# LLANHARAN COMMUNITY COUNCIL

**Minutes of the Open Spaces, Rights of Way and Allotments Committee (ORA)**
**Meeting held remotely at 7.00pm on Thursday 26th November 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, Robert Smith.

**Clerk to the Council:** Leigh Smith

**Assistant Clerk:** Rebecca Jenkins

**Members of the Public:** None

**Apologies received:** Cllr Andrew Morgan

**Absent**: Cllr Will Thomas

**ORA2026/058 Welcome and Apologies for Absence**
The Chair welcomed everyone to the meeting.
***RESOLVED***
To accept Cllr Andrew Morgan's reason for absence proffered with his apologies

**ORA2026/059 Disclosures of Personal and Prejudicial Interests**
None

**ORA 2026/060 Public Speaking Slot**
None.

**ORA2026/061 Minutes of the ORA Committee meeting 3rd September 2026**
***RESOLVED***
The minutes of the ORA Committee meeting held on 3rd September 2026 were approved as a true and accurate record.

**ORA2026/062 Correspondence**
Noted.

**ORA2026/063 ORA Committee Action Plan**
Noted.

**ORA2026/064 LCC Biodiversity Action Plan**
Noted.

**ORA2026/065 ORA Committee budget request**
***RECOMMENDED***
To create a budget of £500 in line with Biodiversity Plan item 7:
"To create a separate budget line in the 2027/28 budget for Biodiversity/Environmental initiatives delegated to the ORA Committee. Amount £500"

**ORA2026/066 Verbal update on the progress of the Walking and Multiuser Leaflets Working Group**
Noted

**ORA 2026/067 Verbal update on the progress of the Hamlet/Ward Gateway Working Group**
No update

**ORA2026/068 Exclusions to complete asbestos clearance programme**
***RECOMMENDED***

a) To authorise the officers to obtain quotations for the full clearance of the remaining asbestos at Jubilee St.

b) To exclude the pigeon loft roof from the clearance programme, authorising the officers to undertake appropriate mitigation measures including provision of written advice to tenants, maintenance of fencing and installation of warning signs, subject to the amendment that the officers also be authorised to carry out feasibility investigations regarding the future use of the pigeon loft.

**ORA2026/069 Residents' application for retrospective permission to plant trees on council land**

***RECOMMENDED***
To decline the application and give the residents due notice of the Council's intention to remove the trees; advising them that should the residents wish to remove them themselves, they should do so by the end of February leaving the ground in the condition it was before planting.

**ORA2026/070 Request from a member of the public to reduce the height of trees on council land adjoining their property**
***RECOMMENDED***
To decline the requested reduction.

**ORA2026/071 Allotment rent review**
***RECOMMENDED***
To give the tenants twelve months' notice of an annual rent increase to £31.50 effective 1st January 2028.

**ORA2026/072 To 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 agenda items, disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**ORA2026/073 An update on allotment warning and improvement notices**
Noted

**ORA2026/074 Consideration of eviction of plot-holders following expired 3-month improvement notices**

***a) RECOMMENDED***
(Bridgend Road plots 26,27) not to evict the tenant at this stage but to issue an Action Plan for ongoing improvement and to discuss the possibility of relinquishing one plot.

***b) RECOMMENDED***
(Bridgend Road plots 28.29) to issue the tenant with one month's notice of eviction, together with details of the Council's appeal process.

***c) RECOMMENDED***
(Pendre plot 27) to issue the tenant with one month's notice of eviction, together with details of the Council's appeal process.

**ORA2026/075 Urgent Items for Information or Items Suggested to the Clerk for Future Agenda**
None

**There being no further business, the meeting closed at 8.30pm**

**The next meeting is scheduled for 25th February 2027.**

Cllr Mark Steer
Chair of the ORA Committee

DRAFT

# LLANHARAN COMMUNITY COUNCIL

**Minutes of the Open Spaces, Rights of Way and Allotments Committee (ORA)**
**Meeting held remotely at 7.00pm on Thursday 3rd September 2026**

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

**Members 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:** One

**Apologies received:** None

**Absent**: Cllr Will Thomas

**ORA2026/042 Welcome and Apologies for Absence**
The Chair welcomed everyone to the meeting.

**ORA2026/043 Disclosures of Personal and Prejudicial Interests**
None

**ORA 2026/044 Public Speaking Slot**
One member of the public spoke regarding agenda item 15.

**ORA2026/045 Minutes of the ORA Committee meeting 26th May 2026**
***RESOLVED***

DRAFT

The minutes of the ORA Committee meeting held on 26th May 2026 were approved as a true and accurate record.

