

Meeting of:	Cabinet
Date of Meeting:	Thursday, 01 May 2025
Relevant Scrutiny Committee:	Environment and Regeneration
Report Title:	Asset Transfers - Llantwit Major Town Council
Purpose of Report:	To agree the transfer of a number of car parks and public conveniences in Llantwit Major, to Llantwit Major Town Council, as part of the Council's Reshaping Services programme.
Report Owner:	Cabinet Member for Neighbourhood and Building Services
Responsible Officer:	Miles Punter – Director of Environment and Housing
Elected Member and Officer Consultation:	<p>Accountant Environment and Housing</p> <p>Legal – Committee Reports</p> <p>Operational Manager – Accountancy</p> <p>Section 106 Officer – Lucy Butler</p> <p>Operational Manager Property</p> <p>Llantwit Major Ward Members</p>
Policy Framework:	This Report is within the Policy Framework and Budget
<p>Executive Summary:</p> <ul style="list-style-type: none"> Llantwit Major Town Council has notified the Vale of Glamorgan Council that it would like to take responsibility for the car park and toilets at the Town Hall, Boverton Road toilets, Wine Street, car park and the section of a car park that the Vale of Glamorgan Council owns at Boverton Road, in Llantwit Major. The proposed transfer would be in accordance with the previously agreed protocol for the transfer of assets or facilities to Town and Community Councils and would be via full repair and maintenance leases for a period of 99-years. The principle of transferring local assets to Town and Community Councils fits with the Council's Reshaping Services Programme. Many Vale of Glamorgan assets have ongoing revenue and capital costs associated with them, though are very local in terms of their use. In such cases it can be more appropriate for these assets to be transferred to Town and Community Council where they can be managed and operated in ways that better match the needs of the local communities. 	

- Town and Community Councils may have better access to local volunteers to assist with the operation and management of certain services, they may also have more opportunities to access grant funding than the Vale of Glamorgan Council as a Unitary Authority.
- As budgets become more challenging for Neighbourhood Services and Transport over time the funding available to properly maintain all local assets will reduce and it feared that unless some are transferred or other more economical models of operation are found for them, they may have to close due to their deterioration and health and resultant health and safety concerns.
- Due to a recent failure of the toilet roof at the Llantwit Major Town Hall toilets it is proposed that the work necessary to repair or to replace the roof to the satisfaction of Llantwit Major Town Council be undertaken prior to the transfers.
- At its meeting of Llantwit Major Town Council on 27th March, 2025, the Council agreed in principle to proceed with the transfers but had several questions and concerns they wished to be address.
- The Director of Environment and Housing met with representatives on the Town Council on 9th April, 2025 and all concerns have been addressed, save for some minor amendments to the wording of the draft heads of terms for the transfers and the repairs required to Town Hall toilets, and these works are now in hand.

Recommendations

1. That authority is granted to transfer the Town Hall Car Park and Toilets, Boverton Road Car Park, Wine Street Car Park and Boverton Road Toilets, in Llantwit Major to Llantwit Major Town Council via 99-year leases in accordance with the Council's Community Asset Transfer Guidance 2019-2023, for the operation and transfer of assets or services to Town and Community Councils in the Vale of Glamorgan.
2. That subject to Recommendation 1, the Director of Environment and Housing in consultation with the Cabinet Member for Neighbourhood and Building Services, the Head of Finance / Section 151 Officer and the Monitoring Officer/Head of Legal and Democratic Services be authorised to agree terms and conditions for the 99-year leases to Llantwit Major Town Council for peppercorn rents and including covenants to maintain the existing assets for the same purpose.
3. That delegated authority is granted to the Monitoring Officer/Head of Legal and Democratic Services to prepare execute and complete all necessary documentation in connection with the transfer of the land to Llantwit Major Town Council.

Reasons for Recommendations

1. To allow Llantwit Major Town Council to take responsibility for these lands and buildings to improve their operation and management for the benefit of the local community, whilst removing their cost burden to the Vale of Glamorgan Council.
2. To grant the necessary authority to enter into the necessary lease arrangements with Llantwit Major Town Council on suitable terms.
3. To legally formalise the appropriate lease arrangements and any other documents required.

