



LLANHARAN COMMUNITY COUNCIL

Minutes of the Bryncae Community Centre (BCC) Committee Meeting held remotely at 7.00pm on Thursday 23rd July 2026

The meeting was held on a remote basis in accordance with:

The Local Government and Elections (Wales) Act 2021

Present: Councillors Chris Parker (Chair), Andrea James, Nick Richards, Robert Smith, Janine Turner.

Clerk to the Council: Leigh Smith

Assistant Clerk: Rebecca Jenkins

Apologies received: Cllr Rhys Jenkins

Absent: Cllr Andrew Morgan

Members of Public: None

BCC2026/030 Welcome and Apologies for Absence

The Chair welcomed everyone to the meeting.

RESOLVED

To accept the reasons for absence proffered with Cllr Rhys Jenkins' apology for absence.

BCC2026/031 Disclosures of Personal and Prejudicial Interests

None

BCC 2026/032 Public Speaking Slot

None.



BCC2026/033 Minutes of the BCC Committee meeting 30th April 2026

RESOLVED

The minutes of the BCC Committee meeting held on 30th April 2026 were approved as a true and accurate record

BCC2026/034 Correspondence

Noted.

BCC2026/035 BCC Committee Action Plan

Noted.

BCC2026/036 BCC Finance Report

Noted.

BCC2026/037 An update on the decisions of the Council regarding the Capital Plan and next steps for the project

Noted

BCC2026/038 A proposal to write to RCTCBC regarding the issue of inadequate fire stopping insulation

a) RECOMMENDED

To authorise the Clerk to write to RCTCBC in the terms set out in Appendix 6 to the meeting, highlighting the inadequacy of the firestopping insulation and requesting an urgent review of the fire strategy and insulation and/or a fresh risk assessment.

b) RECOMMENDED

To delegate a budget of £400 to the Clerk for the purpose of seeking legal advice should it become necessary at a later date at their discretion.

BCC 2026/039 A proposal to arrange required tree safety inspections

a)RECOMMENDED

To instruct the officers to obtain tree safety inspections of all trees on Bryncae Community Centre land and any in the immediate vicinity which the officers feel would be beneficial in light of potential future lease agreements, with the permission of the landowner as appropriate; and to authorise the officers to spend up to £700 for this purpose.



b) RECOMMENDED

That the Council suspends Financial Regulation 11.3e)iii 1 given that the Council's tree inspections are usually carried out by the RCTCBC inspectors, providing a trusted service of known quality for a small cost. (The last round of general inspections of all the council's sites at that time cost £600 for 2 days' work).

Urgent Items for Information or Items Suggested to the Clerk for Future Agenda
None

There being no further business, the meeting closed at 7.25pm.

The next meeting is scheduled for 1st October 2026.

Cllr Chris Parker
Chair of the BCC Committee



LLANHARAN COMMUNITY COUNCIL

Minutes of the Bryncae Community Centre (BCC) Committee Meeting held remotely at 7.00pm on Thursday 30th April 2026

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

Present: Councillors Chris Parker (Chair), Andrea James, Rhys Jenkins, Andrew Morgan, Nick Richards, Robert Smith, Janine Turner.

Clerk to the Council: Leigh Smith

Assistant Clerk: Rebecca Jenkins

Apologies received: None

Absent: None

Members of Public None

BCC2026/020 Welcome and Apologies for Absence
The Chair welcomed everyone to the meeting.

BCC2026/021 Disclosures of Personal and Prejudicial Interests
None

BCC 2026/022 Public Speaking Slot
None.

BCC2026/023 Minutes of the BCC Committee meeting 29th January 2026
RESOLVED

The minutes of the BCC Committee meeting held on 29th January 2026 were approved as a true and accurate record



BCC2026/024 Correspondence

Noted.

BCC2026/025 BCC Committee Action Plan

Noted.

BCC2026/026 BCC Finance Report

Noted.

BCC2026/027 Suggested revisions to the hire agreement

RESOLVED

To adopt the revisions to the hire agreement provided in Appendices 5a and 5b, subject to the following amendments:

- a) Not to make any change to the hourly rate
- b) Not to make any change to the cancellation and refund policy until the officers have provided further data
- c) To replace the alcohol declaration with a clear prohibition on the sale of alcohol.

BCC2026/028 An update on the decisions of the Council regarding the Capital Plan and next steps for the project

Noted

BCC 2026/029 Urgent Items for Information or Items Suggested to the Clerk for Future Agenda

None

There being no further business, the meeting closed at 8.20pm.

The next meeting is scheduled for 23rd July 2026.

