



LLANHARAN COMMUNITY COUNCIL

Minutes of the Open Spaces Committee, Rights of Way and Allotments Committee (ORA) held remotely at 7.00pm on Tuesday 3rd October 2023

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, Will Thomas, Tracy Allen, Helen Donna.

Co-opted member: Olie wicks

Clerk to the Council: Leigh Smith

Deputy clerk/RFO: Lisa Phillips

Apologies received: None.

Absent: None

ORA2023/064 Welcome, introductions, and apologies for absence

The Chair welcomed everyone to the meeting.

ORA2023/065 Disclosures of Interests

Councillor Neil Feist declared a personal interest with regards to all agenda items being a joint tenant holder of an allotment plot.

Councillor Neil Feist also declared a personal and prejudicial interest in agenda item 18 (minute reference 2023/xxx) and that he would leave the meeting during consideration of that business.

ORA2023/066 Public speaking slot

None



ORA2023/067 Minutes

RESOLVED

The minutes of the ORA Committee meeting held remotely on 25th July 2023 at 7.00pm were approved as a true and accurate record of the meeting.

ORA2023/068 Matters arising

None

ORA2023/069 ORA Action plan

Noted

ORA2023/070 Walking route leaflets working group progress update

Noted

ORA2023/071 Quotations to fell trees at Meadow Rise open space and Bridgend Road allotment site.

RECOMMENDED

To accept the quote from Miskin Tree Services to carry out work identified in the tree survey in February 2023 and to fell the extra tree identified that overhang the public highway.

To accept the quote from Miskin Tree services to carry out the work identified to fell and to cap the tree on Pam Evan's allotment plot and to fell and cap the trees on the adjacent plot.

Further quotations were not obtained due to the fact that the work is considered relatively specialist, the quality of the vendor's work being known as satisfactory and the prices obtained being considered reasonable.

To authorise the proper officers to engage Miskin tree services and spend up to £2,000 which includes a £100 contingency for any unforeseen extra ancillary costs.

ORA2023/072 Adding individuals to long standing tenancy agreements, creating joint tenancies circumstances where this might be considered.

RESOLVED

To defer the item to a future meeting of the ORA Committee.



ORA2023/073 Public consultation regarding the potential purchase and placement of Hamlet/Ward gateway signage.

RESOLVED

To form a working group to investigate options for the style, placement, wording and other factors regarding potential purchase and placement of Hamlet/Ward gateway signage. The decision on whether the working group reports to the ORA Committee, full council or some other committee with its recommendations is deferred to a future meeting.

Membership comprising Cllrs Will Thomas (Chair), Neil Feist and Tracy Miller.

ORA2023/074 Meeting of working group with the Developer of the 'Eco-Houses' regarding access to Brynna Woods and other matters

Noted.

ORA2023/075 Update on potential improvements to PROW surface on Danygraig Road.

RESOLVED

To defer the matter to a future meeting of the ORA Committee.

ORA2023/076 RCTCBC update on Tan y Bryn bridleway (PSM33/3) - fence wire on path and to consider a motion to instruct the Clerk to write to RCTCBC Rights of Way dept.

RESOLVED

To defer the matter to a future meeting of the ORA Committee to allow further informal discussions to take place.

ORA2023/077 RCTCBC update on Brynna Woods/Bethlehem View bridleway) PSM40 - anti slip surfacing and motion to improve the surface without landowners consent.

RECOMMENDATION (following a successful amendment to the original motion)

For the Clerk to write to the landowner informing them that it intends to carry out improvement works to the surface of the PROW under section 62 of the highways Act 1980 and for the Clerk to arrange such works within the powers allowed under that act as previously resolved under minute reference 2022/050



but for the Community Council to decide upon the colour of the surface and to authorise the spend of up to £550 of CIL funds to allow for any price increases that may have occurred since the original resolution.

Councillor Neil Fiest requested that the minutes record his vote against this recommendation.

