



LLANHARAN COMMUNITY COUNCIL

Minutes of the Open Spaces, Rights of Way and Allotments Committee (ORA) Meeting held remotely at 7.00pm on Tuesday 26th May 2026

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

The Local Government and Elections (Wales) Act 2021

Present: Councillors Mark Steer (Chair), Andrew Morgan, Chris Parker, Robert Smith.

Clerk to the Council: Leigh Smith

Assistant Clerk: Rebecca Jenkins

Members of the Public: None

Apologies received: Cllr Will Thomas

Absent: None

ORA2026/029 Welcome and Apologies for Absence

The Chair welcomed everyone to the meeting.

RESOLVED

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

ORA2026/030 Disclosures of Personal and Prejudicial Interests

None

ORA 2026/031 Public Speaking Slot

None.



ORA2026/032 Minutes of the ORA Committee meeting 5th March 2026

RESOLVED

The minutes of the ORA Committee meeting held on 5th March 2026 were approved as a true and accurate record.

ORA2026/033 Correspondence

Noted.

ORA2026/034 ORA Committee Action Plan

Noted.

ORA2026/035 LCC Biodiversity Action Plan

Noted.

ORA2026/036 Verbal update on the progress of the Walking and Multiuser Leaflets Working Group

No update.

ORA 2026/037 Verbal update on the progress of the Hamlet/Ward Gateway Working Group

No update.

ORA2026/038 Amendment to allotment tenancy hire agreement

RECOMMENDED

To adopt the amendment to Section 10 of the Allotment Tenancy Agreement to specify that poultry will not be permitted on plots less than 50m² in area; and to update the Poultry Wellbeing Policy accordingly.

ORA2026/039 Next steps regarding the proposed permissive pathway into Parc Bryn Derwen.

RECOMMENDED

Given that not all of the affected householders have given their permission, to take the proposal no further and advise the householders of this decision, providing them with an appropriate explanation.



**ORA2026/040 Proposal to appoint a Biodiversity Champion.
*RECOMMENDED***

To appoint Cllr Steer as the Council's Biodiversity Champion; to authorise him to attend RCTCBC Local Partnership for Nature (LNP) meetings and to act as liaison with other groups.

ORA2026/041 Urgent Items for Information or Items Suggested to the Clerk for Future Agenda

Cllr Steer asked that Members and Officers inform him of any events planned to be held in Brynna woods, as the permission of the Wildlife Trust must be sought for any such events.

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

The next meeting is scheduled for 3rd September 2026.

Cllr Mark Steer
Chair of the ORA Committee



LLANHARAN COMMUNITY COUNCIL

Minutes of the Open Spaces, Rights of Way and Allotments Committee (ORA) Meeting held remotely at 7.00pm on Thursday 5th March 2026

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

Present: Councillors: Mark Steer (Chair), Chris Parker, Will Thomas.

Clerk to the Council: Leigh Smith

Assistant Clerk: Rebecca Jenkins

Members of the Public: None

Apologies received: Cllr Neil Feist, Cllr Rob Smith

Absent: None

ORA2026/013 Welcome and Apologies for Absence

The Chair welcomed everyone to the meeting.

RESOLVED

a) That the reason proffered with Cllr Neil Feist's apology for absence be accepted as a valid reason for absence.

b) That the reason proffered with Cllr Rob Smith's apology for absence be accepted as a valid reason for absence.

ORA2026/014 Disclosures of Personal and Prejudicial Interests

None

ORA 2026/015 Public Speaking Slot

None.

ORA2026/016 Minutes of the ORA Committee meeting 8th January 2026

RESOLVED

The minutes of the ORA Committee meeting held on 8th January 2026 were approved as a true and accurate record

ORA2026/017 Correspondence

Noted.

ORA2026/018 ORA Committee Action Plan

Noted.

ORA2026/019 Verbal update on the progress of the Walking and Multiuser Leaflets Working Group

No update

ORA2026/020 Verbal update on the progress of the Hamlet/Ward Gateway Working Group

No update

ORA2026/021 Draft Section 6 Biodiversity report and plan 2026

RECOMMENDED

To adopt the Biodiversity Action Plan presented to the Committee in Appendix 4; to instruct the Officers to carry out any actions that do not involve a financial spend or further resolutions; to include the plan as a standing item on the agenda of meetings of the ORA Committee.

ORA2026/022 Further proposals relating to the Mountain Hare wildflower area

a) RECOMMENDED

To set aside a plot at the northeast end of the grassed area at Mountain Hare playground of approximately 15m x 10m to be developed as a wildflower area.

b) RECOMMENDED

To accept the offer of the Welsh Wildlife Trust to mow this area using the cut and collect approach, following the mowing schedule recommended by One Voice Wales Biodiversity: once at Easter, possibly once at high summer and once in the autumn, distributing the arisings on site along the hedge as appropriate.

c) *RECOMMENDED*

To apply for and accept a One Voice Wales biodiversity package of funding to supply public information signage and to maintain the signs within the budget line “Play and open spaces maintenance” for a minimum period of 5 years.

**ORA2026/023 Proposed signage designs offered by One Voice Wales
*RECOMMENDED***

To apply for options 1 and 3 from the series of designs offered by One Voice Wales and shown to the Committee as Appendix 6.

