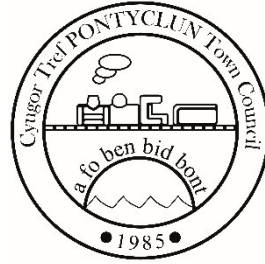


Cyngor Tref Pontyclun Town Council

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

Swyddfa Cyngor
Canolfan Gymunedol Pontyclun
Heol yr Orsaf
Pontyclun
CF72 9EE
Ffôn: 01443 238500
E-bost: clerk@pontyclun-cc.gov.wales
Gwefan: www.pontyclun.net



Council Office
Pontyclun Community Centre
Heol yr Orsaf
Pontyclun
CF72 9EE
Telephone: 01443 238500
E mail: clerk@pontyclun-cc.gov.wales
Website: www.pontyclun.net

Mae Swyddfeydd y Cyngor fel arfer ar agor o ddydd Llun i ddydd Gwener 10am tan hanner dydd ac eithrio Gwyliau Banc
The Council Offices are normally open Monday to Friday 10am to noon except Bank Holidays

Draft Minutes

Draft minutes of the September monthly meeting of Pontyclun Town Council held at 7pm on Thursday 12th Sept 2024.

PTC Member attendance at public Council meetings											
Member name	2024										
	Sep	Oct	Nov	Feb	Mar	Apr	May	May E	Jun	Jul	Sep
Wayne Owen	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Jordan Thorne	Present	Present	Absent	Present	Present	Present	Present	Absent	Present	Present	Present
Rhys Williams	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Susan Owen	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Jamie Daniel	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Amanda Sparks	Present	Present	Present	Present	Present	Present	Present	Absent	Present	Present	Present
Paul Binning	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Carole Willis	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Sian Assiratti	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Gareth Summers	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Present											
Gave Apologies											
Absent											

Councillor Wayne Owen was delayed at an earlier meeting arriving around 7.30pm. Councillor Daniel, the vice chair was Chairperson for this meeting.

1. To receive apologies for absence
 - a. **All members in attendance**
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
 - a. **Councillor Sparks advised she was a member of Llantrisant Young Farmers (agenda item 9a)**
 - b. **Councillor Wayne Owen advised he was a member of Llantrisant and Pontyclun Over 50s forum (agenda item 9c)**
3. Public presentations to Council
 - a. **Approx 15 members of the public attended in relation to item 16 which was moved to start of the meeting.**
4. To consider request for speed camera on Cowbridge Road

- a. The residents at the meeting asked the Council to support their request for a speed camera along Cowbridge Rd. Their preference would be for an average speed camera covering Cowbridge Rd.
 - b. They feel that traffic is moving dangerously fast, and a serious accident could occur.
 - c. It was noted that there were Government guidelines for installation of cameras, which would probably not be met, and the group was relying on section 27 of the guidance which gave discretion to install cameras where there was local concern regarding speeding.
 - d. In regard to the standard criteria for deployment it was noted that prior to installation the guidelines advise.
 - i. Speed limits should be confirmed as appropriate, and that signage was correct.
 1. The speed limit signs on Llanharry Road are wrong and Clerk has advised RCT of this so they can be changed.
 - ii. Other potential options to reduce speeds should be considered and implemented where they are deemed to be suitable.
 - e. The Council noted that another resident had written in to express the view that a camera was not required and that they were against the proposal.
 - f. The residents also commented on how difficult it was to cross Llantrisant Rd and Heol Miskin. This is particularly true for older and less mobile people. This is due to volume of traffic and lack of a crossing point. One resident said it took them 20 minutes to cross the road there the other day.
 - g. The residents also commented on inconsiderate parking along Heol Miskin for the first stretch of the road from Bethel Chapel. In particular making it difficult to see if trying to join the road from the side streets
 - h. The residents also asked if there could be an "Elderly people crossing" sign placed along Heol Miskin near to St David's court.
 - i. The Council noted these comments and agreed the following:
 - i. To ask a representative from RCT Highways team to attend and review the position to identify.
 1. What measures could be introduced to reduce traffic speeds along Cowbridge Rd?
 2. If an "elderly people crossing" sign could be deployed on Heol Miskin
 3. How to improve safety of people wishing to cross the road at Heol Miskin and Llantrisant Rd.
 4. How to reduce inconsiderate parking along Heol Miskin
 - ii. The RCT ward councillors to be invited to attend this visit too as would 1 representative from the residents.
 - iii. Following receipt of the possible options the Council agreed to consider again which they would wish to support.
 - iv. Before implementation there would need to be a proper public consultation, in particular with residents who may lose parking options from changes to restrictions and installation of crossing points, and after that any projects being taken forward would need funding.
5. To confirm minutes of the Council's meeting of 25th July are a true record and discuss minor matters arising from them.
- a. Minutes confirmed as a true record.
 - b. Matters arising
 - i. TFW had not provided any of the information they promised at the July meeting, Clerk was still chasing.
 - ii. RCT advised they were not prepared to ask Primary school contractor to ask their sub-contractors to park at the Rugby pitches rather than in town, so easing parking pressures in Pontyclun.

- iii. **The cost of the Cardiff Conservation volunteers was only £450 not the £800 budgeted for**
 - iv. **The Clerk has ordered the 4 waste bins agreed last month. RCT have asked if we could install one on station terrace. Council agreed.**
 - v. **Safer Routes in the community application has been submitted and acknowledged by RCT.**
 - vi. **Council asked to look into feasibility to shine lights onto Giles Gallery for festive events. No suitable options have been identified.**
 - vii. **The Clerk has engaged with RCT Highways team who confirmed that there was no weight limit on Brynsadler bridge, so signage is not appropriate.**
 - viii. **The Clerk submitted our suggestions for the RCT Community Review**
6. **To consider report on Council Payments and finances**
- a. **The Council confirmed June and July payments.**
 - b. **Payments for new column lighting (£1000) and fixings (£924) were agreed.**
 - c. **Payment of £1690 for testing the fixings of our Christmas lights was agreed to be next tested in 5 years.**
 - d. **The Council confirmed the appointment of “Working the Greener way online” as internal auditors for the years ending March 2027**
7. **To receive update on Community Events**
- a. **Members noted the success of the Food and Drink festival.**
 - i. **They noted the improvements identified for future, in particular to try and get larger bins and to add more seating, plus to extend opening hours.**
 - ii. **There was also a desire to see what could be done to promote healthy eating over the festival period.**
 - b. **Members noted arrangements for Christmas and confirmed.**
 - i. **They would wish to have the Christmas tree at Giles gallery and street lighting installed ahead of the 23rd of November.**
 - ii. **The Council agreed to apply for Grant funding from RCTs seasonal grants for towns to improve the Christmas light switch on event.**
 - 1. **In particular to get a stage for the singers/acts and add extra lighting at the event and have a Santa present**
 - c. **Members noted the position with RCT their summer of fun events and the lack of any in SW RCT.**
 - i. **Members agreed to contact local sports clubs to see which of them would be willing to undertake activities and then arrange an introduction to RCT accordingly.**
8. **To receive report on Town improvements**
- a. **The Council agreed to use the “Queen’s jubilee bench design as the template for Welcome to Pontyclun bench ay Ynysddu.**
 - b. **Councillor Jordan Thorne agreed to use his contacts to chase for permission to use their logo on the Rugby Club bench.**
 - c. **Members confirmed agreement to use Cardiff Conservation volunteers on suitable projects in 2025.**
 - d. **The Council agreed to replace the doors on the public toilet with new self-locking doors. Various quotations have been received with cheapest being around £3500 which was accepted.**
 - e. **The Council agreed to move the planter by the Windsor to across the road at Brothers (subject to space) and replace with another higher one onto which a sign to be attached commemorating Pontyclun’s 175th birthday.**
9. **To receive report from Promoting Pontyclun working group**
- a. **The Council discussed the various events and activities and confirmed the following.**
 - i. **Councillors Jamie Daniel; Wayne Owen; Sue Owen and Paul Binning would form an organising Committee for the various events.**

- ii. All members would be invited to attend meetings which would be scheduled to try and maximise availability.
 - iii. Activities to include:
 - 1. The Council would try to arrange an Arts festival in Feb/Mar – subject to local venue interest. Councillor Binning to use his contacts to see if this was the case.
 - 2. VE80 commemorations would be held on 5th May at War memorial and park.
 - a. To include Historic military vehicles/stalls
 - b. Food stalls
 - c. To include an unveiling of new names on war memorial
 - 3. For VE80 day itself, 8th May
 - a. Aim to have a proclamation and flag raising.
 - b. Councillor Williams knows someone who might be suitable as a “Crier”.
 - c. Council agreed to install a flagpole and Councillor Wayne Owen suggested we contact Blakemore’s as they have 3 which they no longer use.
 - 4. Picnic in the Park
 - a. To include twinning activities
 - b. Unveiling at Pontyclun 175 memorial
 - c. Further investigate a parade – Community engagement officer to contact community groups to gauge interest
 - d. We are asking local Young farmers to arrange a Community Tug of War competition.
 - 5. Freedom of the town
 - a. Aiming for 5 awards to be announced in May 2025
 - 6. New floral planters at Ynysddu – Council staff will take this forward.
 - 7. Various activities to present Pontyclun’s history using signage, media etc.
 - iv. The Council agreed to prepare some banners to promote the 3 Remembrance Day parades in the Council area.
10. To discuss and agree grant requests.
- a. The Council agreed the following grants, which are all given under powers from S19 Local Government (Misc provisions) Act 1976 (unless stated)
 - i. Llantrisant Young farmers - £500 subject to organising a Community Tug of War competition for the Picnic in the Park in 2025
 - ii. Probus club - £100
 - iii. Llantrisant and Pontyclun Over 50s forum -£100
 - iv. Sally’s Angels Community Voice Choir - £500. It was noted that the Choir are supporting both the Remembrance Day and Christmas tree lighting commemorations in the community and no further community activity was requested.
 - v. RCT Community Wind band - £300. It was noted that the Band are supporting the Christmas fayre, and no further community activity was requested (though they may also play at the Christmas lights switch on)
 - vi. Pontyclun Air cadets - £500 was agreed – it was noted that they are supporting two Remembrance Day parades, and the Christmas fayre with volunteer helpers and running a special stall – Sleigh riding school. No further community activity to be requested.
 - vii. Merched y Wawr - £200
 - viii. Pontyclun RFC - £3k was agreed towards the annual Community fireworks.
 - ix. The ARC project – The Council agreed to fund the post at an expected cost of £370.
11. To discuss progress with annual plan for 2024-25
- a. This item was deferred to next month.

12. To review volunteering opportunities with the Council
 - a. **This item was deferred to next month.**
13. Vacancy for Councillor on Pontyclun West Ward
 - a. **The Council confirmed the vacancy in Pontyclun West and instructed the Clerk to progress with advertising for a new member. The Clerk is able to progress this with no further reference to members to speed the process up until either an election is held or a co-option to be decided.**
14. To receive local crime reports from South Wales Police
 - a. **The reports were noted including the August report with was presented at the meeting.**
15. To consider Boundary commission review of Senedd constituencies
 - a. **The Council considered the suggested constituencies.**
 - b. **In view of the various constraints on options for the commission, whilst the Council did not think that Pontyclun should be included within Cardiff West, South and Penarth they accepted that the suggested action was the most suitable.**
 - c. **The Council decided not to respond to the review.**
16. To consider staffing resources for 2025
 - a. **The Council agreed to employ an additional member of staff for outdoor work undertaking 3 hours a week on 3 days in summer and 3 hours a week on one day in winter, plus 40 hours for event support. This will be advertised in due course and funded in budget for 2025-6.**
 - b. **The Council agreed to increase admin support by up to 30 minutes a week to reflect increased workloads for the legally required change of financial reporting.**

This is a copy of the minutes of the September meeting of Pontyclun Town Council. A signed copy can be seen at the Council offices.

Cyngor Tref PONTYCLUN Town Council

Payments for confirmation

The schedule of payments made in August is provided for confirmation.

Action – members to confirm.

