



**MINUTES OF BRIDGEND TOWN COUNCIL MEETING**  
**Monday 18<sup>th</sup> December 2017 at 6.00pm at Carnegie House Council Chamber**

|                 |   |   |
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| <b>Present:</b> | Cllr. Stuart Baldwin (Mayor)<br>Cllr. Steven Bletsoe<br>Cllr. Nicole Burnett<br>Cllr. Angela Morelli<br>Cllr. Isabel Robson | Cllr. David Unwin<br>Cllr. Alan Wathan<br>Cllr. Carolyn Webster<br>Cllr. Matthew Voisey |
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**1. To receive apologies for absence:**

Apologies were received from: Cllr. Kate Boucher, Cllr. Rebecca Porter, Cllr. Gary Sassoon-Hales, Cllr. Lyn Walters, Cllr. Freya Bletsoe, Cllr. Ceri Evans, Cllr. Eric Hughes, Cllr. Tim Wood, Cllr. Stuart Charles, Cllr. Paul Warren

**2. To receive Members' Declarations of Interest in respect of the business to be transacted:**

- Declarations of interest were recorded in the Declarations of Interests Register.

**3. To Confirm and Sign Minutes of Town Council Meeting held on 20<sup>th</sup> November 2017.**

- Cllr S Bletsoe referred to the Town Twinning Presidential Role and highlighted that Cllr Isabel Robson was confirmed as the other member of BTC.
- It was agreed that the Town Clerk would update the minutes detailing the above.

**Resolved:** To confirm and sign the minutes of the Town Council Meeting held on 20<sup>th</sup> November 2017 as a true and accurate record subject to the amendment above.

**4. To Consider Matters Arising from the Town Council Meeting held on 20<sup>th</sup> November 2017.**

- Page 29. Cllr S Bletsoe asked if the Town Twinning Association had responded to the request that the BTC Mayor and one other member of BTC has a position in the Town Twinning Association and attends their meetings and functions as required.  
Deputy Clerk advised there was no response to date.

**5. To note for information Mayoral Announcements and Engagements:**

Mayor's Engagements:

- Saturday 25<sup>th</sup> November – Santa parade, opening of Christmas grotto at Carnegie House and Christmas lights switch on.
- Saturday 2<sup>nd</sup> December – 1940's Bridgend event

Deputy Mayor's Engagements:

- Saturday 25<sup>th</sup> November – Santa parade, opening of Christmas grotto at Carnegie House and Christmas lights switch on.
- Saturday 2<sup>nd</sup> December – 1940’s Bridgend event
- Sunday 3<sup>rd</sup> December – Cefn Glas Christmas tree switch on
- Thursday 14<sup>th</sup> December – Service at Coychurch crematorium

## **6. To Consider Town Clerks Report**

- Mayor presented a report detailing the projects and services delivered by Bridgend Town Council from 21 November – 18 December 2017.

### **a) Bridgend Town Centre**

- Bridgend Town Centre hosted a number of successful events on the four Saturdays leading up to Christmas. The annual Santa parade, opening of Carnegie House Christmas Grotto and the Christmas light switch on Saturday 25<sup>th</sup> November was a collaboration between BTC, BCBC, Bridgend Lions Club, CF31 BID and the Rhiw Shopping Centre.
- The Bridgend 1940’s Christmas event organised by BTC with sponsorship from CF31 BID was held on Saturday 2<sup>nd</sup> December and was well received by members of the public.
- Preparations in the lead up to these Town Centre events involved all BTC staff with councillors volunteering to work on the stalls during the event.
- Ticket sales for the Carnegie House Christmas Grotto have been the highest since the grotto started four years ago. All proceeds from the Grotto will be distributed to local Charities by the Bridgend Lions Club.
- Cllr D Unwin stated that the BTC staff had worked “over and above” as usual and thanked them and the councillors who volunteered at the events.

