



MINUTES OF COMMUNITY ENGAGEMENT AND WELLBEING COMMITTEE

Wednesday 28th June 2023 at 6.30pm

The meeting was held as a hybrid meeting both at Carnegie House and remotely via Microsoft Teams for Business under the Local Government and Elections Act (Wales) 2021

<u>Present:</u>	Cllr. I. Williams	In person
	Cllr. S. Easterbrook	In person
	Cllr. T. Wood	In person
	Cllr. M. Blundell Humphreys	In person
	Cllr. C. Webster	In person
	Cllr. K. Evans	In person

Staff: Mrs L Edwards - Town Clerk
Mrs D Elliott - Community Engagement and Events Manager (Minute Taker)

Guest: BCBC Countryside Manager

All members were in attendance at Carnegie House and no members joined remotely. In the absence of a chair, the Town Clerk welcomed members to the meeting and moved to Agenda Item 3.

1. To Receive Apologies for Absence.

Apologies were received from Cllr. F. Sullivan, Cllr. A. Felton, Cllr. I. Spiller and Cllr. F. Bletsoe (Mayor, Ex Officio)

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

- Cllr I Williams made a declaration of personal interest in any discussions relating to BCBC as a BCBC Councillor and in matters relating to Oldcastle School and Brynteg School.
- Cllr T Wood made a declaration of personal interest as a Bridgend Town Trader in matters pertaining to Town Centre business and in any discussions relating to BCBC as a BCBC Councillor.
- Cllr S Easterbrook made a declaration of personal interest as a Bridgend Town Trader in matters pertaining to Town Centre business and in any discussions relating to BCBC as a BCBC Councillor.

3. To elect Chair of Community Engagement and Wellbeing Committee for May 2023 – May 2024.

Cllr Wood nominated Cllr Ian Williams for the position of Chair. This was seconded by Cllr Webster. There were no further nominations or objections.

RESOLVED: Cllr Ian Williams was appointed Chair of Community Engagement and Wellbeing Committee for 2023/24

4. To elect Deputy Chair of Community Engagement and Wellbeing Committee for May 2023 – May 2024.

Cllr Wood nominated Cllr Steve Easterbrook for the position of Deputy Chair. This was seconded by Cllr Webster. There were no further nominations or objections.

RESOLVED: Cllr Steve Easterbrook was appointed Deputy Chair of Community Engagement and Wellbeing Committee for 2023/24

5. To confirm and sign minutes of the Community Engagement and Wellbeing Committee Meeting held on 8th March 2023.

Chair moved that the minutes of the meeting held on 8th March 2023 were a true and accurate record. This was seconded by Cllr Webster and Chair signed the minutes.

RESOLVED: That the minutes of the Community Engagement and Wellbeing Committee Meeting held on 8th March 2023 were received and confirmed as a true record and duly signed.

6. To consider matters arising from the Community Engagement and Well-being Committee Meeting held on 8th March 2023.

- Cllr Easterbrook raised a point relating to the resolution for agenda item 5 in relation to flags for Armed Forces Day. He requested that the Community Engagement and Events Manager check again for next year to see if the Council has sufficient Armed Forces Day flags for the next Armed Forces Day Event.
- Community Engagement and Events Manager informed Members that the flags were checked and that two Armed Forces Day Flags were flown from the War Memorial flag poles.
- Cllr Easterbrook highlighted that the Council needs to ensure that it has the correct standard and pole for the Drumhead Service, should there be an Armed Forces Day event in 2024.

RESOLVED: Community Engagement and Events Manager to ensure that the Council has the correct standards for use for future Drumhead Services which are both attached to poles.

- Cllr Wood asked if it would be possible to erect flagpoles on the front of Carnegie House.

- The Town Clerk informed members that the BCBC Conservation Team had been approached with this request previously but would not give permission to attach flag poles to Carnegie House as the building is Grade II listed.
- Cllr Wood asked if flagpoles could be installed in the ground either side of the door.
- The Town Clerk informed members that this would need to go to Full Council for a decision.

RESOLVED: Town Clerk to include an agenda item for July Full Council Meeting to discuss installing flagpoles in the ground outside Carnegie House.

