Cyngor Cymuned Pontyclun Community Council

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi gormodol. Rhowch wybod inni beth yw'ch dewis iaith e.e. Cymraeg neu'n ddwyieithog

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Draft Minutes

Draft Minutes of the Monthly **Meeting** of the Pontyclun Community Council held at 7.00 p.m. on **Wednesday 10th February 2021.**

PCC Member attendance at meetings

	2020										2021	
Member name	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Sep**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**
Martin Ashford												
Margaret Griffiths												
Paul Griffiths												
Neil Holley												
Anne Jackson												
Gwyn Jackson												
Kate Jones												
Karan Lane												
Alison Theaker												
Carole Willis												
Mike Davies												
Present												
Gave Apologies												
Absent												

1. To receive apologies for absence –
   a. **Councillors Kate Jones and Alison Theaker did not attend. Councillor Margaret Griffiths was delayed attending an RCT CBC meeting and joined about 7.45pm**
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct
   a. No new interests declared
3. Public requests to the Council
   a. No members of public attended
4. To Confirm minutes of the Council meeting of 13th January 2021 are a true record and to discuss any matters arising

a. **Minutes confirmed as correct**
b. **Clerk advised that negotiations had commenced with RCT CBC regarding renewal of lease at Heol yr Orsaf Car park**

5. To confirm Council Payments in January
    a. **Payments confirmed**
6. Update on Penhrys pilgrimage route sign
    a. **Council agreed to purchase sign for Groesfaen in the same style as all the other Route signs. Payment to use the earmarked £1k with balance from grants budget (approx. £960)**
7. To review Council services during Covid lockdown period
    a. **Council agreed to refurbishment of planters – cost £860 from earmarked reserve for first planter**
    b. **Council agreed to replace dog poo bin at Ivor Woods from RCT supplier at cost of £182 plus VAT**
8. To receive update from Economy Working group on street banners
    a. **Council discussed report and agreed to progress with max 5 banners; 4 in main shopping area of Pontyclun and one at roundabout by St Paul's church. Clerk and Councillor Gwyn Jackson to progress next stages**
9. To receive report from Social and Cultural working group
    a. **Council discussed report and agreed**
        i. **To defer decision on Christmas, but that Working group convener would liaise with Macmillan support groups and schools to keep them updated**
        ii. **To arrange an invitation to express interest in offering catering services. Clerk, Café 50 Welcome Officer and Councillor Margaret Griffiths to arrange this.**
            1. **Once we have details from caterers who are interested Social and Cultural working group to consider recommendations for Council.**
            2. **Existing Caterer to be offered opportunity to express interest**
        iii. **To progress with proposals to have local people to put up art/craft made by the public. Clerk to speak with Christian Hannigan of RCT Democratic services to obtain verbal agreement prior to launch**
10. To undertake Council's annual risk review
    a. **Members discussed the details of the report and noted the Council's key risks and current and planned mitigation measures**
    b. **Members requested to take time to view the fence at boundary of Pontyclun Park prior to next month at which this issue will be reviewed again**
    c. **Members requested Clerk to arrange a risk assessment of the boundary between Park and RCT Rugby pitches for review next month**
    d. **Members agreed that in the summer a visit should be arranged to Ivor Woods so they could see the various issues there. Meanwhile existing monitoring/signage regime to remain in place**
11. Update on Safer Routes in community application for Miskin
    a. **Members noted RCT CBC's decision not to progress with our application**
    b. **They also noted that there have been two recent road accidents in Miskin and residents continue to express their concerns. Councillor Margaret Griffiths to bring this up with the RCT Council leader and Clerk to seek further details on the proposed 20mph speed limits in the vicinity of Miskin**
12. Request to comment on creation of new woodland under Glastir grant scheme
    a. **The Council was generally supportive of this proposal though requested consideration was given to give public access to the woods going forward**
13. Report on Trees at Ivor Woods and Riverside Walk
    a. **The Members requested that a meeting is arranged with Huw Evans from RCT to discuss with members the trees that he has identified as dangerous prior to making a decision on any tree removals.**
    b. **Clerk was to ensure that regular reminders were sent to properties adjoining Ivor Woods reminding owners not to extend gardens/use the woods as an additional storage area**
    c. **Council agreed to write to the 4 houses who are currently using the woods as a store to give notice to remove items or that the Council would do so. One property at a time starting with the house which appears**
14. Verbal update from RCT Community Liaison group meeting
    a. **Councillor Willis attended this meeting and advised**
        i. **RCT CBC officers are going to discuss the agency agreements for Footpath maintenance internally and revert**
        ii. **RCT CBC are seeking public views on their proposed budget for next year and Councillors are encouraged to provide feedback**
        iii. **The liaison group discussed Welsh Government grants for Town/Community regeneration and will be issuing further details shortly**

This is a true copy of the minutes of the February 2021 meeting of the Pontyclun Community Council. The signed original can be viewed at the Council Offices

Cyngor Cymuned PONTYCLUN Community Council

Council payments summary

1. List of Payments made in February is attached in appendix 2a for confirmation and noting

Action –

- **Council to note & confirm payments made in February**

Current Bank A/c General

List of Payments made between 01/02/2021 and 28/02/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/02/2021	Screwfix Direct Ltd	DD	23.98		Maintenance - Bulb
01/02/2021	RCTCBC	DD	41.17		Trade Waste February'21
01/02/2021	RCTCBC	DD	41.17		Trade Waste February'21
01/02/2021	PEAC UK LTD	DD	226.82		Rental 01/2/21 to 30/04/21
03/02/2021	Leekes Ltd	FPO	39.09		Maintenance Wood
04/02/2021	Amazon Marketplace	BCARD	26.97		x300 Face Masks
04/02/2021	Safety Screens Ltd	BCARD	36.00		x200 Plastic Pegs
04/02/2021	Express Matting Service sLtd	BCARD	106.45		Protection Matting
04/02/2021	PHS Group Ltd	BCARD	38.88		x2 Sanitary Disposal Units
04/02/2021	Helloprint	BCARD	98.21		x1 Sign
04/02/2021	Amazon Marketplace	BCARD	26.97		10 Person First Aid Kit
04/02/2021	Amazon Marketplace	BCARD	28.85		x500 Disposable Gloves
04/02/2021	CCL Computers Ltd	BCARD	42.01		PC Memory Bank
04/02/2021	Norton Security	BCARD	104.99		Security Sub Exp 02/22
08/02/2021	British Telecom	DD	59.99		Phone+Broadband Jan'21
10/02/2021	Virgin Mobile	DD	8.40		Assist Comm Caretaker Feb'21
15/02/2021	Nottage Joinery	VISA	271.66		Floral Planters
16/02/2021	British Telecom	DD	6.00		C/Caretaker Mobile Feb'21
17/02/2021	Cleanmate Ltd	FPO	83.92		09 Feb'21 to 12 Feb'21
19/02/2021	Swalec	DD	9.73		05 Jan'21 to 01 Feb'21
19/02/2021	Think Signs	FPO	14.01		x2 Signs
19/02/2021	Land Registry	VISA	3.00		Land Title Search
22/02/2021	HMRC	BP	1,004.35		Tax+NI Conts Feb'21
24/02/2021	RCTCBC	FPO	1,543.33		Er+Ee Pens Conts Feb'21
24/02/2021	Cleanmate Ltd	FPO	104.90		15/02/21 to 19/02/21
26/02/2021	Personnel Hygiene	DD	19.44		Error - Debit to be refunded
26/02/2021	Personnel Hygiene	DD	66.28		Error - Debit to be refuded
		Total Payments	4,076.57		

Cyngor Cymuned PONTYCLUN Community Council

Council meetings – future options

With the Covid pandemic the Welsh Government has allowed Councils to meet in virtual methods rather than face to face.

Whilst this was a temporary emergency measure the Local Government and Elections (Wales) act, does allow Councils the flexibility to hold meetings in whatever way they believe will be best to encourage local democracy and accountability. This is due to take effect on 1st May 2021

There are two changes to the way meetings are run

1. In future meeting minutes will need to be published within 7 days of the meeting – The Clerk is trying to establish if this will also include the working groups and will update Council at next meeting
2. Meetings will be able to be run virtually or face to face or in combination including holding face to face meetings at two (or more) venues which link electronically

No face to face meetings will be possible until Welsh Government regulations allow indoor meetings of groups of people and until then we shall continue to use virtual meetings

Face to face meetings

These are the traditional method for holding Council meetings.

Advantages include that they are easy to access and no technical knowledge required to do so. There is no specific cost of running these.

Disadvantages are that meetings take longer as attendees have to factor in travel time and if many people were to attend may cause issues with space. We also have to consider other bookings of the venues

- We usually hold our meetings in Café 50, where normally we could accommodate up to 20-30 guests
- We can also use the Committee room at the Community Centre, though less guests could be accommodated and may be issues with other users at the centre.
- The Council has also expressed its desire to hold one meeting a year in Groesfaen. This would use the newly refurbished room at the Church hall. Again space would be limited for guests.

Whilst Covid Social distancing measures are in place then meetings at the Community Centre or Groesfaen Church hall will not be possible. Meetings in Café 50 would be spread out across the whole room and guests restricted to max 5-6, making it a less than optimal experience for Members and any public guests.

Virtual meetings

These meetings use the benefit of modern technology to allow a “virtual” meeting over the internet. They could be held as a telephone conference call only. The popularity of these meetings generally has grown significantly during the pandemic.

We have been using Zoom, though many other platforms are available.

Advantages are easy access and shorter as no travel time. With our current module 250 people can attend at any time though platform typically only show a maximum of 49 users on screen at a time. We can also stream the meeting live to viewers in addition to these numbers.

Disadvantages include cost of meetings (approx. £10 per month to us) and the fact that users need to have the relevant technology to be able to access. Members should note that the Council Officers also do use the Zoom facility to support other meetings and training.

We can set up our meetings for attendees to be able to participate (which is what we have done so far) or to participate by invitation/request and then stream publically to view only

There is a small time saving for the Council in holding meetings virtually as the room does not require setting up and putting back. Virtual only meetings would allow us to see if we can find a hirer for Café 50 on Wednesdays potentially increasing income.

Mixed Face to face and Virtual meetings

These meetings combine a face to face meeting with access through virtual means as well. For example, a physical meeting with a video conferencing option.

Advantages are that this offers the most flexibility in terms of allowing people to join in person or via technology.

Disadvantages include cost of technology to set up and that for each meeting you have to set up/prepare both the room and technology.

There may be some grant funding available to support purchase of technology to allow this type of meeting.

Attendance at meetings – F2F v Virtual

Over the last 12m we have seen an increase in public attendance at our meetings. The numbers still remain low and this could just be a co-incidence due to planning applications arising.

Public who cannot attend the meeting

There may be members of the public who are interested in what is discussed at the meetings but who, due to other commitments cannot attend in any form. To help engage these people we could do the following

1. Publish the recording we make of the F2F meetings. Members should note this is relatively low quality. We currently use the recording to help refresh the clerk in preparation of the minutes and is then erased.
2. If we held the meetings via a virtual route, then these can be easily recorded to a good standard and the recording published. These could be retained indefinitely, for a fixed period or removed after minutes of the meeting are agreed and published.

Council and Working Group options

There is no reason that the working groups have to follow the same meeting style as the Council and as these are often set up on an ad hoc basis holding them virtually would allow better flexibility on date/time slots.

Future options

The Clerk suggests that the Council may wish to follow this as a pattern

1. Virtual meetings only until F2F is allowed and social distancing reduced to 1m (or stopped) – at 1m social distancing meetings are more practical
2. Working groups to meet virtually unless convener believes there is added benefit to a face to face meeting. Meetings not recorded.
3. Council to meet using a mixture of F2F and virtual meetings as per schedule below
    a. One F2F meeting annually in Groesfaen – with recording published until minutes agreed and then removed
    b. 5 F2F meetings at Café 50 – with recording published until minutes agreed and then removed.
    c. 5 Virtual meetings – with recording published until minutes agreed and then removed.

Jan	Feb	Mar	Apr	May	Jun	Jul	Sep	Oct	Nov	Dec
F2F	Vir	F2F	Vir	F2F	Vir	Groes	F2F	Vir	F2F	Vir
Budget meeting				Annual meeting						

Action – members to consider how they wish future meetings to be held

Cyngor Cymuned PONTYCLUN Community Council

Council services in Covid 19 constraint period

With Government regulation/ guidelines in place relating to Covid 19 in taken steps to protect our staff and residents from potential infection. We are closely looking at and following RCT CBC practice and relevant government advice, updating as things change.

Action required - Members to consider additional staffing to cover spring absence of Caretaker

Café 50

- Under current Welsh Government rules/guidelines Café 50 is closed to groups and there is no lunch service
- The next review of guidelines is due to be announced on Friday 12th March. We do not expect relaxation to be sufficient to allow reopening at that time.
- Based on this expectation the Clerk recommends that Council waits till April meeting to review opening
- If the Covid review on 12th March (or subsequent announcements) indicates that indoor group meetings may be allowed to start soon the Officers will begin to prepare the premises to allow opening as soon as possible after we decide to.

Parks

- Ivor Woods has remained fully open at all times
- The Park and Playground are fully open

Office

- The Council Office is closed to walk in visitors though we have been available to meet on a prebooked basis since September – so far, no meetings have been requested
- When Café 50 reopens we will reopen the Office to general public at the same time as staff will need to be on site to help supervise.

Public Toilet

- Public toilet reopened in late July and remains open
- Due to low usage the Council has agreed that we revert to the pre Covid cleaning regime and this will happen after Easter to allow the Cleaner to spring clean through the rest of Café 50 before we reopen

Other Outside work

- We are now in Winter season where Ray only works one day a week
- Work is progressing on winter projects identified last month
    - Members may note benches outside Café 50 have now been installed. Whilst only one is formally a disabled bench the way they have been sited allows for both to be used by Wheelchair users if needed.
- Our Caretaker has now had his pre-op date confirmed as 15th March so likely to have his operation within the next 3-4 weeks and be unable to fully work till July or August.

- This time is the busiest period for our Caretakers including putting out our summer flowers and starting path clearance
- Whilst we will probably still be able to undertake the essential work we will become more reactive. In particular
    - Footpaths – reactive work only
    - Litter bins/picking reduce from 3 x weekly to 1-2 times
    - Ray will need help when the floral displays go out in late May- need 2 people for flower planters at Station and to put the hanging baskets up
    - No project work will progress during this time
- We shall see if we can get some volunteers to help, though Council may wish to employ a casual worker for say 20 over what will be a 3-month period

Cyngor Cymuned PONTYCLUN Community Council

Annual Council risk review

We undertake a formal annual review of our key risks. This ensures that Members are aware of our key risks and mitigations.

