



## **LLANHARAN COMMUNITY COUNCIL**

Minutes of the meeting of the Trenos and Ewenni Crossings Project Committee (TEC) held by remote attendance at 7.00pm on Thursday 26<sup>th</sup> June 2025

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

**Present:**

**Councillors** Chris Parker (Chair), Neil Feist, Clare Morgan, Robert Smith.

**Apologies:** Janine Turner, Mark Steer

**Absent:** Cllr David Evans, Will Thomas, Rhys Jenkins.

**Clerk to the Council:** Leigh Smith.

**RFO/Deputy Clerk:** Lisa Phillips.

**TEC2025/013 Welcome and Apologies**

The Chair welcomed all attendees.

**a) RESOLVED**

That the reason proffered with Cllr Janine Turner's apology for absence be accepted as a valid reason for absence.

**b) RESOLVED**

That the reason proffered with Cllr Mark Steer's apology for absence be accepted as a valid reason for absence.



**TEC2025/014 disclosures of personal and/or prejudicial interests from members in accordance with the Code of Conduct.**

Cllr Neil Feist declared a general personal interest being a member of Cycling UK.

**TEC2025/015 Minutes of TEC Committee meeting 18th February 2025  
*RESOLVED***

To approve the minutes of the TEC Committee meeting held on 18th February 2025 as a true and accurate record

**TEC2025/016 Public Speaking**

None.

**TEC2025/017 Correspondence**

None.

**TEC2025/018 TEC Committee Action Plan**

Noted.

**TEC2025/019 Reports or recommendations from the Trenos Crossing and Ewenny Bridge Working Group**

None.

**TEC2025/020 Parameters (scope) and process to be used in the procurement process to obtain a project manager for the project.**

**a) *RESOLVED***

To approve the document, "LCC Ewenny Bridge Project PM Scope FINAL", as presented in Appendix 4 to the committee and under delegated authority to direct the officers to carry out a tender process in line with the Council's Financial Regulations as per the timelines outlined in page 7 of that document.



***b) RESOLVED***

To form a task and finish working group to assess and score the tenders, following the closing of the deadline and the opening of the tenders in line with the Council's Financial Regulations. The working group to make a recommendation to the TEC Committee on whom to award the tender. The members of the working group to comprise Cllrs Claire Morgan, Robert Smith, Chris Parker and the Clerk.

**TEC2025/021 Urgent Information or Suggestions for Future Agenda Items**

None.

There being no further business, the meeting closed at 7.35pm

Date of next scheduled meeting: 11<sup>th</sup> September 2025

**Councillor Chris Parker**

**Chair of the Trens and Ewenni Crossings Project Committee**



## **LLANHARAN COMMUNITY COUNCIL**

Minutes of the meeting of the Trenos and Ewenni Crossings Project Committee (TEC) held by remote attendance at 7.00pm on Tuesday 18<sup>th</sup> February 2025

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

**Present:**

**Councillors** Chris Parker (Chair), Neil Feist, Janine Turner, Mark Steer, Robert Smith, Rhys Jenkins.

**Apologies:** Cllrs Andrea James, Claire Morgan.

**Absent:** Cllr David Evans, Will Thomas.

1 members of the public.

**Clerk to the Council:** Leigh Smith.

**RFO/Deputy Clerk:** Lisa Phillips.

### **TEC2025/001 Welcome and Apologies**

The Chair welcomed all attendees.

**a) RESOLVED**

That the reason proffered with Cllr Andrea James' apology for absence be accepted as a valid reason for absence.

**b) RESOLVED**

That the reason proffered with Cllr Claire Morgan's apology for absence be accepted as a valid reason for absence.



**TEC2025/002 disclosures of personal and/or prejudicial interests from members in accordance with the Code of Conduct.**

Cllr Neil Feist declared a general personal interest being a member of Cycling UK.

**TEC2025/003 Public Speaking**

A member of the public spoke regarding agenda item 7 (Minute reference 2025/007).

Cllr Janine Turner joined the meeting.

**TEC2025/004 Correspondence**

None.

**TEC2025/005 TEC Committee Action Plan**

No actions to date.

**TEC2025/006 Reports or recommendations from the Trenos Crossing and Eweny Bridge Working Group**

None.