**ORA2026/046 Correspondence**
Noted.

**ORA2026/047 ORA Committee Action Plan**
Noted.

**ORA2026/048 LCC Biodiversity Action Plan**
***RECOMMENDED***
To form a Sustainable Floral Displays Working Group.
Membership to comprise Cllrs Chris Parker, Rob Smith and Mark Steer.
Chair: Cllr Rob Smith.
Terms of reference: Reporting to Full Council on 15th October 2026, to work with Council staff to propose an updated selection of plants and materials for the Council's floral displays in line with items 17 and 18 of the Council's Biodiversity Action Plan:

> 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;
> 18: To examine the potential use of starch granules to help retain water.

**ORA2026/049 Verbal update on the progress of the Walking and Multiuser Leaflets Working Group**
Noted.

**ORA 2026/050 Verbal update on the progress of the Hamlet/Ward Gateway Working Group**
No update

**ORA2026/051 Proposal to plant native trees on Bridgend Road**
***RECOMMENDED***
To approve the planting of up to eight trees, allocating the spend of up to £500 for the purpose.

**ORA2026/052 Quarterly playground inspections**
Noted

**ORA2026/053 Asbestos survey and quotation for removal**
***RECOMMENDED***
a) to authorise the Officers to arrange the removal of the loose and damaged items by a suitably qualified contractor as soon as possible, allocating up to £4545 from General Reserves for the purpose;
b) to suspend Financial Regulation 11.3.e) ii on the basis of the risk to public health;
c) to create a register of items remaining, and to notify current and future tenants;
d) where tenant did not grant access, to renew efforts to arrange survey;
e) to update the tenancy agreement as outlined in Appendix 7 presented to the Committee; appropriately amended.

**ORA2026/054 To 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 agenda items, disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**ORA2026/055 Allotment warnings and improvement notices**
Noted

**ORA2026/056 Consideration of eviction of two plot holders**
***RESOLVED***
a) to authorise the Officers to issue one month's notice of eviction to the tenant of Bridgend Road plot 35, together with details of and subject to the Council's appeal process.
b) to suspend the eviction order on Bridgend Road plot 32, to put in place an action plan for the ongoing improvement of the plot, to be reviewed shortly before the next meeting of the Committee; and to accept the tenant's voluntary surrender of plot 33, acknowledging that the nearest greenhouse will be deemed to fall within the boundary of plot 32.

DRAFT

**ORA2026/057 Urgent Items for Information or Items Suggested to the Clerk for Future Agenda.**

**There being no further business, the meeting closed at 8.50pm**

**The next meeting is scheduled for 26th November 2026.**

Cllr Mark Steer
Chair of the ORA Committee

DRAFT

Outlook

## Re: Hedge and Bramble Overgrowth – Bluebell Drive / Llanharan Allotments

**From** [redacted]
**Date** Fri 02/10/26 1:04 PM
**To** Rebecca Jenkins <Rebecca.Jenkins@llanharan cc.gov.wales>

Please do! He is fantastic and it means so much. Thank you both! Truly made my day :)

Sent from Outlook for Android

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**From:** Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>
**Sent:** Friday, 02 October 2026 13:02:40
**To:** [redacted]
**Subject:** Re: Hedge and Bramble Overgrowth – Bluebell Drive / Llanharan Allotments

I am delighted to hear it! He's a good worker when he gets his teeth into something. I'll pass on your appreciation.

**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***

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**From:** [redacted]
**Sent:** 02 October 2026 1:00 PM
**To:** Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>
**Subject:** Re: Hedge and Bramble Overgrowth – Bluebell Drive / Llanharan Allotments

Hi Rebecca

I can't thank you enough. This is absolutely wonderful news and you have made my day. It really does mean a lot to me and my family.

If this can be regularly maintained we would be so grateful as our fences are damaged should the re growth push through again.

Thank you so much for your exceptional care and prioritising this.

I am so grateful to you.

They have done a fantastic job!

Kindest Regards
[redacted]

Sent from Outlook for Android

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**From:** Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>
**Sent:** Friday, 02 October 2026 12:44:54
**To:** [redacted]
**Subject:** Re: Hedge and Bramble Overgrowth – Bluebell Drive / Llanharan Allotments

Dear [redacted],
Just following up on this, I can confirm that my colleague has been attending to the overgrowth along the boundary of the Bridgend Road allotments this week.
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***

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**From:** [redacted]
**Sent:** 25 September 2026 12:06 PM
**To:** Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>
**Cc:** Leigh Smith. The Clerk. Llanharan Community Council <clerk@llanharan-cc.gov.wales>
**Subject:** Re: Hedge and Bramble Overgrowth – Bluebell Drive / Llanharan Allotments

Hi Rebecca

Thank you so much for your prompt reply and action.