Cllr Chris Parker
Chair of the BCC Committee

Re: Bryncae community centre light

From Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>

Date Tue 21/07/26 10:46 AM

To Glyn Phillips <glyn@lcdp.org.uk>

Cc Katie Evans <katie@lcdp.org.uk>

Hi Glyn,

Thank you for letting us know. You will be aware that a similar incident occurred on 2nd April. Please ensure that activities likely to cause damage to the fabric of the hall are not permitted.

This repair will incur a cost to us under our SLA with RCT.

If further incidents continue to occur we may need to consider imposing a financial penalty.

Kind regards

Rebecca

Rebecca Jenkins

Assistant Clerk

Llanharan Community Council

rebecca.jenkins@llanharan-cc.gov.wales

www.llanharan-cc.gov.wales

Tel: 01443 231430 / 07882 920422

Usual working hours: Tuesday-Friday 9am - 3pm

From: Glyn Phillips <glyn@lcdp.org.uk>

Sent: 20 July 2026 8:20 PM

To: Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>

Cc: Katie Evans <katie@lcdp.org.uk>

Subject: Bryncae community centre light

Good evening Rebecca, please accept my apologies for this message and the hour.

Unfortunately, we have had an accident with one of the lights in the centre. A football struck the light and dislodged it. It still lights up but has come away from it's holdings.

Please accept my sincerest apologies and know that from now on, hard balls will not be used in the centre.

Please find attached a photo of said light.

Apologies once again,

Glyn

Sent from [Outlook for Android](#)



Glyn Phillips

Play and Youth Coordinator

Tel: 01443 229723

Mobile: 07513836003

Email: glyn@lcdp.org.uk

Web: www.lcdp.org.uk



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From: Leigh Smith, The Clerk, Llanharan Community Council
To: "Phillips, Lianne"
Cc: Rebecca Jenkins
Bcc: Chris
Subject: RE: Bryncae Community Centre lease
Date: 22 July 2026 11:19:00
Attachments: image002.png

Hi Lianne,

Can I ask if it is possible to expedite the landlord's consent for the following item please?

42	£6,000	Installation of blackout blinds to high level windows in main hall.	sem 42.pdf
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We have a quotation that we have accepted for the supply and fit of the blackout blinds that is time limited. Could you give an estimate of when this permission might be considered please as well as the larger scheme of works?

Best regards

Leigh Smith
Clerk to the Council.
Llanharan Community Council
Clerk@llanharan-cc.gov.wales
project@llanharan-cc.gov.wales
www.llanharan-cc.gov.wales
Tel: 01443 231430 / 07769 266675

Mae'r neges ar gyfer y person / pobl enwedig yn unig. Gall gynnwys gwybodaeth bersonol, sensitif neu gyfrinachol. Os nad chi yw'r person a enwyd (neu os nad oes gyda chi'r awdurdod i'w derbyn ar ran y person a enwyd) chechw chi ddim ei chpio neu'i defnyddio, neu'i datgelu i berson arall. Os ydych chi wedi derbyn y neges ar gam, rhowch wybod i'r sawl sy wedi anfon y neges ar unwaith. Mae'n bosibl y bydd holl negeseuon yn cael eu cofnodi a/neu fonitro unol â'r ddeddfwriaeth berthnasol.

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From: Leigh Smith, The Clerk, Llanharan Community Council
Sent: 14 May 2026 14:22
To: Phillips, Lianne <Lianne.Phillips1@rctcbc.gov.uk>
Cc: Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>
Subject: RE: Bryncae Community Centre lease

Hi Lianne,

I attached a landlord's consent form for a large program of capital works that the Community Council wishes to carry out. Detail in the notes.

I also attached the Program of capital works itself and the item detail.

I appreciate that it is a lot of information to go through and this will take some time. If that is the case then can we request that permission for the following items are expedited separately if necessary please?

42	£6,000	Installation of blackout blinds to high level windows in main hall.	sem 42.pdf
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If possible, it would be helpful to have a rough idea of when we might get a response on the larger submission, this would help me to plan.

Please let me know if you require any further information.

Best regards

Leigh Smith
Clerk to the Council.
Llanharan Community Council
Clerk@llanharan-cc.gov.wales
project@llanharan-cc.gov.wales
www.llanharan-cc.gov.wales
Tel: 01443 231430 / 07769 266675

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From: The Clerk / Project Officer <project@llanharan-cc.gov.wales>
Sent: 26 January 2026 14:59
To: Phillips, Lianne <Lianne.Phillips1@rctcbc.gov.uk>; Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>
Cc: Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>; Bryncae Community Centre Working Group <BryncaeCommunityCentreCATWG@Llanharancc.co.uk>
Subject: RE: Bryncae Community Centre lease

Hi Lianne,

Please find the attached permission request for Fire Stopping insulation improvements. I appreciate that you may require further detail but wanted to get this logged ASAP given the implications.

