



MINUTES OF BRIDGEND TOWN COUNCIL MEETING

Monday 16th November at 6.30 pm conducted remotely via Skype for Business under the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020

Present:	Cllr Alan Wathan (Mayor) Cllr Stuart Baldwin Cllr Steven Bletsoe Cllr Ceri Evans Cllr Angela Morelli Cllr D Unwin	Cllr S Easterbrook Cllr T Wood Cllr N Burnett Cllr L Walters Cllr I Williams Cllr R Thomas
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In Attendance: Mrs L Edwards (Town Clerk), Mrs D Jones (Deputy Town Clerk & RFO), Miss J Brown (Democratic Services Officer), Mr B Burns (Ty'r Ardd Project Officer), Ms A Bryce (BCBC Consultation Engagement Team) and Ms N Bunston (BCBC Consultation Engagement Team).

Pre-meeting business: Members received a presentation from the BCBC Consultation Engagement Team on the BCBC Budget consultation 2020

The Mayor thanked the officer for the presentation. The presentation ended at 6.55 pm and the Full Council meeting commenced at 7pm.

1. To receive apologies for absence:

Cllr F Bletsoe, Cllr C Woodman, Cllr M Voisey, Cllr C Webster & Cllr R Marsh
Absent: Cllr R Porter & Cllr S Charles

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

- Cllr S Baldwin - Declaration of interest item 11 - BCBC Planning Matters
- Cllr T Wood – Declaration of Interest as a Town Trader
- Cllr D Unwin – Declaration of Interest as Member of Merthyr Mawr community Council

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 26th October 2020

RESOLVED: The Minutes of the Town Council Meeting held on 26th October 2020 were confirmed as a true record and approved.

5. To consider matters arising from the Town Council Meeting held on 26th October 2020

- Cllr S Bletsoe noted that he was appointed as the representative to the governing body of Penybont Primary School and not Cllr T wood. It was agreed that the minutes would be amended.
- (Co-Opting of Youth Members) was deferred but not included for this meeting. The Mayor proposed that the item be included in the next full council agenda.

RESOLVED: That the following be included as an Agenda item in the next full meeting of Town Council 'To consider co-opting up to two Youth Members drawn from the local community within the boundary of the Bridgend Town Council Wards. (The Town Clerk reported that she had received an expression of interest from a Member of the Public and that she could not reveal personal details to Members'.

- Cllr S Baldwin noted a correction to page 9 and verified that there were 3 attendees from Town and Community Councils – not overall.

6. Mayor's Engagements:

8th November 2020 – Remembrance Sunday wreath laying at Town Centre War Memorial

Deputy Mayor's Engagements:

8th November 2020 – Remembrance Sunday laying a wreath for HMS Urge on behalf of the HMS families

7. To receive Town Clerks Report and Facilities Management Report (for information)

- Cllr S Baldwin suggested that although Members had received copies of both reports they could be presented using skype presentation facility. The Town Clerk agreed but as the detailed reports were slow to load, she suggested that reports were presented verbally. Members agreed.
- **Carnegie House** - The Town Clerk reported that due to the increase in Covid-19 cases and firebreak, most of the staff continued to work from home. The office was used for essential business only by herself, the Deputy Town Clerk and the Facilities Officer. The Town Clerk informed Members that the fire alarm had been activated in Carnegie House. No fire was found in the building but Fire Safety Direct had been notified and asked to investigate. The Town Clerk reported that the magnetic door lock on the front entrance to Carnegie House had failed to open. A locksmith was called to access the external back door and the security company to reset the system. Unfortunately, this resulted in the postponement of the Personnel Committee meeting.
- **New Town Hall** – The Town Clerk informed Members that contracts had now been exchanged and that Bridgend Town Council was now the official owner of the property. Matters concerning a brief from the Architect and the new Pedestrian Access were included in this month's agenda. There were still currently four people living in tents and under a shelter at the property. Help had been sought but had not yet been achieved. A number of meetings had been held with residents, contractors and Councillors in relation to the felling of trees, which was now being considered by the Planning Committee.
- **Remembrance Events 2020** – The Town Clerk informed Members that as well as wreaths being laid by The Mayor and Deputy Mayor, photographs and video tributes were posted throughout the day on social media and had been well received by residents.
- **Christmas** – The Town Clerk advised Councillors that the Community Engagement and Events Team were planning an Elf Trail around Bridgend Town Centre and that the outside of Carnegie House would be transformed to represent a captivating and magical Elf HQ. The professionally designed Elves are to be digitalised as window vinyl's and installed on the outside of shop windows and local businesses had been supportive. 500 Elf Booklets will be printed with details and available from all

local shops. The Town Clerk informed Members that plans were underway for an open top bus to tour the wards. The bus would feature Santa and his Elf plus the RAF St Athan Band playing carols. The activity was being supported by The Bridgend Lions Club. The route (which will be well advertised), would be created and finalised to take into account safety and ease of turning.