Members deferred two decisions last month pending further information

Pontyclun Park

Boundary fence – members wished to visit and review the fence in person prior to consideration

- Boundary fence was not fully replaced when we took on this land 5 years ago.
- The fence by the Community Garden is reaching need of replacement and RCT has been engaged by the Clerk to see what options we have to replace this.
- In mean while caretakers monitor and make safe as needed.
- Members should note that due to rusting if a younger person was to run up to the fence and grab it, sections could just pull away
- **Action – pending replacement to members wish to put a temporary barrier up to protect park users?**

Boundary line with Rugby pitches – members wished Clerk to undertake a formal risk assessment of this area

- The boundary with RCT's land where the rugby pitches are, is a section of land with trees and scrub which has a steep drop on it
- There is no fencing and the steep drop is close to the playground and zip wire.
- The risk is that someone is playing in the area and slips or falls down the slope hurting themselves.
- We should note that in the 5 years we have owned the land no such accidents have been reported.
- For risk assessment purposes it was useful to consider this boundary in three parts
    1. Section A from Community garden to approximately the start of the Zip Wire
        - There is a wide section of "boundary" growth which will keep people away from danger area
        - There are 3-4 paths through this edge at places where relatively safe paths have been created
        - We consider the risk to be low here and no further action beyond continuing to have a wide boundary is required
    2. Section B behind Muga area up to path for vehicular access by playground.
        - The slope here is setback in the trees and relatively gentle in parts
        - Access is difficult
        - We consider risk to be low and no further action required
    3. Section C from Vehicular access by Muga to start of Zip Wire
        - This section is about 7m from the playground and about 12-15m long
        - The grass is cut to the edge and there is no natural boundary
        - The drop is sudden and steep.

- There is also clear evidence of the edge breaking off and falling down the slope. This can be seen in cracks across the grass some way in from the edge.
- The risk here is in the Low/Medium area and we should consider additional mitigation.

4. Potential mitigation measures
   - We are only required to make reasonable adjustments in light of the risk
   - The Clerk and caretaker identified 5 possible mitigations for the section by the Playground which are detailed below. In light of no reported incidents we do not believe that the cost of first 3 would be reasonable when compared to risk
     1. Put up a fence by the section where the park is.
     2. Bring in additional soil to smooth off fill in the steep drop into a gentle one
     3. Build up slope and shore up with a wall. This would also require a fence as there would be a new sheer drop created.
     4. Put up a sign in the area about 1m from edge warning users of the drop. This is for parents to warn them to take care. Cost would be about £70-£100 depending on the type of post used
     5. Ask RCT CBC who mow the park grass to stop mowing the area from the edge for about 1m to allow it to grow wild in the same way as the rest of the boundary has. Over time this will act as a deterrent for children. There would be no cost for this.

- The Clerk recommends a sign and to extend the uncut boundary area and will contact RCT CBC to amend the grass cutting arrangements from this spring.

- **Action – do members wish to put up a warning sign asking people to take care near this boundary**

Pontyclun Community Council - Risk Matrix

Impact	Major				
	Significant				
	Serious		Section C		
	Minor	Section A&B	Section A&B		
		Unlikely	Possible	Likely	Almost Certain
		Likelihood			

Pontyclun Community Council – Risk Assessment – Litter Picking

Name of Community Group:	Pontyclun Community council		
Name of Organiser:	Julius Roszkowski	**Date of Assessment:**	26 Feb 2021
Name of Risk Assessor:	Julius Roszkowski	**Date of Review:**	

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
1	Management of Safety and clear responsibilities	Staff & users	Pontyclun community councils' Public Liability Insurance covers the Park Signage in place asking users to report accidents/issues	Low		Low
2	Slip, Trips and Falls Section – Community Garden to start of Zip Wire Users could walk to boundary edge and fall down slope	Staff and users	Boundary is not closely mowed leading to a natural barrier. There are some paths through, but these are well used and sloping	Low		Low
4	Slip, Trips and Falls Section – Start of zip wire to slope for vehicular access Users could walk up to boundary edge and fall down slope. Also boundary edge is also falling away could give way with someone standing near edge Approx 7m away from playground. Section is about 12-15m long	Staff and users	Area close to playground and relying on adults in charge to monitor children	Low/ Medium	Options for selection 1. Ask RCT to mow away from the edge to allow a natural barrier to grow over time 2. Add a sign near the area warning users 3. Erect a fence to keep users away from the edge 4. Build up slope so it is gentle 5. Shore up with a wall and add fence to protect users from drop	Low

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
5	Slip, Trips and Falls Section – Between Muga and boundary Users could walk to boundary edge and fall down slope	Staff and users	Boundary is not closely mowed leading to a natural barrier. This area is gently sloping	Low		Low
8	First aid and Emergency Arrangements	Staff and users	Council has First aid provision in Office. Council contact details on signage. Staff may be on site doing work and can assist as First aid trained Where necessary, liaise with the Emergency Services directly.	Low		Low

Cyngor Cymuned PONTYCLUN Community Council

Grant requests executive summary

Pontyclun Community Council gives grants to local community groups and charities. We allocate a budget each year to these and consider quarterly against a quarter of the annual budget

Members should note

- Budget for 2020-21 is £2500. The sum is effectively £600 per quarter with £100 reserve
- We have agreed £2070 of grants so far to be paid from this year's budget
- We have 1 new request to consider.
- Our Policy favours requests for specific purposes rather than general running costs
- Council can decide
    - Grant in full
    - Partial grant
    - Decline
    - Hold over to next quarter (possibly pending further data)

Requests

New requests

1. Urdd National Eisteddfod 2021
    a. The Urdd has once again cancelled its physical Eisteddfod this year.
    b. They are planning to run a virtually Eisteddfod again this year – details here
    c. We are asked if we can make a contribution towards this event
    d. We have given many grants in the past to the Urdd Eisteddfod going back to almost the Council's first year. Grants are not given annually and the last grant we gave was £100 in March 2018.

Actions required by members-

1. **Consider and approve/decline grant request**

Cyngor Cymuned PONTYCLUN Community Council

Ivor Woods and Riverside Walk trees

Members will recall we discussed our trees at the last meeting and you asked if a further meeting with Huw Evans could be arranged for Members to be informed by him of our issues.

Unfortunately, due to work commitments a date has not been able to be set however Huw has confirmed that the trees he identified would be considered dangerous. He said that they would have been effected last year, however at that time were not dangerous, hence not flagged. The development of disease in the trees now means that action should be taken for safety reasons.

He also advised that further information can be found at the following websites

Link to Forestresearch.gov.uk

RCT CBC information on trees

We have also obtained a copy of the Tree Council guide (appendix 7a). This gives guidance and the section on pages 6-7 examines how quickly Ash Dieback can develop – 10-15% of a tree could be infected in a year.

He does say that if we wish to have an independent report prepared by an arboriculture specialist, who will also prepare a management plan for us then of course we are free to do so.

We have also identified a Natural Resources Wales poster which could be put up in the woods/Millfield to help educate users of safety actions to take to help slow the spread of the disease.

Action – do members wish to put these posters up?

At this time Huw identified the following action is needed to dangerous trees -

Trees at Millfield

5 Ash trees identified for removal (all Ash effected by Ash Dieback)

Tees along Riverside Walk

2 Ash trees for removal (both have Ash Dieback)

1 Hawthorn for removal

2 further trees to be removed as potentially causing blockage of river – Co-incidentally Natural Resources Wales contacted us a week after our inspections to arrange to do this at their cost.

Trees in Ivor Woods

9 Ash trees identified for removal (Ash Dieback)

1 Sycamore and 1 Elm require delimbing

Summary

Of the 19 trees which we need to take action on 5 are small enough for our staff to deal with. The Clerk has requested quotes from 3 Tree surgeons who are known to be capable of this work.

Quotes received as far are (ex VAT)

	Tree S 1	Tree S 2	Tree S 3
Millfield	£970	£750	(combined £1170
Riverside walk	£740	£500	(
Ivor Woods	£2350	£1650	See below
Total	£4060	£2950*	

There is £5,500 in our budget from now to end of next year

*Tree surgeon 2 has quoted a combined price for the three areas and given an indication on the split. If they only get part of the work, they may want more for the work granted.

Tree surgeon 3 organises and runs training for tree surgeons and has offered and arrangement where he will use Ivor Woods for his training sessions.

The current work will be charged for and a quote is expected imminently.

His offer would mean that over the next few years he would cut down all the other diseased Ash trees from Ivor Woods free of charge. The works would be done by trainees as part of training courses with the wood left on site as we would for any work we were paying for. He cannot agree a schedule as this will depend on number of courses run which will depend on demand but will work with us to prioritise those trees which are most likely to cause problems as the disease progresses

The only cost that we might have to fund would be a Tree felling licence and or planning approval as trees are Protected. We will investigate however as the woods are open to the public and diseased it is unlikely that these permissions will be required.

The Clerk would recommend agreeing to this offer which is not conditional on us using them for any other works.

Action – Members to approve tree works and agreement to use the woods for training purposes as described.

Appendix 7a

June 2020

ASH DIEBACK DISEASE

A GUIDE FOR TREE OWNERS

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SECTION 6
Conservation and promoting a healthy treescape 20-23

Appendix 7a

THIS GUIDANCE **IS** FOR YOU **IF**:

- **You are a homeowner or landowner and have trees on your land**
- **You think you may have ash trees on your land**

THIS GUIDE WILL HELP YOU TO:

- **Understand what ash dieback disease is and its impacts**
- **Learn to spot ash trees and understand what the signs of ash dieback look like**
- **Understand your responsibilities**
- **Understand options for managing affected ash trees**
- **Understand the value of ash trees and the environmental impact of ash dieback**
- **Understand the importance of replanting trees where possible and what species to plant**

What is ash dieback disease?

Ash dieback is a highly destructive fungal disease affecting ash trees. It causes leaf loss and canopy decline and in some cases causes the trees to die. The disease was first officially recorded in the UK in 2012 and is now widespread across England, Wales and Scotland.

Why is it important?

Ash trees are the third most common tree in Britain, present in woodland, hedgerows, parks and gardens across the country and have much cultural significance in our urban and rural landscapes. They are also valuable habitats for over 1,000 species of wildlife, including a wide range of mammals, birds, invertebrates, plants and lichens.

It is estimated that there are more than 60 million ash trees outside woodlands in the UK and that the majority will become affected with ash dieback in years to come. A proportion of these infected and weakened trees will pose safety risks, especially if they are next to a busy road, public pathway, school or community grounds. Anyone with an ash tree on their land has a responsibility to ensure that risk posed by the tree is kept within appropriate limits.

The future of ash trees

A small proportion of ash trees may have what's called 'genetic tolerance' to ash dieback, meaning they will survive and reproduce to create the next generation of trees. Therefore, tree owners have an important part to play in understanding the impacts of ash dieback on the environment and protecting tolerant and resistant trees and their associated wildlife wherever possible and safe to do so.

A typical ash tree

1. What is ash dieback disease?

How will ash trees be affected by ash dieback?

Ash dieback is caused by a fungus called *Hymenoscyphus fraxineus* (formerly known as *Chalara fraxinea*). It arrived in Europe from Asia during the 1990s and rapidly spread. Although the first official record in Britain was in 2012, later analysis shows that some UK trees were infected with the fungus as early as 2004.

The disease is a serious threat to the future of the common ash tree. Research from the UK and Europe has found that seven or eight out of every 10 ash trees may die (although there are some local variations), but some trees do show some levels of tolerance and may even recover over time.

Some research carried out in France and published in April 2020, suggests that isolated ash trees, such as those growing in hedges or other open areas, may be less affected by ash dieback than those in woodlands. Whether this will be the case in Britain, only time will tell.

The ash dieback fungus progressively damages the vascular tissues of the tree, causing particular branches to die back by blocking their supply of water and nutrients, hence the name.

Ash dieback causes a range of symptoms including wilted and spotted leaves (see page 12 for more information and images). Most affected ash trees will lose some of the leaves at the top of the tree (which is called its crown). However, ash dieback can affect trees in different ways – for example, some may develop dark patches called 'basal lesions' at the base of their trunk, but have no sign of ash dieback in their leaves and branches. This is why it's important to **consult a tree professional** if you are unsure.

Image © Jon Stokes

Ash trees in a woodland declining due to ash dieback

Once the fungus infects a tree, the dead or dying branches can become brittle and fall. Over time, as the tree loses nutrition, water and the leaves which produce its food, the disease may eventually kill the tree. However, often other opportunistic disease-causing organisms (pathogens), such as honey fungus or shaggy bracket, may cause the eventual death of the tree by accelerating wood decay and tree failure rather than ash dieback itself.

Images © Jon Stokes

Honey fungus

Shaggy bracket fungus

How important are ash trees in Britain and what are their benefits?

Ash trees are hugely valuable native trees and support almost 1,000 species including a huge variety of lichens, invertebrates and other wildlife. They are a valued part of our national treescape, especially in limestone areas such as the Cotswolds, where ash have been dominant and were historically managed as old pollards, particularly for wood fuel.

The annual estimated social and environmental value of ash trees growing outside woodlands is an estimated £230 million. Ash is a precious native species and no one tree can entirely replace it.

Ash dieback will have an impact on local ecosystems and the appearance of many urban and rural green spaces we enjoy. However, if we work together across the country to tackle the issue, the disease presents an opportunity to develop UK 'treescapes' that are more resilient to pests, diseases and other threats.

Image © Jon Stokes

A hedgerow ash in the Cotswolds

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2. The science

How is ash dieback spread?

Tiny fungal spores land on the leaves of an ash tree or at the base of the trunk. These wind-borne spores are produced from small white mushroom-like structures, **pictured right**, which grow on last year's fallen ash leaf stalks in the leaf litter.

While the fungus is naturally spread via airborne spores, it can also be spread by moving infected trees through trade, or moving fallen leaves.

Image © Jon Stokes

Are any trees resistant to the disease? Is there a cure?

There is no known cure to this tree disease. However, there is long-term hope as several studies have reported that a low percentage of ash trees – between 1% and 5% of the population – may have a genetic tolerance to ash dieback, meaning they can survive and reproduce to eventually create the next generation of ash trees.

By retaining trees with no or limited signs of ash dieback, owners and tree managers might allow precious ash dieback-tolerant trees to live and reproduce.

