



## **LLANHARAN COMMUNITY COUNCIL**

### **Minutes of the Open Spaces Committee, Rights of Way and Allotments Committee (ORA) held remotely at 7.00pm on Tuesday 16<sup>th</sup> August 2022**

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

**Present:**

**Councillors:** Mark Steer (Chair), Janine Turner, Chris Parker, Neil Feist.

**Clerk to the Council:** Leigh Smith

**Office Administrator:** Lisa Phillips.

**Apologies received:** Cllr Helen Donnan. Olie Wicks.

**Absent without apologies:** None

#### **ORA2022/046 Welcome, introductions, and apologies for absence**

The Chair welcomed everyone to the meeting.

Apologies were received from Cllr Helen Donnan.

Apologies were received from Olie Wicks.

#### **RESOLVED**

To accept Councillor Helen Donnan's reasons for apology as a valid reason.

#### **ORA2022/047 Disclosures of Interests**

Councillor Neil Feist declared a personal interest with regards to agenda items 8 and 8a (Minute references ORA2022/053 and ORA2022/054)



## **ORA2022/048 Minutes**

### **RESOLVED**

The minutes of the ORA Committee meeting held remotely on Tuesday 16<sup>th</sup> August 2022 at 7.00pm were approved as a true and accurate record of the meeting.

### **ORA2022/049 Matters arising**

None

### **ORA2022/050 ORA Action plan**

Noted.

### **ORA2022/051 Public speaking slot**

None

### **ORA2022/052 Quotations received for the repair of footpaths**

#### **RECOMMENDED**

That subject to the prior receipt of appropriate public liability insurance certificates Vendor B be awarded the work 'Footpath to the North of Talyfarn Lane' and the Clerk be approved a spend of £5,800 + 5% contingency = £6,090

For the project to be funded using CIL funds if eligible, the Clerk to confirm with RCTCBC.

The Clerk to seek a commitment from RCTCBC to fund 50% of the cost of the project.

Councillor Neil Feist requested that the minutes record that he voted against the recommendation.

#### **RECOMMENDED**

That subject to the prior receipt of appropriate public liability insurance certificates Vendor A be awarded the work "Improvements to the southern end of RAN17/5 on Enterprise Way' and the Clerk be approved a spend of £8,500 + 10% contingency = £9,350.

For the project to be funded using CIL funds if eligible, the Clerk to confirm with RCTCBC.

Councillor Neil Feist requested that the minutes record that he voted against the recommendation.



**ORA2022/053 Delegated authority extended to the Clerk of the Council with regards to the management of allotments.**

***RECOMMENDED***

That the procedure set out in Appendix 4 presented to this meeting be adopted subject to the following alterations:

- For the procedure to be explicit that any appeal from a plot-holder regarding the revocation of the right to keep birds does not prevent or forestall the urgent removal of those birds.
- For the role of 'Responsible person' to fall to the sitting Chair of the ORA Committee. Or the Deputy Chair in their absence. Provided that there is no interest or conflict that may make this inappropriate.

**ORA2022/054 Security arrangements at allotment sites.**

***RECOMMENDED***

For the Clerk to carryout a survey of Jubilee Street plot-holders in order to ascertain their views on current security arrangements at the Jubilee Street allotment site. A report to be presented to the next ORA Committee.

**ORA2022/055 Ground conditions on Bridleway PSM40/4 between Bethlehem View and Brynna Woods.**

Noted.

**ORA2022/055 PSM32/1 near Gellifedi Road**

***RECOMMENDED***

That the Clerk formally write to RCTCBC Rights of Way Officers to request a site meeting to consider PSM31 and PSM32.

**ORA2022/056 Steps in the alleyway between Bridgend Road and Parc View**

***RECOMMENDED***

That the Clerk take steps to register the land in the name of the Community Council, paying any registration fees accordingly.



#### **ORA2022/057 Placement of Swift nest boxes**

##### ***RECOMMENDED***

That Councillor Mark Steer engage the 3 local primary schools and other local groups to assist in identifying swift nesting sites.

#### **ORA2022/058 area of rough ground near the bench next to Haran Roofing**

##### ***RECOMMENDED***

That the Clerk take steps to register the land in the name of the Community Council, paying any registration fees accordingly.

#### **ORA2022/059 Leaflet of walking routes around the community.**

##### ***RECOMMENDED***

That the Clerk purchase an annual subscription to OS Maps online up to a cost of £60 for the year.

##### ***RECOMMENDED***

For a budget of £1000 to be allocated to this project and for the Clerk to be authorised to spend up to that amount.

##### ***RECOMMENDED***

For the Clerk to enquire whether the project is applicable for CIL funding. If so for the project to be funded from CIL funds. If not for the funds to be taken from the general reserve.

##### ***RECOMMENDED***

For the Clerk to engage a graphical designer to produce a draft mock-up of route 1 to demonstrate what is achievable.

#### **ORA 2022/059 Japanese knotweed in the community.**

##### ***RECOMMENDED***

That Council does not proceed with the training of staff in the treatment of Japanese Knotweed at this time.



**RECOMMENDED**

That Tim Jones of the Wildlife Trust be considered to provide a quotation when knotweed work is undertaken.

**ORA2022/060 Urgent items for information.**

None.

**There being no further business the meeting closed at 9.30pm.**

**The next meeting will be held on 7<sup>th</sup> February 2023**

Councillor Mark Steer  
Chair of the ORA Committee



## **LLANHARAN COMMUNITY COUNCIL**

### **Minutes of the Open Spaces Committee, Rights of Way and Allotments Committee (ORA) held remotely at 7.00pm on Tuesday 16<sup>th</sup> August 2022**

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

**Present:**

**Councillors:** Mark Steer (Chair of the ORA Committee), Chris Parker, Helen Donnan, Neil Feist, Olie Wicks.

**Clerk to the Council:** Leigh Smith

**Office Administrator:** Lisa Phillips.

**1 member of the public**

**Apologies received:** Cllr Janine Turner

**Absent without apologies:** None

#### **ORA2022/033 Welcome, introductions, and apologies for absence**

The Chair welcomed everyone to the meeting.

Apologies were received from Janine Turner.

#### **RESOLVED**

To accept Councillor Turner's reasons for apology as a valid reason.

#### **ORA2022/034 Disclosures of Interests**

Councillor Neil Feist declared a personal interest with regards to agenda item 11.



## **ORA2022/035 Minutes**

### **RESOLVED**

The minutes of the ORA Committee meeting held remotely on Tuesday 9<sup>th</sup> June 2022 at 7.00pm were approved as a true and accurate record of the meeting subject to the following amendments:

That the minutes be altered to show Councillor Mark Steer as Chair of the Committee.

### **ORA2022/036 Matters arising**

None

### **ORA2022/037 ORA Action plan**

Noted.

### **ORA2022/038 Public speaking slot**

None

### **ORA2022/039 PSM32/1 near Gellifedi road.**

### **RECOMMENDED**

The Clerk to write to RCT planning department to investigate whether the planning consent for the menage has been fully satisfied with regards to the public rights of way affected and to RCT rights of way to enquire whether enforcement action is planned regarding the reopening of PSM32/1.

### **ORA2022/040 Tan Y Brydleway**

Councillor David Evan's response on progress was noted

### **ORA2022/041 Extent and limits of delegated authority extended to the Clerk regarding the management of allotments.**

The matter was deferred to a future meeting of the Committee.

### **ORA2022/042 Policy regarding trees overshadowing allotment plots.'**

### **RECOMMENDED**

That in principle a policy be adopted that trees will be addressed should they overshadow plots, however each case will be assessed on its merits with near-neighbours and others consulted.



**ORA2022/043 Transfer of tenancy of selected allotment plots.**

***RECOMMENDED***

That the Council's existing policy of not allowing tenancies of allotments to pass to children or other family members to be maintained in all cases and without exception.

