



LLANHARAN COMMUNITY COUNCIL

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

27th January 2021

The next meeting of the ORA Committee will be held 7.00pm, Tuesday 2nd February 2021.

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 Wednesday 2nd December 2020 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. Update from Cllr Parker regarding the Trenos Crossing Working Group Meeting.
8. To consider purchasing new benches for the stretch of pavement from Llanharan to Talbot Green
9. 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-1.30pm

Leigh Smith

Project Office/Assistant Clerk to the Council 27th January 2021

Signature: 
Leigh Smith (Jan 27, 2021 09:43 GMT)

Email:

project@llanharan-cc.gov.wales



LLANHARAN COMMUNITY COUNCIL

Minutes of the Open Spaces Committee, Rights of Way and Allotments Committee (ORA) held remotely at 7.00pm on Wednesday December 2nd, 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), Jeff Williams, Janine Turner, Parmindra Pannu.

Councillor Geraint Hopkins attended the meeting from 7.10pm prior to the discussion of item 6b of Appendix two, action report. (Agenda item 4) and left the meeting immediately following discussion of that point.

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

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

Project Officer/Assistant Clerk to the Council Leigh Smith

Three members of the public Claire Morgan. Neil Feist. Ian Stockton joined the meeting prior to the discussion of agenda item 5.

1. Welcome, introductions, and apologies for absence

Councillor Chris Parker (Chair) welcomed everyone to the meeting.

There were apologies received from Councillor Helen Donnan (Deputy Chair of the ORA Committee)

2. Disclosures of Interests

There were no disclosures of personal and/or prejudicial interests from



members in accordance with the Code of Conduct.

3. Minutes

The minutes of the ORA Committee meeting held remotely on Tuesday 6th October 2020 at 7.00pm were approved as a true and accurate record of proceedings.

4. Progress report on actions arising from the last minutes.

a) Japanese Knotweed - 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:

Details of the RCT Contractor for the removal of Japanese Knotweed;
Details of training for maintenance staff to treat Japanese Knotweed on Community Council owned land;
Electronic copies of the information sheets that are available on request.

Councillor Parker reported that it should be an aspiration to train one of the maintenance staff in the treatment of Japanese Knotweed to be able to deal with outbreaks on Community Council land.

b) Tan-y-Bryn Bridleway - Action update.

The improvement works to the bridleway have been completed.

c) Keep Wales Tidy Scheme - Action update.

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

d) Memorial Garden - Action update.



The Project Officer/Assistant Clerk reported that a consultation exercise and leaflet drop had been undertaken with the residents of Grove Terrace.

Councillor Geraint Hopkins reported that he had visited the site with the Project Officer and proposed that the council consider a compromise design whereby a number of parking spaces be incorporated.

Recommended – That the Project Officer produce a design incorporating parking spaces and with costings to be presented to Full Council. That the design must include adequate signage indicating that vehicles are parked at owners risk.

e) Footpath to Brynna Woods - Action update.

Awaiting quotations to carry out the work.

f) Pendre Allotment Garden - Action update.

Recommended – That the Clerk will inform plot holders at Pendre that they can store compost/manure on the unused plot and areas would be cordoned off for this purpose in conjunction with the tenancy renewal agreements which will be sent out by the 20th December 2020

g) Footpath between Enterprise Way and Bridgend Road - Action update.

Councillor Chris Parker and Councillor Janine Turner visited the site with members of the public.

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

Councillor Parker reported that the Owner of the bungalow through which the footpath passes has accepted that a right of way exists and is happy to cooperate. The access gate at the bottom of the path is now



being left open but RCT will address the method of access as the gate latch can be difficult to access due to the height of the gate.

Councillor Chris Parker suggested that once the bottom end of the footpath has been cleared, the access gate addressed and resolved, only then should the committee address the issues at the top end of the footpath including access.

Recommended – That maintenance staff prioritise the completion of clearance works to expediate the opening of the footpath.

Action required – That the Project Officer speaks to the tenant of the bungalow and the landlord of the Bryncae Arms to arrange access to carry out the works.

h) Footpath at Parc Bryn Derwen - Action update.

Awaiting quotations to carry out the work.

i) Purchase of long reach hedge-cutter and replacement of a grass Strimmer – Action update.

Purchased.

j) Purchase of winter plants. £300 for the supply of daffodils and primroses to populate the community council planters – Action update.

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

5. Matters arising from the previous minutes.

None.

6. Public Speaking Slot



Mr Ian Stockton spoke to ask the Committee whether there were any plans to extend the allotments on Pendre allotment garden.

Councillor Chris Parker explained that the allotments were owned by RCTCBC but leased by the Community Council. Councillor Parker gave a categorical assurance that the Community Council had no plans to extend the allotments nor had the Community Council been approached by RCTCBC or had any knowledge of plans by RCTCBC to extend the allotments.

Ms Claire Morgan and Mr Neil Feist spoke on the issue of Avian Influenza measures introduced to Wales to prevent infection and their practical application with regards the allotments.

Recommendation – That a chain and lock be welded to the fence/gate at Jubilee Street allotments.

Recommendation – That a lock be fitted. Keys issued with replacement keys provided at a cost at Jubilee Street allotments.

Recommendation - That appropriate hygiene equipment (bootbaths/footbrushes) be investigated for use on allotments where hens are kept.

Recommendation – That the cutting of the hedge at Jubilee allotments be extended.

7. Draft Poultry Health and Wellbeing Policy

Recommended – That the Council adopts the policy.



8. Redraft of Tenancy Agreement for plot-holders.

Recommended – That the Council adopts the amended tenancy agreement subject to the following alterations to the draft:

Clause 7a) – Amend wording to: "No bonfires are permitted on the Allotments from 1st April to 30th September and thereafter, any bonfire must be after 6pm on any day of the week.