Payments for authorisation

There are no payments to authorise

External audits for 2022-23 and 2023-24

We have now received the external audits for 2022/3 and 2023/4

The 2022/3 audit was a full detailed audit including a detailed review of all our transactions

Both audits are unqualified. The auditor advises that we have a rounding error in our numbers though

Audits provided in the appendixes

Action – Council to accept the external audits

Date: 16/09/2024

Pontyclun Town Council

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Time: 09:38

User: KJ

Bank Reconciliation up to 31/08/2024 for Cashbook No 1 - Current Bank A/c General

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/08/2024	DD	67.50		67.50		R	Screwfix Direct Ltd
01/08/2024	BGCHMRC		7,375.09	7,375.09		R	Receipt(s) Banked
02/08/2024	FPO	29.80		29.80		R	Cleanmate Ltd
02/08/2024	FPO	3.54		3.54		R	Leekes Ltd
02/08/2024	FPO	57.75		57.75		R	Leekes Ltd
05/08/2024	BCARD	21.00		21.00		R	Rhondda Cynon Taf C.B.C.
05/08/2024	BCARD	51.98		51.98		R	Cazaar
05/08/2024	BCARD	160.05		160.05		R	HelloPrint
05/08/2024	BCARD	41.70		41.70		R	Amazon Marketplace
05/08/2024	BCARD	34.97		34.97		R	Amazon Marketplace
05/08/2024	FPIATWIGG		28.00	28.00		R	Receipt(s) Banked
06/08/2024	DD	150.30		150.30		R	British Telecom
07/08/2024	CPT	10.00		10.00		R	Cashpoint
07/08/2024	VISA	25.00		25.00		R	IKEA
07/08/2024	FPICYBER		20.00	20.00		R	Receipt(s) Banked
07/08/2024	FPICYBEREA		20.00	20.00		R	Receipt(s) Banked
07/08/2024	FPICYBEREA		-20.00	-20.00		R	Receipt(s) Banked
08/08/2024	VISA	280.00		280.00		R	TCG Experience
08/08/2024	FPISAMHOOP		40.00	40.00		R	Receipt(s) Banked
08/08/2024	FPISAMHOOP		40.00	40.00		R	Receipt(s) Banked
08/08/2024	FPISAMHOOP		-40.00	-40.00		R	Receipt(s) Banked
09/08/2024	FPISIANEDW		30.00	30.00		R	Receipt(s) Banked
12/08/2024	FPINCARROL		20.00	20.00		R	Receipt(s) Banked
13/08/2024	FPICRICHAR		30.00	30.00		R	Receipt(s) Banked
13/08/2024	FPIFLEURAN		25.00	25.00		R	Receipt(s) Banked
13/08/2024	FPIRASSELWA		20.00	20.00		R	Receipt(s) Banked
13/08/2024	FPITERRAN		25.00	25.00		R	Receipt(s) Banked
13/08/2024	FPIEHOLE		60.00	60.00		R	Receipt(s) Banked
13/08/2024	FPIKEVANS		30.00	30.00		R	Receipt(s) Banked
13/08/2024	FPIHJONES		20.00	20.00		R	Receipt(s) Banked
13/08/2024	FPIWILDTAI		20.00	20.00		R	Receipt(s) Banked
13/08/2024	FPIIVEYPAT		25.00	25.00		R	Receipt(s) Banked
13/08/2024	FPIIACHRIS		25.00	25.00		R	Receipt(s) Banked
14/08/2024	DD	14.15		14.15		R	British Telecom
14/08/2024	FPISQUIRKE		25.00	25.00		R	Receipt(s) Banked
14/08/2024	FPISWITCOM		30.00	30.00		R	Receipt(s) Banked
15/08/2024	FPO	1,992.18		1,992.18		R	Rhondda Cynon Taf C.B.C.
15/08/2024	FPOMKMORG		-20.00	-20.00		R	Receipt(s) Banked
15/08/2024	FPIGTAMPLI		20.00	20.00		R	Receipt(s) Banked
15/08/2024	FPIMEVANS		25.00	25.00		R	Receipt(s) Banked
16/08/2024	FPIBLUESKI		60.00	60.00		R	Receipt(s) Banked
16/08/2024	FPIPOBIBAC		20.00	20.00		R	Receipt(s) Banked
16/08/2024	JR		80,000.00	80,000.00		R	Receipt(s) Banked
19/08/2024	JR	80,000.00		80,000.00		R	Charity Savings Account
19/08/2024	FPO	40.00		40.00		R	K James
19/08/2024	FPO	450.00		450.00		R	Cardiff Conservation Volunteer
19/08/2024	FPICLEAHU		40.00	40.00		R	Receipt(s) Banked
19/08/2024	FPIMKEADBE		25.00	25.00		R	Receipt(s) Banked

Date: 16/09/2024

Pontyclun Town Council

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Time: 09:38

User: KJ

Bank Reconciliation up to 31/08/2024 for Cashbook No 1 - Current Bank A/c General

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
19/08/2024	BGCRCTCBC		450.00	450.00		R <input type="checkbox"/>	Receipt(s) Banked
20/08/2024	FPIELIZABE		20.00	20.00		R <input type="checkbox"/>	Receipt(s) Banked
20/08/2024	FPIPCARR		25.00	25.00		R <input type="checkbox"/>	Receipt(s) Banked
21/08/2024	SO	[REDACTED]		[REDACTED]		R <input type="checkbox"/>	[REDACTED]
21/08/2024	SO	[REDACTED]		[REDACTED]		R <input type="checkbox"/>	[REDACTED]
21/08/2024	SO	[REDACTED]		[REDACTED]		R <input type="checkbox"/>	[REDACTED]
21/08/2024	SO	[REDACTED]		[REDACTED]		R <input type="checkbox"/>	[REDACTED]
21/08/2024	SO	[REDACTED]		[REDACTED]		R <input type="checkbox"/>	[REDACTED]
21/08/2024	BP	[REDACTED]		[REDACTED]		R <input type="checkbox"/>	[REDACTED]
21/08/2024	FPO	184.81		184.81		R <input type="checkbox"/>	Roadways Tyre & Auto Serv Ltd
21/08/2024	DD	81.86		81.86		R <input type="checkbox"/>	sse Energy Solutions
22/08/2024	VISA	335.00		335.00		R <input type="checkbox"/>	DVLA
22/08/2024	FPIKBILLIN		20.00	20.00		R <input type="checkbox"/>	Receipt(s) Banked
22/08/2024	FPISPUDSON		20.00	20.00		R <input type="checkbox"/>	Receipt(s) Banked
22/08/2024	FPISIMSFOO		20.00	20.00		R <input type="checkbox"/>	Receipt(s) Banked
23/08/2024	VISA	15.68		15.68		R <input type="checkbox"/>	Amazon Marketplace
27/08/2024	DD	16.87		16.87		R <input type="checkbox"/>	EE Ltd
27/08/2024	VISA	22.79		22.79		R <input type="checkbox"/>	Amazon Marketplace
27/08/2024	FPIKMcCart		25.00	25.00		R <input type="checkbox"/>	Receipt(s) Banked
28/08/2024	BGCRSPB		20.00	20.00		R <input type="checkbox"/>	Receipt(s) Banked
29/08/2024	PAY	7.00		7.00		R <input type="checkbox"/>	Lloyds Bank plc
29/08/2024	FPIJANLEWI		25.00	25.00		R <input type="checkbox"/>	Receipt(s) Banked
30/08/2024	DD	12.53		12.53		R <input type="checkbox"/>	Blue Sky
30/08/2024	TFRRCT		78,656.67	78,656.67		R <input type="checkbox"/>	Receipt(s) Banked
30/08/2024	BGCSCOFFLE		20.00	20.00		R <input type="checkbox"/>	Receipt(s) Banked
		<u>92,509.18</u>	<u>167,319.76</u>				

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Community and Town Councils in Wales

Annual Return for the Year Ended 31 March 2023

Appendix 2b

Accounting statements 2022-23 for:

Name of body: Pontyclun Community Council

	Year ending		Notes and guidance for compilers
	31 March 2022 (£)	31 March 2023 (£)	
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	103730	106742	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	128105	132584	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	38411	44680	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	97639	112128	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	65865	80101	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	106742	91776	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	0	0	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	106742	91776	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	106742	91776	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	322710	341437	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2023, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref	
	Yes	No*			
1. We have put in place arrangements for: <ul style="list-style-type: none"> • effective financial management during the year; and • the preparation and approval of the accounting statements. 	<input checked="" type="radio"/>	<input type="radio"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12	
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	<input checked="" type="radio"/>	<input type="radio"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7	
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/ Committee to conduct its business or on its finances.	<input checked="" type="radio"/>	<input type="radio"/>	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6	
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	<input checked="" type="radio"/>	<input type="radio"/>	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23	
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="radio"/>	<input type="radio"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9	
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	<input checked="" type="radio"/>	<input type="radio"/>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8	
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	<input checked="" type="radio"/>	<input type="radio"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6	
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	<input checked="" type="radio"/>	<input type="radio"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23	
9. Trust funds – The body acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2022-23 was £8.82 per elector.

In 2022-23, the Council made payments totalling £925.00 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statements and/or the annual governance statement.

Council/Board/Committee approval and certification

The Council/Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

<p>Certification by the RFO</p> <p>I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2023.</p>	<p>Approval by the Council/Board/Committee</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:</p>
<p>RFO signature:</p> 	<p>Minute ref: 18 . a & b.</p>
<p>Name: Julia Rose</p> <p>Date: 12/5/23</p>	<p>Chair of meeting signature:</p>  <p>Name: Wynne Owen</p> <p>Date: 12/5/23</p>

Auditor General's report and audit opinion

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2023 of **Pontyclun Community Council**. My audit has been conducted on behalf of the Auditor General for Wales and in accordance with the requirements of the Public Audit (Wales) Act 2004 (the 2004 Act) and guidance issued by the Auditor General for Wales.

Audit opinion: Unqualified

On the basis of my audit, in my opinion no matters have come to my attention to give cause for concern that, in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislative and regulatory requirements have not been met;
- is not consistent with the Council's governance arrangements; and
- that the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters and recommendations

I draw the Council's attention to the following matters and recommendations which do not affect my audit opinion but should be addressed by the Council:

Minor error in accounting statement

There is a minor rounding error in the Accounting Statement. We recommend that the Council checks the arithmetic and consistency of the Accounting Statement prior to approval.

There are no further matters I wish to draw to the Council's attention.

 Deryck Evans, Audit Manager, Audit Wales For and on behalf of the Auditor General for Wales	Date: 25/09/2024
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Annual internal audit report to:

Name of body: Pontyclun Community Council

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2023.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered*	
1. Appropriate books of account have been properly kept throughout the year.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our Year-End Internal Audit Report dated 20 th April 2023.
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our Year-End Internal Audit Report dated 20 th April 2023.
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our Year-End Internal Audit Report dated 20 th April 2023.
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our Year-End Internal Audit Report dated 20 th April 2023.
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our Year-End Internal Audit Report dated 20 th April 2023.
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Pontyclun Community Council does not operate a Petty Cash system.
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our Year-End Internal Audit Report dated 20 th April 2023.
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our Year-End Internal Audit Report dated 20 th April 2023.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our Year-End Internal Audit Report dated 20 th April 2023.
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our Year-End Internal Audit Report dated 20 th April 2023.
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Pontyclun Community Council is not responsible for any Charitable Trust or Trust Fund.

For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:					
	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12. No additional risk identified.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Please see our Year-End Internal Audit Report dated 20 th April 2023.
13. No additional risk identified.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Please see our Year-End Internal Audit Report dated 20 th April 2023.
14. No additional risk identified.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Please see our Year-End Internal Audit Report dated 20 th April 2023.

My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated the 20th April 2023.

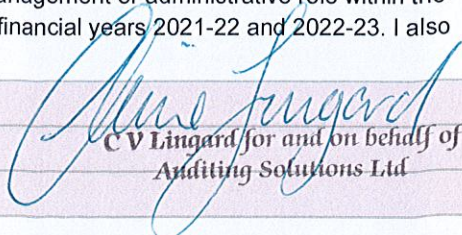
Internal audit confirmation

We confirm that as the Council's internal auditor, We have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2021-22 and 2022-23. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: Claire Vala Lingard

Signature of person who carried out the internal audit:

Date: 20th April 2023


CV Lingard for and on behalf of
Auditing Solutions Ltd

Accounting statements 2023-24 for:

Name of body: Pontyclun Town Council

	Year ending		Notes and guidance
	31 March 2023 (£)	31 March 2024 (£)	
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	106742	91776	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	132584	205255	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	44680	80895	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	112128	123796	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	80101	94432	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	91776	159697	Total balances and reserves at the end of the year. Must equal $(1+2+3) - (4+5+6)$.
Statement of balances			
8. (+) Debtors	0	0	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	91776	159697	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	91776	159697	Total balances should equal line 7 above: Enter the total of $(8+9-10)$.
12. Total fixed assets and long-term assets	341437	358096	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2024, that:

	Agreed?		'YES' means that the Council:	PG Ref
	Yes	No*		
1. We have put in place arrangements for: <ul style="list-style-type: none"> effective financial management during the year; and the preparation and approval of the accounting statements. 	X		Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	X		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council to conduct its business or on its finances.	X		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	X		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
5. We have carried out an assessment of the risks facing the Council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	X		Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	X		Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council and, where appropriate, have included them on the accounting statements.	X		Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	X		Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23
9. Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	Yes	No	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6
		N/A		
		X		

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2023-24 was £9.93 per elector.

In 2023-24, the Council made payments totalling £759.00 under section 137. These payments are included within 'Other payments' in the Accounting Statement.


