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Bridgend County Borough Council
Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr



Civic Offices, Angel Street, Bridgend, CF31 4WB / Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont, CF31 4WB

Legal and Regulatory Services /
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Direct line / Deialu uniongyrchol: 01656 643148
Ask for / Gofynnwch am: Mr Mark Anthony Galvin

Our ref / Ein cyf:
Your ref / Eich cyf:

Date / Dyddiad: 15 March 2016

Dear Councillor,

TOWN & COMMUNITY COUNCIL FORUM

A meeting of the Town & Community Council Forum will be held in the Council Chamber, Civic Offices Angel Street Bridgend CF31 4WB on **Monday, 21 March 2016 at 4.00 pm.**

AGENDA

1. Apologies for Absence
To receive apologies for absence from Members.
2. Declarations of Interest
To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members' Code of Conduct adopted by Council from 1 September 2008
3. Approval of Minutes 3 - 8
To receive for approval the Minutes of a meeting of the Town and Community Council Forum dated 11 January 2016
4. Dementia Friends and How They Support the Development of Dementia Friendly Communities 9 - 12
To be accompanied by a Presentation from Cecilia Ware, Integrated Community Network Manager
5. Learner Travel Policy 13 - 16
6. Revision to the Town and Community Councils Charter 17 - 48
7. Urgent Items
To consider any other item(s) of business in respect of which notice has been given in accordance with Rule 4 of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should by reason of special circumstances be transacted at the meeting as a matter of urgency.

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Yours faithfully

P A Jolley

Assistant Chief Executive Legal and Regulatory Services

Distribution:

Councillors:

S Aspey
M Butcher
CA Green
EM Hughes
RD Jenkins
CL Jones

Councillors

HE Morgan
MEJ Nott OBE
G Phillips
DR Pugh
CL Reeves
M Reeves

Councillors

CE Smith
RL Thomas
HJ Townsend
R Williams
M Winter

Plus a representative from each of the Town/Community Councils

Rydym yn croesawu gohebiaeth yn y Gymraeg. Rhowch wybod i ni os yw eich dewis iaith yw'r Gymraeg.

We welcome correspondence in Welsh. Please let us know if your language choice is Welsh.

MINUTES OF A MEETING OF THE TOWN & COMMUNITY COUNCIL FORUM HELD IN COUNCIL CHAMBER, CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON MONDAY, 11 JANUARY 2016 AT 4.00 PM

Present

Councillor MEJ Nott OBE – Chairperson

CA Green	EM Hughes	CL Jones	G Phillips
CL Reeves	M Reeves	CE Smith	RL Thomas
HJ Townsend	R Williams		

Town/ Community Councillors

Cllr D Sage – Brackla
Cllr R Davies – Laleston
Cllr C R Griffiths – Llangynwyd Middle
Cllr P R Jenkins – Maesteg
Cllr M J Jenkins – Ogmore Valley
Cllr M Kearns – Pyle
Cllr D Newton Williams – Porthcawl Town

Officers

Mark Shepherd – Corporate Director Communities
Ieuan Sherwood – Manager, Tourism and Countryside
Carly McCreesh – Community Asset Transfer Officer
Aled Sion – Eisteddfod Director
Morys Gruffydd – Eisteddfod Organiser
Sarah Daniel – Democratic Services Officer – Committees

106. APOLOGIES FOR ABSENCE

Apologies for absence were received from the following officers/ Members for the reasons so stated:

Councillor M Butcher – Leave
Councillor RD Jenkins – Family Commitment
Councillor DR Pugh – Work Commitment
Councillor Bruce Nash Coychurch Lower – Work
Councillor Yvonne Nott St Brides Minor – Work commitment

107. DECLARATIONS OF INTEREST

Councillor Ross Thomas – Personal Interest in item 4 as Chairperson of local funding appeal Committee

108. APPROVAL OF MINUTES

RESOLVED: That the minutes of a meeting of the Town and Community Council Forum held on 21 September 2015 be approved as a true and accurate record of the meeting.

109. URDD GOBATH CYMRU NATIONAL EISTEDDFOD 2017

The Town and Community Council Forum welcomed Aled Sion - Eisteddfod Director and Morys Gruffydd- Eisteddfod Organiser to the meeting and thanked them for taking their time to address the Committee.

The Eisteddfod Director introduced the report to the Forum and provided them with further information about the event that was due to take place in Bridgend County in 2017

He explained that the Urdd National Eisteddfod attracts up to 100,000 visitors to the six day event and 15,000 competitors. Children and Young people from all over Wales and beyond, compete and benefit from the Urdd National Eisteddfod – at a local, regional and national level.

The Eisteddfod Director explained that the aim of the Urdd was to ensure that all the young people of Wales (between the ages of 8 and 25) are given the opportunity through the medium of Welsh, to develop into rounded individuals; and to empower them to play a constructive role in the community by encouraging personal and social skills.

The Eisteddfod Director explained to Members that as the Urdd Eisteddfod is a national festival they would be appealing to Councils in all tiers of local government to support the event. Any grant aid would contribute to the overall costs of staging the Urdd National Eisteddfod. He added that any contribution would be appreciated greatly.

The Eisteddfod Director explained that the event in 2017 would be held on the land at Bridgend College, Pencoed Campus during Whitsun half term 29 May – 3 June 2017. He advised that an opening Concert, Primary Schools Show and a Youth Show would be held during the week. He added that the Eisteddfod Proclamation event would be held within the county on Saturday 8 October 2016 with a procession and entertainment in order to celebrate the fact that the Eisteddfod is coming to the Bridgend, Taf and Ely region

A Member asked if the organisers would be visiting local schools in the Borough to encourage participation and enthusiasm for the event. The Eisteddfod organiser informed members that they would be visiting both English and Welsh schools in the County and encouraging participation in the event by giving them small fundraising targets.

A Member for Maesteg Town Council stated that they had been given a fundraising target of £20,000 which, with the support of the local community and many donations that they had already received from the community they were confident of reaching their target. He asked Officers how BCBC would be contributing to the event. The Corporate Director Communities advised the Forum that as well as a financial contribution of £25,000 from the strategic events fund, there would also be a financial contribution top sliced from the WLGA from BCBC. He added that members of staff from the Authority particularly those who spoke Welsh would be on site at the event. He further added that the internal communications team would also be promoting the event through various channels including local media and also holding community engagement events throughout the Borough.

