



MINUTES OF BRIDGEND TOWN COUNCIL MEETING

Monday 17th February 2020 at 6.30 pm, Council Chamber, Carnegie House

Present:	Cllr Alan Wathan (Mayor) Cllr Stuart Baldwin Cllr Freya Bletsoe Cllr Steven Bletsoe Cllr Ceri Evans Cllr M Voisey	Cllr Steven Easterbrook Cllr David Unwin Cllr T Wood Cllr N Burnett Cllr L Walters Cllr C Webster
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In Attendance: Mrs L Edwards (Town Clerk), Mrs D Jones (Deputy Town Clerk & RFO)

The Mayor advised that the Chief Superintendent of Police had sent apologies and would attend the next full meeting of Council to be held on 16th March.

1. To receive apologies for absence:

Apologies: Cllr A Morelli. Absent Cllr R Marsh, Cllr S Charles, Cllr R Porter, Cllr R Thomas.

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

- Cllr M Voisey - Prejudicial interest in Item 11, BCBC Planning Matters.
- Cllr S Easterbrook – Personal interest as Town Trader.
- Cllr N Burnett – Prejudicial interest in item 11, BCBC Planning Matters.

3. To receive questions or comments from Members of the Public (Standing Order 3(e) refers).

- There were no questions raised from members of the public present.

4. To confirm and sign minutes of the Town Council Meeting held on January 20th 2020.

RESOLVED: The Minutes of the Town Council Meeting held on 20th January 2020 were confirmed as a true record and duly signed.

5. To consider matters arising from the Town Council Meeting held on 20th January 2020.

- There were no matters arising from the minutes of 20th January 2020.

6. To note for information Mayoral Announcements.

The Mayor spoke of the success of the unveiling of the first two Blue Plaques and explained that the families of the recipients of the Blue Plaques were very honoured to attend.

7. To receive Town Clerk's Report for January/February 2020 (for information).

Town Clerk provided a verbal update on work and matters for Bridgend Town Council between January and February 2020.

Carnegie House Spring Brochure: Town Clerk reported that the spring brochure had been printed and requested that Members assist with delivery and promotion of the programme where possible.

Blue Plaques: Town Clerk reported that the team had been busy working on the blue plaque scheme; she thanked the outdoor team for their assistance.

Staff Training: Town Clerk reported that relevant staff had completed working at height training.

Festival of Light: Town Clerk reported on the status of the event. In light of the severe flooding, as well as the weather forecast, which included more rain and high winds, the Town Clerk proposed six workable options, which would allow the event to proceed. She advised Members that the community arts workshops had all taken place in schools and community groups.

Members reviewed the six options and following a detailed discussion agreed to cancel the Festival of Light Parade in Newbridge Fields on the grounds of public safety, and to hold a Festival of Light Exhibition at Carnegie House, open to the public from 1pm – 6pm on Friday 21st February 2020.

Allotments: The Town Clerk reported that the Facilities Team were dealing with an increasing number of allotment enquiries and that site inspections will commence in March.

Newbridge Fields: The Town Clerk advised Members that the outdoor team had cleared an area where a tent had burnt down.

Office Damp Issue: The Town Clerk reported that the Facilities Team are dealing with a large area of damp on an external wall in the staff office and that for health and safety reasons a dehumidifier had been purchased.

Social media Issue: The Town Clerk referred to a recent social media issue where offensive comments had been removed; she asked Members to inform her of any further issues.

Basement Flooding: The Town Clerk informed Members that the pump had stopped working but a contractor was being sourced as a matter of urgency.

Newbridge Fields Stakeholder Group: The Town Clerk advised Members that the Deputy Clerk had met with the BCBC CAT Officer regarding the planned stakeholder group meeting who advised that BTC will be invited further to a meeting of local clubs.

Williams & Evans: The Town Clerk was requested to arrange the presentation of a BTC plaque to Williams & Evans inscribed celebrate 120 years of trading.

8. To consider draft minutes of the Regeneration Committee Meeting of 27th January 2020

- Chair of Regeneration thanked the Town Clerk and BTC staff for a fantastic Blue Plaque unveiling event.
- Chair of Regeneration referred Members to the minutes of the meeting, which were duly noted.