7. To speak to the BCBC Countryside Manager to discuss planting trees for The Queen's Jubilee (deferred from March committee meeting)

- The Chair welcomed BCBC's Countryside Manager to the meeting. The Countryside Manager thanked Bridgend Town Council for supporting numerous tree planting initiatives over many years. The Countryside Manager referred to his report which had been circulated to Members and spoke about the importance of having funding in place from the outset when planting trees to cover the logistics of investigating the proposed site and the ongoing maintenance of the trees.
- The Countryside Manager informed Members about the logistics of tree planting, including how to secure the correct permissions and surveys of underground services in the proposed tree planting area. He directed Members to look at the Local Development Plan, Land Registry and to speak to the Highways Department of BCBC who can all assist. He noted that there may be costs attached to some of these services.
- The Chair commented that Bridgend Town Council are looking at planting statement trees to mark the occasion of The Queen's Platinum Jubilee. He asked the Countryside Manager for recommendations for locations and species. He explained that locations already considered by Bridgend Town Council include outside Nolton Church, in the garden of the New Town Hall and Newbridge Fields. He asked the Countryside Manager if he could make a suggestion for a location in Morfa Ward.
- The Countryside Manager suggested that he could raise discuss the location for the Morfa ward in a forthcoming meeting with Valleys 2 Coast.
- The Countryside Manager emphasised the requirement to plant the right tree in the right place. He suggested that Bridgend Town Council may like to consider native species or Horse Chestnut trees, which are in decline. He added that statement trees are likely to be more expensive as they are larger when planted and enquired what the budget the Council has for this initiative.
- The Town Clerk informed members that the Regeneration Committee has a budget for tree planting and wildflower planting and the Community Engagement Committee could negotiate with Council regarding this budget.
- Members asked the Countryside Manager if he would assist by identifying three sites for planting and recommend appropriate species.
- Chair thanked the Countryside Manager for his attendance at the meeting.

- The Countryside Manager left copies of tree planting policies with the Town Clerk.

Note: BCBC Countryside Manager left the meeting

RESOLVED: That further to a request to the BCBC Countryside Manager to identify a suitable tree species and three sites for planting a statement tree to commemorate The Queen's Platinum Jubilee, the Community Engagement & Wellbeing Committee will need to liaise with Council regarding a budget for this tree planting project.

8. Armed Forces Day

a) To receive an update and feedback from Armed Forces Day 2023

- The Community Engagement and Events Manager provided a verbal update of the Armed Forces Day Event, including positive feedback received from participants and members of the Armed Forces Community which she will collate and circulate to Members.
- It was noted that the only negative feedback from a few people was that the parade could have been bigger, however it was highlighted that many serving personnel and veterans attended the Welsh National event in Newport and this had been acknowledged by those giving the feedback. It is hoped that if the National Event takes place in North Wales next year, more personnel from South Wales will attend the Bridgend Town Council event if it is decided that it will become an annual event.

RESOLVED: Community Engagement and Events Manager to collate and circulate feedback to members.

- The Community Engagement and Events Manager reported that the event had been delivered within the agreed budget, aided by donations from Hugh James Solicitors and the Armed Forces Covenant Trust Fund.
- Chair thanked Community Engagement and Events Manager for her work in organising the event.
- Cllr Easterbrook proposed that Armed Forces Day should become an annual event organised by Bridgend Town Council. Cllr Wood asked if it was possible that Wartime Bridgend would return. Cllrs discussed the feedback received from Armed Forces Day and the atmosphere in the town on Saturday and decided that members would like to recommend to Full Council that Armed Forces Day becomes an annual event.

RESOLVED: Town Clerk to include an agenda item for July Full Council Meeting to discuss Armed Forces Day becoming an annual event organised by Bridgend Town Council.

b) To discuss the possibility of holding the National Armed Forces Day Event for June 2025 in Bridgend (deferred from March Committee meeting)

- The Chair expressed a wish to apply for the National Armed Forces Day event to be held in Bridgend in 2025.

- The Community Engagement and Events Manager stated that the national event may be held in Swansea in 2024.
- Cllr Webster asked if Bridgend is large enough to host the national event in 2025 and highlighted that recent national events have been held in cities.
- Members acknowledged that a national event in Bridgend would have to be held in Newbridge Fields and that this would need BCBC involvement as they are the landowner of Newbridge Fields.
- The Town Clerk reminded members that a large-scale event for 2025 had already been approved by Full Council to celebrate the 600th Anniversary of the Old Stone Bridge.
- Members enquired about the budget for the National Armed Forces Day and asked Community Engagement and Events manager to investigate.
- Cllr Evans offered her support in organising future events.

RESOLVED: Community Engagement and Events Manager to investigate the possibility of applying to host the Welsh National Armed Forces Day event in Bridgend in 2025 or 2026.

