



MINUTES OF BRIDGEND TOWN COUNCIL MEETING

Meeting Details:

Date: Monday 27th September 2021

Time: 6.30 pm

Location: Meeting held remotely via video conference under the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020

Chairperson: The Mayor, Cllr Steven Bletsoe

Staff: Mrs L Edwards (Town Clerk), Mrs D Jones (Deputy Town Clerk & RFO), Miss J Brown (Democratic Services Officer), Mrs Dawn Elliot, Mrs Rhiannon Stone and Mrs Sharlene Lewis

In Attendance:

Cllr Alan Wathan – PRESENT

Cllr Ceri Evans – PRESENT

Cllr Freya Bletsoe – PRESENT

Cllr Steven Bletsoe (Mayor) – PRESENT

Cllr Steven Easterbrook – PRESENT

Cllr Robbie Thomas – PRESENT

Cllr Carolyn Webster – PRESENT

Cllr David Unwin – PRESENT

Cllr Ian Williams – PRESENT

Cllr Tim Wood – PRESENT

Youth Representatives:

Dafydd Rees – PRESENT

Megan Howley - PRESENT

Former Town Hall Project Manager

Mr R Burns – PRESENT

- The Mayor welcomed members of the public to the meeting and explained that under the Public Bodies (Admission to Meetings) Act 1960, the public, Youth Representatives, and representatives of the press be excluded from the meeting during the consideration of agenda item 25 as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.
- The Mayor courteously reminded Members of the long agenda and that all documents had been circulated for clarification before the meeting.

1. To Receive Apologies for Absence

- Cllr C Woodman, Cllr L Walters, Cllr S Baldwin, Cllr M Voisey, Cllr N Burnett, Cllr M Blundell-Humphries, Cllr Angela Morelli, Cllr M Smidman
- **Absent:** Cllr Stuart Charles

2. To Receive Declarations of Interests (if any) of Members in respect of the business to be transacted

- Cllr D Unwin – Declaration of personal interest in Merthyr Mawr Community Council
- Cllr C Webster – Declaration of prejudicial interest in Agenda Item 11

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

- There were no questions from Members of the Public.

4. To receive questions or comments from the BTC Youth Representatives

- Youth Member Dafydd Rees advised that there was nothing to report at the moment.

5. To Confirm and Sign Minutes of the Town Council Meeting held on 19th July 2021

- Cllr I Williams advised Council that he was not absent and had sent apologies and requested that the minutes are amended accordingly. This was agreed by Council.

RESOLVED: That the minutes of the Town Council Meeting held on 19th July 2021 be amended to show that Cllr I Williams had sent apologies for the July meeting and for the amended minutes to be confirmed as a true record and duly signed.

6. To consider matters arising from the minutes of the Town Council Meeting held on 19th July 2021

- There were no matters arising.

7. To confirm and sign minutes of the Extraordinary Town Council Meeting held on 14th September 2021

RESOLVED: That the minutes of Extraordinary Town Council Meeting held on 14th September 2021 be confirmed as a true record and duly signed.

8. To consider matters arising from the minutes of the Extraordinary Town Council Meeting held on 14th September 2021

- The Town Clerk confirmed to Council that Insurance had now been secured.

9. To note for information Mayoral Announcements and Engagements

- Thursday 29th July 2021 - Diamond Wedding anniversary event at Heronston Hotel
- Sunday 15th August - Y Bont family fun day at Pen Y Bont FC
- Saturday 21st August - Clay Pigeon, shooting competition at Dragon Clay in Ewenny
- Saturday 25th September – Unveiling of Blue Plaque at St Johns House
- The Mayor announced that immediately prior to the meeting, two youths had been found on the roof of the Town Hall and had been apprehended by police. The Town Clerk confirmed that it was difficult to see the extent of the damage due to the bad weather.
- The Mayor requested that acquiring a new CCTV provider for The Town Hall be placed on the agenda for the next Facilities Committee Meeting and that this matter should be dealt with as a matter of urgency.

RESOLVED: That the Facilities Manager place the acquisition of a new CCTV provider for The Town Hall on the agenda for the next Facilities Meeting.

10. Vacancies:

- a) **Three co-optee vacancies on Community Engagement & Well-being Committee**
- b) **One Councillor and one Deputy as representatives for One Voice Wales for 2021/2022**

- There were no nominees for these posts. The Mayor agreed to attend the next One Voice Wales meeting.

RESOLVED: To defer to this agenda item until nominations for the vacancies are received.

Cllr C Webster declared an interest in agenda item 11 and left the meeting

11. Planning

1. To consider the draft minutes of the Planning Committee meeting held on 16th August 2021

- The Chair of Planning presented the draft minutes to the meeting and invited questions.
- There were no questions

RESOLVED: To receive and note the minutes of the Planning Committee meeting held on the 16th August 2021.

2. To consider the draft minutes of the Planning Committee meeting held on 13th September 2021

- The Chair of Planning reported that a situation had arisen reference Planning Application P/21/795/RLX – Coed Parc Development, where Council had offered no objection. Since that meeting, further information has been received on the implications of the amendments sought and Cllr D Unwin proposed that the comment should be rescinded, and a formal objection lodged on the following grounds:

a) Landscaping

No attention appears to have been given to the overall design of the landscaping for nine individual properties and how a quality plan for such prestigious development will be delivered. No earthworks and maintenance plan over a period of time has been submitted of how this can be achieved with the possible diverse ownership of the self-build dwellings. Once a building is sold in the future, how can the strategic plan of corporate landscaping be achieved?

b) Construction methods and regime

It was never envisaged that completion of the site would be left to nine individual plot owners; hence, the possibility of nine individual ideas of how construction can be achieved in a coordinated fashion.

