

NANTYGLO & BLAINA TOWN COUNCIL CYNGOR TREF NANT-Y-GLO A BLAENAU

Mrs T Hughes Town Clerk/RFO

Council Offices, Blaina Institute, High Street, Blaina NP13 3BN
Swyddfa'r r Cyngor, Sefydliad Blaenau, Y Stryd Fawr, Blaenau, NP13 3BN
Tel: 01495 292817 e-mail: clerk@nantygloandblainatc.co.uk

Dear Member,

You are summoned to attend a hybrid meeting of the Town Council to be held at **6.00pm on Tuesday 23rd July 2024** at the Council Chamber, Blaina Institute, High Street, Blaina.

If any member of the public wishes to attend the meeting, please contact the Town Clerk at the above e-mail by 3pm on 23rd July 2024 for details of how to access the meeting.

Yours sincerely,



Town Clerk

AGENDA

A meeting to which members of the public are entitled to attend.

Declaration of Interest

Members are invited to declare matters of interest either at the beginning or at any time during the proceedings. Please note that all declarations of interest must be recorded in the book provided.

1. Apologies:

Members are invited to consider the apologies for absence received and to formally resolve to accept.

2. Town Mayor's Communications:

The Town Mayor's communications for July 2024.

3. Questions from the Public:

To receive any questions from the public regarding matters on the agenda (please note this is limited to 10 minutes).

4. Minutes of the Meeting of the Town Council held 25th June 2024 (pages 13 – 19)

Members are invited to consider the above minutes and if appropriate to approve them as an accurate record of proceedings.

a) Matters arising, for information & clarification only:

5. **Minutes of the Events Committee Meeting held 25th June 2024 (pages 20 - 23)**

Members are invited to consider the above minutes and if appropriate to approve them as an accurate record of proceedings.

- a) Matters arising, for information & clarification only:

6. **Notes of the Planning & Highways Committee Meeting held 9th July 2024 (pages 24 – 26)**

Members are invited to consider the above notes and if appropriate to approve them as an accurate record of proceedings and to **ratify the agreements made**.

- a) Matters arising, for information & clarification only:

7. **Notes of the Finance & General Purposes Committee Meeting held 9th July 2024 (pages 27 - 31)**

Members are invited to consider the above minutes and if appropriate to approve them as an accurate record of proceedings and to **ratify the agreements made**.

- a) Matters arising, for information & clarification only:

8. **Correspondence:**

Members are invited to consider the listed correspondence, plus with the Chairman's permission, any urgent information that may be received prior to the date of the meeting:

- a) John Henry – JDH Business Services (for information – copy attached):

E-mail re: acknowledgement and clarification on Internal Audit report.

- b) Information Commissioner's Office (for information – copy attached):

Certificate re: Renewal of Data Protection Registration Certificate.

- c) Ron Bailey – UK Parliament (for information & consideration – copy attached):

E-mail re: NALC & SLCC Support Campaign – Safety of Lithium ion Batteries, e-bikes & scooters.

- d) Blaenau Gwent CBC (for information & consideration – copy attached):

- i. Town & Community Council Liaison Committee – Overview Position of Blaenau Gwent Town Centre CCTV Zones.

- ii. Licensing Application **for information only:**

Chris Adams, Blaina Community Sports Club (name & address of applicant)

Application for the variation of the designated premises supervisor to be named as Chris Adams (Licensing Act 2003) (details of application)

Blaina Community Sports Club, Central Park, Surgery Road, Blaina (premises).

- e) Caroline Bridge – Riverside Flats (for information – copy attached):

Thank you card & note in respect of recent financial donation.

9. Application to the Community Grant Fund:

None received to date.

10. Town Council Vacancies:

Members are invited to consider the attached application received in respect of a previously advertised vacancy in the Blaina ward for co-option to the Town Council.

Members are reminded of the Council's Standing Orders in respect of co-option.

- Lynne HIGGINS (*copy attached*)

11. Planning Applications:

Members are invited to consider the applications listed below and, with the permission of the Chair, any further applications that may be received prior to the date of the meeting:

- a) Plan Application No. P/2024/0173 – Plots 33, 35, 39,40 & 41 Beech Tree Crescent, Tanglewood, Blaina :

Erection of 5 residential dwellings (C3) with associated infrastructure at plots 33,35,39,40 & 41 Beech Tree Crescent, Tanglewood, Blaina (*copy attached*).

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**Minutes of the hybrid Meeting of the Full Council held at 6.00pm on Tuesday 25th June 2024
at the Council Chamber, Blaina Institute, High Street, Blaina.**

A meeting to which members of the public were entitled to attend.

Present: Councillor M Williams, Town Mayor, presiding
Councillors G Morvan, L Harris, K Jones JP, J Bond, D Hillman, C Hillman
(remote) & L King.

In attendance: Mrs T Hughes, Town Clerk / RFO
Mrs N Horner, Assistant Officer

Declaration of Interest

Members were invited to declare matters of interest either at the beginning or at any time during the proceedings. Please note that all declarations of interest must be recorded in the book provided. **Resolved** to note that no such declarations were received.

1. Apologies:

Members were invited to consider the apologies for absence received and to formally resolve to accept. **Resolved** to note that an apology was received from Cllr L Emanuel. **Further Resolved** that the apology be accepted.

2. Town Mayor's Communications:

The Town Mayor's communications for June 2024.

The Town Mayor informed that he had a wonderful first month as Town Mayor and informed that Riverside Flats in Blaina was celebrating their 50th/51st anniversary in July 2024 and that all members of the Town Council were invited to a celebration party there on 5th July 2024 starting at 5.45pm. Please inform the Town Clerk or Assistant Officer of attendance.

The Town mayor also informed that on the 6th July 2024 he would be climbing the first of the Three Peaks Challenge (Pen y Fan) as part of his Mayoral Appeal for the Hospice of the Valleys.

Resolved to note the information received.

3. Questions from the Public:

To receive any questions from the public regarding matters on the agenda (please note this was limited to 10 minutes).

Resolved to note that no Members of the public or press were in attendance and **Further Resolved** to note that no such questions were received.

4. **Minutes of the Meeting of the Town Council held 23rd April 2024 (pages 152 – 156)**
Members were invited to consider the above minutes and if appropriate to approve them as an accurate record of proceedings.
- a) Matters arising, for information & clarification only:
- Page 153 (item 4) – it was agreed that this response would be agended for the next meeting.
- Page 155 (item 10) – it was confirmed that no further response had been received from Aneurin Leisure and that it had been requested that Nantyglo residents were also consulted during any consultation period.
- Page 156 (item 12a) – the Town Clerk informed that no further details regarding a reduction in seller's fees had been received from Paul Fosh & Co. The Town Clerk also informed that despite searching, there were no contact details for Rev Stivey except for a request for such details from another person. It appeared (via internet information) that Rev Stivey looked at property listings for such properties (chapels) to purchase.
- Resolved** that the minutes be accepted.
5. **Minutes of the Events Committee Meeting held 23rd April 2024 (pages 157 - 162)**
Members were invited to consider the above minutes and if appropriate to approve them as an accurate record of proceedings.
- a) Matters arising, for information & clarification only:
- Page 159 (item 4) – it was clarified that proof of address would be required. It was also clarified that all agreements and decisions had been resolved.
- Resolved** that the minutes be approved.
6. **Minutes of the Planning & Highways Committee Meeting held 14th May 2024 (pages 163 - 165)**
Members were invited to consider the above minutes and if appropriate to approve them as an accurate record of proceedings.
- a) Matters arising, for information & clarification only:
- Page 164 (item 3a) – It was clarified that an informal discussion with the Christmas Lights contractor, Mr R Dunham had not yet taken place. Cllr G Morvan to provide an update at the events meeting (25/06/2024).
- Resolved** that the minutes be approved.
7. **Minutes of the Finance & General Purposes Committee Meeting held 14th May 2024 (pages 166 -170)**
Members were invited to consider the above minutes and if appropriate to approve them as an accurate record of proceedings.
- a) Matters arising, for information & clarification only:

Page 167 (item 3b) – it was highlighted that the donation of £240 was made via s.137 of the Local Government Act 1972.

Page 168 (item 5) – it was requested that hard copies of the information received from Blaenau Gwent CBC be provided to Members. Members discussed and queried the current provision of CCTV within Nantyglo & Blaina & it was evident that many queries were unanswered. It was **Resolved** to request information from Blaenau Gwent CBC re: location of CCTV within Nantyglo & Blaina and who was responsible for the operation of the CCTV.

Resolved that the minutes be approved.

8. Minutes of the Annual Meeting of the Council held 21st May 2024 (pages 1 -5)

Members were invited to consider the above minutes and if appropriate to approve them as an accurate record of proceedings.

a) Matters arising, for information & clarification only:

Page 2 (item 3) – Cllr D Hillman clarified that he made the welcome to both the Brynmawr & Tredegar Town Mayors in order to introduce them both to the meeting.

Page3 (item 11) – Cllr D Hillman informed that the Vote of Thanks in respect of the outgoing Town Mayor, Cllr K Jenkins was made on behalf of all Councillors. Cllr D Hillman also re-iterated thanks to Cllr Jenkins' Consort Mrs Lynne Higgins for her support provided to Cllr K Jenkins during his Term of Office as Town Mayor.

Page 5 (item 16) – Cllr D Hillman thanked the current Town Mayor's Consort, Mrs V Williams for having provided a wonderful buffet.

Resolved that the minutes be approved.

9. Minutes of the Planning & Highways Committee Meeting held 11th June 2024 (pages 6 - 8)

Members were invited to consider the above minutes and if appropriate to approve them as an accurate record of proceedings.

a) Matters arising, for information & clarification only:

Page 6 – Amendment – Cllr G Morvan was present at meeting.

Page 7 (items b & c) – Cllr D Hillman informed that the hard copies of the information arrived in the post the day after the meeting had taken place but no e-mails had been received.

Resolved that the minutes be approved.

10. Minutes of the Finance & General Purposes Committee Meeting held 11th June 2024 (pages 9 -12)

Members were invited to consider the above minutes and if appropriate to approve them as an accurate record of proceedings.

a) Matters arising, for information & clarification only:

Pages 10 & 11 (item 5) – to be agended at next meeting together with information received from Blaenau Gwent CBC.

Page 12 (item 9) – Cllr D Hillman to provide an update re: planters & plants at the Events Committee Meeting.

Resolved that the minutes be approved.

11. Correspondence:

Members were invited to consider the listed correspondence, plus with the Chairman's permission, any urgent information that may be received prior to the date of the meeting:

a) Aneurin Bevan University Health Board (for information):

'A conversation for a healthy future – The Next ten Years'.

The Town Clerk informed that this item had already been discussed as an agenda item (additional information) at the previous meeting (11/06/2024).

Members highlighted the difference in statistics between Blaenau Gwent and Monmouthshire as shocking.

Resolved to note the information received.

12. Application to the Community Grant Fund:

None received to date.

Resolved accordingly.

13. Appointment of School Governor to Coed y Garn primary:

Following the recent death of Councillor Keith Jenkins, Members were invited to consider the appointment of a School Governor to Coed y Garn primary.

Cllr K Jones JP (LA school Governor to Coed y Garn Primary) informed that no experience was necessary although a DBS check was required as was some mandatory training. There were approximately 5 meetings a year and that the role was very rewarding.

Cllr John Bond volunteered as the Town Council School Governor for Coed y Garn Primary. This was seconded and agreed by all present.

Resolved that Cllr John Bond be appointed as the Town Council's School Governor to Coed y Garn Primary.

14. Confidential Information:

The following item(s) might contain information that was of a confidential or personal nature and was therefore exclusive to Members of the Town Council only. (Public Bodies Admission to Meetings Act 1960). **Resolved** that the motion be supported.

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Tel: 01495 292817 e-mail: clerk@nantygloandblainatc.co.uk

Minutes of the hybrid Meeting of the Events Committee held at the Council Chamber, Blaina Institute, High Street, Blaina at 19:10pm on Tuesday 25th June 2024.