### **b) Personnel**

- The recommendations of the Resource and Policy review are due to be completed by the end of December, therefore the Personnel meeting scheduled for 12th December 2017 was postponed until January 2018 so that the recommendations can be considered and discussed prior to the January meeting of full Town Council.
- Unfortunately one of the outdoor workers was involved in an accident in the Council van earlier this month. The member of staff did not sustain any injuries and the driver of the other vehicle accepted full responsibility. The van hire company and the BTC insurers have been informed. The van has been assessed at a garage and the cost of repair is £174.95. The excess on the insurance policy is £100.00.
- Sharlene Lewis is due to return from maternity leave on 8<sup>th</sup> January 2018 and Brent Davies will provide a hand over throughout January and will leave BTC at the end of January.

### **c) Finances**

- The Deputy Clerk and RFO have started to prepare for the 2017/18 audit. At the January Town Council Meeting, Members will be asked to consider a review of BTC’s financial controls and its internal audit procedures.

### **d) Remembrance Day**

- When the flags were taken down after the Remembrance event, two of the flag poles jammed. South Wales Monuments have been contacted and the flag poles will need to be taken down and the internal rope inside both flag poles will need to be replaced. This will be arranged in the New Year.

**e) Christmas Lights**

- As reported previously, due to circumstances beyond the control of BTC, it was not possible to carry out catenary wire testing of anchor points and wiring used to install Christmas light cross street features. Contingency plans were put in place to install additional column lighting for the town and 14 additional column features have been installed.
- This year Bridgend Town Council has arranged for the installation of 57 Christmas light column features, paid for 3 decorated Christmas trees, erected 3 illuminated Christmas signs and have renewed the fairy lights in trees outside the Post office and Job Centre.
- The location of Christmas light column features depends on the availability of suitable power connections on lampposts with brackets that can support the Christmas column features and is also influenced by CCTV as the features should not obstruct camera views.
- The lights have been spaced throughout the town so that there should be at least 4 features in every street. There are more lights in Caroline Street, Adare Street and the lower end of Wyndham Street as these areas are used for the Christmas light switch on, Santa Parade and Christmas Grotto.
- Bridgend Town Council will continue to review Christmas lights on an annual basis.

**f) The Heritage Walkway project update**

- Throughout the month the Heritage Walkway Project Manager, Tracy Evans, has been liaising with BTC Members and officers at BCBC regarding the design proposals for the project. The metal artist has designed a number of concepts; however, an agreement has not been reached regarding the final design. The Heritage Walkway Project Manager is concerned that time is passing quickly and a design has not been agreed in principle. Until a design is approved she is unable to submit the planning application.

**g) Beacon Lighting**

- The Council has previously agreed to light the beacon on Newcastle Hill to mark the centenary anniversary of the end of World War I. Preparations for this are underway and the Bridgend Fire Service has been asked to assist with clearing the beacon and with the lighting of the beacon on the day of the event. The beacon has not been lit for around 20 years therefore an assessment must be conducted to assess tree growth/overhanging branches and identify any risks associated with the lighting of the beacon. A budget for this event will be prepared in the New Year.

**7. To Consider Arts Project Officer Update Report re: Carnegie House Arts Centre**

- The Arts Project Officer report was considered by Members and noted.

**8. a). To Consider the draft minutes of the Planning Committee Meeting of 13<sup>th</sup> December 2017**

- Cllr N Burnett, Cllr C Webster and Cllr M Voisey left the room whilst this discussion took place.
- Cllr D Unwin referred to the Coed Parc Appeal Decision Document and reported his sadness that this appeal had been granted. He highlighted to members the 19 conditions subject to the application and suggested that BCBC discuss the schedule of conditions with BTC.

**RESOLVED:** Town Clerk to write to BCBC Planning requesting consultation with BTC prior to submission of the conditions to the applicant.

**b). To Consider Heritage Walkway Project Update and agree on design concept for Planning Application.**

- Cllr N Burnett, Cllr C Webster and Cllr M Voisey returned to the meeting at this point; Cllr C Webster stated that she would check with Andrew Jolley BCBC their position in these discussions as members of the BCBC Planning Committee.
- Cllr D Unwin presented to members the Heritage Walkway Project update December 2017 report and proposed design concepts for Planning Application submission.
- He referred members to BCBC's negative response to the proposed designs, he highlighted to members that 18 months work had been completed on this project and that the Heritage Lottery Fund need to see progress to satisfy the grant and that further deferring of the Planning Application submission will impact upon this.
- Members discussed the proposed designs and agreed that they were beautiful designs and highly appropriate.