ORA2026/024 Proposal to amend Section 10 of the allotment tenancy hire agreement

a) *RECOMMENDED*

To amend Section 10 of the allotment tenancy hire agreement adding paragraph (g) as follows:

- g) Poultry must not be kept on any plot a quarter or less of the size of a regular 5 perch plot, that is, any plot less than 1.25 perch (31.5m²) in area.

b) *RECOMMENDED*

To add the same wording to the Poultry Welfare Policy.

**ORA2026/025 A second draft of the DMMO assistance policy presented to the Council on 15th January 2026 and referred by the Council to this committee
*RECOMMENDED***

To adopt Draft 2 of the DMMO Assistance Policy as provided to the Committee in Appendix 8a, having been amended from Draft 1 in accordance with the Resolution of Full Council on 15th January 2026 (Minute Ref 2026/022).

ORA2026/026 Offer of a mature three stemmed Yucca plant by a member of the public

RECOMMENDED

To express the Council's thanks to the Member of the Public for the offer but to decline it due to the lack of an appropriate location within the Council's land; suggesting that other community groups could be approached.

ORA2026/027 Proposal to consider creating a permissive pathway from Bridgend Road into Parc Bryn Derwyn given the dangerous unofficial route that pedestrians are currently using; to authorise the officers to research land ownership and other relevant considerations.

RECOMMENDED

To instruct Officers to write to the relevant landowners of CYM167138 and CYM182396 to ascertain their views on allowing formal public access over their land,

whether by dedicating a public right of way or by entering into a formal legal agreement indicating their consent.

ORA2026/028 Urgent Items for Information or Items Suggested to the Clerk for Future Agenda

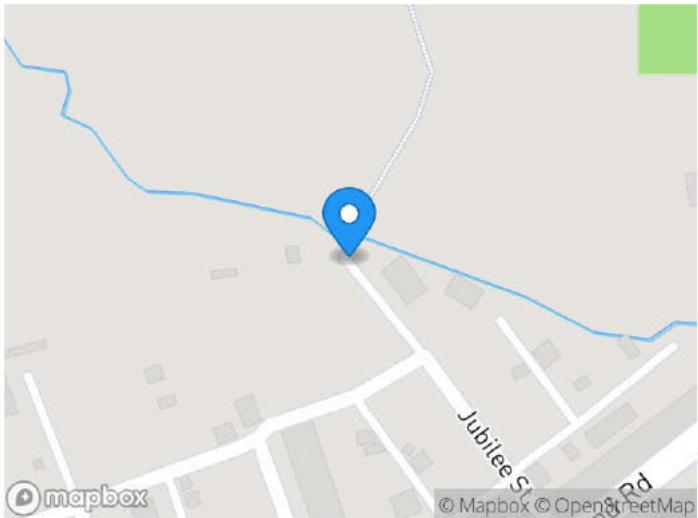

- a) Report of Heras fencing on the footpath between Trenos Bridge and A473 without any temporary closure having been put in place. Cllr Steer to seek urgent clarification from RCTCBC Rights of Way department.
- b) Wildlife Trust nature walk planned for Wednesday 25th March 10am Brynna Woods starting at the west end.

There being no further business, the meeting closed at 8.05pm

The next meeting is scheduled for 28th May 2026.

Cllr Mark Steer
Chair of the ORA Committee

Statement of Cleanliness

	
Client	Llanharan Community Council
Project	0424-03
Site Address	Jubilee Street, Llanharan, CF72 9RF
Location of Works	The work was carried out within an allotment plot where asbestos corrugated cement sheets were being used as make shift fence panels.
Description of Works	Check4 Asbestos Ltd were instructed to remove the cement sheets and pick out any loose and broken pieces of asbestos containing materials found on the ground.
Date Examined	29 Apr 2026

Check4Asbestos Ltd

info@check4asbestos.com

CRN: 16570319

Extent of Asbestos Encapsulated or Removed

30m2

Visual Assessment

Work completed as per method statement?	Yes	
Adequate control measures taken?	Yes	
Works area free from dust and debris?	Yes	
Waste route free from dust and debris?	Yes	

Photographic Evidence & Declaration

See following pages...



Before



Before



Before



Before



Before



Before



Before



After removal of asbestos containing materials



After removal of asbestos containing materials



After removal of asbestos containing materials



After removal of asbestos containing materials



After removal of asbestos containing materials



After removal of asbestos containing materials



After removal of asbestos containing materials



After removal of asbestos containing materials



After removal of asbestos containing materials

Declaration

In my opinion, the work carried out is complete and the asbestos has been encapsulated or removed, as required. On completion of the work, no debris was visible during the inspection of works-related areas or the transit routes.

Operative's Declaration

Check4Asbestos Ltd

Matthew Davies

29 Apr 2026 - 17:12

GREEN ACRES CONTRACTING



Llanharan C.C

INVOICE

Dated: 12/05/2026

Invoice No: 687

VAT Reg No.

