



## **LLANHARAN COMMUNITY COUNCIL**

**Minutes of the Open Spaces Committee, Rights of Way and Allotments Committee (ORA) held remotely at 7.00pm on Tuesday September 7<sup>th</sup> 2021.**

**The meeting was held on a remote basis in accordance with:**  
The Local Government and Elections (Wales) Act 2021

**Present:**

**Councillors** Chris Parker (Chair of the ORA Committee and Chair of the Council), Helen Donnan

**Co-optees to the ORA Committee** Mark Steer.

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

1 member of the public

**Absent:** Councillors Parmindra Pannu, Janine Turner and Jeff Williams and co-opted member Olie Wicks.

**ORA2021/039 Welcome, introductions, and apologies for absence**  
Councillor Chris Parker (Chair) welcomed everyone to the meeting.

There were apologies received from Councillors Parmindra Pannu, Janine Turner and Jeff Williams and co-opted member Olie Wicks.

**ORA2021/040 Disclosures of Interests**

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



## **ORA2021/041 Minutes**

### ***Resolved***

The minutes of the ORA Committee meeting held remotely on Tuesday 8<sup>th</sup> June 2021 at 7.00pm were approved as a true and accurate record of proceedings subject to the following amendments to minute reference ORA2021/35

*Steps in the alley between Bridgend Road and **Parc Bryn Derwyn***

*To be changed to:*

*Steps in the alley between Bridgend Road and **Parc View***

## **ORA2021/042 Matters arising**

Updates were requested on a number of recommendations made in the minutes and subsequently resolved by Full council. Members were directed to the ORA action plan which details progress although progress on a number of resolutions were also discussed.

## **ORA2021/043 ORA Action plan**

The action plan was noted.

## **ORA2021/044 Public Speaking Slot**

A member of the public spoke on the subject of book-swap stations See agenda item 11 (Minute reference ORA2021/049 of these minutes).

## **ORA2021/045 Decorative sculptures**

### ***Recommended***

That the artist be invited to a site meeting at Brynna Woods with members of the ORA Committee to discuss concepts and costs.

## **ORA2021/046 Purchase of further benches**

### ***Recommended***

Project Officer/Assistant Clerk to order 3 new benches



### **ORA2021/047 Memorial Bench at Bridgend Road allotments**

#### ***Recommended***

That permission be given for a memorial bench to be erected at Bridgend Road allotments at a suitable location as indicated by the Project Officer/Assistant clerk

### **ORA2021/48 Security bond scheme for new allotment plot-holders**

#### ***Recommended***

That a security bond of £26 be collected from new allotment plot-holders and up to 3 months from the start of the tenancy be given to pay the bond in full.

### **ORA2021/049 Book-swap stations**

#### ***Recommended***

That the Project Officer/Assistant Clerk liaise with interested parties to develop a community plan showing where book swap stations could be placed, how they would be managed and what funds would be requested from the Community Council.

#### ***Recommended***

That the Project Officer/Assistant Clerk liaise with interested parties to obtain designs and a price for a suitable outdoor cabinet to be sited at Mountain Hare.

### **ORA2021/050 Working group for path from Terry's Way to Black Path**

#### ***Recommended***

That a working group be set up in order to carry out a feasibility study and costings on providing a pathway between approximately Terry's Way and the Black Path.

### **ORA2021/051 Urgent Matters**

None



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

**The next meeting will be held on Tuesday 2<sup>nd</sup> November 2021**

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

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## **LLANHARAN COMMUNITY COUNCIL**

**Minutes of the Open Spaces Committee, Rights of Way and Allotments Committee (ORA) held remotely at 7.00pm on Tuesday June 8th 2021.**

**The meeting was held on a remote basis in accordance with:**  
The Local Government and Elections (Wales) Act 2021

**Present:**

**Councillors** Chris Parker (Chair of the ORA Committee and Chair of the Council), Helen Donnan, Jeff Williams, Janine Turner,

**Co-optees to the ORA Committee** Mark Steer.

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

**Clerk to The Council/RFO.** Tracey Rees.

**Absent:** Councillor Parmindra Pannu, Ollie Wicks.

**ORA2021/018 Welcome, introductions, and apologies for absence**  
Councillor Chris Parker (Chair) welcomed everyone to the meeting.