**ORA2022/044 RCT Local access forum recruitment.**

***RECOMMENDED***

That Councillor Mark Steer be adopted as the Community Council's formal representative.

**ORA2022/044 Environment (Wales) Act 2016 - Section 6 Biodiversity Duty.**

***RECOMMENDED***

That the Clerk refer to this specific duty when preparing the Council's draft strategic action plan, and that the Council's actions with regards to Japanese knotweed, funding of the Wildlife trust and other actions are included as examples of compliance with the duty.

**ORA2022/045 Urgent items for information.**

The Clerk provided feedback on actions taken with regards to Japanese knotweed and the potential to improve the area of land around the bench near Haran roofing.

**There being no further business the meeting closed at 8.50pm.**

**The next meeting will be held on 4<sup>th</sup> October 2022**

Councillor Mark Steer  
Chair of the ORA Committee





## Llanharan Community Council - Action Plan 2.12.2022

Action no	Date added	Category	From	Action	Notes	Status	Owner
2020/232h	19.2.2021	Full Council	ORA	That a draft leaflet/factsheet be produced containing information outlining the rights and responsibilities of landowners, RCT, The Community Council and members of the public.	To be progressed once ROW database progress made.		LS
2020/2321	19.2.2021	Full Council	ORA	That a draft leaflet/factsheet be produced containing information on popular or interesting walking routes around the community.	In progress. Duuplicated action.	completed	LS
163		Allotments	ORA	Do hen register and issue written permissions	Issue declaration paperwork to each plotholder with Hens.		LS
2021/053	16.6.2021	Full Council	ORA	ORA2021/025 Footpath to the north of Talyfan Road (RAN 6/1) Recommended – The Project Officer/Assistant Clerk to obtain quotes to infill the damaged section of the path with suitably sized aggregate to provide stability and drainage.	Met with RCTCBC in January to agree Spec. Awaiting quotes.		LS
2021/053	16.6.2021	Full Council	ORA	ORA2021/027 Footpath north of the newly installed path to the north of Llanharan Cemetery. (PSM53/2) Recommended - Project Officer/Assistant Clerk to approach RCTCBC to enquire whether a joint approach/cost share could be agreed to carry out repairs.	Written to RCTCBC to enquire on a joint approach. 13.7.21  RCTCBC have responded verbally indicating that they would be open to sharing the Cost. project Officer to obtain an estimate. Awaiting other quotes.		LS
2021/053	16.6.2021	Full Council	ORA	ORA2021/031 Consider PSM32/1 near Gellifedi Road Recommended - Project Officer/Assistant Clerk to enquire with RCTCBC whether a diversion order was ever submitted and/or processed.	Written to RCTCBC on 13.7.21 and again in August 21 and again Feb 22. Awaiting formal response. Response received. RCT responded June 2022 to report no record of a diversion application received or processed.	Completed	LS
2021/053	16.6.2021	Full Council	ORA	ORA2021/035 Steps in the alley between Bridgend Road and Parc Bryn Derwyn. Recommended – That the Project Officer/Assistant Clerk approaches the Land registry to discover the due process to claim ownership of the lane and steps so that the Community Council can maintain them.	Contacted Land Registry on 16 Feb 22. Ref 220216-321997. Awaiting response. Application form obtained and to be completed.		LS
		Full council	ORA	ORA2021/049 Book-swap stations Recommended That the Project Officer/Assistant Clerk liaise with interested parties to develop a community plan showing where book swap stations could be placed, how they would be managed and what funds would be requested from the Community Council.	Member of the public assisting. Awaiting response. Edit Nov 22. The member of the public has disengaged. No further progress.		LS
		Full council	ORA	Recommended That the Project Officer/Assistant Clerk liaise with interested parties to obtain designs and a price for a suitable outdoor cabinet to be sighted at Mountain Hare.	Member of the public assisting with obtaining quotes. Awaiting response.		LS
ORA2021/041	24.9.21	ORA	ORA	The minutes of the ORA Committee meeting held remotely on Tuesday 8th June 2021 at 7.00pm were approved as a true and accurate record of proceedings subject to the following amendments to minute reference ORA2021/35 Steps in the alley between Bridgend Road and Parc Bryn Derwyn To be changed to: Steps in the alley between Bridgend Road and Parc View	Change them and reissue on website and sharepoint	Completed	

2021/097a		Full Council	ORA	RESOLVED (RE Decorative sculptures): That the artist be invited to a site meeting at Brynna Woods with members of the ORA Committee to discuss concepts and costs	Awaiting prices from CW. Summer 2022. The artist is currently abroad working on a project. May 22 - A second artist has been approached. The Clerk to provide Chris Woods with notes on what was required. Chris Woods has provided costings, drawings to follow. Sept 2. Order placed Nov 2022.		LS
2022/010	20.1.22	Full Council	ORA	ORA2021/067 Improvements to southern end of RAN17/5 at Enterprise Way.  RECOMMENDED The Clerk to investigate options to create access both along the ridge of the bank and up the slope of the bank. To design a scheme of works and obtain budget prices and obtain advice and permissions from relevant landowners and authorities. For the project to be added to the CIL123 list and Active project list for further investigation.	Design to ORA in March meeting. Price obtained. Awaiting further quotes. Scope of works to be resolved by FC. Fresh quotes required. Superceded by Reoloulution 2022/050	Completed	LS
2022/010	20.1.22	Full Council	ORA	ORA2021/068 Ground conditions on Bridleway PSM40/4  RESOLVED With regards to the asphalt section leading immediately from Bethlehem View, the Clerk to approach the relevant landowners to enquire about their attitude to allowing improvement works to be carried out in principle. The Clerk to also check access rights, easements etc... over the land.	Duplicated action. See 2022/050	Completed	LS
2022/050	18.3.22	Full council	ORA	ORA2022/007 Popular or interesting walking routes around the community.  RECOMMENDED The Clerk to produce a draft leaflet showing 'Route 1'.	Liaise with MS and historical leafeltt RE Features.Include mileage, difficulty level.(eh RAG? Hilly?) Look at Llantrisant Bunny walks (Ramblers) leaflett for examples. Copies to JB		LS
2022/050	18.3.22	Full council	ORA	ORA2022/008 Changes to the allotment tenancy agreements (Notice periods and allowance of Hens on Bridgend Road allotments) RESOLVED That the template allotment tenancy agreement be amended as per the suggested text (in red shown in Appendix Four presented to the ORA Committee held on 1st March 2022), or similar.  And that....  That the Council's policy with regards to those clauses changes immediately to reflect the changes and that newly issued tenancy agreements reflect those changes, but that the Council does NOT physically re-issue tenancy agreements until the next scheduled re-issue in December 2022 but rather writes to current plot-holders to inform them of the policy change and impending changes to tenancy agreements.	Clerk to contact ploholders. Notification of allowance of the keeping of Poultry given - Signage placed on allotment gates.		LS
2022/050	18.3.22	Full council	ORA	ORA2022/009 Design for steps regarding improvements to the southern end of RAN17/5 on Enterprise Way.  RECOMMENDED That the design is adopted as per that in the accompanying paper, but that the steps be of concrete construction, with lower side walls and incorporate key-clamp style handrails.	Re-quote for amended design and obtain further quotes. Target ready for submission to Council in September.		LS

