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For all enquiries relating to this agenda please contact Rebecca Barrett  
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**Date: 4th April 2018**

Dear Sir/Madam,

A meeting of the **Policy and Resources Scrutiny Committee** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Tuesday, 10th April, 2018** at **5.30 pm** to consider the matters contained in the following agenda. Councillors and the public wishing to speak on any item can do so by making a request to the Chair. You are also welcome to use Welsh at the meeting, both these requests require a minimum notice period of 3 working days, and a simultaneous translation will be provided if requested.

All Committee meetings are open to the Press and Public, observers and participants are asked to conduct themselves with respect and consideration for others. Please note that failure to do so will result in you being asked to leave the meetings and you may be escorted from the premises.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Chrissy'.

**Christina Harrhy**  
INTERIM CHIEF EXECUTIVE

## AGENDA

	Pages
1 To receive apologies for absence.	
2 Declarations of Interest.	

A greener place Man gwyrddach

Correspondence may be in any language or format | Gallwch ohebu mewn unrhyw iaith neu fformat



Councillors and Officers are reminded of their responsibility to declare any personal and/or prejudicial interest(s) in respect of any business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers.

To approve and sign the following minutes: -

- |   |   |        |
|---|---|--------|
| 3 | Policy and Resources Scrutiny Committee held on 27th February 2018.   | 1 - 6  |
| 4 | Consideration of any matter referred to this Committee in accordance with the call-in procedure.  |        |
| 5 | To receive a verbal report by the Cabinet Member(s).  |        |
| 6 | Policy and Resources Scrutiny Committee Forward Work Programme.   | 7 - 16 |
| 7 | To receive and consider the following Cabinet Reports*: - <ol style="list-style-type: none"><li>1. Statutory Data Protection Officer Role - 28th February 2018;</li><li>2. Re-Profiling of WHQS Programme and HRA Capital Programme 2018/2019 - 28th February 2018;</li><li>3. Council Tax Exemption for Care Leavers - 14th March 2018;</li><li>4. Publication Of Gender Pay Gap Data - Equality Act 2010 (Specific Duties And Public Authorities) Regulations 2017 - 28th March 2018;</li><li>5. Data Protection Reform - Updates to Core Policies - 28th March 2018;</li><li>6. Welsh Church Act Fund - 28th March 2018.</li></ol> |        |

*\*If a member of the Scrutiny Committee wishes for any of the above Cabinet reports to be brought forward for review at the meeting please contact Rebecca Barrett, 01443 864245, by 10.00 a.m. on Monday, 9th April 2018.*

To receive and consider the following Scrutiny reports:-

- |    |   |         |
|----|---|---------|
| 8  | British Telecom - Broadband Coverage and the Digital Profile (Verbal Update). |         |
| 9  | Review of the Rechargeable Repairs and Appeals Panel.                         | 17 - 38 |
| 10 | Affordable Homes in New Developments.   | 39 - 50 |
| 11 | Property Review Report 2018.  | 51 - 84 |

**Circulation:**

Councillors M.A. Adams, Mrs E.M. Aldworth, K. Dawson, K. Etheridge, Mrs C. Forehead, Miss E. Forehead, L. Harding, G. Kirby, C.P. Mann, Mrs D. Price (Vice Chair), J. Pritchard (Chair), J. Ridgewell, R. Saralis, Mrs M.E. Sargent, J. Taylor and L.G. Whittle

And Appropriate Officers



## **POLICY AND RESOURCES SCRUTINY COMMITTEE**

**MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH  
ON TUESDAY, 27TH FEBRUARY 2018 AT 5.30 P.M.**

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PRESENT:

Councillor J. Pritchard - Chair

Councillors:

M. Adams, L. Harding, G. Kirby, C.P. Mann, J. Taylor, L.G. Whittle

Cabinet Members:

C. Gordon (Corporate Services)

Together with:

S. Couzens (Chief Housing Officer), C. Forbes-Thompson (Interim Head of Democratic Services), R. Barrett (Committee Services Officer)

### **1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs E.M. Aldworth, K. Dawson, K. Etheridge, Mrs C. Forehead, Miss E. Forehead, Mrs D. Price (Vice-Chair), J. Ridgewell, R. Saralis, Mrs M.E. Sargent, Mrs B. Jones (Cabinet Member for Finance, Performance and Governance) and Mrs L. Phipps (Cabinet Member for Homes and Places).

### **2. DECLARATIONS OF INTEREST**

There were no declarations of interest received at the commencement or during the course of the meeting.

### **3. MINUTES – 16TH JANUARY 2018**

RESOLVED that the minutes of the Policy and Resources Scrutiny Committee held on 16th January 2018 (minute nos. 1 - 12) be approved as a correct record and signed by the Chair.

#### **4. CALL-IN PROCEDURE**

There had been no matters referred to the Scrutiny Committee in accordance with the call-in procedure.

#### **5. REPORT OF THE CABINET MEMBERS**

The Scrutiny Committee noted the contents of the reports from Councillors C. Gordon and Mrs L. Phipps, which provided an update on their respective portfolios, and had been circulated to Members in advance of the meeting.

The report from Councillor C. Gordon (Cabinet Member for Corporate Services) updated Members on new equal pay legislation within Human Resources, the preparations by IT Services for the implementation of the new Welsh Community Care Information System and General Data Protection Regulation, and improvements to systems within Customer Service Centres. The report from Councillor L. Phipps (Cabinet Member for Homes and Places) outlined works and upgrades taking place across the Property Services portfolio. Members were also informed of the latest developments across Caerphilly Homes, including an update on the lettings situation within Rowan Place, the Abolition of Right To Buy, and the conclusion of the Senghenydd Renewal Area. The Scrutiny Committee were also advised that the energy efficiency programme in Lansbury Park recently achieved the Regional Energy Efficiency Large Scale Project of the Year Award.

A Member complimented the Customer Service Team on their new system and the speed in which he had been offered an appointment. Officers responded to general queries regarding changes to the methods of rent payment. In response to queries regarding equal pay legislation, the Cabinet Member confirmed that he would consult with Officers following the meeting and respond to the Member in due course. Reference was made to the community improvements that had been brought about via the Senghenydd Renewal Area programme, and the Scrutiny Committee placed on record their thanks to the now retired Private Sector Housing Manager and his team for all their work that had been carried out in this regard.

The Cabinet Members were thanked for their reports.

#### **6. POLICY AND RESOURCES SCRUTINY COMMITTEE FORWARD WORK PROGRAMME**

Cath Forbes-Thompson (Interim Head of Democratic Services) presented the report, which outlined details of the Policy and Resources Scrutiny Committee Forward Work Programme (FWP) for the period April 2018 to July 2018. Members were asked to consider the FWP alongside the Cabinet Work Programme as appended to the report and to suggest any changes.

Members noted the report on British Telecom – Broadband Coverage and the Digital Profile scheduled for 10th April 2018 and it was agreed that representatives from Welsh Government and British Telecom be invited to speak at the meeting. It was also agreed that the report on Disabled Facility Grants – Performance be rescheduled for 10th July 2018 and a report on the Review of the Rechargeable Repairs and Appeals Panel be scheduled for 10th April 2018.

Officers highlighted the Property Review 2017 report due to be presented to Cabinet in the near future and it was agreed that as the maximum of four reports had been scheduled for each of the next two meetings, Officers would email Members following the meeting to seek confirmation on whether they wished to add this report as a discussion item in place of one of the existing items listed on the FWP,

It was unanimously agreed that subject to the foregoing changes, the Policy and Resources Scrutiny Committee Forward Work Programme be published on the Council's website.

## **7. CABINET REPORTS**

None of the Cabinet reports listed on the agenda had been called forward for discussion at the meeting.

## **REPORTS OF OFFICERS**

Consideration was given to the following reports.

## **8. RE-PROFILING OF WHQS PROGRAMME AND HRA CAPITAL PROGRAMME 2018/2019**

Shaun Couzens (Chief Housing Officer) presented the report, which had been considered by the Caerphilly Homes Task Group on 15th February 2018. The report provided proposals for re-profiling the WHQS programme with the aim of ensuring full compliance by 2020 and sought the views of the Scrutiny Committee on these potential re-profiling options, prior to consideration by Cabinet.

The report outlined the continued good progress with the WHQS delivery programme during 2017/18. However, it has been necessary to review the programme (as set out in the report) to take account of changing circumstances to ensure full compliance by 2020. Following the Wales Audit Office Review conducted in April 2017, a commitment has been made to complete 40% of the external works and 75% of the internal works by March 2018. As of the end of December 2017, 33% of the external works have been completed and 70% of the internal works have been completed. A further commitment has been made to Welsh Government that 80% of external works and 90% internal works will be completed by March 2019. It was noted that Welsh Government has now confirmed that the deadline for achievement of WHQS is December 2020 which provides additional flexibility in this regard.

A separate programme of works was established for the sheltered housing schemes with agreement that both internal and external works would be undertaken by the in-house workforce. This work is on programme for completion by 2020 and is therefore not required to be re-profiled at this time. The HRA Capital Programme budget has been revised based on accurate recent actual costs projected forward to the end of the programme. This data now replaces the previous Savill's estimates and demonstrates that the housing business plan and the WHQS Programme remains financially viable.

Members were asked to consider two potential reprofiling options as outlined in the report for internal works to the remaining properties in the Lower Rhymney Valley, in order to ensure full compliance by 2020: (1) package the work allocated to the external contractor for 2018/19 to create a number of smaller contracts which could be tendered for using the Dynamic Purchasing System, or (2) roll forward the properties that were planned to be undertaken by the external contractor during 2018/19 to 2019/20, whereby the in-house workforce would have capacity to undertake the work. It was noted that the Caerphilly Homes Task Group supported the second option as contained in Section 4.17 of the report.

During the course of the ensuing debate, discussion took place regarding contractor performance and Officers outlined the measures in place to address any issues surrounding standards of work or underperformance. It was also noted that contingency arrangements have been put in place to increase momentum and to provide a safeguard for any unforeseen changes to ensure the continued delivery of the programme, including the recent implementation of the new procurement Dynamic Purchasing System (DPS). In response to a Member's query, Officers expressed confidence that the WHQS programme of works can be completed by March 2020 in view of the recent accelerated completion rates across a number of properties.

The Scrutiny Committee discussed the use of the in-house workforce with regards to internal works and Officers responded to queries regarding staff resources, recruitment processes, and the apprenticeship and training opportunities available. It was agreed that Officers would arrange to circulate information to Members following the meeting regarding the number of apprenticeships created by the Authority in relation to the WHQS programme. A Member queried the Council's remit in respect of monitoring sub-contractor payments and were advised that contractors may sub-contract to one level and are responsible for all payments to sub-contractors across this level.

Members also requested that they be kept informed in advance wherever possible of any changes to the internal and external programmes of works.

Following consideration of the report and in noting its contents, and in taking into account the recommendation from the Caerphilly Homes Task Group, it was moved and seconded that the second option within the report (to roll forward the internal works for remaining properties in the Lower Rhymney Valley to 2019/20) be endorsed and that the following recommendation be referred to Cabinet for approval. By a show of hands, this was unanimously agreed.

RECOMMENDED to Cabinet that for the reasons contained therein, the option contained in Section 4.17 of the report be approved, in that internal works for remaining properties in the Lower Rhymney Valley be rolled forward to 2019/20 so that the works can be conducted by the in-house workforce.

## **9. OUTCOMES OF THE WHQS CROSS PARTY WORKING GROUP**

Consideration was given to the report, which provided feedback on the outcomes and conclusions made by the WHQS Cross Party Working Group, which had been established following presentation of the recommendations resulting from the Wales Audit Office (WAO) review of the Council's delivery of the WHQS programme. The report also detailed the progress made against these recommendations.

It was noted that three meetings of the Working Group were held to focus on each of the WAO recommendations and following comments received at the meetings, the Action Plan produced by the Council was amended to include the latest progress made against each recommendation. The report and its appendices summarised the conclusions arising from each meeting of the Working Group and contained the revised Action Plan and the briefing notes from the meetings. Overall, the Working Group were satisfied that considerable progress had been made since the WAO review, which now put the Council in a better position to deliver the programme by 2020, although accepted that this was still a significant challenge and requires ongoing scrutiny.

The Scrutiny Committee placed on record their thanks to those Councillors and tenant representatives who had participated in the Working Group and to the relevant Officers for facilitating these meetings. It was queried whether an update report on progress made against the WAO recommendations could be brought back to the Scrutiny Committee later in the year. Officers confirmed that an update on the Action Plan could be incorporated into the Wellbeing Objective WO5 – Investment in Council Homes performance report scheduled for consideration by the Committee in Summer 2018.

Following consideration of the report, the Scrutiny Committee noted the outcomes and conclusions made by the WHQS Cross Party Working Group in respect of progress made since the WAO review.

Arising from consideration of this item, discussion took place regarding meeting attendance and it was agreed that the Chair would write to all members of the Policy and Resources Scrutiny Committee to emphasise the importance of attending these committee meetings wherever possible.

The meeting closed at 6.19 p.m.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 10th April 2018, they were signed by the Chair.

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CHAIR

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## **POLICY AND RESOURCES SCRUTINY COMMITTEE – 10TH APRIL 2018**

**SUBJECT: POLICY AND RESOURCES SCRUTINY COMMITTEE FORWARD  
WORK PROGRAMME**

**REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES AND SECTION 151  
OFFICER**

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### **1. PURPOSE OF REPORT**

1.1 To report the Policy and Resources Scrutiny Committee Forward Work Programme.

### **2. SUMMARY**

2.1 Forward Work Programmes are essential to ensure that Scrutiny Committee agendas reflect the strategic issues facing the Council and other priorities raised by Members, the public or stakeholders.

### **3. LINKS TO STRATEGY**

3.1 The operation of scrutiny is required by the Local Government Act 2000 and subsequent Assembly legislation. The Forward Work Programmes contribute to the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2016 by ensuring there is an effective scrutiny function and that council policies are scrutinised against the following goals:

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh language
- A globally responsible Wales

### **4. THE REPORT**

4.1 The Policy and Resources Scrutiny Committee forward work programme includes all reports that were identified at the scrutiny committee meeting on 27th February 2018. The work programme outlines the reports planned for the period April 2018 to June 2018.

4.2 The forward work programme is made up of reports identified by officers and members and has been prioritised into three priority areas, priority 1, 2 or 3. Members are asked to consider the work programme alongside the cabinet work programme and suggest any changes before it is published on the council website. Scrutiny committee will review this work programme at every meeting going forward alongside any changes to the cabinet work programme or report requests.

4.3 The Policy and Resources Scrutiny Committee Forward Work Programme is attached at Appendix 1. The Cabinet Forward Work Programme is attached at Appendix 2.

## **5. WELL-BEING OF FUTURE GENERATIONS**

5.1 This report contributes to the well-being goals as set out in links to strategy above. It is consistent with the five ways of working as defined within the sustainable development principle in that by ensuring the scrutiny function is effective when reviewing services and policies and ensure it considers the wellbeing goals.

## **6. EQUALITIES IMPLICATIONS**

6.1 There are no specific equalities implications arising as a result of this report.

## **7. FINANCIAL IMPLICATIONS**

7.1 There are no specific financial implications arising as a result of this report.

## **8. PERSONNEL IMPLICATIONS**

8.1 There are no specific personnel implications arising as a result of this report.

## **9. CONSULTATIONS**

9.1 There are no consultation responses that have not been included in this report.

## **10. RECOMMENDATIONS**

10.1 That Members consider any changes and agree the final forward work programme prior to publication.

## **11. REASONS FOR THE RECOMMENDATIONS**

11.1 To improve the operation of scrutiny.

## **12. STATUTORY POWER**

12.1 The Local Government Act 2000.

Author: Charlotte Evans, Interim Scrutiny Officer

Consultees: Dave Street, Corporate Director - Social Services  
Catherine Forbes-Thompson, Interim Head of Democratic Services  
Lisa Lane, Interim Monitoring Officer  
Richard Harris, Deputy Monitoring Officer

Appendices:

Appendix 1 Policy and Resources Scrutiny Committee Forward Work Programme.

Appendix 2 Cabinet Work Programme.

