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Am unrhyw ymholiad yn ymwneud â'r agenda hwn cysylltwch â Rebecca Barrett  
(Rhif Ffôn: 01443 864245 Ebst: barrerm@caerphilly.gov.uk)

**Dyddiad: Dydd Mercher, 8 Mai 2019**

Annwyl Syr/Fadam,

Bydd cyfarfod **Pwyllgor Craffu yr Amgylchedd a Chynaliadwyedd** yn cael ei gynnal yn **Ystafell Sirhywi - Tŷ Penallta, Tredomen, Ystrad Mynach** ar **Dydd Mawrth, 14eg Mai, 2019** am **5.30 pm** i ystyried materion a gynhwysir yn yr agenda canlynol. Gall cynghorwyr a'r cyhoedd sy'n dymuno siarad am unrhyw eitem wneud hynny drwy wneud cais i'r Cadeirydd. Mae croeso i chi hefyd ddefnyddio'r Gymraeg yn y cyfarfod. Mae'r ddau gais hyn yn gofyn am gyfnod rhybudd o 3 diwrnod gwaith, a bydd cyfieithu ar y pryd yn cael ei ddarparu os gofynnir amdano.

Mae pob cyfarfod Pwyllgor yn agored i'r Wasg a'r Cyhoedd. Gofynnir i arsylwyr a chyfranogwyr ymddwyn gyda pharch ac ystyriaeth at eraill. Sylwer y bydd methu â gwneud hynny yn golygu y gofynnir i chi adael y cyfarfodydd ac efallai y cewch eich hebrwng o'r safle.

Yr eiddoch yn gywir,

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

**Christina Harrhy**  
PRIF WEITHREDWR DROS DRO

## A G E N D A

Tudalennau

- 1 I dderbyn ymddiheuriadau am absenoldeb
- 2 Datganiadau o Ddiddordeb.

Atgoffi'r Cynghorwyr a Swyddogion o'u cyfrifoldeb personol i ddatgan unrhyw fuddiannau personol a/neu niweidiol mewn perthynas ag unrhyw eitem o fusnes ar yr agenda hwn yn unol â Deddf Llywodraeth Leol 2000, Cyfansoddiad y Cyngor a'r Cod Ymddygiad ar gyfer Cynghorwyr a Swyddogion.

A greener place Man gwyrddach

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



- 3 Ystyried unrhyw fater a gyfeiriwyd at y Pwyllgor hwn yn unol â'r drefn galw i mewn.
- 4 Blaenraglen Waith Pwyllgor Craffu yr Amgylchedd a Chynaliadwyedd. 1 - 24
- 5 I dderbyn ac ystyried yr adroddiadau\* Cabinet canlynol:-
1. Canolfan Adnoddau Cymunedol Arfaethedig yn Nhy-Sign, Rhisga - 27ain Mawrth 2019;
  2. Deddf Sgorio Hylendid Bwyd (Cymru) 2013 - Cynnydd arfaethedig o ran ffi ailsgorio - 27ain Mawrth 2019;
  3. Astudiaeth Dichonoldeb Ansawdd Aer Hafodyrnys - Cynllun Terfynol - 27ain Mawrth 2019;
  4. Adroddiad Cynnydd - Ailddatblygu Preswyl Safle'r Hen Ganolfan Ddinesig, Pontllanfraith - 10fed Ebrill 2019;
  5. Gwelliannau i'r Ystafell Ffitrwydd yng Nghanolfan Hamdden Trecelyn - 10fed Ebrill 2019;
  6. Canolfan Hamdden Pontllanfraith - 10fed Ebrill 2019.

*\*Os oes aelod o'r Pwyllgor Craffu yn dymuno i unrhyw un o'r adroddiadau Cabinet uchod i gael eu dwyn ymlaen ar gyfer adolygiad yn y cyfarfod, cysylltwch â Rebecca Barrett, 01443 864245, erbyn 10.00 a.m. ar ddydd Llun, 13eg Mai 2019.*

- 6 Cael Hysbysiad o Gynnig - Newid Hinsawdd. 25 - 32
- I dderbyn ac ystyried yr adroddiadau Craffu canlynol:-
- 7 Adroddiad Blynyddol Statws ac Opsiynau Cynllun Rheoli Asedau Priffyrdd - Asedau Priffyrdd. 33 - 58
- 8 Strategaeth Toiledau Lleol. 59 - 160
- 9 Egwyddorion Trosglwyddo Asedau Cymunedol (Meysydd Chwarae). 161 - 202
- 10 Gwaith Datblygu Polisi.

### **Cylchrediad:**

Cynghorwyr M.A. Adams, A. Collis, D.T. Davies, C. Elsbury, M. Evans, A. Gair, Ms J. Gale, R.W. Gough, A. Hussey, S. Kent, Mrs A. Leonard, D.W.R. Preece, J. Scriven, G. Simmonds a T.J. Williams

A Swyddogion Priodol

### **SUT FYDDWN YN DEFNYDDIO EICH GWYBODAETH**

Bydd yr unigolion hynny sy'n mynychu cyfarfodydd pwyllgor i siarad/roi tystiolaeth yn cael eu henwi yng nghofnodion y cyfarfod hynny, weithiau bydd hyn yn cynnwys eu man gweithio neu fusnes a'r barnau a fynegir. Bydd cofnodion o'r cyfarfod gan gynnwys manylion y siaradwyr ar gael i'r cyhoedd ar wefan y Cyngor ar [www.caerffili.gov.uk](http://www.caerffili.gov.uk). ac eithrio am drafodaethau sy'n ymwneud ag eitemau cyfrinachol neu eithriedig.

Mae gennych nifer o hawliau mewn perthynas â'r wybodaeth, gan gynnwys yr hawl i gael mynediad at wybodaeth sydd gennym amdanoch a'r hawl i gwyno os ydych yn anhapus gyda'r modd y mae eich gwybodaeth yn cael ei brosesu. Am wybodaeth bellach ar sut rydym yn prosesu eich gwybodaeth a'ch hawliau, ewch i'r Hysbysiad Preifatrwydd Cyfarfodydd Pwyllgor Llawn ar ein gwefan <http://www.caerffili.gov.uk/Pwyllgor/Preifatrwydd> neu cysylltwch â Gwasanaethau Cyfreithiol drwy e-bostio [griffd2@caerffili.gov.uk](mailto:griffd2@caerffili.gov.uk) neu ffoniwch 01443 863028.



## ENVIRONMENT AND SUSTAINABILITY SCRUTINY COMMITTEE – 14TH MAY 2019

**SUBJECT: ENVIRONMENT AND SUSTAINABILITY SCRUTINY COMMITTEE  
FORWARD WORK PROGRAMME**

**REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE  
SERVICES**

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### 1. PURPOSE OF REPORT

1.1 To report the Environment and Sustainability 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 stakeholder.

### 3. RECOMMENDATIONS

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

### 4. REASONS FOR THE RECOMMENDATIONS

4.1 To improve the operation of scrutiny.

### 5. THE REPORT

5.1 The Environment and Sustainability Scrutiny Committee forward work programme includes all reports that were identified at the Forward Work Programme Workshop on 26th March 2019. The work programme outlines the reports planned for the period 14th May 2019 to 24th March 2020.

5.2 The Forward Work Programme is made up of reports identified by officers and members. 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.

### 5.3 Conclusion

The work programme is for consideration and amendment by the scrutiny committee prior to

publication on the council website.

## **6. ASSUMPTIONS**

6.1 No assumptions are necessary.

## **7. LINKS TO RELEVANT COUNCIL POLICIES**

7.1 The operation of scrutiny is required by the Local Government Act 2000. The Local Government Wales Measure 2011 and subsequent Statutory Guidance include requirements to publicise the work of scrutiny committees. The operation of scrutiny committee forward work programmes was agreed following decisions by Council in October 2013 and October 2015.

### **7.2 Corporate Plan 2018-2023.**

Scrutiny Committee forward work programmes contributes towards and impacts upon the Corporate Well-being Objectives by ensuring that the Executive is held to account for its Corporate Objectives, which are:

Objective 1 - Improve education opportunities for all

Objective 2 - Enabling employment

Objective 3 - Address the availability, condition and sustainability of homes throughout the county borough and provide advice, assistance or support to help improve people's well-being

Objective 4 - Promote a modern, integrated and sustainable transport system that increases opportunity, promotes prosperity and minimises the adverse impacts on the environment

Objective 5 - Creating a county borough that supports a healthy lifestyle in accordance with the sustainable Development Principle within the Wellbeing of Future Generations (Wales) Act 2015

Objective 6 - Support citizens to remain independent and improve their well-being

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

8.1 This report contributes to the well-being goals and is consistent with the five ways if working as defined within the sustainable development principle in that by ensuring the scrutiny function is effective when reviewing services and policies and ensure is considers the wellbeing goals.

8.2 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

## **9. EQUALITIES IMPLICATIONS**

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

## **10. FINANCIAL IMPLICATIONS**

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

## **11. PERSONNEL IMPLICATIONS**

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

## **12. CONSULTATIONS**

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

## **13. STATUTORY POWER**

13.1 The Local Government Act 2000.

Author: Rebecca Barrett, Committee Services Officer, [barrem@caerphilly.gov.uk](mailto:barrem@caerphilly.gov.uk)  
Consultees: Catherine Forbes-Thompson, Interim Head of Democratic Services  
Mark S. Williams, Interim Corporate Director of Communities  
Robert Tranter, Head of Legal Services/ Monitoring Officer

Appendices:  
Appendix 1 Environment and Sustainability Scrutiny Committee Forward Work Programme  
Appendix 2 Cabinet Forward Work Programme

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<b>Environment and Sustainability Scrutiny Committee Forward Work Programme May 2019 to March 2020</b>			
<b>Meeting Date: 14th May 2019</b>			
<b>Subject</b>	<b>Purpose</b>	<b>Key Issues</b>	<b>Witnesses</b>
Highway Asset Management Plan, Annual Status and Options Report – Carriageway Asset	To highlight the funding requirements needed to maintain the carriageway network.	To consider the predicted deterioration rate of the authority's carriageway asset and the funding requirements needed to maintain the asset in a satisfactory condition.	Marcus Lloyd, Head of Infrastructure
Local Toilet Strategy	To consider the draft Local Toilets Strategy prior to presentation to Cabinet for a decision.	To receive information regarding the outcome of the public consultation and to offer any comments on the updated draft Local Toilets Strategy.	Rob Hartshorn, Head of Public Protection, Community and Leisure Services
Community Asset Transfer Principles (Playing Fields)	To seek the views of the Scrutiny Committee on the adoption of a set of guiding principles prior to the presentation to Cabinet for a decision.	The report is seeking the views of the scrutiny committee on the formal adoption of a set of 'guiding principles' in relation to the transfer of playing fields (to sporting organisations). A further report will then be submitted to Cabinet for a decision.	Mike Headington, Green Spaces and Transport Services Manager

<b>Meeting Date: 25<sup>th</sup> June 2019</b>			
<b>Subject</b>	<b>Purpose</b>	<b>Key Issues</b>	<b>Witnesses</b>
Hafod-Yr-Ynys Air Quality Action Plan	To address air quality issues at Hafod-Yr-Ynys.	Consideration of the outcome of the draft final plan and preferred option prior to presentation to Cabinet.	Rob Hartshorn, Head of Public Protection, Community and Leisure Services  Maria Godfrey, Team Leader Communities
Public Protection Annual Report	To enable consideration of formal enforcement activities within the Public Protection Division including outcomes of investigations undertaken under the auspices of the Regulation of Investigatory Powers Act, operation of the Council's CCTV surveillance camera system, the enforcement programme in respect of under age sales, and the nature of Consumer Advice complaints.	To consider, enforcement programmes to ensure that they remain necessary, proportionate and effective.	Rob Hartshorn, Head of Public Protection, Community and Leisure Services
Infrastructure Development – Commuted Sums	To consider a consistent approach to the calculation and application of commuted sums in relation to new developments within the authority.	There are various items of infrastructure that developers propose the authority adopts as part of their development. It is proposed that a consistent approach is utilised to calculate commuted sums so that the authority is provided with funding to undertake any future maintenance of these assets.	Marcus Lloyd, Head of Infrastructure
Well-being Objective 5 Supporting a County Borough that supports a healthy lifestyle	A year end report detailing the progress against the Councils Well-being Objective	To advise members what has gone well, what has gone less well and what the impact is of what we have done so far. For members to agree the judgements we make against our progress to date.	Rob Hartshorn, Head of Public Protection, Community and Leisure Services



**Meeting Date: 17th September 2019 (Performance Management)**

<b>Subject</b>	<b>Purpose</b>	<b>Key Issues</b>	<b>Witnesses</b>
Performance Management Annual Report			Mark S Williams, Interim Corporate Director Communities  Steve Harris, Interim Head of Business Improvement Services, Corporate Services

<b>Meeting Date: 29th October 2019</b>			
<b>Subject</b>	<b>Purpose</b>	<b>Key Issues</b>	<b>Witnesses</b>
Public Space Protection Order relating to Dog Control	To consider the issue of dog fouling on sports pitches.	Cabinet 6/917 resolved not to exclude dogs from all council owned marked sports/playing pitches on a seasonal basis, but to revisit this issue on following impact assessments of provisions.	Rob Hartshorn, Head of Public Protection, Community and Leisure Services
Civil Parking Enforcement Implementation Update	To update members on the implementation of Civil Parking Enforcement (CPE)	CPE was implemented on the 8 <sup>th</sup> April following transfer of powers from Gwent Police. The report provides an update on progress with implementation and future considerations.	Marcus Lloyd, head of infrastructure

**Meeting Date: 10th December 2019**

<b>Subject</b>	<b>Purpose</b>	<b>Key Issues</b>	<b>Witnesses</b>
Medium-Term Financial Plan			Mark S Williams, Interim Corporate Director Communities

<b>Meeting Date: 11th February 2020</b>			
<b>Subject</b>	<b>Purpose</b>	<b>Key Issues</b>	<b>Witnesses</b>
Performance Management			Mark S Williams, Interim Corporate Director Communities  Steve Harris, Interim Head of Business Improvement Services, Corporate Services
Metro Plus Update and Metro CVL (Core Valley Line) Progress	To provide members with an update of progress with the Cardiff Capital Region Metro Plus and Core Valley Line programme of development.	The Cardiff Capital Region City Deal provides a significant investment into the transportation infrastructure of the region. This report provides an update of progress to date within the region and specifically any Caerphilly related projects.	Marcus Lloyd, head of infrastructure

**Meeting Date: 24th March 2020**

<b>Subject</b>	<b>Purpose</b>	<b>Key Issues</b>	<b>Witnesses</b>

**Environment and Sustainability Scrutiny Committee – Information Reports May 2019 to March 2020**

**Meeting Date: 14th May 2019**

<b>Subject</b>	<b>Purpose</b>	<b>Key Issues</b>	<b>Witnesses</b>
Play Sufficiency Duty	To update members on the Welsh Government statutory duty requiring Local Authorities to secure sufficient play opportunities for Children through a play sufficiency assessment every three years.	To receive information on the Play Sufficiency assessment for the next three years and challenges of not having a play sufficiency officer.	Jared Lougher, Sport & Leisure Development Manager

**Meeting Date: 25<sup>th</sup> June 2019**

<b>Subject</b>	<b>Purpose</b>	<b>Key Issues</b>	<b>Witnesses</b>

**Meeting Date: 17th September 2019 (Performance Management)**

<b>Subject</b>	<b>Purpose</b>	<b>Key Issues</b>	<b>Witnesses</b>



**Meeting Date: 29th October 2019**

<b>Subject</b>	<b>Purpose</b>	<b>Key Issues</b>	<b>Witnesses</b>

**Meeting Date: 10th December 2019**

<b>Subject</b>	<b>Purpose</b>	<b>Key Issues</b>	<b>Witnesses</b>

**Meeting Date: 11th February 2020**

<b>Subject</b>	<b>Purpose</b>	<b>Key Issues</b>	<b>Witnesses</b>

**Meeting Date: 24th March 2020**

<b>Subject</b>	<b>Purpose</b>	<b>Key Issues</b>	<b>Witnesses</b>



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## Cabinet - Forward Work Programme

Title	Key Issues	Author	Cabinet Member
<b>Wednesday - 15/05/2019</b>		<b>Cabinet &amp; PDM</b>	

2019 Property Review Report	Annual Report to be approved by Cabinet	Mark Williams	Cllr. Lisa Phipps
Corporate Asset Management Strategy	To seek Cabinet approval of the Council's Asset Management Strategy.	Mark Williams	Cllr. Lisa Phipps
Local Toilet Strategy	To consider the findings of the public consultation exercise undertaken on the draft Caerphilly county borough Local Toilets Strategy together with consideration of the updated strategy prior to presentation to Cabinet for a decision.	Rob Hartshorn	Cllr. Eluned Stenner
Cabinet as Trustees of Blackwood Miners Institute Meeting			

**Wednesday - 29/05/2019**

**Cabinet & PDM**

Community Asset Transfer Principles	To seek Cabinet approval on a set of principles in relation to the transfer of playing fields and sporting organisations	Mike Headington	Cllr. Nigel George
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Regeneration Board Project Proposals	To provide Cabinet with an update on the work of the Regeneration Project Board and to recommend a further list of priority schemes for Development Funding to Cabinet	Alan Dallimore	Cllr. Sean Morgan
<b>Wednesday - 12/06/2019 Cabinet &amp; PDM</b>			
Impact Of Universal Credit and Homelessness	To advise Cabinet of the initial impact of Universal Credit and to seek approval of the policies we have in place to manage the impact.	Shaun Couzens	Cllr. Lisa Phipps
Affordable Housing New Build	For Cabinet to note the progress on a number of new builds and refurbishment projects, and to seek Cabinet approval to appropriate the land at Ty Darren, Risca and the transfer of associated funds to Caerphilly Homes.	Shaun Couzens/ Mark Williams	Cllr. Lisa Phipps
Future Caerphilly Transformation Strategy	To seek Cabinet approval of a new operating model for the Council	Steve Harris	Cllr. Barbara Jones
Digital Strategy	To seek approval of the Council's digital strategy.	Liz Lucas	Cllr. Colin Gordon
Office 365	To explore the principles for the roll out of Office 365	Liz Lucas	Cllr. Colin Gordon
<b>Wednesday - 26/06/2019 Cabinet &amp; PDM</b>			
Hafodyrynys Air Quality Feasibility Study	To present for approval for public consultation the draft Final Plan prepared in response to the Air Quality Direction issued by Welsh Government in respect of compliance with the EU Air Quality Directive at Hafodyrynys	Rob Hartshorn	Cllr. Eluned Stenner
Consultation Response Report - Federation of Schools	To seek Council approval to make changes to the Councils Constitution	Rob Tranter	Cllr. Barbara Jones



Review of CCBC Regeneration Grants	To make recommendations to Cabinet following a review undertaken on the revenue and capital grant schemes currently administered by the Council's Regeneration Division. The report outlines proposals to amalgamate the grants into a combined "Caerphilly Enterprise Fund" and to focus their delivery to areas where they will have the biggest impact.	R. Kyte	Cllr. Sean Morgan
Energy Generation and Savings Options	To outline work undertaken by the authority on energy conservation and carbon reduction, and to outline further opportunities resulting from energy Management / Generation.	Allan Dalimore	Cllr. Sean Morgan
<b>Wednesday - 10/07/2019</b>			
<b>Cabinet &amp; PDM</b>			

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## ENVIRONMENT AND SUSTAINABILITY SCRUTINY COMMITTEE - 14TH MAY 2019

**SUBJECT: NOTICE OF MOTION – CLIMATE CHANGE**

**REPORT BY: CORPORATE DIRECTOR EDUCATION AND CORPORATE SERVICES**

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### 1. PURPOSE OF REPORT

- 1.1 The Environment and Sustainability Scrutiny Committee is asked to consider the Notice of Motion as set out in paragraph 5.1 of the report and make an appropriate recommendation to Council. In accordance with Rule 11(3) of the Constitution.

### 2. SUMMARY

- 2.1 A Notice of Motion has been received from Councillor S. Morgan and is supported by Councillors D.V. Poole, B. Jones, C. Cuss, C. Gordon, L. Phipps, N. George, P. Marsden, E. Stenner, C. Mann and K. Etheridge.
- 2.2 The Notice of Motion meets the criteria set out in the Council's Constitution and in accordance with the Council's Rules of Procedure in now referred to Scrutiny for consideration.

### 3. RECOMMENDATIONS

- 3.1 The Environment and Sustainability Scrutiny Committee are asked to consider the Notice of Motion outlined in paragraph 5.1 and make an appropriate recommendation to Council.

### 4. REASONS FOR THE RECOMMENDATIONS

- 4.1 In accordance with the Council's Constitution.

### 5. THE REPORT

- 5.1 Councillor S. Morgan requests in his Notice of Motion that Council: -
- (i) Declare a Climate Emergency;

- (ii) Commit to making Caerphilly County Borough Council a net zero carbon local authority by 2030;
- (iii) Within 12 months develop a clear energy plan for a route towards being net zero carbon;
- (iv) Ask that Welsh and UK Government call on World Leaders to acknowledge the overwhelming scientific evidence that Climate Change has been created by human activity;
- (v) Call on Welsh and UK Governments to provide the necessary support and resources to enable effective carbon reductions and move to a less resource intensive future;
- (vi) Call on Welsh Government to move to measure out countries progress in a way that supports and reflects decarbonisation and the ambitious and forward thinking Well Being Of Future Generation Act, rather than simply measuring resource use and consumerism;
- (vii) Work with Public Services Board and Cardiff Capital Region City Deal partners to develop opportunities to delivery carbon savings and to take advantage of the wider benefits of a green economy;
- (viii) Collaborate with experts from the private second and 3rd sectors to develop innovative solutions to becoming net zero carbon.

5.2 The following information supports the Notice of Motion: -

The Intergovernmental Panel on Climate Change (IPCC) Special Report on “*Global Warming of 1.5°C*” published in October 2018, confirmed that the world is on track to overshoot the Paris Agreement's 1.5°C limit before 2050. The Report describes the enormous harm that a 2°C rise is likely to cause compared to a 1.5°C rise, and told us that limiting Global Warming to 1.5°C may still be possible with ambitious action from national and sub-national authorities, civil society, the private sector and local communities.

Humanity's future depends on today's bold and brave leaders to make the necessary decisions now in order to safeguard the environment, our future and those of generations to come.

To keep global warming below 1.5°C, and to reduce the chance of Climate Breakdown, we need to reduce our Carbon emissions

5.3 Caerphilly County Borough Council has already shown foresight and leadership when it comes to addressing the issues of sustainability and climate change when it approved its first sustainable development policy in 1997. In April 2006, the Authority signed the Welsh Declaration on Climate Change, and in 2009 approved an ambitious aspirational Carbon Reduction Strategy with a target to reduce its carbon emissions (buildings and street lighting) by 45% of the baseline 07/08 emissions levels.

The authority has a proven track record of delivering energy and carbon improvements by investing to save. The authority was a founding member (2004) of the national Salix scheme, which provides interest free loans from an £800,000 pot,

with the Authority being the top performer in Wales on the volume of annual carbon saved.

## **6. ASSUMPTIONS**

- 6.1 As a notice of motion is a procedural matter and must be dealt with in accordance with Council's Constitution, no assumptions have been made.

## **7. LINKS TO RELEVANT COUNCIL POLICIES**

- 7.1 The procedural rules regarding a Notice of Motion are contained within Council's Constitution as adopted in May 2002. The Council's Constitution sets out the framework for the decision making roles and responsibilities which will impact on future generations.

### **7.2 Corporate Plan 2018-2023.**

The subject of the Notice of Motion being Climate Change would impact on Objective 5 - Creating a county borough that supports a healthy lifestyle in accordance with the sustainable Development Principle within the Wellbeing of Future Generations (Wales) Act 2015

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

- 8.1 The Notice of Motion is consistent with the five ways of working as defined within the act as it complies with the rules and regulations of the Council's Constitution which sets out a clear framework for how the Council operates in particular decision making responsibilities which will consider the positive and negative impacts on future generations, long term resilience, economic, environmental and social capital.

## **9. EQUALITIES IMPLICATIONS**

- 9.1 There are no specific equalities implications that directly affect the Council arising from the report.

## **10. FINANCIAL IMPLICATIONS**

- 10.1 There are no financial implications associated with this report.

## **11. PERSONNEL IMPLICATIONS**

- 11.1 There are no personnel implications associated with this report.

## **12. CONSULTATIONS**

- 12.1 There has been no consultation undertaken.

### **13. STATUTORY POWER**

#### 13.1 Local Government Act 1972

Author: Emma Sullivan (Senior Committee Services Officer)

Appendices: Appendix 1 Signed copy of Notice of Motion.

## Notice of Motion

To consider the undermentioned Notice of Motion standing in the name of County Borough Councillor Sean Morgan and supported by Councillor David Poole, Councillor Barbara Jones, Councillor Carl Cuss, Councillor Colin Gordon, Councillor Eluned Stenner, Councillor Lisa Phipps, Councillor Philippa Marsden, Councillor Nigel George, Councillor Colin Mann and Councillor Kevin Etheridge

We propose that Caerphilly County Borough Council:

1. Declare a Climate Emergency;
2. Commit to making Caerphilly County Borough Council a net zero carbon local authority by 2030;
3. Within 12 months develop a clear energy plan for a route towards being net zero carbon;
4. Ask that Welsh and UK Government call on World leaders to acknowledge the overwhelming scientific evidence that climate Change has been created by human activity;
5. Call on Welsh and UK Governments to provide the necessary support and resources to enable effective carbon reductions and move to a less resource intensive future;
6. Call on Welsh Government to move to measure our countries progress in a way that supports and reflects decarbonisation and the ambitious and forward thinking Well Being of Future Generations Act, rather than simply measuring resource use and consumerism;
7. Work with Public Services Board and Cardiff Capital Region City Deal partners to develop opportunities to deliver carbon savings and to take advantage of the wider benefits of a green economy;
8. Collaborate with experts from the private sector and 3rd sectors to develop innovative solutions to becoming net zero carbon."

The reason for this motion

The Intergovernmental Panel on Climate Change (IPCC) Special Report on "*Global Warming of 1.5°C*" published in October 2018, confirmed that the world is on track to overshoot the Paris Agreement's 1.5°C limit before 2050. The Report describes the enormous harm that a 2°C rise is likely to cause compared to a 1.5°C rise, and told us that limiting Global Warming to 1.5°C may still be possible with ambitious action from national and sub-national authorities, civil society, the private sector and local communities.

Humanity's future depends on today's bold and brave leaders to make the necessary decisions now in order to safeguard the environment, our future and those of generations to come.

To keep global warming below 1.5°C, and to reduce the chance of Climate Breakdown, we need to reduce our Carbon emissions

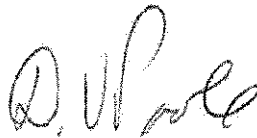
Caerphilly County Borough Council has already shown foresight and leadership when it comes to addressing the issues of sustainability and climate change when it approved its first sustainable development policy in 1997. In April 2006, the Authority signed the Welsh Declaration on Climate Change, and in 2009 approved an ambitious aspirational Carbon Reduction Strategy with a target to reduce its carbon emissions (buildings and street lighting) by 45% of the baseline 07/08 emissions levels.

The authority has a proven track record of delivering energy and carbon improvements by investing to save. The authority was a founding member (2004) of the national Salix scheme, which provides interest free loans from an £800,000 pot, with the Authority being the top performer in Wales on the volume of annual carbon saved.

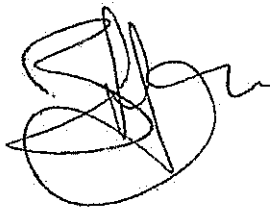
Councillor Sean Morgan



Councillor David Poole



Councillor Barbara Jones



Councillor Eluned Stenner





Councillor Colin Gordon

C. J. Gordon

Councillor Carl Cuss

Carl Cuss

Councillor Lisa Phipps

Lisa Phipps

Councillor Philippa Marsden

P Marsden

Councillor Nigel George

N George

Councillor Kevin Etheridge

Kevin Etheridge

Councillor Colin Mann

Colin Mann

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## ENVIRONMENT AND SUSTAINABILITY SCRUTINY COMMITTEE – 14TH MAY 2019

**SUBJECT: HIGHWAY ASSET MANAGEMENT PLAN ANNUAL STATUS AND  
OPTIONS REPORT – CARRIAGEWAY ASSET**

**REPORT BY: INTERIM CORPORATE DIRECTOR - COMMUNITIES**

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

- 1.1 To provide the Scrutiny Committee with a summary status of the Council's Highway (carriageway & footway) asset and to ask Scrutiny members to consider and comment on the options available for future planned maintenance strategies and their resultant budgetary implications, prior to a final funding strategy being considered as part of the 2020/21 budget setting process.