ORA2023/078 Update on impassable routes at PSM31 and PSM 32 at Gellifedi farm.

Noted

ORA2023/079 Motion to propose to remove the gates at the approaches to the Meadow Rise play area following the recent resurfacing work.

RESOLVED

To defer the matter to a future meeting of the ORA Committee to allow further consideration.

ORA2023/080 Exclusion of press and public

RESOLVED

To exclude the press and public from the meeting by virtue of the Public Bodies (Admission to Meetings) Act 1960, on the basis that with regards to the next agenda item, disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Specifically with reference to Part 12 of LGA 1972 Schedule 12A.

Councillor Neil Feist left the meeting having declared a personal and prejudicial interest in the following agenda item.

ORA2023/081 To consider issuing an eviction notice to a plot-holder on Jubilee Street allotment site.

RESOLVED

To defer the matter.

Councillor Neil Feist returned to the meeting after consideration of the agenda item above was concluded.



ORA2023/082 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 scheduled to be held 5th December 2023

Councillor Mark Steer
Chair of the ORA Committee

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LLANHARAN COMMUNITY COUNCIL

Minutes of the Open Spaces Committee, Rights of Way and Allotments Committee (ORA) held remotely at 7.00pm on Tuesday 25th July 2023

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, Will Thomas.

Clerk to the Council: Leigh Smith

Apologies received: Cllr Tracy Allen (Dispensation). Cllr Helen Donnan.

Absent: Olie Wicks.

1 Member of the public.

ORA2023/049 Welcome, introductions, and apologies for absence
The Chair welcomed everyone to the meeting.

ORA2023/050 Disclosures of Interests

Councillor Neil Feist declared a personal interest with regards to all agenda items being a joint tenant holder of an allotment plot.

Councillor Neil Feist also declared a personal and prejudicial interest in agenda items 11 and 14 (minute references 2023/060 and 2023/063 respectively) and that he would leave the meeting during consideration of that business.

ORA2023/051 Public speaking slot

None



ORA2023/052 Minutes

RESOLVED

The minutes of the ORA Committee meeting held remotely on 14th June 2023 at 7.00pm were approved as a true and accurate record of the meeting.

ORA2023/053 Matters arising

None

ORA2023/054 ORA Action plan

RECOMMENDED

Ref 2023/041 (ORA2023/011) Improvements to a section Danygraig Road. The Clerk to add to the next agenda of the ORA committee to follow up and to request an update from Cllr Turner.

ORA2023/055 Walking route leaflets progress update

RECOMMENDED

For the Clerk to write to the graphic designer to politely dispense with their services and for the draft leaflet to be produced by the working group.

ORA2023/056 'Cut and Collect' cutting techniques

RECOMMENDED

That the Clerk contacts Rachel Carter, One Voice Wales's Places for nature officer regarding possible available funding to purchase appropriate equipment to facilitate the cost benefit analysis.



ORA2023/057 Improvements to the access lane leading to the meadow rise open space

RESOLVED

To defer the item to the next meeting of the ORA Committee to give Llanmoor Homes time to respond.

ORA2023/058 Lane and Steps leading from Bridgend Road to Parc View
Noted.

ORA2023/059 Adding individuals to long standing tenancy agreements, and creating joint tenancies

RESOLVED

To defer the item to the next meeting of the ORA Committee.

ORA2023/060 Exclusion of press and public

RESOLVED

To exclude the press and public from the meeting by virtue of the Public Bodies (Admission to Meetings) Act 1960, on the basis that with regards to the next two agenda items disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Specifically with reference to Part 12 of LGA 1972 Schedule 12A.

ORA2023/061 Meeting with developer of Eco-Houses at entrance to Brynna Woods.

RESOLVED

For a working group to be established to meet the developer of the Eco houses. Membership of the working group to comprise Cllrs Mark Steer as Chair, David Evans and Helen Donnan. Terms of reference to be to meet with the developer to discuss access, rights of way and other issues pertaining to Brynna Woods and its approaches. Dates and specific arrangements for the meeting to be arranged.



