



## **LLANHARAN COMMUNITY COUNCIL**

### **Minutes of the Open Spaces Committee, Rights of Way and Allotments Committee (ORA) held remotely at 7.00pm on Tuesday April 6th 2021.**

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.

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

**Project Officer/Acting Clerk to the Council and Officer for this Committee.** Leigh Smith

#### **Welcome, introductions, and apologies for absence**

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

There were apologies received from Councillor Parmindra Pannu and Neil McAndrew.

#### **ORA2021/001 Disclosures of Interests**

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



### **ORA2021/002 Minutes**

The minutes of the ORA Committee meeting held remotely on Tuesday 2<sup>nd</sup> February 2021 at 7.00pm were approved as a true and accurate record of proceedings.

### **ORA2021/003 Progress report on actions arising from the last minutes.**

#### **1) Memorial Garden project**

Given the apparent expected cost of the project, together with the Garage project, a sealed tender process has been put into place in line with the Council's Financial regulations (Reg 11) and Standing Order 54.

**Recommended** - Received tenders to be submitted for the consideration of the Council at the next Full Council meeting.

#### **2) Footpath between Enterprise Way and Bridgend Road. RAN 17/5**

A scheme of works is now in place and a contractor, Eric Averill has been engaged ready to carry out the work. A formal agreement, approved by RCTCBC has been presented to the landowner of the Bryncae Arms and we are waiting for him to respond subject to his solicitor scrutinising and approving the document.

#### **3) Footpath at Parc Bryn Derwen**

The asphaltting of the Parc Bryn Derwen end of the path will be carried out by MT Tarmac in the coming weeks.

The football field end of the path has been dressed by our own maintenance staff.



Soft sections of the path along its length will be dressed with stone. It is not felt necessary or practical to dress the entire length of the path.

**Recommended** – That soft sections of the path along its length will be dressed with stone.

4) **Improvements to Lighting on Footpath from Parc Bryn Derwyn to Bridgend Road**

RCTCBC have been awarded the work. Estimated completion in May 2021

5) **Footpath to Brynna Woods - Action update.**

The asphaltting of the path will be carried out by MT Tarmac in the coming weeks.

6) **Footpath from Meadow Rise to the north of Llanharan Cemetery**

The asphaltting of the path, together with drainage, will be carried out by MT Tarmac in the coming weeks.

7) **Allotments – General**

- Plotolders in Pendre and Jubilee Street allotments who keep birds were written to in January explaining temporary Welsh Government restrictions and measures to be taken with regards to Avian Flu. The main points of which were to net/cover all areas where birds were kept and to ensure disinfectant was available and used at the entrance to their plots.



Following subsequent inspections towards the end of February, follow-up letters were sent to the significant number of bird keeping plottolders who had not complied with the regulations. This letter warned plottolders that failure to take action as requested may put their tenancies at risk and that a further inspection would take place at the end of March.

*Note: Since then the Government has decided that after March 31<sup>st</sup> 2021 birds will no longer need to be kept under cover. However the use of disinfectant and other measures will need to stay in place.*

8) **Pendre Allotment Garden**

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.

9) **Jubilee Street Allotment Garden**

2t stone has been provided and the road into the allotment dressed in order to provide a safe pathway.

10) **Park benches**

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.

This work is still to be completed.

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.



11) **Drains on footpath to the east of Llanharan Cemetery**

This was reported to RCTCBC in early March. Councillor Roger Turner is chasing completion.

12) **Location of 2 new benches – In layby opposite screwfix and in layby opposite Blakemores.**

RCTCBC highways dept have been contacted to consult on whether locations are appropriate. We are still awaiting a response.

13) **Public ROW RAN31/1**

The owners of Garth Uchaf farm have been contacted to see if a suitable alternative route can be identified on their land to avoid the blocked section of path. An alternative route has been agreed with the landowner.

**Recommended** - The Acting Clerk /Project Officer to check Land registry documents to ensure the alternative route is on land under the same ownership and to liaise with RCTCBC and the Owner of Garth Isaf to finalise an alternative route.

14) **ROW database**

A central Rights Of Way database is under construction. Councillors and others have inspected numerous Rights Of Way and fed back for further population of the database.

**Recommended** – The Rights Of Way database to made available to committee members.



15) **Waymarkings/Roadsigns**

RCT Rights Of Way have provided a number of waymarkers. LCC to approach RCTCBC for a discussion on purchasing (or contributing towards purchasing) a batch of highway signs when we have identified a batch to be completed.

16) **ROW leaflets/Factsheets**

A draft leaflet/factsheet to be produced containing information outlining the rights and responsibilities of landowners, RCT, The Community Council and members of the public. To be produced in due course.

A draft leaflet/factsheet to be produced containing information on popular or interesting walking routes around the community. To be produced in due course.

**ORA2021/004 Matters arising from the previous minutes.**

None.

**ORA2021/005 Public Speaking Slot**

No members of the public were present.

**ORA2021/006 Assisting members of the public who wish to register footpaths as a Public Right of Way.**

**Recommended** – The following process to be put in place:

- i. The Community Council will provide members of the public with the relevant paperwork.