2022/050	18.3.22	Full council	ORA	<p>ORA2022/010 pathway to the picnic bench, MUGA and Skatepark at Oakbrook play area.</p> <p>RECOMMENDED</p> <p>That the design in the accompanying paper be accepted subject to consultation with RCTCBC regarding the specification and obtaining of the relevant permissions and for the picnic bench be situated outside of the fenced-off playpark area</p>	<p>Speak to Lisa Austin at RCTCBC. Width, material etc.. Specifically for disabled access. And for permission to do the work. Need a note to make a CIL project Minute)</p>		LS
2022/050	18.3.22	Full council	ORA	<p>ORA2022/011 Disabled access to play areas in the community</p> <p>RECOMMENDED</p> <p>That before the matter is progressed further that RCTCBC parks are consulted on specification of gates (existing and future) for disabled access. Furthermore that disabled members of the community, including wheelchair users are engaged on the findings of the survey. On completion of this work an updated report to be submitted to the ORA Committee.</p>	<p>Speak to Lisa Austin RE spec for gates - existing and future.</p> <p>Look for engagement from wheelchair user(s).</p> <p>Review report and resubmit to ORA</p>		LS
2022/050	18.3.22	Full council	ORA	<p>ORA2022/012 Bridleway PSM40/4, approach to Brynna Woods from Bethlehem view.</p> <p>RESOLVED</p> <p>That pending formal approval from the landowners, as described in the accompanying paper, a non-slip surface material be overlaid over the asphalt in a 1.5m wide strip from the joint on the drain cover to the joint in the road. The colour to be chosen by the landowner and approval given to spend £450 from CIL funds for the project with the project to be added to the CIL123 list and Active Project list.</p>	<p>Proceed. Booked for completion early October. Clerk to reconfirm with landowner consent given. Consent withdrawn by landowner Oct 22. RCTCBC ROW investigating options.</p>		LS
2022/155	22.7.2022	Full council	ORA	<p>2022/155 Recommendations of ORA Committee, Thursday 9th June 2022</p> <p>RESOLVED</p> <p>ORA2022/023 Alternative arrangements for the commissioning of carvings for Brynna Woods. That the Clerk approach 'Wildboar carvings' and other artists to seek alternatives to Chris Woods to provide carvings for Brynna Woods.</p>	<p>Clerk to find notes regarding the meeting and resend them to Chris Woods. Chris Woods has provided a price list. To be presented to ORA. Order now placed and project in progress.</p>	Completed	
2022/155	22.7.2022	Full council	ORA	<p>RESOLVED</p> <p>ORA2022/024 Japanese knotweed in the community. That members of the Community Council maintenance team attend training in the management of Japanese knotweed so that they are licenced to deal with Japanese knotweed on Community Council land. The Clerk to enquire with RCT regarding availability, scope and cost of such training.</p>	<p>Contacted both RCT and Bridgend college in June. Bridgend college have responded with costs. Awaiting response from RCT nudged 12.8.22</p>		
2022/155	22.7.2022	Full council	ORA	<p>RESOLVED</p> <p>That the Community Council identify where outbreaks are on RCTCBC land and take ownership of engaging RCTCBC to manage the outbreaks themselves. (Note: If the Community Council staff are able to become trained and competent in the management of Japanese knotweed it is possible that the Community Council could attempt to negotiate a service level agreement (SLA) to manage outbreaks on RCT's behalf, if desired by the Council it is recommended that this potential proposal be deferred until some future date).</p>	<p>Contacted both RCT in June, Awaiting responses.</p>		
2022/155	22.7.2022	Full council	ORA	<p>RESOLVED</p> <p>Whilst the Community Council cannot charge the public for services at this time, if its staff are to become trained and competent it could offer a 'without prejudice' advisory service to the public where Japanese knotweed appears on private land. And/or keep a list of contractors who may be able to assist private landowners.</p>			

2022/155	22.7.2022	Full council	ORA	RESOLVED The Clerk to contact RCTCBC and Bridgend College to enquire on training RE Japanese knotweed for maintenance staff.	Contacted both RCT and Bridgend college in June. Bridgend college have responded with costs. Awaiting response from RCT nudged 12.8.22. costs now recieved from BridgendCole ORA to be updated at the next meeting.		
2022/155	22.7.2022	Full council	ORA	RESOLVED The Clerk to obtain leaflets and/or factsheets to keep at the Council office for members of the public.			
2022/155	22.7.2022	Full council	ORA	RESOLVED ORA2022/025 Area of ground near the bench adjacent to the Haran roofing building. That the Clerk contact RCTCBC highways to enquire whether they own the land.	Send email TE 11.8.22. Area appears to be unregistered. RCT report it could be considered highway and if so they have no objection. To be added to next ORA agenda.		
2022/155	22.7.2022	Full council	ORA	RESOLVED ORA2022/027 RCT 'Action for nature website'. That Councillor Mark Steer be proposed as the Community Council's official liaison to the website.	Clerk to ask Cllr Steer to inform website accordingly.	Completed	
2022/155	22.7.2022	Full council	ORA	RESOLVED ORA2022/028 Lighting of fires on allotment plots. That the Clerk contacts plot-holders to trial the allowance of fires at any time of day during the months of November through to and including February. Fires to be prohibited at any other time. The trial to be undertaken on a voluntary basis with the consent of plot-holders with no changes to the tenancy agreements at this time. That the Clerk post notices to remind plot holders at the appropriate time of year to remind them that regardless of what material is burned on fires, they must not cause a nuisance to local residents	Trial in place. Physical Notices and social media posts completed.	Completed	
2022/183	30.9.2022	Full council	ORA	2022/183 Recommendations of the ORA Committee held on 16th August 2022.  RESOLVED The Clerk to write to RCT planning department to investigate whether the planning consent for the menage has been fully satisfied with regards to the public rights of way affected and to RCT rights of way to enquire whether enforcement action is planned regarding the reopening of PSM32/1.	Examination of planning consent shows that the diversion of the paths was not a condition of planning. But rather was contained in advice to the applicant. Have emailed Jason Bragg to enquire on intention to take enforcement action.	Completed	LS
2022/183	30.9.2022	Full Council	ORA	RESOLVED That in principle a policy be adopted that trees will be addressed should they overshadow plots, however each case will be assessed on its merits with near-neighbours and others consulted.	Invstigate PE plot		LS
2022/183	30.9.2022	Full council	ORA	RESOLVED That the Clerk refer to the Environment(Wales) Act 2016 – Section 6, Biodiversity duty when preparing the Council's draft strategic action plan, and that the Council's actions with regards to Japanese knotweed, funding of the Wildlife trust and other actions are included as examples of compliance with the duty	Write the action plan.		LS

### Appendix 3

#### Quotations received October 2022

Name of project	Description / spec	Vendor and quote received			
Footpath to the north of Talyfan Road (RAN 6/1)	Path to be reinstated and the undermined sections filled with 100-150mm type material. Tarmac overlay along middle of path.  Note: If approved a minute to take from CIL funds is required.	Vendor A	Vendor B	Vendor C	
		£6,500*	£5,800	£8125**	,
Improvements to the southern end of RAN17/5 on Enterprise Way.	Steps and paths to allow safe access as per spec provided.  Note: The specific design to be approved by RCTCBC highways dept.  If approved a minute to take from CIL funds is required.	Vendor A	Vendor B	Vendor C	
		£8,500	£8,850	NA	
Footpath north of the newly installed path to the north of Llanharan Cemetery. (PSM53/2)	This work has now been carried out by RCTCBC	NA	NA	NA	

\* Asphalt not allowed for in the quote.

\*\* Council to arrange storage of materials

#### Officer's notes:

An attempt was made to obtain 3 quotes from well known contractors. Despite being given every opportunity, one of the contractors failed to produce a quotation for the 'Improvements to Enterprise Way project' by the deadline and so 2 quotations have been obtained.  
Council is able to proceed on this basis under clause 11.2g of the Council's financial regulations.

Recommendation: That Vendor B be awarded the work 'Footpath to the North of Talyfan Lane' and the Clerk be approved a spend of £5,800 + 5% contingency = £6,090. The Council have worked with this vendor previously and the quality of their work is satisfactory.