In addition, dying and dead ash trees have huge ecological value, especially mature, veteran and ancient trees, so provided that they are managed following current guidance on **tree risk management**, it's important to keep them in the landscape.

Owners of ash trees in areas open to the public will have to balance conserving ash with managing ash trees which might pose a danger to the public. It is important all owners of ash trees understand their responsibilities (**see page 14**).

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Does the fungus present a threat to humans or animals?

No, there is no evidence that the fungus can affect or infect humans or animals. The safety threat comes from dead or dying trees falling or dropping branches, causing injury or damage.

How quickly will an infected tree die?

It is not possible to predict how long it will take for a specific tree to decline. The climate, site conditions and local tree cover appear to play a large role in the extent to which trees are affected by the disease. Isolated trees, trees growing in open areas or those in hedges appear to be far less affected than those in a forest environment.

The photographs in **Figure 1** show the change in one tree in Devon over one season (photographs taken on 6.7.2016

Clearing fallen leaves from around infected trees

As the fungus grows in the leaves that fall on the ground in the autumn, clearing the leaf litter from around the bases of ash trees may reduce the levels of fungus spores present, which may increase the chances of the trees surviving for longer. This action should be considered especially for ancient, veteran or other trees of special importance. Always observe good biosecurity practices – more information can be found on the **government website**.

Images from top to bottom: © Rob Wolton, Jon Stokes

Figure 1: Change in one tree over one season

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and 7.7.2017). The pictures show a 10%-15% decline in the crown of a mature tree in a single season. However, reports show different rates of decline on a site-by-site basis.

Young ash, and those which have been coppiced (cut down to the base to encourage new growth) appear to generally decline from the disease quickly, while some ancient and mature trees, and ash trees outside woodlands, appear to be able to live for many years with the disease. However, mature ash trees with ash dieback can die more quickly if other pathogens, like honey fungus, take advantage of the already weakened tree. Trees have died from ash dieback in as little as two growing seasons.

Where the dark patches called 'basal lesions' are found on the trunks – usually in areas of dense ash populations and wet woodlands – these can make trees unstable and potentially dangerous more quickly. The rot found in these trees is usually associated with other secondary pathogens such as honey fungus and can occur without any obvious dieback symptoms in the crown. This makes identifying potentially 'dangerous' ash trees considerably harder. This is why it's important to learn to identify ash dieback, survey your trees and then get the advice of a qualified tree professional on what action you should take if you find any cause for concern (**See page 17**).

Stress in trees

The health of a tree can be heavily affected by its living conditions. Conditions that are not good for a tree's health are said to cause 'stress'. These might include: root damage from ploughing, root compaction caused by people walking over the land on top of a tree's roots, building development or utilities works, air pollution levels, or where a grown tree in an open area has been shaded by trees planted too close. Trees in urban settings may experience higher levels of stress, and this stress can make them more susceptible to the symptoms of ash dieback or other pests and diseases.

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3. Spotting ash dieback in your trees

Where do I start?

The general steps that you may need to take to manage your ash trees are:

1. Learn to identify ash trees
2. Learn to spot symptoms of ash dieback disease
3. Survey your ash trees on a regular basis (**see page 17**)
4. Consult a qualified, insured tree professional to get some specific advice on the health and risks associated with your ash trees
5. Make a decision on whether there are any trees which might require pruning or felling, based on the advice of a professional
6. Put a management plan in place and apply for a felling licence if necessary
7. Continue monitoring your ash trees
8. Replace ash trees that are lost with another species wherever possible (**see page 21**)

How do I recognise an ash tree?

Ash is a very common tree, mostly found in woodland and hedgerows. In Britain, there are approximately 60 million ash trees growing outside woodlands, and an estimated two billion ash trees overall including all saplings and seedlings.

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HOW TO SPOT AN ASH TREE

- **Leaves:** Ash leaves are 'compound leaves', comprising three to six pairs of 'leaflets', arranged in opposite pairs with one terminal leaflet at the end of the leaf

One ash leaf comprises many leaflets

- **Seeds:** Ash seeds (called 'keys') are flat single-winged seeds which hang in abundant bunches (sometimes confused with ash leaves wilted by dieback)

Ash seeds

Images © Jon Stokes

Twigs with black leaf buds

- **Twigs and leaf buds:** Ash are easily identified in winter by their smooth twigs that have distinctive black, velvety buds arranged opposite each other.

Grey/brown bark with lichen growing on it

- **Bark:** The bark is pale brown to grey, which fissures as the tree ages. Over 770 species of lichen can live on it.

Height and form

- **Height and form:** When fully grown, ash trees can reach a height of 40 metres.

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Ash is most commonly confused with the rowan tree (which is sometimes also called the mountain ash). The main differences are:

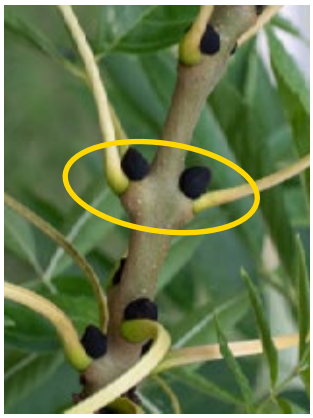
- Mature rowan trees are much smaller than ash trees, growing to only 10 metres tall, compared to up to 40 metres in a mature ash tree
- Ash trees have shiny black buds in winter, where rowan trees have brown buds
- Ash flowers are small and black, while rowan flowers are white
- Ash produce seed in the form of winged 'keys', rowan produce berries
- Although both species have 'compound leaves' the whole leaf (all the leaflets) on rowan tree are in staggered pairs on the twig, while ash leaves grow opposite each other

Rowan trees cannot get ash dieback disease, although they can be affected by other diseases such as fireblight, which could lead to confusion.

A compound ash leaf

A compound rowan leaf

Image © Jon Stokes



Ash leaves are opposite each other

Rowan leaves are staggered on the branch

Image © Creative Commons/E Dronkert

Image © Creative Commons/Siaron James

Rowan tree (above), Rowan berries (right)

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How can I identify ash dieback in my trees?

It is easiest to spot signs of ash dieback during the summer when trees should be in full leaf, **like the one below**. Ash comes into leaf at different times in the spring, sometimes as late as the end of May, but by mid-June all healthy ash should be in full leaf.

Some affected ash trees will fail to come into leaf at all, while others will 'flush' normally before showing signs of ill-health or dieback later. It's important to bear in mind that failure to flush or dieback in ash can have many causes, **so if an ash tree looks unhealthy, it does not automatically mean it is affected with ash dieback**.

Image © Jon Stokes

A healthy ash tree

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SIGNS OF POSSIBLE ASH DIEBACK

- Spots on the leaves
- Wilted leaves
- Branches losing their leaves and 'dying back'
- Dark patches, called lesions, on the branches and/or trunk

The symptoms are easily visible in young trees, but they can be harder to recognise in more mature trees. Unfortunately, lesions can be caused by a number of factors including other fungi and bacteria and so dark patches alone do not necessarily mean the tree has ash dieback. For more detailed information on lookalike signs and symptoms of ash dieback, see the **Observatree guidance** here.

Anyone responsible for managing ash trees should learn to recognise the visual symptoms of ash dieback so they can assess the current health of their ash tree population and then consult, if appropriate, with a tree professional on what action they might take.

Once you know what you are looking for, you should survey your trees to assess their health. If you spot signs of ash dieback, you should survey them each year to track the progress of the disease.

ASSESSING THE CROWN HEALTH OF YOUR ASH TREE

Suffolk County Council has developed a four-part system for assessing the health of an ash tree's crown. While other problems such as drought stress or root problems can cause crowns to look sparse and thin, crown health is a quick and useful gauge of the tree's overall health.

As crown health is not the only symptom of ash dieback, if you are unsure, consult with a qualified tree professional.

Spots on the leaves

Wilted leaves

Branches losing their leaves

Dark patches on the trunks

All images © Jon Stokes

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By looking at the crown of an ash tree, you should be able to place it in one of the following classes. Don't worry if you're not completely sure – just make your best guess:

CLASS 1 100%–76% of the crown remains

CLASS 2 75%–51% of the crown remains

CLASS 3 50%–26% of the crown remains

CLASS 4 25%–0% of the crown remains

This system does not allow you to make specific management judgements about the safety of any individual tree, but it helps to identify trees that may need attention.

If you are concerned about the extent of decline in your tree's canopy (especially if it starts to look like a class 3 or 4 tree), you need to decide how to manage your tree. It is usually best to consult a qualified tree professional who can survey your tree or trees, assessing their condition and the circumstances in which they are growing, to advise you on what action to take. If the tree is assessed as presenting an unacceptable risk to people or property, felling may be recommended. It is important to seek guidance quickly if you think your tree may be in a dangerous condition.

Otherwise, pruning work such as the removal of dead wood, a reduction of the crown, or the removal of a specific limb might manage the safety risk while allowing the tree to continue providing benefits to the landscape and to nature.

For your management options for an ash tree **see page 16**.

Class 1

Class 2

Class 3

Class 4

All images © Gary Battell

4. Your responsibilities

Managing the risk from trees is the responsibility of the owners and managers of the land on which they grow. If your ash tree or one of its branches falls on someone or someone else's property, you may be liable.

Understanding the law

Under both the civil law and criminal law, an owner of land on which a tree stands has responsibilities for the health and safety of those on or near the land and has potential liabilities arising from the falling of a tree or branch. The civil law gives rise to duties and potential liabilities to pay damages in the event of a breach of those duties. The criminal law gives rise to the risk of prosecution in the event of an infringement of the criminal law. Further details can be found in the National Tree Safety Group publication **'Common sense risk management of trees'**.

Following official guidance

To help landowners understand the risk of harm posed by their trees and to manage such risk in a reasonable, balanced and proportionate way, national guidance has been produced by the National Tree Safety Group (NTSG) which should be followed by all tree owners.

NTSG's approach follows five key principles:

- Trees provide a wide variety of benefits to society
- Trees are living organisms that naturally lose branches or fall
- The overall risk to human safety is extremely low
- Tree owners have a legal duty of care
- Tree owners should take a balanced and proportionate approach to tree safety management

If you have any concerns about the health of your ash trees, you should consult a tree professional such as your Local Authority Tree Officer, or a qualified tree professional (see page 17).

Balancing safety with ecological benefits

Reasonable public safety must be the top priority when assessing what action to take on the trees you own. Levels of risk will range from low to high. Examples of locations where trees may present high levels of risks are: roads, car parks, railways, well-used public spaces, playgrounds, schoolgrounds and public right of ways.

Where ash trees pose a low safety risk, for example trees in hedges between two fields with no public access, they should be left to decline naturally so they can continue to contribute benefits to the environment (see page 17).

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5. Options for managing affected ash trees

What are my options for managing my affected ash trees?

To decide which management option is most suitable for your ash trees, consider:

- Roughly what percentage of the crown has died?
- What risk does that tree pose to humans, animals or property?
- Can you mitigate the risk by means other than pruning or felling the tree (e.g. moving a pathway or a seat that is under the tree)?
- Is the tree old, or does it have a rich history worthy of preservation (ancient and veteran trees possess special cultural and ecological attributes)?
- Is the tree showing signs of tolerance to the disease?

NOTE: THESE ARE SUGGESTIONS TO HELP YOU CONSIDER YOUR OPTIONS – THE LEGAL RESPONSIBILITY REMAINS WITH YOU AS THE TREE OWNER. WHEN IN DOUBT, CONSULT A QUALIFIED PROFESSIONAL FOR ADVICE.

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MANAGEMENT POSSIBILITIES

There are a range of tree management options that can be considered for trees affected by ash dieback. These include:

- Retain the tree with no work – provided the risk level is acceptable
- Deadwood removal – prune dead wood and branches showing marked symptoms of dieback to reduce the risk from falling branches
- Pollarding/topping: if the tree is posing an unacceptable risk to people or property, reduce its height by removing all the upper branches and allowing it to regrow
- Coppicing – cut the tree to the base and allow it to regrow
- Felling – fell the tree and prevent regrowth. The larger the trees, the more likely the wood will be of habitat value. Where possible, the felled wood should be left in situ in as large pieces as possible. See guidance from the **Ancient Tree Forum**.

Each of these options carries different benefits and challenges. To decide which management option is most suitable, consider:

- which option manages the risks most effectively?
- what is your purpose in taking action? Do you want to retain trees where possible, or remove all risk?

The final decisions will need to be made by the landowner but professional advice from a competent tree professional will be invaluable. To find a local professional, consult your Local Authority Tree Officer, or see **the advice from the Arboricultural Association** or the **Institute of Chartered Foresters**.

HOW DO I PUT AN ONGOING PLAN FOR TREE MANAGEMENT IN PLACE?

The National Tree Safety Group (NTSG) provides the following guidance for householders to ensure you are meeting your responsibilities:

- You don't need a written tree safety 'policy', but you should have a 'management plan' either written down or implicitly understood This can be as simple as having a set of processes agreed between yourself and anyone else who manages trees on your land (a gardener, maintenance staff) for how you ensure your trees are safe to enjoy
- In order to inspect your trees, you should walk around your garden once a year in late summer/autumn. If your trees look sound and healthy with no obvious defects, that's all you need to do
- A tree or branch with no leaves on it in summer is probably dead. If it is a large tree, or a branch at height, it may be dangerous for you to remove it, so you will need to employ a competent, fully insured tree surgeon
- If your tree has what looks like a fungus on it, **look it up** to check what its presence means or get advice from a suitably knowledgeable and experienced person

As ash dieback spreads, the number of ash tress with problems will rise. Tree managers should adapt their tree management plans to take this into account – this may include carrying out more frequent inspections of affected trees, especially if they are alongside a road or path or other high-risk sites.

When you've decided on a course of action, you should:

- Familiarise yourself with and observe all relevant tree and environmental legislation (**see page 20**)
- Ensure that trained, qualified and insured contractors carry out the work
- Wherever possible, re-plant trees with an appropriate species (**see this guidance from the Forestry Commission**)

WHERE CAN I GO FOR SPECIFIC ADVICE ON MY TREES?

The final decision on what action to take will need to be made by you, the tree owner, but you should seek professional advice from a fully insured tree management professional who holds the LANTRA Professional Tree Inspection Certificate. To find a local professional, consult your Local Authority Tree Officer, or see **advice from the Arboricultural Association** or the **Institute of Chartered Foresters**.

It's important to note that only trained and experienced tree surgeons or forestry workers should do work on ash trees affected by ash dieback. Be aware that rogue trader tree contractors operate in some areas. Seek advice from your Local Authority if you're unsure about a contractor.

HOW DO I CONDUCT AN ASH SURVEY?

