



LLANHARAN COMMUNITY COUNCIL

Minutes of the Open Spaces Committee, Rights of Way and Allotments Committee (ORA) held remotely at 7.00pm on Tuesday 2nd 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 6th 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, 2nd 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, 2nd 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, 2nd 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 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.

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



LLANHARAN COMMUNITY COUNCIL

Minutes of the Open Spaces Committee, Rights of Way and Allotments Committee (ORA) held remotely at 7.00pm on Tuesday 6th February 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.
Co-opted member: Olie Wicks

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

Apologies received: Cllr Helen Donnan.

Absent: None

ORA2024/001 Welcome, introductions, and apologies for absence
The Chair welcomed everyone to the meeting.

RESOLVED

To accept Councillor Helen Donnan's reason for absence proffered with their apology as a valid reason for absence.

ORA2024/002 Disclosures of Interests

Councillor Neil Feist declared a personal interest with regards to agenda item 10 being a member of cycling UK.

ORA2024/003 Public speaking slot

None



ORA2024/004 Minutes

RESOLVED

The minutes of the ORA Committee meeting held remotely on 7th December 2023 at 7.00pm were approved as a true and accurate record of the meeting.

ORA2024/005 ORA Action plan

Noted

ORA2024/006 Update on progress regards replacing a gate and way-marker on RAN4/1 and RAN3/2

Noted

ORA2024/007 Update on efforts to improve the surface of the lane at Danygraig road.

Noted

ORA2024/008 Quotations for 4 addition benches to be fitted from Bryncae to 'the square'

RECOMMENDED

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.

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.

Final precise locations of the benches to be specified by the Clerk in consultation with Cllrs Will Thomas and Mark Steer.



ORA2024/009 Arrangements to prevent cars mounting the pavement at the junction of Hillside Avenue and the Square.

RECOMMENDED

For the Clerk to engage with RCTCBC highways regarding permission to provide an appropriate and acceptable method of preventing vehicles from mounting the pavement given concerns over affecting sightlines for vehicles exiting Talyfarn Road and the junction from Hillside Avenue,

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

RECOMMENDED

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.

ORA2024/011 Update on the condition of the footpath adjacent to Llanharan Cemetery. Specifically the southern end of PSM53/2.

Noted

ORA2024/012 Urgent items for information or items suggested to the Clerk for future agenda.

None

There being no further business the meeting closed at 7.50pm.

The next meeting scheduled to be held 2nd April 2024

Councillor Mark Steer
Chair of the ORA Committee

From: [The Clerk / Project Officer](#)
To: [REDACTED]
Cc: [Office](#)
Subject: RE: Request for Exemption from Allotment Chicken Limit
Date: 25 March 2024 12:45:00

Good morning,

I will include your email as correspondence for the committee for our next ORA Committee meeting on 6th April at 7pm via Zoom.

If you wish to attend to address the committee meeting you may do so. Let me know and I can send you the joining details (all meetings are online).

It is important that you return your signed tenancy agreement and animal register and have paid allotment subs (or at least a quarter of the annual fee) prior to the end of March 2024.

Should you fail to do so then your tenancy may be at risk.

Best regards

Leigh Smith

Clerk to the Council.

Llanharan Community Council

Clerk@llanharan-cc.gov.wales

project@llanharan-cc.gov.wales

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: Friday, March 22, 2024 7:10 PM
To: Mark Steer <Mark.Steer@llanharan-cc.gov.wales>; Helen Donnan <helen.donnan@llanharan-cc.gov.wales>; neil.feist@btinternet.com; Will T <will.thomas@llanharan-cc.gov.wales>; Tracy Allen <Tracy.Allen@llanharan-cc.gov.wales>; The Clerk <clerk@llanharan-cc.gov.wales>
Subject: Request for Exemption from Allotment Chicken Limit

Dear Allotment Committee,

I hope this email finds you well. I am writing to address a matter regarding the number of chickens I currently have on my allotment plot, as stipulated by the tenancy agreement.

As per the agreement, the limit for chickens on the allotment is stated as 6. Presently, I have 11 chickens in my care. However, I would like to provide some context for this discrepancy.