A Member asked if local businesses will be approached to contribute financially as the event would see a large amount of people coming into the area and increasing trade for many local businesses. The Eisteddfod Organiser stated that the event would see

increased trade for many local businesses and they would be engaging with businesses in due course to seek their support for the event.

A Member asked if there had been any communication with local bed and breakfasts and hotels to ensure there would be sufficient accommodation for the public to stay when they visited the Eisteddfod. The Manager, Tourism and Countryside informed members that this would be a challenge as in addition to being Whitsun holidays the Champions League Final is also taking place in Cardiff during the same time as the Eisteddfod so there will be a high demand for hotels. He added that they would be working in partnership with local businesses to speak with Eisteddfod organisers to create packages well in advance of the event. He added that many people who choose to stay overnight whilst attending the Eisteddfod also bring their own motorhomes and caravans and there would be a designated area allocated for them. A member suggested that in the past people had been put up with local families and asked if this would be an option. The Manager, Tourism and Countryside stated that this was an option but would be facilitated by Urdd Organisers.

The Leader stated that Bridgend were very much looking forward to hosting the event and it was good news for local businesses and traders but there would be a lot of fundraising efforts to be achieved between now and the time of the event and everyone needs to contribute in whatever way they can to make the event a success.

RESOLVED: That:

1. The Town and Community Councils noted the contents of the report; and
2. The Town and Community Councils received the presentation by the Urdd organisers as set out in Appendix 1 of the report regarding the Urdd National Eisteddfod being held in the County Borough of Bridgend from 29 May to 3 June 2017

110. COMMUNITY ASSET TRANSFER UPDATE

The Corporate Director Communities provided a report to Members on the Community Asset Transfer Scheme. He advised that since 2 November 2015, a CAT Officer had been in post to act as project manager for CAT in Bridgend to support the process and act as a single point of contact for local organisations wishing to pursue asset transfer. He informed members that up to 11 December 2015, the CAT Officer had been approached by 26 organisations regarding 30 assets.

A Member asked what the fall back situation was if Town and Community Councils do not accept CAT offers as some of the proposals were not realistically sustainable, however they could not afford to lose assets such as pavilions and sports grounds. The Corporate Director Communities stated there would be a robust process put in place so that the CATs that were agreed would have the prospect to be sustainable. He added that if the Authority did not act now there was a potential risk to public services.

A Member asked what criteria would be applied to the £1million of funding from the Capital Programme to support to CAT Scheme and how it would prioritise how it would be spent. The Corporate Director Communities stated that the Criteria would be approved by Cabinet in the first instance. He added that prioritisation would be on the most urgent cases and before any CAT would take place, although advised that it would be advantageous for Town and Community Councils to give their Expressions of Interest sooner rather than later to ensure there would be adequate funding available to complete any essential repairs in advance of a CAT taking place.

A Member asked if sports clubs/ grounds with dual use would be jointly transferred and if the sports club would get priority of the transfer. The Corporate Director Communities advised that there would be no obligation to take on the asset as a joint transfer; however the business case stated that the preferred solution would be for the asset to continue with its current use. The CAT Officer added that she had already received a few similar cases where they had set a preferential user agreement in place to secure the long term future of the clubs using the grounds. She further added that multiple applications were welcomed for assets with dual use.

A Member asked if the Authority would consider pitches as well as pavilions. The Corporate Director Communities advised this would be considered on a case by case basis and even though it was classified as Priority two, if groups expressed an interest it would be considered.

A member asked who would calculate the costs of running assets such as utilities. The CAT Officer explained that once an expression of interest form had been received it was her role to collate as much information as possible on the running costs. She added that it was important for Town and Community Councils to consider that they may wish to run it differently to how it had been run in the past and therefore the costs may not necessarily be what they would pay if they took over its operations.

A Member asked if condition reports would be compiled of premises that were in the CAT Scheme. The Corporate Director Communities stated that there was not sufficient funding to complete a report for every premises, however if no up to date report was available one would be carried out if a CAT was likely to take place.

A Member asked if BCBC had a Comfort Fund which would allow the public to use the toilets in pubs/cafes. The Corporate Director Communities explained that the funding from WG was removed in April 2014 for this scheme. However, Cabinet agreed to have their own comfort scheme available where public conveniences in the borough had closed.

RESOLVED: That the Town and Community Council Forum noted the progress on Community Asset Transfer as outlined in the report.

111. SCHEDULE OF AGENDA ITEMS

The Democratic Services Officer presented to the Town and Community Council Forum the requests for items to be presented to future meetings. She asked that any further requests be sent to the Democratic Services team.

RESOLVED: That the Town and Community Council Forum noted the content of the report

112. URGENT ITEMS

The Leader made the following announcement to the Town and Community Council Forum regarding the review of the Town & Community Council Charter

In September 2015 the Forum agreed to undertake a review of the Charter between Bridgend County Borough and the Town and Community Council of the Borough. The

TOWN & COMMUNITY COUNCIL FORUM - MONDAY, 11 JANUARY 2016

Working group was set up and agreed that the existing Charter be circulated to all Council to request their views of how the Charter could be improved or developed.

Responses were requested from all Councils by Friday 15 January 2016. This would enable the Working Group to consider the possible options at its next meeting scheduled for 4 February 2016. It is hoped that if sufficient progress can be made at that meeting an update will be provided to the Forum in March 2016

He requested that all Town and Community Council's consider the Charter and return their views by 14 Jan 2016 to Gary.Jones@Bridgend.gov.uk

The meeting closed at 4.55 pm

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO TOWN AND COMMUNITY COUNCIL FORUM

21 MARCH 2016

REPORT OF THE CORPORATE DIRECTOR - SOCIAL SERVICES AND WELLBEING

DEMENTIA FRIENDS AND HOW THEY SUPPORT THE DEVELOPMENT OF DEMENTIA FRIENDLY COMMUNITIES

1. Purpose of Report.

- 1.1 The purpose of this report is to provide an update to the Town and Community Council Forum on the development of Dementia Friends and how they support the development of Dementia Friendly Communities.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 This report links to the following improvement priorities in the Corporate Plan:

- Working together to help vulnerable people to stay independent
- Working together to tackle health issues and encourage healthy lifestyles
- Working together to make the best use of our resources

- 2.2 The following background documents are relevant:

- Dementia Strategy and Delivery Plan 2015-2018
- Bridgend County Borough Council's key commitments in the Dublin Declaration of supporting Age Friendly Communities and participating with the Ageing Well in Wales Programme, specifically creating Dementia Supportive Communities
- Adult Social Care Commissioning Plan 2010 – 2020: Living Independently in Bridgend in the 21st Century.