I will submit a permission request for the fitting of Blackout blinds when I obtain a spec plus another much larger permission request for our larger program of capital works at a later

date once I have drawn up a more detailed specs ready for tender.

Regarding the request for information about works carried out to the divider: There is a dividing folding wall to the Main Hall to allow it to be used by two community groups at the same time. However, the structural supports to the head of the wall were previously reported as defective and RCT engaged a contractor to undertake repairs and provide additional structural support to this folding wall. Can you provide details on this work please? Specifically what work was done, who did the work and when and whether there is a contractors guarantee for the works done in place.

This isn't urgent but might be useful in the future should we have any issues or need to carry out further work.

Thanks in advance and please don't hesitate to give me a call.

Best regards

Leigh Smith
Clerk to the Council.
Llanharan Community Council
Clerk@llanharan-cc.gov.wales
project@llanharan-cc.gov.wales
www.llanharan-cc.gov.wales
Tel: 01443 231430 / 07769 266675

Mae'r neges ar gyfer y person / pobl enwedig yn unig. Gall gynnwys gwybodaeth bersonol, sensitif neu gyfrinachol. Os nad chi yw'r person a enwyd (neu os nad oes gyda chi'r awdurdod i'w derbyn ar ran y person a enwyd) chewch chi ddim ei chopïo neu'i defnyddio, neu'i datgelu i berson arall. Os ydych chi wedi derbyn y neges ar gam, rhwch wybod i'r sawl sy wedi anfon y neges ar unwaith. Mae'n bosibl y bydd holl negeseuon yn cael eu cofnodi a/neu fonitro unol â'r ddeddfwriaeth berthnasol.
llanharan-cc.gov.uk

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llanharan-cc.gov.uk

From: Phillips, Lianne <Lianne.Phillips1@rctcbc.gov.uk>
Sent: 26 January 2026 14:22
To: Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>; The Clerk <clerk@llanharan-cc.gov.wales>
Subject: RE: Bryncae Community Centre lease

Hello again,

Following the request for works at the community centre, I attach the council's form for landlord's consent for completion and return.

Please provide as much information as possible:-

Detailed specification of works, including quotations for works, drawings and plans, together with the RAMS for the appointed contractors (where applicable). This information is required to send over to our building surveying team for approval.

Our community centres are insured under a block policy. I've requested a copy.

Could you advise further what you require in your previous email "4. dividing wall works completed, and by, whom"

Kind regards.

Lianne

Lianne Phillips
Syrffwr Ystadau | Estates Surveyor

Adnoddau Corfforaethol | Corporate Resources
Canolfan Menter y Cymoedd | Valleys Innovation Centre
Parc Hen Lofa'r Navigation | Navigation Park
Abercynon | Abercynon CF45 4SN

Symudol (Mobile): 07867 373 231 | Ebost (Email): lianne.phillips1@rctcbc.gov.uk



[Siaradwch a fi ar / Contact me on Microsoft Teams](#)

From: Harrison, Allison <Allison.Harrison@rctcbc.gov.uk>
Sent: 22 January 2026 14:45
To: Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>
Cc: clerk@llanharan-cc.gov.wales; Property Information <property.information@rctcbc.gov.uk>
Subject: RE: Bryncae Community Centre lease

Dear Rebecca,

I will arrange for a case to be set up and allocated to one of the Estates Team to deal with your enquiry.

Kind Regards,

Allison

From: Rebecca Jenkins
Sent: 22 January 2026 14:21
To: Harrison, Allison
Cc: clerk@llanharan-cc.gov.wales
Subject: Bryncae Community Centre lease

Rhybudd: E-bost allanol yw hwn - sy wedi dod o sefydliad/unigolyn y tu allan i'r Cyngor. Byddwch yn wyladwrs wrth glicio ar ddolenni neu agor atodiadau.

Caution: This is an external email and did not originate from within the Council. Please take care when clicking links or opening attachments.