1. Background

- 1.1 A request has been received from Llantwit Major Town Council to transfer the Town Hall Car Park and Toilets, Boverton Road Car Park, Wine Street, Car Park and Boverton Road Toilets, in Llantwit Major by way of long-term leases. Unfortunately, the roof to the Llantwit Major Town Hall toilets failed as these transfers were being considered, so it is proposed that any transfer be delayed until the necessary repairs or replacement of the roof has been undertaken to the satisfaction of the Town Council.
- 1.2 In 2018 the Council approved a protocol for the operation and transfers of assets or services to Town and Community Councils in the Vale of Glamorgan detailing certain principles that must be applied to any such transfers (Minute number C353, 2nd July, 2018 and C401, 3rd September, 2018 refers).

2. Key Issues for Consideration

Llantwit Major – Town Hall Car Park (Appendix A)

- 2.1** The Town Council offices are located in the Town Hall, Burial Lane in Llantwit Major, directly adjacent to the car park and toilets. This car park serves the Town Hall and is also used by shoppers, traders and visitors to the general area. It comprises 48 car parking spaces, publicly accessible toilets and now features two electric vehicle charging points.
- 2.2** The Vale of Glamorgan Council working with Cardiff Capital Region (CCR) in partnership with a company called Connected Kerb has previously installed two EV Charging bays for public and community use within the car park. These EV charger bays are being managed and maintained under a contract between CCR and Connected Kerb and this arrangement will need to be continued with public access and use unaffected by any asset transfer.
- 2.3** The car park has recently had a system of streetlighting installed using an element of s106 funding and internal capital monies due to concerns raised by the Town Council about trips and falls at night. The car park has also recently been resurfaced as its surface was in a deteriorating condition requiring regular maintenance and repairs.
- 2.4** The Vale of Glamorgan could retain this car park, and the others proposed for transfer, but this would most likely mean having to consider introducing car park charging at each individual car park location, to raise sufficient funds to better support the ongoing running costs of the assets.
- 2.5** In March 2020, when the Council last considered 'Car Parking – Guiding Principles and Charges' within Town centre car parks, it was determined that the Llantwit Major car parks were subject to separate consideration and discussions with Llantwit Major Town Council (Minute number C291, 23rd March, 2020 refers).
- 2.6** A Draft Parking Strategy Report to Cabinet on 2nd July, 2018, identified the forecast annual revenue from proposed car parking charges based on town centre tariffs at the Town Hall; Boverton Road; and Wine Street, car parks ranged from £10,156 to £40,622; £5,970 to £23,878; and £3,931 to £15,725 respectively.
- 2.7** The 2nd July, 2018 report also estimated capital installation and infrastructure costs to implement the charging regimes for the Town Hall; Boverton Road; and Wine Street car parks at £20k; £10k; and £10k respectively as well as annual revenue maintenance costs of £3,000; £1,500; and £1,500 respectively.
- 2.8** Whilst it is accepted that this cost and income data will have changed over time, the operating costs of these car parks remains relatively low and it would be

possible to introduce car park charging arrangements that would realise more income than the operating costs of the assets to be transferred.

- 2.9** Should the Vale of Glamorgan retain these assets and determine that parking charges should be introduced, an excess income could be utilised to assist in maintaining the toilet blocks at the Town Hall and Boverton Road.

Wine Street Car Park, Llantwit Major (Appendix B)

- 2.10** Overgrowth has been removed from the rear of the car park, also paths cleared of debris, a temporary fence remains in place due to the condition of a boundary wall, which has been agreed as the responsibility of the Llantwit Major Town Council for maintenance and repair. The Vale of Glamorgan Council installed vehicle electrical charge point parking bays which will be managed and maintained separately as described for the Town Hall car park.

