



MINUTES OF BRIDGEND TOWN COUNCIL MEETING
Monday 19th June 2017 at 7.00pm at Carnegie House Council Chamber

<u>Present:</u>	Cllr. Stuart Baldwin (Mayor) Cllr. Freya Bletsoe Cllr. Steven Bletsoe Cllr. Nicole Burnett Cllr. Stuart Charles Cllr. Ceri Evans	Cllr. David Unwin Cllr. Matthew Voisey Cllr. Lyn Walters Cllr. Paul Warren Cllr. Alan Wathan Cllr. Carolyn Webster Cllr. Tim Wood
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1. To receive apologies for absence:

Apologies were received from: Cllr Eric Hughes (away), Cllr Angela Morelli (work), Cllr Gary Sassoon-Hales (work), Cllr Rebecca Porter, Cllr. Kate Boucher (work), Cllr Isabel Robson (work).

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

- Declarations of Interest were recorded in the Declarations of Interests register.

3. To Confirm and Sign Minutes of Annual General Meeting held on 15th May 2017.

Resolved: To confirm and sign the Minutes of the Annual Meeting of Council held on 15th May 2017 as a true and accurate record.

4. To Consider Matters Arising from the Annual General Meeting held on 15th May 2017.

- There were no matters arising.

5. To Confirm and Sign Minutes of Town Council Meeting held on 15th May 2017.

Resolved: To confirm and sign the Minutes of the Town Council Meeting of Council held on 15th May 2017 as a true and accurate record.

6. To Consider Matters Arising from the Town Council Meeting held on 15th May 2017.

- Page 4. Item 6.23 Member enquired regarding the status of the request for a BCBC representative to attend a future Town Council meeting to explain a business plan for Bridgend Indoor Market. Clerk to follow-up with BCBC.

- Cllr N Burnett provided a brief update regarding action being taken by BCBC Councillors in relation to Bridgend Indoor Market.
- Page 5. Item 6.24 Clerk to follow-up request for Bridgend Chief Superintendent to attend the July Town Council meeting. Cllr D Unwin advised that questions should be prepared and submitted to the Chief Superintendent ahead of the meeting.

7. To Confirm and Sign Minutes of Extraordinary General Meeting held on 25th May 2017.

Resolved: To confirm and sign the Minutes of the Extraordinary General Meeting held on 25th May 2017 as a true and accurate record.

8. To Consider Matters Arising from the Extraordinary General Meeting held on 25th May 2017.

- There were no matters arising.

9. To Confirm and Sign Minutes of Extraordinary General Meeting held on 1st June 2017.

Resolved: To confirm and sign the Minutes of the Extraordinary General Meeting held on 1st June 2017 as a true and accurate record.

10. To Consider Matters Arising from the Extraordinary General Meeting held on 1st June 2017.

- There were no matters arising.

11. To note for information Mayoral Announcements and Engagements:

Mayor's Engagements:

Saturday 10th June Wartime Bridgend Event

Incoming Deputy Mayor's Engagements:

Saturday 10th June Wartime Bridgend Event

Outgoing Deputy Mayor's Engagements:

Attended the Unveiling of the Chair and Crown and Opening Ceremony at the Urdd National Eisteddfod at Pencoed College.

12. To Consider Notice of Special Motion re- BTC's Standing Orders with reference to Standing Orders as adopted by Council at the Meeting held on 20th March 2017 and Reviewed at the AGM on 15th. May 2017 (and ratified at the EGM held on 1st June 2017).

To amend Standing Order 4.s "Wellbeing Committee" to read: 4.s: Wellbeing Committee (6 Town Councillors and up to two youth co-optees), and if approved, to appoint Members to the newly constituted Wellbeing Committee

Resolved: To approve the amendment to Standing Order 4.s and re-appoint the four Members previously appointed at the Annual Meeting in May 2017.

To amend Standing Order 4.t "Regeneration Committee" to read: 4.t: Regeneration Committee (6 Town Councillors) and if approved, to appoint Members to the newly constituted Regeneration Committee

Resolved: To approve the amendment to Standing Order 4.t and re-appoint the six Members previously appointed at the Annual Meeting in May 2017.

To amend Standing Order 4.h "Carnegie House Board" to read: 4.h: Carnegie House Board (6 Town Councillors and up to four co-optees)

Resolved: To approve the amendment to Standing Order 4.h and re-appoint the six Members previously appointed at the Annual Meeting in May 2017.

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

Carnegie House Board (2)

This item was dealt with in agenda item 12. The vacancies no longer exist.

Well-Being Committee (2)

Cllr Nicole Burnett and Cllr Stuart Charles were nominated to fill the two vacancies on the Well-being Committee. There were no other nominations.

RESOLVED: To appoint Cllr Nicole Burnett and Cllr Stuart Charles to the Well-being Committee for 2017/18.