**TEC2025/007 Alterations to project map.**

**a) *RESOLVED***

To amend to project map to the following:

1. To decide upon a detailed set of parameters (scope) to facilitate the procurement process to obtain a project manager for the project.
2. To appoint a suitably qualified and experienced Project Manager for the project.



3. To decide on the method of administering the project with a view to issuing tender(s) for design, consents, build and installation of the project. (Initially comprising the Bridge over the River Ewenni and the connecting multi-user pathway between the Ewenni bridge and the Network Rail railway crossing bridge).

**TEC2025/008 Engaging a third party to assist in the drawing up of a detailed set of parameters (scope) to be used in the procurement process to obtain a project manager for the Ewenni Bridge project.**

**a) *RESOLVED***

To delegate authority to the Clerk to spend up to £850 and in consultation with the 'Trenos Crossing and Ewenni Bridge Working Group' to produce a draft scope for submission to the committee at a later date.

**b) *RECOMMENDED***

To recommend to full council that Financial Regulation 11.3e) iii 1be suspended to allow the Clerk to proceed on the basis of one quote. The work being specialist in nature and Vale known to have the required expertise.

**TEC2025/009 Decision making matrix**

**a) *RESOLVED***

To make alterations to the decision making matrix as detailed in Appendix 6 presented to the meeting with the definition of 'Multi-user route' to be made explicit on the document as "Multi-user being defined as for use by all users. including pedestrians, cyclists, horse riders, disabled people and those with impaired mobility therefore being fully compliant with the Equality Act 2010 and family friendly. This definition is NOT a legal definition of any right of way



or bridleway or any other such passage and is to be used within the context it was written.

The member of the public left the meeting.

**TEC2025/009a Exclude the Press and Public**  
***RESOLVED***

To exclude the press and public by virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public to be excluded from the meeting on the basis that with regards to the following item of business, disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Cllr Janine Turner left the meeting.

**TEC2025/010 Motion to expand the scope of the project LCC23/01 ‘ Bridge over the River Ewenny’ to include paths to the North and South of the proposed bridges.**

***RECOMMENDED***

To expand the scope of the project LCC23/01 ‘ Bridge over the River Ewenny’ to include the following: to make improvements to relevant paths to the northern side of the Ewenny Bridge, into and through Brynna Woods to make them suitable for all users in line with the requirements of The Equality Act 2010 and to make improvements to relevant paths to the southern side of the Network rail crossing bridge to make them suitable for all users in line with the requirements of The Equality Act 2010; Subject to the permission of the relevant landowners and in partnership with other interested parties. Details to be decided at some later date. And for the project to be conditional on the Trenos Bridge being ‘Access for all compliant’

Thus giving the project the following scope:

To facilitate the building of the Ewenny Bridge, the construction of an appropriate path to the South to link up with the Network Rail crossing bridge and to make improvements to relevant paths to the northern side of the Ewenny Bridge, into and through Brynna Woods and to relevant paths to the southern side of the Network Rail Trenos railway crossing bridge to make



them suitable for all users in line with the requirements of The Equality Act 2010. And for the project to be conditional on the Trenos Bridge being 'Access for all compliant'

### **TEC2025/011 Future scheduled meeting dates for the committee**

#### ***RESOLVED***

A meeting to be held on 18th March 2025, future meeting dates to be decided on a meeting by meeting basis up until the annual meeting in May. Meetings to be scheduled monthly thereafter.

### **TEC2025/012 Urgent Information or Future Agenda Items**

None.