Three of the chickens in my possession are significantly older, ranging from 7 to 9 years old. These birds have been a part of my flock for many years and have essentially become companions, akin to pets. Additionally, two of the chickens are rescues that I couldn't turn away due to their unfortunate circumstances.

Given the advanced age of three of the chickens and the compassionate nature of caring for rescued animals, I am unable to part with them. They have become integral parts of my life and it would be distressing for both them and myself to separate at this stage.

I want to assure the committee that I am fully committed to complying with the regulations. Therefore, I propose the following course of action:

1. I understand that the current number exceeds the limit, but I assure you that once the population decreases due to natural causes, we will not exceed the agreed-upon limit of 6 chickens at any given time.
2. Furthermore, I pledge that once we reach the stipulated limit of 6 chickens, we will refrain from acquiring any more hens until such time that our numbers fall below this threshold again.

It is my sincere hope that the committee will consider my circumstances and grant an exemption in this instance. I am more than willing to discuss this matter further or provide any additional information deemed necessary.

Thank you for your time and understanding. I look forward to your favorable response.

Warm regards,





Llanharan Community Council - ORA 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
2022/050	18.3.22	Full council	ORA	<p>ORA2022/012 Bridleway PSM40/4, approach to Brynna Woods from Bethlehem view.</p> <p>RESOLVED That pending formal approval from the landowners, as described in the accompanying paper, a non-slip surface material be overlaid over the asphalt in a 1.5m wide strip from the joint on the drain cover to the joint in the road. The colour to be chosen by the landowner and approval given to spend £450 from CIL funds for the project with the project to be added to the CIL123 list and Active Project list.</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> <p>Potentially request a letter in pursuance of the above, stating that the CC has received complaints about the suitability of surface for users and will be laying a non-slip material, the CC has been authorised to carry out these works by the Council as the relevant highway authority responsible for the bridleway. Awaiting further resolutions Nov 23 RESOLVED. Clerk obtaining fresh quotations in line with fresh resolution 2023/279 (arising from CIL Committee) and will proceed with the project without further recourse. Budget £1000. Superseded by 2024/038</p>	completed	LS
2022/155	22.7.2022	Full council	ORA	<p>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.</p>			
2022/183	30.9.2022	Full council	ORA	<p>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</p>	Write the action plan.		LS
2022/233	16.12.2022	Full Council	ORA	<p>RESOLVED PSM32/1 near Gellifiedi Road That the Clerk formally write to RCTCBC Rights of Way Officers to request a site meeting to consider PSM31 and PSM32.</p>	<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.</p>		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 recieved 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.Clr Steer carrying out further investigations.		
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. Cllr Steer to meet Terry Evans on site early February 2024. Cllr Steer to pickup.	Completed	
2023/205	22.12.2023	Full Council	ORA	RESOLVED ORA2023/089 Draft 2024 allotment tenancy agreement. To adopt the draft presented as the tenancy agreement for 2024.	To send to all tenants. Due to be sent late Jan 24.	Completed	LS
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.		
2023/205	22.12.2023	Full Council	ORA	RESOLVED ORA2023/098 Placement of addition benches in the Community following the receipt of formal permission from RCTCBC highways department. The matter be referred to the CIL Committee for the consideration of the allocation of CIL funds of up to £4,000 for the purchase and fitting of 3 benches at 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; and that concurrently; The officers of the Council be directed to obtain 3 quotations for the 3 benches, (The contract for the fitting of benches already having been resolved) and these costs be presented to the next ORA Committee to select a quotation and to decide the precise location of the benches. That authority be delegated to the ORA Committee to select a quotation from those provided, authorise the purchase of the benches and the associated fitting costs and to decide the precise location of the benches	Present quotes to ORA. Referred to CIL. CIL funds allocated. Order placed.	Completed	LS
2023/205	22.12.2023	Full Council	ORA	RESOLVED ORA2023/099 Condition of the footpath adjacent to Llanharan Cemetery. Specifically the southern end of PSM53/2. That the Clerk report the condition of the relevant sections of PSM53/2 adjacent to Llanharan cemetery to RCTCBC rights of way department and for the Clerk to write to RCTCBC rights of way to explore options for installing drainage or other options to provide a long term solution for the path.	Engage with Jason Bragg. Emailed Dec 23. Response received. Meeting arranged with ROW and highways engineers Jan 24. Cllr Steer attended will report to ORA.	Completed	LS
2024/038	16.02.2024	Full Council	ORA	(ORA2024/008) Quotations for 4 addition benches to be fitted from Bryncae to 'the square' 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. 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. Final precise locations of the benches to be specified by the Clerk in consultation with Cllrs Will Thomas and Mark Steer.	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		LS
2024/038	16.02.2024	Full Council	ORA	(ORA2024/009) Arrangements to prevent cars mounting the pavement at the junction of Hillside Avenue and the Square. For the Clerk to engage with RCTCBC highways regarding permission to provide an appropriate and acceptable method of preventing vehicles from mounting the pavement given concerns over affecting sightlines for vehicles exiting Talyfarn Road and the junction from Hillside Avenue	Engage RCTCBC highways. Emailed TE 13.3.24. Referred to RCTCBC traffic section by TE. March 24		LS
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.		LS

