



## BARRY TOWN COUNCIL CYNGOR TREF Y BARRI

**PURSUANT TO THE REQUIREMENTS OF THE ABOVE STATUTORY PROVISIONS, NOTICE IS HEREBY GIVEN THAT A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE TO BE HELD ON A HYBRID BASIS IN THE COUNCIL CHAMBER, TOWN HALL, KING SQUARE, BARRY, CF63 4RW AND REMOTELY ON MONDAY 5 JULY 2021 COMMENCING AT 7.00 PM FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA SET OUT BELOW.**

**From 1 May 2021 The Local Government and Elections (Wales) Act 2021** makes provision for meetings to take place through a variety of arrangements, including multi-location meetings where all individuals are attending virtually and hybrid meetings where a number of individuals are attending in person at a designated location and others are attending virtually from a range of other locations. The Act makes permanent provision for remote meetings (multi-location) and electronic publication of documents

Yours faithfully

A handwritten signature in black ink, reading 'Emily Forbes'.

Emily Forbes  
Chief Officer

### **AGENDA**

1. **Apologies for absence**
2. **To receive declarations of interest under the Council's Code of Conduct**  
(Note Members seeking advice on this item are requested to contact the Monitoring Officer at least 72 hours before the meeting)

To Note: Councillor Johnson has been granted Dispensation to allow him to speak and vote on future matters appertaining to any community facilities owned or run by Barry Town Council, by virtue that he is a Vale of Glamorgan Council Trustee for the Alexandra Gardens Community Association.

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

*Halls, Cemeteries and Community Facilities members will note that this Act sets out the requirement for a public body 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.***

*In order to act in that manner, a public body must take account of the following things:*

- (a) the importance of balancing short term needs with the need to safeguard the ability to meet long term needs, especially where things done to meet short term needs may have detrimental long term effect;*
- (b) the need to take an integrated approach, by considering how—*
  - i. the body's well-being objectives may impact upon each of the well-being goals;*
  - ii. the body's well-being objectives impact upon each other or upon other public bodies' objectives, in particular where steps taken by the body may contribute to meeting one objective but may be detrimental to meeting another;*
- (c) the importance of involving other persons with an interest in achieving the well-being goals and of ensuring those persons reflect the diversity of the population of the part of Wales in relation to which the body exercises functions;*
- (d) how acting in collaboration with any other person (or how different parts of the body acting together) could assist the body to meet its well-being objectives, or assist another body to meet its objectives;*
- (e) how deploying resources to prevent problems occurring or getting worse may contribute to meeting the body's well-being objectives, or another body's objectives.*

4. **To note the Terms of Reference** (Page 908)

5. **To approve the minutes of the Extraordinary meeting of the Halls, Cemeteries & Community Facilities Committee held on 12 April 2021**  
(Pages 909-913)

6. **Transfer of Exclusive Right of Burial (1222 - 1245 inclusive)**

That in accordance with Standing Order 27(a), authority be given for the Council's Common Seal to be applied to Transfer Deeds numbered **1222 - 1245** inclusive, granting the Transfer of Exclusive Right of Burial to those named on each transfer request.

7. **Grants of Exclusive Right of Burial (13800 - 13818 inclusive)**

That in accordance with Standing Order 27(a), authority be given for the Council's Common Seal to be applied to Deeds of Exclusive Right of Burial numbered **13800 - 13818** inclusive, granting the Exclusive Right of Burial to those named on the interment form.

