



## **LLANHARAN COMMUNITY COUNCIL**

**Minutes of the Open Spaces Committee, Rights of Way and Allotments Committee (ORA) held remotely at 7.00pm on Tuesday 4th June 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, Will Thomas, Helen Donnan.

**Clerk to the Council:** Leigh Smith

**Deputy clerk/RFO:** Lisa Phillips

Two members of the public.

**Apologies received:** Olie Wicks

**Absent:** None

**ORA2024/031 Welcome, introductions, and apologies for absence**

The Chair welcomed everyone to the meeting.

Apologies were received from Olie Wicks.

**ORA2024/032 Disclosures of Interests**

None.

**ORA2024/033 Public speaking slot**

Two members of the public spoke regarding agenda item 16.

**ORA2024/034 Minutes**

**RESOLVED**

The minutes of the ORA Committee meeting held remotely on 2<sup>nd</sup> April 2024 at were approved as a true and accurate record of the meeting.



### **ORA2024/035 Correspondence**

Noted

### **ORA2024/036 ORA Action plan**

Noted

### **ORA2024/037 Summer planting of seeding/bulbs on sections of 'New Road' (A473). Referred to ORA by the Community Engagement Committee.**

#### ***RECOMMENDED***

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 land owner. The Clerk to ensure the land owner/local authority consents not to mow the areas where planting takes place in future.

### **ORA2024/038 Placement of a bench at Meadow Rise.**

#### ***RECOMMENDED***

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.

### **ORA2024/039 Registration of poultry and pigeons from 1st October 2024**

This matter was deferred to a future meeting.



### **ORA2024/040 Bird boxes at the Meadow Rise open space**

#### ***RECOMMENDED***

To place a number of freely obtained bird boxes at the Meadow Rise open space at appropriate locations.

### **ORA2024/041 Update from the Walking Route Leaflets Working Group** Noted.

### **ORA2024/042 Update on Tan-y-bryn Bridleway wire and encroaching vegetation** Noted.

### **ORA2024/043 Update on potential specification for southern barriers at Meadow rise open space.** Noted.

### **ORA2024/044 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 two agenda items, disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

### **ORA2024/045 Action plan regarding the ongoing upkeep of an allotment plot on Jubilee Street site and to consider next steps**

#### ***RECOMMENDED***

For the Clerk to continue to monitor progress on a monthly basis regarding cultivation and attendance on the plot.



**ORA2024/046 Potential eviction of allotment plot-holders following the expiry of previously issued 3-month improvement notices and non-payment of allotment fees as detailed in the confidential report provided.**

**a) RECOMMENDED**

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, 4<sup>th</sup> June 2024). Under the terms expressed in the warning letters and under the following terms of the tenancy agreement:

*1. Rent*

*(a) The first instalment of the annual rent is due on 1st of January each year whether demanded or not and tenants may pay quarterly if they so wish. If a tenant wishes to pay quarterly they must make the Officers of the Council aware and agree on which dates they intend to make quarterly payments.*

*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.*

For the Clerk to write to the plot-holders informing them of the eviction recommendation of the committee along with details of the appeals process and timelines.



**b) RECOMMENDED**

Regarding the plot holder currently occupying Bridgend Road plot 35 named in the confidential paper presented to the ORA Committee (Appendix 10, 4<sup>th</sup> June 2024). To defer any decision regarding eviction and to re-inspect the plot prior to the next scheduled ORA Committee meeting scheduled for 30<sup>th</sup> 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 in terms of active cultivation of the plot and /or to request a cultivation plan from the plot-holder against which they can be monitored.

**c) RECOMMENDED**

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, 4<sup>th</sup> June 2024) under the terms expressed in the warning letters and 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.*

And in line with the following clause:

*12. Termination of Tenancy*

*c)*

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

With the following caveat:

\*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. If evidence cannot be provided by the end of June 2024, then notice of eviction be issued along with the right to appeal.



**ORA2024/047 Urgent items for information or items suggested to the Clerk for future agenda.**

None

**There being no further business the meeting closed at 8.55pm.**

The next meeting is scheduled for 30<sup>th</sup> July 2024

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 2<sup>nd</sup> April 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, Will Thomas, Tracy Allen, Helen Donnan.