Appendix 3

To review plans for the installation of staggered barriers to replace the current gate at the western end of the Meadow Rise play area.

Specification received from RCTCBC highways (Terry Evans):

- Minimum clearance required on footway = 1.2m

(eg If footway is 1.8m wide the max barrier width would be 0.6m)

- Distance between barriers not subject to a specification but 2m recommended.

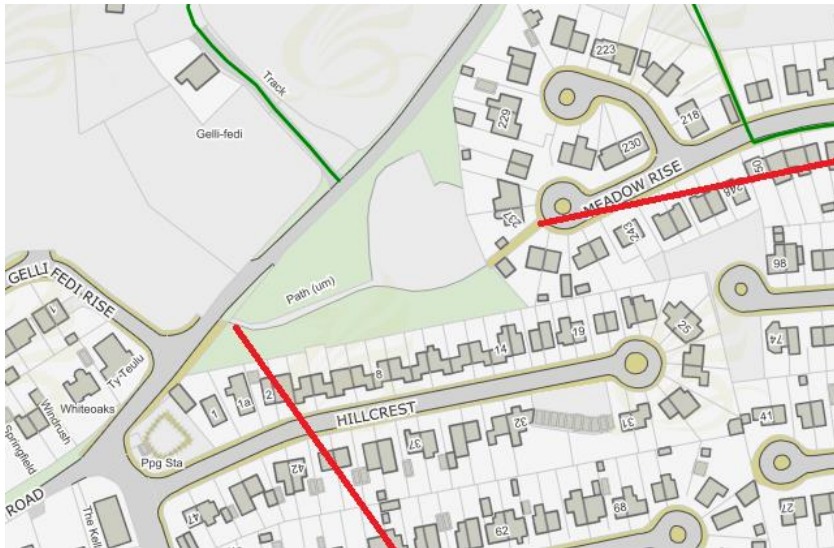
Current plan

Note: This is the document that will be sent to vendors to obtain quotations should the Council wish to proceed on this basis without further amendment.

Next page.

Quotation request

Job description: To replace the current gate at the western entrance of our Meadow Rise open space with staggered gates and to remove the existing small gate (and the supporting pillar) at the eastern entrance the as per the pictures below. And to make good any asphalt.



Remove existing small gate (and supporting pillar) at eastern entrance to Meadow Rise open space.

Pic 2

Replace current gate with staggered barriers at western entrance to Meadow Rise open space.

Pic 1

Pic 1 - Replace current gate at western end with staggered barriers.



Pic 1a – Barrier 1



Pic 1b – Barrier 2



Pic 2 – Remove existing small gate and supporting pillar at eastern end.



Remove gate and pillar

Appendix 4

Allotment payment report and other notices issued

Allotment fees taken so far 2024 = £2,855

Theoretical with full occupancy = £2,916

3 month improvement notices issued to 3 current plot holders in January 2024.

3 month improvement notices issued to 1 plot holder in March 2024.

Improvement action plan issued to 1 plot holder. Inspection due April 2024.

At the time of writing 4 plot holders have yet to pay fees in line with the tenancy agreement.

8 new plot holders have been issued plots since January 2024.

3 ploholders have been asked to remove freshly planted trees being in breach of the tenancy agreements.

