



LLANHARAN COMMUNITY COUNCIL

Minutes of the Open Spaces Committee, Rights of Way and Allotments Committee (ORA) held remotely at 7.00pm on Tuesday 4th January 2022

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), Helen Donnan.

Co-optees to the ORA Committee: Mark Steer, Ollie Wicks.

Clerk to the Council: Leigh Smith

Office Administrator: Christina Badham

1 member of the public.

Absent: Councillors Parmindra Pannu, Jeff Williams, Janine turner.

Apologies received: Cllrs Jeff Williams, Janine Turner.

ORA2021/061 Welcome, introductions, and apologies for absence
Councillor Chris Parker (Chair) welcomed everyone to the meeting.

Apologies were revied from Cllrs Jeff Williams and Janine Turner.

ORA2021/062 Disclosures of Interests

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



ORA2021/063 Minutes

RESOLVED

The minutes of the ORA Committee meeting held remotely on Tuesday 2nd November 2027 at 7.00pm were approved as a true and accurate record of the meeting.

ORA2021/064 Matters arising

None

ORA2021/065 ORA Action plan

The action plan was noted.

ORA2021/066 Public Speaking Slot

A member of the public spoke on the topic of agenda item 9, proposed changes to the allotment tenancy agreements.

ORA2021/067 Improvements to southern end of RAN17/5 at Enterprise Way.

RECOMMENDED

The Clerk to investigate options to create access both along the ridge of the bank and up the slope of the bank. To design a scheme of works and obtain budget prices and obtain advice and permissions from relevant landowners and authorities. For the project to be added to the CIL123 list and Active project list for further investigation.

ORA2021/068 Ground conditions on Bridleway PSM40/4

RECOMMENDED

With regards to the asphalt section leading immediately from Bethlehem View, the Clerk to approach the relevant landowners to enquire about their attitude to allowing improvement works to be carried out in principle. The Clerk to also check access rights, easements etc... over the land.



RECOMMENDED

With regards to the section of the PROW prone to flooding near the entrance to Brynna Woods, the Clerk to arrange to place a 'bund' of several tonnes of material along the southern bank of the stream to effectively increase the capacity of the stream in this area. All work to be carried out with prior permission of the landowner and in conjunction with the Wildlife Trust.

ORA2021/069 Allotment tenancy agreements, proposed changes.

RECOMMENDED

Existing tenancy agreements to be used for existing plot holders for the 2022 period, with a consultation note outlining the changes to be made to the agreements for next year, explaining that the changes are already in force.

New amended tenancies to be issued to new plot-holders provided One Voice Wales do not raise any concerns over the insertion of the clause relating to the taking of a security deposit (bond).

ORA2021/070 Poultry wellbeing policy, proposed changes.

RECOMMENDED

That the amended version of the Poultry wellbeing policy be adopted as presented with changes made to the wording to clarify that birds other than hens are permitted to be kept, but cockerels are not permitted to be kept. Changes also to be made to the wording to make it clear that on the Pendre allotment only new plot-holders need restrict the size of their flocks to 6 birds.

ORA2021/071 Mark Steer's website contribution

RECOMMENDED

To approve Mark Steer's contribution to the RCTCBC Local Nature Partnership website on behalf of the Community Council.



ORA2021/072 Urgent Matters for discussion

Discussions were held over progress on the potential for a pathway from Terry's way to the railway station.

There being no further business the meeting closed at 8.45pm.

The next meeting will be held on 1st March 2022.

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



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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), Helen Donnan, Janine Turner.

Co-optees to the ORA Committee: Mark Steer.

Clerk to the Council: Leigh Smith

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

ORA2021/052 Welcome, introductions, and apologies for absence
Councillor Chris Parker (Chair) welcomed everyone to the meeting.

No apologies.

ORA2021/053 Disclosures of Interests

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

ORA2021/054 Minutes

Resolved

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



ORA2021/055 Matters arising

None

ORA2021/056 ORA Action plan

The action plan was noted.

ORA2021/057 Public Speaking Slot

None.

