



LLANHARAN COMMUNITY COUNCIL

Minutes of the Open Spaces Committee, Rights of Way and Allotments Committee (ORA) held remotely at 7.00pm on Tuesday 5th December 2024

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

Present:

Councillors: Mark Steer (Chair), Neil Feist, Robert Smith, Will Thomas, Helen Donnan.

Clerk to the Council: Leigh Smith

Apologies received: Olie Wicks.

Absent: None

ORA2024/075 Welcome, introductions, and apologies for absence

The Chair welcomed everyone to the meeting.

ORA2024/076 Disclosures of Interests

Cllr Neil Feist declared a general personal interest, jointly holding an allotment tenancy on a council site.

Cllr Neil Feist declared a personal and prejudicial interest regarding agenda item 10 (Minute reference ORA2024/085).

Cllr Will Thomas declared a personal and prejudicial interest regarding agenda item 13 (Minute reference ORA2024/088).

ORA2024/077 Public speaking slot

None.



ORA2024/078 Minutes ORA Committee meeting 1st October 2024

RESOLVED

The minutes of the ORA Committee meeting held remotely on 1st October 2024 at were approved as a true and accurate record of the meeting.

ORA2024/079 Correspondence

Noted.

ORA2024/080 ORA Action plan

Noted

ORA2024/081 Vary order of business

RESOLVED

To vary the order of business from that published on the agenda to allow item 8, “To receive a verbal update on the progress of the Hamlet/Ward Gateway Working Group” to be heard as the next item of business.

ORA2024/082 Verbal update on the progress of the Hamlet/Ward Gateway Working Group

Noted

ORA2024/083 Update from the Walking Route Leaflets Working Group

Noted.

ORA2024/084 Expansion of the Pendre Allotment site.

RECOMMENDED

For the Clerk to advertise for expressions of interest for plots at the site to gauge demand with a view to having extra plots available in January 2026.

Cllr Neil Feist left the meeting.



ORA2024/085 Consideration of allowing Bees to be kept on the Council's Allotment sites.

RECOMMENDED

To not allow bees on council allotment sites or council open spaces. The effect on biodiversity, the location of our sites being in residential areas, the administrative burden and other factors.

Cllr Neil Feist returned to the meeting.

Cllr Will Thomas left the meeting.

ORA2024/086 Bus shelter at the high corner.

RECOMMENDED

That the provision for a bus shelter to be placed at the High Corner bus stop be investigated and that the Clerk to present a future paper on the details to the ORA Committee. The potential to fund the bus shelter from CIL funds to be referred to the CIL Committee for consideration.

ORA2024/087 Verbal update on the condition of the surface of Danygraig Road
Noted

ORA2024/088 Feasibility of replacing the cattle grid on Danygraig Road.
Motion withdrawn. Further investigations to be made.

ORA2024/089 To exclude the press and public by virtue of the Public Bodies (Admission to Meetings) Act 1960

RESOLVED

To exclude the press and public by virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public to be excluded from the meeting on the basis that with regards to the following agenda item, disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.



ORA2024/090 Potential eviction plot-holders following the expiry of previously issued 3-month improvement notices. The authority to do so previously delegated to the ORA Committee subject to an appeals process.

a) RESOLVED

To evict the plot-holder of Bridgend Road Allotments plot 14 under the following terms of the tenancy agreement:

5. Use and Cultivation of the Allotments

d) The Tenant shall keep the Allotment in a good state of cultivation and not allow it to become overgrown with weeds.

e) The Tenant must ensure that general rubbish or building materials are not deposited or dumped anywhere on the site and that the Allotment is kept in a reasonably tidy condition.

And in line with the following clause:

12. Termination of Tenancy

c)

ii. One month's written notice to quit if the rent is overdue by 40 days or more.

iii. One month's notice to quit if the Tenant is not duly observing the conditions of the tenancy.

The tenant to be advised of the appeals procedure.

b) RECOMMENDED

To accept the offer to surrender the plot voluntarily from the plot holder of Bridgend Road plots 28&29 rather than proceeding with an eviction process.