**Clerk to the Council:** Leigh Smith  
**Deputy clerk/RFO:** Lisa Phillips

**Apologies received:** None

**Absent:** None

**ORA2024/013 Welcome, introductions, and apologies for absence**  
The Chair welcomed everyone to the meeting.

**ORA2024/014 Disclosures of Interests**  
Councillor Neil Feist declared a personal interest with regards to allotments being a tenant on a Community Council allotment site.

**ORA2024/015 Public speaking slot**  
None

**ORA2024/016 Minutes**

***RESOLVED***

The minutes of the ORA Committee meeting held remotely on 6<sup>th</sup> February 2024 at 7.00pm were approved as a true and accurate record of the meeting.



**ORA2024/017 Correspondence**

Noted

**ORA2024/018 ORA Action plan**

Noted

**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**

***RECOMMENDED***

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, 2<sup>nd</sup> April 2024).

**ORA2024/020 Verbal update regarding arrangements to prevent cars mounting the pavement at the junction of Hillside Avenue and the Square.**

Noted

**ORA2024/021 Report on allotment tenancy renewals and fee collection.**

Noted

**ORA2024/022 Report on notices and issued to allotment plot-holders.**

Noted

**ORA2024/023 Draft appeals procedure in the case of an eviction decision.**

***RECOMMENDED***

To adopt the appeals procedure for allotment evictions as Council policy as presented to the ORA Committee (Appendix 6, 2<sup>nd</sup> April 2024).

**ORA2024/024 Review of action plan and communication with plot-holder regarding the ongoing upkeep of an allotment plot.**

Noted





**ORA2024/025 Verbal update on efforts to improve the surface of the lane at Danygraig road.**

Noted.

**ORA2024/026 Verbal update on the condition of the footpath adjacent to Llanharan Cemetery. Specifically the southern end of PSM53/2.**

Noted.

**ORA2024/027 Update on a diversion order relating to PSM40 at the Western end of Brynna Woods near the Eco houses.**

Noted.

**ORA2024/028 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.

**ORA2024/029 Eviction of allotment plot-holders for non-payment of allotment fees for 2024.**

***RECOMMENDED***

To issue 1 months' notice of eviction and to evict the 2 plot-holders named in the confidential paper presented to the ORA Committee (Appendix 9, 2<sup>nd</sup> April 2024) on the grounds of non-payment of rent. Rent being due on the 1st January 2024. Under the terms expressed in the warning letters and under the following terms of the tenancy agreement:



## **1. Rent**

- (a) The first instalment of the annual rent is due on 1<sup>st</sup> of January each year whether demanded or not and tenants may pay quarterly if they so wish. If a tenant wishes to pay quarterly they must make the Officers of the Council aware and agree on which dates they intend to make quarterly payments.

## **12. Termination**

- 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.

For the Clerk to write to the plot-holders informing them of the recommendation of the committee along with details of any appeals process or procedure that may be in place.

**ORA2024/030 Urgent items for information or items suggested to the Clerk for future agenda.**

None

**There being no further business the meeting closed at 8.20pm.**

**The next meeting scheduled to be determined at the Annual meeting in May.**

Councillor Mark Steer  
Chair of the ORA Committee

**From:** [The Clerk / Project Officer](#)  
**To:** [zion545](#) | [REDACTED] Dan y Graig Road to Argoed Avenue.  
**Date:** 29 May 2024 18:56:00

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Hi [REDACTED]

I cant find any resolution relating to this im afraid.