Recommendation: That Vendor A be awarded the work 'Improvements to the southern end of RAN17/5 on Enterprise Way' and the Clerk be approved a spend of £8,500 + 10% contingency = £9,350. The extra contingency requested as RCTCBC highways have still to approve the design and there may need to be some alterations.

All work awarded subject to the prior receipt of public liability insurance certificates.

**Appendix 3**
**Quotations received**

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Name of project	Description / spec	Vendor and quote received			
Footpath to the north of Talyfan Road (RAN 6/1)	Path to be reinstated and the undermined sections filled with 100-150mm type material. Tarmac overlay along middle of path.  Note: If approved a minute to take from CIL funds is required.	Eric Avril	MT Tarmac	AzzBuild	
		6500*	£5,800	NA	
Improvements to the southern end of RAN17/5 on Enterprise Way.	Steps and paths to allow safe access as per spec provided.  Note: The specific design to be approved by RCTCBC highways dept.  If approved a minute to take from CIL funds is required.	Eric Avril	MT Tarmac	AzzBuild	
		£8,500	£8,850	NA	
Footpath north of the newly installed path to the north of Llanharan Cemetery. (PSM53/2)	This work has now been carried out by RCTCBC	NA	NA	NA	

\* Asphalt not allowed for in the quote.

\*\* Council to store all materials

**Officer's notes:**

An attempt was made to obtain 3 quotes from well known contractors. Despite being given every opportunity, one of the contractors failed to produce a quotation for 'Improvements to southern end of Enterprise Way' by the deadline and so 2 quotations have been obtained.  
Council is able to proceed on this basis under clause 11.2g of the Council's financial regulations.

Recommendation: That Vendor B (MT Tarmac) be awarded the work 'Footpath to the North of Talyfan Lan' and the Clerk be approved a spend of £5,800 + 5% contingency = £6,090. The Council have worked with this vendor previously and the quality of their work is satisfactory.

Recommendation: That Vendor A (Eric Avril) be awarded the work 'Improvements to the southern end of RAN17/5 on Enterprise Way' and the Clerk be approved a spend of £8,500 + 10% contingency = £9,350. The extra contingency requested as RCTCBC highways have still to approve the design and there may need to be some alterations.

All work awarded subject to the prior receipt of certificates of public liability insurance.

Note: When presented to Council an anonymised version was presented. This full version was disclosed to Councillors after the matter was resolved and is for minute purposes only.

## **MT Tarmac**

**Quote October 2022**

Steps and paths top of Enterprize Way - £8850

Path at Taryfarn Road - £5800

Eric Averill ~ Contractor  
Cae Helyg Farm, Pant Hirwaun,  
Bryncethin, CF329YJ.  
☎ 01656 720 519  
☎ 07855 016 073



Llanharan Community Council  
Chapel Road  
Llanharan  
Pontyclun  
CF72 9QA

7th October 2022

**For the attention of Mr. Leigh Smith**

Dear Sirs,

**Re: Proposed footpath works etc, at Meadow Rise, Heritage Way and Seymour Avenue,  
Llanharan.**

Further to our recent site meeting, we have pleasure in detailing below our quotations for your kind consideration.

**1) Seymour Avenue.**

To prepare existing trench and clean out and supply and deliver clean stone to fill trench adjacent to access track.

**All for the sum of £6,500.00 plus Vat.**

**2) Meadow Rise**

To excavate for new footpath and lay precast concrete edgings both sides and lay tarmac to path as agreed on site.

**All for the sum of £ 2,450.00**

**3) Enterprise Way**

To excavate for new steps and handrails and lay concrete foundation, brickwork and copings to sides of steps and supply and fit "key clamp" steel handrails both sides of steps and lay gravel path and timber edgings to top of bank to kissing gate. Provide tarmac hardstanding between kissing gate and steps.

**All for the sum of £ 8,500.00**

The above quotations are fixed for a period of 28 days.

*E. Averill*  
Eric Averill

Thank you - Eric Averill  
VAT Reg No. 930-2948-27





AzzBuild  
140 Meadow Rise  
Brynna  
CF72 9TH  
Tel: 07806937725

1st December 2022

FAO : Lee Smith of LCC,

I write following the conversation held with you previously regarding the footpath at Talyfan Road, Llanharan. As discussed a larger stone will be needed to backfill the footpath to prevent future damage and need of repair.

Stone required : 75mm -150mm Gable stone x 40 Tonne. £6000

Machine Hire : £625

Labour : £1500

Total : £8125

(Vat not applicable)

As discussed, storage of materials and equipment will be required due to location of the footpath and to enable safe works to be carried out. If you wish to go ahead, this will need to be arranged prior to commencing the work. The farmyard would be an ideal location if you could discuss/arrange this with the occupants.

Kind regards,

Andrew Azzopardi

## Appendix 4

### Extent and limits of delegated authority extended to the Clerk of the Council with regards to the management of allotments

#### Officer Proposal:

##### Tenancies

- That the Clerk be empowered to issue warnings to plot holders up to the level of final warnings and to carry out such steps as necessary under the terms of the tenancy agreement (and Poultry welfare policy) up to the point of preparing an eviction notice.
- Any eviction must be recommended by the ORA Committee and resolved by Full Council in the normal manner.
- The Clerk to present a paper to the ORA Committee detailing the clause(s) of the tenancy agreement that were being breached and outlining the steps that had been taken to resolve the issue amicably along with any formal warnings issued. The paper would also present the proposed eviction notice along with any legal notes for the ORA committee to consider.

##### Animal welfare

- That an appropriate member of the ORA Committee be appointed as a second 'responsible person' to act in conjunction with the Clerk with regards the measures set out below outline the actions to be taken where there is felt to be an imminent risk to animal welfare.

The Council and the proposed appointees should carefully consider whether they have an interest under the Councillor's Code of Conduct..

- Where there is felt to be an imminent risk to animal welfare, that the Clerk be empowered to act immediately with assumed delegated authority, and to carry out such steps as deemed necessary by them under the terms of the Poultry welfare policy, up to but not including issuing a notice revoking a plot holder's right to keep birds on the allotment.

In order to revoke a plot holder's right to keep birds, the appointed 'responsible person' must agree with the Clerk that this course of action is necessary and appropriate. Only if both parties agree that revocation is appropriate can the Clerk issue a revocation notice with an agreed period of notice. This should be recorded. All communication with the plot holder should be via the Clerk.

A record of these actions would then be presented in a paper to the ORA Committee for retrospective consideration and would be recommended or otherwise to full council.

The paper would detail the reasons for the revocation notice along with any evidence available, supporting the decision.

Where a revocation notice is issued, it must be made clear to the plot holder that they have the right of appeal. The plot holder must write to the Clerk within 30 days of the date of the

revocation notice being issued setting out clearly the reasons for their appeal. This appeal will then be referred to the ORA Committee.

- Where there is felt to be a non-urgent risk to animal welfare, or breaches of the Poultry welfare policy that does not present an urgent or imminent risk to animal welfare, that the Clerk be empowered to issue warnings to plot holders up to the level of final warnings and to carry out such steps as necessary under the terms of the Poultry welfare policy up to the point of preparing an notice to revoke permission to keep birds on the allotment.
- Any non-urgent revocation notice must be recommended by the ORA Committee and resolved by Full Council in the normal manner.

### **Further notes:**

In a previous committee meeting, reference has been made to ‘The Guidance for Local Authorities, Town and Community Council’s’ issued by Welsh Government. In particular it has been proposed that the guidance stipulates that an individual Councillor should have authority or oversight over allotments.

However, the section of the document referring to this is alluding to a cabinet member of the local authority having allotments in their portfolio.

There is no guidance in the document referring to a similar arrangement at Town or Community Council level.