Local Authorities in **Norfolk** have produced guidance on conducting annual ash surveys to assess the risk posed by ash dieback symptoms, which they have kindly shared below:

- Inspect for ash dieback in the summer (mid-June to mid-September) when trees are in leaf and record the percentage of crown 'missing'
- Where possible, take photos so you can compare the changes in the trees between inspections
- If you have many trees, prioritise inspection of your trees by risk. For example, you might start with large trees beside roads or pathways, and inspect these trees most regularly
- Unless trees need urgent safety work, plan tree work outside of the bird nesting season (February – August)

WOULDN'T IT JUST BE EASIER TO FELL MY ASH TREES NOW?

Healthy looking ash trees should not be felled in anticipation of the disease, unless there are other overriding management requirements to do so. Ash dieback is having a serious impact

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on our treescape, and whatever we can do to retain trees in the landscape where safe to do so increases the chance that the next generation of ash trees will be able to grow and thrive.

Declining ash trees that may eventually die, can also continue to contribute ecological benefits if kept in the landscape for as long as possible. Therefore, where safe to do so, please consider keeping your ash trees in the landscape, and replace lost trees with other species.

MY TREE(S) MAY POSE A RISK TO THE PUBLIC – WHAT DO I NEED TO CONSIDER?

If your tree(s) are seriously affected by ash dieback and are, for example, in an area of public access or next to a road or park, you may have to notify other organisations and/or take legislation into account. For example:

- Are there any constraints from the Local Planning Authority, e.g. does the tree have a Tree Preservation Order, or do you live in a Conservation Area? (**see page 19**)
- Do you need a felling licence? (**see page 19**)
- Is your tree along a roadside or railside? If so, you should contact the local Highway Authority (e.g. your County Council) or Network Rail before undertaking any tree work
- Is the tree host to any European Protected Species, e.g. bats? (**see page 20**)
- Is the land protected as a designated site such as a site of special scientific interest (SSSI) or national nature reserve (NNR)? (**see page 21**)
- Might you be in breach of the Wildlife and Countryside Act (WACA) 1981? (**see page 20**)

Is there any money to help with the costs of managing my ash tree?

Currently there is no central or local government financial support for private individuals managing their trees with ash dieback in the non-woodland environment. It is the responsibility of the landowner to fund the management of the trees on their property, including the risks posed by ash dieback. Support for work in woodlands is available through Forestry Commission grants – see **here**.

Image © Jon Stokes

Ancient ash trees, including living, dying or dead trees which have been managed down to the main stem, can have enormous ecological benefit

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What do I do if my ash tree is protected by a Tree Preservation Order (TPO) or grows in a conservation area?

If you have an ash tree which is protected by a Tree Preservation Order (TPO), subject to certain exemptions, you must obtain formal permission from your Local Planning Authority, e.g. your District Council, to undertake work on this tree. That is, unless a felling licence would normally be required, in which case you should apply for the licence and declare the presence of the TPO on the application. If you live in a conservation area and want to undertake work on an ash tree which has ash dieback, you must notify your Local Planning Authority at least six weeks in advance. This gives the planning authority an opportunity to place a TPO on the tree if considered appropriate. There are some exceptions to these rules which differ in England, Scotland, Wales and Northern Ireland, so consult your Local Planning Authority first.

Do I need a felling licence?

Tree felling is a legally controlled activity and you usually need permission to fell growing trees, including diseased ones. Licences are free and are issued by the Forestry Commission (in England) usually for a five-year period. Most felling licences will contain conditions that require felled trees or areas of woodland to be replaced by replanting or being allowed to regenerate. You generally don't require a felling license to fell single trees that are standing in a garden although other permissions may be needed.

Some exemptions exist to the need for a felling licence, including:

- There is an immediate risk of serious harm and urgent work is needed on a tree to remove the risk
- Felling which yields less than $5m^3$ of timber, to allow for very small-scale felling works. For example, a tree with a mid-trunk diameter of approx. 60cm and which stands 10-15m tall will generate c$5m^3$ of timber. You can find out more about **estimating timber volumes here**
- All trees that are standing in a garden. However, for larger estates or residences of unusual composition, land attached to a dwelling is not automatically considered to be a garden by the Forestry Commission.

There are no exemptions for diseased ash trees and the Forestry Commission therefore expects that most ash tree felling in response to ash dieback will be permitted through the use of an approved felling licence, unless the usual exemptions apply.

It's important to note that, in certain circumstances you may still need permissions from other organisations before you begin felling trees (see Tree Preservation Orders in Section 5 and Wildlife & Countryside Act and other environmental legislation in Section 6). Further information can be found in **Tree Felling, Getting Permission** and **Operations Note 46a**, both by the Forestry Commission.

Guidance varies from country to country. You can find out more specific information on felling licences and exemptions in England, Scotland, Wales and Northern Ireland in the links below.

• **England** | • **Northern Ireland**
• **Scotland** | • **Wales**

6. Conservation and promoting a healthy treescape

Keeping ash trees in the landscape for the future

The Tree Council, Defra and the Forestry Commission advocate that ash trees that do not pose a health and safety risk should be retained in the landscape wherever possible so they can continue to provide biodiversity benefits.

We strongly encourage all tree owners to replace ash trees lost by replanting other species. We hope that resistant ash trees will also regenerate naturally from seed.

What do I need to know about the Wildlife and Countryside Act?

All birds, their nests and eggs, are protected by law and it is thus an offence, with certain exceptions, to:

- Intentionally kill, injure or take any wild bird
- Intentionally take, damage or destroy the nest of any wild bird while it is in use or being built

It is therefore necessary to ensure that any management work on an ash tree does not disturb nesting birds. If you think you have nesting birds using your ash tree consult a tree professional (**see page 17**).

What do I need to do about European Protected Species (EPS)?

If there are rare, threatened or protected species in an ash tree (such as bats which may use holes in an old ash tree), specific advice is needed to protect them. It is illegal to:

- Capture, kill, disturb or injure them (on purpose or by not taking enough care)
- Damage or destroy their breeding or resting places (even accidentally)

To understand the law on protected species see the **gov.uk website**, which shows how to apply for a protected species licence. If you think you have bats or other protected species using your ash tree consult a tree professional (**see page 17**).

Image ©Commons / Allan Hopkins

A garden warbler in an ash tree

What do I do about ash trees in parks, public open spaces and heritage sites?

In public open spaces and public parks, the safety risks posed by ash dieback will be managed by the Local Authority or landowner, who will be responsible for managing their trees. If you see an ash tree that concerns you, contact the owners, describing the location and condition of the tree(s) in question.

What do I do if my ash trees are in a designated site of special scientific interest (SSSI) or a national nature reserve (NNR) etc?

Natural England and the Forestry Commission have produced specific guidance on how to manage ash trees in protected sites. For details, see **here**.

What species should I replace ash with?

There is no one tree that can replace ash. However, **aspen, alder, field maple, sycamore, birch, rowan, oak and disease-resistant elm** are all good choices.

Your choice depends on why the replacement tree is being planted – is it for timber, wildlife or aesthetics? You might consider the following factors:

- Ash trees have a big beneficial impact on soil quality. **Alder** and **lime** leaves have similar qualities, as do to a smaller extent **sycamore**, **field maple** and **aspen**
- Many of the generalist birds and mammals that feed on ash can also be found on **oak** and **beech**, **sycamore**, **birch** and **hazel**

A mature oak (left), and a mature sycamore (right)

Images © Jon Stokes

- For the specialist ash related insects, mosses and lichens, disease-resistant **elm** is the best substitute, followed by **sycamore**, **aspen**, **oak** and **hazel**

Alternative tree selection also varies depending on the conditions of the site where the tree will grow and the type of location, such as a hedgerow, garden or park.

New ash trees can be allowed to grow from seed (natural regeneration), but it is likely that most of these young trees may die from ash dieback themselves. Of course, any that survive may be the future of our ash population and should be nurtured carefully.

It is now theoretically possible to buy ash trees from nurseries within Britain and Europe. However, The Tree Council cannot recommend the purchase or planting of any ash trees at this stage, as there are currently no guaranteed disease-resistant strains available on the market.

An Ash Dieback Resilience Group has been set up in Devon and **suggests the following:**

1 Act now to minimise the landscape impact of ash tree loss – start promoting new trees and taking better care of existing trees

2 Use the Devon 3/2/1 formula: plant at least 3 new trees for loss of a large tree, 2 for a medium tree and 1 tree for a small tree

3 Promote natural regeneration (letting new trees grow from the natural seeds) wherever possible, particularly in woodlands

4 Grow the right trees in the right places in the right ways and give them the right aftercare

5 Encourage a diverse range of trees to develop a resilient landscape

6 When choosing species, consider local factors such as what trees are characteristic of the area, soil type, management requirements, local stresses

7 For wildlife, landscape and woodfuel, choose native species, or those well established in the British Isles, such as sycamore, wild pear, crab apple or white willow. In urban areas it is more acceptable to use species from other parts of the world

8 Reduce the risks of introducing new diseases by only planting trees grown in Britain, by reputable nurseries

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Ancient, veteran and heritage trees

Ancient, veteran and heritage trees are irreplaceable. They have great ecological, cultural and amenity value.

Much of the value of these trees can be retained for a long time, even after they have died. There is also some evidence that ancient and veteran trees may be more tolerant to ash dieback than other ash trees.

Therefore, when considering what action to take on such a tree, the advice of an experienced tree consultant who is knowledgeable in the care of ancient trees and their management for reasonable public safety should be sought. They will be able to advise on the level of risk posed and help you understand your options. For example, in some circumstances moving the 'target' (i.e who or what might be harmed) by fencing off an informal footpath may be a simpler and less costly option than removal or carrying out drastic tree surgery.

If there are no health and safety reasons that demand work to ancient, veteran, heritage or any other isolated ash trees, where possible the trees should be left to decline naturally. If leaf litter gathers around the base of these trees, it should be removed and destroyed (such as by composting), to reduce the levels of the fungus present.

Terminology:

Ancient trees are those which have reached a great age in comparison with others of the same species.

Veteran trees can be any age, but will have ancient characteristics such as heartrot or hollowing of the trunk or major limbs.

Heritage trees are trees that are part of our history and culture, and can be connected with specific historic events or people.

Source: Ancient Tree Forum

Image © Jon Stokes

An ancient ash

About this guidance:

- This guide was produced by The Tree Council with expert input from the following organisations:
  - **Defra**
  - **Forestry Commission**
  - **Forest Research**
  - **Natural England**
  - **Arboricultural Association**
  - **Ancient Tree Forum**
  - **London Tree Officers Association**
  - **Scottish Natural Heritage**
  - **National Tree Safety Group**
  - **Suffolk County Council**
  - **Norfolk County Council**

  With thanks to all who have helped develop and review this guidance.
- The data in this document are solely the view of The Tree Council and contributors. The authors do not accept any liability for any loss incurred as a result of relying on its contents
- To find a qualified tree consultant, visit the **Arboricultural Association** or the **Institute of Chartered Foresters**
- There are a variety of online resources available to help with identifying ash dieback, including:
  - **The Forestry Commission dieback identification advice**
  - **The Observatree ash dieback identification guide**
  - **The Tree Council guide to symptoms in large trees**
  - **Arboricultural Association Ash Dieback Guidance for Tree Owners, Managers, Contractors and Consultants**
- **The National Tree Safety Group** (NTSG) provides detailed guidance on dealing with ash dieback, which should be followed by all owners of trees
- This guidance is in line with the government recommendations in the **Tree Health Resilience Strategy**, published in May 2018
- For more information on managing individual ash trees affected by ash dieback, see the **Forestry Commission Operations Note 46a**

June 2020

ASH DIEBACK DISEASE

A GUIDE ***FOR TREE OWNERS***

www.treecouncil.org.uk | info@treecouncil.org.uk

Registered charity number 279000

Department for Environment Food & Rural Affairs

the tree council

Cyfoeth Naturiol Cymru
Natural Resources Wales

Cais i Ymwelwyr y Goedwig
Request to Forest Visitors

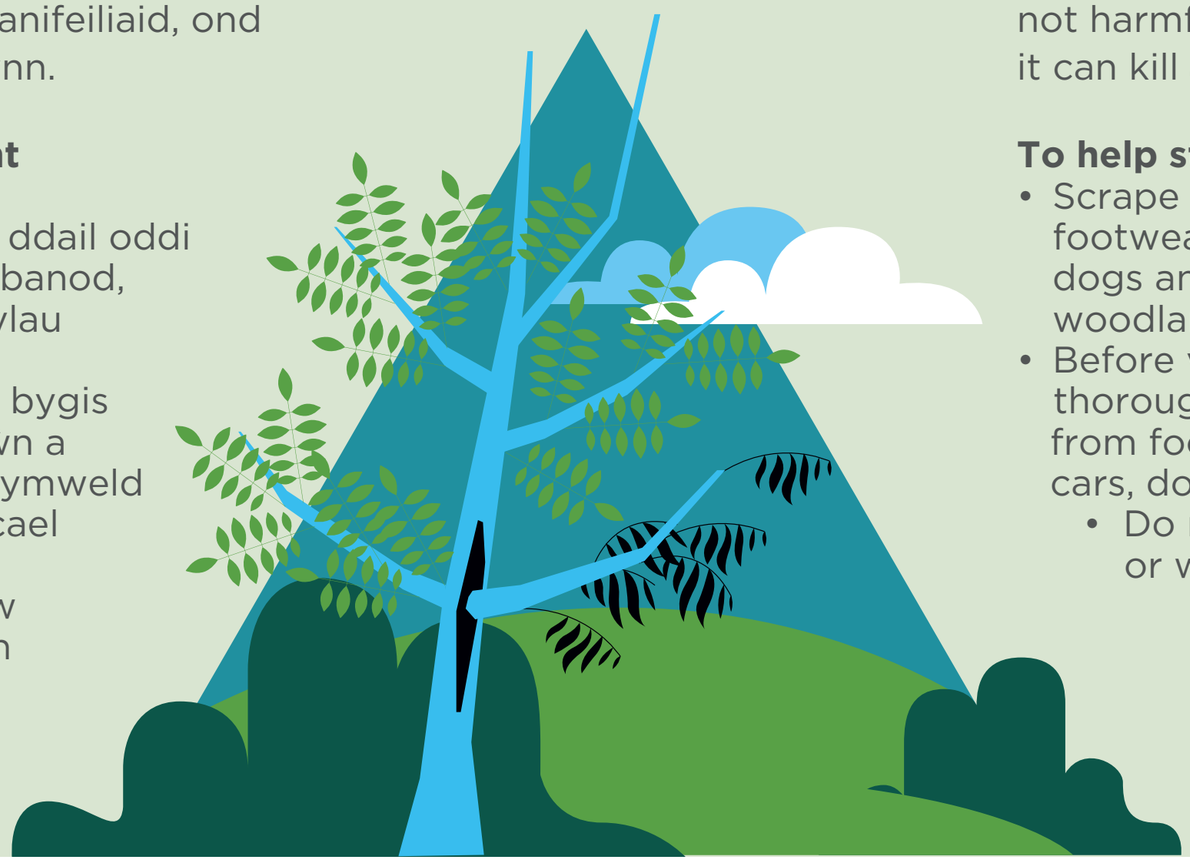
Clefyd Chalara coed ynn

Mae'r haint sy'n gwywo coed ynn yn effeithio ar goetir yn yr ardal hon. Nid yw'r haint yn beryglus i bobl ac anifeiliaid, ond mae yn medru lladd coed ynn.