	Qty	Price £	Total £
Clear fence line to include removal of tree stumps, limbs, clearing foilage and old fallen trees	1	940	940
TOTAL GOODS			£940.00
TOTAL VAT			£188.00
TOTAL DUE			£1128

Greenacres Contracting: Lloyds Bank
Wyndham Street
Bridgend

Sort Code:
Account No:

Re: Mountain Hare wildflower area mowing plan

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

Date Tue 21/04/26 9:20 AM

To Duncan Ludlow <D.Ludlow@welshwildlife.org>

Cc Mark Steer <Mark.Steer@llanharan-cc.gov.wales>; Tim Jones <T.Jones@welshwildlife.org>

Good morning,
I'd be inclined to wait for the summer cut at this point, if Mark is in agreement.
Rebecca

Rebecca Jenkins
Assistant Clerk
Llanharan Community Council
rebecca.jenkins@llanharan-cc.gov.wales
www.llanharan-cc.gov.wales
Tel: 01443 231430 / 07882 920422

From: Duncan Ludlow <D.Ludlow@welshwildlife.org>

Sent: 20 April 2026 4:07 PM

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

Cc: Mark Steer <Mark.Steer@llanharan-cc.gov.wales>; Tim Jones <T.Jones@welshwildlife.org>

Subject: RE: Mountain Hare wildflower area mowing plan

Hi Rebecca,

Tim went to site today for a quick look at the work. He says that the grass isn't long enough to cut with the cut and collect at the moment. We could delay cutting for another week or two to see if there is any more growth or alternatively we could just wait until the late summer cut.

Regards,

Duncan Ludlow MCIEEM

Reserves Manager (East Region) | Rheolwr Gwarchodfa Dwyrain

The Wildlife Trust of South and West Wales | Ymddiriedolaeth Natur De a Gorllewin Cymru

 | d.ludlow@welshwildlife.org

Working hours Monday – Friday, 9am – 4:30pm | Oriau gwaith Dydd Llun – Dydd Gwener, 9yb – 4:30yp

RE: Insurance query.

From Dan Warman <dan_warman@ajg.com>

Date Mon 16/03/26 1:23 PM

To Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>; The Clerk / Project Officer <project@llanharan-cc.gov.wales>

Cc Office <Office@llanharan-cc.gov.wales>

Hi Both,

Please see insurers response regarding Himalayan Balsam.

If the Himalayan Balsam or other invasive plants are not on council land then why is the council looking to remove it? Noting that once the council has carried out this work, there is an expectation they will continue to do so and knowing that Himalayan Balsam or other invasive plants may take more than one attempt to remove it this is a commitment the council needs to be comfortable with.

If there are any concerns with regards to Japanese Knotweed this should only be removed by professionals

Due to the nature of this work I would recommend they seek professional advice.

Kind Regards,

Dan Warman

Client Director – Community



Insurance | Risk Management | Consulting

Gallagher

Blenheim House, 1-2 Bridge Street, Guildford. GU1 4RY

M: XXXXXXXXXX

Dan.Warman@ajg.com | www.ajg.com

From: The Clerk / Project Officer <project@llanharan-cc.gov.wales>
Sent: 02 March 2026 15:06
To: Dan Warman <dan_warman@ajg.com>
Cc: Office <Office@llanharan-cc.gov.wales>; Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>
Subject: Insurance query.

Hi Dan,

2 queries please.

1. A councillor has suggested the Council organise volunteers to pull Japanese knotweed and other invasive species on public rights of way in our area. For the avoidance of doubt this would not be on our own land. If we produced risk assessments and a councillor supervised the work would we be covered? And would there be any other conditions? Eg age restrictions etc...

2. A young person has made enquiries as to whether they can volunteer to do litter picking in the area and for the council to provide litter picking equipment and bags. They are under 18 years of age. If we produced a risk assessment, would they be covered as a volunteer? What supervision would we need to put in place? An would there be any restrictions on age (I'm not sure if they are 16 or just under at this stage.

Thank in advance

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, 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.
llanharan-cc.gov.uk

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ORA Action Plan 21/05/2026

Action no	Date added	Category	From	Action	Notes	Status2	Owner
88	03/12/2020	ORA	ORA	ROW cemetery path - Check process to formalise as permissive path	Emailed JB 30.7.21		LS
2020/232h	19/02/2021	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
2022/233	16/12/2022	Full Council	ORA	RESOLVED PSM32/1 near Gellified Road That the Clerk formally write to RCTCBC Rights of Way Officers to request a site meeting to consider PSM31 and PSM32.	The Clerk emailed JB 16th January 2023. Awaiting response. Agreed. LS to obtain residents contact details. JB has agreed to a meeting and will arrange. Received in March - 'the Council is unlikely to pursue legal action over a substantial long-standing obstruction (i.e. of considerable size, worth and requiring major engineering works to remove or to reinstate public passage), a diversion may be considered an acceptable solution in such extenuating circumstances. While we are open to discussions with the landowners, we currently have a small very small team compared to the size of the PROW network and are prioritising our work/enforcement accordingly. I am happy to arrange a meeting but this is unlikely to happen over the coming weeks due to current work load.' No progress. currently with RCTCBC.		LS
2023/041	17/02/2023	Full Council	ORA	RESOLVED ORA2022/060 Urgent items for information or items for future agenda. Future agenda to include training on basic tree safety training for staff and interested members.	Add to future agenda.		LS
2023/142	16/06/2023	Full Council	ORA	RESOLVED ORA2023/041 Replacement way-marker for RAN 4/1 and RAN 3/2, and broken stile RAN3/2 For the Council to fund a replacement of the way-marker at RAN4/1 and 3/2, and to replace the broken stile on RAN3/2 with a self-closing gate. To be funded from CIL funds (pending approval from RCT CIL dept). the Clerk to obtain costs to be presented to Council.	Awaiting details of type and dimensions of required gate and consent from landowner. Cllr Steer engaging with landowner. June 2024. HOLD		LS
2023/142	16/06/2023	Full Council	ORA	For the Clerk to be authorised to approach the relevant landowners to obtain permission for the Council to replace the way-marker and to replace the stile with a self-closing gate and to arrange access accordingly.	Clerk wrote to 3 x landowners 25.9.23. Awaiting responses. Response reviewed from 1, awaiting response from other. Have telephoned second landowner but awaiting response. Cllr Steer directly engaging landowners. June 2024, HOLD		LS
2023/142	16/06/2023	Full Council	ORA	RESOLVED ORA2023/042 Cut and collect techniques The Officers carry out a cost benefit exercise on the proposal to use cut and collect techniques on Council land	Awaiting information on the potential for a grant to purchase equipment from Rachel Carter ref 2013/225. Note Emailed RC on 25.9.23 to seek help on what equipment req and what funding might be available. Cllr Steer carrying out further investigations. Deemed not cost effective.	Abandoned	LS
2023/205	22/12/2023	Full Council	ORA	RESOLVED ORA2023/091 Adding individuals to long standing tenancy agreements, creating joint tenancies circumstances where this might be considered. To allow the principle of new joint tenancies under certain circumstances and the Clerk (alone or in conjunction with a working group) to draft a process and application form designed to allow the applicant to demonstrate that the applicant can meet a certain criteria (to be decided) and provide evidence of such. This would include an investigation by the Clerk to attempt to ascertain the validity of the application.	Clerk to draw up draft process map.		LS