Appendix 6

Appeals procedure

Motion – To accept the below appeals procedure for allotment eviction hearings.

1. In the first instance for evictions or other formal hearings regarding plot holders to be heard by the ORA Committee and a vote taken accordingly.
2. Plot holders shall be offered the opportunity to present written submissions to the Committee which shall be taken into consideration. Plot holders shall be offered the opportunity to address the Committee meeting in the normal way as a member of the public but not participate in the item of business which shall normally be considered with the press and public excluded.
3. For the outcomes of those hearings to be communicated to plot-holders ASAP in writing. Including the provision for the plot holder to be able to appeal any decision by writing to the Clerk of the Council within 5 working days of receiving the letter informing them of the outcome. The plot holder must state the reasonable grounds for any appeal.
4. Any appeal to be heard by a panel of any 3 councillors who do not sit on the ORA Committee and have no other interest in the matter. An appeal hearing to be convened and recorded by the Clerk of the Council. The members of the appeal committee to be appointed by the chair of the Council.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

27/2/2024

Dear Mr [REDACTED]

Following our conversation in December 2023 you will be aware that Council rescinded its previous decision to evict you from plot [REDACTED] of the [REDACTED] allotment site. The full wording of that resolution along with the conditions accompanying it is reproduced below.

2023/210 RESOLVED

To rescind a previous resolution of Council, (minute ref 2023/261 to evict a plot-holder from an allotment plot and instead resolving to allow the plot-holder to retain the plot on the following conditions:

- The Clerk draws up an action plan containing specific, achievable and time bound actions to return the plot to an acceptable standard. (This plan to be approved by the Chair of the ORA committee before implementation and updated and formally reviewed by the ORA Committee at each ORA Committee meeting).*
- The Clerk to closely monitor the plot to ensure reasonable attendance and cultivation of the plot for the year 2024 and to ensure that the plot does not lapse back into a state of disrepair.*
- That the plot-holder commits to meeting the Clerk on site monthly at a mutually convenient time but during standard office hours between 9am and 5.30pm so that progress can be reviewed to the satisfaction of the Clerk. The plot holder's attendance at the plot to be monitored so as far as possible to ensure regular attendance and that the plot is being sufficiently cultivated. Should the plot holder miss any of the agreed meeting dates and times, or any deadlines given in the action plan, and/or the non-cultivation of the plot continues to prove unacceptable*

then they understand that an eviction process is likely to be instigated under the relevant terms of the tenancy agreement.

•The Clerk to inform the plot-holder verbally as soon as is practicable and issue a letter to the plot-holder superseding the eviction notice already issued and outlining the terms of this proposal (or any amended proposal) with a legally enforceable warning that failure to comply with any deadlines given in the action plan or failure to reasonably attend and cultivate the plot may lead to an eviction process being instigated. The Clerk to suitably word the letter and carry out all actions within their delegated powers as usual.

This being the case, please find the attached action plan to which you are required to adhere. At this stage the action plan only contains actions designed to bring the plot back to an acceptable standard, it is likely that further actions will be added at a later date. The action plan should be considered the absolute minimum required to bring the plot back to an acceptable condition and is non-negotiable having been approved by the Chair of the ORA committee.

It is important that you take action in line with the action plan to bring the plot back to an acceptable standard and that you adhere to the deadlines given, the deadlines being considered generous and reasonable to achieve the actions detailed in the plan, and the absolute minimum required.

Progress against the action plan will be monitored by the ORA Committee as will future cultivation and apparent attendance at the plot.

I must stress to you in the strongest terms that failure to adhere strictly to the action plan, failure to comply with any deadlines given in the action plan or failure to reasonably attend and cultivate the plot in future may lead to an eviction process being instigated and no further informal warnings will be issued in this regard.

This letter in effect also constitutes notice that improvement to the plot is required in line with the action plan and that there is a requirement to

reasonably cultivate and attend the plot both now and in the future and should you fail to do so your tenancy may be at risk.

If there are any changes or additions to the action plan you will be informed in writing and will be given reasonable time to comply.

In order to review the actions required, myself and the Chair of the ORA Committee will inspect the plot on or around (but not before) 8th April 2024. It would be preferable that you are in attendance when we carry out that inspection.