Cllr Helen Donnan left the meeting

c) RECOMMENDED

To accept the reasons for non-cultivation and the assurances given in the plot holder's submission to the Committee and to not evict the plot holder of Bridgend Road plot 50 at this time, but reserving the right to do so at a later date. For the Clerk to write to the plot holder to explain the Council's decision and that close monitoring of the plot will be undertaken from February 2025 onwards.



ORA2024/091 Urgent items for information or items suggested to the Clerk for future agenda.

None.

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

The next meeting is scheduled for 6th February 2025

Councillor Mark Steer
Chair of the ORA Committee

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Present:

Councillors: Mark Steer (Chair), Neil Feist, Robert Smith, Will Thomas, Helen Donnan.

Clerk to the Council: Leigh Smith

Apologies received: Olie Wicks,

Absent: None

ORA2024/061 Welcome, introductions, and apologies for absence

The Chair welcomed everyone to the meeting.

ORA2024/062 Disclosures of Interests

Cllr Neil Feist declared a general personal interest being a member of Cycling UK.

Cllr Neil Feist declared a general personal interest, jointly holding an allotment tenancy on a council site.

Cllr Neil Feist declared a personal and prejudicial interest regarding agenda item 10 (Minute reference ORA2024/070).

ORA2024/063 Public speaking slot

A member of the public spoke regarding agenda item 10.



ORA2024/064 Minutes

RESOLVED

The minutes of the ORA Committee meeting held remotely on 30th July 2024 at were approved as a true and accurate record of the meeting.

ORA2024/065 Correspondence

Noted.

ORA2024/066 ORA Action plan

Noted

ORA2024/067 Update from the Walking Route Leaflets Working Group

Noted.

ORA2024/068 Verbal report on the siting of bird boxes obtained from RCTCBC LNP

Noted.

ORA2024/069 Consider disallowing dogs 'off the lead' on the Meadow Rise play area

RECOMMENDED

For the Council to consult with the public on a proposal to seek to forbid dogs from being off the lead within the meadow rise play area.

Cllr Neil Feist left the meeting.

ORA2024/070 Consideration of allowing Bees to be kept on the Council's Allotment sites.

RECOMMENDED

For members to seek information on whether any other Town and Community Councils have allowed Bees on their allotments and to seek views on the pro's and Cons' for future discussion.

Cllr Neil Feist returned to the meeting.



ORA2024/071 verbal update on the status of the SLA with RCTCBC regarding the pitch maintenance at Brynna Recreation Ground and The Welfare Ground
Noted.

ORA2024/072 To exclude the press and public by virtue of the Public Bodies (Admission to Meetings) Act 1960
Not moved.

ORA2024/073 Potential eviction of an allotment plot-holder following the expiry of a previously issued 3-month improvement notice as detailed in the confidential report provided.
None.

ORA2024/074 Urgent items for information or items suggested to the Clerk for future agenda.
None.

There being no further business the meeting closed at 8pm.