<b>Policy &amp; Resources Scrutiny Committee Forward Work Programme April 2018 to June 2018</b>			
<b>Meeting Date: 29th May 2018</b>			
<b>Subject</b>	<b>Purpose</b>	<b>Key Issues</b>	<b>Witnesses</b>
Sheltered Housing Schemes, Eastern Valley Area Remodelling  (P1)	To provide members with proposals for remodelling a small number of sheltered housing schemes in the eastern valley.	For members to consider a number of options in relation to our sheltered housing schemes which may include improvements remodelling, alternative use and possibly demolition.	Shaun Couzens – Chief Housing Officer/ Fiona Wilkins – Public Sector Housing Manager/Angela Hiscox – Elderly Persons Housing Manager
New Build – Options for Delivery  (P1)	To advise Members of the new funding stream for Local Authority house building and to outline a development programme for new build Council homes. The report sets out how we will maximise the funding opportunities available over the next three years and deliver up to 46 new build homes, with an indicative total grant of £3,893,923 and indicative overall investment of £6,713,791. The report also confirms the sites available to develop, and the proposed specification for new build.	To confirm the new build Council Housing programme, including the preferred delivery option in order for the Council to utilise the Affordable Housing Grant funding that has been allocated to CCBC.	Shaun Couzens - Chief Housing Officer/Claire Davies – Principal Housing Officer/ Kevin Fortey – Housing Development Officer
Homelessness Review and Strategic response  Members Request	To provide Members with the Council's new Gwent Regional Homeless Strategy and Caerphilly Homelessness Action Plan: Operational date December 2018	To introduce to Members the new local homelessness action plan for the delivery of homelessness prevention and reactive services. Members will be informed of the key indicators used to inform the strategy development and the local delivery mechanisms and partnerships created to respond to housing need.	Shaun Couzens - Chief Housing Officer Suzanne Cousins-Principal Housing Officer

Customer Services Review	To review the Authority’s current Customer Service provision across all Directorates and access channels. To identify opportunities for reshaping Customer Services throughout the Authority to deliver enhanced services, reduce costs and to future proof a sustainable service through embracing digital opportunities.	To provide A clear vision & structure for the delivery of Customer Services across the authority for the next ten years.	Liz Lucas – Head of Procurement
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Policy & Resources Scrutiny Committee Forward Work Programme  
**APPENDIX 1**

<b>Meeting Date: 10th July 2018</b>			
<b>Subject</b>	<b>Purpose</b>	<b>Key Issues</b>	<b>Witnesses</b>
Year End Performance for Corporate Services 2017/18  (P2)	Performance of Corporate Services for 2017/18	Highlighting the exceptions and looking forward to 2018/19. The future challenges, setting out key objectives/priorities for the next twelve months, and identifying areas for improvement.	Nicole Scammell – Interim Corporate Director Corporate Services.
Wellbeing Objective WO5 – Investment in Council Homes  (P1)	To provide an update of progress against the Councils highest priorities identified within the Councils Corporate Plan 2016.	To provide an update against the Well-being Objective action plan using the Council Ffynnon scorecard which provides PI data regarding completion of internal and external works programmes and adds information on peoples satisfaction with the internal works. The update of the WBO should also identify any emerging slippage or additional progress against the action plan	Shaun Couzens – Chief Housing Officer
Year End Performance Housing Services  (P1)	Performance Monitoring	An update on performance of the Housing Service during 2017/18, to set out the key service objectives for 2018/19 and highlight any potential challenges that may affect delivery of these objectives.	Shaun Couzens – Chief Housing Officer Christina HARRY – Corporate Director Communities
Disabled Facilities Grant – Performance  (P2)	Information report to provide Members with an update regarding Performance Monitoring of Disabled Facilities Grant and the information regarding the implementation of ENABLE.	An update on performance of Disabled Facilities Grants during 2017/18 and highlight any potential challenges that may affect delivery of the Performance Indicator. Identify any areas of improvement linked to the implementation of ENABLE.	Shaun Couzens – Chief Housing Officer/Claire Davies – Principal Housing Officer

Policy & Resources Scrutiny Committee Forward Work Programme  
**APPENDIX 1**

<b>Meeting Date: to be confirmed</b>			
<b>Subject</b>	<b>Purpose</b>	<b>Key Issues</b>	<b>Witnesses</b>
Supported Accommodation  (P3)	This information report will update members on the progress of supported accommodation	To advise members on the progress of supported accommodation.	
Local Housing Strategy			
Shared Resource Service (SRS) (Special Meeting)  (P1)	To present the proposal in respect of the Authority joining the SRS.	The SRS is a joint committee that presently included Gwent Police, Torfaen CBC, Newport CBC, Blaenau Gwent CBC and Monmouth CBC. This collaboration provides IT Services to its Members.	Matthew Lewis SRS Nicole Scammell
<b>Property Review</b>			<b>Mark Williams</b>
<b>Poverty Strategy</b>			<b>Rob Hartshorn</b>

## Cabinet Forward Work Programme (Scrutiny)

### APPENDIX 2

11TH APRIL 2018	Key Issues	Service Area
CCBC Corporate Plan.	The Corporate Plan sets out the Council's Priorities. The Local Government Measure 2009 requires all local authorities in Wales to set and publish a set of priorities as is 'practicably possible' in the new financial year. The introduction of the Well-being of Future Generations (Wales) Act 2015 (WBFGA) also places a legal requirement for public bodies to set and publish 'Well-being Objectives' and publish by a specific date of no later than 31st March 2018.	Public Protection
The Gwent VAWDASV Strategy.	To seek Cabinet approval for the Regional Gwent Violence Against Women, Sexual Violence, and Domestic Abuse Strategy 2017-22. The purpose of this strategy is to set out the regional integrated approach to stop violence against women, domestic abuse and sexual violence, to improve the health and well-being of individuals and families affected by abuse and hold to account those who perpetrate such abuse.	Public Protection
Future Regeneration Projects – Development Funding Use of Directorate Resources.	To seek Cabinet approval for the use of the Directorate's Reserve exceeding 100K.	M. S. Williams

25TH APRIL 2018	Key Issues	Service Area
Programme for Procurement.	The Programme for Procurement sets out the Council's vision for developing and managing its third party expenditure in line with the Council's wellbeing objectives, Wales Procurement Policy and UK legislation. The Council is committed to ensuring it achieves value for money from its third party procurement expenditure – circa, £170,000,000 per annum. It also recognises the value of using procurement to support its wider Cultural, Social, Economic and Environmental objectives, in ways that offer real long-term benefits to the community it serves and the people of Wales, whilst balancing the issues of value for money.	Procurement
Rechargeable Repairs and Appeals Panel.	To consider revising the way in which requests for second stage formal reviews for rechargeable repairs are considered.	Housing
Bedwellty School Site Playing Fields.	To seek the views from Cabinet to declare two football fields situated within the grounds of the former Bedwellty Comprehensive School, Aberbargoed as surplus and commence consultations that could allow the sale of the site for residential development.	Communities

## Cabinet Forward Work Programme (Scrutiny)

### APPENDIX 2

Sustainable Urban Drainage Systems Approval Body (SAB).	To update members regarding the new statutory function CCBC has to establish in regard to a SuDs Approval Body (SAB) under Schedule 3 of the Flood and Water Management Act 2010 and seek Cabinet approval to establish a structure to deliver the SAB.	M. Lloyd
21st Century Schools Consultation.	To seek Cabinet endorsement on the proposals contained within the 21st Century Schools and Education Band B Strategic Outline Programme 2019 – 2026.	Education

16TH MAY 2018	Key Issues	Service Area
Property Review Report		Property M. Williams

Page 1

30TH MAY 2018	Key Issues	Service Area
Sheltered Housing Schemes – Eastern Valleys Area Remodelling.	To provide members with proposals for remodelling a small number of sheltered housing schemes in the eastern valley, in order for members to consider a number of options which may include improvements, remodelling, alternative use and possibly demolition.	Housing
Affordable Homes New Build Proposals.	To confirm the new build Council Housing programme, including the preferred delivery option in order for the Council to utilise the Affordable Housing Grant funding that has been allocated to CCBC.	Housing
Review of Town Centre Management.	To seek Cabinet approval for revision of the Council's current Town Centre Management model.	D. Whetter
Sport and Leisure Strategy.	To seek approval to go to Consultation.	R. Hartshorn

13TH JUNE 2018	Key Issues	Service Area
Equalities and Welsh Language Annual Reports.	To update Members on the progress made during the financial year 2017/18 against targets in the Council's current Strategic Equality Plan and Welsh Language Scheme and seek Cabinet approval for submission of the annual monitoring and improvement reports to the relevant commissions before the	Policy



## Cabinet Forward Work Programme (Scrutiny)

### APPENDIX 2

	deadline dates.	
<b>27TH JUNE 2018</b>	<b>Key Issues</b>	<b>Service Area</b>

<b>11TH JULY 2018</b>	<b>Key Issues</b>	<b>Service Area</b>
Corporate Risk Register.	To provide an update of the Corporate Risk Register in accordance with the Council's Risk Management Strategy. The updated Corporate Risk Register (CRR) is presented to Audit Committee so there is opportunity for the Committee to satisfy itself that appropriate arrangements are in place for the council's risk management processes to be regularly and robustly monitored and scrutinised.	Public Protection
Street Lighting.	To agree a future strategy.	M. Lloyd
Town Centre Events Programme.	To agree future strategy for events.	D. Whetter
Pontllanfraith Leisure Centre.	To agree the future of the Leisure Centre in the context of the Leisure Review.	M. S. Williams

<b>25TH JULY 2018</b>	<b>Key Issues</b>	<b>Service Area</b>

<b>19TH SEPTEMBER 2018</b>	<b>Key Issues</b>	<b>Service Area</b>
Air Quality Options Appraisal.		Public Protection

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## **POLICY AND RESOURCES SCRUTINY COMMITTEE – 10TH APRIL 2018**

**SUBJECT: REVIEW OF THE RECHARGEABLE REPAIRS AND APPEALS PANEL**

**REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES AND SECTION 151  
OFFICER**

- 
- 1.1 The attached report was presented to the Caerphilly Homes Task Group on 29th March 2018.
  - 1.2. The views expressed at the meeting and the recommendations of the Caerphilly Homes Task Group will be reported verbally to the Policy and Resources Scrutiny Committee
  - 1.3 Members are asked to consider the contents of the report and make a recommendation to Cabinet.

Author: R. Barrett, Committee Services Officer, Ext. 4245

Appendices:

Appendix 1 Report to Caerphilly Homes Task Group on 29th March 2018 - Agenda Item 5



## CAERPHILLY HOMES TASK GROUP - 29TH MARCH 2018

**SUBJECT: REVIEW OF THE RECHARGEABLE REPAIRS AND APPEALS PANEL**

**REPORT BY: DIRECTOR – SOCIAL SERVICES AND HOUSING**

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### 1. PURPOSE OF REPORT

- 1.1 To obtain the views of the Caerphilly Homes Task Group on the review of the operation of the Rechargeable Repairs and Appeals Panel and the need to consider revising the way in which second stage reviews are considered, prior to its presentation to the Policy and Resources Scrutiny Committee and Cabinet.

### 2. SUMMARY

- 2.1 The Rechargeable Repairs Policy was approved at Cabinet on the 18<sup>th</sup> March 2015. The Policy included a revised review process that allows tenants to request an independent review of their recharge if they have good reason to disagree with a previous decision made by officers/managers.
- 2.2 There are currently three stages to the process:
- An informal review by officers
  - A first stage formal review by a manager
  - A second stage formal review, undertaken by the Rechargeable Repairs and Appeals Panel. The Panel makes a recommendation to the Chief Housing Officer on whether the recharge should be upheld. The Chief Housing Officer's decision is final.
- 2.3 This second stage review by a panel replaced the second stage of the Corporate Complaints Procedure with regards to recharges only. The Panel was suggested by the Repairs and Improvements Group in August 2014 when consulted on the introduction of the Rechargeable Repairs Policy and was considered an opportunity to involve tenants and Members in reviews.
- 2.4 This report provides information on the second stage reviews considered by the Panel to date, including outcomes and recommends that, due to the extensive additional resources required in facilitating the panel, cost implications, consequential delays in decision making and the limited number of cases being brought forward, the use of a panel for second stage reviews be replaced with a procedure that would mirror the second stage of the Corporate Complaints Procedure.
- 2.5 It is further proposed that alternative arrangements be put in place to ensure that the quality and consistency of decision making in relation to reviews is maintained, and to keep tenants informed about decision making in respect of rechargeable repairs.

### **3. LINKS TO STRATEGY**

- 3.1 The Single Integrated Plan 2013-2017 has a priority ‘to improve standards of housing and communities, giving appropriate access to services across the County Borough’.
- 3.2 Caerphilly County Borough Council 2013/17 Corporate Priorities include: CP7 - Invest in our Council homes and their communities to transform lives.
- 3.3 Caerphilly County Borough Council’s Well-being Objectives in 2017/18 include: WBO5 – Investment in Council homes to transform lives and communities.
- 3.4 The Wellbeing of Future Generations Act 2015 sets out the following wellbeing goals which link with the aims of this report:-
- A resilient Wales
  - A prosperous Wales
  - A healthier Wales
  - A more equal Wales
  - A Wales of cohesive communities
  - A globally responsible Wales

### **4. THE REPORT**

- 4.1 The Council as a Landlord has an obligation to keep its housing stock in a good state of repair. When repairs are reported they are completed at no cost to the tenant, providing the repair is a Landlord responsibility and is required as a result of fair wear and tear. This usually means where the fixture or fitting has worn out or has come to the end of its natural life. Tenants have a responsibility to act responsibly and maintain their homes to a satisfactory standard and when a repair has been identified as not being caused through fair wear and tear, the Council may recharge the cost of the repair to the tenant or former tenant in the case of a void property.
- 4.2 The majority of tenants and former tenants are unlikely to be recharged for undertaking repairs, however, the Rechargeable Repairs Policy is in place to deal with situations where tenants may fail to act responsibly or maintain their homes to a satisfactory standard.
- 4.3 The Rechargeable Repairs Review Procedure allows tenants to request a review against their recharge if they have good reason to disagree with a decision. This may be because they consider:
- The reason for the recharge is incorrect.
  - The cost is incorrect.
  - They have special circumstances which have not been properly assessed or taken into consideration.
- 4.4 There are currently three stages to the review process:
- 4.4.1 An informal review where the recharge is considered by the officer who was originally responsible for identifying the recharge who takes into account any new information that has been provided by the tenant. If there is no new information or where it is considered that the additional information is insufficient to justify a revised decision, the recharge will be upheld.
- 4.4.2 A first stage formal review is considered by a Housing manager where the tenant has provided further new information. A decision is made on whether there is evidence that the recharge is inappropriate or where it is felt that discretion should be applied.

- 4.4.3 Where the tenant remains dissatisfied with the decision a second stage formal review is undertaken by the Rechargeable Repairs and Appeals Panel. The Panel's role is to examine the earlier reviews and to make a recommendation to the Chief Housing Officer for consideration on whether or not the recharge should be upheld. The Chief Housing Officer's decision is final and no further internal review can be undertaken.
- 4.5 The Rechargeable Repairs and Appeals Panel replaced an arrangement whereby the second stage of the Corporate Complaints Procedure was utilised to consider second stage requests for review of a recharge. The Panel was introduced following a consultation process carried out in 2014 with the Repairs and Improvements Group on the proposed introduction of the Rechargeable Repairs Policy. The Group suggested that tenant representatives should be involved in the recharge review process. The Rechargeable Repairs and Appeals Panel was considered an opportunity to involve tenants and local Members in considering requests for reviews.
- 4.6 The Terms of Reference of the Panel are to monitor the number of recharges raised, discretions applied and outcome of reviews at both the informal stage and Stage 1 of the review process in order to identify any particular trends and evaluate previous decisions. This enables outcomes of the policy to be measured for consistency.
- 4.7 The membership of the panel comprises:
- Tenancy Enforcement Manager/Older Persons Housing Manager (Chair)
  - An Area Housing Manager
  - A Council Member representative
  - One tenant representative
  - Public Sector Housing Manager (advisory capacity if required, no vote)
- The quorum for the meeting is 3 members, one of whom must be a Council Member representative or tenant representative. Additional officers are also required to attend Panel meetings to present cases for review when required and to benefit from learning outcomes in relation to consistency of decision making.
- 4.8 The Panel is programmed to meet on a monthly basis, and monitor the number of recharges raised, number and nature of cases where discretion is applied and the outcome of reviews at the informal stage and Stage 1 of the review process, in order to identify any particular trends and evaluate previous decisions. This enables outcomes of the policy to be measured for consistency.
- 4.9 Two Local Councillors and two tenants have been appointed to the Panel. It was agreed that, if available, all four panel members could attend each meeting as a learning exercise, but before the start of each meeting a decision would be taken as to who would be the voting representatives.
- 4.10 The introduction of the Panel took longer than anticipated to establish, during which time reviews continued to be considered in accordance with the Corporate Complaints Procedure, however following selection of panel members and completion of training the Panel first met in August 2016.
- 4.11 An internal audit undertaken on the former recharge procedure in 2014 identified inconsistency in the number of recharges being raised from each decentralised Housing office so during this interim period operational processes were reviewed and amended in an effort to improve consistency in the approach to recharge decisions, reviews and the use of discretion, which has led to a reduction in the number of requests for second stage reviews being received.
- 4.12 In total, to date, the Panel has been asked to consider only 9 second stage reviews and in each case the Panel's recommendation to the Chief Housing Officer was the recharge should remain. One case was subsequently overturned by the Chief Housing Officer and the recharge was withdrawn.

