

**BRIDGEND TOWN COUNCIL  
CYNGOR TREF PEN-Y-BONT AR OGWR**

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**SWYDDFEYDD CYNGOR  
TY CARNEGIE  
STRYD WYNDHAM  
PEN-Y-BONT AR OGWR  
CF31 1EF**

21<sup>st</sup> September 2021

**TO: ALL MEMBERS OF THE TOWN COUNCIL**

You are hereby summoned to a meeting of the Town Council on  
Monday 27<sup>th</sup> September 2021 at 6.30pm

The meeting will be held remotely via Microsoft Teams for Business under the Local Government and Elections Act (Wales) 2021. A link to access the remote meeting is published on the Town Council website at: <http://www.bridgendtowncouncil.gov.uk/committees-and-minutes/town-council-meetings.aspx>

The meeting is open to the public except for discussion held under agenda item 11 regarding staffing matters which are of a confidential nature.

**AGENDA**

1. To Receive Apologies for Absence
2. To Receive Declarations of Interests (if any) of Members in respect of the business to be transacted
3. To receive questions or comments from Members of the Public (Standing Order 3(e) refers)
4. To receive questions or comments from the BTC Youth Representatives
5. To confirm and sign minutes of the Town Council Meeting held on 19<sup>th</sup> July 2021
6. To consider matters arising from the minutes of the Town Council Meeting held on 19<sup>th</sup> July 2021
7. To confirm and sign minutes of the Extraordinary Town Council Meeting held on 14<sup>th</sup> September 2021
8. To consider matters arising from the minutes of the Extraordinary Town Council Meeting held on 14<sup>th</sup> September 2021
9. To note for information Mayoral Announcements and Engagements:
  - Thursday 29th July 2021 -Diamond Wedding anniversary event at Heronston Hotel
  - Sunday 15th August - Y Bont family fun day at Pen Y Bont FC
  - Saturday 21st August - Clay Pigeon, shooting competition at Dragon Clay in Ewenny

#### 10. Vacancies:

1. Three co-optee vacancies on Community Engagement & Well-being Committee
2. One Councillor and one Deputy as representatives for One Voice Wales for 2021/2022

#### 11. Planning

1. To consider the draft minutes of the Planning Committee meeting held on 16<sup>th</sup> August 2021
2. To consider the draft minutes of the Planning Committee meeting held on 13<sup>th</sup> September 2021

#### 12. Finance

1. To receive a balance of accounts and payments since last meeting
2. To receive and approve the Annual report for financial year 2020-21
3. To consider draft minutes of the Extraordinary Finance Committee Meeting held on 9<sup>th</sup> September 2021
4. To consider draft minutes of the Extraordinary Finance Committee Meeting held on 13<sup>th</sup> September 2021
5. To discuss arrangements for the collection of BTC Allotment rent for 2021-22

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

#### 14. Facilities

1. To receive an update regarding the Town Council insurance renewal for 2021-22 and consider quotes for additional flood cover
2. To receive an update regarding the Town Council van recall and service
3. To review and discuss three quotes for security alarm monitoring and out of hours call out for the Carnegie House and Ty'r Ardd buildings
4. To review the Town Council Health and Safety Policy
5. To receive an update regarding a site visit to the Great Western Allotment site by the Chair of Finance Committee and Chair of Facilities Committee regarding:
  - a. Fence maintenance with 97A Coity Road
  - b. General Weed/grass growth at various site locations
  - c. Clearance of dumping of green waste/Car parking areas
  - d. Communal shed and toilet facilities
  - e. Site Representatives for GWA
  - f. General Future of all allotment site inspections
  - g. Annual allotment competition
  - h. Dainton Site

#### 15. Town Hall

1. To receive an update from the Town Clerk regarding the request to BCBC for Permitted Development
2. To review and discuss an update from the Town Clerk and a report from discussions at the July & August Working Group meetings regarding the status of the Town Hall refurbishment project
3. To consider recommendations from the architect and Town Hall working and make decisions regarding the external works:
  - a) To remove the external bike store from the plans
  - b) To block up Gate 2 for security reasons
  - c) To reduce the height of the wall alongside Gate 2
  - d) To move the drop off area closer to Gate 2 (in the position of the bike store)