RESOLVED: Town Clerk to include an agenda item for July Full Council Meeting to discuss applying to host an Armed Forces Day National event.

9. To receive an update on the May/June Half Term Free Activity Programme

- The Community Engagement and Events Manager referred Members to a report that had been circulated and highlighted the two new workshops, Willow Weaving and Sewing, that had been added at the request of Members.

May/June 2023 Half Term Activities

Date	Activity	Capacity	Attendance	Cost
Tuesday 30 th May	Willow Workshop x 2	20	12	£160
Wednesday 31 st May	Circus Skills	20	14	£350
Thursday 1 st June	Sewing Workshop	10	10	£125
Thursday 1 st June	Sock Puppets	10	6	£170
TOTAL		60	42	£805

- Members were disappointed that so many people had not attended the free workshops despite having booked spaces and discussed what could be done to prevent this happening in future.
- Members discussed the advantages and disadvantages of offering free workshops and paid for workshops.
- Cllr Wood enquired whether drop in sessions could be provided for half term.
- Town Clerk gave an overview of the remit of the Arts Centre for new councillors. She explained that the aim of the Arts Centre is to provide accessible and aspirational art, culture and heritage activities, events and opportunities for the benefit of local residents. This can involve offering free or subsidised access to classes, educational activities, workshops, inspirational talks, musical and performance events and exhibitions.

- Members discussed an option to return to offering free drop in sessions for children during Half Term holidays, which would not require booking and offering some of the popular children’s workshops as paid for activities on weekends. The type of activity offered during half term would need to be modified to adapt to an unstructured delivery method.
- The Chair supported this and asked Community Engagement and Events Manager to develop a programme of free drop in sessions for Autumn Half Term.

RESOLVED: Community Engagement and Events Manager to develop a programme of free drop in sessions for children during the Autumn Half Term school holiday.

10. To receive an update on the programme for Carnegie House for 2023/24

- The Community Engagement and Events Manager referred Members to a report that had been circulated and updated Members on activities in Carnegie House since April 2023 and upcoming activities for the remainder of the year including those in the planning stages.

Workshops since March 2023

Date	Activity	Capacity	Booked	Income
Tuesday 25 th April	Willow Baskets	10	Full	£350
Tuesday 25 th May	Willow Baskets	10	Full	£350
Tuesday 6 th June	Willow for Garden	10	Full	£350
Tuesday 27 th June	Willow Hare	10	Full	£350
TOTAL		40		£1,400

Workshops Booked

Date	Activity	Capacity	Booked	Income
Tuesday 8 th August	Willow Hare	10	Full	£350
Tuesday 12 th Sept	Willow Berry Baskets	10	7	£245
Tuesday 28 th Nov	Willow Reindeer	10	2	£70
TOTAL		30		£665

Regular Activities in Carnegie House

Day	Activity	Room	Time
Monday	Whist – Evergreen Hall Group	Ground Floor	Afternoon
	French	Online	Evening
Tuesday	Art Workshops / Room Hire	Ground Floor	All Day
	Spanish	Online	Evening
Wednesday	Welsh Class USW	Chamber	Morning

Upcoming Room Hire in Carnegie House

31 st July – 3 rd August	West Glamorgan Theatre Group
16, 17, 23, 24 August	BCBC 4 Taster 2hr Courses
13 th September	10-week BCBC Confidence Building Course starts

Courses in development for Autumn 2023

Beginners Lino Printing	Claire Hiett
Intermediate Lino Printing	Claire Hiett
Beginners Ink Drawing	Claire Hiett
Intermediate Ink Drawing	Claire Hiett
Beginners Acrylics	Rhian Eleri
Pastels Workshop	Carol Kibble
Watercolour Workshop	Peter Cronin
Free Half Term Activities	Various