8. **Results of Air Raid Shelter Consultation**

**(Pages 914-921)**

9. **Cemeteries and Community Facilities Update**

**(Pages 922-923)**

10. **Date of Next Meeting**

The next meeting of the Halls, Cemeteries & Community Facilities Committee is scheduled to be held on Monday 6 September 2021 at 7pm

11. **Exclusion of Press and Public**

In accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting

12. **Bouncy Castle** **(Pages 924-925)**

13. **King William Public House** **(Pages 926-927)**

14. **Headstones** **(Pages 928-929)**

15. **Non-Resident Fee for Burial** **(Pages 930-931)**

16. **Party Package** **(Page 932)**

17. **Chapel** **(Pages 933-935)**

18. **Fence** **(Page 936)**

## **Distribution**

Email notification of electronic papers to all Barry Town Councillors (22). A full copy of the agenda and papers for this meeting (with the exception of confidential items) will be available at the Town Council Offices and at Barry Library for inspection; electronic copies to Barry & District News

**This document is available in large print and other formats upon request/Cewch y ddogfen hon mewn pring bras a ffor matiau eraill drwy holi.**

## **HALLS, CEMETERIES & COMMUNITY FACILITIES COMMITTEE**

### **UNDER DELEGATED POWERS**

1. To monitor the administration of the day to day running of the Pioneer Hall, cemeteries and community facilities under the control of the Council.
2. To be responsible for the maintenance of the vehicles, in connection with the Council's services.
3. To implement the works programme of the Council in respect of the Pioneer Hall, Cemeteries and Community Facilities.
4. To carry out all of the Council's statutory functions with regard to the Cemeteries in line with the Council's responsibilities as a burial authority.
5. To review the fees in respect of the Cemeteries and Pioneer Hall, subject to not exceeding an increase above the Consumer Price Index (CPI).
6. To control budgets for the Halls, Cemeteries and Community Facilities within the parameters of its budgets, subject to a financial limit on payments of £1,000.
7. To consider any item as appropriate within the Scheme of Delegation

### **BY WAY OF RECOMMENDATION TO FULL COUNCIL OR THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE**

1. To consider public representations relating to the provision of services provided by the Council in respect of the Halls, Cemeteries and Community Facilities and to make recommendations where appropriate.
2. To contribute to the formulation and implementation of the corporate plan, making appropriate recommendations.
3. To make recommendations regarding the purchase of vehicles in connection with the Council's services.
4. To make recommendations on any increase in the fees in respect of the Cemeteries and Pioneer Hall which exceed the CPI.
5. To make recommendations on the expenditure of monies in respect of services/purchases of goods or equipment etc. for the Halls, Cemeteries and Community Facilities which exceed its budget allocation.
7. To feed into the annual budget setting cycle

## **BARRY TOWN COUNCIL**

### **DRAFT MINUTES OF AN EXTRAORDINARY MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON MONDAY, 12 APRIL 2021 AT 7.00 PM**

**PRESENT:** Councillors N P Hodges (Chair), Aviet, Clarke, Johnson and Richardson (Vice Chair)

**ALSO PRESENT:** Amanda Evans – Facilities and Cemeteries Manager  
Rhian Burns – Administrator  
Councillor Payne - Observer

A minutes silence was held for the Duke of Edinburgh who passed away on 9 April 2021.

A274. **APOLOGIES FOR ABSENCE**

None were received.

A275. **DECLARATIONS OF INTEREST**

It was noted that Councillor Johnson had been granted Dispensation to allow him to speak and vote on matters appertaining to any Community Facilities owned or run by Barry Town Council, by virtue that he is a Vale of Glamorgan Council Trustee for the Alexandra Gardens Community Association.

A276. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

It was noted that this Act sets out the requirement for a public body 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.**

In order to act in that manner, a public body must take account of the following things:

- (a) the importance of balancing short term needs with the need to safeguard the ability to meet long term needs, especially where things done to meet short term needs may have detrimental long term effect;
- (b) the need to take an integrated approach, by considering how—
  - (i) the body's well-being objectives may impact upon each of the well-being goals;
  - (ii) the body's well-being objectives impact upon each other or upon other public bodies' objectives, in particular

where steps taken by the body may contribute to meeting one objective but may be detrimental to meeting another;

- (c) the importance of involving other persons with an interest in achieving the well-being goals and of ensuring those persons reflect the diversity of the population of the part of Wales in relation to which the body exercises functions;
- (d) how acting in collaboration with any other person (or how different parts of the body acting together) could assist the body to meet its well-being objectives, or assist another body to meet its objectives;
- (e) how deploying resources to prevent problems occurring or getting worse may contribute to meeting the body's well-being objectives, or another body's objectives.

