



MINUTES OF BRIDGEND TOWN COUNCIL MEETING
Monday 30th July 2018 at 7:00pm at Carnegie House Council Chamber

Present:	Cllr. Paul Warren (Mayor) Cllr. Stuart Baldwin Cllr. Freya Bletsoe Cllr. Steven Bletsoe Cllr. Kate Boucher Cllr. Nicole Burnett Cllr. Ceri Evans Cllr. Rebecca Porter	Cllr. Isabel Robson Cllr. Robbie Thomas Cllr. David Unwin Cllr. Matthew Voisey Cllr. Lyn Walters Cllr. Alan Wathan Cllr. Tim Wood
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Pre-meeting Business:

- Meeting with Alun Bunston and John Morgan of Bridgend Cricket Club and Guy Smith (BCBC CAT Officer)
- Meeting with Chief Superintendent Stuart Parfitt of South Wales Police
- Presentation of a Bible by Mr David Laviers of The Gideons Society to the Mayor of Bridgend

1. To receive apologies for absence:

Apologies were received from Cllrs S Charles, Cllr A Morelli and Cllr C Webster
 Absent: Cllr G Sassoon-Hales

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

Declarations of Interest were declared by the following Members and recorded in the register:

- Cllr F Bletsoe – Personal interest in matters relating to agenda items 8b and all items relating to town trading
- Cllr S Bletsoe – Personal interest in matters relating to town trading.
- Cllr N Burnett – Item 10; Prejudicial interest in BCBC Planning Matters.
- Cllr R Porter - Personal interest in matters relating to regeneration and trading.
- Cllr M Voisey - Item 10; Prejudicial interest in BCBC Planning Matters, and Personal interest in Item 9b (Finance Report, Item 15 – use of a 'lock up').

3. To Confirm and Sign Minutes of the Town Council Meeting held on 18th June 2018

RESOLVED: The Minutes of the Town Council Meeting of 18th June were confirmed as a true record and were signed accordingly.

4. To Consider Matters Arising from the Town Council Meeting held on 18th June 2018

- Reference was made to page 98, Item 14 (*Regeneration Committee – to remove the bullet point 'to engage in public consultation regarding future Town Centre projects'*). The Clerk explained that, following advice from BCBC, the Regeneration Committee is an Advisory Committee and for that reason this particular term of reference was moved to the newly formed 'Community Engagement

and Well-being Committee'. It was clarified that the Regeneration Committee may meet with external bodies to discuss relevant matters if approved by full Council, however it does not have the power to arrange public consultations.

- Page 102: Cllr M Voisey provided further information on the recent BID AGM:
 - The Leader of BCBC had confirmed that the base line agreement with the local authority is near completion.
 - With regard to non-payment of the BID levy, follow-up letters have been sent out.

RESOLVED: To invite the BID Manager to attend the Full Council meeting in September to provide an update on the Bridgend BID.

5. To note for information Mayoral Announcements and Engagements:

Mayor's Engagements:

- 22nd June 2018 - RAF Commemorative Event & Presentation hosted by Madeleine Moon MP at Sony Theatre, Bridgend College.
- 29th June 2018 – Flag Raising Event for Armed Forces Day.
- 3rd July 2018 – Bridgend & District Hearing Impaired Group 25 year celebration (cancelled).
- 5th July 2018 – Writers' Circle Presentation evening (cancelled).
- 12th July 2018 Bryntirion Comprehensive School's Musical 2018 – 'The Phantom of the Opera.
- 13th July 2018 Opening of Samtampa & Edward, Prince of Wales Commemorative Exhibition at the Atrium of the Multi Professional Education Centre, POW Hospital.
- 14th July 2018 President's Lunch at Bridgend County Show.
- 22nd July 2018 Porthcawl Town Council's Civic Service at All Saints Church followed by Buffet Tea at the Grand Pavilion.
- 23rd July 2018 – Community Art Exhibition, Carnegie House.

Deputy Mayor's Engagements:

- No engagements.