Nine plots will naturally lead to a lengthy construction period possibly over several years before the site is concluded; including the possible bankruptcy of certain plot holders before the dwellings are completed.

The financial scenario is not unknown on self-build sites. Members refer to such historic outcomes in neighbouring self-build sites in Ogmores-by-sea over recent decades.

Given this scenario, it is essential that all construction traffic must only use the main and traditional Park Street access point and none should use Walters Road, which would cause an unbearable imposition in the daily lives of long-established residents in this narrow residential

road (cul-de-sac); not to mention the strain on St. Leonards Road which has double yellow lines and a bus route operating along its length.

c) Enlargement of dwellings proposed

At no time during the various phases of the planning procedures has it been stated that the nine proposed dwellings would all be six-bedroom properties.

In itself, this would suggest a greatly enlarged number of vehicles having to be accommodated within the confined development and a much greater impact on traffic movements in the surrounding highways, notably Walters Road and St. Leonards Road.

This would be totally unacceptable and concern must be registered as no impact study has been made by the authorities that govern these matters; and no formal planning consideration has been given to such an outcome if it comes to fruition.

The way this development is going is going is totally unacceptable and must be resisted. The impact on the community is untested.

d) Naming of Internal Street

The development is being advertised as 'Coed Parc Rise'. At what point was Bridgend Town Council consulted on the name of the internal street to serve the nine dwellings?

Procedure formally allows for the Town Council to be fully consulted on any such name before being placed in a public advertisement. On whose authority has this name been granted?

- The Mayor asked if there were any questions? There were no questions.

RESOLVED: That The Town Clerk submit an objection to the application to BCBC Planning listing the points above, and that in respect of the current application, Bridgend Town Council gives notice that it wishes to be afforded attendance at any site meeting called and to attend and speak at the Development Control Committee should that be appropriate.

RESOLVED: To receive and note the minutes of the Planning Committee meeting held on the 13th September 2021.

Cllr C Webster returned to the meeting

12. Finance

1. To receive a balance of accounts and payments since last meeting

- The RFO advised that all reports had been previously circulated and that she had nothing to add. The RFO invited questions.
- There were no questions.

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

2. To receive an approve the Annual report for financial year 2020-21

- The Town Clerk advised Members that the Annual Report had been submitted as part of the audit and therefore retrospective approval was needed.
- Cllr D Unwin thanked the Town Clerk for her immaculate document on behalf of Councillors.

RESOLVED: That the Annual Report for financial year 2020-21 be approved as a true record.

3. To consider draft minutes of the Extraordinary Finance Committee Meeting held on 9th September 2021

- The chair of Finance advised that the minutes had been circulated and covered matters regarding the insurance renewal. The Chair invited questions.
- There were no questions.

RESOLVED: To receive and note the minutes of the Extraordinary Finance Committee Meeting held on 9th September 2021.

4. To consider draft minutes of the Extraordinary Finance Committee Meeting held on 13th September 2021

- The chair of Finance advised that the minutes had been circulated and again covered matters of Insurance. The Chair invited questions.
- There were no questions.

RESOLVED: To receive and note the minutes of the Extraordinary Finance Committee Meeting held on 13th September 2021.

5. To discuss arrangements for the collection of BTC Allotment rent for 2021-22

- Cllr D Unwin queried if The Town Clerk and RFO were ready to receive allotment rent from the 1st October.
- The RFO confirmed that tenancy agreements were being prepared for distribution and a final cross check of the ledger against Facilities Records would be made. The RFO confirmed that collection would be administered as previously resolved by Council.

13. To receive Town Clerk's Report since last meeting (for information)

The Town Clerk referred to a copy of her report providing a detailed overview of work undertaken by Bridgend Town Council staff and information for Councillors attention for the period from the July Town Council Meeting to the 21st September 2021 which had been previously circulated.

The Town Clerk drew Members attention to priority tasks that had been undertaken which included:

- Resolving a significant IT issue at Carnegie House which has resulted in no network in the building for over two weeks. Site visits were arranged with BT and new hardware has now been installed to rectify the situation.
- Identifying new regulations because of The Local Government & Elections Act (Wales) 2021. Some time has been spent clarifying the new legislation and researching ways to deliver hybrid Council meetings in the future. It was noted that further information is provided as part of agenda item 19 for Members consideration.
- A critical issue with the renewal of the Town Council insurance policy arose during late August and September which caused a significant amount of additional work to source new quotes, respond to insurer questions and co-ordinate additional Council meetings.
- The team have been working through resolutions of previous Council meetings and Council was informed that a Section 27 notice has been issued to BCBC to bring the Craig-Y-Parcau lease to a formal end.
- The BTC Acting Facilities Manager attended the Bridgend Town Centre ASB Management meeting on 02.08.2021. Minutes of the meeting can be forwarded to Councillors on request.