ORA2023/062 To consider issuing an eviction notice on Jubilee Street allotments

RESOLVED

Councillor Neil Feist having declared a prejudicial interest in this item, the meeting would become inquorate and so the matter was deferred to a future meeting.

ORA2023/063 Urgent items for information or items suggested to the Clerk for future agenda.

None

There being no further business the meeting closed at 8.30pm.

The next meeting to be held 3rd October 2023

Councillor Mark Steer
Chair of the ORA Committee



Llanharan Community Council - ORA Committee Action plan

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
2021/053	16.6.2021	Full Council	ORA	ORA2021/035 Steps in the alley between Bridgend Road and Parc Bryn Derwyn.(SIC Parc View) RESOLVED – 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. Superseded by a subsequent resolution to attempt to register the land (2022/233)	Completed	LS
2021/013	20.1.22	Full Council	ORA	RESOLVED The Clerk to gather background information and carry out a feasibility study (Christmas decorations) with a view to presenting options to council for budgeting in late 2022 in preparation for budget 2023/24 and Christmas 2023 in relation to the following areas: New Road (A473); Lanley estate; Enterprise Way.			LS
2021/014	20.1.22	Full Council	ORA	RESOLVED To form a working group to examine purchase and placement of summer plants with a view to presenting options to council for budgeting in late 2022 in preparation for budget 2023/24 and summer 2023.	Form working group. On agenda of FC meetings until resolved. On hold pending TOR for the newly formed Community Engagement Working Group formed in May 23		LS
2022/040	18.2.22	Full Council	ORA	RESOLVED To purchase a replacement, wheelchair-friendly picnic bench for up to a cost of £450 plus £120 fitting. (Oakbrook)	Purchase bench and arrange fitting. Delivery to be made to site. Co-ordinate with contractor. Obtain permission RCT parks dept. Note: Need a note on minutes rto approve for CIL. LS contacted LA to chase Jan 23. RCTCBC Permission obtained. Minute needed to increase spend in line with new quotation. Going to Council May 23 and superseded by that resolution.	completed	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.	Quote accepted and job awarded to Eric Avril. LS checking with RCT and landowner on spec and practicalitled. Jan 23 - Job awarded. RCT highways satisfied. LS Checking with RoW, Landowner and Wales and West Utilities (Gas pipe)	Completed	LS
2022/050	18.3.22	Full council	ORA	ORA2022/010 pathway to the picnic bench, MUGA and Skatepark at Oakbrook play area. RECOMMENDED 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	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). LS chased LA for spec Jan 23. Sirte meeting held Jan 23 and permission given to fit bench. Obtaining quotes. Bench and resolution to fit recieved. awaiting assembly of bench will then arrange contracotr to fit. Bench fitted.	Completed	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). Review report and resubmit to ORA</p> <p>Jan 23 update. It appears all parks are accessible. LS chasing RCT survey and report from LA Jan 23 Received.</p>	Completed	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. Added to CIL lists</p> <p>Note: The landowner has withdrawn consent. On hold. Raised with RCTCBC</p>		LS
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. Quantify which areas of survey are on RCT/CC land. Survey complete.</p>	Completed	
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>			
2022/183	30.9.2022	Full Council	ORA	<p>RESOLVED</p> <p>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.</p>	<p>Investigate PE plot and plot 31</p>	Completed	LS
2022/183	30.9.2022	Full council	ORA	<p>RESOLVED</p> <p>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</p>	<p>Write the action plan.</p>		LS
2022/233	16.12.2022	Full Council	ORA	<p>RESOLVED</p> <p>That subject to the prior receipt of appropriate public liability insurance certificates 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. For the project to be funded using CIL funds if eligible, the Clerk to confirm with RCTCBC.</p>	<p>Check spec with RCTCBC highways, obtain copy of insurance. Proceed. Clerk chased RCTCBC Jan 23 RE spec. Consent from all parties received. Awaiting availability of contractor and favourable weather conditions. Contractor engaged work expected to commence Sept 23</p>		LS
2022/233	16.12.2022	Full Council	ORA	<p>RESOLVED</p> <p>Security arrangements at allotment sites.</p> <p>For the Clerk to carry out 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.</p>	<p>LS to canvass.</p>	Completed	LS