**RESOLVED:** To instruct the Heritage Walkway Project officer to submit a Planning Application specifying design concept V6.

**RESOLVED:** To accept the minutes of the Planning Committee Meeting of 13<sup>th</sup> December 2017

**9. To Consider the draft minutes of the Evergreen Hall Management Committee Meeting of 11th December 2017**

- Cllr A Wathan reported that Evergreen Hall was successful in its Awards for All grant application.
- Cllr A Wathan presented a request from the Evergreen Hall Treasurer to add Evergreen Hall staff to BTC payroll systems moving forward. Members discussed this request and raised concerns regarding the implications for the BTC audit, virement of funds and contract of employment.

**RESOLVED:** That BTC will not implement and process Evergreen Hall staff salaries within BTC financial systems.

**RESOLVED:** To accept the minutes of the Evergreen Hall Management Committee Meeting of 11th December 2017.

**10. Carnegie House Arts Centre**

**a. Update re: Arts Council of Wales grant application (Cllr I Robson)**

- Chair of Carnegie House reported to members that the Arts Council of Wales, Audience Development grant application was successful, she explained that within the grant, funding is allocated for a new role of Audience Development Worker and asked members to publicise the vacancy.

**b. To Consider a quote for work in relation to Carnegie House Arts Centre projects**

- Chair of Carnegie House referred members to report 10b detailing a quote for work in relation to Carnegie House Projects and Arts Council of Wales grant reports as required for grants received and new grants awarded.
- Chair of Carnegie House asked members to consider approval of costs for the works reported.

**RESOLVED:** To approve the quote for work in relation to Carnegie House Arts Centre projects.

**11. Finance:**

**a) To receive a balance of accounts as at 18th December 2017 and approve Payments of Expenditure**

**RESOLVED:** Accounts paid, read and approved by Members.

## **12. To Consider the following Reports:**

### **a) BCBC Report re: Tenant Allocations: Cwrt yr Afon, The Rhiw (Cllr Steven Bletsoe)**

- Cllr S Bletsoe presented his report on Tenant Allocations: Cwrt yr Afon, The Rhiw.
- Cllr C Webster raised concerns regarding the restrictions imposed particularly the consideration of children over 11 years old only due to lack of outdoor space.
- Members discussed the report further referencing noise restrictions and the ability of Housing Associations to impose such restrictions.

**RESOLVED:** To note the Tenant Allocations: Cwrt yr Afon, The Rhiw report.

### **b) Upsurge of Rat Infestation in Bridgend Town Centre and BCBC in General (Cllr David Unwin)**

- Cllr D Unwin presented his report on the Upsurge of Rat Infestation in Bridgend Town Centre and BCBC in General; he stated that the situation does not seem to be that improved since August 2017 and suggested that a request for further information be sought from BCBC seeking clarification if they are in control of the situation and if they have enough staff to address this issue.
- Cllr C Webster highlighted to members the proximity of the town and surrounding areas to the river; She also highlighted to members the building works being undertaken within the town centre and the disturbance to rodents this causes.
- Cllr S Bletsoe reported that BCBC were one of only two councils that offer free rat disposal and stated that BCBC should be applauded for this however BCBC refuse to address the issue of traders incorrectly disposing of fat which adds to this issue.
- Cllr N Burnett reported that she had received only one complaint at the time of the refuse contact change and stated that she felt the issue of rats within the town centre was controlled.
- Cllr M Voisey suggested that the statistics were high due to the service being free and therefore more widely used than perhaps areas where a cost was imposed.

**RESOLVED:** Town Clerk to write to BCBC seeking answers and statistics in relation to this matter over the past three years.

