept one of the quotations of Taziker (See Appendix 11c and 11d)

*Clerk's note: This option would be subject to a) Taziker agreeing to honour the quotations in light of the differing timelines that are now apparent between the Network rail Trenos Crossing Bridge and the Bridge over the River Ewenny. And b) Advice from One Voice Wales that this approach would still in their opinion allow the Council to deviate from its Standing Orders and Financial Regulations that stipulate any expenditure over £25,000 should go to tender and the duty to obtain best value by obtaining 3 quotes.*

*Note also the scope of project management offered in the quote shown in App 11d does not appear to be material or comprehensive. This Quote would require clarification.*

*Also note that this option does not include the obtaining of any licences and permissions (NRW, planning etc...) and does not include work required to link the two bridges which would need to be handled and costed separately.*

OR

- Whether to proceed to tender and if so on what basis.

ie with full project management including obtaining of licences and permissions and to include the work required to link the two bridges

Or

For the supply and abutments of the bridge only (with or without installation which depending on design can be done by volunteers) and for The Council or some other third party to obtain licences and permissions and with or without the work required to link the two bridges.

Or

Some other combination of the separate elements of the project.

3. To obtain formal written permission from the landowners, the Wildlife Trust and arranging a formal face to face meeting with them to discuss the scope of the project.

Clerk's note: RCTCBC have indicated that there is the possibility that this matter may be covered by their permissive development rights, which are extended to Community Councils. To be confirmed.

RCTCBC have also strongly recommended that a public consultation take place regarding the proposed changes to rights of way before any formal applications are made, and that in this case that this consultation take place as soon as possible and involves local residents as widely as possible.

It is advised that this is an important step to ensure that any concerns raised are addressed at an early stage and minimises the likelihood of objections to an application which could cause significant delays.

**From:** [The Clerk / Project Officer](#)  
**To:** ["Mark.A.Norris@rctcbc.gov.uk"](mailto:Mark.A.Norris@rctcbc.gov.uk)  
**Cc:** [Office](#)  
**Subject:** Llanharan Community Council - Ewenny River bridge. Ref: Cllr Mark Norris, cabinet member for Development and Prosperity.  
**Date:** 03 May 2023 16:44:00  
**Attachments:** [image001.png](#)

---

Councillor Norris,

Good afternoon, I write to you in your capacity as cabinet member for Development and Prosperity.

Llanharan Community Council has passed a number of resolutions directing me to write to you on the topic of the proposed multi-user bridge over the River Ewenny at Brynna Woods nature reserve.

I understand that the local Borough County Councillor, Councillor Janine Turner has written to you on the same subject, so I apologise in advance if there is any duplication.

The Council has asked me to address the following topics specifically:

- Funding
- Other support for the project.

If I may I will address the two issues separately after a short summary of the project.

