COWBRIDGE (ANCIENT BOROUGH) with LLANBLETHIAN TOWN COUNCIL
CYNGOR TREF Y BONT FAEN (Bwrdeistref Hynafol) gyda LLANFLEIDDAN

Be kind
Byddwch yn garedig

Report on Town Hall Office Boiler Replacement and Planning Issue

To: Town Hall Committee

From: Town Clerk, Cathy Kennedy

Date: 6th February 2024

Reason for Report:

This report outlines an issue related to the replacement of the boiler at the Town Hall Office, which took place in July 2023. The replacement was carried out according to the plans and specifications; however, an oversight occurred regarding the installation of the flue.

Background:

In the course of the boiler replacement, the plans and specifications did not include details for fixing the flue to the outside wall of the Town Hall. Consequently, a hole was drilled in the wall for the flue without the necessary approval.

The drilled hole in the Town Hall wall came to the attention of the Vale Planning Office and as the Town Hall is a Grade 2 listed building, any alterations, including the installation of a flue, require listed building consent.

The Vale Planning Office has requested the submission of a retrospective Listed Building Consent application to address the installation of the flue. This application is essential to ensure compliance with the preservation regulations for Grade 2 listed buildings.

Recommended Actions:

a) Assign responsibility for preparing the retrospective Listed Building Consent application to the appropriate individual or team.

b) Gather all necessary documentation, including details of the boiler replacement, original plans, and specifications.

c) Establish clear lines of communication with the Vale Planning Office to keep them informed of the steps being taken to rectify the situation.

d) Review and enhance the internal processes related to construction and renovation projects to avoid similar oversights in the future.

e) Ensure that all future alterations to the Town Hall adhere to the necessary regulations and obtain the required approvals.

Financial Regulations:

None identified.

Conclusion:

Addressing the oversight regarding the flue installation is crucial to maintaining compliance with preservation regulations for Grade 2 listed buildings. By promptly preparing and submitting the retrospective Listed Building Consent application, the Town Council can work towards resolving the issue and preventing similar incidents in the future.