



Agenda

Full Council – Tuesday 27th January 2026 @ 6pm (Hybrid Meeting)

Presiding Member: Cllr C. Thomas

Town Mayor: Cllr C. Morgan

1. Apologies for absence.
2. Declaration of Members interests.

To receive disclosures of personal interests from members.

Note: Members are requested to identify the item number and subject matter to which their interest relates and to signify the nature of the personal interest; and where Members withdraw from the meeting as a consequence of the disclosure of a personal interest, they must notify the Chair when they leave.

3. Well-being of Future Generations (Wales) Act 2015.

To note the Well-being of Future Generations (Wales) Act 2015 imposes a duty on public bodies including the Town Council to carry out sustainable development in accordance with the sustainable development principle and to act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

4. To allow the public (if present) to speak on any item on the agenda or ask questions (3 mins max).
5. Minutes.

To approve the following minutes:

Council Meeting – 27th November 2025

Regeneration, Events & Museum Committee – 12th January 2026

Policy and Finance Committee – 15th January 2026

6. Town Mayor Announcements.
7. Chief Executive's Report (pages 1-45)
 - 7.1 Damage to Christmas Tree and Police Action
 - 7.2 Museum Capital Grants Scheme - Match Funding
 - 7.3 Report on 2025 Annual Plan
 - 7.4 Theme A – Finance & Governance Toolkit
 - 7.5 Updated Policies
 - 7.6 Town of Culture 2028
8. Planning Applications (pages 46-55)
9. Correspondence (page 56)
 - Pontypridd Town Centre Footfall Report Quarter 4 Oct – Dec 2025



Tony Graham
Chief Executive/Town Clerk
20th January 2026

***The zoom link for the meeting is available on request by emailing
info@pontypriddtowncouncil.gov.uk***

Please Note

If there are any specific details you wish to raise regarding, for example, background information or require additional detail, it would greatly assist if you could contact the office in advance so that the information and answers can be made available at the Meeting.

Any members of the public wishing to ask questions, may do so by setting out their questions in writing and sending it to the Council at least 3 clear days prior to the Council meeting.



CYNGOR TREF
PONTYPRIDD
TOWN COUNCIL

Chief Executive's Report

Council – 27th January 2026

1. Damage to Christmas Tree and Police Action

The Chief Executive will provide a verbal update regarding damage to the Christmas tree located on Taff Street that occurred on 23rd December 2025 and subsequent police communication.

DECISION REQUIRED:

To note the report.

2. Museum Capital Transformation Grant Scheme - Match Funding

The Chief Executive reported to the Policy & Finance Committee that NB has submitted a stage 2 application for funding from Welsh Government under the Capital Transformation Grants Scheme.

Unlike the most recent Museum grants this application requires match funding of £25,813.75 from Council reserves on an application of £255,208.88. The Policy & Finance Committee approved the submission, and Members are asked to note that decision.

DECISION REQUIRED

To note the decision.

3. Report on 2025 Annual Plan (pages 4-9)

Members will be aware that in 2024 and 2025 the Chief Executive prepared and Council approved an annual plan setting out key goals and aspirations taken from the Forward Development Plan.

The report on the annual plan for 2025 is attached for Members' consideration and approval. Once approved it will be published to the Council's website and social media channels.

DECISION REQUIRED:

To approve the report on the annual plan for 2025 and confirm that it may be published on the Council's website and social media channels.

4. Theme A – Finance & Governance Toolkit (pages 10-25)

Members will be aware that the Town Council were involved in the testing of the Finance and Governance Toolkit published in 2022 by the Welsh Government, One Voice Wales and Audit Wales. Time and resources have not allowed us to work through the toolkit until recently. The Chief Executive and the Council Leader recently began the process of reviewing the first theme in the toolkit on vision, purpose and community planning.

Firstly, Part 1 – a health check is undertaken (see pages 17-21) and should any actions be required by the Council these are noted in Part 2 – the Self-assessment section (pages 22-25). Members will be pleased to note from the health check that the Town Council is compliant with all elements of this theme and no actions are required.

The Council Leader and the Chief Executive plan to look at Theme B – Leadership and people in the next 4-6 weeks and consider other themes as the year progresses. This will, it is hoped, ensure the Council continues to improve in all governance and financial areas.

DECISION REQUIRED:

To note the report.

5. Updated Policies (pages 26-45)

Members are asked to note and adopt the attached policies which have been reviewed by the Policy & Finance Committee and recommended for adoption:

- Code of Conduct
- Welsh Language
- Document Retention and Disposal

DECISION REQUIRED:

To note and adopt the recommended policies.

6. Town of Culture 2028

Members may be aware that the UK government recently announced a competition for the UK Town of Culture 2028. There will be significant prizes for a small (under 20k), medium (20-75k) and large (over 75k) town to showcase their town in a year-long celebration of culture which carries a £3m prize and £250k for each of the runners up.

The Pontypridd Town and Culture Partnership, chaired by the Chief Executive and attended by the Leader, met on 15th January and agreed to participate in an expression of interest should the Town Council and the County Council decide to support such a bid.

Information may be found at: <https://www.gov.uk/government/publications/uk-town-of-culture-2028-expression-of-interest/uk-town-of-culture-2028-expression-of-interest-guidance-for-bidders>

Members are invited to confirm whether the Town Council is prepared to partner with the T&C Partnership and the County Council in submitting an expression of interest should there be a widespread desire to do so.

DECISION REQUIRED:

To note the report and confirm whether the Town Council would support an expression of interest as detailed above.

Pontypridd Town Council – Report on the 2025 Annual Plan

This report updates the outcomes for 2025 against the annual plan approved by Councillors in January 2025. A further annual plan for 2026 will be prepared for Councillor’s approval in early 2026.

PILLARS	OBJECTIVES/GOALS	ACTIONS/ LEAD/(TEAM)	COMMENTS/UPDATE
1. Be a well-run, accessible, and inclusive organisation	(i) Review and implement training plan for staff and councillors. Specific recommendations for Chairs training and Committee membership training will be made	To be included in Annual Meeting papers in May	A training plan with recommendations for Councillors was approved. Individual training is discussed at staff appraisals. The Chief Executive has completed his MSc. Town Councillors rarely attend training even though this is regularly highlighted.
	(ii) Review governance and finance toolkit and implement recommendations	Chief Executive to reinstate working group and review previous work and ongoing actions to be carried out. The working group will develop an ongoing work plan	The Council Leader and Chief Executive have discussed this issue and agreed that in 2026 this work will form part of our regular fortnightly meetings with the toolkit being reviewed on a monthly basis.
	(iii) Review and update existing HR policies	Chief Executive to review in conjunction with HR advisors and bring recommendations to Staffing Committee	In light of other priorities/issues this has not been actioned. Other policies are currently being reviewed.
	(iv) To improve accessibility and transparency, develop plan for a bi-annual community newsletter	Chief Executive to develop a proposal for considering a bi-annual Council on developing a bi-annual newsletter (Summer & Winter)	This has been actioned (ES).