ORA2021/058 Decorative sculptures plan

Noted

ORA2021/059 Fencing at Jubilee Street allotments.

It was noted that the fence requires some minor repair and should be carried out as a matter of routine maintenance and that no referral to CIL committee or full council was necessary.

ORA2021/060 Urgent Matters

None

There being no further business the meeting closed at 9.30pm.

The next meeting will be held on Tuesday 4th January 2022

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	Priority	Deadline	Status	Owner
131b		Full Council	ORA	Arrange persimmon to install benches on new road	Sites now decided upon. Awaiting timing of fixing benches. Benches purchased, awaiting 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.	RCT progressing with landowners Draft agreement agreed and diversion order application in progress.					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 A list has been sent to RCT. Further work to id the next batch is required.					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 plot holders.</p> <p>ii. Those living inside the boundary of the Community Council area who are existing plot holders.</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 plot holders.</p> <p>iv. Those living outside of the boundary of the Community Council area but within 3 miles of the boundary who are existing plot holders.</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. 2022 Draft Tenancy agreement containing this text presented to ORA Jan 22.				Completed	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
2021/108		Full Council	ORA	2021/108 Foodbank and 'The Pantry' RESOLVED To continue funding the foodbank at current levels. For the Community Council to 'take on' 'The Pantry'.	Clr J Turner to advise on subsequent conversations with Fairshare. And to provide detail on requirements for paper for Council.					LS
2021/053	16.6.2021	Full Council	ORA	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.	Met affected landowners in October 21. Quotes and a design now required.					LS
2021/053	16.6.2021	Full Council	ORA	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.	Not Started					LS
2021/053	16.6.2021	Full Council	ORA	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.	Written to RCTCBC to enquire on a joint approach. 13.7.21 RCTCBC have responded verbally indicating that they would be open to sharing the Cost. project Officer to obtain an estimate.					LS
2021/053	16.6.2021	Full Council	ORA	ORA2021/030 Consider RAN32/1 at Parc Bryn Derwyn. Recommended - Project Officer/Assistant Clerk to approach RCTCBC to resolve this obvious mistake.	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 and again in August 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.	Completed					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 also with waiting list hierarchy				Completed	LS
		Full council	ORA	ORA2021/041 Minutes Resolved The minutes of the ORA Committee meeting held remotely on Tuesday 8th 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						LS
		Full council	ORA	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.	Completed				Completed	LS
		Full council	ORA	ORA2021/046 Purchase of further benches Recommended Project Officer/Assistant Clerk to order 3 new benches	Completed				Completed	LS

		Full council	ORA	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	In progress			Completed	LS
		Full council	ORA	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.				Completed	LS
		Full council	ORA	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.					LS
		Full council	ORA	Recommended That the Project Officer/Assistant Clerk liaise with interested parties to obtain designs and a price for a suitable outdoor cabinet to be sighted at Mountain Hare.					LS
ORA2021/041	24.9.21	ORA	ORA	The minutes of the ORA Committee meeting held remotely on Tuesday 8th 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	Change them and reissue on website and sharepoint				
2021/097a		Full Council	ORA	RESOLVED (RE Decorative sculptures): That the artist be invited to a site meeting at Brynna Woods with members of the ORA Committee to discuss concepts and costs	Arranged for 24th Nov 21 - Awaiting prices from CW				LS
		Full Council	ORA	RESOLVED 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.	Amend tenancy agreements - See other actions.			Completed	LS
		Full Council	ORA	RESOLVED 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. Its members to be made up of the following: Cllrs Chris Parker, Helen Donnan, Geraint Hopkins, Jeff Williams. And Co-opted members of the ORA committee Mark Steer and Olle Wicks.					LS
2021/105		Full Council	ORA	2021/105 Method of funding CIL LCC21/14 'RBL Poppy shed'. RESOLVED For Llanharan Community Council to purchase the container and arrange all ancillary works to the value of £19,500 (net) from CIL funds. The Community Council to pay and reclaim the VAT in the usual manner.					LS