3. Background.

- 3.1 "Dementia Friends" and "Dementia Friendly Communities" are both initiatives created to improve the lives of people with a diagnosis of dementia and to offer increased support to their families. Recommended through "the Prime Minister's challenge" in 2012 and further supported by the Welsh Government and the Older Person's Commissioner for Wales, this project aims to create a community in which people with dementia are empowered to have high aspirations and feel confident, knowing that they can contribute and participate in activities that are meaningful to them.
- 3.2 The Llynfi 20 Project Group was established in 2013 to address the health inequality found in the Llynfi valley following a Health Equality Audit which showed that people in the Llynfi Valley have significantly poorer quality of health than other communities within Bridgend CBC. One of the work streams for this project was to establish "Dementia Friendly Communities" to reduce isolation and improve the health of people with a diagnosis of dementia.

3.3 The aim of “Dementia Friendly Communities” is that by making small differences in the way people with dementia are supported, they can remain independent and socially active within their communities for longer. Each area can decide on different ways of making the differences and the Alzheimer’s sociality has a project group and website aimed at achieving “Dementia Friendly Community Status.”

4. Current situation / proposal.

4.1 Working with BAVO, two consultation sessions have been held which successfully gained the support of the Maesteg Town Council, South Wales Police, Halo Leisure Centre, and some of the main banks.

4.2 The Project Manager has become a Dementia Friends Champion, enabling the roll out of information sessions, from which people can become “Dementia Friends.” During the information session the participants can become “Dementia Friends” and pledge to act to make a small change to support people with dementia to live well within their communities. The Council has held some information sessions and planned for further information sessions to take place within the Maesteg area to increase the number of “Dementia Friends.” This is one of the main steps to becoming a “Dementia Friendly Community”.

4.3 Following the project brief set out by the Alzheimer’s Society, the Council is planning to become a Dementia Friendly Community by May 2016, and is in the process of applying for the status which is awarded to communities who have successfully fulfilled the requirements. There are 6 steps to be achieved to becoming recognized as a “Dementia Friendly Community” including:

- Consultation with the community; in which the Council has held consultation events at the Maesteg fayre and a Christmas concert hosted in a local church. These gave the opportunity to seek the views of the community on the issues of living with dementia;
- A plan of action is needed to change the perception people may hold about dementia and to break down the barriers that prevent people with dementia from living well within the community. This has involved speaking to banks and other businesses to ask them to support the initiative, and work with them to make their businesses more suitable to meet the needs of the people in the community who may have a diagnosis of dementia. The plan also includes delivering information sessions and creating as many “Dementia Friends” as possible in the area;
- Developing a strategic group to ensure that the Council is able to take forward the initial plan and continue to grow as a “Dementia Friendly Community.” Support for this group has been given by Councillors from the Town and County Councils, South Wales Police, The Fire Service, BAVA, Halo Leisure Centre, the Carers’ Centre, and it is hoped to widen the group after the launch as part of the plan for the next steps in maintaining our status;
- Raising awareness is essential to creating a Dementia Friendly Community and can be carried out in a number of ways. The Council offers the “Dementia Friends Information Sessions” and encourage participants to become “Dementia

Champions.” Following a one- day training session, the “Dementia Friends Champions” are able to deliver information sessions within their communities and work places. The Council hopes this year to be able to roll out the specially designed programme for children in primary and secondary schools to give them a better awareness of dementia and reduce the fears people have about this condition;

- Including the voice of those living with dementia is crucial for the success of the project. The Council have met with some people who have a diagnosis of dementia and plan to carry out further consultation within the community. Work is currently being undertaken with the dementia support teams to achieve this and hopefully there will be representation on the strategic group of people who are living with a diagnosis of dementia or their carers;
- A plan to review and monitor success and then to further develop the project is the final step in achieving the status. This would be carried out by the strategic group, within the first six months and then ongoing plans and developments should be carried on to maintain the status.

4.4 Most of these steps have been achieved and the Council is hoping to launch the ” Dementia Friendly Community” status by May. Following the granting of the community status for Maesteg, it is hoped that other communities within Bridgend County Borough Council will also wish to become “Dementia Friendly Communities”.

5. Effect upon Policy Framework& Procedure Rules.

5.1 There are no implications for the Policy Framework and Procedure Rules.

6. Equality Impact Assessment

6.1 An Equality Impact assessment has been carried out in respect of the Llynfi Valley by Abertawe Bro Morgannwg University Health Board who is leading with Public Health Wales the Llynfi 20/20 programme.

7. Financial Implications.

7.1 There are no direct financial implications arising from the report.

8. Recommendation.

8.1 It is recommended that the Town and Community Council Forum note the content of this report and the progress on developing Dementia Friendly Communities in the Llynfi Valley.

Susan Cooper
Corporate Director – Social Services and Wellbeing
21st March 2016

Contact Officer: Cecilia Ware
Integrated Community Network Manager

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Bryncethin
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Background documents

- Dementia Strategy and Delivery Plan 2015-2018
- Dublin Declaration, Cabinet Paper 6th September 2014
- Bridgend County Borough Single Integrated Plan “Bridgend County Together”.
- The Strategy for Older People in Wales (phase 3)

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO BRIDGEND TOWN AND COMMUNITY COUNCIL FORUM

21 MARCH 2016

REPORT OF THE CORPORATE DIRECTOR EDUCATION AND TRANSFORMATION

LEARNER TRAVEL POLICY

1. Purpose of Report

- 1.1. To report to the Forum the decision of Cabinet regarding the change to the Council's Learner Travel Policy which will take effect from September 2016, and to inform the Forum on how the policy change will contribute to the overall saving in the Council's Medium Term Financial Strategy 2016/17 to 2019/20.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1. The report links to the following corporate priorities:-

- Supporting a successful economy
- Smarter use of resources.