### **2. SUMMARY**

- 2.1 The report focusses on the Annual Status and Options Report (ASOR - Appendix 1) for carriageways, which is based on the Asset Management Framework template derived from the collective effort of Welsh and Scottish Local Authorities, namely; County Surveyors Society Wales (CSSW) and the Society of Chief Officers of Transportation in Scotland (SCOTS).
- 2.2 The ASOR analyses evidence of Asset Management practice and it can;
- Describe the current condition of the asset
  - Detail the service that the asset and current budgets are able to provide
  - Present the options available for future planned maintenance budgets and strategy
- 2.3 The long term options within the report consider the strategic approaches available together with the proposed outcomes associated with each alternative.
- 2.4 The predicted impacts of future options are explored and recommendations made based upon this evidence.

### **3. RECOMMENDATIONS**

- 3.1 Caerphilly Council's resources, both operational and financial, are inevitably finite. This reinforces the need for a proportionate response to the longer-term impact of budget commitment in relation to maintenance strategies. Members are therefore asked to review the strategic approaches (Para 5.9), which detail the future impacts and financial liabilities associated with each option and consider the long term impact on the network and our future generations.

- 3.2 Given the value of the Highway asset and its strategic importance, Members are therefore asked to support investing as much capital as possible into the Authority's Highway Infrastructure while recognising that there will be other strategic priorities competing for the limited resources available to the Authority over the medium term.
- 3.3 In this context it is recommended that the Scrutiny Committee supports option C4 paragraph 5.9 (Maintain current condition) as the minimum standard we should consider adopting. This would require an annual capital investment increase of **£1,570,000** on top of the 2019/20 planned maintenance budget of £767,000 (option C2), **or** an investment increase of **£660,000** if the temporary MTFP saving for 2019/20 is restored in 2020/21 (option C3). This would maintain roads at current standards in the medium term.
- 3.4 Members are asked to note that the final approval of the Capital Programme is a matter for Full Council when annual budget proposals are considered in February each year.

#### 4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To allow Cabinet and Council to understand the Scrutiny Committee views on the preferred option to achieve a strategic approach to planned maintenance when considering future funding programmes.
- 4.2 To achieve a strategic approach to planned maintenance that considers the impacts of the highway network and its effect on future generations.

#### 5. THE REPORT

- 5.1 The highways infrastructure provides local access to all road users be that for education, leisure, business or wider authority and regional connectivity. It shapes the character of an area adding to the social, well-being and quality of life in a community. Experience during the recent severe weather events has highlighted the significant cost to the economy and social life when parts of the infrastructure become inaccessible or defective.
- 5.2 The ASOR (Appendix 1) follows a best practice approach in terms of applying the principles of Highway Asset Management. In particular, it uses tools, methods and advice pertaining to 'Long Term forecasts' and 'Impact Risks' to illustrate the effects of longer-term maintenance strategies and budgetary implications.
- 5.3 The total length of carriageway in the authority is 1,176 km and footway is 2,033 km, with each asset increasing by over 27km and 55km respectively, over the past 5 years. The increase in asset size has been met with MTFP savings resulting in a drop in planned maintenance regimes and the ASOR demonstrates the medium to long term implications.
- 5.4 The status report for carriageways identifies the 2018/19 planned corrective maintenance (Resurfacing) and planned preventative Maintenance (Cold applied ultra-thin surfacing) budget of circa £2.75m was less than a third of the Annualised Depreciation Cost (ADC) of £10.6m, with ADC representing the average amount by which the asset will depreciate in one year if no investment in asset renewal is made.
- 5.5 The investment level of £2.75m over the last year (including £0.98 million Welsh Government Grant funding) is providing return periods that will result in roads having a new surface applied, on **average**, every 18 years. Without the Grant funding, the resepective and **average** resurfacing time increases to 25 years. These resurfacings are predominantly Cold applied ultra-thin surfacings (preventative treatments). These projections are not considered to be sustainable in the long term.

5.6 Five options have been analysed, in relation to budget allocation, to determine the predicted condition in 20 years, along with the consequential cost impact;

- C1: 2018/19 Budget £2.75m (includes WG Grant Funding levels continuing for 20 years of £0.98m per annum)
- C2: Actual Budget 2019-20 £767k (plus WG Grant Funding for Year 1 only £0.977m)
- C3: 2019/20 Budget (Temporary £910k MTFP saving reinstated)
- C4: Option to Maintain Current Conditions £2.337m (Preventative)
- C5: Option to Improve Current Conditions £13m (Corrective)

5.7 The ASOR report summarises predicted impacts for each option in relation to budget, reactive maintenance, planned maintenance, Third Party Claims and customer satisfaction. Varying levels of outcomes are predicted based on the varying investment options. In terms of optimistic expectations, option C4: Maintain Current Condition (Preventative) – produces the most realistic steady-state condition opportunity, which reflects the most viable level of investment.

5.8 It should be noted that the prediction tools are sensitive to the variety of surfacing/preservation techniques that can be used. If you compare option C1 and C4 in the table below (5.9), it is evident that C1 identifies a deteriorating network and C4 identifies a steady state network even though C4 has less money invested than C1. This is down to the split of the investment and the amount of surface area treated. C1 has £1.887m spent on traditional resurfacing (small amount of surface area treated) and £860k on surface preservation treatments (large amount of surface area treated) and C4 has a projected investment of £837K and £1.541m respectively. With surface preservation treatments a much larger area is treated although the expected life expectancy is less. However, the longer term projections give a reduced amount of projected deterioration.

5.9 The table below details the total proposed highway maintenance budget commitment, deterioration from baseline current condition and consequent investment to return to current standard (in 20 years) associated with each option.

Option	Planned surfacing Budget Commitment (000's)	Condition change over 20 years	Investment to recover / achieve current standard
<b>C1</b> - 2018/19 Budget, including assumed WG grant funding over 20years	£2.75m	4% Deterioration	If 2018/19 budget levels and WG grant funding (£0.98m) are maintained for 20 years a 4% deterioration in asset condition will occur.
<b>C2</b> – 2019/20 Actual budget figures with Grant funding for one year only	£767k plus Year 1 only – grant funding £0.977m	31% Deterioration	If current budgets are maintained with no further cuts or increases the asset will deteriorate leaving our future generations with a <b>£30.4 million</b> investment requirement to return roads back into todays current standards
<b>C3</b> – 2019-20 Budget (Temp £910k MTFP saving reinstated)	£1.667m	16% Deterioration	If current budgets are maintained with no further cuts or increases the asset will deteriorate leaving our future generations with a <b>£15.7 million</b> investment requirement to return roads back into todays current standards

<b>C4</b> – Option to maintain current conditions	£2.337m	0% Current conditions maintained	Steady State achieved. (Future generations No better / No worse off)
<b>C5</b> – Option to Improve condition	£13m	17% Improvement	This demonstrates the long term funding requirements to achieve a 17% improvement in asset condition over a 20 year period.

- 5.10 The Highway asset is currently underfunded and from the above summary, it is apparent that any reduction of budget commitment greatly affects the rate of road surface condition deterioration and the consequent level of investment needed to address this and to restore the condition to current (baseline) standards.
- 5.11 It is however, important for members of the committee to note that Caerphilly County Borough Council is not in a unique position in relation to planned, pro-active maintenance of its highway asset. Most Local Authorities are facing similar issues as a result of Public Sector Austerity and the lack of investment in the highway network has been the subject of significant media attention.
- 5.12 In terms of benchmarking our position. The recently published APSE Performance Networks report for Roads, Highways and Winter Maintenance 2017-18, which compares data from across the UK identifies Caerphilly as being ranked as follows in comparison to the 19 Authorities that submitted data:-
- Condition of all non principal roads (Class A roads - England and Wales only) – Caerphilly is ranked 12<sup>th</sup> out of 19 with 6.1% considered in a poor condition. The average for the 19 authorities is 5.71% in poor condition with the best being 2.0% in poor condition and worst being 12.4% in poor condition.
  - Condition of non principal roads (Class B - England and Wales only) - Caerphilly is ranked 11<sup>th</sup> out of 19 with 3.6% considered in a poor condition. The average for the 19 authorities is 3.67% in poor condition with the best being 1.9% in poor condition and worst being 6.29% in poor condition.
  - Condition of non principal roads (Class C - England and Wales only) - Caerphilly is ranked 14<sup>th</sup> out of 19 with 7.3% considered in a poor condition. The average for the 19 authorities is 6.56% in poor condition with the best being 0.8% in poor condition and worst being 16.3% in poor condition.
- 5.13 Caerphilly Council's resources, both operational and financial, are inevitably finite. This reinforces the need for a proportionate response to the longer-term impact of budget commitment in relation to maintenance strategies. The findings of the ASOR, as presented within this report, highlight the necessity for budget commitment to achieve option C4 as a minimum requirement.
- 5.14 It is noted that each year the Asphalt Industry Alliance (AIA) commissions an independent survey of local authority highway departments in England and Wales. The 2019 Annual Local Authority Road Maintenance (ALARM) survey reports that, overall, average highway maintenance budgets are up for the second successive year and there are some small signs that this is stemming further decline in local road conditions. This increase reflects the current availability of Grant funding. It should be noted that these figures are an average across England and Wales and England has seen a recent increase in Central Government grant funding that is not fully reflected in Wales.
- 5.15 The AIA report identifies “Despite these glimmers of hope, the average annual carriageway budget shortfall in England and Wales is reported to be £3.9 million per authority, up from £3.3 million in 2018, and the amount needed to bring the local road network up to scratch is now approaching £10 billion.”

- 5.16 The report further acknowledges “it’s a long journey from slowing decline to improving the overall condition and resilience of the network – which we all rely on every day – and the additional investment could go to waste if it is not continued. Sustained investment over a longer timeframe is needed if we want a local road network that supports enhanced mobility, connectivity and productivity.”
- 5.17 The results of the ALARM survey echo the content of the ASOR report and further support the information within this report.
- 5.18 It should also be noted that that if there is any deterioration to the highways network then it follows that the number and value of third party claims will increase, and this will lead to increased insurance premiums to the authority and an increase in claim settlements.
- 5.19 In terms of insurance claims relating to Highway defects, Caerphilly’s percentage change in number of non-repudiated third party claims in the last 3 years compared to the previous 3 year period results in Caerphilly being ranked 46<sup>th</sup> out of 50 with an increase of 42.31%. This compares to an average of a -5.27% reduction. The largest increase in another authority was 100% and the biggest decrease was -88.89%. This needs to be taken in context as Caerphilly’s historical repudiation rate and claims settlement is extremely low. By way or example, Caerphilly’s actual repudiation rate for 2017/18 for 66 claims received was 90%. The number of claims settled was 15no with a total value of £2785.00.
- 5.20 Further Caerphilly’s performance in relation to responding to emergencies and undertaking planned safety inspections is second to none with Caerphilly ranked 1<sup>st</sup> out of 53 and 41 authorities respectively achieving 100% compliance against both measures.

## **6. ASSUMPTIONS**

- 6.1 No inflationary costs are included. Analysis is based upon current budget commitments and agreed engineering deterioration modelling.
- 6.2 Option C1 makes an assumption that Welsh Government will continue with their current grant funding for the next 20 years with a value of circa £1M per annum.
- 6.3 The report assumes that the current austerity measures will continue in the medium term.

## **7. LINKS TO RELEVANT COUNCIL POLICIES**

- 7.1 The report links to the Council’s Corporate Plan 2018-2023, and contributes to the Well-being Objective 4:
- Promote a modern, integrated and sustainable transport system that increases opportunity, promotes prosperity and minimises the adverse impacts on the environment
- 7.2 There are further links to the Infrastructure Service Objectives:
- To promote safe and efficient transport and land drainage infrastructure through quality service delivered by means of cost effective management, maintenance and improvement of the networks.

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

- 8.1 This report links directly to the Well-being goals within the Well-being of Future Generations Act (Wales) 2015:

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities, and
- A globally responsible Wales

8.2 It is consistent in all of the five ways of working as defined within the sustainable development principle in the Act that it supports:

8.2.1 **Long-term** – The ASOR provides long term resourcing and asset management solutions of this specialised service and allows for more effective and predictable resource/financial/carbon reduction commitments going forward.

8.2.2 **Integration** - A well maintained highway forms part of an overall strategy providing efficient integration of local roads to regional transport systems.

8.2.3 **Involvement** – The ASOR principles were developed collaboratively by CSSW and SCOTS involving all regional authorities in Scotland and Wales. During internal consultation of the document input was also received on cross border issues to ensure network users' needs are considered as they leave / enter the Authority.

8.2.4 **Collaboration** – The ASOR is based upon a collaborative approach between Welsh and Scottish Authorities. It not only brings internal departments together to deliver effective planned maintenance regimes across the authority over the medium and long term, but also promotes discussion and agreement with neighbouring authorities.

8.2.5 **Prevention** – Carefully prioritised budget commitment for planned maintenance regimes will afford timely proactive response; thus ensuring the asset is best maintained and safe for use. Confidence of developed future maintenance programmes will prevent unnecessary deterioration of the network and lessen the burden of reactive responses, promoting a more efficient use of finite budgets.

## 9. EQUALITIES IMPLICATIONS

9.1 An Equalities Implication Act (EIA) screening has been completed in accordance with the Council's Strategic Equality Plan and supplementary guidance. No potential for unlawful discrimination and/or low level or minor negative impact has been identified, therefore a full EIA has not been carried out.

9.2 Following the sound Asset Management Principles contained within the ASOR and adopting a preventative approach will benefit the vulnerable, young and elderly, by ensuring the infrastructure on which other services depend (including emergency services), remains robust throughout the years to come.

## 10. FINANCIAL IMPLICATIONS

10.1 The Highway Operations budget funded this statutory provision/service with limited grant funding options from Welsh Government, however, a longer term corporate / strategic approach is required.

10.2 An increasing asset size together with MTFP savings have significantly reduced the planned maintenance budget which will in turn add pressures to the existing budget for reactive maintenance (potholes) of circa £950,000. When comparing the amount of planned versus routine/reactive works undertaken since 2012/13 it is evident that the planned works (carriageway resurfacing) has been declining to its lowest percentage split last year as demonstrated below :-



	Planned	Routine/Reactive
2017/18	55%	45%
2016/17	57%	43%
2014/15	68%	32%
2013/14	69%	31%
2012/13	64%	36%

- 10.3 In addition to the MTFP savings already identified and committed, the need to maintain the highway network needs to be set in the context of further, significant revenue savings requirements from 2020/21 onwards.
- 10.4 Maximising capital spend on the Highway Infrastructure to reduce future revenue liabilities is therefore a key issue for the Authority that will need to be considered alongside other strategic priorities competing for the limited resources available to the Authority.
- 10.5 The financial implications of the various options are outlined in the table at paragraph 5.9. The range of financial investments achieve varying degrees of highway asset deterioration or improvement.
- 10.6 As outlined in the report, the approach recommended by officers (after realistic consideration of the current financial climate) is option C4 (maintain current condition). In this regard, taking into account that the highway asset is valued at over £2 billion, an increase in capital investment would be required. This could be achieved in one of two ways:-
- Either £1,570,000 per annum on top of the current 2019/20 planned maintenance budget of £767,000, which already includes £739,000 capital.
  - Or, - £660,000 per annum on top of the 2019/20 budget of £767,000 should the £910k temporary MTFP one year saving be reinstated for 2020/21 which again already includes £739,000 capital.
- 10.7 Increasing capital investment in the Highway Network could also be achieved by using a combination of prudential borrowing, the insurance and risk management fund and WG Highways Capital Grant (if it continues). However, Members should note that any new borrowing would have revenue implications that would require growth to be identified with consequential savings being required.
- 10.8 This is required to underpin the planned maintenance programmes, maintain long-term asset condition and protect the most valuable asset Caerphilly owns.

## **11. PERSONNEL IMPLICATIONS**

- 11.1 There are no direct personnel implications from this report.

## **12. CONSULTATIONS**

- 12.1 All comments received have been taken into consideration and are included in the report.

## **13. STATUTORY POWER**

- 13.1 Highway Act 1980.
- 13.2 Well-being of Future Generations (Wales) Act 2015.

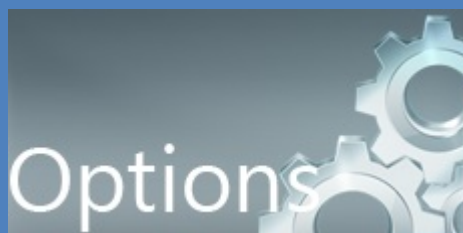
Author: Chris Adams – Highway Engineering Group Manager (adamsc@caerphilly.gov.uk)  
Consultees: Councillor S Morgan – Deputy Leader and Cabinet Member for Economy,  
Infrastructure, Sustainability & Wellbeing of Future Generations Champion  
Councillor DT Davies – Chair of Environment and Sustainability Scrutiny Committee  
Councillor A Hussey – Vice Chair of Environment and Sustainability Scrutiny  
Committee  
Mark S Williams - Interim Corporate Director – Communities  
Marcus Lloyd – Head of Infrastructure  
Robert Tranter – Head of Legal Services/Monitoring Officer  
Stephen Harris – Interim Head of Business Improvement and Section 151 Officer  
Corporate Management Team  
Mike Eedy – Finance Manager  
Shaun Watkins – Principal Personnel Manager  
Anwen Cullinane – Senior Policy Officer – Equalities and Welsh Language  
Sue Ruddock – Insurance and Risk Manager

Background Papers:  
Highway Asset Management Plan (HAMP)  
Annual Local Authority Road Maintenance (ALARM) survey

Appendices:  
Appendix 1 Annual Status and Options Report

# Roads/Highways Annual Status and Options Report

## Carriageway Asset Caerphilly CBC



## Table of Contents

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2.2	Carriageway Options.....	8

## 1 Introduction

This report presents a summary of the council's carriageway asset as at the end of March 2019, and essentially;

- Describes the current condition of the asset
- Details the service that the asset and current budgets are able to provide
- Presents the options available for the future

The report complements the Highway Asset Management Plan (HAMP). It provides information to assist with budget setting for roads.

### Status

The status of the asset is provided in terms of current condition, the output that are delivered, the standards being achieved and an indication of customer satisfaction.

### Options

The report considers the following options:

- **C1** - Maintain 2018/19 Budget (includes WG Grant Funding levels for **20 years**)
- **C2** - Maintain 2019-20 Budget (includes WG Grant Funding for Year 1 only)
- **C3** - Maintain 2019-20 Budget (Temporary £910k revenue saving reinstated)
- **C4** - Option to Maintain Current Conditions (**Preventative**)
- **C5** - Option to Improve Current Conditions (**Corrective**)

### Long Term Forecasts

Road assets deteriorate slowly. The impact of a level of investment cannot be shown by looking at the next couple of years. The report includes 20 year forecasts to enable decisions to be taken with an understanding of their long term implications.

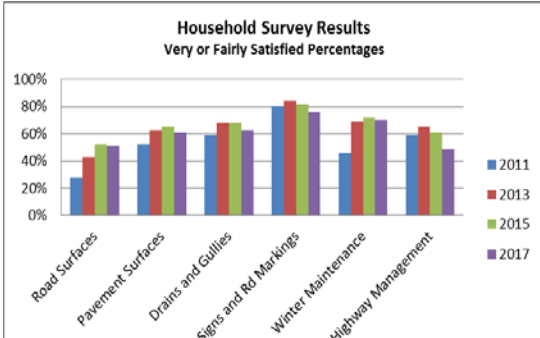

### Impacts Risk

To reflect continuing budgetary pressures the report contains an assessment of the impact for each option presented. In some instances however, the level of detail of assessment is currently hindered by an absence of data.

## 2 Carriageways

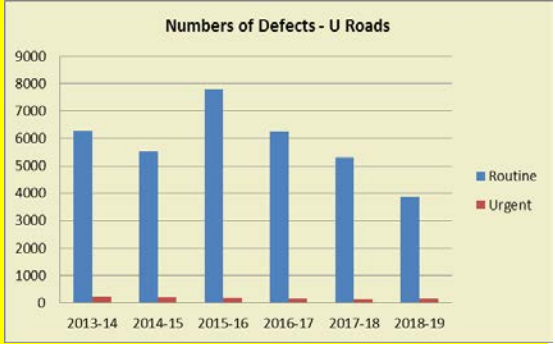
### 2.1 Status Report

Asset Group: Carriageways							
<b>The Asset</b>	<ul style="list-style-type: none"> <li>The total length of carriageway is <b>1,176 km</b></li> <li>The carriageway asset has increased by over <b>27 km</b> in the last five years.</li> </ul>						
<b>Valuation</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Gross Replacement Cost</td> <td style="text-align: right;">£1,145,197k</td> </tr> <tr> <td>Depreciated Replacement Cost</td> <td style="text-align: right;">£1,027,475k</td> </tr> <tr> <td>Annualised Depreciation Charge</td> <td style="text-align: right;">£10,611k</td> </tr> </table> <div style="text-align: right; margin-top: 10px;"> </div> <ul style="list-style-type: none"> <li>The Annualised Depreciation Charge (ADC) £10.6m represents the average amount by which the asset will depreciate in one year if no investment in asset renewal is made.</li> <li>Current Planned Maintenance Expenditure of about £3.5m (including a one-off grant of £980k and deferred grant of £496k), was only a third of the ADC of £10.6m.</li> </ul>	Gross Replacement Cost	£1,145,197k	Depreciated Replacement Cost	£1,027,475k	Annualised Depreciation Charge	£10,611k
Gross Replacement Cost	£1,145,197k						
Depreciated Replacement Cost	£1,027,475k						
Annualised Depreciation Charge	£10,611k						
<b>Historical Investment</b>	<div style="display: flex; justify-content: space-around;"> <div style="width: 45%;"> </div> <div style="width: 45%;"> </div> </div> <ul style="list-style-type: none"> <li>Capital Expenditure has been supplemented by a £1.5m grant, (including a one-off grant of £980k and deferred grant of £496k), in 2018-19 but has generally reduced over the last few years.</li> <li>Investment in preventative and corrective treatments is in a slow decline.</li> <li>Revenue funding has also reduced over the last five years.</li> </ul> <p>Investment levels over the last year, (including the £1.5m grant funding), meant that 5.7% of roads had a new surface applied. This means that on <b>average</b> roads will only have a new surface applied once every 18 years. Without the grant, only 4% of roads would have been treated increasing the <b>average</b> resurfacing time to 25 years. This is not considered to be sustainable in the long term as the deterioration rate occurs differently on each road meaning some roads may not get surfaced for 40+ years.</p>						

<b>Current</b>	<p>The current HAMP prediction modelling is based upon:</p> <ul style="list-style-type: none"> <li>• A Roads: Aim to maintain condition using 50% corrective / 50% preventative.</li> <li>• B &amp; C Roads: Controlled deterioration (allowing roads to deteriorate to a national average condition)</li> <li>• U Roads: Aim to improve condition to a target RCI of 32% using a predominantly preventative strategy based upon 25% corrective / 75% preventative strategy .</li> </ul>			
<b>Cost Category Summary</b>		<b>Cost Category</b>	<b>Budget</b>	<b>Output</b>
	Capital	Planned Maintenance – Corrective (inc. £160k RCCO and £1.5m Grant)	£2,500k	<ul style="list-style-type: none"> <li>• 85,300m<sup>2</sup> Resurfacing</li> <li>• 292,750m<sup>2</sup> Surface Dressing</li> </ul>
	Revenue	Planned Maintenance - Preventative	£910k	
		Routine Cyclic Maintenance	£475k	
		Routine – Reactive Repairs (emergency)	£378k	
		Routine – Reactive Repairs (non-emergency)	£1,000k	
		Routine – Inspection & Survey	£206k	
		Operating Costs	£737k	<ul style="list-style-type: none"> <li>• Winter Maintenance</li> </ul>
		Overheads	£497k	<ul style="list-style-type: none"> <li>• Staff &amp; Central Charges</li> </ul>
		Loss	£408k	<ul style="list-style-type: none"> <li>• Insurance Claims</li> </ul>
<b>Customer Expectations</b>	<div style="display: flex; justify-content: space-around;"> <div style="width: 45%;"> <p style="text-align: center;"><b>Household Survey Results</b> Very or Fairly Satisfied Percentages</p>  </div> <div style="width: 45%;"> <p style="text-align: center;"><b>Service Request Numbers</b></p>  </div> </div> <ul style="list-style-type: none"> <li>• The level of customer satisfaction has trended downwards in the most recent survey in 2017 compared with an upward trend in the previous surveys.</li> <li>• The number of customers contacting the council about carriageways has remained fairly consistent over the last five years.</li> </ul>			

<p>A Road Condition</p>		
<ul style="list-style-type: none"> <li>• The RCI for 2018/19 was 3.9% which is a decrease from 4.6% the previous year. The levels of roads at a green level is decreasing consistently indicating a steady deterioration in road condition</li> <li>• The level of urgent defects is broadly consistent over the past few years.</li> <li>• The level of routine defects has trended downwards over the past few years.</li> </ul>		
<p>B Road Condition</p>		
<ul style="list-style-type: none"> <li>• The RCI for 2018/19 was 3.4%, a slight improvement over the previous year. The levels of roads at green levels is also fairly consistent.</li> <li>• The level of urgent and routine defects has reduced this past year.</li> </ul>		
<p>C Road Condition</p>		
<ul style="list-style-type: none"> <li>• The RCI for 2018/19 is 6.6% which is an improvement over the previous year.</li> <li>• The level of urgent defects has increased over the last three years.</li> <li>• The trend for routine defects has decreased in the last year.</li> </ul>		



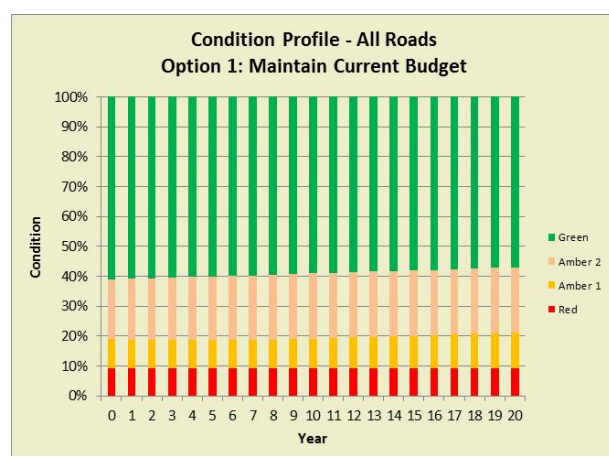
<b>U Road Condition</b>	<b>There are no condition surveys / RCI data for U Roads</b>	 <table border="1"><caption>Numbers of Defects - U Roads</caption><thead><tr><th>Year</th><th>Routine</th><th>Urgent</th></tr></thead><tbody><tr><td>2013-14</td><td>6200</td><td>100</td></tr><tr><td>2014-15</td><td>5500</td><td>100</td></tr><tr><td>2015-16</td><td>7800</td><td>100</td></tr><tr><td>2016-17</td><td>6200</td><td>100</td></tr><tr><td>2017-18</td><td>5200</td><td>100</td></tr><tr><td>2018-19</td><td>3800</td><td>200</td></tr></tbody></table>	Year	Routine	Urgent	2013-14	6200	100	2014-15	5500	100	2015-16	7800	100	2016-17	6200	100	2017-18	5200	100	2018-19	3800	200
	Year		Routine	Urgent																			
2013-14	6200	100																					
2014-15	5500	100																					
2015-16	7800	100																					
2016-17	6200	100																					
2017-18	5200	100																					
2018-19	3800	200																					
<ul style="list-style-type: none"><li>• The level of urgent defects has increased over the last year.</li><li>• The level of routine defects has consistently declined over the last four years.</li></ul>																							

## Carriageway Options

### 2.1.1 Option C1: Maintain 2018/19 Budget (includes WG Grant Funding levels for 20 years)

HAMP Cost Category	Expenditure (£000's) (2018/19 budget)	%
Planned Maintenance - Corrective	£1,887k	29%
Planned Maintenance - Preventative	£860k	14%
Routine Cyclic Maintenance	£475k	7%
Routine – Reactive Repairs (emergency)	£378k	6%
Routine – Reactive Repairs (non-emergency)	£1,000k	16%
Routine – Inspection & Survey	£206k	3%
Operating Costs (Winter Service)	£737k	11%
<b>TOTAL</b>	<b>£5,543</b>	
<i>Overheads</i>	£497	8%
<i>Loss (3<sup>rd</sup> Party Claims associated with (c/ways)</i>	£408	6%
<b>TOTAL (including claims costs)</b>	<b>£6,448</b>	

## Predicted Condition



This option is predicted to result in the asset remaining at a similar standard over time resulting if WG funding is maintained. The percentage of carriageway in need of maintenance (red + amber condition) increasing by about 4% in 20 years.