2021/105		Full Council	ORA	RESOLVED The container to then be leased to the Llanharan branch of the RBL at a peppercorn rent for an appropriate period designed to reflect the useful life of the container (30 years).						LS
2021/105		Full Council	ORA	RESOLVED Furthermore, that all negotiations with interested parties be delegated to the Officers of the Council in order to produce an appropriate agreement or agreements to be presented before Council for resolution at a later date.						LS
2021/106		Full Council	ORA	RESOLVED to increase the budget of 'Memorial Garden and Garage' (LCC19/07&21/04) by £10,981 (inclusive of VAT) as a result of works required to meet RCT Sustainable drainage (SuDS) requirements	Check final costs . Awaiting SUDS permission.				Completed	LS

Appendix Three

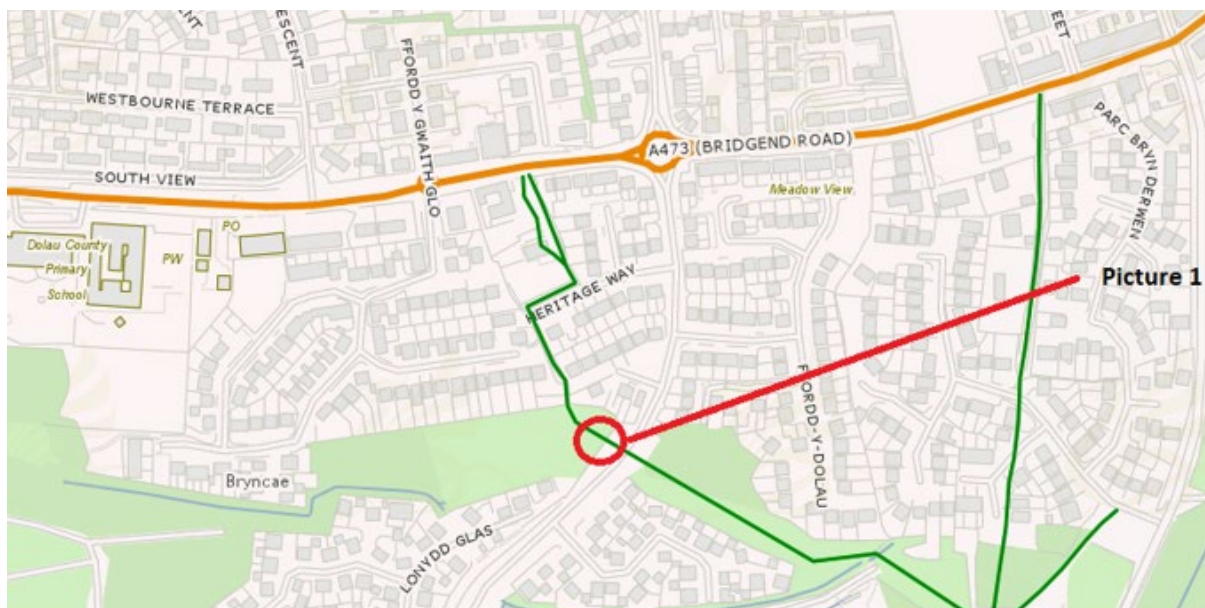
Options for improvements to the southern end of RAN17/5.

Following a previous resolution of Council and the application of CIL funds to the project, RAN 17/5 has been put back into use and the access problems at the northern end of the path have been resolved. See pics below.



Recently completed northern section of RAN 17/5

It was discussed in Council previously that once the path had been re-opened it might be appropriate to address the access to the path at the southern end of this section, where the path can be accessed from Enterprise Way. Potentially using CIL funding to fund any works carried out by the Community Council or in partnership with RCT.



Route of RAN 17/5 and the Southern entry point of this section of RAN 17/5

Currently access is either up the steep bank or alternatively walking along the ridge of the bank.



Picture 1 - Location of the Southern entry point of this section of RAN 17/5



Picture 1a – Condition of ground along the ridge

Options:

1) To create steps/ramp/other means of safe access up the slope.