2024/135	21/06/2024	Full Council	ORA	<p>iii. RESOLVED ORA2024/037 Summer planting of seeding/bulbs on sections of 'New Road' (A473). Referred to ORA by the Community Engagement Committee.</p> <p>To proceed with planting of seeds/bulbs on sections of new road (A473) as per the drawings attached in the appendix provided (appendix 4). Allowing the grounds-person some practical leeway to make minor alterations depending on ground conditions and ensuring appropriate plants are planted. The Clerk to seek permission from the landowner. The Clerk to ensure the landowner/local authority consents not to mow the areas where planting takes place in future.</p>	<p>Obtain consent from RCTCBC and / or landowner. Issue instruction to senior grounds person.</p> <p>RCT contacted 27.3.25 Landowner contacted Feb 25 - Awaiting consent. Nudged 9.5.25 Meeting offered by management company to take place July 25. Permission given to proceed. Inform Sharon (Remus) of area to be sown so the grass is not cut there. Attempted contact through letter of 2025 and early 2026. No response to date. Contacted alternative Remus office email March 26.</p>		LS
2024/213a)	20/09/2024	Full Council	ORA	<p>2024/213 Resolutions and Recommendations of the ORA Committee meeting held 30th July 2024</p> <p>a)RESOLVED ORA2024/054 Development of small 'Starter plots' on the council's allotment sites. To hold back 1 plot on each of the Council's allotment sites to be divided up and developed into smaller 'starter plots', with a view to letting in January 2025.</p>	<p>Suitable plots identified on all three sites. Publicity prepared for a Facebook campaign. Interested parties viewing plots Jan 2026. Four tenancies undertaken at Bridgend Road Jan 2026.</p>	Completed	RJ
2024/213c)	20/09/2024	Full Council	ORA	<p>2024/213 Resolutions and Recommendations of the ORA Committee meeting held 30th July 2024</p> <p>c)RESOLVED ORA2024/057 Risk assessments on Mountain Hare play area and Oakbrook skate Park and next steps.</p> <p>For the condition of and future options for the repair or development of the Oakbrook Skatepark to be referred to the 'Oakbrook Refurb working Group' as a matter of urgency. The group's existing terms of reference are: Reporting to the CIL Committee. To investigate the feasibility and arrangements of refurbishing the Oakbrook skatepark. And to request that the group make recommendations to the CIL Committee, the outcome to be considered by Council at a future meeting.</p>	<p>Inform Chair of working group. - Completed. Awaiting outcomes. Note working group reports to CIL.. WG arranged visit to site by skatepark provider (Dragon Play) July 25. Budget design and quote provided. Public consultation to be held to confirm design. Survey live.Dec 25 Contacted potential developer Jan 2026 to progress. Awaiting response. Met with dragon play Feb 26 to review public consultation. Have requested alterations to the design. A second design produced and presented to working group. WG have recommended design to CIL Committee for the next meeting (March/April 26)</p>		LS
2024/301	20/12/2024	Full Council	ORA	<p>a) RESOLVED ORA2024/084 Expansion of the Pendre Allotment site. For the Clerk to advertise for expressions of interest for plots at the site to gauge demand with a view to having extra plots available in January 2026.</p>	<p>Pending. Current demand low. Engagement exercise to be planned for later in the year given current resources and time constraints. Note: These plots are now occupied. HOLD</p>		LS
2025/040	21/02/2025	Full Council	ORA	<p>2025/040 ORA Committee Recommendations (5th February 2025)</p> <p>f) RESOLVED ORA2025/012. To install signage on the new barriers at the Western End of the Meadow Rise Open Space stating, "Beware of traffic on road." For the Clerk to take advice on placement from RCTCBC highways.</p>	<p>RCT consulted, awaiting response. 26.6.25 No response received 12.9.25 so assume can be ordered. 13.11.25 RCT advised the sign cannot be placed on or near the highway. A location will be found further back from the road or an alternative proposed.</p>		LS
2025/040	21/02/2025	Full Council	ORA	<p>2025/040 ORA Committee Recommendations (5th February 2025)</p> <p>h) RESOLVED ORA2025/014 Removal of Collapsed Fence on the Northern Boundary of Tan Y Bryn Bridleway. To approach the owners of the fence the northern boundary of Tan Y Bryn Bridleway for consent for Council staff to remove the damaged section of fencing.</p>	<p>Clerk to approach landowner. Note left at property to request contact Jan 26.</p>		LS