There being no further business, the meeting closed at 8:50pm

Date of next scheduled meeting: 18<sup>th</sup> March 2025

**Councillor Chris Parker**

**Chair of the Trenos and Ewenni Crossings Project Committee**





## Llanharan Community Council - Trenos and Ewenni Crossings Project Committee Action plan

Action no	Date added	Category	From	Action	Notes	Status	Owner
TEC2025/007	19.02.2025	TEC	TEC	TEC2025/007 Alterations to project map. a) RESOLVED To amend to project map to the following: 1. To decide upon a detailed set of parameters (scope) to facilitate the procurement process to obtain a project manager for the project. 2. To appoint a suitably qualified and experienced Project Manager for the project. 3. To decide on the method of administering the project with a view to issuing tender(s) for design, consents, build and installation of the project. (Initially comprising the Bridge over the River Ewenni and the connecting multi-user pathway between the Ewenni bridge and the Network Rail railway crossing bridge).		Noted	LS
TEC2025/008	19.02.2025	TEC	TEC	TEC2025/008 Engaging a third party to assist in the drawing up of a detailed set of parameters (scope) to be used in the procurement process to obtain a project manager for the Ewenni Bridge project. a) RESOLVED To delegate authority to the Clerk to spend up to £850 and in consultation with the 'Trenos Crossing and Ewenni Bridge Working Group' to produce a draft scope for submission to the committee at a later date.	Arragne with Vale. Emailed JR 3.3.25 to arrange first steps. Draft 2 being worked on 11 June 25. Scope is incomplete but PM Document complete. PM document submitted to TEC for meeting on 26.6.25		LS
2025/042	21.02.2025	Full Council	TEC	2025/042 Trenos and Ewenni Crossings Project Committee (18th February 2025) a) RESOLVED TEC2025/008b). With regards to Resolution TEC2025/008 a), to recommend to full council that Financial Regulation 11.3e) iii 1be suspended to allow the Clerk to proceed on the basis of one quote. The work being specialist in nature and Vale known to have the required expertise.		Noted	LS
TEC2025/009	19.02.2025	TEC	TEC	TEC2025/009 Decision making matrix a) RESOLVED To make alterations to the decision making matrix as detailed in Appendix 6 presented to the meeting with the definition of 'Multi-user route' to be made explicit on the document as "Multi-user being defined as for use by all users. including pedestrians, cyclists, horse riders, disabled people and those with impaired mobility therefore being fully compliant with the Equality Act 2010 and family friendly. This definition is NOT a legal definition of any right of way or bridleway or any other such passage and is to be used within the context it was written.	Alter and send with all other relevant info to CN at Vale. - Sent to CN 5.3.25	Completed	LS

2025/042	21.02.2025	Full Council	TEC	<p>2025/042 Trenos and Ewenni Crossings Project Committee (18th February 2025)</p> <p>b) RESOLVED</p> <p>TEC2025/010 To expand the scope of the project LCC23/01 ' Bridge over the River Ewenny' to include the following: to make improvements to relevant paths to the northern side of the Ewenny Bridge, into and through Brynna Woods to make them suitable for all users in line with the requirements of The Equality Act 2010 and to make improvements to relevant paths to the southern side of the Network rail crossing bridge to make them suitable for all users in line with the requirements of The Equality Act 2010; Subject to the permission of the relevant landowners and in partnership with other interested parties. Details to be decided at some later date. And for the project to be conditional on the Trenos Bridge being 'Multiuser and specifically suitable for wheelchair users'.</p> <p>Thus giving the project the following scope:</p> <p>To facilitate the building of the Ewenny Bridge, the construction of an appropriate path to the South to link up with the Network Rail crossing bridge and to make improvements to relevant paths to the northern side of the Ewenny Bridge, into and through Brynna Woods and to relevant paths to the southern side of the Network Rail Trenos railway crossing bridge to make them suitable for all users in line with the requirements of The Equality Act 2010. And for the project to be conditional on the Trenos Bridge being 'Multiuser and specifically suitable for wheelchair users'.</p>	Noted. Include in info sent to CN, Vale	Noted	LS
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# Llanharan Community Council's 'Ewenny Bridge' Project



**ITQ: INVITATION TO QUOTE**  
**Project Management Services**

# CONTENTS

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1. Project Overview
2. Invitation to Quote Requirements/  
Project Management Services
3. Scope of Services
4. Project Management Pricing Schedule
5. Methodology
6. Legal



# 1. Project Overview

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Llanharan Community Council intends to use its CIL funds to design and commission a new multi-user bridge over the River Ewenny to be built in Brynna Woods, to replace the existing narrow pedestrian bridge.

The project also includes a new multi-user pathway between the recently constructed Network Rail Trens railway crossing bridge and the planned new Ewenny River bridge.

The planned bridge deck is likely to be approximately 20 metres long and 3 metres wide and will sit along a similar route to the current narrow pedestrian bridge.