	<p>(v) To develop a reporting tool allowing Members to assess the social value of Town Council projects</p>	<p>Chief Executive/Council Leader to develop a draft tool for Councils approval that will allow various projects, events and activities to be assessed for their value to the community</p>	<p>This has been actioned and approved by Council.</p>
<p>2. Focus on people and community at the heart of our work</p>	<p>(i) Work towards cohesive 'Ein Cymuned' community programme</p>	<p>Community Development Manager/Chief Executive to draft a short strategy document setting out implementation of this programme and begin joined up working across Council locations</p> <p>To review community development across Council area</p>	<p>HW has been developing her team through the Summer. Members of her team have been made permanent with enhanced hours requested. HW is also completing a strategy document and has provided detailed TYH information for the Regen Committee in Oct.</p>
	<p>(ii) Set out plans for an older person's project either as partnership or stand-alone project</p>	<p>Community Development Manager to work with local groups to develop an older person's project. Views will be sought on whether this should be a partnership project (e.g. dementia friends) or a stand-alone project (e.g. befriending) or an alternative</p>	<p>This project is being developed. Although there has been limited support from external user groups to consolidate the project HW and the team are considering how best to develop a new befriending pilot project for 2026.</p>
<p>(iii) Continue partnership working on young people's projects</p>		<p>Community Development Manager to continue to liaise with Police and Youth</p>	<p>HW has developed a Young Volunteers group and worked with YEPS in training these young people. These volunteers have been active at various</p>

		Engagement and Participation Service with a view to supporting projects for young people. To report back options/suggestions to Council	Council events, and it is anticipated that this project will be enhanced in 2026. In addition, the TC continues to support police engagement activities.
3. Improve our environment and biodiversity	(i) To complete the land use management plans initiated by previous Land Use Manager	Chief Executive to continue previous work to establish a land use management plan for open spaces and allotments holdings	Management Plans for The Common and Berw Road Field have been received. Work detailed in those reports is being implemented. The Chief Executive meets with the allotment team each month to review issues and provide clear instructions/actions.
	(ii) Explore feasibility of a community farm and/or other community project(s) at Llandraw site	Chief Executive to work with Community Development Manager to consult on the feasibility of a community farm at an existing location owned by the Council. This will be a low priority	The TC have been approached by the coordinators of one of our allotment sites with a view to beginning this project at Llandraw. This will need to be discussed by the Environment Committee in 2026.
	(iii) Continue the development of Meadow Street	Community Development Manager/Chief Executive to review the staff role at Meadow Street Community and recruit replacement staff member Increase income from this project	This role has been considered, and the role has been made permanent (HU). Income has gradually increased at the project.
	(iv) Review use of The Common and/or Oaklands as potential	Community Development Manager to consider with Schools Liaison Officer locations and	This project was in development, but a problem has occurred in respect of ownership of the land (The Common). This will be reviewed in 2026.

	location for schools' environmental trails	feasibility of school's trails at The Common and/or Oaklands	
	(v) Continue support for Ponty Green Week	Community Development Manager to work with current group and engage in the week of activities	This engagement has continued and a Big Community Get Together event was supported both financially and with staff resources in June on Mill Street.
4. Encourage and fund events, culture and arts that promote well-being	(i) Develop a full calendar of town centre and community events for 2025	Chief Executive to meet with Managers and Senior Councillors to agree calendar of events for Council Liaise with Creative Pontypridd/RCTCBC To liaise with Menter Iaith RCT to develop partnership working that builds on the legacy of Eisteddfod 24	This has been actioned. We continue to liaise with the Town and Culture Partnership. We have worked with Menter Iaith during the Summer as part of our Tymor Yr Haf activities.
	(ii) Develop new Tymor Yr Haf / Summer programme	Ensure adequate resources and financial support are requested and agreed by Council. Chief Executive/Managers to prepare and present for approval a schedule of Summer events	This program was successfully developed and implemented during the Summer. A report was provided to the Regeneration, Events and Museum Committee in Oct 25.
	(iii) Review partnership with 'Creative Pontypridd'	Discuss with Creative Pontypridd partners feasibility of continuing meetings	The Town and Culture Partnership meetings have recommenced and have proven to be beneficial

5. Continue to invest in the regeneration of our town and surrounding communities			Support and further develop Morfydd Owen festival in Oct 2025	especially with new festivals being introduced (BBF – 25; Choirs – 26; jazz - 26) The Morfydd Owen Festival has been supported again in Oct 25 (£5k) and staff resources.
(iv) Review upper museum galleries, carpets and lighting and present proposals for improvement to Committee	Museum and Business Partnership Manager to review upper gallery and present proposal for improvement and potential external funding			NB has obtained significant funding for the organ and roof garden. In addition, the TC has been invited onto stage 2 of the Transformation Program grant funding for the upper galleries.
(v) Review potential for online shop offering	Museum and Business Partnership Manager/Front Desk and Facilities Management Officer to prepare a feasibility study of developing an online museum shop offering			This is being actively progressed.
(i) Continue our support for Your Pontypridd Business Improvement District	Chief Executive to continue partnership and attend relevant meetings. To work in partnership on events and activities			We continue to support BID activities. James is also a tenant in our community rooms.
(ii) Review funding for shopfront grants and Ponty in Bloom	Regeneration, Events & Museum Committee to review grant funding and working group to continue to oversee Ponty in Bloom			The Ponty in Bloom activities have been successful in 2025 with expanded reach/locations.

<p>(iii) Continue our ongoing investment in bus shelters</p>	<p>Develop ongoing programme of inspection and renewal</p> <p>Put in place contractors to oversee inspection/cleaning</p>	<p>We have now contracted with GW Shelters on a programme of inspection sand cleaning. Any repairs are dealt with quickly.</p>
<p>(iv) Review Christmas lights across town and bring forward proposals for further investment</p>	<p>To meet with lighting consultants to consider new lights and discuss with Your Pontypridd Business Improvement District a partnership/contribution</p>	<p>A meeting with Blanchere has taken place. Some suggestions have been forthcoming but various options are expensive. New lights for the tree have been purchased although there was an incident with the Christmas tree before Christmas 25.</p>
<p>(v) Carry out a review and risk assessment of Canal Basin</p>	<p>Chief Executive/Council Leader to review land ownership and risk at Canal Basin and obtain advice if appropriate</p>	<p>Time has not permitted progress on this matter to date.</p>



The Finance & Governance Toolkit for Community and Town Councils

November 2022

Mae'r ddogfen yma hefyd ar gael yn Gymraeg. / This document is also available in Welsh.