ORA2025/067	05/11/2025	ORA	ORA	<p>2025/289 Resolutions and recommendations of the Open Spaces, Rights of Way and Allotments (ORA) Committee held on 4th November 2025</p> <p>NOTED - This having already been actioned by the Clerk under Financial Regulation 4.1b).</p> <p>ORA2025/067 Improvements to woodland area at Meadow Rise open space</p> <p>RECOMMENDED</p> <p>To instruct the officers to arrange for the grounds team to install a wire fence along the Gellifedi Road boundary, and authorising a spend of up to £468.</p>	<p>Already actioned under 4.1b of FR. Ordered and in progress. Next step to have tree work done by external contractor. PB liaising with contractor. Tree work complete.</p>		RJ
2026/014c)	16/01/2026	Full Council	ORA	<p>ORA2026/010 Improvements to Mountain Hare play area</p> <p>c) RESOLVED to instruct the officers to design and implement public communication regarding a wildflower area</p>	<p>Cllr Steer to consult RCT Local Places for Nature regarding signage. Not available at present. Application submitted to OVW for signage as a BD package. Awaiting next round of funding following research into land ownership status. Application submitted 19/05/2026</p>		RJ
2026/014d)	16/01/2026	Full Council	ORA	<p>ORA2026/010 Improvements to Mountain Hare play area</p> <p>d) RESOLVED to negotiate a satisfactory arrangement with the Wildlife Trust or RCTCBC for use of a cut and collect mower and to report to council the proposed fee for each cut</p>	<p>Met Duncan Ludlow and Tim Jones at site. Agreed for them to cut and collect at the appropriate times and to spread out the arisings under the boundary hedges as needed. No charge will be made. Contact them again in July to remind.</p>		RJ
2026/055	20/02/2026	Full Council	ORA	<p>2026/055 To consider spending up to £1,000 on replacement fencing at the Mountain Hare playground</p> <p>RESOLVED To authorise the officers to instruct council staff to replace the fence at the Mountain Hare Playground at a cost of £1000 and to make a virement from General Reserves of up to £1,859 comprising a current overspend of £859 plus up to £1,000 to facilitate replacement of the fence.</p>	<p>Complete.</p>	Completed	RJ
2026/056	20/02/2026	Full Council	ORA	<p>2026/056 Acknowledgement to 'Excel Power Construction Ltd' for the donation of new manufactured goalposts to be sited at the Mountain Hare play park.</p> <p>RESOLVED To instruct officers to write to 'Excel Power Construction Ltd' to formally record the Council's thanks for the donation of new manufactured goalposts to be sited at the Mountain Hare play park.</p>	<p>Write formal letter of thanks. Copy to be included in council correspondence at next meeting.</p>	Completed	RJ
2026/085a)	20/03/2026	Full Council	ORA	<p>2026/085 Resolutions and recommendations of the ORA Committee held on 5th March 2026</p> <p>a) RESOLVED ORA2026/021 Draft Section 6 Biodiversity report and plan 2026-2028 To adopt the Biodiversity Action Plan presented to the Committee in Appendix 4; to instruct the Officers to carry out any actions that do not involve a financial spend or further resolutions; to include the plan as a standing item on the agenda of meetings of the ORA Committee. The Plan being presented to Full Council as Appendix 9a.</p>	<p>Carry out actions to sign off those items that can be done (Leigh look to delegate)</p> <p>Add item to standard ORA agenda. - Done</p>		LS

2026/085b)	20/03/2026	Full Council	ORA	<p>2026/085 Resolutions and recommendations of the ORA Committee held on 5th March 2026 b) RESOLVED ORA2026/022 Further proposals relating to the Mountain Hare wildflower area</p> <p>i. To set aside a plot at the northeast end of the grassed area at Mountain Hare playground of approximately 15m x 10m to be developed as a wildflower area.</p> <p>ii. To accept the offer of the Welsh Wildlife Trust to mow this area using the cut and collect approach, following the mowing schedule recommended by One Voice Wales Biodiversity: once at Easter, possibly once at high summer and once in the autumn, distributing the arisings on site along the hedge as appropriate.</p> <p>iii. To apply for and accept a One Voice Wales biodiversity package of funding to supply public information signage and to maintain the signs within the budget line "Play and open spaces maintenance" for a minimum period of 5 years.</p>	<p>Set out wildflower area (Use pegs/string or other visual markers).</p> <p>Send formal confirmation email to WTSSW</p> <p>Order/apply for signs. Awaiting next round of funding following research into land ownership status. Application submitted 19/5/26</p>		RJ
2026/085c)	20/03/2026	Full Council	ORA	<p>2026/085 Resolutions and recommendations of the ORA Committee held on 5th March 2026 c) RESOLVED ORA2026/023 Proposed signage designs offered by One Voice Wales To apply for options 1 and 3 from the series of designs offered by One Voice Wales and shown to the ORA Committee as Appendix 6.</p>	<p>Order/Apply for signs and arrange to be fitted in the appropriate location. Awaiting next round of funding following research into land ownership status. Application submitted 19/5/26</p>		RJ
2026/085d)	20/03/2026	Full Council	ORA	<p>2026/085 Resolutions and recommendations of the ORA Committee held on 5th March 2026 d) RESOLVED ORA2026/024 Proposal to amend Section 10 of the allotment tenancy hire agreement (and Poultry Welfare Policy) To defer consideration of ORA2026/024 to allow further research by the Officers, specifically seeking the views of the National Allotment Association.</p>	<p>Contact National Allotment Association and check requirements/proposals for not allowing birds.</p>	Completed	RJ
2026/085e)	20/03/2026	Full Council	ORA	<p>2026/085 Resolutions and recommendations of the ORA Committee held on 5th March 2026 e) RESOLVED ORA2026/025 A second draft of the DMMO assistance policy presented to the Council on 15th January 2026 and referred by the Council to this committee To adopt Draft 2 of the DMMO Assistance Policy as provided to Full Council as Appendix 9b.</p>	<p>Add references to the document. Publish on website, update sharepoint and include in list for Annual meeting.</p>	Completed	RJ
2026/085f)	20/03/2026	Full Council	ORA	<p>2026/085 Resolutions and recommendations of the ORA Committee held on 5th March 2026 f) RESOLVED ORA2026/026 Offer of a mature three stemmed Yucca plant by a member of the public To express the Council's thanks to the Member of the Public for the offer but to decline it due to the lack of an appropriate location within the Council's land.</p>	<p>Contact MOP to decline offer.</p>	Completed	RJ