In common with the Network Rail Trens railway crossing bridge, both the new river Ewenny bridge and the connecting pathway will be designed to be suitable for use by all users including pedestrians, cyclists, horse riders, disabled people (specifically wheelchair users) and those with impaired mobility therefore being fully compliant with the Equality Act 2010 and family friendly.

Llanharan Community Council seeks a PROJECT MANAGER to assist in the delivery of this project.

## Background

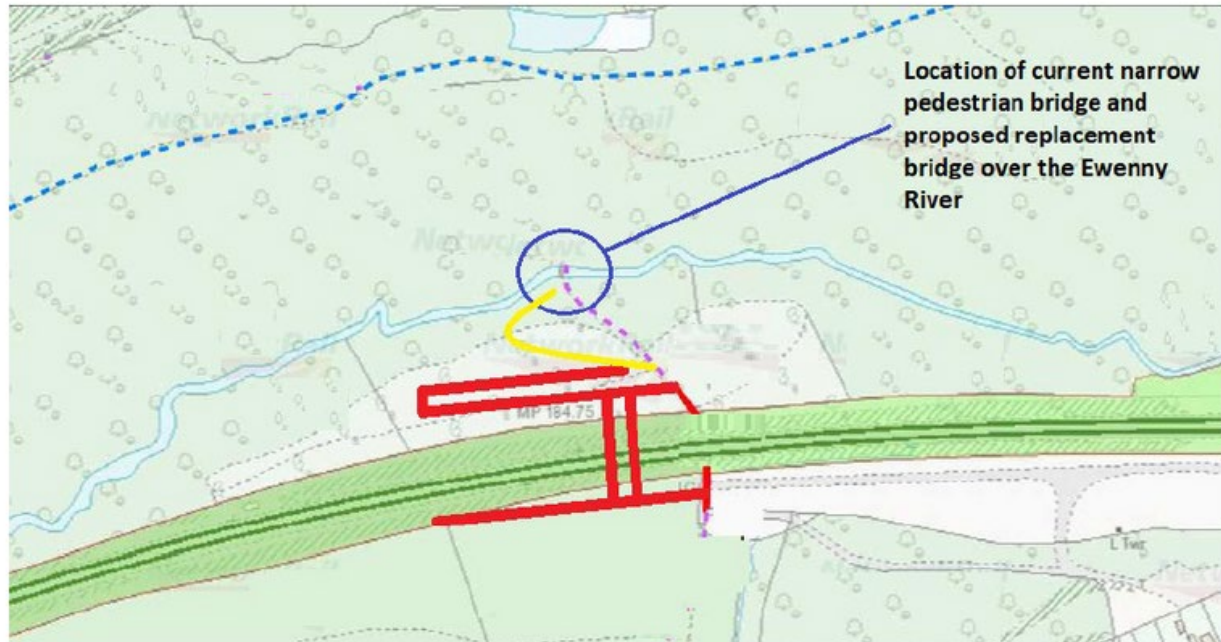