- 4.13 A number of changes have been made to procedures as a direct result of the Panel's discussions:
- September 2016 – Recharge letters amended to include information on the Council's insurance policy.
  - July 2017 – Housing Repair Operatives to take timed and dated photographs of front doors when they fail to get access as proof of their visit.
  - October 2017 – Wording of appointment letter amended (for glazing measurement) to make it clear that tenant or representative needs to be available to allow access inside the property.
- 4.14 Statistics have been presented to the Panel so that consideration could be given to the consistency of relative numbers of recharges raised across the two Area and two Neighbourhood Housing Offices and that discretion has been applied appropriately. A number of Stage 1 review cases have also been presented to evidence consistency.
- 4.15 Following Local Government elections in 2017 new Members and tenant representatives were appointed to the Panel.
- 4.16 It is evident that the number of second stage reviews being requested has reduced and been less than anticipated, leading to a number of Panel meetings being cancelled. Between August 2016 and 31st March 2017 four cases with a total value of £5,746.35 were presented to the Panel, with five cases in 2017/18, totalling £380.83, all of which were upheld. This compares with 17 cases in 2014/15, of which 8 were upheld and 14 cases in 2015/16, again 8 were upheld.
- 4.17 The average value of recharges being considered by the Panel in 2017/18 has been £76.16 with several less than £30 and, whilst the Rechargeable Repairs Policy is considered to have a significant impact in ensuring that tenants keep their property in a good state of repair, the costs involved in implementing the Recharge Review and Appeals Panel process are considered by officers to be disproportionate to the benefits achieved.
- 4.18 The staff resources associated with the Panel are considerable when compared with the use of the Corporate Complaints Procedure for second stage reviews. It has been established that the preparatory and investigative work involved in facilitating the Panel mirrors almost exactly that of the Corporate Complaints process previously utilised so that all costs associated with the Panel in carrying out second stage reviews, including attendance by Officers, Members and tenants are additional. There are also significant additional printing, redaction and postage costs necessitated by the Panel process.
- 4.19 It has been identified that the Panel process delays decision making in relation to second stage reviews as cases cannot be referred to the Panel until investigations have been fully completed. This necessitates a delay of up to one month to coincide with Panel meetings but this has on occasion been extended due to an initial Panel not being quorate.
- 4.20 Were the Panel to be discontinued it would be necessary to implement an alternative procedure for decision making . It is recognised that an officer panel would also need to meet regularly to ensure that the progress made to date in improving consistency in the application of the Rechargeable Repairs Procedure is sustained. A reporting mechanism would also be required to inform tenant representatives on decisions taken by officers in relation to informal, first and second stage reviews of rechargeable repairs.
- 4.21 It is considered that the introduction of a procedure that mirrors stage 2 of the Corporate Complaints Procedure for the investigation of second stage reviews of rechargeable repairs would be an appropriate replacement for the Panel. The investigative process, which has been proven to be effective, would remain unchanged, but the additional time and resources necessitated by the Panel process would be avoided. Final decisions in respect of these reviews would be made by the Public Sector Housing Manager or Chief Housing Officer.

## 5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 This report contributes to the Well-being Goals as set out in Links to Strategy above. It is consistent with the five ways of working as defined within the sustainable development principle in the Act in that:

**Long Term** – improving and future proofing our properties; providing affordable housing for tenants; providing a fair and transparent service to tenants.

**Prevention** – providing well maintained, safe, warm and secure homes; preventing disrepair and promoting low maintenance for the future.

**Integration** – improved standards of housing and community environments.

**Collaboration** – joined up working arrangements within in-house teams and cost effective procurement arrangements.

**Involvement** – tenant meetings, consultation and information updates to obtain the views of the residents.

## 6. EQUALITIES IMPLICATIONS

- 6.1 An Equalities Impact Assessment is not needed as this report is recommending changes to the manner in which existing recharges are reviewed, therefore the Authority's full EIA process does not need to be applied.
- 6.2 Any Equalities issues that become apparent from conducting the review of the operation of the Rechargeable Repairs and Appeals Panel will be taken on-board and the policy amended.

## 7. FINANCIAL IMPLICATIONS

- 7.1 Were the Panel to be discontinued costs associated with the investigation of recharges by officers and associated decision notifications would remain unchanged as these processes are fully replicated in the Corporate Complaints Procedure however, there would be a saving to the Housing Revenue Account:
- Costs associated with producing and distributing documentation, reports, redacted information and copies of all paperwork for all Panel members.
  - Costs incurred in ensuring attendance at meetings e.g. taxi fares for tenants at approximately £40 per meeting, mileage expenses for Officers, hourly rate of Officers preparation for and attendance at meetings.
- 7.2 To date, these costs have outweighed the actual cost of the recharges being reviewed. Whilst the nine recharges being reviewed totalled £6127.18 (of which 1 recharge accounted for £5,634.95, the remaining 8 recharges combined totalled £492.23) preliminary data analysis has shown that the average cost of convening each Panel meeting is £660 excluding printing, redaction, postage and staff mileage costs. These costs are additional to the charges incurred when utilising the former process.

## 8. PERSONNEL IMPLICATIONS

- 8.1 Should the Rechargeable Repairs and Appeals Panel be discontinued this would free up Housing Officer and Housing Manager time associated with preparation for and attendance at Panel meetings.
- 8.2 There would be a saving in Officer time in the Tenant and Communication and Involvement Team in facilitating, preparing for and presenting at meetings, however this team would continue to undertake the investigative work associated with second stage reviews. Final decisions on second stage reviews would be taken by the Public Sector Housing Manager or Chief Housing Officer.



- 8.3 An Officer panel would be required to meet regularly to ensure that the progress made to date in improving the quality and consistency of decision making in relation to the rechargeable repairs review process continues.

## 9. CONSULTATIONS

- 9.1 The report reflects the views of the consultees.

## 10. RECOMMENDATIONS

It is recommended that:

- 10.1 The Rechargeable Repairs and Appeals Panel be discontinued.
- 10.2 All second stage reviews of rechargeable repairs be investigated using a process that mirrors the second stage of the Corporate Complaints Procedure.
- 10.3 Monitoring of consistency of implementation of the Rechargeable Repairs Procedure in relation to requests for review and the application of discretion be undertaken by a Housing Manager Panel on a quarterly basis.
- 10.4 An annual report is provided to the Repairs and Improvement Group on the number, nature and outcome of second stage reviews of rechargeable repairs considered under the revised procedure, together with decisions taken in respect of informal and stage 1 formal reviews.

## 11. REASONS FOR THE RECOMMENDATIONS

- 11.1 Due to the reduction in the number of recharge reviews being requested by tenants and the progress made in evidencing consistency of decision making, it is not considered to be cost effective to continue with the Rechargeable Repairs and Appeals Panel.

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Appendices:  
Appendix 1 Rechargeable Repairs Policy

CAERPHILLY HOMES  
HOUSING SERVICES  
RECHARGEABLE REPAIRS POLICY

JUNE 17

## Rechargeable Repairs Policy

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## 1. Introduction

Caerphilly Homes is committed to providing a responsive and effective housing repairs and maintenance service. This is to ensure high levels of tenant satisfaction and to protect the value of its housing stock.

The council as Landlord has an obligation to keep its housing stock in good repair. We will do this when repairs are reported, with no cost to the tenant, providing the repair is a Landlord responsibility and is required as a result of fair, wear and tear. This normally means where the fixture or fitting has worn out or has come to the end of its natural life.

The majority of tenants keep their homes in good condition but there are some who do cause damage deliberately or through neglect. Where such jobs are required, we call these rechargeable repairs. We do not want the tenants who look after their homes to share the costs of repairs for those who do not.

Caerphilly Homes will ensure that no individual is discriminated against on grounds of their ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

Caerphilly Homes will ensure the promotion of equal opportunities by publishing information and documentation in different languages and other formats such as large print, tape and Braille as required. An Equality Impact Assessment was undertaken on this Policy prior to its implementation

Where a repair is found to be the tenant's responsibility, the tenant, in some circumstances may have the option to undertake the repair themselves. However, in order to ensure the repair is completed to the required standard this will be monitored. Where ever possible the tenant will be advised prior to the work being undertaken.

Repairs that require a qualified tradesman to undertake the repair or where the repair may lead to health and safety concerns will be completed by Caerphilly Homes, and the tenant recharged for the full costs.

The council offers all tenants of Caerphilly Homes an insurance policy which will cover certain repairs for which the council is not responsible. Tenants also have the option of paying an additional premium to cover accidental damage.

A Recharge Procedure is in place for staff guidance to ensure consistency is applied across the borough. The Policy and Procedure will be reviewed annually unless legislative changes require that it be reviewed earlier.

Tenants Representatives have been consulted and contributed to the development of this policy.

## **2. Objectives of the Policy**

- To give guidance on the circumstances where repairs will be recharged
- To give guidance on the circumstances where discretion will be exercised – see Appendix 1 for Exceptional Circumstances
- To outline the recharge process for repairs
- To inform tenants how to request a review or dispute the recharge – see Appendix 3
- To show how rechargeable repairs will be monitored in order to maintain equality and to seek continuous improvement.

## **3. Policy Statement**

The Tenancy Agreement states that the tenant is responsible for paying the Council on demand any costs it incurs as a result of:

- willful damage
- neglect or negligence by the tenant or any person residing in or visiting the property
- the removal of any unauthorised alterations or improvements to the property and any necessary reinstatement work
- failure by the tenant to carry out, within a reasonable time, any repair to the property which is their responsibility.

## **4. Principles of the Policy**

The overall aim of the Recharge Policy is to contribute to the efficient maintenance of the Council's housing stock and to ensure that properties and expenditure are managed effectively. The principles which inform this aim are as follows:-

- 4.1 To efficiently and cost effectively manage tenancies by emphasising both the rights and responsibilities of tenants. Not raising rechargeable bills would deprive the Council of much needed income and increase the costs of the service and rental levels to all of our tenants.
- 4.2 To promote the provision of homes at affordable rents and in return expect our tenants to act responsibly and look after their homes.

- 4.3 To always consider the needs of vulnerable tenants. Exceptional circumstances will be taken into consideration and criteria will be used to assess exceptional circumstances. See Appendix 1.
- 4.4 To negotiate sustainable and affordable repayment plans with tenants/former tenants for rechargeable repairs.
- 4.5 To provide a repairs and maintenance service which is fair to all tenants, open, transparent and with recharges being consistently applied.

## 5. Rechargeable Repairs Definitions

Repairs that have been completed by Caerphilly Homes or it's appointed Contractors which are the tenants/former tenants responsibility are as follows:

- Neglect – preventable damage caused by the tenant failing to take the appropriate action or through carelessness.
- Property Clearance – During a tenancy or when a tenancy ends there will be a recharge raised for works identified as a tenant's responsibility. This includes clearance of any rubbish and personal belongings that have been left in the attic, garden, garage, out buildings and communal areas.
- Damage – caused by actions of the tenant, former tenant, tenants family, invited guests or a contractor employed by the tenant.
- Accidental Damage – where damage has occurred unexpectedly and without malice
- Criminal Damage – Where the tenant has reported that the damage to the property occurred as a result of either criminal or anti-social behaviour. A 'Declaration of Truth' form is sent to the tenant which should be returned within 14 days. If the Declaration of Truth form is not returned or the incident is not reported to the Police a recharge will normally be applied.
- Domestic Abuse – Damage to the property where the tenant has reported an incident to the Police, which is subject to a Domestic Abuse Conference Call (DACC). If the perpetrator remains living at the property or the tenant remains in the relationship and does not take action against that person the damage will normally be recharged.
- No Access – The tenant is recharged for the cost of a failed appointment when prior arrangements have been made to carry out a repair and no access is available at the agreed time. However if the Council fail to attend an appointment at the agreed time compensation to the tenant based on the standard charge will be considered, providing loss of income is evidenced. This includes no

accesses for annual services to gas/solid fuel central heating appliances.

- Abuse of the Emergency Service – Tenants are recharged for misuse of the Out of Hours Emergency Service when it is clear that the repair could have waited until the following working day. Callers are advised of this on the emergency service recorded message and are then reminded when questioned by the Standby Operators who follow a standard script.
- Tenant Responsibility – Tenants who use the Repairs Service including the Out Of Hours Emergency Service for reporting a repair that is later found to be the tenant's responsibility will be recharged for all costs incurred by the authority.
- Tenants Alterations – If a tenant has undertaken unauthorised alterations to the property, which are not to the Councils required standards and the tenant fails or refuses to undertake the remedial works, then the Council will undertake the works in default, and the tenant recharged the full cost.
- Owner Occupiers – shared maintenance responsibility. This involves any part of the structure or a fixture that is shared with an adjoining council property such as chimney stacks, paths and fences. The private owner will be liable for costs incurred by the Council on their behalf.
- Leaseholders – these are costs for repairs undertaken to the structure of the building and are charged annually. The leaseholder would not be recharged for the full cost of the work; they would pay a share, in accordance with the terms of their lease, which depends on the number of flats in the block.

## **6. Rechargeable Repairs Criteria (the list is not exhaustive)**

### **End Of Tenancy Works**

1. Any work carried out after vacating the premises to repair damage caused to the property or to replace missing or broken fixtures and fittings. This also includes cleaning and decoration.
2. Broken floor tiles following removal of tenant installed floor covering
3. Forced entry and associated damage where no keys returned to include house, garage, shed.

4. Clearance of property, garden and outbuildings
5. Fumigation or extermination costs
6. Removal and making good tenants unauthorised or substandard alterations, including garden.

### **Response Repairs**

1. Any damage identified as being caused by the neglect or carelessness of the tenant, members of the tenant's household, or his/her visitors, lodgers or pets. This also includes unacceptable hygiene conditions, decorative standards and conditions of garden (and accumulation of rubbish).
2. Replacement of all door locks including garages and sheds.
3. Forced entry and associated damage (to include following loss of keys, Police entry, emergency service etc.)
4. All glazing internal and external including board up
5. Broken/damaged sanitary fittings
6. Electric works where loss has been caused by the tenant's appliance i.e. cooker or by accidental damage to the wiring in the property.
7. Electric safety checks following tenants alterations including light fittings.
8. Damage to the heating and hot water system or associated fittings i.e radiators.
9. Cost of Contractors wasted visit for inspection/repair of gas or electrical fittings due to lack of supply caused by tenant not crediting card/key
10. No access call on appointment (01 - OOH, 02, 03)
11. Blocked sinks, wash hand basins, baths and toilets unless a structural defect i.e. cracked drain causes blockage.
12. Replacement of bulbs, fuses and fluorescent tubes except in communal areas.
13. Abuse of Out Of Hours Emergency Service when repair does not fall within emergency criteria.



14. Use of Out of Hours Emergency Service when repair is tenant's responsibility.
15. Removal and making good tenants unauthorised or substandard alterations or any work carried out to fixtures, fittings or appliances installed by or belonging to the tenant, or to alterations the tenant may carry out during the tenancy, in order to make them safe.
16. Damaged caused to another property through tenant misuse or neglect. i.e. bath overflowing into ground floor flat.
17. Re-fixing radiators following redecoration
18. Renewing fire fronts if damaged or painted
19. Owner/Occupier joint responsibility e.g. chimney stacks, fencing

## **7. Cost of Repairs**

- 7.1 The cost of the repair will be recharged as shown in Appendix 2.
- 7.2 No charge will be made for any additional administration or 'handling' fees.
- 7.3 A minimum job cost will apply on all repairs carried out and this will be forwarded onto the tenant/former tenant. There is no set maximum price limit. An exception to this is the cost of any repairs undertaken by Contractors employed by Caerphilly Homes where the actual cost charged to Caerphilly Homes will be forwarded onto the tenant.
- 7.4 Where the tenant uses the Council's out of hours emergency service due to accidental or criminal damage (not fair wear and tear), the recharge will depend on the damage that has been caused and where it relates to criminal damage, consideration will be given to a recharge subject to the receipt of a declaration of truth form. Where a recharge applies this will be for the cost of the call out in addition to the cost of any repair undertaken.
- 7.5 Where a tenant uses the Council's emergency service for non-emergency repairs such as calls which could wait until the next working day, the tenant will be recharged for the cost of the call-out but not for the cost of the repair.
- 7.6 Where a prior appointment has been made with the tenant to carry out a repair and access is not available the tenant will be recharged for the cost of the no access call at the standard rate. (no minimum charge applies). Where the Council fail to attend an appointment at the agreed time and subject to financial loss being evidenced, compensation to the tenant based on the standard no access rate will be considered.