2022/233	16.12.2022	Full Council	ORA	<p>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.</p>	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.		LS
2022/233	16.12.2022	Full Council	ORA	<p>RESOLVED Steps in the alleyway between Bridgend Road and Parc View. That the Clerk take steps to register the land in the name of the Community Council, paying any registration fees accordingly.</p>	Clerk requesting consent of Council to engage a solicitor. Obtained advice, no prospect of registering land as no evidence or occupation or maintenance.	Completed	LS
2022/233	16.12.2022	Full Council	ORA	<p>RESOLVED Area of rough ground near the bench next to Haran Roofing. That the Clerk take steps to register the land in the name of the Community Council, paying any registration fees accordingly.</p>	Clerk requesting consent of Council to engage a solicitor	Completed	LS
2022/233	16.12.2022	Full Council	ORA	<p>RESOLVED Leaflet of walking routes around the community. That the Clerk purchase an annual subscription to OS Maps online up to a cost of £60 for the year.</p> <p>RESOLVED For a budget of £1000 to be allocated to this project and for the Clerk to be authorised to spend up to that amount.</p> <p>RESOLVED 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.</p> <p>RESOLVED For the Clerk to engage a graphical designer to produce a draft mock-up of route 1 to demonstrate what is achievable.</p>	In progress. Meeting arranged with Graphic designer March 23. graphic designer has been engaged and is drawing up a draft concept leaflett. Project is NOT applicable for CIL. Working group formed to progress matters.	Completed	LS
2023/041	17.02.2023	Full Council	ORA	<p>RESOLVED ORA2023/007 Stone hamlet/ward gateways That the Clerk design a draft public consultation to garner ideas for the location and/or design of hamlet/ward gateways in the community and for the draft to be presented to the ORA Committee for approval.</p>	Hold until after CIL consultation. To be added to Sept 23 ORA agenda.. Added.		
2023/041	17.02.2023	Full Council	ORA	<p>RESOLVED ORA2023/010 CGI's Tree Planting Programme That the Clerk to contact GCI to check on the detailed process for applying for trees including what specific information they require.</p>	Cllr Feist has made initial contact. Awaiting details to be able to follow up. No contact from group. Application submitted by Cllr Feist. Trees delivered and distributed April 23	Completed	
2023/041	17.02.2023	Full Council	ORA	<p>RESOLVED ORA2023/011 Improvements to a section of Danygraig Road Councillors Turner and Donnan to meet with RCTCBC highways officers to investigate potential options for the road.</p>	Ref Cllr Turner and Donnan. Cllr Turner to query with RCTCBC and feedback.		
2023/041	17.02.2023	Full Council	ORA	<p>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.</p>	Add to future agenda.		