A meeting to which members of the public were entitled to attend.

Present: Councillor J Bond, Chair of the Events Committee,
Presiding: Councillors G Morvan, L Harris, D Hillman, C Hillman (Remotely),
K Jones JP, M Williams and L King.

In attendance: Mrs Tracy Hughes, Town Clerk
Mrs N Horner, Assistant Officer

Declaration of Interest

Members were invited to declare matters of interest either at the beginning or at any time during the proceedings. Please note that all declarations of interest must be recorded in the book provided.

Resolved to note that no declarations were received.

1. **Apologies:** Members were invited to consider the apologies for absence received and to formally resolve to accept.

Resolved to note that apologies were received from and **Further Resolved** to accept the apologies received from Cllr L Emanuel.

2. **Questions from the public:** To receive any questions from the public on matters on the agenda.

Resolved to note that there were no attendees and no questions from public were received.

3. **Correspondence:**

Members were invited to consider the listed correspondence, plus with the Chair's permission, any urgent information that may well be received prior to the date of the meeting.

- a) Email from sharon.cargill@blaenau-gwent.gov.uk

Thanks for Town Council's support for running play sessions in Nantyglo & Blaina during summer termtime.

Resolved to note information received.

- b) Email from andrea@markethallcinema.co.uk

Email confirming cinema screening dates at Market Hall Cinema.

Resolved to note information received.

- c) Email from sharon.cargill@blaenau-gwent.gov.uk

Confirming dates and locations of fundays in Nantyglo & Blaina.

A discussion ensued regarding promoting the event. AO confirmed that BGCBC would advertise through their social media sites and posters and AO will send copies to the 4 local schools.

Resolved to note information received.

Additional correspondence received – with permission of the Chair:

Email from Andrew.Parker@blaenau-gwent.gov.uk Windrush Generation

Blaenau Gwent County Council had been lucky to secure the national Windrush Generation Exhibit for use around the borough and were keen to offer the opportunity for some of the exhibits to be shared with key partners at prominent locations around the borough.

AO apologised as she had forgotten to bring the details to meeting. Town Clerk confirmed that she has informed Andrew Parker that Town Council would be interested in holding the exhibition.

Resolved to note information and details would be available at the next meeting.

4. Planters:

Quotes of summer plants to be purchased for planters around Nantyglo and Blaina. Members also to discuss the upkeep of planters.

Cllr Hillman and Cllr Harris confirmed the following quotes for compost and bedding plant quotes:

- Trago Mills £4.60, 60 ltrs bag of compost
- The range 4 for £10.00, 60 ltrs bag
- Thomson & Morgan, 72 perennial plants £9.99

- Valleys Garden Centre, 6 in pack £4.50
- Asda, 6 plants, 3 trays £5.00
- Trago Mills, pack of 8 £2.99
- B & M, 20 plants £3.50

Members agreed for Cllr D Hillman to purchase 8 bags of compost. Members also agreed for Cllr D Hillman and Cllr Harris to purchase to the value of £65.00 between them both for the bedding plants. Council will reimburse any monies spent on compost and plants to Cllr D Hillman and Cllr Harris.

Resolved to note information received and further Resolved for Cllr D Hillman to purchase 8 bags of compost and for Cllr Hillman and Cllr Harris to spend to the value of £65.00 between them both for bedding plants

5. **Sponsor/memorial brick at Blaina Rugby Club:**

Quotes for Town Council to consider having a memorial brick displayed for the late David Watkins.

Members discussed the cost of house brick at £60 and the triple brick £250.

Members agreed that that the triple house brick is more suitable and asked for AO to find suitable wording for the next events meeting.

Discussion ensued about a blue plaque and AO reminded members that has the house David Watkins lived in is no longer standing, the blue plaque would not be suitable.

Resolved to note information received and further **Resolved** to purchase the triple brick and AO to find suitable wording in readiness for the next meeting.

6. **Events Planner:**

Members to agree on suggestions of events on planner.

Members agreed to all suggestions and asked to have the Windrush added. AO explained that soon as date is received, she would add it to planner.

Resolved to note information received and further **Resolved** to accept the suggestions on the planner.

Cllr Morvan explained that he had spoken to Russel Dunham (RD) who confirmed that access is proving to be very difficult with the new legislation on street lighting to lampposts and suggested that if Town Council do purchase more Christmas lights to purchase the same lights as purchase last year as they are connectable.

RD thought it would be a good idea to purchase red, white and blue lights, as they can then be used for multiple occasions throughout the year. Also, if Town Council purchased more flags, he would put them up throughout the summer to brighten up the Town Centre.

Discussion ensued regarding what flags to be purchased and if flags could be descriptive to town centre.

Resolved to note information received and further **Resolved** for TC and AO to discuss what flags are required with RD.

7. In bloom:

Assistant Officer to give update.

Ao confirmed that only 3 application forms had been received, 1 from a private garden, 1 from School and 1 from a community project.

Only 2 application forms received. Llys y Capel and Ysgol Bro Helyg Primary School. Also received an email explaining that Rebecca Ward from BGCBC is not free to judge this year due to school activities.

Cllr Harris requested application forms and she will distribute to her neighbours.

Resolved to note information received and further **Resolved** for Cllr Harris to receive application forms.

Meeting declared closed at 19:45pm

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Notes of the hybrid Meeting of the Planning & Highways Committee held at

Tuesday 9th July 2024 at 6.10pm.

at Council Chamber, Blaina Institute, High Street, Blaina

A meeting to which members of the public were entitled to attend.

Present: Councillor K Jones, presiding, Chair, Planning & Highways Committee
Councillors D Hillman, L Harris, L Emanuel & Councillor C Hillman
(remotely)

In attendance: Mrs T Hughes, Town Clerk / RFO
Mrs N Horner, Assistant Officer

Prior to the start of the meeting, the Town Clerk informed that no members of the public or press were present. **Resolved** to note the information received.

The Chair informed of the fire procedures to be taken in the event of an emergency.
Resolved to note the information received.

Chair welcomed Cllr L Emanuel her return back to the Town Council.

As the meeting was not quorate the agenda would only be for discussions and any decisions discussed were to be taken to the next meeting to be ratified. **Agreed** accordingly.

Declaration of Interest

Members were invited to declare matters of interest either at the beginning or at any time during the proceedings. Members were reminded that all declarations of interest must be recorded in the book provided. **Agreed** to note that no such declarations were received.

1. Apologies for absence: Members are invited to consider the apologies for absence and to formally resolve to accept. Apologies received Cllr G Morvan and Cllr J Bond.

Agreed to note apologies accepted.

2. Questions from the public: To receive any questions from the public regarding matters on the agenda. There is a 10-minute allocation time for any questions from the public.

Agreed to note that there was no public in attendance and no questions from public received.

3. Correspondence: Members are invited to consider the listed correspondence, plus with the Chair's permission, any urgent information that may well be received prior to the date of the meeting.

- a) Email from PSCSNWT@gov.wales (*Feedback on 20mph in local authority roads*)
Listening Programme on 20mph (Subject to be discussed following previous Planning & Highways Committee)

Discussion ensued on how the people of Nantyglo and Blaina could submit their thoughts of the speed limits. Suggestions of Facebook, possibly BGFM radio and Town Councils website. It was suggested that Town Clerk and Assistant Officer to draw up a framework for people to complete.

It was noted that there is no date for when the responses are to be returned, so members agreed to display all responses are to be back by 31st August and Town Clerk and Assistant Officer can gather all information into the framework.

Item to be re-agenda for September's meeting.

Agreed for suggestions to be taken to next meeting to be ratified.

- b) Email from Strategy@beacons-npa.gov.uk (*The Town and County Planning (Local Development Plan) (Wales) Regulations 1005 Regulations 26 Withdrawal of an LDP. (Copy attached)*)
As of 7th June 2024, (Brecon Beacons), National Park Authority withdrew the first Replacement Brecon Beacons National Park Local Development Plan (20218 – 2033)

Agreed to note information received.

4. Planning Applications: Members were invited to consider the applications listed below and, with the permission of the Chair, any further applications that might be received prior to the date of the meeting: No planning applications received to date.

- a) Plan Application No. P/2024/0165 – 11 Lakeside Avenue, Nantyglo, Brynmawr, NP23 4EE:
Application for Proposed single storey extension, home office/garden store. *(copy attached)*.

Agreed to note decision to be **ratified** at next meeting that no objections or representations made.

5. Licence Applications: Members were invited to note the application(s) for information only: No Licence applications received to date.
Agreed accordingly.

Meeting declared closed at 18:25 pm

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Notes of the hybrid Meeting of the Finance & General Purposes Committee held at 6.25pm on Tuesday 9th July 2024 at the Council Chamber, Blaina Institute, High Street, Blaina.

A meeting to which members of the public were entitled to attend.

Present: Councillor D Hillman, presiding, Chair of Finance & General Purposes Committee
Councillors L Harris, C Hillman (remote), K Jones JP & L Emanuel.

In attendance: Mrs T Hughes – Town Clerk / RFO
Mrs N Horner – Assistant Officer

Meeting not quorate but agenda discussed, and points agreed – for formal ratification at next meeting

Declaration of Interest

Members were invited to declare matters of interest either at the beginning or at any time during the proceedings. Members were reminded that all declarations must be recorded in the book provided. **Agreed** to note that no such declarations were received.

a) Apologies for absence:

Members were invited to consider the apologies for absence and to formally resolve to accept. **Agreed** to note that apologies were received from Councillors G Morvan and J Bond. **Further Agreed** that the apologies be accepted.

2. Questions from the Public:

To receive any questions from the public regarding matters itemised on the agenda (limited to 10 minutes total). **Agreed** to note that no questions were received.

3. Correspondence:

Members were invited to consider the listed correspondence, plus with the Chairman's permission, any urgent information that may be received prior to the date of the meeting.

b) Blaenau Gwent County Borough Council – (for consideration & information)

Notes and actions from the Joint Liaison Meeting of BG CBC and Town Councils held on 29th May 2024. Please note the information also contained a letter from the Welsh Government in respect of the 20mph speed limit & information re: CCTV cameras.

Members were additionally informed of the proposed dates for the forthcoming Liaison Meetings as Wednesday 25th September 2024 & Tuesday 3rd December 2024 at 10am until 11.30am.

Members considered the information received and the following comments were made:

- Some questions and educational matters discussed had been omitted from Blaenau Gwent CBC's notes.
- There did not appear to have received any leaflets from Blaenau Gwent CBC regarding business loans available from BGCBC.
- **Agreed** to investigate if any grants were available in respect of Christmas Lights under the Wellbeing of Future Generations (Wales) Act 2015.
- The Town Clerk informed that a copy of the guidance in respect of Christmas Lights on lampposts had been provided to all Members previously.
- A number of new lamp posts had been installed in Nantyglo – did these comply with the new regulations in respect of Christmas Lights? **Agreed** that this be clarified with Blaenau Gwent CBC.

Members considered the additional information received in respect of CCTV within Blaenau Gwent and noted the 3 options for Town & Community Councils outlined by Blaenau Gwent CBC. It was queried if the Police and /or Police & Crime Commissioner for Gwent contributed to the costs of CCTV within Blaenau Gwent as it helped gather evidence which was used by the Police. **Agreed to** query with BGCBC as to why there was only two CCTV cameras within Blaina and none in Nantyglo which was less than any other town centre in Blaenau Gwent and it was considered that at least 4 CCTV cameras were required in Blaina and 2 in Nantyglo, provided and paid for by BGCBC. It was **Further Agreed** that no decision could be taken on the options provided by BGCBC and that their response was not adequate.

Members considered the proposed dates of the Liaisons Meetings with BGCBC but **Agreed** to query that these meetings should be held in person as agreed by BGCBC at the Liaison Meeting held in May 2024.