### **c) Report on BCBC Town Members Meeting 23rd November 2017 (Cllr Paul Warren & Cllr Steven Bletsoe)**

- Cllr P Warren and Cllr S Bletsoe presented their report on the BCBC Town Members Meeting of 23rd November 2017. Cllr S Bletsoe referred members to the reported footfall figures and asked Council to consider making a formal request to BCBC to receive full Footfall Figure Reports to be presented to BTC monthly.
- Mayor stated that he would put in a referral for this matter.
- To report Council's views at the next Town Members Meeting, Cllr S Bletsoe asked members to discuss the closing of Town Centre Car Parks at 7pm in relation to evening trade and the issue of car park users returning after 7pm to find their cars locked in.
- Cllr D Unwin stated that the Rhiw Car Park is a brand-new building with an old way of operating which should be reviewed by BCBC and suggested a closing time of 10.30pm; Cllr S Bletsoe stated that it should be open 24 hours.
- Cllr C Webster also referred to the night-time economy and the need to facilitate its survival.
- Cllr S Bletsoe referred members to the issue that Blue Badge holders under current legislation can park legally within dedicated 30min parking bays all day. Cllr M Voisey stated that BCBC are seeking legal advice on this matter.

**RESOLVED:** Town Clerk to write to BCBC asking for a review of the Rhiw Car Park closure times.

### 13. Notice of Motion

#### a) Notice of Motion RE: Start time of Council Meeting

To Consider the following Special Motion from Cllr. P Warren to amend Standing Order 3.w. to amend the meeting start time from 'A meeting shall not exceed a period of (2.5) hours.7pm – 9.30pm' to 'A meeting shall not exceed a period of (2.5) hours. 6pm – 8.30pm

*"I am proposing that Full Council meetings begin at 6:00pm instead of the current start time of 7:00. I, and I know some other councillors, would prefer an earlier start time than us finishing later at night as is currently the case. Although we have been very good at keeping to time for the last two full council meetings, this may not always be the case".*

- Mayor read Motion from Cllr. P Warren and asked members to discuss.
- Several members stated that a 6pm start would be impractical for them due to work commitments and childcare arrangements.
- Members discussed the option of a 6.30pm start; this was also opposed.
- Mayor asked members to vote on the motion; One member abstained, two members voted in favour, five members voted against.

**RESOLVED:** That Standing Order 3.w. is not amended.

#### b) Notice of Motion: Re- Community Skip Scheme

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To Consider the following Special Motion from Cllr. N. Burnett in relation to diverting the current skip provided for Ackland Road to Wildmill in 2018.

*'I would like Bridgend Town Council to consider diverting the regular community skip collection at Ackland Road to Wildmill. This will ensure that two skips are provided at either side of the Wildmill estate on advertised dates throughout the year to help alleviate the waste situation in the area.'*

- Cllr. N. Burnett read her Motion to members and presented her reasons for discussion. She stated that she felt the scheme was not used to its best advantage and that it is only servicing a small number of houses; she added that Wildmill are currently at a disadvantage and in addition to diverting the skip she would like to host educational events on the same day that the skips are in place with BCBC Education Officers in attendance.
- Cllr C Webster suggested that Kier representatives are also asked to attend and provide a bulky waste skip as part of the educational event.
- Cllr M Voisey stated that it is not the responsibility of BTC to deal with waste however he fully supports the proposal of providing education days; he added that he would support the implementation of a hardship fund that can be sought by residents within BTC wards to pay the £15 Bulky waste fee and suggested that the Well-being and/or Regeneration Committee consider this.
- Cllr S Bletsoe stated that the provision of two skips monthly would not be sufficient to aid this issue and that other areas also have problems.

- Mayor asked members to vote on the motion; eight members voted in favour, one member voted against. Cllr S Bletsoe stated that he was not supportive of the motion put forward.