2023/080	21.4.2023	Full Council	ORA	RESOLVED ORA2023/017 ORA Action plan. The Clerk to send a summary of all pending right of way issues raised with RCTCBC with a request for update and/or RCTCBC's intentions on these matters.			
2023/080	21.4.2023	Full Council	ORA	RESOLVED ORA2023/018 Council's policy regarding allowing tree planting by plot-holders on allotment plots. That a policy be adopted immediately that when plot-holders request permission to plant trees then only Cordon trees be permitted which may not grow to a height greater than 2 meters	Put notice on gates. Update tenancy agreements..		
2023/080	21.4.2023	Full Council	ORA	RESOLVED That the next version of the tenancy agreement issued be amended to include this policy and to include the provision that when surrendering a plot, the plot holder has the option of taking the trees with them.			
2023/080	21.4.2023	Full Council	ORA	RESOLVED ORA2023/019 Council's policy regarding allowing bee-hives on allotment plots. That the council should allow the keeping of bees in principle but that first the Clerk present a paper to a future meeting outlining any rules or restrictions that should be put in place.	Research. Contact details provided by Cllr Steer.Superceded, first the Clerk to survey current ploholders.	Completed	
2023/080	21.4.2023	Full Council	ORA	RESOLVED ORA2023/021 Quotations for noticeboards for Llanharry road and Ynysmaerdy. That the Clerk be authorised to place an order for 2 noticeboards for Llanharry Road and Ynysmaerdy respectively as per the quotation received, up to the value of £2300, to be taken from CIL funds.	To be presented to Extra meeting, quotation is £2782	Completed	
2023/080	21.4.2023	Full Council	ORA	RESOLVED ORA2023/022 Using a solicitor (conveyancer) in relation to the registration of land. For the Clerk to be authorised to spend up to £1000 to engage an appropriate solicitor for the registration of land relating to 'the steps between Bridgend Road and Parc View' and 'land near Haran Roofing'.	Emailed Devonalds Talbot Green 3.5.23 Spoke to Howells, Cardiff 12.6.23. awaiting responses. Verbally told unless evidence of occupation no claim can be made. Report to ORA. Feedback from solicitors that the land cannot be registered due to the lack of evidence of occupation or maintenance.	Completed	
2023/080	21.4.2023	Full Council	ORA	RESOLVED ORA2023/023 Tree survey carried out in February 2023. The Officers authorised to make payment of £720 for the tree survey.		Completed	
2023/080	21.4.2023	Full Council	ORA	RESOLVED For the Clerk to obtain quotations for the carrying out of the work recommended in the Tree surveys.	Arrange. Awaiting quotes.Quotes obtained and presented to Oct 23 Meeting.	Completed	
2023/080	21.4.2023	Full Council	ORA	RESOLVED ORA2023/024 Japanese Knotweed survey previously in relation to RCTCBC land ownership. That the Clerk forward a copy of the analysis showing where Japanese knotweed (identified in the survey undertaken in 2020/2021) is present on RCTCBC land to the RCTCBC Invasive species officer.		Completed	
2023/080	21.4.2023	Full Council	ORA	RESOLVED ORA2023/025 Blocking of access by construction vehicles at the entrance to Brynna Woods, PSM 40/2. The Clerk to write to the developer working in the area to request a site meeting with a senior manager to address the issues regarding access to PSM40/2 and access to Brynna Woods	Letter written. Superceded	Completed	
2023/080	21.4.2023	Full Council	ORA	RESOLVED ORA2023/027 Cut and collect mowing. The Clerk to contact RCT Countryside department regarding the availability of suitable cut and collect machinery and best practise methods.	Cllr Steer to provide contact details and examine draft.	Completed	
2023/080	21.4.2023	Full Council	ORA	RESOLVED ORA2023/029 Allotment eviction notice. To issue an eviction notice to a plot-holder under the terms described in the confidential paper presented to the meeting	Inform tenant. Letter sent. Plot to be vacated 21st May 2023.	Completed	