Member requested that the first meeting of the Wellbeing Committee should be convened as soon as possible.

Members discussed the timing of the meeting and suggested that consideration should be given to any youth members attending.

The Town Clerk asked Members to submit any agenda items for the meeting in writing.

Town-Twinning Advisory Committee (1)

Cllr Steven Bletsoe was nominated to fill the vacancy on the Town-Twinning Advisory Committee. There were no other nominations.

RESOLVED: To appoint Cllr Steven Bletsoe to the Town Twinning Advisory Committee for 2017/18.

Military Advisory Committee (1)

There were no nominations for the vacancy on the Military Advisory Committee. It was agreed that the seat should remain vacant.

- The Town Clerk was asked to convene a meeting of the Military Advisory Committee as soon as possible.
- Cllr C Webster enquired about Armed Forces Day.
- The Town Clerk provided an update from Military Advisor, John Harris.
- Members discussed resource and funding issues and availability of military personnel to participate in a parade.
- It was suggested that the Military Advisory Committee could research funding opportunities for an Armed Forces Day event in 2018.
- It was proposed that if Armed Forces Day events are to be rotated around different towns each year, Bridgend could express an interest in holding a future event.
- Member noted that if AFD events have been stopped for economic reasons not only in Bridgend but also in other towns and cities across the county, BTC should not necessarily set a precedence.

Resolved: To include an item on the agenda for the next Military Advisory Committee meeting to consider options for future Armed Forces Day events in Bridgend Town Centre.

14. Correspondence:

Section A

To consider the following items of Correspondence:

- 14.1 Dementia Report Press Statement **(NOTED)**
- 14.2 Email from One Voice Wales Re: Welsh Government Public Appointments **(NOTED)**
- 14.3 Email from K. Sales BCBC Re: Demolition of No. 11 Nolton Street
 - Member highlighted an issue regarding the timing of the correspondence. Cllr D Unwin advised that BTC had been previously notified via the Planning Committee meetings.
- 14.4 BCBC (Temporary Traffic Order) Roots Town Event 27-28 May 2017 **(NOTED)**
- 14.5 BCBC (Temporary Traffic Order) Angel Street, Bridgend ORDER 2016 **(NOTED)**
- 14.6 Email from Ewenny Community Council Re: Bus stop on Ewenny Bridge
 - Cllr D Unwin clarified that the bus stop is one of eleven bus stops that BTC had expressed an interest in adopting under the BCBC Capital Asset Transfer process. He explained that the bridge is approximately 65 years old and is becoming unstable. He added that the bus stop may need to be demolished and replaced with a suitable alternative.

RESOLVED: To refer the issue of the possible replacement of the bus stop on Ewenny Bridge for consideration at the next Finance Committee meeting.

14.7 Temporary Road Closure: Old Stone Bridge for Electrical Supply Connection Work **(NOTED)**

14.8 Email from One Voice Wales re: Funding Opportunities

RESOLVED: To refer agenda item 14.8 to the Regeneration Committee to enable them to explore any funding opportunities that may be available.

14.9 Temporary Road Closure Notice: Old Stone Bridge, Order 2017 **(NOTED)**

14.10 Temporary Road Closure Final Notification: Old Stone Bridge, Order 2017 **(NOTED)**

14.11 Email from BAVO Re: Free funding surgery with Welsh Church Act Fund

RESOLVED: To refer agenda item 14.11 to the Regeneration Committee to enable them to explore any funding opportunities that may be available.

14.12 Welsh Government Historic Environment Update Number 4. May 2017 **(NOTED)**

14.13 Email from Aled Sion, Urdd re: Thank you **(NOTED)**

14.14 Email from Flt Lt Rhys Thomas Re: Town Mayors Air Cadet

RESOLVED: To refer agenda item 14.14 to the Military Advisory Committee for consideration.

14.15 ABM CHC Hospital Food and Drink report April 17 **(NOTED)**

14.16 Email from One Voice Wales re: FCFCG Wales Events **(NOTED)**

14.17 Email from Rachel Bell, Rhiw Shopping Centre Manager Re: Wartime Event **(NOTED)**

Section B)

To Consider the following items of Correspondence emailed to Members:

14.18 Email from Cllr N Burnett Re: Invitation to participate in public regeneration focus groups

- Cllr N Burnett provided an overview of the focus groups and answered questions from Members.
- It was noted that the focus groups are a new initiative to engage with the public and provide a process for constructive feedback on a variety of topics.
- Members discussed cross party working for the benefit of the town.

Section C)

To Consider the following items of additional correspondence:

14.19 Email from Matthew Gilbert, BCBC re: Active Travel Networks Consultation **(NOTED)**

14.20 Email from One Voice Wales re: OVW Conference and Innovative Practice Awards 5 July 2017

RESOLVED: That Cllr Freya Bletsoe would attend this event as the nominated representative on behalf of Bridgend Town Council.