Agreed to note the information received and **Agreed** the actions highlighted.

b) Nantyglo & Blaina Town Council response – (for information & consideration):

Town Council response to e-mail received from C. Gunter and the subsequent response.

Members considered the e-mail reply and subsequent response and agreed that the queries had been answered.

Agreed to note the information received.

c) Rafi Abbas – (for information & consideration):

E-mail re: local service project and request for recognition.

Members considered inviting the family to the In Bloom award ceremony (at a date to be arranged) whereby a certificate of achievement could be presented.

Agreed that a certificate of achievement be presented at the In Bloom awards.

d) Blaenau Gwent Heritage Forum (for information):

E-mail from Martyn Morgan Jones who had taken over as Chair of the Forum from Eifion Lloyd Davies. An invitation was extended to Members to attend monthly committee meetings (held on 3rd Monday of each month at 10am in Tredegar Library. Additionally, a free talk was held on 2nd Thursday of the month at 2pm at Bedwellty House, Tredegar. The Town Clerk informed that she had informed the Chair of the Town Council representative to the forum.

Agreed to note the information received and **Further Agreed** to forward the e-mail to Members for information.

4. **S.137 donations (Local Government Act 1972 & Well-being of Future Generations (Wales) Act 2015:**

As previously resolved, Members were invited to consider making further financial donations to Blaenau Gwent Foodbank to assist residents of Nantyglo and Blaina for the months of July and August 2024.

Agreed that a s.137 donation of £200 for July & August (i.e. £400 total) be made to Blaenau Gwent Foodbank for the months of July & August 2024 in respect of Nantyglo & Blaina residents.

5. **Application to the Community Grant Fund:**

Members were invited to consider the listed application(s), plus with the Chairman's permission any additional applications that might be received prior to the date of the meeting. Members were also reminded that applications would need to be considered in conjunction with the current policy.

a) *None received to date*

Agreed accordingly.

6. **Salem Chapel:**

Members were invited to consider the attached inspection report:

- June 2024:
In response to a query, the Town Clerk informed that, to her observations, the Chapel continued to deteriorate but there did not appear to any additional issues.

Agreed that the report be approved.

7. **Members Updates:**

Members were invited to provide any updates or information.

Cllr L Harris:

Cllr Harris informed that the planters near to the Police Station and square in Blaina had been replanted, although she had lost the receipt for the purchase of some of the plants but would fund those from her Councillor Allowance.

Agreed to note the information received.

Cllr D Hillman:

Cllr D Hillman informed that there was no cheaper compost available at the Range to purchase for the planters but he had purchased some from Victoria Garden Centre and plants had been purchased from B & M. The allocated expenditure had allowed for the purchase of some miniature roses for the centres of the large planters. The large planters had been replanted near the old Blaina Inn, bus stop near Waun Marsley Place and at Nantyglo Pensioners Hall. Both the Chair and Vice Chair of Events had offered their help with this task. A Member thanked both Cllrs Harris and D Hillman for their hard work but thought that this was over and above the role of a Councillor which should be as an 'enabler' not as a 'doer'.

Agreed to note the information received.

Cllr K Jones JP:

Cllr Jones congratulated the Town Mayor on completing the three peaks challenge in aid of his Mayoral Appeal. Members agreed and also congratulated the Town Mayor.

Agreed to note the information received.

Cllr L Emanuel:

Cllr Emanuel informed that the Town Mayor had attended the 50th Anniversary celebration of Riverside Flats in Blaina and that the celebrations were very enjoyable. Members present apologised for not attending but offered their best wishes to all at Riverside Flats.

Agreed to note the information received.

8. Confidential Information:

The following item(s) might contain information that was of a confidential or personal nature and was therefore exclusive to Members of the Town Council only. (Public Bodies Admission to Meetings Act 1960). **Agreed** that the motion be supported.

Tracy

From: John Henry <john@jdhbs.co.uk>
Sent: 04 July 2024 12:03
To: Clerk
Subject: RE: Internal Audit 2024/25 - Nantyglo & Blaina Town Council
Attachments: NantygloBlaina2324IAreport.docx

Hello Tracy

Thank you for the confirmation and we look forward to working with you in 2024/25. I have attached the updated report as we used a template which had unfortunately carried over a previous council name – apologies for this and the future report will now just state council in this section.

Regards

John

John Henry FCA, BFP, BSc(hons)
Managing Director
JDH Business Services Ltd
M: 07950 985117
E: John@Jdhbs.co.uk

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From: Clerk <clerk@nantygloandblainatc.co.uk>
Sent: Thursday, July 4, 2024 11:59 AM
To: John Henry <john@jdhbs.co.uk>
Subject: Internal Audit 2024/25 - Nantyglo & Blaina Town Council

Good morning John,

Please see the attached letter on behalf of the Town Council following its statutory review of the Internal Auditor for the financial year 2023/24.

Please note that Council did note and query 'Tredegar Town Council' on page 1 of the report rather than 'Nantyglo & Blaina Town Council and requested that this be amended.

Many thanks John.

Kind regards

Tracy

Tracy Hughes - Town Clerk / RFO

The internal audit of the council is carried out by undertaking the following tests as specified in the Annual Return for Local Councils:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Review of year-end financial statements

Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations overleaf. As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

JDH Business Services Ltd

Data Protection Registration Certificate

Nantyglo & Blaina Town Council

Town Council Offices
Blaina Institute
High Street
Blaina
NP13 3BN

Registration reference: ZA067892
Date registered: 04 August 2014
Registration expires: 03 August 2025

NANTYGLO & BLAINA

10 JUL 2024

TOWN COUNCIL



Issued by: Information Commissioner's Office,
Wycliffe House, Water Lane, Wilmslow, Cheshire
SK9 5AF

Telephone: 0303 123 1113
Website: ico.org.uk

Tracy

From: BAILEY, Ron <ron.bailey@parliament.uk>
Sent: 09 July 2024 13:27
To: BAILEY, Ron
Subject: FW: Safety of Lithium ion Batteries and e-bikes and scooters
Attachments: the-safety-bill-updated ESF.pdf; Fires May 2024.xlsx; Logos July 2024.pdf

Dear Local Council

NALC & SLCC SUPPORT CAMPAIGN

You may recall I emailed you a few weeks ago (see email below) regarding our campaign on the safety of lithium-ion batteries and their disposal. Many Local Councils responded to support – but very many more felt they had to wait until after the election.

I totally understand those feelings, so now I am writing again to seek your support. We will be introducing the Bill in the new Parliament as soon as possible.

I attach the latest list of logos in support and you will see that it includes the National Association of Local Councils and the Society of Local Council Clerks, as well as most county fire and rescue services (+ the National Fire Chiefs Council).

Many Councils asked me what support entailed and I am sorry for not explaining properly. It is as much or as little as you like. The only 'definite' is that you write telling me you support the campaign. So its not at all onerous.

After that it is up to you: you may wish to put up a poster; or an article in your magazine or on your website. We may ask you to write to your MP. But, as I said, its all up to you.

I look forward to hearing from you.

All the best

Ron

PS a number of Councils pointed out that I had the wrong email address, or that the clerk had changed. I have been through my list of 10,000 addresses making alterations – but if I have missed any please accept my apologies.

Dear Local Council

I am writing to ask your Council to support our campaign to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal.

Let me begin by introducing myself. I am the researcher for Lord (Don) Foster (hence my email address), who has been campaigning on this issue in the House of Lords. I am also the parliamentary advisor to Electrical Safety First, a UK Charity dedicated to reducing the deaths and injuries caused by electricity.

As you will probably know lithium battery fires are on the increase – there have been over 1000 in the past few years, nearly 200 injuries and a dozen fatalities. Homes have been destroyed. The cost to the UK runs

into £billions. You will doubtless know of examples in your area. I attach a spreadsheet of some recent fires – as you will see there have been some in your area.

Lord Foster and Electrical Safety First are promoting the attached Bill (a summary of which is included at the end of this email) to ensure greater safety in the use and disposal of lithium batteries and are aiming to get it into law as soon as possible. It has its First Reading on 5th June.

We have the support of many national organisations, as the attached logos show – including the National Fire Chiefs Council, the Association of Ambulance Chief Executives, the Royal Society for the Prevention of Accidents and the Royal Society for Public Health. In addition 2 coroners have called for the law to be tightened to ensure greater safety.

We are now contacting more locally based organisations, and it would be great if your Council was able to support this campaign. It would be a great boost.
Please do get in touch if you require any further information.

I look forward to hearing from you,

Yours sincerely,

Ron Bailey

PS Don't worry if you are not meeting before June 5th. That is only the 1st Reading – other stages will follow, so you won't be too late. Your support will be valuable at any time.

Clause 1 would require third party *independent* approval-testing for e-bikes, e-scooters and their batteries before entering the UK market.

Clause 2: incidents of fires and harmful fumes resulting from lithium-ion batteries in waste vehicles and landfills are increasing. There are reportedly more than 200 landfill fires annually, making up 48 percent of all fires, costing £158 million and contributing significantly to pollution. This clause requires the government to establish regulations for the safe disposal of used lithium-ion batteries.

Clause 3 addresses specific fire concerns, ensuring safer access, charging, and storage of lithium-ion batteries. While an outright ban is suggested by some, conversion kits remain a financially practical solution, especially for gig economy workers reliant on sustainable transportation. Implementing a standardised approach to kits could establish design and installation controls, mitigating foreseeable risks.

UK Parliament Disclaimer: this e-mail is confidential to the intended recipient. If you have received it in error, please notify the sender and delete it from your system. Any unauthorised use, disclosure, or copying is not permitted. This e-mail has been checked for viruses, but no liability is accepted for any damage caused by any virus transmitted by this e-mail. This e-mail address is not secure, is not encrypted and should not be used for sensitive data.

Committee: **Town and Community Council Liaison Committee**
 Date of meeting: **29 May 2024**
 Report Subject: **Overview Position of Blaenau Gwent Town Centre CCTV Zones**
 Portfolio Holder: **Councillor Helen Cunningham, Deputy Leader / Cabinet Member Environment**
 Report Submitted by: **Andrew Parker, Service Manager: Policy & Partnerships**
Kristian Herridge, Policy Officer: CCTV

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Governance Audit Committee	Democratic Services Committee	Scrutiny Committee	Cabinet	Council	Other (please state)
	21 Dec 23				16 Jan 23	21.02.24		TCC QLC 29.05.24

1. Purpose of the Report

To provide an overview position on the CCTV for overt surveillance within town centres zones for 2023/24, and propose options for CCTV partnerships between BGCBC and Town and Community Council's.

This report does not include how the council uses CCTV in other areas i.e. individual buildings/premises, CCTV cameras for services e.g. deployable units, in-vehicle etc.

2. Scope and Background

- 2.1 In response to the Crime and Disorder Act 1998 and its amending legislation, the Council is a lead responsible authority for Community Safety. As an organisation the Council is required to work in partnership with other key public services to do all that is reasonable to prevent crime and disorder, anti-social behaviour and other behaviour adversely affecting the local environment.
- 2.2 The provision and use of CCTV is not a statutory service provision for the Council but does support the meeting of the duties as a responsible authority. In Blaenau Gwent, the Council became the 'system owner' of CCTV in the early 2000's.
- 2.3 The Protection of Freedoms Act 2012 (POFA) introduced the regulation of public space surveillance cameras, and a commissioner was appointed. The Council must have due regard to the 'Surveillance Camera Code of Practice', developed with the Information Commissioner's Office, which aims to balance the need for cameras in public places with individual's right to privacy.
- 2.4 The Council has a 2023/24 updated Code of Practice with consideration to the relevant changes as the organisation has moved into a new operating arrangement with Caerphilly Council via a Service Level Agreement (SLA) from mid 2023. It also reflects our related requirements of the Data

Protection Act/General Data Protection Regulation Act 2018.