Er mwyn ceisio atal yr haint rhag lledaenu:

- Crafwch unrhyw fwd neu ddail oddi ar eich esgidiau, bygis babanod, beiciau, ceir, cŵn a cheffylau cyn gadael y coetiroedd
- Glanhewch eich esgidiau, bygis babanod, beiciau, ceir, cŵn a cheffylau yn drylwyr cyn ymweld â lleoedd eraill er mwyn cael gwared o fwd a dail.
- Peidiwch â symud unrhyw ddail, planhigion neu bren o'r ardal hon.

CADWCH YN LÂN **Peidiwch** a rhoi cyfle i bla a haint



Chalara ash dieback

The disease ash dieback is affecting woodland in this area. The disease is not harmful to people or animals, but it can kill ash trees.

To help stop the disease spreading:

- Scrape any mud and leaves from footwear, pushchairs, bikes, cars, dogs and horses before leaving woodlands
- Before visiting other places, thoroughly clean mud and leaves from footwear, pushchairs, bikes, cars, dogs and horses
    - Do not remove leaves, plants or wood from this area.

KEEP IT CLEAN **Don't give** pests and diseases an easy ride

www.cyfoethnaturiolcymru.gov.uk
www.naturalresourceswales.gov.uk

Ffôn / Tel: **0300 065 3000**

Noddir gan **Lywodraeth Cymru**
Sponsored by **Welsh Government**

Cyngor Cymuned PONTYCLUN Community Council

Smoke Free regulations

Members should note the following

"Chapter 1 of Part 3 of the Public Health (Wales) Act 2017 ("the 2017 Act") and the Smoke-free Premises and Vehicles (Wales) Regulations 2020 ("the 2020 Regulations") will come into force on 1 March 2021. Many of the requirements established in 2007 will stay the same, but via the 2017 Act and the 2020 Regulations, we are making changes to extend the smoke-free requirements to more places and settings in Wales. The 2007 Regulations have had a big impact on the number of people smoking, but smoking is still the main cause of premature death in Wales. We therefore want to do more to protect people from harmful second-hand smoke and know that reducing the number of young people taking up smoking saves lives.

The new legislation will mean that hospital grounds, schools grounds and public playgrounds, as well as outdoor day care and child-minding settings will be required to be smoke-free."

RCT CBC planning to put signage on all their areas and we should now consider what signage (if any) we wish to apply and where to site it.

Action Members to consider No smoking signage

Cyngor Cymuned PONTYCLUN Community Council

Planning Applications

We have one planning application to consider – 21/0220/19

This relates to work at the Pavilion in Talygarn and is in relation to cutting back trees.

Members may wish to recall the original application regarding development there (18/0199/10) (appendix 9b). This was changed slightly in November 2020 with a revised plan submitted (Appendix 9c)

Councillor Margaret Griffiths has been in correspondence with RCT Officers who have visited the site and their comments are below

"I did visit the site and met with the owner mid-January, but it was a couple of weeks later, partly due to weather conditions, resulting in the meeting being cancelled, before I was able to re-visit the site in conjunction with the Tree Officer, Huw Evans.

As you are aware the trees to the west and east of the site are covered by a Tree Preservation Order and it was observed that there has been trimming back of branches (cricket pavilion field side), within both areas, but no evidence of any tree felling other than what has been approved. Further branch trimming works have taken place along the field boundary with Talygarn Manor. These trees are not protected but are within a Conservation Area.

A number of the lower branches have been cut back with a pole saw, that has resulted in some snagging and tears at the end of the branches. The works have not caused any damage in a way that is likely to destroy the trees. However, some of the branch cuts were not done to British Standard and we requested of the owner that he had the trees professionally surveyed and submit any recommendations as part of a tree application, to allow for suitable pruning work to be carried out on the lower lateral branches that have been affected. The tree application has recently been submitted to the Council and registered under reference number 21/0220. The application also contains recommendations for the removal of the stockpiled soil material (excavated from the site access), that has been temporarily deposited within the adjoining root protection area of the TPO Trees, as observed and discussed during our site meeting.

We also discussed with the owner the maintenance of the woodland, which he has responsibility for. It is accepted that the woodland has not been managed prior to the current owners purchase of the land and that further tree works may be required. Some tree rot was evident in the trunk of one of the protected trees, along the boundary to the east. It was therefore recommended that he progress with the commissioning of a survey for all the TPO Trees on the site and submit this under a further tree application for the management of the trees going forward. If any further tree loss is identified as part of the report we can then consider the impact on amenity of this further tree loss and whether it would be in the interests of amenity (and, in woodlands, in accordance with the practice of good forestry) to require replacement planting.

There does not seem to be any wilful intent by the owner to cause damage to the trees in a way that is likely to destroy them He has therefore been advised that provided we secure his co-operation in actioning the above, to preserve the woodland long term, there would be no benefit in pursuing punitive action on this occasion. I have therefore issued a verbal written warning.

The owner has also been advised that if any further tree works are undertaken without the Council's consent, then action will be pursued at that time."

Action – what response do members wish to make on this application

STRONG HERITAGE | STRONG FUTURE
RHONDDA CYNON TAF
TREFTADAETH GADARN | DYFODOL SICR

Development Control, Sardis House
Sardis Road, Pontypridd CF37 1DU
Tel: 01443 494742
email: planningservices@rctcbc.gov.uk
www.rhondda-cynon-taf.gov.uk/planning

Application for tree works: works to trees subject to a preservation order (TPO) and/or notification of proposed works to trees in conservation areas (CA).

Town and Country Planning Act 1990

You can complete and submit this form electronically via the Planning Portal by visiting www.planningportal.gov.uk/apply

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Please complete using block capitals and black ink.
It is important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application.

1. Applicant Name and Address

Title:	MR
First name:	DAVID
Last name:	THURSFIELD
Company (optional):	N/A
Unit:	
House number:	9
House suffix:	
House name:	
Address 1:	ASH GROVE
Address 2:	YSTRADOWEN
Address 3:	
Town:	COWBRIDGE
County:	VALE OF GLAMORGAN
Country:	WALES, UK.
Postcode:	CF71 7TQ

2. Agent Name and Address

Title:	
First name:	
Last name:	
Company (optional):	
Unit:	
House number:	
House suffix:	
House name:	
Address 1:	
Address 2:	N/A
Address 3:	
Town:	
County:	
Country:	
Postcode:	

3. Trees Location

Full address/location of the site where the tree(s) stand (including full postcode where available)

Unit: | House number: | House suffix:

House name: LAND ADJACENT TO TALYGARN PAVILION

Address 1: TALYGARN PAVILION

Address 2: COWBRIDGE ROAD

Address 3: TALYGARN

Town: PONTYCLUN

County: RHONDDA CYNON TAF

Postcode (if known): CF72 9JU

If there is not a full postal address, describe as clearly as possible where it is (for example, 'Land to the rear of 12 to 18 High Street' or 'Woodland adjoining Main Road') or provide a grid reference:

Easting: E 302846

Northing: N 180228

Description:

BELT OF WOODLAND TREES SURROUNDING FORMER RECREATION GROUND ADJACENT TO TALYGARN PAVILION AND A4222 COWBRIDGE ROAD, TALYGARN, CF72 9JU.

4. Trees Ownership

WESTERN TREES ONLY — NORTH + SOUTHEAST TREES

Is the applicant the owner of the tree(s): ☑ Yes ☐ No

If 'No' please provide the address of the owner (if known and if different from the trees location)

Title: MR | First name: NEIL

Last name: WATTS

Company (optional): TALYGARN MANOR RESIDENTS ASSOCIATION.

Unit: | House number: | House suffix:

House name: THE GATEHOUSE

Address 1:

Address 2: TALYGARN MANOR

Address 3: TALYGARN

Town: PONTYCLUN

County: RHONDDA CYNON TAF

Country: WALES, UK

Postcode: CF72 9JT.

Telephone numbers

Country code: | National number: | Extension number:

Country code: 07815 | Mobile number (optional): 956922

Country code: | Fax number (optional):

Email address (optional): chair@talygarn.co.uk

5. What Are You Applying For?

re you wishing to carry out works to tree(s) a Conservation Area (CA)? ☑ Yes ☐ No

Are you seeking consent for works to tree(s) Subject to a Tree Preservation Order (TPO)? ☑ Yes ☐ No

6. Tree Preservation Order Details

Do you know the title of the Tree Preservation Order (TPO)? ☑ Yes ☐ No

If Yes, please provide the title of the TPO:

TPO 7 (1976) – AREA A5 AND W4.

7. Identification Of Tree(s) And Description Of Works

Before answering these questions you might find it helpful to consult a tree surgeon to clarify what needs to be done.

Please provide a full and clear description of:
- The proposed works
- The trees affected including species and location

PLEASE SEE MARKED UP COPY OF ATTACHED PLAN PREPARED BY MR JULIAN WILKES B.Sc.For, M.Sc.Land Man, MICFor, Tech Arbor A For location of trees to be pruned.

Trees protected by TPO should be numbered according to the First Schedule of the Tree Preservation Order. For example - T3 oak; two beech and one birch in G2.
You must identify the trees on a sketch plan showing the location in relation to building(s), named roads and boundaries.

Please state the reference number you have given the plan (as described above): TALYGARN MANOR TREE CONSTRAINTS PLAN.

STRONG HERITAGE | STRONG FUTURE
RHONDDA CYNON TAF
TREFTADAETH GADARN | DYFODOL SICR

Development Control, Sardis House
Sardis Road, Pontypridd CF37 1DU

Tel: 01443 494742

email: planningservices@rctcbc.gov.uk
www.rhondda-cynon-taf.gov.uk/planning

Application for Planning Permission.
Town and Country Planning Act 1990

Publication of applications on planning authority websites.

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

1. Site Details

Number	
Suffix	
Property name	Pavilion
Address line 1	Cowbridge Road
Address line 2	Talygarn
Town/city	Pontyclun
Postcode	CF72 9JT

Description of site location must be completed if postcode is not known:

Easting (x)	302872
Northing (y)	180201

Description

2. Applicant Details

Title	Mr
First name	Stuart
Surname	Duff
Company name	
Address line 1	Flat 1, 70 Park Road South
Address line 2	Prenton
Address line 3	
Town/city	Wirral
Country	United Kingdom
Postcode	CH43 4UY

2. Applicant Details

Primary number

Secondary number

Email address

Are you an agent acting on behalf of the applicant? ○ Yes ◉ No

3. Agent Details

No Agent details were submitted for this application

4. Site Area

What is the site area? 392

Scale sq.metres

Does your proposal involve the construction of a new building which would result in the loss or gain of public open space? ○ Yes ◉ No

5. Description of the Proposal

Please describe the proposed development including any change of use

We propose to save the disused and vulnerable 1902 Boulton and Paul (former) cricket pavilion and give it new life by converting it to a two-bedroom dwelling with work-space in which to live, and from which to run our small property development business. The Policy context includes both "Re-use of Existing Buildings in the Countryside" and maintaining the CADW protected Talygarn Manor Conservation Area.
We propose to restore the character and overall appearance of the original building, making reference to the 1897 Boulton and Paul catalogue and, where possible, historic photographs.
Additionally, the proposal involves upgrading The Pavilion to a high performing "eco-friendly" building, approaching the PassivHaus retro-fit standard "EnerPHit". We believe that it this can be an exemplar project for the Borough, enhancing the Talygarn Manor Conservation Area for many decades to come.

Has the work or change of use already started? ○ Yes ◉ No

6. Existing Use

Please describe the current use of the site

The compact site, recently sold by the Church in Wales, sits within the Talygarn Manor Conservation Area, with access from the Cowbridge Road.
The historic 1902 Boulton and Paul Cricket Pavilion is the centrepiece of the site: since use as a cricket pavilion ceased in the 1970's a number of uses have been tried, including running a Sunday School, a Nursery and a Community Hall, but none have succeeded.
Having fallen into serious disrepair, the Pavilion was given a basic refurbishment around a decade ago, paid for by the developers at the time Talygarn Manor was converted into apartments. Although the roof structure and walls are in fairly sound order, the floor has rotted out completely due to blockage of all air-bricks and lack of ventilation below the suspended floor. The rotten floor has now been removed to halt the spread of rot, but the wall plates will need to be replaced throughout, with localised minor repairs needed to the timber fame and cladding.
The former cricket field is now a meadow, crossed by a public footpath very popular with dog walkers, but does not form part of this title. The Pavilion has been derelict for at least six years since the rotting floor caused safety issues, meaning insurance could not be obtained for community uses.

Is the site currently vacant? ◉ Yes ○ No

If Yes, please describe the last use of the site

See above - Community Hall

When did this use end (if known)? 01/01/2012

Does the proposal involve any of the following?

Land which is known or suspected to be contaminated for all or part of the site ○ Yes ◉ No

A proposed use that would be particularly vulnerable to the presence of contamination ○ Yes ◉ No

Application advice

If you have said Yes to any of the above, you will need to submit an appropriate contamination assessment.