This is hugely appreciated.

Many thanks
[redacted]

Sent from Outlook for Android

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**From:** Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>
**Sent:** Friday, 25 September 2026 12:05:47
**To:** [redacted]
**Cc:** Leigh Smith. The Clerk. Llanharan Community Council <clerk@llanharan-cc.gov.wales>
**Subject:** Re: Hedge and Bramble Overgrowth – Bluebell Drive / Llanharan Allotments

Dear [redacted]
Thank you very much for your email and for bringing this to our attention. I will discuss it with the team today and let you know the outcome.
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***

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**From:** [redacted]
**Sent:** 25 September 2026 11:59 AM
**To:** Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>
**Subject:** Hedge and Bramble Overgrowth – Bluebell Drive / Llanharan Allotments

Dear Rebecca

I hope you are keeping well.

I am writing to request that the hedges and brambles along the boundary of the Llanharan allotments, backing onto Bluebell Drive, are cut back as soon as possible.

They are now growing through my garden and fencing, causing damage and making it difficult to maintain my property. These were trimmed previously when I raised the issue several years ago, but they have not been maintained since, and they now require regular attention.

I would appreciate confirmation that this will be added to your maintenance schedule and that the overgrowth will be cut back promptly.

This would be much appreciated and I hope you will be able to help me with this matter.

I cut down what I am able too but they grow back and through so quickly.

Many thanks
[redacted]

# ORA Committee Action Plan At 18th Nov 2026

| Action no | Date added | Category | From | Action | Notes | Status2 |
|---|---|---|---|---|---|---|
| 2023/041 | 17/02/2023 | Full Council | ORA | RESOLVED<br>ORA2022/060 Urgent items for information or items for future agenda.<br>Future agenda to include training on basic tree safety training for staff and interested members. | Add to future agenda. | |
| 2023/205 | 22/12/2023 | Full Council | ORA | RESOLVED<br>ORA2023/091 Adding individuals to long standing tenancy agreements,<br>creating joint tenancies circumstances where this might be considered.<br>To allow the principle of new joint tenancies under certain circumstances and<br>the Clerk (alone or in conjunction with a working group) to draft a process and<br>application form designed to allow the applicant to demonstrate that the<br>applicant can meet a certain criteria (to be decided) and provide evidence of<br>such. This would include an investigation by the Clerk to attempt to ascertain<br>the validity of the application. | Clerk to draw up draft process map. | |
| 2024/135 | 21/06/2024 | Full Council | ORA | iii. RESOLVED<br>ORA2024/037 Summer planting of seeding/bulbs on sections of 'New Road' (A473). Referred to ORA by the Community Engagement Committee.<br>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. | Obtain consent from RCTCBC and / or landowner.<br>Issue instruction to senior grounds person.<br>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 latter of 2025 and early 2026. No response to date. Contacted alternative Remus office email March 26 and again August 26. Meeting held Sept 26 and locations agreed. Map to be drawn up and sent to both RCTCBC and Remus for confirmation/permission. Signs to be purchsed 'Do not Mow' | |
| 2024/213c) | 20/09/2024 | Full Council | ORA | 2024/213 Resolutions and Recommendations of the ORA Committee meeting held 30th July 2024<br>c) RESOLVED<br>ORA2024/057 Risk assessments on Mountain Hare play area and Oakbrook skate Park and next steps.<br>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:<br>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. | 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 reqested 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). Design approved. Draft tender pack in place. Awaiting renegotiation of lease with RCT to allow Grantscape funding. June 26 Draft heads of terms recieved Nov 26 to be considered by Council in Nov 26 | |
| 2024/301 | 20/12/2024 | Full Council | ORA | a) RESOLVED<br>ORA2024/084 Expansion of the Pendre Allotment site.<br>For the Clerk to advertise for expressions of interest for plots at the site to<br>gauge demand with a view to having extra plots available in January 2026. | 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. | |
| 2025/040 | 21/02/2025 | Full Council | ORA | 2025/040 ORA Committee Recommendations (5th February 2025)<br>f) RESOLVED<br>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. | RCT consulted, awaiting response. 26.6.25<br>No response received 12.9.25 so assume can be ordered.<br>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. | |
| 2025/040 | 21/02/2025 | Full Council | ORA | 2025/040 ORA Committee Recommendations (5th February 2025)<br>h) RESOLVED<br>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. | Clerk to approach landowner. Note left at property to request contact Jan 26. Posted second letter May 26. And again in November 26 | |