Therefore I would be grateful if you can indicate your availability to join us in inspecting the plot at some point between 9am and 5.30pm on Monday 8th April, Tuesday 9th April or Wednesday 10th April.

If you can let me know a date and time you will be available during these periods, then I will arrange for myself and the Chair of ORA to meet you to carry out the inspection together at that time.

Please let me know by Monday 26th February 2024, otherwise I will assume that you do not wish to attend and will arrange for an inspection in your absence.

Should you have any questions, please do not hesitate to contact me at any time. With some notice I would be happy to meet on the plot to go through the action plan should you wish, but can only do this Monday to Friday during normal office hours.

Best regards

Leigh Smith,
Clerk to the Council

Action plan - [REDACTED] allotment site, plot [REDACTED]

Number	Date added	Action	Notes	Deadline	Status
Stage 1 - Site cleanup					
1	20th February 2024	Repair/reinstate boundary fence at rear of the plot (Herras fencing).	See Pic 1 for examples	7th April 2024	
2	20th February 2024	Remove trailer from plot.	See Pic 1 for examples	7th April 2024	
3	20th February 2024	Remove all waste timber, plastic and hessian bags from the site.	See Pic 1 for examples	7th April 2024	
4	20th February 2024	Utilise or remove from site all plastic pipe (yellow and blue)	See Pic 2 for examples	7th April 2024	
5	20th February 2024	Utilise or remove from the plot all waste plastic sheets/tarpualins.	See Pic 2 for examples	7th April 2024	
6	20th February 2024	Utilise or remove zinc sheets.	See Pic 3 for examples	7th April 2024	
7	20th February 2024	Remove all rubbish, plastic and other debris from the site	See Pic 3 for examples	7th April 2024	
8	20th February 2024	Strim/clear or otherwise deal with the overgrowth at the rear of the plot around the greenhouse and shed.	See Pic 3 and pic 4 for examples	7th April 2024	

Pic 1



Pic 2



Pic 3



Pic 4



From: [Bragg, Jason](#)
Subject: CYNNIG: I ddargyfeirio rhan o Llwybr Ceffylau 40, P-S-M - PROPOSAL: To divert part of Bridleway 40, P-S-M
Date: 15 March 2024 16:58:51
Attachments: [10416-GRY-XX-XX-DR-C-104-Bridleway.pdf](#)
[Proposal Plan.pdf](#)

Prynhawn da / Good afternoon

<p>CYNNIG: I ddargyfeirio rhan o Llwybr Ceffylau 40, P-S-M</p> <p>LLEOLIAD: Tir yn y Green, Brynna, Pontyclun, CF72 9ZR</p> <p>CYF GRID: E298334, N182901</p> <p>Mae Cyngor Bwrdeistref Sirol Rhondda Cynon Taf wedi derbyn cais i ddargyfeirio rhan o Llwybr Ceffylau 40, P-S-M o dan ddarpariaethau Deddf Priffyrdd 1980.</p> <p>Atodaf er gwybodaeth gopïau o ddau gynllun sy'n dangos llinell y llwybr ceffylau presennol sydd i'w ddargyfeirio a'r llwybr newydd.</p> <p>Byddwn yn croesawu unrhyw sylwadau neu sylwadau yr hoffech eu gwneud ar y cynnig. Fodd bynnag, os na fyddaf yn cael ateb o fewn 28 diwrnod i ddyddiad y llythyr hwn, byddaf yn cymryd yn ganiataol nad oes gennych unrhyw sylwadau i'w gwneud a byddaf yn bwrw ymlaen â'r cais yn unol â hynny.</p> <p>Os oes gennych unrhyw ymholiadau eraill ynghylch y mater uchod neu os hoffech drafod y cais ymhellach, mae croeso i chi gysylltu â mi.</p>	<p>PROPOSAL: To divert part of Bridleway 40, P-S-M 40</p> <p>LOCATION: Land at the Green, Brynna, Pontyclun, CF72 9ZR</p> <p>GRID REF: From E298334, N182901</p> <p>Rhondda Cynon Taf County Borough Council has received an application to divert part of Bridleway 40, P-S-M under the provisions of the Highways Act 1980.</p> <p>I attach for your information copies of two plans showing the line of the existing bridleway to be diverted and the replacement path.</p> <p>I would welcome any comments or observations you may wish to make on the proposal. However, if I do not receive a reply within 28 days of the date of this letter, I will assume that you have no comments to make and will proceed with the application accordingly.</p> <p>If you have any other queries regarding the above matter or wish to discuss the application further, please do not hesitate to contact me.</p>
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Cofion Cynnes / Kind regards,