6. Town Clerks Reports

a) To Receive Town Clerks Report for June/July 2018

Town Clerk presented a report detailing the projects and services delivered by Bridgend Town Council 19th June - 30th July 2018.

Town Clerk reported that the month had continued to be an extremely busy time at the Town Council. The Council building, including the staff office, was closed from 4th – 6th July due to on-going asbestos issues. Measures were put in place to reduce the impact of this closure on Council communications, services and activities in the Arts Centre. Staff were thanked for their efforts and support during these difficult circumstances.

Town Clerk reported that there had also been significant personnel issues during the month that had to be dealt with as a priority. The combination of these two situations has resulted in significant additional workload and has caused unavoidable delays to actions of meetings and on-going projects whilst the issues were resolved.

The Town Clerk advised that the Council building would be closed from 6th – 10th August whilst asbestos is removed from the basement and items are professionally cleaned. Following this, building works for the office relocation would commence. The office refurbishment project is scheduled to take 8 weeks to complete.

It was reported that BTC Staff will be relocated to the Evergreen Hall from Monday 6th August until the end of September. This situation will inevitably have an impact on day to day operations however staff will do as much as possible to minimise the disruption.

Correspondence with the Town Council insurance company is on-going and will be reported in due course.

An update report was provided for Carnegie House Arts Centre. In addition to regular activities such as the weekly language classes, samba band workshops, circus club, art club and drama classes, the Arts Centre has hosted a number of successful events throughout June and July.

Work has begun on the Carnegie House Autumn Brochure and should be complete by early August for distribution throughout the summer.

Members were advised that a revised design concept and size had been agreed by all relevant BCBC staff for the Heritage Walkway Project. Scaled mock-ups of the new designs will be available in the forthcoming week and a new Planning application will be submitted by Friday 3rd August 2018. The Heritage Lottery has been informed of the changes to the project and the appointed officer is supportive of the new plans.

A planning application for listed building consent for the placement of historic railway panels on the London-bound platform of Bridgend Railway Station in relation to the Great Western Railway grant funded project has been submitted during the month. BCBC have advised that the current owner or custodian of the railway station must give formal consent to proceed with this application and this is now being sought in writing.

Town Clerk provided further information regarding the role of Youth Members.

7. Personnel

a) To Consider the Draft Minutes of the Personnel Committee held on 14th June 2018

RESOLVED: To confirm and sign the minutes of the Personnel Committee meeting held on 14th June 2018 as a true and accurate record.

- i) To appoint members to sit on a Grievance Committee – **Deferred.**
- ii) To appoint members to sit on an Appeals Panel – **Deferred.**

b) To Consider the Draft Minutes of the Personnel Committee of 29th June 2018

RESOLVED: To confirm and sign the minutes of the Personnel Committee meeting held on 29th June 2018 as a true and accurate record.

8. Regeneration

a) To Consider the Draft Minutes of the Regeneration Committee of 2nd July 2018

- Reference was made to Item 7, potential locations of public toilets in the Town Centre. It was agreed that the Town Council should pursue further investigations into the feasibility of new toilet facilities in three locations; Unit 8 at the Indoor Market, Queen Street and York Place.
- The Town Clerk confirmed that details of utilities for each location along with footfall figures for the Rhiw Shopping Centre and a letter for support from the Rhiw Centre Manager have now been provided to 'Danfo'. Members discussed whether or not under the Town Council's Financial Regulations, comparative costings will be required.

- It was highlighted that BCBC have made a Cabinet Decision to close the toilets at Cheapside with effect from 2nd January 2019. Members did not feel that a Community Asset Transfer for these toilets should be pursued.
- It was confirmed that at least one of the proposed toilets, will need to have disabled access.
- It was confirmed that the Tourism Working Group will include Members of the Regeneration Committee plus any other Members that express an interest to be on it.
- Members discussed the pre-meeting presentation which had taken place prior to the Regeneration meeting with regard to a community consultation and the development of a town/business plan. A Working Group consisting of the Chairs of Committee's had previously been agreed to oversee the project.
- It was stated that there is no funding in the current financial year's budget for the plan and details of the funding required would be need to be sought in time for next year's financial budget planning. It was noted that an estimated figure of £15,000 had been provided by the consultant, however members felt that other providers should also be approached for cost comparison. Town Clerk advised that she was aware that a Community Council in Cardiff had worked with Cardiff University to carry out a similar project.