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| ORA2025/067 | 05/11/2025 | ORA | ORA | 2025/289 Resolutions and recommendations of the Open Spaces, Rights of Way and Allotments (ORA) Committee held on 4th November 2025<br>NOTED - This having already been actioned by the Clerk under Financial Regulation 4.1b).<br>ORA2025/067 Improvements to woodland area at Meadow Rise open space<br>RECOMMENDED<br>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. | 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. | |
| 2026/265a) | 17/09/2026 | Full Council | ORA | 2026/263 Resolutions of the ORA Committee held on 3rd September<br>a) RESOLVED<br>To form a Sustainable Floral Displays Working Group.<br>Membership to comprise Cllrs Chris Parker, Rob Smith and Mark Steer.<br>Chair: Cllr Rob Smith.<br>Terms of reference: Reporting to Full Council on 15th October 2026, to work with Council staff to propose an updated selection of plants and materials for the Council's floral displays in line with items 17 and 18 of the Council's Biodiversity Action Plan:<br>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;<br>18: To examine the potential use of starch granules to help retain water. | Update Committee master sheet. Inform members. Setup sharepoint email. | Completed |
| 2026/265b) | 17/09/2026 | Full Council | ORA | 2026/265 Resolutions of the ORA Committee held on 3rd September<br>ORA2026/051 Proposal to plant native trees on Bridgend Road<br>b) RESOLVED<br>To approve the planting of up to eight trees, allocating the spend of up to £500 for the purpose | Arrange planting of up to eight native trees within the £500 allocation. Note risk assessment must take into account buried service plans, CAT scan and risk to passing public. Utility searches undertaken. | |
| 2026/265c) | 17/09/2026 | Full Council | ORA | 2026/265 Resolutions of the ORA Committee held on 3rd September<br>ORA2026/053 Asbestos survey and quotation for removal<br>c) RESOLVED<br>i) to authorise the Officers to arrange the removal of the loose and damaged items by a suitably qualified contractor as soon as possible, allocating up to £4545 from General Reserves for the purpose;<br>ii) to suspend Financial Regulation 11.3.e) ii on the basis of the risk to public health;<br>iii) to create a register of items remaining, and to notify current and future tenants;<br>iv) where tenant did not grant access, to renew efforts to arrange survey;<br>v) to update the tenancy agreement as outlined in Appendix 7 presented to the Committee; appropriately amended. | Quotes received for removal of all identified asbestos containing materials and for surveying the remaining plots. Quotation accepted and awaiting date for removal. Tenants notified.<br><br>Note: To be read in conjunction with 2026/267 | Completed |
| ORA2026/056 | 17/09/2026 | ORA | ORA | 2026/265 Resolutions of the ORA Committee held on 3rd September<br>d) NOTED<br>ORA2026/056 Consideration of eviction of two plot holders<br>RESOLVED<br>a) to authorise the Officers to issue one month's notice of eviction to the tenant of Bridgend Road plot 35, together with details of and subject to the Council's appeal process.<br>b) to suspend the eviction order on Bridgend Road plot 32, to put in place an action plan for the ongoing improvement of the plot, to be reviewed shortly before the next meeting of the Committee; and to accept the tenant's voluntary surrender of plot 33, acknowledging that the nearest greenhouse will be deemed to fall within the boundary of plot 32 | Confirm plot 35 notice and appeal letter issued 08/09/2026. Inform tenant of date of surrender and terms. Establish and review the plot 32 action plan; and update records for plots 32 and 33. | Completed |
| 2026/267 | 17/09/2026 | Full Council | ORA | 2026/267 An approach to any remaining non-urgent, intact asbestos material on allotment plots. Included with the permission of the Chair of the ORA committee<br><br>RESOLVED<br>To authorise the officers to engage a qualified contractor for the immediate safe and lawful removal and disposal of all materials as soon as possible and to spend up to £3,200 including a 10% contingency and to suspend Financial Regulation 11.3.e) ii on the basis of the risk to public health; | Quotes received for removal of all identified asbestos containing materials and for surveying the remaining plots. Quotation accepted and awaiting date for removal. Tenants notified.<br><br>Note: To be read in conjunction with 2026/265c) | Completed |
| 2026/301a) | 16/10/2026 | Full Council | ORA | 2026/301 Sustainable Floral Displays Working Group recommendations<br>RESOLVED<br>With regards to item 17 of the Councils Biodiversity Plan, and following an examination of the contents of the Council's planters and hanging baskets, aiming to achieve the most sustainable, biodiverse, colourful summer display possible; to retain the current floral display in terms of the types of plants and soils. | Append Biodiversity plan. (LS completed the version attached to this spreadsheet) | Completed |
| 2026/301b) | 16/10/2026 | Full Council | ORA | 2026/301 Sustainable Floral Displays Working Group recommendations<br>RESOLVED<br>With regards to item 18 of the council's Biodiversity Plan, the potential use of starch granules to be deferred and examined by the council at a later date. | | Noted |