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Introduction

Developed jointly by One Voice Wales, the Society of Local Council Clerks (SLCC) and Welsh Government, with commentary from Audit Wales, this toolkit aims to support community and town councils in Wales to:

- review the financial management, governance and accountability arrangements they have in place; and
- consider how effective these arrangements are, and how they might be improved.

Community and town councils are an integral part of local government; democratically elected and working at the most local level to improve their communities.

Community and town councils are also responsible, and accountable, for the conduct of public business and for spending public money. By law, councils need to ensure they safeguard, properly account for, and use the public money they have been entrusted with economically, efficiently and effectively.

All councils are expected to have high standards of stewardship – this begins with compliance with legal requirements, but over and above this it is about achieving the best outcomes for the people and communities you serve.

Self-assessment is a way of critically, and honestly, reviewing the current position to make decisions on how to secure improvement for the future. Using this toolkit will help ensure your council has the capability and capacity to properly serve your community, enabling you to identify and act on opportunities to improve the way your council works, and ensure you deliver the best outcomes for your communities.

This is not an audit tool, but it will help you assess whether your council is meeting certain statutory requirements that external auditors and the public would expect to see. It is about providing assurance that the council is operating effectively. It can be used to support your internal controls and can help identify ways your council can continuously improve and positively impact on your community.

This toolkit has been endorsed by One Voice Wales and SLCC who would strongly encourage councils to use it. While you are not required to formally report the findings of your self-assessment, you may wish to publish a summary of the findings, and the actions you intend to take in response, on your website and / or in your annual report. Doing so would represent a commitment to being open and transparent with the communities you serve.

How to use the toolkit

The toolkit is made up of two parts:-

- **Part 1: The health check**

The health check is designed to be completed by the clerk, working with the chair or a small group of members as appropriate, to **assess whether fundamental governance and financial management arrangements, policies etc are in place**, highlight any action that needs to be taken, and report back to full council or a designated committee.

- **Part 2: The self-assessment**

The self-assessment will enable councillors to use the findings from Part 1, and other forms of evidence available, to **reflect more deeply on how the council is operating, managing its finances and governing itself**. The questions will support consideration of what arrangements the council has in place, **and importantly how the council is working for and with the local community to achieve the greatest impact on the well-being of its area**. This element of the toolkit also contains details of a range of resources that can be drawn upon to inform action planning to respond to the findings of both the health check and self-assessment.

Both components of the toolkit cover five key areas of community and town council activity:-

- Vision, purpose and community planning
- Leadership and people
- Community engagement and partnerships
- Business processes
- Resources and financial management

Part 2, the self-assessment, also has an additional theme called evaluating impact, which will enable the council to reflect on the benefit it brings to the community to inform its future work.

How you and your council use the toolkit is up to you. You can **complete the whole toolkit in a single exercise on an annual cycle, or you may wish to spread this out over weeks and months** – although it is encouraged that you keep any work current and relevant.

The toolkit is designed to be used flexibly, enabling your council to decide where to focus its attention. For example, the council may choose to complete the entire health check first and use that to inform the consideration of the more in-depth self-assessment; or the council could decide to look at a specific theme in both the health check and the self-assessment in parallel before moving on to the next theme.

Councils are encouraged to approach completing the toolkit honestly and objectively. Doing so will help you understand areas which are working well and areas where improvements are needed.

Taking action following completion of the toolkit

Through the health check and self-assessment parts of the toolkit, the council will identify areas for action to strengthen its governance and financial management arrangements. Completing the toolkit should be considered the start of the process, not an end in itself. The conclusions from the health check and self-assessment should inform a plan for action to be taken and the council should be proactive in implementing this.

There are places for the council to record proposed key actions in the toolkit itself, as well as many helpful resources which can assist in taking action on the findings from the health check and the self-assessment.

The council should keep their findings under review and repeat periodically. The council may wish to include as a standard agenda item for the annual meeting or the meeting in June held to approve the annual governance statement, or perhaps include on its project plan for the year ahead.

The conclusions reached following the completion of the toolkit will also inform other aspects of the council's work. For example:-

Annual reports

Completing this toolkit will support preparation of the council's annual report as required by section 52 of the [Local Government and Elections \(Wales\) Act 2021](#). Annual reports set out the council's priorities, activities and achievements during the year, and the toolkit will naturally assist the council in reviewing these points, as well as thinking ahead to future priorities.

Training plans

Community and town councils have a duty under section 67 of the [Local Government and Elections \(Wales\) Act 2021](#) to consider training for councillors and community council staff from 5 May 2022, publish their first council training plans by 5 November 2022 and make a new training plan no later than three months after each subsequent ordinary local government election. It is not the intention to ensure that each and every councillor necessarily receives training on the same subjects but to seek to bring about a situation where the councillors as a group, and the staff collectively, possess the knowledge, skills and awareness they need to operate effectively. Completing this toolkit will support the council in considering what training should be prioritised to ensure it has effective governance and financial management in place.

Annual Governance Statement

Completing the toolkit will be helpful to the council in completing its annual governance statement and return for submission to the Auditor General for Wales.

General power of competence

Part 2 of the [Local Government and Elections \(Wales\) Act 2021](#) makes provision for eligible community and town councils to exercise a general power of competence, with the aim of bringing about more effective, capable and innovative local government. The general power will allow eligible councils to act in their communities' best interests, generate efficiencies and secure value for money outcomes. They will also be able to raise money by charging for discretionary services and to trade.

The conditions which community councils must meet to be able to resolve themselves an 'eligible community council' are:

- at least two-thirds of the total number of members of the council have been declared to be elected whether at an ordinary election or at a by-election;
- the clerk to the council holds such qualification or description of qualification as may be specified by the Welsh Ministers by regulations; and
- the council satisfies the audit condition.

Part 1: The health check

Introduction and how to use

This health check is designed to be completed by the clerk, working with the chair or a small group of members as appropriate, to assess whether **fundamental** governance and financial management arrangements, policies etc are in place, highlight any action that needs to be taken, and report back to full council or a designated committee.

The health check is split into five key themes:

- [Vision, purpose and community planning](#)
- [Leadership and people](#)
- [Community engagement and partnerships](#)
- [Business processes](#)
- [Resources and financial management](#)

Each theme has a series of statements which require only a yes or no answer to indicate whether the council has that arrangement in place.

Where relevant, some further information has been included next to the statement. Click on any underlined text in the further information column to access additional resources.

Where a statement reflects a statutory obligation, the statement is shaded blue for ease of reference.

The final column in the health check should be used to note the assessment of the council's position in relation to the statement, along with details of any action required and how quickly the action would need to be implemented.

There is space at the end of each theme to summarise actions for that theme, and space at the end of the health check to [summarise the key actions to be taken as a result of Part 1 - The health check](#) in one place.