RESOLVED: Town Clerk to research other providers for the development of community consultations and preparation of a Town/Business plan. Costs to be presented to Members prior to the precept meeting in November.

RESOLVED: To confirm and sign the minutes of the Regeneration Committee meeting held on 2nd July 2018 as a true and accurate record.

b) To receive notes of a meeting of Members of the Regeneration Committee with representatives from McArthur Glen Bridgend.

- Chair of Regeneration Committee provided an overview of the discussions that had taken place and reported that the meeting had been very positive.
- It was noted that McArthur Glen Representatives have requested maps and leaflets for Bridgend Town Centre.
- A Member suggested that an updated leaflet is required, however expressed concern about the expense of printing costs and noted caution that if businesses are included in the leaflet, it could quickly become out-of-date.
- Members suggested that CF31 BID should be involved with promotion material for the town.
- Members suggested that Town Centre events such as Wartime Bridgend and the Christmas events are a 'big attraction' and need to be well promoted.
- Chair of Regeneration explained that signage and transport links were discussed at the meeting.
- Members discussed improvements to signage from McArthur Glen and the M4 to Bridgend Town Centre and it was noted that any new signage must be approved by McArthur Glen's Head Office.
- Members discussed an idea to give shoppers a free bus ticket to McArthur Glen once they have made a purchase in a shop in the Town Centre.

Cllr C Evans left the meeting.

9. Finance

a) To receive a balance of accounts as at 30th July 2018 and approve Payments of Expenditure

RESOLVED: Accounts paid, read and approved by Members.

b) To Consider the Draft Minutes of the Finance Committee Meeting of 17th July 2018

At this point, the Mayor adjourned the meeting for five minutes to give Members the opportunity to read the Finance Papers.

- Mayor referred to Item 3 regarding a Capital Asset Transfer of Bridgend Cricket Club and asked for clarification whether the Cricket Club were asking for BTC to support a CAT for the Cricket Club to take on the grounds or for Bridgend Town Council to lead on the CAT project.
- Members agreed that it should be a transfer to Bridgend Town Council.
- Members discussed the Carnegie House office refurbishment project. Chair of Finance clarified that £20,000 had been budgeted for the project however the work will cost closer to £40,000. He explained that as the depedestrianisation of the Town Centre is not imminent, the shortfall could be vired from that budget for this financial year. He added that budget for depedestrianisation can be considered in future when necessary.
- Reference was made to Item 12; Budget Review. Member supported the 'Victorian/Dickensian' event for 2018 with a 'caring/sharing' theme.
- Staff were asked to email the Town's Food Banks suggesting that they set up stalls around the Town Centre.

Cllrs N Burnett and M Voisey left the meeting during the next item and returned at its conclusion.

10. To Consider the Draft Minutes of the Planning Committee Meeting of 11th July 2018

- Cllr Unwin circulated some information on a new business in the town centre called 'MC Community Shop' and commented that it is unique to the town and very welcome.
- A Member referred to the Taxi Office at Nolton Street and highlighted the highway changes that had been implemented in recent weeks. It was noted that the current situation is very confusing for pedestrians. Member suggested that the planning permission should be checked to confirm if the highway changes are detailed in the conditions of approval.
- Members discussed the 'Bailey Bridge' exit from the Tesco car park. The bridge has been 'out of action' for some time and no attempt has been made to rectify it. An enquiry has been sent to BCBC to ascertain if the original planning permission was granted on the condition of the 'bailey bridge' being an exit point from the car park.
- A Member referred to Elder Yard. It was noted that in order to carry out essential work, 'bronzes' had been moved and it is believed that they would be realigned once work had been completed. Town Clerk was asked to obtain an update on this situation.