- **Finance** – The Deputy Town Clerk/RFO has responded to two audit enquiries from the external auditor. The Town Clerk advised Members that preparations were underway to plan the budget for the next financial year and that a number of committee meetings would be taking place to discuss the impact of Covid-19, current and future projects, review budgets and determine precept requests for each committee. The Town Clerk informed Members that the budget meeting would be held remotely and the spreadsheet shared on the remote video call. The Town Clerk asked Councillors to present any questions to either her or the RFO before the December meeting.
- Cllr S Bletsoe noted that the bus would be unable to access Wildmill. The Town Clerk advised that alternative arrangements would be made for travel through Wildmill.
- **Future Meetings** – The Town Clerk informed Members of the dates of future meetings:
Thursday 19th November - Personnel Committee (postponed from 13th November)
Wednesday 25th November – Community Engagement and wellbeing Committee (budget meeting)
Tuesday 1st December – Finance Committee (draft budget discussions)
Wednesday 9th December – Planning Committee
Monday 14th December – Town Council Meeting (Budget and Precept for 2020/21)
The Town Clerk noted the following invitations:
17th November – Bridgend Town Centre ASB Management Group. (Town Clerk and FM to attend)
1st December 2- 3pm – Bridgend Armed Forces Forum (Mayor to attend)
25th January 2020, 12th April and 5th July 2021 - One Voice Wales Area Committee Meetings
- **Facilities Management Report** – The Town Clerk referred Members to the Facilities Management Report and advised that compliance issues at Carnegie House were being prioritised; she highlighted the completion of remedial electrical works and flagpole repair and the arrangement of COVID-19 Deep Cleaning of the building. The Town Clerk advised that the damp and guttering issues at Carnegie House were being investigated and that the Town Hall requirements were to be discussed at the next Finance Committee meeting.
- Cllr D Unwin thanked the Facilities Manager for her diligence.

8. To receive an update from the Town Clerk and Town Council Working Group Members regarding:

1. The surrender of the Evergreen Hall lease and purchase of Ty'r Ardd premises

- The Town Clerk reported that the purchase of Ty'r Ardd was now complete and officially belonged to Bridgend Town Council. The Town Clerk further advised Members that the Evergreen Hall lease had been surrendered, all insurances were in place and the Outdoor Team had relocated to the new fit for purpose premises.

2. To receive and discuss an architect/contractor brief regarding plans for building works and refurbishment of the Ty'r Ardd premises

- The Town Clerk referred Members to the contractor brief regarding plans for building works and refurbishment of the Ty'r Ardd premises.
- The Town Clerk asked if Members agreed that the document presented be used to obtain quotes. Cllr D Unwin asked how many quotes were being obtained. The Town Clerk advised that the decision was up to Members and that quotes could be obtained either from within the

geographical area or further afield. She explained that some aspects could be carried out by contractors alone, however more specific aspects and drawings may require an architect.

- The Town Clerk suggested to Members that the deadline could be extended to January 2021. This request was supported by Cllr D Unwin.
- The Project Manager advised that the earlier quotes were received the better. Cllr D Unwin suggested that a 3-week deadline was unrealistic. After discussion, Cllr D Unwin proposed that the deadline be extended and that BCBC may offer an extension to the precept request deadline. The Town Clerk advised that the precept deadline was the 6th January 2021 and that she would seek clarification with the BCBC Finance Officer regarding an extension date.
- Cllr D Unwin proposed that if BCBC agreed then the deadline for receipt of quotes be extended. Cllr S Baldwin stated that an Extra Ordinary Meeting might need to be scheduled for January 2021. Members agreed.

RESOLVED: That The Town Clerk engage with the BCBC Finance Officer regarding the Precept Deadline and that an additional meeting to discuss quotes be scheduled for January 2021.

9. Regeneration Committee:

To consider draft minutes of the Regeneration Committee Meeting of 9th November 2020:

- The Chair of Regeneration referred Members to the minutes of the meeting, which were duly noted.
- The Chair informed Members that the Committee has resolved to adopt the installation of three community notice boards and would value location proposals from Councillors.
- Cllr L Walters asked for clarification reference the amount of trees to be planted. The Chair advised that the Working Group would investigate this as well as wildflower planting.

10. Personnel Committee:

To receive an update of the Personnel Committee Meeting of 13th November 2020

- The Chair advised Members that this meeting had been postponed until Thursday 19th November 2020 and that she would give her report at the next meeting.