**RESOLVED: That the Well-being of Future Generations (Wales) Act 2015 be noted.**

A277.

**TO APPROVE THE MINUTES OF THE MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 8 MARCH 2021**

**RESOLVED: That the minutes of the Meeting of the Halls, Cemeteries and Community Facilities Committee's meeting held on 8 March 2021 be approved and signed as a correct record.**

A278.

**COMMUNITY CENTRE UPDATE**

Members received an update on the Community Centres closure due to the pandemic.

Councillor Johnson queried whether the Pioneer Hall would be used as a polling station for the upcoming Sennedd elections. The Cemeteries and Facilities Manager advised that the Pioneer Hall would be in use and that she was liaising with the Vale of Glamorgan Council to make arrangements for this.

**RESOLVED: That the update be received and noted.**

A 279.

**DATE OF NEXT MEETING**

**RESOLVED: That the next meeting of the Halls, Cemeteries & Community Facilities Committee will be confirmed at the Annual Meeting of Full Council to be held on 17 and 18 May 2021.**

A 280.

**EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:** In accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

A281.

**MERTHYR DYFAN CEMETERY FENCING**

Members were provided with an update on the fence needed to the boundary of Merthyr Dyfan Cemetery and St Andrews Road.

The Cemetery and Facilities Manager advised Members that there were two options for the installation of the new fence. The first was to remove the existing fencing, completely remove the remaining tree stumps and replace the fencing in the same location. The second option was to install the new fencing approximately 2 metres inside the existing fencing and carry out the tree planting in between the two fence lines.

The Cemetery and Facilities Manager noted that residents of neighbouring properties had in many cases attached their own fencing and outbuildings to the existing fencing and that removal of this fence could result in damage to their properties. She also noted that should option 2 be chosen as a way forward that gates would need to be installed along the new fence line to allow staff access for tree maintenance work to be carried out. She also advised Members of the financial implications of each option.

Members discussed the proposals and agreed that installing a secondary fence line inside the existing fence line would be the preferred option.

Members felt it was important to ensure the existing boundary line was maintained and it was suggested photographs or video should be taken as a record of the boundary.

Members also agreed a letter should be sent to neighbouring residents to outline both their and this Council's rights and responsibilities regarding the trees and fencing.

**RECOMMENDED:**

- 1. That the fence be erected approximately 2 metres inside the existing fence line.**
- 2. To a meeting of the Finance, Policy and General Purposes Committee to be held on Monday, 19 April 2021 that, eight gates be installed at an additional cost of £6,800 to be taken from the Cemetery Improvement Fund.**



**RESOLVED:**

- 3. That a letter be sent to neighbouring residents outlining rights and responsibilities of residents and this Council relating to the boundary.**

The meeting ended at 7.30 pm

Signed .....Date .....

DRAFT

**FOR INFORMATION ONLY**

**ACTION SHEET - EXTRAORDINARY HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE - 12 APRIL 2021**

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
A281 (1)	That the fence be erected approximately 2 metres inside the existing fence line.	FCM	May-21	In progress
A281 (2)	To a meeting of the Finance, Policy and General Purposes Committee to be held on Monday, 19 April 2021 that, eight gates be installed at an additional cost of £6,800 to be taken from the Cemetery Improvement Fund.	FCM	Apr-21	Completed
A281 (3)	That a letter be sent to neighbouring residents outlining rights and responsibilities of residents and this Council relating to the boundary.	FCM	Apr-21	Completed

<b>HALLS, CEMETERIES &amp; COMMUNITY FACILITIES COMMITTEE</b>	<b>5 JULY 2021</b>	<b>AGENDA ITEM: 8</b>
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## **RESULTS OF AIR RAID SHELTER CONSULTATION**

### **REPORT AUTHOR**

Robyn Walsh, Community Engagement Officer

### **Attached**

Appendix 1 – Pictures of site at present

Appendix 2 – Examples of Mindfulness Gardens / Inspiration

### **Purpose of Report**

Further to a meeting of Full Council on 28 June 2021, the purpose of this report is to provide Members of the Halls, Cemeteries & Community Facilities Committee with the outcome of the Public Consultation for the use of the land at Cemetery Approach which was once the site of an Air Raid Shelter and seek a decision to progress the project.