There were apologies received from Councillor Parmindra Pannu, Ollie Wicks

**ORA2021/019 Disclosures of Interests**

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



### **ORA2021/020 Minutes**

The minutes of the ORA Committee meeting held remotely on Tuesday 6<sup>th</sup> April 2021 at 7.00pm were approved as a true and accurate record of proceedings.

### **ORA2021/021 Matters arising**

None

### **ORA2021/022 Election of Vice-Chairperson**

**Recommended** – Councillor Helen Donnan to be elected as Vice-Chairperson of the ORA Committee.

### **ORA2021/023 ORA Action plan**

The action plan was noted.

### **ORA2021/024 Public Speaking Slot**

No members of the public were present.

### **ORA2021/025 Footpath to the north of Talyfan Road (RAN 6/1)**

**Recommended** – The Project Officer/Assistant Clerk to obtain quotes to infill the damaged section of the path with suitably sized aggregate to provide stability and drainage.

### **ORA2021/026 Unofficial pathway on grass bank between Bridgend Road and Parc Bryn Derwyn.**

**Recommended** – Project Officer/Assistant Clerk to investigate registering this as a permitted right of way. In particular with regards to landowners consent.

### **ORA2021/027 Footpath north of the newly installed path to the north of Llanharan Cemetery. (PSM53/2)**

**Recommended** - Project Officer/Assistant Clerk to approach RCTCBC to



enquire whether a joint approach/cost share could be agreed to carry out repairs.

**ORA2021/028 PSM45A Footpath leading from Chapel Road to Grove Terrace.**

Discussed and noted.

**ORA2021/029 Diversion application for PSM41 near Brynna House.**

Discussed and noted.

**ORA2021/030 Consider RAN32/1 at Parc Bryn Derwyn.**

**Recommended** - Project Officer/Assistant Clerk to approach RCTCBC to resolve this obvious mistake.

**Recommended** - Project Officer/Assistant Clerk to approach the developer to check whether they hold any paperwork from a historical diversion order.

**ORA2021/031 Consider PSM32/1 near Gellifedi Road**

**Recommended** - Project Officer/Assistant Clerk to enquire with RCTCBC whether a diversion order was ever submitted and/or processed.

**ORA2021/032 Support for Horse access on the proposed active travel routes.**

**Recommended** – That the Community Council actively support horse access and routes regarding any future developments.

**ORA2021/033 Sculptures for Brynna Woods and other areas.**

Deferred to the next meeting.

**ORA2021/034 Benches along A473 to Talbot Green**

**Recommended** – That the Project Officer/Assistant Clerk proceed with the fitting of the 2 benches.

**ORA2021/035 Steps in the alley between Bridgend Road and Parc Bryn Derwyn.**



**Recommended** – That the Project Officer/Assistant Clerk approaches the Land registry to discover the due process to claim ownership of the lane and steps so that the Community Council can maintain them.

**ORA2021/036 Consideration of allowing existing allotment plot-holders to swap to more desirable plots as they become available before offering to new tenants on the waiting list**

**Recommendation** – To allow existing plot-holders to go onto the waiting list to move plots. However, they must take the next available plot when it is their turn on the waiting list. If they refuse the available plot then they drop to the bottom of the waiting list. Upon taking a new plot they must immediately vacate their current plot.

**ORA2021/037 Security bond scheme for new allotment plot-holders.**  
Deferred to a future meeting.

**ORA2021/ Urgent Matters**

None

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

**The next meeting will be held on Tuesday 7<sup>th</sup> September 2021**

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





## Llanharan Community Council Action Plan

Action no	Date added	Category	From	Action	Notes	RAG	Status	Owner
131a		Full Council	ORA	Arrange bench at Oakbrook and 2 x benches on Brynna fields	Completed		Completed	LS
131b		Full Council	ORA	Arrange persimmon to install benches on new road	Awaiting contact from Persimmon.			LS
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
2020/232i	19.2.2021	Full Council	ORA	That a draft leaflet/factsheet be produced containing information on popular or interesting walking routes around the community.	To be progressed once ROW database progress made.			LS
2021/007	22.4.21	Full Council	ORA	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. The Acting Clerk 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.	Land registry documents confirm alternative Garth Uchaf route is on the owners land.  RE Garth Isaf, RCTCBC have conducted negotiations with involved landowners and are setting a meeting to finalise an alternative route in the coming weeks.			LS
2021/007	22.4.21	Full Council	ORA	The ROW database to be made available for members to access and update with suitable controls.	Not started.			LS
192	22.4.21	Full Council	ORA	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.	ID a batch and recommend to committee  Not started.			LS