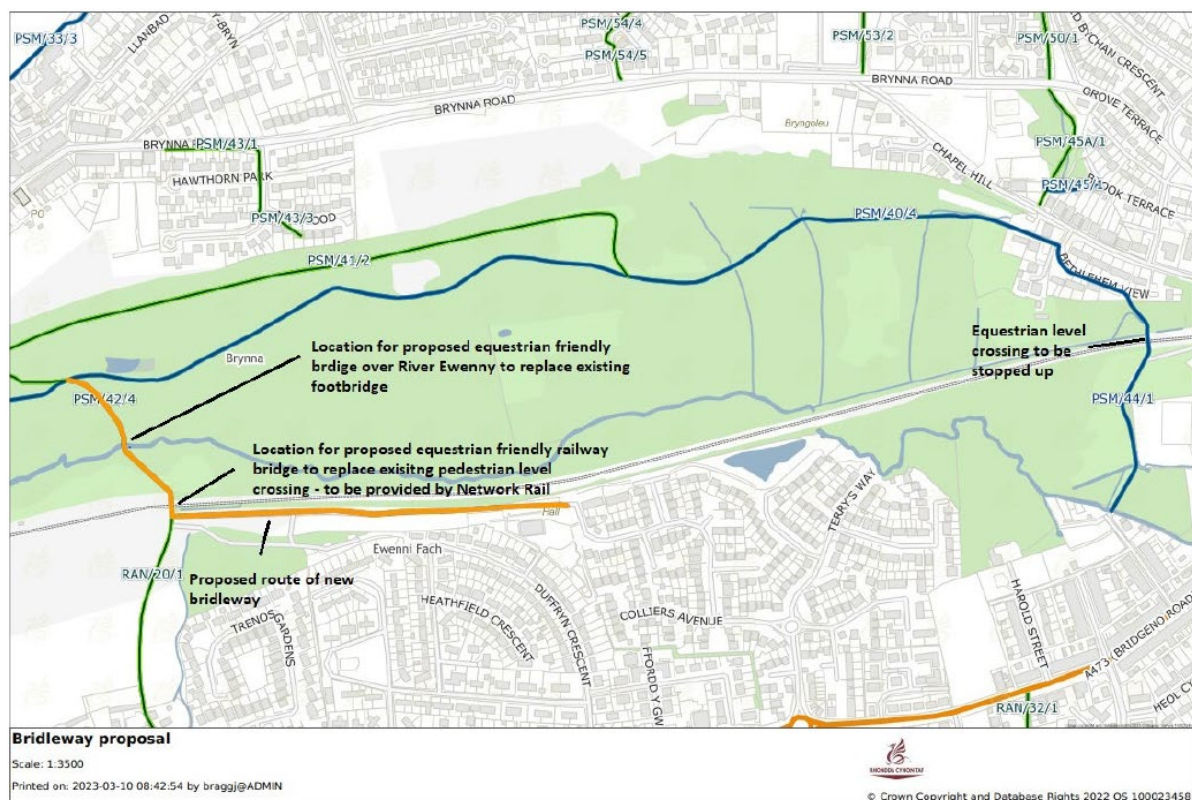
### **Project scope**

A working group of the Community Council comprising Network Rail, Persimmon, RCTCBC Rights of Way (Jason Bragg) the British Horse Society and other stakeholders has been looking at delivering a multi-user railway crossing at Trens (fully funded by network rail) about a mile to the west of Llanharan Railway station.

Associated with the crossing is the creation of bridledway routes etc.... to create a coherent bridledway route and allow the permanent closure of a historic bridledway. (Your Jason Bragg is engaged).

Part of the project is to replace the current foot crossing over the river Ewenny at Brynna Woods nature reserve (owned by the wildlife Trust) which lies approximately 80 meters to the north.

The replacement bridge will be suitable for bridledway access which is critical to the aims of the overall project.



Network Rail are now well underway with preparations for construction of the railway crossing with construction due to begin this year pending the appropriate licences and approvals and preparations are underway for the Bridleway creations and other associated Rights of Way processes.

It is now accepted that the two bridges cannot be constructed at the same time and the River Ewenny Bridge will be considered as a stand alone aspect of the overall project.

#### **River Ewenny Bridge funding**

Regarding the bridge over the River Ewenny, the Community Council has provisionally earmarked £275,000 of CIL funds, which have been added to the Council's CIL123 list.

The principle of earmarking these funds is to effectively underwrite the project and to demonstrate to stakeholders that there is commitment to building the Bridge. The Community Council expects to contribute a large proportion of the funding but is seeking alternative sources of funding. Grant applications are being explored and other stakeholders have pledged some sums towards the project.

**The Community Council would like to request an urgent meeting to ascertain whether RCTCBC will contribute any funding to the project.**

#### **Other potential non-funding sources of support**

The Community Council is considering its approach to delivering the project. Professional project management would need to be 'bought in' and the Council is considering its approach.

It is clear that in any case engagement with RCTCBC will be necessary in terms of the specification of the bridge, arrangements for ongoing inspection and maintenance and potentially with regards to planning and other aspects of the project. But given that RCT has the expertise in these matters the Community Council requests further support.

The wording of the resolution passed is:

..... To enquire what support RCTCBC would be willing to provide with the Ewenny River crossing project. From support with designing the specification and assisting in submitting a planning application through to full project management including specification, consultation, planning and delivery of the bridge and its associated civil works. The Clerk to make it clear that the Community Council has CIL funds and would welcome a negotiation on the matter should RCTCBC be minded to assist.

**The Community Council would like to request an urgent meeting to ascertain whether RCTCBC will provide any non-funding support to the project and if so to what extent and what financial arrangements could be arrived at between the two bodies.**

Please feel free to make contact informally should you require further details or context.

Best regards

**Leigh Smith**  
**Clerk to the Council.**  
**Llanharan Community Council**  
[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)  
[Clerk@llanharan-cc.gov.wales](mailto:Clerk@llanharan-cc.gov.wales)  
[www.llanharan-cc.gov.wales](http://www.llanharan-cc.gov.wales)  
**Tel: 01443 231430 / 07769 266675**

Mae'r neges ar gyfer y person / pobl enwedig yn unig. Gall gynnwys gwybodaeth bersonol, sensitif neu gyfrinachol. Os nad chi yw'r person a enwyd (neu os nad oes gyda chi'r awdurdod i'w derbyn ar ran y person a enwyd) chewch chi ddim ei chopio neu'i defnyddio, neu'i datgelu i berson arall. Os ydych chi wedi derbyn y neges ar gam, rhowch wybod i'r sawl sy wedi anfon y neges ar unwaith. Mae'n bosibl y bydd holl negeseuon yn cael eu cofnodi a/neu fonitro unol â'r ddeddfwriaeth berthnasol.  
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**From:** [Helen Donnan](#)  
**To:** [The Clerk](#)  
**Cc:** [Mark Steer](#); [David.Evans@rctcbc.gov.uk](mailto:David.Evans@rctcbc.gov.uk); [Janine Turner](#); [Chris](#); [Bragg, Jason](#); [d.ludlow@welshwildlife.org](mailto:d.ludlow@welshwildlife.org)  
**Subject:** Re: Ewenny Fach Proposal for meetings.  
**Date:** 11 May 2023 14:39:04

---

Hi leigh,

Following on....

I have just spoken to Duncan from Wildlife Trust.

He has confirmed that he is happy to support Bridleway bridge over Ewenny Fach and agrees things need to progress.

He is happy to attend a meeting and will speak to his contacts in NRW and forward name for an invite by LCC.

Also, a planning application can be submitted by any interested party with the consent of Land owner.

