



LLANHARAN COMMUNITY COUNCIL

To Members of the Open Spaces, Rights of Way and Allotments Committee (ORA).

26th November 2020

The next meeting of the ORA Committee will be held on Wednesday 2nd December 2020.

The meeting will be held on a remote basis in accordance with the provisions of the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020.

The agenda will be as follows:

1. To welcome all attendees and receive any apologies for absence.
2. To receive any disclosures of personal and/or prejudicial interests from members in accordance with the Code of Conduct.
3. To approve as a true and accurate record the minutes of the ORA Committee meeting held remotely on Tuesday 6th October at 7.00pm. **Appendix One**
4. To consider a progress report of actions arising from the last meeting. **Appendix Two**
5. To discuss any matters arising from the minutes.
6. An opportunity for members of the public to speak for up to 3-minutes on any item on the agenda – 24-hour notice required.



7. To consider a draft Poultry Health and Wellbeing Policy.
Appendix Three
8. To consider a re-draft of the Tenancy Agreement for plot holders valid from 1st January 2021. **Appendix Four**
9. To recommend the rental fee per standard plot for 2021.
10. To consider the purchase of park benches for Bryncae and Brynna.
11. To consider improving the footpath leading from Parc Bryn Derwen to Bridgend Road.
12. To consider any items which the Chair considers should be discussed as a matter of urgency, or to be included on the agenda for the next meeting.

Members of the public and the press may attend and can obtain any documents referenced on the agenda prior to the meeting.

To request documents and or joining instructions contact office@llanharan-cc.gov.wales or 01443 231430 Monday to Friday 9.30am to 1.30pm.

Catherine Kennedy
Clerk to the Council
26th November 2020



LLANHARAN COMMUNITY COUNCIL

Minutes of the Open Spaces Committee, Rights of Way and Allotments Committee (ORA) held remotely at 7.00pm on Tuesday 6 October 2020.

The meeting was held on a remote basis in accordance with the provisions of the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020.

Present:

Councillors Chris Parker (Chair of the ORA Committee and Chair of the Council), Helen Donnan (Deputy Chair of the ORA Committee), Janine Turner, Parmindra Pannu.

Co-optees to the ORA Committee Mark Steer and Olie Wicks.

Clerk to the Council/R.F.O. Catherine Kennedy

Assistant Clerk to the Council/Project Officer Leigh Smith

1. Welcome, introductions, and apologies for absence

Councillor Chris Parker (Chair) welcomed everyone to the meeting and introduced Leigh Smith, the newly appointed Assistant Clerk/Project Officer. For the benefit of Leigh Smith and 2 attending members of the public, the Chair requested that everyone present introduce themselves.

There were no apologies for absence from members.

2. Disclosures of Interests

There were no disclosures of personal and/or prejudicial interests from members in accordance with the Code of Conduct.



At this point in the meeting the urgent item in agenda item 9a was discussed with the permission of all present. (Details in item 9a below)

3. Minutes

The minutes of the ORA Committee meeting held remotely on Tuesday 7th July 2020 at 7.00pm were approved as a true and accurate record of proceedings.

4. Matters arising from the minutes

a. *Terrys Way to Jubilee Street* – there were no updates on this matter.

b. ***Japanese Knotweed*** – The Clerk reported that Councillor Roger Turner has contacted the Rhondda Cynon Taf Countryside Manager to obtain advice on this matter and is awaiting confirmation date of the meeting that will take place.

c. ***Tan y Bryn Bridleway*** – The Chair presented photographs and updated the committee regarding the work currently in progress to improve the bridleway.

5. Public Speaking Slot

There were no matters brought to the attention of members.

6. Open Spaces

a) Keep Wales Tidy

The Clerk reported that ground preparation at the Meadow Rise Open Space was required for wild-flower seeds provided by the Keep Wales Tidy scheme to be planted and that a petrol scarifier would be hired to prepare the grounds. It was also noted that the raised bed already in situ was overgrown with weeds and an appeal was made for volunteers to help re-plant and maintain the area in preparation for winter.



b) The Memorial Garden

The Assistant Clerk presented a draft leaflet for the purpose of initiating discussions, inviting ideas and suggestions from neighbours of the garden around improvement plans for the area.

7. Rights of Way

a) Footpath leading from Brynna Primary School to Brynna Woods

The Chair reported that the Wildlife Trust had agreed to repair the footpath, including the steps leading from the entrance adjacent to Brynna Primary School into Brynna Woods.

8. Allotments

Jubilee Street

a) The Clerk reported that a blocked stream on privately owned land adjacent to the Jubilee Street allotment garden had been cleared by maintenance staff who will continue to monitor the area. Members are optimistic that as a result of the clearance work, the flooding problem will be resolved.