2023/080	21.4.2023	Full Council	ORA	RESOLVED ORA2023/030 Request from an allotment plot-holder on Jubilee Street to keep more than 6 birds. To grant the request for dispensation to keep extra birds, none of which may be cockerels, with a review to take place at each tenancy renewal period. A count to be taken of the number of birds present and this number not to be exceeded. Stipulation that as birds pass away or are otherwise removed from the allotment plot they are not replaced, so that the number of birds kept will reach a maximum of 6 over time.	Inform tenant	Completed	
2023/080	21.4.2023	Full Council	ORA	RESOLVED ORA2023/031 Urgent items for information or items suggested to the Clerk for future agenda. To suggest to the Clerk that the following issue be added to the agenda for the next ORA Committee: Condition of stile and way-marker on RAN5/5	Completed. Added to Agenda for June 2013	Completed	
2023/139	16.6.23	Full Council	ORA	CIL2023/044 Adding 'Improvements to the access lane leading to the meadow rise open space' to the CIL 123 list. RECOMMENDED For the Clerk to write to Llanmoor Homes, the Landowner to enquire whether they would consider carrying out maintenance to the pathway and replacing the kissing gate to make more accessible to pushchairs and wheelchair users. For the response to be reported to the ORA Committee to take up this matter.	Emailed 28.6.23. Awaiting response. Response received. Work being carried out by Llanmoor.	Completed	
2023/142	16.6.23	Full Council	ORA	RESOLVED CILr Steer asked that the actions with regard to minute reference ORA2023/025 (and Full council reference 2023/080) be prioritised by the Clerk given the ongoing issues still being experienced. Specifically:ORA2023/025 Blocking of access by construction vehicles at the entrance to Brynna Woods, PSM 40/2 The Clerk to write to the developer working in the area to request a site meeting with a senior manager to address	The developer has agreed to a meeting. CILr Steer to check whether the issues still exist and if a meeting is still worthwhile. Deemed worthwhile meeting to be arranged.	Completed	
2023/142	16.6.23	Full Council	ORA	RESOLVED ORA2023/038 Placement of additional benches from Bryncae to 'The Square'. That 4 addition benches be purchased and sited in the following locations. 1) Adjacent to Greggs/Ground Control 2) Adjacent to the Terry's Way/Enterprise Way roundabout , 3) At the junction with Llanharry Road, 4) On the square near to the junction with Hillside Avenue. That CIL funds be used, the Clerk to enquire with RCT highways on the specifics of each location and to obtain permission to site benches and present findings and costs to the ORA Committee.	Wrote to Terry Evans 13.7.23 acknowledgement received, awaiting response. Chased Sept 23.		
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.			
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.		
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.		
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 helo on what equipment req and what funding might be available.		

2023/142	16.6.23	Full Council	ORA	RESOLVED ORA2023/043 Felling a tree on Bridgend Road allotments That the Clerk obtain a price to fell the tree and obtains consent from the owner of the adjacent property	Awaiting quotation. Quotation to be presented to Oct 23 ORA Committee. Presented.		
2023/142	16.6.23	Full Council	ORA	RESOLVED ORA2023/047 To consider issuing an eviction notice on Bridgend Road allotments That the tenant be allowed to voluntarily surrender one of the plots and that they be given the opportunity to improve the condition of the remaining plot. However, that formal notice of eviction be given on that remaining plot to be enforced if the condition of the plot has not improved during the 1 month notice period and sustained over a 3 month period at the discretion of the Clerk. The notice of eviction be issued under the appropriate terms of the tenancy agreement as set out.	The Clerk wrote to plot holder 4th July 2023. Via Royal mail. Potential eviction date 4th August 2023. The tenant has been evicted. Plot to be cleared and reallocated.	Completed	
2023/225	22.9.22	Full Council	ORA	2023/225 ORA Committee meeting held on 25th July 2023 RESOLVED Ref 2023/041 from action plan, (ORA2023/011) Improvements to a section Danygraig Road. The Clerk to add to the next agenda of the ORA committee to follow up and to request an update from Cllr Turner.	Add to next ORA agenda. Clerk to contact Cllr Turner RE progress.		

Appendix 3

Quotations to fell trees on Meadow Rise open space and trees on Bridgend Road allotment site.

Following a tree survey carried out in February 2023 Council has resolved the following:

2023/080

RESOLVED

For the Clerk to obtain quotations for the carrying out of the work recommended in the Tree surveys.

Note: During the contractor's inspection of the area another tree was identified which in his opinion was felt to be in a dangerous condition, the branches of this tree overhand the public highway.

Council has also resolved the following:

2023/142

RESOLVED

ORA2023/043 Felling a tree on Bridgend Road allotments

That the Clerk obtain a price to fell the tree and obtains consent from the owner of the adjacent property

Note: During the contractor's inspection of the area, it was identified that the plot adjacent also has a number of similar trees shading part of the allotment (shown below) and the tenant of that plot expressed a wish to have the trees felled.