Does your proposal involve the construction of a new building? ○ Yes ◉ No

7. Materials

Appendix 9b

Does the proposed development require any materials to be used in the build? (●) Yes ( ) No

Please provide a description of existing and proposed materials and finishes to be used in the build (including type, colour and name for each material):

Walls	
Description of existing materials and finishes (optional):	Timber post and beam frame with internal and external wood cladding
Description of proposed materials and finishes:	Additional engineered timber structure, insulation and membranes with new external cladding to match the existing (See materials schedule)

Roof	
Description of existing materials and finishes (optional):	Corrugated metal (galvanised)
Description of proposed materials and finishes:	Zinc, with standing seams, clock tower, crest decoration, dragon finials, cricket weather vane and matching rainwater goods (See materials schedule)

Windows	
Description of existing materials and finishes (optional):	Single glazed windows with horizontal bar and top section divided vertically
Description of proposed materials and finishes:	Bespoke tilt and turn double glazed windows to match original, engineered to achieve near PassivHaus / EnerPHit standard. Consevation rooflights with vertical dividing bar (See materials schedule)

Doors	
Description of existing materials and finishes (optional):	Solid double fire doors (not original)
Description of proposed materials and finishes:	Half glazed doors to match windows and meet near PassivHaus / EnerPHit standards Sliding french doors to south elevation and balcony. Barn door shutter to south elevation, decorated as cricket scoreboard (See materials schedule)

Boundary treatments (e.g. fences, walls)	
Description of existing materials and finishes (optional):	No boundary treatments
Description of proposed materials and finishes:	Flush boundary marker such as railway sleepers to divide access road from car parking area. Painted picket fence to garden area, and 1,800mm random boarded timber fence to rear yard area. (See materials schedule)

Vehicle access and hard standing	
Description of existing materials and finishes (optional):	Grass / reinforced earth with bark covering
Description of proposed materials and finishes:	Car parking to be gravelled, in line with SUDS protocols. Access road to have ground reinforcing grids on grass or with bark covering as appropriate. Public footpath to be retained. Entrance modifications to be in local stone blocks with concrete pillar caps and coping stones to match other estate entrances. (See materials schedule and photographs)

7. Materials

Appendix 9b

Lighting	
Description of existing materials and finishes (optional):	None externally
Description of proposed materials and finishes:	Security lighting, garden lighting, plus Victorian style lamp post adjacent to Public Footpath

Are you supplying additional information on submitted plans, drawings or a design and access statement? ◉ Yes ○ No

If Yes, please state references for the plans, drawings and/or design and access statement

Materials Schedule
Drawings
Design and Access Statement

8. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle or pedestrian access proposed to or from the public highway? ◉ Yes ○ No

Are there any new public roads to be provided within the site? ○ Yes ◉ No

Are there any new public rights of way to be provided within or adjacent to the site? ○ Yes ◉ No

Do the proposals require any diversions/extinguishments and/or creation of rights of way? ○ Yes ◉ No

Please show details of any existing or proposed rights of way on or adjacent to the site, as well as any alterations to pedestrian and vehicle access, on your plans or drawings.

9. Vehicle Parking

Is vehicle parking relevant to this proposal? ◉ Yes ○ No

Please provide information on the existing and proposed number of on-site parking and cycling spaces on your plans.

10. Trees and Hedges

Are there trees or hedges on the proposed development site? ◉ Yes ○ No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character? ◉ Yes ○ No

If Yes to either or both of the above, you will need to provide a full tree survey with accompanying plan before your application can be determined. Your local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'

11. Assessment of Flood Risk

Is the site within an area at risk of flooding? ○ Yes ◉ No

Refer to the Welsh Government's Development Advice Maps website.

If the proposed development is within an area at risk of flooding you will need to consider whether it is appropriate to submit a flood consequences assessment. Refer to Section 6 and 7 and Appendix 1 of Technical Advice Note 15: Development and Flood Risk.

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)? ○ Yes ◉ No

Will the proposal increase the flood risk elsewhere? ○ Yes ◉ No

How will surface water be disposed of?

- ☑ Sustainable drainage system
- ☐ Existing water course
- ☑ Soakaway
- ☐ Main sewer
- ☐ Pond/lake

12. Biodiversity and Geological Conservation

To assist in answering the following questions refer to the help text. The help text provides further information on when there is a reasonable likelihood that any important biodiversity or geological conservation features may be present or nearby and whether they are likely to be affected by your proposals.

Having referred to the help text, is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

a) Protected and priority species

- (•) Yes, on the development site
- ( ) Yes, on land adjacent to or near the proposed development
- ( ) No

b) Designated sites, important habitats or other biodiversity features

- ( ) Yes, on the development site
- (•) Yes, on land adjacent to or near the proposed development
- ( ) No

c) Features of geological conservation importance

- ( ) Yes, on the development site
- ( ) Yes, on land adjacent to or near the proposed development
- (•) No

Supporting information requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the proposal.

Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the local planning authority has been submitted.

Your local planning authority will be able to advise on the content of any assessments that may be required.

13. Foul Sewage

Please state how foul sewage is to be disposed of:

- [ ] Mains Sewer
- [x] Septic Tank
- [ ] Package Treatment plant
- [ ] Cess Pit
- [ ] Other
- [ ] Unknown

Are you proposing to connect to the existing drainage system? ( ) Yes (•) No ( ) Unknown

14. Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste and have arrangements been made for the separate storage and collection of recyclable waste? (•) Yes ( ) No

If Yes, please provide details:

Provision made on site for the discrete storage of recycling and general waste bins. These will be brought adjacent to the Cowbridge Road for ease of collection

15. Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste? ( ) Yes (•) No

16. Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units? (•) Yes ( ) No

If you answered "yes" to the question above, please specify the existing and proposed number of market and affordable dwellings on the attached plans

17. All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace? (•) Yes ( ) No

If you have answered Yes to the question above please add details in the following table:

Use Class	Existing gross internal floorspace (square metres)	Gross internal floorspace to be lost by change of use or demolition (square metres)	Total gross new internal floorspace proposed (including changes of use) (square metres)	Net additional gross internal floorspace following development (square metres)
D2 - Assembly and leisure	112	112	137.5	25.5
Total	112	112	137.5	25.5

For hotels, residential institutions and hostels, please additionally indicate the loss or gain of rooms

18. Employment

Will the proposed development require the employment of any staff? ( ) Yes (•) No

19. Hours of Opening

Are Hours of Opening relevant to this proposal? ( ) Yes (•) No

20. Industrial or Commercial Processes and Machinery

Please describe the activities and processes which would be carried out on the site and the end products including plant, ventilation or air conditioning. Please include the type of machinery which may be installed on site:

Is the proposal for a waste management development? ( ) Yes (•) No

If this is a landfill application you will need to provide further information before your application can be determined. Your waste planning authority should make it clear what information it requires on its website

21. Renewable and Low Carbon Energy

Does your proposal involve the installation of a standalone renewable or low-carbon energy development? ( ) Yes (•) No

22. Hazardous Substances

Is any hazardous waste involved in the proposal? ( ) Yes (•) No

23. Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal? (•) Yes ( ) No

If Yes, please provide details:

Informal consultation with neighbours and users of the Public Footpath adjacent to the site. Invited many in the see the fragile state of the Pavilion, and shared our plans to apply for planning consent as our home and work space.

24. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land? (•) Yes ( ) No

24. Site Visit

Appendix 9b

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select only one)

- ○ The agent
- ◉ The applicant
- ○ Other person

25. Pre-application Advice

Has pre-application advice been sought from the local planning authority about this application? ◉ Yes ○ No

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title	Mr
First name	Barry
Surname	Worthington
Reference	18/5051/41

Date (Must be pre-application submission)

21/06/2018

Details of the pre-application advice received

Following the Pre Application advice meeting on 29th May 2018 we have:
1. Commissioned an Ecological Survey and made provision in the plans for Bat Mitigation on the Western side of the building, as well as including plans for tree surgery to make safe the canopy overhanging the Pavilion, to make safe the branches threatening the overhead power supply to the building and branches overhanging the entrance way to the site. Comment is made in the report of our plans for the removal of (and subsequent replanting) of 4 No. trees of limited value which are on or near the boundary of the area protected by area 5 of TPO No 7 1976. (The TPO is somewhat ambiguous, as the original order shows the boundary contiguous with the boundary of the Title land at the rear of the at the pavilion, which would not include the 4 trees, while later OS Maps show it contiguous with the rear wall of the pavilion building).
2. Commissioned a Structural Survey of the building, showing it to be vulnerable, but repairable.
3. Proposed alterations to the gated entrance to the A422 Cowbridge Road for vehicular access and the public footpath to make safe traffic to and from a single dwelling, whilst respecting the Talygarn Conservation Area and leaving the Public Footpath unaffected. The proposed changes to the pillars and wall are in keeping with the other 2 entrances to the Talygarn Estate, with dwarf pillars near the roadside, connected by stone wall to taller pillars at the gate and pedestrian stile, with suitable pillar caps and coping stones on the wall. The lowering of the pillars to 1.00m would allow safe visibility splays in excess of 100m in both directions from a point 2.5m from the roadside without removal of hedgerow, while including a 5m set-back of the gate from the road for incoming traffic would allow a safe pull-in for the occasional traffic arriving at the Pavilion. The plan allows on-site parking for three cars on the gravelled hardstanding, with ample turning area within the right of way to the Cowbridge Road. We hope that this may find favour with both Highway Safety and CADW.
4. Advertised the Pavilion online for Alternative Uses for a period of 3 months. Only one enquiry was received, and that from someone interested in converting the pavilion to residential use.
5. Altered the proposed design, taking note of the view that the original plans for a larger extension would impact the Conservation Area and would run counter to the policy of Re-use of Existing Buildings in the Countryside. The revised design utilises the existing footprint and keeps faith with the original appearance from the East / Cricket Pitch view, with detailing drawn from the 1897 Bouton and Paul catalogue and the inclusion of a decorative clock tower, typical of the finest cricket pavilions of the era. Other than the proposed clock tower, no part of the design rises above the ridge-line of the existing building.

26. Authority Employee/Member

With respect to the Authority, is the applicant or agent one of the following:
(a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

Do any of these statements apply to you? ○ Yes ◉ No

27. Ownership Certificates

Certificate of Ownership - Certificate B - Town and Country Planning (Development Management Procedure) (Wales) Order 2012

I certify/the applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner (owner is a person with a freehold interest or leasehold interest with at least seven years left to run) of any part of the land or building to which this application relates.

Owner/Agricultural Tenant

27. Ownership Certificates

Appendix 9b

Name of Owner	c/o Rybec Homes
Number	6
Suffix	
House Name	
Address line 1	Cowbridge Road
Address line 2	
Town/city	Pontyclun
Postcode	CF72 9ED
Date notice served	28/05/2018

Person role

- (•) The applicant
- ( ) The agent

Title	Mr
First name	Stuart
Surname	Duff
Declaration date	19/10/2018

☑ Declaration made

28. Agricultural Holding Certificate Town and Country Planning (Development Management Procedure) (Wales) Order 2012

Agricultural land declaration - you must select either A or B

- (•) (A) None of the land to which the application relates is, or is part of an agricultural holding
- ( ) (B) I have/The applicant has given the requisite notice to every person other than myself/the applicant who, on the day 21 days before the date of this application, was a tenant of an agricultural holding on all or part of the land to which this application relates, as listed below

Person role

(•) The applicant ( ) The agent

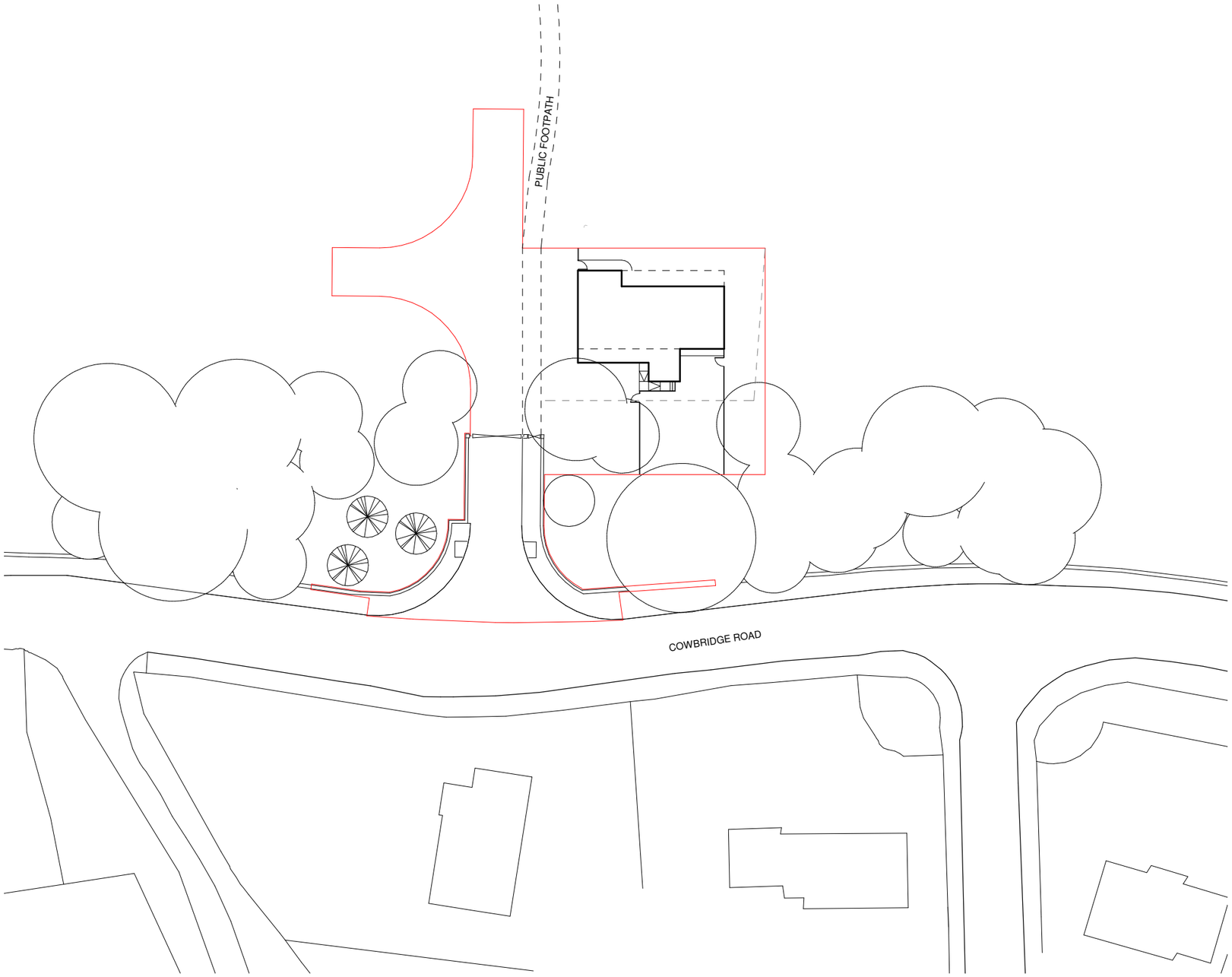
Title	Mr
First name	Stuart
Surname	Duff
Declaration Date	19/10/2018

☑ Declaration made

29. Declaration

I/we hereby apply for planning permission as described in this form and the accompanying plans/drawings and additional information. I confirm that, to the best of my knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the persons giving them. ☑

Date (cannot be pre-application)	21/10/2018



REV	DESCRIPTION	DATE	BY
D	Red Line Amended	21.11.19	TM
C	Amendment to site boundary	19.09.19	TM
B	Amendment to layout	28.08.19	TM
A	Public footpath position added	23.08.19	TM

PROJECT

Talygarn Pavilion for Stuart Duff

DRAWING TITLE

Site Location Plan

SCALE	DATE	DRAWN	CHECKED
1 : 500 @A3	08/22/19	TM	SD

DRAWING STATUS: FOR INFORMATION

JOB No	DRAWING No	REVISION
000	P210	D

PRINTED 21/11/2019 17:10:32

A3

Cyngor Cymuned Pontyclun Community Council

Land at Miskin Green

Members asked the Clerk to investigate our records and see if he could establish the ownership of the Miskin Green.