Extract from page 6 of the document.

### **“Clear and accessible information**

All information about allotments should be clear, up to date and accessible on its own dedicated page on the local authority website. It should contain the following information;

- **Who is responsible?** Each local authority should have a staff member responsible for allotments and they should also be part of the portfolio of an elected cabinet member. Contact details for both these people should be on the webpage”.

- The Clerk (or deputy) to present a paper to the ORA Committee detailing the clause(s) of the poultry welfare policy that were being breached and outlining the steps that had been taken to resolve the issue amicably along with any formal warnings issued. The paper would also present the proposed eviction notice along with any legal notes for the ORA committee to consider.
- The Clerk (Or their deputy with delegated authority) be empowered to manage the allotments and to interpret the tenancy agreement, poultry welfare policy and other policies or resolutions relating to the allotments at their discretion unless otherwise specifically instructed by resolution of council.

## Appendix 4a

### **To consider security arrangements at allotment sites**

There has been a recent incident where it is alleged that a chicken on the allotments has been shot by an air rifle or other projectile.

Therefore it has been requested that security arrangements on the Council's allotment sites be reviewed.

Suggestions that have been made to date to be considered are:

CCTV Cameras.

Improved fencing.

More robust gates.

## **Appendix 5**

### **Update on ground conditions on Bridleway PSM40/4 between Bethlehem View and Brynna Woods.**

Council had previously resolved the following:

#### **2022/050**

ORA2022/012 Bridleway PSM40/4, approach to Brynna Woods from Bethlehem view.

#### **RESOLVED**

That pending formal approval from the landowners, as described in the accompanying paper, a non-slip surface material be overlaid over the asphalt in a 1.5m wide strip from the joint on the drain cover to the joint in the road. The colour to be chosen by the landowner and approval given to spend £450 from CIL funds for the project with the project to be added to the CIL123 list and Active Project list.

The landowner had given verbal consent for the work to take place. However, prior to the contractors starting work this consent was withdrawn.

#### Progress:

As of the end of December 2022 Jason Bragg of RCTCBC is looking into the matter and is planning a site visit with RCTCBC highways dept.

## Appendix 6

### Status of PSM32/1 near Gellifedi Road

Council had previously resolved the following:

#### 2021/053

ORA2021/031 PSM32/1 near Gellifedi Road. Project Officer/Assistant Clerk to enquire with RCTCBC whether a diversion order was ever submitted and/or processed.

#### Progress.

RCTCBC Rights of Way have responded that no diversion order was ever received.

The planning permission for the development (ref 16/0834/10) states:

Service Director Planning  
NOTES TO APPLICANT:

- 1 The applicant is advised to contact Mr Jason Bragg, Council's Public Rights of Way Officer on 01443 494811 to discuss the requirement to submit an application to divert PROW Peterson Super Montem 32/1 and 31/1.

However the diversion was not a condition of the planning consent per say, but rather in the notes following the formal consent, advising the applicant to contact Jason Bragg.

The Council resolved for the Clerk to write to RCTCBC to enquire whether any enforcement action was planned. Correspondence reproduced below:

#### REQUEST:

*Good afternoon Jason,*

*The Council has instructed me to enquire whether you have any intention to take enforcement action regarding the blocking of PSM32/1.*

*The path is blocked by the development referred to in 16/0834/10  
The notes say that:*

Service Director Planning  
NOTES TO APPLICANT:

- 1 The applicant is advised to contact Mr Jason Bragg, Council's Public Rights of Way Officer on 01443 494811 to discuss the requirement to submit an application to divert PROW Peterson Super Montem 32/1 and 31/1.

*It appears from our previous correspondence that no such application has been received and so the Community Council would like to know if enforcement action is planned.*

*I would be grateful if you could respond indicating your intentions so that I may report back to Council.*

*Best regards*

*Leigh*

RESPONSE:

Hi Leigh,

I vaguely recollect this advisory on the planning permission, it was quite a few years ago now.

The previous Definitive Map Officer (Tim's predecessor), who no longer works for the authority, met the owners on-site to discuss the proposal and diversion options. You correctly note that no application has been received to date. However, having checked our most current OS base map, it does appear that the line of the footpath runs outside of the outline of the recently constructed menage and has not been built over by this development. It was also noted during the s/v that the footpath appeared to be affected by a couple of historic obstructions unrelated to this development, namely a farm building to the south and a tree line / boundary feature to the north.

Kind regards,

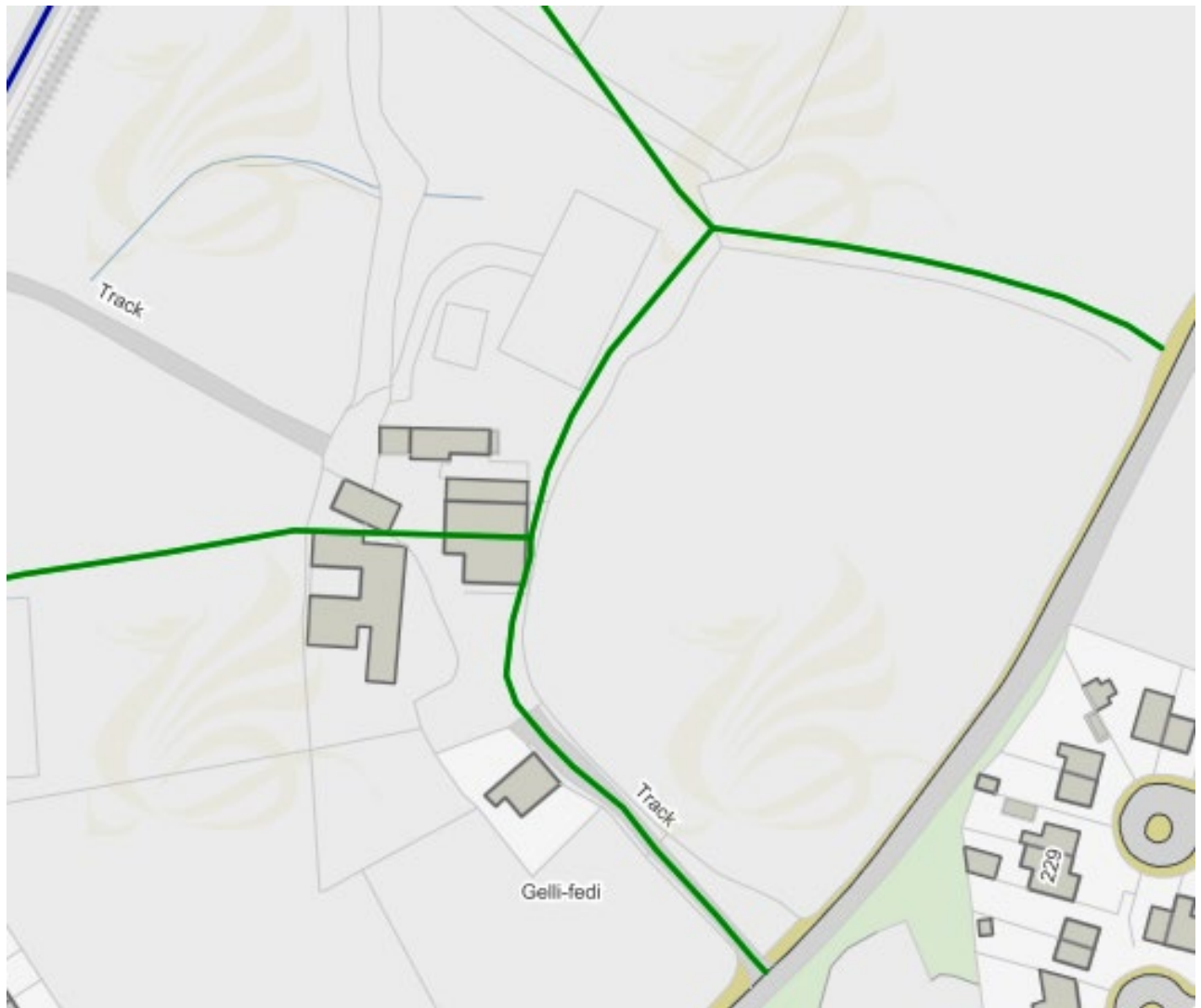
Jason



OS MAP



## RCTCBC Rights of way map





Google earth



## **Appendix 7**

### **Steps in the alleyway between Bridgend Road and Parc Bryn Derwyn**

The condition of the steps is poor and potentially unsafe.