Town Hall & Sunnyside Development

- The Town Clerk reported that the Town Hall Refurbishment Project has progressed well throughout the summer and that a range of information for Members to consider was part of the meeting agenda. Unfortunately, there had been a number of security issues at the Town Hall building and the police had been notified about anti-social behaviour problems at the site.
- The Town Clerk reported that at the latest Linc Cymru meeting the following update was provided:
 - Linc Cymru advised that they had two options for arranging a new contractor for the Sunnyside development: To award a direct contract to a company that participated in the initial tender process or to re-tender for the contract
 - Linc Cymru and the Health Board both agreed that the tender should be readvertised due to the size and value of the contract.
 - The contract will be advertised by Open Tender and it is anticipated that the tender process will conclude by the end of December.
 - New surveys and site inspections will then be undertaken in January/February and construction work should start back on site at the end of February or beginning of March.
 - The current situation with the shared access road was discussed. Linc Cymru advised that the steel plates are still in situ to make the road safe and type 1 fill material is being imported to fill the trench.
 - Linc advised that they arranged for the strimming of the verge near the access road however this will not need to be done again due to the autumn/winter season.
 - Linc Cymru are trying to make arrangements to replace the current manned guard with 24 hour security cameras. A request has been submitted to BTC to assist with a temporary metered electricity connection at the Town Hall building to power security cameras on the Sunnyside site. It is proposed that a sub-meter is installed along with the temporary connection to record units used. It's likely to be modest usage but Linc Cymru can also contribute to standing charges as this option is much preferred to a temporary generator which may cause noise for local residents. This has been included on the agenda for consideration.
 - The removal of the temporary accommodation previously used by WRW has been arranged for Monday – Wednesday of next week. The company have been given specific instructions on the route to minimise disruption to residents. Apart from this, there should be no other deliveries or movement on site.
 - The issue of insulation blowing off site and into Sunnyside Lane was raised. Linc Cymru have weighed down some loose insulation on site but will carry out another inspection to insure that any remaining loose materials are removed or weighed down so that it does not cause a nuisance over the winter months.
- The Town Clerk advised Members to inform her if they had any issues to raise with Linc Cymru.

New Website Project

- The Town Clerk reported that good progress has been made with the new website project and the Community Engagement Team has dedicated a significant amount of time to the tender process and responding to queries. Tender responses have been evaluated and a report with recommendations was included on the agenda for discussion.

Carnegie House Arts Centre

- The Town Clerk advised that the Community Engagement and Event Team have continued to keep BTC social media channels updated with regular posts during the summer months. The French and Spanish course will be delivered online again for the autumn season due to feedback from existing learners favouring the delivery of the classes remotely. French starts on 27th September and Spanish on 28th September. The information is on the Carnegie House Facebook page and Members are encouraged to share the posts as much as possible.
- The Town Clerk informed Members that several enquiries had been received regarding room hire and that there was an item on the agenda and an accompanying report for Council consideration.

Remembrance Events

- The Town Clerk reported that the team had prepared all the paperwork for the Remembrance events including the Event Safety Advisory Group (ESAG) notification forms and the formal Road Closure application. The Town Clerk informed Councillors that there have been several changes since the last event in 2019 which had resulted in the need to seek new suppliers and find new ways to arrange the road closure. The Community Engagement and Events Manager had prepared an Event Management Plan and work has been allocated throughout the team.

Christmas 2021

- The Town Clerk advised that planning had started for Christmas activities 2021. Quotes were being sought for the installation of Christmas lights, the brass band bus has been booked for December and the Community Engagement Team have started planning for a 'Christmas Trail'.
- A meeting had been held with Bridgend Lions Club who are keen to go ahead with a grotto at Carnegie House (with Covid-19 safe adjustments in place). A meeting with the Community Engagement Manager, Facilities Manager and BCBC Officer will be held on 30th September to discuss Christmas events and the Covid-19 measures that need to be considered.
- The next BTC Newsletter is scheduled to go out after Remembrance and before Christmas so that a piece on Remembrance with photographs of the event and the promotion of Christmas activities can be included.
- The Town Clerk reported that throughout the summer period there had been lower staffing levels due to annual leave and bereavement, however the team have worked together to cover absences. The Town Clerk expressed her thanks to the staff, and that she was very grateful for their efforts and support during these difficult circumstances.

Town & Community Council News

- The Town Clerk reported to Members that this month a report from the Trussell Trust highlighted an unprecedented demand in the use of foodbanks in the fallout from the pandemic. Following this, The Society of Local Council Clerks (SLCC) has reported that Parish and Town Councils are becoming increasingly involved in tackling food poverty at a local level by supporting emergency food provision through various mechanisms including allocating regular funding, arranging deliveries on behalf of food banks and donating food. The Town Clerk advised Members that this may be something that the Town Council would like to discuss in the future.

Planning for the 2022/23 Budget

- The Town Clerk reported that Town Council committee meetings are due to resume in October and many of the committees will need to make decisions on projects for next financial year and prepare a budget request for the Town Council precept discussion in November.
- Members were provided with a list of dates for upcoming meetings and were advised that the next Bridgend Armed Forces Covenant Forum meeting is scheduled to take place on 21 October 2021 at 14:00 – 15:30. Members were asked to appoint a representative of BTC to attend. Cllr A Wathan was nominated to represent BTC at this meeting which takes place every 3 months.

RESOLVED: That Cllr A Wathan represent BTC at the next Bridgend Armed Forces Covenant Meeting on the 21st October and at subsequent meetings.

14. Facilities

1. To receive an update regarding the Town Council insurance renewal for 2021-22 and consider quotes for additional flood cover

- The Town Clerk confirmed that new insurance policies had been arranged however noted that as discussed at the last meeting, the policy excludes flood cover.
- The Town Clerk explained that separate flood cover can be sought and the cost depends on the level of risk Council is willing to accept. It was noted that a flood monitor can be installed to measure the level of flood water that is acceptable before a claim for flood insurance can be made.
- Members enquired about the history of flooding at the Carnegie House and Town Hall sites. The Town Clerk advised that the basement at Carnegie House has flooded in the past, but not to ground floor level as far as she is aware. There was no information available on flooding at the Town Hall building.
- Cllr I Williams suggested that more information be sought on the history of flooding at The Town Hall.
- After a short discussion Mr R Burns advised that Natural Resources Wales and Welsh Water would be able to assist.
- Cllr A Wathan proposed that the Facilities Manager seek further information before any decision is taken.

RESOLVED: That the Facilities Manager seek further advice regarding flood levels at Carnegie House and The Town Hall and inform Council accordingly.

2. To receive an update regarding the Town Council van recall and service

- The Town Clerk advised Councillors that the council van had been recalled and noted that corrosion of the front discs and door trim replacement had been highlighted by the garage. All work had been carried out.