## Predicted Impacts

### Reactive Maintenance

Continuance of this budget and WG funding levels is likely to keep the number of reactive repairs at a similar level over time.

### Planned Maintenance

Based on the reported decrease in maintenance needs (5% over 20 years) this essentially equates to £6.5 million worth of investment to improve the percentage of roads at green condition and maintain the percentage of roads at red condition.

### 3rd Party Claims

3<sup>rd</sup> party claims are expected to remain similar to present levels.

### Customer Satisfaction

It is predicted that customer satisfaction is expected to remain similar to present levels.

## Option Summary

The baseline option of a continuance of current funding levels is predicted to result in:

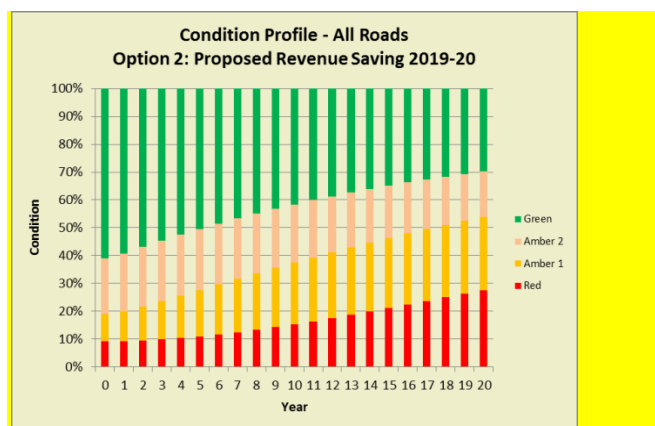
- a. → annual budget remaining the same
- b. → similar measured condition
- c. → similar quantities of minor defects (pot holes and the like)
- d. → similar amounts of 3<sup>rd</sup> party claims
- e. → similar customer satisfaction

## 2.1.2 Option C2: Maintain 2019-20 Budget (includes WG Funding for Year 1 only)

Option C2 takes into account the actual budget savings and proposals for the 2019-20 financial year and carries these forward assuming WG funding is only available for next year only

HAMP Cost Category	Expenditure (£000's)	%
Planned Maintenance - Corrective	£1,716k ( <b>£739 from year 2</b> )	36%
Planned Maintenance - Preventative	£28k	1%
Routine Cyclic Maintenance	£278k	6%
Routine – Reactive Repairs (emergency)	£286k	6%
Routine – Reactive Repairs (non-emergency)	£915k	19%
Routine – Inspection & Survey	£206k	4%
Operating Costs (Winter Service)	£491k	10%
<b>TOTAL</b>	<b>£3,920</b>	
<i>Overheads</i>	£497	10%
<i>Loss (3<sup>rd</sup> Party Claims associated with (c/ways)</i>	£408	8%
<b>TOTAL (including claims costs)</b>	<b>£4,825</b>	

### Predicted Condition



This options is predicted to result in deterioration of the asset over time resulting in the percentage of carriageway in need of maintenance (red + amber condition) increasing from the current 39% to 70% in 20 years.

## Predicted Impacts

### Reactive Maintenance

Continuance of this budget model will increase the level of reactive repairs substantially over time.

### Planned Maintenance

Based on the reported increase in maintenance needs (31% over 20 years) this will essentially leave our future generations with a requirement to find £40.3 million worth of investment to bring the carriageway condition back to the current standard.

### 3rd Party Claims

3<sup>rd</sup> party claims are expected to rise with a potentially greater level of pay outs.

### Customer Satisfaction

It is predicted that customer satisfaction will decrease with the worsening condition of the carriageways.

## Option Summary

The option detailing the savings from 2019-20 is predicted to result in:

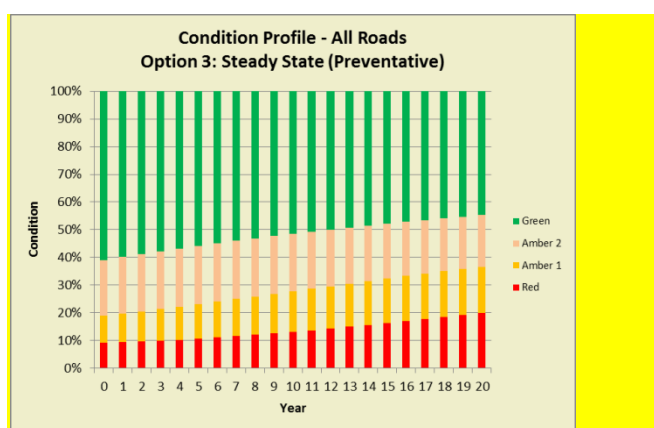
- a. ↗ annual budget increase required over time to accommodate increasing reactive repairs
- b. ↘ reduction (deterioration) of measured condition
- c. ↗ increasing quantities of minor defects (pot holes and the like)
- d. ↗ potential for increase in 3<sup>rd</sup> party claims
- e. ↘ decreased customer satisfaction as a result of increasing repairs

**2.1.3 Option C3: Maintain 2019-20 Budget (Temporary £910k revenue saving reinstated)**

Option C3 re-instates the budget saving for 2019-20 and carries this forward. This option does not include any grant funding

HAMP Cost Category	Expenditure (£000's)	%
Planned Maintenance - Corrective	£849	18%
Planned Maintenance - Preventative	£828k	18%
Routine Cyclic Maintenance	£278k	6%
Routine – Reactive Repairs (emergency)	£286k	6%
Routine – Reactive Repairs (non-emergency)	£915k	19%
Routine – Inspection & Survey	£206k	4%
Operating Costs (Winter Service)	£491k	10%
<b>TOTAL</b>	<b>£3,853</b>	
<i>Overheads</i>	£497	10%
<i>Loss (3<sup>rd</sup> Party Claims associated with (c/ways)</i>	£408	9%
<b>TOTAL (including claims costs)</b>	<b>£4,758</b>	

**Predicted Condition**



This options is predicted to result in deterioration of the asset over time resulting in the percentage of carriageway in need of maintenance (red + amber condition) increasing from the current 39% to 55% in 20 years.

## Predicted Impacts

### Reactive Maintenance

Continuance of this budget model will increase the level of reactive repairs substantially over time.

### Planned Maintenance

Based on the reported increase in maintenance needs (16% over 20 years) this will essentially leave our future generations with a requirement to find £19.5 million worth of investment to bring the carriageway condition back to the current standard.

### 3rd Party Claims

3<sup>rd</sup> party claims are expected to rise with a potentially greater level of pay outs.

### Customer Satisfaction

It is predicted that customer satisfaction will decrease with the worsening condition of the carriageways.

## Option Summary

The option detailing the savings from 2019-20 is predicted to result in:

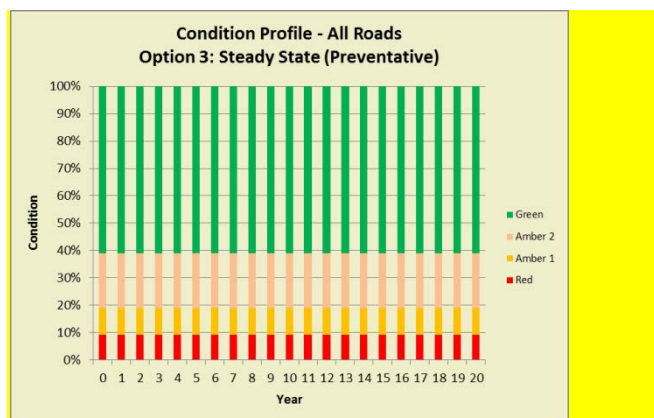
- f. ↗ annual budget increase required over time to accommodate increasing reactive repairs
- g. ↘ reduction (deterioration) of measured condition
- h. ↗ increasing quantities of minor defects (pot holes and the like)
- i. ↗ potential for increase in 3<sup>rd</sup> party claims
- j. ↘ decreased customer satisfaction as a result of increasing repairs

**2.1.4 Option C4: Option to Maintain Current Condition (Preventative)**

The third option involves increasing the levels of the preventative surfacing budget in an effort maintain the current levels of carriageway deterioration.

HAMP Cost Category	Expenditure (£000's)	%
Planned Maintenance - Corrective	£837k	14%
Planned Maintenance - Preventative	£1,500k	25%
Routine Cyclic Maintenance	£475k	8%
Routine – Reactive Repairs (emergency)	£378k	6%
Routine – Reactive Repairs (non-emergency)	£1,000k	17%
Routine – Inspection & Survey	£206k	3%
Operating Costs (Winter Service)	£737k	12%
<b>TOTAL</b>	<b>£5,133</b>	
<i>Overheads</i>	£497	8%
<i>Loss (3<sup>rd</sup> Party Claims associated with (c/ways)</i>	£408	7%
<b>TOTAL (including claims costs)</b>	<b>£6,038</b>	

**Predicted Condition**



*This option is predicted to result the condition of the asset remaining the same over time with the percentage of carriageway in need of maintenance (red + amber condition) remaining at 39% in 20 years.*



## Predicted Impacts

### Reactive Maintenance

Reactive repairs are expected to remain similar to current levels.

### Planned Maintenance

Planned maintenance will not need to increase based on the reported similar maintenance needs over 20 years.

### 3rd Party Claims

3<sup>rd</sup> party claims are expected to remain similar to current levels.

### Customer Satisfaction

Customer satisfaction is predicted to stay inline with current levels

## Option Summary

The option of no revenue funding for planned maintenance treatments is predicted to result in:

- a. → annual budget steady
- b. → measured condition at a steady state
- c. → similar levels of minor defects (pot holes and the like)
- d. → similar levels of 3<sup>rd</sup> party claims
- e. → customer satisfaction to remain the same

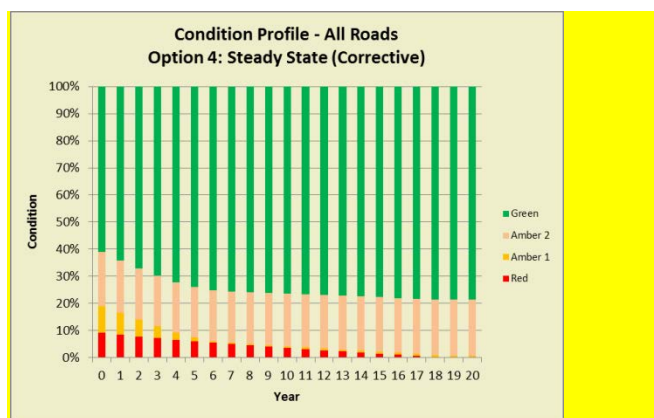
**2.1.5 Option C5: Option to Improve Current Condition (Corrective)**

**Budget**

The fourth option involves increasing the levels of the corrective surfacing budget in an effort to improve the current levels of carriageway deterioration.

HAMP Cost Category	Expenditure (£000's)	%
Planned Maintenance - Corrective	£11,023k	66%
Planned Maintenance - Preventative	£1,995k	12%
Routine Cyclic Maintenance	£475k	3%
Routine – Reactive Repairs (emergency)	£378k	2%
Routine – Reactive Repairs (non-emergency)	£1,000k	6%
Routine – Inspection & Survey	£206k	1%
Operating Costs (Winter Service)	£737k	5%
<b>TOTAL</b>	<b>£15,814</b>	
<i>Overheads</i>	£497	3%
<i>Loss (3<sup>rd</sup> Party Claims associated with (c/ways)</i>	£408	2%
<b>TOTAL (including claims costs)</b>	<b>£16,719</b>	

**Predicted Condition**



*This option is predicted to result in an improvement of the asset over time resulting in the percentage of carriageway in need of maintenance (red + amber condition) decreasing from 39% to 22% in 20 years.*

## Predicted Impacts

### Reactive Maintenance

Reactive repairs should decrease as the road condition improves

### 3rd Party Claims

3<sup>rd</sup> party claims are expected to decrease as defects decrease

### Customer Satisfaction

Customer satisfaction is expected to improve as the deterioration in condition decreases and the increase in the amount of works undertaken will be noticeable.

## Option Summary

The option of using preventative maintenance treatments is predicted to result in:

- f. ↗ annual budget significantly higher
- g. ↗ measured condition improving
- h. ↘ lower levels of minor defects (pot holes and the like)
- i. ↘ lower levels of 3<sup>rd</sup> party claims
- j. ↗ customer satisfaction likely to improve.

### 2.1.6 Recommendation

**Option C4** – Maintain Current Condition (Preventative) is the minimum standard we should be adopting. This would maintain roads at current standards and remove future liabilities from our future generations.

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## ENVIRONMENT AND SUSTAINABILITY SCRUTINY COMMITTEE – 14TH MAY 2019

**SUBJECT: LOCAL TOILETS STRATEGY**

**REPORT BY: INTERIM CORPORATE DIRECTOR, COMMUNITIES**

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### 1. PURPOSE OF REPORT

- 1.1 To consider the findings of the public consultation exercise undertaken on the draft Caerphilly County Borough Local Toilets Strategy together with consideration of the updated strategy prior to presentation to Cabinet for a decision.

### 2. SUMMARY

- 2.1 A report was presented to Cabinet on the 28<sup>th</sup> November 2018 detailing the requirement for Caerphilly County Borough Council to produce a Local Toilets Strategy. The report also sought permission to consult on the prepared draft Local Toilets Strategy. Caerphilly County Borough Council must publish its strategy by the 31<sup>st</sup> May 2019.
- 2.2 The duty to prepare a local toilets strategy does not require local authorities to provide and maintain public toilets directly. The Local Authority must take a strategic view on how facilities can be provided and accessed by their local population. Upon review of this strategy, Caerphilly County Borough Council is required to publish a statement of progress. The strategy should contribute toward achieving accessible and clean toilets wherever people live, work or visit.
- 2.3 During Autumn 2018, an assessment of need, including a public consultation exercise, was completed to identify existing provision, current and future need and gaps in provision. Feedback and findings from this work were incorporated into the draft Strategy. Thereafter, a public consultation exercise was undertaken between the 14th December 2018 and the 8th March 2019 to collect views regarding the content of the updated draft strategy. 83 responses were received and have been analysed and reported at Appendix 1.
- 2.4 The last consultation exercise was run almost in parallel with the public consultation on the Medium Term Financial Plan (MTFP); which included a proposal to close five blocks of public toilets across the county borough. Consequently, many of the respondents associated the closure of the public toilets with the Strategy, consequently much of the feedback from the consultation exercise related to the removal of existing provision, particularly facilities for disabled persons.
- 2.5 The Strategy makes reference to the closure of the public toilets; therefore it has not been necessary to amend the strategy as a direct result of comments received. The Strategy is attached as Appendix 2.
- 2.6 Environment and Sustainability Scrutiny Committee are asked to consider the findings of the public consultation exercise and the updated Local Toilets Strategy prior to presentation to Cabinet for a decision to adopt and publish the Local Toilets Strategy.

### **3. RECOMMENDATIONS**

- 3.1 That Scrutiny Committee consider the findings of the public consultation exercise and the updated Local Toilets Strategy prior to presentation to Cabinet for a decision to adopt and publish the Local Toilets Strategy.

### **4. REASONS FOR THE RECOMMENDATIONS**

- 4.1 So that Cabinet can take into account the views of Environment and Sustainability Scrutiny Committee when considering the recommendations to agree and publish the updated Local Toilets Strategy by the 31<sup>st</sup> May 2019.
- 4.2 To comply with the statutory requirement to develop and publish a Local Toilets Strategy.

### **5. THE REPORT**

- 5.1 Toilets for public use matter to everybody who goes “away from home” and remain a high-profile issue. They are, however, even more important to certain groups within society, including older people, people with disabilities, people with particular needs (including certain medical problems), women, children and young people and their families. These groups can be disproportionately affected by poor provision; for example, poor provision is understood to have particular negative impacts on older people, as some may be less likely to leave their homes without having confidence that adequate facilities will be available to them. This can contribute to increased social isolation and inactivity, as well as affecting people’s ability to maintain independence and dignity in later life.
- 5.2 A draft Local Toilets Strategy has been prepared and incorporates feedback following a consultation undertaken as part of a Needs Assessment exercise during September 2018 (from which 357 responses were received); and a public consultation exercise on the proposed strategy was undertaken between the 14th December 2018 and the 8th March 2019.
- 5.3 The key engagement mechanisms used for the more recent consultation included:
- Online - via the CCBC Website, social media (including Facebook and Twitter)
  - E-mail alerts and correspondence
  - Paper Questionnaires – requested by groups and residents.
  - Hard copies of the draft Strategy and surveys available at all libraries and Penallta House

The analysis of the 83 responses received is detailed in the Caerphilly County Borough Council Local Toilets Strategy Consultation Report (attached at Appendix 1) and has been used to inform the content of the Strategy. A list of organisations separately consulted is detailed in the report.

- 5.4 The draft Strategy sets out 14 options for consideration over the next two years in order to increase the provision of local toilets. Respondents were asked to indicate whether they agree or disagree with the proposed options as outlined below:
1. Explore all options available including working with the private sector, voluntary services and Community Councils to make more local toilets available in places where they are most needed.
  2. Promote equal opportunities to provide appropriate, accessible and effective services and facilities to all sections of the community without prejudice or bias.
  3. Ensure that the toilet logo sticker will be displayed at entrances at all appropriate Council buildings and private businesses that have agreed to being mapped.

4. Work with Aneurin Bevan University Health Board and health care providers to encourage them to make their facilities available to the public, to participate in the mapping scheme, and to display the toilet logo sticker in appropriate premises.
5. Improve awareness and the information available on toilet provision in the county borough by updating information on the Caerphilly CBC website, and regularly update the Lle open access data repository with Welsh Government.
6. Provide online information maps, physical maps and information sheets, and downloadable information accessed via mobile phone technology.
7. Work with partners to improve provision in close proximity to key night-time gathering points such as taxi ranks, car parks, railway/bus stations and stops.
8. Review cleansing operations and standards on a periodic basis to ensure the most efficient and effective provision within allocated resources.
9. Continue to work with the Police and residents, community groups and others to ensure that facilities are as safe as possible.
10. Not charge residents to use toilet facilities in Council buildings where there is provision
11. Explore options for providing facilities for the homeless/rough sleepers.
12. Ensure that the Events Safety Advisory Group continues to provide advice and guidance on temporary toilet facilities to be provided at organised events.
13. Ensure that sustainable development and energy is taken into consideration when facilitating the provision of local toilets.
14. Ensure that officers raise the need for changes to Planning policy legislation in relation to toilet provision and access.

5.5 Analysis of responses indicates that there was strong agreement with each of the proposed options although caution should be taken when interpreting the results as the total number of responses to the survey was low. In addition, as the survey was self-selecting in nature, those with a personal interest in the topic are more likely to have responded than those who are not directly affected.

Those who disagreed with any of the options were asked to give their reasons for this. Respondents were also asked to identify anything that is missing from the list and highlight whether their responses had been influenced due to any of the protected characteristics under the Equality Act 2010.

As noted above, caution should be taken in identifying key themes due to the low number of responses to the survey and the high level of agreement with the options put forward.

Key themes to emerge include:

- A general disagreement with the proposed closure of Council run facilities in town centres, specifically, Blackwood, Ystrad Mynach and Risca.
- Concerns related to the lack of alternative provision, particularly at transport hubs and the need to work with transport providers
- A number felt that reliance on businesses to provide facilities was impractical (inaccessible, health and safety reasons) or unlikely (lack of incentive for businesses).
- Ensuring that older people, those with disabilities and certain medical conditions and young families are not disproportionately disadvantaged when closing Council run facilities by taking appropriate mitigating actions e.g. a number of comments made reference to those who need accessible toilets via a RADAR key
- Providing information on the location of facilities is important but there were concerns over relying solely on websites and mobile phone technology
- A small number felt that introducing a small charge would be appropriate for clean facilities
- A number commented that the proposal to close Council run public conveniences was counter to a number of other CCBC strategies and policies.

- 5.6 It should be noted that the last consultation exercise was run almost in parallel with the public consultation on the Medium Term Financial Plan (MTFP); which included a proposal to close five blocks of public toilets across the county borough. Many of the respondents associated the closure of the public toilets with the Local Toilet Strategy, as such much of the above feedback from the consultation exercise relates to the removal of existing provision, particularly facilities for disabled persons.
- 5.7 On the basis that the Strategy makes reference to the closure of the public toilets; it has not been necessary to amend the Strategy as a direct result of comments received.
- 5.8 Locations of toilets will be promoted via a mapping app specifically designed for mobile technology and smart phones. Participating premises will also display a sticker in a prominent place, indicating that toilets are available for the public. The sticker will display the logo stipulated by Welsh Government. Mapping is an important part of our Strategy so that people who need to visit a toilet can easily access information about the location, opening times, accessibility and type of facilities available.
- 5.9 The draft Strategy sets out options that may be considered over the next two years in order to increase the provision of local toilets. The draft Strategy also highlights no Planning Policy support at a national level in relation to toilet provision and access; this issue has been reported to Welsh Government for their consideration.
- 5.10 Environment and Sustainability Scrutiny Committee are therefore requested to consider the findings of the public consultation exercise and the updated Local Toilets Strategy prior to presentation to Cabinet for a decision.

## **6. ASSUMPTIONS**

- 6.1 That private businesses will continue to participate in a scheme that allows non-paying customers to utilise their facilities.
- 6.2 The strategy reflects the current hours of opening and delivery of council operated buildings.

## **7. LINKS TO RELEVANT COUNCIL POLICIES**

- 7.1 The provision of a Local Toilets Strategy is a statutory requirement. Addressing the provision of toilets for use by the general public contributes to the Caerphilly Public Services Board Well-being Plan 2018-2023, supporting the Positive Change, Positive People and Positive Places objectives.
- 7.2 The work also supports the following Corporate Well-being Objectives, identified within the
- WBO 5: Creating a county borough that supports a healthy lifestyle in accordance with the Sustainable Development Principle within the Well-being of Future Generations (Wales) Act 2015
  - WBO 6: Support citizens to remain independent and improve their well-being

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

- 8.1 The Wellbeing of Future Generation (Wales) Act 2015 is about improving the social, economic, environmental and cultural wellbeing of Wales. It requires public bodies to think more about the long-term, working with people and communities, looking to prevent problems and take a more joined up approach. This will create a Wales that we all want to live in, now and in the future. The Act puts in place seven well-being 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

The draft Local Toilets Strategy supports all even of the above goals.

- 8.2 The Well-being of Future Generations (Wales) Act 2015 sets out the sustainable development principle against which all public bodies in Wales should assess their decision-making. The aim of the legislation is to ensure the well-being of future generations through maximising the contribution public bodies make towards the well-being goals. In using the sustainable development principle it is incumbent that the authority considers the whole of the population it serves and considers the effect of its actions on future generations. The principle, also known as the five ways of working is assessed as below:

**LONG TERM** - Securing the provision of toilet facilities into the future requires a strategic approach that maximises available provision across the public, private, and voluntary sector. The council portfolio of public toilet blocks across the whole of the authority is not likely to be sustainable in the long term due to cuts in the revenue available to the local authority. The financial climate means that it is important to consider how local toilet provision can be maximised for existing and future generations.

**INVOLVEMENT** - An extensive consultation has taken place with the community. Understandably residents wish to see as many toilet facilities as possible and in locations where they are most needed.

**PREVENTION** - The promotion of well-being now prevents health related problems in the future and reduces demand on public services. The council has made toilets available to the public from many of its buildings.

**COLLABORATION** - We have encouraged and collaborated with certain private businesses across the county. Such business owners have been invited to volunteer their facilities for use to non-paying customers.

**INTEGRATION** - We have considered how the proposed strategy contributes to well-being objectives by promoting clean safe facilities in the locations they are required.

## **9. EQUALITIES IMPLICATIONS**

- 9.1 An equality impact assessment has been completed and is attached as Appendix 3 to this report.

## **10. FINANCIAL IMPLICATIONS**

- 10.1 There are no financial implications associated with this report, although Members should note the significant pressure on the Authority's finances which will have an impact on its ability to provide toilets for public use in the future.

## **11. PERSONNEL IMPLICATIONS**

- 11.1 There are no personnel implications associated with this report.

## **12. CONSULTATIONS**

- 12.1 The consultation undertaken is outlined in the main body of the report above.
- 12.2 The consultees listed below have been consulted on this report and their views have been incorporated accordingly.

## **13. STATUTORY POWER**

- 13.1 Part 8 of the Public Health (Wales) Act 2017.

Author: Ceri Edwards, Environmental Health Manager (edwarc@caerphilly.gov.uk)  
Consultees: Councillor Eluned Stenner, Cabinet Member for Environment & Public Protection  
Councillor Nigel George, Cabinet Member for Neighbourhood Services  
Mark S. Williams, Interim Corporate Director, Communities  
Rob Hartshorn, Head of Public Protection, Community & Leisure Services  
Rob Tranter, Head of Legal Services and Monitoring Officer  
Anwen Cullinane, Senior Policy Officer (Equalities & Welsh Language)  
Mike Eedy, Finance Manager  
Shaun Watkins, Human Resources Manager  
Stephen Harris, Head of Business Improvement

### Background Papers:

Draft Local Toilets Strategy Summary Document  
Caerphilly County Borough Council Local Toilets Strategy Needs Assessment Consultation Report

### Appendices:

Appendix 1 Caerphilly County Borough Council Local Toilets Strategy Consultation Report  
Appendix 2 The Caerphilly CBC Draft Local Toilets Strategy  
Appendix 3 Equality Impact Assessment

# Caerphilly County Borough Council Draft Local Toilet Strategy

## Consultation Report

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### **Introduction**

Under the Public Health (Wales) Act 2017 Caerphilly County Borough Council have a duty to prepare and publish a Local Toilet Strategy for the county borough by 31 May 2019.

Whilst the Council are not required to provide and maintain public toilets themselves, they must take a strategic view as to how facilities can be provided and accessed by our local population. To this end, the Local Toilet Strategy must include a plan showing how the identified needs will be met.

During Autumn 2018, an assessment of need, including a public consultation exercise, was completed to identify existing provision, current and future need and gaps in provision. Feedback and findings from this work are incorporated into the draft strategy.

### **Method**

The outcomes of the needs assessment and consultation was published in full alongside the draft Local Toilet Strategy and was open to a period of resident, visitor and stakeholder consultation from **14th December 2018 to 8th March 2019**.

During this time, a variety of methods were used to encourage and enable all sectors of the community to have their say.

### **Engagement**

Key engagement mechanisms included:

- Online - via the CCBC Website, social media (including Facebook and Twitter)
- E-mail alerts and correspondence
- Paper Questionnaires – requested by groups and residents.
- Hard copies of the strategy and surveys available at all libraries and Penallta House

A detailed stakeholder communication and engagement plan is outlined in **Annex 1**.

### **Social Media**

The consultation was promoted via social media at the outset of the consultation period and again in March.

### **Survey**

The questionnaire was designed to seek residents, stakeholder and visitors views on the proposed options that are set out in the Caerphilly draft Local Toilet Strategy.

Respondents were asked whether they agreed or disagreed in relation to each of the options set out for delivering the strategy over the next two years. There was also an opportunity to explain why they disagreed with any of the options put forward, to suggest additional options for inclusion in the strategy and to note any equalities implications. A copy of the survey is included in **Annex 2**.