11. Planning Committee:

To receive an update of the Planning Committee Meeting of 16th November 2020

Cllr S Baldwin left the meeting for the duration of this item.

- Chair of Planning provided a brief update on the Planning Committee meeting and advised that minutes will be circulated in due course.
- Chair of Planning invited the Project Manager for the Town Hall project to speak on a planning matter regarding the pedestrian access project for the Town Hall.
- The Project Manager referred to and read out an email he had received from BCBC regarding the pre-application advice from the BCBC Development and Building Control Manager.
“we would recommend that the pedestrian access to the site is retained via the established access road off Sunnyside Road which will be improved as a result of the Linc development. A 1.8m wide footpath will be secured alongside the access road (with a 1.4m high fence backing onto Sunnyside Road) and there is an opportunity to provide a focal point close to the proposed alternative access into the building to improve the legibility of the building for its users”

- The Project Manager asked Members how they would like him to proceed with the planning application in light of the information provided that BCBC were not in support of Council's proposed new main entry point "Northern Access". He advised Members of an alternative "Southern Access" entry point, which BCBC may favour however clarified that the "Southern Access" had not been discussed with BCBC.
- The Project Manager stated that a "Northern Access" Planning Application would have difficulty obtaining a positive response from BCBC. He reported that he had since written to BCBC to advise that the "Northern Access" would be gated and controlled and if Council wanted to proceed, they would need to supply factual evidence to support the application.
- Following discussion Members felt there was scope to pursue an application for "Northern Access" and it was highlighted that there are currently business's at the bottom of Park Street that are not causing drop-offs and pick-ups at the lights.
- Members questioned the raising of air pollution following the approval of the nearby Sunnyside Development and recent removal of healthy trees.
- Cllr L Walters advised Members that she was concerned regarding the brief discussed previously and the effect of the perusal of the "Northern Access" on project timescales and sought clarification from the Project Manager if the brief required updating. The Project Manager raised concerns but referred the matter back to Council for further discussion.
- The Town Clerk asked the Project Manager to clarify whether in his opinion, pursuing a planning application for new pedestrian access at the Northern part of the site was feasible. The Project Manager advised that the Northern Access was likely to be a challenge to the local planning authority and pursuing the application would be time consuming and it is unknown if it would be approved. He advised Members to also discuss and consider the "Southern Access".
- Members further discussed both "Northern" and "Southern Access" options and the Mayor called for a decision on which option to take forward.
- The Mayor proposed a vote to decide if Council should pursue the "Northern Access" or "Southern Access" Planning Application:

FOR NORTHERN ACCESS		FOR SOUTHERN ACCESS
Cllr A Wathan	YES	
Cllr N Burnett	YES (but note after further investigation)	
Cllr S Easterbrook	YES	
Cllr T Woods	YES	
Cllr C Evans	YES	
Cllr R Thomas	YES	
Cllr S Bletsoe	YES	
Cllr L Walters		YES
Cllr I Williams	YES	
Cllr D Unwin	YES	
Cllr A Morelli	YES	

RESOLVED: That Bridgend Town Council pursue a Northern Pedestrian Access to serve as an established and fitting gateway to the new Bridgend Town Hall.

- The Town Clerk advised Members to note that a further working group may be required.
- The Project Manager left the meeting.

Cllr S Baldwin returned to the meeting.

12. Finance: Councillor Remuneration:

- The Town Clerk reported that the email regarding remuneration was resent to Members.
- Cllr D Unwin proposed that the information be noted.

13. Newbridge Fields:

To receive a project overview strategy for developing three major parks in BCBC and to nominate Officers and Members to be part of a review project to develop a Strategy for Newbridge Fields.

- Cllr D Unwin made Members aware that the situation regarding Newbridge Fields has been in the discussion for 5 years with the only successful asset transfer of the former public library for £1. He added that the biggest asset at Newbridge Fields are the sports pavilions, which were in a run-down condition and unfit for purpose. Therefore, the cost of the pavilion refurbishment would be crucial. Cllr D Unwin proposed that Council open dialogue with BCBC to this effect.
- The Town Clerk advised Council that she had received a telephone call from a consultation representative confirming that the Strategy would be looking at all areas of the fields, (including the pavilions), as well as key stake holders and had asked Council to provide further information which would include how the Town Council used Newbridge Fields as well as any financial contribution. After discussion, The Town Clerk asked Cllr D Unwin if he would assist in collating a response. Cllr D Unwin agreed.
- Cllr S Baldwin proposed that The Community Engagement and Events Manager and Cllr I Williams be nominated to be part of the BCBC Review Project.
- The Town Clerk suggested to Members that another Officer and Elected Member be nominated as reserves. After discussion, Cllr T Wood proposed that Cllr S Bletsoe and The Facilities Manager be nominated as reserve representatives for this project.
RESOLVED: That the Community Engagement and Events Manager and Cllr I Williams be nominated to be part of the Review Project for BCBC and that Cllr S Bletsoe and the Facilities Manager be appointed as reserves.