RESOLVED: To receive and note the minutes of the Regeneration Committee meeting of 27th January 2020.

9. To consider draft minutes of the Community Engagement & Well-being Committee Meeting of 29th January 2020.

- Chair of Community Engagement & Well-Being Committee presented the minutes to Council.
- Members were availed of a Wartime Bridgend planning meeting between the BCBC Town Centre Manager and the Committee; Chair of Community Engagement & Well-Being Committee reported that The Town Centre Manager would provide the 2020 shop packs.
- Town Clerk reported to Members that she had received an email from the Town Centre Manager advising that he would be installing street bunting of good quality vinyl for longevity, in red white and blue. It was noted that the bunting could be recycled at the time of disposal and it was proposed that the bunting be put up in April and removed in September, until no longer useable.
- Members welcomed this proposal.

10. Finance:

10.1 To receive a balance of accounts as at 17th February 2020 and payments since last meeting.

RESOLVED: Accounts paid, read and approved by Members.

10.2 To consider draft minutes of the Finance Committee Meeting of 4th February 2020.

- Chair of Finance referred Members to the minutes of the meeting, which were duly noted.

11. To consider draft minutes of the Planning Committee Meeting of 12th February 2020.

Cllr N Burnett and Cllr M Voisey declared a prejudicial interest in Item 11, BCBC Planning Matters and left the Chamber for this item.

- Chair of Planning Committee explained to Members that there were two planning applications deferred to full Council for consideration, as the BCBC Planning Portal was not available at the time of the Planning meeting. Chair circulated a report to Members reference planning application P/20/11/OUT, Land off Tondy Road. Chair advised Members that as the original document detailed over 100 pages, he had made the following observations for ease of reference:
 - 1) That the original plan submitted was rejected by BTC, BCBC and the Welsh Assembly.
 - 2) That the new application is much reduced with improved access/exit points and a careful survey of trees needing removal undertaken.
 - 3) The height of the dwellings had been reduced to blend in with the surrounding environment.
- Chair recommended no objection subject to the strict adherence of the planning application.
- Cllr L Walters and Cllr S Bletsoe asked the Chair for clarification on entry and exit points to the site.
- Following further discussion, the recommendation of 'No Objection' to the application was agreed.

RESOLVED: That the planning application P/20/11/OUT be submitted marked 'No Objection' with the Chairman's report attached in its entirety.

- Chair circulated a report to Members reference planning application P/20/74/OUT, The Parc, Ewenny Road.
- Members discussed the application and made no objection.

RESOLVED: That the planning application P/20/11/OUT be submitted marked 'No Objection'.

12. Personnel Committee:

12.1 To receive an update from the Chair of Personnel Committee regarding a meeting with One Voice Wales representative:

12.2 To review, amend and approve a Capability Procedure for Bridgend Town Council.

12.3 To review and agree Terms of Reference for an Appeals Committee:

12.4 To appoint three Members to sit on the BTC Appeals Committee and appoint a Chairperson for the Committee:

RESOLVED: That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during the consideration of agenda item 13 as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

CONFIDENTIAL MINUTES

RESOLVED: The public and representatives of the press were permitted to re-join the meeting.

13. To fill vacancies on the Council Committees listed below:

- **Planning Committee (1)**
- There were no nominations for this vacancy.

14. To discuss the Additional Premises Project:

Cllr C Webster clarified there was no longer a need for her to declare an interest for this agenda item.

The Mayor asked the Project Manager to participate in the meeting for this agenda item.