- The Community Engagement and Events Manager informed Members that a poetry evening to celebrate the centenary of local poet Dannie Abse had also been arranged for the evening of Friday 22nd September.
- The Town Clerk highlighted that when the staff office and Council Chamber is relocated from Carnegie House to the new Town Hall, the Town Council will have five publicly funded rooms available for the benefit of the local community; the ground floor of Carnegie House, the upper floor of Carnegie House and three community rooms at the Town Hall. She highlighted that it is within the remit of the Community Engagement and Wellbeing Committee to plan the long term effective use of these spaces and asked Members to consider a strategy for how the five community rooms can be utilised for the benefit of local residents.
- The Town Clerk also advised Members of the statutory duty of Bridgend Town Council to meet the requirements of the Well-being of Future Generations (Wales) Act 2015 and the objectives of the Local Public Services Board Plan when making decision about what the Town Council provides for the community in the public buildings that it runs.
- The Town Clerk acknowledged that the Community Engagement and Events Manager is doing an excellent job co-ordinating the current programme of activities held in the ground floor hall at Carnegie House, however she does not have the resource to plan a full programme of activities in all the new community spaces as she also organises the large scale Town Centre events such as Armed Forces Day, Remembrance and Christmas as well as co-ordinating the BTC newsletters and maintaining the Bridgend Town Council Website.
- The Town Clerk explained that the Job Description for the vacant role of Community Engagement and Events Officer had been updated and is currently being translated into Welsh so that it can be advertised week commencing 3rd July. She explained that the remit of this role focusses identifying and applying for grant funding, developing a full and varied

programme of activities as well as assisting with co-ordination of large Town Council events and the planning and effective delivery of community engagement initiatives.

- The Town Clerk emphasised that the Community Engagement & Wellbeing Committee need to start thinking about Community Engagement initiatives to understand what type of activities local residents might want or are likely to attend at the Town Council venues.
- Cllr Wood referred to a freelance programmer that was used by the Council during the development of Carnegie House Arts Centre and enquired if it is possible to use an external consultant, who could be self-funded, to develop a programme across the five community rooms available.
- Cllr Evans suggested setting up wellbeing groups such as groups for Over 50s.
- Members discussed various local groups that could benefit from using the Bridgend Town Council venues and new initiatives the Council could introduce to support local residents e.g. Lads and dads, a new menopause café and meeting space for veterans.
- Cllr Wood mentioned that the Ogmore Branch of the Welsh Guards Association were looking for support with foodbank collections and enquired how the Town Council can help.
- The Town Clerk advised that Bridgend Town Council could possibly provide funding to purchase food parcels but this would have to be applied for, through the Community Grant Scheme.
- Cllr Easterbrook highlighted the need to justify having two public buildings and agreed that Councillors need to take ownership of what happens in these buildings and work with staff to develop what is provided.
- The Town Clerk asked Members to look holistically at the five community spaces that the Council will have available in the two buildings it owns, and to discuss how these can be best utilised for the benefit of the local community, within the Councils current resources and budget.

RESOLVED: That the Members of the Community Engagement and Wellbeing Committee will consider a long term plan to maximise potential for community spaces available at Carnegie House and the Town Hall buildings and that this is included as an agenda item for the next committee meeting for Members to discuss their proposals.

11. Christmas activities 2023

a) To consider an e mail from the Town Centre Manager re Christmas lights switch on event and possible funding

- The Town Clerk referred Members to an e mail she had received from BCBC's Town Centre Manager, which had been previously circulated, enquiring if Bridgend Town Council has any plans to stage a Christmas lights switch on event and if so, if the Town Council will be seeking a contribution from Bridgend County Borough Council.
- The Town Clerk explained that although Bridgend Town Council owns and funds the Christmas lights and arranges their installation each year, the Town Council has never co-ordinated the Christmas light Switch On Event. It was noted that in previous years, the BCBC Town Centre Manager has co-ordinated the Christmas light Switch On Event, arranged the logistics of the staging and co-ordinated the radio advert that promotes the

event, whilst the Town Council co-ordinated the printed literature for Christmas in Bridgend.

- Cllr Easterbrook acknowledged that Bridgend Town Council have always promoted Christmas in the town but have not organised switch on events like Maesteg and Porthcawl. He highlighted that the public would expect a Switch On event in Bridgend.
- Cllr Evans asked how much Porthcawl and Maesteg Town Councils receive from BCBC to fund a switch on event. Town Clerk understood this amount to be £5,000.
- Cllr Blundell-Humphreys suggested that Bridgend Town Council requests the maximum amount possible from BCBC to put on a great Christmas event in Bridgend.
- Cllr Wood concurred that Bridgend Town Council should request £15,000.
- The Town Clerk highlighted that arranging a large-scale Christmas event will create considerably more work for Community Engagement and Events Manager and this may have an impact on other work.
- Members agreed that Bridgend Town Council should organise a Christmas Light Switch on Event and should request funding of £15,000 towards the event from BCBC.