## **Survey Findings**

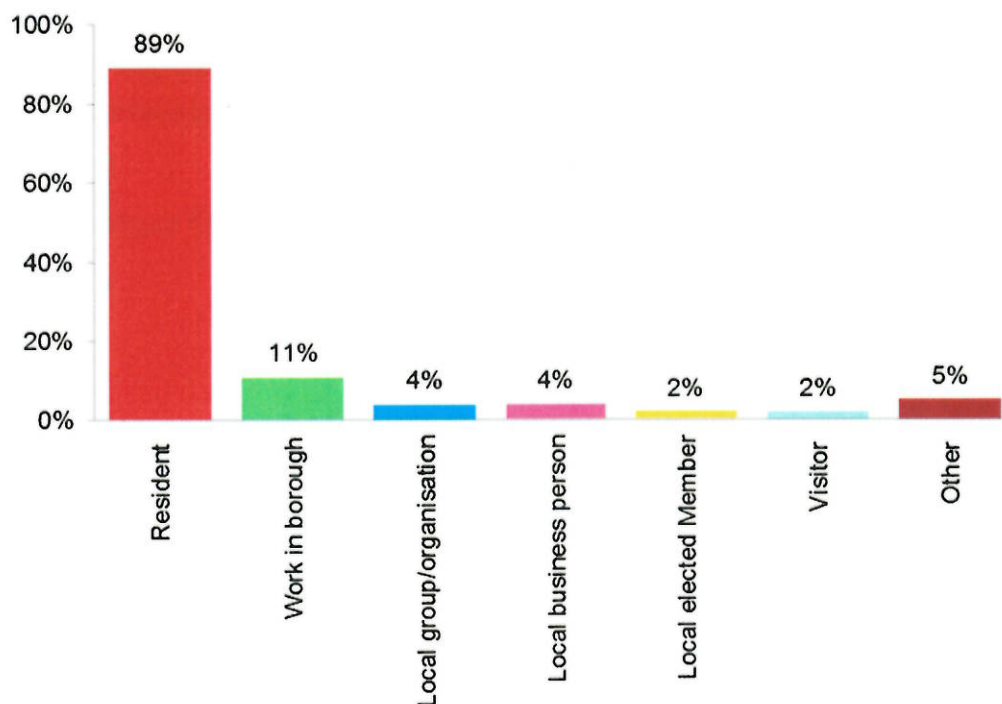
A total of 83 responses were received and have been included in this analysis. Where the number of responses to a particular question is lower than this figure this is noted in brackets in the heading of the relevant question.

### **Respondent Profile**

A profile of respondents provides context for an analysis of the responses received.

As shown in **Graph 1**, the largest proportion (89%) of those who responded indicated that they were resident of the county borough. 11% indicated that they work in Caerphilly county borough. (Note: responses are not mutually exclusive meaning that respondents were able to select more than one response therefore, the total does not equal 100%.)

**Graph 1: Interest in Consultation**



### **Sex (n=81)**

Of those who gave a response to this question, 49% were female and 44% were male.

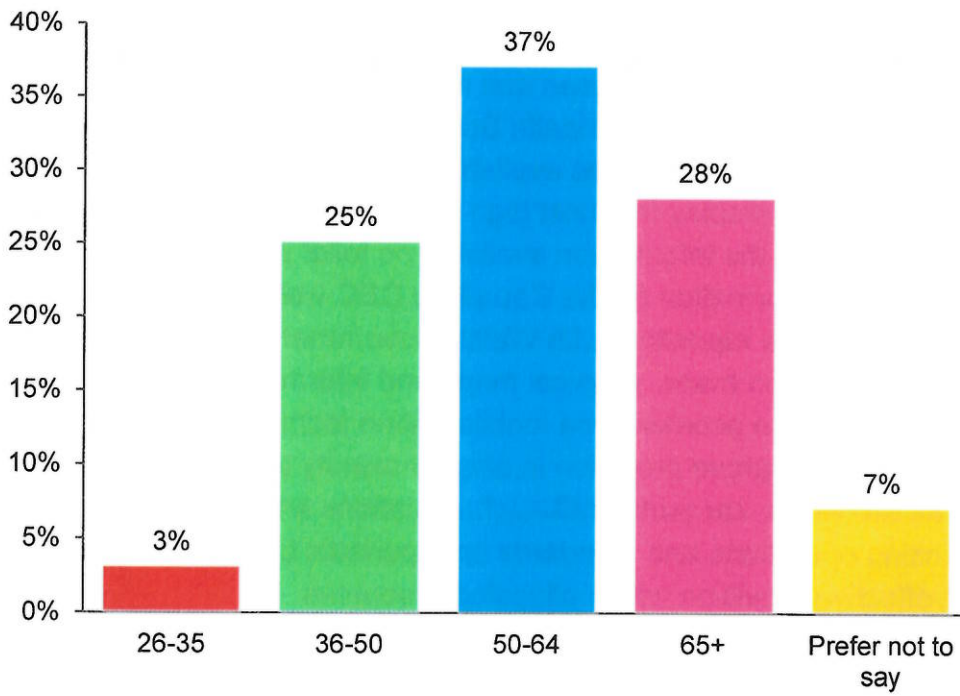
**Disability, long-term illness or health problem (n=86)**

30% of respondents completing this question stated that they have a disability and a further 22% stated that they have a long term illness or health problem.

**Age Groups (n=81)**

As shown in **Graph 2**, the largest proportion of respondents were aged 50 and over. There were no responses from those aged 25 and under.

**Graph 2: Respondent Age Groups**



## Options for Consideration

The Draft Strategy set out 14 options for consideration over the next two years in order to increase the provision of local toilets. Respondents were asked to indicate whether they agree or disagree with the proposed options as outlined below:

1. Explore all options available including working with the private sector, voluntary services and Community Councils to make more local toilets available in places where they are most needed
2. Promote equal opportunities to provide appropriate, accessible and effective services and facilities to all sections of the community without prejudice or bias
3. Ensure that the toilet logo sticker will be displayed at entrances at all appropriate Council buildings and private businesses that have agreed to being mapped
4. Work with Aneurin Bevan University Health Board and health care providers; to encourage them to make their facilities available to the public, to participate in the mapping scheme and to display the toilet logo sticker in appropriate premises
5. Improve awareness and the information available on toilet provision in the county borough by updating information on the Caerphilly CBC website, and regularly update the Lle open access data repository with Welsh Government
6. Provide online information maps, physical maps and information sheets, and downloadable information accessed via mobile phone technology
7. Work with partners to improve provision in close proximity to key night-time gathering points such as taxi ranks, car parks, railway/bus stations and stops
8. Review cleansing operations and standards on a periodic basis to ensure the most efficient and effective provision within allocated resources
9. Continue to work with the Police and residents, community groups and others to ensure that facilities are as safe as possible
10. Not charge residents to use toilet facilities in Council buildings where there is provision
11. Explore options for providing facilities for the homeless/rough sleepers
12. Ensure that the Events Safety Advisory Group continues to provide advice and guidance on temporary toilet facilities to be provided at organised events
13. Ensure that sustainable development and energy is taken into consideration when facilitating the provision of local toilets
14. Ensure that officers raise the need for changes to Planning policy legislation in relation to toilet provision and access

As can be seen in **Graph 3**, there was strong agreement with each of the proposed options although caution should be taken when interpreting the results as the total number of responses to the survey was low. In addition, as the survey was self-selecting in nature, those with a personal interest in the topic are more likely to have responded than those who are not directly affected.

## Key Themes

Those who disagreed with any of the options were asked to give their reasons for this. Respondents were also asked to identify anything that is missing from the list and highlight whether their responses had been influenced due to any of the protected characteristics under the Equality Act 2010.

As noted above, caution should be taken in identifying key themes due to the low number of responses to the survey and the high level of agreement with the options put forward.

Key themes to emerge include:

- A general disagreement with the proposed closure of Council run facilities in town centres, specifically, Blackwood, Ystrad Mynach and Risca.
- Concerns related to the lack of alternative provision, particularly at transport hubs and the need to work with transport providers
- A number felt that reliance on businesses to provide facilities was impractical (inaccessible, health and safety reasons) or unlikely (lack of incentive for businesses).
- Ensuring that older people, those with disabilities and certain medical conditions and young families are not disproportionately disadvantaged when closing Council run facilities by taking appropriate mitigating actions e.g. a number of comments made reference to those who need accessible toilets via a RADAR key
- Providing information on the location of facilities is important but there were concerns over relying solely on websites and mobile phone technology
- A small number felt that introducing a small charge would be appropriate for clean facilities
- A number commented that the proposals to close Council run public conveniences was counter to a number of other CCBC strategies and policies.

Please refer to **Annex 3** for a full digest of comments. Note: Survey responses received after the closing date have not been included in the statistical analysis, however, additional comments have been included in **Annex 3**.

### **Comments from other sources**

Written comments in response to the consultation were received from a number of other sources:

- Gelligaer Community Council
- The Future Generations Commissioner for Wales
- Social Media
- E-mail

The responses received mirrored the concerns of those who responded via the survey and are included in **Annex 3**.

**Graph 3: Percentage of respondents who agree with options put forward**





## Annex 1: Draft Local Toilets Strategy Engagement Process December 2018 – Feb 2019

	Action
14/12/18	Bilingual formal consultation live on CCBC website 14/12/2018 until 8 <sup>th</sup> March 2019. Also available via all libraries and Ty Penallta reception. Consultation offered in alternative formats.
19/12/18	Consultation sent to individuals / groups / organisations on the Caerphilly Well-being Plan engagement database
19/12/18	Consultation sent to <ul style="list-style-type: none"> <li>• Vol Sector Forum</li> <li>• Forum mailing list</li> <li>• Caerphilly Gavo Members</li> </ul>
19/12/18	Consultation distributed to GAVO's Health and Social Care Alliance
19/12/18	Consultation distributed to the Countryside Access Forum
19/12/18	Consultation distributed to the Green Spaces Network
19/12/18	Consultation distributed to the Safer Caerphilly Delivery Group
19/12/18	Consultation distributed to Caerphilly 50+ Forum and the Smarter Working Network.
19/12/18	Consultation sent to Caerphilly Parent Network
19/12/18	Consultation shared with Youth Service - Junior Forum, Youth Forum and Youth Service
19/12/18	Consultation distributed to Business Forum
19/12/18	Consultation sent to Cornerstone
19/12/18	Consultation sent to CCBC Elected Members and Voluntary Sector Liaison Committee
19/12/18	Consultation sent to all town and community councils
20/12/18	Consultation sent to Rhianon Passmore, David Hefin and Dawn Bowden. Assembly Members
20/12/18	Consultation sent to Gerald Jones, Chris Evans and Wayne David. Members of Parliament
19/12/18	Consultation shared widely within Supporting People field
19/12/18	Consultation shared with Leisure and Community Centres, clubs and associations  Consultation placed on CCBC Intranet for CCBC staff to access
20/12/18	Consultation sent to : Age Cymru, Deafblind UK; RNIB; Action Hearing Loss Cymru, British Deaf Assoc Wales; Disability Can Do; Disability Wales; Caerphilly Access Group; Caerphilly People First; Caerphilly MIND;

20/12/18	Consultation sent to : Race Council Wales; Race Equality First; SEWREC; Umbrella Cymru; Stonewall Cymru; Menter Iaith; Welsh Language Forum / Urdd; Sports Wales; Welsh Athletics;
20/12/18	Consultation sent to : Future Generations Commissioner; Older Peoples Commissioner; Childrens Commissioner; Welsh Language Commissioner; Equalities and Human Rights commission; Office of Police and Crime Commissioner, WLGA;
20/12/18	Consultation sent to : Aelwyd Housing Association; Cadwyn; Charter Housing; Derwen Cymru; Linc Cymru; United Welsh Group; Wales & West Housing
20/18/12	Consultation sent to: Crohn's+Colitis UK; Gwent Alzheimer's Assoc; Diabetes Wales ; Stroke Association; Arthritis Care ; Helping Hands; Tenovus Cancer Care; Macmillan Cancer Care; ProstateCymru; Carers Wales; South East Wales Carers Trust; Trinity Fields school; Homestart Caerphilly, Right From The Start Caerphilly  Consultation shared via CCBC Early Years with families, parents, grandparents, guardians, carers, parents to be
19/12/18	Consultation shared with social enterprises
20/12/18	Consultation sent to : Arriva Trains Wales; Phoenix Transport; Rainbow Community Travel Services; connect2; Harris Coaches, NAT Group; Rail Linc; Stagecoach
19/12/18	Consultation sent to British Toilet Association
20/12/18	Consultation sent to : Visit Wales; Visit Caerphilly; National Trust Wales; National Parks Wales; Groundwork Wales, National Resources Wales  Unison. GMB Caerphilly and GMB Regional
20/12/18	Consultation sent to : CHC, Allied Healthcare; i-care, Mears Care; Carers Trust South East Wales; New Start Care Services; The Partnership of Care; Pride in Care; Q Care; Radis; Village Support Services; ALP Supported Living Services; Care Management Group; Compass Community Care LTD, Encompass Care LTD, Evergreen Care Wales Ltd; Expanding Horizons; Liberty Care LTD; Montana Healthcare Ltd.; P C Cymru Care Ltd; PRESS; REACH Supported Living; The Regard Office; Ridgemount Care Gwent Ltd; Mirus Wales
20/12/18	Consultation shared through engagement processes in ABUHB including patient groups.
19/12/18	Consultation sent to Andrew Highway to share with members of all Town Centre Management groups.
19/12/18	Consultation send to Andrew Short Blackwood councillor

19/12/18	Consultation sent to Tenovus
21/12/18	Distributed by Ageing Well in Wales network
Dec 18 and Feb 19	Consultation publicised via Twitter and Facebook and NewsOnline bulletin



## Local Toilets Strategy Consultation

Under the Public Health (Wales) Act 2017 we have a duty to prepare and publish a Local Toilets Strategy for Caerphilly county borough by 31st May 2019.

The first stage of developing our strategy was to assess the community's need for toilets. This work was completed in Autumn 2018.

This Draft Strategy incorporates feedback and findings from the assessment of need exercise, and includes a plan showing how we will meet identified needs.

**This consultation is on the Draft Strategy that has been produced, and will run from 14th December 2018 to 8th March 2019.** We welcome comments from both residents and visitors to the county borough.

*For the purposes of this survey and the Draft Strategy, the term 'toilet' includes changing facilities for babies and people with disabilities. These can be located in public buildings such as libraries and community centres, private buildings such as cafes and shops, as well as public toilets maintained by the Council.*

You have a number of rights in relation to the information we hold about you, including the right of access to your information and the right of complaint if you are unhappy with the way your information is processed. For further information on how we process the information and your rights please follow this link: [www.caerphilly.gov.uk/CaerphillyDocs/FOI/PrivacyNotices/Privacy-Notice-Consultations-Surveys.aspx](http://www.caerphilly.gov.uk/CaerphillyDocs/FOI/PrivacyNotices/Privacy-Notice-Consultations-Surveys.aspx)

**Please indicate your interest in this consultation (please select all that apply):**

- As a resident of Caerphilly county borough
- As a visitor to Caerphilly county borough
- As a local Elected Member
- Representing a local group or organisation
- As someone who works in Caerphilly county borough
- As a local business person
- Other, please give details:

**The Draft Strategy sets out options that may be considered over the next two years in order to increase the provision of local toilets. What are your views on the potential options, which are detailed below:**

	Agree	Disagree	Don't know
Explore all options including working with the private sector, voluntary services and Community Councils to make more local toilets available in places where they are most needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promote equal opportunities to provide appropriate, accessible and effective services and facilities to all sections of the community without prejudice or bias	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that the toilet logo sticker will be displayed at entrances at all appropriate Council buildings and private businesses that have agreed to being mapped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with Aneurin Bevan University Health Board and health care providers; to encourage them to make their facilities available to the public, to participate in the mapping scheme and to display the toilet logo sticker in appropriate premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improve awareness and the information available on toilet provision in the county borough by updating information on the Caerphilly CBC website, and regularly update the Lle open access data repository with Welsh Government	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide online information maps, physical maps and information sheets, and downloadable information accessed via mobile phone technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with partners to improve provision in close proximity to key night-time gathering points such as taxi ranks, car parks, railway/bus stations and stops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review cleansing operations and standards on a periodic basis to ensure the most efficient and effective provision within allocated resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continue to work with the Police and residents, community groups and others to ensure that facilities are as safe as possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not charge residents to use toilet facilities in Council buildings where there is provision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explore options for providing facilities for the homeless/rough sleepers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that the Events Safety Advisory Group continues to provide advice and guidance on temporary toilet facilities to be provided at organised events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that sustainable development and energy is taken into consideration when facilitating the provision of local toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that officers raise the need for changes to Planning policy & legislation in relation to toilet provision and access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**If you disagree with any of the options, please tell us why in the box below:**

**If you think there is anything that is missing from the options, please tell us in the box below:**

**If you feel that your response to this survey has been influenced (positively or negatively) because of any of the following: your ethnic origin, gender, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality or responsibility for any dependents, please give details:**

**I am aged:**

- 11-15 years
- 16-25 years
- 26-35 years
- 36-50 years

- 50-64 years
- 65 years and over
- Prefer not to say

**I am:**

Male

Female

Prefer not to say

Other, please state

**Do you have a disability, long-term illness or health problem (please select all that apply):**

Yes, I have a disability

Yes, I have a long-term illness or health problem

No

Prefer not to say

**Postcode**

Thank you for taking the time to respond to this survey. Please return this form to any of the main Council offices or your nearest library, leisure centre, cash office, housing office or customer first centre. If you prefer, you can also return the survey in the post to Consultation and Public Engagement Officer, Policy Unit, Caerphilly County Borough Council, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG.



**GELLIGAER COMMUNITY COUNCIL  
CYNGOR CYMUNED GELLIGAER**

E-mail: [mortic1@caerphilly.gov.uk](mailto:mortic1@caerphilly.gov.uk) Tel/Ffon: 01443 822863 / 07933 725094  
Office Hours/Oriau Swyddfa – Wednesday & Thursday 10.30am – 2.30pm

Ceri Mortimer  
CLERK TO THE COUNCIL / CLERC Y CYNGOR  
COUNCIL OFFICE / SWYDDFA Y CYNGOR  
LLWYN ONN, PENPEDAIRHEOL, HENGOED  
[www.gelligaercommunitycouncil.org.uk](http://www.gelligaercommunitycouncil.org.uk)  
CAERPHILLY COUNTY BOROUGH CF82 8BB / BWRDEISTREF SIROL CAERFFILI  
[www.romangelligaer.org.uk](http://www.romangelligaer.org.uk)

Ms Vicki Doyle / Policy Team  
Caerphilly County Borough Council  
Ty Penallta  
Parc Penallta  
Ystrad Mynach  
CF82 7PG

24<sup>th</sup> January 2019

Dear Vicki / Policy Team

Gelligaer Community Council would like to express its disappointment that the Welsh Government (WG) has not laid a statutory duty on any public authority i.e. local authorities, to provide sufficient public toilets for the needs of residents.

Whilst we support the aspirations of Caerphilly County Borough Council (CCBC) to promote provision of toilets in council buildings, health authority premises and buildings controlled by the voluntary and private sectors, we have little confidence that any significant progress will be made in replacing existing town centre toilets due for closure or in improving the current situation.

Few council buildings are available in suitable town centre locations and some of them i.e. community centres open intermittently and are under the control of management committees who may not want to take on the extra caretaking costs of cleaning.

Toilet facilities in libraries are usually only adequate for staff and users.

A WG scheme was developed some years ago by which private establishments were offered £500 to allow their toilets to be used by the public. There was very little take up of this initiative and where businesses did take up the scheme, access was often unsatisfactory. It is extremely unlikely that the private sector will participate in the realization of this strategy in any appreciable numbers.

Gelligaer Community Council agrees with the promotion of mapping apps showing available toilets and on the display of stickers by participating organizations. We would also agree to any attempts to improve awareness and information available on toilet provision on the CCBC website. But it must be noted that not all have access to IT and it could be argued that older people, the disabled and families with children are being discriminated against.



The proposal to the closure of toilets runs counter to council strategies to persuade people to use public transport rather than their cars. It also undermines CCBC's attempts and strategies to encourage people to use the town centres, rather than supermarkets, which usually have toilets.

Regular physical activity has many benefits for physical and mental health well-being. People who are physically active have up to a 50% reduced risk of developing a major chronic disease. With obesity being one of the most worrying health trends, and a sedentary lifestyle being one of the main contributors, attempts to encourage people to take exercise in our urban and country parks must not be thwarted by the lack of toilet provision.

We feel that the only workable option is for the council to continue to provide public toilets, especially at bus stations/ interchanges, in town centres and parks.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ceri Mortimer', with a horizontal line underneath.

Ceri Mortimer  
Clerk to the Council



By email

11/01/2019

Re: Ymgynghoriad Strategaeth Toiledau Lleol / Local Toilets Strategy Consultation

Dear Sian Wolfe-Williams,

Thank you for sending us the Caerphilly Local Toilets Strategy Consultation.

I receive a large amount of consultation requests. Given the capacity of my office, I have set our priority areas to focus my resources. I seek to give full responses to the consultations which relate to my priorities (i.e. transport, housing stock, energy, adverse childhood experiences, skills for the future and social prescribing) in accordance with my strategic plan.

As this consultation relates to Caerphilly's local toilets strategy, it does not meet my criteria.

Having said that, to support your work I attach some of my Future Generations Frameworks. I expect public bodies, like Caerphilly Council, to fully implement the Act and carry out the duties that it sets out. To this effect, my frameworks set prompts to guide public bodies in formulating policies and taking decisions, but also to scrutinize such decisions or policies.

As you will see the prompts set out in the frameworks will be relevant to your consultation exercise (its substance and the way you use the five ways of working) and should, therefore, guide your work.

It is important that well-being objectives (of both public bodies and public services boards), the well-being assessments and plans, the statutory goals and the sustainable development principle (including the 5 ways of working) are considered throughout the process.

I hope that you will find these frameworks useful.

As I would like to create documents that are of great use for people and public bodies, I will continue developing my frameworks. Therefore, I would be grateful if you could provide us with any feedback on your experience of using them as part of your work.

Thank you in advance.



Comisiynydd  
**Cenedlaethau'r  
Dyfodol**  
Cymru

**Future  
Generations**  
Commissioner  
for Wales

Yours sincerely,

*Marie Brousseau-Navarro*

Marie Brousseau-Navarro  
Director of Policy, Legislation and Innovation

p.p. Sophie Howe





Comisiynydd  
**Cenedlaethau'r  
Dyfodol**  
Cymru

**Future  
Generations**  
Commissioner  
for Wales


## Annex 3: Social Media


### Facebook

 **Caerphilly County Borough Council** ...  
Published by Buffer (7) · 20 December 2018 · 

Caerphilly County Borough Council's Cabinet has agreed to begin a 12 week public consultation on its draft **Local Toilets Strategy**


Mae Cabinet Cyngor Bwrdeistref Sirol Caerffili wedi cytuno i ddechrau ymgynghoriad cyhoeddus 12 wythnos ar ei Strategaeth ddrafft Toileddau Lleol







CAERPHILLY.GOV.UK 

**Cabinet agrees to Local Toilets Strategy consultation**  
The **Local Toilets Strategy** is a legal requirement from Welsh Government...

**6,214** People reached      **629** Engagements      [Boost Post](#)

 Mana Boucher, Mandy Chick and 3 others      7 Comments 4 shares

 Like       Comment       Share      



**Carl Meredith** in an announcement by the weish government yesterday only monmouth is facing a budget cut so how come ccbc you are still cutting back services when your funding is remainong the same screwing everyone over on this council rise you want to implement and... See more

Like Reply Message 11w



**Caerphilly County Borough Council** Hi Carl - The Council still faces a huge financial challenge that will require savings to be made next year. You can find out more and give your opinions on the proposals online here <https://www.caerphilly.gov.uk/thecaerphillyconversation>



CAERPHILLYGOV.UK

**Caerphilly - Budget Consultation 2019 - 2020**

Like Reply Commented on by Gerant King 191 11w



**Carl Meredith** stop paying the ex chief executive then nearly 5 million youve paid out on them its a disgrace and still you continue to screw us over people will only tolerate this for a little while ccbc as everybody can see wat you are doing to the county

Like Reply Message 11w



**Maldwyn Thomas** Is there someone employed just answering comments,

Like Reply Message 11w



**Symon Dunstan** Maldwyn Thomas if they didnt answer someone would moan about that as well

Like Reply Message 11w



**Maria Boucher** Maldwyn Thomas yes I believe so just so they can then go and speak to the relevant department you are addressing. Waste of resources I believe as I can do that just by picking up the telephone.

Like Reply Message 10w



**Zoe Ruth Williams** how much money is caerphilly council sitting on in its reseves?

Write a reply

**Richie Jones** Only public toilets in the villages are trees. The Towns are badly set up too. Laughable

Like Reply Message 11w

1

**Keith Caddick** Why is consultation needed? There are no public toilets between Risca and Blackwood !!!

Like Reply Message 11w

3

**Brian Watkins** Well said Keith. 5-1 to Rhymney Valley ! Its a disgrace !

Like Reply Message 11w

Write a reply

**Keith Caddick** Public toilet sites in Caerphilly Borough. Oh what a surprise, in the old Islwyn area ONE situated in Risca. In the Rhymney Valley and Sirhowy area FIVE.

Like Reply Message 11w

1

**Richie Jones** A joke. Hardly looking after he elderly and disabled is it !! ??

Like Reply Message 11w

Write a reply

**Liane Elms** The Council have indicated they have no obligation to provide facilities and are looking at closing the ones they have. The only point this makes is to tell people where the toilets are. Very much a pointless exercise

Like Reply Message 11w

1

**Rachel Warden** Liane Elms what a waste of time and money 🤔

Like Reply Message 11w

**Liane Elms** Rachel Warden there is an Act in place which says the Council have to look into it but the Council have stated they don't have the money. They are looking at private shops letting people use theirs and putting a man on the

## Twitter

CaerphillyCBC, Caerphilly Officers, Bargoed Officers and 5 others

  5  10



**CaerphillyCBC**  @CaerphillyCBC · 20 Dec 2018

Caerphilly County Borough Council's Cabinet has agreed to begin a 12 week public consultation on its draft Local Toilets Strategy [bit.ly/2Cqc34b](https://bit.ly/2Cqc34b)

 1  5  4



**CaerphillyCBC**  @CaerphillyCBC · 20 Dec 2018

Mae Cabinet Cyngor Bwrdeistref Sirol Caerffili wedi cytuno i ddechrau ymgynghoriad cyhoeddus 12 wythnos ar ei Strategaeth ddrafft Toiledau Lleol [bit.ly/2SYP45G](https://bit.ly/2SYP45G)



**CaerphillyCBC**  @CaerphillyCBC · Mar 7

Have your say on our **Local Toilet Strategy**. Consultation closes on Friday 8 March 2019. [bit.ly/2EUaT22](https://bit.ly/2EUaT22)

  2  



**CaerphillyCBC**  @CaerphillyCBC · Mar 4

Under the Public Health (Wales) Act 2017 we have a duty to prepare and publish a **Local Toilet Strategy** for the county borough [bit.ly/2VCFB5w](https://bit.ly/2VCFB5w)

  2  1 

### Annex 3: Responses received via e-mail

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From: Cllr. Johnston, Gary  
Sent: 20 December 2018

Considering you closed the ones in Newbridge I can't see how you need to consult, unless the plan is that all towns should have one and I would be happy to support that

---

Response following Ystrad Mynach Traders' Meeting January 2019

- Closure of Public Toilets
    - We reiterate our concerns at the intention to close this facility which, if implemented, will deter shoppers.
    - We understood from the last TCMC that the request for business owners to open their toilet facilities to the public was no longer being pursued. However, some businesses report that they have received such a request in recent weeks. We remain opposed to this idea. The continued provision of public toilets is a small price to pay for the benefits received.
- 

From:  
Sent: 29 January 2019

I am writing to you .... The Plaza Cafe, Blackwood, Blackwood Bus Station.

My concern is the proposed closure of Blackwood Bus Station public toilets. .... with no other amenities near the area I am concerned for my elderly customers and many service users that visit me and the use the bus station on a daily basis if to nothing more than ease the boredom of their day. Many of these service users are unable to travel far and have difficulty in walking distances and getting places. The Café itself has only one toilet. It's only access is through our busy kitchen past various fat fryers and hot toasting machines. Obviously serviceable for our staff members but not the general public. Of course you are welcome to access this if you wish.

If you would please consider the general public that use these amenities on a regular basis and would be more than upset with its closure, I would be grateful.