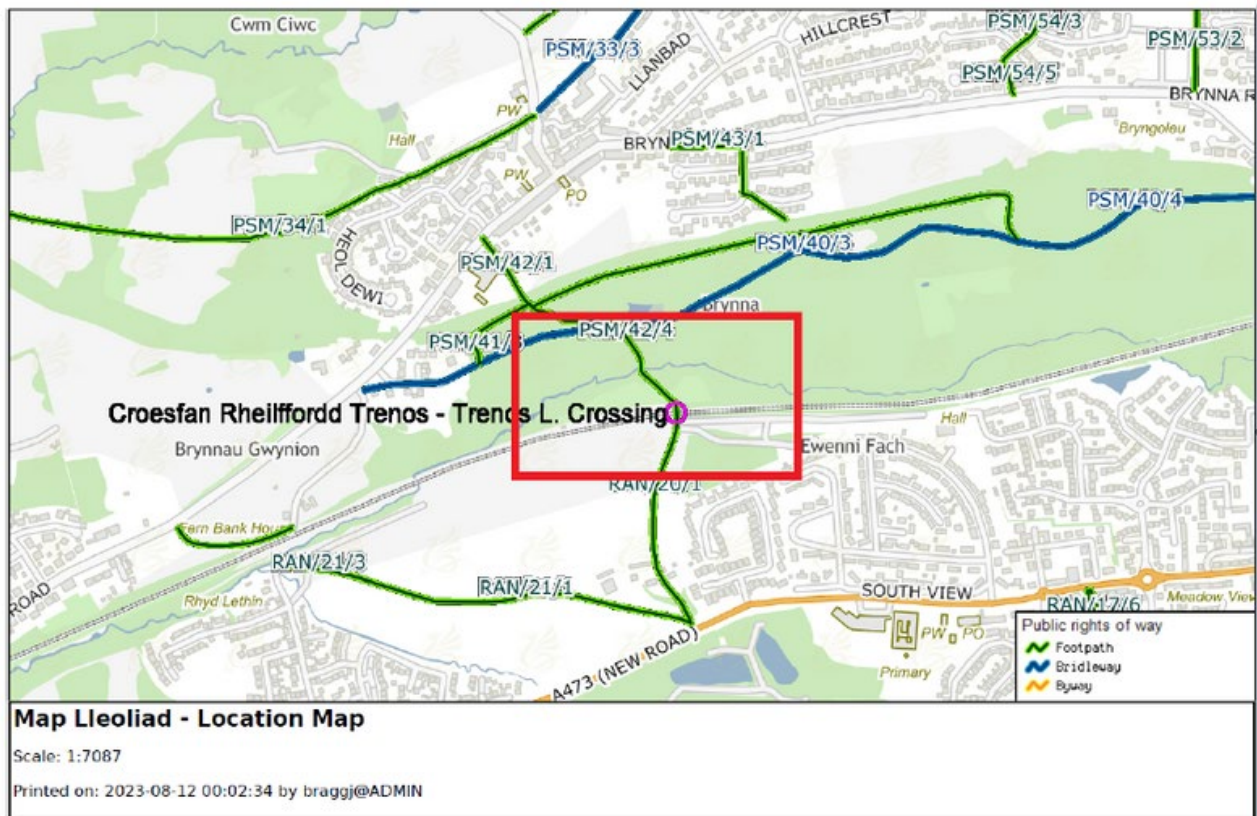
For many years a Community Council working group comprising Community Councillors, The Wildlife Trust of South and West Wales, RCTCBC, Network Rail, Persimmon Homes, the British Horse Society and other stakeholders has been working to develop a wider scheme with the aim of providing a safe multi-user route from the communities south of the railway line near Trens, over the railway and river Ewenny and through Brynna Woods connecting the communities of Llanharan and Brynna via the woods.