RESOLVED: To recommend to full Council that Bridgend Town Council arranges the Christmas Light Switch on Event and that the Town Clerk responds to the BCBC Town Centre Manager to request funding of £15,000 towards a Christmas event in Bridgend Town Centre.

b) To discuss the brass band bus in the wards in 2023 and options for an alternative vehicle to accommodate Santa, the elves and musicians to entertain residents in Wildmill for Christmas 2023 (deferred from March committee meeting)

- Town Clerk reminded members that the Brass band Bus was introduced during covid to take Santa to the residents when they were unable to leave their homes to attend large events. Cllr Wood stated that the Brass Band Bus worked every well but would be better with fewer stops, which were advertised and where the band would stop and play for longer.
- Members discussed the merits of putting this event on in 2023 and decided that it was best to pool resources and focus on one large event in the town centre.

RESOLVED: There will not be a Brass Band Bus event in Bridgend Town Council Wards in 2023.

c) To discuss organising a float based Christmas event running from Nolton Street to Derwen Road, a Christmas event in the town centre and to seek sponsorship to fund the events. (deferred from March committee meeting)

- Cllr Wood stated that a float based Christmas procession had already been agreed at a previous meeting.
- Town Clerk informed Members that they had previously discussed that the only viable route for a vehicle parade would be along Derwen Road, however on further investigation, a road closure would not be permitted for Derwen Road as vehicle access is needed at all times for access to the Train Station.
- Members discussed alternatives and agreed that a walking parade with participants in fancy dress, possibly as elves could take place in the pedestrianised streets of Bridgend Town Centre which could finish at the Christmas Tree in time for the Christmas Light Switch On.

- Members discussed the budget for a Christmas parade. The Town Clerk advised that a budget of £10,000 had been allocated for a Christmas event during the budget meeting in December 2022.
- Members enquired if additional budget could be vired from the Wartime Bridgend budget if necessary.
- The Town Clerk advised that this would need to be discussed by Full Council and should be included on the agenda for discussion at the July Town Council Meeting.

RESOLVED: To include an item on the agenda for the July Full Council meeting to discuss funding for the Christmas Light Switch on and Christmas parade event.

RESOLVED: That the Community Engagement and Events Manager research ideas for a walking parade and Christmas Light Switch on Event.

d) To discuss the Christmas Grotto at Carnegie House in 2023

- The Town Clerk advised that in December 2022 the Christmas Grotto was not very busy for the last two weeks it was open. She highlighted that members from The Lions Club of Bridgend had expressed concern about the low footfall in Wyndham Street.
- Cllr Evans suggested opening the grotto a week earlier than normal, however, the Community Engagement and Events Manager explained that the Grotto usually opens on the same day as the Christmas light switch on which this year will be on Saturday 25th November.
- Cllr Wood suggested opening the Grotto for three Saturdays: 25th November and 2nd and 9th December. Members agreed and asked the Community Engagement and Events Manager to contact The Lions Club of Bridgend to ask if they would like to proceed with the grotto in Carnegie House this year on three Saturdays.

RESOLVED: That the Community Engagement and Events Manager contact The Lions Club of Bridgend to ask if they would like to proceed with the Christmas grotto in Carnegie House on 25th November and 2nd and 9th December 2023.

12. To receive an update on the BTC Newsletter along with the timing and content for the next issue

- The Community Engagement and Events Manager informed Members that the next BTC newsletter is due to be distributed in November, after the Remembrance events, and asked Members to think about potential articles for the newsletter.

RESOLVED: That Members of the Community Engagement and Wellbeing Committee consider stories for inclusion in the November 2023 newsletter to residents and report back to the Community Engagement & Events Manager.

13. To consider holding an event to commemorate D Day on 6th June 2024 (Cllr Ian Williams)

RESOLVED: To deferred agenda item 13 'To consider holding an event to commemorate D Day on 6th June 2024' to the next meeting of the Community Engagement and Wellbeing Committee

14. To consider holding a Community Event in Newcastle Castle in 2024 (Cllr C. Webster)

RESOLVED: To deferred agenda item 14 'To consider holding a Community Event in Newcastle Castle in 2024' to the next meeting of the Community Engagement and Wellbeing Committee

15. To consider a motion regarding the purchase of litter picking equipment from Cllr K Evans:

'To purchase litter picking equipment for adults and children to enable regular, organised litter picking sessions to further community engagement and to enhance the aesthetics of our town.'

- It was noted that this Item will be discussed at the July meeting of Full Council and therefore does not require discussion at this committee meeting.

Meeting Closed 9.04pm

Signed

Chair of Community Engagement & Wellbeing Committee

Date