Best wishes,

---



<b>If you disagree with any of the options, please tell us why</b>
1. With regard to night time gathering points. Later public toilet openings is a bad idea because this will encourage drug users to congregate in these areas as they need light to be able to inject when it is dark outside. And this provides a light warm private area. 2. Also there needs to be public toilets provided by Transport Wales at their railway stations.
All provision should be free not just in Council buildings. When public or business buildings are built or upgraded requiring planning/building control approval then public toilet provision should also be required e.g. the new train station for the metro. Also they should be available at all times when the station is in use.
As a person with a disability, I feel that the move to close our public toilets is a breach of the Equality Act. This has a direct impact on my ability to access towns across the county. It sits at odds with forward thinking initiatives such as the Morrisons supermarket unseen disability strategy. It causes distress to those who have a disability and discriminates against age. Both of these form part of the protected characteristics of the Equality Act.
Bad idea to shut Blackwood bus station toilets and Ystrad Mynach toilets - no convenient alternatives. Lack of toilets puts off visitors, thereby decreasing chance of tourist revenue.
Caerphilly Council are looking at closing existing toilets. Private establishments shouldn't then be expected to step in.
Do not believe private sector should be taking over any more public sector responsibilities believe it will eventually be the downfall of local authorities . Believe in pay for services to fund / part fund and provide upkeep for public conveniences .
Equal opportunities should only apply to disability - not other factors like gender, race etc.
Given introduction of recent legislation, the desire to promote the borough and regenerate it is essential that every village has facilities available for residents and visitors.recommission current facilities where available, make facilities available in all public buildings (including community centres), work with partners to ensure their facilities are available, provide grants (at a more attractive level) to commercial properties that will allow public use of their facilities and ensure all new planning applications for commercial/large scale developments include the requirement for toilets to be incorporated
I believe the cleansing of toilets is fine as it is
I don't believe it's appropriate to use hospitals as a public toilet, it's there for care and provision for patients and their visitors, and not as a general public toilet facility because the council want to save money, and reward themselves with a pay rise!
I make the comments as the carer for my disabled wife and as the Secretary for The Blackwood Stroke Support Group. All these options are plausible attempts to mitigate the considerable difficulties the reduction/closing of public toilets will have on the public but ignores the major impact on the disabled. Whilst abled bodied people can use toilets made available by private shops /pubs etc most of those are either inaccessible or unsuitable for the disabled because of the restricted space /steps etc. I speak from considerable personal experience. My suggestion would be to consider maintaining only those public toilets which have a disabled toilet accessed via a radar key. In general I feel it is an effect it is an attempt to transfer the costs of maintaining the relatively few public toilets away from the CCBC Council to other publicly funded bodies who themselves face stringent cuts.
I think residents would prefer to pay for clean and safe toilets but also understand that the cost of administering payments doesn't always make financial sense.
I think the focus should be on the safe and cost effective solution. Not ruling out options if they are not specifically sustainable or energy efficient.
I would and have willingly paid to use public toilets, when you have a disability you must be able to use toilets but there must also be a charge

<p>I'm sure hospital toilets are well used and imperative they remain hygienic and safe, hence best keep general public away. I don't see need for Planning to force developers to provide publicly accessible toilets, eg. via a new housing scheme (\$106 monies), as any planning obligations should directly reflect CCBC priorities, eg. educational infrastructure. A shopping centre, or similar, would include toilets anyway.</p>
<p>Improve Provisions in close proximity of taxi rank and bus stations. Blackwood Bus station is marked to go and by doing so will move facilities away from key areas, taxi rank opposite Library yet the library will be closed by 6PM therefore still not improved provisions</p>
<p>Many local councils in mid wales charge 20p to use the toilet, but they are clean and well looked after, a good idea. Rough sleepers have no problem they usually urinate in Public.</p>
<p>Public placed need public toilets, especially in areas where there is a high volume of public use; parks, bus stops and other public events.</p>
<p>Public Toilets in Caerphilly town should be open the people in Caerphilly, pay more than enough council tax which shouldn't be used to pay for gardening leave ,councils cock up not the council tax payers</p>
<p>Ref 1st question re private sector usage only 7 out of 97 businesses contacted would agree to private usage. Re 5 pointless updating website if there are no public toilets as CCBC are going to close 5 more public toilets i.e. Blackwood Bus Station and Caerphilly included. This draft strategy (2nd part) is a waste of time.</p>
<p>Should not ever ever close them</p>
<p>Strongly believe publicly funded bodies are best placed to provide public toilets</p>
<p>The basic right of any person within the county to have full access to suitable toilets should take priority over inevitable running costs. As a disabled person I need public toilets or business premises toilets to be available.</p>
<p>The council and police cannot maintain and police what we have now so what is the point of wasting more money on even more places that have gone out of control, police and look after what we have first!!! Rhymney resident</p>
<p>The council should provide public toilets, including within council offices. This may not be a statutory requirement, but it should be. It is a priority for the more vulnerable section of the community and it should be a priority for the council. The private sector is unlikely to welcome non-paying customers into their establishments to use their toilets, likewise doctors' surgeries. Who will fund the extra cleaning required? Lack of toilets will affect town centres like Ystrad Mynach as people will go to supermarkets to shop instead. Closing council toilets discriminates against older and disabled people and families with young children. The council seems to be pursuing contradictory aims. One the one hand it spends money promoting the High Street, on the other it discourages people from using the high street by closing its toilets. This strategy does not accord with the Health and Social Care strategy or the Caerphilly and Ystrad Mynach Masterplans.</p>
<p>These options are not easy for everyone to understand. Not the best survey, when you want people to have their say! The main point is that people in Ystrad Mynach require use of the toilet facilities. Especially those using the bus service. Gaffacino's and c37 will not allow you just to go in &amp; use the facilities, people who get the bus often cannot get around, so would be left with Tesco, that is not an option. Putting stickers on places that will allow you to use toilets is fine, but many people won't even think to look, how will they know? There is no where else in this village that people could rely on. The cuts in our services, when council tax is increasing by a record percentage is a joke!</p>
<p>whilst I do not disagree with the options I notice you are only going to publish a list of facilities and maps online, this does not conform with the equal opportunities you express above. Not everyone can go online especially if they in a hurry to find one of your elusive toilets. I suggest that a street map should indicate where these facilities are clearly posted in town areas. It would be very helpful to know the times of each of these facilities are open. Thank you for giving us the opportunity to make these suggestions.</p>

Re working with partners to improve provision in close proximity to key night-time gathering points  
– these locations are usually in busy areas with public toilets

Have the bus and or train companies been consulted?

<b>If you think there is anything that is missing from the o...</b>
You need to work with 4ransport Wales – when people get off their trains there should be toilets at stations.
You have missed mention of Equality Act legislation to which these changes directly apply and your changes are therefore deliberately misleading to the public.
Prefer to have free facilities, but would pay, rather than see them shut.
Why don't you provide an annual payment or NNDR reduction to local shops who agree to allow the public to use their WC facilities? Exclude national corporate shops like McDonalds from this scheme though. Focus on LOCAL businesses.
Perhaps offer NNDR reductions to commercial properties that offer facilities to the public. More importantly ensure all toilets in public buildings are available to residents and visitors i.e. the LA take the lead on this and don't just rely on others. Do not close any facilities and certainly do not even consider such an option until this consultation has been concluded (and then only if there is overwhelming public support for closure)
Where is the basic human right, and need, to be able to relieve themselves, while out and about, in a civilised country? I've read recently that Caerphilly has just had their public toilets, refurbished for some thousands of pounds!! Why Caerphilly, and not Blackwood, or any other of the surrounding council areas? It's a blatant bias, which has been going on for many years, and should be addressed forthwith! We all pay council tax, and should have the same facilities!! Total mismanagement, and favouritism! Myself, and others, can't wait for the next council elections!
Consider continuing to maintain only those toilets accessed by Radar Keys.
What is not clear is where the money will be earned. I think services like the events safety advisory group should perhaps charge more to help fund subsidies to local businesses to open their toilets. Providing facilities to rough sleepers and homeless people is required within this review but a toilet oriented view will not really resolve the wider issue.
The problem we have is not every person has strict hygiene rules and if they abuse facilities they should be banned
Provisions for disabled access is poor now, with the future option in Blackwood is to use local businesses, there is not many suitable locations to facilitate wheelchair users. Costa has facilities yet it is not practical trying to get passed customers through it's narrow shop.
All public toilets provided by the Council should have a 20p charge
You need to consider how areas will be affected when public services are cut.
All the toilet closures are contrary to Well Being and Future Generation Act of 2014. All the directions given where the Public Health Wales Act of 2017
Make businesses aware of toilet cards such as that issued by the Bladder and Bowel Association. We don't request the emergency use of their facilities on a whim. To be humiliated by a refusal is soul destroying.
See above. The council should make it clear that if insufficient private sector businesses agree to open their toilets to the public, and no convenient council offices are available, the council will provide toilets in town centres and at bus stations. This is not mentioned as an option.
Some simple basic questions that all types of people can understand!!!!
Whilst I do not disagree with the options I notice you are only going to publish a list of facilities and maps online, this does not conform with the equal opportunities you express above. Not everyone can go online especially if they in a hurry to find one of your elusive toilets. I suggest that a street map should indicate where these facilities are clearly posted in town areas. It would be vey helpful to know the times of each of these facilities are open. Thank you for giving us the opportunity to make these suggestions.
Work with Voluntary Organisations to improve the Toilet Services provided at their Premises. Making organisations services more equal and user friendly to the disabled.
Do not rely on mobile phones as the only means of making people aware of public conveniences.
Build changeable toilets in main car parks

There are few public toilets at present in the county borough. Whilst I applaud the councils aims it is paramount that existing facilities are not closed.
Street signs indicating where the nearest facilities are would also help.
I believe that the provision of public toilets, already in place and to be newly built, is a public right of decency not just something to be considered. Enough council tax is being paid to keep toilets open. And especially for people with bowel/bladder disease
There doesn't seem to be enough provision for public toilets when out and about in the county. There is not enough accessible information on RADAR KEYS how and when they can be used. As there appears to be no clear direction on signage / logos / for shop/office windows from the council on accessible toilet facilities this is a barrier to residents and visitors to our already declining town centres.
I think its disingenuous to not include that in your budget consultation that you are considering closing toilets? That makes absolutely no sense in the context of this consultation.
Must be disable friendly. Me
I think you should consider chargeable self cleaning toilet pods these are ready available across Europe. These could be in parks taking long walks it's so difficult for Ladies to be able to find an appropriate place to re leave themselves.
I believe that toilets should be available to make sure older people can use them.
Gender fluid toilets should be considered, this is covering all human rights, attendant should be insutu. No discrimination to youngsters
Toilet facilities should be available near Crescent Road Car Park for visitors. There aren't even any notices up and if these were they are too far for them.
It would be ideal, if existing toilet buildings remain, to keep options open for bringing them back into use whenever funding can be found for them, whether it is from local government or other sources.
Risca has a toilet block in Risca Park, which has a notice of closure. Why? When it is adjacent to the park, next to the bus stops – which is a bus terminus – therefore used by passengers, drivers, children using the Park and people with health problems. Need to be safe, hygienic and convenient.
In Risca, the toilet block (male/female/disabled) facilities has been cited for closure. The block is central to Risca park (Tredegar Grounds), adjacent to the bus stop which is a terminus, and convenient for the bus stops, for people medical problems and generally people need clean, hygienic and safe facilities for toilet matters.
Don't close Risca toilet block because it is used/needed by visitors/residents/bus users/people with health problems

<b>If you feel that your response to this survey has been in...</b>
Signage should put English before Welsh to accommodate the vast majority of residents and visitors to Caerphilly
Disability Age
Lack of changing places for infants and disabled - impact on people with disabilities and their carers
Disability - crohn's disease.
certainly any less of a service provision could disproportionately affect the disabled, some older persons and perhaps younger children. If this is the case I wonder if they could be subject to legal challenge
None of the above! Only that I'm a resident of Blackwood, and that in itself is a bias against me!
We already have a lack of accessible toilets and changing facilities in the area and this strategy needs to ensure that consideration is given to those who may be affected more by the closure of public toilets i.e. those with disabilities and medical conditions that impact on their ability to use non adapted facilities and or mean that they need to access these facilities more often. Personally, I've never been refused the use of facilities when I've asked if my young children could use them but we are able bodied.
No influence
My disability
I am disabled.
I am female, old and disabled but aspire to being active and public-spirited
Disability under Equality Act
It would be easier to have put are you someone that the law does not give a crap about and feel this has influenced your decision. We are people and all have the same rights - ow should. Anyway to answer the question. I have an over active bladder and sick of seeing so called disabled people with keys to us the toilet while I nearly wet myself have to wait two hours for the next bus from Bargoed. Why do you think disabled people are the only ones that cant wait for a toilet? You do know how the body works? I also like how you assume that disables people want vandalise toilets so let them in as when. I give the hand drier a quick going over with a paper towel when I have finished to clear splashes yet I am see as less trust worth to use a toilet and more deserving of wetting myself!
My response to the survey has been influenced by understanding that the Victorians reduced disease and improved cleanliness in the following century through the availability of public toilets so people stopped using the streets. Also there have been times, such as during pregnancy where a public toilet was very much needed.
Disability I have Crohn's disease and lots of public toilets are no longer open which I used in the past most shops don't let you use there's even with a medical card and more people are being diagnosed with Crohn's disease, IBS and other bowel issues
I am diabetic and need constant toilet re water tabs
Hydrocelus fluid on brain
it has come to my attention that all public toilets will be closed, in the Risca and caerphilly county area. i strongly object to this, I'm elderly and need access to toilets that do not require having to purchase a drink to access this facility, as that defeats the purpose of accessing toilets. also we have a bus terminus here, what about passengers changing bus or even more important our bus drivers. what about families with young children and the disabled. or are we expected go behind the trees. appalling.



# CAERPHILLY COUNTY BOROUGH COUNCIL

## Local Toilet Strategy May 2019

## Executive Summary

Toilets for public use matter to everybody who goes “away from home” for some reason and remain a high-profile issue. They are, however, even more important to certain groups within society, including older people, people with disabilities, people with particular needs (including certain medical problems), women, children and young people and their families. These groups can be disproportionately affected by poor provision; for example, poor provision is understood to have particular negative impacts on older people, as some may be less likely to leave their homes without having confidence that adequate facilities will be available to them. This can contribute to increased social isolation and inactivity, as well as affecting people’s ability to maintain independence and dignity in later life.

Part 8 of the Public Health (Wales) Act 2017: Provision of Toilets came into force on 31 May 2018 and places a duty on each local authority in Wales to prepare and publish a local toilets strategy for its area.

Local authorities in Wales now have the responsibility to:

- assess the need for toilet provision for their communities;
- plan to meet those needs;
- produce a local toilets strategy; and
- review the strategy, update and publicise revisions.

As such, Caerphilly County Borough Council must prepare and publish its strategy within one year from 31 May 2018. The duty to prepare a local toilets strategy does not require local authorities to provide and maintain public toilets directly. The Local Authority must take a strategic view on how facilities can be provided and accessed by their local population. Upon review of this strategy, Caerphilly County Borough Council is required to publish a statement of progress. This strategy contributes toward achieving accessible and clean toilets wherever people live, work or visit.

The provision of local toilets for public use is not a statutory requirement of local authorities in Wales. Therefore, due to unprecedented financial cutbacks within local government, Caerphilly County Borough Council, like many other local authorities, has closed down its traditional public toilet blocks. This strategy aims to mitigate potential impacts by making toilets in more council facilities available for public use and to work with the private sector to help promote their facilities.

Locations of toilets will be promoted via a mapping app specifically designed for mobile technology and smart phones. Participating premises will also display a sticker in a prominent place, indicating that toilets are available for the public. The sticker will display the logo stipulated by Welsh Government. Mapping is an important part of our strategy so that people who need to visit a toilet can easily access information about the location, opening times, accessibility and type of facilities available.



This strategy incorporates feedback following two public consultation exercises. The first was undertaken during September 2018; designed to assess the needs of residents, and people visiting or working within the county borough. A total of 357 responses were received; the analysis of which is detailed in the *Caerphilly County Borough Council Local Toilets Strategy Needs Assessment Consultation Report*<sup>1</sup> and used to inform the content of the draft strategy. The second public consultation exercise was undertaken between the 14th December 2018 and the 8th March 2019 to collect views regarding the content of the draft strategy. 83 responses were received and analysed; the analysis is detailed in *Caerphilly County Borough Council Draft Local Toilet Strategy - Consultation Report*.<sup>3</sup>

This strategy sets out options that may be considered over the next two years in order to increase the provision of local toilets. To do so Caerphilly CBC will:

1. Explore all options available including working with the private sector, voluntary services and Community and Town Councils to make more local toilets available in places where they are most needed.
2. Promote equal opportunities to provide appropriate, accessible and effective services and facilities to all sections of the community without prejudice or bias.
3. Ensure that the toilet logo sticker will be displayed at entrances at all appropriate Council buildings and private businesses that have agreed to being mapped.
4. Work with Aneurin Bevan University Health Board and health care providers; to encourage them to make the facilities available to the public, participate in the mapping scheme and to display the toilet logo sticker, in appropriate premises.
5. Improve awareness and information available on toilet provision in the Borough by updating information on the Caerphilly CBC website and will regularly update the Lle open access data repository with WG.
6. Provide online information maps, physical maps and information sheets, and downloadable information accessed via mobile phone technology.
7. Work with partners to improve provision in close proximity to key night-time gathering points such as taxi ranks, car parks, railway/bus stations and stops.
8. Review cleansing operations and standards on a periodic basis to ensure the most efficient and effective provision within allocated resources.
9. Continue to work with the Police and residents, community groups and others to ensure that facilities are as safe as possible.
10. Not charge residents to use toilet facilities in council buildings where there is provision.

1 Overview of the Caerphilly County Borough area Demographic and Health Data <https://www.caerphilly.gov.uk/CaerphillyDocs/Public-protection/Local-Toilet-Strategy/CCBC-Demographic-and-Health-Data.aspx>

2 Caerphilly County Borough Council Local Toilet Strategy Needs Assessment Consultation Report <https://www.caerphilly.gov.uk/CaerphillyDocs/Public-protection/Local-Toilet-Strategy/Needs-Assessment-Consultation-Report.aspx>

3 Caerphilly County Borough Council, Draft Local Toilet Strategy - Consultation Report <https://www.caerphilly.gov.uk/CaerphillyDocs/Public-protection/Local-Toilet-Strategy/Consultation-Report.aspx>

## CAERPHILLY COUNTY BOROUGH COUNCIL – LOCAL TOILET STRATEGY 2019

11. Explore options for providing facilities for the homeless/rough sleepers.
12. Ensure that the Events Safety Advisory Group continues to provide advice and guidance on temporary toilet facilities to be provided at organised events.
13. Ensure that sustainable development and energy is taken into consideration facilitating the provision of local toilets.
14. Ensure that officers raise the need for changes to Planning Policy and legislation in relation to toilet provision and access.

## Introduction

Wherever people go, outside of their own homes, they depend on toilet facilities for the enjoyment of their visit. Visitors to the county, who may be some distance from their homes, also depend on provision to accessible toilets. Toilets can make a significant impact upon the comfort of individuals and families who visit public spaces and their perception of the area as a desirable place to visit.

Provision of, and access to toilets is an issue that affects public health. Accessible, clean toilets that are well located in places such as town centres, parks, cycle trails and walking routes can help encourage people to socialise take exercise and stay more physically active. This has clear health and economic benefits. Conversely, a lack of adequate toilet facilities can impact on a person's physical and mental health, as well as affecting the wider environmental health of the population.

Therefore the provision of toilets has implications for public and individual health, transportation, crime prevention, urban design, economic and cultural development and social equity and accessibility. It is an important factor in delivering a 'people friendly' environment for everyone who goes to shopping centres, leisure and entertainment venues, sports facilities, parks and green spaces, everyone who moves about on foot, or bicycle, private or public transport, whether for work or pleasure.

Toilets for public use matter to everybody who goes "away from home" for some reason and remain a high-profile issue. They are, however, even more important to certain groups within society, including older people, people with disabilities, people with particular needs (including certain medical problems), women, children and young people and their families. These groups can be disproportionately affected by poor provision; for example, poor provision is understood to have particular negative impacts on older people, as some may be less likely to leave their homes without having confidence that adequate facilities will be available to them. This can contribute to increased social isolation and inactivity, as well as affecting people's ability to maintain independence and dignity in later life.

## Why do we need a strategy for providing toilet facilities?

This strategy contributes toward achieving accessible and clean toilets wherever people live, work or visit. Need is likely to grow through new housing developments and through tourism. This is an opportune time to set a strategy for promoting access to toilet facilities where they are needed.

Part 8 of the Public Health (Wales) Act 2017: Provision of Toilets came into force on 31 May 2018 and places a duty on each local authority in Wales to prepare and publish a local toilets strategy for its area. The strategy is built around the principles of co-production, through local authority engagement with a broad range of potential providers and users.

Local authorities in Wales now have the responsibility to:

- assess the need for toilet provision for their communities;
- plan to meet those needs;
- produce a local toilets strategy; and
- review the strategy, update and publicise revisions.

Local authorities must prepare and publish their strategies within one year from 31 May 2018. **The duty to prepare a local toilets strategy does not require local authorities to provide and maintain public toilets directly.** The Local Authority must take a strategic view on how facilities can be provided and accessed by their local population. Upon review of this strategy, Caerphilly County Borough Council is required to publish a statement of progress.

The Well-being of Future Generations (Wales) Act 2015 puts in place a ‘sustainable development principle’ which tells public bodies how to go about meeting their duty under that Act. The principle is made up of five ways of working that public bodies should follow when carrying out sustainable development. These are:

- looking to the long term so we do not compromise the ability of future generations to meet their own needs;
- taking an integrated approach;
- working with others in a collaborative way to find shared sustainable solutions;
- involving a diversity of the population in the decisions affecting them; and
- acting to prevent problems from occurring or getting worse.

Due regard has been made to the above five ways of working when preparing, reviewing, consulting on and publishing this strategy.

The key prevention aims of this local toilets strategy are to:

- identify key toilet facilities in a location;
- identify facilities at risk of being lost to a location, and ways to preserve their use;
- identify alternative provisions if facilities must close;
- identify additional facilities that can be brought into wider use to supplement existing facilities or as a replacement for those that have been lost; and
- identify opportunities for creating new facilities to modern, inclusive specifications.

## The Aims of this strategy:

The aim of this strategy is to review the quality and quantity of local toilets throughout the county borough and to provide or facilitate the provision of clean, safe, accessible and sustainable toilets for residents and visitors to the Borough at locations where the need for such facilities has been identified.

## To achieve this strategy, we will:

- Identify the current level of provision of public toilets
- Analyse the findings of the completed assessment of need activities for toilets available for use by the public in their area;
- Consider the requirements of the general population;
- Identify the needs for particular user groups;
- Survey the condition and usage of existing facilities;
- Identify any gaps in current provision;
- Adopt the use of new technologies and communications that it is envisaged will lead to an increased awareness of the locations of local toilets;
- Advise on the provision of adequate temporary toilets by the promoters or organisers of one off events; and
- Provide a statement setting out the steps which the Local Authority proposes to take to meet this need; and any other information which the council considers appropriate.

## Reviewing the Strategy

Caerphilly CBC will prepare an interim progress report setting out the steps taken in line with their strategy every two years commencing from the date of the last published strategy. The interim progress report will be published within six months of the end date of the two year period. Therefore, following publication in May 2019, the review will take place before the end of May 2021 and be published before the end of November 2021.

Caerphilly CBC will also review the local toilets strategy within a year of each ordinary election for its area. The next election date in Wales is Thursday 5 May 2022 so the latest date for review is 4 May 2023. If no changes are made to the strategy following the post-election review then Caerphilly CBC will publish an interim progress statement covering a two year period commencing from the date of the last election.

Caerphilly CBC may review its strategy at any time following which it must publish a statement of the steps which it has taken in accordance with the strategy. If following a review, Caerphilly CBC decides to revise the strategy it will publish the revised strategy and then prepare an interim progress report covering the two year period commencing from the date of publication.

## How has this strategy been developed?

A multi-disciplinary group was established so that the strategy could be developed with input from a cross section of Local Authority services. This approach was considered vital in order to capture all available baseline data and to maximise opportunities to improve toilet provision in the County Borough. Due regard was made to demographic and health data detailed in a separate report '*Overview of the Caerphilly County Borough area Demographic and Health Data*'<sup>1</sup>.

Engagement with other public bodies, community groups, private enterprise and the public was undertaken to understand what is currently on offer and how any gaps in this contribution can be mitigated.

A public consultation was undertaken throughout September 2018 to assess the needs of residents, and people visiting or working within the county borough. Key engagement mechanisms included:

- Online - via the CCBC Website, social media (including Facebook and Twitter) and on partner organisations' websites
- E-mail alerts and correspondence
- The September 2018 edition of the Council's newsletter "Newline" delivered to every household within the borough)
- Face to face – discussions at Voluntary Sector Liaison Committee, Voluntary Sector Forum, Caerphilly Youth Forum and Caerphilly Access Forum.
- Paper Questionnaires – requested by groups and residents.

A total of 357 responses were received and have been included in this analysis; the results of which are detailed in the *Caerphilly County Borough Council Local Toilets Strategy Needs Assessment Consultation Report*<sup>2</sup> and have been used to influence the content of this strategy. A list of organisations separately consulted is detailed in the report.

At the same time the Council contacted all of the national retailers who operate within the Borough as part of a collaborative exercise across Wales to establish whether these businesses would be prepared to be part of the strategy by allowing their toilet facilities to be used by non-customers, signposted via national websites and phone apps and agreeing to display a sticker showing the national toilet logo. The results were extremely disappointing; no businesses located within the Borough volunteered to offer their toilet facilities to the public and to be mapped.

1 Overview of the Caerphilly County Borough area Demographic and Health Data <https://www.caerphilly.gov.uk/CaerphillyDocs/Public-protection/Local-Toilet-Strategy/CCBC-Demographic-and-Health-Data.aspx>

2 Caerphilly County Borough Council Local Toilet Strategy Needs Assessment Consultation Report <https://www.caerphilly.gov.uk/CaerphillyDocs/Public-protection/Local-Toilet-Strategy/Needs-Assessment-Consultation-Report.aspx>

3 Caerphilly County Borough Council, Draft Local Toilet Strategy – Consultation Report <https://www.caerphilly.gov.uk/CaerphillyDocs/Public-protection/Local-Toilet-Strategy/Consultation-Report.aspx>

A similar exercise was also conducted whereby the Council contacted 97 local businesses to ascertain whether they would be prepared to participate. Just 7 of these agreed to allow their facilities to be mapped and formally included in this strategy; however a few did comment that they would allow non-paying customers to use their toilets on request.

In addition we contacted all primary health care providers including GP surgeries, dentists and opticians asking if they would be prepared to take part in the strategy; 3 agreed to participate.

A public consultation exercise was undertaken between the 14th December 2018 and the 8th March 2019 to collect views regarding the content of the updated draft strategy. 83 responses were received and analysed; they are reported in the *Caerphilly County Borough Council, Draft Local Toilet Strategy – consultation report*<sup>3</sup>.

All feedback received has informed the final version of this strategy.

### **How does it fit with other Council priorities and services?**

The Council is committed to a clear vision in which Caerphilly County Borough is a distinctive place with vibrant communities and equal opportunity for everyone to fulfil their potential. This public toilet provision strategy can contribute to that, supporting a number of the Well-being Objectives within the Council's Corporate Plan 2018-23 to make the vision a reality:

- Promote a modern, integrated and sustainable transport system that increases opportunity,
- promotes prosperity and minimises the adverse impacts on the environment;
- Creating a county borough that supports a healthy lifestyle in accordance with the sustainable development principle within the Wellbeing of Future Generations (Wales) Act 2015;
- Support citizens to remain independent and improve their well-being.

More than that, as described earlier, publicly accessible toilets are needed by every one of us at some point when we are “away from home” and so provision touches on every area of the Council in some way and to some degree.

### **Looking back at historic provision of public toilet facilities in Caerphilly County to where are we now**

At the time of preparing this strategy, the remaining five public toilets blocks located near the main public transport hubs at Caerphilly Bus Station, Blackwood Bus Station, Bargoed Bus Station, Ystrad Mynach bus stop and Risca were considered as part of the Council's Medium Term Financial Plan; to address a savings requirement of £15.5m faced by the Council for the 2019/20 financial year.