Dear Ms Harrison,

 Llanharan Community Council - BCC Action Plan 15.07.26							
Action no	Date added	Category	From	Action	Notes	Status2	
2024/071	22/03/2024	Full Council	BCC	2024/071 Potential leasing of land around Bryncae Community Centre. RESOLVED For the Clerk to obtain estimates of cost from a solicitor to draft a lease agreement and act on the Council's behalf in this matter. Costs to be presented to a future meeting of council.	On Hold - Awaiting deeds/title plan from LRGT June 24. Permission given by LRGT for the Clerk to liaise directly with the solicitor. Chased deeds again Jan 2025 direct with solicitor. Esitmate of solicitors costs obtained. This issue is with LRGT. No further action from LCC until LRGT register the land.		
BCC2026/008	30/01/2026	BCC	BCC	BCC2026/008 implication for VAT registration of the provision of Children's party hire packages (Inflatables etc.). RESOLVED To defer the item pending further investigation by the Officers.	Work with RFO to write narrative to SLCC advice and obtain written advice.		
BCC2026/012c)	30/01/2026	BCC	BCC	BCC2026/012 Purchase of 2 x replacement fire shutters to reinstate fire compartmentation of the building. c) RESOLVED To authorise the officers to spend up to £1,000 to arrange ancillary electrical work to provide power to the units and link into the alarm relay. Monies to be taken from CIL project LCC23/02 'Improvements to Bryncae Community Centre'. Note: The Committee has delegated authority to make this purchase. This item appearing on the original capital improvement plan.	See also 2025/047c giving approval to suspend FR11.3e)ii LS to arrange this work after liaising with Entry specialists on requirments. In progress. Fire shutters fitted, electrician to alter wiring to fit relay and to make close on failure. June 26. Completed July 26	Completed	
BCC2026/013	30/01/2026	BCC	BCC	BCC2026/013 Work to improve/replace the fire stopping insulation in the ceiling to reinstate fire compartmentation in the building pending permission from RCTCBC as the freeholder RESOLVED To defer the item of business pending further investigation by the officers	Requested full spec and quote from LlantrisantFireStopSystems 24.2.26 To be presented to a future meeting of the Committee who have delgated authority to proceed. (See 2026/047a). Added to agenda of BCC Committee in July 26. Consideration of writing to RCT to again highlight the issue but to make it clear that this is RCT responsibility and not LCC.		
BCC2026/018b)	30/01/2026	BCC	BCC	BCC 2026/018 Commission of a tree survey to ascertain the condition of trees within the lease boundary. NOTED (The following resolution of the committee is rendered moot by 2026/047 f), above. BCC2026/018 b) RESOLVED To instruct the officers to obtain tree inspections of all trees on Bryncae Community Centre land and those in the immediate vicinity including those the officers feel would be beneficial in light of potential future lease agreements. To authorise the officers to spend up to £600 for this purpose.	See also 2026/047f), above. Bring back to Committee to be recommended rather than resolved. Can then be dealt with at FC together with an agenda item to suspend FR		
2026/047f)	20/02/2026	Full Council	BCC	2026/047 resolutions and recommendations of the Bryncae Community Centre Committee held on 29th January 2026 BCC 2026/018 Commission of a tree survey to ascertain the condition of trees within the lease boundary. Not to suspend Financial Regulation 11.3e)iii at this time in relation to the tree surveys.	See also BCC2026/018b), below. Bring back to Committee to be recommended rather than resolved. Can then be dealt with at FC together with a n agenda item to suspend FR		
2026/047a)	20/02/2026	Full Council	BCC	2026/047 resolutions and recommendations of the Bryncae Community Centre Committee held on 29th January 2026 RESOLVED BCC2026/010 Capital works plan for the Community centre (pending permission from RCTCBC as the freeholder) and next steps To amend the capital works plan to including the addition of the following: f) Replacement fire stopping insulation as required to maintain fire compartmentation. Any other items to be brought back to Council individually with further information and details for consideration.	Amend the capital plan accordingly. Redesign plan to 2 sections - Contractual/safety items andnf discretionary items. Completed. V8 now produced. Consider issuing via CIL Committee then to FC.	Completed	
2026/047d)	20/02/2026	Full Council	BCC	2026/047 resolutions and recommendations of the Bryncae Community Centre Committee held on 29th January 2026 d) RESOLVED BCC2026/014 Purchase of blackout blinds for the high windows in the main hall, pending permission from RCTCBC as the freeholder To consider purchasing blackout blinds for the high windows in the main hall,(pending permission from RCTCBC as the freeholder), to instruct the officers to draw up a suitable specification and obtain 3 quotations for future consideration by full council unless authority explicitly delegated to the BCC Committee at a later date.	Determine spec (Check CP previous spec against the hall and look at notes re best options). Arrange for quotations to be presented to a future meeting of the Committee. Note: No delegated authority to resolve at the time of writing. NOTE Clerk adding to list of items to be considered for addition to the Capital works program before progressing. Quote received and added to agenda of FC for July 26		