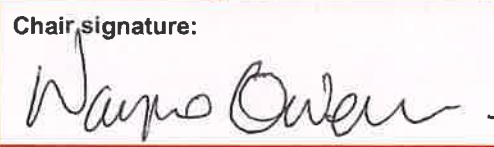
2.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

Council approval and certification

The Council is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

<p>Certification by the RFO</p> <p>I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2024.</p>	<p>Approval by the Council</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:</p>
<p>RFO signature:</p> 	<p>Minute ref: May 24 Minute 15 b -</p>
<p>Name: Julie Roskwa</p> <p>Date: 16/5/24</p>	<p>Chair signature:</p>  <p>Name: Wynne Owen</p> <p>Date: 16/5/24</p>

Auditor General's report and audit opinion

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2024 of **Pontyclun Community Council**. My audit has been conducted on behalf of the Auditor General for Wales and in accordance with the requirements of the Public Audit (Wales) Act 2004 (the 2004 Act) and guidance issued by the Auditor General for Wales.

Audit opinion: Unqualified

Except for the matters reported below in my Basis for Qualification, on the basis of my audit, in my opinion no matters have come to my attention to give cause for concern that, in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislative and regulatory requirements have not been met;
- is not consistent with the Council's governance arrangements; and
- that the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters and recommendations

I draw the Council's attention to the following matters and recommendations which do not affect my audit opinion but should be addressed by the Council:

Minor error in accounting statement

There is a minor rounding error in the Accounting Statement. We recommend that the Council checks the arithmetic and consistency of the Accounting Statement prior to approval.

There are no further matters I wish to draw to the Council's attention.

 Deryck Evans, Audit Manager, Audit Wales For and on behalf of the Auditor General for Wales	Date: 25/09/2024
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Annual internal audit report to:

Name of body: **Pontyclun Town Council**

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2024.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	√				Please see our independent internal audit report dated the 25 th April 2024.
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	√				Please see our independent internal audit report dated the 25 th April 2024.
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	√				Please see our independent internal audit report dated the 25 th April 2024.
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	√				Please see our independent internal audit report dated the 25 th April 2024.
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	√				Please see our independent internal audit report dated the 25 th April 2024.
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.			√		Please see our independent internal audit report dated the 25 th April 2024.
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	√				Please see our independent internal audit report dated the 25 th April 2024.
8. Asset and investment registers were complete, accurate, and properly maintained.	√				Please see our independent internal audit report dated the 25 th April 2024.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	✓				Please see our independent internal audit report dated the 25 th April 2024.
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	✓				Please see our independent internal audit report dated the 25 th April 2024.
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.			✓		Please see our independent internal audit report dated the 25 th April 2024.

For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.			✓		No additional risks identified. Pontyclun Town Council demonstrates a robust approach to Risk Management.
13.			✓		No additional risks identified. Pontyclun Town Council demonstrates a robust approach to Risk Management.
14.			✓		No additional risks identified. Pontyclun Town Council demonstrates a robust approach to Risk Management.

My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated 25th April 2024.

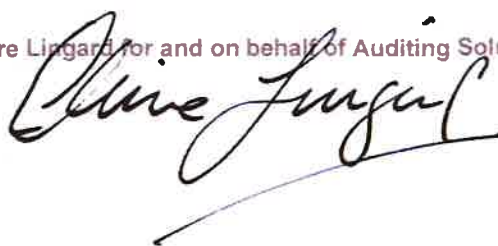
Internal audit confirmation

I confirm that as the Council's internal auditor, I have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2022-23 and 2023-24. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: Claire Lingard for and on behalf of Auditing Solutions Ltd

Signature of person who carried out the internal audit:

Date: 25th April 2024



Cyngor Tref Pontyclun Town Council

Remembrance Day 2024

There will be three parades in our Area again this year

Groesfaen – 1pm – Councillors Carole Willis and Paul Binning have been invited by organiser directly

Miskin – 11am

Pontyclun - 11am

Councillor Willis will lay the wreath in Groesfaen on behalf of the Council and we need Councillors to step forward for Miskin and Pontyclun

Action – Council to confirm wreath presenters

Christmas lights switch on – 23 Nov

Confirmed for 2024 are -

1. Pontyclun players
2. Choir with community signing
3. Requested a band to attend
4. Santa
5. Snow machine

Vendors

- Sweet vendor
- Donut vendor
- Pizza vendor
- Welsh cakes vendor
- Council stall with hot chocolate/mulled wine

Action – members to confirm arrangements for hot drinks

Last month we discussed applying to RCT for a grant to purchase some staging. It seems the grant cannot be used to buy any capital items so is ineligible.

If we wish to purchase staging the Clerk did find some at £2160 plus vat

Action does Council wish to purchase this from Reserves?

Christmas fayre

Christmas fayre is now booking with similar arrangements to last year and spaces are virtually sold out.

Trying to arrange an earlier start/finish if possible, though this will depend on reaching an agreement with a group who have a Saturday morning booking at the Community Centre

We need additional stewards for the day – morning set up; during event and take down in early evening.

Councillors who are available (and any family/friends) should advise Tara so she can draw up a suitable timetable.

Santa Grotto

We have been approached by a bookseller suggesting giving books as gifts in the grotto rather than sweets.

Cost would be similar at £1 a time and would be seen as an educational and more healthy option

Christmas in Pontyclun

The Clerk is trying to collate all the various events going on in Pontyclun for Christmas to promote as a wider festival.

This will be included on our website and also on our social media.

So far, the following are confirmed

- 23 Nov – Tree lighting at War Memorial
- 25/27/29 Nov – Panto at St Paul’s Church hall – St Paul’s players Players
- 30 Nov – Breast cancer and Velindre Hospital fund raiser at Pontyclun RFC
- 4th December – Café 50 Christmas dinner 1
- 6th December – Pipeworks crazy Christmas quiz (Marquee)
- 7th December – Pontyclun Christmas fayre
- 8th December – Hope rescue wreath making workshops (Marquee)
- 10th December – café 50 Christmas dinner 2
- 11th December – Llantrisant Folk club, Christmas party No1 at Athletic Club
- 11th December - Sally’s Angels Christmas Concert at St Paul’s Church
- 15th December – Santa Fun run from Pontyclun RFC – Pontyclun action Group
- 17th December – Choir led community carol singing at Pontyclun RFC
- 18th December – Llantrisant Folk club Christmas party No2 at Athletic Club
- 18th December – Café 50 Christmas dinner 3
- 21st December Community Carol singing Pontyclun RFC (Outside)
- 28th December – Jack and the Beanstalk panto at Pontyclun RFC
- 1st January – Rapunzel panto at Athletic club (2pm)
- 1st January – Llantrisant Folk club – Seasonal survivors Song and music night, Athletic Club (evening)

The following are confirmed but date not advised

- Nativity Trail Bethel Chapel (TBC – likely 13/14/15 Dec)
- Community carol singing in Groesfaen in December.

There is also a slot free for using the marquee Sunday late afternoon/evening if a group comes forward to use it.

Cyngor Tref Pontyclun Town Council

Town Improvements

The following are an update on our planned Town improvements.

New Benches

New benches planned for still awaiting data -

- Miskin square – to replace existing bench. Awaiting Pontyclun Central Councillors to decide on design
- At Rugby Club - awaiting WRU approval to use logo
- Ynysddu - finalised

Once designs are all finalised one order for all three will be made to reduce overall delivery costs.

Flagpole at War Memorial

The poles at Blakemore's are too large. We believe best flexible option which should be relatively easy to maintain is a 6m pole with hinged base.

Flag poles can be aluminium or fibreglass.

Cost of this varies with firms, the best prices found so far are -

Aluminium £413 plus vat

Fibreglass £388 plus vat (SCFP)

Action – members to confirm choice.

Parking issues by Maesyfelin Rugby pitches

Members may recall this issue was raised some time back. On busy days this area has people parking on the pavement blocking wheelchair/Pram users.

We did put some signage on the fencing to try and discourage this, but it remains an issue. The local PCSO has engaged with us and the Rugby club to see what can be done.

The main times there are problems is Sunday and sometimes Tuesday evenings.

We held a meeting a couple of weeks ago to discuss options and some measures are being taken which will hopefully help.

Longer term the most sensible option is to extend the parking at the Rugby club. We believe that with minor changes parking could be created for 80+ cars.

This would help –

- Reduce parking issues on the road.
- Provide extra space for parking during community events.
- Provide a space for us to place a container for storage.

The Club are making some enquiries, in particular would RCT agree, and to get some idea of cost.

The Clerk will make enquiries of planning as to whether Planning permission would be required, and our caretakers would support by helping cut back the growth there.

At some time, funding will be needed, and we are asked would we be able to support.

CIL monies can be used for Car parking and to support Recreational facilities so we could use this towards any funds.

Action – members to consider, subject to further details, would this be a suitable CIL project to support.

Other actions in progress

- Railings at steps by War memorial – awaiting contractor to install.
- Defib at Ivor Pub – awaiting install.
- Phone box door in Miskin – awaiting RCT permission (listed building)
- Memorial plaques – awaiting property owner permission.
- Dog bin at Llwynfen Rd – awaiting permission for post – no bins are left in stock so new purchase will be required before this can be installed.
- 4 new litter bins – awaiting delivery.
- Toilet doors at Heol y Orsaf – finalising arrangements
- Bus shelters - supporting RCT at Brynsadler to add a shelter and other bus stop improvements.
- Community book swap in Miskin Phone box – awaiting install.

Completed improvements.

Brynsadler

- 7 new planters
- 2 new standard benches
- Commemorative bench at Pontyclun FC
- Litter bin

Riverside walk

- New footbridge
- New steps
- New fencing
- Information board – including link to new long-distance walk starting there going to Cardiff Bay.
- New bench

Pontyclun war Memorial

- New Commemorative bench
- 2 new planters
- Painted Bin

Other street furniture

- 3 new benches in new locations
- 4 old benches replaced.
- Additional litter bin in Heol Miskin
- Dog bins in 2 new locations

Other Murals

- Groesfaen Bus shelter
- Planter at Heol Miskin
- BT boxes opposite masonic hall.

Christmas decorations

- New Tree at Ynysddu
- 2 additional lamp post decorations for Groesfaen
- 2 additional lamp post decorations for Pontyclun

Cyngor Tref Pontyclun Town Council

Pontyclun 175

2025 is a year of three anniversaries with relevance to Pontyclun.

- 175 years from the opening of Pontyclun Railway station – effectively the founding of the Town (June 1850)
- 75 years since the War memorial was unveiled with the WW2 names and of course 80 years from the end of WW2 (Sept 1950)
- 40 years of the Council's existence (April 1985)

The Council has already agreed to and is in process of arranging -

- Create and install an Info board for History of Pontyclun Railway Station
- Produce a history of Pontyclun "book"
- Install a commemorative bench opposite the War Memorial (complete)
- Plant a Commemorative tree at the Crescent opposite the War Memorial (We have a tree donated)
- We have 2 plaques commemorating war dead from Tabernacle to place (not strictly linked to the anniversary)
- Launch our first history trail
- VE80 events on 5th May and 8th May (VE day)
- Twinning activities around Picnic in the Park – with Ravensburg
- Freedom of the Town ceremony
- New planters at YGGG school

Other activities are also being considered

Update from Clerk

War Memorial

RCT officers have confirmed permission to arrange adding 3 names to our War memorial

- Sgt Wilfred Hewish
- Pte Charlie Hosking (who has a dedicated war grave in Talygarn)
- Cook William Roberts

Staff are now trying to contact families to advise. Charlie Hosking's have been

History signs

- Railway history sign with Creo for design. Permission held from Railway to install
- Text ready in English and Welsh for signs regarding
 - Leisure in Pontyclun
 - The three old pubs by the Railway.

- Signage on the history of local churches is with translator and one final sign about use of names over time is being developed.

History Trail

Progress continues on the History trail

- Route has been identified
- The key history points will be
 - Pontyclun Railway Station
 - Centre of Miskin
 - Talygarn House
 - Pontyclun War Memorial
- Subsidiary history locations along the route are
 - 3 historic pubs
 - Pontyclun RFC
 - Chapel House Miskin
 - Miskin Mill and Scout hut
 - Pontyclun FC
 - Brynsadler Mill
 - Pontyclun masonic Hall
 - Entertainment in Pontyclun – at site of old cinema (Tesco)
 - Churches in Pontyclun – at Giles Gallery
 - What’s in a name? by Shepherds vets (talks about how names have changed over the years eg Pontclown – Pontyclown – Pontyclun)
- Suggested extras include
 - Miskin manor Cricket Club
 - Miskin Manor
 - St Ann’s Church Talygarn
- There will be English and Welsh text which will also be uploaded into the museum on our website
- The English text is all complete except for Pontyclun RFC and now going through translation.

Update from 175 organising Committee

Terms of Reference

A terms of reference document is provided in appendix 5a for approval by the Council

Action Council to approve terms of reference

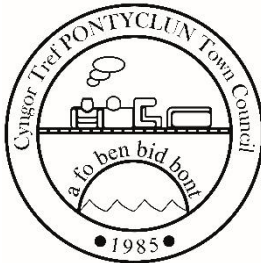
There will be a verbal update from the Committee regarding its initial planning for the Pontyclun 175 events including :-

- Arts festival – Feb 2025
- VE80 commemorations – May 2025 (5th and 8th May)
- Picnic in the Park (PiP) weekend – June 2025 – twinning activities
- Freedom of the Town May 2025

Action – members may need to confirm actions recommended by committee or agree future plans

Cyngor Tref Pontyclun Town Council

**Pontyclun 175 Committee terms of
reference
Last review Oct 2024**



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Pontyclun Town Council Mission Statement

The Council will work with residents and their organisations to ensure an active, lively and successful future for the communities of Pontyclun.