### **Background Information**

Members will note that at the recently developed Cemetery Approach Gardens there is an undeveloped section of land that was once the site of an Air Raid Shelter which had to be removed by the Vale of Glamorgan Council due to safety (Appendix 1 shows pictures of site currently).

Members of the public were provided with pictures of what the site currently looks like and a brief overview of the current ideas and asked to let us know whether they liked the proposal and if they had any ideas of their own.

For member's information, this is the proposal provided to members of the public;

*"We need your help and ideas! You may know that we recently worked in partnership with the Vale of Glamorgan Council to transform the land at Cemetery Approach to create a beautiful open space.*

*At the top of the gardens (closest to the road) is an area which we would like to apply for funding to create a "Mindfulness Garden."*

*To achieve this, we have considered installing a pergola with climbing plants to help with the background noise from the road behind, a seating area, planters, a water feature and information boards to let people know that the site was once an air raid shelter!*

*This is subject to us being successful in our funding application, but we would love to know what you think of our plans and if you have any other suggestions to transform*

*this space! Either comment below or email [robynwalsh@barrytowncouncil.gov.uk](mailto:robynwalsh@barrytowncouncil.gov.uk) with your suggestions! Please share so we can engage with as many people as possible!"*

## Consultation Results

- All those who responded were supportive of the idea that the space is developed into a "quiet place of reflection"
- A number of people wanted to ensure that the site's original use (an Air Raid Shelter) was remembered and were very supportive of information boards being installed to reflect this.
- Suggestions also included that the site could become a place to reflect those who lost their lives during World Wars I and II, with a vegetable patch which would be a nod to the "Grow your Own" campaign during the War. Other ideas included, building a replica air raid shelter using wooden materials and plaques / inscriptions of local war heroes.
- We had a suggestion from a child to name the space "Hafan Heddwch" which translates as "Peaceful Haven."
- Sensory Garden
- Flower & Coffee Shop
- Bee Garden
- Market
- The issue of vandalism and CCTV was also mentioned and this is something Council may wish to consider.
- A Mindfulness Garden in dedication of all those affected by the pandemic, those who lost loved ones and could not grieve or attend funerals due to the Coronavirus Pandemic restrictions.
- Members should also note that Council has received an offer from Asda Barry to donate plants to the project.

## **Proposal**

The Community Engagement Officer will need to have a clear proposal from which to apply to the Stronger Communities Grant Fund. One of the main criteria for this fund has been to ensure that the project is "wanted by the public." This has been met by the consultation process and the support it has received. The Community Engagement Officer also has historic engagement data which will be used to support the demonstration of public need.

Members should also note the stipulation within the agreement between Barry Town Council and the Vale of Glamorgan Council which states;

*"Site area to be fenced and landscaped in keeping with adjacent areas on Cemetery Approach."*

As a result of this stipulation, any design proposals would need to meet this and be agreed by the Vale of Glamorgan Council. However, it should also be noted that the concept of a "Mindfulness Garden" has been initially tested with the relevant Director at the Vale of Glamorgan Council who is supportive of the idea in principle, but has asked to have sight of any plans / drawings prior to any work commencing.