Bridgend Road

b) The Clerk reported that in September, a fire had been reported in the early hours of the morning and unfortunately a tenant's property had been damaged. A person had been arrested and community council maintenance staff assisted the tenant with clearance of the area.

Pendre

c) The Clerk reported that a plot at the Pendre allotment garden was unfit for growing and suggestions were invited for an alternative use.



9. Matters of Urgency

a) Blocked Footpath - Enterprise Way to Bridgend Road

The 2 members of the public present requested in advance for the matter of a blocked footpath between Enterprise Way and Bridgend Road be discussed by council. At the Chairs request it was unanimously agreed that the matter, due to be discussed under urgent matters, be brought forward to the beginning of the agenda.

Pictures of the ordnance survey map of the pathway and the blocked gate at the Bridgend entrance of the pathway were presented on screen. It was noted that the footpath in question runs between the Parc Bryn Derwen estate, Enterprise Way and Bridgend Road. An in-depth discussion took place, with it being noted that the footpath is indeed a designated right of way and included on the definitive ordnance survey map of the area.

It was reported that the section of the footpath between Enterprise Way and Bridgend Road was historically well used, however, has become impassable, it was believed due to the Bridgend entrance of the footpath being blocked and as a result, a decrease in foot traffic. Recent correspondence between the members of the public who brought this matter to the community council and Rhondda Cynon Taff (RCT) Rights of Way (ROW) Officers has culminated in an agreement for RCT Officers to contact the land-owners of the section of blocked footpath.

b) Footpath at Parc Bryn Derwen

The Chair requested that members consider photographs of a footpath at the entrance to Parc Bryn Derwen and he highlighted the dangers of the slippery surface of this well used path reporting that in the short time he was there taking the photographs he observed two members of the public losing their footing.



c) Purchase of Maintenance Machinery

The Clerk reported that to complete specific tasks already in progress, maintenance staff require the purchase of a long reach hedge cutter and replacement grass strimmer and presented two quotes to the Committee.

d) Winter Plants

The Clerk presented a quote for the provision of winter bulbs to populate the Community Council planters as ordering of the plants was time constrained.

ACTIONS

6.a) Keep Wales Tidy Scheme

Councillor Chris Parker and Co-optee to the ORA Committee - Olie Wicks will arrange to meet at the site and take measurements for the purchase of trellis to place at the back of the raised bed to support climbing plants. Councillor Parker will also appeal for volunteers to re-plant and maintain the overgrown raised bed.

6.b) Memorial Garden

To publish an information leaflet on social media, display in the council office window and deliver to the immediate neighbours of the garden.

RECOMMENDATIONS TO COUNCIL

7.a) Footpath to Brynna Woods

To obtain quotes for tarmacking the area from the entrance to the community garden to the entrance to Brynna Woods, due to erosion of the footpath, and if agreed for the work to be funded from Community Infrastructure Levy monies.

8.c) Pendre Allotment Garden

To inform all plot holders that they can store compost/manure on the unused plot and areas would be cordoned off for this purpose. If dumping of rubbish persists, tenants responsible will be identified and lose their tenancy agreement.



9.a) Footpath between Enterprise Way and Bridgend Road

- i. Community Council maintenance staff to prioritise the overgrown section of the pathway for clearance.
- ii. The Clerk to contact RCT Rights of Way Officers to discuss appropriate actions going forward.
- iii. Councillors Chris Parker and Janine Turner to meet with the members of the public next week for a site visit.

9.b) Footpath at Parc Bryn Derwen

To obtain quotes for tarmacking a section of the footpath making it safer and more accessible for residents.

9.c) Maintenance Machinery

To consider the purchase of a long reach hedge cutter to enable maintenance staff to carry out jobs previously contracted out, and the purchase of a grass strimmer to replace the old, faulty strimmer at a cost of approximately £900 for both items. Two quotes have been obtained and as the machinery is identical, the most inexpensive quote would be received.

9.d) Winter Plants

To consider a quote of £300 for the supply of daffodils and primroses to populate the community council planters.

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

**The next meeting will be held at 7.00pm, Wednesday, 2nd
December 2020.**

Councillor Chris Parker
Chair of the ORA Committee
Chair of the Council



ORA Actions 02/12/2020

LLANHARAN COMMUNITY COUNCIL

Action Report on matters arising from the ORA Committee Meeting held by remote attendance on the 6th October 2020.

4.b. Japanese Knotweed – The Clerk reported that Councillor Roger Turner has contacted the Rhondda Cynon Taf Countryside Manager to obtain advice on this matter and is awaiting confirmation date of the meeting that will take place.