Theme A – Vision, purpose and community planning

A community and town council provides community leadership. In exercising this role it will benefit from having a clear vision for its community, developed in partnership / consultation with all sections of the community. This will inform council plans, budgets and activities to ensure the council best works with and in the interests of the community.

Statutory obligation

Theme A – Vision, purpose and community planning			
Statement	In place? (Yes/No)	Further information	Comments and actions
The council has a clear vision and plan for its community			
A.1 A vision and purpose statement has been agreed by the council	Y	Having a clear vision and purpose agreed by all members will help your council in achieving for its community.	The TC has published a 'Forward Development Plan (2023-27)' which was approved in Full Council and sets out its vision and strategy. In addition, the TC also publishes an annual plan each year and reports progress on its website on an annual basis.
A.2 The council has prepared and published a biodiversity plan and reports on the actions taken to improve biodiversity and promote ecosystem resilience every three years.	Y	Environment (Wales) Act 2016, Section 6 Councils have a duty to maintain and enhance biodiversity in the exercise of its functions, and must prepare and publish a plan setting out what it proposes to do and report on the actions taken to improve biodiversity and promote ecosystem resilience every three years.	The TC's S.6 Biodiversity Report was prepared by HU/ TG and approved by the Environment, Land Use and Planning Committee on 3/11/25.

Theme A – Vision, purpose and community planning

Statement	In place? (Yes/No)	Further information	Comments and actions
<p>A.3 The council has completed an annual report on progress in meeting objectives contained in the local well-being plan</p>	<p>Y</p>	<p>See Introduction to the Section 6 Biodiversity and Resilience of Ecosystems Duty; Environment (Wales) Act 2016 Part 1: Guidance for Section 6 – the Biodiversity and Resilience of Ecosystems Duty Frequently Asked Questions; The Section 6 Biodiversity and Resilience of Ecosystems Duty: reporting guidance; The Section 6 Biodiversity and Resilience of Ecosystems Duty: reporting requirement frequently asked questions; The Section 6 Biodiversity and Resilience of Ecosystems Duty: reporting template; and The Section 6 Biodiversity and Resilience of Ecosystems Duty: example reporting template.</p> <p>Example plans and reports from the first reporting round: Abertillery and Llanhilleth Community Council; Llanfoist Fawr Community Council</p> <p>Well-being of Future Generations (Wales) Act 2015 – Section 40 places a duty on certain community and town councils to take all reasonable steps towards meeting the objectives included in the local well-being plan that has effect in their areas. A</p>	<p>The Annual Report is a different document to the TC's annual plan.</p> <p>The Annual Report was approved by Full Council on 25/9/25 and is combined with the report detailed in A.4 below.</p>

Theme A – Vision, purpose and community planning

Statement	In place? (Yes/No)	Further information	Comments and actions
A.4 The council has prepared an annual report	Y	<p>community or town council is subject to that duty only if its gross income or expenditure was at least £200,000 for each of the three financial years preceding the year in which the local well-being plan is published.</p> <p>Local Government and Elections (Wales) Act 2021 – Section 52 From April 2022 community and town councils have a duty to prepare and publish a report about the council's priorities, activities and achievements. Statutory guidance has been issued on the duty to prepare and publish an annual report.</p>	<p>See above.</p> <p>This report is a combined report including information required for A.3 above and is available on the TC website.</p>

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Theme A – Vision, purpose and community planning

A community and town council provides community leadership. In exercising this role it will benefit from having a clear vision for its community, developed in partnership / consultation with all sections of the community. This will inform council plans, budgets and activities to ensure the council best works with and in the interests of the community.

<p>The council has a clear vision and plan for its community</p>
<p>Questions to consider</p> <ul style="list-style-type: none"> • Does the council have a plan for realising its vision and purpose? • How are you involving the whole community in developing that plan? • How does the council plan take account of its statutory obligations and functions? • How does the council keep its plan under regular review? • How does the council apply its vision when considering planning matters relating to the community? <p>Examples of evidence to review to inform assessment</p> <ul style="list-style-type: none"> • Documented vision, purpose and values statements • Community planning tools • Public consultation events and surveys • Press releases and articles • Statutory reports as appropriate for example: <ul style="list-style-type: none"> - Annual report on progress in meeting objectives contained in the local well-being plan - Published biodiversity plan and report - Annual report as required by Local Government and Elections (Wales) Act 2021

Further information

Regardless of its size, having a vision and purpose agreed by all members will help your council in achieving for its community. An agreed vision and purpose will provide a clear focus for decision-making on how to utilise the budget and resources available to deliver the outcomes that the people in the community want to see.

Involving the community in developing vision and purpose statements and the business plan ensures that the council can identify and act on the wants and needs of the community it has been elected to serve.

The council's business plan should reflect the agreed vision and purpose, provide an overall framework to focus the council's actions, and create the budget that determines the precept.

The values of the council will guide all aspects of its work and activities in terms of principle and practice. Councils can research the values adopted by other councils, normally displayed on their websites, and One Voice Wales can also supply examples to member councils to assist them in developing their own.

In considering what services to deliver, or what activities to support, councils should also take account of the assessment of local well-being for their area and the objectives contained within the local well-being plan. While only some community and town councils will be under a duty to take reasonable steps towards meeting those objectives, all councils have an important role to play in improving the well-being of their area and in doing so contribute towards improving the social, economic, environmental and cultural well-being of Wales. Councils may find it helpful to use the five ways of working set out in the Well-being of Future Generations Act to guide their planning and decision making – long term, prevention, integration, collaboration and involvement. More detail on the ways of working can be found in [Well-being of Future Generations \(Wales\) Act 2015: the essentials](#)

The council should keep its plan under regular review to ensure it remains up-to-date and relevant.

Relevant statutory obligations

[Local Government and Elections \(Wales\) Act 2021, Section 52](#) – From April 2022 community and town councils have a duty to prepare and publish an annual report, as soon as reasonably practicable after the end of each financial year, about the council's priorities, activities and achievements. Councils must have regard to [guidance](#) about annual reports issued by Welsh Ministers. [See Part 3](#).

[Chapter 5 of the Local Government and Elections \(Wales\) Act 2021.](#)

[Well-being of Future Generations \(Wales\) Act 2015](#) - The Act places a duty on certain community and town councils to take all reasonable steps towards meeting the local objectives included in the local well-being plan that has effect in their areas. A community or town council is subject to that duty only if its gross income or expenditure was at least £200,000 for each of the three financial years preceding the year in which the local well-being plan is published. If a community or town council is subject to the duty, it must publish a report annually detailing its progress in meeting the objectives contained in the local well-being plan. Community or town councils which do not meet the criteria for being subject to the duty in section 40(1) of the Act but which still wish to contribute towards meeting the local objectives in the local well-being plan are welcome to do so on a voluntary basis.