Key Strategies of the Council

1. To foster and support community engagement and ensure that the actions of the Council are transparent and accountable.
2. To administer the Council and its activities to ensure that residents get good value from the Council.
3. To act with other agencies to improve the economic well-being of the residents, community, services and businesses
4. To work with other organisations to improve the physical environment of the community
5. To promote the well-being of the residents and develop initiatives that will foster community cohesion and social inclusion through social and cultural activities.

The Council has created a committee to coordinate and organise the various commemorations which will be held in 2025 to celebrate the 175 anniversary of Pontyclun's formation.

This Committees have delegated spending powers, with a set budget, on services relevant to the activities.

The council may also delegate responsibility for other decision taking following a specific resolution for a specified matter.

Pontyclun 175 Committee terms of reference

This committee will consider proposals, agree, coordinate and arrange activities to be held in 2025 as part of our commemorations of Pontyclun's 175 anniversary of founding in 1850.

This will include (but not be limited to)

- Commemorating 175 years of Pontyclun
- Commemorating VE80
- Commemorating 75 years since the names of the WW2 dead were added to war memorial.
- Commemorating 40 years of the existence of the Council
- A twinning event in Pontyclun in 2025 and a subsequent twinning event abroad with Ravensburg (even though the subsequent event may be after 2025)

Suggestions can come from local residents, businesses, visitors, Councillors or Council staff.

Membership

The Membership of the Committee are the Pontyclun Town Council members elected by the Council, being Councillors: -

Paul Binning
Jamie Daniel
Susan Owen
Wayne Owen

All the other Councillors and members of the public may attend meetings and make representations to the Committee.

Powers

The Council has delegated spending powers to the committee subject to an approved budget.

The Council will set a budget. In particular the following should be noted

- Budget is set excluding VAT.
- If the Committee wishes Council staff to implement the decision, then the cost of implementation will be met from the Council's other budget lines. Implementation will be scheduled by the Council staff in line with operational factors and budgets.
- If the Committee wishes to prioritise the agreed action, then they can choose to pay contractors to implement the work, within the agreed budget or request the Council to prioritise the work by formally agreeing a delay in other proposed activities.
- Unused budget will not be rolled over into future years.

Committee rules

The Committee will follow the Council's published standing orders as relevant to apply to the committee.

- The quorum for a committee meeting will be 3 Town Councillors – whether they are formally on the Committee or not.

The Committee has no fixed schedule for meeting dates and will meet as and when there are matters to discuss. A report will be presented to the Council meeting following the Committee's meeting.

Cyngor Tref Pontyclun Town Council

Volunteering opportunities review

The work of the Council can be greatly enhanced by the work of volunteers.

We are thankful to those individuals and groups who help us with activities such as litter picking and looking after areas as this helps build community engagement and good will as well as improve the locality.

Appendix 6a lists the volunteering opportunities that the Council currently has available

Action – members to confirm opportunities

Promoting volunteering

We have been asked by several groups if we could help promote volunteering opportunities.

It seems that many groups are now struggling with getting volunteers, some of that being due to lack of opportunities to advertise these.

We have been asked if we can release one of the 3 noticeboards we have in the centre of Pontyclun just for this

The Clerk suggests that we use the noticeboard at the Post Office for this on a trial basis to see if residents respond. The boards by the Library and Credit union will still have normal usage

Action – members to confirm

Cyngor Tref Pontyclun Town Council

Volunteering opportunities from Pontyclun Town Council

The following are the current volunteering opportunities available from the Council.

In addition, we are happy to accommodate people wanting to do other activities and can make reasonable adjustments to suit people with varying abilities.

Most of these opportunities can be done at the volunteer's leisure and at a time suitable for them. We can provide equipment and training if needed.

If you are interested in any of these, or want some more information please contact us on 01443 238500 or via email to community@pontyclun-cc.gov.wales

Litter picking.

The council is a litter picking hub and we regularly get asked how people can get involved. We have opportunities for -

- Groups
- Individuals
- One off litter picks or regular looking after an area long term are possible.

Countryside rangers

We own and or manage a number of public outdoor spaces. Ivor woods and/or Riverside Walk and/or Pontyclun Park could have support from residents to manage. This could include: -

- Litter pick.
- Manage balsam.
- Help with cutting back overgrowth.
- Report issues for Council action.

We also look after all the footpaths in our area and people could volunteers to look after one or more paths, litter picking, clearing vegetation, signage and reporting issues.

Floral planters

We have small planters at a number of locations, which over the years we have stopped looking after due to resource constraints.

Volunteers could adopt one or more of these and help bring them back to "life".

These are at –

Talgarn (2)

Miskin (2) near to All Hallows Church

In addition, people could volunteer to help expand our floral offering by helping build new planters and look after them or our existing ones.

Maintaining land as a wildlife garden

The Council owns a piece of land in Miskin behind the church. This is approximately 20m long and 5m wide.

Whilst this is used by the public as a cut through from the estate into the church grounds there is still plenty of space here to have a wildlife garden which a volunteer or group of volunteers could look after

Online museum curator

Our website has an online museum with the history of the area, local groups and notable individuals.

We would welcome the support of a volunteer (or volunteers) to act as a curator to update the materials and improve the site.

Celebrating the 175th Anniversary of Pontyclun

Over the next 15 months, the Council will be looking to arrange a number of activities to celebrate the 175th anniversary of Pontyclun and will need people to help with that. This will include.

- Admin support
- Marketing support
- Organising events

Adopt an asset.

The Council owns several items of street furniture such as benches, bus shelters bins etc.

If people wanted to adopt one or more and help, look after them by cleaning and reporting issues then this can be arranged.

Community events

The Council arranges many Community events each year. For each we need stewards on or around the day to help with

- Setting up
- Managing public safety on the day
- Waste management.
- Putting everything away afterwards

One off activity

There are one-off activities which can be arranged. These may be finished quickly or potentially take a few days.

These are some examples: -

- Repainting bridge over river at Ivor woods
- Installing benches
- Clearing vegetation
- Repainting street furniture
- Preparation of leaflets and information boards

Bulb planting day

In the autumn of 2024 (and hopefully annually thereafter) we will be holding a bulb planting day.

This will focus on planting bulbs across the area, such as blue bells and crocuses, which can support early pollinators.

Details will be published on social media ahead of the event.

Developing leisure and active travel opportunities

The Council wishes to improve the leisure and active travel opportunities across the community.

To help aid this we are looking for people with some IT or design skill to help us create and develop some additional opportunities. These include: -

1. Slow ways, in particular developing and promoting routes from
 - a. Pontyclun to Miskin
 - b. Miskin to Groesfaen
 - c. Pontyclun to Llanharry
 - d. Pontyclun to Talbot Green
2. Local cycling routes
3. Local running routes
4. A set of short circular history trails in
 - a. Groesfaen and Mwyndy
 - b. Miskin
 - c. Brynsadler and Talygarn
 - d. Pontyclun

Helping coordinate community wide engagement initiatives

The Council is looking for volunteers to help support a number of local initiatives which help make Pontyclun a beautiful, resilient and sustainable place. This involves working with individuals, groups and local businesses. These initiatives include: -

1. Crisp packet recycling
2. Litter free zones
3. Refill scheme
4. Adopt a station scheme
5. Local places for Nature
6. Community Green flag awards
7. Bee friendly designations
8. Decorating BT boxes

Cyngor Tref PONTYCLUN Town Council

Community Infrastructure Levy (CIL)

The Council has received two payments of CIL monies totalling about £130k in relation to the new estate at Cefn y Hendy. We anticipate that additional payments will come forward over time in 6 monthly tranches as the housing project progresses.

CIL monies can be spent on a wide range of infrastructure with the aim being that these funds should be used to develop the community, to cope with the extra issues that might arise due to the building. Ideally this should be over and above what the normal annual budget process can fund.

The CIL funds can be used to improve existing infrastructure or repair/replace existing failing infrastructure and ongoing maintenance of the new infrastructure delivered

The Council previously decided that the first priority was to complete some quick wins to re-place those assets in the area which were in poor condition and do some of the things which local residents have been asking for, for some time but was not able to be funded from precept.

To this end we have installed a number of additional planters, benches, bins and Christmas decorations. We have undertaken some major repairs of fencing in the area.

We have committed CIL funding to repair of the Muga panels and provide some additional bus shelters, where residents have been asking. We maintain a list of potential CIL projects and the current list is provided in the appendix to this note.

To maintain momentum of delivery schedule the Clerk recommends that we review the list and undertake the following actions –

1. Consider the large potential projects and identify 3-5 which the Council believes can be delivered within a reasonable timeframe (information on some is provided below).
2. Once info received from RCT about possible actions to reduce speeding/improve crossings (as agreed last month) funds could be allocated towards these.
3. Carry out a local consultation asking residents to priorities these for action and agree action plan based on this.
4. Identify some of the smaller projects to take forward as “quick wins”. For example:-
 - a. Bus shelters in Cefn y Hendy; at Llantrisant Rd and By Concrete canvas – they are all asked for by residents and implementation would be by RCT
 - b. Benches – e.g. replace the one opposite fire station and at top of Clun avenue. New bench at Station Terrace
 - c. Large floral planters by YGGG school – agreed as part of Pontyclun 175 and arranging volunteers to build these
 - d. Add steps to Zip wire in the park to make access easier
 - e. The Council also agreed that they would consider funding the Christmas tree in Ynysddu from CIL
 - f. Look to see if permission can be obtained from local shops to site some bike racks in the centre of Pontyclun (has been specifically requested)

Action – members to consider CIL list and agree actions to progress developments

Potential larger projects

Regarding some of the larger projects on our CIL list, the ones we get regularly asked about are:-

1. Additional parking
2. Lighting on Cycle path
3. Lighting on path from Bryn Amlwg to YGGG school

In addition, the recently announced changes in school bus transport will mean safe walking routes from Pontyclun to Llanharry will be more urgent.

These are also projects which can be delivered in a reasonable timeframe and have immediate benefits for the community

Parking

Car Park/Café 50

Pre Covid the Council looked at adding some extra spaces in the Car park. There is a possibility to add 3 which at the time was quoted at just under £7k, so likely near to £10k now.

We also got figures to add spaces to the side of Café 50. The plan was to add 3 disabled spaces here which would have cost around £12.5k – more as would cost to improve the lane to get to a suitable standard.

There would then be the option to replace 3 disabled bays in the car park with 4 normal bays – overall no reduction in disabled bays due to extra at Café 50 – though additional disabled bays are always asked for.

Cycle rack could also be added in the area to support active travel.

Path lighting

The Clerk has enquired with RCT regarding adding lighting to the two areas we get asked about and they advise

- We will need to get an ecologist report to ensure that the lighting will not cause issues – more likely to be a problem at the path by YGGG as passes through a small wood
- Then bollard lighting will cost around £25k per 100m to install (RCT did a recent installation in Llwynypia down a narrow lane and this was the cost)
- Using our mapping software the Cycle path section is about 300m long and the path to the school about 200m
- Once the lights are installed we would be responsible for maintenance, replacement and electricity costs. We would need to assume this would be around £1k per annum going forward per area.

We could look at Solar street lighting which if suitable could be less to install and power is not required to be delivered to each post.

Cyngor Tref PONTYCLUN Town Council

The following are a list of potential infrastructure improvements which could be funded by using Community Infrastructure Levy funds.

This only lists future projects which could be possible and not those which have already been agreed and in progress.

When implementing consideration should also be given to

1. Impact suggestions have on ongoing running costs of the Council – some of this could be funded by CIL.
2. Implementing some of these suggestions may mean that others are now not relevant.
3. For some of these actions, permissions will be required from RCT, local residents and businesses as appropriate.

Large scale projects

There are several large scale projects which Councillors and residents have requested for which CIL monies could be used.

These will each cost £20k plus to deliver and in some cases will involve the purchase of land, thereby making it substantially more expensive.

- “Community centre” for Groesfaen
- “Community Centre” for Cefn y Hendy
- Purchase land at Millfield or Woods along Heol Miskin to use as nature reserves.
- Purchase land for car parking in Pontyclun.
- Street lighting along path from YGGG to Bryn Amlwg
- Street lighting along cycle path by River Ely
- Floodlighting at Muga in Pontyclun park
- Floodlighting and other improvements at Football pitch in Cefn y Hendy
- Additional Car parking spaces at Heol yr Orsaf
 - potentially 4-5 could be added- up to 3 in car park and possibly 3 by side of Café 50
 - Cycle rack at Heol yr Orsaf (this in itself would not be an expensive action)
- Repair damaged Muga panels (approx. £30k)
- Community Bus transport scheme

Community wide projects

There are few projects which are relevant to the whole community. These include.