# 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 |

| | | | |
|---|---|---|---|
| 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 (Alnus glutinosa). | 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**.

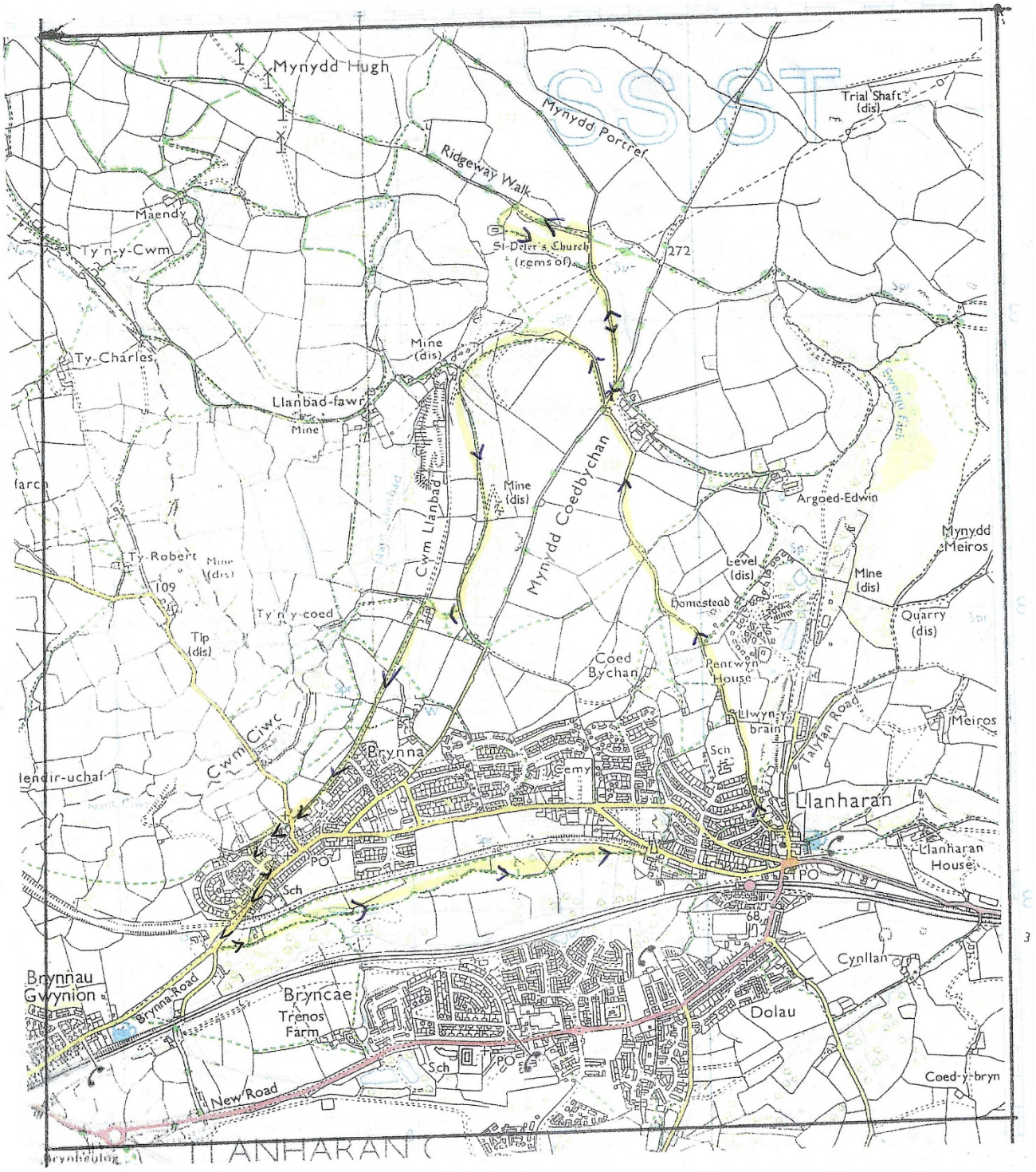
| | | | |
|---|---|---|---|
| 25 | Recording of any INNS sightings on an appropriate platform. Details of how to log to be made available to interested parties and made available to the public via the Council's social media channels. | End Dec 2026 | Clerk |
| 26 | For guidance sheets re INNS to be kept 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.<br><br>See also actions 6 and 9, above. | Yearly | Council |

