



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

Minutes of a Meeting of the Leisure & Amenities Committee

Date: 2nd July 2024

Time: 6:30pm

Location: Council Chamber and Microsoft Teams

Attendees:

- Cllr Charles Champion
- Cllr Terry Williams
- Cllr Peter Carter
- Cllr Cecilia Hannigan-Davies
- Cllr John Andrew
- Mayor Cllr Heather Weddell (Ex officio)
- Deputy Mayor Cllr Geraint Baty (Ex officio)
- Town Clerk Cathy Kennedy
- Deputy Town Clerk Clair Davis
- Amenities Supervisor Tim Stephens
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Apologies: Apologies noted from Cllr Rowena Harbour

Committee Members: Cllr John Andrew, Cllr Terry Williams, Cllr Rowena Harbour, Cllr Peter Carter, Cllr Cecilia Hannigan-Davies, Cllr Charles Champion, Ex officio Mayor Cllr Heather Weddell and Deputy Mayor Cllr Geraint Baty

14/L&A2024 CHAIR OF THE COMMITTEE

Following Biga John's resignation from the Town Council, nominations were invited for a new Chair of the Committee.

Resolved:

- (a) Cllr Charles Champion current Deputy Chair of the Leisure & Amenities Committee was successfully nominated and appointed as Chair of the Leisure & Amenities Committee.
- (b) Cllr Terry Williams was successfully nominated and appointed as Deputy Chair of the Leisure & Amenities Committee.

15/L&A2024 DECLARATIONS OF INTEREST

There were no Declarations of Interest from Members.

16/L&A2024 TERMS OF REFERENCE

The Meeting reviewed version two of the Terms of Reference for 2024/25. This new version stems from a decision made at the Full Council Meeting on 19th June, 2024, Item **"48/2024 Delegation of Powers to Committees"** at which the following amendments were approved:

- (a) Manage spending within the approved budget, refer any excess requests to the Finance & Governance Committee and then to Full Council.
- (b) The Committee can transfer up to £5,000 between underspent budgets, provided the overall Committee budget is not exceeded.
- (c) **Delegated Powers:** The Committee has the authority to proceed with expenditure within the Leisure & Amenities Committee's annual budget and must report progress at each Full Council meeting. The Council may revoke these delegated powers if budget control is deemed inadequate.
- (d) **Decision-Making:** All other decisions made by the Leisure & Amenities Committee must be presented to the Full Council as recommendations.

Recommended: To approve version two of the draft Terms of Reference.

17/L&A2024 MINUTES

The Meeting reviewed the minutes from the previous meeting.

Resolved: The minutes from the meeting held on the 4th June 2024 were approved as seen.

18/L&A2024 MATTERS ARISING

There were no matters arising from the previous meeting and not on the agenda.

19/L&A2024 FINANCIAL REPORT

The Meeting reviewed the Financial Report ending 30th June 2024.

Recommended: To approve the Financial Report.

20/L&A2024 MONTHLY PLAYGROUND REPORTS

Amenities Supervisor Tim Stephens noted the monthly playground reports and provided updates on actions taken since the reports were received.

Cllr Andrew remarked that he found these reports to be significantly more detailed compared to those of the previous inspector. He expressed satisfaction in noting that the current inspector is proactive in handling minor repairs and procuring needed parts in collaboration with the Amenities Supervisor. In recognition of the Amenities Supervisor's diligent efforts, Cllr Terry Williams requested that appreciation be formally recorded for his hard work.

21/L&A2024 HOLY CROSS CHURCHYARD

The Town Clerk informed the meeting that her prepared report had been superseded by the realisation that the churchyard wall is Grade 1 listed. Consequently, she has scheduled a meeting with the Vale Senior Conservation Officer, a CADW Representative, Church Representatives, the Amenities Supervisor, and a Stonemason. This meeting is set for this Friday, 5th July and she will provide updates at the next committee meeting.

The quote included in the papers for the removal of a sycamore tree leaning precariously close to the listed stone wall was reviewed, and concerns were raised about whether the tree had a Tree Protection Order (TPO). It was agreed that the council's approved Tree Surgeon would likely have addressed this before providing the quote for removal.

Action: Town Clerk to follow up with the Tree Surgeon, participate in the Churchyard meeting on Friday, then provide a report at the next meeting scheduled for 3rd September 2024

Recommended: Pending approval by Church Representatives and confirmation that there is no TPO on the tree, approve the instruction for ESA Treecare to remove the sycamore tree.

22/L&A2024 COWBRIDGE ALLOTMENTS

(a) The Town Clerk updated the meeting, stating that she had been in contact with Allotment Representatives and hopes to have news and the signing of the agreement by the next meeting.

(b) The Town Clerk informed the meeting that the new gate and posts for the allotment entrance have been ordered and are expected to be delivered and installed in approximately six weeks.