3. To review and discuss three quotes for security alarm monitoring and out of hours call out for the Carnegie House and Ty'r Ardd buildings

- The Town Clerk reported that three companies had been approached but only two quotes had been received to date; the Facilities Manager advised that she had been informed that the third quote would be received shortly.
- Cllr I Williams noted that the matter should be resolved urgently and proposed that a Facilities meeting be called to review the quotes when the remaining quote is received.

RESOLVED: To defer the review of security alarm monitoring and out of hours call out for the Carnegie House and Ty'r Ardd buildings quotes to the next Facilities Committee meeting.

4. To review the Town Council Health and Safety Policy

- The Town Clerk advised Council that the Town Council Health and Safety Policy needed regular review and updating. The Town Clerk asked that the matter may be deferred until the next meeting. Councillors agreed.

RESOLVED: That the review of the Town Council Health and Safety Policy be deferred to the October meeting.

5. To receive an update regarding a site visit to the Great Western Allotment site by the Chair of Finance Committee and Chair of Facilities Committee regarding:

- a. Fence maintenance with 97A Coity Road
 - b. General Weed/grass growth at various site locations
 - c. Clearance of dumping of green waste/Car parking areas
 - d. Communal shed and toilet facilities
 - e. Site Representatives for GWA
 - f. General Future of all allotment site inspections
 - g. Annual allotment competition
 - h. Dainton Site
- Cllr D Unwin referred Members to the circulated report and proposed that agenda items a, b, c, and h be agreed and prioritised, while items d, e, f and g be deferred to the Facilities Committee for discussion; the proposal was seconded.

RESOLVED: That the following tasks be carried out as a priority: Fence maintenance with 97A Coity Road, General Weed/grass growth at various site locations, Clearance of dumping of green waste/Car parking areas and the Dainton Site.

RESOLVED: That the following be referred to the Facilities Committee for discussion: Communal shed and toilet facilities, Site Representatives for GWA, General Future of all allotment site inspections, Annual allotment competition.

15. Town Hall

1. To receive an update from the Town Clerk regarding the request to BCBC for Permitted Development

- The Town Clerk confirmed that BCBC had given the authority for Permitted Development to proceed with the new pedestrian access at the Town Hall.

2. To review and discuss an update from the Town Clerk and a report from discussions at the July & August Working Group meetings regarding the status of the Town Hall refurbishment project

- The Mayor reminded Councillors that the Town Hall Working Group does not have the power to make decisions, and that the following items are proposals for formal consideration and decisions.
- The Town Clerk referred to the detailed report which had been previously circulated and advised Council that in order to move forward with the refurbishment project it was important that Members raise any questions at this point, and that decisions be resolved by Council.
- The Mayor reiterated the advice of The Town Clerk, stressing that resolutions would need to be concluded this evening, and that he would now read through the recommendations made by the Working Group and Architect for Councillors consideration.

3. To consider recommendations from the architect and Town Hall working and make decisions regarding the external works:

a) To remove the external bike store from the plans

- Cllr D Unwin confirmed that some existing bike posts would remain at the site. After a short discussion Council agreed to remove the internal bike store from the plans.

RESOLVED: That Council approve that the external bike store be removed from the plans.

b) To block up Gate 2 for security reasons

- The Town Clerk advised that Gate 2 was a narrow opening at the side of the building and presented a security risk.

RESOLVED: That Council approve Gate 2 be blocked up for security reasons.

c) To reduce the height of the wall alongside Gate 2

- The Town Clerk explained the reason for this recommendation and explained that the wall would be reduced to the height of the railings and if possible, the bricks removed from the wall would be re used to block up gate 2.
- Cllr C Webster observed that bricks could not necessarily be reused and proposed buying new bricks if this was the case.

RESOLVED: That Council approve the height of the wall being reduced alongside Gate 2, and if the original bricks could not be repurposed that new bricks be purchased to block up Gate 2.

d) To move the drop off area closer to Gate 2 (in the position of the bike store)

- The Town Clerk advised that the original drop off area had very little turning room and moving the drop off area closer to gate 2 would allow more turning room.

RESOLVED: That Council approve moving the drop off area closer to Gate 2 (in the position of the bike store)

e) To pursue a curved path for the pedestrian access which passes the raised bed and leads down to a new ramp access to the main entrance

- The Town Clerk advised that the new path would ensure the site has disabled access.

RESOLVED: That Council approve pursuing a curved path for the pedestrian access which passes the raised bed and leads down to a new ramp access to the main entrance.

f) To pursue quotes for a barrier system, manual gates or automatic gates to prevent people using the car park without a legitimate reason

- The Town Clerk explained that a system was being considered to prevent unauthorised parking within the Town Council grounds. She advised that a barrier system, manual or automatics gates had not been included in the original discussions or budgets.
- Council was asked to consider the proposal in terms of size, resource, and cost.
- The Mayor enquired if this decision could be delayed and noted that the Sunnyside Development was now not going to be finished and open for quite some time.
- The Mayor proposed that the Facilities Committee seek quotes. Cllr D Unwin advised caution, and that any quotes should remain within the remit of the working group. The Chair of the Facilities Committee concurred.

RESOLVED: That quotes for a barrier system, manual gates, or automatic gates to prevent unauthorised use of the Town Hall car park without a legitimate reason should be pursued by the Facilities Manager and present to the Town Hall Working Group.

g) To consider railings, pedestrian access, and gate at the West side of building (alongside the vehicle barrier system)

- The Town Clerk reported that this matter had been raised by the Project Manager.
- The Mayor invited Mr Bob Burns to speak. Mr Burns explained that he had visited a number of sites for research purposes and recommended that a separate pedestrian access is included in this area on the grounds of safety to separate vehicle and pedestrian routes and to ensure safety if people have to evacuate the area in an emergency.
- After a short discussion Council agreed to proceed with railings, pedestrian access, and gate at the West side of building (alongside the vehicle barrier system)

RESOLVED: That Council approve in principle, the purchase and construction of railings, separate pedestrian access and a gate at the West Side of the building (alongside the vehicle barrier system).

h) Not to pursue the option for conservation style fencing with laser cut panels due to cost and safety concerns but to agree to progress with standard bow topped railings.