2021/007	14.4.21	Full Council	ORA	<p>Recommended – That priority of those added to waiting lists be given in the following manner:</p> <p>i. Those living inside the boundary of the Community Council area who are not existing plotholders.</p> <p>ii. Those living inside the boundary of the Community Council area who are existing plotholders.</p> <p>iii. Those living outside of the boundary of the Community Council area but within 3 miles of the boundary who are not existing plotholders.</p> <p>iv. Those living outside of the boundary of the Community Council area but within 3 miles of the boundary who are existing plotholders.</p> <p>v. Those living further than 3 miles from the boundary of the Community Council area would not be added to the waiting list.</p>	To be codified and distributed to interested parties - Add to next years tenancy agreement as well as action relating to swapping of plots.			LS
2021/007	14.4.21	Full Council	ORA	<p>the management of barren allotment plots.</p> <p>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.</p>	Not started. No current unlet barren plots.			LS
2021/053	16.6.2021	Full Council	ORA	<p>ORA2021/025 Footpath to the north of Talyfan Road (RAN 6/1)</p> <p>Recommended – The Project Officer/Assistant Clerk to obtain quotes to infill the damaged section of the path with suitably sized aggregate to provide stability and drainage.</p>	Not Started			LS
2021/053	16.6.2021	Full Council	ORA	<p>ORA2021/026 Unofficial pathway on grass bank between Bridgend Road and Parc Bryn Derwyn.</p> <p>Recommended – Project Officer/Assistant Clerk to investigate registering this as a permitted right of way. In particular with regards to landowners consent.</p>	Not Started			LS
2021/053	16.6.2021	Full Council	ORA	<p>ORA2021/027 Footpath north of the newly installed path to the north of Llanharan Cemetery. (PSM53/2)</p> <p>Recommended - Project Officer/Assistant Clerk to approach RCTCBC to enquire whether a joint approach/cost share could be agreed to carry out repairs.</p>	<p>Written to RCTCBC to enquire on a joint approach. 13.7.21</p> <p>RCTCBC have responded verbally indicating that they would be open to sharing the Cost. project Officer to obtain an estimate.</p>			LS
2021/053	16.6.2021	Full Council	ORA	<p>ORA2021/030 Consider RAN32/1 at Parc Bryn Derwyn.</p> <p>Recommended - Project Officer/Assistant Clerk to approach RCTCBC to resolve this obvious mistake.</p>	Not started			LS

2021/053	16.6.2021	Full Council	ORA	Recommended - Project Officer/Assistant Clerk to approach the developer to check whether they hold any paperwork from a historical diversion order.	Not started			LS
2021/053	16.6.2021	Full Council	ORA	ORA2021/031 Consider PSM32/1 near Gellifedi Road Recommended - Project Officer/Assistant Clerk to enquire with RCTCBC whether a diversion order was ever submitted and/or processed.	Written to RCTCBC on 13.7.21			LS
2021/053	16.6.2021	Full Council	ORA	ORA2021/034 Benches along A473 to Talbot Green Recommended – That the Project Officer/Assistant Clerk proceed with the fitting of the 2 benches.	Expected to be completed before September's full Council meeting.			LS
2021/053	16.6.2021	Full Council	ORA	ORA2021/035 Steps in the alley between Bridgend Road and Parc Bryn Derwyn. Recommended – That the Project Officer/Assistant Clerk approaches the Land registry to discover the due process to claim ownership of the lane and steps so that the Community Council can maintain them.	Not Started			LS
2021/053	16.6.2021	Full Council	ORA	ORA2021/036 Consideration of allowing existing allotment plot-holders to swap to more desirable plots as they become available before offering to new tenants on the waiting list Recommendation – To allow existing plot-holders to go onto the waiting list to move plots. However, they must take the next available plot when it is their turn on the waiting list. If they refuse the available plot then they drop to the bottom of the waiting list. Upon taking a new plot they must immediately vacate their current plot.	Add to next years tenancy agreement alson with waiting list hierarchy			LS
230	4.8.21	ORA	ORA	Contact owners of Garth Uchaf farm to arrange site meeting Ref 2021/007				LS

### Appendix Three

Ref: Councillor Donnan

Photographs of examples decorative sculptures that could be placed at Brynna Woods and other locations.