Boverton Car Park, Llantwit Major (Appendix C & D)

- 2.11** Works have been undertaken to try to address a long-standing surface water drainage issue at this location with a nearby soakaway being replaced.
- 2.12** The Vale of Glamorgan Council is responsible for the rear of the car park as identified in the attached (Appendix C). By virtue of an agreement dated 31st August 1979 the Council is responsible for the maintenance of the access road leading to the Car Park and can recharge the cost of doing so to the other users of the access road, a copy of the Agreement is contained at (Appendix D). The current percentage of responsibility:

50% Vale of Glamorgan Council – being the Car Park and the Library;
25% Cardiff and Vale University Health Board; and
25% Llantwit Major Rugby Club

- 2.13** As part of the Car Park Transfer the percentage of responsibility associated to the Vale of Glamorgan Council (50%) would be reduced to 25% because the Council would attribute its share of maintenance costs in relation to the Car Park to Llantwit Major Town Council as part of the transfer. The Vale of Glamorgan Council highway's department would remain responsible for any maintenance of the access road but the charges resulting would be recoverable from the successors to the parties to the agreement. The new percentage contributions to maintenance would therefore be:

25% Vale of Glamorgan Council;
25% Llantwit Major Town Council;
25% Cardiff and Vale University Health Board; and
25% Llantwit Major Rugby Club

Town Hall Toilets, Llantwit Major / Boverton Road, Llantwit Major (Appendix E)

- 2.14** The toilets are located within the Town Hall, Car Park and Boverton Road, Llantwit Major and are currently closed due to a recent failure of the toilet roof. It is proposed that the asset transfers only take place when the roof is suitably repaired or replaced.
- 2.15** Vale of Glamorgan Council staff currently clean and maintain the toilets as detailed below. When the toilets are reopened it is proposed that the Vale of Glamorgan Council staff continue to undertake cleaning for a short time should the Town Council not have completed their procurement arrangements for the appointment of suitable staff resource.

Costs associated with the toilets are as follows:

Fixed and Running Costs:

National Non-Domestic Rates (NNDR) – Car Parks (2025/2026)

- Wine Street, Llantwit Major £1,221 (No Relief)
- Town Hall, Llantwit Major £2,442 (No Relief)
- Boverton Road, (Rugby Club) – No Charge – space allocated to Rugby Club

NNDR – Toilets (2025 / 2026)

- Boverton Road, Toilets £682.00 (Full Relief)
 - Town Hall, Toilets £517.00 (Full Relief)
- NB: Toilets must be accessible to the public to receive 100% relief or empty relief for a 3-month period and then full charge.

Utility Costs / Maintenance

- Water is approximately £600 p.a.
- Electricity is approximately £500 p.a.
- Maintenance Costs (Footpath Clearance/ Cutting Back) Boverton Car Park - £863.00

Operational time/costs

- Opens at 8.00am / closed at 5.00pm in the winter and 6.00pm in the summer
- The facility is cleaned twice daily (around 45 mins per visit) Labour Costs based on Grade 4 and 30% on Costs, 1.5 hours per day.

Labour Cost Breakdown:

Monday – Friday (52 Weeks x 5) - £26.00 = £6,760.00

Saturday (52 Weeks) - £32. = £1,664.00

Sunday (52 weeks) - £37.00 = £1,924.00

- An estimate for equipment and consumables is circa. £50 per week
- Urinal cartridges £100 per month (odour control)

Summary

- NNDR (Car Parks) £3,663.00p.a (No Relief)
- NNDR (Toilets) £1,199.00p.a (Full Relief)
- Utilities at £1,100.00 p.a
- Cleaning Equipment - costs at £ 3,800 p.a.
- Labour Costs at £10,348.00Maintenance Costs - £863.00

Total: £ 19,774.00 (includes Full Relief £1,199.00 Toilets)

- 2.16** The car parks to be transferred are included in the Vale of Glamorgan Council (On Street and off-Street Parking Places) (Civil Enforcement) (Amendment) Order 2024 for the purposes of parking enforcement. The responsibility for parking enforcement will remain with the council's Civil Parking Enforcement team. Any revenue from Penalty Charge Notices issued will remain with the Vale of Glamorgan Council.
- 2.17** It is recognised accepted that the transfer assets to local communities through Town and Community Councils can contribute to a more resilient and sustainable management of such services within local areas. In this case the Town and Community Council offices are directly linked to the main town centre car park for Llantwit Major and a very well used public convenience.
- 2.18** The proposal put forward by the Town Council meets the requirements of the transfer protocol and offers the opportunity to locally manage the car parks and toilets for the benefit of residents of, and visitors to, Llantwit Major.
- 2.19** Llantwit Major Councillors have been consulted on this report and are in favour of the proposed transfers.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