The next meeting is scheduled for 5th December 2024

Councillor Mark Steer
Chair of the ORA Committee



Llanharan Community Council - ORA Action plan

Action no	Date added	Category	From	Action	Notes	Status
88	3.12.2020	ORA	ORA	ROW cemetery path - Check process to formalise as permissive path	Emailed JB 30.7.21	
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.	
2022/233	16.12.2022	Full Council	ORA	RESOLVED PSM32/1 near Gellifedi Road That the Clerk formally write to RCTCBC Rights of Way Officers to request a site meeting to consider PSM31 and PSM32.	The Clerk emailed JB 16th January 2023. Awaiting response. Agreed. LS to obtain residents contact details. JB has agreed to a meeting and will arrange. Received in March - 'the Council is unlikely to pursue legal action over a substantial long-standing obstruction (i.e. of considerable size, worth and requiring major engineering works to remove or to reinstate public passage), a diversion may be considered an acceptable solution in such extenuating circumstances. While we are open to discussions with the landowners, we currently have a small very small team compared to the size of the PRoW network and are prioritising are work/enforcement accordingly. I am happy to arrange a meeting but this unlikely to happy over the coming weeks due to current work load.' No progress. currently with RCTCBC.	
2023/041	17.02.2023	Full Council	ORA	RESOLVED ORA2022/060 Urgent items for information or items for future agenda. Future agenda to include training on basic tree safety training for staff and interested members.	Add to future agenda.	
2023/142	16.6.23	Full Council	ORA	RESOLVED ORA2023/039 Signage for allotment site gates That the officers be authorised to spend up to £400 for signage for the allotment gates and sites.	To be decided upon and ordered with evidence showing best value.	
2023/142	16.6.23	Full Council	ORA	RESOLVED ORA2023/041 Replacement way-marker for RAN 4/1 and RAN 3/2, and broken stile RAN3/2 For the Council to fund a replacement of the way-marker at RAN4/1 and 3/2, and to replace the broken stile on RAN3/2 with a self-closing gate. To be funded from CIL funds (pending approval from RCT CIL dept). the Clerk to obtain costs to be presented to Council.	Awaiting details of type and dimentions of required gate and consent from landowner. Cllr Steer engaging with landowner. June 2024. HOLD	
2023/142	16.6.23	Full Council	ORA	For the Clerk to be authorised to approach the relevant landowners to obtain permission for the Council to replace the way-marker and to replace the stile with a self-closing gate and to arrange access accordingly.	Clerk wrote to 3 x landowners 25.9.23. Awaiting responses. Response reviewed from 1, awaiting response from other. Have telephoned second landowner but awaiting response. Cllr Steer directly engaging landowners. June 2024, HOLD	

2023/142	16.6.23	Full Council	ORA	RESOLVED ORA2023/042 Cut and collect techniques The Officers carry out a cost benefit exercise on the proposal to use cut and collect techniques on Council land	Awaiting information on the potential for a grant to purchase equipment from Rachel Carter ref 2013/225. Note Emailed RC on 25.9.23 to seek help on what equipment req and what funding might be available.Cllr Steer carrying out further investigations.	
2023/205	22.12.2023	Full Council	ORA	RESOLVED ORA2023/091 Adding individuals to long standing tenancy agreements, creating joint tenancies circumstances where this might be considered. To allow the principle of new joint tenancies under certain circumstances and the Clerk (alone or in conjunction with a working group) to draft a process and application form designed to allow the applicant to demonstrate that the applicant can meet a certain criteria (to be decided) and provide evidence of such. This would include an investigation by the Clerk to attempt to ascertain the validity of the application.	Clerk to draw up draft process map.	
2023/205	22.12.2023	Full Council	ORA	RESOLVED ORA2023/092 Access gate arrangements at Meadow Rise open space. To instruct the Clerk to obtain quotes to remove both gates and to install suitable staggered barriers at the Western entrance to the Meadow Rise open space following consultation with RCTCBC highways department	checked spec with RCTCBC. Min 1.2 clearance to be maintained on footway. Clerk to obtain quotes. Quotations received. Presenting to ORA July 24. Work awarded. Awaiting installation date. (September 2024). Superseded by resolution 2024/213b)	Completed
2024/038	16.02.2024	Full Council	ORA	(ORA2024/010) Review arrangements for the fitting of a non-slip asphalt strip or other arrangements on Bridleway PSM40/4, Bethlehem View to Brynna Woods following a price increase from the initial quotation To instruct the Clerk to obtain fresh quotations for the proposed work to the same specification with a coloured asphalt. The costs to be referred to the CIL Committee for approval of the use of CIL funds.	Obtain fresh prices. CIL to consider a ceiling of £1,750 in the March meeting. RESOLVED March 24. Emailed highways and vendors for fresh documented quotations. March 2024 Awaiting documented quotations. Quote received presented to FC June 2024.Superseeded	Completed
2024/135	21.06.2024	Full Council	ORA	i. RESOLVED ORA2024/019 Review of plans for the installation of staggered barriers to replace the current gate at the western end of the Meadow Rise play area To proceed with the obtaining of quotations for the work at Meadow Rise play area as per the specification presented to the ORA Committee (Appendix 3, 2nd April 2024).	Clerk to draw up a spec, obtain quotes and present to ORA.. Completed.	Completed
2024/135	21.06.2024	Full Council	ORA	ii. RESOLVED ORA2024/023 Draft appeals procedure in the case of an eviction decision. To adopt the appeals procedure for allotment evictions as Council policy as presented to the ORA Committee (Appendix 6, 2nd April 2024). Detail of Appendix 6, 2nd April 2024. (Text not reproduced here).	Clerk to add to the draft of the 2025 tenancy agreement.	
2024/135	21.06.2024	Full Council	ORA	iii. RESOLVED ORA2024/037 Summer planting of seeding/bulbs on sections of 'New Road' (A473). Referred to ORA by the Community Engagement Committee. To proceed with planting of seeds/bulbs on sections of new road (A473) as per the drawings attached in the appendix provided (appendix 4). Allowing the grounds-person some practical leeway to make minor alterations depending on ground conditions and ensuring appropriate plants are planted. The Clerk to seek permission from the landowner. The Clerk to ensure the landowner/local authority consents not to mow the areas where planting takes place in future.	Obtain consent from RCTCBC and / /or landowner. Issue instruction to senior grounds person.	