Network Rail have already constructed the Trens Railway crossing bridge. Llanharan Community Council's 'Ewenny Bridge' project currently comprising the new River Ewenny Bridge and connecting pathway forms part of this overall scheme.

Once a suitable network is built and in place, Network Rail intend to apply to create a formal Bridleway along this route. This aspect of the wider project does not form part of this current scope of work.

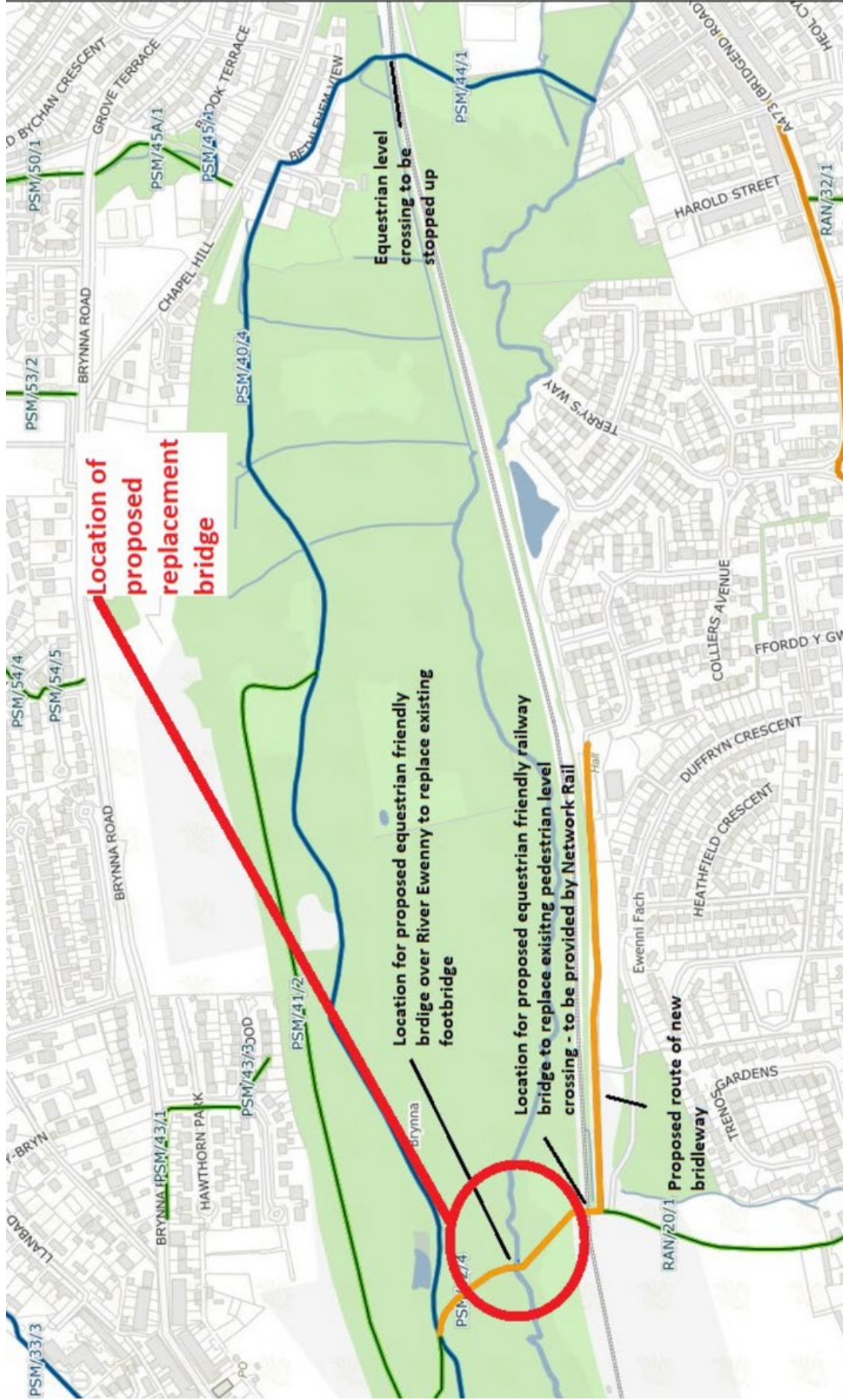






- Route of current 'rough' footpath
- Approximate route of proposed multi-user path
- Approximate footprint of Network Rail Trenos railway crossing bridge (Under construction).





# Bridleway proposal

Scale: 1:3500

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## 2. Invitation to Quote (ITQ) Requirements

Please see below the intended evaluation criteria which may be used to assess proposals. \*

Reference	Sub-Criteria	Weighting
1	Point of Contact & attended the meet the team on site.	Pass/ Fail
2	Previous Experience / CVs	20 %
3	Team Organogram	5%
4	Methodology	5%
5	Pricing and Resource Schedule	70 %
6	Legal	Pass/ Fail

### Quality Scoring Criteria (scores out of 5)

**0** - No information provided

**1** - Information provided but fails to address the scope and service requirements

**2** - Information provided which addresses some of the scope and services required

**3** - Information provided addresses all the scope and services required

**4** - Information provided addresses all the scope and services required and begins to provided additional value

**5** - Information provided addresses all the scope and services required and provides additional value and innovation in approach

### Pricing Scoring Criteria

Score is calculated using the below formula

Lowest Compliant Fee

Submitted Compliant Fee

X

Weighting  
(70 %)

\* Decisions on selection of a tender may be made using further information or criteria not published here and/or as a result of further due diligence. LCC reserves the right to select a tender based on all aspects of its due diligence.





Anyone wishing to submit a quotation must adhere to the below guidance and instructions at all times. Quotations are invited for organisations to bid for works covered in this document only (provision of Project Manager) and will be submitted via the Sell2 Wales portal. Quotation responses should be submitted in line with the below timescales. Organisations **MUST** attend meet the team day and look around the site prior to tendering.