3. Background

- 3.1. The Council's statutory responsibilities in relation to home to school/college transport are set out in the Learner Travel (Wales) Measure 2008 (the Measure).
- 3.2. The Measure, amongst other things, places a statutory duty on the Council to provide free home to school transport to eligible learners of compulsory school age if they live beyond the statutory walking distance.
- 3.3. Statutory walking distance is defined under section 3 of the Measure as 2 miles for primary school children and 3 miles for secondary school children.
- 3.4. However, 'walking distance' within the Council's current school transport policy is defined as 1.5 miles for eligible primary school pupils and 2 miles for eligible secondary school pupils. The Council's current policy is therefore more generous than the statutory provisions.
- 3.5. In Bridgend the policy applies to the local catchment area school, English medium, Welsh medium, voluntary aided or maintained special school.
- 3.6. In the Council's current Learner Travel Policy, Bridgend County Borough Council used its discretionary powers to reduce the statutory walking distance to provide free transport for:-

- primary and nursery aged children, residing more than 1.5 miles from the nearest suitable school, and secondary aged children residing more than 2 miles from the nearest suitable school;
- post-16 learners, subject to a 2 mile limit and;
- all learners attending Voluntary Aided schools (subject to existing limits), regardless of whether the school is the nearest suitable school, with free transport.

4. Current situation / proposal

4.1. The Council's Learner Travel Policy is no longer financially sustainable and the Council's approved Medium Term Financial Strategy (MTFS) 2016/17 to 2019/20 seeks to achieve potential revenue savings relating to the Learner Travel Policy as detailed in Table 1 below.

Table 1: Re-profiled MTFS – Learner Transport proposals (March 2016)

Ref.	Budget Reduction Proposal	Budget 2015-16 £'000	2015-16 Budget Reductions £000	Actual 2016-17 £000	Indicative 2017-18 £000	Indicative 2018-19 £000	Indicative 2019-20 £000
CH3	Retender Learner Transport contracts	4,310	400	100			
CH4	Rationalise Special Education Needs transport	4,310	100	150			
CH5	Review of Learner Transport Policy regarding statutory distances for free travel	4,310			67	67	67
CH9	School transport route efficiencies	4,310	200	200	200		

4.2. Budget reduction proposals enabled significant savings under learner transport to be made in the MTFS in 2014/15 (£250,000) and 2015/16 (£700,000). Further savings have been identified for 2016/17 (£450,000) with a further £401k for the 2017/18 to 2019/20 financial years. It is important to note that proposals CH3, CH4 and CH9 do not require any change to the Local Authority's (LA's) Learner Travel Policy. Only CH5 is predicated on a change to the Council's Learner Travel Policy.

4.3. In order to take forward these savings the following three proposals to amend the LA's Learner Travel Policy, were presented:-

- Proposal 1** To increase the distance required for free transport between a pupil's home and their school, to match the distance required by law (including Welsh medium and Voluntary Aided schools).
- Proposal 2** To charge the full cost of a school bus pass for pupils who do not receive free school transport.
- Proposal 3** To stop providing free transport for learners aged 16 or over, who go to school or college.

- 4.4. From 29th September 2014 to the 22nd December 2014 a full public consultation was undertaken on the above proposals.
- 4.5. The outcome of the consultation was presented to Cabinet at the meeting on 1 September 2015 where it was resolved that Cabinet:-
1. Approved the changes to the current Learner Travel Policy to bring it in line with minimum statutory requirements, realising savings of £67,092 in 2016/17 rising to £776,550 by 2023/24. This would mean that the qualifying distance for free primary school transport would change from 1.5 miles to 2 miles and the qualifying distance for free secondary transport would change from 2 miles to 3 miles. This will also apply to Welsh-medium and voluntary aided schools and will include Post-16 students. Pupils who currently receive free transport will maintain their entitlement until they transition to the next stage of their education. The change in policy will also include support for families through ensuring siblings attending the same school will receive the same level of transport entitlement, i.e., if a child maintains free transport at the lower threshold of 1.5/2miles then any sibling starting the same school whilst the elder sibling is still there will also receive the same entitlement. The policy will be introduced in September 2016.
 2. Approved the cost of a paying place at £1.90 per day for all school pupils (including post-16 students) which is £361 per annum, rather than full cost recovery. This equates to an increase of 33.7%, realising £4,367. The increase to the cost of a paying place will be introduced from September 2016 and will be reviewed on an annual basis.
 3. In line with current proposals regarding the strategic review of the school curriculum and estate, agreed that no decision is made regarding proposal 3 (to withdraw free post-16 transport to school and college students), leaving an estimated budget shortfall of £529,000* for 2016/17.

[* Note: Since the Cabinet decision in September the budget proposal built into the MTFs relating to this saving/estimated shortfall has been removed, mitigating the potential budget shortfall]

- 4.6. Therefore proposal 1 was accepted. Proposal 2 was also accepted but the cost of a paying place was amended to £1.90 per day. However, proposal 3 was not accepted, other than post 16 pupils receiving free home to school transport in line with the statutory walking distance for secondary age pupils i.e. at 3 miles, rather than 2 miles.

5. Effect upon Policy Framework and Procedure Rules

- 5.1. There are no implications for the Council's policy framework or procedure rules.

6. Equality Impact Assessment

- 6.1. A Full EIA was presented to accompany the Cabinet report in September 2016

7. Financial Implications

7.1. The failure to realise the savings outlined in the Table 1 (above) would have a significant impact on the Education and Transformation Directorate's capacity to deliver the total savings identified in the MTFS 2016/17 to 2019/20, and equivalent savings would therefore have to be found from our critical and key core services from within the Directorate.

8. Recommendation

That the Bridgend Town and Community Council Forum note the contents of this report outlining the decision of Cabinet on the changes to the LA's Learner Travel Policy and associated MTFS savings.

Directorate Chief Officer's Name: Deborah McMillan

Directorate Chief Officer's Job Title: Corporate Director, Education and Transformation

Contact Officer: Robin Davies
Group Manager, Business Strategy and Performance
Education and Transformation Directorate

Telephone: (01656) 754881

E-mail: robin.davies@bridgend.gov.uk

Background documents

Cabinet Report, 1 September 2016, Learner Travel Policy

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO THE TOWN & COMMUNITY COUNCIL FORUM

21 MARCH 2016

REPORT OF THE ASSISTANT CHIEF EXECUTIVE LEGAL & REGULATORY SERVICES

REVISION TO THE TOWN & COMMUNITY COUNCILS (TCCs) CHARTER

1. Purpose of Report.

- 1.1 The purpose of this report is to seek the views of the Town and Community Council Forum regarding the proposed revisions to the Town and Community Council Charter. Following endorsement by the TCC Forum the revised Charter will be submitted to all Town and Community Councils in the County Borough of Bridgend for approval.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 The Charter supports the Welsh Government's (WG) national programme objectives. The Charter paves the way for the proposals contained within the Welsh Government's White Paper Reforming Local Government: Power to Local People.
- 2.2 The Charter links to the following improvement priorities in the Corporate Plan:
- Smarter use of resources – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible; and supporting the development of resources throughout the community that can help to deliver its vision.