- History trails for the area – there are possibly up to 6 with a cost of about £2500 for each to design leaflets and produce an information board. There is a significant reduction in cost with no info boards.
- Set of cycling routes for the area (pdf only)
- Set of running routes for the area (pdf only)
- Install additional waste and dog poo bins across many locations.

- As at, Aug 2024, 2 new locations for dog poo bins have been identified and 4 for waste bins. These are in course of implementation and no other public requests are outstanding.
- Programme to convert stiles to gates on footpaths across the area.
- Additional Christmas lighting was installed in 2023 and will be in 2024 as well. In addition, the following would be suitable:-
 - Electric Xmas tree at roundabout near to YGGG School
 - Additional lighting of trees at War memorial in Pontyclun

Other smaller projects

Expected to be less than £20k each (most are less than £5k each).

These are listed by Council ward.

Pontyclun east ward

Groesfaen – From Cardiff to Pontyclun direction

1. Welcome to Groesfaen “display” at entrance of village.
2. Planter at start of green – opposite end to bus stop – large.
3. Medium planter at corner of Pen y Groes

Mwyndy

1. Bench at junction of Miskin Rd and A4119 has been requested by a resident – on A4119 where one was previously.

Ffordd Cefn-yr-Hendy loop

1. Bench at Sycamore Close entrance to Cefn y Hendy fields
2. Large planters on grass space by YGGG school (potentially in plan for 2025 using a volunteer group to install)
3. Bench by dog poo bin where footpath crosses road at north side of Cefn y Hendy Rd loop
4. Bench where path come out near to Dol y Llan.
5. Bus shelters at two bus stops, in preference order Maes y Wennol, Acorn Close, Edwardian Way

Pontyclun West Ward

Talygarn/Brynsadler/Castell Mwnwys

Cowbridge road from Direction of Cowbridge to the junction with Llanharri Rd

1. New bench by entrance to Talygarn estate (replace)
2. New bench by Talygarn history sign (replace)
3. Small planters either side of new benches

Ivor Woods

This work to commence once diseased Ash trees removed.

1. New bench on path from Football club to Ivor Woods
2. Remove 4 old benches at top of woods and replace with 2 new ones.
3. Improve path at bottom of Ivor woods to allow Disabled access/ Pram access.
4. Murals on sides of 2 buildings on path from Pontyclun FC to Ivor Woods
5. Replace "gate" at Hollies entrance.

Pontyclun Park

1. Repair/Replace damaged soft tarmac.
2. Add additional seating/picnic benches.
3. Repair path towards Community Garden.
4. A "shelter" to be added to provide cover.
5. Add steps to Zip wire to make access easier

War memorial

1. Look to provide mains power for events.

Pontyclun centre

1. New large planter at Junction Cowbridge Rd and Heol y Felin
2. New medium planters/ hanging baskets by Clinikind, Kudos and Giles gallery.
3. New Bench on Station terrace approx. opposite Brunch Stop (requested)
4. Provide electric power to support events in and around car Park at Heol yr Orsaf.
5. Add cycle parking in main shopping area

Pontyclun Central ward

Llantrisant Rd

1. New planter by Brothers
2. Bus shelter at northbound stop (resident request)

Llantrisant Rd – Bethel junction through Ynysddu

1. New bench opposite Fire Station (Replace)
2. Large floral planters on green space at entrance to Ynysddu
3. Potentially additional 3 benches along cycle path and footpath along river Ely (residents have suggested these locations)
4. Bus shelter by Concrete canvas (Resident request)

Clun Avenue

1. Bench at entrance to Rugby Grounds (Replace after 2030)
2. 2 Benches at top of Clun Avenue to be replaced – probably only needs 1.

Old Miskin to Pantauquesta from School Rd via centre of village

1. New bench on grass verge by entrance to Caergwanuchaf – opposite Nyddfa

Safer Roads in the Community scheme

The Council made several suggestions to RCT under the Safer Roads scheme. We are awaiting the outcome of this submission.

CIL funding could be used in part for these if Safer Roads funding not obtained. It is likely that all would be of significant cost. Those items included in the bid and not listed above are:-

1. A safe crossing point on Llanharry Road in Brynsadler
2. A safe pedestrian route from Brynsadler down to bridge at the river (using back lanes)
3. A crossing point by Pontyclun park as part of a safe pedestrian route to Pontyclun primary (through park)
4. Move zebra crossing at Giles gallery to be Masonic Hall.
5. One way system on road by Athletic club
6. Install speed indicator devices at roads where regular speeding seen.
7. Safe crossing at Heil Miskin near to junction with Clun Avenue

Cyngor Tref Pontyclun Town Council

Green space management

The aim of this report is to recommend a suggested way of managing our green spaces going which will allow for planning and implementation over a managed timeframe.

We currently have no formal plans as to how we want to manage our green spaces on an ongoing basis. Essentially, we currently do the minimum that we have to, to keep spaces accessible, safe and within the law with a few additional improvements

Ideally our management should aspire to reach Green Flag standard, however this is costly and with our resources it will take many years of work to achieve this

- Attached is the Green flag criteria which has been tailored to us

The Community garden has won the Green flag community award for last 2 years. This is a simplified version of the full criteria, and at least initially we could use this as a basis for understanding how well we manage our spaces and to identify actions for improvement

- A checklist based on this which we could use as a template to drive actions is provided.

We have a range of spaces which we (at least in part) own and/or manage. The Council does not have the resources to prepare full plans for all and therefore, over time we will be tailoring our management of spaces in line with how large/important they are

Key green spaces – fully detailed plans

- Pontyclun Park
- Ivor Woods
- Riverside Walk

Secondary green spaces – short form plan

- Pontyclun War Memorial Gardens
- Community Centre gardens & car park.
- Land at Hollies
- Land to rear of St David's church, Miskin.
- Groesfaen stone bus shelter area

Other areas – annual maintenance plan only

- Footpaths, Byways and Cycle paths
- Other floral arrangements

We have plans to do improvements at Ynysddu and by YGGG school which when progressed, would also add these areas into our secondary spaces

The recommended actions for green space management are

1. We start using the Community Green flag checklist getting a base line now for
 - a. The three key spaces
 - b. 2 of the secondary spaces
2. Use this to identify actions for improvement aiming to have 75% or more of the checklist at good within a medium term of up to 5 years.
 - a. Aiming to have a total of 3-5 actions identified for each year
3. Add 2 additional secondary spaces a year from autumn 2025
4. Once a space has reached 75% good a formal ongoing management plan to be prepared and published.
 - a. These will show how we aim to maintain standards and drive forward long term maintenance and improvements

Action – members to agree proposals for ongoing green space management

[Potential changes to grass mowing regime](#)

Members will be aware that there are several areas in Pontyclun where RCT run biodiversity plans to help encourage wildlife and pollinators.

The Clerk has identified a few areas where potentially this can be extended. These can be seen in appendix 8c

Most of this land is owned by us with the grass cutting done by RCT and we are suggesting 3 zones

Red – Biodiversity areas – one cut in Sept/Oct – the land in the Park already has this

Amber – no mow May areas – with mowing to start from beginning of June.

Hatched – bluebell areas – do not mow near to trees before 1st July

Action - We ask the Council to support this which will enhance biodiversity and also reduce RCTs mowing costs

Other information

Development plans

We have development plans in place for –

- Brynsadler – including the Hollies
- Riverside Walk
- Ivor Woods
- Pontyclun park

These focus on making repairs/improvements to facilities and will link with our management regimes to create overall better spaces.

Green flag community award criteria

As you may be aware the Community Garden has won the Community Green Flag award now for a couple of years.

This is a simpler version of the full green flag criteria and the organisers look for -

- Is the site easy to find with good signage, both at the entrance and around the area if necessary
- Is the access in and around the area safe and easy to use with ways for those with limited mobility to navigate around where possible (not always possible so this is not essential)
- Are the paths, bridges etc well maintained and safe
- Are any facilities and structures / play equipment well maintained and safe
- Is there lighting where possible to improve safety of those using the area
- Are dogs well controlled with efforts made to reduce dog fouling (not necessarily bins, signs will do)
- No damage or vandalism / graffiti
- Minimal or no litter - are there litter bins, is litter regularly picked up
- Are the trees in good condition with management plans in place to detail maintenance for diseased or damaged trees
- Is there a plan for planting new trees to ensure the continuation of woodlands as older trees are lost
- Is the equipment used by staff / volunteers in good working order and regular safety checks made
- Waste management systems
- Minimal or no use of chemicals
- Flood management plans in place
- Management of natural features - such as wildlife habitats, enhancing existing habitats and creating new ones (bird and bat boxes for example)
- Community involvement - this is the big one! Is there evidence of keeping the community involved - posters, events, social media, regular meetings, inviting the community to interact with the area
- Marketing and communications - does the local community know about the area, are they invited to use it, do you have a Facebook page, social media, website etc

Green Space management methodology



Cyngor Tref
PONTYCLUN
Town Council

September 2025



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Introduction

Pontyclun Town Council values the green spaces that we own and manage. We are committed to managing them in the best possible way that we can with the resources we have available.

This document outlines our planned high-level methodology for doing this. It is an aspirational document based on the Council's agreed principles of green space management and the requirements of the Green Flag award.

The Council's principles have been derived from the Tree Charter which the Council has signed. The methodology has been prepared by taking the relevant sections of the Green Flag criteria and tailoring them to our resources and abilities.

To reach this level of management will take up to 10 years from inception and will require additional resources to be committed.

As we progress then we shall endeavor to raise standards further in line with the full Green Flag criteria, which currently due to resourcing and staff training levels are beyond our capabilities.

Our sites are: -

Key green spaces

- Pontyclun Park
- Ivor Woods
- Riverside Walk

Secondary green spaces

- Pontyclun War Memorial Gardens
- Community Centre gardens & car park.
- Land at Hollies
- Land to rear of St David's church, Miskin.
- Groesfaen stone bus shelter area

Other areas

- Footpaths, Byways and Cycle paths
- Other floral arrangements

Note – as the Council moves forward with plans to make improvements at Ynysddu and by YGGG school these areas should be added to the regimes

PTC Principles of green space management

The following are the Councils Green space management principles.

Thriving habitats for diverse species

Our local landscapes should have a rich diversity of green spaces, trees, hedges and woods to provide homes, food and safe routes for our native wildlife. We want to make sure future generations can enjoy the animals, birds, insects, plants and fungi that depend upon diverse habitats.

Planting for the future

We need to maintain and improve our green spaces, forests, woods, street trees, hedges and individual trees across the landscape. We want all planting to be environmentally and economically sustainable with the future needs of local people and wildlife in mind.

Celebrating the cultural impact of green spaces

Green spaces, trees, woods and forests have shaped who we are. They are woven into our art, literature, folklore, place names and traditions. It's our responsibility to preserve and nurture this rich heritage for future generations.

Better protection for important green spaces, trees and woods

We want stronger legal protection for trees and woods that have special cultural, scientific or historic significance to prevent the loss of precious and irreplaceable ecosystems and living monuments.

Enhancing new developments with green spaces

We want new residential areas and developments to be balanced with green infrastructure. Planning regulations should support the inclusion of green spaces and trees as natural solutions to drainage, cooling, air quality and water purification. Long term management should also be considered from the beginning to allow trees to mature safely in urban spaces.

Understanding and using the natural health benefits of green spaces

Having green spaces and trees nearby leads to improved childhood fitness, and evidence shows that people living in areas with high levels of greenery are 40% less likely to be overweight or obese. We believe that spending time among green spaces and trees should be promoted as an essential part of a healthy physical and mental lifestyle and a key element of healthcare delivery

Access to green spaces for everyone

Everyone should have access to green spaces and trees irrespective of age, economic status, ethnicity or disability. Communities can be brought together in enjoying, celebrating and caring for these in their neighbourhoods. Schoolchildren should be introduced to green spaces and trees for learning, play and future careers.

Addressing threats to green spaces, woods and trees through good management

Good management of our green spaces, woods and trees is essential to ensure healthy habitats and economic sustainability. Our green space management will aim for long term sustainability and be based upon evidence of threats and the latest projections of climate change.

Key elements of our green space management

Well Maintained and Clean

There should be an appropriate standard of maintenance throughout the site and effective management skills to combat issues including litter, fouling and waste management, as well as graffiti and vandalism.

Environmental Management

We will manage our sites in a way that is sustainable in the long term. Environmental issues such as peat and pesticide use, sustainable material use, waste and its minimization will be considered

Biodiversity, Landscape and Heritage

Each green space is unique and has its own character. We will identify the natural and historic features on site and take measures to enhance them where appropriate.

Community Involvement

We will involve our community in the management of our sites and ensure they relates to and encompasses the local and wider community.

Access for all

We wish to create green spaces which are accessible to as many people as possible and that are maintained to a high standard. We will use creative and innovative projects to enhance the site and access funding from many sources to help support this work.

Managing for the future

The Council will have policies for management of our sites that are based on sound principles and plans which are regularly updated to reflect best practice. This way our green spaces can continue to be of benefit to our community into the future.