## **8. Monitoring**

- 8.1 The Policy will be reviewed in consultation with Tenants Representatives, staff and other stakeholders.
- 8.2 The Policy will be reviewed annually unless there are any reasons, such as legislative changes, requiring that it be reviewed earlier.
- 8.3 In order to comply with its service commitments, it is important that we monitor the effects of the rechargeable repairs procedure. Areas to be monitored are as follows:
  - Amount recharged and income collected
  - Number of rechargeable repairs raised at each housing office divided between void and response recharges
  - Consistency in relation to the reason for recharging and the type of repairs recharged
  - Target times for recharges being raised

## **9. Review Process**

See Appendix 3 for the Reviews Procedure

- 9.1 The Council Housing Repairs System allows tenants to request a review against their recharge if they have good reason to disagree with a decision. This could be because: -
  - The reason for the recharge is incorrect
  - They think the cost is incorrect
  - They think they have special circumstances which have not been properly assessed or taken into consideration
- 9.2 Current and former tenants have the right to a review by contacting their local housing office.
- 9.3 Throughout this process tenants may wish to take advice from an independent source such as the Citizens Advice Bureau, Law Centre or Solicitor.

## **10. Links to other relevant Policies/Documents**

- Tenancy Agreement
- Tenants Handbook
- Rechargeable Repairs Policy
- Empty Property Management Procedure
- Complaints Policy
- No Access Procedure
- No Access for Annual/bi annual Servicing of Gas/Solid Fuel Central Heating Appliances
- Rechargeable Repairs Leaflet
- Tenants Maintenance Responsibilities
- Response Repairs Joint Responsibility Procedure
- Landlords Consents Procedure
- Termination of Tenancy Procedure
- Leaseholders Handbook

## **APPENDIX 1**

### **EXCEPTIONAL CIRCUMSTANCES**

Each case must be assessed and discretion not to recharge may be exercised by Council staff, depending on the circumstances affecting the individual case. In considering when discretion should be exercised and a recharge waived in full or in part, account will be taken of:

- Tenants Age
- Tenants Health
- Disability issues (physical, mental or learning)
- Domestic Abuse
- Harassment or victimisation (including issues of hate crime against any of the protected characteristics listed on page 3 of the policy)
- Reasons for the repair
- Tenants ability to carry out repair
- History of previous rechargeable repairs and
- Legal (criminal) action being taken. Confirmation must be provided by either the Police, a Legal Representative or directly from the Court. A crime incident number or log/reference number alone is not normally sufficient.

## **APPENDIX 2**

### **RECHARGEABLE REPAIR RATES**

The following rechargeable rates will apply when staff raise the following works orders: -

Rates will be revised annually from the 1<sup>st</sup> April.

#### **No Access = £28.81**

A no access charge is payable for failed appointments, this charge is based on covering a percentage of the operatives time, transport and administration for processing the work.

#### **Out of Hour calls (Stand-by) = £95.42**

A call out charge is payable for reports of accidental or criminal damage (not fair wear and tear). This charge is based on covering the costs for employing the operative for this service, plus transport and administration for processing the work. Material costs are not included in the call out charge and will be calculated separately.

#### **Small Repairs = £44.71**

Examples of a small repair include the replacing of door locks or the repairing of a leaking tap or leaking toilet.

The cost will include travel to the property, all materials and labour costs and up to 1 hour of the operative's time to complete the job.

#### **Medium Repairs = £89.41**

Examples of a medium repair include the replacing of toilet pans or one internal door

The cost will include travel to the property, all materials and labour costs and up to 2 hours of the operative's time to complete the job.

#### **Large Repairs = £178.82**

#### **Extra Large Repairs + £388.30**

Examples of a large and extra large repairs include the replacing of a wash hand basin or kitchen unit.

The cost will include travel to the property, all materials and labour costs and up to 4 hours of the operative's time to complete the job.

The following repairs will attract additional material costs due to them being high value items:

Small Repair - electric showers and gas or electric meter doors

Medium Repair - kitchen and bathroom extractor fans

Larger type repair works over 4 hours will be calculated either using the authorities agreed Schedule of Rates which are used for the specification and pricing of repair works including materials and labour, or by means of a quotation if the work is required to be completed by an external contractor

**With the exception of No Access calls or calls where no work was undertaken i.e. tenant refused work, all repair costs will be subject to VAT.**

## **APPENDIX 3**

### **REVIEW PROCEDURE**

#### **Non-Statutory Review**

The Council Housing Repairs Policy allows tenants to ask for a review against their recharge if they have good reason to disagree with a decision. This could be because: -

- The reason for the recharge is incorrect
- The tenant thinks the cost is incorrect
- The tenant thinks there are special circumstances, which have not been properly assessed or taken into consideration

#### **THE PROCEDURE**

We will do our best to help tenants without them having to use this procedure but if it does become necessary then this is what will happen: -

1. There are two stages to this procedure as follows:
  - Informal Review

Tenants will be written to as soon as it has been identified that a recharge will be made giving an estimated cost. If the recharge is disputed for any of the reasons listed above, they should contact the Housing office within 21 days of the Council's notification, giving reasons. If this review is unsuccessful and the work is completed, they will be written to again with an actual cost.

If they have already requested a review against the reason for the recharge we can only consider a further request at this informal stage if they disagree with any additional cost or where there may be special circumstances to be considered.

If they disagree with the recharge they must contact the housing office within 21 days giving their reasons. The Officer responsible for the original decision will carry out the review and will write to them inform them of their decision.

- Formal Review

If they are not satisfied with the decision of the informal review then a formal review can be undertaken. They must again contact the housing office within 21 days of the

date of the informal review letter, providing clear reasons as to why they consider that the decision is unfair or unreasonable.

A Housing Manager will carry out this review who will inform them of their decision.

It is essential that they provide clear reasons or additional information that they believe was not taken into account on the informal review to allow this review to be undertaken. No formal review can be undertaken if they fail to do this. They will be advised if this is the case.

If the tenant/former tenant remains dissatisfied following receipt of this decision then a second stage formal review can be undertaken. The tenant/former tenant should again contact the housing office within 21 days providing clear reasons as to why they consider that the decision was unfair or unreasonable.

At this stage the review will be considered by the Recharge Review Panel whose role will be to examine the earlier reviews and make a recommendation to the Chief Housing Officer for his consideration on whether or not the recharge should be upheld. The Chief Housing Officer's decision is final and no further review can be undertaken. The Chief Housing Officer will write to you to inform you of the decision.





## **POLICY AND RESOURCES SCRUTINY COMMITTEE – 10TH APRIL 2018**

**SUBJECT: AFFORDABLE HOMES IN NEW DEVELOPMENTS**

**REPORT BY: INTERIM HEAD OF PLANNING**

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### **1. PURPOSE OF REPORT**

- 1.1 To provide an update on the delivery of Affordable Housing through the planning process and other mechanisms.

### **2. SUMMARY**

- 2.1 It is a statutory requirement that the Council submits an Annual Monitoring Report (AMR) to the Welsh Government (WG) that monitors whether or not the Caerphilly County Borough Local Development Plan up to 2021 is being implemented successfully. The overall purpose of the AMR is to identify whether the LDP Strategy, or any the Strategy Policies are not being implemented and if they are not identify steps to rectify this.
- 2.2 The delivery of affordable housing through the planning system forms part of the monitoring process. The AMR is reported to Council in October of each year and includes figures on the number of affordable units that have been delivered during the monitoring period 1<sup>st</sup> April to 31<sup>st</sup> March each year, together with the cumulative number of affordable units that have been delivered specifically through the planning system and through all delivery mechanisms.
- 2.3 Members have requested a six monthly update to be considered by Scrutiny Committee in April of each year to consider the overall delivery of affordable housing, and site specific delivery against the area-specific targets set out within the LDP. This report provides information on the number of affordable houses that have been built through the planning system during the LDP plan period, together with the amount of affordable housing secured in each year as part of Section 106 agreements. The report also contains information on the number of affordable units delivered through other mechanisms.

### **3. LINKS TO STRATEGY**

- 3.1 The Well-being of Future Generations Act (Wales) 2015 comprises seven wellbeing goals as follows:
- A prosperous Wales
  - A resilient Wales
  - A healthier Wales
  - A more equal Wales
  - A Wales of cohesive communities
  - A Wales of vibrant culture and thriving Welsh language
  - A globally responsible Wales.

- 3.2 Sustainable Development has been at the heart of the planning system, its policies and practices since the introduction of Planning Policy Wales in 2002. Therefore the seven well-being goals and five governance principles of the Act are already enshrined in the Caerphilly County Borough Local Development Plan up to 2021 through the plan preparation process and implemented when decisions on planning applications are made. The LDP embodies the land-use proposals and policies of the Council and will contribute to the Well-being Goals within the Well-being of Future Generations Act (Wales) 2015.
- 3.3 The Council has a statutory duty to prepare and review a Local Development Plan for its area to provide the policy framework for the development and use of land within the County Borough. On 23 November 2010, the Council formally adopted the Caerphilly County Borough Local Development Plan up to 2021(LDP) and has since been monitoring the progress of the plan through its Annual Monitoring Report (AMR).
- 3.4 It also links to *People, Property & Places: A Housing Strategy for Caerphilly County Borough*, specifically aim 5 “to meet housing requirements through the provision of a range of good quality, affordable housing options” and aim 9 “to meet housing requirements and promote sustainable mixed communities through the Land Use Planning Framework.”
- 3.5 The delivery of affordable homes in Caerphilly County Borough will also contribute to the Welsh Government’s target of delivering 20,000 affordable homes within the current administration.

#### **4. THE REPORT**

- 4.1 It is a statutory requirement that the Council submits an Annual Monitoring Report (AMR) to the Welsh Government (WG) that monitors whether or not the Caerphilly County Borough Local Development Plan up to 2021 is being implemented successfully. The overall purpose of the AMR is to identify whether the LDP Strategy, or any the Strategy Policies are not being implemented and if they are not identify steps to rectify this.
- 4.2 The delivery of affordable housing through the planning system forms part of the monitoring process. The AMR is reported to Council in October of each year and includes figures on the number of affordable units that have been delivered during the monitoring period 1st April to 31st March each year, together with the cumulative number of affordable units that have been delivered specifically through the planning system and through all delivery mechanisms.
- 4.3 Members have requested a six monthly update to be considered by Scrutiny Committee in April of each year to consider the overall delivery of affordable housing, and site specific delivery against the area-specific targets set out within the LDP.

##### **Local Development Plan**

- 4.4 The Caerphilly County Borough Local Development Plan up to 2021 (LDP) is the statutory framework for the development and use of land within the county borough.
- 4.5 Policy SP15 of the LDP and its supporting text identifies an affordable housing target of at least 964 units to be delivered through the planning system through the use of planning obligations (Section 106 agreements) on qualifying sites, and through affordable housing exceptions proposals over the lifetime of the LDP. The delivery of affordable housing through the planning system will make a contribution towards meeting housing need.
- 4.6 The delivery of affordable housing through the planning system is through the implementation of Policy CW11 which states:

*Legal agreements will be required to ensure that there is provision of an element of affordable housing, in accordance with an assessment of local need, for all allocated and windfall housing sites that:*

- A Accommodate 5 or more dwellings; or
- B Exceed 0.15 ha in gross site area, or
- C Where the combined product of adjacent housing site proposals would exceed the thresholds set in A or B above

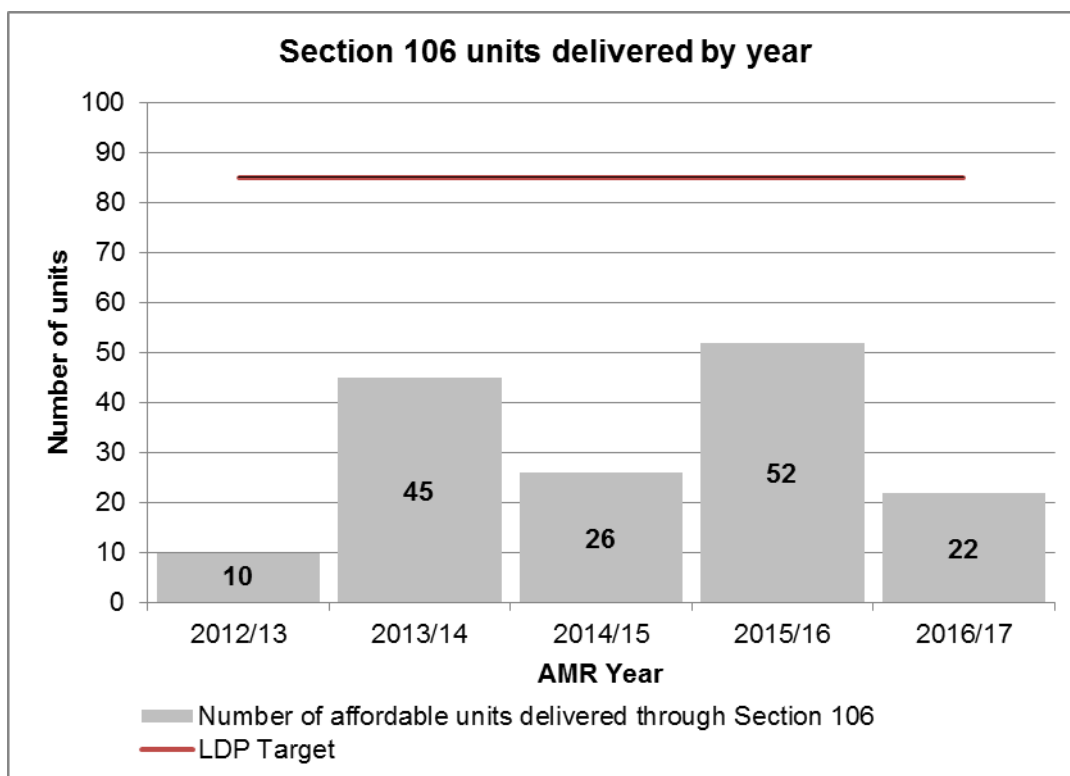
Where there is evidence of need, the Council will seek to negotiate the following affordable housing targets of:

- o 40% of the total number of dwellings proposed on sites within the Caerphilly Basin (excluding Aber Valley);
- o 25% in the Northern Connections Corridor (excluding Newbridge); and
- o 10% in the Rest of Caerphilly County Borough (including Aber Valley and Newbridge but excluding the Heads of the Valleys Regeneration Area)

4.7 As of the 2017 AMR, 251 affordable units had been built since the start of the plan period, which is less than a third of the overall target. A total of 96 of these units were built before the adoption of the LDP. All of these units had been secured through Section 106 agreements, with no units being delivered through the affordable housing exceptions policy to date.

4.8 Figure 1 shows the number of affordable units delivered by year as part of Section 106 agreements in the years since the LDP was adopted. It should be noted that the AMR uses information from the last published Joint Housing Land Availability Study (JHLAS), which relates to the previous year. Figure 1 also includes a comparison against the Affordable Housing Target set out in LDP Policy SP15 in annual terms, which equates to 85 units a year for the period between adoption and the end of the plan period. It will be noted that the actual number of units delivered through Section 106 agreements is significantly lower than the annual target.

**Figure 1 Section 106 units delivered by year**



Source: Caerphilly Annual Monitoring Reports

- 4.9 There are multiple reasons why affordable housing delivery has been lower than expected, but critically the number of Section 106 units that have been delivered is dependent on how many market sector units are delivered. Clearly, the decline in housebuilding as a result of the economic crash and recession resulted in a significant drop in housing completions compared to pre-2008 levels. Furthermore, the decrease in house prices in the years immediately after the crash as a result has had an impact on the viability of schemes. Average house prices in Caerphilly County Borough have only returned to the 2008 levels in the last year.
- 4.10 Policy SP15 is supported by Supplementary Planning Guidance on Affordable Housing Obligations (LDP1), which was originally adopted in 2011 and updated in July 2017. In line with the requirements of Planning Policy Wales, LDP1 indicates that the percentages sought are a 'target' rather than a mandatory requirement and where it can be demonstrated that it would not be viable to deliver affordable housing at the levels set out within the LDP, then lower levels may be accepted.
- 4.11 There have been a number of planning applications submitted where developers have been able to clearly demonstrate through the submission of a viability assessment that there are viability issues on a site specific basis. This has led to a number of cases where there has been a reduction in the percentage of affordable housing required. All viability assessments are given detailed consideration by appropriate officers or independent experts such as the District Valuer Service (DVS) to ensure that the assumptions used are robust. As part of this, consideration is given to any exceptional abnormal costs linked to ground conditions or other site constraints.