3. Background.

- 3.1 Across the UK, local councils are facing unprecedented challenges following reduced Government funding and increased demands on essential services. The Welsh Government is considering the findings of the Williams Commission report which has laid out recommendations for re-organising local authorities, reducing the number of councils and changing the way in which services are delivered in future.
- 3.2 Against this backdrop, the Town and Community Councils Charter was originally developed to recognise that change is expected and to outline the promise of all partners to embrace the challenges ahead in order to achieve outcomes and demonstrate citizen-focused delivery of services.

4. Current situation / proposal.

- 4.1 At December's meeting of the Town and Community Council Forum it was agreed that a TCC Charter Working Group be established to review the current Charter. The working group consisted of 6 Elected Members from Bridgend County Borough Council and 6 Elected Member representatives from the Town and Community Councils.

- 4.2 The Working Group met on 2 occasions to undertake the review which included the circulation of the existing Charter to all Town and Community Councils to identify any opportunities to improve the Charter. The Working Group carried out a research exercise and contacted other Local Authorities to identify and collate examples of best practice to be incorporate into a revised Charter for Bridgend.
- 4.3 A series of proposals were discussed and the following amendments were agreed for inclusion in the revised draft Charter:
- a) The revised Charter would identify focal points and methods of communication between Bridgend County Borough Council (BCBC) and the TCCs.
 - b) The Charter would be reviewed annually to ensure that it remained current and reflected the developing relationships between Councils.
 - c) An Action Plan would be to be appended to the Charter which would be reviewed at each meeting of the TCC Forum. This would ensure that priorities could be identified and managed appropriately. All Councils would be able to identify accountability of items on the action plan and monitor the progress that was made. Possible topics for inclusion on the initial action plan were identified as follows:
 - i. a list of services to potentially be devolved to TCCs
 - ii. SLAs put in place for services transferred supported by a tapering funding scheme from 3 to 5 years
 - iii. The charter should be developed to provide performance/standards of service indicators
 - iv. Community Asset Transfer and other programmes and projects
 - d) The Charter to become a standard agenda item for the TCC Forum meetings.
 - e) Officer representatives of BCBC and the TCCs to meet one month before the scheduled meeting of the TCC Forum to discuss:
 - i. items to be included on the agenda for the next TCC Forum meeting
 - ii. details of reports to be presented to Scrutiny Committees to assist in identifying opportunities for TCCs to engage in the Council's decision making process.
- 4.4 The Charter has been revised to reflect the promise of all partners to embrace the challenges ahead in order to achieve the required outcomes and demonstrate citizen-focused delivery of services. The revised draft Charter is attached as Appendix 1.
- 4.5 The revised Charter once approved would have suitable design applied and be translated for publication.
- 4.6 A plan for implementation of the Charter was discussed by the working group and it was anticipated that the following targets would be progressed:
- a) Presentation of the revised Charter to the TCC Forum - 21 Mar 16
 - b) Approval of the revised Charter by all Councils 30 Apr 16

4.7 It is proposed that once all Town and Community Councils had agreed the revised Charter that a formal Charter signing be held before June 2016 following the election appointment of the Mayor's/Chairpersons for the 2016-17 Civic Year.

5. Effect upon Policy Framework & Procedure Rules.

5.1 There is no impact on the Council's policy framework or procedure rules.

6. Equality Impact Assessment

6.1 There are no equality implications arising from this report.

7. Financial Implications.

7.1 There are no financial implications arising directly from this report. However the cost of redesign and translation of the revised Charter will be met from existing budgets.

8. Recommendation.

8.1 It is recommended that the Town & Community Council Forum endorses the revised Charter and recommends it to all Town and Community Councils in the Bridgend County Borough for adoption.

Lee Jones
Head of Regulatory, Partnerships & Transformation
Legal & Regulatory Services Directorate

8 March 2016

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Project Officer

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Postal Address Level 2, Civic Offices, Angel Street Bridgend CF31 4WB

Background documents

Town and Community Councils Charter: February 2016
Matrix of Recommended Amendments: TCC February 2016

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This is a review of the original Charter first published in 2009.

The review of the Charter is as a result of the publishing of Welsh Government's White Paper *Reforming Local Government: Power to Local People* which outlines the Welsh Government's statement of intent about the future of Local Government in Wales.

This document is available online at www.bridgend.gov.uk/tcccharter and printed copies are also available at local Town and Community Council offices across Bridgend County.

The Charter has the full approval and commitment of the Town and Community Councils of Bridgend County Borough and will be reviewed annually to continue to reflect best practice and statute as necessary.

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Leader's Welcome

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Introduction

The Community and Town Councils of Bridgend County Borough and Bridgend CB Council have always recognised that working together provides clear benefits to the local communities. This Charter sets out how all partners will work together to build on their existing good working relationships and displays the commitment of each partner for the benefit of local citizens.

All across the UK, local councils are facing unprecedented challenges following reduced Government funding and increased demands on essential services. The Welsh Government is considering the findings of the Williams Commission report which has laid out recommendations for re-organising local authorities, reducing the number of councils and changing the way in which services are delivered in future.

Against this backdrop, the Town and Community Councils Charter has been revised to recognise that change is expected and to outline the promise of all partners to embrace the challenges ahead in order to achieve outcomes and demonstrate citizen-focused delivery of services.

One of the most important functions of the Charter is to encourage the more widespread adoption of good practice and engagement between Bridgend CBC and Community and Town Councils. In light of the considerable pressures on local authorities now more than ever it is important that partners aim to work together to meet some of these challenges. It is therefore an opportune time to review the Charter. It provides the platform for dialogue and engagement between partners.

The Charter is designed to build on existing good practice and embrace feedback from all partners in Bridgend County Borough. It reflects the shared principles of openness, honesty and our common priorities of putting citizens at the centre and encouraging democratic participation.

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Commitment

Bridgend Council recognises that Town and Community Councils play an important role in representing highly local communities and in achieving its priorities. The Town and Community Councils play a vital role in assisting the Authority with communication and engagement activities to the citizens of Bridgend County.