1. To receive an update from the Town Clerk and BTC Task & Finish Working Group regarding the progress for the Additional Premises Project and next steps:

- The Town Clerk updated Members of the BTC Task & Finish Working Group meeting and reported that the revised District Valuers report had been received and there was no change to the premises valuation of £530,000.
- The Town Clerk reported that she and the Project Manager had attended a site meeting with the Evergreen Hall users to discuss the move to the additional premises.
- The Town Clerk advised Members that the future relationship of the Evergreen Hall users and Bridgend Town Council had been discussed at length at the Task & Finish Working Group meeting. She explained that discussion focused on the three core user groups, attendees who currently pay a subscription to the Evergreen Hall Charity and room hirers for vulnerable user groups.
- The Town Clerk asked Members to consider the future relationship of the Evergreen Hall users and Bridgend Town Council; she referred to the Evergreen Hall eighteen year lease and the guaranteed future room hire for Evergreen Hall users. She reported that in order for Council to make an informed decision she was in the process of seeking NALC advice regarding tenancy arrangements for long-term room hire.
- Cllr L Walters stated that there might be occasions when the Town Council require the use of the building on a day it is reserved for Evergreen Hall users; she proposed that the users are advised that with appropriate notice, on occasion their room booking may be subject to change.
- Cllr N Burnett stated that the Evergreen Hall users have asked for reassurance of room hire for one and a half days per week however there is flexibility with the groups for such occasions.
- The Mayor clarified that this was discussed at the Task & Finish Group meeting, and confirmed that the Town Clerk would seek legal advice regarding this issue.
- Cllr S Bletsoe highlighted that the Evergreen Hall users are not giving up the lease and are selling it for monetary recompense, therefore any future agreement must be given for the benefit of the entire town and Evergreen Hall users should not be treated any more favourably.
- The Mayor highlighted that the sale of the Evergreen Hall lease formed part of the discussions for the sale of the additional premises to BTC although he acknowledged that it is a sensitive matter.
- Cllr M Voisey stated that there is a moral responsibility to ensure vulnerable user groups are protected and not disadvantaged.
- Cllr S Baldwin proposed Council await legal advice prior to any further discussion.
- The Project Manager advised Members that it was important that their views were expressed when seeking legal advice and that he would prepare a legal brief including Members views.
- The Project Manager stated that the relationship with Evergreen Hall users does not fall under landlord/tenancy obligation.
- Members further discussed the future relationship between BTC and Evergreen Hall users.

- Cllr N Burnett reported that the Evergreen Hall Charity aim to tackle loneliness, isolation and social inclusion through the arts moving forward and will be able to apply for grants working with Bridgend Town Council to be self-funding.
- Members discussed the length of the commitment to the Evergreen Hall users; Cllr N Burnett proposed a rolling five-year agreement.
- The Project Manager advised that that a form of licence with a memorandum of agreement would be appropriate; he added that the agreement should offer flexibility for reconsideration, if for example group numbers dwindle and advised this would be include in his brief.

The Project Manager left the room for the discussion of Project Managers Contract.

- The Town Clerk advised Members that the Project Manager had delivered all works within the agreed contract and explained that although the brief had been fulfilled there was more work required following the decision of BCBC and submission of the loan application. She referred to the need for discussion with the owners of the adjacent land and the requirement of boundary marking whilst development work continues and landscaping surveys.
- The Town Clerk recommended to Council that The Project Manager be retained to carry out these works as well as assist with the moving/relocation to the additional premises and subsequent building works. She stated that there was approved budget for this and if agreed a new brief would be provided to the Project Manager.
- Cllr S Baldwin moved that the recommendation be accepted; this was seconded by Cllr D Unwin and Cllr C Webster.

RESOLVED: That the Additional Premises Project Manager is retained as budgeted.

- Members spoke of Tree protection Orders and the status of the trees within the boundary of the additional premises. The Project Manager clarified that he was preparing a database of trees and proposed an external contractor be appointed for review. He stated an Ecological Survey would also be required.
- Members spoke of concerns of access to the property and any restrictions not being identified prior to completion. The Town Clerk reported that BCBC have confirmed that access has been reserved however, as development works are carried out there might be a need for temporary access. The Project Manager advised that there were no access restrictions brought to the attention of Bridgend Town Council to date however, this would be checked and reported back to Council.
- Members discussed the implications of Japanese Knotweed at the premises and sought clarity on how invasive it currently is, if it can be controlled, eradicated and ongoing costs as a result. The Project Manager reported that it is currently contained and that he would seek advice regarding ongoing costs and a possible contribution from BCBC. Members asked that the Terms and Conditions of the Sale include Japanese Knotweed.
- The Mayor clarified that until BCBC have made a decision the Project Manager is unable to liaise with contractors to seek advice and costings.
- Cllr L Walters proposed that if BCBC make a favourable decision the Task & Finish Working Group are authorised to seek advice and investigate costs in order to report to Council prior to completion. Members agreed.
- Members discussed parking and the possible loss of spaces due to reconfiguration of the road on completion of development works. The Project Manager responded and advised that discussions will take place with the developer at the point of completion. Members spoke of the need to ensure parking is available for the additional premises users only.
- The Town Clerk sought clarity from Council that if the BCBC decision is favourable the Loan Application can be submitted. Members agreed.