14. Town Council Branding and Logos:

To receive a report from the Town Clerk regarding Town Council branding and discuss which branding should be used for future printed materials, online activities and Town Council owned property.

- The Town Clerk referred Councillors to her report and highlighted the two elements of the current branding which were the Heraldic Town Crest and the modern Logo, which was implemented for use as the Carnegie House Arts Logo. The Town Clerk suggested that the two logos caused confusion and that the Carnegie House Logo was similar in colour and design to the BCBC Logo. The Town Clerk asked Members to discuss and clarify the situation and indicate how they wished to move forward paying particular reference to the New Bridgend Town Hall.
- Cllr D Unwin suggested that the symbol of Bridgend Town Council had to be The Heraldic Crest (as bestowed by the College of Arms), however the more modern logo also had a place on day to day documents as the Armorial Bearings did not 'shout' Bridgend and proposed that The Town Clerk decided where each logo was best used.
- The Town Clerk again advised Members that the two logos caused confusion with the public, and referred Members to her report which illustrated examples of other Town Councils which clearly had a clear brand.
- Cllr S Baldwin proposed that the Heraldic Crest be used as the official logo of Bridgend Town Council, which would be written in Welsh above and English below the Crest. All agreed.

RESOLVED: That the official branding on all future printed materials, online activities and Town Council owned property should be the Heraldic Crest with Bridgend Town Council written in Welsh above, and English below.

15. Consultations:

Bridgend County Borough Council – Fit for the Future consultation

- Noted by Members

16. Correspondence:

1. Email from One Voice Wales: Request for nominated representatives to sit on the OVW Area Committee (maximum of two) and one representative to sit on the Larger Councils Committee. The Mayor asked who the existing representatives were and The Town Clerk confirmed that Cllr R Porter and Cllr F Bletsoe were the existing representatives. Cllr D Unwin proposed that The Town Clerk write to the Members advising them of the details of the January 2021 meeting.
RESOLVED: That the Town Clerk write to Councillors F Bletsoe and R Porter advising them of the January 2021 OVW Area Committee.
 2. Email from One Voice Wales: Professional Diploma in Social Media for Government & Public Sector - **NOTED**
 3. Email from Flood and Coastal Risk Management Team: National Strategy for Flood and Coastal Erosion Risk Management in Wales - **NOTED**
 4. One Voice Wales Bridgend/Cardiff/Vale Area Committee Minutes - **NOTED**
 5. Future Audit Arrangements for Community and Town Councils in Wales - **NOTED**
 6. Positive Pathways Promotion – Hafal - **NOTED**
 7. Email from One Voice Wales: Local Places for Nature Capital Grant for Wales - **NOTED**
 8. TEMPORARY TRAFFIC ORDER - Ewenny Roundabout to Broadlands – **NOTED**
 9. Funding Opportunity: Landfill Disposal Tax Communities Scheme – Cllr S Baldwin suggested that this opportunity could be investigated should staff have capacity to do so. The Town Clerk advised Councillors that the funding opportunity in question would depend on time scales and that she would not have the required staff resources for 6 months due to the purchase and building works at the New Town Hall and Precept/Budget setting.
 10. One Voice Wales: Remote Meeting Survey Results - **NOTED**
 11. One Voice Wales: Remote training sessions in November - **NOTED**
 12. The Waste (Wales) (Miscellaneous Amendments) Regulations 2020 - **NOTED**
 13. Welsh Government: October electoral newsletter - **NOTED**
 14. One Voice Wales - Bridgend/Cardiff/Vale Area Committee – Attendance – **NOTED**
 15. Children’s Contact Centre premises – After discussion Cllr S Baldwin proposed that the Town Clerk reply, stating that although Council were supportive, there was no capacity to fulfil their needs at this time.
RESOLVED: That The Town Clerk reply to the enquiry from Children’s Wales Contact Centre, stating that although Council were supportive, there was no capacity to fulfil their needs at this time.
 16. BCBC: TEMPORARY TRAFFIC ORDER 2020 (CEMETERY ROAD, BRIDGEND) - **NOTED**
 17. Email from Repair Cafe Wales Team: £13.2m Repair and Reuse Fund – **NOTED**
- 18. 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 - **NOTED**
 - c) To identify proposals for inclusion on the TCC Charter Action Plan which would aid the development of the Charter - **NOTED**

Meeting closed 8.40 pm.

Signed
Mayor

Date