Section 1

A Welcoming Place

A welcoming place is one that invites and draws people into it. This means creating a space which, through its visual appearance, range of facilities, standards of maintenance and ease of access, makes people feel that they are in a cared-for place. This generates an innate understanding of why things are as they are, which is in turn reflected in the greater enjoyment of, and respect for, the place itself.

1. Welcome

On arriving at key sites, visitors should be encouraged to enter:

- Major entrances will be signposted.
- The management of the site should combine to give a sense of welcome.
- Well considered, innovative and practical, design features should be used and incorporate elements such as interesting planting, varied textures, and natural and built features that can be explored in play and used for relaxation.

2. Good and Safe Access

Where practicable, it should be easy for anybody, irrespective of their ability, to enter and get around our sites. The safety and practicality of physical routes into, out of, and around, the site, and how these affect the visitors to the site should be considered.

This includes:

- Presence of clear sightlines in and out, and welcoming entrances
- Pedestrian routes – logical, useful and suitable for the whole range of users. For example, are they wide enough for the likely combinations of cycles/ pedestrians/prams/ wheelchairs/children/dogs to use safely together.
- Cycles within the site – whether to encourage them with appropriate provision or provide safe storage at entry points. Cycle routes will be designed to be complimentary and minimise conflict.
- Vehicles on site must have appropriate signage, control and safety measures, including how shared access between vehicles and pedestrians is managed.
- Equality of access including disabled access if possible.
- We will provide clear information in various appropriate media on the accessibility of the various routes and areas to different users.

3. Signage

Signage and information panels should be appropriate to the type of site, of good quality, well maintained and free from vandalism.

The content should be useful, appropriate to the visitor, friendly and welcoming, and easy to read.

It should help visitors to find the site, and once there, to get around and make the most of the facilities and activities on offer.

We will avoid using unnecessary signage which could detract from the site itself.

- Signs should be placed only where needed, for example at entrances.
- We will use appropriate maps, accessibility information, infographics, display lists of events and activities, and interpretation boards. This will be published in a variety of media including boards, internet and social media.
- Messages should be friendly, welcoming and clear.
- Sign design should be coherent and complement the overall 'feel' of the green space.
- Consideration should be given to where they are sited, for example at what angle to approach routes and at what height, so that they can be seen and read easily.
- Where signs are used the information should help users to have an enjoyable visit and provide the following basic information.
 - name of site
 - PTC name and contact details to enable visitors to contact us if they encounter a problem on-site.

4. Equal Access for All

We will balance the requirements of different ages, cultural and social groups who use our sites.

- We will consider the whole community – who is using it now? Are they well served? Who might use it but currently are not? How can it be made safer for them? One way we will assess this is to invite different groups to visit and use the site and provide feedback.
- Placement of facilities will be well thought out with a range of busy and quieter areas if the space allows. On some sites there will be areas where dogs are prohibited.
- If all areas are not physically accessible to all visitors, then information will be provided where appropriate as well as off-site so that visitors can look up accessible areas in advance.
- We will consider publishing a marketing document providing detailed information on the accessibility of the site.
- Staff and contractors on site should be identifiable, helpful and courteous.

Section 2

Healthy, Safe and Secure

We will encourage users to enjoy healthy activities using appropriate, safe-to-use facilities and activities, and to feel personally safe and secure.

5 Appropriate Provision of Quality Facilities and Activities

The facilities and activities will enable users of the site to be healthy, safe and secure.

All facilities should be attractive and functional, should perform well and meet the users' needs.

Procurement of new facilities, for example children's play equipment, should meet the minimum safety standards.

Activities should be suitable, of good quality and effectively run.

We will consider providing.

- Play and exercise equipment.
- trim trails
- active volunteering programmes
- health and fitness activities and suitable sporting facilities

7 Personal Security

We will take measures to ensure that people on the site are kept personally safe.

There are policies, procedures, risk assessments and checks in place and methods employed to reduce the risk of personal harm whilst using the site.

- Pontyclun Park & Ivor Woods area are visited at least 3 times a week, Riverside walk at least weekly.
- Contact details should be clearly provided on signage for problem reporting.
- Staff should be readily identifiable, approachable, trained and with the responsibility to deal with security situations.
- Ideally staff members should be in telephone contact with base.
- We will ensure that shrubbery and trees are properly maintained or removed where necessary to avoid creating secluded areas or pathways unless as part of a specific initiative. Where possible paths connect with places where people congregate.

- Play areas should be visible where possible.
- We will review issues that cause fear for different members of the community – for example, inclusivity, racism, drugs, bullying, vandalism, and vagrancy.
- Risk assessments should consider the site as a whole and movements around it, not individual areas.
- Where possible, we will incorporate the green space into a Police or Community Support Officer beat.
- We will build safety inspections into the regular staff walk-round.
- We will set up a “watch” group with a monitored telephone number to enable Friends’ and Residents’ groups to report problems easily and provide an early warning of increases in anti-social behaviour.
- Any hazards should be clearly marked, and adequate steps taken to protect the public.
- An Incident Log should be maintained and reviewed on a regular basis and should form the basis for future decisions.

8 Control of Dogs/Dog Fouling

Dog exercise is one of the main reasons why people use green spaces. Promoting responsible dog ownership ensures that uncollected dog fouling and uncontrolled dogs do not upset other users or become a danger to other animals and wildlife.

We will ensure that relevant strategies are in place on site to ensure that dogs do not become a nuisance and affect the enjoyment of others, whilst making dog walkers feel welcome.

Dog fouling is controlled, and certain areas will be designated “dog free.”

We will implement strategies to help stop dogs causing a problem on our sites, including:

- Maintain a sound understanding of relevant national legislation and use it as necessary to control dogs on the site.
- We will work with RCT to implement their PSPO to apply at Pontyclun park.
- Dogs can be excluded or requested to be on a lead at certain times of the year if it has an adverse effect on wildlife.
- Liaise with local authority dog wardens and engage with local dog walking groups.

Section 3

Well Maintained and Clean

For aesthetic as well as health and safety reasons, issues of cleanliness and maintenance will be addressed, in particular:

- litter and other waste management issues must be adequately dealt with
- grounds, buildings, equipment and other features must be well maintained.
- policies on litter, vandalism and maintenance should be in place, in practice, and regularly reviewed.

9 Litter and Waste Management

Litter will be managed by the Council in partnership with RCT.

The policy for managing litter and waste and fouling from dogs and other animals and birds is detailed below.

- Both users and staff have a responsibility in keeping a site free of litter and fouling
- Every Officer & Member is prepared to pick up litter when they see it rather than waiting for the routine visit of a maintenance team.
- The Caretakers have a regular routine for picking litter & emptying bins.
 - Litter picking is done daily around the Council Offices & Heol yr Orsaf Car Park
 - Litter picking in Pontyclun Park is done Mondays/Wednesday & Fridays
 - PTC managed Dog mess bins are emptied every Monday – to coincide with RCT collections of their bin waste.
- If chewing gum & smoking litter become a problem, we will implement strategies to reduce their issues.
- Where appropriate, bins will be provided on site, with cigarette stub plates and dog fouling bins. The Clerk will regularly evaluate the overall provision, location, position, maintenance and emptying of bins. Bins should be carefully and securely positioned and emptied regularly to encourage proper use by the public.
- Campaigns and events could be used to reduce particular problems, if appropriate
- Waste is not stored on site and arrangements are made to ensure that waste is transported off-site as quickly as possible for storage in the shed at Park ahead of disposal by RCT. RCT arrange sorting and recycling of the collected waste
- We will consider composting horticultural waste for use as a replacement for peat-based products and chipping clippings for mulch.
- The Council will organise regular litter picking events with local volunteers.

10. Horticultural Maintenance

Horticultural maintenance is based on the quality of the outcome.

Our management plans will detail both what managers are trying to achieve now and, in the future, and outline how different areas of the site are managed.

Relevant staff within the organisation should, where possible, be qualified in recognised horticultural skills.

Key factors we consider:

- Good standards of horticultural practice are being maintained across all areas of the site, e.g. shrub beds, flower beds and grassed areas.
- Sites must demonstrate appropriate management of other features, such as water bodies.
- Work specifications should emphasise the quality of the end product and new tenders should include assessment of horticultural expertise and staff experience as well as cost.
- If not done in-house, smaller contracts could be awarded for specialised items of grounds maintenance.
- Involving volunteers in looking after small areas of the sites.

11. Arboricultural and Woodland Maintenance

Regular monitoring of trees, as appropriate to the site, should be undertaken as part of an approach to tree health and duty of care to visitors and staff.

The management plan will be informed by the tree surveys that are carried out regularly.

There is an established emergency response to fallen or dangerous trees, plans for the future and succession planning.

We will:

- Zone the site according to levels of use to inform likely levels of risk.
- Establish regular informal inspections (by individuals familiar with the site) and formal (expert) observations at an appropriate frequency. Any problems should be reported, acted upon and these actions recorded.
- Identify any potentially problematic trees and develop an action plan to ensure safety and effective maintenance.
- Make plans for replacement of the tree stock over time.
- identify key specimen trees and understand how to ensure their upkeep.
- Take suitable biosecurity actions relating to tree stock and measures to avoid the spread of tree diseases, including thorough cleaning of equipment and reputable stock sourcing.
- Dead wood will be, when practical and safe, left to provide a habitat for bats, hole nesting birds and invertebrates.

12 Building and Infrastructure Maintenance

This section broadly includes the buildings, fences, gates, paths and roadways on site.

They should be well maintained and clear of graffiti, flyposting, weeds and potholes as relevant.

There will be schedules for maintenance, repainting and renewal, and policies for dealing with vandalism, fly-tipping, graffiti and flyposting.

Any problems should be noted, and future plans stated along with a timetable.

Buildings should be in use where possible (and ideally used in connection with the purpose of the site) and should look cared for. Any building awaiting a decision on its future should be maintained so that the structure is safe, and signage provided to explain the situation to the public. This approach and future aspirations should be documented in the management plan.

13 Equipment Maintenance

We will have policies and procedures in place to carry out checks and maintenance on:

- the equipment used by staff.
- the equipment used by the public.

For all equipment used by staff (and public volunteers where applicable), there should be a maintenance schedule;

- relevant Health and Safety legislation must be observed.
- Operators must be adequately trained and wear the correct safety equipment.
- Equipment and related materials will be stored securely.
- Vehicles should be maintained to high standards.
- Legislation is adhered to in storing and disposing of liquids and materials.

Equipment provided for public use (for example, playground and exercise equipment) will be maintained to the highest recognised standard to prevent injury and accidents.

This means:

- daily 'visual inspections' when ground and other surfaces, equipment and natural features are checked for potential hazards and litter, debris and graffiti are cleared away.
- quarterly 'technical inspections' to check equipment (RCT parks team do these for us)
- annual inspections, which should be carried out by independent specialists. RCT arrange for independent RoSPA inspection annually

Section 4

Environmental Management

We will manage our sites to have a positive impact on the environment both now and for the future.

Where choices can be made for future procurement, landscaping or buildings, they should aim to minimise energy and resource consumption and waste, and design benefits to the local and global environment.

Policies should seek to eliminate the use of peat and chemicals to control pests or as fertilisers.

Horticultural and arboricultural decisions should reflect an understanding of the impacts of climate change.

14 Managing Environmental Impact

Future aspirations should be identified and recorded in the management plan.

Our sites will follow the principle of an Environmental Management System, broadly to:

- set objectives and targets for environmental improvement.
- establish operational procedures for achieving them.
- measure, record and evaluate environmental performance.
- review and seek to improve on these targets.

Where possible and where relevant, measures will be taken to reduce impact on the environment as the opportunity arises – usually when replacing old features or creating new ones.

For example:

- Water efficiency – installing features to reduce water consumption and reuse rainwater where possible.
- Energy saving or efficient features installed within buildings, in new vehicles and machinery.
- Measures taken to improve air quality.
- Measures taken to stop pollution into water.
- Measures taken to reduce noise pollution.
- Purchasing choices give equal consideration to sustainable and socially and environmentally sound sources, alongside value for money.

Where power is needed, to be sourced from renewable energy generation on site where possible

15 Waste Minimisation

Policies will be in place to follow established waste management procedures – procurement strategies should seek to reduce, within reason, the amount of material being used by the site.

Materials should be reused where possible, recycling should be encouraged and promoted, and disposal to landfill should be a last option.

Green waste will be mulched or composted wherever possible and put back onto sites. Tree clippings can be reused as “bug hotels” and animal sanctuaries.

The waste collected from users of the sites is recycled where possible by RCT Council.

16 Chemical Use

In the interests of protecting the health of users and staff on the site, pesticides and chemical fertilisers should not be used unless essential or due to our resources, impractical not to use.

As such Herbicides will only be used –

- On Knotweed or other similar invasive plants
- On urban footpaths
- On graveled areas where impractical to pick weeds
- The base of Pontyclun Park fencing is treated by RCT CBC to stop overgrowth in this area and pavement obstruction.