The Charter will help to improve communication through clarity of commitments from all partners and commitment to the Charter gives validity and recognition as equal partners.

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Partners to the Charter

We the undersigned declare our commitment to the revised Bridgend Town and Community Councils Charter and embrace the spirit of this agreement.

Partners	Signature Chair of Town/Community Council
Brackla Community Council	
Bridgend Town Council	
Cefn Cribwr Community Council	
Coity Higher Community Council	
Cornelly Community Council	
Coychurch Higher Community Council	
Coychurch Lower Community Council	
Garw Valley Community Council	
Laleston Community Council	
Llangynwyd Lower Community Council	
Llangynwyd Middle Community Council	
Maesteg Town Council	
Merthyr Mawr Community Council	
Newcastle Higher Community Council	
Ogmore Valley Community Council	
Pencoed Town Council	
Porthcawl Town Council	
Pyle Community Council	

Partners	Signature Chair of Town/Community Council
St. Brides Community Council	
Ynysawdre Community Council	

Bridgend County Borough Council	Signature Leader of the Council

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The Principles of Working Together

Recognition

The Welsh Government published a White Paper in February 2015, *Reforming Local Government: Power to Local People*. This White Paper outlines the Welsh Government's statement of intent about the future of Local Government in Wales, which will be based on a smaller number of stronger councils. Following the passage of the Well-being of Future Generations (Wales) Bill, this will enable Local Government to determine with local people the bulk of their local priorities.

We as partners to the Charter, recognise the clear benefits of partnership working whilst at the same time recognise and respect each partner's role. We aim to work together as a partnership of equals and encourage public participation in local government and the local community.

In order to reflect the recommendations of the White Paper, the ambition of Town and Community Councils will be raised so that they are better placed to deliver important community services in the future. This means building capacity and capability, as well as strengthening governance and engagement with other services, the third and voluntary sectors.

The Charter is in recognition of the challenges we face in partnership.

As partners we recognise:

- Our roles are in partnership and we will work together to engage the local people of Bridgend County to revitalise our communities;
- That significant challenges are ahead of us as partners and in our communities;
- We will work together to find the best way to provide services for our citizens now and in the future;
- The diversity of our partners and our communities and will respect one another's roles;
- And finally, we recognise the importance of this Charter as a means of evidencing to the citizens of Bridgend our commitment to the partnership and to our local communities.

Sharing Information and Open Communication

We appreciate the need for timely, clear and relevant information and communication in fostering good relationships and better joint working for the benefit of local people. We recognise and will utilise the strengths and areas of expertise of all partners involved. Bridgend CBC will ensure that all relevant staff are aware of the commitments to the Charter to ensure timely and fulfilling responses to partners.

To ensure good communications and information sharing partners will:

- Provide and keep up to date the relevant contact information to each other;
- Provide documents electronically in order to reduce costs and the environmental impact, but provide hard copies when appropriate;
- In order to make the most out of forum meetings, clerks will be given the opportunity to hold a pre-meeting when partners deem it appropriate beforehand. Ensuring that the forum agenda meets the needs of partners whilst guaranteeing time at the meeting is well spent;
- In order to support more open communication between partners, Bridgend CBC will share the Council's Forward Work Programme with partners to provide a sight of what issues are coming up in the medium to longer term work of the Council;
- As well as providing links between partner websites to provide easier access to online information to local people.

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Working in Partnership To Encourage Active Community Engagement

At the heart of the White Paper *Reforming Local Government: Power to Local People*, is a vision for local government in Wales which acclaims a new relationship with our local communities. Any proposals will need to ensure that partners work more closely with their communities.

To facilitate the closer community working, all partners will work together towards a common set of goals, based on equality in terms of ownership, decision-making and recognition of each partner's contribution. An equal and effective partnership brings benefits and responsibilities to all those involved and we must work together to engage with citizens and promote the economic, social and environmental well-being of our communities.

Working in partnership we will:

- Provide opportunities for clerks to network to promote good partnership working arrangements, discuss common concerns and resolve issues. Relevant officers and councillors will attend meetings as agreed, having the opportunity to speak on matters of mutual interest;
- Ensure engagement between partners to better meet the citizen's needs so that service providers can reflect this engagement in their service delivery and design in the future;
- Consider the long-term social, economic and environmental improvements to our local neighbourhoods by considering alternative ways to provide services and ownership of assets; giving consideration to all cases for Community and Town Council run services and recognizing when this is appropriate or not;
- Engage with citizens and the Third sector in the communities we serve, to better understand their needs and feedback to partners working together on joint projects.

Local Governance and Ethics

We will be clear about the expectations that we have of each other in order to facilitate a smooth working relationship. In this regard, we will define the way in which we interact with each other.

We will be clear about the role of councillors at all levels in the relationship and in community leadership. Elected members of Bridgend County Borough Council and Town and Community Councils acknowledge the need to provide an ethical service to local people and for all councillors to abide by the Code of Conduct.

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Engagement And Consultation

We appreciate the importance of meaningful consultation and set out a genuine commitment among all parties to consult on matters of mutual concern. We will agree clear, specific and time limited procedures and processes for consultation.

Engagement and consultation with our citizens is the bedrock of our partnership and to our responsibilities of representing our communities. Without meaningful consultation and genuine commitment to community engagement, the partnership will be unproductive.

In order to give due credit and recognition to the views and concerns of our local people, as partners:

- Bridgend CBC promises to give Community and Town Councils the opportunity to comment before making a decision that affects the local community and will ensure that public reports, agendas and other relevant documents will be made available on the website as soon as possible
- Bridgend CBC will take into account relevant Town and Community Council meetings dates and will provide feedback from consultation to them to which they have contributed

The importance of working more closely is recognized by the partnership. Bridgend CBC recognises that Town and Community Councils have an important role to play in the representation of local communities. Town and Community Councils will assist with communication and engagement activities, raising awareness of proposals for change to public services. In addition, potential exists for Town and Community Councils to provide some services directly.

It is recognised that there is much work to be done to investigate these possibilities and to develop our already positive relationship further.

The process of strengthening joint working would benefit from the inclusion of the third (not for profit) sector who have an important role to play in supporting this work. The partnership will investigate the ongoing development of opportunities that exist in working more closely with each other and the voluntary sector to progress opportunities as well as to build capacity and capability within all organisations to support new ways of working.