#### **Affordable Housing secured through Section 106 agreements**

- 4.12 Members have requested information on the number of affordable units that have been negotiated as part of Section 106 agreements. The table below provides a breakdown of figures negotiated in each year since the LDP was adopted in 2010. It identifies that there have been 498 units secured as part of signed Section 106 agreements, with £146,240 secured through commuted sums to be used for off-site affordable housing provision. Table 1 excludes Section 106s signed on sites that were expected to be delivered by Registered Social Landlords (RSLs), as the proportion of affordable units would normally exceed the policy requirements set out in the LDP.

**Table 1: Affordable housing secured through Section 106 agreements**

<b>Year</b>	<b>Number of affordable units granted permission as part of a signed Section 106</b>	<b>Commuted sums secured as part of a signed Section 106 agreement</b>
2011/12	22	
2012/13	18	
2013/14	49	
2014/15	16	
2015/16	42	
2016/17	170	
1 <sup>st</sup> April 2017 to 31 <sup>st</sup> January 2018	181	£146,240
<b>Total (including 1<sup>st</sup> April to 31<sup>st</sup> January 2018)</b>	<b>498</b>	<b>£146,240</b>

Source: CCBC Planning records

- 4.13 The number of units identified in Table 1 is based upon the indicative capacity of each site as identified as part of an outline or full planning application. Where subsequent detailed reserved matters applications are submitted, these numbers may be subject to change.
- 4.14 Policy CW11 sets out area-specific affordable housing targets based on an assessment of each area's ability to support the provision of affordable housing through the planning system. It is important to emphasise that these targets are indicative and, whilst it is expected that this level will be provided, consideration is given to any significant abnormal costs that may affect the viability of a scheme. This has resulted in lower levels of affordable housing being negotiated.
- 4.15 The level of affordable housing required by policy differs across the county borough so consideration should be given to the level of affordable housing secured on an area basis. A detailed list of all sites is included for information.

#### HOVRA (0%)

- 4.16 There are no indicative targets in the HOVRA, as a target could not be justified on viability grounds based on high level testing. However, it is recognised that there are some areas within this part of the county borough where the provision of affordable housing would be viable and this would therefore need to be considered on a site by site basis. This approach is set out within LDP1 Affordable Housing Obligations.
- 4.17 Even though there is no policy requirement, affordable units have been built as part of a Section 106 agreement on two sites within the HOVRA. In both cases this related to applications negotiated prior to the 2008 economic recession and prior to the LDP being adopted. Affordable housing has been secured through Section 106 agreements on a small number of other private schemes in the more viable parts of HOVRA, at figures of between 10% and 15% affordable housing.

#### Rest of Caerphilly – Lower Islwyn, Newbridge, Aber Valley (10%)

- 4.18 The 10% affordable housing target has been secured through Section 106 agreements on a number of sites within areas where this target applies including Station Approach in Risca; the car park and land north of the car park, Aiwa, Newbridge; Enco in Newbridge; and GLJ Recycling in Crosskeys. However, none of these sites have been delivered by the private sector to date. A commuted sum equivalent to the value of 10% affordable housing has been secured on Land South of the Glade, Wyllie.
- 4.19 There have been several sites delivered by RSLs for affordable housing led schemes (e.g. the former Manor Inn in Ty Sign; and Bridge Street in Abercarn).

#### Northern Connections Corridor excluding Newbridge (25%)

- 4.20 There have been a significant number of schemes approved with signed Section 106 agreements for the provision of 25% affordable housing within this viability area, as shown in Appendix 1. Since the adoption of the LDP, development has been completed with 25% affordable housing on Pendinas Avenue, Croespenmaen and development has commenced on Hawtin Park (eastern phase secured 15% affordable housing and western phase secured 25%).
- 4.21 There have been a small number of applications where affordable housing has not been secured, or where the target has been reduced for viability reasons where appropriate evidence has been submitted. These have been on sites with significant constraints associated with previous uses and/or ecology.

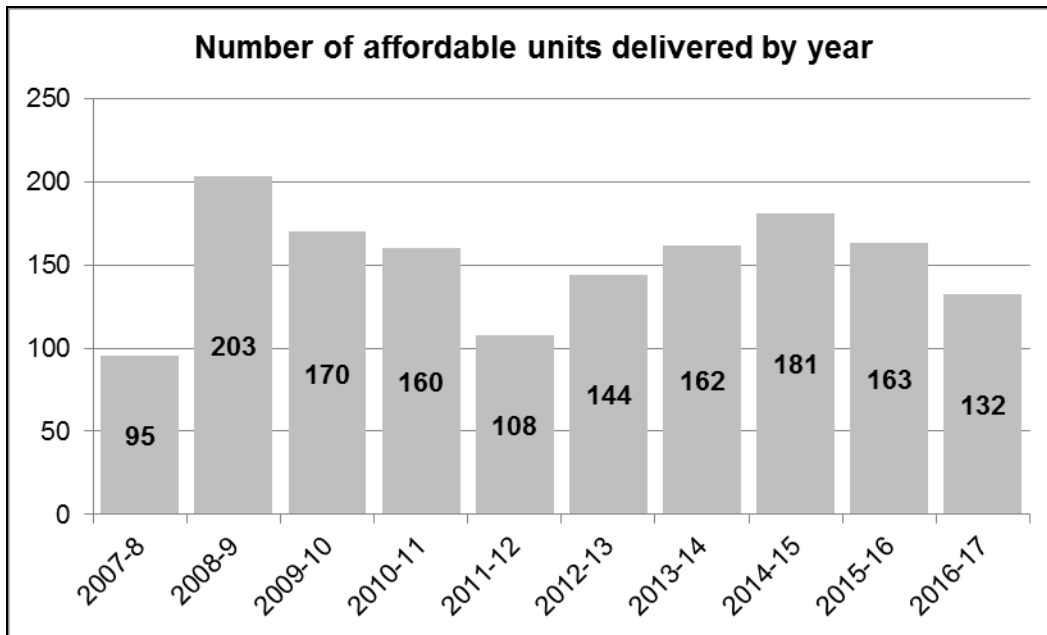
### Caerphilly Basin excluding Aber Valley (40%)

- 4.22 There have been relatively few new applications submitted for market sector housing on sites of 5 or more dwellings in the Caerphilly Basin since the adoption of the LDP. As has been the case in other parts of the county borough, many of the applications that have been approved have been for RSLs schemes for affordable housing led developments (e.g. Caerphilly Miners, Watford Road, CATS House, Cwm Ifor Primary), with all of these schemes delivering over 40% affordable housing.
- 4.23 The 40% target has been delivered on the second phase of the former Gas Works site on Mill Road, and has been secured on several smaller change of use schemes in the town centre.
- 4.24 Several of the schemes that have been developed in Caerphilly Basin since the adoption of the LDP have been on sites where the level of affordable housing had been negotiated under the previous Unitary Development Plan policy framework, where affordable housing targets were not set. As a result, less than 40% affordable housing has been delivered.
- 4.25 There have been three instances where planning permission has been granted for less than 40% affordable housing on applications submitted since the adoption of the LDP: 25% was secured at Pandy Road in Bedwas; 23% was secured at Land North of Hendredenny Drive; and 29% was secured at Abertridwr Road. A further application (Catnic) has been approved subject to the signing of a Section 106 agreement, with 5% affordable housing agreed.
- 4.26 Where less than 40% has been negotiated, this has been informed by detailed viability assessments and/or a consideration of site constraints and what would best address identified housing needs. The LDP policy supporting text and LDP1 Affordable Housing Obligations SPG allow for a reduction in affordable housing where it can be demonstrated that it would not be viable for affordable housing to be provided at policy compliant levels, so a reduction on these grounds is appropriate.

### **Affordable Housing Delivery through all mechanisms**

- 4.27 Affordable housing delivered through the planning system represents only a small proportion of the affordable housing delivered overall, as most affordable housing in the county borough is developed by Registered Social Landlords through their own build programmes funded by the Social Housing Grant (SHG) Programme. The supporting text to Policy SP15 also sets out an overall affordable housing target for affordable housing delivery using all mechanisms of 3,664 units.
- 4.28 There are two recognised sources for recording affordable housing delivery in terms of the number of affordable units provided - the JHLAS and the Welsh Government Annual Affordable housing returns. The JHLAS records the number of new affordable homes built, including both Section 106 units and units delivered as part of RSLs own build programmes. In the plan period up to 2016, a net figure of 918 new affordable units had been delivered (as identified in Appendix 1 of the AMR).
- 4.29 The Welsh Government Affordable Housing Return has a wider definition of affordable housing, as, in addition to new build schemes, it also includes purchasing, leasing and conversions of existing units, which would not be included as part of the JHLAS. This data has only been collected since 2007-8 but for the period up to 2016-17, an additional 1,518 affordable units have been recorded as being provided through new development, purchase, lease or conversion in Caerphilly County Borough. This is less than half of the overall target of 3,664 units to be delivered through all mechanisms as set out in the supporting text of Policy SP15.

**Figure 2: Number of affordable units delivered by year**



**Source: Welsh Government Affordable Housing Provision**

- 4.30 It is important to note that affordable housing delivery is related to the amount of SHG that the local authority receives. However, SHG is a limited resource and in order to meet the affordable housing need set out within the Council's Local Housing Market Assessment, a number of different approaches to affordable housing delivery without grant are being utilised. The planning system will also continue to play an important role in the delivery of affordable housing in the future.

## **5. WELL-BEING OF FUTURE GENERATIONS**

- 5.1 The report is largely informative, containing details of affordable housing, but it also allows an opportunity for reflection in respect of the five ways of working listed in the Act, which are as follows:

- Long Term – Policies to deliver affordable housing will address current and future housing needs.
- Prevention – The consideration of the impact of affordable housing provision on the viability of private sector development will ensure that the Council does not prevent development from coming forward by introducing onerous requirements that reduce overall housing delivery.
- Integration – The objective of delivering affordable housing accords with other objectives of the Council, Welsh Government and Registered Social Landlords.
- Collaboration – The delivery of affordable housing involves the collaboration of the planning and housing departments, together with Registered Social Landlords and applicants
- Involvement – Public consultation is at the heart of the planning process.

## **6. EQUALITIES IMPLICATIONS**

- 6.1 An Equalities Impact Assessment is not required as the report is for information.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 None.

## **8. PERSONNEL IMPLICATIONS**

8.1 None.

## **9. CONSULTATIONS**

9.1 All responses from consultees have been incorporated in the report

## **10. RECOMMENDATIONS**

10.1 Members note the contents of this report.

## **11. REASONS FOR THE RECOMMENDATIONS**

11.1 To allow members the opportunity to review, question and comment upon the level of affordable housing being delivered through the planning system.

## **12. STATUTORY POWER**

12.1 Town and Country Planning Act 1990 (as amended). Planning and Compulsory Purchase Act 2004.

Author: Victoria Morgan, Principal Planner, Strategic & Development Plans  
Consultees: Cllr. James Pritchard, Chair - Policy and Resources Scrutiny Committee  
Cllr. Dianne Price, Vice Chair - Policy and Resources Scrutiny Committee  
Cllr. Lisa Phipps, Cabinet Member for Homes and Places  
Cllr. Eluned Stenner, Cabinet Member for Environment & Public Protection  
Christina HARRY, Interim Chief Executive  
David Street, Director of Social Services and Housing  
Shaun Couzens, Chief Housing Officer  
Tim Stephens, Interim Head of Planning  
Rhian Kyte, Team Leader, Strategic and Development Plans  
Claire Davies, Interim Private Sector Housing Manager  
Kevin Fortey, Housing Development Officer  
Lisa Lane, Corporate Solicitor

Appendices:

Appendix 1 – Applications with signed Section 106 agreements by year (excluding RSL sites)



**Appendix 1 – Applications with signed Section 106 agreements by year (excluding RSL sites)**

Year	Target Achieved	Target Not Achieved
2010-11	<ul style="list-style-type: none"> <li>- 10/0327/OUT Former Holly House Nursing Home, Fleur de Lys (25%)</li> <li>- 07/1477/OUT Gryphonn Concrete Products, Hengoed (25%)</li> </ul>	<ul style="list-style-type: none"> <li>- 07/1354/OUT Cats House and Bedwas Workmen's Club (25% in 40% area) – application submitted prior to LDP policy being adopted so determined against policies in previous development plan where there were no area specific targets – site later developed by RSL</li> </ul>
2011-12		<ul style="list-style-type: none"> <li>- 07/0447/FULL Land at Venosa Trading Estate (19% in 40% area) – application submitted prior to LDP policy being adopted so determined against policies in previous development plan where there were no area specific targets</li> </ul>
2012-13	<ul style="list-style-type: none"> <li>- 10/0215/OUT Former Enco Site, Quarry Court, Newbridge (10%)</li> <li>- 11/0634/FULL Pendinas Avenue, Croespenmaen (25%)</li> <li>- 10/0688/OUT Cefn Bach Farm, Deri (10% in HOVRA – no target)</li> <li>- 07/1011/OUT Land at Maerdy Crossing, Rhymney (15% in HOVRA – no target)</li> </ul>	
2013-14	<ul style="list-style-type: none"> <li>- 11/0370/OUT PC Diagnostics Ltd, Gilfach (10% in HOVRA – no target)</li> <li>- 12/0104/NCC Bedwellty Road, Aberbargoed (extension of time for RSM– 15% in HOVRA – no target)</li> <li>- 11/0904/FULL All Saints Rooms, Llanbradach (40%)</li> <li>- 13/0058/NCC Land off Pencoed Avenue (25%)</li> <li>- 12/0578/OUT West of Old Pant Road, Panside (10%)</li> <li>- 13/0416/FULL Land at Mill Road, Caerphilly, Phase 2 (40%)</li> <li>- 12/0030/NCC Land at George Street, Cwmcarn (renewal – 10%)</li> </ul>	<p>08/1355/FULL Land to the rear of Victoria Road (19% in 25% area) - application submitted prior to LDP policy being adopted so determined against policies in previous development plan where there were no area specific targets</p>

2014-15	<ul style="list-style-type: none"> <li>- 12/0277/FULL Whitbread Enterprise Centre, Rhymney (10% in HOVRA – no target)</li> <li>- 13/0545/COU Panteg Hotel, Abertridwr (10%)</li> <li>- 12/0531/OUT Station Approach, Risca (10%)</li> </ul>	<ul style="list-style-type: none"> <li>- 08/0752/OUT Land at Hawtin Park (east), Pontllanfraith (15% in 25% area). A viability assessment was submitted and reviewed by the DVS. A significant part of the site needed to be retained for ecological reasons, with an associated commuted sum for long term management and other s106 requirements. The site had been purchased at the peak of the market at a time when the policy context was different. The fall in property prices as a result of the recession, together with a village green application on the land (dismissed), impacted on viability and it was considered that the site was unlikely to be delivered unless a lower amount of affordable housing was secured at a time when there was an urgent need to increase the housing land supply.</li> </ul>
2015-16	<ul style="list-style-type: none"> <li>- 15/0528/NCC Land at Maerdy Crossing, Rhymney - extension of time for RSM (15% in HOVRA – no target)</li> <li>- 14/0129/NCC Gryphonn Concrete Products, Hengoed – extension of time for RSM (25%)</li> <li>- 14/0411/OUT Land at Ton Y Felin, Croespenmaen (25%)</li> </ul>	<ul style="list-style-type: none"> <li>- 12/0269/NCC Land at Gellideg Heights, Maesycwmmmer – extension of time for RSM (15% in 25% area). A viability assessment was submitted which identified exceptional development costs associated with the infrastructure required to serve the site, ground conditions, the need for remediation and other onsite Section 106 requirements.</li> </ul>
2016-17	<ul style="list-style-type: none"> <li>- 15/1241/FULL Land off Victoria Road, Rhymney - (10% in HOVRA – no target)</li> <li>- 14/0239/NCC Land at Albertina Road, Treowen (10%)</li> <li>- 14/0674/OUT GLJ Recycling, Crosskeys (10%)</li> <li>- 14/0604/OUT Car Park, Aiwa Technology Park, Newbridge (10%)</li> <li>- 15/0156/NCC Former Enco Site, Quarry Court, Newbridge (10%)</li> <li>- 15/0038/OUT Land at Ty Mawr, Croespenmaen (35%)</li> <li>- 15/0252/OUT Land at Cwm Gelli, Blackwood (25%)</li> <li>- 14/0802/OUT Land at Hawtin Park, Pontllanfraith (25%)</li> </ul>	<ul style="list-style-type: none"> <li>- 15/0038/OUT Land North of Pandy Road, Bedwas (25% in 40% area). A viability assessment was submitted which identified abnormal costs in relation to earthworks due to sloping nature of site, gas main diversion, abnormal foundations, retaining walls and treatment of shallow mine workings.</li> </ul>