This is a small oval of land in the middle of "old" Miskin. The land is unregistered so there is difficulty to establish who owns it, though it is not part of the land forming the houses aside it. I have marked this in green on the attached map.

Because of its location and nature there are realistically only 3 likely owners

1. The "Rhys Williams" estate
2. RCT CBC
3. Ourselves

The Clerk has reviewed the records he can find, including looking at Council meeting minutes back to the creation of the Council and cannot find any definitive evidence on ownership. A check of our records has only included looking in paper folders which are labelled such as to imply that these records might be there e.g. "Land in Miskin". If members wish a more detailed look through all records, then this can be arranged however will take considerable time.

"Rhys Williams" estate – in the 1990s it appears this estate was disposing of small parcels of land in Miskin and we were offered -

1. a "package" of 3 small pieces which we did take ownership of – lane to side of the lodge; strip of land by some garages and some land to rear of the Church – these are marked in red on the attached plan
2. a lease on the churchyard – we declined this due to conditions in the lease.

It is likely that if this land was owned by the estate they would have offered it to us then, but it was not.

RCT CBC – Officers in RCT Estates advised Councillor Margaret Griffiths that this land was not theirs.

- We are aware that RCT CBC staff used to cut the grass on the verge though this has stopped for some time.
- Councillor Griffiths was able to show that RCT agreed to undertake works in relation to potential tree root damage in the area (see appendix) even though the pavement there was not part of the maintainable public highway.
- As a result, we asked that RCT review again and they confirmed on 25 Feb that they do not own this land

PCC ownership

I can find no physical documentary evidence of the Council owning the land and speaking to Greg Lewis (the clerk before 2012) he says he believed that the land was owned by RCT CBC. I also spoke to Cath Craven (clerk from 2021 to 2017) and her recollection was that she investigated in 2013 and could not find any evidence the land was ours and did not know who the owner was.

- The Community Council used to mow the grass on the Miskin Green for many years. We stopped in 2013 following Cath's review as she could not establish definitive responsibility
- We had a small wooden planter on the triangle which was used for some summer bedding. As far as I can see this was put up without asking for permission from anyone. It is clear from the Council's minutes that for our planters in Pontyclun landowner permission was sought. This planter was removed in 2020 when the new floral arrangements were put in place for Miskin.
- The earliest Asset Register I can find with any landholdings detailed is from 2013-14. This does not include this land, though does both the Miskin and Pontyclun War Memorials (they were removed by the following year)

From reviewing the Council's meeting minutes, I have been able to establish the following –

1. In 1989 we decided to plant spring bulbs on this land – we also did many other areas which we did not own so not definitive.
2. In 1993 Council investigated the possibility of putting up chain railings around the green (& War memorial) but at that time nothing progressed
3. In July 1996 – Councillor Burton reported that the tree on the green was overgrown and causing damage to houses. We agreed to cut it back and this seems to have been done then.
4. April 2002 – started looking again at options to put railings around Miskin Green
5. July 2002 – obtained quotes and decided to use local manufacturer to build railings
6. April 2004- minutes say "Councillor Chris Davies wished to thank the Council for agreeing to the installation of decorative bollards and chain around the Council owned Miskin Green" and it was noted that many locals had commented on how well they looked.

This evidence suggests to me that the Council in the past has acted as if it was the owner of the land and took responsibility for maintenance and improvements.

Based on the above the Clerk believes we could apply to the Land Registry to start the process to register this land as ours.

It should be noted that from talking to staff and reviewing the Council's minutes there appear to be a few areas in Miskin for which there has been vague ownership/responsibility in the past. I have attached a plan of Miskin showing these areas

- The steps leading from the B4264 towards "Miskin Heights" have been repaired by us in the past and noted in our minutes - "As this was our responsibility" (1993) – in blue on the map. I believe that this was because of the footpath maintenance agreement that we had with the prior Taf Ely Borough Council, now superseded by one with RCT CBC which will not make us responsible other than for minor repairs
- We used to look after a lane in Miskin (marked in yellow on the map). This was stopped in 2013 when previous Clerk reviewed what the staff did. This lane is not a footpath on the definitive map, though location would suggest that in the past this will have been one. At least one resident in Miskin has asked why we had stopped maintaining it.
- We have also done work to maintain and significantly refurbish both the Miskin and Pontyclun War Memorials –
    - Back in 1991 we even claimed the cost of repairs from the responsible parties when the Miskin war memorial was damaged in an accident of sorts.

- We were advised by RCT in 2000 “as the owner” of the War Memorial that it had been listed (copy attached)
- As there is also some comment in the minutes that the War Memorials were owned by RCT I asked RCT to clarify and they have confirmed (27th Feb) that they own both the Miskin and Pontyclun War Memorials

Action – what steps do Members wish to take with the Miskin Green land?

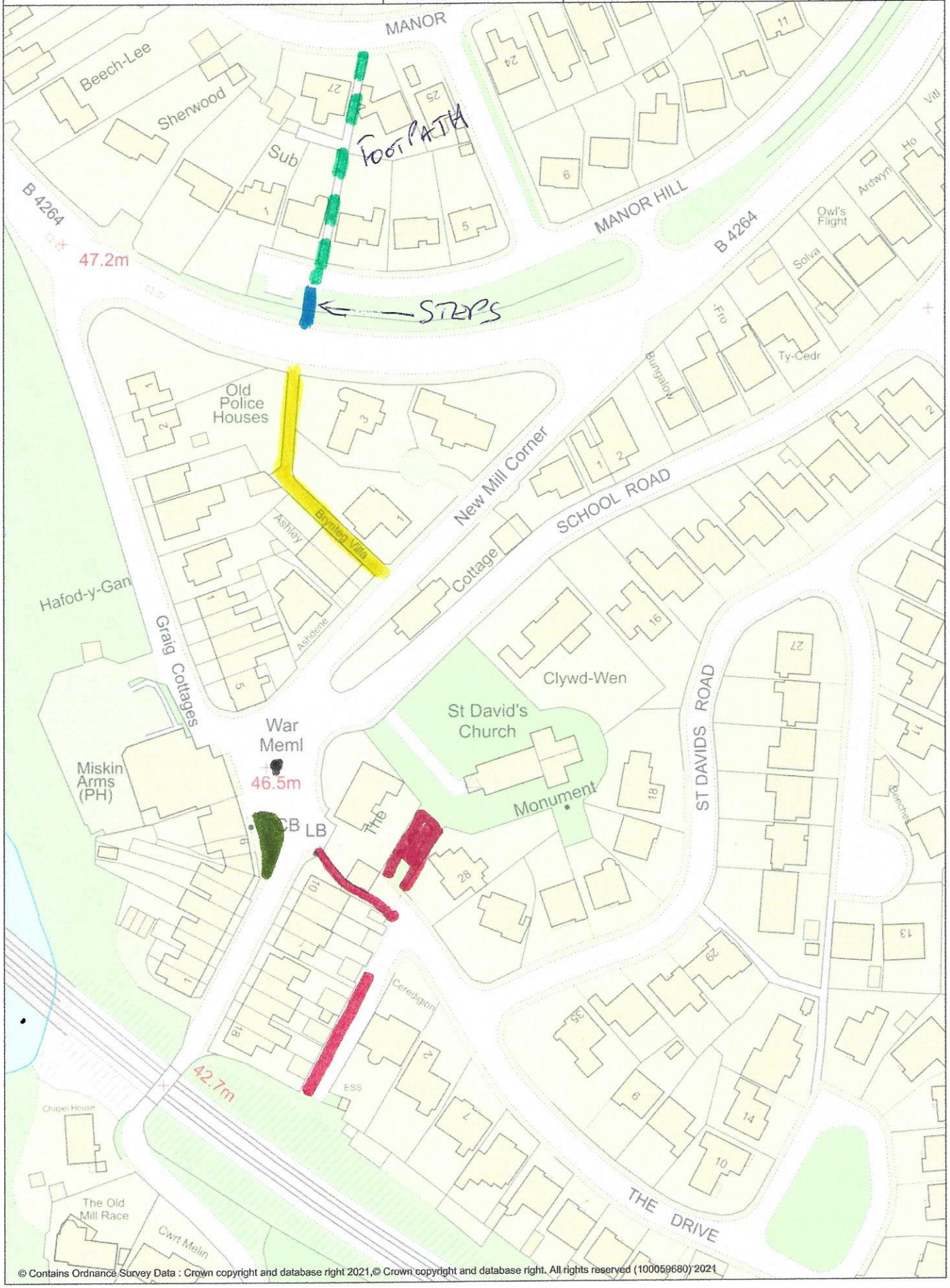
Pont-y-Clun Community

0 10 20 30 40m
Scale: 1:1726

Author: L. Administrator

Date: 25/02/2021

Appendix 10a



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David Bishop B.Sc.(Hons), M.B.A., C.Eng., M.I.C.E.
Group Director
Environmental Services

David Bishop B.Sc.(Anrh), M.B.A., C.Eng., M.I.C.E.
Cyfarwyddwr
Cyfadran y Gwasanaethau Amgylchedd

RHONDDA • CYNON • TAFF
RHONDDA • CYNON • TAF

Dinas Depot
Cymmer Road
Porth
Rhondda Cynon Taf CBC
CF39 9BT
Tel:- 01443 497000
Fax:- 01443 686770

Dinas Depot
Ffordd Cymmer
Porth
Rhondda Cynon Taf CBC
CF39 9BT
Ffon:- 01443 497000
Ffacs:- 01443 686770

My ref/Fy Nghyf:
D/5/10533/AJH

Your ref/Eich Cyf:

Date/Dyddiad:
3 December 2002

H L McConnell
The Old Village Shop
Miskin
Pontyclun
CF72 8JQ

Dear Sir,

Footway Outside The Old Shop, Miskin, Pontyclun

I acknowledge receipt of your correspondence dated 12 November 2002 concerning the above.

The matter has been investigated further and I remain of the view that the paved area of footway immediately outside your property does not form part of the maintainable highway network.

Notwithstanding the foregoing, root penetration from the tree adjacent to your property will need to be addressed and to this end I intend either excavating the area of tarmac footway or the verge adjacent cutting off the offending roots and providing a root barrier.

Arrangements will be put in hand to carry out this work and should be completed in the current financial period.

I trust the foregoing information will be of assistance.

Yours sincerely,

AJ HERRIDGE
HIGHWAYS MAINTENANCE MANAGER

Miskin
(Meisgyn)
Bute Mine Quarry
(disused)
8315
7318
BM
46.71m
Pipe Line
Pipe Line
4500
Spreads
5400
4500
5400
47.2m
45.1m
B 4264
MANOR HILL
SCHOOL ROAD
The Grange
Track
Track
Track
Police Houses
New Mill Corner
Bute Cottage
Clywd Wen
Pumping Station
5392
23913
23914
23926
23933
War Meml
46.5m
St David's Church
BM 48.73m
TCB
MP 180.75
Issues
Ebenezer Presbyterian Chapel
42.7m
The Old Mill Race
THE DRIVE
CHESTNUTS
ELMS PARK
ST DAVIDS
Path (um)
0006
0006
0006
0800
0095
0084
0084
Appendix 10c

W.2

Appendix 10c

Legal Services

Municipal Offices
Llewellyn Street,
Pentre CF41 7BT
Tel: 01443 424300
Fax: 01443 423229
DX: 115542 Pentre

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RHONDDA • CYNON • TAF

Gwasanaethau Cyfreithiol

Swyddfeydd Bwrdeistref
Stryd Llewelyn,
Pentre CF41 7BT
Ffôn: 01443 424300
Ffacs: 01443 423229
DX: 115542 Pentre

Mr. J. H. G. Lewis
Clerk to the Pontyclun Community Council
Mandalay
Cowbridge Road
Talygarn
PONTYCLUN
CF7 9BZ

Our Ref: RBB/0976/CEW

Your Ref:

Date: 5th October, 2000

Please ask for: Mr. Bernard Boldero Direct Line: 01443 424322

Dear Sir,

RE: PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) ACT1990 BUILDINGS OF SPECIAL OR HISTORIC INTEREST – MISKIN WAR MEMORIAL, MISKIN, PONTYCLUN.

I enclose a copy of a notice regarding the listing of a building known as Miskin War Memorial, Miskin, Pontyclun under the Planning (Listed Buildings and Conservation Areas) Act 1990. I also enclose a plan and description of the building.

Should you have any queries regarding this notice, please contact the Divisional Director of Planning, Llwyncastan, Library Road, Pontypridd CF37 2YA.

Yours faithfully,

R. B. Boldero.

Bernard Boldero
Senior Legal Assistant
For County Borough Legal and Democratic Services Officer

Enc.

(The listing of the War Memorial was reported to the Council's meeting of 24/8/00)

P. J. Lucas LL.B. Solicitor
Director of Legal & Administrative Services
The Pavilions, Cambrian Park
Clydach Vale, Tonypandy, CF40 2XX

P. J. Lucas LL.B. Cyfreithiwr
Cyfarwyddwr Gwasanaethau Cyfreithiol a Gweinyddol
Y Pafiliwn, Parc Cambria
Cwm Clydach, Tonypandy CF40 2XX

RHONDDA CYNON TAFF COUNTY BOROUGH COUNCIL

NOTICE THAT A BUILDING HAS BECOME LISTED

IMPORTANT
THIS COMMUNICATION AFFECTS YOUR PROPERTY

PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) ACT 1990
BUILDINGS OF SPECIAL ARCHITECTURAL OR HISTORIC INTEREST

To: Mr. J. H. G. Lewis,
Clerk to the Pontyclun Community Council,
Mandalay,
Cowbridge Road,
Talygarn,
PONTYCLUN
CF7 9BZ.