**Appendix 4a**

**Walking Routes Update**
Cllr Steer has been looking at the Route marked in yellow on attached map.



**Appendix 5 – To consider two exceptions to the complete asbestos clearance programme at the allotments**

*2026/265 Resolutions of the ORA Committee held on 3rd September*
*ORA2026/053 Asbestos survey and quotation for removal*
*c) RESOLVED*
*i) to authorise the Officers to arrange the removal of the loose and damaged items by a suitably qualified contractor as soon as possible, allocating up to £4545 from General Reserves for the purpose;*
*ii) to suspend Financial Regulation 11.3.e) ii on the basis of the risk to public health;*
*iii) to create a register of items remaining, and to notify current and future tenants;*
*iv) where tenant did not grant access, to renew efforts to arrange survey;*
*v) to update the tenancy agreement as outlined in Appendix 7 presented to the Committee; appropriately amended.*

*2026/267 An approach to any remaining non-urgent, intact asbestos material on allotment plots. Included with the permission of the Chair of the ORA committee*

*RESOLVED*
*To authorise the officers to engage a qualified contractor for the immediate safe and lawful removal and disposal of all materials as soon as possible and to spend up to £3,200 including a 10% contingency and to suspend Financial Regulation 11.3.e) ii on the basis of the risk to public health.*

Work is underway to remove all asbestos-containing items, with the exception of the following:

a) several sheets between Jubilee St plots 14 and 15, which are buried within a mature hedge, requiring significant investment and disruption to remove. The tenant (of both plots) is content to leave this material undisturbed and understands how to maintain the hedge safely;

b) roof of pigeon loft at Bridgend Road, a local landmark of historic interest which is subject to discussions regarding its future. The officers propose to leave it undisturbed and safely fenced for now until a decision is made.

<u>Proposal:</u>
To exclude the items listed above from the clearance programme, authorising the officers to undertake appropriate mitigation measure including provision of written advice to tenants, maintenance of fencing and installation of warning signs.



**Appendix 6 – A resident's application for retrospective permission to plant trees on council land.**

Background

Site meeting 23rd September between Mr and Mrs B (residents of Hillcrest), Cllr Steer and Paul Beach at Meadow Rise play area

Cllr Steer provided the following account of the meeting.
The residents have planted trees and shrubs outside their property boundary, including:

- a Silver Birch and Hazel said to have been given to them by the Woodland Trust.
- 2 Bay bushes and 2 Forsythia bushes from their garden.
- 2 rhubarb crowns found dumped in the hedgerow at the bottom of the Play Area.
- an established Holly which they said was there before they moved to their property.

Cllr Steer explained that permission should have been sought from LCC before any planting was undertaken. Mr B maintained his view that LCC did not own the Play area.
It was agreed that the residents would write/email to LCC asking for retrospective permission for the plantings. Cllr Steer advised that this would be put on the agenda for the next ORA Committee meeting in November where it would be discussed and a decision made. Cllr Steer advised that they were welcome to join the online meeting.

Site photographs provided by Cllr Steer.

Picture 1: general view



Picture 2: Forsythia



The attached correspondence was received by the Officers.

Considerations

- biodiversity – holly, hazel and silver birch are UK natives; bay, Forsythia and rhubarb are not.
- proximity to boundary wall – risk of future damage for which the Council would be liable. Holly and silver birch in particular may reach significant stature and corresponding root growth.
- precedent – in line with legal advice received concerning previous encroachments, any permission would be considered relevant to subsequent applications.