- 2.5 To support these overarching requirements, the Council also carry out an annual Data Protection Impact Assessment Process (DPIA), whereby consideration is given to the pressing need for the use of CCTV. This process considers our existing infrastructure, and in 2023/24 has been further strengthened to engage key stakeholders i.e. elected members and local policing colleagues.
- 2.6 The findings of the DPIA process are captured in six zone DPIAs documents, which are considered and agreed, and where appropriate actioned, via the CCTV SIRO quarterly meeting, which is chaired by the Chief Finance Officer, as the Senior Information Risk Owner.

Summary of operating arrangements for CCTV

- 2.7 Since the summer of 2023 the Council's day-to-day operating arrangements for CCTV has moved to Caerphilly Council via a two-year Service Level Agreement.
- 2.8 To support the successful implementation of this agreement, there was also substantial improvement to the internet communication from 10mb to 100mb PSBA connections for transferring images from each of the six CCTV zones in the area to the CCTV Control Room in Tir-y-berth, Caerphilly.
- 2.9 The system operates 57 fixed cameras at six CCTVs zones:
- **Sirhowy:** 12 cameras Tredegar Town Centre Zone (recorder at library)
 - **Ebbw Fawr:** 14 cameras Ebbw Vale Town Centre Zone (recorder at library) and 3 cameras Cwm village centre Zone (recorder at library)
 - **Ebbw Fach North:** 6 cameras Brynmawr Town Centre Zone (recorder at library) and 2 cameras Blaina Town Centre Zone (recorder at library)
 - **Ebbw Fach South:** 20 cameras Abertillery Town Centre Zone (recorder at Anvil Court).
- 2.10 The new operating arrangements also brings daily remote maintenance checks for identifying faults and issues. When any are found they are reported immediately to our CCTV maintenance contractor, IDS. The contract with IDS has also been strengthened for 2023/24 (at an additional costs) to facilitate engineer availability (24/7, 365 days), four planned maintenance visits, and free call outs for faults and issues - with only replacement parts chargeable.
- 2.11 The arrangement covers:
- Caerphilly Council providing information in response to retrospective requests from Gwent Police and the Council as responsible authorities, and also non-direct provisions e.g. request via Freedom of Information, Insurers, Subject Access Requests (facilitated via our Policy Team to Caerphilly).
 - The digital uploading of evidence from our system by Caerphilly Council to an online portal for viewing by Gwent Police for CCTV requests. *
 - Facilitating 'live' CCTV feeds to Gwent Police to enable real-time collaboration with our system to respond to incidents.

- Provision of operational data and information to support statutory/ non-statutory performance monitoring and reporting, i.e. Annual Reporting.
- 2.12 The Policy and Partnerships Team, via the Service Manager and the Policy Officer: CCTV continue to oversee the wider CCTV portfolio which includes:
- All statutory policy development and implementation requirements.
 - Corporate reporting for professional and democratic processes e.g. Annual Reporting (23/24 report due in June 2024).
 - Financial and budget monitoring and oversight.
 - Contract management for the SLA with Caerphilly Council (quarterly) and CCTV maintenance agreement with IDS (monthly).
 - Oversight of council owned CCTV infrastructure and responsibility for supporting infrastructure (e.g. power, columns, buildings).
 - Forward planning, and sustainability assessments.
 - Liaison internally with Council officers, elected members and partnership interaction externally on related issues.
 - Project management of improvements to infrastructure/system.
- 2.13 In March 2024 Blaenau Gwent Council as part of its budget setting process took the decision to reduce overall CCTV budget for the financial year 2024/25. The decision also supported the opportunity to explore identifying external sources of funding or financial contributions e.g. from partner organisation support or grant sources.
- 2.14 As key local partners at a town level, where the cameras have the biggest impact, the Council want to explore if there is any scope from Town and Community Council in the Blaenau Gwent area becoming contributors to support the delivery of the system by providing appropriate levels of annual financial contributions with a focus on supporting the sustainability of the system moving forward.
- 2.15 Similar models are used by other local authority areas, with neighbouring Monmouthshire County Council's system supported by a number of relevant town and community council partners.

3. Options for Consideration with Town and Community Council

3.1 There are a number of options to consider:

Option 1: Each Town and Community Council consider entering into an agreement with Blaenau Gwent Council, with each TCC considering financial contributions they can make to support CCTV delivery within their local geographic area.

Option 2: Town and Community Council's collectively consider entering a Blaenau Gwent CCTV partnership/collaboration, and collectively consider financial contributions they can make to support CCTV delivery within the relevant CCTV Zones.

Option 3: Town and Community Council's do not enter into an agreement

with the Council to support the CCTV delivery within their local geographic area.

4. **Evidence of how this topic supports the achievement of the Corporate Plan / Statutory Responsibilities / Blaenau Gwent Well-being Plan**

The provision of a CCTV service is non-statutory function and not required under legislation, however the CCTV system is an important tool used with our partners to tackle crime and disorder, in-line with the Community Safety requirements.

Utilising CCTV to help tackle crime and disorder contributes to the Gwent Well-being Plan step to '*enable and support people, neighbourhoods, and communities to be resilient, connected, thriving and safe*', and our Corporate Plan 2022/27 objective for '*empowering and supporting communities to be safe, independent and resilient*'.

5. **Implications Against Each Option**

5.1 ***Impact on Budget (short and long term impact)***

The overall budget for CCTV for 2023/24 was £208,680 (noting agreement reductions of approximately 40,000 for 24/25). Below is a broad overview of how the budget is used to fund key activities, with figures ***estimated using projections*** for annual spend from six monthly budget reporting:

Service Level Agreement with Caerphilly Council	= £66,000
Estimated Costs for requests outside agreement	= £5,500
BT costs for PSBA Internet Communication	= £18,500
Power Costs	= £ 32,200
CCTV Maintenance Contract	= £16,000
On-going Maintenance/System Costs	= £5,000

5.2 ***Risk including Mitigating Actions***

There are no notable risks associated to this report, other than those associated with non-compliance of good practice guidance provided by the Surveillance Commissioners and GDPR requirements. This risk is mitigated by the appropriate agreements and policies being in place, such as Service Level Agreements, Codes of Practice, DPIAs etc.

5.3 ***Legal***

See overview provided within the background to this report which outlines a summary of the legislative position associated to operating overt CCTV public space surveillance.

5.4 ***Human Resources***

There are no human resource implications or risks associated to this report.

5.5 ***Health and Safety***

There are no Health and Safety implications associated to this report.

6. **Supporting Evidence**

6.1 Annual reports summarising 2023/24 information will be available at the end of June 2024.

6.2 ***Expected outcome for the public***

The provision of CCTV is in place to assist with the prevention and detection of crime and disorder. The DPIA process described above ensures that appropriate consideration is given to the pressing need for surveillance to ensure that we lawfully breaching people's rights under relevant legislation such as human rights and data protection.

6.3 ***Involvement (consultation, engagement, participation)***

The annual DPIA process provides involvement opportunities for key stakeholders to help consider the pressing need for operating the CCTV, for 24/25 this can be expanded to include Town and Community Councils.

6.4 ***Thinking for the Long term (forward planning)***

The CCTV system utilises up-to-date hi-tech equipment and software which will provide a long-term CCTV solution, if there is appropriate investment in the running, upkeep and maintenance of the overall system. The annual review process will support this process and allow for forward planning and technological advancement to be regularly considered.

6.5 ***Preventative focus***

The CCTV system is focused on reactively providing evidence to police in relation to crime and disorder which will have already occurred.

6.6 ***Collaboration / partnership working***

Partnership working is key to the delivery of the CCTV portfolio, with regular interactions with appropriate partners, particularly Gwent Police.

6.7 ***Integration (across service areas)***

There is regular engagement with data controllers from other CCTV providers across service areas, this includes the Policy Team providing advice and guidance on compliance. Furthermore, where service areas are defined as responsible authorities CCTV requests can be legitimately facilitated via the Policy Team to Caerphilly Council.

6.8 ***Decarbonisation and Reducing Carbon Emissions***

There are no climate change considerations associated to this report.

6.9 ***Integrated Impact Assessment (IIA)***

There is no requirement to carry out an Integrated Impact Assessment in relation to this report.

7. ***Monitoring Arrangements***

7.1 Monitoring of CCTV is carried out via the quarterly CCTV SIRO meeting, and there is regular monitoring arrangements agreed with Caerphilly Council to oversee the SLA (quarterly) and also the CCTV maintenance contract (monthly).

Furthermore, annual reporting is taken through the Council's democratic processes for 2023/24.



Item no. 82

To/ Nicholas

NANTYGLLO & BLAINA

TOWN COUNCIL

As the representation of our town
Council we really appreciate
the generation of funds given to
"Riverside Trust" towards the cost
of celebrating cent of 50 yrs being
established as the first of
sheltered housing being built it
was a ground making achievement
which covered the needs of the
area's community then and still
does today. I've been lucky
enough to work and manage the
building for 14 years and look forward
to the next 14 !!

Sending love & gratitude
Therese Davis X

Mrs Lynne Higgins

[REDACTED]

[REDACTED]

Gwent

NP13 [REDACTED]

8th July 2024

NANTYGLO & BLAINA

Mrs T Hughes

Town Clerk

Nantyglo & Blaina Town Council

TOWN COUNCIL

Dear Members of the Town Council,

I understand there are a number of vacancies on the Town Council and, as such I would like to apply for one of the vacancies as a co-opted independent member.

I am a very community spirited person, and I am currently the Ministry Area and Local Warden for St Peter's Church and I hope that I can bring a number of qualities to enhance the work of the local council in many & varied ways. I am able to work as part of a team or on my own initiative. I was previously Consort to the Town Mayor, Councillor Keith Jenkins, so feel that I have some insight of the position of Town Councillor.

I can confirm that I am able to take up this post and comply with any and all local election / rules and am not disqualified to do so.

I am able to attend meetings as necessary.

I would like you to consider this letter in conjunction with my application as a co-opted independent member of the Town Council for the Blaina Ward.

Yours sincerely,



Mrs Lynne Higgins

NANTYGLO & BLAINA TOWN COUNCIL

CYNGOR TREF NANT-Y-GLO A BLAENAU

Council Offices, Blaina Institute, High Street, Blaina. NP13 3BN

TEL: 01495 292817 e-mail: clerk@nantygloandblainatc.co.uk

NANTYGLO & BLAINA

Mrs T Hughes – Town Clerk/RFO

Mrs N Horner – Assistant Officer

Co-option Form

TOWN COUNCIL

This form must be completed in addition to a covering letter

Please check your eligibility to become a Town Councillor following this link:
<http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-in-england-and-wales>

Name: Lynne Higgins

Please state any previous names by which you have been legally known by previously (i.e. maiden names, change of name by deed poll etc.)

Previously: Pamela Nell [redacted]

Current address: [redacted] Blaina,

NP13 3TG

Date of birth: 06/10/1966

Employment Status (in education, fulltime, part time, retired, unemployed, carer etc.)

na

Address of employer / educational institute: na

Have you been employed or held a paid office at Nantyglo and Blaina Town Council with the last 12 months? (delete as applicable)

Yes:

No:

Are you the subject of a bankruptcy restrictions order or interim order?) delete as applicable)

Yes:

No:

Have you been sentenced to a term of imprisonment of three months or more (or a suspended sentence) without the option of a fine during the last 5 years? (delete as applicable):

Yes:

☒ No:

Have you been disqualified under the Representation of the People Act 1983? (delete as applicable):

Yes:

☒ No:

Have you been disqualified from standing for election to a Local Authority following a decision of the First-tier Tribunal / Adjudication Panel for Wales?

Yes:

☒ No:

By signing below, I am declaring that the information included in this form is true and accurate to the best of my knowledge:

Signed: *L. Higgins*

Print Name: LYNNE HIGGINS

Date: 8/07/2024 *

Item no. 11.