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The difficult decision to close all the remaining public toilet blocks to facilitate savings was made by Council in February 2019. With this backdrop, the toilet blocks have therefore been omitted from the provision within this strategy. Information has been fixed to the closed premises, indicating the nearest toilets that are available for public use. Historically in order to encourage local businesses to open up their toilets and increase the number of toilets available for public use Welsh Government (WG) offered a Community Toilet Scheme Grant that was administered by local government. Businesses were offered an annual recompense payment of up to £500. In 2014/15 this funding was transferred to WG Revenue Support Grant and the Council ceased to support a Community Toilet Scheme.

### Who provides local/public toilets?

Providing toilet facilities in separate buildings has been the model for many decades and this approach may still have a role in certain circumstances. However, there are increasing benefits from co-located provision in existing buildings wherever possible to reduce some of the negative aspects such as anti-social behaviour and vandalism and the associated costs.

Commercial providers in retail centres with extended opening hours and in entertainment venues and visitor attractions have an important role to play in satisfying the needs of their customers and the public as a whole. The case for publicly accessible toilets in a wider variety of community buildings will become stronger. This draws in a wider range of potential partners to fund and manage them.

The provision of local toilets for public use is not a statutory requirement of local authorities in Wales. Therefore, due to unprecedented financial cutbacks within local government, Caerphilly County Borough Council, like many other local authorities, has closed down its traditional public toilet blocks. This strategy aims to mitigate potential impacts by making toilets in more council facilities available for public use and to work with the private sector to help promote their facilities.

**Local councils are no longer the only providers of toilet facilities;** the section below describes other providers and options. A combination of these forms part of this strategy to help achieve the aims and objectives outlined later.



## A - Council-owned

### a) Stand-alone – council managed

These are what many people would consider traditional public toilets. They have usually been stand-alone, purpose-built buildings providing separate areas for Ladies, Gents and more recently an accessible unit for disabled people and baby changing facilities. Councils have been responsible for the maintenance, management and cleaning, of such facilities. However, as noted above austerity measures have resulted in closure of such facilities, with more emphasis being placed on facilities described below. Please refer to the current position outlined in page 9.

### b) Within council facilities, offices and green spaces

Toilet facilities may be made available to the general public where the individual location, access and circumstances allow, such as the Caerphilly Tourist Information Centre, libraries, sports centres and some council offices. There are also toilets located at some parks and countryside settings. This is part of a wider need to ensure that all services offered are accessible by all members of the community. A list of council premises with toilets available for public use is detailed in Appendix 1.

## B - Commercial / Retail sector provision

Many toilet facilities provided by commercial and retail businesses have been primarily or solely for use by customers. Some shop managers in town centres understand that people come in to use the toilets and recognise that this may lead to people buying goods whilst inside. Most visitor and tourist attractions and entertainment venues such as cinemas provide toilet facilities. It is accepted that the public depend on such facilities.

## C – Voluntary schemes via private providers

Some local retailers have volunteered to make toilets accessible to both customers and other members of the public. These are available in addition to existing council-run or other public toilet facilities. They are county wide but based particularly in town centres and other areas where people stay for 2 or more hours. They have the benefit of providing safe, clean and accessible toilets, available during the partners' opening hours. Toilets can be used without having to make a purchase. They are regularly inspected by council officers to ensure they meet appropriate standards. However, proprietors reserve the right of admission in exceptional circumstances.

Local cafes etc. were surveyed to establish whether they wished to participate in a voluntary scheme that would allow members of the public to access their customer toilets. A limited number of the food business operators responded to the survey.

At the time of preparing this strategy, a total of seven premises located across the county borough indicated that they are prepared to participate in a formal scheme in which they would be required to display a sticker in their window and did not want to be identified via a mapping system or app. In addition, several business operators recognised that non-paying customers do actually use their facilities and such practice would be allowed to continue, however they declined to be added to the mapping data and to participate in a formal scheme.

Larger national retailers were also surveyed to seek an agreement in principle that their toilet facilities could be used by the general public. Those that responded declined such an agreement. However, feedback obtained from the needs assessment survey, indicates that the public do in fact use and rely on facilities provided by the larger stores such as the supermarkets. Furthermore, respondents indicated that such facilities are of a good quality and are hygienic.

Primary health care providers, the Aneurin Bevan University Health Board and healthcare premises including doctors GP surgeries, dentists and opticians etc. have been encouraged to make their toilets available and to be mapped and sign posted for public use; 3 have so far agreed to participate.

### Mapping locations

This is an important part of our strategy so that people who need to visit a toilet can easily access information about the location, opening times, accessibility and type of facilities available.



Locations of toilets will be promoted via a mapping app specifically designed for mobile technology and smart phones. Participating premises will also display a sticker in a prominent place, indicating that toilets are available for the public. The sticker will display the logo stipulated by Welsh Government.

The British Toilet Association also recommends that signs be fitted on the outside with information like opening hours, contact information for reporting problems and the specific facilities provided inside, such as whether there is a baby-changing room.

The Council will periodically review and update the Welsh Government “Lle” data repository to allow access to accurate information by guide and map publishers, residents and visitors.

Once we have identified the toilets that will be publicised as available for use by the general public, Caerphilly CBC will prepare a dataset to a given specification, and make it available as open data on the council website. The dataset will consist of the location and specified characteristics of the identified toilets. This data will also be consumed by the Welsh Government system and joined to other LA datasets to produce the national dataset for the Lle map.

Lle is a geo-portal that serves as a hub for data and information covering a wide spectrum of topics, but primarily around the environment. Lle will generate all-Wales maps based on the datasets provided by local authorities that can be configured to focus on either the national picture, or on more local areas. The data included in the Lle map will be available as an open data service accessible to everyone. The link to the Lle portal is below.

<http://lle.gov.wales/home>

The Welsh Government has not developed an app as many people are unable to use a smartphone for a number of reasons. It is more appropriate to focus on ensuring the information is available online through a wide range of websites and via traditional offline methods.

For data to be classed as open data it must be made available under an open licence. Within the Public Sector this can be achieved by publishing data under the Open Government Licence (OGL).

As the data provided by local authorities is to be made available as open data, it will be available for reuse by third parties, either directly from the local authority's own website, or via the joined dataset behind the Lle map. This might include other online map services, app developers or commercial interests, as well as being available for reuse by other public sector organisations.

The dataset will be available in Welsh and English. The public will be able to see and search the data as it appears on the Lle website, to see the whole of Wales or to look at particular areas.

Caerphilly CBC will generate its own maps from these open data feeds, and will embed the locally configured map into its own website. Caerphilly CBC will also show a link to the Lle map as a whole to assist people in searching the data for other areas they may be visiting.

Caerphilly CBC will, where appropriate use information sheets or leaflets to detail the locations and opening times of toilets available for public use.

### **What we learned from the public consultation about “assessment of needs”:**

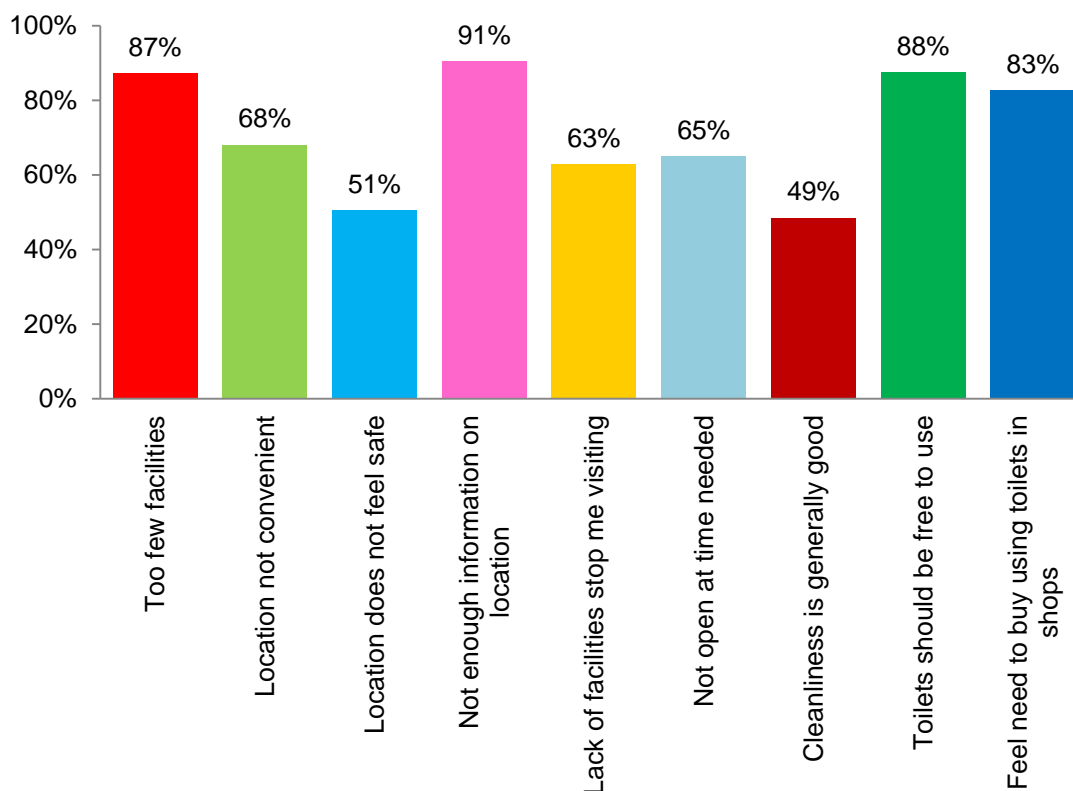
The full analysis of the public consultation is detailed in the *Caerphilly County Borough Council Local Toilet Strategy Needs Assessment Consultation Report*<sup>2</sup>. A summary of the findings are detailed below. The following chart highlights the percentage of respondents who agreed or strongly agreed with each of the statements.

1 Overview of the Caerphilly County Borough area Demographic and Health Data <https://www.caerphilly.gov.uk/CaerphillyDocs/Public-protection/Local-Toilet-Strategy/CCBC-Demographic-and-Health-Data.aspx>

2 Caerphilly County Borough Council Local Toilet Strategy Needs Assessment Consultation Report <https://www.caerphilly.gov.uk/CaerphillyDocs/Public-protection/Local-Toilet-Strategy/Needs-Assessment-Consultation-Report.aspx>

3 Caerphilly County Borough Council, Draft Local Toilet Strategy - Consultation Report <https://www.caerphilly.gov.uk/CaerphillyDocs/Public-protection/Local-Toilet-Strategy/Consultation-Report.aspx>

**Agreement with statements: Percentage who agree or strongly agree**



Respondents were also asked to provide details of any specific issues with the provision of toilets or changing facilities in Caerphilly county borough. A full summary of the responses is provided in Annex 7 of the above report. A summary of the main themes is given below:

- There are no changing facilities with hoists for individuals with disabilities
- There is a lack of toilet facilities in public parks and where they are available quality and opening hours is an issue
- There are too few public toilet facilities available and where there are public toilets they are generally of poor quality with few exceptions.
- More information needs to be made available about where toilets for public use are available and opening hours.
- Most respondents felt that toilets should be free to use

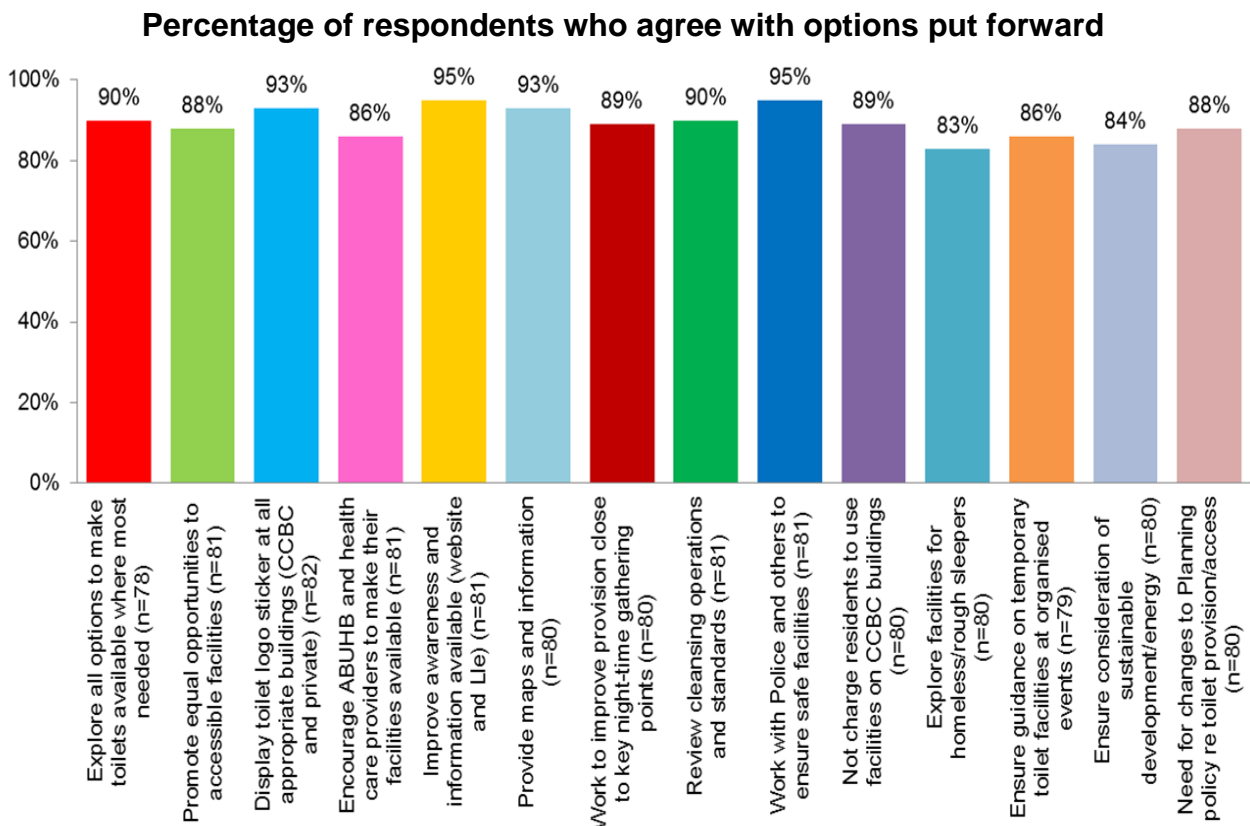
Respondents were asked what they would prefer as the best way to find out about where the nearest toilet and changing facilities are located when they are out and about. Just over half of respondents said that a sticker or poster displayed in the window of premises where facilities are available was their preferred option, with just over a quarter preferring the option of an app on their mobile phone.

Respondents were asked whether their response to the survey had been influenced (positively or negatively) by the range of protected characteristics as specified in the Equality Act 2010. The issues raised included the need for separate toilets for men and women due to women often having children with them, problems relating to a range of disabilities, the need to take pushchairs or prams into toilets and have appropriate changing facilities available.

### What we learned from the public consultation regarding the draft final strategy:

A public consultation exercise was undertaken between the 14th December 2018 and the 8th March 2019 to collect views regarding the content of the draft strategy; *Caerphilly County Borough Council Draft Local Toilet Strategy - Consultation Report*<sup>3</sup>. 83 responses were received and analysed.

Analysis of responses indicates that there was strong agreement with each of the proposed options although caution should be taken when interpreting the results as the total number of responses to the survey was low. Refer to graph below:



1 Overview of the Caerphilly County Borough area Demographic and Health Data <https://www.caerphilly.gov.uk/CaerphillyDocs/Public-protection/Local-Toilet-Strategy/CCBC-Demographic-and-Health-Data.aspx>

2 Caerphilly County Borough Council Local Toilet Strategy Needs Assessment Consultation Report <https://www.caerphilly.gov.uk/CaerphillyDocs/Public-protection/Local-Toilet-Strategy/Needs-Assessment-Consultation-Report.aspx>

3 Caerphilly County Borough Council, Draft Local Toilet Strategy - Consultation Report <https://www.caerphilly.gov.uk/CaerphillyDocs/Public-protection/Local-Toilet-Strategy/Consultation-Report.aspx>

Those who disagreed with any of the options were asked to give their reasons for this. Respondents were also asked to identify anything that is missing from the list and highlight whether their responses had been influenced due to any of the protected characteristics under the Equality Act 2010.

Key themes included:

- A general disagreement with the proposed closure of Council run facilities in town centres, specifically, Blackwood, Ystrad Mynach and Risca.
- Concerns related to the lack of alternative provision, particularly at transport hubs and the need to work with transport providers
- A number felt that reliance on businesses to provide facilities was impractical (inaccessible, health and safety reasons) or unlikely (lack of incentive for businesses).
- Ensuring that older people, those with disabilities and certain medical conditions and young families are not disproportionately disadvantaged when closing Council run facilities by taking appropriate mitigating actions e.g. a number of comments made reference to those who need accessible toilets via a RADAR key
- Providing information on the location of facilities is important but there were concerns over relying solely on websites and mobile phone technology
- A small number felt that introducing a small charge would be appropriate for clean facilities
- A number commented that the proposals to close Council run public conveniences were counter to a number of other CCBC strategies and policies.

It should however be noted that the last consultation exercise was run almost in parallel with the public consultation on the Medium Term Financial Plan (MTFP); which included a proposal to close five blocks of public toilets across the county borough. Many of the respondents associated the closure of the public toilets with the Local Toilet Strategy, as such much of the above feedback from the consultation exercise relates to the removal of existing provision, particularly facilities for disabled persons. On the basis that this strategy makes reference to the closure of the public toilets; it has not been necessary to amend the strategy as a direct result of comments received.

**Over the next two years, the Council intends to address the above feedback by facilitating the provision of local toilets as follows:**

- **Enough facilities for the local population and users**

The town centres are the most popular destinations identified by the needs assessment and they are the main transport hub for people arriving by train or bus. Therefore provision should be primarily for visitors in areas of such high volume footfall.

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The footfall data is collected for the Council under licence by PFM Footfall Intelligence using electronic pedestrian counting equipment known as footfall cameras. There are six such systems in place at Bargoed, Blackwood, Caerphilly, Risca, Ystrad Mynach and Newbridge.

The table below illustrates the footfall data collected in these larger towns. <b>Footfall per town Centre (42 weeks data captured during 2018)</b>						
Town Centre	Bargoed	Blackwood	Caerphilly	Newbridge	Risca	Ystrad Mynach
Total visitors	434,847	1,297,445	1,052,313	311,351	334,166	576,314
Total visitors per week (/42)	10,353	30,891	25,055	7,413	7,956	12,721
Total visitors per day (/7)	1,479	4,413	3,579	1,059	1,136	1,960

The above data does not differentiate between males and females, therefore it is assumed that the footfall will include a ratio of 50:50 split of males to females. It also assumes the numbers are equally divided across the full week, whereas in reality, the numbers are possibly higher on Saturday and less on days where businesses may close for half day trading.

The BTA makes recommendations on the number of toilet facilities needed in an area based on population density, gender mix and footfall. The ideal level is recommended as 1 cubicle per 550 females and 1 cubicle or urinal per 1100 males, which is a ratio of 2:1 in favour of women. One accessible toilet and also one baby change facility should be provided for every 10,000 population. However, given that the total population footfall numbers are captured over a full day, it is assumed that visitor numbers are staggered across the day and therefore relatively low at any given point through the day, i.e. the visitors do not all congregate at the same time. Therefore having regard to the number and location of premises detailed in Appendix 1, it is apparent that the provision of toilets via council premises and private providers is adequate in some areas but could be improved in other areas. Furthermore, this provision may not meet the demands for accessible/disabled toilets and changing places. This is an issue that the Council will take into consideration when reviewing future developments in and around town centres.

- **Facilities accessible to all, at all practicable locations**

Caerphilly CBC will promote equal opportunities to provide appropriate, accessible and effective services and facilities to all sections of the community without prejudice or bias.

- **Facilities suitable for the location (including parks and green spaces)**

Council provision will be primarily for shoppers and visitors in areas of high volume footfall and some larger parks. Parks attract residents and tourists and can often include children's play areas; it is unlikely that there will be other facilities close by which people can use, whilst enjoying the park.

Local shopping centres generally include mixed retail shopping which are often small/medium local businesses (rather than large retail chains) and are areas where people are encouraged to stay for a length of time.

To encourage and promote sustainability, a compost toilet has been provided at the Aberbargoed Nature Reserve.

- **Easily found facilities with good direction signage and individual facility information signs**

Locations of toilets are detailed in Appendix 1 and illustrated via a map on the Caerphilly County Borough Council website. The Council will improve awareness and information available on toilet provision in the Borough by updating information on the Caerphilly CBC website and will regularly update the Lle open access data repository with WG.

The toilet logo sticker will be displayed at entrances at all Council buildings and private businesses that have agreed to being mapped.

Health provider premises will be encouraged to also participate and display the toilet logo.

- **To provide accessible information**

Caerphilly CBC will provide online information maps, physical maps and information sheets, and downloadable information accessed via mobile phone technology.

Our website includes a section where you can find a list of the Council provided toilets and information about the individual facilities. These webpages include a link to interactive mapping to help people find the exact location if they are travelling to an unfamiliar area.

This information will be kept up-to-date so it can also be used by the Council and independent publishers of apps, visitor guides, tourist maps etc.



- **Distance-related provision**

An additional method of estimating toilet need is through the BTA recommendation that people should not have to walk more than 500m to a toilet facility. This distance will be factored in to future considerations.

- **Tourist-related provision:**

There are people who will have a need for “somewhere to go” whilst visiting our area. The significant number of tourists visiting Caerphilly and the surrounding visitor attractions throughout the year also places considerable additional demands for toilets

There is a further recommendation that the size of facilities should be adequate for the number of people expected to use the toilets without overcrowding or undue waiting times.

A standard based on Pedestrian flow count (footfall) figures with the BTA female to male toilet ratios will be applied where it is practicable to do so. Pedestrian flow counts are carried out regularly by the Council.

- **Evening/overnight services at key locations where specific need is established**

Anti-social and drug-related misuse, vandalism and graffiti damage to Council public toilets in the past have led to most facilities being locked up at a scheduled time in the early evening to prevent this. Facilities provided by shops and others are normally limited to the place’s opening hours for safety and security reasons. Due regard will be made to such issues when undertaking future reviews.

Development of the night time economy and changes in demographics and human activity in town centres means they have now become leisure and entertainment hubs rather than predominantly centres for retail/commercial trade.

Night time economy growth has unfortunately led to an increase in drug and alcohol-related anti-social behaviour (acts) which includes 'street fouling' and the need for night toilet facilities. It is recognised that publicly accessible facilities need to be in close proximity to key night-time gathering points such as taxi ranks, car parks, railway/bus stations and stops.

- **Clean, safe and well maintained facilities**

Caerphilly CBC will review cleansing operations and standards on a periodic basis to ensure the most efficient and effective provision within allocated resources. Continue to work with the Police and residents, community groups and others to ensure that the facilities are as safe as possible.

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Toilets within Council buildings will be signposted for public use. (Except for schools, care homes and other buildings where the facilities are located in areas not accessible to the public).

- **Non-charging**

The council will not charge residents to use toilet facilities in buildings where there is provision. Other providers are entitled to charge, if they deem it appropriate to do so.

- **Liase with Town and Community Councils, business groups and other stakeholders regarding the needs**

Caerphilly CBC will continue to work with Town and Community Councils to provide toilets in as many locations as possible.

- **Maximised availability through Council, partnership and commercial provision**

The Council will continue to work with local businesses to promote use of their toilet facilities; and will explore options to increase local toilet provision through sponsorship, advertising and partnership working.

Powers may be used to ensure that public toilets are provided and maintained for public use in relevant commercial premises. The Local Government (Miscellaneous Provisions) Act 1976 section 20 allows a local authority to require any business classed as a place of entertainment or selling food and drink to the public for consumption on the premises, to provide public toilets. Consideration will be afforded to adopting these powers and exercising them where possible.

- **Tackling homelessness**

Explore options for providing facilities for the homeless/rough sleepers.

- **Provision of adequate toilet facilities by the promoters/organisers at one-off events**

Toilet facilities for people attending special, one-off outdoor events need to be considered, whether through temporary installations or through the use of existing facilities at or near the event location, by agreement with the Council.

The Events Safety Advisory Group provides guidance for event organisers. Events often include the use of land for events in the open, including highways under the direct control of the Council. Advice and guidance on temporary toilet facilities is provided as part of a consistent, proactive and integrated approach to the provision of support and regulatory functions for events, as well as ensuring compliance with Health and Safety standards.

- **Sustainable provision within the budget available**

The Council is committed to sustainability in its own operations as well as across the county more widely through climate change and carbon management plans.

The current national and local financial position is under increasing pressure and will remain so for a number of years. There is little prospect of the Council being able to allocate any substantial increase in capital or revenue funding to this non-statutory service and the ongoing impacts of austerity continue to impose a downward pressure on these budgets.

Any capital or revenue commitment will need to be supported through a business-case approach, taking account of full costs and possible income sources.

### **The above items are summarised in the following action plan:**

#### **Caerphilly CBC will:**

1. Explore all options available including working with the private sector, voluntary services and Community and Town Councils to make more local toilets available in places where they are most needed.
2. Promote equal opportunities to provide appropriate, accessible and effective services and facilities to all sections of the community without prejudice or bias.
3. Ensure that the toilet logo sticker will be displayed at entrances at all appropriate Council buildings and private businesses that have agreed to being mapped.
4. Work with Aneurin Bevan University Health Board and health care providers; to encourage them to make the facilities available to the public, participate in the mapping scheme and to display the toilet logo sticker, in appropriate premises.
5. Improve awareness and information available on toilet provision in the Borough by updating information on the Caerphilly CBC website and will regularly update the Lle open access data repository with WG.
6. Provide online information maps, physical maps and information sheets, and downloadable information accessed via mobile phone technology.
7. Work with partners to improve provision in close proximity to key night-time gathering points such as taxi ranks, car parks, railway/bus stations and stops.
8. Review cleansing operations and standards on a periodic basis to ensure the most efficient and effective provision within allocated resources.
9. Continue to work with the Police and residents, community groups and others to ensure that the facilities are as safe as possible.
10. Not charge residents to use toilet facilities in council buildings where there is provision.
11. Explore options for providing facilities for the homeless/rough sleepers.

12. Ensure that the Events Safety Advisory Group continues to provide advice and guidance on temporary toilet facilities to be provided at organised events.
13. Ensure that sustainable development and energy is taken into consideration facilitating the provision of local toilets.
14. Ensure that officers raise the need for changes to Planning Policy and legislation in relation to toilet provision and access.

### **Potential options that have been ruled out, including the reasons why:**

- **Letting policies**

The Council could possibly consider options to introduce a clause in leasing agreements whereby when the Council is letting its own property to a suitable business like a shop or café, to include public access to toilet facilities. However, whilst this could be considered for the small number of shop units leased out, tenants may well raise issues around cleaning, maintenance and availability and the requirement could conceivably deter prospective tenants from taking a lease.

- **Late Night Levy**

The council could explore the options and powers to introduce a charge for premises that have a late alcohol licence. However, a House of Commons review of the levy in April 2017 suggested that it should be scrapped. Only 8 Local Authorities in England and Wales (out of a predicted 94) have introduced a levy since 2013 and one has since removed it . The levy did not generate the amount of income expected even when introduced in areas with a large night time economy. Many premises have late licences but use them infrequently for specific events or at certain times a year. Many applied to change their hours rather than pay the levy. There has to be a wide consultation and discussions with the Police and Crime Commissioner before implementing and approval by Licensing Committee and Council. At least 70% of any income has to go to the police, 30% can be used by the Local Authority .

Uses of the income have to be in line with specific objectives and publicised each year. Toilet provision for the night time economy could be included under public nuisance but would have to be part of a number of initiatives on crime reduction; public safety etc. and that would reduce the amount of income available for that function.

Analysis of current relevant premises around Caerphilly town centre has been undertaken to estimate likely income for that area. The levy is set by Government and based on rateable value, band A premises are circa £299 a year, band B £768, band C £1259. The majority of relevant premises are in the Band B bracket.

16 premises could be caught by the scheme i.e. those currently operating after midnight. Of the 16 premises, 5 are late night refreshment establishments. Based on the rateable value of these premises total income generated would be £14,464. The Police allocation of 70% equates to £10,124 and the local authority allocation of 30% would equate to just £4339. The Local Authority can deduct costs for administrating the levy before apportioning the 70/30 split of the remaining income so in reality amounts would be even lower.