**RESOLVED:** To divert the regular community skip collection at Ackland Road to Wildmill on a trial basis.

#### 14. Consultations:

1. Proposed 20 MPH Zone – Pen Y Berllan, Cefn Glas
  - Cllr D Unwin highlighted the ongoing issue of 3-week deadlines applied to proposals when Town and Community council meet every 4 to 5 weeks.
  - Cllr C Webster agreed with Cllr D Unwin’s comments regarding deadlines; she added that she was in support of the above proposal and stated that she would like the 20mph Zone to be extended to a wider area.
  - Mayor stated he would put in a referral regarding the deadlines given moving forward and the extension of the 20mph Zone and report back to council.

**RESOLVED:** There were no objections to this proposal.

2. Proposed move re: Post Office Cefn Glas
  - Member expressed concern regarding the empty shops.

**RESOLVED:** There were no objections to this proposal.

3. Proposed Further Extension of Temporary Closure at Footpath 10 Bridgend

**RESOLVED:** There were no objections to this proposal.

4. Abertawe Bro Morgannwg University Health Board – Major Trauma Network Consultations. **NOTED**
5. Law Commission ‘Planning Law in Wales: Consultation Paper’. Further information available at: <https://www.lawcom.gov.uk/project/planning-law-in-wales/> **NOTED**

#### 15. To Consider the following items of Correspondence:

1. Local Democracy & Boundary Commission briefings **NOTED**
2. Footfall Report for Bridgend for Week 47, 2017 (Week commencing 19 Nov 2017).
  - Cllr S Bletsoe referred members to Page 1. line 3 of the report and stated that the figures do not reflect visitors but that of the number of motion sensor clicks.
  - Members discussed the Footfall Report provided by BCBC with regard to the format of the reports, the way in which the data is collected and reported and the delivery of the reports.
  - As discussed at agenda item 12.c Mayor stated that he would put in a referral for this matter.
3. Email from Senior Electoral Services Officer Re: Revised Electoral Register **NOTED**
4. Letter from Welsh Government Re: Section 137 Expenditure: Limit for 2018-19 **NOTED**
5. Email from Mrs D Davies, The Zone Re: Support for 1940’s Christmas event

**RESSOLVED:** To invite Mrs D Davies to attend the next meeting of Wartime Bridgend 2018 to be held in June 2018.

6. Email from One Voice Wales Re: New ‘Natural Resources Wales’ Funding and Support – 2017/18 **NOTED**
7. Letter from The Ambulance Services Union - Welsh Ambulance Service Branch **NOTED**

8. WLGA Briefing: Healthy Eating in Schools **NOTED**
9. Email from Matthew Gilbert re: National Cycle Network Route 885 from Brewery Lane to Water Street along Angel Street.
10. Email from One Voice Wales Re: One Voice Wales Community and Town Council Consultation Events – Next Steps **NOTED**
11. Email from BCBC Re: Public Toilets Notification
  - A lengthy discussion took place regarding the provision of toilets in Bridgend Town Centre
  - Members acknowledged that the current provision was not acceptable but concluded that Bridgend Town Council does not have the budget or resource to take on these facilities.

**16. To elect a Member to fill a vacancy on the BTC Allotment Committee:**

- Cllr M Voisey was nominated to fill the vacancy on the BTC Allotment Committee. There were no other nominations.

**RESOLVED:** To appoint Cllr M Voisey to the BTC Allotment committee for 2017/18.

**17. To Consider letter from BCBC CAT Officer re: BCBC Town and Community Fund deadline extension: 21<sup>st</sup> February 2018.**

**RESOLVED:** That no further action be taken.

**18. To discuss Town Clerks statement re: Christmas Lights in Bridgend Town Centre and discuss the option to set-up a working group for Christmas lights 2018**

**RESOLVED:** To defer this item to the January 2018 Meeting.

**19. To Consider information regarding DBS Checks for Members**

**RESOLVED:** To defer this item to the January 2018 Meeting.

**20. To Consider nomination of BTC Member as a community governor for Oldcastle Primary school**

- Cllr A Morelli was nominated as a community governor for Oldcastle Primary school. There were no other nominations.

**RESOLVED:** To appoint Cllr A Morelli as a community governor for Oldcastle Primary school.

**Meeting closed at 7.30pm**

Signed .....

Mayor

Date .....