Insertion of Clause 7c) – Fires are only permitted where an appropriate garden incinerator is used. No ground fires are permitted.

*Clause 8c) – Amend wording to: "Pendre – The only animals allowed on the site are hens and only with the prior consent of the Council. **Please refer to the attached Policy with regards to the rules for keeping hens**".*

Recommended – That a consultation process and survey be designed to engage plot holders on the issue of the maximum number of hens that should be permitted per plot holder from 2022.

9. Allotment Rental Fee 2021.

Recommended – That the rental fee per standard plot remains at £26

10. Purchase of Park Benches for Bryncae and Brynna.

Recommended – That 10 new benches be purchased.

- 8 X benches for the A473 near the new development. 2 for Brynna football ground.

11. Improvements to Lighting on Footpath from Parc Bryn Derwyn



to Bridgend Road

Recommended – That RCT be engaged to investigate available options.

Action required– A site meeting will take place on the section of path from Parc Bryn Derwyn to the football field to view its condition.

12. Urgent Matters

None

**There being no further business the meeting closed at 8.55pm.
The next meeting will be held at 7.00pm, Tuesday, 2nd
February 2021.**

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



LLANHARAN COMMUNITY COUNCIL

Update of actions for ORA Committee meeting 2nd February 2021

Memorial Garden project

- 1) Following a meeting before Christmas, the Project Officer is awaiting feedback from RCT Highways regarding drop kerb requirements and resurfacing of the footpath which is part of the overall design (and also relevant for the Storage Garage design). The hope is that RCT will resurface the pathway and install the drop kerbs as part of that work. If not the work will need to be included in the scheme when obtaining quotes.

In any case, as directed by Full Council a design has been produced incorporating 3 car parking spaces, together with adequate signage indicating that vehicles are parked at owners risk. It will also include a Christmas tree base and accompanying power supply.

Note that the Storage garage has now received planning permission and further quotations are being obtained.

Footpath between Enterprise Way and Bridgend Road

- 2) Maintenance staff have completed clearance works and the path is now passible and in use.

Where the path cuts through the garden of the bungalow behind the Bryncae arms, Councillor Parker and the Project Officer met with the landowner before Christmas to discuss alternatives there. The aim being to provide a more comfortable and safe path at that end for users. The three options discussed are variations on fencing off the footpath from the garden and routing the path down the side of the garden, terminating at points in the pub



carpark and beyond.

The Project Officer is obtaining quotes for the 3 options for further discussion.

Footpath at Parc Bryn Derwen

- 3) Quote received for asphaltting the approach to the wooded area. Awaiting further quotes.

Councillors Parker, Williams and J Turner along with The Project Officer and Mark Steer carried out a site meeting and walked the length of the path.

It was noted that where the right of way passes the old derelict farm building, a 'Danger – No Entry' sign had been placed, discouraging access. This was noted but not felt to be a matter requiring immediate action.

It was noted that the section of path from the football pitch to Enterprise Way is indistinct and unmarked. This was noted but not felt to be a matter requiring immediate action.

- 4) As a result of the site meeting the Maintenance staff will cut back the foliage to widen the path from Parc Bryn Derwyn to the football pitch and will lay material in selected soft areas to improve the conditions underfoot. This work has been added to the work list and will be carried out in due course.

Improvements to Lighting on Footpath from Parc Bryn Derwyn to Bridgend Road

- 5) RCT have been engaged to investigate available options and a budget price of circa £15k obtained. The Project Officer is obtaining further quotes.



Footpath to Brynna Woods - Action update.

- 6) Quote received. Awaiting further quotes to carry out the tarmac work from the school to the kissing gate. Possibility that the company carrying out work in the school will do the work for free.

Footpath from Meadow Rise to the north of Llanharan Cemetery

- 7) Quote received for asphaltting the section in question, together with bollards to prevent vehicular access and appropriate drainage. Awaiting further quotes.

Allotments – General

- 8) Tenancy renewal letters together with the new tenancy agreements were sent to all plot-holders on 8th January. Payment and the return of signed tenancy agreements is proceeding and is planned to be complete by the end of January.
- 9) Plot-holders at Pendre and Jubilee Street allotments have been sent copies of the new Poultry Safety and Wellbeing Policy together with a letter imposing some temporary measures following guidance issued by Welsh Government.
- 10) The investigation into the types of hygiene equipment that may be appropriate with regards to Hen Welfare/Bird Flu is ongoing.
- 11) There will be routine allotment garden inspections carried out end of Feb/March, plot holders will be informed but are not required to be in attendance, unless the plot holder needs to give access.

Pendre Allotment Garden



- 12) Plot holders at Pendre have been informed via letter that they can store compost/manure on the unused plot and areas would be cordoned off for this purpose.
- 13) A consultation process and survey designed to engage plot holders on the issue of the maximum number of hens that should be permitted per plot holder from 2022 will be actioned later in the year.

Jubilee Street Allotment Garden

- 14) Plot holders at Jubilee Street have been sent letters to explain that a new chain and lock will be fitted at the end of January. Plot holders are to make an appointment to visit the Council Office to collect a key, with any future replacement keys being provided at a cost.
- 15) The cutting of the hedge at Jubilee Street allotments will be completed in due course. This work has been added to the work list and will be carried out in due course.

Park benches

- 16) 5 new park benches have now been purchased. 2 are to be placed at Brynna Fields which will be fitted by our staff and 3 along New Road on the new pavement to the film studios which will be fitted by Persimmon.
- 17) A further 5 benches, also to be sited along New Road will be purchased once the existing benches have been fitted to avoid storage issues.