2) To improve the access along the ridge.

Note: Technically this is not the formal route of the path and so permission would be required from the landowners and engagement would be required from RCTCBC ROW officers. Also note the presence of a drain.

Factors to be considered:

- Extent of access. Eg Walkers, prams, disabled access etc... (Note: Currently there are sections along the length of the path that are unsuitable for prams or wheelchairs).
- Materials to be used.
- Potential costs.

Appendix Four

To consider options for improving ground conditions on Bridleway PSM40/4 where the PROW enters Brynna Woods.

There are 2 issues to be considered by Council:

- 1) The section leading immediately off Bethlehem view. The slop is steep and the surface is asphalt making this section potentially hazardous for horses especially in wet or otherwise slippery conditions. See Picture 1 and Picture 1a.
- 2) The section immediately prior to entering the woods proper is prone to flooding from the stream on the northern edge. This can lead to the path becoming extremely muddy and slippery underfoot. See picture 2.



Plan showing route of PSM 40/4

1)



Picture 1 – Section of PSM40/4 leading immediately from Bethlehem View looking westwards towards entrance to the woods.



Picture 1a – Section of PSM40/4 leading immediately from Bethlehem View looking eastwards back towards Bethlehem View.

This photograph more accurately captures the extent of the gradient and the condition of the asphalt surface.

Officer's recommendations

- 1 – Contact RCT ROW officers to engage on potential solutions.
- 2 – Obtain quotes for potential 'cheap' solutions. Eg, Cut-out of a small 'lane' of asphalt and replace with another material.

2)



Picture 2 – Section of PSM40/4 leading to entrance of the woods, looking westwards towards the woods.

The issue here appears to be flooding during periods of rainfall from the stream on the right hand side of the photograph.

Officer's recommendations.

Recommendation is to place a 'bund' of several tonnes of material along the southern bank of the stream to effectively increase the capacity of the stream in this area. This solution would be inexpensive but would eventually be eroded requiring periodic reinstatement. This is work that could be carried out by the Council's maintenance team, possibly requiring some assistance with the labour. Costs would be under £1000.

A possible consequence of this work could be to simply cause a further flooding problem downstream in the woods itself and so the Wildlife Trust should be informed well in advance of any work commencing.



LLANHARAN COMMUNITY COUNCIL

ALLOTMENT TENANCY AGREEMENT

An Agreement made on the 1st January 2022 between the Council of the Community of Llanharan (hereinafter called 'the Council') of the one part and the following:

Name

Plot number(s)

Address



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 their allotted plot as referenced in the Register of Allotment Gardens provided by the Council at the advised yearly rental



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) Should a tenant relinquish their plot part way through the tenancy the Council shall not be required to return any part of the rent.

(c) Payment of the rent is deemed as acceptance of all the terms and conditions as stated in this agreement.

2. Security Bonds

All new allotment plot-holders will be required to pay a security bond

of £26.00 for each 5 perch plot. This is payable in full within 3

months from the start of the tenancy. Bonds will be returned when a

tenant voluntarily relinquishes a plot that is left in a reasonable



condition that in the opinion of the Clerk does not require remedial works before it can be re-let.

3. 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.
- (c) If existing plot-holders wish to move to an alternative plot then they may be added to the waiting list as an existing plot-holder. However, the plot-holder must take the next available plot when they become top of the list. If they refuse the available plot, they will be placed at the bottom of the list. Upon taking a new plot they must immediately vacate their current plot. (See 4 below)

4. Waiting List

The following hierarchy will apply to those on the waiting list:

- a) Those living inside the boundary of the Community Council area who are not existing plot-holders.
- b) Those living inside the boundary of the Community Council area who are existing plot-holders.



- c) Those living outside of the boundary of the Community Council area but within 3 miles of the boundary, who are not existing plot-holders.
- d) Those living outside of the boundary of the Community Council area but within 3 miles of the boundary, who are existing plot-holders..
- e) Those living further than 3 miles from the boundary of the Community Council area would not be added to the waiting list and are ineligible for an allotment

5. 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.