NOTICE IS HEREBY GIVEN that the building known as Miskin War Memorial situated in Miskin, Pontyclun has on 15th August 2000 been included in a list of buildings of special architectural or historic interest compiled by the National Assembly for Wales under Section 1 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

Dated this 5th day of October, 2000

P. J. Lucas
County Borough Legal and Democratic Services Officer

The Pavilions
Cambrian Park
Clydach Vale
CF40 2XX

PLEASE READ THE NOTE BELOW

Listing of Buildings of Special Architectural or Historic Interest

The above notice is addressed to you as owner or occupier of the building named, which has been included in one of the lists of buildings of special architectural or historic interest under section 1 of the Planning (Listed Buildings and Conservation Areas) Act 1990 by the National Assembly for Wales. The lists are compiled by the National Assembly for Wales as a statutory duty after consultation with persons or bodies as appear to them appropriate as having special knowledge of, or interest in, buildings of architectural or historic interest.

This notice does not call for any action on your part unless you propose at any time to demolish the building or to do any works (either to the exterior or the interior) which would affect its character. In that event you will need to seek "listed building consent", that is to say, the consent of the local planning authority (the Rhondda Cynon Taff County Borough Council) to the work you wish to do.

You should however note that it is an offence to carry out any of these works without obtaining listed building consent. A conviction for this offence could result in a fine or even imprisonment. Nevertheless where works which were urgently necessary in the interest of safety or of health or for the preservation of the building were carried out without consent it is a defence to prove that :-

(a) it was not practicable to secure safety or health or the preservation of the building by works of repair or works for affording temporary support or shelter;

(b) the works carried out were limited to the minimum measures immediately necessary; and

(c) notice in writing justifying in detail the carrying out of the works was given to the local planning authority as soon as reasonably practicable.

Certain buildings are exempt from the requirement to obtain listed building consent, notably ecclesiastical buildings which are for the time being used for ecclesiastical purposes (but it should also be noted that this exemption does not apply to a building used or available for use as a residence by a minister of religion and that the exemption may be restricted or excluded by an order of the National Assembly for Wales under Section 60 of the 1990 Act)

Although there is no statutory right of appeal as such against the listing of a building, you are not precluded at any time from writing to the National Assembly for Wales claiming that the buildings should cease to be listed on the ground that it is not in fact of special architectural or historic interest; and any such claim, with the evidence supporting it, will be carefully considered by the National Assembly for Wales in consultation with their statutory advisors. A guidance note on the procedure is available from the National Assembly for Wales. In addition, where listed building consent is refused by a local planning authority or is granted subject to conditions, there may be a right of appeal to the National Assembly for Wales; and one of the grounds for an appeal may be that the building is not of special architectural or historic interest.

If at any time you propose to take any action which may affect the character of your building you would be well advised to refer to the provisions of the Planning (Listed Buildings and Conservation Areas) Act 1990 and of the Planning (Listed Buildings and Conservation Areas) Regulations 1990 (SI 1990/1519). Further details can be obtained from your local planning authority.

W.2

Appendix 10c

Legal Services

Municipal Offices
Llewellyn Street,
Pentre CF41 7BT
Tel: 01443 424300
Fax: 01443 423229
DX: 115542 Pentre

RHONDDA • CYNON • TAFF
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Bernard Boldero
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Cyfarwyddwr Gwasanaethau Cyfreithiol a Gweinyddol
Y Pafiliwn, Parc Cambria
Cwm Clydach, Tonypandy CF40 2XX

Cyngor Cymuned PONTYCLUN Community Council

Independent Renumeration panel for Wales

Each year the panel sets the renumeration for a number of Welsh Public bodies including Community Councils

The final report relating to the coming financial year has been completed.

The full report can be found here

The parts which relate to us can be found in Section 13.

Members should note that there are no material changes proposed from last year nor from the draft report issued in the autumn.

The first two payments are mandatory (where appropriate)

1. The Clerk will make arrangements to pay Councillors their £150 allowance towards costs. **Any members who do not wish to accept this payment should write to the clerk declining as soon as possible.**
    a. This payment is a taxable allowance and we will need to deduct tax at source for any payments made so Councillors who do not decline will need to provide Tax code and NI number as well as bank account details for payment.
2. Any Councillors who wish to claim reimbursement necessary costs in relation to care of dependent children and adults up to max £403pm, subject to receipts, should advise the Clerk as appropriate

The Council decided that the following -

3. Council agreed to reimburse Councillors for actual costs of
    i. Travel & subsistence for authorised duties
    ii. actual losses incurred by members by attending authorised duties
    iii. subject to the limits described in the report
4. No payments to be made to Chair, Vice Chair or Senior Councillors

Minutes of the Social and Cultural Working Group

Monday 1st March 2021 6.30 pm

Present

Councillors Martin Ashford Mike Davies Margaret Griffiths, Paul Griffiths, Neil Holley Anne Jackson, Karan Lane, Carole Willis,

Tara Davies, Café 50 Welcome Officer

Apologies

Gwyn Jackson

Easter 2021 under Lockdown

The working group discussed activities that Pontyclun Community Council could initiate as a way of celebrating Easter without offering prizes or encouraging social contact.

Recommendation

The Social and Cultural Working Group recommend to the Council the following:

In mid March the Council:

1. asks Tara to refresh the facebook page that asks people to make pictures and crafts to place on the park railings, and painted pebbles to be placed alongside the railings. We will suggest that contributions are focused on an Easter theme of Hope and rebirth. We suggest that people may want to decorate their own front railings.

2. asks people to make Easter hats and to send photos to Pontyclun Community Council to put on the PCC facebook page;

3. asks the vicar of St Paul's if she is interested in designing and making an Easter Garden in Pontyclun Park and suggest that she does this in co-operation with other faith groups in the community;

4. asks Tara and some of the councillors create an Easter hunt. We place approximately 30 yellow correx eggs, bunnies and Easter symbols in shops and in the area. The form will be available on social media.

5. purchases and distributes small bundles of daffodils to the regular users of Café 50;

6. encourages Yarn mongers and others to knit hearts and butterflies and to hang these on the railings of the war memorial as part of the NHS campaign of hope

Cyngor Cymuned PONTYCLUN Community Council

Café 50 Catering – expressions of interest

Members will recall that the Council tasked Councillor Margaret Griffiths and the Council's Officers to progress with preparing an invitation to potential caterers to express interest in providing catering at Café 50 once we reopen.

This is now prepared and presented in appendix 13a for Councillors to confirm and agree next steps

In particular Members should consider –

1. Content of offer letter
2. At what level do we wish to fix the "rent" for normal business and additional periods of hire?
3. Do we wish to clearly state that we reserve the right to give preference to local businesses (our financial regulations do allow this)?
4. How we wish to "invite" potential caterers (individually or in combination)
    a. Do we post invite on our website/social media?
    b. Do we write to potential caterers asking for their replies?
    c. How else could we publish this offer?

Action – Members to agree next steps

Cyngor Cymuned PONTYCLUN Community Council

Request for expressions of interest in providing catering for Café 50 Pontyclun

The Council is inviting expressions of interest from caterers as to how they could provide catering services in Café 50 going forward.

Due to Covid 19 restrictions Café 50 is currently closed and this is therefore an ideal opportunity to review and reset the provision of services in readiness for re-opening once Government restrictions allow. We currently do not anticipate opening for catering before May 2021.

Whilst Pontyclun Community Council wants to improve the variety of food available to attract more diners and provide customers with a greater choice of food, we appreciate that restrictions in the "post Covid" world will be challenging. Pontyclun Community Council is open to suggestions from you about how a service can be provided. At this time, we are asking for –

1. Expressions of interest to provide catering facilities
2. A general outline of what services you want to provide and how

The Council will consider the expressions received and will invite a few caterers for further discussions prior to selecting a caterer to provide the service.

The Council anticipates that a new contract will start when Cafe50 reopens and run for 3 years with an option for the Council to extend for a further 2 years without testing the market.

Potential caterers should note

- The Council reserves the right to, help the Community of Pontyclun by giving preference to a local firm or retain existing catering arrangements.
- When Café 50 reopens for food service there will be a period when numbers may be low and additional support might be needed to get started
  Pontyclun Community Council is prepared to be flexible in agreeing
  - initial services,
  - opening dates and times
  - a rent discount for a limited period
- Caterers wishing to view the premises or request further information should contact the clerk to make suitable arrangements.

Expressions of interest should be received by the Council by end of XXXXX. This can be in hard copy by post or e-mail to clerk@pontyclun-cc.gov.wales

Background Information

Café 50 Social Activities

Café 50 is a social hub based in Pontyclun focussing on the over 50s.

It is used by nearly 30 community groups providing various classes, meetings, and events to meet the needs of people from age 50 upwards.

The total number of people attending groups was about 200 a week (though several people attend more than one group).

Café 50 can cater for up to 36 covers in one sitting; however this will most likely be reduced by Social distancing arrangements. The Council will be happy to review the Caterers' Covid risk assessment and support changes that are required.

General arrangements

- All food preparation is done in the Café 50 kitchen.
- The equipment is owned and maintained by the Council
- The caterer pays £65 per week in rent inclusive of all utility bills and maintenance costs for use of the kitchen to provide lunches five days a week.
- The Caterer can use the premises for other catering uses and an additional rent is agreed to cover the Council's extra costs.
- The Caterer gets first refusal on all events arranged at Café 50 by the Council where catering is provided and when groups request catering.

Pre COVID19 catering arrangements

The following is a summary of the Pre Covid catering arrangements

- Cooked food was provided from 12 noon to 1.15 pm.
- A two-course hot lunch with tea/coffee is provided at a cost to diners of £4.50 per meal – Monday to Friday. We believe that most days there are between 10 and 20 covers
- Users queued to be served from a serving area
- Tea/Coffee provided throughout the day on a self-service basis by the caterer and with lunch included in the lunch price.
- Special events were arranged on a basis to be agreed by the Council and Caterer including
    - 2-3 "afternoon teas" each year. The caterer charges £6 per head. These can attract up to 48 people per event
    - 2 Christmas Dinners are organised in December. These replace the normal service on those days and are charged at £7 per head and sell up to 90 tickets in total

Future Lunch service

The Council would prefer that caterers and users have maximum flexibility and choice. We are asking for proposals as to what you would be able to offer. The following is provided as a guide to what the Council would like to be achieved

The offer

The core offer is 2 courses – main and desert plus tea/coffee.

Flexibility for users to have a main course with either starter or desert for same price or starter and desert; or one course at a discount.

"Starters" (or other lite bites) could also be offered as standalone purchases

Price

Price £4.50 per 2 course meal, with appropriate discounts for separate purchases, or increased price for 3 courses. Any increases from this over time to be agreed with Council in advance – the Council would not decline reasonable requests. Current caterer's contract allows a price up to £5.

Daily Options available

At least 3 choices of main course including a vegetarian option.

Choice of 2 deserts.

We would prefer that there was a selection of lighter meals also offered at lunchtimes e.g. Salads, Soup & a roll. These could be provided by way of offering starters as a standalone purchase

Preparation

The Caterer will use the premises for preparation of meals, though we would consider other options including buying in some parts of meals ready prepared (e.g. purchasing deserts)

Marketing

To support the promotion and advertising of Café 50, menus should be provided at least 1 week in advance and arrangements for special events should be agreed 3 months ahead

Other opportunities

The council is aware that there are opportunities to provide additional services for Café 50 users aged 50 plus. These include

- A variety of smaller meals at a lower cost for people who do not wish to eat a large meal at lunchtime

- Frozen/takeaway food to be offered on a pre-order basis. For example, on Fridays so users have a meal ready at weekends; or takeaway light bites to have at Tea time.
- Regular Afternoon teas between 4 and 6pm Monday to Friday
- Provision of cakes/biscuits for groups who meet in the day on a pre-order basis

The Council also appreciates that there are opportunities for the Caterer at Café 50 to provide extra services to the wider community and we would welcome proposals that include suggestions on these. Our lease of the premises permits the premises to be used as "a Day centre for provision of hot or cold meals, social events and activities for the benefit of the Community" and within this there could be a number of opportunities which we would welcome discussions on.

Examples include

1. opening at weekends for lunches open to a wider audience
2. Friday/Saturday evenings.
3. Preparing food for delivery to outside events/parties
4. Arranging parties/events to be held in Café 50 at Weekends

Alcohol consumption

Caterers should be aware that, in normal usage, serving of alcohol at Café 50 is not allowed due to restrictions in our current lease for the premises. We arrange special permission for Christmas lunches. This is in addition to any normal licensing requirements.

Tea/Coffee arrangements

Tea/Coffee making facilities are available to users through the day

- Hot/Cold water dispenser, crockery, cutlery
- Milk (kept in fridge)
- Tea/Coffee/ Sugar

Users can help themselves with an honesty box for payment at 60p per cup. Monies raised are retained by the caterers. We would be prepared to discuss an arrangement where the Council pays a fixed weekly fee in lieu of the honesty box

In addition, caterer provides tea/coffee with lunchtime meals – this is included with the price.

Improvement to the offering by adding speciality/herbal/fruit teas or Hot Chocolate would be welcomed.

Café 50 share of responsibilities

To ensure that services can be provided to users the caterer and Council will agree their responsibilities. Potential caterers may wish to know the following will apply

Caterers responsibilities

The Caterer

- will supply monthly figures of diners
- is responsible for all cleaning in relation to the Catering service – Kitchen and Store is sole responsibility of caterer and the caterer will clean the tables after lunch service.
- is responsible for provision of tea/coffee/milk for users
- will ensure that waste is dealt with appropriately.
- will attend the Café 50 Steering group meetings, which discuss service improvements and strategy for Café 50. These happen no more than half yearly
- is responsible for compliance in relation to all legal and regulatory requirements to include all Health and Safety provisions and Employment law. This will include
    - valid insurance to cover public and employer's liability provisions
    - aim to achieve and retain a Food Hygiene rating of at least 4

Pontyclun community Council will:

- work with caterer in promoting the meals, special events and other services.
- clean Café 50 including the dining hall and toilets daily (Mon-Fri)
- maintain the Council's kitchen equipment and replace when necessary and ensure that equipment is appropriately tested
- meet to discuss the service with caterer on a regular basis.
- reserve the right to undertake DBS checks on the caterer's staff and decline to accept staff with relevant adverse findings. The cost of any such checks will be borne by the Council.