Initially the work will focus on the development of relationships and in gaining a greater understanding of the mechanisms (such as Community Asset Transfers) involved in this area. Work will follow to develop specific proposals, for future service reviews which will be incorporated into the Action Plan.

Community Led Planning

Community and Town Councils know and understand their local area and must be able to comment effectively on planning matters. The County Borough Council is able to take an overview of the needs of the whole local area and make decisions, taking local views into account.

Community-led planning has always been at the heart of our communities. The partnership must continue to adapt to local community developments and provide support to ensure they can meet the needs of the community and take their views into account.

With this in mind, partners are committed to:

- Consulting with each other on planning applications, electronically where possible to ensure costs are managed and to reduce harm to our environment;
- Providing the necessary information on Planning Committee meetings and site visits;
- Allowing partners to address Development Control Committee;
- Informing partners of the decision electronically within 5 days and in writing within 7 days, enabling all partners to be kept up to date with the reasons for the decision including feedback and explanatory information.

Partners will continue to consult throughout the whole Local Development Process and on new Supplementary Planning Guidance to ensure that a professional and objective appropriate to planning matters.

Partners recognise the importance of maintaining public confidence in the fairness of the decision-making of the planning process. Therefore it is vital that all Bridgend CBC Members abide by the Council's Planning Code of Practice and all Members of Town and Community Councils will abide by sections 1 and 4 of the BCBC Planning Code of Practice.

Developing our Staff and Members

In order to nurture an environment of professionalism and effective partnership working, naturally we will support and encourage the continuous development of our officers and members.

We will provide the necessary training and practical support and will offer access to relevant information in order to support effective partnership-working to demonstrate a valuable service to our communities.

This includes member induction training and providing supporting information to enable them to undertake their role and to understand the role and functions of Bridgend CBC and the partnership arrangement.

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Financial Arrangements

Both the County Borough Council and Town and Community Councils recognise the need for clarity and transparency in financial arrangements. All parties also recognise the benefit of being able to explore opportunities for delivering services in partnership in the future and that a number of councils already have such arrangements. In developing and implementing financial arrangements, relevant national and local priorities will be taken into account.

All partners understand and respect each partner's priorities in the delivery of services and their own funding arrangements now and how they may change in the future.

Where possible, partners will work together to promote joint working and effective delivery of joint services. Understanding the impacts of reduced budgets and increasing demands, partners will work together to address these issues echoing their own priorities.

Bridgend CBC, in setting the annual council tax for each will have regard to the funding and demand on services already being delivered by Community and Town Councils; ensuring support for further joint working arrangements and using the Town and Community Council Fund to promote the partnership working.

Working Together to Ensure a Sustainable Future

We all agree to send electronic documents where possible to protect the environment and reduce waste.

Encouraging communities in sustainable practices such as energy, waste, local food and transport, looking for opportunities to get people involved in projects to support further sustainable development and activities for local people.

Local Community Strategy

The Community Strategy is developed by the Bridgend Local Service Board and is the overarching strategy for the local area. It sets out the key priorities for each area and how partners will work together to address them. The LSB is made up of the most senior representatives from the public, private and voluntary sectors and its aim is to deliver improved outcomes for local people by ensuring that partners work effectively together in pursuit of agreed priorities in the Community Strategy.

Partners are committed to consulting and contributing to the development of the strategy, responding actively to the consultation and engaging with the partners who represent our towns and communities to participate in the partnership monitoring and implementation of the strategy.

Local Democracy

With increasing devolution, our local elections are becoming progressively more important and key to our local decision-making and empowerment of our communities. The partnership will continue to encourage local people to become more involved in their local democracy, publicizing forthcoming local elections, maximizing community representation and facilitation of meetings.

More specifically, Bridgend CBC will help publicise these elections on behalf of town and community councils, briefing clerks on the nomination process to support potential candidates, running the associated legal and administrative processes ending with a prompt and clear invoice to Town and Community Councils when relevant.

Town and Community Councils will inform Electoral Services of vacancies and ensure compliance within the statutory requirements, paying promptly upon receipt of the invoice.

The involvement of our local people in the democratic process is incredibly important. In these unprecedented times of financial challenges that we as partners face, it is vital to ensure that people feel involved in their community and society as a whole. Involving people in the political process helps strengthen the bond to their local community.

Joint Monitoring and Review of Charter

In order that the Charter is a useful, useable tool which supports the partnership working between Bridgend CBC and the Town and Community Councils, it is agreed that the partners will use the Action Plan to act as a base document against which progress can be assessed and helps set out what the partnership is aiming to achieve each year. It will also explain who has responsibility for each agreed action

The Action Plan will be discussed and updated at each forum meeting, the Charter and Action Plan will be reviewed annually in order that it remains a valid tool for the partnership.

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Action Plan

This Charter will be supported by the development of an annual Action Plan.

The Action Plan will list the steps that must be taken in order to achieve the goals of the partnership in these challenging times.

The Action Plan will help partners:

- Agree partnership objectives and priorities;
- Clarify any resources that are required to reach each of the partnership's objectives;
- Formulate a timeline for when specific tasks need to be completed;
- Determine any resources required.

The Action Plan can be found in the Appendix and will be updated at each forum meeting. Bridgend CBC will nominate a lead officer for the development and monitoring of the Action Plan. The work plans for the relevant service areas in Bridgend CBC will reflect the Action Plan.

References

- Devolution, Democracy and Delivery White Paper - Reforming Local Government: Power to Local People 2015
- Wellbeing of Future Generations Act 2015

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Appendix

Contact Details: Bridgend CBC

Area of Responsibility	Director/Head of Service Name	Contact Details
Chief Executive	Chief Executive Officer, Darren Mepham	01656 642616 or email darren.mepham@bridgend.gov.uk
Legal Services Monitoring Officer Trading Standards Consumer Advice Environmental Health Democratic Services Licensing and Registration Registrar Corporate Complaints Overview and Scrutiny	Andrew Jolley, Assistant Chief Executive - Legal and Regulatory Services	01656 643106 or email andrew.jolley@bridgend.gov.uk .
Older People Physical Disability Mental Health Learning Disability Sensory Impairment Substance Misuse	Sue Cooper, Corporate Director for Social Services and Wellbeing	01656 642251 or email: susan.cooper@bridgend.gov.uk