Based on the consultation results, the Community Engagement Officer would like to propose the following for members to consider (please note this is a suggestion based on engagement and members may have their own ideas which will also be gratefully received);

- That the space is transformed into a Mindfulness Garden and used as a space to remember all those affected by the Coronavirus pandemic, a space for those who have lost loved ones and have not been able to grieve properly or attend funerals. Based on the area, that this is the most fitting idea we have received and would still enable the original idea of creating a mindfulness garden to be incorporated.
- We could also engage local schools by asking them to paint pebbles dedicated to NHS staff etc to place in the garden.
- Engage with Asda, Barry and accept their donation of plants for the site.
- There was a strong consensus that the site should pay tribute to its original use of an Air Raid Shelter, so members are asked to consider information boards being installed to give a brief history of the site and maybe some relevant information concerning the war effort in Barry.
- Members may also wish to consider the suggestion given by a child living in Barry of naming the site “Hafan Heddwch” which translates as “Peaceful Haven.”
- Please refer to Appendix 2 which provides members with some inspiration for the site.

### **Recommendation**

That members of the Hall, Cemeteries & Community Facilities Committee consider the report, consultation outcomes and the proposals herein and provide clear instructions on a way forward to the Community Engagement Officer, (noting that the Stronger Communities Grant Fund deadline is 22 July 2021).

## Appendix 1 – Pictures of Site







## Appendix 2











<b>HALLS, CEMETERIES &amp; COMMUNITY FACILITIES COMMITTEE</b>	<b>5 JULY 2021</b>	<b>AGENDA ITEM: 9</b>
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## **UPDATE REPORT**

### **Report Author**

Amanda Evans, Facilities and Cemeteries Manager

### **Purpose of Report**

The purpose of this report is to provide Members of the Halls, Cemeteries & Community Facilities Committee with an update on the Cemeteries and Community Facilities.

### **Background Information**

**Bees** – Our current volunteer Bee-Keeper has, as of the 24<sup>th</sup> June 2021, informed us that he can no longer look after the Bees in the Cemetery. He has kindly passed the Facilities and Cemeteries Manager details onto a neighbour who may be able to help, but they have, of yet, made no contact. The Facilities and Cemeteries Manager has started her own line of enquires also.

**Hirers** – Since the Re-opening of our Community Hall and the opening of the New Centre, we appear to have lost a few of our regular hirers from the Pioneer Hall and one who wanted to hire the New Centre has stopped making contact. We have posted on social Media times and dates that we have available and have had two enquires so far. On top of this we have had very few Party hirers due to the 6 household restrictions currently in place, with regards to safeguards against the Covid Virus and it's variants

**Philadelphia Plaque** – Invitations have gone out and the unveiling of the plaque will take place on 11 July 2021

**Famous Notice boards** – Invitations have gone out and the unveiling of the 4 famous notice boards will be taking place on 14 July 2021

**Boundary issue** – The Facilities and Cemeteries Manager will be meeting with Newbold Solicitors on 30 June 2021 to look at the boundaries between Merthyr Dyfan Cemeteries and White Farm in order to resolve who owns the land that is currently being cleared by residents of the White Farm estate

**Roadworks/Paths** – Lapidar are currently obtaining tenders for the roadworks that will need to be carried out 2021/2022 as previously been agreed and the path outside the New Community Centre has now been marked by the Vale of Glamorgan for repairs

**Exhumations** – We have had two further enquires to exhume two separate lots of Cremated Ashes

One will be transported to Poole in Dorset where the family wants their Father reinterred with their Mother and the second will be reinterred to a different location in Merthyr Dyfan Cemetery – From the Garden of Remembrance to a section which includes a Memorial Tree

**Green Flag/Heritage award** – Judging will be taking place 6 July 2021 and the Facilities and Cemeteries Manager, along with the Chair of Halls, will be meeting and greeting the Judges on the day

**Trees** - We have just received confirmation that the application put in for free trees has been accepted and we will be receiving 135 saplings of dog rose, hawthorn, hazel, crab apple, dogwood, downy birch and goat willow variety in November

**ICCM Award** – Applications are now open and the Facilities and Cemeteries Manager will be submitting an application before the closing date of 27/08/2021

### **Recommendation**

That members of the Hall, Cemeteries & Community Facilities Committee note this report.