The contractor's quotation is shown below to carry out all this work.

Note: The Clerk advises that whilst only 1 quotation has been obtained, the specialist nature of the work satisfies the requirements of the Council's financial regulations under regulation 11.2 a) ii).

Officer's Recommendation (Motions).

Motion

To accept the quote from Miskin Tree Services to carry out work identified in the tree survey in February 2023 and to fell the extra tree identified that overhang the public highway.

To accept the quote from Miskin Tree services to carry out the work identified to fell and to cap the tree on Pam Evan's allotment plot and to fell and cap the trees on the adjacent plot.

To authorise the proper officers to engage Miskin tree services and spend up to £2,000 which includes a £100 contingency for any unforeseen extra ancillary costs.

Miskin Tree service

Nick Evans

Ty Ni 16 Hensol Rd

Miskin

CF728JT

Tel 07977098091



Quote for tree work at the allotments Bridgend road Llanharan

02/08/23

- Remove hornbeam tree from allotment
- Chip brash
- Clean up
- Cap trees
- Cut down hazel trees and cap

Pams plot	£350.00
Hazel on adjacent plot	£250.00
Caps	£100.00

Total £700.00

No Vat involved

All work complies with Bs39982010

Trees are living organisms and their physiological and structural condition can change rapidly in response to different factors. They also have the potential to fail structurally without displaying previously observable symptoms. Any management recommendations in this visual are of a preliminary nature and relate to current trees context. Further physical alterations to trees locations conditions have the potential to change the findings.

Nicholas Evans and team

NPTC trained Arborist and Aerial pruning specialists.

LANTRA tree survey and inspection trained

Kind regards

Nick Evans & Team

Miskin Tree service

Nick Evans

Ty Ni 16 Hensol Rd

Miskin

CF728JT

Tel 07977098091



Quote for tree work at the Gelli Fedie road junction and play area report Group 271

02/08/23

- Fell trees with orange crosses on report
- Use cherry picker to remove the dead standing ash that has detreated to dead standing since report (cherry picker needed because the tree is dead and top can break off and crush the person felling)
- Remove dead branches from trees marked with orange dots
- Chip brash
- Clean up
- Use traffic signs and cones when working on the road

Remove dead ash tree on the road opposite the care home not on report (assessed as dangerous during inspection).

Total £1200.00

No Vat involved

All work complies with Bs39982010

Trees are living organisms and their physiological and structural condition can change rapidly in response to different factors. They also have the potential to fail structurally without displaying previously observable symptoms. Any management recommendations in this visual are of a preliminary nature and relate to current trees context. Further physical alterations to trees locations conditions have the potential to change the findings.

Nicholas Evans and team

NPTC trained Arborist and Aerial pruning specialists.

LANTRA tree survey and inspection trained

Kind regards

Nick Evans & Team

Appendix 5

Proposed public consultation regarding the potential purchase and placement of Hamlet/Ward gateway signage.

Council has previously resolved the following:

RESOLVED

ORA2023/007 Stone hamlet/ward gateways

That the Clerk design a draft public consultation to garner ideas for the location and/or design of hamlet/ward gateways in the community and for the draft to be presented to the ORA Committee for approval.

(Hold until after CIL consultation. To be added to Sept 23 ORA agenda).

Principles of public consultation to be agreed

The Clerk recommends that before a public consultation takes place, Council first decides on the following:

- The style/type/designs of gateway signage it would consider (eg Stone, picket fence etc...). These may be different for each location.
- The locations it would propose to place gateway signage.
- A budget for the project. (Based on the information provided from the previous two questions).