Council did resolve this in April 2021 but it relates to facilitating applications for footpaths:

*Assisting members of the public who wish to register footpaths as a Public Right of Way'. Be altered to the following:*

- i) Members of the public to collect all witness statements and evidence required and to complete the relevant evidence forms accordingly.*
- ii) The Community Council (previously Members of the public) to complete 'Certificate 1' (Application for a DMMO).*
- iii) The Community Council will check that all evidence paperwork and Certificate 1 is in order.*
- iv) The Community Council will complete 'Certificate 2' (To certify that the requirements of paragraph 2 of schedule 14 to the Wildlife Countryside Act 1981 have been complied with. ie Landowners have been contacted and served with a 'Certificate 3' notice or alternative).*
- v) In order to comply, The Community Council will carry out land registry searches and other investigations in order to identify land owners).*
- vi) The Community Council will complete 'Certificate 3' (Notice of DMMO application) and provide this document to landowners.*
- vii) The Community Council will submit the application to the Local Authority.*

In order to get this onto the agenda to be considered by Council you would need a councillor to request it be put onto the agenda.

They would need to be prepared to propose the motion and provide the information required for a paper.

Best regards

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

**Tel: 01443 231430 / 07769 266675**

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

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**From:** [REDACTED]  
**Sent:** Tuesday, May 21, 2024 2:49 PM  
**To:** The Clerk / Project Officer <project@llanharan-cc.gov.wales>  
**Subject:** RE: DMMO Dan y Graig Road to Argoed Avenue.

Hi Lee,

Thank you for your reply.

It would have been before Covid, so I'm guessing 2020, which seems a long time ago!

If you can not find the details, please could you ask about it with a view to persuing the matter now?

Many thanks and kind regards,

[REDACTED]

Sent from my Galaxy

----- Original message -----

**From:** The Clerk / Project Officer <[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)>  
**Date:** 21/05/2024 10:01 am (GMT+00:00)  
**To:** [REDACTED]  
**Subject:** RE: DMMO Dan y Graig Road to Argoed Avenue.

Hi [REDACTED]

Lovely to see you, its been a while !

Do you know roughly when the resolution was passed?

I've found this one but I don't think this is it as it relates to footpaths.

## **2021/007 RESOLVED**

Approved subject to alterations being applied as set out in paper Appendix 2a presented to the Council as below:

Assisting members of the public who wish to register footpaths as a Public Right of Way'. Be altered to the following: i) Members of the public to collect all witness statements and evidence required and to complete the relevant evidence forms accordingly. ii) The Community Council (previously Members of the public) to complete 'Certificate 1' (Application for a DMMO). iii) The Community Council will check that all evidence paperwork and Certificate 1 is in order. iv) The Community Council will complete 'Certificate 2' (To certify that the requirements of paragraph 2 of schedule 14 to the Wildlife Countryside Act 1981 have been complied with. ie Landowners have been contacted and served with a 'Certificate 3' notice or alternative). v) In order to comply, The Community Council will carry out land registry searches and other investigations in order to identify land owners). vi) The Community Council will complete 'Certificate 3' (Notice of DMMO application) and provide this document to landowners. vii) The Community Council will submit the application to the Local Authority.

Thanks

Leigh

**Leigh Smith**

**Clerk to the Council.**

**Llanharan Community Council**

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

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

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**Tel: 01443 231430 / 07769 266675**

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

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**From:** [REDACTED]

**Sent:** Monday, May 20, 2024 2:01 PM

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

**Subject:** DMMO Dan y Graig Road to Argoed Avenue.

Hello Lee,

It was good to speak to you recently.

Please could you ask the community council if they are happy to proceed with the above DMMO if [REDACTED] and I provide you with several evidence forms?

The matter was discussed some years ago and it was agreed that if the community council were provided with evidence forms, it would proceed with the application.

This will be written in the minutes.

Unfortunately, Covid then hit and the subject was never taken forward.

This is an important issue as horse-riders currently use the path and have done historically for several decades. If the land was sold, this path could be blocked.

Without the DMMO,

horse-riders, cyclists and walkers would have to go to Llanharan Square and turn left by the High Corner, which is a dangerous route.

On behalf of several local residents, I thank you for your help in this matter.

Kind regards,

[REDACTED]



## Llanharan Community Council - 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
2022/155	22.7.2022	Full council	ORA	RESOLVED 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.			
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
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.		LS
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 ORA2023/038 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. Locations approved RCTCBC Nov 23. Matter to be referred to the CIL Committee.		
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 gat and consent from landowner.		
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.		
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		LS
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.		