<p>2017-18 (Up to 31<sup>st</sup> January 2018)</p>	<ul style="list-style-type: none"> <li>- 16/0668/OUT Land to north of car park, Aiwa Technology Park, Newbridge (10%)</li> <li>- 16/0617/OUT Land South of the Glade, Wyllie (commuted sum – 10% equivalent)</li> <li>- 16/0373/OUT Land South of the A472, Ty Du, Nelson (25%)</li> <li>- 15/0782/FULL Land at Woodfield Park Lane, Oakdale (25%)</li> <li>- 15/0567/OUT Oakdale Golf Club, Oakdale (25%)</li> <li>- 16/0506/OUT Plot 2, Land adjacent to Islwyn Indoor Bowls Centre, Pontllanfraith (commuted sum equivalent to 25% affordable housing)</li> <li>- 16/0507/OUT Plot 1, Land adjacent to Islwyn Indoor Bowls Centre, Pontllanfraith (commuted sum equivalent to 25% affordable housing)</li> <li>- 16/0509/OUT Plot 3, Land adjacent to Islwyn Indoor Bowls Centre, Pontllanfraith (commuted sum equivalent to 25% affordable housing)</li> <li>- 15/0502/COU Caerphilly Indoor Market, 5 Pentrebane Street, Caerphilly</li> </ul>	<ul style="list-style-type: none"> <li>- 15/0412/OUT Land north of Hendredenny Drive, Caerphilly (23% in 40% area) – a viability assessment was submitted which identified abnormal costs including the removal of a gas pipeline, earthworks, abnormal foundations, retaining walls and a pumping station, due to the sloping nature of the site.</li> <li>- 15/0442/OUT Land at Abertridwr Road, Caerphilly (29% in 40% area) – the mix identified in the scheme was for 18-20 dwellings and 8 flats. Given the significant need for one bedroom accommodation in the County Borough, the Council’s housing development officer requested that the two blocks of 1 bedroom walk up flats should be included as the affordable housing contribution. If the number of market dwellings is lower (18 rather than 20), this would increase the affordable housing percentage to 31%.</li> </ul>
<p>Pending signing of s106</p>	<ul style="list-style-type: none"> <li>- 16/0076/OUT Land to the north of Meadowland Close, Caerphilly (40% in committee report)</li> <li>- 16/0085/NCC Land off Pencoed Avenue, Cefn Fforest (commuted sum agreed equivalent to 25% affordable housing)</li> <li>- 16/0510/OUT Plot 5, Land adjacent to Islwyn Indoor Bowls Centre, Pontllanfraith (commuted sum equivalent to 25% affordable housing)</li> <li>- 16/0508/OUT Plot 4, Land adjacent to Islwyn Indoor Bowls Centre, Pontllanfraith (commuted sum equivalent to 25% affordable housing)</li> <li>- 17/0617/COU 1 Pentrebane Street, Caerphilly (40%)</li> <li>- 17/0616/COU Pulsars Niteclub 3A Pentrebane Street, Caerphilly (40%)</li> </ul>	<ul style="list-style-type: none"> <li>- P/06/0037 Waterloo Works, Machen (1.5 acres and land and 16 LCHO units in committee report) – application submitted prior to LDP policy being adopted determined against policies in previous development plan where there were no area specific targets</li> <li>- 16/0208/OUT Catnic, Pontygwindy Industrial Estate, Caerphilly (5% agreed in 40% area in committee report) - a viability assessment was submitted and reviewed by the DVS. Abnormal costs including the demolition of the existing buildings, asbestos removal, abnormal foundations, capping to rear gardens. The viability assessment also took into account the relocation costs of the existing occupier.</li> </ul>

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## **POLICY AND RESOURCES SCRUTINY COMMITTEE – 10TH APRIL 2018**

**SUBJECT:               PROPERTY REVIEW REPORT 2018**

**REPORT BY:          ACTING DIRECTOR OF CORPORATE SERVICES AND SECTION 151  
OFFICER**

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### **1.       PURPOSE OF REPORT**

- 1.1       The report seeks Members consideration and endorsement of the Property Review Report 2018, attached at Appendix 1, prior to its presentation to Cabinet.

### **2.       SUMMARY**

- 2.1       The Property Review Report 2018 attempts to provide a succinct overview and record of what is a very large and diverse non domestic property portfolio. It presents some key metrics, highlights in period trends, summarises disposals and acquisitions and sets out some of the challenges that lay ahead. It makes no recommendations.
- 2.2       The report follows on from the State of the Estate Report issued in May 2016 but is based on a more structured format intended to ease updating and comparison with subsequent versions. It is proposed that the Property Review Report is updated and reissued annually.

### **3.       LINKS TO STRATEGY**

- 3.1       The report is for information only but will assist with the future effective management of our built assets and therefore potentially contribute to the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2015:
- A prosperous Wales
  - A resilient Wales
  - A healthier Wales
  - A Wales of cohesive communities

### **4.       THE REPORT**

- 4.1       A State of the Estate Report was presented to Cabinet on 13<sup>th</sup> July 2016 and highlighted some key property related issues and presented a number of property related Key Performance Indicators (KPIs).
- 4.2       Whilst the Property Review Report 2018 follows on from the State of the Estate report it is based upon a more structured format and attempts to provide a succinct overview and record of what is a very large and diverse non domestic property portfolio. It presents some key

metrics, highlights in period trends, summarises disposals and acquisitions and outlines some of the challenges that lay ahead.

- 4.3 It is intended that the Property Review Report is updated and re-issued annually with progress and trends clearly set out.

## **5. WELL-BEING OF FUTURE GENERATIONS**

- 5.1 The Property Review Report presents the current status of the Council's buildings and reflects asset management activity to date. The effective asset management of Council buildings contributes to the Well-Being goals as set out in Links to Strategy above. In particular:
- A sustainable Wales: This includes reducing carbon emissions in our buildings and improvements to energy performance in our buildings by improvement works, renewable technologies and replacement of old inefficient buildings with new BREEAM Excellent buildings.
  - A prosperous Wales: The report includes references to land/building disposals. In most cases freehold disposals are of land that has been identified as surplus to operational requirements and is sold for residential/commercial development thus encouraging regeneration. The disposals have also supported the provision of increased affordable housing via the council's relationship with housing associations.
  - A more equal Wales: the report references the expenditure on maintenance and this includes works to improve access to our buildings. All public access buildings have now achieved the foundation standard for accessibility
  - A Wales of more cohesive communities: The report references how in the future greater focus in asset management will need to be around increasing community involvement as stakeholders. This will potentially involve Community Hubs and linking into other public organisations via the Public Service Board. Community Asset Transfer is an area where there is likely to be increased focus in the future.

## **6. EQUALITIES IMPLICATIONS**

- 6.1 An EqIA screening has been completed in accordance with the council's Strategic Equality Plan and supplementary guidance and no potential for unlawful discrimination and/or low level or minor negative impact has been identified, therefore a full EqIA has not been carried out. The report is for information purposes only, so the Council's full Equalities Impact Assessment process does not need to be applied.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 There are no financial implications arising from this report

## **8. PERSONNEL IMPLICATIONS**

- 8.1 There are no personnel implications arising from this report.

## **9. CONSULTATIONS**

- 9.1 The Property Review Report reflects the feedback received from consultees.

## **10. RECOMMENDATIONS**

- 10.1 That the content of the Property Review Report 2018, attached as Appendix 1, is considered

and endorsed by the Scrutiny Committee prior to its presentation to Cabinet.

## **11. REASONS FOR THE RECOMMENDATIONS**

11.1 To provide Members of the Scrutiny Committee with an opportunity to consider and endorse the content of the Property Review Report 2018.

## **12. STATUTORY POWER**

12.1 Local Government Act 1972. This is a Cabinet function.

Author: Mark Williams, Interim Head of Property Services

Consultees: Cllr Lisa Phipps – Cabinet Member for Homes and Places  
Stephen Harris – Interim Head of Corporate Finance  
Sue Richards – Interim Head of Service – Education, Planning & Strategy  
Dave Whetter – Interim Head of Regeneration  
Marcus Lloyd – Acting Head of Engineering Services  
Mike Headington – Green Spaces and Transport Services Manager  
Mark S Williams – Interim Corporate Director of Communities  
Shaun Couzens – Chief Housing Officer  
Jeff Reynolds – Sports and Leisure Facilities Manager  
Jo Williams – Assistant Director – Adult Services  
Gareth Jenkins – Assistant Director – Children’s Services  
Lisa Lane – Corporate Solicitor

Appendices:

Appendix 1 Property Review Report 2018

Background Paper:

Cabinet Report 13th July 2016 - State of the Estate Report 31st March 2016

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# Property Review Report

*February 2018*



ISLWYN HIGH SCHOOL – OPENED JULY 2017

# Caerphilly County Borough Council

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## Foreword



I welcome this opportunity to review the Council's estate, highlight progress made and summarise future challenges.

With an increasingly onerous funding environment, the need to rationalise our estate and ensure that retained buildings are efficiently utilised and properly maintained is more important than ever. This property review report provides a succinct overview and record of what is a very large and diverse property portfolio. It also presents some key metrics, summarises recent progress made and sets out some of the challenges that lie ahead.

The delivery of several superb new buildings, all designed by Property Services, and the associated closure of ageing assets has lifted the quality of the estate.

Whilst much has been achieved over recent years, there remains significant scope to further rationalise the estate and dispose of surplus assets. The next phase of the Welsh Government 21<sup>st</sup> Century Schools initiative, Band B, provides further opportunity to improve our school buildings. I look forward to what should be a challenging, but productive, and rewarding period.

**Councillor Lisa Phipps**

Cabinet Member for Homes and Places

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# 1. Introduction

This is Caerphilly's second property review report. The first report, entitled *State of the Estate*, was issued in May, 2016. This property review report excludes housing but otherwise attempts to provide a succinct overview and record of what is a very large and diverse property portfolio. It also presents some key metrics, summarises recent progress made and set out some of the challenges that lay ahead.

Since the first report was issued, the Council has adopted a Corporate Asset Management Strategy (CAMS) covering the period 2016-2026 and introduced a set of outcomes that will be applied to the management of all Council assets. Key elements of the CAMS include:

- Establish an Asset Management Group;
- Enhance the role of Property Services to Estate Managers and introduce a staffing structure that is fit for purpose;
- A phased transfer of all property into a central corporate portfolio managed by Property Services together with directorate personnel employed to manage property matters. The transfer commenced with corporate services and social services;
- Establish a Landlord/Tenant arrangement where Property Services acts as a Landlord and all building/land users are tenants;
- Reactive maintenance centralised and a framework of suppliers created;
- Link Facilities Management with Health & Safety, particularly around Legionella and Asbestos Management and Statutory Testing of buildings;
- Update Building Condition surveys;
- Service Area Asset Management Plans to be produced and linked to an overarching Asset Management Plan, to ensure that property provision is planned in a holistic way;
- Develop a 5 and 10 year vision and strategy for property assets via the proposed Asset Management Group, and ensure that the strategy is linked to the council's Medium Term Financial Plan;
- Ensure information systems are maintained and capture a complete and accurate range of essential property data and record a comprehensive Asset Information Plan (data base) for every site.

In addition, the CAMS is supported by, and linked to, a number of corporate and service strategies, developed to ensure resources are aligned to meet the Council's priorities. These include:

- The Medium Term Financial Plan 2016-2021;
- Property Asset Management Strategy;
- Conservation Strategy 2014-2019;
- The Well-being of Future Generations (Wales) Act 2015;
- The Single Integrated Plan 2013-2017;
- Local Housing Strategy;
- Library Service Strategic Action Plan 2014-2017;
- 21<sup>st</sup> Century Schools programme;
- Strategic Equality Plan 2016-2020.

Property is a key resource that has a value, but also a cost. When *not* maintained and used efficiently, it can become a financial burden. The management of land and property assets is also governed by a range of legislative and statutory obligations, including Health and Safety law, the Equalities Act 2010, Legionella, Fire and Asbestos legislation.

The Council has property with a replacement value of £722m, which makes it the second most costly resource, after staff, to manage. These assets are integral to the services delivered to the people of Caerphilly, and the manner in which they are managed impacts on the Council's ability to meet its aims and objectives. Our objective is to have "*The right buildings, in the right place, operating in the right way, facilitating safe and effective delivery of the Council's services*"

However, Caerphilly, like all local authorities, has to respond to unprecedented austerity measures whilst trying to provide sustainable, quality services to its residents and visitors. It is therefore vital that the Authority's buildings are well utilised, operate efficiently and that the portfolio is rationalised where appropriate.

This Property Review Report provides a snapshot of the buildings portfolio. In particular, the appendices include a useful list all current buildings. It is the intention that the report is updated and issued annually with trends, progress and challenges clearly highlighted.



## 2. Definitions

**Core Corporate Offices** – are those offices which are fully maintained and managed by Property Services. Service specific office accommodation, that is managed by the service area, is excluded. A list of corporate sites is included in Appendix 1.

**Schools** – All operational primary, secondary and special schools. A list of operational schools is included in Appendix 2.

Note, two of our secondary schools were provided, and are managed, under a PFI arrangement. Therefore, whilst the GIA and carbon figures within this report include these schools, the condition data does not, as noted in the report.

**Leased Out buildings/Industrial** – These include buildings managed by both Property Services and Economic Development. A schedule is included in Appendix 3.

**Other Operational buildings** – These include all other operational buildings that are not included in the above categories, excluding housing. A breakdown is included in Appendix 4.

**Non-op/Surplus Sites** – These are buildings that are vacant and surplus to service requirements. A schedule is included at Appendix 5.

**In period** – period is May 2016 to February, 2018.

## 3. The Property Review

### 3.1 Size of the Estate

The Council's Corporate Estate extends over 633 sites, many of which contain more than one building. The buildings range hugely in age, construction type and condition. The portfolio ranges from highly efficient, state of the art buildings like the new Islwyn High School, to the delicate and irreplaceable Llancaiach Fawr Manor, which dates back to circa 1500. In between, there are various Victorian, Edwardian and post-war building types. Most of the Council's buildings are low rise, indeed the only building over 18m high is Ty Penallta.

The key changes since the State of the Estate Report was produced in May 2016 include:

- The new Islwyn High School was completed and the aging Pontllanfraith and Oakdale Comprehensive schools were closed.
- The leases were surrendered on Cameron House and Ebenezer Resource Centre, and Newbridge Library was demolished.
- The new Idris Davies School was completed and replaced Pontlottyn and Abertysswg Primary Schools.

The gross internal area of the portfolio stands at around 476,592 sq.m. and, whilst this represents a 6,447 sq.m reduction since May 2016, the portfolio remains one of the largest public sector portfolios in Wales. A more detailed breakdown of the portfolio is tabulated below.

<b>SIZE OF THE ESTATE</b>		
	<b>Number of Sites</b>	<b>GIA (sq.m)</b>
<b>Core Corporate Offices</b>	<b>13</b>	<b>32,725</b>
<b>Schools</b>	<b>88</b>	<b>246,254</b>
<b>Other Operational Sites</b>	<b>247</b>	<b>109,552</b>
<b>Leased Out Sites</b>	<b>41</b>	<b>13,143</b>
<b>Leased Out - Industrial Units</b>	<b>239*</b>	<b>33,075*</b>
<b>Non-op/Surplus Sites</b>	<b>21</b>	<b>41,843</b>
<b>Totals</b>	<b>649</b>	<b>476,592</b>

\*Approx. areas to be confirmed

## 3.2 Condition of the Estate

The condition of the Council's buildings is regularly surveyed. The current data was gathered between 2012 and 2016. A new tranche of building condition surveys commenced in the autumn of 2017, with the rolling programme due to be completed in 2021. This programme includes schools and operational buildings but excludes leased out property.