Please quote : P/2024/0173

Direct line : 01495 355821

10 July 2024

Dear Sir/Madam

TOWN AND COUNTRY PLANNING ACT 1990

APPLICATION FOR PLANNING PERMISSION

Variation of condition application to vary condition 14 to extend the consent for a further five years to allow the development to be built (C/2019/0010 - Erection of 5 residential dwellings (C3) with associated infrastructure)

Plots 33, 35, 39, 40 & 41. Beech Tree Crescent Tanglewood Blaina NP13 3JA

Grid Reference: 320871 208473

I enclose for your information, a copy of the application form and site location plan in respect of the above application, Please return any comments with 21 days of the date of this letter.

Yours sincerely

Joanne White
Team Leader Development Management
Email: joanne.white@blaenau-gwent.gov.uk

NANTYGLO & BLAINA
11 JUL 2024
TOWN COUNCIL

Blaenau Gwent CBC Planning Control / Rhoeli Cynllunio CBS Blaenau Gwent

General Offices
 Steelworks Road
 Tyllwyn, Ebbw Vale, NP23 6AA.
 Tel: 01495 355555 Fax: 01495 355598
 Email: planning@blaenau-gwent.gov.uk

Swyddfeydd Cyffredinol
 Heol Gwaith Dur
 Tŷ Llwyn, Glyn Ebwy, NP23 6AA.
 Ffon: 01495 355555 Ffacs: 01495 355598
 E-bost: planning@blaenau-gwent.gov.uk



www.blaenau-gwent.gov.uk

Application for Removal or Variation of a Condition following Grant of Planning Permission
Town and Country Planning Act 1990; Planning (Listed Buildings and Conservation Areas) Act
1990

Publication of applications on planning authority websites

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

NANTYGLID & BLAINA

15 JUL 2024

TOWN COUNCIL

Site Details

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

35

Suffix

Property Name

Address Line 1

Beech Tree Crescent

Address Line 2

Tanglewood

Town/city

Blaina

Postcode

NP13 3JA

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

Easting (x)

320912

Northing (y)

208437

Description

Application relates to plots 33, 35, 39, 40 & 41.

Applicant Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

Country

Postcode

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Contact Details

Primary number

Secondary number

Email address

Agent Details

Name/Company

Title

Mr

First name

Leo

Surname

Horton-Taylor

Company Name

Stantec

Address

Address line 1

Stantec

Address line 2

Studio 117 The Creative Quarter

Address line 3

8a Morgan Arcade

Town/City

Cardiff

Country

United Kingdom

Postcode

CF10 1AF

Contact Details

Primary number

***** REDACTED *****

Secondary number

Email address

***** REDACTED *****

Description of the Proposal

Please provide a description of the approved development as shown on the decision letter

Erection of 5 residential dwellings (C3) with associated infrastructure at plots 33, 35, 39, 40 & 41 Beech Tree Crescent, Tanglewood, Blaina.

Reference number

C/2019/0010

Date of decision (date must be pre-application submission)

12/07/2019

Please state the condition number(s) to which this application relates

Condition number(s)

14

Has the development already started?

☐ Yes

☒ No

Condition(s) - Removal

Please state why you wish the condition(s) to be removed or changed

To extend the consent for a further five years to allow the development to be built

If you wish the existing condition to be changed, please state how you wish the condition to be varied

Work will begin on site no later than five years from the date of this permission. The wording of the condition would remain the same, but would apply to the new S73 consent

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

☒ Yes

☐ No

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

☒ The agent

☐ The applicant

☐ Other person

Pre-application Advice

Has pre-application advice been sought from the local planning authority about this application?

☐ Yes

☒ No

Ownership Certificates

Town and Country Planning (Development Management Procedure) (Wales) Order 2012

Please answer the following questions to determine which Certificate of Ownership you need to complete: A,B,C or D.

Are you the sole owner of ALL the land?

- ☒ Yes
☐ No

Certificate of Ownership - Certificate A

I certify/the applicant certifies that on the day 21 days before the date of this application nobody except myself/the applicant was the owner (owner is a person with a freehold interest or leasehold interest with at least seven years left to run) of any part of the land or building to which the application relates.

Person Role

- ☐ The Applicant
☒ The Agent

Title

Mr

First Name

Leo

Surname

Horton-Taylor

Declaration Date

10/06/2024

☒ Declaration made

Agricultural Holding Certificate

Town and Country Planning (Development Management Procedure) (Wales) Order 2012

Agricultural land declaration - you must select either A or B

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

Person Role

- ☐ The Applicant
☒ The Agent

Title

Mr

First Name

Leo

Surname

Horton-Taylor

Declaration Date

10/06/2024

☒ Declaration made

Declaration

I/We hereby apply for Removal/Variation of a condition as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.

I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

I/We also accept that:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be made available as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

☒ I / We agree to the outlined declaration

Signed

Leo Horton-Taylor

Date

28/06/2024



Hernon Associates
The Old Shop
Kingcoed
Usk
Monmouthshire
NP15 1DS

01291 690010
liz@hernonassociates.co.uk

Status:
☐ Preliminary
☐ Pre-planning
☐ Planning (Outline)
☐ Planning (Reserved matters)
☒ Planning (Full)
☐ Building Regulations
☐ Tender issue
☐ As built

☐ PROVISIONAL

Date: 02.01.2019
Scale: 1:1250 @ A3
Drawing No: 3370-05
Revision: A

Project: Plots 33, 35 & 39 - 41
Beech Tree Crescent
Tanglewood
Blaina
Client: Mayfair Construction Ltd
Drawing: Location plan

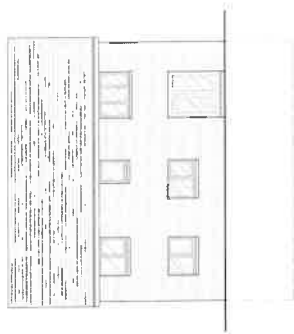




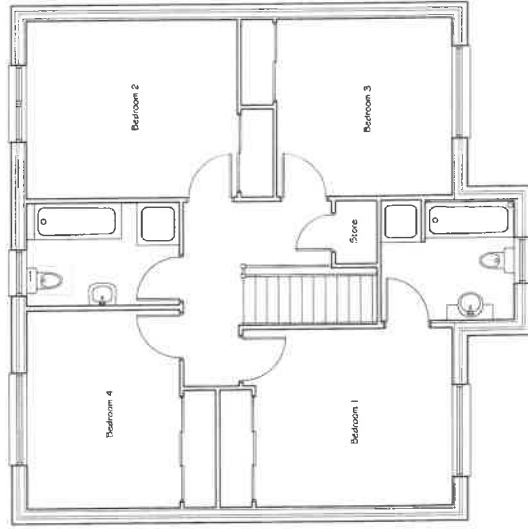
External materials:

1. Rawwater goods in black plastic.
2. Foam in Monkey Riveledge imitation slate tile @ 30°
3. Walls in face brick (first-hand Harrogate London Dark Matt)
4. Fascias and soffits in UPVC to match windows
5. Windows and doors in anthracite UPVC
6. Off-white self-coloured render.

External handrails in stainless steel and glass.

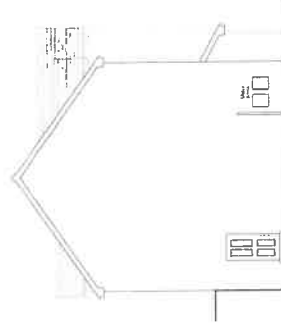


East elevation (near)

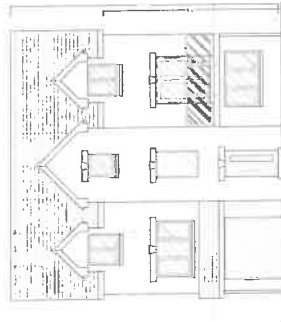


Second floor plan

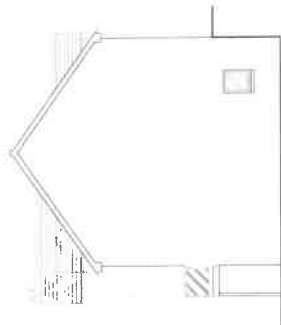
- Key:
1. External walls in black plastic
 2. Roof in Mastic Asphalt (Mastic) @ 30°
 3. Windows and doors in black plastic
 4. External walls in black plastic
 5. Windows and doors in black plastic
 6. Windows and doors in black plastic
 7. External walls in black plastic



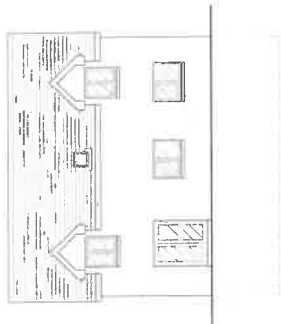
North elevation



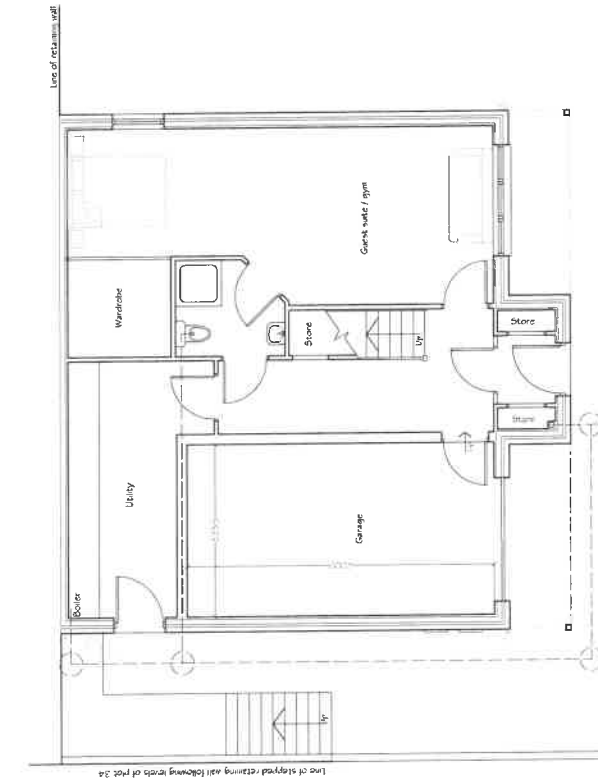
West elevation (front)



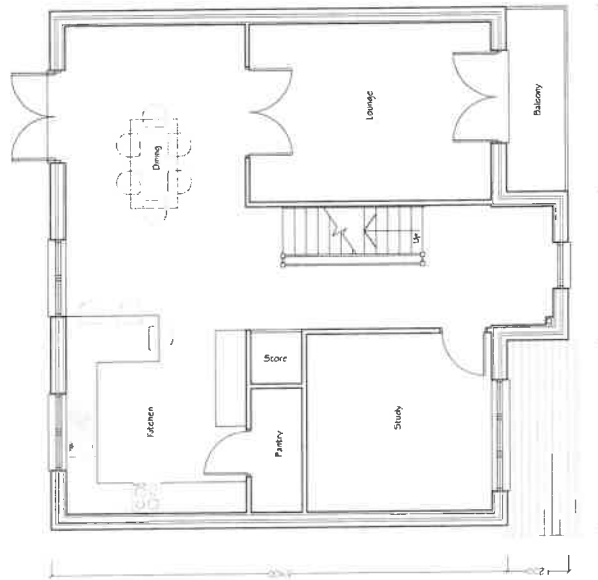
South elevation



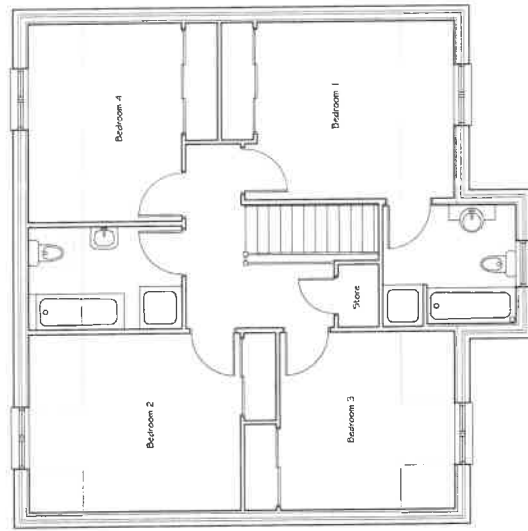
East elevation (rear)