2024/038	16.02.2024	Full Council	ORA	<p>(ORA2024/008) Quotations for 4 addition benches to be fitted from Bryncae to 'the square'</p> <p>To authorise officers to purchase 3 x NBB benches as per option 1 in blue (Product code PBE09) at a price of £355 each plus a fitting cost if required of £385 per bench. A total of £2,220. Plus a contingency of £180 giving a total of £2,400.</p> <p>This matter to be referred to the CIL Committee for consideration of CIL funds in the first instance. Otherwise, funds to be taken from general funds and using general reserves where necessary.</p> <p>Final precise locations of the benches to be specified by the Clerk in consultation with Cllrs Will Thomas and Mark Steer.</p>	<p>Agree precise locations with Cllrs Steer and Thomas, then purchase and fit. On agenda of CIL March 24 CIL approved. Order placed 13.3.24 Bench cost increased to £415 each but all still within contingency. Deleivery date expected 25.3.24 2 of 3 fitted.</p>		LS
2024/038	16.02.2024	Full Council	ORA	<p>(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</p> <p>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.</p>	<p>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.</p>		LS


## Appendix 4

To consider summer planting of seeding/bulbs on sections of 'New Road' (A473). Referred to ORA by the Community Engagement Committee

Note: Planters are already resolved for Summer 2025

Suggestions for daffodils and/or wildflowers shown in the following drawings (Provided by Cllr Andrea James).

Key:

	PLANTER		WILDFLOWERS		DAFFS
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A473 – TRENOS GARDENS – 1 x Planter, shown to East of Bus shelter, but go either side. Either daffodils or wildflowers along the current green verge. Flowers along the verges to & past Dolau School would look good??? Not sure RCT grass-cutters would thank us though.





A473 – MAES HEDD – 1 x Planter as shown. Either Daffodils or wildflowers on the green around the planter.



A473 – Planters for the 'WELCOME TO....' SIGNS AT Bryncae & Llanitid  
Daffodils and wildflowers around the planter.

Options:

1 – To recommend the motion as per the the drawings attached (Allowing the grounds-person some practical leeway to make minor alterations depending on ground conditions).

2 – To amend the motion to recommend some other arrangement of flowers.

3 – To reject the motion

4 – Some other option not listed here.

## Appendix 5

### To consider a motion to place a bench at Meadow Rise.

Motion submitted by Cllr Robert Smith

Proposal to site a bench adjacent to the area of green space on Meadow Rise on an existing concrete pad and facing the road. The street being very steep, a bench would provide a welcome refuge for those who need it. 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. (pending decision regarding bench type and costs).







## Costs

- Selection of bench (See quotations and recommendation below) plus a 10% contingency.
- Fitting costs of £385

### **Bench quotations (Based on recycled plastic and 2 seater)**

Option 1 – NBB £405

[Home](#) » [Benches and Seating](#) » [Benches and Seats](#) » [Park Seat with Back](#)

#### Park Seat with Back

Classic park seat design with elegant moulded legs, available in 3 standard sizes to comfortably seat 2-4 people per bench

Description	Specifications	Colours
<ul style="list-style-type: none"><li>• Ideal for any outdoor seating area or lunch and break areas</li><li>• Manufactured from 100% recycled plastic</li><li>• Built to last and completely maintenance-free for 25 years</li><li>• Attractive woodgrain effect available in a range of colours</li><li>• Does not splinter and is resistant to insects &amp; bacteria</li><li>• Strong, durable and wear resistant &amp; will not rot</li><li>• Option to add <a href="#">engraving</a> or <a href="#">plaques</a> to create a commemorative bench</li><li>• Will not break, even in extremely hot or cold conditions</li><li>• Delivered fully assembled</li><li>• Further to our 25 year guarantee, we also offer replacement parts for all our standard furniture products should they become damaged. For more information on what is available, <a href="#">click here</a></li><li>• Please note that the 1200mm length has two legs, whilst 1500mm and 2000mm have three legs</li><li>• <b>Free Delivery to all UK Mainland* addresses</b></li></ul>		