Action update

The Clerk and Councillor Chris Parker met with the RCT Countryside Manager on the 21st October 2020.

As a result of the meeting the Countryside Manager provided the following information.

1. Details of the RCT Contractor for the removal of Japanese Knotweed.
2. Details of training for maintenance staff to treat Japanese Knotweed on Community Council owned land.
3. Electronic copies of the information sheets provided at the meeting.

4.c) Tan-y-Bryn Bridleway

Action update

The bridleway has now been completed.

6.a) Keep Wales Tidy Scheme

Councillor Chris Parker and Olie Wicks will arrange to meet at the site and take measurements for the purchase of trellis to place at the back of the raised bed to support climbing plants.



ORA Actions 02/12/2020

Councillor Parker will also appeal for volunteers to re-plant and maintain the overgrown raised bed.

Action update

The raised bed has been planted by council maintenance staff with daffodil bulbs and primroses.

6.b) Memorial Garden

To publish an information leaflet on social media, display in the council office window and deliver to the immediate neighbours of the garden.

Action update

To receive report from the Assistant Clerk.

Recommendations to Council

7.a) Footpath to Brynna Woods

To obtain quotes for tarmacking the area from the entrance to the community garden to the entrance to Brynna Woods, due to erosion of the footpath, and if agreed for the work to be funded from Community Infrastructure Levy monies.

Action update

To receive report from Councillor Parker.

8.c) Pendre Allotment Garden

To inform all plot holders that they can store compost/manure on the unused plot and areas would be cordoned off for this purpose.

Action update

The Clerk will inform plot holders at Pendre of the above decision in conjunction with the tenancy renewal agreements which will be sent out by the 20th December 2020

9.a) Footpath between Enterprise Way and Bridgend Road

i. Community Council maintenance staff to prioritise the overgrown section of the pathway for clearance.



ORA Actions 02/12/2020

Action update

Maintenance staff have made a positive start to clearing the footpath and will continue the work over the next few weeks.

ii. The Clerk to contact the RCT Rights of Way (ROW) Officer to discuss appropriate actions going forward.

Action update

A report received from RCT ROW states that the landowner advised the fence gate is left unlocked, therefore, the pathway is accessible.

Furthermore, ROW Officers have arranged a meeting with the landowner to discuss options for improving access.

iii. Councillor Chris Parker and Janine Turner to meet with the members of the public for a site visit.

Action update

To receive a report from Councillors Parker and Turner.

9.b) Footpath at Parc Bryn Derwen

To obtain quotes for tarmacking a section of the footpath making it safer and more accessible for residents.

Action update

To receive a report from Councillor Parker

9.c) Purchase of Machinery

To consider the purchase of a long reach hedge cutter to enable maintenance staff to carry out jobs previously contracted out, and the purchase of a grass strimmer to replace the old, faulty strimmer at a cost of approximately £900 for both items.

Two quotes have been obtained and as the machinery is identical, the most inexpensive quote would be received.



ORA Actions 02/12/2020

Action update

The above machinery has been purchased and the hedge cutter has already been utilised cutting the tall hedge at the Jubilee Allotments.

9.d) Winter Plants

To consider a quote of £300 for the supply of daffodils and primroses to populate the community council planters.

Action update

The order was placed, and the planters populated by council maintenance staff.

Catherine Kennedy
Clerk to the Council
26 November 2020



LLANHARAN COMMUNITY COUNCIL

Poultry Safety and Wellbeing Policy

At Llanharan Community Council, we take the safety and wellbeing of animals seriously, therefore, have developed this policy to ensure all keepers of hens on the Council Allotment Gardens understand the minimum safety and wellbeing requirements expected.

Following increased levels of avian flu, affecting poultry and captive birds in Wales, the Welsh Government, on the 11th November 2020, declared Wales an Avian Influenza Prevention Zone.

This Safety and Wellbeing Policy takes into consideration the risk mitigation measures included in the Declaration.

The rules of this Policy must be strictly adhered to by all keepers of hens, failure to do so will result in permission to keep hens being revoked and hens must be removed by the plot holder. If the tenant refuses to remove the hens then the plot tenancy agreement will be terminated.

Any keeper of hens on the allotment gardens, must take the following appropriate and practicable steps, that can be demonstrated to an inspection on request.

(1) The keeping of hens on the Allotment Gardens at Jubilee Street and Pendre is permitted, so long as they are for the tenant's own use and not for business or profit.

(2) Tenants must request permission to become a keeper of hens by contacting the Clerk to the Council. If agreed the Clerk will grant permission in writing, as a record of permission having been granted to the plot holder.