Minimal use may also be acceptable as part of an Integrated Pest Management strategy.

If pesticides, herbicides and fertilisers continue to be used on site there must be a justification for doing so. Relevant national and international legislation for procurement, transport, use, storage and application of these chemicals will be adhered to.

The management plan should reference any issues that you are trying to address, state the solutions that you have considered and the decision that you have made.

Our elimination/reduction strategy should address the following questions:

- Where are pesticides and fertilisers used?
- What would happen if there was no treatment? Is there a problem?
- Is there a way of altering the environment to prevent the problem?
- What physical or mechanical control methods are available?
- What biological control methods are available that can supplement the environmental, physical and mechanical methods in use?
- What are the least toxic chemical controls available that can supplement environmental, physical, mechanical and biological methods in use?

The types and quantities of pesticides and chemical fertilisers used on site will be

recorded and the Council should be able to demonstrate that it has done all that it can to reduce chemical use to an absolute minimum on site.

17 Peat Use

In the UK, there is a move to reduce peat use in horticulture to zero by 2030, subject to the development of ethically and practically suitable alternatives.

We aim is to reduce peat use to zero by:

- Avoiding purchasing plants grown in peat or products containing peat. We will request relevant information from our suppliers before we purchase.
- Using alternatives to peat such as appropriate recycled waste, or coir
- Making our own compost and mulch from cuttings

18 Climate Change Adaption Strategies

All new landscape management, arboricultural and horticultural decisions should consider the future likely impacts of climate change.

Our green spaces should help to mitigate the likely future impacts of climate change.

Consideration is given to.

- Likely impacts of climate change and some of the mitigating factors.
- Torrential Rain: Sustainable Urban Drainage Systems (SUDS), re-naturalising of modified water courses and flood plains and other flood reduction strategies, soil binding
- Drought: adaptive vegetation, rainwater harvesting and soil mulching
- Wind: tree layout and design, and public safety
- Heat: suitably tolerant vegetation, shade and waterbodies for cooling off
- Opportunities to enhance ecological networks and habitats or populations of species so that they are better able to adapt to a changing climate through, for example, choices for planting or their positioning.

Section 5

Biodiversity, Landscape and Heritage

Attention will be paid to the appropriate management and conservation of natural features such as wildlife and flora and landscape.

Their particular character and requirements should be identified, and appropriate management strategies put in place to conserve and enhance them.

19 Management of Natural Features, Wild Fauna and Flora

The particular natural features, the habitats and species of the site will be identified, their characteristics understood, and appropriate management strategies put in place to conserve and enhance them.

Our large sites contain a number of different habitats, each with its own particular management requirements, but decisions should also be taken in the context of the site as a whole.

Habitat management can take an informal or a formal path, but it needs to be appropriate, with consideration given to what is feasible and practical within the context of the site. The Council will be informed by practices suggested by relevant conservation bodies for animals such as Bats, birds, bugs, hedgehogs etc.

The Council holds Bee Friendly status as a sign of our commitment.

We will consider the unique natural features of our sites, their historical context and physical setting, the needs of the community, and what is feasible, practicable or desirable in the future. All decisions to manage, create or promote the natural features, wild flora and fauna on the site are made with reference to this understanding.

Specific considerations:

- Potential for sites to form part of a network for wildlife, as natural floodways or open spaces, to buffer and enhance.
- The presence of any ancient trees, or historic tree or plant collections and how they are identified, managed and promoted.
- Local historical or social links with types of biodiversity or particular habitats
- Links to wider local and national strategies – including Local Nature Partnerships, National Pollinator Strategy, health and wellbeing and nature, natural play, forest schools, involving people in ‘growing their own’, green infrastructure and climate change adaptation.

20 Conservation of Landscape Features

Every landscape reflects elements of historic, design and cultural importance that tell some of the story of the site and why it is as it is now. Green spaces, their views, vistas and features are almost all designed landscapes.

Recreation Grounds are historic landscapes because they were built to provide sporting facilities for the masses and some green spaces have grown up around existing or former features (mines, quarries, flood defences, reservoirs, canals, rivers, geological features, historic or iconic buildings) that have already played some part in shaping the landscape.

We will recognise:

- what landscape features are present and their relationship to each other (natural and landscaped features; trees – individual, groups, avenues, plants and planting; geological; important view lines; open areas)
- where they came from (social and cultural importance)
- What has come since?
- specific reference to any conservation designation applied to the landscape (registered park or garden, conservation area, scheduled ancient monument and local designations)
- We will demonstrate how specific features and relationships between features are being protected, enhanced and maintained. We will also detail ways in which features might be better managed in the future, should circumstances change.
- Connections between landscape and local history or culture and its reflection of their relationship will be explored, if relevant
- Landscape features that are not wanted but cannot currently be changed should be identified and future aspirations noted. For example, why trees currently growing in the wrong place should not be replanted when they reach the end of their lives.
- Activities relating to the landscape should be identified and relationships made with relevant user groups and interested parties, who should be appropriately involved in future landscape decisions.

21 Conservation of Buildings and Structures

Iconic and historic buildings and structures play a prominent role in interpreting a site. They require careful maintenance to maintain their integrity.

Our current sites do not have an such buildings on them, however, should we acquire such in the future we will develop suitable management plans.

The management plans will:

- identify the individual historic or iconic buildings and structures on site (making reference to any specific conservation designations)
- understand the significance of each.
- make reference to an appropriate maintenance schedule.
- show a sensitive approach to management and change.

High quality and appropriate maintenance will be carried out on the buildings and structures.

The entirety of the estate is important, and the Council will recognise the whole setting even if it isn't within their remit, even if only to ensure ongoing consultation with the relevant stakeholders.

Section 6

Community Involvement

Our aim is to understand the community we seek to serve. Together with partners and other organisations we shall

- actively and appropriately involve members of the community in making decisions about development of green spaces.
- provide opportunities for active participation in projects.
- ensure that there is an appropriate provision of recreational facilities and activities for all sectors of the community.

22 Community Involvement

Representative members of the community (current users and other people local to the site who could use it more) will be identified and actively involved and consulted in the management and key developmental decisions about the site.

We will identify groups and potential volunteers to engage them to support the management of the sites by involving them in activities such as:

- Green Gyms, Good Gyms
- Litter picking.
- Footpath maintenance
- Woodland management programmes
- Community Gardens

The Council will also aim to engage the Community through initiatives such as:

- Wales in Bloom
- Open Gardens
- Annual Garden & Allotment competitions
- Photography Competitions

Some issues to consider:

- A variety of methods could be used to involve communities, including forums, questionnaires, surveys, as well as outreach work to schools, youth organisations, faith groups and organisations that represent people with disabilities. Particular consultation should be aimed at the 13–19 age groups, often one of the hardest groups to engage with but will be some of our key users.
- Providing evidence of active engagement with and understanding of communities might be the analysis of survey results or outcomes or decisions

made at community forum meetings.

- It is important that groups are fairly represented, and conflicting demands are equitably balanced when decisions, particularly those involving significant redesign and investment, are made.
- Groups should be approached and supported in developing their vision for different use of the space. Where it is unachievable, clear feedback should be given and alternatives explored where possible.
- Creation of 'Friends' Groups' for some of our sites and engaging individuals as "Rangers" to help manage the areas
- Some sites will have obvious bodies for consultation, such as allotment associations, student bodies, residents' groups, sporting committees, historical societies.
- Reflect the local multicultural community – try to get representation from all groups in the locality. It may mean going out to some groups as they wouldn't engage with more traditional techniques.
- Properly supervised by a dedicated member of site staff, groups can be involved in the day to day running of the site, and can sometimes leverage additional funding, providing great benefit to all
- We should aim to engage RCT CBC, who manage many green spaces within our area to ensure they can support our overall policies.
- Green spaces managed by other parties should also be considered and the Council will work with owners and managers to develop those areas too.

23 Appropriate Provision for the Community

We will provide facilities, services and events which are suitable for the whole range of users and potential users of our sites.

We will undertake regular analysis of the current provisions, clearly identify gaps for particular groups and proposed solutions will be inserted into future plans in the management plan.

People visit green spaces for different reasons – some for adventure and challenge, some seeking peace and solitude and a spiritual connection to nature, others for family activity and the recreational needs of their children, and yet others for social activity, sports and fun with friendship groups. Age, gender, culture, ethnicity, and social and personal circumstances also play a part in shaping these needs.

Recognising that every site will have its limitations, we should seek to understand this diverse range of needs, and where possible, to provide suitable facilities and related activities.

Limiting facilities to maintain a particular site's characteristics is valid. It is important to respond to the needs of users. It is also important to feed back to users about what can and cannot be provided and the reason behind the decision.

Some issues we will consider:

- Is there potential for any conflicts between user groups that need to be managed? Could the area be better zoned?
- Is there fair provision – for all ages, sectors of the community, and all types of activities that the site encourages?
- Play equipment should be physically challenging, functional and imaginative, catering for a range of ages and physical abilities, located in a safe area away from main roads, dogs excluded.
- Opportunities for wild and free play are equally valuable and develop imagination, connection to nature and stimulate senses. We will link better to existing facilities, events and programmes already underway to encourage wider engagement with them.
- Can the site provide informal space for community events or social get-togethers?

Section 7

Marketing and Communication

The Council understands the key benefits of our sites and will use this information to promote them appropriately.

We know who the main user groups are and use a fitting range of interpretation and engagement techniques to communicate with them. This basis ensures that appropriate facilities, events and activities can be offered and most effectively promoted and forms a solid foundation for development now and in the future.

Knowing and understanding the community who use the site means that managers can develop far more active engagement from users. This helps to promote the site, to protect it from misuse and potentially to engage practical help.

24 Marketing and Promotion

There will be appropriate marketing plans for Pontyclun Park, Ivor Woods, the Riverside walk and our Footpath network, which at its most basic level, considers the following:

- What are you trying to achieve?
- How is the place currently used?
- How would you like it to be used?
- Who would you want/need to work with?
- Who is your main target audience(s)? For each of them consider:
 - the best channel(s) to speak to them.
 - the best way(s) of getting information back, and if not getting any back, why not?
 - who is not included and how can you include them?
- Review and evaluation to inform future plans.
- Plans for now and future aspirations.

25 Appropriate Information Channels

Knowing our main audiences – current and intended – we will use appropriate vehicles for providing information to them. Two-way interaction is even better, so managers should aim to maintain channels for feedback and problem reporting, including means for instant contact on site signage and offsite materials.

The marketing strategy should provide more information on the strategy we employ, maybe include some examples.

There are a range of methods for marketing green spaces, which might include:

- Publication and distribution of annual reports and management plans
- Online visitor information sites: those with facility for reviews and comments make a good monitoring tool.
- Social media
- Events calendars – on notice boards, online, in newsletters
- Local and free press
- Local radio
- Well trained and approachable staff who should be clearly identifiable.
- Printed media – posters, banners, leaflets, flyers or reverse sides of parking/bus tickets
- Local noticeboards – physical and online
- Sometimes, marketing is done practically by taking the experience of the site to others – for example taking plants or animals, giving talks on growing vegetables or wildflowers, or on the history of the site, to schools or local groups rather than them coming on to site.
- Sensitive sites that are actively seeking to control visitor numbers, for example to protect the environment, could decide their marketing strategy was to approach schools or other groups to arrange scheduled visits and promote events taking place at other sites.

Once the methods of communication have been selected, it will be clear in wording and design (use infographics and multiple languages as appropriate) and is made available at the appropriate time. Once the material is out of date it must be removed from circulation.

26 Appropriate Educational and Interpretational Information

Green spaces can be great centres for learning about and experiencing ways of enjoying and understanding built heritage and nature, its diversity and its fragility; healthy living, diet and exercise; developing a positive mental attitude; understanding where food comes from; and appreciating that we all live together on one planet.

Management plans will consider how the site could be used for educational purposes, now and in the future, and that this is evidenced on site, in the materials provided, the overall marketing approach and in the relationships established.

We will provide:

- Relevant and appropriate, signage and interpretation boards on site and online information detailing the social and built heritage and unique biodiversity features of the site.
- Nature walks, green gym programmes, healthy activities, creative conservation, or links with local history or other interest groups
- Welcoming or providing Forest Schools or equivalent outdoor learning experiences for local schools.
- Promoting growing your own food – via our community garden/Orchard provision or healthy eating areas or guidance on growing at home
- Links with local groups for people with disabilities

Appendix 8a

Section 8

Management

Green spaces represent significant and valuable assets to the Council, and as such, should be professionally managed.

We will establish active management plans based on a deep understanding of the community that we serve and its aspirations, believing that this is important to ensure the proper funding of these assets with financial, staff and volunteer resources.

Our plans will also provide a document that enables everybody involved in that green space to be clear about what is being achieved and their role in achieving it.

27 Implementation of Management Plan

Our management plans are integral to the running of the sites.

They should be in regular use and not simply written and put away for the next year.

At its best, anyone should be able to pick up a management plan and know what is important about managing the site now and in the future.

As future aspirations are important, the plans are regularly updated and revised over time.