- The Town Clerk referred to her report in which the designs had been previously circulated.
- Members discussed safety concerns regarding finger traps and additional cost.

RESOLVED: That Council agree not to incorporate laser cur panels and to progress with standard bow topped railings.

i) To delay the consideration of garden landscaping until a later phase of the project

RESOLVED: That Council agree to delay the consideration of garden landscaping until a later phase of the project.

j) To reduce the northern walls (N1&N3) to 11 courses

- The Town Clerk advised that these walls separate the rear car park and main garden area and highlighted security concerns for pedestrians entering the gardens without being able to see if anyone is the other side of the walls.

RESOLVED: That Council agree to reduce the Northern walls (N1 & N3) to 11 courses to improve visibility into the garden and reduce security concerns.

k) To incorporate two hinged gates and a commemorative archway at the northern access (N2)

- The Town Clerk advised that the design would be identical to Carnegie House and replace the old wooden gate.

RESOLVED: That Council approve incorporating two hinged gates and a commemorative archway at the northern access (N2)

l) To incorporate a matching commemorative archway and two hinged gates at the southern access (S2)

RESOLVED: That Council approve incorporating two hinged gates and a commemorative archway at the northern access (N2)

m) To agree that the wording on the archway should read ‘Town Hall 2021’ and ‘Neuadd y Dref 2021’

- Youth Representative, Dafydd Rees, queried the inclusion of the year ‘2021’ in the wording for the archway. The Mayor confirmed that this was the date of opening. Youth Representative, Dafydd Rees suggested that the wording needed more context.
- The Town Clerk presented the design on screen to Members, as well as a photograph of the existing Carnegie House archway.
- After discussion Councillors resolved unanimously to remove the wording 2021 and to provide information about the creation of the Town Hall with a plaque at the side.

RESOLVED: That Council agree that the wording on the archway should read ‘Town Hall 2021’ and ‘Neuadd y Dref, incorporating The Heraldic Crest with a plaque installed at the side of the gates describing the date of establishment etc of The Town Hall.

- Cllr C Webster thanked Youth Member Dafydd Rees for his valued contribution.

n) To consider whether the Council has a preference on the materials used for the new pedestrian footpath at the Southern Entrance regarding whether it should be constructed from:

- i. Permeable resin bonded pathway**
- ii. Tarmac pathway**
- iii. Paving slabs pathway**

- The Project Manager outlined the merits of each of the materials and recommended the permeable resin bonded pathway.
- Cllr C Webster agreed and proposed that the colour of the resin pathway be acceptable for those with visual impairment.
- Cllr F Bletsoe agreed with Cllr C Webster and reminded Council that resin would be an environmentally friendly choice in line with Council policy.

Cllr C Webster gave apologies and left the meeting at 7.58 PM

- The Mayor checked that the meeting was still quorate.
- Cllr A Wathan queried the cost of each material. No costs were available. The Town Clerk advised that any decision in principle would enable the staff to seek quotes.

RESOLVED: That Council agree that the material used for the new pedestrian footpath at the Southern Entrance should be constructed from permeable resin bonding in a colour acceptable for the visually impaired.

4. To consider and agree a recommendation from the Working Group not to pursue the phased development plan but to instead give the appointed contractor full occupation of the entire site to complete the works in an estimated 21 weeks

- Members discussed the additional time required for a phased development plan and concerns regarding risks and liability whilst the works are completed.

RESOLVED: That Council agree not to pursue a phased development plan but to instead give the appointed contractor full occupation of the entire site to complete the works in an estimated 21 weeks.

- 5. To consider advice from the architect regarding fire regulations and to approve the replacement of fire doors in principle, subject to the provision of quotes and budget for review by Council at a later date**

RESOLVED: That Council agree to approve the replacement of fire doors in principle, subject to the provision of quotes and budget for review by Council at a later date.

- 6. To approve the authorisation of replacement of lighting with LED carbon neutral lighting in line with the new BTC policy of environmentally friendly working practises, subject to the provision of quotes and budget for review by Council at a later date**

RESOLVED: That Council agree to approve the authorisation of replacement of lighting with LED carbon neutral lighting in line with the new BTC policy of environmentally friendly working practises, subject to the provision of quotes and budget for review by Council at a later date.

- 7. To approve a recommendation from the architect to pursue quotes for improving the acoustics and aesthetics of the Council Chamber, subject to the provision of quotes and budget for review by Council at a later date**

- The Town Clerk explained that the architect had advised that the sound quality in the Council Chamber is poor and difficult for those with a hearing impediment.
- It was noted that the Council Chamber is of a breezeblock construction and that plastering the walls and introducing carpet will soften the sound. The Town Clerk also noted that Council would need to consider whether confidential meetings would be overheard in the corridor. The Town Clerk referred Members to her report.

RESOLVED: That Council agree to the recommendation from the architect to pursue quotes for improving the acoustics and aesthetics of the Council Chamber, subject to the provision of quotes and budget for review by Council at a later date.

- 8. To sign off the '21-105-SK-02-B_S2 Ground Floor Plan' to progress to the next stage of the project**

- The Mayor referred to the document which had been circulated.
- The Town Clerk advised that the plan incorporated all the changes that Council had agreed to.