2026/085g)	20/03/2026	Full Council	ORA	<p>2026/085 Resolutions and recommendations of the ORA Committee held on 5th March 2026</p> <p>g) RESOLVED</p> <p>ORA2026/027 Proposal to consider creating a permissive pathway from Bridgend Road into Parc Bryn Derwen</p> <p>To instruct Officers to write to the relevant landowners of CYM167138 and CYM182396 to ascertain their views on allowing formal public access over their land, whether by dedicating a public right of way or by entering into a formal legal agreement indicating their consent.</p>	Write to the relevant landowners. Hand deliver to ensure delivery. (Include deadline for response).	Completed	RJ
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LLANHARAN COMMUNITY COUNCIL

BIODIVERSITY ACTION PLAN

Environment (Wales) Act 2016 Part 1 – Section 6 The Biodiversity and Resilience of Ecosystems Duty

Llanharan Community Council serves the communities of Llanharan, Brynna, Brynnau Gwynion, Bryncae, Llanilid and Ynysmaerdy, comprising three wards, with 14 Councillors serving an electorate of approximately 7500 people. At the time of writing the Council employs three part time officers, a full time Senior Grounds person and a part time Grounds person. The Council owns or leases 3 allotment sites and a number of areas of green space, including: a mixed play area and open space at Brynnau Gwynion ; a mixed mini football pitch and open space at Meadow Rise, this area also containing a small woodland; a memorial garden at Grove Terrace, a parcel of light woodland to the east of Meadow Rise, a skatepark at Oakbrook, land around the War Memorial on Hillside Avenue and around the ruins of St Peter's Church.

Biodiversity objectives:

1a - embed biodiversity into decision making & procurement.

1b - raise awareness of biodiversity & its importance.

	Action planned	Time scale	Monitored by:
1	Make sure all members are aware of the Council's duties under Section 6 of the Environment Wales Act by circulating a note/email to all members alongside this BAP.	End May 2026	ORA Committee
2	Make all members aware of available biodiversity and Section 6 duties training.	End May 2026	ORA Committee
3	Include a standard agenda item in ORA Committee's – "To Review the Council's Biodiversity Action Plan and consider any business relating to it brought in advance and distributed as a formal paper by the Clerk."	End May 2026	ORA Committee
4	Include as a standard agenda item at the Council's annual meeting – "To review the Council's Biodiversity Action Plan."	End May 2026	Council



5	To alter the wording of the paper accompanying the Planning agenda item at full council meetings to include that consideration of commenting on planning matters should consider the impact on biodiversity.	End May 2026	Council
6	For the Council to appoint a 'Biodiversity Champion' to be named on the Council's list of external representatives. For this person to attend RCTCBC Local Partnership for Nature (LNP) meetings and forums and to act as liaison with other groups.	End May 2026	Council
7	To create a separate budget line for Biodiversity/ Environmental initiatives delegated to the ORA Committee. Amount £500 - a virement to be taken from general reserves to create this budget line.	End Nov 2026	Council
9	To amend the Council General Grant Policy and CIL Grant Policy and forms to prompt members to consider the effects of any application on biodiversity.	End Nov 2026	Audit Committee
10	To publish the Council's Biodiversity Action Plan, reviews and reports on a separate section of the Council's website and to publicise these via social media when reviewed, to help inform the public.	End July 2026	ORA Committee
11	To publish tangible actions/work conducted to enhance biodiversity on the Council's social media channels, to help inform the public.	End July 2026	ORA Committee
12	Where appropriate to place signage where tangible actions/ work has been conducted to enhance biodiversity, to help inform the public.	NA	ORA Committee
13	Where biodiversity surveys are to be conducted by the Council to publicise these via social media and invite participation from the public.	NA	ORA Committee

Biodiversity objectives:

2 - safeguard principal species and habitats.

3 - restore & create habitats and resilient ecological networks.

4 - tackle negative factors: e.g. reduce pollution, use nature-based solutions, address invasive species.