[Environment \(Wales\) Act 2016, Section 6.](#) - Councils have a duty to maintain and enhance biodiversity in the exercise of their functions and a council must prepare and publish a plan setting out what it proposes to do and report on the actions taken to improve biodiversity and promote ecosystem resilience every three years. See also: [Introduction to the Section 6 Biodiversity and Resilience of Ecosystems Duty; Environment \(Wales\) Act 2016 Part 1: Guidance for Section 6 – the Biodiversity and Resilience of Ecosystems Duty Frequently Asked Questions; The Section 6 Biodiversity and Resilience of Ecosystems Duty: reporting guidance; The Section 6 Biodiversity and Resilience of Ecosystems Duty: reporting requirement frequently asked questions; The Section 6 Biodiversity and Resilience of Ecosystems Duty: reporting template; and The Section 6 Biodiversity and Resilience of Ecosystems Duty: example reporting template.](#)

Example plans and reports from the first reporting round - [Abertillery and Llanhilleth Community Council; Llanfoist Fawr Community Council.](#)

Community councils are able to decide whether to prepare one composite annual report covering the reporting duties in the Local Government and Elections (Wales) Act 2021, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016, or to produce three individual reports.

Resources and training

One Voice Wales has guidance on business planning and examples of business plans which are available to members. Researching the work of other councils can also be helpful in supporting the council to develop its own plan.

The [Understanding Welsh Places](#) website contains data and geographical information about local areas to help you identify opportunities for your community.

[Planning Aid Wales](#) provide planning training and guidance, community engagement tools and techniques including specific place plan support.

[Shape my town](#) – this is a practical toolkit to inspire local people to play a part in shaping their built environment

[Well-being of Future Generations \(Wales\) Act 2015: the essentials](#) – sets out the seven well-being goals and the ways of working to go about achieving the goals.

[Shared Purpose: Shared Future. Statutory guidance on the Well-being of Future Generations \(Wales\) Act 2015 – SPSF 4: Collective role \(Community councils\)](#) – guidance for community and town councils on their role in local well-being plans.

[Wales Biodiversity Partnership](#) – website for general information about biodiversity and what we can do to help, together with a dedicated section for the section 6 duty.

Commentary

As will be noted from the Health Check carried out by Cllr L. Davies and the Chief Executive on 14/1/26 the TC has prepared and published all the required reports and documents.

Actions

In light of the above no further actions are required at 14/1/26.



CYNGOR TREF
PONTYPRIDD
TOWN COUNCIL

Code of Conduct Policy
Pontypridd Town Council

Approved by P&F Committee: 15/01/26

Adopted by Council:

PONTYPRIDD TOWN COUNCIL

CODE OF CONDUCT POLICY

This updated code replaces the 2017 version. It references the Model Code of Conduct and the Public Services Ombudsman for Wales (PSOW) guidance for community and town councillors.

It replaces the outdated 2017 PTC Code of Conduct approach.

1. Purpose

You must uphold the highest standards of conduct as a member of Pontypridd Town Council.

You must treat others with respect, act lawfully and protect the reputation of the Council at all times.

2. When this code applies

It applies when:

- you act in your official capacity
- you give the impression that you act as a Councillor
- you represent the Council on external bodies
- you behave privately in a way that could bring your office or the Council into disrepute

If you call yourself a Councillor online or refer to Council business the code applies.

3. The principles

You must act in line with the ten principles of public life.

- Selflessness
- Honesty
- Integrity and propriety
- Duty to uphold the law

- Stewardship
- Objectivity
- Equality and respect
- Openness
- Accountability
- Leadership

4. Respect and consideration

You must show respect to members of the public, other Councillors, the Town Clerk and officers.

You may disagree in a debate. You must not insult, demean or intimidate.

Bullying and harassment are breaches of the code.

PSOW case trends show many complaints arise from Councillor behaviour towards Clerks. This Council will apply zero tolerance to bullying/harassment of staff.

5. Equality

You must not discriminate or show prejudice based on protected characteristics.

You must not behave in a way that creates a hostile or humiliating environment.

6. Confidential information

You must not disclose confidential information unless legally required.

You must never use confidential information to benefit yourself or another person.

7. Using position and resources

You must not use your position to secure private advantage.

You must use Council resources only for Council duties.

You must not use your position to influence staff or contractors for personal or political reasons.

8. Decision making

You must act in the public interest.

You must consider professional advice provided to you and give reasons for decisions.

You must not threaten officers or undermine them to influence outcomes.

9. Gifts and hospitality

You must treat gifts with caution.

You must record and report any gift or hospitality offered to you in writing.

10. Social media

Apply the same standards online as in meetings.

Political expression is protected but abusive attacks, threats or extreme comments may breach the code.

If you mention that you are a Councillor, the code applies to your posts.

11. Criminal conduct

You must report criminal behaviour when you reasonably believe it has occurred.

Convictions in your private life may breach the code if they bring the Council into disrepute.

12. Complaints about other Councillors

Low level interpersonal issues must be dealt with under the Local Resolution Protocol agreed by Council.

Frivolous or malicious complaints are breaches of the code.

13. Personal and prejudicial interests

You must declare personal interests that relate to your financial affairs, family, household or close associates.

If the interest affects your ability to act solely in the public interest you must treat it as prejudicial.

If you have a prejudicial interest, you must:

- leave the room
- not take part in the debate or vote
- not influence a decision through email or informal discussion

14. Dispensations

If the number of members affected by a prejudicial interest prevents business, you may apply to the RCT Standards Committee for a dispensation.

15. Registration of interests

You must keep your register of interests up to date.

You must notify the Clerk of any changes within 28 days.

16. Training

Newly elected or co-opted Councillors must attend Code of Conduct training.

Failure or refusal to attend may be taken into account if sanctions are imposed.

17. Enforcement

Complaints will first be assessed for local resolution.

Serious complaints may be referred to PSOW.

Sanctions may include censure and/or referral to the Standards Committee or Adjudication Panel for Wales.

18. Role of the Clerk

You must treat the Clerk with respect.

You must not direct the Clerk or attempt to influence employment matters.

The Clerk serves the Council as a whole, not individual members.

19. Role of Monitoring Officer

For complex matters, the Clerk may seek guidance from the Monitoring Officer.

20. Private business and dealings with the Council

You must not seek preferential treatment or special access because you are a Councillor.

You must not use your position to obtain personal benefit.

21. Meetings and conduct in public

You must not behave in a way that damages public trust during meetings or public events.

You must respect the Chair and follow meeting procedure.

22. Use of Council facilities

You must use Council facilities only for Council duties as a Councillor.

23. Record keeping and transparency

The Clerk will record declarations and complaints.

You must cooperate with investigations.