Detailed Income & Expenditure by Budget Heading 31/07/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
640 Bryncae Community Centre							
1992 BCC Hire Fees	2,822	13,500	10,678			20.9%	
Bryncae Community Centre :- Income	2,822	13,500	10,678			20.9%	0
4060 Non domestic rates	3,161	8,600	5,440		5,440	36.8%	
4075 Telephone & Broadband	82	500	418		418	16.4%	
4080 Electricity supply	304	3,500	3,196		3,196	8.7%	
4095 Cleaning Materials	8	380	372		372	2.1%	
4100 Cleaning Contract	759	2,580	1,821		1,821	29.4%	
4110 Building Maintenance	0	1,000	1,000		1,000	0.0%	
4215 BCC Insurance	371	460	89		89	80.6%	
4755 Gas supply	256	4,500	4,244		4,244	5.7%	
4760 Water Rates	595	1,000	405		405	59.5%	
4765 Statutory Compliance Fees	994	1,250	256		256	79.5%	
4775 Consumables	0	375	375		375	0.0%	
4780 BCC Administrative Costs	85	540	455		455	15.7%	
Bryncae Community Centre :- Indirect Expenditure	6,615	24,685	18,070	0	18,070	26.8%	0
Net Income over Expenditure	(3,793)	(11,185)	(7,392)				
Grand Totals:- Income	2,822	13,500	10,678			20.9%	
Expenditure	6,615	24,685	18,070	0	18,070	26.8%	
Net Income over Expenditure	(3,793)	(11,185)	(7,392)				
Movement to/(from) Gen Reserve	(3,793)	(11,185)	(7,392)				

Appendix 5

Update on the decisions of the Council (following recommendations of CIL Committee) in respect of the Capital Plan and the next steps in terms of delivery of the project

Council has resolved:

2026/228 Resolutions and recommendations of the Community Infrastructure Levy (CIL) Committee held on 7th July 2026

b) RESOLVED

CIL2026/031 Updated figures for LCC23/02 'Improvements to Bryncae Community Centre' and to note progress. To approve the updated figures for the Capital plan relating to LCC23/02 presented in Appendix 6 to the CIL Committee and to note progress.

Note see updated figures and project status at the end of this paper.

And

2026/235 To consider a quotation received for Blackout Blinds for Bryncae Community Centre as part of the Capital Improvement Plan (LCC23/02 Improvements to Bryncae Community Centre)

RESOLVED

a) To suspend Financial Regulation 11.3e)ii, the officers having contacted a number of appropriate companies providing a specification for a quotation, but Solar Sunshades being the only company to provide a quotation.

b) To accept the quotation of £6000 received for Blackout Blinds from Solar Sunshades, and to authorise the officers to place orders accordingly, pending landlord's permission. All funds to come from already allocated CIL funds.

Progress

The capital plan was submitted to RCTCBC requesting landlords' consent on 14th April. That submission requested specific early and separate consent for the blackout blinds.

The Clerk has emailed RCTCBC to request permission for the Blackout blinds is expedited given the quotation for the blinds is time limited. (See correspondence).

The Clerk will start to develop a tender pack in anticipation of landlord's consent for the wider scheme of works. The pack can then be amended should RCTCBC have any specific conditions or requirements.

Bryncae Community Centre Capital plan V12 14.05.26					
Ref	Original est +20% or Estimate	Proposed actions for Capital Plan tender pack	Included in Capital Plan but actioned separately outside of the main tender	Other notes	Link to paper
1	£6,720	Carry out full internal decoration of community centre.			
2	£10,000	Carry out full external decoration of community centre. (Note: This is without carrying out necessary repairs to the render and using standard paint and not anti-graffiti paint - See item 19)			
3	£10,000	Replace all roof guttering and downpipes, fascias and soffit.			
4	£5,000	Replace all external fire doors and frames x 3			
5	£25,000	Replace all vinyl flooring and make minor repairs to concrete floor . See also item 26.			
6	£120	Provide electrical distribution chart for the building.			
8	£1,200	Install warning beacons in toilet areas. Note - Item 45 expands on this.			
7	£2,795		Replace all internal and external lights with LED. Replace outdoor lighting with columns - Completed	Completed	
9a	£0		Replace CCTV system. - Completed	Completed	
9b	£475		Recoat curtains with flame retardent coating and CE mark	Completed	
18	£250	Rub down and treat support leg.			Item 18.pdf
19	£6,000	Carry out repairs to external render at corners and where minor cracking has occurred. Engage a specialist contractor to repair minor damage and cracks to render and remove all lichen and marks prior to redecorating the render. Repaint external walls using anti-graffiti/anti vandal paint. Colour TBD See also item 2 The additional cost of this item (which is to repair the render AND to use anti-graffiti paint is est £6000. Repairs to render only est £500)/ Repair of the rendering is NECESSARY.			item 19.pdf
20b	£1,000	20b - Repair high level window opener mechanism and cut out and replace mastic joint (windows to external reveals) and window at rear of stage to have laminated security film or alternative where possible/appropriate.			Item 20b.pdf
20c	£30,000	20c) Replace the windows, doors etc... at foyer area (including office windows) with new UPVC or similar. Doors and windows to be security spec (secure by design) including roller shutters*, accessible and fitted with a keypad or fob system integrated with the booking system to regulate access to hirers. Doors to be accessible (Automatic opening or pushbutton). Windows to have laminated security film or alternative where possible/appropriate *Roller shutters to also be fitted to south facing fire door if allowable. All shutters operating from one control point ensuring safe unobstructed egress from the south facing fire door when the building is occupied.			Item 20c