14	To redesign aspects of the play area at Brynnau Gwynion to incorporate a biodiversity area. The area to be developed using cut and collect mowing methods. Appropriate signage to be placed and the area publicised on the Council's social media channels.	End Aug 2026	ORA Committee
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15	To develop a hedgerow comprising appropriate species (Hawthorn, Hazel, Buckthorn, Alder, Holly etc.) in front of the newly erected boundary safety fence at the north-western boundary of the Meadow Rise open space.	End Aug 2026	ORA Committee
16	To develop a nature trail/woodland walk in the wooded area at the Meadow Rise Open Space. Appropriate signage to be placed and the area publicised on the Council's social media channels.	End July 2027	ORA Committee
17	To examine the contents of the Council's planters and hanging baskets ready for summer 2027, aiming to achieve the most sustainable, biodiverse, colourful summer display possible. To examine the types of soils used to retain as much water as possible.	End Sep 2026	ORA Committee
18	To examine the potential use of starch granules in the Council's hanging baskets and planters to help retain water. (And reservoirs, potentially using pond liners in planters)	End Sep 2026	ORA Committee
19	To make (or purchase) and place 'Bug Hotels' for the following locations: Meadow Rise open space, Brynnau Gwynion play area, Land to the east of Meadow Rise and potentially elsewhere with appropriate signage. Potentially engaging local schools to make the bug hotels and help choose locations. Fairly simple project build instructions can be found online for school projects.	From Sept 2026	ORA Committee
20	To make (or purchase) and place 'Hedgehog Houses' for the following locations: Meadow Rise open space, Brynnau Gwynion play area, Land to the east of Meadow Rise and elsewhere with appropriate signage. Potentially engaging local schools to make the Hedgehog houses and help choose locations. Fairly simple project build instructions can be found online for school projects. The hedgehog hospital charity could potentially assist in engaging the schools. Hibernation season typically begins in November each year.	Nov 2026	ORA Committee
21	Plant on available verges along New Road (Near Heol Y Parc Roundabout) and maintain in a biodiverse nature. Nature of plants to be decided.	End April 2026	ORA Committee.



22	Cut down three dead/dying trees identified on tree survey at Meadow Rise and leave as log piles. Replace with locally sourced alder saplings (<i>Alnus glutinosa</i>).	End April 2026	ORA Committee
23	Survey council land to identify INNS and develop eradication/ management plan	End Dec 2026	Officers/ interested members
24	Investigate possibility of volunteer teams to help pull Himalayan Balsam on public rights of way	End Dec 2026	Clerk

Biodiversity objectives:

5 - use, improve, and share evidence.

25	Recording of any INNS sightings on an appropriate platform. Details of how to log to be made available to interested parties and made available to the public via the Council's social media channels.	End Dec 2026	Clerk
26	For guidance sheets re INNS to be kept at the Council offices for public use along with a list of known contractors and provide links to information on INNS management on private land on the Council's social media channels.	End July 2026	Clerk
27	Share Biodiversity Action Plan, Annual reviews and three yearly reports submitted to One Voice Wales as well as publishing on own dedicated section of the Council's website and social media.	Yearly	Clerk

Biodiversity objectives:

6 - support capacity and/or other organisations.

28	The Council will continue to budget annually for grant support for the Wildlife Trust of South and West Wales, subject to the receipt and approval of a suitable annual grant application. See also actions 6 and 9, above.	Yearly	Council
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Appendix 4 - proposal to amend Section 10 of the allotment tenancy hire agreement to specify that poultry will not be permitted on plots less than 50m² in area in view of further research by the officers.

2026/085 d) RESOLVED

ORA2026/024 Proposal to amend Section 10 of the allotment tenancy hire agreement (and Poultry Welfare Policy)

To defer consideration of ORA2026/024 to allow further research by the Officers, specifically seeking the views of the National Allotment Association.

The following response was received from the National Allotment Society: “The NAS does not have a minimum area of an allotment plot for the retention of poultry, but we do recommend a maximum retention area of 25% of the total plot area.”

From nationally recognised poultry welfare standards the Officers identified the following parameters:

Organisation	Source	Relevant text	Implication for LCC rule (3-6 birds)	
Red Tractor Assurance (legal minimum)	Housing, Shelter And Handling Facilities - Chicken (CF) - Red Tractor Assurance CF.HF.6.i	“Range stocking density must not exceed 1 bird per m ² ”	3m ² for 3 hens	6m ² minimum for 6 hens
British Hen Welfare Trust (better welfare)	Hen adoption FAQs British Hen Welfare Trust <i>How much space will my new hens need?</i>	“Ex-caged birds need a minimum of 1m ² per bird, all other hens need a minimum of 2m ² per bird”	6m ² for 6 hens	12m ² for 6 hens
National Allotment Society	Email from Dave Summers, Regional Representative, NAS Wales	“Maximum of 25% of the total plot area given to retention of poultry”	12m ² minimum plot size	48m ² minimum plot size
	https://kb.rspca.org.au/categories/companion-animals/other-ets/birds/backyard-poultry/what-housing-do-i-need-for-my-chickens		For the LCC minimum of 3 birds a plot should be at least 12m ² or 0.1 of a standard 5 perch plot.	For the LCC maximum of 6 birds a plot should be at least 48m ² or 0.384 of a standard 5 perch plot.