CYNGOR TREF
PONTYPRIDD
TOWN COUNCIL

Welsh Language Policy
Polisi Iaith Gymraeg

Approved by P&F Committee: 15/01/26

Adopted by Council:

PONTYPRIDD TOWN COUNCIL

WELSH LANGUAGE POLICY

Polisi Iaith Gymraeg Cyngor Tref Pontypridd

1. Policy statement

Pontypridd Town Council recognises that the Welsh language has official status in Wales and should be treated no less favourably than English.

The Council is not currently subject to statutory Welsh Language Standards. It has adopted this voluntary policy to show respect for the language and to support its use within the resources that are reasonably available.

The Council aims to:

- enable everyone who uses the Council's services or takes part in its democratic processes to do so in Welsh or English wherever this is reasonably practicable
- encourage and support the use of Welsh in the community
- promote a positive attitude to the Welsh language among Councillors, staff, partners and service users

This policy replaces the Council's previous Welsh Language Scheme that was prepared under the Welsh Language Act 1993 and approved by the former Welsh Language Board.

2. Legal and strategic context

The Welsh Language (Wales) Measure 2011 gives Welsh official status in Wales and provides for Welsh language standards for named bodies. Pontypridd Town Council is not currently named in those regulations.

Although the Council has no legal duty to comply with standards, it wishes to:

- align with the principles set out by the Welsh Language Commissioner
- follow good practice from other town and community councils in Wales
- contribute to the Welsh Government's wider vision for the language

- reply in the language used in the original correspondence wherever practicable
- ensure that using Welsh does not itself cause delay in responding
- record preferred language where this is provided and use it for future contact

Standard letters and high-volume correspondence:

- standard letters, forms and email templates that go to the general public will be bilingual where this is practicable and cost effective
- where a standard document is only in English, a Welsh version will be provided on request, and the template will be reviewed at the next update point

Translation arrangements:

- the Town Clerk will arrange translation using external translators or shared services as needed as is our current practice
- the Council will build realistic translation turnaround times into project and committee timetables

5.2 Email and online contact

- the Council's generic email addresses and contact forms will usually be handled in English
- auto-responses and standard email footers will be bilingual where practicable
- where contact is made in Welsh, staff will either respond in Welsh or arrange for a translated response within a reasonable timescale

5.3 Telephone calls

- the Council does not currently have fully bilingual front-line staff
- calls will usually be answered in English
- where a caller wishes to speak Welsh the Council will offer one of the following
 - a call back from a Welsh speaking councillor or staff member where this is possible
 - to handle the query in English
 - to receive the query in writing in Welsh so that a written Welsh response can be arranged

The Council will review this policy if the legal position of town and community councils changes.

3. Local context

Pontypridd is a diverse town where Welsh and English are both used. A minority of residents speak Welsh, with numbers supported by Welsh medium and bilingual education across the area.

The Council currently:

- employs staff whose main working language is English
- has a small number of Councillors and staff who are fluent Welsh speakers or Welsh learners
- provides services through a community centre, museum and a range of community projects

As a result, the Council's commitments in this policy are framed by what is appropriate and reasonably practicable for a town council with limited resources, in line with the approach taken by many community councils in Wales.

4. Principles

When implementing this policy the Council will:

- treat Welsh and English fairly and with respect
- offer a language choice to the public wherever reasonably practicable
- plan ahead so that key information and key public-facing material can be bilingual
- use proportionate and cost-effective arrangements for translation and interpretation
- improve its Welsh language capacity over time through recruitment and training
- work with partners and contractors to promote the Welsh language where appropriate

5. Service delivery

5.1 Written correspondence

The Council will:

- welcome correspondence in Welsh or English

The Council will review these arrangements if its staffing position changes.

5.4 Face to face contact

- the Council welcomes face to face contact in Welsh or English
- where a member of the public requests a meeting in Welsh the Clerk will arrange, where reasonably practicable, for a Welsh speaking councillor or other Welsh speaker to attend
- for major public events or consultations the Council will consider providing on-site Welsh language support or interpretation within available resources

5.5 Council meetings and public meetings

Council meetings:

- the working language of full Council and committee meetings is normally English
- agendas and public notices for Council and committee meetings will normally be published in English but if a member of the public requests a Welsh version, the Council will provide a translation where practicable
- minutes will normally be produced in English
- where a member of the public requests a Welsh version of minutes, or of specific sections, the Council will provide a translation within a reasonable timescale
- requests for Welsh language versions should be made at least 3 working days in advance where possible.

Public meetings and consultations:

- publicity for public meetings organised by or on behalf of the Council will normally be bilingual
- for public meetings on major issues affecting the whole community the Council will consider providing simultaneous translation or a bilingual facilitation arrangement, subject to cost and availability
- written materials used at such meetings will normally be bilingual or accompanied by a Welsh summary

These steps align with guidance that encourages community and town councils to make meeting notices and proceedings available in Welsh even where formal standards do not apply.

5.6 Website and digital communications

The Council will:

- provide key corporate information bilingually where practicable, for example the Council's name, contact details, councillor lists, and core policies
- publish important public notices, consultations and major announcements bilingually wherever resources and timescales allow
- encourage the use of Welsh on social media, for example by:
 - posting short Welsh messages alongside English content where capacity allows
 - sharing Welsh language content from partners and community organisations

Where full bilingual content is not possible the Council will consider Welsh summaries of key English documents.

5.7 Publications, publicity and signage

Publications and publicity:

- new public-facing publications and leaflets will be produced bilingually where this is practicable and proportionate
- where separate Welsh and English versions are produced, they will be published at the same time and be equally accessible
- press notices and major publicity about Council-wide events and initiatives will normally be bilingual, drawing on good practice from other councils in Wales

Signage and corporate identity:

- the Council's official name will appear as Cyngor Tref Pontypridd Town Council
- new or replacement information signs on Council property will be bilingual
- where space is limited, the Council will seek design solutions that allow for both languages with equal visibility and clarity

6. Working with others

6.1 Grants and support to community groups

When inviting applications for larger grants and other support the Council will:

- ask applicants to describe how they will recognise the bilingual nature of the community
- encourage bilingual publicity, signage and materials where appropriate
- consider the approach to the Welsh language as a positive factor when assessing applications where this is relevant to the project

The Council will not normally make bilingual provision a strict condition of grant for small-scale community activities. Instead, it will support and encourage proportionate steps that reflect the project's size and audience.

6.2 Contracts and service level agreements

Where the Council contracts with third parties to provide public-facing services it will:

- tell contractors about this policy at tender or commissioning stage
- specify any Welsh language expectations that are relevant to the service, for example bilingual signage in a Council building or bilingual event publicity
- monitor compliance with those requirements as part of contract management

7. Staffing, training and development

The Council will:

- recognise Welsh language skills as an asset in recruitment and workforce planning
- identify posts where Welsh language skills would significantly improve service delivery and mark those as desirable or essential as appropriate
- encourage councillors and staff to develop their Welsh, for example through:
 - signposting to local or online Welsh courses
 - allowing reasonable flexibility in working time for agreed learning activities

These steps reflect emerging practice from community councils which emphasise gradual skills development rather than unrealistic immediate bilingual provision.