To add the PROW team, need full involvement so I have included Jason Bragg in email trail.

Many thanks

Helen

---

**From:** Helen Donnan  
**Sent:** Thursday, May 11, 2023 1:40 PM  
**To:** The Clerk <clerk@llanharan-cc.gov.wales>  
**Cc:** Mark Steer <Mark.Steer@llanharan-cc.gov.wales>; David.Evans@rctcbc.gov.uk <david.evans@rctcbc.gov.uk>; Janine Turner <janine.turner@llanharan-cc.gov.wales>; Chris <chris.parker@llanharan-cc.gov.wales>  
**Subject:** Ewenny Fach Proposal for meetings.

Hi Leigh,

Following on from our conversation from this morning, that this item would be added to next Council meeting.

I have put points for proposal and possible discussion amongst Council members but I am also inclined to think that this subject is weighted in complexities that should afford more time or a separate meeting, but happy for it to go on agenda.

My agenda proposal - for consideration

1. As it is now apparent the two bridges will not be constructed simultaneously I suggest Council organize a face-to-face meeting asap with the landowners. <https://www.welshwildlife.org/nature-reserves/brynna-woods-and-llanharan-marsh>



2. I have taken the liberty to contact NRW with the intention to fact find the permissions and permits around water courses and flood management and construction.
3. Planning application - This will need a discussion with landowners, Re submission of planning app? Financial cost to who/reimbursement?
4. Setting a timeline for a response from RCT cabinet member can be agreed for 1/6/23 however this will delay again whether a response is forthcoming or not.
5. The longer an uncoordinated approach goes on as I believe the Community Council should be the lead on this will pose further issues along the way.
6. Tendering or to instruct Taziker?

Thanks

Helen

4.

**From:** [Helen Donnan](#)  
**To:** [The Clerk](#)  
**Cc:** [Janine Turner](#); [David.Evans@rctcbc.gov.uk](mailto:David.Evans@rctcbc.gov.uk); [Chris](#)  
**Subject:** extraordinary meeting request  
**Date:** 10 May 2023 22:52:15

---

Evening Leigh,

Please may I request a proposal put to Council for an extraordinary meeting to be held as soon as possible.

This to include the following.

To discuss the prospect of a new multiuser bridge/equestrian bridge over the Ewenny Fach, Brynna Woods.

16<sup>th</sup> March Cllr Janine Turner has emailed the Leader of RCTCBC and relevant cabinet minister regarding funding for the proposed bridge - awaiting response. Has there been put a deadline on expected response date?

16<sup>th</sup> March 275,000 of Cil funds set aside to underwrite the construction of multiuser/equestrian bridge over Ewenny fach, with the view to negotiating alternative sources of funding from RCTCBC and others.

16<sup>th</sup> March To obtain formal advice regarding the legality of the tendering process reference the public contracts regulations 2015, and requirement or otherwise to go through a formal tendering process. The outcome to be reported to a future meeting of council. For the Clerk to attempt to identify potential further sources of funding for the MU/E bridge.

16<sup>th</sup> March The clerk to write to RCTCBC cabinet member for development and prosperity. Councillor Mark Norris? to request a meeting to discuss RCTCBC commitment to part funding the MU/E bridge.

16<sup>th</sup> Feb 150,000 be added to Cil 123 bridge Ewenny Fach

16<sup>th</sup> Feb The Clerk to make enquiries with RCTCBC planning, NRW and other agencies regarding the construction of the bridge,

see Appendix 9. update on Trens crossing working group progress and consideration of next steps.

(20<sup>th</sup> April apologies sent by myself. not able to attend therefore not able to cast vote).  
on-

2023/085 resolved - For the Clerk to write to the appropriate person within RCTCBC to

enquire what support RCTCBC would be willing to provide with the Ewenny river crossing project. From support and designing the specification and assisting in submitting a planning application through to full project management including specification, consultation, planning and delivery of the bridge and its associated civil works. The Clerk to make it clear that the CC has CIL funds and would welcome a negotiation on the matter should RCTCBC be minded to assist.

Notes from Trens Crossing working group meeting held on 19<sup>th</sup> April 23 - with key stakeholders. Appendix 9 should be revisited at this extraordinary meeting along with an Email to The British Horse Society from Lucy Anderson Network Rail.28/04/23

To include in invite, The Wildlife Trust, Jason Bragg and area NRW manager. Name to follow.

Summary - It is inevitable now that the Ewenny river crossing bridge will not be constructed at the same time as the the Trens Equestrian bridge and there is no forecast projection of when this may be done. Given that the Ewenny river bridge is not suitable for a bridleway, In order to proceed with the creation of a bridleway here and the permanent closure of the currently suspended bridleway at the black path this would necessitate good will from all parties with the assurances that a river crossing would be built and there would be no objections to the applications for the closure of the existing suspended bridleway at the black path. see Lucy Anderson email to BHS.