2024/135	21.06.2024	Full Council	ORA	<p>ORA2024/038 Placement of a bench at Meadow Rise.</p> <p>To site a bench adjacent to the area of green space on Meadow Rise on an existing concrete pad and facing the road. To authorise the officers to spend £790, comprising £405 for a 2-seater bench (3 quotations having been considered and option 1 presented in appendix 5 selected) plus a 10% contingency and £385 fitting costs. To refer the matter to the CIL Committee for use of CIL funds, but if not allocated to purchase from general reserves making a virement where necessary</p>	<p>Purchase bench, instruct contractor.</p> <p>Put onto CIL Committee agenda to decide whether CIL funds allocated.</p> <p>Awaiting installation. Cllr Smith to advise of specifics of placement. Sept 24. Completed</p>	Completed
2024/135	21.06.2024	Full Council	ORA	<p>vi. RESOLVED</p> <p>ORA2024/045 Action plan regarding the ongoing upkeep of an allotment plot on Jubilee Street site and to consider next steps - For the Clerk to continue to monitor progress on a monthly basis regarding cultivation and attendance on the plot.</p>	<p>Monitor monthly report progress to ORA. Checked early July 24 - Good progress.</p>	
2024/135	21.06.2024	Full Council	ORA	<p>vii. RESOLVED</p> <p>To issue 1 months' notice of eviction and to evict the plot-holders currently occupying Bridgend Road plot 26 named in the confidential paper presented to the ORA Committee (Appendix 10, 4th June 2024). Under the terms expressed in the warning letters and under the following terms of the tenancy agreement:</p>	<p>Eviction notice issued. Vacant from 5th July 24</p>	Completed
2024/135	21.06.2024	Full Council	ORA	<p>viii. RESOLVED</p> <p>Regarding the plot holder currently occupying Bridgend Road plot 35 named in the confidential paper presented to the ORA Committee (Appendix 10, 4th June 2024). To defer any decision regarding eviction and to re-inspect the plot prior to the next scheduled ORA Committee meeting scheduled for 30th July 2024 to monitor progress. The Clerk to write to the plot holder extending the deadline to remove the concrete base and any brickwork until that time. The Clerk to also write to the plot holder to give a 3 month improvement notice interms of active cultivation of the plot and /or to request a cultivation plan from the plot-holder against which they can be monitored.</p>	<p>Produce 3 month improvement notice and arrange date for re-inspection.</p> <p>Have informed. Monitoring. Note: planned plot inspection 31st July 2024. august 24 - Plot in reasonable condition.</p>	Completed
2024/135	21.06.2024	Full Council	ORA	<p>ix. RESOLVED</p> <p>To issue 1 months' notice of eviction at the end of June 2024* and to evict the plot-holders currently occupying Jubilee Street plot 1, named in the confidential paper presented to the ORA Committee (Appendix 10, 4th June 2024) under the terms expressed in the warning letters and under the following terms of the tenancy agreement:</p> <p>With the following caveat:</p> <p>*To request evidence from the plot holder (in confidence) that they are on the waiting list for the medical procedure. If this evidence can be obtained by the end of June 2024 to suspend the eviction and revisit the issue in 2025.</p> <p>If evidence cannot be provided by the end of June 2024, then notice of eviction be issued along with the right to appeal.</p>	<p>Issued notices and letters. Plot being cleared. No contact from plotholder.</p> <p>Attempting to ascertain whether they are notified. Plotholder eviction effective 1st August 2024.</p>	Completed
2024/213a)	20.09.2024	Full Council	ORA	<p>2024/213 Resolutions and Recommendations of the ORA Committee meeting held 30th July 2024</p> <p>a) RESOLVED</p> <p>ORA2024/054 Development of small 'Starter plots' on the councils allotment sites.</p> <p>To hold back 1 plot on each of the Council's allotment sites to be divided up and developed into smaller 'starter plots', with a view to letting in January 2025.</p>		