- 3.1** Long term - The proposed asset transfer will ensure the sustainability assets to service the local population and visitors to Llantwit Major as well as assisting the council to manage its medium to long- term financial planning in a strategic manner prioritising funding to other key and essential services and promoting more efficient asset utilisation.
- 3.2** Integration – The asset transfers will help embed service provision with the community building stronger and more resilient communities to assist in providing more effective and responsive management of public service goals which are place based.

- 3.3** Involvement - Community asset transfer can act as a catalyst for local volunteering and active involvement in shaping and revitalising neighbourhoods, enhancing community cohesion.
- 3.4** Collaboration - The proposed transfer of assets to Llantwit Major Town Council demonstrates the Council's commitment to partnership working and provides a clear example of collaborative working to manage public assets in a more efficient manner appropriate to the needs of the local community.
- 3.5** Prevention – The assets transfers will assist in preventing the loss of essential community assets and services which may not be otherwise viably maintained given the significant financial challenges faced by the council both now and in future years.
- 3.6** Activities supported or safeguarded through asset transfer will directly contribute to the council's wellbeing objectives and the Corporate Plan.

4. Climate Change and Nature Implications

- 4.1** All transfers need to contribute to the Council's Project Zero to tackle the climate emergency and contribute to reducing the Council's carbon emissions to net zero by 2030 wherever practical.
- 4.2** Vehicle electrical charging points have been located within two car parks, Wine Street, Llantwit Major and Town Hall Car Park, Llantwit Major.
- 4.3** Well sited, maintained and used car parks ensure the efficient use of space and encourage a turnover of vehicles to prevent extraneous traffic from congesting town centre environments which will have a positive impact in the reduction of harmful air pollutants and therefore assist in addressing any local traffic impact on the environment and human health.
- 4.4** Effective parking management can reduce congestion and idling resulting from the waiting restrictions thereby limiting Carbon dioxide (CO₂) emissions from vehicles which is a significant contributor to global warming and reducing the overall vehicle impact on climate change.

5. Resources and Legal Considerations

Financial

- 5.1** The costs associated with the legal process involved in the asset transfers will be funded from existing budgets.

- 5.2** As indicated above the current revenue costs for managing the assets to be transferred is £19,770.36 per annum. This would be a year on year saving for the Council and this does not include any capital expenditure that will be required to maintain the assets over the 99 years of the lease.