A number of the premises would vary their licences in order that their permitted activities ceased at midnight and therefore would not be caught by any levy. There are no current levies in place in Wales.

A night time levy is therefore is not considered to be a viable option for Caerphilly county borough as there is not the volume of premises to generate enough income to make a levy worthwhile after having regard to cost involved in establishing, monitoring and reporting on such a scheme.

- **Future needs provided by the commercial sector through Council strategy and planning channels**

Community Infra-structure Levy enables the Caerphilly Local Planning Authority to raise funds from developers undertaking new building projects in their area. The funds can be used for a wide range of infrastructure costs, such as education, healthcare, police and fire and rescue that is needed as a result of new housing for example. This may be one way to secure funding for future public toilet provision within or near new developments, on a need and demand-driven basis and depending on the prioritisation between new infrastructure needs. Consideration will be given to including local toilet provision in new schemes devised under the Community Infra-structure Levy. Whilst the creation of facilities may be feasible, the conditioning of ongoing maintenance, servicing and cleaning etc. may be problematic. However, each case will be considered on its individual merits.

- **Major Development proposals (*Planning conditions*)**

Some large-scale commercial developments that are going to include cafes, bars, shops, entertainments for example, could possibly be required, as a Planning condition, to allow general public access to any toilet facilities that are being built in the premises.

However, there is no policy support at national level for the imposition of planning conditions to allow the general public access to toilet facilities at private commercial premises. Therefore any such condition would fail the test that it must be necessary to make the development acceptable from a planning point of view.

## Location of Council Toilets

Location	Post code
Aberbargoed Education Centre	NP120BD
Abercarn Cemetery	NP115JS
Abercarn Library	NP115DT
Abertridwr Library	CF834EJ
Abertridwr Welfare Park	CF834AG
Bargoed Library (inc Customer Services)	CF818QR
Bedwas Cemetery	CF838DR
Bedwas Leisure Centre	CF838BJ
Bedwas Library	CF838BJ
Bedwellty Cemetery	NP120BD
Blackwood Library (inc Customer Services)	NP121AJ
Blackwood Miners Institute	NP121BB
Caerphilly Leisure Centre	CF833SW
Caerphilly Library (inc Customer Service Centre)	CF831JL
Caerphilly Morgan Jones Park	CF831AB
Cefn Fforest Leisure Centre	NP123JR
Centre of Sporting Excellence	CF827EP
Cwmcarn Forest Drive	NP117FE
Dan-y-graig Cemetery	NP116DL
Heolddu Leisure Centre	CF819GF
Llanbradach Library	CF833LB
Llancaiach Fawr	CF466ER
Nelson Library	CF466NF
New Tredegar Leisure Centre	NP246XF
New Tredegar Library	NP246EF
Newbridge Leisure Centre	NP115FE
Oakdale Library	NP110HN
Parc Cwm Darran Centre	CF819NR
Parc Cwm Darran, Campsite	CF819NR
Penallta Country Park	CF827GN
Pengam Library	NP123AB
Pen-y-Fan Pond Country Park	NP113AZ

**Location of Council Toilets /cont'd**

Location	Post code
Pontllanfraith Leisure Centre	NP122DA
Rhymney Library	NP225NU
Risca Leisure Centre	NP116GH
Risca Library (inc Customer Services)	NP116BW
Risca Old Cemetery & Chapel	NP117AH
Sirhowy Valley Country Park	NP117BD
St Cenydd Leisure Centre	CF832RP
Sue Noake Leisure Centre	CF828AA
The Kiosk, Ystrad Mynach Park	
The Visitor Centre, Caerphilly	CF831JL
Ty Penallta Corporate Offices (inc Customer Services)	CF827PG
Waunfawr Park Kiosk and Community Garden	NP117PH
Winding House	NP246EG
Ystrad Mynach Library	CF827BB

**Location of Private Business providers:**

Location	Post code
Elliot's Café - White Rose Info & res. Centre, Cross Street, Elliots Town	NP24 6EF
The Living Room – White Rose Medical Centre, White Rose Way, New Tredegar	NP24 EE
Le Café – 103 High Street, Blackwood	NP12 1PN
Argoed Baptist Chapel - High Street, Argoed,	NP12 0HG
Tyfu Café – 97 Cardiff Road, Caerphilly	CF83 1FQ
Chocolate Dragon Café – 49 Tredegar Street, Risca,	NP11 6BW
Chat and Snack – 132 Newport Road, Cwmcarn	NP11 7LZ

**Location of Health Care Providers:**

Location	Post code
Court House Medical Centre Caerphilly	CF83 3GH
North Celynen Medical Centre Crumlin	NP11 4PQ
North Celynen Medical Centre Newbridge	NP11 4RA

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Name of Location	Postcode	What facilities are available?														Do you have a changing place incorporating adult changing facilities, hoists etc. for people with profound disabilities and their carers?
		Male only	Female only	Unisex toilet	Baby change					Disabled						
					male toilet	female toilet	unisex toilet	Separate to toilets	disabled toilet	Open access			Locked (RADAR)			
										male only	female only	unisex	male only	female only	unisex	
Aberbargoed Education Centre	NP12 0BE	No	No	Yes	No	No	No	No	No	No	No	Yes	No	No	No	No
Aberbargoed Library	CF81 9BB	No	No	Yes												
Abercarn Cemetery		Yes	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No
Abercarn Library	NP11 5DT	No	No	Yes	No	No	No	No	Yes	No	No	Yes	No	No	No	No
Abertridwr Library	CF83 4EJ	No	No	Yes	No	No	No	No	Yes	No	No	Yes	No	No	No	No
Abertridwr Welfare Park		Yes	Yes	No	No	No	No	No	No	No	No	Yes	No	No	No	No
Bargoed Library (inc Customer Services)	CF81 8QR	Yes	Yes	No	No	No	No	No	Yes	No	No	Yes	No	No	No	No



**CAERPHILLY COUNTY BOROUGH COUNCIL – LOCAL TOILET STRATEGY 2019**

Name of Location	Postcode	What facilities are available?														Do you have a changing place incorporating adult changing facilities, hoists etc. for people with profound disabilities and their carers?
		Male only	Female only	Unisex toilet	Baby change					Disabled						
					male toilet	female toilet	unisex toilet	Separate to toilets	disabled toilet	Open access			Locked (RADAR)			
										male only	female only	unisex	male only	female only	unisex	
Bedwas Cemetery		Yes	Yes	No	No	No	No	No	No	No	No	Yes	No	No	No	No
Bedwas Leisure Centre	CF83 8BJ	Yes	Yes	No	Yes	Yes	Yes	No	No	Yes	Yes	Yes	No	No	No	Yes
Bedwas Library	CF83 8BJ	No	No	Yes	No	No	Yes	No	No	No	No	Yes	No	No	No	No
Bedwellty Cemetery		Yes	Yes	No	No	No	No	No	No	No	No	No	No	No	Yes	No
Blackwood Library (inc Customer Services)	NP12 1AJ	No	No	Yes	No	No	Yes	No	No	No	No	Yes	No	No	No	No
Blackwood Miners Institute	NP12 1BB	Yes	Yes	Yes	No	No	No	No	Yes	No	No	Yes	No	No	No	No
Caerphilly Leisure Centre	CF83 3SW	Yes	Yes	No	Yes	Yes	No	No	No	Yes	Yes	No	No	No	No	No

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Name of Location	Postcode	What facilities are available?														Do you have a changing place incorporating adult changing facilities, hoists etc. for people with profound disabilities and their carers?
		Male only	Female only	Unisex toilet	Baby change					Disabled						
					male toilet	female toilet	unisex toilet	Separate to toilets	disabled toilet	Open access			Locked (RADAR)			
										male only	female only	unisex	male only	female only	unisex	
Caerphilly Library (inc Customer Service Centre)	CF83 1JL	No	No	Yes	No	No	Yes	No	No	No	No	Yes	No	No	Yes	No
Caerphilly Morgan Jones Park		Yes	Yes	No	No	No	No	Yes	No	No	No	No	No	No	Yes	No
Cefn Fforest Leisure Centre	NP12 3JR	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes	No	No	No	No
Centre of Sporting Excellence	CF82 7EP	Yes	Yes	No	No	No	No	Yes	Yes	No	No	Yes	No	No	No	Yes
Cwmcarn Forest Drive		Yes	Yes	No	No	No	No	No	Yes	No	No	Yes	No	No	No	No
Dan-y-graig Cemetery	CF81 9HT	Yes	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No

CAERPHILLY COUNTY BOROUGH COUNCIL – LOCAL TOILET STRATEGY 2019

Name of Location	Postcode	What facilities are available?														Do you have a changing place incorporating adult changing facilities, hoists etc. for people with profound disabilities and their carers?
		Male only	Female only	Unisex toilet	Baby change					Disabled						
					male toilet	female toilet	unisex toilet	Separate to toilets	disabled toilet	Open access			Locked (RADAR)			
										male only	female only	unisex	male only	female only	unisex	
Heolddu Leisure Centre	CF81 9GF	Yes	Yes	Yes	No	No	Yes	No	Yes	Yes	Yes	Yes	No	No	No	No
Llanbradach Library	CF83 3LB	No	No	Yes	No	No	Yes	No	No	No	No	Yes	No	No	No	No
Llancaiach Fawr	CF46 6ER	Yes	Yes	No	No	No	No	No	Yes	No	No	Yes	No	No	No	No
Nelson Library	CF46 6NF	No	No	Yes	No	No	Yes	No	No	No	No	Yes	No	No	No	No
New Tredegar Leisure Centre	NP24 6XF	Yes	Yes	Yes	No	No	No	No	Yes	No	No	Yes	No	No	No	No
New Tredegar Library	NP24 6EF	Yes	Yes	No	No	No	No	No	Yes	No	No	Yes	No	No	No	No
Newbridge Leisure Centre	NP11 5FE	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	Yes	Yes	No	No	No	No

CAERPHILLY COUNTY BOROUGH COUNCIL – LOCAL TOILET STRATEGY 2019

Name of Location	Postcode	What facilities are available?														Do you have a changing place incorporating adult changing facilities, hoists etc. for people with profound disabilities and their carers?
		Male only	Female only	Unisex toilet	Baby change					Disabled						
					male toilet	female toilet	unisex toilet	Separate to toilets	disabled toilet	Open access			Locked (RADAR)			
										male only	female only	unisex	male only	female only	unisex	
Oakdale Library	NP11 0HN	No	No	Yes	No	No	No	No	Yes	No	No	Yes	No	No	No	No
Parc Cwm Darran Centre	CF81 9NR	Yes	Yes	Yes	No	No	No	No	No	No	No	Yes	No	No	Yes	No
Parc Cwm Darran, Campsite	CF81 9NR	Yes	Yes	Yes	No	No	Yes	No	Yes	No	No	Yes	No	No	Yes	No
Penallta Country Park	CF82 7GN	Yes	Yes	Yes	No	No	No	No	No	No	No	Yes	No	No	No	No
Pengam Library	NP12 3AB	No	No	Yes	No	No	No	No	No	No	No	Yes	No	No	No	No
Pen-y-Fan Pond Country Park	NP13 2DT	Yes	Yes	Yes	No	No	No	No	No	No	No	Yes	No	No	Yes	No
Pontllanfraith Leisure Centre	NP12 2DA	Yes	Yes	No	No	No	No	No	No	Yes	Yes	No	No	No	No	No
Rhymney Library	NP22 5NU	No	No	Yes	No	No	No	No	Yes	No	No	Yes	No	No	No	No

**CAERPHILLY COUNTY BOROUGH COUNCIL – LOCAL TOILET STRATEGY 2019**

Name of Location	Postcode	What facilities are available?														Do you have a changing place incorporating adult changing facilities, hoists etc. for people with profound disabilities and their carers?
		Male only	Female only	Unisex toilet	Baby change					Disabled						
					male toilet	female toilet	unisex toilet	Separate to toilets	disabled toilet	Open access			Locked (RADAR)			
										male only	female only	unisex	male only	female only	unisex	
Risca Leisure Centre	NP11 6GH	Yes	Yes	Yes	No	No	No	No	No	No	No	Yes	No	No	Yes	No
Risca Library (inc Customer Services)	NP11 6BW	Yes	Yes	No	No	No	No	No	Yes	No	No	Yes	No	No	No	No
Risca Old Cemetery & Chapel	NP11 7AH	No	No	Yes	No	No	No	No	No	No	No	No	No	No	No	No
Sirhowy Valley Country Park	CF83 2RP	Yes	Yes	Yes	No	No	No	No	No	No	No	Yes	No	No	Yes	No
St Cenydd Leisure Centre		Yes	Yes	No	No	No	No	No	Yes	No	No	Yes	No	No	No	Yes
Sue Noake Leisure Centre		Yes	Yes	No	No	No	No	No	Yes	No	No	Yes	No	No	No	No

**CAERPHILLY COUNTY BOROUGH COUNCIL – LOCAL TOILET STRATEGY 2019**

Name of Location	Postcode	What facilities are available?														Do you have a changing place incorporating adult changing facilities, hoists etc. for people with profound disabilities and their carers?
		Male only	Female only	Unisex toilet	Baby change					Disabled						
					male toilet	female toilet	unisex toilet	Separate to toilets	disabled toilet	Open access			Locked (RADAR)			
										male only	female only	unisex	male only	female only	unisex	
The Kiosk, Ystrad Mynach Park	CF83 1JL	Yes	Yes	No	No	No	No	No	No	No	No	No	No	No	Yes	No
The Visitor Centre, Caerphilly		Yes	Yes	No	No	No	No	No	Yes	No	No	Yes	No	No	No	No
Ty Penallta Corporate Offices (inc Customer Services)	NP11 7FE	Yes	Yes	No	No	No	No	No	Yes	No	No	Yes	No	No	No	No
Waunfawr Park Kiosk and Community Garden		Yes	Yes	No	No	No	No	No	No	No	No	No	No	No	Yes	No
Winding House	NP24 6EG	Yes	Yes	No	No	No	No	No	Yes	No	No	Yes	No	No	No	No

CAERPHILLY COUNTY BOROUGH COUNCIL – LOCAL TOILET STRATEGY 2019

Name of Location	Postcode	What facilities are available?														Do you have a changing place incorporating adult changing facilities, hoists etc. for people with profound disabilities and their carers?
		Male only	Female only	Unisex toilet	Baby change					Disabled						
					male toilet	female toilet	unisex toilet	Separate to toilets	disabled toilet	Open access			Locked (RADAR)			
										male only	female only	unisex	male only	female only	unisex	
Ystrad Mynach Library	CF82 7BB	No	No	Yes	No	No	Yes	No	No	No	No	Yes	No	No	No	No
Elliot's Café - White Rose Info & res. Centre, Cross Street, Elliots Town	NP24 6EF	Yes	Yes	Yes	No	No	Yes	No	No	No	No	Yes	No	No	No	No
The Living Room – White Rose Medical Centre, White Rose Way, New Tredegar	NP2 4EE	No	No	Yes	No	No	No	No	No	NO	No	Yes	No	No	No	No

CAERPHILLY COUNTY BOROUGH COUNCIL – LOCAL TOILET STRATEGY 2019

Name of Location	Postcode	What facilities are available?														Do you have a changing place incorporating adult changing facilities, hoists etc. for people with profound disabilities and their carers?
		Male only	Female only	Unisex toilet	Baby change					Disabled						
					male toilet	female toilet	unisex toilet	Separate to toilets	disabled toilet	Open access			Locked (RADAR)			
										male only	female only	unisex	male only	female only	unisex	
Le Café – 103 High Street, Blackwood	NP12 1PN	No	No	Yes	No	No	Yes	No	No	No	No	Yes	No	No	No	No
Argoed Baptist Chapel - High Street, Argoed,	NP12 0HG	No	No	Yes	No	No	No	No	No	No	No	Yes	No	No	No	No
Tyfu Café	CF83 1FQ	No	No	Yes	No	No	No	No	Yes	No	No	Yes	No	No	No	No
Chocolate Dragon Café – 49 Tredegar Street, Risca,	NP11 6BW	No	No	Yes	No	No	No	No	No	No	No	No	No	No	No	No



CAERPHILLY COUNTY BOROUGH COUNCIL – LOCAL TOILET STRATEGY 2019

Name of Location	Postcode	What facilities are available?														Do you have a changing place incorporating adult changing facilities, hoists etc. for people with profound disabilities and their carers?	
		Male only	Female only	Unisex toilet	Baby change					Disabled							
					male toilet	female toilet	unisex toilet	Separate to toilets	disabled toilet	Open access			Locked (RADAR)				
										male only	female only	unisex	male only	female only	unisex		
Chat and Snack – 132 Newport Road, Cwmcarn	NP11 7LZ	No	No	Yes	No	No	Yes	No	No	No	No	No	No	No	No	No	No
Court House Medical Centre Caerphilly	CF83 3GH	Yes	Yes	Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	No	no
North Celynen Medical Centre Crumlin	NP11 4PQ	Yes	Yes	Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	No	No
North Celynen Medical Centre Newbridge	NP11 4RA	Yes	Yes	Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	No	No

CAERPHILLY COUNTY BOROUGH COUNCIL – LOCAL TOILET STRATEGY 2019

Opening Times

Opening Times															
Name of Location	Postcode	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
		Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close
Aberbargoed Education Centre	NP12 0BE	No fixed times	No fixed times	No fixed times	No fixed times	No fixed times	No fixed times	No fixed times	No fixed times	No fixed times	No fixed times	No fixed times	No fixed times	No fixed times	No fixed times
Aberbargoed Library	CF81 9BB	00.00	00.00	9.30 14.00	13.00 18.00	9.30 14.00	13.00 17.00	9.30 14.00	13.00 17.00	00.00	00.00	00.00	00.0	00.00	00.00
Abercarn Cemetery		08:00	19:30	08:00	19:30	08:00	19:30	08:00	19:30	08:00	19:30	09:00	19:30	09:00	19:30
Abercarn Library	NP11 5DT	09:30 14.00	13.00 17:00	00:00	00:00	09:30 14.00	13.00 18:00	09:30 14.00	13.00 17:00	00:00	00:00	00:00	00:00	00:00	00:00
Abertridwr Library	CF83 4EJ	09:30 14.00	13:00 18.00	09:30 14.00	13:00 17.00	00:00	00:00	14:00	18:00	09:30 14.00	13:00 17.00	09:30	13:00	00:00	00:00

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**CAERPHILLY COUNTY BOROUGH COUNCIL – LOCAL TOILET STRATEGY 2019**

Opening Times															
Name of Location	Postcode	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
		Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close
Abertridwr Welfare Park		07:00	18:00	07:00	18:00	07:00	18:00	07:00	18:00	07:00	18:00	07:00	18:00	00:00	00:00
Bargoed Library (inc Customer Services)	CF81 8QR	09:30 14:00	13:00 17:00	09:30 14:00	13:00 18:00	09:30 14:00	13:00 17:00	09:30 14:00	13:00 17:00	09:30 14:00	13:00 18:00	09:30	16:00	00:00	00:00
Bedwas Cemetery		08:00	19:30	08:00	19:30	08:00	19:30	08:00	19:30	08:00	19:30	09:00	19:30	09:00	19:30
Bedwas Leisure Centre	CF83 8BJ	17:00	22:30	17:00	21:30	17:00	22:30	17:00	21:30	17:00	22:00	09:00	16:00	00:00	00:00
Bedwas Library	CF83 8BJ	09:30 14:00	13:00 17:00	14:00	18:00	09:30 14:00	13:00 18:00	00:00	00:00	09:30 14:00	13:00 17:00	09:30	13:00	00:00	00:00
Bedwellty Cemetery		08:00	19:30	08:00	19:30	08:00	19:30	08:00	19:30	08:00	19:30	09:00	19:30	09:00	19:30

**CAERPHILLY COUNTY BOROUGH COUNCIL – LOCAL TOILET STRATEGY 2019**

Opening Times															
Name of Location	Postcode	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
		Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close
Blackwood Library (inc Customer Services)	NP12 1AJ	09:30 14:00	13:00 17:00	09:30 14:00	13:00 18:00	09:30 14:00	13:00 17:00	09:30 14:00	13:00 17:00	09:30 14:00	13:00 18:00	09:30	16:00	00:00	00:00
Blackwood Miners Institute	NP12 1BB	10:00	19:45	10:00	19:45	10:00	19:45	10:00	19:45	10:00	19:45	10:00	12:45	00:00	00:00
Caerphilly Leisure Centre	CF83 3SW	06:15	22:00	06:15	22:00	06:15	22:00	06:15	22:00	06:15	22:00	07:15	18:00	07:15	22:00
Caerphilly Library (inc Customer Service Centre)	CF83 1JL	09:30 13:00	14:00 17:00	09:30 14:00	13:00 17:00	09:30 14:00	13:00 18:00	09:30 14:00	13:00 18:00	09:30 14:00	13:00 17:00	09:30	16:00	00:00	00:00
Caerphilly Morgan Jones Park		07:00	18:00	07:00	18:00	07:00	18:00	07:00	18:00	07:00	18:00	07:00	18:00	07:00	18:00
Cefn Fforest Leisure Centre	NP12 3JR	07:15	20:30	07:15	20:30	07:15	20:30	07:15	20:30	07:15	20:30	07:15	20:30	09:00	15:30

**CAERPHILLY COUNTY BOROUGH COUNCIL – LOCAL TOILET STRATEGY 2019**

Opening Times															
Name of Location	Postcode	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
		Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close
Centre of Sporting Excellence	CF82 7EP	07:00	21:30	07:00	22:00	07:00	22:00	07:00	22:00	07:00	22:00	08:00	18:00	08:00	18:00
Cwmcarn Forest Drive		09:00	17:00	09:00	17:00	09:00	17:00	09:00	17:00	09:00	17:00	09:00	17:00	09:00	17:00
Dan-y-graig Cemetery	CF81 9HT	08:00	19:30	08:00	19:30	08:00	19:30	08:00	19:30	08:00	19:30	09:00	19:30	09:00	19:30
Deri Library		09:30 13:00	14:00 18:00	00:00	00:00	09:30 14:00	13:00 18:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Heolddu Leisure Centre	CF81 9GF	09:00	22:00	07:00	22:00	07:00	22:00	07:00	22:00	09:00	21:00	09:00	17:00	09:00	17:00
Llanbradach Library	CF83 3LB	00:00	00:00	00:00	00:00	09:30 14:00	13:00 18:00	00:00	00:00	09:30 14:00	13:00 18:00	00:00	00:00	00:00	00:00
Llancaiach Fawr	CF46 6ER	00:00	00:00	10:00	17:00	10:00	17:00	10:00	17:00	10:00	17:00	10:00	17:00	10:00	17:00

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**CAERPHILLY COUNTY BOROUGH COUNCIL – LOCAL TOILET STRATEGY 2019**

Opening Times															
Name of Location	Postcode	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
		Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close
Machen Library		00:00	00:00	09:30 14:00	13:00 18:00	00:00	00:00	09:30 14:00	13:00 18:00	00:00	00:00	09:30	13:00	00:00	00:00
Nelson Library	CF46 6NF	09:30 14:00	13:00 18:00	00:00	00:00	09:30 14:00	13:00 18:00	00:00	00:00	09:30 14:00	13:00 17:00	09:30	13:00	00:00	00:00
New Tredegar Leisure Centre	NP24 6XF	15:30	21:00	09:30	21:00	09:30	21:00	15:30	21:00	09:30	21:00	15:30	20:00	10:00	14:00
New Tredegar Library	NP24 6EF	09:30 14:00	13:00 18:00	00:00	00:00	09:30 14:00	13:00 18:00	09:30 14:00	13:00 18:00	09:30 14:00	13:00 18:00	00:00	00:00	00:00	00:00
Newbridge Leisure Centre	NP11 5FE	06:30	22:00	06:30	22:00	06:30	22:00	06:30	22:00	06:30	22:00	08:00	18:00	08:45	21:00
Oakdale Library	NP11 0HN	00:00	00:00	09:30 14:00	13:00 18:00	09:30 14:00	13:00 17:00	00:00	00:00	09:30 14:00	13:00 17:00	00:00	00:00	00:00	00:00
Parc Cwm Darran Centre	CF81 9NR	09:00	17:00	09:00	17:00	09:00	17:00	09:00	17:00	09:00	17:00	09:00	17:00	09:00	17:00
Parc Cwm Darran, Campsite	CF81 9NR	09:00	17:00	07:00	17:00	09:00	17:00	09:00	17:00	09:00	17:00	09:00	17:00	09:00	17:00

**CAERPHILLY COUNTY BOROUGH COUNCIL – LOCAL TOILET STRATEGY 2019**

Opening Times															
Name of Location	Postcode	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
		Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close
Penallta Country Park	CF82 7GN	09:00	17:00	09:00	17:00	09:00	17:00	09:00	17:00	09:00	17:00	09:00	17:00	09:00	17:00
Pengam Library	NP12 3AB	00:00	00:00	9.30 14.00	13.00 18.00	00:00	00:00	9.30 14.00	13.00 18.00	00:00	00:00	00:00	00.0	00:00	00:00
Pen-y-Fan Pond Country Park	NP13 2DT	10:00	17:00	10:00	17:00	10:00	17:00	10:00	17:00	10:00	17:00	10:00	17:00	10:00	17:00
Pontllanfraith Leisure Centre	NP12 2DA	10:00	22:00	10:00	22:00	10:00	22:00	10:00	22:00	13:00	22:00	10:00	18:00	10:00	18:00
Rhymney Library	NP22 5NU	09:30 14:00	13:00 18:00	09:30 14:00	13:00 17:00	09:30 14:00	13:00 18:00	09:30 14:00	13:00 17:00	09:30 14:00	13:00 17:00	00:00	00:00	00:00	00:00
Risca Leisure Centre	NP11 6GH	06:15	22:00	06:15	22:00	06:15	22:00	06:15	22:00	06:15	22:00	07:45	19:30	07:45	19:30
Risca Library (inc Customer Services)	NP11 6BW	09:30 14:00	13:00 18:00	09:30 14:00	13:00 17:00	09:30 14:00	13:00 18:00	09:30 14:00	13:00 17:00	09:30 14:00	13:00 17:00	09:30	16:00	00:00	00:00

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**CAERPHILLY COUNTY BOROUGH COUNCIL – LOCAL TOILET STRATEGY 2019**

**Opening Times**

Name of Location	Postcode	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
		Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close
Risca Old Cemetery & Chapel	NP11 7AH	08:00	19:30	08:00	19:30	08:00	19:30	08:00	19:30	08:00	19:30	09:00	19:30	09:00	19:30
Sirhowy Valley Country Park	NP11 7BD	09:00	17:00	09:00	17:00	09:00	17:00	09:00	17:00	09:00	17:00	09:00	17:00	09:00	17:00
St Cenydd Leisure Centre		16:00	22:00	16:00	22:00	16:00	22:00	16:00	22:00	16:00	22:00	16:00	22:00	09:00	17:00
Sue Noake Leisure Centre		17:00	22:00	17:00	22:00	17:00	21:00	17:00	22:00	17:00	21:00	10:00	16:00	10:00	16:00
The Kiosk, Ystrad Mynach Park	CF83 1JL	08:00	19:00	08:00	19:00	08:00	19:00	08:00	19:00	08:00	19:00	00:00	00:00	00:00	00:00
The Visitor Centre, Caerphilly		10:00	17:00	10:00	17:00	10:00	17:00	10:00	17:00	10:00	17:00	10:00	17:00	10:00	17:00

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**CAERPHILLY COUNTY BOROUGH COUNCIL – LOCAL TOILET STRATEGY 2019**

Opening Times															
Name of Location	Postcode	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
		Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close
Ty Penallta Corporate Offices (inc Customer Services)	NP11 7FE	09:00	17:00	09:00	17:00	09:00	17:00	09:00	17:00	09:00	17:00	00:00	00:00	00:00	00:00
Waunfawr Park Kiosk and Community Garden		07:30	19:00	07:30	19:00	07:30	19:00	07:30	19:00	07:30	19:00	12:00	16:00	12:00	16:00
Winding House	NP24 6EG	00:00	00:00	10:00	17:00	10:00	17:00	10:00	17:00	10:00	17:00	11:00	16:00	00:00	00:00
Ystrad Mynach Library	CF82 7BB	09:30 14:00	13:00 17:00	09:30 14:00	13:00 18:00	09:30 14:00	13:00 17:00	09:30	14:00	09:30 14:00	13:00 18:00	09:30	13:00	00:00	00:00
Elliot's Café - White Rose Info & res. Centre, Cross Street, Elliots Town	NP24 6EF	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00	00:00	00:00	00:00	00:00