The British Horse Society response would be an objection to any closure of the existing temporary closure in place until a valid alternative as promised to the community had been created.

cofion cynnes/ kind regards  
Helen

Llanharan Community Council  
Office: 2a Chapel Road,  
Llanharan  
CF72 9QA

**For the Attention of Leigh Smith - Clerk to Council**

**Reference: Equestrian friendly bridge to span the river Ewenny**

**Date: 17<sup>th</sup> February 2023**

Following the Site walkout out to the existing footbridge over the river Ewenny with Chris Parker (Llanharan Community Council), we have been asked to provide a cost to provide an equestrian friendly bridge to span the river Ewenny to replace the current bridge and suitable banking's either side to match the levels of the approaches.

As discussed on site with the various local stakeholders, in the interest of minimising the costs, it was agreed that all necessary approvals and licenses required to carry out these works would be obtained by the Llanharan Community Council, and that the Brynna Wood Welsh Wildlife trust would take responsibility for the removal of any trees / Vegetation required to facilitate the works.



Our proposal for the works would be to remove the existing footbridge, excavate behind existing retaining walls and remove / or include within new interlock concrete block retaining walls either side of the river.

Back fill, with Type 1 MOT Subbase to existing approach levels.

Add and compact additional subbase to achieve satisfactory levels prior to hand laying suitable wearing coarse to the immediate bridge approaches.

The new bridge will be installed onto the concrete block retaining wall and secure in place with resin fixings.

### **Equestrian Bridge Design Specification**

A structural GRP (Glass Reinforced Polyester) outer in a 'Wood Effect' finish with a 100% Recycled PET Bottle core. Structural beams and channels are pultruded GRP. All manufactured in the UK. Supplied in kit form to assemble on site.

### **Outer Structure**

GRP is strong, durable, requires no maintenance and offers a life expectancy of over 75 years. It is anti-corrosive, 40% of the weight of steel, non-conductive, and through coloured. Properties for GRP pultrusion's comply with BS EN 13706 grade E23 with the exception that longitudinal modulus to be 28 GPA. Carbon fibre pultruded strip to have longitudinal modulus of 139 GPA.



**Inner Core of Planks, Posts and Rails.**

The bridge utilises an inner core of 100% recycled P.E.T. (Polyethylene Terephthalate)- utilising 140no recycled bottles per metre squared of deck. This is around 2800no recycled bottles for an average bridge.

**Deck Planks**

Deck planks are usually supplied with a castellated top with our class leading "resin-infused" finish of GRIPfast Aluminium Oxide. Slip resistance values of SRV60 to SRV84 in wet and dry conditions. The UK Slip resistance Group requirement is above SRV35. Recycled plastic, Timber and steel decks are known to be slippery in wet conditions and would therefore require a post-manufacture coating to meet the SRV standards.

**Equestrian Rubber Tiles**

The bridge deck will be fitted with 40mm Horse Tiles resin bonded to the decking panels.

**Why not use 100% Recycled plastic?**

Recycled materials are not structural and therefore not fit for deck panels or bridge loading requirements requiring a minimum of 5kn/m<sup>2</sup>.

Unlike 100% recycled post-consumer plastic waste, the GRP outer structure has a much higher slip resistance and is not affected by sunlight or heat which leads to recycled equivalents to warp and deform.

**Loadings of Bridge**

Our bridges are typically designed to BS4592-0:2006 + A1:2012 5kn/m<sup>2</sup>. All parapets are designed to BS-7818: 1995 Class 2 for a 0.7KN/m loading.

**Fire Specification**

All GRP section complainant to BS476 Part 7 Class 2 - Classification of spread of flame Fire tests on building materials and structures.

**CODES AND DESIGN STANDARDS****Structural Design**

- BS EN 1993-1-1 General Rules and Rules for Buildings • BS EN 1993-1-1 UK NA Published on Dec 2008
- BS EN 1991-1-1 General Rules
- BS EN 1991-1-1 UK NA General Rules
- BS EN 1993-2 Bridges (for guidance only)
- BS EN 1993-2 UK NA Bridges (for guidance only)
- PD 6695-2 Design of bridges
- SCI P185 Best Practice in Bridge Design
- SN003\_NCCI\_Elastic critical moment for LTB
- SN004\_NCCI\_Calculation of alpha-cr
- CD 368 Design of fibre reinforced polymer bridges and highway structures
- CIRIA C779 Fibre reinforced polymer bridges
- BS EN ISO 3506 Fasteners Mechanical properties of corrosion-resistant stainless steel fasteners.



## Global and Geometric Design

- Bridleway Bridge Specification - British Horse Society
- LTN 1/20 Cycle Infrastructure Design - Sustrans
- Design Standards for Accessible Railway Stations, V04 - Department for Transport
- CD 143 Designing for walking, cycling and horse-riding
- CD 353 Design criteria for footbridges - Highways England.

**Total Cost = £234,086.00**

## Assumptions

In preparing our quotation we have assumed the following:

We have assumed that the footpath / bridleway will be fully closed for the duration of the works.

## Exclusions

Cutting back of vegetation / pruning / pollarding or removal of trees in order to facilitate the works within Brynna woods will be carried out by the Welsh Wildlife trust in advance of the works.

A site walk out will be carried out prior to these works in order to identify the extent of the de-vegetation works required.