6. 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.

7. 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.

8. 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.

9. Bonfires

(a) 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.

(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.

(c) Fires are only permitted where an appropriate garden incinerator is used. No ground fires are permitted.

10. 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.** **The Poultry Welfare Policy forms part of this Tenancy Agreement.**

(c) **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.** **This Poultry Welfare Policy forms part of this Tenancy Agreement.** Officers note only hens for both allotments???

(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.

11. 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 **unless the notice relates to animal welfare, a health and safety issue or a legal enforcement issue whereupon the notice period for action may be shorter.**

12. 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:
 - (a) 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).
 - (b) One month's written notice to quit if the rent is overdue by 20 days or more.
 - (c) One month's notice to quit if the Tenant is not duly observing the conditions of the tenancy.
 - (d) One month's notice if the Tenant is involved in any illegal activity relating to the plot.



13. 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 Acc No 80778710 Sort Code 20 18 27

Date Payment made

Bank Payment Reference Used

Name of Tenant(s):.....

Signature.....Date.....

Witnessed by (Print, sign and date).....

.....

Name & Position of Council Officer(s):.....

Signature.....Date.....

Witnessed by (Print, sign and date).....



Please return the completed and signed agreement by email to:

Clerk@Llanharan-cc.gov.wales

or by post/hand to:

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



LLANHARAN COMMUNITY COUNCIL

Poultry Safety and Wellbeing Policy

Officer note: Reword hens to birds depending on response to query

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 **and comply with legal requirements.**

The rules of this Policy (which forms part of the allotment tenancy agreement) 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 being 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 inspector on request.

An inspection maybe be carried out at any time with reasonable notice.

Should there be reasonable suspicion that hen welfare is being put at risk, or that legal requirements are not being met then an inspection may take place without notice.

(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) New 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 **detail the maximum number of hens being kept.**



(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.

Officers note. Pendre currently has no maximum. Reword??



(5) Strictly no animals, other than hens are to be kept on the allotment gardens. **Officers note: Why? And is this valid? Pendre has other birds. If necessary make explicit what birds CAN be kept and that only birds !**

(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.

Avian Flu prevention measures

From time to time, following increased levels of avian flu affecting poultry and captive birds in Wales, the Welsh Government, the Chief



Veterinary Officer for Wales or other bodies introduce measures designed to mitigate the spread of avian flu. Whilst the measures may vary, common measures include the netting or covering of all birds to prevent contact with wild birds, and to provide disinfectant and suitable equipment to allow the disinfecting of footwear and clothing at the entry and exit to all allotment plots.

As such, all plot holders keeping birds must design their runs with this in mind and **MUST** be able to ensure all runs are fully covered and netted within 1 week of notification from the Community Council. Plot holders must ensure they hold such equipment or supplies as necessary to be able to achieve this requirement.

All other measures put in place must be complied with as notified by the council.



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RCT Local Nature Partnership Action for Nature website

Llanharan Community Council

The Council have supported the Wildlife Trust South and West Wales since 2009 with an annual grant for Brynna Woods and Llanharan Marsh Nature Reserve.

Work is ongoing to increase the biodiversity and protect the nationally important Hazel Dormouse in the Reserve. Also local schools and members of the public are encouraged to visit the Reserve and engage with nature. The Council are currently looking at providing further funds to install a new outdoor classroom and wooden sculptures. In addition the Council are in discussion with WTSWW, Network Rail and RCT Rights of Way department regarding a proposed bridleway bridge into Brynna Woods NR. It is hoped that any design proposal will be sensitive to the Violet Oil Beetle habitat. Also the design may incorporate nature features and interpretation boards for the Reserve.

The Council sensitively manage some small areas in their ownership to increase the potential for nature.

A project is being investigated to provide an amenity area, with an emphasis on nature, in damp woodland behind Brynna Community Centre.

'Green roofs' for bus shelters are being trialled in the area.

Mark Steer. Co-opted member, ORA Committee.