RESOLVED: That Council agree to sign off the '21-105-SK-02-B_S2 Ground Floor Plan' to progress to the next stage of the project

- 9. To consider advice from the architect and approve the sourcing of a steel non-combustible store unit to store all flammable and high risk items for the Outdoor Maintenance Team in line with HSE requirements**

RESOLVED: That Council approve the sourcing of a steel non-combustible store unit to store all flammable and high risk items for the Outdoor Maintenance Team in line with HSE requirements.

10. To consider the need for new automatic doors for the main entrance and review a cost estimate provided by the architect

- The Town Clerk indicated that Council had previously agreed to change the entrance and the current doors were not for purpose due to damage and water ingress. The Town Clerk advised that only one quote had been received as an indicative cost.

RESOLVED: That Council agreed the need for new automatic doors for the main entrance subject to obtaining two more quotes for review at a later date.

11. To consider the M&E report and recommendations from Hydrock

- The Town Clerk noted that a report had been circulated to Members showing recommendations from the Facilities Manager and the Town Hall Working Group.
- The Town Clerk advised that there were no costings available yet.

RESOLVED: That Council accept the M&E report and progress with the recommendations from the Town Hall Working Group.

12. To consider a draft cost plan from the Quantity Surveyor

- The Town Clerk referred to the draft cost plan which had been circulated.
- Cllr D Unwin commented that it is a large document and as it was only received on Friday afternoon, the Working Group did not have an opportunity to go through it in detail before the meeting to make recommendations to full Council.
- Cllr D Unwin requested that the matter is deferred in order for the Working Group to study the document in detail to understand the figures that total £513,000 and to make some recommendations about what Council can or can't afford.
- The Town Clerk highlighted that within the Cost Plan there appear to be some things that are not essential, some work that can possibly be actioned in the future and some work that is essential to how the Council want to use the building or will cause a non-compliance/regulations/H&S issue.
- The Town Clerk suggested that the Council could agree a 'ceiling' budget for this year and ask the Town Hall Working Group to look at the cost plan with a view to selecting the highest priority work for phase 1. She added that although some work could be delayed to future phases, with the election next year, Council need to be mindful about committing excessive future budget for the new terms of office next May.
- Members proposed to defer the draft cost plan to the next Working Group meeting.
- The Town Clerk advised that the delay would affect the timescales for the project.

RESOLVED: That the draft cost plan from the Quantity Surveyor be deferred to the next Working Group meeting for consideration and recommendations made to a future Town Council meeting.

13. To consider an internal finishes plan and reception desk initial sketch design from the architect

- The Town Clerk referred to the designs that had been circulated.

RESOLVED: That the designs are deferred to the Town Hall Working Group for consideration and costings.

16. To consider a request from Linc Cymru to assist with a temporary metered electricity connection for security cameras on the Sunnyside site:

It is proposed that a sub-meter is installed along with the temporary connection to record units used. It's likely to be modest usage but Linc Cymru can also contribute to standing charges as this option is much preferred to a temporary generator which may cause noise for local residents.

- Cllr F Bletsoe queried if there was a cost implication. The Mayor clarified that there was no cost to Council in terms of staffing and Linc Cymru would also remove the sub meter.
- After discussion where Members aired their concerns regarding cost, the proposal was accepted providing Linc Cymru cover insurance and all costs.

RESOLVED: That the proposal from Linc Cymru that a sub-meter is installed along with the temporary connection to record units used is accepted providing Linc Cymru arrange the installation and removal of the sub-meter, contribute to standing charges and are covered by insurance.

Mr R Burns made apologies and left the meeting

17. Community Engagement & Well-being

1. To consider a report from the Community Engagement & Events team regarding requests for room hire and consider when and how Town Council buildings can be opened to the public.

- The Town Clerk referred to the report which had been circulated and advised Members that Council had received enquiries from the public regarding room hire as detailed in the report. She reminded Members that the Front of House role is currently on hold and the timescales for recruitment and training. The Mayor stated that the role could not be fulfilled until after the Remembrance Services due to workload.
- The Town Clerk reiterated to Members the current workload and Council priorities and asked for Councils view on when to re-open to the public. Chair of Personnel, Cllr A Wathan, asked Council to consider current priorities, staff and public safety and referenced the additional work and risk assessments required for re-opening.
- After discussion, Cllr D Unwin proposed that Council work towards re-opening to the public from the 4th January 2022 in line with government guidance at the time. This was seconded.

RESOLVED: That Council work towards re-opening Carnegie House to the public from the 4th January 2022 in line with government guidance.

Meghan Howley made apologies and left the meeting

2. To receive a brief update regarding Remembrance planning

- The Town Clerk reported to Members that all aspects of the Remembrance Services would be discussed at an extra-ordinary Community Engagement and Well-being Committee meeting taking place on Wednesday 29th September; she added that the intention remained to produce a service as close to the pre-pandemic services as possible, within the guidelines set out by Welsh Government. Members received and accepted the update.

3. To consider a recommendation from the Community Engagement Team regarding an Exhibition for the 100th Anniversary of the War Memorial

- The Town Clerk referred members to the report circulated and advised that the Community Engagement Team had worked hard to co-ordinate and receive information for an exhibition

however unfortunately, there were discrepancies in some historical aspects as detailed in the report, a conflict of intellectual property rights and logistical issues with the storage of equipment needed for the Remembrance events in the town centre.

- Cllr D Unwin stated that regrettably there were too many reasons as to why the event could not take place and therefore moved that it not go ahead.
- The Town Clerk advised that the Community Engagement and Events team could prepare an online exhibition, similar to that of VE and VJ day.
- The Town Clerk reported that Reverend Wheeler would include the 100-year anniversary as part of the Remembrance Service.
- Following discussion, Councillors proposed to cancel the exhibition at Carnegie House and create an online exhibition to include a filmed service.