The condition rating and estimated cost of the backlog maintenance, based upon the current surveys, is tabulated below:

### CONDITION – RATING\*

	A - Good	B - Satisfactory	C - Poor	D - Bad
Corporate Offices*	8.12%	81.99%	7.25%	2.64%
Other Buildings*	7.77%	76.20%	11.05%	4.94%
Schools*	5.29%	22.35%	71.24%	1.12%
<b>Totals</b>	<b>7.06%</b>	<b>60.18%</b>	<b>29.85%</b>	<b>2.91%</b>

\* The methodology for calculating ratings has varied historically and the ratings are therefore misleading. New condition surveys are being undertaken and all will be based on recent WG guidance and in particular the Faithful & Gould method of calculation will be applied in all cases.

### CONDITION - VALUE OF BACKLOG MAINTENANCE

	Priority 1 - Urgent	Priority 2 - Essential	Priority 3 - Desirable
Corporate Offices	£35k (-)	£536k (-)	£1,413k (-)
Other Buildings	£982k (-)	£6,677k (-)	£7,025k (-)
Schools	£1,315k (-)	£12,976k (-)	£22,139k (-)
<b>Totals</b>	<b>£2,332 (-)</b>	<b>£20,189k (-)</b>	<b>£30,577 (-)</b>

(-) Movement will be measured in next report.

Budgets do not allow all backlog maintenance issues to be addressed, but the available Asset Management maintenance funding is fully utilised each year with projects selected broadly on the basis of the following hierarchy:

- Works required to maintain safety;
- Works required to maintain water tightness;
- Works required to maintain heating;
- Other works.

In-period notable capital projects, all of which help raise the quality of the estate and were designed, specified and project-managed by Property Services, include:

- The new £24m Islwyn High School was completed in 2017 and the ageing Pontllanfraith and Oakdale Comprehensive schools were closed;
- A two-year £2m improvement programme at Blackwood Comprehensive School was commenced;
- Construction of the new £8m Abertysswg and Pontllytyn PS (Idris Davies) continued on schedule, and was completed in November 2017. The two current schools, which are old and not fit for purpose, were closed;
- The contract for the construction of a £2m nine classroom extension at Newbridge Comprehensive School was placed and construction commenced;
- A much needed two classroom extension to Trinity Fields School and Resource Centre was completed;
- Construction of an extension to Fochriw Community centre was commenced;
- The demolition of Ty Pontllanfraith was commenced;
- The demolition of Oakdale Comprehensive Schools was commenced.

These significant investments in the estate, and the closure of four ageing schools which were not fit for purpose, significantly improve the condition and quality of the estate.

## 3.3 Statutory Compliance

The majority of the statutory inspection and testing of buildings is managed by Property Services for most of the estate. Notable exclusions include leased-out buildings, where the tenant has this responsibility. The target is to ensure all buildings have in-date certification at all times.

The percentage of buildings with in-date certification, up to 31st January, 2018, is summarised below for the four highest risk disciplines:

### STATUTORY TESTING - COMPLIANCE

	Gas	Periodic Electrical	Annual Legionella	Fire Risk
Corporate Offices	100% (-)	99% (-)	100% (-)	100% (-)
Schools	100% (-)	100% (-)	100% (-)	100% (-)
Other buildings	100% (-)	99% (-)	100% (-)	100% (-)
Totals	100% (-)	99% (-)	100% (-)	100% (-)

(-) Movement will be measured in next report.

Where a testing contractor identifies an issue that presents an immediate danger to building users, appropriate action will immediately be taken to either manage or remove the risk. Other faults which require attention, but not require immediate rectification, are listed and given a priority rating.

For Priority 1 and 2 faults, rectification within 60 days is the target. However, historically for most buildings, the relevant building manager was responsible for instructing rectification of identified faults. This resulted in an inconsistent approach, with many faults not being rectified quickly enough.

To address this issue, from 1<sup>st</sup> September 2017, it has been agreed that Property Services will progress the rectification of P1 and P2 faults relating to electrical, gas and legionella elements, without instruction, and the costs will be charged back to the relevant cost centre. For all corporate buildings, other than schools, this approach will also extend to actions arising from fire related inspections and tests. For schools, this duty will remain with the relevant head-teacher.

Clearly, it will take time to clear backlog tasks, but the streamlined process will lead to significant improvement which will, hopefully, be evidenced by the data presented in the next annual report.

The outstanding remedial tasks, as at January, 2018, are summarised below:

### STATUTORY TESTING - REMEDIAL TASKS OUTSTANDING >60 DAYS

	Gas	Periodic Electrical	Annual Legionella	Fire Risk
Corporate Offices	0 (-)	1 (-)	0 (-)	0 (-)
Schools	78 (-)	2 (-)	145 (-)	306 (-)
Other buildings	9 (-)	0 (-)	15 (-)	124 (-)
<b>Totals</b>	<b>87 (-)</b>	<b>3 (-)</b>	<b>160 (-)</b>	<b>430 (-)</b>

(-) Movement will be measured in next report.

## 3.4 Utilisation

The Council's Asset Management Strategy seeks to rationalise the property portfolio and ensure the retained assets are efficiently utilised.

In terms of corporate offices, Pontllanfraith House was closed and Ty Dyffryn was fully vacated by the end of December, 2017. The remaining corporate offices are now better utilised, but there is still room for improvement and the next phase of rationalisation will involve further consolidation.

The historical demographics and the topography of the borough led to a proliferation of smaller schools. Changes in demographics has resulted in surplus school places and the rationalisation of these was a key objective of the Council and the Welsh Government 21<sup>st</sup> Century School Band A programme. The completion of Islwyn High School allowed the closure of two poorly utilised schools, and completion of the new Abertysswg and Pontlottyn schools, at the end of 2017, has done the same.

The Council leases out a total of 280 sites/units, and occupation has historically been very good and demand remains strong.

Across the whole estate there are 15 surplus and vacant buildings.

Selected utilisation metrics are tabulated below.

### UTILISATION

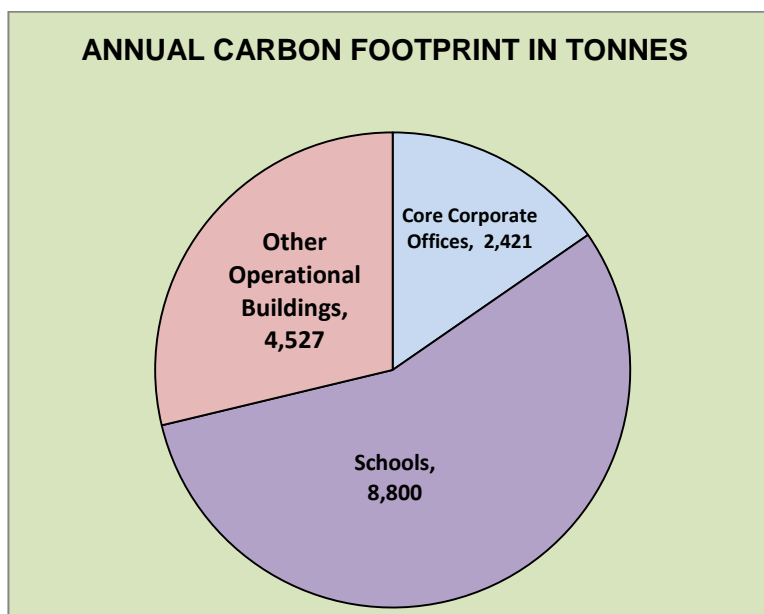
<b>Corporate Offices</b>	<b>Desks assigned</b>	<b>97.5% (-)</b>	<b>Empty Desks (grouped)</b>	<b>53 (-)</b>
<b>Schools</b>	<b>Places allocated Primary</b>	<b>90% (↑6.7%)</b>	<b>Places allocated secondary</b>	<b>83% (↑9.7%)</b>
<b>Leased Out Portfolio</b>	<b>Leases current</b>	<b>98% (-)</b>	<b>Vacant</b>	<b>9 (-)</b>
<b>Surplus and Vacant Buildings</b>		<b>15</b>		

() Movement in period May 2016 - August 2017

(-) Movement will be measured in next report

## 3.5 Carbon Footprint

The annual carbon footprint of the whole built estate, excluding leased-out buildings, is currently 15,778 tonnes, a decrease of 337 tonnes in-period. The breakdown across building type is presented below.



The Council's carbon reduction strategy was launched in 2008/9 and is based on delivering Invest to save and renewable technologies projects, promoting good housekeeping and efficient asset management.

In-period highlights include delivering nine invest-to-save energy reduction projects, totalling £200,000, which have reduced the Council's annual carbon footprint by some 125 tonnes. Furthermore, the new Islwyn High School is highly insulated, passively ventilated, equipped with high efficiency LED lighting throughout and features a large 280 panel photovoltaic (PV) array which will generate 60 megawatt hours (mWh) of electricity per annum.

The Council now has registered PV arrays on sixteen buildings and these annually generate over 220 mWh of electricity, reducing the Council's carbon footprint by 210 tonnes. These arrays also attract an annual generation and export income of £58,000.



## 3.6 Replacements, Acquisitions and Disposals

### Replacements

The Oakdale and Pontllanfraith Comprehensive Schools were replaced with the new Islwyn High School.

The Pontlottyn and Abertysswg Primary Schools were replaced with the new Idris Davies School, Abertysswg.

### Acquisitions

We have entered into an agreement with **Charter Housing Association Ltd** (an association operating within the Pobl Group Ltd) for the management and occupation of **Hillcrest, Hengoed Road, Hengoed** with the aim of ensuring high quality provision of housing services and support for the people who are occupying the property

We have entered into an occupational agreement with **Aneurin Bevan Health Board** in respect of **Trinant Health Centre, Trinant** for Flying Start's operational purposes

We have sanctioned the provision of additional accommodation at the **Family Centre, Penyrheol** for Flying Start's operational purposes

### Disposals

The Bedwellty School site was sold to Llanmoor Development Co Ltd for £721,543;

Land adjoining Islwyn Indoor Bowling Centre was sold for £280,000;

15 Woodbine Road, Blackwood, was sold at auction for £130,000;

Land adjoining Ty Ni Community House Caerphilly was sold for £106,230;

A number of lower value disposals were also completed in-period with a total capital receipt of £250,000.

## 4. A Forward Look

Working our buildings harder, improving the condition of the estate and disposing of unwanted assets are key priorities for Property Services. Looking forward, anticipated activity will include:

### Strategy

Mandated by the Corporate Asset Management Strategy, the process of asset challenge, and production of individual Service Asset Management plans, through regular asset management meetings with directorate management teams, will continue. The objective is to ensure property provision is planned in a holistic way, and linked with service strategies, and hence inform future replacements, acquisitions and disposals. Collaboration will be promoted and co-location in 'Community Hubs' will be proposed where beneficial and efficient. It is proposed that an Asset Management Co-ordinator is recruited to support service areas in the production of the asset management reviews.

### New Buildings

Design of the new £4m Children's Unit at Pontllanfraith has commenced and construction is expected to start in 2018.

Construction of the £2m nine-classroom extension to Newbridge Comprehensive School commenced in autumn 2017.

### Demolitions

The demolition of Ty Pontllanfraith and Oakdale Comprehensive School are in progress. The vacant Pontllanfraith Comprehensive School will be demolished in 2018. Demolition of two or three smaller disused buildings in Risca is also expected in 2018.

### Disposals

Efforts to sell Ty Dyffryn and the Pontllanfraith House site will continue.

Work that will lead to the marketing of the Pontllanfraith and Oakdale Comprehensive Schools has commenced.

Enterprise House is leased in and the lease expires in 2018 and options, including vacating it, are being discussed with the relevant service area

Ty Pontygwindy is leased in and the lease expires in October, 2021. Dialogue on the future of this building will continue.

### Condition Surveys

The next round of building condition surveys commenced in autumn, 2017. This will be a four year programme encompassing all of the corporate estate.

### Statutory Testing and Remedials

With Property Services now progressing key remedial tasks, in addition to managing the statutory testing for the majority of the estate, clearing backlog remedial tasks will be a key priority for 2018. Property services will also assist colleagues in Economic Development to help ensure our leaseholders are fulfilling their obligations in terms of statutory testing.

### Welsh Government 21<sup>st</sup> Century Schools Band B

Property Services will continue to support colleagues in Education to develop the outline Band B proposals. Development of scheme proposals could commence in 2018.

# Appendix 1

## Core Corporate Offices (13 in Total)

Adult Services Duty & Information Team - Foxes Lane, Oakdale  
Bargoed Contact Centre - 1 St. Gwladys Way  
Caerphilly Social Services Mill Road - Adult Services  
Cherry Tree House, Crumlin  
Enterprise House Corporate Offices, Tir-y-berth *Leased in*  
Penmaen House - Occupational Therapy Team  
Tir-y-berth Depot & Offices  
Ty Gilfach Offices, William Street  
Ty Graddfa HART office - first floor  
Ty Pontygwindy, Caerphilly *Leased in*  
Ty Penallta Corporate Offices , Hengoed  
Ty Tredomen Corporate Offices, Hengoed  
Woodfieldside Business Park Corporate Offices - Units 1-3 & 6

## Appendix 2

### Schools (88 in total)

#### English Medium Primary

Aberbargoed Primary School  
Abercarn Primary School  
Bargoed Park Primary School  
Bedwas Infants School  
Bedwas Junior School  
Blackwood Primary School  
Bryn Awel Primary School, Rhymney  
Bryn Primary School, Blackwood  
Cefn Fforest Primary School  
Coed-y-brain Primary School, Llanbradach  
Crumlin High Level Primary School  
Cwm Glas Infants School, Llanbradach  
Cwm Ifor Primary School, Caerphilly  
Cwmaber Infants School, Abertridwr  
Cwmaber Junior School, Abertridwr  
Cwmcarn Primary School  
Cwmfelinfach Primary School  
Cwrt Rawlin Primary School, Caerphilly  
Deri Primary School  
Derwendeg Primary School, Hengoed  
Fleur-de-lis Primary School, Pengam  
Fochriw Primary School  
Gilfach Fargoed Primary School  
Glyngaer Primary School, Gelligaer  
Graig-y-rhacca Primary & Community School  
Greenhill Primary School, Gelligaer  
Hendre Infants School, Caerphilly  
Hendre Junior School, Caerphilly  
Hendredenny Park Primary School, Caerphilly  
Hengoed Primary School  
Libanus Primary School, Blackwood  
Llancaeath Junior School, Nelson  
Llanfabon Infants School, Nelson  
Machen Primary School  
Maesycwmmer Primary School  
Markham Primary School  
Nant-y-Parc Primary School, Senghenydd  
Pantside Primary School, Newbridge  
Pengam Primary School  
Penllwyn Primary School, Pontllanfraith  
Pentwynmawr Primary School, Newbridge  
Phillipstown Primary School  
Plas-y-felin Primary School, Caerphilly  
Pontllanfraith Primary School  
Rhiw-syr-dafydd Primary School, Oakdale  
Rhydri Primary School  
Risca Primary School

*Part leased in*

St. Gwladys Primary School, Bargoed  
St. Helen's Roman Catholic Primary School, Caerphilly  
St. James' Primary School, Caerphilly  
The Twyn Primary School, Caerphilly  
Tir-y-berth Primary School  
Trinant Primary School  
Ty Isaf Infants School, Risca  
Ty Sign Primary School, Risca  
Tynewydd Primary School, Newbridge  
Tyn-y-wern Primary School , Trethomas  
Upper Rhymney Primary School  
Waunfawr Primary School, Crosskeys  
White Rose Primary School , New Tredegar  
Ynysddu Primary School  
Ystrad Mynach Primary School

## English Medium Secondary

Bedwas High School  
Blackwood Comprehensive  
Cwmcarn High School  
Islwyn High School, Oakdale  
Lewis Boys Comprehensive School, Pengam  
Lewis Girls Comprehensive School, Ystrad Mynach  
Newbridge Comprehensive School  
Risca Community Comprehensive School  
St. Cenydd Comprehensive School, Caerphilly  
St. Martin's Comprehensive School, Caerphilly

*PFI*

## Welsh Medium Primary

Ysgol Bro Sannan, Aberbargoed  
Ysgol Gymraeg Bro Allta, Ystrad Mynach  
Ysgol Gymraeg Cwm Derwen, Oakdale  
Ysgol Gymraeg Cwm Gwyddon, Abercarn  
Ysgol Gymraeg Gilfach Fargoed, Gilfach  
Ysgol Gymraeg Trelyn, Pengam  
Ysgol Gynradd Gymraeg Caerffili  
Ysgol Gynradd Gymraeg Y Castell, Caerphilly  
Ysgol Ifor Bach, Abertridwr  
Ysgol-y-Lawnt Primary School, Rhymney