Ground floor plan
82m²



First floor plan
82m²

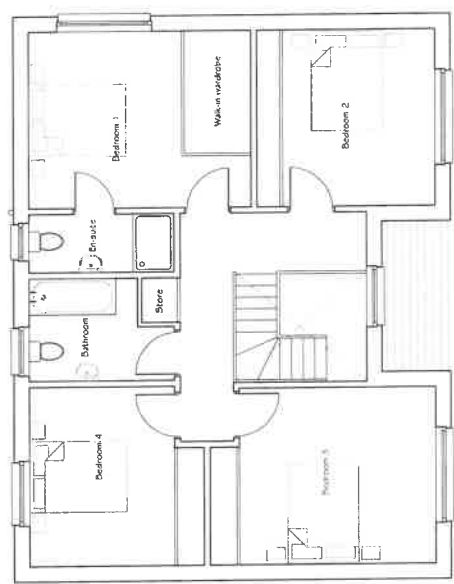
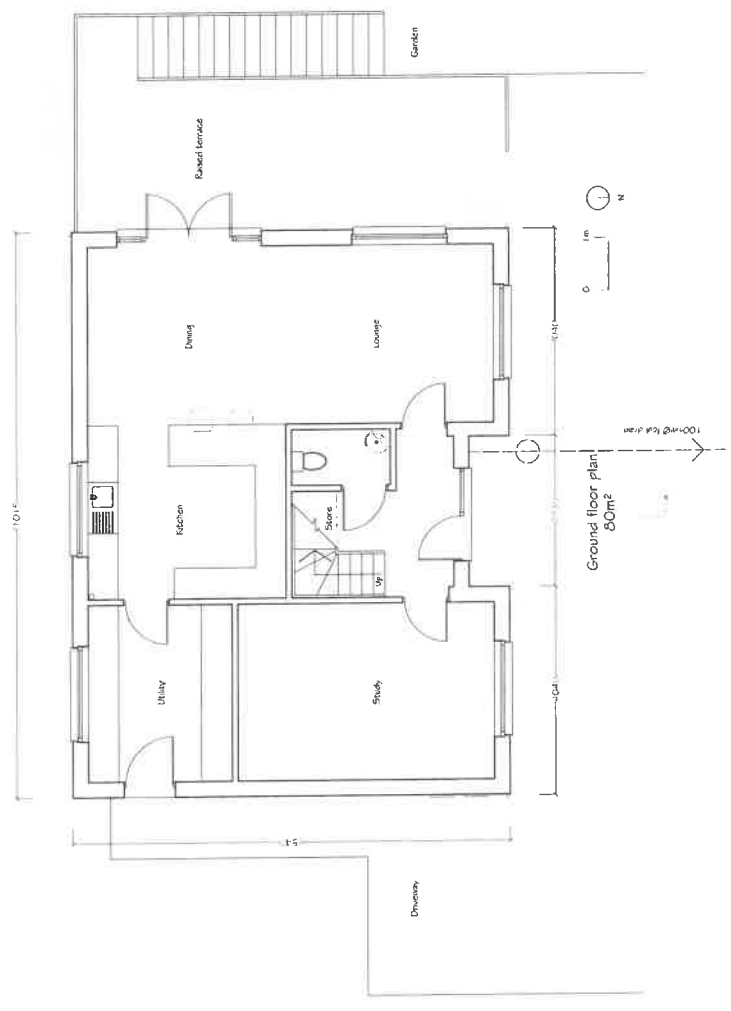
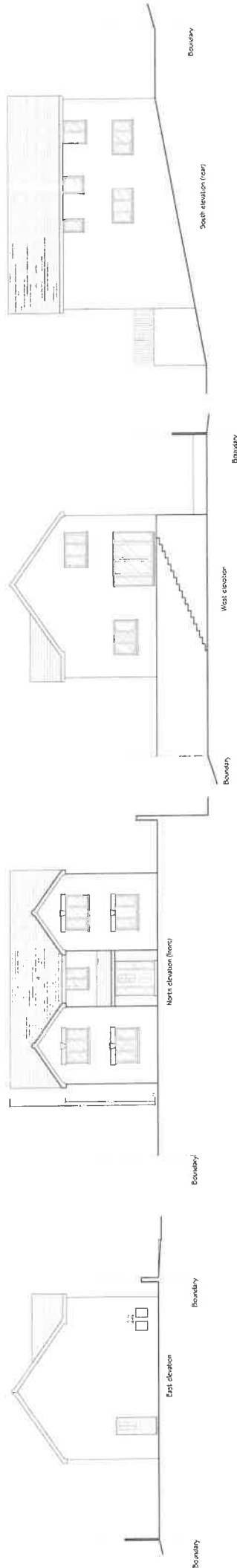


Second floor plan
82m²

Key:

- 1 - Front and side walls in UPVC to match windows.
- 2 - Windows and doors in UPVC to match windows.
- 3 - Windows and doors in UPVC to match windows.
- 4 - Windows and doors in UPVC to match windows.
- 5 - Windows and doors in UPVC to match windows.
- 6 - Windows and doors in UPVC to match windows.

2 3 4 5



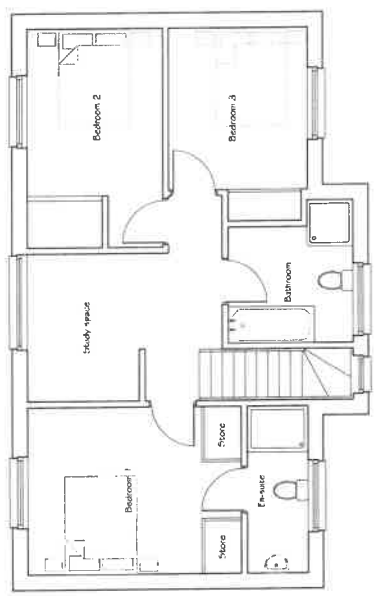
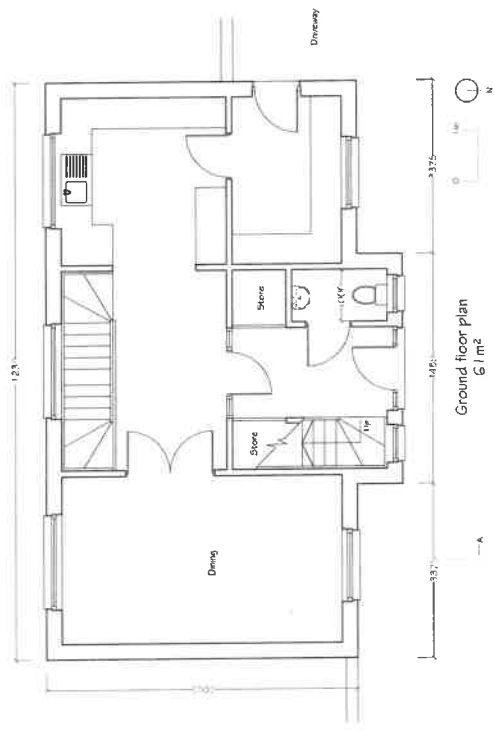
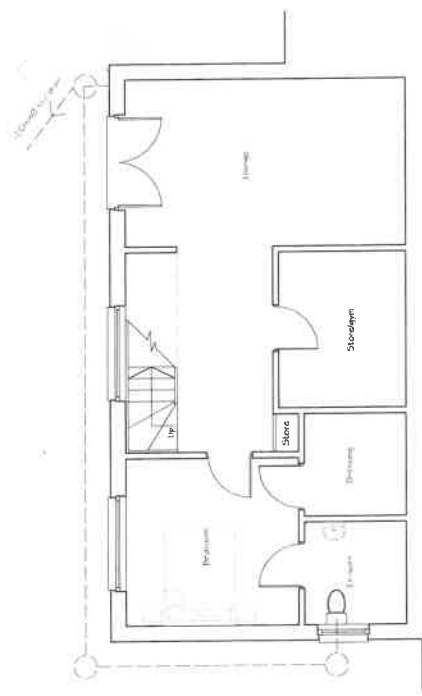
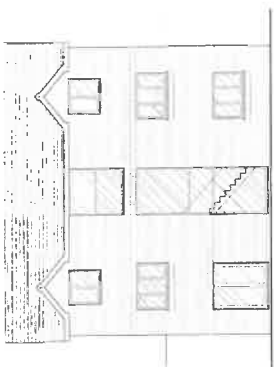
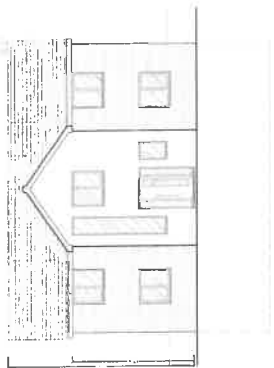
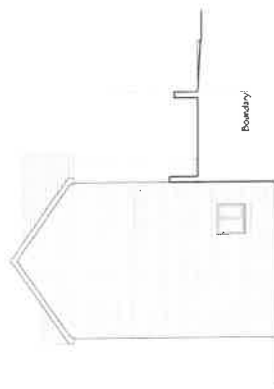
First floor plan

Ground floor plan
80m²

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Merrimansham
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info@heronassociates.co.uk

<p>Scale</p> <p><input type="checkbox"/> Preliminary</p> <p><input type="checkbox"/> Planning (Outline)</p> <p><input type="checkbox"/> Planning (Detailed)</p> <p><input type="checkbox"/> Building Regulations</p> <p><input type="checkbox"/> Building Regulations</p> <p><input type="checkbox"/> As built</p> <p><input type="checkbox"/> PROPOSED</p>	<p>Date</p> <p>10.06.2019</p>	<p>Project</p> <p>PLOTS 33 & 35 - 41 Kingswood, Banke</p>
	<p>Scale</p> <p>1:500 (OO @ A1)</p>	<p>Client</p> <p>Maylar Construction Ltd</p>
	<p>Drawing No</p> <p>33703_36</p>	<p>Drawing</p> <p>Plot 35 as proposed</p>
	<p>Revision</p> <p>C</p>	

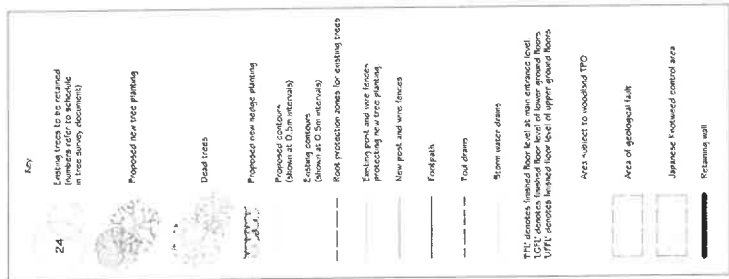
- Key:
- 1 - Floor and walls in LWC in main windows
 - 2 - Walls in face insulation (lapped, Armaflex Arigid with Styrofoam Blue Insulation detail block)
 - 3 - Windows and doors in external LWC
 - 4 - Windows and doors in external LWC
 - 5 - Roof in Marley Flexible Waterproofing insulation slate tile @ 30°
 - 6 - Basement ground in brick plan.