Jason Bragg

Swyddog Cefn Gwlad a Hawliau Tramwy | Countryside & Rights of Way Officer
Adran Cefn Gwlad | Countryside Section
jason.bragg@rctcbc.gov.uk

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.

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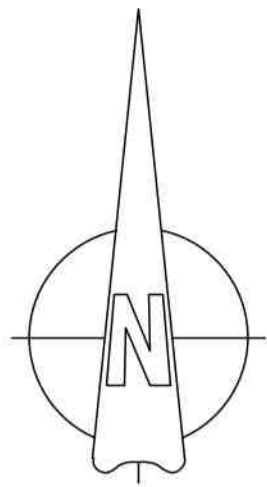


Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi. Rhowch wybod inni beth yw'ch dewis iaith e.e. Cymraeg neu'n ddwyieithog

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. I ddarllen yr ymwadiad llawn, ewch i <http://www.rctcbc.gov.uk/ymwadiad>

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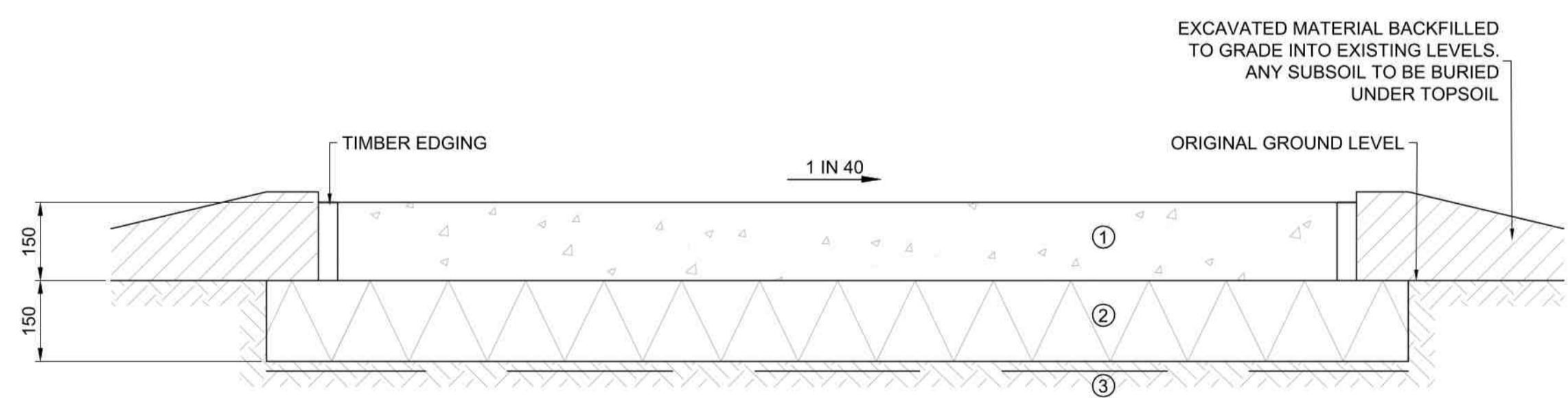


NOTES

SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION

ALL WORK TO BE CARRIED OUT IN ACCORDANCE WITH CURRENT CDM REGULATIONS 2015 AND HSE150. IN ADDITION TO THE HAZARDS/RISKS NORMALLY ASSOCIATED WITH THE TYPES OF WORK, DETAILED ON THIS DRAWING, PLEASE NOTE THE FOLLOWING:

- KEY**
- BRIDLEWAY
 - PLANTING VERGE
 - PREVIOUS BRIDLEWAY ALIGNMENT
 - TK PROPOSED TRANSITION KERB
 - TEF TIMBER EDGING KERBS
 - EF EDGING KERB