★★★★★ 5 reviews ▾





Product Code	Description	Size	Dimensions	Capacity	Leg Colour	Colour	Each	
							1+	Quantity
RFPBE15	Park Bench with Back	Small	H830 x W1200 x D640mm	2 Person	Brown	Black	£395.00	0
RFPBE10	Park Bench with Back	Small	H830 x W1200 x D640mm	2 Person	Brown	Blue	£405.00	0

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Product Code	Description	Size	Dimensions	Capacity	Leg Colour	Colour	Each	
							1+	Quantity
RFPBE17	Park Bench with Back	Medium	H830 x W1500 x D640mm	3 Person	Brown	Black	£560.00	0
RFPBE12	Park Bench with Back	Medium	H830 x W1500 x D640mm	3 Person	Brown	Blue	£580.00	0

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Product Code	Description	Size	Dimensions	Capacity	Leg Colour	Colour	Each	
							1+	Quantity
RFPBE19	Park Bench with Back	Large	H830 x W2000 x D640mm	4 Person	Brown	Black	£630.00	0
RFPBE14	Park Bench with Back	Large	H830 x W2000 x D640mm	4 Person	Brown	Blue	£640.00	0

[Add to Basket](#)

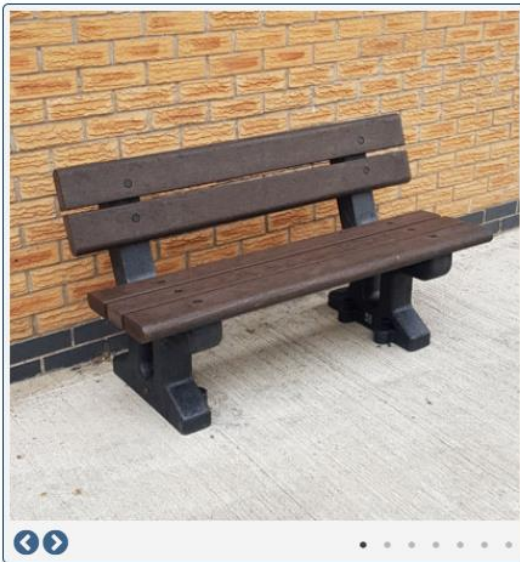
Option 2 - £477.52

### Duo Phoenix® Seat

Compact Model for Two People



This cost-effective solution to outdoor public seating is environmentally friendly and made from recycled materials. The Duo Phoenix Seat is a compact version of the standard Phoenix Recycled Material Seat, which **comfortably seats two people**. Weather and vandal resistant, it is ideal for parks, community areas, shopping centres, and pavements.



**£477.52**

excluding VAT

£573.02 inc. VAT

Includes free delivery\*

[Add to Basket](#)

[How can I pay?](#)

[How can I get a quote?](#)

[Quick Quote](#)

Please note: this is a shorter, compact version of the original Glasdon Phoenix® Seat.

Quantity:

- 1 +

Fixing:

Concrete surface fixing bolts +£0.00

Supplied as:

Flat-pack form +£0.00

2 Arm rests +£60.59

Slats:

Black Enviropol Material +£0.00

Tamper-resistant fixing covers:

-- Not required --

Memorial Plaque:

-- Not required --

Option 3 - £402.50



**1.8 metre Moulded seat – Part of our 'Sustainable' collection**

- Beautifully crafted from weather-proof recycled plastic, this moulded seat is an ideal, durable all weather addition to your outdoor decor. Providing additional seating for your outdoor areas, this seat is both practical and attractive all year round.
- Dimensions: 1800mm long x 800mm high, seat height 475mm, depth 360mm.
- Weight = 90kg
- This black seat is delivered semi assembled
- Memorial options include engraved brass, stainless steel or aluminium plaques or cast bronze plaque, supplied with security screws for you to place where you want to on the bench. Please note – plaque will arrive separately

## Moulded Seat, 1.8m, in Black Recycled Plastic

Popular Product Choice by: [Councils - Most Popular Products](#) | [Holiday Parks](#) | [Schools](#)

Price Includes Mainland UK Delivery.