11. Military Matters.

a) Motion from Cllr T Wood:

To consider a request to arrange an event in Bridgend Town Centre to commemorate Armed Forces Day 2019 and to discuss setting up a working group to arrange and oversee the event.

- Members discussed the motion at length. It was suggested that the commemoration of Armed Forces Day 2019 could be amalgamated with Wartime Bridgend.
- Cllr Wood suggested that an Armed Forces Day event could take place on 22nd June and advised that he had been in contact with someone from the Band of the Welsh Guards with a view to them participating in the event.
- Concerns were raised with the suggestion of the amalgamation of the two events; particularly as the commemoration of Armed Forces Day is a BCBC responsibility and they have an 'Armed Forces Champion' for this purpose.

- Member stated that the creation of a new Working Group would not be necessary as this matter would fall within the remit of the new Community Engagement and Well-being Committee.
- An amendment to the motion was proposed to read, *'To consider a request to arrange an event in Bridgend Town Centre to commemorate Armed Forces Day 2019'*.
- A vote was taken on the amendment:
 - 8 in favour of the amendment
 - 3 against the amendment
- The amended motion was then voted on:
 - 11 in favour of the amended motion
 - 2 against the amended motion

RESOLVED: To arrange an event in Bridgend Town Centre to commemorate Armed Forces Day 2019

RESOLVED: Town Clerk was asked to contact the BCBC 'Armed Forces Champion', Cllr Richard Young, to establish if BCBC have any plans to organise an event to celebrate Armed Forces Day 2019 prior to any plans being made by the Town Council.

- It was suggested that further decisions regarding events for Armed Forces Day and Wartime Bridgend should be considered by the appropriate committee.

RESOLVED: To include an item on the agenda to discuss events for Armed Forces Day and Wartime Bridgend for consideration at the inaugural meeting of the Community Engagement & Well-Being Committee.

b) To consider a letter from the Bridgend Branch of the Royal British Legion regarding arrangements for future military events.

The letter referred to a Flag Raising event on 29th June 2018 and the situation in the lead up to the event. The purpose of the letter was to propose that the organisation of such events goes through the Town Clerk who then liaises with the various groups involved. The letter requested that details of events planned for 2019 be notified to the RBL by the end of September.

- Members noted the letter and asked the Town Clerk to send a formal response to inform the RBL that military matters will be considered at the Community Engagement and Well-being Committee and organisation of the events will go through the Town Clerk.

12. Motion from Cllr S Baldwin:

To consider how Bridgend Town Council can transform its digital processes by investigating the introduction of Mod.gov and the purchase of tablets for Bridgend Town Council Councillors in the next financial year and the financial savings associated with such an introduction.

- Cllr Baldwin provided further information regarding the benefits of digital transformation. He explained that the Town Council could reduce costs for paper, printing and postage and cut staff resource photocopying and collating paper documents. He highlighted that documents can be saved onto a laptop or tablet and accessed when needed.
- It was highlighted that Mod.gov is already used by BCBC and can be used on android and apple devices and is considered to be more secure than paper documentation as it is encrypted and requires the Member to sign in to access documents.
- Member commented that he did not have an objection to investigating the concept but expressed concern about the back office support required to support this new technology.
- Cllr Baldwin suggested that IT support may be available from BCBC via an SLA

- Member commented that he supported the principle and suggested that further information should be sought on the cost to the tax payer and suggested that the technology should not be imposed on Members.
- Member suggested that the motion could be extended to investigate the use of Facebook Live Stream.
- Mayor suggested that Facebook Live did not fit within this motion and suggested that Cllr F Bletsoe prepare a motion regarding the possible benefit of the Town Council using Facebook Live for the next Council meeting.
- Member proposed an amendment to the motion to replace the word 'mod.gov' with 'digital process'. The amendment to the motion was seconded.

RESOLVED: To proceed with investigations on how Bridgend Town Council can improve its processes by investigating the introduction of a digital process calculating the possible savings which could be made by Council papers being delivered electronically.

Cllr R Thomas left the meeting.