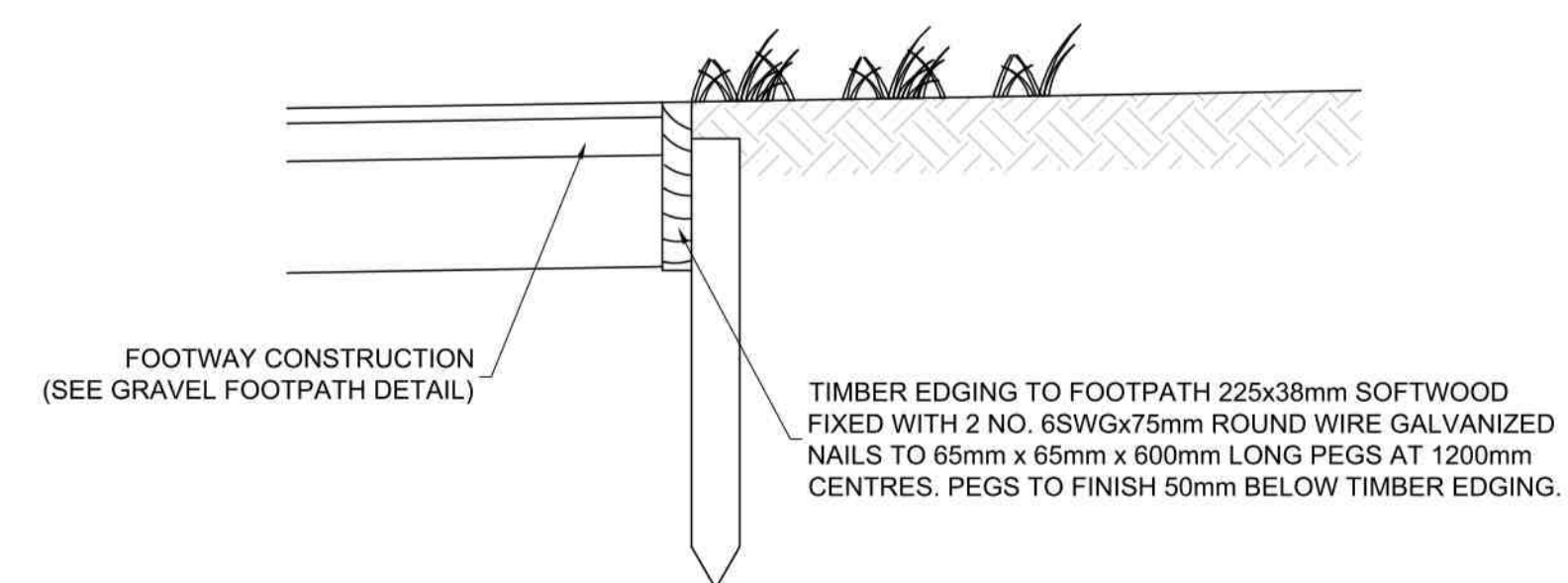


BRIDLE WAY DETAIL
SCALE 1:10

EXCAVATED MATERIAL BACKFILLED TO GRADE INTO EXISTING LEVELS. ANY SUBSOIL TO BE BURIED UNDER TOPSOIL

- 1 150mm MOT TYPE 1
- 2 150mm HOGGIN
- 3 GEOTEXTILE

TIMBER EDGINGS REQUIRED TO SUPPORT BRIDLEWAY BOTH SIDES



TIMBER EDGING TO FOOTWAY
SCALE 1:10

REV	DESCRIPTION	BY	CHK	DATE

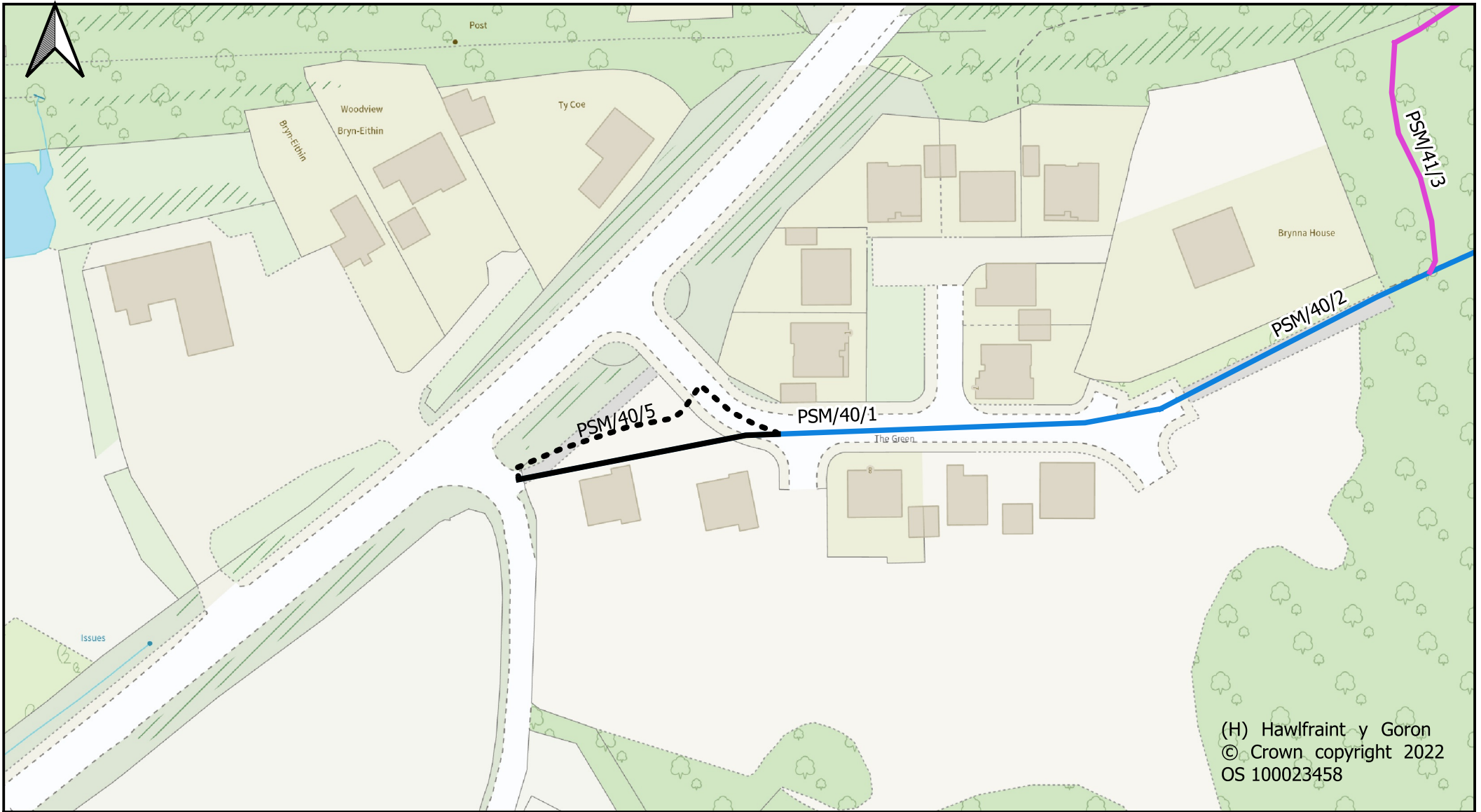
CLIENT
WYNNDL PROPERTY

PROJECT TITLE
BRYNNA PHASE 2

DRAWING TITLE
BRIDLEWAY

DRAWN	CHECKED	APPROVED	DATE	SHEET SIZE/SCALE	GRAYS JOB No.
TMV	RE	RM	30.10.23	@A1	10416

SUITABILITY	SO	REVISION	-
DRAWING NUMBER	10416-GRY-XX-XX-DR-C-104		



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Unedau / Unit 7C,
 Parc Busnes Hepworth
 Hepworth Business Park,
 Coedcae Lane, Pont-y-clun
 CF72 9FQ

Dyddiad/Date:
 15/03/24
 Graddfa/Scale @ A4:
 1:1,051
 Lleoliad/Location:
 298214 E 182794 N

- Llwybr presennol i'w gau - Existing route to be closed
- Llwybrau Ceffyl heb eu heffeithio – Unaffected Bridleway
- Llwybr arfaethedig i'w greu - Proposed route