All approvals, licenses, footpath closures etc., required to carry out the works will be arranged and paid for by the Llanharan Community Council in sufficient time to allow the works to be carried out during the installation of the new Bridleway across

## Contract Terms and Conditions

Taziker clarify that contract terms and conditions did not form part of this enquiry, so provision has been made for the following contract assumptions:

1. That the award will be made on an unamended NEC3 (April 2013) Option A Form of Contract, including secondary clauses X1, X2, X7, X18, W2, Y(UK)2, Y(UK)3 and noted key Z Clauses.
2. X7 - Liability is to be capped at 10% contract award sum.
3. X18.1 - No liability for Employer's indirect or consequential loss.
4. X18.2 - Taziker liability for loss of or damage to the Employer's property is limited to 50% of the contract award sum.
5. X18.3 - Taziker liability to the Employer for defects due to Taziker design which are not listed in the Defects Certificate is limited to 50% of the contract award sum.
6. X18.4 - Taziker total liability to the Employer for all matters arising under or in connection with the contract, other than the excluded matters, is limited to 50% of the contract award sum and applies in contract, tort, or delict and otherwise to the extent allowed under the law of the contract. The excluded matters are amounts payable by Taziker for Injury or death of a person, willful misconduct, confidentiality breaches (including data protection), Fraud & corruption and matters that legally cannot be excluded by Law.
7. X18.5 Taziker is not liable to the Employer for a matter unless it is notified to Taziker before the end of the liability date.
8. Z1 - The Intellectual Property Rights in all documents prepared by or on behalf of Taziker Industrial Limited in relation to the contract and the work executed from them remains the property of Taziker Industrial Limited. Taziker Industrial Limited hereby grants to the Contractor an irrevocable, royalty free, non-exclusive licence to use and reproduce the

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[www.taziker.com](http://www.taziker.com)



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### Commercial Assumptions

- TI has assumed that the Contract, terms and conditions, programme, insurances, liquidated damages, site restrictions, site rules, interactions with other operations etc. will be agreed during negotiations if our offer is of interest. TI reserve the right to revise our offer as and when we become aware of anything that may alter any assumption we have made in this proposal. Or that we become aware of, at any time that an experienced contractor could not reasonably have foreseen.
- TI has assumed that that neither Liquidated or Ascertained Damages nor General Damages will apply to any future contract between the parties and has not allowed for such risk within our price.
- TI has assumed that our normal industry standard levels of insurance cover will suffice for this work.
- TI has assumed that in any future contract entered into by the parties, neither party shall have any liability for any indirect or consequential losses except for indirect or consequential losses caused by its willful misconduct or arising out of any liability which TI cannot exclude in law, such as fraud.
- TI has assumed that if a standard un-amended NEC form of Contract is not to be adopted, then you will issue your Purchase Order, Draft Contract Agreement, terms and conditions, programme, insurances, liquidated damages, site restrictions, site rules, interaction with other operations etc. in reasonable timescale to allow full perusal that may lead to reasonable negotiations between the parties so that an agreement is in place prior to any work commencing on site.

We trust that the enclosed is of interest and if you require any further information, please do not hesitate in contacting Matt Greenhalgh on 0344 8800 385 Mobile 07545 609358

*Matt Greenhalgh*

**Matt Greenhalgh**

Director of Technical Services and Special Projects

**TAZIKER**

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Llanharan Community Council  
Office: 2a Chapel Road,  
Llanharan  
CF72 9QA

***For the Attention of Leigh Smith - Clerk to Council***

**Reference: Equestrian friendly bridge to span the river Ewenny**

**Date: 13<sup>th</sup> March 2023**

Following the Site walkout out to the existing footbridge over the river Ewenny with Chris Parker (Llanharan Community Council), we have been asked to provide a cost to provide an equestrian friendly bridge to span the river Ewenny to replace the current bridge and suitable banking's either side to match the levels of the approaches.

As discussed on site with the various local stakeholders, in the interest of minimising the costs, it was agreed that the Brynna Wood Welsh Wildlife trust would take responsibility for the removal of any trees / Vegetation required to facilitate the works.



Our proposal for the works would be to remove the existing footbridge, excavate behind existing retaining walls and remove / or include within new interlock concrete block retaining walls either side of the river.

Back fill, with Type 1 MOT Subbase to existing approach levels.

Add and compact additional subbase to achieve satisfactory levels prior to hand laying suitable wearing coarse to the immediate bridge approaches.

The new bridge will be installed onto the concrete block retaining wall and secure in place with resin fixings.

We have included for the removal and disposal of the redundant footbridge and any redundant supporting elements that cannot be included within the new bridleway bridge foundation design.

### **Equestrian Bridge Design Specification**

A structural GRP (Glass Reinforced Polyester) outer in a 'Wood Effect' finish with a 100% Recycled PET Bottle core. Structural beams and channels are pultruded GRP. All manufactured in the UK. Supplied in kit form to assemble on site.

### **Outer Structure**

GRP is strong, durable, requires no maintenance and offers a life expectancy of over 75 years. It is anti-corrosive, 40% of the weight of steel, non-conductive, and through coloured. Properties for GRP pultrusion's comply with BS EN 13706 grade E23 with the exception that longitudinal modulus to be 28 GPA. Carbon fibre pultruded strip to have longitudinal modulus of 139 GPA.