13. Motion from Cllr S Bletsoe:

To seek permission from Bridgend Town Council for the Regeneration Committee to meet with Town Traders at an event held at Carnegie House to introduce the Committee, explain progress so far and seek dialogue over future direction.

- This matter was discussed under Item 4, Matters arising.
- It was agreed that the Regeneration Committee could meet with Town Traders but that this should not be a consultation event.
- Members also discussed the need to work with the Bridgend BID. It was agreed that the BID Manager should be invited to the meeting.

RESOLVED: To agree that the BTC Regeneration Committee arrange a meeting with Town Traders and CF31 BID Manager at an event held at Carnegie House to introduce the Committee, explain progress so far and seek dialogue over future direction.

14. To fill Vacancies on the following Council Committees:

Community Engagement & Well-Being Committee (1)

RESOLVED: that Cllr S Baldwin be appointed to the Community Engagement and Well-Being Committee.

15. To consider the adoption of the One Voice Wales document 'Advice to Community and Town Councils on Working with Young People'

- The document was noted by Council.
- It was agreed that the Town Council should adopt the guidance contained in the document 'Advice to Community and Town Councils on Working with Young People'.
- Members discussed the procedure of engaging a Youth Member to sit on the Town Council and the benefit of assisting the Youth Member by appointing a Mentor.
- Member enquired on the status of DBS checks for Councillors. Town Clerk confirmed that she is still awaiting information from some Members for this action to be carried out.
- Member asked who the Clerk was waiting for information from. The Clerk confirmed that the Member making the enquiry was one of the Members yet to submit their information.

RESOLVED: That letters are sent to local schools and Bridgend College in September to renew the invitation to become a Youth Member of Bridgend Town Council.

16. Consultations

1. Bridgend Replacement Local Development Plan – Draft sustainability Appraisal Scoping Report and Draft Initial Habitats Regulation Appraisal (HRA) Screening Report Consultation.

Noted.

2. From Welsh Government – ‘Banning the use of combustible materials in the external walls of high-rise residential buildings’.

Noted.

3. Consultation from One Voice Wales – Consultation on the Autism (Wales) Bill.

Noted.

17. Correspondence.

- 1) Email from Groundwork UK – Community Awards. **Noted.**
- 2) E-mail via One Voice Wales from the Older People’s Commissioner for Wales – Summer 2018 Newsletter. **Noted.**
- 3) E-mail via One Voice Wales attaching letter from ABMU Health Board regarding the Bridgend Boundary Change. **Noted.**
- 4) E-mail via One Voice Wales from the Older People’s Commissioner for Wales – ‘Help improve services for carers in Wales’ review of the effectiveness of Social Services in Wales being carried out by the Wales Audit Office. **Noted.**
- 5) E-mail via One Voice Wales from the 2018 Armistice Project for the charity ‘Remembered’ giving details of Grants for Remembrance Day Installations. **Noted.**
- 6) E-mail via One Voice Wales from Independent Remuneration Panel enclosing a pro forma for completion detailing remuneration of Members Allowances for 2017/18.
 - Member explained that this matter was discussed at a recent Town & Community Council Forum. It was highlighted that there is conflicting advice over whether the allowances are taxable and clarification is currently being sought from the First Minister.
 - Town Clerk advised that payments are delayed until clarification regarding taxation is provided.
- 7) E-mail via One Voice Wales detailing the OVW Conference and AGM on 29th September 2018. **Noted.**
- 8) E-mail via One Voice Wales enclosing ‘Revised Code of Practice on Workforce Matters – the two tier code Annual Monitoring Exercise’ from WG. **Noted.**
- 9) E-mail via One Voice Wales from the Welsh Government detailing a vacancy for a Deputy Chief Inspector – Care Inspectorate Wales. **Noted.**
- 10) E-mail from One Voice Wales regarding Module 15 ‘Information Management’. **Noted.**
- 11) Letter received from BCBC regarding Four Roundels on Angel Walkway and Dedicated Twin Town Routes.
 - Cllr Unwin referred to the roads named after European towns twinned with Bridgend. He highlighted the importance of these areas being kept in good condition. Furthermore Cllr Unwin suggested that a letter is sent to the Secretary of the Twin Towns Association to make them aware of the Town Council’s concerns and ask them to make the Town Clerk aware of dates for future visits so that BCBC can be asked to ensure the relevant highways are in good condition.
- 12) E-mail from T2Group detailing Welsh Government Funding Training. **Noted.**
- 13) E-mail from Linc regarding the ‘Sunnyside Wellness Event’ a community consultation taking place on 10th July 2018 (emailed). **Noted.**
 - It was highlighted that Linc Cymru is holding an information sharing event for residents on 9th August at 6.15pm at Evergreen Hall.
- 14) E-mail via One Voice Wales from WG detailing a Workshop on 17th July ‘Practical insight for CTCs and PSBs on working together to help delivery of local well-being plans. **Noted.**