8. Implementation, monitoring and review

Responsibilities:

- the Town Clerk is responsible for day to day implementation of this policy
- the Council as a whole is responsible for providing leadership, setting expectations and ensuring that decisions support the policy

Complaints and suggestions:

- the Council welcomes comments or complaints about the way it implements this policy
- the Clerk will log and respond to any Welsh language related complaints in line with the Council's complaints procedure
- the Council will consider suggestions from residents, staff and partners on how to improve its use of Welsh within available resources

Review:

- the Council will formally review this policy at least every four years or sooner if there are significant changes in legislation, guidance or local circumstances.



CYNGOR TREF
PONTYPRIDD
TOWN COUNCIL

Document Retention and Disposal Policy Pontypridd Town Council

Approved by P&F Committee: 15/01/26

Adopted by Council:

PONTYPRIDD TOWN COUNCIL
DOCUMENT RETENTION AND DISPOSAL POLICY

This updated policy replaces the previous 2015 policy. It reflects current law, the ICO guidance for public authorities, and good practice from community and town councils across Wales.

1. Purpose and principles

The Council must protect records that demonstrate what it decided, how it delivered services, how it spent public money and how it met legal responsibilities.

The Council will:

- keep records only for as long as they are needed
- retain information securely
- dispose of information safely
- allow access to information in line with law

The Council intends to comply with:

- Data Protection Act 2018 and UK GDPR
- Freedom of Information Act 2000
- Local Government Act 1972
- Limitation Act 1980
- HMRC requirements
- Welsh public records guidance

2. Ownership and responsibility

- The Town Clerk is the data controller on behalf of the Council
- The Clerk maintains this policy and any relevant schedules
- Staff and Councillors must follow this policy when creating or storing records

3. Types of records

Records include paper files, digital files, emails, photos, drawings, financial records, HR information, contracts, recordings, meeting material and data held in systems.

4. Core retention schedule

Minute books and governance

- Full Council and committee minutes. Permanent
- Agenda papers and reports. 6 years after meeting
- Decision notices and resolutions. Permanent
- Declarations of acceptance of office. Term of office plus 6 years
- Register of interests. Current plus 6 years

Legal documents

- Title deeds, leases, licences and conveyances. Keep while asset owned or occupied. Then permanently archive
- Correspondence relating to land or property. Keep while owned or occupied then review for archive

Financial records

- Accounts, annual returns and audit certificates. Permanent
- VAT records. 6 years minimum.
- Invoices, receipts, bank statements, payroll records. 6 years
- Contracts and tender documents. End of contract plus 7 years

Insurance

- Employers liability certificates. Keep permanently as proof of cover
- Public liability policies, claims and premiums. Policy end plus 21 years
- Other insurance policies. Policy end plus 6 years

HR and staffing

- Personnel files. Employment end plus 6 years
- Disciplinary and grievance records. Case end plus 6 years
- Pension information. Until 12 years after employee death if pension payable

Councillor correspondence

- Individual Councillor emails to the Council that relate to decisions or services. 6 years
- Political or personal material. Delete when no longer needed. Do not retain as Council record

Planning

- The Council's own planning applications and permissions (if applicable).
Permanent
- Plans and drawings for Council property. Life of asset
- Planning consultations from the planning authority. 3 years

Community and service delivery

- Grants awarded. Application, assessment and monitoring. 6 years
- Event and programme records. 6 years
- Volunteer agreements. 6 years after activity end
- Project delivery files. Project end plus 6 years

Museum and archives

- This policy does not affect museum collections or heritage archives
- Museum material follows its own professional standards and governance

Digital records

- Emails. Retain only if they form part of a record. An email forms part of a record if it evidences advice, decisions, instructions, authorisations, commitments,

complaints, or actions relating to Council business. If an email is not part of a record delete.

- Working drafts. Delete once final version is approved
- Backups. Delete in line with retention rules for the original record

Audio and video

- Meeting recordings. Delete once formal minutes are signed
- Interviews, notes, aide memoires. Delete once used and no longer needed

5. Storage and security

Paper

- Store in locked cabinets
- Secure deeds and legal documents in a safe or strong room
- Do not store boxes in areas with damp risk, roof leaks or fire escape routes

Digital

- Use Council systems for Council work
- Store files in controlled access folders
- Back up regularly in line with IT policy
- Dispose of devices by physically destroying drives or certified wipe

6. Disposal

The Clerk approves disposal. No individual destroys records without approval.

Paper

- Shred confidential documents
- Recycle non sensitive material

Digital

- Delete file and remove from backups

- Record disposal date and officer

Legal hold

- If a claim, audit or investigation is pending. Do not delete related records

7. Freedom of Information and Subject Access

Records must be retrievable. Retention ensures the Council can respond to FOI and data access requests.

The Clerk logs and records:

- what information exists
- where it is stored
- who has access
- when it was deleted or archived

8. Review and archive

The Clerk conducts an annual review:

- items to archive permanently
- items to destroy
- items to transfer to Glamorgan Archives or other accredited repositories

Archive decisions consider:

- relevance to town history
- importance for governance
- evidential value
- community interest

9. Breach

Failure to follow this policy may lead to disciplinary action for staff. Councillors receive guidance and may face standards complaints if records are misused.

10. Review

This policy is reviewed every two years or sooner if legal rules change.

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CYNGOR TREF
PONTYPRIDD
TOWN COUNCIL

Planning Applications

November 2025
Ward: Cilfynydd

Planning Number	Proposed Development and Proposal	Location	Applicant's Name and Address	Agent's Name and Address
25/1203/FUL	Householder Development. Single storey and 2 storey rear extension. Front elevation changes.	7 Richard Street Cilfynydd Pontypridd CF37 4NP	Ms L Williams	Mr K Lloyd



CYNGOR TREF
PONTYPRIDD
TOWN COUNCIL

Planning Applications

January 2026
Ward: Cilfynydd

Planning Number	Proposed Development and Proposal	Location	Applicant's Name and Address	Agent's Name and Address
25/1269/TEL	Prior notification application for the installation of 8m high wooden pole with 4no. antennas, 1no. dish and pole mounted cabinet: plus, ancillary development thereto	Penheol Ely Road Trallwn Pontypridd CF37 4JA	Airband Ltd	Mr Martin Brown
25/1279/FUL	Householder Development Removal of rear conservatory and reconstruct a single storey extension.	6 Brookside Close Cilfynydd Pontypridd CF37 4HX	Mr Paul Watts	