- ii. Members of the public to collect all witness statements and evidence required and to complete the relevant evidence forms accordingly.
- iii. Members of the public to complete 'Certificate 1' (Application for a DMMO)
- iv. The Community Council will check that all evidence paperwork and Certificate 1 is in order.
- v. 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). 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.

### **ORA2021/007 The steps leading from Bridgend road to Parc View.**

**Recommended** – That the Acting Clerk/Project Officer carry out further investigations both with the Land Registry and within the community to attempt to ascertain the ownership of the steps. Should no ownership be established then the Community Council may wish to apply to register ownership in order that the Community Council can maintain the steps.

### **ORA2021/008 PSM36 Brynna Gwynion**

A discussion took place on the current and ongoing issues with PSM36 and efforts to resolve them.



### **ORA2021/009 Footpath at Mynydd Coed Bychan**

A discussion took place on the current situation with the footpath and ongoing issues.

### **ORA2021/010 Potential of purchasing the land behind Harold Street.**

A discussion took place on the current situation.

**Recommended** – The Acting Clerk/Project Officer to chase up progress with the relevant officer in RCTCBC.

### **ORA2021/011 Progress on lighting of the lane from Bridgend Road to Parc Bryn Derwyn.**

A discussion took place and the committee was informed that work will be completed by the end of May 2021.

### **ORA2021/012 Update on Network Rail Working Group meetings.**

Councillor Parker reported on current progress.

### **ORA2021/013 Allotment annual tenancy report.**

The committee was presented with a report on annual rental receipts and outstanding rents.

### **ORA2021/014 Update on Avian Flu measures and correspondence with plot holders.**

A discussion took place on current DEFRA measures and Welsh Government regulations and the committee was updated on the results of recent inspections and correspondence with plot holders.





### **ORA2021/015 Allotment tenancies and waiting list management.**

The committee was presented with a report on current occupancy and waiting list rates for the allotments and a discussion took place regarding the effective management of waiting lists.

**Recommended** – That priority of those added to waiting lists be given in the following manner:

- i. Those living inside the boundary of the Community Council area who are not existing ploholders.
- ii. Those living inside the boundary of the Community Council area who are existing ploholders.
- iii. Those living outside of the boundary of the Community Council area but within 3 miles of the boundary who are not existing ploholders.
- iv. Those living outside of the boundary of the Community Council area but within 3 miles of the boundary who are existing ploholders.
- v. Those living further than 3 miles from the boundary of the Community Council area would not be added to the waiting list.

### **ORA2021/016 Consideration of barren allotment plots**

A discussion took place on the management of barren allotment plots.

**Recommended** – That RCTCBC and Llanharan Horticultural Society be consulted to see what expertise they have in terms of returning barren plots to a growing condition.



## ORA2021/017 Urgent Matters

None

### Summary of Recommendations.

2021/003 1) **Recommended** - Received tenders (Garage and Memorial Garden) to be submitted for the consideration of the Council at the next Full Council meeting.

2021/003 3) **Recommended** – That soft sections of the path (Parc Bryn Derwyn to Enterprise way) along its length will be dressed with stone

2021/003 13) **Recommended** - The Acting Clerk /Project Officer to check Land registry documents to ensure the alternative route (RAN 31/1 at Garth Uchaf) is on land under the same ownership and to liaise with RCTCBC and the Owner of Garth Isaf to finalise an alternative route.

2021/003 14) **Recommended** – The Rights Of Way database to made available to committee members.

2021/006 **Recommended** – The following process to be put in place:

- viii. The Community Council will provide members of the public with the relevant paperwork.
- ix. Members of the public to collect all witness statements and evidence required and to complete the relevant evidence forms accordingly.
- x. Members of the public to complete 'Certificate 1' (Application for a DMMO)
- xi. The Community Council will check that all evidence paperwork and Certificate 1 is in order.



- xii. 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). In order to comply, The Community Council will carry out land registry searches and other investigations in order to identify land owners)
- xiii. The Community Council will complete 'Certificate 3' (Notice of DMMO application) and provide this document to landowners.
- xiv. The Community Council will submit the application to the Local Authority.

2021/007 **Recommended** – That the Acting Clerk/Project Officer carry out further investigations both with the Land Registry and within the community to attempt to ascertain the ownership of the steps. Should no ownership be established then the Community Council may wish to apply to register ownership in order that the Community Council can maintain the steps.

2021/010 **Recommended** – The Acting Clerk/Project Officer to chase up progress with the relevant officer in RCTCBC. (Harold street land potential purchase)

2021/015 **Recommended** – That priority of those added to allotment waiting lists be given in the following manner:

- i. Those living inside the boundary of the Community Council area who are not existing plottolders.
- ii. Those living inside the boundary of the Community Council area who are existing plottolders.
- iii. Those living outside of the boundary of the Community Council area but within 3 miles of the boundary who are not existing plottolders.



- iv. Those living outside of the boundary of the Community Council area but within 3 miles of the boundary who are existing plotholders.
- v. Those living further than 3 miles from the boundary of the Community Council area would not be added to the waiting list.

ORA2021/016 **Recommended** – That RCTCBC and Llanharan Horticultural Society be consulted to see what expertise they have in terms of returning barren plots to a growing condition.

**There being no further business the meeting closed at 9pm.**

**The next meeting will be held at a date to be confirmed.**

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