- 15) E-mail from BCBC re Temporary Road Closure (Angel Street) Order 2018. **Noted.**
- 16) E-mail via One Voice Wales giving details of Welsh Government Job Vacancies. **Noted.**
- 17) Letter from BCBC re Proposed Traffic Order – A4061 Northern Distributor Road. **Noted.**
- 18) E-mail from BCBC re Temporary Road Traffic Order – A48 Ewenny Roundabout to Picton Court Roundabout Order 2018. **Noted.**
- 19) E-mail from Emma Shearman re. 'Golden Oldies'. **Noted.**
- 20) E-mail from Justin Jenkins, CF31 BID Manager – CF31 BID Marshall. **Noted.**

Cllr R Porter left the meeting.

- 21) E-mail from BCBC – Provision of public conveniences changes.
Concern was expressed that BCBC intend to close the public toilet at Cheapside from 2.1.2019 subject to a survey to be carried out prior to closure.
 - It was agreed that a technical plan should be requested from Danfo regarding the feasibility of BTC taking over the running of the toilets. Town Clerk to contact Danfo.
- 22) E-mail via One Voice Wales – Independent Review Panel – event to share emerging findings (emailed).
 - Cllr P Warren agreed to attend the event.
- 23) E-mail from Esme Webber – enquiry regarding an Anderson Shelter for use in a school.
 - Members questioned the location of the school.
 - It was agreed that the Town Council Anderson Shelter prop could be donated to a local school but BTC must ensure that it is made clear that the shelter would be too flimsy to be left outside and the Town Council would need to be indemnified against any injury that may be caused by the Anderson Shelter.
- 24) E-mail from Cllr N Burnett – enquiry re street cleaning under Coity Rd Railway Bridge.
 - A request was made for the area to be periodically cleaned by the BTC Outdoor Workers however Members agreed that this should be the responsibility of BCBC.

18. Town and Community Council Forum

- a) To consider items for inclusion on the Town and Community Council Forum agenda.
- b) To consider feedback from meetings of the Town and Community Council Forum
- c) To identify proposals for inclusion on the TCC Charter Action Plan which would aid the development of the Charter
 - Cllr Warren advised Members that there are difficulties with getting items placed on the agenda but if Members have any suggestions they should be sent to Cllr Warren in readiness for the next schedule meeting on 21st August.

Cllr K Boucher left the meeting.

19. Reports

- 1) Bus Issues – Presented by Cllr D Unwin.

A report prepared by Cllr Unwin had previously been circulated to Members. Cllr Unwin highlighted a number of salient points:

- Due to finance restraints, certain routes will be curtailed.
- Four times as many passengers use buses compared to trains and yet services are being cut.
- Route changes are being investigated and cuts are expected due to cuts in Local Government budgets.

- The contract for the maintenance of the doors at the Bus Station has expired but a new one is now in place.
- It was suggested that Bridgend Town Council write to BCBC to request that they engage with the Town Council at the earliest opportunity to discuss the possibility of BTC financial support to keep vital bus services running.

RESOLVED: Town Clerk to write to BCBC to request further dialogue regarding the possibility of BTC providing financial support to prevent further cuts to some bus routes.

Meeting closed: 9.37pm

Signed
Mayor

Date