- e) To pursue a curved path for the pedestrian access which passes the raised bed and leads down to a new ramp access to the main entrance
  - f) To pursue quotes for a barrier system, manual gates or automatic gates to prevent people using the car park without a legitimate reason
  - g) To consider railings, pedestrian access and gate at the West side of building (alongside the vehicle barrier system)
  - h) Not to pursue the option for conservation style fencing with laser cut panels due to cost and safety concerns but to agree to progress with standard bow topped railings.
  - i) To delay the consideration of garden landscaping until a later phase of the project
  - j) To reduce the northern walls (N1&N3) to 11 courses
  - k) To incorporate two hinged gates and a commemorative archway at the northern access (N2)
  - l) To incorporate a matching commemorative archway and two hinged gates at the southern access (S2)
  - m) To agree that the wording on the archway should read 'Town Hall 2021' and 'Neuadd y Dref 2021'
  - n) To consider whether the Council has a preference on the materials used for the new pedestrian footpath at the Southern Entrance regarding whether it should be constructed from:
    - i. Permeable resin bonded pathway
    - ii. Tarmac pathway
    - iii. Paving slabs pathway
4. To consider and agree a recommendation from the Working Group not to pursue the phased development plan but to instead give the appointed contractor full occupation of the entire site to complete the works in an estimated 21 weeks
  5. To consider advice from the architect regarding fire regulations and to approve the replacement of fire doors in principle, subject to the provision of quotes and budget for review by Council at a later date
  6. To approve the authorisation of replacement of lighting with LED carbon neutral lighting in line with the new BTC policy of environmentally friendly working practises, subject to the provision of quotes and budget for review by Council at a later date
  7. To approve a recommendation from the architect to pursue quotes for improving the acoustics and aesthetics of the Council Chamber, subject to the provision of quotes and budget for review by Council at a later date
  8. To sign off the '21-105-SK-02-B\_S2 Ground Floor Plan' to progress to the next stage of the project
  9. To consider advice from the architect and approve the sourcing of a steel non-combustible store unit to store all flammable and high risk items for the Outdoor Maintenance Team in line with HSE requirements
  10. To consider the need for new automatic doors for the main entrance and review a cost estimate provided by the architect
  11. To consider the M&E report and recommendations from Hydrock

12. To consider a draft cost plan from the Quantity Surveyor (if available)
13. To consider an internal finishes plan and reception desk initial sketch design from the architect
16. To consider a request from Linc Cymru to assist with a temporary metered electricity connection for security cameras on the Sunnyside site:
 

*It is proposed that a sub-meter is installed along with the temporary connection to record units used. It's likely to be modest usage but Linc Cymru can also contribute to standing charges as this option is much preferred to a temporary generator which may cause noise for local residents.*
17. Community Engagement & Well-being
  1. To consider a report from the Community Engagement & Events team regarding requests for room hire and consider when and how Town Council buildings can be opened to the public.
  2. To receive a brief update regarding Remembrance planning
  3. To consider a recommendation from the Community Engagement Team regarding an Exhibition for the 100<sup>th</sup> Anniversary of the War Memorial
18. To review tender responses for the Town Council website project and select a provider for the development of a new website to amalgamate the Town Council, Carnegie House Arts Centre and Wartime Bridgend websites that meets all relevant requirements and regulations.
19. To receive and discuss a Briefing Note: for Community and Town Councils- Multi-location meetings and consider how the new legal requirements can be accommodated at Bridgend Town Council.
20. To receive an update on the Mayor's Civic Service and consider Covid-19 risk, resource and timing of the event
21. To receive The Public Services Ombudsman for Wales updated guidance in support of the 2016 Model Code of Conduct adopted by Bridgend Town Council.
22. Consultations:
  - a) Consultation on Draft Local Elections Principal Areas Wales Rules 2021 and draft Local Elections Communities Wales Rules 2021
  - b) Review of Remuneration Framework
  - c) Consultation on local taxes for second homes and self-catering accommodation
  - d) Shaping Wales' Future : Using national milestones and indicators to measure our Nation's progress. The consultation will run from 1 September to 26 October 2021.
23. Correspondence:
  - a) Email from 150 Million Community Ownership Fund
  - b) Email from Tesco Marketing – Grant to tackle food insecurity
  - c) Email from Bridgend Public Services Board Annual Report for 2020-21
  - d) Email from BCBC Development Planning- Thank you for your representation on the Deposit LDP
  - e) Email from Welsh Government- briefing note to support the Local Government and Elections (Wales) Act 2021, specifically relating to section 47 relating to multi-location meetings.
  - f) Email from One Voice Wales - Building More Low Carbon Homes
  - g) Electoral Reform Newsletter July 2021