RESOLVED: That the physical exhibition for the 100th Anniversary of the War Memorial not go ahead and be moved online via social media channels.

18. To review tender responses for the Town Council website project and select a provider for the development of a new website to amalgamate the Town Council, Carnegie House Arts Centre and Wartime Bridgend websites that meets all relevant requirements and regulations.

- The Mayor thanked the Community Engagement and Events Manager and staff for the thorough report which had been circulated.
- It was noted that the staff had shortlisted three companies and recommended appointing Webjects, due to meeting all the criteria of the brief, provision of a detailed response to the brief, excellent communication, branding ideas and development of other Town and Community Council websites.
- The Mayor observed that the 3 companies shortlisted were justified, and that Council would need to look at the disparity of costs, taking into account the need to be compliant with government legislation.
- Cllr A Wathan proposed that Councillors make a recommendation this evening in order to move forward.
- Cllr F Bletsoe proposed that Aubergine was the best in terms of cost and stated that they had also worked on other Council websites.
- The Mayor suggested that Council should be directed by The Town Clerk and staff as they would be using the website on a daily basis. Cllr A Wathan agreed.

Cllr C Evans made apologies and left the meeting

- The Town Clerk reported that she had spoken to staff who recommended Webjects, because although the 3 companies met the specific criteria, the requirement on resource were different for each; she referred to the current situation whereby only she and the Deputy Town Clerk are able to update the website due to their knowledge of HTML therefore a user friendly content management system is preferred.
- The Town Clerk advised that it was felt that Webjects was the most responsive in communication, with a bespoke and tailored package and more support in terms of build and ongoing support.
- The Town Clerk highlighted that Aubergine did not respond to or provide costs for the requirement of a password protected Members area for Council papers. She explained that the staff therefore recommended Webjects based on a rounded service.
- Cllr F Bletsoe suggested that by adding plugins, the content management system would become intuitive and noted that this would only be a ten minute job.
- After further discussion The Mayor noted that price should also be a consideration.

- The Town Clerk advised Members that staff would work with whichever company Councillors chose.
- Cllr S Easterbrook spoke of staff resource and ongoing support and stated that through his experience he was not in support of plugins and bolt-on's; he added that Webjects, presented better value for money in the long run. Cllr R Thomas agreed with Cllr S Easterbrook.
- After discussion Cllr F Bletsoe withdrew her proposal.
- Councillors agreed that Webjects should be engaged as the provider for the development of a new website to amalgamate the Town Council, Carnegie House Arts Centre and Wartime Bridgend websites to meet all relevant requirements and regulations.

RESOLVED: That Webjects are engaged as the provider for the development of a new website to amalgamate the Town Council, Carnegie House Arts Centre and Wartime Bridgend websites to meet all relevant requirements and regulations.

The Mayor announced that the time was 9.30pm and asked that standing orders are suspended to progress with the meeting. Members agreed.

19. To receive and discuss a Briefing Note: for Community and Town Councils- Multi-location meetings and consider how the new legal requirements can be accommodated at Bridgend Town Council.

- The Town Clerk referred to her previously circulated report and reminded Members that Council will no longer be able to call in-person meetings only; she added that as well as the need for new technology, there had also been changes to legislation, allowing an emergency meeting to be called with 24 hours notice.
- The Town Clerk reported that in order to facilitate remote-hybrid meetings, staff had commenced research into finding new technology to be presented to Council for a decision moving forward.

20. To receive an update on the Mayor's Civic Service and consider Covid-19 risk, resource and timing of the event

- The Mayor referred Councillors to the circulated report and advised that The Civic Service would go ahead when Covid Restrictions and time allowed.

21. To receive The Public Services Ombudsman for Wales updated guidance in support of the 2016 Model Code of Conduct adopted by Bridgend Town Council.

- NOTED

22. Consultations:

- a) Consultation on Draft Local Elections Principal Areas Wales Rules 2021 and draft Local Elections Communities Wales Rules 2021 - **NOTED**
- b) Review of Remuneration Framework - **NOTED**
- c) Consultation on local taxes for second homes and self-catering accommodation - **NOTED**
- d) Shaping Wales' Future : Using national milestones and indicators to measure our Nation's progress. The consultation will run from 1 September to 26 October 2021.- **NOTED**

23. Correspondence:

- Cllr D Unwin noted that there were 54 items of correspondence and that some of the information was not relevant. Cllr D Unwin asked the Town Clerk to advise.

- The Town Clerk asked what correspondence would be relevant to include. Cllr D Unwin proposed that newsletters, reports and temporary traffic orders should be excluded and that items be sent via email and only relevant items be placed on the agenda on a trial basis.
- Cllr A Wathan advised that Councillors can ask for items to be placed on the agenda.
- Cllr D Unwin proposed that correspondence items h and I be placed on the agenda of a future meeting.
- The Mayor commented that correspondence item L was nice to see.

RESOLVED: That The Town Clerk place correspondence items h and I (Email from One Voice Wales – The Queens Platinum Jubilee Beacons 2022 and Email from Sir Bruno Peek– The Queens Platinum Jubilee Beacons 2022) on the agenda of a future meeting.

RESOLVED: That the Town Clerk email future correspondence directly to Councillors and only items of a relevant nature be placed on the agenda for a trial period.