***Inner Core of Planks, Posts and Rails.***

The bridge utilises an inner core of 100% recycled P.E.T. (Polyethylene Terephthalate)- utilising 140no recycled bottles per metre squared of deck. This is around 2800no recycled bottles for an average bridge.

***Deck Planks***

Deck planks are usually supplied with a castellated top with our class leading "resin-infused" finish of GRIPfast Aluminium Oxide. Slip resistance values of SRV60 to SRV84 in wet and dry conditions. The UK Slip resistance Group requirement is above SRV35. Recycled plastic, Timber and steel decks are known to be slippery in wet conditions and would therefore require a post-manufacture coating to meet the SRV standards.

***Equestrian Rubber Tiles***

The bridge deck will be fitted with 40mm Horse Tiles resin bonded to the decking panels.

***Why not use 100% Recycled plastic?***

Recycled materials are not structural and therefore not fit for deck panels or bridge loading requirements requiring a minimum of 5kn/m<sup>2</sup>.

Unlike 100% recycled post-consumer plastic waste, the GRP outer structure has a much higher slip resistance and is not affected by sunlight or heat which leads to recycled equivalents to warp and deform.

***Loadings of Bridge***

Our bridges are typically designed to BS4592-0:2006 + A1:2012 5kn/m<sup>2</sup>. All parapets are designed to BS-7818: 1995 Class 2 for a 0.7KN/m loading.

***Fire Specification***

All GRP section complainant to BS476 Part 7 Class 2 - Classification of spread of flame Fire tests on building materials and structures.

**CODES AND DESIGN STANDARDS****Structural Design**

- BS EN 1993-1-1 General Rules and Rules for Buildings • BS EN 1993-1-1 UK NA Published on Dec 2008
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- PD 6695-2 Design of bridges
- SCI P185 Best Practice in Bridge Design
- SN003\_NCCI\_Elastic critical moment for LTB
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- CIRIA C779 Fibre reinforced polymer bridges
- BS EN ISO 3506 Fasteners Mechanical properties of corrosion-resistant stainless steel fasteners.

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## Global and Geometric Design

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- Design Standards for Accessible Railway Stations, V04 - Department for Transport
- CD 143 Designing for walking, cycling and horse-riding
- CD 353 Design criteria for footbridges - Highways England.

## Project Management

Including the following: Bridge design, Foundation design, Design drawings, Design Certs in accordance with CG300, AIP document in accordance with CG300

## Planning drawings

TAA approval and liaison with LA, Liaison with statutory bodies - (assumed EA)  
Issue final design, Check of fabrication drawings.

**Total Cost = £256,658.00**

## Assumptions

In preparing our quotation we have assumed the following:

We have assumed that the footpath / bridleway will be fully closed for the duration of the works.

## Exclusions

Cutting back of vegetation / pruning / pollarding or removal of trees in order to facilitate the works within Brynna woods will be carried out by the Welsh Wildlife trust in advance of the works.

A site walk out will be carried out prior to these works in order to identify the extent of the de-vegetation works required.

We will obtain all approvals, licenses, and footpath closures etc., required to carry out the works, but it is assumed that the Fees for these items will be paid for by the Llanharan Community Council in sufficient time to allow the works to be carried out during the installation of the new Bridleway across

## Contract Terms and Conditions

Taziker clarify that contract terms and conditions did not form part of this enquiry, so provision has been made for the following contract assumptions:

1. That the award will be made on an unamended NEC3 (April 2013) Option A Form of Contract, including secondary clauses X1, X2, X7, X18, W2, Y(UK)2, Y(UK)3 and noted key Z Clauses.
2. X7 - Liability is to be capped at 10% contract award sum.
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### Commercial Assumptions

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- TI has assumed that that neither Liquidated or Ascertained Damages nor General Damages will apply to any future contract between the parties and has not allowed for such risk within our price.
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We trust that the enclosed is of interest and if you require any further information, please do not hesitate in contacting Matt Greenhalgh on 0344 8800 385 Mobile 07545 609358

*Matt Greenhalgh*

**Matt Greenhalgh**

Director of Technical Services and Special Projects

## **Appendix 11e**

### **Ewenny Bridge – Obligation to tender**

Please see the email exchange below.

One Voice Wales agree with my assessment that now that the Network Rail Bridge and the Ewenny River Bridge will likely not be constructed at the same time, the substantial justification for suspending the Council's own financial regulations to allow the Council to NOT proceeding with a formal tender process no longer applies.

Therefore, should there be a motion tonight to engage Taziker (or any other single supplier) based on their quotations without a competitive process I will formally advise Council that this course of action is likely to be considered unlawful and that a formal tender process must be engaged.

Should council resolve otherwise then my advice would be minuted as such.

I am happy to give context and the justification of this opinion to members verbally upon request in tonight's meeting.

**From:** [Paul Egan](#)  
**To:** [The Clerk / Project Officer](#)  
**Cc:** [Office](#); [Lyn Cadwallader](#); [Wendi Patience](#)  
**Subject:** RE: Obligation to tender. (Category F1)  
**Date:** 01 June 2023 09:18:31  
**Attachments:** [image002.png](#)

---

Hi Leigh,

Thank you for your further request for advice.