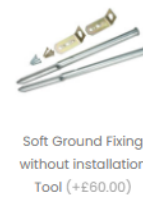
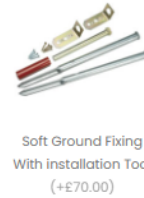
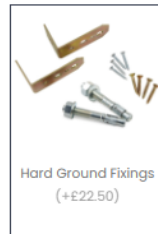
Please choose colour and other options below (if applicable).

\*\* Bulk Pricing Available \*\* See below for details, or contact us.

Contact us for your free no-obligation quote – our team are happy to help. Email: [admin@kbsdepot.com](mailto:admin@kbsdepot.com) or call: **01366 310 500**

Engraved Slats \*

Ground Fixings (Select if required)



Engraved Plaques

**Product total**

**Options total**

**Grand total**

**£380.00**  
**£22.50**  
**£402.50**

### Officer recommendation on bench selection

Given the prices of option 1 and option 3 are very similar. The Clerk recommends option 1. Option 1 are of known quality and come in blue, being the standard bench that the council usually purchases. Request a 10% contingency.

A fitting cost of £385 would also be necessary.

Giving a total cost of £790.

Decisions:

To accept, amend or reject the motion.

To select a bench option (if required) and approve costs.

## Appendix 6

Press release

# New measures to help protect poultry industry from bird flu

New registration requirements for bird keepers in Great Britain - all bird keepers must register their birds and update records annually.

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From: [Department for Environment, Food & Rural Affairs](#), [The Scottish Government](#) and [Welsh Government](#)

Published 19 March 2024

Last updated 19 March 2024 — [See all updates](#)



**Christine Middlemiss, UK Chief Veterinary Officer said:**

“These new rules will enable us to have a full picture of the number and location of birds kept across Great Britain, making it easier to track and manage the spread of avian disease.

“This information will be vital in helping to inform future risk assessments and maintain our commitment to continually building our extensive avian influenza research portfolio.”

**Sheila Voas, CVO Scotland said:**

“These changes to bird registration are a necessary step to help protect the health of kept birds and the general public from future avian disease risks.”

“We have faced challenges during previous outbreaks in clearly communicating the changes in both risk and mandatory biosecurity requirements to bird keepers, particularly smallholders and backyard keepers. This approach will enable us all to be better prepared and protected against a future pandemic.”

**Richard Irvine, CVO Wales said:**

“The new registration requirements will make it easier for bird keepers and government to work together to track and control the spread of notifiable avian diseases in Wales. APHA will also be able to contact bird keepers if there’s a notifiable disease outbreak in their area, for example bird flu, which in turn will help prevent the spread of disease and protect flocks.

“It is important to remember that scrupulous hygiene and biosecurity remain essential to protect flocks from the threat of disease.

“Bird keepers have worked hard to protect their birds from the risks of avian influenza and I want to thank them for their continued efforts.”

**Richard Griffiths, BPC Chief Executive, said:**

“New registration requirements are a good step towards supporting birdkeepers and Government to collaborate seamlessly to combat disease spread. Timely communication ensures all birdkeepers receive important updates and stay informed, amplifying efforts to work together to track and control the spread of avian influenza. Alongside stringent biosecurity measures, registration is another tool in the toolbox to safeguard bird health.”

This proposal [follows a 2023 GB consultation](#) and takes forward the recommendation from the [2018 Dame Glenys Stacey Review](#) and lessons identified from the 2021/2022 highly pathogenic avian influenza (HPAI) H5N1 outbreak and previous HPAI outbreaks. This change to bird registration is required in order to protect the health of all poultry and other captive birds in GB and also public health.

Bird keepers will need to provide information, including their contact details, the location where birds are kept and details of the birds (species, number and what they are kept for).

Bird keepers will need to provide information, including their contact details, the location where birds are kept and details of the birds (species, number and what they are kept for).

In England and Wales keepers are encouraged to register their birds ahead of the legal deadline on 1 October 2024. In Scotland, keepers should register from 1 September 2024 when there will be a new Scottish Kept Bird Register in place.