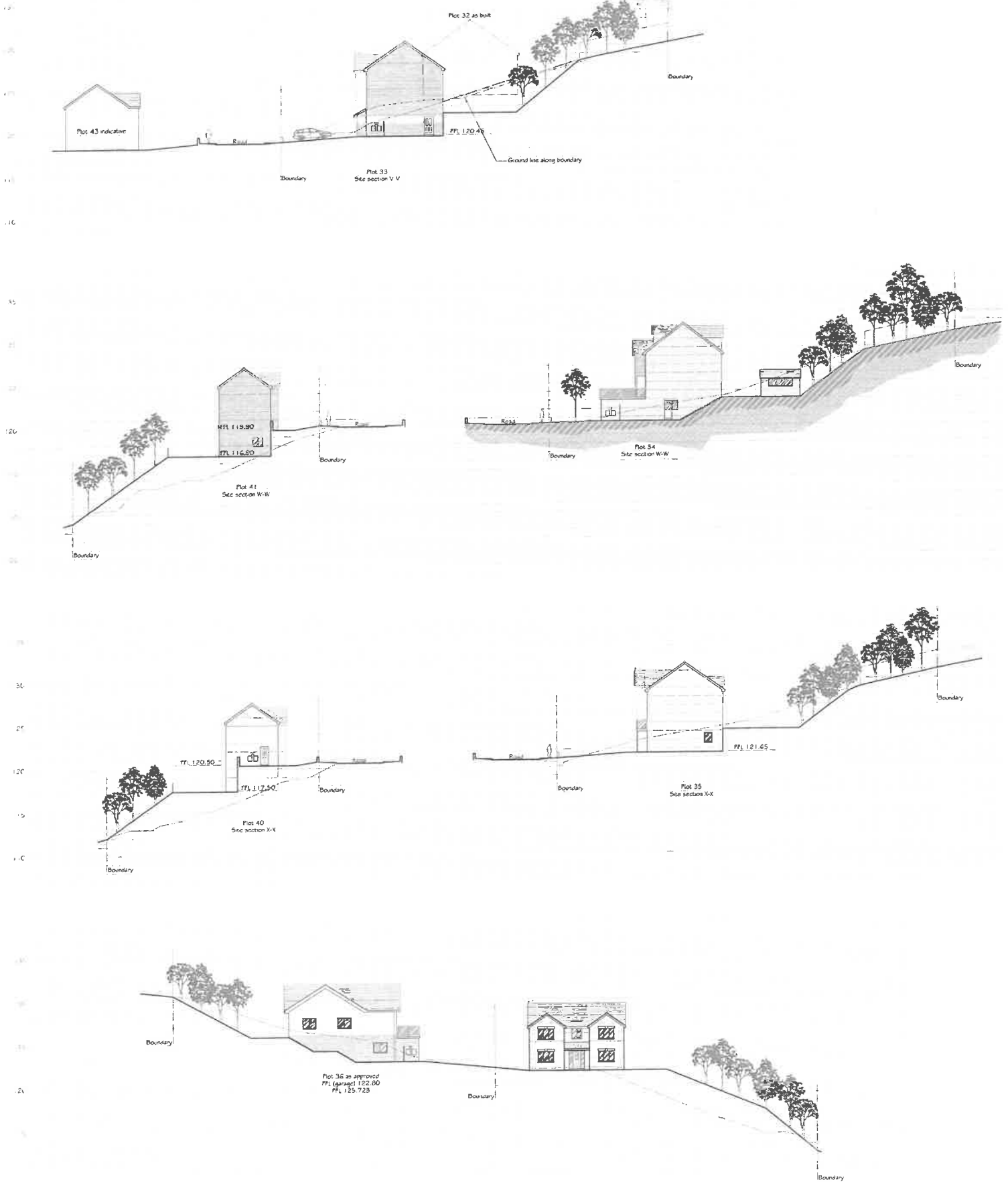
Heron Associates
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Wiltshire
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01291 690010
kz@heronassociates.co.uk

Status	<input type="checkbox"/> Preliminary <input type="checkbox"/> Planning (Outline) <input type="checkbox"/> Planning (Detailed) <input type="checkbox"/> Planning (Detailed) <input type="checkbox"/> Building Regulations <input type="checkbox"/> Building Regulations <input type="checkbox"/> At Risk <input type="checkbox"/> Proposed	Date	10 Oct 2019	Project	Plot 32, 35 & 38 - 41 Trenchard Road Trenchard, Bournemouth
Scale	1:50/100 @ A1	Client	Mayfair Construction Ltd	Drawing No	3370-39
Revision	C	Drawing	First 41 as proposed		





Key:
 --- Existing ground line
 — Proposed ground line
 --- Tree protection zones



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 NP15 1DS
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 lz@hernonassociates.co.uk

Status:
☐ Preliminary
☐ Preliminary
☐ Planning (Outline)
☐ Planning (Detailed matters)
☐ Planning (Full)
☐ Building Regulations
☐ Tender issue
☐ As built
☒ PROVISIONAL

Date
 10.06.2019
 Scale
 1:200 @ A1
 Drawing No
 3370-40
 Revision

Project
 Plots 33, 35 & 39 - 41
 Beech Tree Crescent
 Tanglewood, Diana
 Client
 Mayfair Construction Ltd
 Drawing
 Site cross sections
 as proposed







Front wall to be max 1000mm high, stepped to follow pavement, in brickwork to match house.
Front garden led to lawn.

Driveway finished in Marshall's brick, sawn in powder grey with powder grey edging. Parking for 3 cars (typical) to be min 2.5m x 4.0m.

Driveway finished in Marshall's brick, sawn in powder red with powder red edging. Parking for 3 cars (typical) to be min 2.5m x 4.0m.

Front wall to be max 1000mm high, stepped to follow pavement, in brickwork to match house.

Front garden led to lawn.

Side boundary to be post and wire fence with hedging and trees to specification.

Driveway finished in Marshall's brick, sawn in powder grey with powder grey edging. Parking for 1 car (typical) to be min 2.5m x 4.0m.

Driveway finished in Marshall's brick, sawn in powder grey with powder grey edging. Parking for 2 cars (typical) to be min 2.5m x 4.0m.

Rear garden led to lawn.

Existing hedging to be supplemented.

Existing timber fence.

24

Existing trees to be retained (shown at 0.2m intervals) in tree survey documents.

Proposed new tree planting.

Dead trees.

Proposed new hedge planting.

Proposed contours (shown at 0.2m intervals) (shown at 0.5m intervals).

Root protection zones for existing trees.

Existing post and wire fence protecting new tree planting.

— New post and wire fence.

— Perimeter.

— Road drains.

— Storm water drains.

— VFT, devices installed floor level at main entrance, incl VGL, devices installed floor level of lower ground floors (VFT devices installed floor level of upper ground floors).

Area subject to woodland TPO.

Area of geological fault.

Approved restricted control area.

Retaining wall.

Ecological mitigation schedule:

- Plot 13: Bird box, North of house.
- Plot 14: Hopping habitat, North of house.
- Plot 15: Bird box, North of house.
- Plot 16: Bird box, North of house.
- Plot 17: Hopping habitat, North of house.

NB: To be read in conjunction with Landscaping planting scheme

HERNON ASSOCIATES

<p>24</p> <p>Existing trees to be retained (shown at 0.2m intervals) in tree survey documents.</p> <p>Proposed new tree planting.</p> <p>Dead trees.</p> <p>Proposed new hedge planting.</p> <p>Proposed contours (shown at 0.2m intervals) (shown at 0.5m intervals).</p> <p>Root protection zones for existing trees.</p> <p>Existing post and wire fence protecting new tree planting.</p>	<p>Project: 25.06.2024</p> <p>Scale: 1:250 @ A1</p> <p>Client: Mors LLP</p> <p>Drawing No: 3370 42</p> <p>Revision: D</p>	<p>Project: 25.06.2024</p> <p>Scale: 1:250 @ A1</p> <p>Client: Mors LLP</p> <p>Drawing No: 3370 42</p> <p>Revision: D</p>	<p>Project: 25.06.2024</p> <p>Scale: 1:250 @ A1</p> <p>Client: Mors LLP</p> <p>Drawing No: 3370 42</p> <p>Revision: D</p>
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Landscaping scheme and planting proposals

Project: Plots 33, 35, 39, 40 & 41 Phase IV, Tanglewood, Blaina	Date: 20 th June 2024
	Job No: 3286
<p>Brief: A landscaping scheme is required to accompany a planning application for the construction of five new detached houses.</p> <p>This landscaping scheme is to be designed along with the landscaping schemes that relate to the development of the other remaining plots on the Tanglewood estate. This will ensure that the design of all the plots create a cohesive design throughout the estate.</p> <p>The landscaping scheme should provide enclosure to individual plots with appropriate levels of privacy screening and weather protection. Finished gardens should provide good amenity value to residents. The level of planting should deliver the objectives of the brief while creating a framework for further design by individual house owners once the project is complete.</p> <p>A management plan is required for the establishment of the planting scheme for a proposed period of five years from installation. The maintenance of the proposed scheme should not pose unnecessary burdens in terms of time or cost to the new owners to ensure that it is retained in the long term and completed satisfactorily over the entire site.</p> <p>The design should provide the project with net enhancements in terms of biodiversity and landscape value in line with Planning Policy and the requirements of SuDS Standard S5 (Biodiversity).</p> <p>This landscaping scheme is to be prepared in conjunction with the Tree Survey and Ecological Surveys. The Ecological survey results recommend a minimum five metre biodiversity buffer zone is maintained from the perimeter of the site to the managed gardens of the housing. This applies to Plots 33 and 35 where Tree zone G is already in place providing a 10m wide buffer zone.</p> <p>At pre-planning application stage the Planning Officer expressed a concern that the proximity of the houses to the road in this area of the estate would result in a lack of green front garden areas. It was agreed that the driveway for Plot 39 would use a 'grasscrete' type surface to break up the visual effect of the driveway paving. Plot 36 has also amended their approved landscaping to create more green space at the front adjacent to Plot 39.</p>	

Context:

This section of the Tanglewood development first gained Planning Approval in 2004 (Planning Approval reference C/2004/0608). The land was previously part of a hill farm that mostly reared sheep. The land was subsequently cleared to install roads and infrastructure to serve the plots. Topsoil was stripped and subsoils regraded to roughly conform to the approved levels. Clearance works triggered the imposition of a blanket TPO for all existing trees to the north and east perimeter of the site.

Subsequently the project went undeveloped until new owners took on the remainder of the site in 2015 with the intention of selling the remaining land as self-build plots. Some minor engineering works were carried out to clear empty plots, where spoil and rubble had been stored, to improve the overall look of the site in readiness for sales. Vegetation was cut back and Japanese Knotweed was identified and a treatment program was put in place. This work was carried out under supervision of suitably qualified ecologists in accordance with the recommendations of the ecology reports that were prepared for the site as part of the revised Planning Approvals.

Again the site went undeveloped and the five year time limit on the latest Planning Approval has lapsed. Much of the site has been left unmaintained again and the management plan for the existing strategic tree planting (implemented in 2005/6) hasn't been followed leading to the developing trees becoming overcrowded in those areas.

This landscaping scheme is an update of the previously approved layout to accompany a Planning Application for the same scheme of housing on the site. The planting plan and specification is more detailed and intended to avoid the requirement for a pre-commencement condition on the Planning Approval.

Constraints:

The Tanglewood site sits at around 350m elevation above sea level on an exposed hillside facing south-west into the prevailing wind and in the sun shadow of Mynydd James to the south-east. Rainfall rates are high for the region and the elevation is typically on the snow line in winter which reduces the length of the growing season. Greater risk of frosts both late in spring and early in autumn are expected. Plant species and ground preparation works are carefully detailed to suit these conditions.

The site is steeply sloping in many areas with retaining walls between properties. Trees have been located to allow space away from houses, retaining walls, drainage and roads. Root barriers are specified where hedging passes over or close to services such as shallow drains.

The majority of new house owners feel the need for close boarded fencing to provide a level of privacy to their rear gardens which hedging will not instantly provide. Hedging alone is also not suitable for secure enclosure or for use as safety barriers near sloping banks. New owners must be confident that their needs will be met by the proposals within an acceptable time frame.

Similarly lawns that are unusable due to waterlogging or susceptibility to excessive drying out in droughts are now often replaced with plastic alternatives for ease of maintenance. To ensure the long-term acceptance of the landscaping scheme these matters have been addressed within this specification of works.

Timber fencing in this area tends to have a shorter than average lifespan due to the wet conditions and high winds. Hedging is a permanent solution to boundary enclosure and privacy. Hedging also provide benefits by filtering wind, absorbing groundwater and providing biodiversity corridors around the site.