(3) Existing keepers of hens (prior to this policy being issued) must inform the Clerk that they have a flock, and an inspection may be carried out.

(4) Hens are flock animals, therefore, plot holders must keep a minimum of 3 and a maximum of 6 hens, regardless of how many plots they rent from the Council.



(5) Strictly no animals, other than hens are to be kept on the allotment gardens.

(6) Hens must be fed indoors or under a covered area which sufficiently discourages the landing of wild birds and thereby prevent contact by wild birds with their feed.

(7) Stray feed must be removed daily to discourage vermin.

(8) Hens drinking water must be changed daily and kept undercover to discourage the landing of wild birds, hence avoiding contamination.

Further information on keeping hens, including the ideal size of perch, house and scratching land, can be found at the British Hen Welfare Trust www.bhwt.org.uk

(9) Hens must be visited every evening (to secure them from night-time predators) in safe and suitable housing with adequate space, bedding, and perches.

(10) Feed must be locked away at night in a vermin proof container.

(11) Hens must be visited every morning to allow them to roam freely in the run during the daytime and to ensure they have adequate feed and water.

(12) The run must be securely fenced to keep hens within the plot and protect them from predators.

(13) There must be regular cleaning and disinfecting of hard surface walkways, paths to which hens or wild birds have access.

(14) The dipping/cleaning of hen equipment (drinkers etc) in the mains/communal water trough is prohibited due to the risk of cross contamination.



(15) Precautions must be taken to avoid the transfer of contamination between plots, including cleansing and disinfection of equipment and footwear. It is strongly advised that all keepers of hens have a footwear cleaning site with brushes and liquid disinfectant at the entrance to their plot.

(16) The area must be actively managed, to ensure all reasonable steps are taken to remove feathers and faecal material from both captive and wild birds.

(17) If the run becomes muddy, well-draining material must be laid, for example, wood chips, straw, sawdust. Mud is not good for chickens, it can promote bumblefoot, internal parasites, attract flies, cause bad smells, and make it difficult for hens to get around, all of which will discourage natural foraging behaviour.

(18) Adequate area must be provided for the hens to display natural behaviour such as scratching and foraging.

(19) Measures must be in place to ensure that wild birds are not attracted to the vicinity, for example, the prevention of permanent puddles or standing water.

(20) There must be no direct contact with hens on other neighbouring plots.

(21) If wild birds are frequenting the area, active measures (for example, bird scares, foils, streamers) must be taken to discourage wild birds from entering the area.

(22) Any carcasses of hens must be immediately removed from the area and must not be buried or burnt. They must be disposed of through commercial incineration, or by double bagging and placing in your wheelie bin.



(23) If any bird on an allotment is deemed a nuisance, health hazard or their well-being is affected then they will be removed.

Date of Policy Adoption

Minute Reference

Review Date

DRAFT



LLANHARAN COMMUNITY COUNCIL

ALLOTMENT TENANCY AGREEMENT

An Agreement made on the 1st January 2021 between the Council of the Community of Llanharan (hereinafter called 'the Council') of the one part and the following:

Name

Address

Postcode

Telephone

Email

(hereinafter called 'the Tenant') of the other part.



Whereby the Council agrees to let and the Tenant agrees to take on a yearly tenancy of xxxxxx Allotment Garden number xx in the Register of Allotment Gardens provided by the Council at the advised yearly rental xxx payable annually in advance, or at a proportionate rent for any part of a year which the tenancy may extend.

The Tenancy is subject to the following conditions:

1. Rent

- (a) The annual rent is due on the 1st January each year and must be paid to an Officer of the Council for the forthcoming term.
- (b) Payment of the rent is deemed as acceptance of all the terms and conditions as stated in thus agreement.

2. Assignment and Occupants

- (a) The Tenant shall not underlet, assign, or part with the possession of the Allotment, or any part thereof, without the written consent of the Council.
- (b) Only Tenants or person(s) authorised by the Tenant are allowed on the Allotments and while on site the Tenant is responsible for their conduct and supervision, particularly in the case of children.

3. Use and Cultivation of the Allotments

- (a) The Tenant must ensure that the Allotments are used and occupied as Allotment Gardens and for no other purpose.
- (b) The Tenant must ensure that the Allotments are not used for any trade or business purposes.
- (c) The Tenant shall keep the Allotment in a good state of cultivation and not allow it to become overgrown with weeds.
- (d) 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.



(e) Manure deliveries made to the designated areas on each site should be moved to the Tenants own plot as soon as practicable and must not cause an obstruction.