Employment

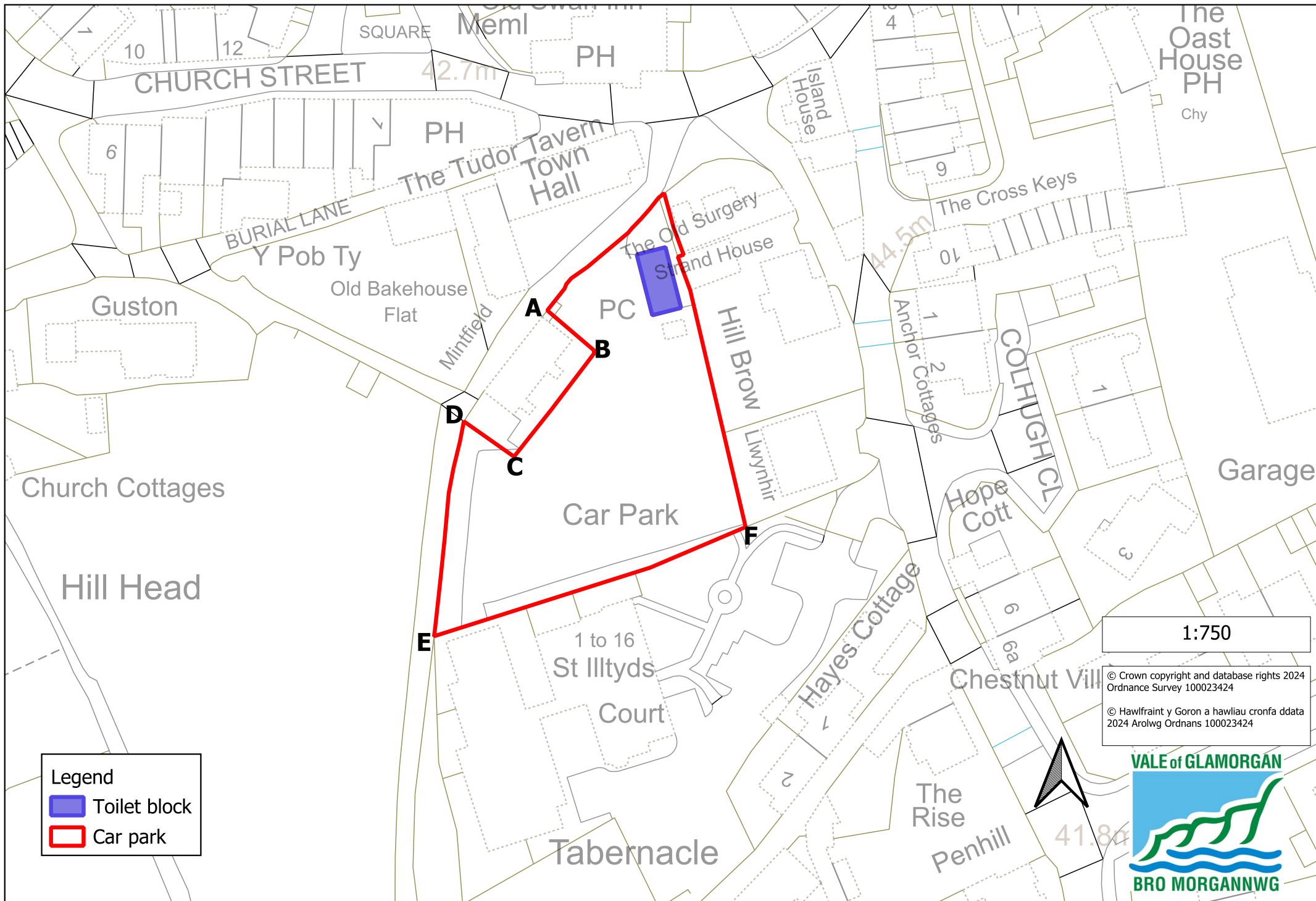
- 5.3** There are no direct employment implications associated with this Report.