The owner cannot be ascertained.

Council has resolved:

2021/053

ORA2021/035 Steps in the alley between Bridgend Road and Parc Bryn Derwyn.

Recommended – That the Project Officer/Assistant Clerk approaches the Land registry to discover the due process to claim ownership of the lane and steps so that the Community Council can maintain them.

The Clerk has been unable to ascertain any formal process to do so other than to attempt to register the land.

Estimated fees to register the land are shown below:



## Fee calculator

<b>Application type</b>	First Registration - freehold
<b>Applicable fee scale</b>	Scale 1
<b>Stated value</b>	£5000
<b>Standard Fee</b>	£30 <i>(This figure includes a voluntary application reduction.)</i>

### Notes

The fee is payable on the consideration. However, if an application follows more than 12 months after the sale to the applicant or an application is made following a gift or disposal of a share only in the proceeds of sale, the fee is based on the current market value of the property as certified to the registrar.

Find out about [Fees: HM Land Registry guides](#).

[Start again](#)

Options:

To proceed and attempt to register the land.

Or

To consult an appropriate solicitor

## Appendix 8

### Swift nest boxes

Councillor Steer proposes to provide Swift nest boxes in the community.

This project would count towards the Councils section 6 Biodiversity duty.

Local schools and other groups can be engaged.

1. Proposal to carry out a survey in order to ascertain the local nesting sites for Swifts.
2. Apply to South East Wales Biodiversity Records Centre (SEWBRc) for access to their database,
3. Engage each of the local schools.
4. Propose that the Community Council funds the purchase and fitting of a number of Swift nest boxes, potentially from CIL funds if eligible.

#### Project narrative from Councillor Steer.

Swifts *Apus apus* have been in decline for a number of years with a decline of 53% between 1995 and 2016. The species is now Red Listed in the UK Conservation Status Report. It is estimated that there are around 59,000 breeding pairs in UK.

Swifts are migratory and travel vast distances from central and southern Africa crossing the Sahara Desert before they arrive to breed in UK. In our area they are usually seen around the beginning of May and then

depart for Africa in August.

Swifts return to the same nesting sites where they were hatched each year. These are usually under roof eaves and in roof cavities. As a result of demolitions, renovations and potential blocking up of suitable sites these are often lost.

In order to provide replacement or additional nesting sites special Swift boxes maybe installed. These need to be placed near to existing or lost sites to have any chance of being used.

The first requisite is to identify existing nesting sites from surveys during May/June/July. I would suggest that involvement of the 3 Schools in our area would be very useful to identify potential sites for boxes and enthuse school children with the natural world.

In addition it maybe possible to involve groups using the LCDP facilities.

I will be checking with my contacts at SEWBReC (local biological recording centre) and Glamorgan Bird Club as to what current records maybe available to LCC. Also I will check if anyone might be willing to give a presentation on Swifts to the schools.

Mark Steer  
02/12/2022



## Appendix 9

Update on the area of rough ground near the bench next to Haran Roofing.





Council has previously resolved:

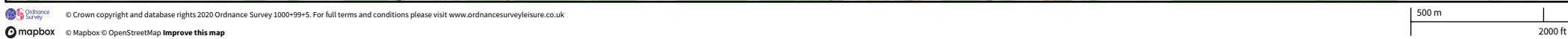
**2022/155**

RESOLVED

ORA2022/025 Area of ground near the bench adjacent to the Haran roofing building. That the Clerk contact RCTCBC highways to enquire whether they own the land.

RCTCBC Highways department have been contacted and after a land registry search the land appears to be unregistered. In the opinion of highways the area could potentially be classified as highway verge, and if so they would have no objection to the Community Council 'tidying up' the area.

## 1 of 2



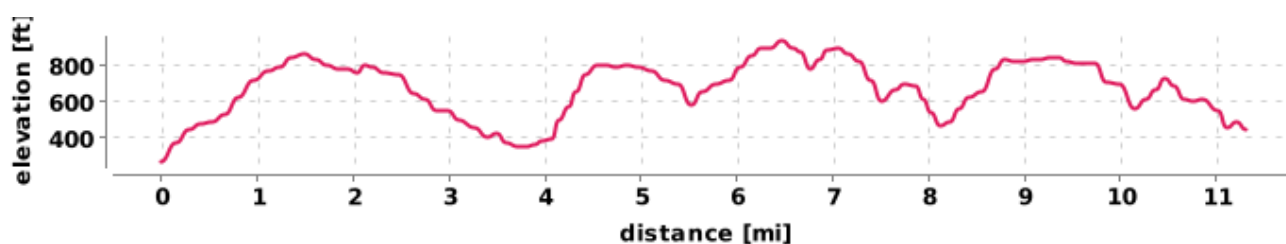
## Route Information

Llanharan Mynydd Maendy loop

### Route Summary

Total Distance	<b>11.32 mi (18.22 km)</b>
Elevation	<b>269 ft</b> at lowest point
	<b>933 ft</b> at highest point
Total Ascent	<b>2261 ft</b>