(1)

[redacted]

[redacted] Hillcrest
Brynna
CF72 9SJ
Phone 07751122303

23rd sept

TO Whom it may Concern

we have just had a meeting with Mark who is on the community council about the trees I have planted outside my gate backing on to the park

1) Holly Tree which I didn't plant which has been there for a ~~road~~ number of year's
2) Silver Birch + hazel which the woodland trust gave me. been there for over 3years
4) ~~forsyther~~, Bayleaf and rubarb Thats been there for a least 2 year's

(2)

I didn't Know I needed permission as I would of asked So I would appreciate it if you would allow me to keep them I don't beleive they are in any bodies way So could you please consider my request in your next Meeting in november

Sincerely

mrs [redacted]

## Appendix 7

# Llanharan Community Council

## Request to reduce trees at Bridgend Road Allotments

| | |
|---|---|
| **Report author** | Clerk to the Council |
| **Meeting date** | 26th November 2026 |

### 1. Purpose of the report

To consider a request received from a resident of a property adjoining the Council's Bridgend Road allotment site for trees situated on Council land to be substantially reduced in height to approximately the level of the boundary fence.

The Committee is asked to determine whether the Council should agree to the requested reduction, to take an alternative approach to managing the trees or to carry out no action.

### 2. Background

In July 2026, the Council received correspondence from a resident whose property adjoins the Bridgend Road allotment land regarding trees and brambles growing on Council land.

The resident stated that:

- trees and brambles extended over the boundary fence;
- the growth affected the resident's garden and driveway;
- the trees restricted natural light to the property and garden;
- the overgrowth made maintenance of the property more difficult; and
- the situation represented an ongoing nuisance.

The resident asked the Council to review the matter, confirm responsibility for maintaining the boundary, cut back encroaching vegetation and explain its position if it declined to undertake the requested work.

The correspondence was subsequently brought to members' attention under ‘Correspondence’.

No motions were brought by members to deal with the matter.

### 3. Council's response

The Clerk responded to the resident and confirmed the Council's responsibility for maintaining the boundary on the allotment side.

The Council's position was explained: trees on Council land are monitored and managed, including through professional tree surveys, with appropriate works undertaken where inspections identify a foreseeable risk to people or property.

The information available at that time indicated that:

- the trees did not present an identified safety risk;
- no works were required on safety grounds; and
- there was no apparent physical damage to the adjoining property or fence line.

The Council did not therefore propose wholesale reduction of the trees and shrubs.

The resident was advised of the general right of an adjoining occupier to cut vegetation encroaching over their boundary back to the boundary line, subject to the usual legal restrictions. It was also explained that reducing overhanging growth alone was unlikely to make a significant difference to the reported loss of light because the principal concern appeared to be the overall height of the trees.

The resident requested permission to enter the allotment to cut back the trees himself. This request was denied.

The resident indicated that he would cut whatever he could from his side of the fence. The Clerk agreed to remove any branches cut as a one-off gesture of goodwill.

## 4. Further request

In November 2026, the resident contacted the Council again. The resident advised that he had cut back branches encroaching onto his side of the boundary during the summer, but that the principal issue remained the overall height of the trees.

The resident's continuing concerns relate principally to:

- the overall height and spread of the trees;
- restriction of natural light to the garden;
- the proximity of the trees to the residential property; and
- the volume of leaves falling or being blown into the garden.

Following a telephone conversation, the Clerk understood that the resident's request is for the Council to reduce the height of the trees to approximately the level of the boundary fence.

The Clerk explained that the Council's normal approach and de facto policy is not to substantially reduce trees unless there is an identified safety or other substantive management reason, but that members may determine otherwise having regard to the particular circumstances. The matter has therefore been referred to the Open Spaces, Rights of Way and Allotments Committee.

## 5. Photographs

**Photograph 1: View of the trees from the allotment land and the property in the background.**



**Photograph 2: View of the trees from the allotment land and the property in the background.**



**Photograph 3: View of the trees from the side of the property (Bridgend Road)**



**Photograph 4: Wider View of the trees from the allotment land and the property in the background. Note the trees in front of the large grey block to the right of the picture.**



## 6. Legal and practical considerations

### 6.1 Safety and the Council's responsibilities as landowner

The Council should take reasonable steps to inspect and manage trees under its control. Where a tree presents a foreseeable risk to people or property, proportionate remedial action should be taken.

The information presently available does not identify the trees as dead, dangerous, structurally unsound or as causing physical damage. The Committee should distinguish between safety or boundary-management works and discretionary works undertaken principally to improve a neighbouring property's light or amenity.

### 6.2 Overhanging branches

An adjoining landowner or occupier generally has a common-law right to cut branches overhanging their property back to the boundary, subject to legal restrictions. They should not enter the tree owner's land without permission, cut beyond the boundary, or undertake works that unlawfully damage or destabilise the tree. Additional restrictions may apply to protected trees.