<p>Schools, Access and Inclusion, Special Education, Education other than at school, 14-19 services, Youth Service, Integrated Services, School Modernisation, Partnerships, Service Planning, Commissioning, Home to School Transport, School Meals, Youth Offending Team, Education Welfare Services. Child Protection, Looked After Children, Children in Need, Psychological Services</p>	<p>Deborah McMillan, Corporate Director for Education and Transformation</p>	<p>01656 642612 or email: deborah.mcmillan@bridgend.gov.uk</p>
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<p>Development Control Development Planning Building Control Regeneration Projects and Built Environment Regeneration and Economic Development Countryside and Tourism Local Enterprise Initiatives and Rural Development Regeneration Funding Strategy, Housing and Innovation Community Regeneration Highways Maintenance Fleet Management Traffic Management Transportation Policy Development and Co-ordination Passenger Transport Engineering Services and Project Implementation Waste Street Cleansing Parks and Playing Fields Bereavement Business Support Emergency Planning Sustainable Development</p>	<p>Mark Shephard, Corporate Director for Communities</p>	<p>01656 643380 or email: mark.shephard@bridgend.gov.uk</p>
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Finance and Performance Human Resources and Organisational Development ICT and Property Customer Services Electoral Services	Ness Young, Director for Resources	01656 643307 or email: ness.young@bridgend.gov.uk
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Contact Details: Bridgend Community & Town Councils

Town/Community Council	Clerk	Contact Details	Tel No
BRACKLA	Ms. A. Wilkes	c/o Oak Tree Surgery, Whitethorn Drive, Brackla, Bridgend, CF31 2PQ (offices hours: Monday to Friday: 10 am to 4pm) Email: clerk@bracklacommunitycouncil.gov.uk	767072
BRIDGEND TOWN	Mr. N. Kinsey	Carnegie House, Wyndham Street, Bridgend, CF31 1EF Email: bridgend.tc@bridgend.gov.uk	815757
CEFN CRIBWR	Mr. D-L Jones	47 Cefn Road, Cefn Cribwr, Bridgend, CF32 0BA Email: davidlloyd.jones@btinternet.com	741354
COITY HIGHER	Mrs. A. Harris	PO Box 357, Brackla, Bridgend, CF31 9NT Email: clerkcoityhighercc@hotmail.co.uk	07944673642
CORNELLY	Mrs. D. Evans	20 Moriah Place, Kenfig Hill, Bridgend, CF33 6DW Email: Cornellyclerk@dawn5.orangehome.co.uk Website : www.cornellycommunitycouncil.co.uk	07882044798
COYCHURCH HIGHER	Ms. K. Carter	"Strawberry Fields," Off High Street, Heol-y-Cyw, Bridgend CF35 6HY Email: clerk2chcc@live.co.uk	863418
COYCHURCH LOWER	Mr. P.A. Smith	Council Offices, Main Road, Coychurch, Bridgend, CF35 5HB Email: clerkcoychurch@gmail.com Website : www.coychurchlower.org.uk	647216
GARW VALLEY	Mrs A. Harris	Blaengarw Workmen's Hall, Blaengarw Road, Bridgend CF32 8AW Email: garwvalleycc@btconnect.com Website: www.gvcc.org.uk	01656 872 333
LALESTON	Amanda Parsons	12 Kingfisher Close, Brackla, Bridgend, CF31 2NY email janetlcc82@yahoo.co.uk or clerk@lalestoncommunitycouncil.gov.uk Website : www.lalestoncommunitycouncil.gov.uk	01656 667162 / 07814 538846
LLANGYNWYD LOWER	(Temporary Clerk) K. Faulkner	Highfield, Coytrahen, Bridgend, CF32 0DN Email: Faulkner11@BTinternet.com	720086
LLANGYNWYD MIDDLE	Ms. N. Morgan	Hill Cottage, Miskin Village, Pontyclun, CF72 8JQ Email: natalie.llangynwyd@gmail.com Website : www.community-council.org.uk/LlangynwydMiddle	07769176106
MAESTEG	Mrs J. Fielding	Council Offices, Talbot St., Maesteg, CF34 9BY Email: clerk@maestegcouncil.org	732631

MERTHYR MAWR	Ms Ceri Flower	14 Vale Park, Broadlands, Bridgend CF31 5EA clerkmmcc@gmail.com	01656 711 783
NEWCASTLE HIGHER	Mr. J. Richfield	Rock Farm, Rock Road, St Athan, Vale of Glamorgan CF62 4PG Email: clerknhcc@btinternet.com	01446 750663
OGMORE VALLEY	Ms. L. Lake	Ty Heddwyn, Vale View Villas, Ogmore Vale CF32 7DP E mail: ogmoreclerk@yahoo.co.uk	07805 805222
PENCOED TOWN	Mr. G. Thomas	The Miners' Welfare Hall, Heol-y-Groes, Pencoed, Bridgend, CF35 5PE. Email: pencoedtownclerk@btconnect.com Website : www.pencoedtowncouncil.gov.uk	869031
PORTCAWL TOWN	Mrs A Thomas	Council Offices, Ty Draw, 24 Victoria Avenue, Porthcawl CF36 3HG Email: alison.thomas3@bridgend.gov.uk Website : www.porthcawltowncouncil.co.uk	782215 (fax) 788049
PYLE	Mr. H.J. Phillips	The Talbot Community Centre, 9 Prince Road, Kenfig Hill, Bridgend CF33 6ED Email: Clerk.pylecc@yahoo.co.uk Website : www.pylecommunitycouncil.co.uk	07792010043
ST. BRIDES MINOR	Substantive Clerk Mrs Alana Davies	30 Esplanade Avenue, Porthcawl, CF36 3YU Email: stbridesminorcc@gmail.com Or: Davies.alana@gmail.com	01656 771 594 07985 650 746
YNYSAWDRE	Ms. N. Morgan	Hill Cottage, Miskin Village, Pontyclun, CF72 8JQ Email: natalie.kelly.morgan@gmail.com	07769176106

Action Plan

The actions in the plan will be agreed and monitored by partners at the Town and Community Council Forum.

Ref	Action	Priority/Completion Date	Responsible Officer	Comments
1	Town and Community Councils Clerks to have liaison meetings prior to the Forum meeting	As required		
2	The Charter to be reviewed annually	Annual anniversary of formal signing of the Charter	Chair	
3	The Action Plan to be a rolling agenda item at each Forum meeting	Every Forum meeting	Chair	
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