For the public consultation to then ask the following questions:

- *Would you consider this project and the proposed budget a suitable use of the Council's CIL funds?*
- *Do you consider the proposed initial designs to be in keeping and acceptable?*
- *Do you consider the proposed locations to be appropriate.*

Appendix 6

Llanharan Community Council

Working Group – Brynna Woods NR problems with Eco Houses development

Notes from meeting on site 3rd August 2023
(Clerk's note: Drawn up by Cllr Mark Steer)

Present:

Peter Mills Eco Houses development

Cllr Mark Steer

Cllr. David Evans

Cllr. Helen Donnan

Jason Bragg RCT RoW Department

Peter Mills advised that parking for up to 20 contractors' vehicles is now being rented from Whitehills. There are signs prohibiting contractors parking on site and this is being enforced. Peter Mills acknowledged the problem with 1 contractor blocking the start of the Bridle Way PSM 40 off of the lane opposite Whitehills – the contractor has been spoken to. He also acknowledged the need to keep the route into Brynna Woods NR to be kept clear for WTSWW and emergency vehicle access.

The heras fencing on the first section that was encroaching on to the Bridleway has been moved back. An old steel girder protruding from the path will be removed. Also the rough rubble surface will be covered with small stone to provide a better surface.

Signage on The Green to advise future residents that a Bridleway is present will be addressed in due course.

In general the problems seem to be being taken seriously and measures are being taken to alleviate them. The situation will continue to be monitored by Mark Steer and Helen Donnan.

The start of the currently used route of the Bridleway does not follow the official route out on to the roadway – The Green. Jason Bragg will follow up with details from the Definitive Map and Notes. Jason advised that there are 2 possible ways forward – for the developers to apply for a diversion order or to follow the correct route. Further discussion will be necessary.

Mark Steer 3rd August 2023

Note: addendum showing corresponance from email sent to Mr Mills by Cllr Mark Steer 27th Sept 2023

Dear Peter,

Following our meeting on 3rd August 2023 I have been monitoring the situation with regard to this bridleway (PSM40).

This morning the entrance off the lane opposite Whitehills pub was severely restricted by heras fencing. Also the iron girder is still protruding.

I am attaching photos.

I would appreciate if you would address these problems urgently.

Regards,

Cllr. Mark Steer

Appendix 8

Tan y Bryn bridleway (PSM33/3) - fence wire on path and to consider a motion to instruct the Clerk to write to RCTCBC Rights of Way dept to insist that action is taken to compel the landowner to repair the fence that encroaches onto the pathway causing a hazard.

Clerks report

The fence posts have collapsed in places causing the wire stock-fence to become overwhelmed shrubbery causing the fence to collapse into the path.

The barbed wire encroaching onto the pathway has now been removed however reducing the danger to members of the public.

The path remains reduced in width but easily passable by pedestrians. There may however be inadequate width for pedestrians and horses to pass each other.



Motion:T

o instruct the Clerk to write to RCTCBC Rights of Way dept to insist that action is taken to compel the landowner to repair the fence that encroaches onto the pathway causing a hazard

Appendix 9

Update from RCTCBC on Brynna Woods/Bethlehem View bridleway) PSM40 - anti slip surfacing and to consider a motion to improving the surface without landowner's consent under powers given in Section 62 of the Highways Act 1980.

Council has previously resolved:

2022/050

RESOLVED

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

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.

RCTCBC have indicated that should adequate complaints have been received, the Council has the power to carry out work under Section 62 of the Highways Act 1980.

Motion:

For the Clerk to write to the landowner informing them that it intends to carry out improvement works to the surface of the PROW under section 62 of the highways Act 1980 and for the Clerk to arrange such works within the powers allowed under that act as previously resolved under minute reference 2022/050 but to authorise the spend of up to £550 of CIL funds to allow for any price increases that may have occurred since the original resolution.

Appendix 10

Motion to propose to remove the gates at the approaches to the Meadow Rise play area following the recent resurfacing work.

Following a formal request to Llanmoor homes, the pavement at the entrance to the Meadow Rise open space has now been resurfaced.

Motion:

To remove the swing gates at both ends of the path through the open space to allow better access to pushchairs, wheelchairs etc...