Action: Town Clerk to follow up regarding the Cowbridge Allotment Lease Agreement, the status of the new gate and fenceposts and report back to the meeting on the 3rd September 2024.

23/L&A2024 TWT PARK

Cllr Champion reported that following a meeting with Vale Section 106 Officer and Vale Principal Landscape Architect, he had obtained three quotes for accessible play equipment. He informed the meeting that oversight of the Section 106 Working Group had been transferred from the Leisure & Amenities Committee to the Full Council. It was highlighted that Section 106 would manage appropriate projects and submit recommendations to the Full Council. Cllr Champion also mentioned plans for a consultation involving schools.

The Section 106 Officer will offer guidance throughout the process. While the Town Council can express preferences, the final decision rests with the Section 106 Officer, given that the funds are managed by the Vale Council.

Action: Town Clerk to sign and return the Section 106 Funding to the Vale Council to allow the grant payment to be processed.

24/L&A2024 SOUTHGATE PARK

The Amenities Supervisor noted that there was some general maintenance and tidy-up work to be done, but overall, the park was neat and tidy.

25/L&A2024 THE LIMES CEMETERY

The Amenities Supervisor provided the following updates on the Limes Cemetery: major tidying up and weed control have been completed. The wildflower project on the banking did not yield expected results, and despite rapid growth, only light cutting of the hedge was undertaken, so as not to disturb nesting birds; a more extensive trim is scheduled for September.

Action: L&A Committee Members to consider ideas for the relocation of the failed wildflower banking project and bring them to the next committee meeting for discussion.

26/L&A2024 LLANBLETHIAN FIELDS

The Amenities Supervisor informed the meeting that he was awaiting quotes from a local business to create a new bespoke wooden gate for the entrance to the playing fields, as the required size is not standard.

Action: Amenities Supervisor to follow up with the local business regarding the cost and timescale to make a new entrance gate and report back to the next scheduled committee meeting on the 3rd September.

27/L&A2024 FOOTPATH FORUM

The following is a summary of a Report provided by Cllr Malcolm Wilson:

Sandra Thomas, Vale's Rights of Way Officer, had suggested establishing a Footpath Forum for Cowbridge with Llanblethian and neighbouring councils. She emphasised the need for a unified approach, as the Vale's footpath team cannot feasibly support individual council footpath committees. The suggestion is to create a Footpath Forum similar to the successful model in Llantwit Major. The terms of reference (ToR) and agenda from the Llantwit Forum were provided, with plans to invite neighbouring community councils and relevant local groups to participate.

In conclusion, the Placemaking consultation highlighted walking and countryside access as significant priorities. Approximately £450,000 in S106 funds were identified for potential use in footpath projects. Establishing a forum was seen as crucial for coordinating footpath development and maintenance. Cllr Wilson's report recommended:

- (a) Establishing a Cowbridge with Llanblethian Footpath Forum.
- (b) Nominating a lead individual to liaise with the Vale's Footpath Team.
- (c) Contacting Llantwit Major to arrange for observers to attend their next forum meeting.

Recommended: To approve the Recommendations from Cllr Wilson's Report

28/L&A2024 DATE OF NEXT MEETING

3rd September 2024.

Meeting adjourned at 7:14PM

Minutes Prepared by:

Cathy Kennedy
Town Clerk

Date: 4th July 2024

Appendix One

RECOMMENDATIONS FOR FULL COUNCIL

16/L&A2024 TERMS OF REFERENCE

To approve version two of the draft Terms of Reference.

19/L&A2024 FINANCIAL REPORT

To approve the Financial Report.

21/L&A2024 HOLY CROSS CHURCHYARD

Pending approval by Church Representatives and confirmation that there is no TPO on the tree, approve the instruction for ESA Treecare to remove the sycamore tree.

27/L&A2024 FOOTPATH FORUM

To approve the Recommendations from Cllr Wilson's Report

ACTION ITEMS

21/L&A2024 HOLY CROSS CHURCHYARD

Town Clerk to follow up with the Tree Surgeon, participate in the Churchyard meeting on Friday, then provide a report at the next meeting scheduled for 3rd September 2024.

22/L&A2024 COWBRIDGE ALLOTMENTS

Town Clerk to follow up regarding the Cowbridge Allotment Lease Agreement, the status of the new gate and fenceposts and report back to the meeting on the 3rd September 2024.

23/L&A2024 TWT PARK

Town Clerk to sign and return the Section 106 Funding to the Vale Council to allow the grant payment to be processed.

25/L&A2024 THE LIMES CEMETERY

L&A Committee Members to consider ideas for the relocation of the failed wildflower banking project and bring them to the next committee meeting for discussion.

26/L&A2024 LLANBLETHIAN FIELDS

Amenities Supervisor to follow up regarding the cost to make a new entrance gate and report back to the next scheduled committee meeting on the 3rd September.

End of Actions & Recommendations