In this case it appears that the resident has cut slightly beyond their boundary.

### 6.3 Loss of light

There is no general or automatic right to prevent a neighbouring tree from casting shade over a garden. The reported restriction of sunlight is therefore relevant to amenity, but does not on the present information establish an obligation on the Council to carry out the requested reduction.

### 6.4 Falling leaves and natural debris

Falling leaves are an ordinary seasonal consequence of trees. In the absence of particular damage or exceptional circumstances, leaves and similar natural debris would not normally justify substantial reduction. Members may nevertheless consider the issue as part of the overall amenity impact.

### 6.5 High hedges

Part 8 of the Anti-social Behaviour Act 2003 provides a statutory procedure where the reasonable enjoyment of domestic property is adversely affected by the height of a high hedge. The statutory definition generally requires a line of two or more evergreen or semi-evergreen trees or shrubs, rising to more than two metres above ground level and forming a barrier to light or access. It has not been established that the trees concerned meet that definition.

### 6.6 Statutory restrictions and wildlife

Before substantial pruning is authorised, the Council should establish whether any trees are subject to a Tree Preservation Order, whether conservation-area controls or other consents apply, and whether the works could affect nesting birds, bats or other protected species.

### 6.7 Arboricultural implications

Reducing established trees to approximately fence-line level may amount to very substantial pruning. Depending on species, age and condition, it could adversely affect tree health and form, stimulate vigorous or weak regrowth, create decay risks, or result in an ongoing requirement for cyclical maintenance. The Council should not prescribe a precise finished height without suitable arboricultural advice.

## 7. Options

| Option | Description | Principal implications |
|---|---|---|
| 1. Decline the requested reduction | Retain the trees at their present general height and continue routine inspection and risk-based management. | Consistent with the Council's previous approach, but would not address the resident's main concern regarding loss of light and leaf debris. |
| 2. Agree in principle to the requested reduction following arboricultural advice. | Seek to reduce the trees to approximately fence-line level, subject to professional confirmation that this is appropriate and ecological considerations. Should the advice be that this would adversely affect tree health and form, stimulate vigorous or weak regrowth or create decay risks, then the matter to be referred back to the committee. Otherwise the work to be carried out. | The presumption would be that this work would need to be repeated periodically. |
| 3. Some other option not listed here | | |

## 8. Financial implications

No cost estimate has yet been obtained. If the Committee selects option 2 and an arboricultural assessment is carried out, there will initially be a cost for professional inspection. If works are subsequently proposed, an appropriate specification and quotations should be obtained in accordance with the Council's Financial Regulations if it is work that cannot be safely undertaken by Council staff.

Potential costs may include tree surgery and future cyclical maintenance.

## 9. Officer notes

The evidence currently available does not indicate that the trees are dangerous, structurally unsound or causing physical damage. The request is principally an amenity request arising from the effect which the height and spread of the trees is said to have upon natural light and enjoyment of the adjoining garden.

The key issue for the Committee is whether some reduction is reasonable and, if so, what degree of reduction represents appropriate and sustainable management. Fence-line reduction could amount to severe pruning and may not be arboriculturally appropriate (subject to further advice).

It would therefore be preferable for members to decide whether they are willing in principle to consider reducing the trees, rather than determining a precise finished height without professional advice. If members are sympathetic to the resident's concerns, an arborist should be asked to recommend the maximum reasonable reduction that would improve the situation while maintaining the trees in an appropriate condition.

In general terms there is the risk of setting a precedent. The council has many trees on its boundary with private residences. For example see picture 4 in the report. There are large trees on the boundary with the large grey building. At Pendre Allotment there is a large number of very tall mature trees on the boundary with private residences. This could be dealt with by making it clear that this case is a without prejudice one-off and explicitly does not set a precedent. However the Council may find it difficult to justify a different decision in similar circumstances even if there is no legal precedent set.

In some cases where a number of residents could be affected, the council risks pleasing some people and upsetting others. However in this case only the complainant’s residence is affected by these particular trees.

**Appendix 8 – Annual review of allotment rent**

Background
The present rate of £30 per year for a five perch plot was adopted for January 2025. Previously to that it had been set at £26.

At full occupancy this yields a total gross income of approximately £3,625.

RCTCBC allotments cost £30.
An informal poll of council officers in the Glamorgan area gave a range from £10 to £25.

Recommendation
To keep the existing rate of £30 for 2027.