2024/213b)	20.09.2024	Full Council	ORA	2024/213 Resolutions and Recommendations of the ORA Committee meeting held 30th July 2024 b) RESOLVED ORA2024/056 Quotations for work on barriers and gates at Meadow Rise open space. To select Vendor 1, MT Tarmac to carry out the work at a cost of £700 pending the receipt of proof of public liability insurance. The council's financial regulations (11.3e)iii) being duly satisfied.	Inform contractor - Completed Awaiting installation. Sept 24. Chased Nov 24	
2024/213c)	20.09.2024	Full Council	ORA	2024/213 Resolutions and Recommendations of the ORA Committee meeting held 30th July 2024 c) RESOLVED ORA2024/057 Risk assessments on Mountain Hare play area and Oakbrook skate Park and next steps. For the condition of and future options for the repair or development of the Oakbrook Skatepark to be referred to the 'Oakbrook Refurb working Group' as a matter of urgency. The group's existing terms of reference are: Reporting to the CIL Committee. To investigate the feasibility and arrangements of refurbishing the Oakbrook skatepark. And to request that the group make recommendations to the CIL Committee, the outcome to be considered by Council at a future meeting.	Inform Chair of working group. - Completed. Awaiting outcomes. Note working group reports to CIL.	
2024/214	20.09.2024	Full Council	ORA	2024/214 Motion to amend Councils policy to assist with DMMO applications. RESOLVED To defer this matter to a future meeting of the Council to allow the Clerk to seek advice from One Voice Wales.	Legal advice obtained - Enter on to next agenda	Completed
2024/238	20.10.2024	Full Council	ORA	2024/238 Resolutions and Recommendations of the ORA Committee meeting held 1st October 2024 a) RESOLVED ORA2024/069 Consider disallowing dogs 'off the lead' on the Meadow Rise play area For the Council to consult with the public on a proposal to seek to forbid dogs from being off the lead within the Meadow Rise open space area. The method of consultation to be referred to the Community Engagement Committee and authority to proceed with the consultation to be delegated to that committee.	Added to agenda for next CEC	Completed
2024/238	20.10.2024	Full Council	ORA	2024/238 Resolutions and Recommendations of the ORA Committee meeting held 1st October 2024 b) RESOLVED ORA2024/070 Consideration of allowing Bees to be kept on the Council's Allotment sites. For members to seek information on whether any other Town and Community Councils have allowed Bees on their allotments and to seek views on the pro's and Cons' for future discussion.	No action required from the Clerk.	NA
2024/285	22.11.2024	Full Council	ORA	2024/285 Planning RESOLVED To instruct the Clerk to object to the extinguishment application for PSM58 stating that Llanharan Community Council would like to object to the extinguishment proposal (PSM 58) and request that RCT rights of way investigate suitable diversion routes.	Completed. Emailed 27.11.2024	Completed+B4 2:K193

Pendre allotment expansion proposal

Location – Pendre allotment gardens. Llanharan, CF72 9PW. Next to Llanharan Primary School.



*The exact number, size and layout of plots to be decided.

Note that the Clerk will check the land ownership/lease arrangements to ensure there are no impediments to the carrying out of any work.

Scope:

To reclaim ground on the existing allotment site and to return the ground to useable allotment plots for the benefit of the local community.

The area of land indicated has been used for many years for the keeping of chickens and/or left undeveloped. A large number of adolescent trees have grown with the associated development of embedded tree root systems. A large number of wooden chicken sheds in various states of repair have been left on the plot along with some items of non-organic waste. The plot is tenanted up until January 2025 at which point the plot holder will voluntarily surrender the plot of their own violation. The tenant has consented to any work commencing prior to this date.