- h) Email from One Voice Wales – The Queens Platinum Jubilee Beacons 2022
- i) Email from Sir Bruno Peek– The Queens Platinum Jubilee Beacons 2022
- j) Electoral Reform Newsletter August 2021
- k) Email from One Voice Wales – Establishing a Community Fridge
- l) Email from Felicity Jewellers – Flowers
- m) Email from MBS Charitable Foundation – Funding available
- n) Email from BCBC – new Alcohol and Drug Assessment Service
- o) Email from CEE Manager – Community Ownership Fund
- p) Email from One Voice Wales – Community Ownership Fund
- q) Email from Wales Connecting Carers – Free iPad Loan Scheme
- r) Email from One Voice Wales – Asbestos Management Process
- s) Email from One Voice Wales – Ministerial Advisory Forum on Ageing
- t) Letter via email from Welsh Government – Request for nominations for Queens Honours Birthday List 2022
- u) Email – Introducing the One Planet Standard
- v) Email from Audit Wales – Webinar – Your Town Your Future – Regenerating Town Centres
- w) Email from One Voice Wales - Local Places for Nature attachment - Manylion LlllagN - LPfN Leaflet
- x) Email from One Voice Wales – Local Places for Nature Funding
- y) Email from One Voice Wales – News Bulletin August 2021
- z) Email from NALC – Event – level up the environment through biodiversity
- aa) Email from One Voice Wales - Correspondence Item aa – One Voice Wales Bridgend/Cardiff/Vale Area Committee
- bb) Minutes of One Voice Wales Area committee AGM
- cc) Minutes of One Voice Wales Area Committee Meeting
- dd) Email from One Voice Wales – Keep Wales Tidy Free Webinar
- ee) Press Release via email – Ramblers Cymru
- ff) Email from Town Centre Manager – Leaflet – Reporting Anti-Social Behaviour in Town Centres
- gg) Email from Once Voice Wales – Remote Training Sessions (please book through Town Clerk)
- hh) Letter via email from WLGA – Net Zero Carbon Status Road Map by 2030
- ii) Email from NALC – Upcoming online conference – Future Communities
- jj) Email from Dr J Wallace MP – Letter to BCBC Leader - LOCAL DEVELOPMENT PLAN EXTENSION
- kk) BCBC TEMPORARY TRAFFIC ORDER - (COWBRIDGE ROAD, BRIDGEND)(30MPH SPEED LIMIT) ORDER 2021
- ll) BCBC TEMPORARY TRAFFIC ORDER - *HENDRE ROAD LEVEL CROSSING, PENCOED*) BCBC ROAD TRAFFIC REGULATION ACT 1984 SECTION 14
- mm) BCBC ROAD TRAFFIC REGULATION ACT 1984 SECTION 14 – Footpath Closure
- nn) BCBC TEMPORARY ROAD TRAFFIC REGULATION ACT 1984 SECTION 14 – Cemetery Road
- oo) BCBC ROAD TRAFFIC REGULATION ACT 1984 SECTION 14 - COWBRIDGE ROAD, BRIDGEND) (30MPH SPEED LIMIT) ORDER 2021
- pp) BCBC ROAD TRAFFIC REGULATION ACT 1984 SECTION 14 – COYCHURCH ROAD
- qq) BCBC ROAD TRAFFIC REGULATION ACT 1984 SECTION 14 – IMPACTING MORFA WARD
- rr) BCBC ROAD TRAFFIC REGULATION ACT 1984 SECTION 14 – FOOTPATHS
- ss) BCBC ROAD TRAFFIC REGULATION ACT 1984 SECTION 14 – TEMPORARY FOOTPATH CLOSURE- WILDMILL ACCESS TO LITCHARD SCHOOL
- tt) BCBC ROAD TRAFFIC REGULATION ACT 1984 SECTION 14 – TEMPORARY TRAFFIC ORDER CEFN GLAS ROAD
- uu) BCBC ROAD TRAFFIC REGULATION ACT 1984 SECTION 14 – TEMPORARY TRAFFIC ORDER B4181
- vv) BCBC ROAD TRAFFIC REGULATION ACT 1984 SECTION 14 – TEMPORARY TRAFFIC ORDER QUARELLA ROAD 2
- ww) BCBC ROAD TRAFFIC REGULATION ACT 1984 SECTION 14 – TEMPORARY TRAFFIC ORDER – QUARELLA ROAD

- xx) Email from One Voice Wales – Welsh Government Annual Tax Conference
- yy) Email from Older People Wales Commissioner – highlights – September and supporting PDF
- zz) Email from RBLI – Remembrance 2021 and supporting catalogue
- aaa) Email from BCBC – A place for Sport Crowdfunder
- bbb) Email from One Voice Wales – Updated Information on Queens Platinum Jubilee Celebrations and supporting pdf.

24. Town and Community Forum

- a) To consider items for inclusion on the Town and Community Council Forum agenda
- 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

25. Personnel

- a) To receive an update regarding the recruitment of:
  - a. A HR Officer
  - b. A Front of House Officer
  - c. A Project Manager for the Town Hall Project

IN CONFIDENCE

- b) To consider the draft minutes of the Extra-ordinary Personnel Committee meeting held on 26<sup>th</sup> August 2021
- c) To consider the appointment of an Occupational Health Advisor for the Town Council
- d) To consider a recommendation from the Personnel Committee to extend the HR retainer with Howells Solicitors and receive the updated cost for the 12 month period.



Leanne Edwards  
Town Clerk