



Agenda

Environment, Land Use and Planning Committee – Monday 7th September 2026 @ 5pm (via Zoom)

1. Election of Chair for 2026-27.
2. Election of Vice Chair for 2026-27.
3. Welcome and apologies for absence.
4. Declarations of Interest.

To receive disclosures of personal/prejudicial 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/prejudicial interest; and where Members withdraw from the meeting as a consequence of the disclosure of a prejudicial interest, they must notify the Chair when they leave.

5. 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.

6. Chief Executive's Report. (pages 1-8)

- 6.1 New Cabin at Meadow Street Community Garden
- 6.2 Meadow Street Community Garden - Update
- 6.3 Signs for Taff Meadow
- 6.4 Ilan Allotments

Committee Members

Councillor S. Pritchard
Councillor A. Karadog
Councillor C. Morgan
Councillor L. Davies
Councillor C. Thomas

Councillor H. Gronow
Councillor S. Carter
Councillor C. Lises
Councillor A. Richards
Councillor J. Brencher



Tony Graham
Chief Executive/Town Clerk
1st September 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.



Chief Executive's Report Environment, Land Use and Planning Committee 7th September 2026

1. New Cabin at Meadow Street Community Garden (pages 4-5)

Members will be aware of a previous decision to agree to seek a grant from RCT for £10k to purchase and site a new cabin at Meadow Street. The Policy & Finance committee agreed in July 2026 to match fund the project in the sum of £2k. HW has successfully obtained the grant, and the cabin has been purchased and is due to be sited on 27th August.

A short report detailing the project and funding from HW is attached which allows Members to see the work that has been and will be carried out and a further verbal report will be provided by the Chief Executive.

DECISION REQUIRED:

To note the report.

2. Meadow Street Community Garden – Update (report to follow)

Members will be aware that a significant number of events and activities have taken place at Meadow Street in recent months. A report detailing these activities is being prepared and will be forwarded to members as soon as available and before the meeting. If appropriate, the Chief Executive will provide a verbal report.

DECISION REQUIRED:

To note the report.

3. Signs for Taff Meadow

Members may be aware that we have been experiencing challenges at Taff Meadow with rough sleepers who have been camping and on occasions creating a mess at Taff Meadow. GH has cleared away one set of tents and has recently been asked to do the same.

It has been suggested that we place signage in the area making clear that the land is owned by the Town Council and that camping, drinking or taking drugs is not permitted.

This Committee is asked to provide its comments and instructions for the Chief Executive and confirm that placing signage in the area is something Members feel would be appropriate.

DECISION REQUIRED:

To note the report and provide the Chief Executive with instructions.

4. Ilan Allotments (pages 6-8)

We have received a query from Ilan Allotment Association in Rhydyfelin regarding the cost and sizes of their plots. When Committee previously agreed a rate increase for the allotments, signs were placed on the sites that are under Town Council control (Berw, Mordecai and Oakland) to give plot holders advance notice of the increase. Usually, signs would not be placed at the sites that are run by associations as they will self-determine the rate that they charge as they will add on extra fees for things like insurance, membership fees, the running of the site etc, so we just email the associations and let them know what the rate is increasing to per plot.

Unfortunately, this year a sign was put up on Ilan allotments in error, and this has raised some queries from the plot holders.

The rate that was agreed by committee for 2026/27 was:

£30 – Full Plot

£15 – Half Plot

For the last 3 years we have been invoicing Ilan for full plots as when the old team left no handover was given and it was assumed that the plots were to be invoiced as full plots. However, the plot holders at Ilan have now queried with the committee that they are being charged for full plots, and they should be half plots. The plots appear to be relatively small in comparison to some of our other sites like Berw and Oakland but without the plots being measured we are unable to advise of the exact sizes. Ilan are now requesting that we re-issue their rent invoice for 2026/27 with the plots calculated as being half plots.

We have searched the archive files to see if there is any further information and have found the attached rate schedule from 2018/19 (page 7) where most of the plots were calculated at Band A which would be full plots. An additional document has been reviewed suggesting how sizes were made up for half and full plots and a copy of this is also attached in the papers (page 8).

It is recommended that new invoices be issued to Ilan Allotment Association for the current year only with an explanation that measurements will be taken and compared to other plots to determine the correct sum to be applied per plot. This will form part of a wider piece of work of mapping and measuring our allotment sites.

DECISION REQUIRED:

To note the above report and provide the Chief Executive with instructions.

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Cabin at Meadow Street Community Garden
RCT Community Partnership Fund

Meadow Street has been awarded £10,000 in grant funding, with £2,000 provided as match funding by the Council to purchase and site a new volunteers/visitors cabin at Meadow Street Community Garden.

Following consultation and ongoing engagement with the 30 volunteers, visitors, families, and partner organisations who use Meadow Street Community we had identified a clear need for a purpose-built learning and information cabin. The current tea cabin is no longer adequate, limiting opportunities for training, workshops, visitor support, and year-round community engagement.

The cabin will provide a welcoming base for volunteers, a clear information point for visitors, and an accessible space for learning about food growing, sustainability, and climate action. It will also support families, particularly those with young children, to engage with nature and outdoor learning, while acting as a community hub that strengthens partnerships, reduces social isolation, and increases participation across the wider community.