14.21 Email from Rhiannon Kingsley, BCBC re: CF31 Street Market

- Cllr D Unwin expressed an opinion that the market did not live up to expectations and questioned whether it was worthwhile.
- Cllr P Warren highlighted that CF31 should engage with the indoor market. He also questioned why the stalls could not have been placed in the empty indoor market stalls instead of hiring stalls in the street.
- It was noted that some members of the public had expressed disappointment at the CF31 market.
- Members questioned whether the businesses paying the BID levy had been consulted on using their money to fund a street market.
- It was highlighted that local businesses had claimed that the Wartime Bridgend event had been particularly successful for traders because there was no sale of goods in the street at the event. This resulted in more members of the public spending money in local independent businesses on the day of the event. It was suggested that CF31 events should follow a similar model to provide benefit to local traders.

14.22 Email from Sian Smith, Education officer, BCBC re: new recycling scheme

- Cllr N Burnett stated that she had met with Sian Smith and confirmed that BCBC Councillor referrals had been submitted for Nolton Street.
- Cllr F Bletsoe advised that she had dealt with some matters directly.
- Members discussed the procedures for issuing and collecting County Notices for Waste.
- BCBC Councillors were asked to seek clarification on this procedure.

14.23 Email from Rob Butler, Historical Promotions Re: Wartime Bridgend

RESOLVED: To consider agenda item 14.23 with agenda item 16a.

15. Finance:

15.1 To receive financial summary and approve payments of expenditure.

Resolved: Accounts paid, read and approved by Members.

15.2 To Approve Balance of Accounts for the Financial Year 2016/2017

Cllr D Unwin referred to a letter from the Internal Auditor and thanked the RFO for all her hard work.

Resolved: To approve the Accounting Statements and Annual Governance Statement for the Financial Year 2016/2017. The Annual Return form was duly signed by the Mayor.

15.3 To consider Christmas Lights tender process

- Cllr D Unwin provided an overview of the history of BTC's involvement with Christmas lights in Bridgend Town Centre.
- The Town Clerk explained that due to the value of the contract the Council needed to consider two options for the procurement of the contract. She provided a written report for consideration and discussion by Members.
- Cllr M Voisey highlighted that due to the value of the contract it is very important that BTC seek the best value for money and check company references thoroughly.

RESOLVED: To set a budget for the provision of Christmas lights below the threshold for open tender process. The Town Clerk was instructed to draft a brief for the project and formally seek at least 3 quotes for the contract.

16. Reports:

To Consider the following Reports:

- a) *“Wartime Bridgend”- Town Centre Event Feedback* – Cllr. David Unwin
Cllr D Unwin spoke of the tremendous success of the Wartime Bridgend Event. He highlighted the positive feedback from members of the public which had been captured on ‘telegrams’ and referred Members to photographs and press cuttings on display in the Council Chamber.

BTC staff were acknowledged for their efforts in ‘going above and beyond the call of duty’ in preparation for and during the event.

Cllr S Bletsoe recognised the hard work undertaken by Cllr D Unwin and thanked his predecessors at Bridgend Town Council for planning the event prior to the election.

Members discussed how the success of the event could be measured.

It was noted that the street stalls were educational and did not sell goods.

Member suggested that this had been beneficial for traders and spoke of increased sales for some traders on the day of the event.

Mayor suggested that a survey could be sent out to traders to obtain data to measure the success of the event for local businesses. It was suggested that this could be done in partnership with the CF31 BID company.

Cllr Unwin explained that members of the public had already asked if the event would be an annual event for the town and therefore asked Members to consider this possibility.

Members discussed opportunities for making 'Wartime Bridgend' a signature event for Bridgend Town.

Cllr Unwin referred to an email from Rob Butler, Historical Promotions regarding suggestions for a Wartime themed activities for Christmas 2017. Cllr Unwin highlighted that a debrief meeting was being arranged in early July and suggested that a decision regarding the proposal for an annual 'Wartime Bridgend' event and Christmas activities should be taken at the July BTC meeting.

RESOLVED: To include an item on the agenda for the July BTC meeting to discuss the possibility of arranging a Wartime Bridgend event in the town in 2018.

- b) *"To Clarify duties & roles of Town Councillors relating to matters outside BTC remit; and for further discussion"* – Cllr. David Unwin

Cllr D Unwin referred to a written report circulated to Members regarding the duties & roles of Town Councillors. He explained staff are working at full capacity and that the Town Clerk can only act on behalf of the Council as a whole and cannot be expected to undertake work on behalf of individual members.

Members discussed the referral process at BCBC.

- c) *"Defibrillators"* – Cllr. Tim Wood

Cllr T Wood explained that an individual had collapsed in Graham Paul Accountants and the person's life had been saved by using a defibrillator from the Bridgend Railway Station. He highlighted the importance of defibrillators in the town.