The artist, Chris Wood, has ideas for an area to be revamped for Brynna school and the fairy glen area created by children during lockdown. An artist who could also contribute to a village emblem potentially for the village entrance sign(s).









## **Appendix Four**

**From:** Madeleine O'sullivan <[maddyos50@aol.com](mailto:maddyos50@aol.com)>

**Sent:** 27 August 2021 10:08

**To:** The Clerk <[clerk@llanharan-cc.gov.wales](mailto:clerk@llanharan-cc.gov.wales)>

**Subject:** memorial bench for my husband

Dear Catherine Kennedy

My husband, Dr Mike O'Sullivan, passed away on the 24th May 2021. He rented the allotment plots 28 and 29 in Llanharan for 17 years. My daughter and I have continued to work on the plots but will pass them

back to you, probably at the end of October. This has been agreed with your allotment officer who I spoke to in June. The reason I am writing to you is that I would like to erect a bench with a small plaque in

memory of Mike and I wondered if it would be possible to place it near or reasonably near the two plots he worked on. I would be grateful if you could let me know if this will be possible and what the procedure is.

Many thanks

Madeleine O'Sullivan





## **Appendix Five**

### **Proposal:**

To introduce a bond scheme for new allotment plot holders.

### **Reason:**

To encourage plot-holders to leave plots in a reasonable condition when surrendering their tenancy.

Should it be deemed necessary that clearance, strimming or other work is required by Council staff before the plot can be re-let then the bond is forfeit.

Otherwise the bond is returned to the plot-holder.

It is intended that the bond should provide an incentive for plot-holders to leave their plots in a reasonable condition at the end of their tenancy, but not to be prohibitively expensive so as to prevent those with limited means accessing the facility.

### **Suggested bond amount:**

One years rent. Currently £26 per 5 perch plot.

Upon request and at the officer's discretion plot holders could be given 3 months from the commencement of their tenancy to pay the bond in full.

## **Appendix Six**

### **Proposal:**

Following a previous presentation by Cllr Janine Turner and further representations from Cllr Donnan, as well as several book-swap stations appearing in the community in recent months, to facilitate further book swap stations around the community.

Many book-swap stations can be sited indoors (For example a book swap has been placed inside a local coffee shop and another in the foyer of a community centre), however there have been proposals to site book-swaps in parts of the community where this might not be possible / appropriate.

For example see letter from a member of the public at the end of this appendix.

In this case it may be necessary to purchase a 'cabinet' to protect the books from the elements.

### **Suggestion:**

To recommend that working with interested councillors, the Clerk draws up a plan of suggested locations for book swaps and where a 'cabinet' is required, obtains designs and prices for Council to consider.

### **Email from member of the public (Details redacted):**

**Subject:** Little Free Library

Hi Roger & Leigh,

How are you both? (*Name and address redacted*)

I'm getting in touch because I've had an idea of something free and exciting for our community. I'd like to arrange and volunteer to manage a Free Little Library positioned opposite The Mountain Hare pub next to the post box. Once up and running the concept is straightforward, anyone can walk past and pick up a book for free. The idea is that you pick up a book and donate one in its place.

Studies have shown over the last year that there's been a significant increase in reading across all ages and demographics in Wales. Not only does reading increase brain connectivity and reduce stress, it also fights depression symptoms. For these reasons alone I think this project will be beneficial to our community and individuals can access free books a walking distance from their homes.

If successful in the location above it could be something we potentially role out in more locations across Brynna & Llanharan.

Please let me know if I have permission to go ahead with this. Financial support from the community budget for the making of the little library and putting it in place would be appreciated. Perhaps we can use a local company to make the little library. Wood-B is a carpentry project based in Tondu which provides support to adult with disabilities (managed by Awen Cultural Trust). Happy for any other local business suggestions



Wood-B website page for info - <https://www.awen-wales.com/cy/wood-b/>

I have attached some photo examples.

Thanks,

*(name redacted)*