22a	£1,569		Replace boiler room door and frame. Note: Fire doors included in item 4.	Completed	
23	£10,000	Resurface the Western side of the carpark to remove undulations and reduce water ponding. Re-white line all parking bays.		Note: This work should be co-ordinated or as a minimum checked to ensure synergy with any improvements to the carpark that may be considered for the Bridleway (Trenos Crossings project).	Item 23.pdf
24a					
24b	£5,000	NA	Repair/replace fire stopping insulation in the kitchen ceiling as required.	Quote received. £11,700 Awaiting instruction.	
27a	£6,500	27a Complete refurbishment of main male and female toilets with new fittings, floor to ceiling paneling and toilet cubicles to meet modern Hygiene standards. Cutting out and replacing sealant around all sanitary fittings in other 3 toilets			Item 27a
28a					
28b	£5,000	Replace all internal doors including fire doors and replace all skirting boards and architrave visible from the man hall, corridors and foyer.			Item 28.pdf
28a (2)					
28b (2)	£6,520		Replace 2 x kitchen roller shutters with fire rated self-closing units. Confirm can be wired to existing fire alarm or new alarm if changed (See item 8)	Fitted June 26 - Awaiting invoice.	

29	£200	The shut off valve that supplies the gas meter and boiler is not suitably marked and should be marked yellow with the word 'GAS' The mains cut off valve to be made readily identifiable			Item 29
30	£250	Replace external flue cage and bracket to external condensation pipe.		Consideration for additional pipe insulation and/or background heating on a frost thermostat in boiler room and elsewhere.	Item 30.pdf
39	£2,500	Cosmetic refurbishment of kitchen. Worktops, cupboard doors, splashbacks etc...			Item 39
40	£2,500	An anti-vandal solution to prevent access to the low roof to prevent damage to roof /guttering and mitigate any liability issues. Anti vandal paint is an option as are roller barriers if applicable in this scenario. To allow a budget for this delegating a final decision to the Clerk in consultation with the Bryncae Community Centre working group and other interested parties. (or some other decision making mechanism).			Item 40.pdf
41	£2,578		Replacement curtain track for stage curtains	Completed	
42	£6,000		Installation of blackout blinds to high level windows in main hall.		item 42.pdf
43	£1,500	Replacement cabling to western circuit of external LED lighting columns			Item 43.pdf
44	£2,000	Additional CCTV in the carpark.			Item 44.pdf
45	£7,500	New fire alarm and addressable ancillaries including magnetic door holders etc... Note: The door holders would significantly reduce damage to fire doors, ensure proper fire compartmentation during a fire (Insurance consideration) and form part of the compliance with the Equality Act 2010, allowing doors to be safely left in an open condition (without the use of wedges) when occupied and closure should the alarm activate. Note: Item 8 on mandatory list is to install warning beacons in toilet areas.			Item 45.pdf
46	£15,000	Improvements to external drainage. Fitting of aco drains along perimeter of green spaces to tie in with existing drains. Potentially increasing the size of the primary drain opening/chamber near the front door. (Or similar solutions).			Item 46.pdf
	Total capital plan	Tender pack	Outside tender pack		
	£173,177	£148,240	£24,937	Totals	
	£7,417	£0	£7,417	Spent	
	£165,760	£148,240	£17,520	Remaining	

Appendix

Proposal to write to RCTCBC regarding the issue of inadequate fire stopping insulation and fire compartmentation at Bryncae Community Centre, emphasising that in the opinion of LCC, RCTCBC are responsible for its satisfactory resolution.