- d) *"Waste Collections and bins"* – Cllr. Freya Bletsoe / Cllr Steven Bletsoe

Cllr S Bletsoe referred to the waste collection situation throughout the wards and questioned what was happening at BCBC to resolve the issues.

Cllr M Voisey provided an update and explained that both BCBC Councillors and Officers recognise the problems and are doing everything they can to address the issues.

It was noted that Kier had experienced problems with collection vehicles and had struggled to cope with the huge increase in the volume of recycled materials.

Members were made aware of timescales for scrutiny in the Kier contract and relevant penalty clauses.

Members discussed the use of social media to communicate with the electorate. It was suggested that the public should be encouraged to contact their BCBC councillor directly by telephone or email to report any concerns. This would enable BCBC Councillors to submit referrals on their behalf.

e) *“Demise of Bridgend Market”* – Cllr. Steve Bletsoe (Verbal)

Cllr S Bletsoe highlighted that a number of traders had recently left their stalls in the indoor market and stated that urgent action was needed to prevent the further demise of the market.

Mayor explained that BCBC were committed to the market and meetings were on-going to develop an action plan for Bridgend Indoor Market.

Members discussed the limitations within the BCBC lease for the indoor market.

Cllr N Burnett explained that all business and organisations involved in the indoor market needed to be given the opportunity to put their views across before an action plan could be agreed. She stated that meetings had been arranged to obtain these views. She added that findings would be reported back to BTC in due course.

f) *“Reverse vending machines”* – Cllr. Freya Sykes (Verbal)

Cllr F Bletsoe provided a brief overview of reverse vending machines and suggested that she could research the possibility of introducing them in Bridgend and report back at the next Town Council meeting.

RESOLVED: To include an agenda item at the July BTC meeting to consider a report from Cllr F Bletsoe regarding reverse vending machines.

g) *“Footfall in Bridgend Town Centre”* – Cllr Tim Wood (Verbal)

Cllr T Wood raised concerns regarding the Springboard footfall reports and questioned their accuracy.

Cllr N Burnett confirmed that the cameras are movement cameras and spoke of the footfall figures providing a base mark to measure patterns.

It was noted that although the footfall figures appear to increase, this does not equate to money being spent in shops. It was stated that the reality is that Town Centre businesses are going out of business.

Cllr N Burnett highlighted that businesses may need to do more to entice people into their businesses. The blame should not always be attributed to the Council.

Members discussed manual footfall counts in other local towns.
Mayor suggested that BTC Councillors could arrange manual counts themselves.

Cllr C Webster left the meeting at 9.40pm

h) *“Wildmill M.U.G.A. project Update”*

Members considered a report prepared by the Town Clerk regarding the Wildmill M.U.G.A project.

RESOLVED: To note the report on the Wildmill M.U.G.A. project and request that the Town Clerk provides further updates every three months.

17. To discuss letter from Satwant Pryce, Head of Regeneration Re: Bridgend Town Members Meetings

Cllr D Unwin explained the background to the Bridgend Town Meetings.
Members discussed the importance of non-BCBC member’s attendance at the meetings to represent BTC.
Members agreed that the Town Clerk would be unable to participate in discussions at the meeting.

RESOLVED: Town Clerk to write to Satwant Pryce to explain that BTC had previously been afforded the right to send two representatives of their choice to the meeting and they would like this arrangement to continue.

18. To Confirm the Minutes of the Personnel Committee Meeting of 13th June 2017

Resolved: To defer this agenda item to the end of the meeting in order to exclude the press and public due to the sensitive nature of the agenda item.

19. To Confirm the Minutes of the Evergreen Hall Committee Meeting of 14th June 2017

Resolved: To confirm and sign the Evergreen Hall Committee Meeting of 14th June 2017 as a true and accurate record.

20.

20.1 To Confirm the Minutes of the Planning Committee Meeting of 24th May 2017

Resolved: The Minutes of the Planning Committee Meeting of 24th May 2017 had been circulated and were commended to Council and approved.

20.2 To Confirm the Minutes of the Planning Committee Meeting of 14th June 2017

Resolved: The Minutes of the Planning Committee Meeting of 14th June 2017 had been circulated and were commended to Council and approved.

18. To Confirm the Minutes of the Personnel Committee Meeting of 13th June 2017

Resolved: To exclude the press and public due to the sensitive nature of the agenda item.

Resolved: To confirm and sign the Minutes of the Personnel Committee Meeting of 13th June 2017 as a true and accurate record.

Vice Chair of the Personnel Committee drew attention to page 4 of the minutes and explained that a job advertisement would be advertised as soon as possible, with a closing date of 12 noon on Monday 10th July.

The meeting concluded at 9:55pm

Signed

Mayor

Date