CYNGOR TREF
PONTYPRIDD
TOWN COUNCIL

Planning Applications

January 2026 Ward: Graig and Pontypridd West

Planning Number	Proposed Development and Proposal	Location	Applicant's Name and Address	Agent's Name and Address
25/1257/FUL	Minor Dwellings (C3) Extensions, alterations and change of use of Class B1 office building to Class C3 residential dwelling.	Penbwh Isaf Farm Penycoedcae Road Penycoedcae Pontypridd	C/O Agent	Mr Peter Waldren
25/1274/FUL	Introduction of 3 no. external air conditioning condenser units.	National Probation Office 4-9 Broadway Pontypridd CF37 1BA	Mr W Broadhurst	Mr Lewis Morgan



CYNGOR TREF
PONTYPRIDD
TOWN COUNCIL

Planning Applications

January 2026 Ward: Hawthorn and Lower Rhydfelen

Planning Number	Proposed Development and Proposal	Location	Applicant's Name and Address	Agent's Name and Address
25/1286/FUL	Partial demolition and repair of existing barn for conversion to residential dwelling.	Barn Pen Y Groes Farm Eglwysilan Road Upper Boat	Mr Adam Coles	Ms Kathryn Williams



CYNGOR TREF
PONTYPRIDD
 TOWN COUNCIL

Planning Applications

November 2025 Ward: Pontypridd Town

Planning Number	Proposed Development and Proposal	Location	Applicant's Name and Address	Agent's Name and Address
25/1216/FUL	<p>Minor Dwellings (C3)</p> <p>The ground floor will primarily house a retail unit which will trade as a café or restaurant. There is also a wheelchair accessible apartment to the rear of the ground floor. The upper three floors are to be self-contained residential accommodation: total of eleven dwellings created.</p>	<p>Barclays 91 Taff Street Pontypridd CF37 4SN</p>	<p>Mr Mehmet Onqun</p>	<p>ADI Design Andrew Shipley</p>

Planning Applications

25/1223/FUL	Householder Development Proposed front dormer extension.	2 Whiterock Avenue Graigwen Pontypridd CF37 2EN	Ms Claire Brewin	
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CYNGOR TREF
PONTYPRIDD
TOWN COUNCIL

Planning Applications

December 2025 Ward: Pontypridd Town

Planning Number	Proposed Development and Proposal	Location	Applicant's Name and Address	Agent's Name and Address
25/1229/FUL	Propose to change of use from a vacant shop (used by Timpson) to a nail and beauty salon, proposed a new fascia sign and projecting sign, propose to install an extractor on the side of the building for A/c.	Timpson Ltd 6E Taff Street Pontypridd CF37 4UL	Mr Anh Duc Hoang	ADI Design Andrew Shipley



CYNGOR TREF
PONTYPRIDD
TOWN COUNCIL

Planning Applications

November 2025 Ward: Rhydfelen Central

Planning Number	Proposed Development and Proposal	Location	Applicant's Name and Address	Agent's Name and Address
25/1154/FUL	Householder Development Demolition of existing single storey rear extension and provision of replacement 2 storey rear extension.	69 Sycamore Street Rhydyfelin Pontypridd CF37 5NA	Mr and Mrs Mark Samuel	Mr Simon Tweedy
25/1168/FUL	Householder Development Proposed single and two-storey extension together with a roof extension from hip to gable and a dormer to form kitchen, utility with bedroom and bathroom.	63 Sycamore Street Rhydyfelin Pontypridd CF37 5NA	Mr T Hughes	Mr D W Jenkins



CYNGOR TREF
PONTYPRIDD
TOWN COUNCIL

Planning Applications

**November 2025
Ward: Treforest**

Planning Number	Proposed Development and Proposal	Location	Applicant's Name and Address	Agent's Name and Address
25/1156/FUL	Householder Development Proposed loft conversion and associated works.	35 Wood Road Treforest Pontypridd CF37 1RQ	Mr Ben Hicks	Mr Steve Price
25/1157/FUL	Householder Development Raised patio/car port to be widened. Material changes – fencing altered to solid walls.	58 Llantwit Road Treforest Pontypridd CF37 1TY	Mr Colin Dyer	Ms Grace Allin

Planning Applications

25/1181/FUL	Minor Retail (A1 – A3) Change shop (A2) to a Bubble Tea Shop (plus café) (A3) and add a shutter for the front of the shop and also fit new signage.	10B Park Street Treforest Pontypridd CF37 1SN	Miss Thi Ha Thu Hoang	
25/1190/FUL	Householder Development. Retention of extension and alterations to rear outbuildings. (Retrospective)	2 King Street Treforest Pontypridd CF37 1RP	Mr Robert Daniels	
25/1191/CPRO	Rear dormer roof extension.	2 King Street Treforest Pontypridd CF37 1RP	Mr Robert Daniels	

Rhondda Cynon Taf Town Centre Footfall Quarter 4 2025



Pontypridd



Monthly Report

Cluster	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Pontypridd	229,861	216,559	239,079	250,245	248,348	233,501	259,426	251,402	221,186	280,095	241,842	253,920	2,925,464
Pontypridd 110 Taff St	41,423	44,073	59,772	68,867	68,089	67,042	68,845	62,017	52,015	66,905	60,208	66,299	725,555
Pontypridd 56 Taff St	46,443	46,419	58,805	58,341	59,132	55,892	62,663	65,255	52,966	57,713	46,394	49,209	659,232
Pontypridd 72 Taff St	126,927	111,224	101,020	101,004	98,093	88,403	103,869	101,501	97,813	136,585	118,642	121,582	1,306,643
Pontypridd Mill St	15,068	14,843	19,482	22,033	23,034	22,164	24,049	22,629	18,392	18,892	16,598	16,830	234,014
Total	229,861	216,559	239,079	250,245	248,348	233,501	259,426	251,402	221,186	280,095	241,842	253,920	2,925,464

2024 Quarter

Cluster	1	2	3	4
Pontypridd	488,929	548,651	863,142	749,959
Pontypridd 110 Taff St	146,344	155,877	223,297	142,972
Pontypridd 56 Taff St	119,453	173,999	201,892	154,999
Pontypridd 72 Taff St	191,122	186,109	382,862	411,160
Pontypridd Mill St	32,010	32,666	55,091	40,828
Total	488,929	548,651	863,142	749,959

2023 Quarterly Report

Cluster	1	2	3	4
Pontypridd	800,258	942,590	1,005,049	786,831
Pontypridd 110 Taff St	224,375	318,017	317,602	217,577
Pontypridd 56 Taff St	233,003	264,307	257,741	201,003
Pontypridd 72 Taff St	326,648	343,883	410,953	349,179
Pontypridd Mill St	16,232	16,383	18,753	19,072
Total	800,258	942,590	1,005,049	786,831

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