Rather than creating overly complicated rules about specific numbers of birds on different sized plots, the officers recommend that the keeping of poultry be banned from any plot that is insufficient for the maximum number (6 birds), and therefore it is proposed:

to amend Section 10 of the allotment tenancy hire agreement (and Poultry Welfare Policy) to specify a minimum plot size of 50m² for the keeping of birds.



LLANHARAN COMMUNITY COUNCIL

The householder
█ Rhiw'r Derwen
Llanharan
Pontyclun
CF72 9GL

2a Chapel Road
Llanharan
CF72 9QA

Office hours:
Mon-Fri 9.30-1.30

30th April 2026

Dear Householder,

Proposal to allow formal public access over your parking area

I am writing to ask for your views on this matter. As you know, you own part of the parking area between 1 Rhiw'r Derwen and 103 Bridgend Road. There is no public right of way across it, but you will be aware that an informal path has been created down the bank by members of the public climbing over the fence. Besides the trespass over your land, descending the steep bank directly into the busy A473 traffic is clearly dangerous.

Residents have asked Llanharan Community Council to look into working with the Highways Department to create a safe and appropriate pedestrian route. For this to happen, the owners of nos. █ Rhiw'r Derwen would need to allow formal public access over the parking area, typically by dedicating the land as a Public Right of Way.

At this stage I am just writing to ask whether you would be willing in principle to consider granting such access. I would emphasise that you are under no obligation, and the project would not involve any cost to you. I would be very grateful if you could let me know your thoughts by 21st May 2026. Feel free to use any of the means of contact below or even drop in to the Council office to discuss the idea in person.

Yours faithfully

Rebecca Jenkins
Assistant Clerk
Llanharan Community Council
rebecca.jenkins@llanharan-cc.gov.wales
www.llanharan-cc.gov.wales
Tel: 01443 231430 / 07882 920422

Proposed Public Right of Way across Land

From [REDACTED]
Date Tue 12/05/26 8:18 PM
To Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>

■ Rhiw'r Derwen
Llanharan
CF72 9GL

2a Chapel Road
Llanharan
CF72 9QA

Dear Rebecca,

Thank you for your letter regarding the proposed right of way between 1 Rhiw'r Derwen and 103 Bridgend Road.

I would not be willing to consider dedicating this route as a public right of way. You acknowledge that trespassing is already an issue; however, the creation of a formal path would significantly increase unauthorized access across our land. This would create a heightened risk of damage to our vehicles and property and could encourage nuisance behaviour and disturbances. Furthermore, my property has a window which looks over the parking; I do not want my privacy invaded by the increased foot traffic. Any changes could also negatively impact any future sale value.

As previously noted, the existing informal path is clearly dangerous. In light of this, I strongly recommend that it be permanently blocked. The stone currently placed as a step should be removed, the cut fence reinstated, and restored to the same height and condition as the adjoining fence. Any authorised routes should be clearly marked to ensure that no assumption of public rights of way is made.

Please treat this letter as formal evidence of my objection. I do not intend to dedicate, nor consent to, any new public rights of way across my private land.

Kind Regards
[REDACTED]

Proposed Public access

From [REDACTED]
Date Thu 07/05/26 10:25 AM
To Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>

Hi Rebecca,

I called yesterday in regards to the newly proposed public access from our carpark to the main road.

I am writing to inform you that we at [REDACTED] Rhiw'r Derwen are happy to have a safe form of access to the main road from the carpark. My only initial concern was the encouragement of public access, but it's not as off they can't access it now with the crude solution that is presently there.

This has been a relief to know that this has been considered as my partner is disabled and does not drive, it's the only way she can easily access the main road from our location.

I understand that this is still early days, but if this goes ahead have you got a rough idea of when the works will start going forward?

Many thanks,

[REDACTED]

Response to Proposal for Public Access Over Parking Area

From [REDACTED]
Date Mon 18/05/26 10:48 AM
To Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>

Dear Rebecca,

Thank you for your letter dated 30th April 2026 regarding the proposal to allow formal public access over the parking area adjoining Rhiv'r Derwen.

After careful consideration, I would like to confirm that I do not wish to proceed with or support the proposal to dedicate any part of our parking area as a Public Right of Way.

As this land forms part of our private property, I do not feel it would be appropriate to allow public access across it. In addition, I understand that similar proposals or concerns relating to this access route have previously been rejected due to the level of footfall and the potential impact this could have on residents, vehicles, and the security and protection of the property.

For these reasons, I must respectfully decline the proposal.

Thank you for giving us the opportunity to provide our views on the matter.

Regards

[REDACTED]

Appendix 7

To recommend the appointment of a Biodiversity Champion in accordance with the Biodiversity Action Plan item 6

6	For the Council to appoint a 'Biodiversity Champion' to be named on the Council's list of external representatives. For this person to attend RCTCBC Local Partnership for Nature (LNP) meetings and forums and to act as liaison with other groups.	End May 2026	Council
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The role of a Biodiversity Champion under Section 6 of the biodiversity policy is to promote the duty to conserve and enhance biodiversity within the Council. They would support compliance by raising awareness, encouraging biodiversity-friendly practices, monitoring impacts on habitats and species, and ensuring that relevant projects and decisions actively contribute to biodiversity conservation and improvement.

Cllr Steer is already named as the Council's liaison with The Wildlife Trust (Brynna Woods/Llanharan Marsh) and already attends the LNP meetings.

Proposal: to recommend that the Council appoint Cllr Steer as its Biodiversity Champion.