The new rules cover owners of backyard flocks, birds of prey and pigeon fanciers, but do not affect caged pet birds (excluding any poultry species) kept entirely inside a domestic dwelling, such as a parrot, canary or budgie, which never leaves the property other than to visit a vet or another short-term period.

The requirements will be set out in legislation shortly and keepers will also be legally required to update their information on an annual basis.

Further information on the registration of birds can be found on [GOV.UK](https://www.gov.uk), [gov.scot](https://www.gov.scot) and [gov.wales](https://www.gov.wales).

## Appendix 7

**From:** [Mark Steer](#)  
**To:** [The Clerk / Project Officer](#)  
**Subject:** Fw: Footpath barriers - chicane, bollards, gates and stiles  
**Date:** 16 May 2024 06:54:22

---

Hi Leigh,  
Information on potential barriers for Meadow Rise Amenity area. I haven't had time to look...  
Regards,  
Mark

---

**From:** Bragg, Jason <[REDACTED]>  
**Sent:** 15 May 2024 11:09  
**To:** Mark Steer <[REDACTED]>  
**Subject:** Footpath barriers - chicane, bollards, gates and stiles

Hi Mark,

The metal hoops or pedestrian guard railing could be staggered to form a chicane style barrier.

[Footpath Barrier - Centrewire](#)  
[Standard Pedestrian Guardrail | Fencing Direct | Steel Railing Supplier | Security Fencing | Fencing Suppliers \(fencing-direct.co.uk\)](#)

Alternatively you could install a bollard in the centre of the path if the width allows.

The recommended minimum gap for a footpath is 1.1m as set out by standard BS 5709:2018 Gaps, gates and stiles.

In terms of ordering stiles, hoops and self-closing gates, we have some in stock so potentially you purchase them from us and avoid the steep delivery charge.

Thanks,

Jason

*Jason Bragg*

Swyddog Cefn Gwlad a Hawliau Tramwy | Countryside & Rights of Way Officer  
Adran Cefn Gwlad | Countryside Section  
[jason.bragg@\[REDACTED\]](mailto:jason.bragg@[REDACTED])

**Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi. Rhowch wybod inni beth yw'ch dewis iaith e.e Cymraeg neu'n ddwyieithog.**

**We welcome correspondence in Welsh and corresponding with us in Welsh will not lead to a delay. Let us know your language choice if Welsh or bilingual.**

**Os gwelwch yn dda ystyried eich cyfrifoldeb amgylcheddol. Cyn argraffu yr e-bost neu unrhyw ddogfen arall, gofynnwch i chi'ch hun a ydych angen copi caled.**

**Please consider your environmental responsibility. Before printing this e-mail or any other document, ask yourself whether you need a hard copy.**



# Footpath Barrier

## Product Finder

Bridle Gates

Pedestrian and Mobility Access Gates

Kissing Gates

2 in 1 Combination Gates

Barriers

Timber Products

Stiles

Hinges and Latches

Recycled Plastics

Estate Fencing

Bollards



Overview

Product Codes

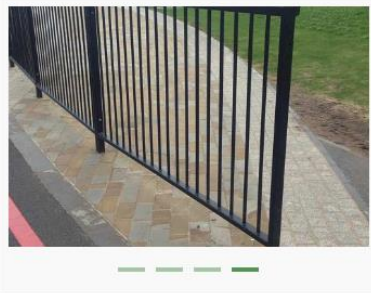
Downloads

◦ **F010 2035 10** - FOOTPATH BARRIER GALVANISED- £85.00

Add to Wishlist >



# Standard Pedestrian Guardrail



## Standard Pedestrian Guardrail

Product code: #1000PED----S----

Home / Railings & Guardrails / Pedestrian Guardrail / Standard Pedestrian Guardrail

### Size and colour

Select Panel Length... [dropdown arrow]

Select Panel Colour... [dropdown arrow]

£43.53 exc VAT

Qty 1 [input field]

Add to Basket

- 25 or more and get 10.00% off per unit
- 50 or more and get 15.00% off per unit
- 75 or more and get 20.00% off per unit
- 100 or more and get 25.00% off per unit
- Discount is applied at checkout