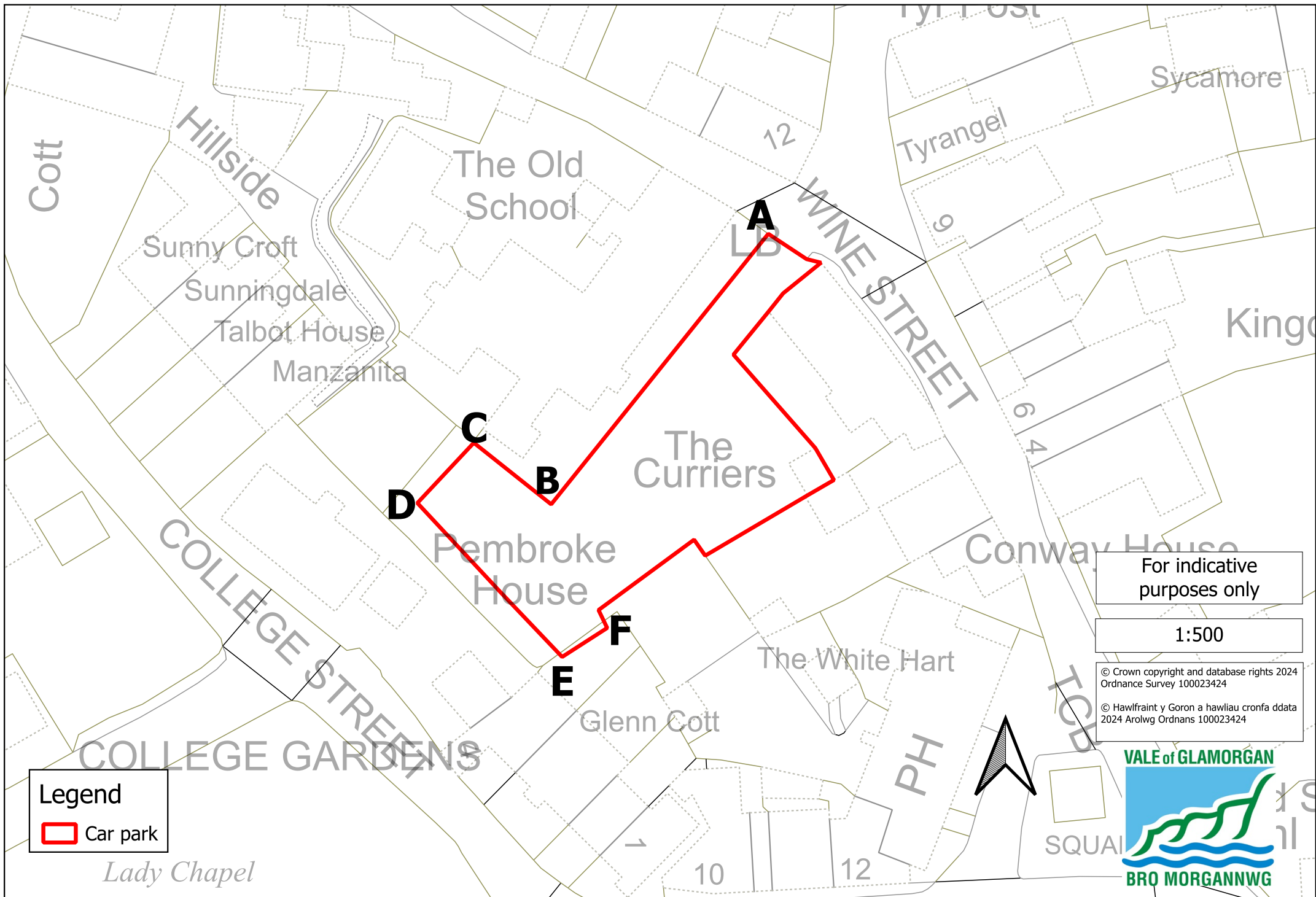
Legal (Including Equalities)