Background

As previously reported to the Committee, an independent building condition survey carried out in 2022 identified that,

“The walls internally are constructed from concrete blockwork. These internal walls would normally form part of the fire compartmentation fire strategy for the building however the walls for the office and kitchen and ancillary toilets do not continue to the underside of the roof structure. It can be seen that the kitchen has had a fire blanket retrospectively fitted to close the gap between the top of the wall and underside of the roof, but this has been poorly fitted with gaps evident. Even though these rooms appear to have fire doors fitted it should be concluded that these rooms do not have suitable fire compartmentation, and this should be reviewed in the fire risk assessment. However, the general condition of these walls is good and generally have a plastered and painted finish and have been given a Condition Rating of 1 with Further Investigations with respect to fire compartmentation required”

The Clerk has written to RCTCBC Corporate estates on a number of occasions highlighting the issue and requesting advice. An RCTCBC officer did attend the community centre in 2025 and confirmed verbally that there appeared to be defects in the fire stopping insulation. However, RCTCBC have been unable to provide the original fire strategy and/or risk assessment for the building and have been of little help in addressing this issue.

Given the potential harm to public safety, liabilities and insurance implications for RCTCBC, the Clerk proposes to write the following letter (See below) to RCTCBC Corporate Estates.

Note, the contents of this letter have not been examined by a solicitor, the Clerk suggests only doing so should RCTCBC dispute the legality of the issue or their/our obligations in the lease. The Clerk suggests that the Committee consider delegating a budget of £400 for this purpose should it become necessary at a later date at the discretion of the Clerk.

From: [Leigh Smith. The Clerk. Llanharan Community Council](#)
To: [Leigh Smith. The Clerk. Llanharan Community Council](#)
Subject: Fire Stopping insulation / Fire compartmentation of Bryncae Community Centre - Powell Drive, Llanharan.
Date: 14 July 2026 16:48:19
Attachments: [image004.png](#)
[image002.png](#)
[image003.png](#)

From: Leigh Smith. The Clerk. Llanharan Community Council <clerk@llanharan-cc.gov.wales>
Sent: 14 July 2026 16:41
To: Leigh Smith. The Clerk. Llanharan Community Council <clerk@llanharan-cc.gov.wales>
Subject: Fire Stopping insulation / Fire compartmentation of Bryncae Community Centre - Powell Drive, Llanharan.

Good morning,

I wish to again highlight the issue of the Fire Stopping insulation fitted to Bryncae Community Centre. We (LCC) lease the centre from yourselves.

As per previous correspondence with RCTCBC on this matter, an independent building condition report carried out in 2022 identified that the fire stopping insulation fitted above the kitchen and in some other areas comprising what appears to be a fire compartment, appeared to have been poorly fitted and did not provide adequate protection and so the fire compartmentation of the building as designed may be compromised.

We have requested from RCTCBC the fire strategy for the building to ascertain the original fire strategy and associated risk assessments so we can check for ourselves, but you have been unable to provide them.

We engaged specialists to investigate more closely, who have confirmed that the insulation was poorly installed and would not provide adequate fire compartmentation for the building, assuming that the fire insulation was fitted to provide a distinct fire compartment within the structure.

The specialist has stated that in their opinion they are unable to carry out repairs or to add extra insulation to the existing due to changes in materials and regulations and the way that the existing fire insulation was fitted. Their solution is to renew the insulation.

We are of course concerned about both public safety and your insurance cover should an incident occur where the inadequate fire compartmentation may contribute to a spread of fire.

I should point out at this stage that the public safety element does not appear to be significant as there appear to be adequate fire exits in the main hall (which is presumably the area intended to be protected), however this is a layman's view and I am not qualified to make such an assessment.

Given that since LCC began leasing the building in February 2024 and we have neither carried out any works, alterations or undertaken any activity that would affect the fire insulation or compartmentation then It is our contention that given that this is an inherent latent defect relating to the structure and fabric of the building as originally constructed, this matter falls outside of our obligations as a tenant and rather is the responsibility of RCTCBC as the landlord.

We believe that the terms of the lease that may be relevant are:

4.13.3 to keep the Property supplied with such fire fighting equipment as is necessary to comply with the Regulatory Reform (Fire Safety) Order 2005 and as the insurers require maintaining the equipment as required;

It is our contention that this related to active firefighting equipment such as extinguishers and detection and warning systems such as the fire alarm (All of which are in good condition and inspected/tested) but that this clause does not relate to passive protection such as fire insulation, compartmentation etc...

And

4.14 Statutory Requirements

4.14.1 To the extent that compliance is not the obligation of the Landlord pursuant to the terms of this Lease and subject to clause 4.14.2 at the Tenant's own expense to execute all works and provide and maintain all arrangements upon or in respect of the Tenant's use of the Property that are required (whether by the lessor the lessee or the occupier) in order to comply with the requirements of any statute (already or in the future to be passed) or any government department local authority other public or competent authority or court of competent jurisdiction

4.14.2 Without prejudice to the generality of the foregoing to comply in all respects with the provisions of any statutes and any other obligations imposed by law or any byelaws applicable to the Property or in regard to the health safety and welfare of the persons using or employed in the Property and otherwise in regard to carrying on the trade or business for the time being carried on by the Tenant on the Property.