- a) Email from 150 Million Community Ownership Fund
- b) Email from Tesco Marketing – Grant to tackle food insecurity
- c) Email from Bridgend Public Services Board Annual Report for 2020-21
- d) Email from BCBC Development Planning- Thank you for your representation on the Deposit LDP
- e) Email from Welsh Government- briefing note to support the Local Government and Elections (Wales) Act 2021, specifically relating to section 47 relating to multi-location meetings.
- f) Email from One Voice Wales - Building More Low Carbon Homes
- g) Electoral Reform Newsletter July 2021
- h) Email from One Voice Wales – The Queens Platinum Jubilee Beacons 2022
- i) Email from Sir Bruno Peek– The Queens Platinum Jubilee Beacons 2022
- j) Electoral Reform Newsletter August 2021
- k) Email from One Voice Wales – Establishing a Community Fridge
- l) Email from Felicity Jewellers – Flowers
- m) Email from MBS Charitable Foundation – Funding available
- n) Email from BCBC – new Alcohol and Drug Assessment Service
- o) Email from CEE Manager – Community Ownership Fund
- p) Email from One Voice Wales – Community Ownership Fund
- q) Email from Wales Connecting Carers – Free iPad Loan Scheme
- r) Email from One Voice Wales – Asbestos Management Process
- s) Email from One Voice Wales – Ministerial Advisory Forum on Ageing
- t) Letter via email from Welsh Government – Request for nominations for Queens Honours Birthday List 2022
- u) Email – Introducing the One Planet Standard
- v) Email from Audit Wales – Webinar – Your Town Your Future – Regenerating Town Centres
- w) Email from One Voice Wales - Local Places for Nature attachment - Manylion LILlagN - LPfN Leaflet
- x) Email from One Voice Wales – Local Places for Nature Funding
- y) Email from One Voice Wales – News Bulletin August 2021
- z) Email from NALC – Event – level up the environment through biodiversity
- aa) Email from One Voice Wales - Correspondence Item aa – One Voice Wales Bridgend/Cardiff/Vale Area Committee
- bb) Minutes of One Voice Wales Area committee AGM
- cc) Minutes of One Voice Wales Area Committee Meeting
- dd) Email from One Voice Wales – Keep Wales Tidy Free Webinar
- ee) Press Release via email – Ramblers Cymru

- ff) Email from Town Centre Manager – Leaflet – Reporting Anti-Social Behaviour in Town Centres
- gg) Email from Once Voice Wales – Remote Training Sessions (please book through Town Clerk)
- hh) Letter via email from WLGA – Net Zero Carbon Status Road Map by 2030
- ii) Email from NALC – Upcoming online conference – Future Communities
- jj) Email from Dr J Wallace MP – Letter to BCBC Leader - LOCAL DEVELOPMENT PLAN EXTENSION
- kk) BCBC TEMPORARY TRAFFIC ORDER - (COWBRIDGE ROAD, BRIDGEND)(30MPH SPEED LIMIT) ORDER 2021
- ll) BCBC TEMPORARY TRAFFIC ORDER - *HENDRE ROAD LEVEL CROSSING, PENCOED*) BCBC ROAD TRAFFIC REGULATION ACT 1984 SECTION 14
- mm) BCBC ROAD TRAFFIC REGULATION ACT 1984 SECTION 14 – Footpath Closure
- nn) BCBC TEMPORARY ROAD TRAFFIC REGULATION ACT 1984 SECTION 14 – Cemetery Road
- oo) BCBC ROAD TRAFFIC REGULATION ACT 1984 SECTION 14 - COWBRIDGE ROAD, BRIDGEND) (30MPH SPEED LIMIT) ORDER 2021
- pp) BCBC ROAD TRAFFIC REGULATION ACT 1984 SECTION 14 – COYCHURCH ROAD
- qq) BCBC ROAD TRAFFIC REGULATION ACT 1984 SECTION 14 – IMPACTING MORFA WARD
- rr) BCBC ROAD TRAFFIC REGULATION ACT 1984 SECTION 14 – FOOTPATHS
- ss) BCBC ROAD TRAFFIC REGULATION ACT 1984 SECTION 14 – TEMPORARY FOOTPATH CLOSURE- WILDMILL ACCESS TO LITCHARD SCHOOL
- tt) BCBC ROAD TRAFFIC REGULATION ACT 1984 SECTION 14 – TEMPORARY TRAFFIC ORDER CEFN GLAS ROAD
- uu) BCBC ROAD TRAFFIC REGULATION ACT 1984 SECTION 14 – TEMPORARY TRAFFIC ORDER B4181
- vv) BCBC ROAD TRAFFIC REGULATION ACT 1984 SECTION 14 – TEMPORARY TRAFFIC ORDER QUARELLA ROAD 2
- ww) BCBC ROAD TRAFFIC REGULATION ACT 1984 SECTION 14 – TEMPORARY TRAFFIC ORDER – QUARELLA ROAD
- xx) Email from One Voice Wales – Welsh Government Annual Tax Conference
- yy) Email from Older People Wales Commissioner – highlights – September and supporting PDF
- zz) Email from RBLI – Remembrance 2021 and supporting catalogue
- aaa) Email from BCBC – A place for Sport Crowdfunder
- bbb) Email from One Voice Wales – Updated Information on Queens Platinum Jubilee Celebrations and supporting pdf.

24. Town and Community Forum

- a) To consider items for inclusion on the Town and Community Council Forum agenda - **NOTED**
- b) To consider feedback from meetings of the Town and Community Council Forum
 - Cllr D Unwin reported that he attended the last meeting and that discussion took place around the budget consultation and LDP (to which 1,200 applications of communication had been received).
- c) To identify proposals for inclusion on the TCC Charter Action Plan which would aid the development of the Charter – **NOTED**

25. Personnel

- a) To receive an update regarding the recruitment of:
 - a. A HR Officer
 - b. A Front of House Officer
 - c. A Project Manager for the Town Hall Project
- The Chair of Personnel informed Members that there was no update to any of the above as other matters had taken priority.

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 25 as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

The Youth Representatives, Members of Staff (excepting the Town Clerk, RFO and Democratic Officer) and Members of the Public left the meeting.

IN CONFIDENCE

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

Meeting closed: 9.48pm

Signed

Date

Mayor