There were previously strong arguments for suspending financial regulations to enable the single quotation to be accepted and I was of the view that the rationale to be embodied in the Council minutes would have satisfied the External Auditor. Those arguments no longer apply and on that basis competitive quotations should be sought from suitably experienced and qualified consultants. I would agree that I think it likely that the External Auditor would challenge any decision to accept the one quotation without proper rationale for doing so.

Regards,

Paul

Paul R. Egan BA, Chartered MCIPD, CiLCA, F.Inst LM, FIPSM  
Deputy Chief Executive and Resources Manager / Dirprwy Brif Weithredwr a Rheolwr  
Adnoddau

One Voice Wales/Un Llais Cymru  
24c College Street/Stryd y Coleg  
Ammanford/Rhydaman  
SA18 3AF  
01269 595400  
[pegan@onevoicewales.wales](mailto:pegan@onevoicewales.wales)



The principal representative body for Community and Town Councils in Wales/  
Y prif gorff cynrychioli ar gyfer Cynghorau Cymuned a Thref yng Nghymru

Website/Gwefan: [www.onevoicewales.org.uk](http://www.onevoicewales.org.uk)



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receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.

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Wrth adael Un Llais Cymru, cafodd yr e-bost hwn ei sganio ar gyfer pob firws sy'n hysbys. Rydym yn cymryd yr angen i warchod eich data o ddifrif. Er mwyn gweld ein Hysbysiad Preifatrwydd gwasgwch ar y ddolen ganlynol: [http://www.unllaiscymru.org.uk/OVWeb-CYM/polisi\\_preifatrwydd-16738.aspx](http://www.unllaiscymru.org.uk/OVWeb-CYM/polisi_preifatrwydd-16738.aspx) Bydd hwn yn esbonio sut rydym yn defnyddio eich gwybodaeth a sut rydym yn gwarchod eich preifatrwydd. Croesawn ohebiaeth yn Gymraeg. Bydd unrhyw ohebiaeth a dderbynnir yn Gymraeg yn cael ei hateb yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi wrth ymateb.

Mae'r e-bost hwn at ddefnydd y sawl y'i bwriedid ar ei gyfer yn unig ac mae'n cynnwys gwybodaeth all fod yn freintiedig a/neu'n gyfrinachol. Os na fwriedid ichi dderbyn yr e-bost, dylech roi gwybod i'r sawl a'i danfonodd trwy ddanfon e-bost yn ôl a dileu'r e-bost hwn ac unrhyw atodiadau.

---

**From:** The Clerk / Project Officer <project@llanharan-cc.gov.wales>

**Sent:** Wednesday, May 31, 2023 1:05 PM

**To:** Paul Egan <pegan@onevoicewales.wales>

**Cc:** Office <Office@llanharan-cc.gov.wales>; Lyn Cadwallader <lcadwallader@onevoicewales.wales>; Wendi Patience <wpatience@onevoicewales.wales>

**Subject:** RE: Obligation to tender. (Category F1)

Afternoon Paul,

Relating to your advice below, this key aspect of the request for advice has now changed in that the two bridges will now likely to be constructed at different times (Network rail are well advanced with their plans and the Council is only just starting to look at the technical details, network rail will not construct both bridges).

*We have received a quotation from the same engineering consultant who is building the Network Rail bridge, which is contingent on both bridges being constructed at the same time.*

My question is this, in your opinion, should the bridges now be constructed at different times (even if the quote remains the same), do you think we would have justification to avoid a tender process?

My feeling is that there is no longer justification to avoid a tendering process, and if Council did resolve to go ahead without going to tender this could be challenged by an auditor. This is being informally challenged by some councillors. I would appreciate your opinion on the matter.

Note that I leave out the consideration of whether the public would have a view on the duty of public bodies to obtain best value when using public funds (this forms part of the debate of course) , I am looking at this from a purely technical perspective.

Best regards



**Leigh Smith**  
**Clerk to the Council.**  
**Llanharan Community Council**  
[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)  
[Clerk@llanharan-cc.gov.wales](mailto:Clerk@llanharan-cc.gov.wales)  
[www.llanharan-cc.gov.wales](http://www.llanharan-cc.gov.wales)  
**Tel: 01443 231430 / 07769 266675**

Mae'r neges ar gyfer y person / pobl enwedig yn unig. Gall gynnwys gwybodaeth bersonol, sensitif neu gyfrinachol. Os nad chi yw'r person a enwyd (neu os nad oes gyda chi'r awdurdod i'w derbyn ar ran y person a enwyd) chewch chi ddim ei chopio neu'i defnyddio, neu'i datgelu i berson arall. Os ydych chi wedi derbyn y neges ar gam, rhwch wybod i'r sawl sy wedi anfon y neges ar unwaith. Mae'n bosibl y bydd holl negeseuon yn cael eu cofnodi a/neu fonitro unol â'r ddeddfwriaeth berthnasol.  
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---

**From:** Paul Egan <[pegan@onevoicewales.wales](mailto:pegan@onevoicewales.wales)>  
**Sent:** Friday, March 17, 2023 5:01 PM  
**To:** The Clerk / Project Officer <[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)>  
**Cc:** Office <[Office@llanharan-cc.gov.wales](mailto:Office@llanharan-cc.gov.wales)>; Lyn Cadwallader <[lcadwallader@onevoicewales.wales](mailto:lcadwallader@onevoicewales.wales)>; Wendi Patience <[wpatience@onevoicewales.wales](mailto:wpatience@onevoicewales.wales)>  
**Subject:** RE: Obligation to tender. (Category F1)

Hi Leigh,

Thank you for your request for advice. My advice is as follows:

- a. Although it is the preferred route to seek tenders to provide the Council with an opportunity to assess value for money as well as quality I note that there are reasons why the Council might want to approve a single tender on this occasion. That approach would be acceptable provided that the reasons for adopting this approach were fully documented in a report to the Council and recorded in the minute of the relevant meeting. The section of the model financial regulations that permits this approach in such situations is:

‘When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.’