No public planting is proposed for the site as there are no communal or public areas with soft landscaping. All planted areas will be in private control by individual house owners. This landscaping scheme sets an overall landscape framework for the site, gives each plot enclosure and sets a minimum standard for soil preparation that will allow owners to design their own gardens without constraint or undue cost.

These plots are largely infill areas between developed plots and as such the soil is largely bare and compacted from previous work and side boundaries tend to be established and are no longer under the scope of the application.

Biodiversity net gain:

It is noted that the site is classed as brownfield despite the lack of previous built development. While the current status is vacant land the LPA have confirmed that the site is classified as residential development land.

Site clearance has been carried out under the previous planning approvals on a number of occasions, although work never started on the development.

There are no mature trees on this section of the site and no Root Protection Zones that affect the plots. Tree Protection Order BG94 dated 22nd April 2005 is in effect over the portion of the site covered by Plots 33 and 35.

A Preliminary Ecological Appraisal (PEA), Phase 1 Habitat Survey, reptile survey and Tree survey have been completed and the reports accompany this Planning Application.

An analysis of the potential impact of the proposals on the existing biodiversity within the site has been made following the Step-Wise Approach recommended in Chapter 6 of Planning Policy Wales. The steps are:

- a) Avoid:
- b) Minimise:
- c) Mitigate:
- d) Compensate on site:
- e) Compensate off site:
- f) Refuse

Avoid – It is accepted that this is a Brownfield site, previously developed or cleared over and with limited biodiversity value in its current state. Existing soils are poor quality throughout the site having been stripped of topsoil and left exposed for a long period of time.

Around 20% of Plots 33 and 35 will be undisturbed by the proposals. These areas of the plots are fenced off and already have some tree planting in place (Tree area G).

Complete avoidance of damage to existing biodiversity is impossible to achieve given the work that has already been carried out.

Minimise – As above, it is unavoidable that all of the plots will need to be regraded to create enough flat site for the houses and gardens. Ground works will only be carried out on ground that has been previously cleared. Minimising the initial impact on existing biodiversity will involve following the proposed method statements for site clearance provided by the appointed Ecologist and Arboriculturalist and by carrying out the work at an appropriate time of year.

Mitigate – Mitigation for the loss of existing biodiversity will be a priority for this project. The requirement is that the proposals should provide a significant, long-term net gain of biodiversity over the existing condition and to build ecosystem resilience within the site and surroundings. Restoration of lost habitat is not considered appropriate for this brownfield site so the proposals create a new scheme which is appropriate for the proposed use.

Effective mitigation will include a scheme of native species planting incorporating wildlife corridors connecting to adjacent plots, species-rich lawns and replacement trees in a number greater than is lost to the development. The houses will have durable, built-in bat and bird boxes, and a habitat area for reptiles will be created. A long-term management strategy is proposed for the landscaping to ensure the implementation is successful.

The proposals include the planting of 2 new specimen trees and a woodland planting mix over a large proportion of the plot, all of which will be native species that provide good biodiversity benefits.

The proposals also include planting around 40m of new native species hedgerow.

The plots will have new lawns made up from species-rich turf from a specialist supplier.

Soil restoration is also a priority action and the use of screened imported topsoil will provide a long-term benefit.

Compensate – It is considered that the proposals offer sufficient mitigation for any biodiversity loss. On-site compensation is offered by the proposed increase in native species diversity, enhanced wildlife corridors and secure nesting opportunities.

Update to 2017 Tree report:

No updates are required in this area.

Specification for landscaping works:

Follow drawing 3370-42D, refer to detailed layouts for individual plots and carry out all tree and hedgerow planting works in the first dormant season (November through to March) following or coinciding with the completion of relevant works on each plot.

Planting for SuDS features will be specified in the SAB application documents. It is anticipated that free standing rain garden planters will be used as space for a dedicated rain garden will be limited by space and ground levels on most plots. Priority should be given to suitable native species that offer decent biodiversity benefits.

Protection – No tree protection is required for these plots.

Japanese Knotweed has not been identified on these plots. It is not anticipated that soil will be brought in from other areas of the site so a precautionary approach is advised.

Areas for storage of reclaimed and imported soils are to be established away from RPZs and any proposed landscaping works. Soil mounds should be less than 1.5m high to avoid compaction during storage.

Post and wire fencing is to be set up where shown on the drawing to provide temporary enclosure until hedging is established. Wire fencing should have adequate aperture to allow hedgehogs to pass through.

Site Clearance – Remove any rubbish and building waste (concrete, glass and other contaminated materials). Set aside any natural stone for reuse.

Initial vegetation clearance works to be carried out in accordance with Ecological Method Statement and Reptile Survey recommendation provided by IES Consulting (refer to IES/2023/020). Timing of vegetation clearance works is to avoid nesting bird season. All dead vegetation is to be removed but can be retained on site for ecological enhancement where hibernacula are shown or as otherwise detailed in Ecology reports.

Tree areas G & F should be assessed by the appointed Arboriculturalist and trees thinned to a minimum of 3m centres removing any weak or inappropriate trees and only retaining ones of good landscape value. Larger trees of good retention value can be thinned to 6m centres. Arboriculturalist to advise of all trees to be removed and if any can be transplanted.

Ground works – NRW Pollution Prevention Guidelines are to be followed during all site operations to prevent runoff into adjacent watercourses. Details are provided in approved Construction Management Plan.

Follow Construction Code for the Sustainable Use of Soils on Construction sites and comply with requirements of BS 3882:2015 and BS 8545:2014 to protect all soils for planted areas. Existing soil quality and integrity should be preserved with care.

Soil preparation – Avoid working in soil that is excessively waterlogged. The majority of the soil on site is heavy clay and temporary drainage may be required to prevent ponding.

Planting soils should be moist and friable. Do not plant during frosts or snow. In cold weather additional root protection will be required to prevent backfill materials from freezing.

Planting season and weather – Bare root planting to be carried out between 1st November and 31st March, avoiding periods of frost or strong winds. Only carry out planting work when weather conditions are suitable. Outside of this period substitute bare-root plants for container grown plants. Container grown plants can be planted throughout the year given adequate after-care and avoiding very hot periods.

It is likely on this site that unsuitable weather will be hard to avoid so protection measures should be planned in advance and deployed as a precaution in the event of any uncertainty.

Maintenance and watering – Ensure an adequate supply of water is available on site for watering tasks. Water as required throughout the growing season to ensure plants can establish well. The site is susceptible to long periods of drought and planting should not be allowed to dry out at any time. Watering should ensure that the full depth of topsoil is thoroughly wetted and a fine spray should be used to avoid displacing soil or damaging plants.

All new houses to be provided with water butts totalling min 400 litres of storage for use in landscaping watering.

Selection of plants – Many saplings of various species and sizes are already growing on the site and may be suitable for transplant to required areas. These can be identified and marked for reuse before work commences. Trees under 2m height are most suited for transplanting. Follow storage instructions for trees that have to be lifted but can't be replanted immediately. Trees should be extracted with as much intact root as possible.

Source all other plant material from reputable suppliers that are listed in the Horticultural Trades Association Nursery Certificate Scheme, preferably in the local area or that have similar climate to the project site. All plant material should be healthy, sturdy and of good vigour. Avoid deformed shaping, elongated shoots etc. Plants should be fully hardy and been grown outdoors. Reject any material that shows signs of pests, disease or contamination from weeds.

Any substitute plants that deviate from the approved lists should be agreed in writing before purchase. Do not assume that suggested substitutes will be acceptable.

Nursery stock to comply with BS 3936 Part 1.

Handling and storage of plants – Plant handling, storage, transport and planting to comply with CPSE 'Handling and Establishing Landscape Plants' standard.

Identify an area where all supplied plants can be stored with adequate protection from frost, wind and bad weather. This should include an area of stored loose soil where plants can be heeled in if necessary until ready to plant.

Plants to be handled with due care and rootballs to be provided with adequate protection from drying out. Large quantities of plants should be sealed to pallets or bins with polythene wrapping.

Plants should be delivered same day from supplier and given adequate protection during transit. On arrival at the site plants should be transferred to the designated storage area, roots covered with loose soil and watered to prevent drying out. Plants should be checked and watered regularly and any exposed roots recovered with soil.

Planting pit specifications – Ensure all pits and trenches have drainage routes to shed excess water. Clay soils are prone to ponding and this should be avoided.

For trees transplanted on site follow maximum size below or to suit excavated rootball.

For individual trees excavate square pits 500mm wider than the rootball or container. A minimum of 900mm x 900mm wide by 600mm deep for an 8-10cm girth container grown tree, increasing to 1200mm x 1200mm wide x 900mm deep for a 14-16cm girth container grown tree.

Break up base of tree pits to a depth of 200mm and scarify sides. Leave pit with a slightly raised centre. Backfill under rootball with 300mm depth of approved topsoil thoroughly mixed 3:1 with recycled green-waste compost and 200g Blood and Bone fertiliser.

For hedging excavate 1000mm wide trenches to 450mm depth. Backfill to full depth with approved topsoil thoroughly mixed 3:1 with recycled green-waste compost. Add 50g Blood and Bone fertiliser around the base of each plant.

For bare-root plants ensure that roots are fully spread out before firming down backfill soil.

Planting – With container grown plants finished height to leave top of root crown 50mm above surrounding soil level. For hedging plants and bare-roots firm plants in with root collar level with soil.

All trees to be double staked using 75mm diameter pressure treated posts driven below depth of planting pits with min 600mm above ground and provided with 25mm expanding rubber ties with buckle fasteners (see diagram below).

Provide root barriers adjacent to buildings, retaining walls and services as necessary.

Mulching – After watering plants in, spread bark mulch at 50mm depth to full width (1000mm) of hedging trenches and to full extent of tree pits. Mulch to be tapered down to 25mm to within 200mm of trunk of trees.

Aftercare short-term – Follow BS 3998:2010 (Tree Work) to immediately remove any damaged, dead, weak or malformed growth from newly planted trees and hedging.

All new plants to be watered and mulched on planting then maintenance schedule to be followed.

Provide 400mm high spiral guards to bare root plants and min 200mm high strimmer protectors to individual trees.

Soils – Subsoil on site is very variable and often unsuitable for planting purposes. Any suitable soils that are discovered during works are to be extracted and stored. Otherwise imported sub-soil of appropriate quality (to BS 8601:2013 Specification for subsoil and requirements for use) is to be used under all soft landscaping. Soil mounds should be less than 1.5m high to avoid compaction during storage.

Project manager is to ensure all soils are appropriate and comply with BS 8545:2014 Appendix B2.4 drainage and 2.5 compaction. Minimum trafficking by machinery should be ensured once final top and sub-soils are laid.

Topsoil on site is very limited and it is assumed that the majority of top and sub soils required will be imported. Follow BS3882:2015 for imported soils.

Topsoil, where present, is to be carefully stripped, avoiding excessive contamination with sub-soils, and stored in designated area for reuse. Topsoil storage area to be away from Root Protection Zones or other planting identified for retention with bounding areas provided with clear visual markings.

Excavated sub-soils are to be reused on site where possible to regrade levels. Any sub-soil storage is to be away from top soils to avoid cross contamination.

Avoid any products containing peat.

Lawned areas – Any area shown on approved plans as lawn or soft landscaping is to have a minimum of 150mm of good topsoil over approved subsoils. Subsoil should not be compacted when graded to required level. No building waste should be left under gardens and only clean soils used. Subsoil to be graded to direct water away from houses and to prevent any ponding in the garden areas. Good quality turf is to be laid and maintained on a similar schedule to new hedging.

Plastic grass will not be accepted as an alternative and will not comply with Planning Approval requirements for biodiversity enhancement.

Fencing – Hedging should be supplemented with post and wire stock fences to delineate boundaries and provide secure enclosure for the rear gardens. Use 1.15m high stock fence with 75mm diameter treated fence posts driven at max 4m centres.