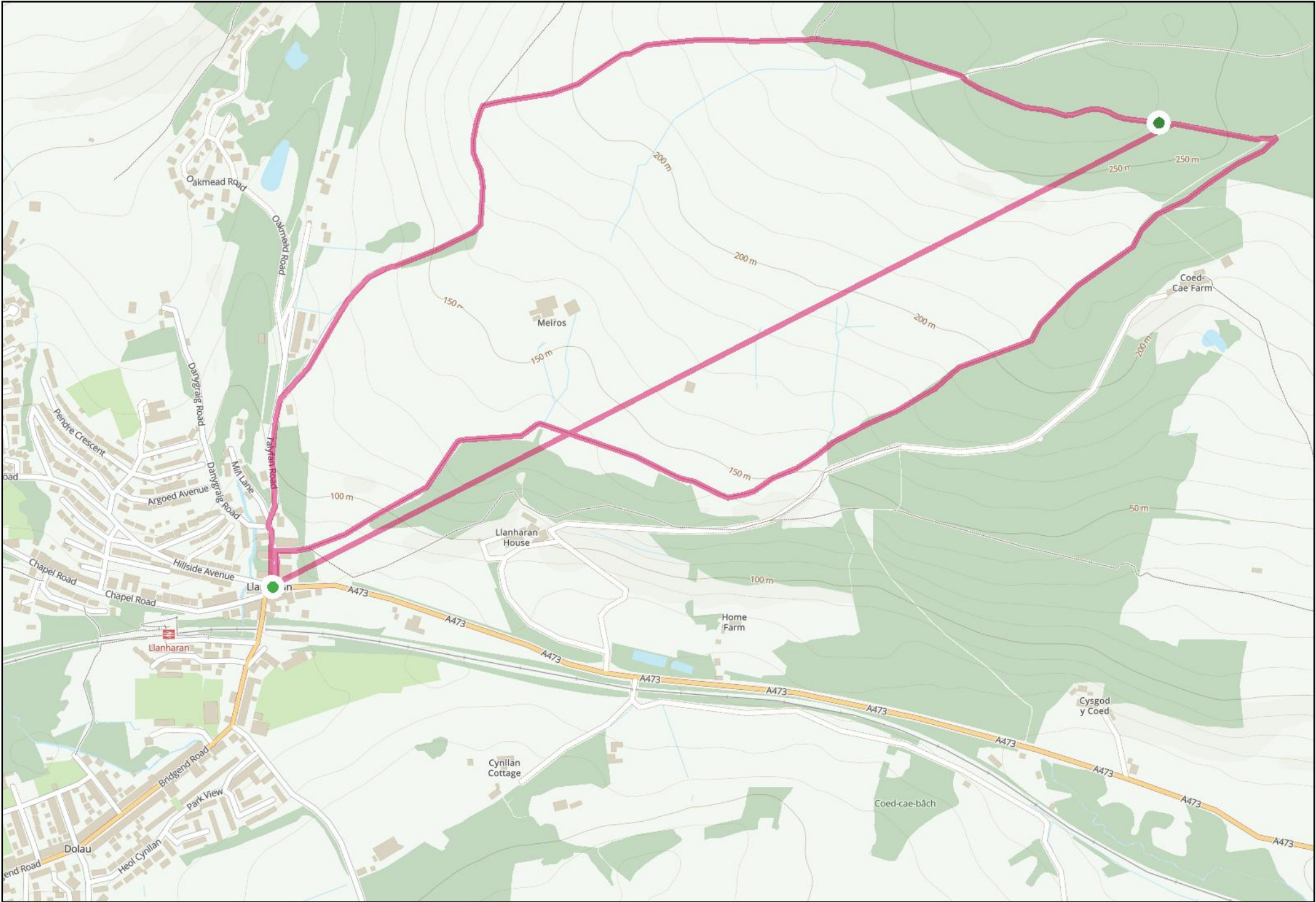
### Elevation Profile



### Route Card

#	OS Grid Ref	Dist from start	Latitude	Longitude	Elevation
1	<b>ST 003 832</b>	<b>0 mi</b>	51° 32' 20" N	3° 26' 18" W	<b>269 ft</b>
	Dist to next: <b>11.32 mi</b> , Ascent to next: <b>178 ft</b>				
2	<b>ST 006 834</b>	<b>11.32 mi</b>	51° 32' 27" N	3° 26' 3" W	<b>447 ft</b>





ROUTE 1

## Route Information

### Route 1

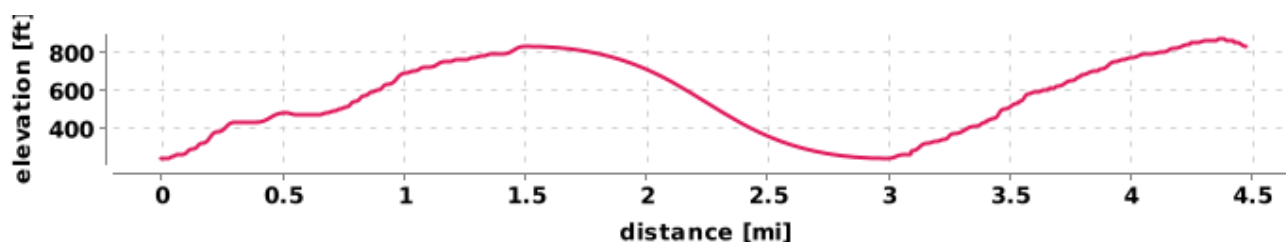
Starting from Church Street just behind the High Corner pub, the route incorporates parts of RAN 5/5, RAN11/1 (The Ridgeway Walk) and RAN 6/1.

Travelling anticlockwise, the route is undulating and challengingly steep in parts, rising to enter Smilog forestry at its highest point. After exiting the forestry you emerge into the fields and can enjoy some spectacular views on a clear day. Finally you descend Talyfarn Road back towards the High Corner.

## Route Summary

Total Distance	<b>4.48 mi (7.21 km)</b>
Elevation	<b>240 ft</b> at lowest point
	<b>869 ft</b> at highest point
Total Ascent	<b>1246 ft</b>

## Elevation Profile



## Route Card

#	OS Grid Ref	Dist from start	Latitude	Longitude	Elevation
1	<b>ST 002 831</b>	<b>0 mi</b>	51° 32' 18" N	3° 26' 21" W	<b>240 ft</b>
	Dist to next: <b>4.48 mi</b> , Ascent to next: <b>596 ft</b>				
2	<b>ST 019 839</b>	<b>4.48 mi</b>	51° 32' 45" N	3° 24' 57" W	<b>836 ft</b>



## The Countryside Code

- ◆ Be safe – plan ahead and follow any signs.
- ◆ Leave gates and property as you find them.  
Please respect the working life of the countryside, as our actions can affect people's livelihoods, our heritage and the safety and welfare of animals and ourselves.
- ◆ Protect plants and animals; take your litter home.
- ◆ Keep dogs under close control.
- ◆ Consider other people.

## Enjoyed this walk?

This walk is one of a second series of walks produced by the Taff Ely (Llantrisant) Ramblers.

The association is a registered charity (no. 1093577) and a company limited by guarantee registered in England and Wales (No 4458492).

The Ramblers' Association promotes rambling, protects rights of way, campaigns for access to open country and defends the beauty of the countryside.

RA Wales, 3 Coopers Yard, Curran Rd,  
Cardiff, CF10 5NB.

Tel: 029 2064 4308

Email: cerddwyr@ramblers.org.uk



## About the walk

- ◆ How far is it? An easy 4 miles or 7 kilometres. There is one short steep descent from the old railway line to the Ely river.
- ◆ Where does it start? At Llantrisant Leisure Centre. (ST 047831)
- ◆ Which map should I take? O.S. Explorer 151.
- ◆ Where can I get a drink? The Penny Farthing is behind the Leisure Centre. There are a number of pubs in Llantrisant town.

## Getting there

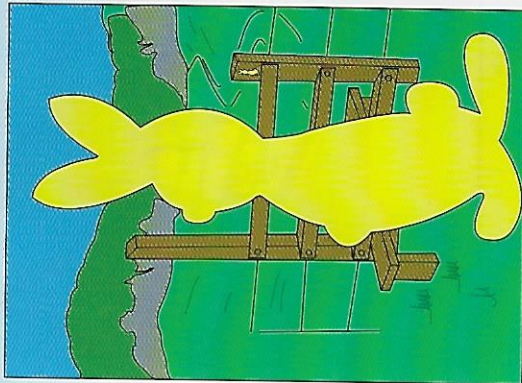
From J34, M4 take the A4119 towards Llantrisant. Go past two sets of lights and straight on at the first roundabout. Turn right at the next set of lights and the Leisure Centre is on the right, halfway up the hill.

## Acknowledgements

Thanks to the following for financial assistance in producing this leaflet: Llantrisant Community Council; Community Chest, a sports council for Wales grant aid scheme funded by the National Lottery; the Glamorgan area of the Ramblers Association.