(f) The Tenant must keep all hedges within the boundary of their plot cut and trimmed to a reasonable size; also keep all ditches, drains and watercourses clear.

(g) Tenants may only plant fruit or any other trees on the Allotment with the specific consent of the Council.

(h) The Tenant shall not remove any earth, mineral, gravel, sand or timber from the Allotments without the written permission of the Council.

(i) Tenants will be allowed to remove any perennial crop or fruit bushes planted or purchased by them before the end of their tenancy, providing they replace any surface soil disturbed by such removal.

4. Buildings & Structures

(a) Permanent buildings must not be erected on the Allotments. Small sheds, chicken houses and greenhouses are permitted providing they are of reasonable size. Any large structures will be subject to the Council's prior approval as to its siting and size.

(b) Any building or structure allowed by the Council must be maintained in a good state of repair and condition to the satisfaction of the Council. If not satisfied, the Council may order the Tenant to remove the building or structure within three months of receipt of a letter from the Clerk to the Council.

(c) The Council is not to be liable for any loss by accident, fire, theft or damage of any tools or contents of any shed or greenhouse and need not replace any shed or greenhouse which is damaged or destroyed.



5. Paths

- (a) The Council reserves all rights of way and other rights existing over the premises.
- (b) The Tenant must not permit any new right of way and other rights to be acquired over the premises.
- (c) Paths set out by the Council on the allotment must be kept clear of obstruction at all times.
- (d) The Tenant shall not use any barbed wire fence adjoining any path set out by the Council for the use of the occupiers of the Allotments.

6. Nuisance

- (a) The Tenant shall not cause any nuisance or annoyance to the occupiers of any other allotment garden on the site or to the local neighbourhood generally.

7. Bonfires

- (a) **No bonfires are permitted on the Allotments between the months of April and September and thereafter, any bonfire must be prior to 6pm on any day of the week.**
- (b) Bonfires must be restricted to burning dry allotment waste only, with care being taken not to be a nuisance to neighbouring residents through excess smoke or smell.

8. Animals

There are different rules for the three sites owned by the Community Council – these are:

- (a) **Bridgend Road** – Strictly, no animals are allowed on the site.



(b) Jubilee Street – The only animals allowed on the site are hens and only with the prior consent of the Council.

The minimum number of hens allowed on the Jubilee site **PER PLOT HOLDER** is 3 and the maximum is 6. **Please refer to the attached Policy with regards to the rules for keeping hens .**

(c) Pendre – **No maximum number of hens is stated in the previous agreement, discussion required as to reasons for this 'historical' arrangement and should it be changed. Please refer to the attached Policy with regards to the rules for keeping hens.**

(d) Dogs belonging to Tenants should only be brought into the Allotments if they are on a lead and the Tenant must always clean up any mess left by their dog.

9. Inspection

(a) Any Official or Member when directed by the Council may enter and inspect any Allotment (& any shed or greenhouse on it) at any time upon reasonable notice.

(b) If the state of repair, cultivation or condition of the Allotment is not found to be satisfactory, the Council will give or leave on the premises written notice of such defects to the Tenants. Tenants must make good such defects within three months of the written notice.

10. Termination of Tenancy

(a) The Tenancy of the Allotment Garden(s) shall terminate on the yearly rent day after the death of the Tenant and shall also terminate whenever the tenancy or right of occupation of the Council terminates.

(b) The Tenancy of the Allotment Garden is renewable yearly and is therefore not passable from person to person or family member to family member.



(c) The Council may also terminate a tenancy in any of the following ways:

- i. Six months written notice to quit (expiring on or before the 6th April or on and after the 29th September – Allotment Act 1922 Section 1.1.e).
- ii. One month's written notice to quit if the rent is overdue by 20 days or more.
- iii. One month's notice to quit if the Tenant is not duly observing the conditions of the tenancy.
- iv. One month's notice if the Tenant is involved in any illegal activity relating to the plot.

11. Annual Payment

(a) To pay by bank transfer please use your first initial, surname and plot number as reference and return the completed Tenancy Agreement to the Council office by email, post, or hand.

Barclays Bank

Account Number 80778710

Sort Code 20 18 27

Date Payment made

Reference



Name of Tenant(s):

.....

Signature 1.....

Signature 2

Date

Witnessed by:

Name.....

Signature

Date

Name of Officer of the Council:

Position of Officer

Signature

Date



Witnessed by:

Name

Signature

Date.....

Please return the completed and signed agreement by email to:
office@llanharan-cc.gov.wales

or by post/hand to:

Allotments
Llanharan Community Council
2 Chapel Rd,
Llanharan,
CF72 9QA.