Invitation to quote issued to suppliers

**30/06/2025**

Meet the Team Day (On Site)

**W/C 14/7/2025** (11am @ CF72 9UU) or by alternative arrangement.

Deadline for Quotations to be Submitted

**10/08/2025** (Initial enquiries Emailed to Leigh Smith: [Clerk@Llanharan-cc.gov.wales](mailto:Clerk@Llanharan-cc.gov.wales). Submissions via Sell2Wales portal)

Award Notice Issued

**W/C 18/08/2025**

Commencement Date

**Within 2 weeks of issue of tender.**

In the first instance queries should be submitted by email to:

[Clerk@Llanharan-cc.gov.wales](mailto:Clerk@Llanharan-cc.gov.wales) ahead of the deadlines identified above.

It should be noted that consultant appointments will be made directly to Llanharan Community Council.



Responses should address the below criteria and include the relevant information requested.

- 1) A key point of contact should be identified for the submission and contract
- 2) Two case studies should be included to demonstrate experience on projects of similar type, value and client
- 3) A team organogram should be included to demonstrate the team who would be delivering the project services
- 4) CV's for the key project team members should be included, demonstrating the individuals role, qualifications, experience and suitability
- 5) A methodology should be included to demonstrate your approach to delivering the scope of services enclosed
- 6) A pricing and resource schedule should be provided which demonstrates your commercial offer for the project (including day rates)
- 7) Issue of standard terms and conditions for review by the community council



The project is currently at Concept Design Stage. The current project timescales will be fixed in consultation with the successful Project Manager. However, the Community Council are keen to deliver the project as soon as possible and by the end of 2026.

Pre Construction Activities

**TBD**

Construction Phase

**TBD**

Completion on Site/ Handover

**TBD**

The project team is outlined below for information.

Client

Llanharan Community Council (Via The Clerk of the Council)

Civil & Structural Designer

To be appointed

Principal Designer/ H&S Consultant

To be appointed

Project Manager

To be appointed

Contractor

To be appointed



## 3. Scope of Service

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### 1.0 General

#### 1.1 Overview

Llanharan Community Council seeks to appoint a Project Manager to oversee all pre-construction and construction activities through to project completion and handover. Responsibilities include managing, assisting in procuring relevant consultants and suitable Principal Contractor, and supporting the client throughout all phases to ensure successful completion and handover.

#### 1.2 Review of Existing Information

The Project Manager will appraise and review the information provided by the client and the scoping documents.

#### 1.3 Available Documentation

The following documents will be available to support project planning and execution:

- Utilimap - Topographical Survey
- Utilimap - Site Report
- South Wales Ground Testing – Letter report on ground investigation
- Borehole location sketch
- Borehole logs 1 & 2, including photographs
- Public Consultation Document
- Correspondence and notes on engagement with NRW, Dŵr Cymru, RCTCBC and Wildlife Trust.

### 2.0 Pre -Construction Activities

#### 2.1 External Stakeholder Engagement

The Project Manager will liaise with all key stakeholders, including the Wildlife Trust, Natural Resources Wales, Dŵr Cymru Welsh Water, RCTCBC planning, RCTCBC Structures, Network Rail, and other interested parties. They will identify and obtain all necessary permissions, licenses, and agreements required to fully design and install the new bridge.

#### 2.2 Project Plan Development

The early development of a comprehensive project plan is essential for efficient project delivery. The Project Manager will produce a structured program covering pre-construction, construction, completion, and handover activities. This plan will be regularly updated to track progress, identify risks, and implement necessary adjustments. A well-maintained project plan will enhance coordination, minimise delays, and support successful delivery.



### 2.3 Risk Identification & Management

Effective risk management is crucial to delivering the Ewenny Bridge Project on time, within budget, and to the required standards. The Project Manager will develop a comprehensive risk register addressing:

- Environmental concerns
- Stakeholder agreements (including the adoption of future inspection and maintenance by RCTCBC)
- Cost control
- Health and safety
- Regulatory compliance
- Other as identified by Project Manager and Project Team

This risk register will be developed in collaboration with the client to ensure alignment with project objectives.

### 2.4 Cost Control

A structured cost control strategy is essential for project success. The Project Manager will develop an initial budget cost plan covering:

- Design
- Other consultants, see 2.6
- Construction
- Third -party permissions
- Contingencies

The cost plan will be regularly reviewed to provide financial transparency, mitigate risks, and ensure value for money. Proactive monitoring and reporting will help prevent budget overruns and maintain financial efficiency.