## AFON ELAI

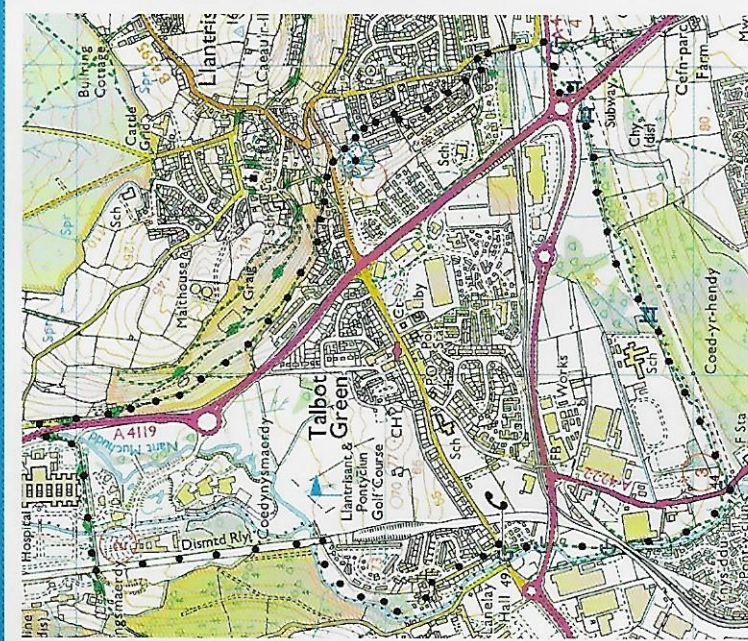
Walk 2 in a series of 6



LLANTRISANT COMMUNITY COUNCIL







**H** Stile

**G** Kissing Gate

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Crown Copyright NC/A7/03/16958.



The rabbit logo that has been used on this and other circular walks was first used in the 1970s to designate selected footpaths in the Llantrisant area.

*Rebecca James and Zoe Aggepardi who were members of the 1st Llantrisant Brownies designed the logo.*

## Finding your Way

1 From Leisure Centre car park go up the ramp. Cross road, beware fast moving traffic. Walk up Insole terrace on your left. Cross cobbled lane and on through gate. At the seat continue on level path. Continue on until you join a track way that descends to the main road. At bottom of slope follow old road for 50 metres before turning left to cross busy dual carriageway. Take (left) gravel path around hospital, cross bridge over river and on to crossing path with large high wall in front of you.

2 Turn sharp left and follow old railway line until you cross the Ely river. Turn right and descend carefully to river and follow path through woodland by river. Continue between houses and walk through estate to the main road. (Please note that the above paths are not currently public rights of way.) Take public footpath opposite (cross road on nearby Zebra crossing) and continue by side of river, under road and railway bridges, past factory and houses until the path climbs to a road bridge over the river. Turn left to reach busy main road

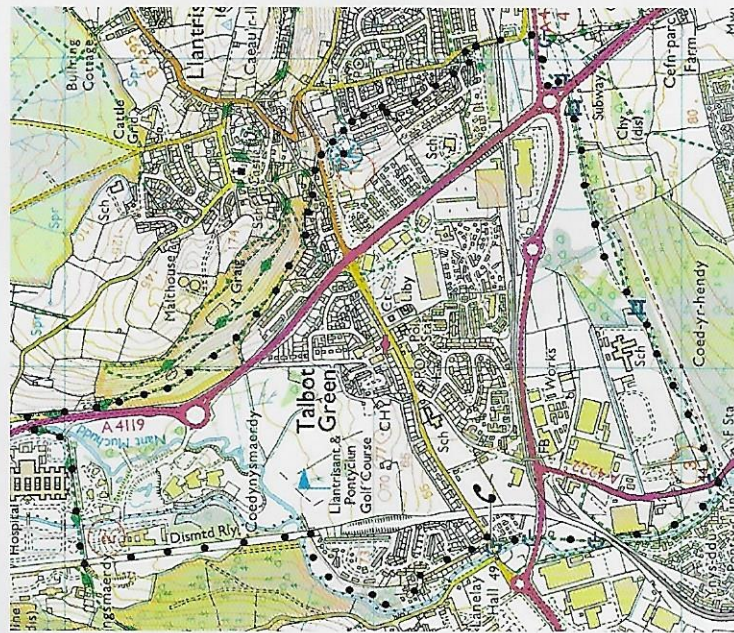
3 Take path opposite (cross road via Pelican crossing) through kissing gate along side the Afon Clun and straight across fields. Cross stile on left immediately after passing under dual carriageway. Continue to road..

4 Turn left under bridge and continue straight on over disused railway bridge. Just past Burgesse Crescent take track on left past house called Fedora; turn right after 20 metres. Bear right and continue up the road and then up paved way back to the leisure centre

## On the Way

- ◆ The River Ely runs from its source a mile to the North of Tonyrefail down to Penarth. It now empties into Cardiff Bay.
- ◆ The Hospital is built on Ynys Y Plwm, the meadow of lead, which was the home of the Thomas/Cozens family who owned the greater part of the valley from Talbot Green to Tonyrefail.
- ◆ Ynys Maerdy – The remains of the mine on Ynys Maerdy farm can still be seen. Sunk between 1922 and 1926 it was never a success and closed following an explosion, which occurred on 2nd June 1941.
- ◆ The Afon Clun has been cleaned over the past few years. It used to carry waste from Beddau coking works. However fish and kingfishers now frequent the stream.





**H** Stile

**E** Kissing Gate

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is certainly recent, the cut looks old and its sides are as overgrown as the outer slopes of the mound. No stone is visible. (Source 01)

GGAT 72 Prehistoric Funerary and Ritual Sites Project

**PRN: 05080m**

Mynydd Meiros cairn

ST0120784424

A cairn built over a natural rock formation. The rock formation consists of small outcrops and boulders in a ring round the top of the summit; into the ring is a low mound of small blocks of sandstone (mostly <0.2m), about 5.5m across. This could be field clearance (the ground is improved pasture) though in that case it would be surprising that the extra material consists only of small blocks that are fairly uniform size. An interpretation as funerary and ritual is therefore perhaps more convincing, particularly since it is in a typical position with good views in all directions except for directly N and E where the local ground formation interrupts long views. (01 Evans) Evans, E & Olding, F : 2006 : Prehistoric funerary and ritual sites supplementary sites.

**PRN: 00898.0m**

NGRs - ST0088987979

ST0027883226

ST00968465

**BRAIDED TRACKWAYS ON MYNYDD MEIROS**

Hollow trails on Mynydd Meiros, probably originating at Llanharan and traversing for 2.2km as either a single track or as a multiplicity of grooves (c125m wide). /PM DESC  
TEXT//RCAHM//1982/GLAM INVENT/VOL III PT II p358\*

**PRN: 07056m**

NGR ST00898459

**QUARRY ON MYNYDD MEIROS**

Quarry marked on 1st edn OS 25" map, and currently visible as earthworks on air photography. The quarry is depicted in 1st edn as an oval hollow oriented NW-SE, no more than about 15m long. It is slightly longer on 2nd and 3rd edns, and the SE end has become slightly wider, but it is no longer labelled quarry and had therefore presumably gone out of use. Next Perspective air photography shows a series of small circular mounds and one slightly longer larger one, possibly spoil heaps or the remains of ancillary buildings, immediately to the NW of the quarry hollow. A linear depression running eastwards downslope from one side of the long mound may possibly be a tramway.

**PRN: 07058m**

**TRIAL LEVEL ON MYNYDD MEIROS**

ST0073284342

## **Appendix 11**

### **Japanese Knotweed**

Council has previously resolved:

2022/155

RESOLVED

ORA2022/024 Japanese knotweed in the community. That members of the Community Council maintenance team attend training in the management of Japanese knotweed so that they are licenced to deal with Japanese knotweed on Community Council land. The Clerk to enquire with RCT regarding availability, scope and cost of such training.

#### **Outcome**

##### RCTCBC

RCTCBC inform us that funding from the INNS (Invasive/Non-invasive species trade body) partnership towards treatment of knotweed has come to an end and it appears any training that came from the partnership has also come to an end.

##### Bridgend College

Training available as follows.

NPTC Safe Use of Pesticides PA1 unit 101 PA6 Unit 151 ( City & Guilds) knapsack

PA1 and PA6 - 3 days training and 2 assessments 1 on-line and a 2.5hrs practical assessment

Cost: £620 + VAT = £744 per person includes training, assessment, use of all PPE & equipment, ID Card and certificate.