Proposal:

For the area shown in red to be developed in the following ways (Quotations to be obtained from reputable contractors): This work may be applicable for CIL funding, the Council having already allocated up to £10,000 of CIL funding (subject to RCT approval). Potential to create approximately 10 new plots (of average size).*

*The exact number, size and layout of plots to be decided.

Note that the Clerk will check the land ownership/lease arrangements to ensure there are no impediments to the carrying out of any work.



1. Felling of any trees/limbs deemed unsafe on the northern boundary of the development area. To include limited 'pruning' of trees/limbs to mitigate any future foreseeable risks and to attempt to provide some sunlight from the east.
2. Felling of any trees within the development area itself (mostly adolescent trees). Note: It may be desirable to retain certain mature trees which will be assessed at a later date.
3. Removal of tree stumps and roots from felled trees within the development area.
4. Removal of chicken houses and any other small structures or bases.

*The exact number, size and layout of plots to be decided.

3

Note that the Clerk will check the land ownership/lease arrangements to ensure there are no impediments to the carrying out of any work.

5. Ground to be scarified/turned over to produce reasonably level, workable soil.

Waste/Disposal: (No waste to be removed from the site).

6. Appropriate organic material to be chipped, retained on site and stockpiled for future use.

7. Any organic material that cannot be chipped to be segregated, retained and stockpiled on site.

8. Any non-organic material to be segregated and stockpiled on site.

Once this work has been completed Council staff will carry out the following work:

9. Mark out new plots pathways (allocating plot numbers)*

10. Install new pathways using simple rough timber edging and chipped timber surfacing.

11. Sheet the area to prevent weed growth.

12. Plots can then be let.

It is recommended that before proceeding the Council carries out an exercise to determine the potential demand for extra plots at the site. This could be done via an expression of interest exercise either directly through the ORA committee or via the Community Engagement Committee.

*The exact number, size and layout of plots to be decided.

Note that the Clerk will check the land ownership/lease arrangements to ensure there are no impediments to the carrying out of any work.

Appendix 6

To consider whether to investigating the placement of a bus shelter at the high corner.





Factors to consider:

- Cost.
- Permission from RCTCBC
- Practical aspects of siting a shelter here.

Cost

The cost of the particular model, style or specification of shelter that would be required is not yet known. The Clerk reproduces here some prices for typical shelters from a reputable supplier. The Clerk is attempting to obtain more pertinent details from RCTCBC highways. It is probable that CIL funds could be used if desired.



Holton Open Fronted Bus Shelter

Stylish design provides an identifiable weatherproof outdoor bus shelter

As Low As **£1395.00**



Bexington Bus Shelter

Simple and elegant bus shelter perfect any public location and setting

As Low As **£3340.00**



Bradstock Bus Shelter

Classical shaped design bus shelter suitable for rail stations or airports

As Low As **£3830.00**



Hilton Bus/Waiting Shelter

Duo design as a bus or waiting shelter ideal for all environments

As Low As **£5810.00**

Permission from RCTCBC

The Clerk will seek permission and advice from RCTCBC should the council resolve to proceed.

Practical aspects

The required size and configuration of the shelter would need to be considered given the tactile access ramp to the rear of the paved area, the raised kerb, location of bollards and available space.

Visibility splays into the High Corner and the highway could also be a factor to consider.

Should the Council wish to proceed with investigations then advice would be sought from RCTCBC.

Appendix 7

To consider whether to investigate the feasibility of replacing the cattle grid on Danygraig Road

Motion: To instruct the Clerk to investigate the feasibility of reinstating the previously removed cattle grid on Danygraig Road and for the Council to agree in principle to fund its reinstatement.

Proposer: Cllr Robert Smith

Background

The Cattle grid on Danygraig Road was removed some years ago. A number of members of the public have complained that as well as serving its primary purpose, the cattle grid acted as a soak away. Now that it has been removed and asphalted over water flows freely down the road during periods of heavy rain and contributes to flooding on lower ground.

Photographs below