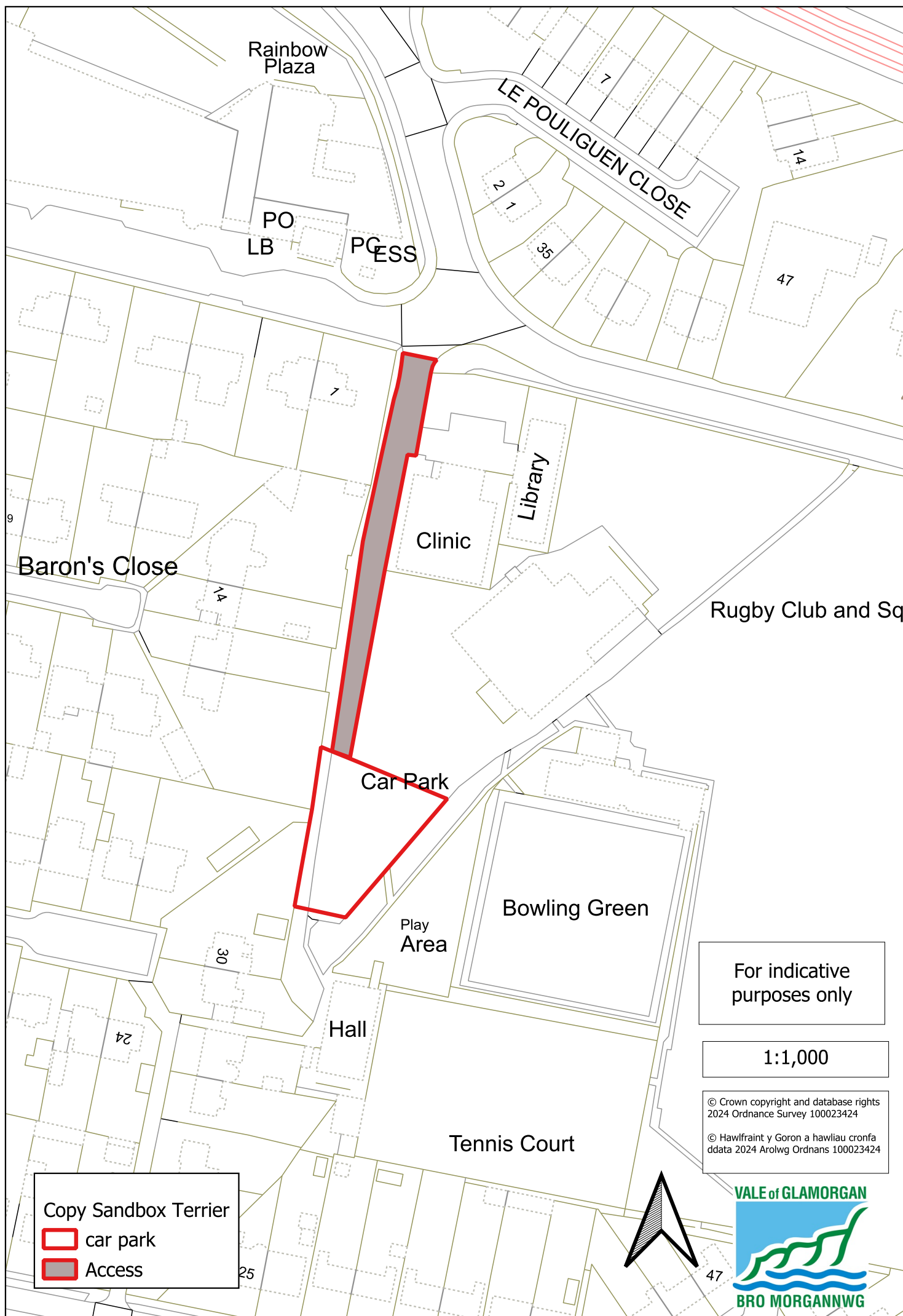
- 5.4** The Council has the powers under section 123 of the Local Government Act 1972 to dispose of land in any manner it wishes. The only constraint is that a disposal must be for the best consideration reasonably obtainable, otherwise the Council must obtain the consent of the Welsh Government. However, under the General Disposal Consent (Wales) 2003 if the purpose for which the land is to be disposed of is likely to contribute to the achievement of any one or more of promotion/ improvement of economic well-being; promotion/ improvement of social well-being; promotion/ improvement of environmental well-being; and the 'undervalue' is 2m or less, then there will be an exception to achieving best consideration. In this case the land to be transferred is worth less than the £2m threshold.

6. Background Papers

None.







**CONSTRUCTION & PROPERTY SERVICES
GWASANAETHAU ADEILADU AC EIDDO**



MEMORANDUM / COFNOD

To : Deputy Director Highways
I :
From : Director of Construction &
Oddi Wrth : Property Services
Date : 30/06/97
Dyddiad :

Your ref :
Eich Cyf :
My ref : P/E/SJE/1240-
Cyf : 23515/SH
Direct Line 01222 673729
:
Rhif Ffôn :

Boverton Road Carpark - Llantwit Major

With reference to the above, please find enclosed copy correspondence from Llantwit Major R.F.C., which is self explanatory.

By conveyance of the 13th July 1990, this land was acquired by the former South Glamorgan County Council. By an earlier agreement, dated 31st August 1979, the maintenance of the access road (as identified brown on the attached plan) was allocated as so:-

25% - Libraries
25% - Health Authority
25%- - Llantwit Major Rugby Football Club
25% - Llantwit Major Town Council - now Highways

In this agreement the actual maintenance of this road is the responsibility of the Vale of Glamorgan Council, who is to recharge accordingly. As such, I would suggest that this matter is best dealt with by yourselves.