How the Funding Will Be Spent:

Revenue or Capital	Cost Description	Total Cost (£)
<i>Capital</i>	<i>Wooden Cabin, Insulation and paint. 20x18ft</i>	<i>£7,886.58</i>
<i>Capital</i>	<i>Groundworks levelling and laying base (RCT)</i>	<i>£2,499</i>
<i>Capital</i>	<i>Installation of Electricity and lighting</i>	<i>£1,600</i>
<i>Total</i>		<i>£11,985.58</i>

(These figures do not include VAT)



Example of Cabin quoted for 18x20ft

Timeline

July/August 2026 – Project Setup & Preparation

- Share project launch with volunteers and the wider community
- Place order for the cabin
- Begin preparation of the site and installation of the base

September 2026 – Build Phase

- Community build of the cabin structure, involving volunteers and partners
- Document the build process (e.g. photos/video) to celebrate and promote the project

September/October 2026 – Launch

- Host a community launch event to introduce the new space
- Promote activities and encourage participation from new and existing users

October 2026 – Active Use Begins

- Open and operate the cabin as a community hub and volunteer base, offering:
 - A welcoming space for residents and families
 - Access to information about local services, support, and activities
- Look into community-led activities and offer the space to partner groups

October 2026 – February 2027 – Ongoing Delivery

- Continue use of the cabin as a year-round community asset
- Maintain partnerships and regular activities
- Gather ongoing evidence of impact

February – March 2027 – Project Closure

- Complete final evaluation and project review
- Submit final report and outcomes

Ilan Allotments

We have received a query from Ilan Allotment Association in Rhydyfelin regarding the cost and sizes of the plots.

When Committee previously agreed a rate increase for the allotments, signs were placed on the sites that are under Town Council control (which are Berw, Mordecai and Oakland) to give plot holders advance notice of the increase. Usually signs would not be placed at the sites that are run by associations as the association will determine the rate that they charge as they will add on extra fees for things like insurance, membership fees, the running of the site etc, so we just email the associations and let them know what the rate is increasing to per plot. Unfortunately, this year a sign was put up on Ilan allotments in error, and this has raised some queries from the plot holders.

The rate that was agreed by committee for 2026/27 was:

£30 – Full Plot

£15 – Half Plot

For the last 3 years we have been invoicing Ilan for full plots as when the old team left (JF and RS) no handover was given and it was assumed that the plots were to be invoiced as full plots. However, the plot holders at Ilan have now queried with the committee that they are being charged for full plots, and they should be half plots. The plots appear to be relatively small in comparison to some of our other sites like Berw and Oakland but without the plots being measured we are unable to advise of the exact sizes.

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We have searched the archive files to see if there is any further information and have found the attached rate schedule from 2018/19 where most of the plots were calculated at Band A which would be full plots. An additional document has been reviewed suggesting how sizes were made up for half and full plots and a copy of this is also attached in the papers.

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Complete list of rents 2018-2019 - Allotments/Small holdings and Garages

Allotments

Allotment Site	Plots	Annual Rent	Date Paid	Receipt Number	Paid Outstanding	Notes
Oaklands Terrace	44 plots Band B - £15.00				In House - see separate list	
Heol Gronfa	12 Band A - £12.00 4 X NOT IN USE	£144.00	4/6/2018	B11195 - £96 B11406 - £24	Paid £120.00 in total	2 plots currently not in use.
Berw Field	54 plots Band A - £12.00				In House - see separate list	
Mordecai Allotments (paid by Association 18/19 out of remaining funds) came in House 1 st April 2018	12 plots 11 x Band A - £12.00 1 x unusable - £0	£120.00	1/5/2018	B11180	Paid in full	
Taylor's Field	35 Band A @ £12.00	£420.00	1/5/2018	B11178	Paid in full	
Fletcher's Field	25 plots 2 x unusable 17 x A 3 x Band B 3 - not rented	£249.00	30/4/18	B11177	Paid in full	
Kingsland Terrace	29 plots charge for 22 @ £12.00					Paid £264 BACS transfer 14/01/19 for year 2017-18. Still owes £264.00 for 2018-19.
Rhydyfelin Ilan	23 Plots 20 x Band A £12.00 3 x Band B £15.00	£285.00	31/5/2018	B11193	Pd in full	
Tin Plate Works	90				Self Management	
Tynybedw Allotments	4 Plots Band A - £12.00	£48.00	14/05/2018	B11190	Pd in full	
Parade Allotments	9 £15.00 per plot				In House - Closed	
Lawn Terrace					In House - Closed	

Band A up to 250 square metres plot; £12.00 per annum

Band B a plot sized between 250 square metres and 350 square metres; £15.00 per annum, and

Band C plot in excess of 350 square metres; £20 per annum

RCTCTB's plots have increased but they create a discount scheme for pensioners etc.

DECISION REQUIRED:

Whether the current annual rental amounts for Town Council allotments and other land is to remain the same or be increased as appropriate.

3. Review of Agreements for Letting Allotment Land (pages 5 – 20)

Members of this Committee are referred to the attached draft pro forma current tenancy agreements for letting allotment land to Associations and individuals.

Members are asked to consider whether at this stage they wish to include any additional terms setting out the current insurance position regarding this land and sustainable and bee friendly usage of the land. It is anticipated that this latter topic will have been discussed at the Advisory Group meeting due to take place on the afternoon of the 13th March and that therefore there will be additional information to put before this Committee in this respect on the night.

DECISION REQUIRED:

Whether agreements are to remain in their current format or to be amended as decided by Committee.

4. Draft Allotment Strategy (pages 21 – 29)

Members of this Committee are referred to the attached Draft Allotment and Community Growing Strategy for 2019-2022. This strategy document will have been considered in depth at the meeting of the Advisory Group Meeting and any further information and contributions aired at that meeting will be put before Members of this Committee for further consideration.

DECISION REQUIRED:

To note the report and Draft Strategy and decide on any amendments to the same.