Broadly, the management plans should take this kind of approach:

Where are we now?

- Introduction to the site
- Historical and social context
- Site description

Where do we want to get to?

- The vision
- Assessment and analysis – SWOT
- Aims and objectives.

How are we going to get there?

- Reference to relevant policies
- Work and action plans and timetable.
- Finance and resource allocations.

How do we know we have arrived?

- Monitoring and review process

The following areas should also be included:

- Analysis of users – current and potential
- Links to relevant wider or overarching strategies
- Environmental management systems and audit, procurement, etc.
- Facilities maintenance and safety
- Risk assessments for staff and users.
- Noise and pollution assessments
- Dog management strategy
- Litter, waste and antisocial behaviour management and maintenance.
- Equipment maintenance schedules
- Grounds maintenance/horticultural/ arboricultural contract or schedule and chemical use strategy

- Marketing
- A timetable for future plans and a list of actions completed in the last year.
- The plan will work to a 5-year rolling timescale.

Separate plans will be developed for our various sites grouped as follows. The detail within the plans will be appropriate to the size and complexity of the site

Key green spaces – fully detailed plans

- Pontyclun Park
- Ivor Woods
- Riverside Walk

Secondary green spaces – short form plan

- Pontyclun War Memorial Gardens
- Community Centre gardens & car park.
- Land at Hollies
- Land to rear of St David's church, Miskin.
- Groesfaen stone bus shelter area

Other areas – annual maintenance plan only

- Footpaths, Byways and Cycle paths
- Other floral arrangements

Note – as the Council moves forward with plans to make improvements at Ynysddu and by YGGG school these areas should be added to the regimes

Cyngor Tref Pontyclun Town Council

Green Space management checklist

This checklist uses the criteria for the Green Flag community award to give us a benchmark against which to measure our management of green spaces.

This will be used by the Council to review our green spaces (against relevant criteria)

Once a location is added to the regime the aim is to improve services/operating methods to reach 75% Good across these criteria in the medium term – up to 5 years from then.

The criteria are subjective so to try and remove bias we will use a number of people to reach an average score

Facilities to be reviewed each each in the Autumn so that any improvement suggested can be budgeted for appropriately

Suggestions for improvement to focus on what can be achieved in the next 12-18 months rather than being an exhaustive list so as to allow for momentum to be built up over time towards achieving well run sites.

We will aim for an overall 3-5 suggested actions across all sites a year.

Criteria	Good/OK/Poor	Comments/Evidence	Improvements suggested
A Welcoming place – Marketing and Communication			
Is the site easy to find with good signage, both at the entrance and around the area if necessary?			
Marketing and communications - does the local community know about the area, are they invited to use it, do you have a Facebook page, social media, website etc.			
Healthy Safe & Secure			
Is the access in and around the area safe and easy to use with ways for those with limited mobility to navigate around (where possible)?			
Are the paths, bridges, fences etc well maintained and safe?			
Are any facilities and structures / play equipment well maintained and safe?			

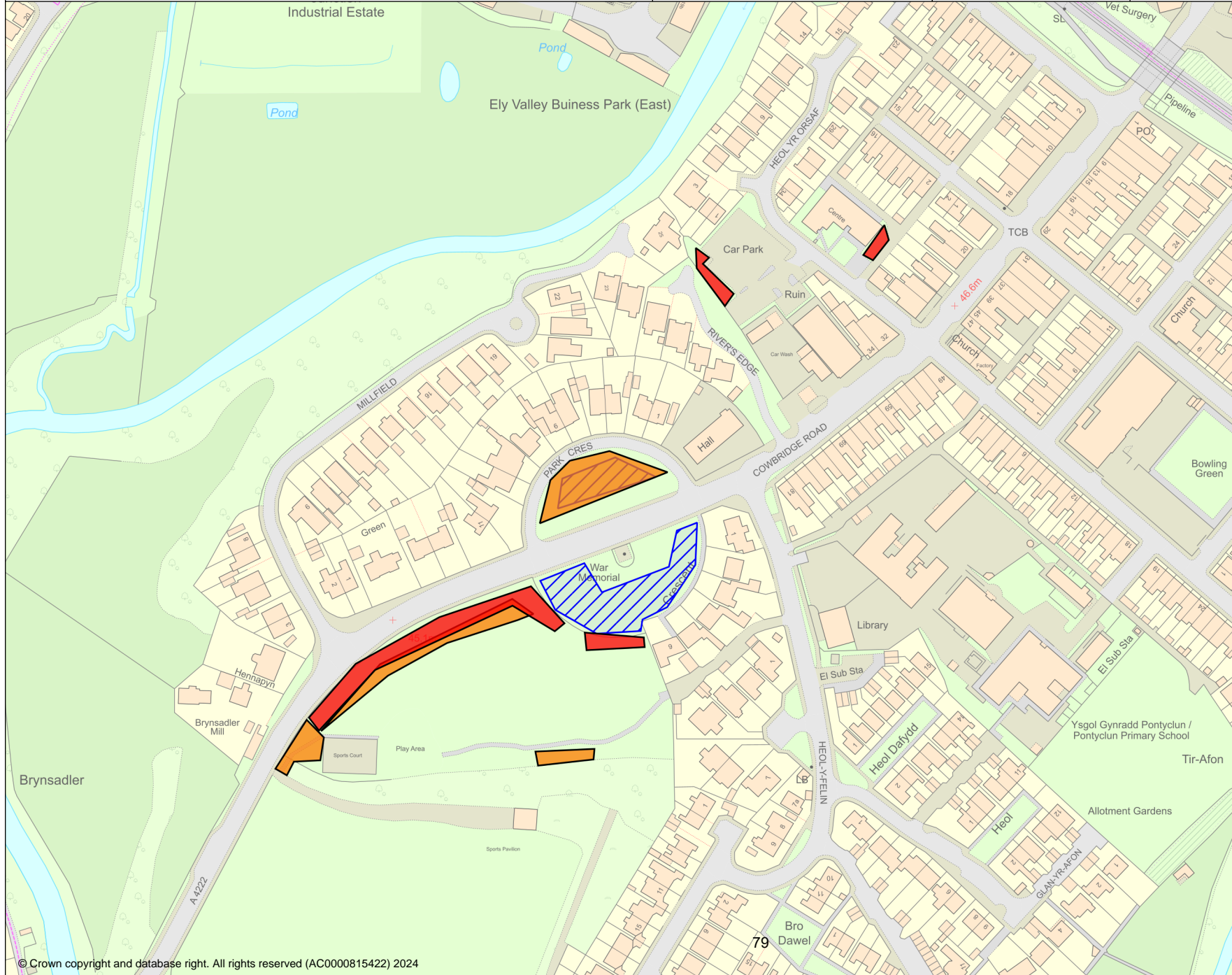
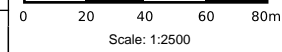
Criteria	Good/OK/Poor	Comments/Evidence	Improvements suggested
Is there lighting where possible to improve safety of those using the area.			
Well maintained and clean			
Are dogs well controlled with efforts made to reduce dog fouling (not necessarily bins, signs will do)			
No damage or vandalism / graffiti. What steps are taken to repair/remove?			
Minimal or no litter - are there litter bins, is litter regularly picked up?			
Environmental Management - Biodiversity landscape & heritage			
Are trees in good condition with management plans in place to detail maintenance for diseased or damaged trees.			
Is there a plan for planting new trees to ensure the continuation of woodland as older trees are lost?			

Criteria	Good/OK/Poor	Comments/Evidence	Improvements suggested
Management of natural features - such as wildlife habitats, enhancing existing habitats and creating new ones (bird and bat boxes for example)			
What other actions are being taken to improve biodiversity and sustainability			
Steps taken to maintain existing man-made features, particularly if they have historic or cultural significance. Any plans to improve?			
Management			
Is the equipment used by staff / volunteers in good working order and regular safety checks made? Accident and maintenance records maintained			
Waste management systems – recycling etc			

Criteria	Good/OK/Poor	Comments/Evidence	Improvements suggested
Minimal or no use of chemicals			
Flood management plans in place (if relevant)			
Community involvement			
Community involvement Is there evidence of keeping the community involved - posters, events, social media, regular meetings, inviting the community to interact with the area.			
Are volunteers used to help maintain the location. E.g, As litter pickers, rangers, wardens etc			

Author: L. Administrator

Date: 19/09/2024



Bluebell area



No mow May



Biodiversity areas



Cyngor Tref Pontyclun Town Council

Update on annual plan 2024-25

The Council's annual plan for 2024-25 is provided in appendix 9a with a colour coding as to where progress is.

The legend is -

- Green sections – on plan or completed.
- Amber – behind plan or may fall behind.
- Red text – actions in addition to original plan

There are two sections in amber.

Public consultations – as yet nothing identified for consultation other than the Freedom of the Town which was specifically planned for.

Delivering service levels – in June the Council changed its phone system to a fibre broadband based one. During this changeover the phone system was down for 2 days, and our voicemail took nearly 5 weeks to be set up.

It is worth members noting that the change took from early October through to end July to complete fully, though some administrative issues took longer (e.g. BT continued to change for old service and new). Overall, the Clerk has spent over 50 hours of time dealing with this and one of our new phones still does not work properly.

Cyngor Tref Pontyclun Town Council

Annual Plan

Objective	Actions	Comments
Community Events		
The Council will run three large Community events	<ul style="list-style-type: none"> • Spring– Picnic in the Park • Summer – Food and Drink festival • Christmas – Christmas Festival 	Picnic in Park and Food fest run. Christmas in plan
The Council will support other local organisations who arrange community events in the area	<ul style="list-style-type: none"> • Grant for PRFC to hold Fireworks night • Support 3 Remembrance Day parades in Community • Support Urban Market Easter fair 	PRFC grant in budget, Rugby club contacting us in Sept. Remembrance Day parades in plan Urban market easter market and Summer fun day held
Improving services		
The Council will deliver at least one larger scale new service or an improvement to existing service (£500+)	<ul style="list-style-type: none"> • Nine new benches to be installed • Complete replacement of fencing and steps at Riverside Walk • Defib at Ivor Arms 	9 benches installed. 1 more to come shortly and purchasing 3 more for later install Riverside walk work completed Defib purchased awaiting installation
The Council will deliver one smaller new service each year (£50-500)	<ul style="list-style-type: none"> • One History trail to go live 	Working with Historypoints.org aiming to go live early 2025 for one trail
The Council will deliver 3 small scale new services or make 3 smaller improvements to existing Council services	<ul style="list-style-type: none"> • Extend period of floral planter watering by 3 weeks in September • Large poppies onto lamp posts for Remembrance • Small improvements to area by War Memorial 	Extended floral period in place Large poppies purchased ready for commemorations War Mem improvements planned for 2024/5 done bar painting bin (for which contractor instructed) Railings being added to steps by War Memorial 2 dog poo bins installed, one more to go and 4 additional waste bins
The Council will implement one new action each year designed to improve sustainability or benefit the environment.	<ul style="list-style-type: none"> • Water butt at Community centre • Large Bug hotel at Community centre 	Water butt and large bug hotel in situ at Community centre Pollinator friendly trial running with 2 friendly planters replacing the trailing begonias

	<ul style="list-style-type: none"> Extend trial of pollinator friendly planters by Windsor 	<p>Significant increase in pollinator friendly ground planters on trial in 2024. Aim in 2025 for all hanging baskets and 5 of the 15 trailing planters to be pollinator friendly. 14 of the 26 ground sited planters to be pollinator friendly</p> <p>Grant funding obtained to arrange community spring bulb planning activity to provide suitable flowers for early pollinators</p>
Resident engagement		
The Council will hold an annual meeting and at least 10 monthly meetings plus regular Working Group meetings		Annual meeting in May No Meeting in August/December
The Council will engage residents via Noticeboards, Website and Social media		Agreed engagement strategy in place
The Council will arrange at least one Resident survey via online methods to elicit views from them	<ul style="list-style-type: none"> Freedom of the town awards ANO TBC 	FoT to be launched in late 2024/Jan 2025
Council administration		
The Council will agree and deliver an annual budget		Budget agreed and on track
The Council will meet its published service standards		Did have issues in June/July when phone service changed as voicemail service dropped off for 5 weeks
The Council will publish an annual report	<ul style="list-style-type: none"> By end June each year 	Published
The Council will implement one new action to reduce or mitigate its risks or to improve resilience.	<ul style="list-style-type: none"> Complete a minimum of 6 guides to help new staff joiners (or cover) Tranche of diseased Ash trees to be removed in Ivor Woods Steps down to Riverside walk to be rebuilt Recipients of large grants to be asked to do a 	<p>7 guides prepared – plus OVW issued another 6</p> <p>Ash trees removed</p> <p>Riverside walk steps completed</p> <p>All large grant recipients now requested to do a community task</p> <p>Staff payroll moved to allow remote access</p>

	<p>Community task to support our objectives</p> <ul style="list-style-type: none"> • Staff payroll system moved to allow better remote access 	<p>Also working on moving Council's finance system to allow remote access</p>
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