Further to this, the Club are complaining that their land is now becoming potholed because of use by the general public and as such are seeking our advice as how to best minimise thier liabilities. I am to meet the secretary of the Club on site shortly, in order to mark out the extent of the public car park - perhaps a joint site meeting with yourselves would be of more benefit and I would ask you to contact me accordingly.

I look forward to your reply.

S J ELSTON
ASSISTANT ESTATES SURVEYOR

Encs

311/p/estates/sje/sh/097

Richard James, Director of Construction and Property Services, The Alps, Wenvoe, CF5 6AA
Cyfarwyddwr Gwasanaethau Adeiladu Ac Eiddo, Yr Alps, Gwent6 CF5 6AA

H.M. LAND REGISTRY

WA554329

ORDNANCE SURVEY PLAN REFERENCE	SS 9768	SECTION F	Scale 1/1250 Enlarged from 1/2500
COUNTY SOUTH GLAMORGAN	DISTRICT VALE OF GLAMORGAN	© Crown copyright 1975	



The Ordnance Survey map is revised from time to time and a new title plan may be substituted for the existing title plan based on such revision. If this

1979

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M579.

THIS AGREEMENT is made the Thirry-first day of August
One Thousand Nine Hundred and Seventy Nine between the COUNTY
COUNCIL OF SOUTH GLAMORGAN (hereinafter called "the County
Council") of the first part THE SOUTH GLAMORGAN HEALTH AUTHORITY
(TEACHING) (hereinafter called "the Health Authority") of the
second part THE LLANTWIT MAJOR TOWN COUNCIL (hereinafter called
"the Town Council") of the third part and the LLANTWIT MAJOR RUGBY
FOOTBALL CLUB (hereinafter called "the Rugby Football Club") of
the fourth part

WHEREAS

1. The Rugby Football Club is seised in fee simple in possession
of the access road being approximately seventy metres in length
and leading off Boverton Road Llantwit Major in the County of
"South Glamorgan which access road is more particularly delineated
and coloured red on the plan annexed hereto (hereinafter called
"the access road")
2. The access road is at the date of these presents in need of
resurfacing
3. The Rugby Football Club has granted to the County Council the
Health Authority and the Town Council and their successors in title
to the land coloured respectively green blue and brown on the plan
annexed hereto the right in common with the Rugby Football Club at
all times and for all purposes with or without horses carts and
other vehicles mechanically propelled or otherwise to pass and
repass over and along the access road;

NOW THIS DEED WITNESSETH AS FOLLOWS :

1. The Rugby Football Club the Health Authority and the Town
Council hereby agree each to pay the County Council one quarter
of the cost of resurfacing the access road which shall be
carried out as soon as may be after the date of these presents
and of the cost of the County Council's maintaining it thereafter
and to establish arrangements with the County Council for
assessing and collecting such costs and contributions

AS WITNESS the hands of the persons below written duly authorised
on behalf of their respective bodies this day and year first before
written

Signed by :

R. B. Bouds

Honorary Rugby Secretary,
Llantwit Major Rugby Football Club
Club House, Boverton Rd., Llantwit Major.

in the presence of:

D.B. Lloyd
D.B. LLOYD

Honorary Treasurer, Llantwit
Major Rugby Football Club

Signed by :

W. H. W. W. W.

in the presence of:

W. H. W. W. W. County Solicitor, South Glamorgan
County Council
Articled Clerk, South Glamorgan County Council
County H.Q., Newport Rd., Cardiff

Signed by:

G. P. Sheppard
Area Planning Officer, South Glamorgan Area
Health Authority (Teaching)
Senior Admin. Assistant.

in the presence of:

Area Planning Department, South Glamorgan
Area Health Authority (Teaching)
Lansdowne Hospital, Canton, Cardiff.

Signed by :

G. P. Sheppard
TOWN MAYOR.

in the presence of:

G. P. Sheppard
TOWN CLERK.

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Legend

-  Toilet block
-  Pumping station
-  Sewer pipe