### 2.5 Design Development

The Project Manager will oversee the design process, collaborating with the design team, contractor, and client representatives to develop a robust, cost effective, and environmentally appropriate solution. The design must:

- Meet all required standards
- Align with Llanharan Community Council's objectives
- Address site access restrictions

Through proactive management, the Project Manager will ensure the design is safe, durable, and cost -efficient, minimising future maintenance requirements.

### 2.6 Coordination of Additional Consultants

The Project Manager will identify and coordinate necessary surveys, assessments, and expert consultations, including:

- Ecology and tree surveys
- Flood risk assessments
- Utility investigations

They will work with the officers of the Council to facilitate the obtaining of quotations, ensure timely completion of investigations, and integrate associated costs into the budget plan, ensuring compliance with all relevant regulations affecting Community Council procurement.



## **2.7 Compliance with CDM 2015 Regulations**

The Project Manager will ensure compliance with the Construction (Design and Management) Regulations 2015 (CDM 2015), appointing a Principal Designer and Principal Contractor to manage design and construction risks. Adherence to these regulations will promote safety, reduce hazards, and ensure legal compliance throughout the project lifecycle.

## **2.8 Contractor Procurement**

A structured procurement process is essential for securing a competent contractor. The Project Manager will:

- Identify suitable contractors
- Facilitate Council officers in Issuing tender invitations and documents
- Manage the selection process

The appointed contractor will be engaged under an appropriate contract (e.g., NEC4) to ensure clear responsibilities and risk allocation. This process will align with Llanharan Community Council's objectives, ensuring high -quality, cost -efficient, and timely project delivery and in line with Council Financial Regulations.

## **3.0 Construction Phase**

During construction, the Project Manager will provide critical support to the client, coordinating with stakeholders and the Principal Contractor to ensure:

- Adherence to the program
- Budget control
- Compliance with required standards

Key responsibilities include:

- Contract administration
- Bi-weekly updates and monthly meetings
- Approving monthly contractor valuations
- Issuing payment certificates
- Organising and chairing project meetings
- Distributing meeting minutes

Effective management and communication will facilitate smooth project execution in line with Llanharan Community Council's expectations.

## **4.0 Completion and Handover**

A well-structured completion and handover process is crucial to a smooth transition from construction to operation. The Project Manager will:

- Define and document handover requirements
- Ensure all contractual, quality, and safety standards are met
- Provide the client with necessary maintenance and operational information.
- Arrange the adoption of the structure by RCT for future inspection and maintenance

A well-managed handover minimises delays and post -completion issues, ensuring a seamless transition for the client.



## 5.0 Reporting

### 5.1 Communication & Reporting Strategy

Effective communication is key to project success. The Project Manager will produce structured, timely reports covering:

- Project progress
- Budget updates
- Risk assessments
- Program status
- Bi-weekly written report updates to officers and monthly in person meetings (Face to face or via video conferencing software) to present to Officers/Members of the Council.

These reports will be shared with stakeholders to facilitate informed decision making and maintain transparency. -

### 5.2 Post-Construction Review

A post -completion review is essential for evaluating project success and identifying lessons learned. The Project Manager will:

- Conduct a thorough review with stakeholders
- Assess cost management, program adherence, and quality
- Produce a comprehensive report with key findings and recommendations

This process will support continuous improvement and enhance future project delivery.

The scope of services outlined in Section 3 has been prepared by the client based on their knowledge and experience. However, if the tendering company believes any activity items are missing, please include them at the bottom of the pricing schedule along with an estimated cost.



## 4. Project Management Pricing Schedule

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**See enclosed pricing to be completed and submitted with tender submission**

**Note:** There are two tabs to complete on the enclosed spreadsheet

The scope of services outlined in Section 3 has been prepared by the client based on their knowledge and experience. However, if the tendering company believes any activity items are missing, please include them at the bottom of the pricing schedule along with an estimated cost.





## 5. Methodology

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A methodology should be included to demonstrate your approach to delivering the scope of Project Management Services. (Max 1 page A4)



## 6. Legal

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Please provide your standard terms and conditions which will be reviewed by the client legal advisor for proposed amendments.





For further details contact:

*Clerk@Llanharan -cc.gov.wales*