## 3-18 School

Idris Davies School 3-18

## Welsh Medium Secondary

Ysgol Gyfun Cwm Rhymni, Fleur-de-lis  
Y Gwindy, Caerphilly

*PFI*

## Special Resource Base

Trinity Fields School & Resource Centre, Ystrad Mynach

## Appendix 3

### Leased Out Sites (280 in total)

#### Via Economic Development (239 units)

Caerphilly Business Park	34 units
Dyffryn Business Park, Ystrad Mynach	40 units
Lawn Industrial Estate, Rhymney	18 units
New Tredegar Business Park	19 units
Oakdale Business Park, Oakdale	13 units
Park Road Industrial Estate, Risca	7 units
Penmaen Industrial Estate, Pontllanfraith	15 units
Penmaen Small Business Centre, Pontllanfraith	40 units
St. David's Industrial Estate, Pengam	16 units
Tram Road Industrial Estate, Pontllanfraith	5 units
Waunfawr Business Park, Crosskeys	3 units
Woodfieldside Business Park, Pontllanfraith	21 units
Lowry Plaza shops, Bargoed	8 units



## Via Property Services (41 in total)

Abercarn Welfare Ground Cricket Pavilion  
Abercarn Welfare New Bowls pavilion  
Bargoed Park – Rugby Club Store  
Bargoed Park Lodge  
Blackwood Showfield Band Hall  
Caerphilly Day Centre  
Caerphilly Variety Club Family Centre  
Cefn-y-brithdir Farm, Brithdir  
Crosskeys RFC & Silver band  
Crumlin OAP Hall  
Fleur-de-lis Boxing Club, Pengam  
Former Caerphilly Library  
Former Risca Cash Office  
Former Risca UDC Office – Risca Choir  
Gelligroes Mill, Pontllanfraith  
Gilfach OAP Hall, Gilfach  
Gilfach Welfare ground – tennis pavilion  
Kendon & Woodview Community Centre  
Islwyn Indoor Bowling Centre, Pontllanfraith  
Llanfach Cemetery Lodge, Abercarn  
Maesycwmmmer OAP Hall  
Nelson Miner’s Welfare Institute  
Newbridge Welfare Ground Cricket pavilion  
Oxford House - Newport & South Wales Railway Museum Ltd.  
Penallta Rugby Club - ground floor Ty Graddfa  
Penmaen House, Phoenix Transport  
Penyrheol Cemetery Chapel, Caerphilly  
Risca Family Centre  
Risca Old Cemetery Chapel  
Risca Old Cemetery – former Sexton’s house, 65 Cromwell Rd.  
Tanybryn Playing Fields Pavilion, Risca  
The Bryn Park Bowls pavilion, Bedwas  
Treowen Stars Sports & Social Club  
Ty Clyd Bungalow, Bargoed  
Ty Isaf Recreation Ground pavilion  
Virginia Park Changing Rooms, Caerphilly – former boys brigade  
Virginia Park Tennis pavilion, Caerphilly  
White Rose Resource Centre, New Tredegar

# Appendix 4

## Other Operational Sites (239 in total)

### **Depots/Storage (12)**

Aberbargoed ROW Store – 22-24 Bowen  
Abercarn Grounds Maintenance Depot  
Bargoed Park Grounds Maintenance Depot  
Bedwas Highways Sub-Depot  
Blackwood Showfield Grounds Maintenance Depot  
Islwyn Park Grounds Maintenance & Staff Room  
New Tredegar Business Park – Winding House Storage  
Newbridge Welfare Ground Grounds Maintenance Storage  
North Rhymney Housing Depot – DLO  
Penallta Grounds Maintenance Depot  
Penmaen NCS Highways Depot  
Waunfawr Park Grounds Maintenance Depot

### **Business Units, Tredomen Plateau (3)**

Tredomen Business & Technology Centre  
Tredomen Gateway Building  
Tredomen Innovation & Technology Centre

### **Miscellaneous Sites (2)**

Coed Top Hill Reed Bed Facility, Gelligaer  
Former Hengoed Fire Station, Ysbyty Ystrad Fawr

### **Bus Station Buildings (1)**

Blackwood Bus Station (inc. cafe & toilets)

### **Customer First Offices (1)**

Pontlottyn Customer First Centre

### **Cemetery Buildings (7)**

Bedwas Cemetery  
Bedwellty Cemetery  
Dan-y-Graig Cemetery, Risca  
Gwaelod-y-Brithdir Cemetery, Brithdir  
Llanfach Cemetery, Abercarn  
Rhymney Cemetery  
Risca Old Cemetery

### **Community Centres (Not Council Owned) (2)**

### **Civic Amenity Sites (6)**

Aberbargoed Civic Amenity *Leased in*  
Full Moon Civic Amenity, Crosskeys  
Penallta Civic Amenity  
Penmaen Civic Amenity, Pontllanfraith  
Rhymney Civic Amenity  
Trehir Landfill & Civic Amenity, Caerphilly

### **Community Centres (37)**

Abertridwr Community Centre  
Abertysswg Community Centre  
Ael-y-Bryn Community Centre  
Argoed Community Centre  
Bargoed Community Centre  
Cascade Community Centre  
Cefn Fforest Community Centre  
Cefn Hengoed Community Centre  
Channel View Community Centre  
Cwmfelinfach Community Centre  
Deri Community Centre  
Deri Institute  
Fleur-de-Lis Community Centre  
Fochriw Community Centre  
Gelligaer Community Centre  
Graig-y-Rhacca Community Centre  
Hengoed Community Centre  
Llanbradach Community Centre  
Lower Rhymney Community Centre  
Machen Village Hall & Library  
Maesycwmmwr Village Hall  
Markham Community Leisure Centre  
Nelson Community Centre  
Oakdale Community Centre  
Pentwynmawr Community Centre  
Penybryn Community Centre  
Penyrheol Community Centre  
Phillipstown Community Centre  
Plasmawr Community Centre, Blackwood  
Rhymney Community Centre  
Rhymney Day Centre  
Senghenydd Community Centre  
The Twyn Community Centre  
Tirphil Community Centre  
Tir-y-Berth Village Hall  
Trecenydd Community Centre, Caerphilly  
Van Community Centre, Caerphilly

### **Libraries (16)**

Glan-y-Nant Memorial Hall, Pengam  
Rudry Village Hall

### **Community Education (3)**

Crumlin Institute – bridges into Work  
Former Risca Library  
Oxford House Adult Education Unit

*Leased in*

### **Learning Centres (2)**

Glan-y-Nant Learning Unit, Pengam  
The Hive Tuition Centre, Caerphilly

*Leased in*

### **Countryside Services (8)**

Parc Cwm Darran Camping Site  
Penallta Country Park  
Pen-y-Fan Pond Country Park  
Sirhowy Farm, Cwmfelinfach  
Babell Chapel, Sirhowy  
Full Moon Cottage, Sirhowy  
Ty Fry Farm, Aberbargoed  
Ty Fry Grasslands Educational  
Centre, Aberbargoed

*Leased in*

*Leased in*

*Leased in*

### **Leisure Centres (12)**

Bedwas Leisure Centre & Pool  
Caerphilly Leisure Centre  
CCBC Centre for Sporting Excellence  
Cefn Fforest Leisure Centre  
Cwmcarn Leisure Centre  
Heolddu Leisure Centre  
New Tredegar Leisure Centre  
Newbridge Leisure Centre  
Pontllanfraith Leisure Centre  
Risca Leisure Centre  
St. Cenydd Leisure Centre  
Sue Noake Leisure Centre

### **Flying Start Offices (14)**

Aberbargoed Flying Start store  
Abertysswg Flying Start  
Blackwood Flying Start  
Bryn Flying Start, Pontllanfraith  
Graig-y-Rhacca Flying Start  
Hengoed Flying Start  
Nant-y-Parc Flying Start  
Pantside Flying Start  
Parc-y-Felin Flying Start  
Penllwyn Millenium Flying Start  
Phillipstown Flying Start

Aberbargoed Library  
Abercarn Library  
Abertridwr Library  
Bargoed Library & Customer First  
Bedwas Library  
Blackwood Library & Customer First  
Caerphilly Library & Customer First  
Deri Library  
Llanbradach Library  
Nelson Library  
Newbridge Library  
Oakdale Library  
Pengam Library  
Rhymney Library  
Risca Library & Customer First  
Ystrad Mynach Library

*Leased in*

### **Museums & Tourism (5)**

Blackwood Miner's Institute  
Caerphilly Visitor Centre  
Cwmcarn Forest Drive  
Elliot Colliery Winding House Museum  
Llancaiach Fawr Manor House

*Part Leased out*

*Part Leased out*

### **Offices/Administration (15)**

5-6 De Clare Court Housing Office, Caerphilly  
Blaenau Gwent & Caerphilly Youth Offending Service  
Brodawel House – Community Support Team  
Community Regeneration Office – 43 Atlee Court  
Eastern Valleys Area Housing Office, Blackwood  
Graig-y-Rhacca Area Housing Office  
Gwent Speech & Language Unit, Cwmbran  
Hafod Deg Resource Centre, Rhymney  
Lansbury Park Area Housing Office  
Llanhilleth Youth Offending Team  
Pontypool Adult Social Services  
Risca Adult Reablement Team, Brooklands Bungalow  
Risca Basic Skills Office  
Telecare Service Office, Parc Penrhos, Caerphilly  
Graig-y-rhacca Resource Centre

*Leased in*

*Leased in*

*Leased in*

*Part Leased out*

*JV / Leased in*

*JV/Leased in*

*Leased in*

Rhymney Flying Start  
Trinant Flying Start  
St. James' ICC Flying Start

*Leased in*

### **Public Conveniences (5)**

Abercarn Welfare Ground Toilets  
Bargoed Bus Interchange Toilets  
Cardiff Road Toilets, Caerphilly  
Tredegar Grounds Toilets, Risca  
Ystrad Mynach Toilets  
(PCs also at Blackwood Bus Station)  
(PCs also at Caerphilly Visitor Centre)

### **Social Services (24)**

#### **Day Centres (12)**

Blackwood Resource Centre, 29-31 Lilian Road  
Brondeg Day Centre for Older People  
Brooklands Adult Day Centre, Risca  
Coed-y-Cwm Adult Day Centre, Wylie  
Markham Resource Centre  
Rhymney Integrated Health & Social Care  
Springfield Resource Centre  
Windy Ridge Gardening Project, Pontllanfraith  
Woodfieldside Unit 12 – Blackberry Catering  
Woodfieldside Unit 13-15 – Pont Woodcraft  
Woodfieldside Unit 9-11 – Sirhowy Crafts  
Ystrad Mynach Day Centre for Adults

*Leased in*

*Leased in*

#### **Residential (12)**

Beatrice Webb Home for the Elderly  
Brodawel Home for the Elderly  
Castle View Home for the Elderly  
Hengoed Group Home – 14 Graig Road  
Min-y-Mynydd Home for the Elderly  
Montclair Residential Home for the Elderly  
Newbridge Group Home – 14 Coed Duon View  
Penyrheol Community House – Ty Ni  
Ty Clyd Home for the Elderly  
Ty Gwilym Residential Home  
Ty Iscoed Home for the Elderly  
Hillcrest, Hengoed Road, Hengoed

*Leased in*

#### **Other (1)**

Caerphilly Children's Centre

*Action for Children building. Some office space leased in*

### **Sports Pavilions (68)**

Abercarn Welfare Ground Football Pavilion  
 Abercarn Welfare Ground Old Bowls Pavilion  
 Abertridwr Welfare Park Changing Rooms  
 Abertysswg Playing Fields Changing Rooms  
 Aneurin Park Pavilion, Caerphilly  
 Bargoed Park Athletic Club Store  
 Bargoed Park Grandstand  
 Bargoed Park Rugby Changing Rooms  
 Bargoed Welfare Bowls Pavilion  
 Bedwellty Pavilion  
 Blackwood Showfield Changing Rooms  
 Britannia Sports Pavilion  
 Brithdir Welfare Ground Pavilion  
 Castell Maen Pavilion, Caerphilly  
 Cefn Fforest Miner's Welfare Pavilion  
 Croespenmaen Football Field Pavilion  
 Cwmcarn Pavilion, Feeder Row  
 Deri Playing Fields Pavilion  
 Fields Park Recreation Pavilion, Newbridge  
 Fochriw Welfare Park Pavilions  
 Gelligaer Recreation Ground Bowls Pavilion  
 Gelliwen Recreation Ground Pavilion, Cwmsyfiog  
 Gilfach Welfare Ground Bowls Pavilion  
 Graig-y-Rhacca Leisure Area Changing Rooms  
 Hollybush Recreation Ground Pavilion  
 Islwyn Park Bowls Pavilion  
 Islwyn Park Rugby Changing Rooms  
 Islwyn Park Sports Pavilion  
 Kay Field Pavilion, Crumlin  
 Libanus Playing Fields Pavilion, Blackwood  
 Llanbradach Welfare Football Pavilion  
 Llanfabon Pavilion, Trethomas  
 Longbridge Field Sports Pavilion, Risca  
 Machen Playing Fields Changing Room  
 Maesycwmmmer Playing Fields Changing Rooms  
 Markham Pavilion, King Georges Field  
 Morgan Jones Park Bowls Pavilion  
 Morgan Jones Park Changing Rooms & Toilets  
 New Tredegar Bowls Pavilion  
 Newbridge Welfare Ground Bowls Pavilion  
 Nine Mile Pont Recreation Ground Pavilion,  
 Cwmfelinfach  
 Oakdale Miner's Welfare Recreation Pavilion  
 Owain Glyndwr Playing Field Pavilion  
 Pantside Playing Field Pavilion, Newbridge  
 Pentwynmawr Changing Rooms, Newbridge  
 Pontlottyn Recreation Ground Pavilions  
 Pontlottyn Welfare Ground Pavilion  
 Pontymister Athletic Ground Pavilion  
 Rhymney Eisteddfod Field Sports Pavilion  
 Rhymney War Memorial Park Bowls Pavilion  
 Rhymney War Memorial Park Rugby Pavilion  
 Risca Fernlea Pavilion  
 Senghenydd Welfare Ground Bowls Pavilion  
 St. David's Recreation Ground Pavilion, Fleur-de-Lis  
 The Bryn Playing Fields Pavilion, Pontllanfraith  
 Tir-y-Berth Playing Fields Pavilion  
 Trelyn Park Pavilion, Fleur-de-Lis  
 Trinant Recreation Ground Pavilion, Newbridge  
 Ty Isaf Recreation Ground Bowls Pavilion, Risca  
 Wattsville Recreation Ground Pavilion  
 Waunfawr Park Main Pavilion, Crosskeys  
 Waunfawr Park Bandstand, Crosskeys  
 Waunfawr Park Cricket Pavilion, Crosskeys  
 Waunfawr Park Cycle Hire, Crosskeys  
 Waunfawr Park Rugby Changing Rooms, Crosskeys  
 Wern Park Recreation Ground Pavilion, Nelson  
 Ynys Field Recreation Ground Pavilion, Pengam  
 Ystrad Mynach Park Bowls Pavilion

#### **Youth Centres (6)**

Crosskeys Youth Centre  
 Oakdale 'The Zone' Youth Club  
 Rhymney Youth Centre  
 Risca Youth Centre  
 The Hangar Youth & Community, Aberbargoed  
 Ynysddu Youth Club

## Appendix 5

### Non-Operational and Surplus Sites (15 in total)

#### **Surplus buildings/sites for disposal (7)**

Abertysswg Primary School	<i>Expressions of interest invited</i>
Pontlottyn Primary School	<i>Expressions of interest invited</i>
Former Ty Darran Home, Risca	<i>Advertised for sale</i>
Oakdale Comprehensive School	<i>Demolition underway surveys &amp; marketing to follow</i>
Pontllanfraith Comprehensive School	<i>Demolition on hold pending decision on LC</i>
Ty Dyffryn, Ystrad Mynach	<i>Agent appointed and marketed for sale</i>
Ty Pontllanfraith Offices	<i>Demolition underway, survey and sale will follow</i>

#### **Surplus buildings/sites currently under review (8)**

Bargoed Park – disused toilets	<i>Park has charitable status which will complicate sale</i>
Former Risca Gym/Library, (Brooklands)	<i>Vacant - under review. Possible sale /demolition</i>
Fleur-de-lis High Street toilets	<i>Vacant and future being reviewed. Possible sale</i>
Former Rhymney Function Centre	<i>Vacant held pending wider review</i>
Nelson Bus Station public toilets;	<i>Vacant and future being reviewed. Possible sale</i>
Neuadd-y-parc OAP Hall, Caerphilly	<i>Probable let to charitable trust</i>
Tir-y-berth Meals on Wheels	<i>Vacant future being reviewed. Options include possible car park for Tir-y-Berth.</i>
Tir Trosnant Animal Pound	<i>Expressions of interest invited</i>