4.14.3 Not to do in or near the Property any act or thing by reason of which the Landlord may under any enactment incur have imposed upon it or become liable to pay any penalty damages compensation costs charges or expenses

It is our contention that the key phrase is, "To the extent that compliance is not the obligation of the landlord" and that for the reasons given above you as landlord retain the obligations relating to the inadequate fire stopping insulation/compartmentation, if indeed this is the case.

We would therefore request that as a matter of urgency that you either take steps to locate and review the fire strategy for the building and inspect the insulation with a view to rectifying any defects and/or carry out a fresh risk assessment to identify the hazards and reassess the mitigations required, in particular in relation to the intended and apparent compartmentation, or take some other action to address the issue.

(Note An RCTCBC officer attended to carry out a brief visual inspection with me in 2025 after this was first raised as an issue).

Note: The last full risk assessment was carried out in 2021 during Covid restrictions. This is due for a fresh risk assessment now.

For our part we have taken the following action:

- We have replaced the 2 x original non fire rated fire shutters with new, alarm connected fire rated shutters (That close on activation of the alarm).
- As part of our refurbishment program we are replacing all internal and external fire doors with new (Linked to alarm with door hold release on alarm) – This is currently on hold pending landlords consent from yourselves.
- Continuing with weekly alarm checks alongside the other statutory inspections that are carried out under an SLA with yourselves.

The intent of this email is to formally notify you of the defect under clause 4.13.6 of the lease and to enter into a discussion on how best to progress. Can I suggest that we obtain a fresh fire risk assessment that addresses the general risks of the building but with a specific section addressing the insulation/compartmentation in particular? I propose that we pay 50/50 for this assessment and then go from there? Feel free to provide my contact details to the provider to arrange.

4.13.6 to immediately give notice to the Landlord of anything that might affect any insurance policy effected in accordance with this Lease, and of any destruction of or damage to the Property, whether or not caused by one or more of the Insured Risks;

If there is anything else that you require from us, or any urgent action that you feel is necessary then please feel free to get in touch.

In any case we request an urgent formal response acknowledging receipt and your proposed next steps.

Regards

Leigh Smith

Clerk to the Council.

Llanharan Community Council

Clerk@llanharan-cc.gov.wales

project@llanharan-cc.gov.wales

www.llanharan-cc.gov.wales

Tel: 01443 231430 / 07769 266675

Mae'r neges ar gyfer y person / pobl enwedig yn unig. Gall gynnwys gwybodaeth bersonol, sensitif neu gyfrinachol. Os nad chi yw'r person a enwyd (neu os nad oes gyda chi'r awdurdod i'w derbyn ar ran y person a enwyd) chewch chi ddim ei chopio neu'i defnyddio, neu'i datgelu i berson arall. Os ydych chi wedi derbyn y neges ar gam, rhwch wybod i'r sawl sy wedi anfon y neges ar unwaith. Mae'n bosibl y bydd holl negeseuon yn cael eu cofnodi a/neu fonitro unol â'r ddeddfwriaeth berthnasol.

llanharan-cc.gov.uk

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Appendix 7

To consider engaging a tree survey to ascertain the condition of trees within the lease boundary.

The community centre has mature trees around it and on its land.

It is a general requirement to have a tree inspection carried out every 3 years (or more frequently if deemed necessary by risk assessment or previous inspection).

The issue of inspection of some of the trees was also raised during the TPG building condition survey in relation to preventing damage to gutters and the roof.

It is not known when the most recent inspection was carried out.

Given conversations with other landowners regarding the potential future lease of other land in the immediate area it may be prudent to include these areas in any inspection carried out now, providing some due diligence for those processes at little extra cost.

Proposal:

To instruct the officers to obtain tree inspections of all trees on Bryncae Community Centre land and those in the immediate vicinity including those the officers feel would be beneficial in light of potential future lease agreements. To authorise the officers to spend up to £700 for this purpose.

Members are invited to also recommend that the Council suspends Financial Regulation 11.3e)iii ¹ given that the Council's tree inspections are usually carried out by the RCTCBC inspectors, providing a trusted service of known quality for a small cost. (The last round of general inspections of all the councils sites at that time cost £600 for 2 days work).

¹is below £1,500 and above £250 the Proper Officer shall **strive** to obtain 3 estimates of the cost of proposed supply.