- b. Another possibility might be for the Council to discuss with Network Rail the possibility of both bridges being constructed under a single contract with the Council paying to Network Rail the appropriate sum to cover the bridge which it would own. This could possibly involve the services of a Network Rail project manager rather than the Council engaging a project planner itself to ensure that the footbridge conformed to the approved

specification.

- c. The Council will need to determine how it will arrange for the completed bridge to be inspected at appropriate intervals and provide for a maintenance budget going forward.

Kind regards,

Paul

Paul R. Egan BA, Chartered MCIPD, CiLCA, F.Inst LM, FIPSM  
Deputy Chief Executive and Resources Manager / Dirprwy Brif Weithredwr a Rheolwr  
Adnoddau

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SA18 3AF  
01269 595400  
[pegan@onevoicewales.wales](mailto:pegan@onevoicewales.wales)



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Y prif gorff cynrychioli ar gyfer Cyngorau Cymuned a Thref yng Nghymru

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ac ni fydd gohebu yn Gymraeg yn arwain at oedi wrth ymateb.

Mae'r e-bost hwn at ddefnydd y sawl y'i bwriedid ar ei gyfer yn unig ac mae'n cynnwys gwybodaeth all fod yn freintiedig a/neu'n gyfrinachol. Os na fwriedid ichi dderbyn yr e-bost, dylech roi gwybod i'r sawl a'i danfonodd trwy ddanfon e-bost yn ôl a dileu'r e-bost hwn ac unrhyw atodiadau.

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**From:** The Clerk / Project Officer <[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)>

**Sent:** 10 March 2023 14:34

**To:** Paul Egan <[pegan@onevoicewales.wales](mailto:pegan@onevoicewales.wales)>

**Cc:** Office <[Office@llanharan-cc.gov.wales](mailto:Office@llanharan-cc.gov.wales)>

**Subject:** Obligation to tender.

Good afternoon Paul,

I wonder if you can help please?

My Council is looking at a large project involving expenditure of circa £250,000 of CIL monies to build a replacement bridge over a local stream.

Under normal circumstances, of course the project would be subject to Tender.

However, the building of this bridge is an add-on to a Network Rail project to build a much larger bridge nearby (the two are linked to provide a bridleway-friendly route).

We have received a quotation from the same engineering consultant who is building the Network Rail bridge, which is contingent on both bridges being constructed at the same time.

The timeline is also a factor as Network rail intend to construct their bridge in 2023.

My question is, would the circumstances described above on face value provide a justification for not following the tender process as laid out in our financial regulations and is presumably covered in legislation somewhere. Indeed are there any circumstances where the requirement to tender can be set aside? I am looking for definitive advice.

Are you able to assist? If not could you please help direct me to the correct person/organisation. I am also contacting Wales Audit.

Best regards

**Leigh Smith**

**Clerk to the Council.**

**Llanharan Community Council**

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## Appendix 12

### **Status update of the Memorial Garden/Garage project at Grove Terrace and proposal for a temporary cleanup**

The consultant dealing with the Council's Sewer diversion application to Welsh Water (Section 185 application) have provided us with a design for the application and at the behest of Welsh Water have issued a call for quotations to carry out the work. The requests for quotations were sent to a number of local on 4<sup>th</sup> May 2023 with requests for quotes to be returned before the end of May 2023 with a view to carrying out work (depending on resolutions of Council) in the Summer.

The Clerk has made enquiries regarding the status of the SuDs application.

It is hoped that the sewer diversion and work on the memorial garden can commence in the summer pending permission from RCTCBC SuDs and Welsh Water.

The Clerk has sought a meeting with the consultant to run through the next steps and likely timeframes.

### **Temporary cleanup of the site**

**See photographs below**









It has been proposed that the Council undertake a clean-up of the Grove Terrace work site.

**Clerk's recommendation.**

The Mounded material cannot be removed from the site without a waste transfer licence and a destination. (It is treated as a recycled asphalt-bound material) and it is unclear whether the contractor wishes to utilise any arisings in the project construction.

It is difficult to see how the stacked material in the last photograph can be stored any neater than it is, some of it is clearly materials for use on the project. Some of it appears to be dry arisings.

Removing any material from the site would incur cost and disruption to the residents via the use of heavy machinery. This can be done and quotes can be obtained but councillors should consider the amount of work involved and disruption against the difference this would make to the visual impact of the site and the time frame given it is hoped work can commence this summer.

The Clerk suggests that at this stage the Council arranges for our staff to strim the site to remove the weeds and carry out a general tidy up by hand where possible.