- Members discussed the naming of rooms and the possible siting of the Bridgend Market Stone at the premises. The Mayor proposed that these discussions be deferred to a future meeting.

2. To consider draft 'Heads of Terms' for the purchase of Ty'r Ardd and the surrender of the Evergreen Hall lease
 - This item was discussed during agenda item 14.1
3. To discuss the relationship between the Town Council and Evergreen Hall and consider a suitable tenancy agreement for Evergreen Hall groups at Ty'r Ardd
 - This item was discussed during agenda item 14.1

15. To consider a proposal from the BCBC Town Centre Manager regarding the temporary removal of benches outside the Job Centre for a trial 6-week period:

- The Town Clerk referred Members to an email received from the BCBC Town Centre Manager.
- Members welcomed the decision not to remove the benches outside the Job Centre.

16. To consider letter from One Voice Wales re: Renewal of One Voice Wales Membership for 2020-21:

- Members reviewed the letter received from One voice Wales detailing membership renewal information and breakdown of fees; Clerk clarified the membership fee for 2020/21 of £2,409
- Cllr D Unwin moved the renewal of One Voice Wales membership for 2020/21; this was seconded by Cllr S Baldwin.

RESOLVED: To renew the membership for One Voice Wales for 2020/21 at a cost of £2,409.

17. Consultations:

1. Consultation on future audit arrangements for Community Councils in Wales. The deadline for responses is Thursday 19 March 2020:

- Cllr D Unwin proposed that the consultation be completed on behalf of the Council by the Deputy Town Clerk/RFO. Members Agreed.

RESOLVED: That the Deputy Town Clerk/RFO complete the consultation on behalf of the Council.

18. Correspondence:

1. Email from BAVO re: Applications now open for Suncredit 'Community Benefit' Fund! Up to maximum of £3K funding available for community or voluntary groups in Penyfai, Wildmill and Laleston. **Members discussed the eligibility of the grant; Cllr D Unwin clarified the criteria.**
2. Email from One Voice Wales: SuDS - proposed amendments to two Orders on Sustainable Drainage. **NOTED**
3. Email from BCBC Re: Temporary Traffic Order (NO RIGHT TURN NOLTON STREET TO BRACKLA STREET, BRIDGEND). **NOTED**
4. Email from BCBC: Armed Forces Covenant Local Grants (under £20,000) consultation. **NOTED**
5. Email from BCBC: Temporary Road Closure for Cefn Glas road lane to Pen Y Fai. **NOTED**
6. Email from BCBC: (BARNES AVENUE, CEFN GLAS, BRIDGEND)(20MPH SPEED LIMIT) TEMPORARY TRAFFIC ORDER 2020. **NOTED**
7. ROAD TRAFFIC REGULATION ACT 1984 SECTION 14. **NOTED**
8. Email from BCBC re: BRIDGEND COUNTY BOROUGH COUNCIL (TEMPORARY FOOTPATH CLOSURE) (FOOTPATH 16, BRIDGEND) ORDER 2020. **NOTED**

19. Town and Community Forum.

- a) **To consider items for inclusion on the Town and Community Council Forum agenda:**
It was noted that the next meeting was the 31st March.
- b) **To consider feedback from meetings of the Town and Community Council Forum.**
Feedback had been noted from last meeting.
- c) **To identify proposals for inclusion on the TCC Charter Action Plan which would aid the development of the Charter**
There were no proposals for inclusion.

Meeting closed 8.43 pm.

Signed
Mayor

Date