**CAERPHILLY COUNTY BOROUGH COUNCIL – LOCAL TOILET STRATEGY 2019**

Opening Times															
Name of Location	Postcode	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
		Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close
The Living Room – White Rose Medical Centre, White Rose Way, New Tredegar	NP24 EE	09:30	15:00	09:30	15:00	00:00	00:00	09:30	15:00	00:00	00:00	00:00	00:00	00:00	00:00
Le Café – 103 High Street, Blackwood	NP12 1PN	08:00	15:00	08:00	15:00	08:00	15:00	08:00	15:00	08:00	15:00	08:00	15:00	00:00	00:00
Argoed Baptist Chapel - High Street, Argoed,	NP12 0HG	00:00	00:00	00:00	00:00	10:00	16:00	10:00	16:00	00:00	00:00	00:00	00:00	00:00	00:00
Tyfu Café	CF83 1FQ	08:30	15:00	08:30	15:00	08:30	15:00	08:30	15:00	08:30	15:00	00:00	00:00	00:00	00:00
Chocolate Dragon Café – 49 Tredegar Street, Risca,	NP11 6BW	08:00	16:00	08:00	16:00	08:00	16:00	08:00	16:00	08:00	16:00	08:00	16:00	00:00	00:00

**CAERPHILLY COUNTY BOROUGH COUNCIL – LOCAL TOILET STRATEGY 2019**

<b>Opening Times</b>															
<b>Name of Location</b>	<b>Postcode</b>	<b>Monday</b>		<b>Tuesday</b>		<b>Wednesday</b>		<b>Thursday</b>		<b>Friday</b>		<b>Saturday</b>		<b>Sunday</b>	
		<b>Open</b>	<b>Close</b>	<b>Open</b>	<b>Close</b>	<b>Open</b>	<b>Close</b>	<b>Open</b>	<b>Close</b>	<b>Open</b>	<b>Close</b>	<b>Open</b>	<b>Close</b>	<b>Open</b>	<b>Close</b>
Chat and Snack Café	NP11 7LZ	09:00	15:00	09:00	15:00	09:00	13:30	09:00	15:00	09:00	15:00	00:00	00:00	00:00	00:00
Court House Medical Centre, Caerphilly	CF83 3GH	8:30	18:30	8:30	18:30	8:30	18:30	8:30	18:30	8:30	18:30	00:00	00:00	00:00	00:00
North Celynen Crumlin	NP11 4PQ	8:00	18:30	8:00	18:30	7:30	19:00	8:00	18:30	8:00	18:30	00:00	00:00	00:00	00:00
North Celynen Newbridge	NP11 4RA	8:00	13:00	8:00	13:00	8:00	13:00	8:00	13:00	8:00	13:00	00:00	00:00	00:00	00:00

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CAERPHILLY COUNTY BOROUGH COUNCIL – LOCAL TOILET STRATEGY 2019

Seasonal Opening Arrangements

Name of Location	Postcode	Seasonality			Are the toilets closed on any of the below days?									
		Are the toilets closed off peak?	Are services reduced off peak?		Christmas Day	Boxing day	New Years day	May bank holiday	Good Friday	Easter Sunday	Easter Monday	Spring bank holiday	August bank holiday	
English		No/Yes	No/Yes		No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes
Aberbargoed Education Centre	NP12 0BE	No	Yes	Toilets only open when centre in use. Centre not permanently staffed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Abercarn Cemetery		Yes	Yes	Summer opening times provided (1st April-30th September). Winter opening hours (1st October-31st March) Mon-Fri 8:00-17:00 Sat-Sun 9:00-17:00	No	No	No	No	No	No	No	No	No	No
Abercarn Library	NP11 5DT	No	No	Closed from 13:00-14:00	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Abertridwr Library	CF83 4EJ	No	No	Closed from 13:00-14:00	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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**CAERPHILLY COUNTY BOROUGH COUNCIL – LOCAL TOILET STRATEGY 2019**

Name of Location	Postcode	Seasonality			Are the toilets closed on any of the below days?								
		Are the toilets closed off peak?	Are services reduced off peak?		Christmas Day	Boxing day	New Years day	May bank holiday	Good Friday	Easter Sunday	Easter Monday	Spring bank holiday	August bank holiday
English		No/Yes	No/Yes		No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes
Abertridwr Welfare Park		No	Yes	Summer opening times provided (1st June-30th September). CLOSED Winter opening hours (1st October-31st May)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Dargoed Library (inc Customer Services)	CF81 8QR	No	No	Closed from 13:00-14:00	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bedwas Cemetery		Yes	Yes	Summer opening times provided (1st April-30th September). Winter opening hours (1st October-31st March) Mon-Fri 8:00-17:00 Sat-Sun 9:00-17:00	No	No	No	No	No	No	No	No	No
Bedwas Leisure Centre	CF83 8BJ	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

**CAERPHILLY COUNTY BOROUGH COUNCIL – LOCAL TOILET STRATEGY 2019**

Name of Location	Postcode	Seasonality			Are the toilets closed on any of the below days?									
		Are the toilets closed off peak?	Are services reduced off peak?		Christmas Day	Boxing day	New Years day	May bank holiday	Good Friday	Easter Sunday	Easter Monday	Spring bank holiday	August bank holiday	
English		No/Yes	No/Yes		No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes
Bedwas Library	CF83 8BJ	No	No	Closed from 13:00-14:00	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bedwellty Cemetery		Yes	Yes	Summer opening times provided (1st April-30th September). Winter opening hours (1st October-31st March) Mon-Fri 8:00-17:00 Sat-Sun 9:00-17:00	No	No	No	No	No	No	No	No	No	No
Blackwood Library (inc Customer Services)	NP12 1AJ	No	No	Closed from 13:00-14:00	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Blackwood Miners Institute	NP12 1BB	No	Yes	During the Summer Holidays close at 18:00 Monday-Friday and closed Sat-Sun	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Caerphilly Leisure Centre	CF83 3SW	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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**CAERPHILLY COUNTY BOROUGH COUNCIL – LOCAL TOILET STRATEGY 2019**

Name of Location	Postcode	Seasonality			Are the toilets closed on any of the below days?								
		Are the toilets closed off peak?	Are services reduced off peak?		Christmas Day	Boxing day	New Years day	May bank holiday	Good Friday	Easter Sunday	Easter Monday	Spring bank holiday	August bank holiday
English		No/Yes	No/Yes		No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes
Caerphilly Library (inc Customer Service Centre)	CF83 1JL	No	No	Closed from 13:00-14:00	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Caerphilly Morgan Jones Park		No	Yes	Summer opening times provided (25th May-2nd September). Winter opening hours (3rd September-24th May) Mon-Thurs 7:30-15:30 Friday 7:30-14:30.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
Cefn Fforest Leisure Centre	NP12 3JR	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Centre of Sporting Excellence	CF82 7EP	No	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Cwmcarn Forest Drive		No	Yes	During October to Easter close 16:30 on a Friday	Yes	Yes	Yes	No	No	No	No	No	No

**CAERPHILLY COUNTY BOROUGH COUNCIL – LOCAL TOILET STRATEGY 2019**

Name of Location	Postcode	Seasonality			Are the toilets closed on any of the below days?								
		Are the toilets closed off peak?	Are services reduced off peak?		Christmas Day	Boxing day	New Years day	May bank holiday	Good Friday	Easter Sunday	Easter Monday	Spring bank holiday	August bank holiday
English		No/Yes	No/Yes		No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes
Dan-y-graig cemetery	CF81 9HT	Yes	Yes	Summer opening times provided (1st April-30th September). Winter opening hours (1st October-31st March) Mon-Fri 8:00-17:00 Sat-Sun 9:00-17:00	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes
Heolddu Leisure Centre	CF81 9GF	No	No	No	Yes	yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Llanbradach Library	CF83 3LB	No	No	Closed from 13:00-14:00	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Llancaiach Fawr	CF46 6ER	No	No	No	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes
Nelson Library	CF46 6NF	No	No	Closed from 13:00-14:00	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
New Tredegar Leisure Centre	NP24 6XF	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
New Tredegar Library	NP24 6EF	No	No	Closed from 13:00-14:00	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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**CAERPHILLY COUNTY BOROUGH COUNCIL – LOCAL TOILET STRATEGY 2019**

Name of Location	Postcode	Seasonality			Are the toilets closed on any of the below days?									
		Are the toilets closed off peak?	Are services reduced off peak?		Christmas Day	Boxing day	New Years day	May bank holiday	Good Friday	Easter Sunday	Easter Monday	Spring bank holiday	August bank holiday	
English		No/Yes	No/Yes		No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes
Newbridge Leisure Centre	NP11 5FE	No	No	No	Yes	yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Oakdale Library	NP11 0HN	No	No	Closed from 13:00-14:00	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Parc Cwm Darran Centre	CF81 9NR	Yes	Yes	Summer opening times only April to September	Yes	Yes	Yes	No	No	No	No	No	No	No
Parc Cwm Darran, Campsite	CF81 9NR	Yes	Yes	Toilets for campsite residents only	Yes	Yes	Yes	Yes	No	No	No	No	No	No

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**CAERPHILLY COUNTY BOROUGH COUNCIL – LOCAL TOILET STRATEGY 2019**

Name of Location	Postcode	Seasonality			Are the toilets closed on any of the below days?									
		Are the toilets closed off peak?	Are services reduced off peak?		Christmas Day	Boxing day	New Years day	May bank holiday	Good Friday	Easter Sunday	Easter Monday	Spring bank holiday	August bank holiday	
English		No/Yes	No/Yes		No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes
Penallta Country Park	CF82 7GN	No	Yes	Summer opening times provided (1st April -31st October). Winter opening hours (1st November-31st March) 8:30-16.30	Yes	Yes	Yes	No	No	No	No	No	No	No
Pengam Library	NP12 3AB	No	No	Closed from 13:00-14:00	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Pen-y-Fan Pond Country Park	NP13 2DT	Yes	Yes	Summer opening times provided (1st April to 31st September	Yes	Yes	Yes	No	No	No	No	No	No	No
Pontllanfraith Leisure Centre	NP12 2DA	No	No	No	Yes	yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Rhymney Library	NP22 5NU	No	No	Closed from 13:00-14:00	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Risca Leisure Centre	NP11 6GH	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

**CAERPHILLY COUNTY BOROUGH COUNCIL – LOCAL TOILET STRATEGY 2019**

Name of Location	Postcode	Seasonality			Are the toilets closed on any of the below days?									
		Are the toilets closed off peak?	Are services reduced off peak?		Christmas Day	Boxing day	New Years day	May bank holiday	Good Friday	Easter Sunday	Easter Monday	Spring bank holiday	August bank holiday	
English		No/Yes	No/Yes		No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes
Risca Library (inc Customer Services)	NP11 6BW	No	No	Closed from 13:00-14:00	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Risca Old Cemetery & Chapel	NP11 7AH	Yes	Yes	Summer opening times provided (1st April-30th September). Winter opening hours (1st October-31st March) Mon-Fri 8:00-17:00 Sat-Sun 9:00-17:00	No	No	No	No	No	No	No	No	No	No
Sirhowy Valley Country Park	CF83 2RP	No	Yes	Summer opening times provided (1st April -31st October). Winter opening hours (1st November-31st March) 8:30-16.00	Yes	Yes	Yes	No	No	No	No	No	No	No
St Cenydd Leisure Centre		No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Sue Noake Leisure Centre		No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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**CAERPHILLY COUNTY BOROUGH COUNCIL – LOCAL TOILET STRATEGY 2019**

Name of Location	Postcode	Seasonality			Are the toilets closed on any of the below days?									
		Are the toilets closed off peak?	Are services reduced off peak?		Christmas Day	Boxing day	New Years day	May bank holiday	Good Friday	Easter Sunday	Easter Monday	Spring bank holiday	August bank holiday	
English		No/Yes	No/Yes		No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes
The Kiosk, Ystrad Mynach Park	CF83 1JL	No	Yes	Summer opening times provided (1st April-30th September). Winter opening hours (1st October-31st March) Mon-Fri 8:00-16:00	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
The Visitor Centre, Caerphilly		No	No	No	Yes	Yes	Yes	No	No	No	No	No	No	No
Ty Penallta Corporate Offices (inc Customer Services)	NP11 7FE	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Waunfawr Park Kiosk and Community Garden		No	Yes	Summer opening times provided (1st April-30th September). Winter opening hours (1st October-31st March) Mon-Fri 8:00-15:00	Yes	yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

**CAERPHILLY COUNTY BOROUGH COUNCIL – LOCAL TOILET STRATEGY 2019**

Name of Location	Postcode	Seasonality			Are the toilets closed on any of the below days?									
		Are the toilets closed off peak?	Are services reduced off peak?		Christmas Day	Boxing day	New Years day	May bank holiday	Good Friday	Easter Sunday	Easter Monday	Spring bank holiday	August bank holiday	
English		No/Yes	No/Yes		No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes
Winding House	NP24 6EG	No	No	Mid Nov until end of Feb	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes
Ystrad Mynach Library	CF82 7BB	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Elliot's Café - White Rose Info & res. Centre, Cross Street, Elliots Town	NP24 6EF	No	No	No	No	No	No	No	No	No	No	No	No	No
The Living Room – White Rose Medical Centre, White Rose Way, New Tredegar	NP24 EE	No	No	No	Yes	No	No	No	No	No	No	No	No	No
Le Café – 103 High Street, Blackwood	NP12 1PN	No	No	No	Yes	No	No	No	No	No	No	No	No	No

Name of Location	Postcode	Seasonality			Are the toilets closed on any of the below days?									
		Are the toilets closed off peak?	Are services reduced off peak?		Christmas Day	Boxing day	New Years day	May bank holiday	Good Friday	Easter Sunday	Easter Monday	Spring bank holiday	August bank holiday	
English		No/Yes	No/Yes		No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes	No/Yes
Argoed Baptist Chapel - High Street, Argoed,	NP12 0HG	No	No	No	Yes	No	No	No	No	No	No	No	No	No
Page 10 Cyfu Café	CF83 1FQ	No	No	No	Yes	No	No	No	No	No	No	No	No	No
Chocolate Dragon Café – 49 Tredegar Street, Risca,	NP11 6BW	No	No	No	Yes	No	No	No	No	No	No	No	No	No
Chat and Snack Café	NP11 7LZ	No	No	No	Yes	No	No	No	No	No	No	No	No	No
Court House Medical Centre, Caerphilly	CF83 3GH	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
North Celynen Crumlin	NP11 4PQ	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
North Celynen Newbridge	NP11 4RA	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

# EQUALITY IMPACT ASSESSMENT FORM

## THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of 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.

<b>NAME OF NEW OR REVISED PROPOSAL *</b>	Caerphilly County Borough Council Local Toilets Strategy
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Public Protection
<b>CONTACT OFFICER</b>	Ceri Edwards

**\*Throughout this Equalities Impact Assessment Form, 'proposal' is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

## INTRODUCTION

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

The Council's work across Equalities, Welsh Language and Human Rights is covered in more detail through the [Equalities and Welsh Language Objectives and Action Plan 2016-2020](#).

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b> <i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The aim of this strategy is to review the quality and quantity of local toilets throughout the county borough and to provide or facilitate the provision of clean, safe, accessible and sustainable toilets for residents and visitors to the Borough at locations where the need for such facilities has been identified.</p> <p>Part 8 of the Public Health (Wales) Act 2017: Provision of Toilets came into force on 31 May 2018 and places a duty on each local authority in Wales to prepare and publish a local toilets strategy for its area.</p> <p>Local authorities in Wales now have the responsibility to:</p> <ul style="list-style-type: none"><li>• assess the need for toilet provision for their communities;</li><li>• plan to meet those needs;</li><li>• produce a local toilets strategy; and</li><li>• review the strategy, update and publicise revisions.</li></ul> <p>Local authorities must prepare and publish their strategies within one year from 31 May 2018. The duty to prepare a local toilets strategy does not require local authorities to provide and maintain public toilets directly. The Local Authority must take a strategic view on how facilities can be provided and accessed by their local population. Upon review of this strategy, Caerphilly County Borough Council is required to publish a statement of progress.</p> <p>The provision of local toilets for public use is not a statutory requirement of local authorities in Wales. Therefore, due to unprecedented financial cutbacks within local government, Caerphilly County Borough Council, like many other local authorities need to close down its traditional public toilet blocks. This strategy aims to mitigate</p>
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	<p>potential impacts by making toilets in more council facilities available for public use and to work with the private sector to help promote their facilities.</p> <p>The strategy includes locations and details of existing toilets for public use.</p>
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<b>2</b>	<p><b>Who are the service users affected by the proposal?</b> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc.)</i></p> <p>The Local Toilets Strategy affects the public generally including those people that live, work in, or visits the county.</p>
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## IMPACT ON THE PUBLIC AND STAFF

<b>3</b>	<p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b> <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The strategy aims to improve the provision of local toilets across the county for the benefit of all.</p> <p>Whilst some existing facilities might close others will be identified and made available for public use. All future provision will so far as reasonably practicable ensure geographic coverage across the county borough with emphasis placed on areas of higher usage such as highstreets and parks.</p> <p>The Council has contacted national retailers who operate within the Borough as part of a collaborative exercise across Wales to establish whether these businesses would be prepared to be part of the strategy by allowing their toilet facilities to be used by non-customers, signposted via national websites and phone apps and agreeing to display a sticker showing the national toilet logo. The results were extremely disappointing; no businesses located within the Borough volunteered to offer their toilet facilities to the public and to be mapped. A similar exercise was also conducted whereby the Council contacted 97 local businesses to ascertain whether they would be prepared to participate. Just 7 of these agreed to allow their facilities to be mapped and formally included in this strategy; however a few did comment that they would allow non-paying customers to use their toilets on request. In addition all primary health care providers including GP surgeries, dentists and opticians were contacted asking if they would be prepared to take part in the strategy; 3 agreed to participate.</p>
	<p>Actions required:</p> <ol style="list-style-type: none"><li>1. Implement the strategy following Cabinet approval.</li><li>2. Take steps to mitigate any negative impacts identified following the two public consultation exercises.</li></ol>

4. What are the impacts of the proposals?					
Protected Group		Positive Impact?	Negative Impact?	No Specific Impact	What will the impact be? If the impact is negative how can it be mitigated? (action)
Sex	Male	X			The strategy aims (where practical) to improve the quantity and quality of toilet provision for all. Some facilities will be gender neutral/accessible toilets.
	Female	X			The strategy aims (where practical) to improve the quantity and quality of toilet provision for all. Some facilities will be gender neutral /accessible toilets.
Gender Reassignment	Transgender	X			The strategy aims (where practical) to improve the quantity and quality of toilet provision for all. Some facilities will be gender neutral /accessible toilets.
Religion					
Race					
Disability		X			<p>The strategy aims (where practical) to improve the quantity and quality of toilet and changing facilities for individuals with a disability across the county. New developments are required to provide facilities for disabled users.</p> <p>Toilets are more important to certain groups within society, including people with disabilities and people with particular needs (including certain medical problems). These groups can be disproportionately affected by poor provision; for example, poor provision is understood to have particular negative impacts on disabled people, as some may be less likely to leave their homes without having confidence that adequate facilities will be available to them. This can contribute to increased social isolation and inactivity, as well as affecting people's ability to maintain independence and dignity. Details of toilet and changing facilities for individuals with a disability are contained in the appendix to the strategy and will be published on the council website and future mapping apps.</p>

					The strategy incorporates feedback following the two public consultation exercises
Sexual Orientation				X	
Age	Older People	X			<p>Toilets are more important to certain groups within society, including older people. These groups can be disproportionately affected by poor provision; for example, poor provision is understood to have particular negative impacts on older people, as some may be less likely to leave their homes without having confidence that adequate facilities will be available to them. This can contribute to increased social isolation and inactivity, as well as affecting people's ability to maintain independence and dignity in later life.</p> <p>The draft Strategy aims to provide (where practical) improved quantity and quality of toilets for the benefit of all users.</p> <p>Details of toilet facilities are contained in the appendix to the strategy and will be published on the council website and future mapping apps.</p> <p>The strategy incorporates feedback following the two public consultation exercises.</p>
	Children and Younger People (Under 25)	X			<p>The draft Strategy aims to provide (where practical) improved quantity and quality of toilets for the benefit of all users.</p> <p>Details of toilet facilities are contained in the appendix to the strategy and will be published on the council website and future mapping apps.</p> <p>The strategy incorporates feedback following the two public consultation exercises.</p>
Marriage & Civil Partnership				X	
Pregnancy &		X			The draft Strategy aims (where practical) to provide improved

Maternity					<p>quantity and quality of toilets for the benefit of all users including changing facilities for babies etc.</p> <p>Details of toilet facilities including changing facilities are contained in the appendix to the strategy and will be published on the council website and future mapping apps.</p>
Socio-economic Background		X			<p>Caerphilly County Borough Council does not intend to charge for the use of toilets within council premises.</p> <p>The strategy aims (where practical) to improve the quantity and quality of toilet provision for all. Some facilities will be gender neutral/accessible toilets.</p>

<p><b>5</b></p>	<p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Equalities and Welsh Language Portal)</i></p> <p>The draft Local Toilets Strategy will not have any effect on opportunities for persons to use the Welsh language, and will not treat the Welsh language less favourably than the English language.</p> <p>The Strategy will adhere to the Welsh language standards in relation to signage, apps, resources, publications etc.</p>
	<p><b>Actions required:</b> None</p>

## INFORMATION COLLECTION

<p><b>6</b></p>	<p><b>Is full information and analysis of users of the service available?</b></p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>Caerphilly County Borough Council does not hold data regarding numbers of individuals that make use of the existing toilet facilities.</p> <p>The Council has undertaken two public consultation exercises. The first was undertaken during September 2018; designed to assess the needs of residents, and people visiting or working within the county borough. A total of 357 responses were received; the analysis of which is detailed in the <i>Caerphilly County Borough Council Local Toilets Strategy Needs Assessment Consultation Report</i> and used to inform the content of the draft strategy. The second public consultation exercise was undertaken between the 14th December 2018 and the 8th March 2019 to collect views regarding the content of the draft strategy. 83 responses were received and analysed; the analysis is detailed in <i>Caerphilly County Borough Council Draft Local Toilet Strategy - Consultation Report</i>. Analysis of the feedback from the consultations has informed the direction of the strategy.</p>
	<p><b>Actions required:</b> None. A comprehensive list of consultees (including those with protected characteristics) is available in the <i>Caerphilly County Borough Council Local Toilet Strategy Needs Assessment Consultation Report</i>, via the council's website.</p>

## CONSULTATION

### 7 What consultation has taken place?

*(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)*

A multi-disciplinary group (including the Council's Equalities Officer) was established so that the strategy could be developed with input from a cross section of Local Authority services. This approach was considered vital in order to capture all available baseline line data and to maximise opportunities to improve toilet provision in the County Borough. Due regard was made to demographic and health data detailed in a separate report '*Overview of the Caerphilly County Borough area Demographic and Health Data*'.

Engagement with other public bodies, community groups, private enterprise and the public was undertaken to understand what is currently on offer and how any gaps in this contribution can be mitigated.

A public consultation was undertaken throughout September 2018 to assess the needs of residents, and people visiting or working within the county borough. Key engagement mechanisms included:

- Online - via the CCBC Website, social media (including Facebook and Twitter) and on partner organisations' websites
- E-mail alerts and correspondence
- The September 2018 edition of the Council's newsletter "Newslines" delivered to every household within the borough)
- Face to face – discussions at Voluntary Sector Liaison Committee, Voluntary Sector Forum, Caerphilly Youth Forum and Caerphilly Access Forum.
- Paper Questionnaires – requested by groups and residents.

A total of 357 responses were received and have been analysed; the results of which are detailed in the *Caerphilly County Borough Council Local Toilets Strategy Needs Assessment Consultation Report* and have been used to influence the content of this strategy. A list of organisations consulted is detailed in the report.

A further public consultation was undertaken between the 14th December 2018 and the 8th March 2019 to collect views regarding the options put forward in the draft strategy.

The '*Caerphilly County Borough Council Local Toilets Strategy Needs Assessment Consultation Report*', the '*Caerphilly County Borough Council Draft Local Toilet Strategy - Consultation Report*' and the '*Overview of the Caerphilly County Borough*

	<p>area Demographic and Health Data' report are available on the Council's website</p> <p><b>Feedback was taken into consideration and the strategy amended accordingly.</b></p>
	<p><b>Actions required: None.</b></p>

## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b>  <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Caerphilly CBC will prepare an interim progress report setting out the steps taken in line with their strategy every two year period commencing from the date of the last published strategy. The interim progress report will be published within six months of the end date of the two year period. Therefore, following publication in May 2019, the review will take place before the end of May 2021 and published before the end of November 2021.</p> <p>Caerphilly CBC will also review the local toilet strategy within a year of each ordinary election for its area. The next election date in Wales is Thursday 5 May 2022 so the latest date for review is 4 May 2023. If no changes are made to the strategy following the post-election review then Caerphilly CBC will publish an interim progress statement covering a two year period commencing from the date of the last election. Caerphilly CBC may review its strategy at any time following which it must publish a statement of the steps which it has taken in accordance with the strategy. If following a review, Caerphilly CBC decides to revise the strategy it will publish the revised strategy and then prepare an interim progress report covering the two year period commencing from the date of publication.</p>
	<p><b>Actions required:</b>  Continue to review feedback via established complaints and service requests systems.</p>

<b>9</b>	<p><b>How will the monitoring be evaluated?</b>  <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>The data gathered through the public consultation exercises undertaken regarding assessment of needs and on the draft strategy has informed the development of the final strategy.</p> <p>Feedback received via established complaints and service requests will be reviewed.</p> <p>Ongoing engagement with town management groups, community groups, clubs and</p>
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	organisations.
	<p><b>Actions required:</b></p> <p>Continue to review feedback via established complaints and service requests systems.</p>

<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p>
	<b>Actions required: None</b>

<b>11</b>	<p><b>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</b></p> <p>The strategy aims (where practical) to improve the quantity and quality of toilet provision for all. Some facilities will be gender neutral</p> <p>The strategy aims (where practical) to improve the quantity and quality of disabled and accessible toilet facilities across the county. New developments are required to provide facilities for disabled users.</p> <p>Toilets are more important to certain groups within society, including people with disabilities and people with particular needs (including certain medical problems), older and younger people. These groups can be disproportionately affected by poor provision; for example, poor provision is understood to have particular negative impacts on disabled and/or older people, as some may be less likely to leave their homes without having confidence that adequate facilities will be available to them. This can contribute to increased social isolation and inactivity, as well as affecting people's ability to maintain independence and dignity. It could also stop people from visiting certain areas. E.g. parks, if there are no facilities some people might choose to travel out of county because they know facilities including toilets are available to them</p> <p>The Strategy aims (where practical) to provide improved quantity and quality of toilets for the benefit of all users including changing facilities for babies etc. Caerphilly County Borough Council does not intend to charge for the use of toilets within council premises.</p> <p><b>Summary of Proposed Actions:</b></p> <ol style="list-style-type: none"> <li>1. Implement the strategy following Cabinet approval</li> <li>2. Take steps to mitigate any negative impacts identified following the two public consultation exercises.</li> <li>3. Continue to review feedback via established complaints and service requests systems.</li> </ol>
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12	<b>What outcome does this Equality Impact Assessment suggest you take?</b> You might find that more than one applies. Please explain why you have come to this decision.	
	Outcome 1	X <b>No major change needed</b> – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken
	Outcome 2	<b>Adjust the policy</b> to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
	Outcome 3	<b>Continue the policy</b> despite potential for negative impact.
	Outcome 4	<b>Stop and rethink the policy</b> when the EIA shows actual or potential unlawful discrimination.

<b>Completed by:</b>	Ceri Edwards
<b>Date:</b>	9/4/2019
<b>Position:</b>	Environmental Health Manager



## ENVIRONMENT AND SUSTAINABILITY SCRUTINY COMMITTEE – 14TH MAY 2019

**SUBJECT: COMMUNITY ASSET TRANSFER PRINCIPLES (PLAYING FIELDS)**

**REPORT BY: INTERIM CORPORATE DIRECTOR - COMMUNITIES**

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

- 1.1 To seek the views of the Scrutiny Committee on the adoption of a set of guiding principles in relation to the transfer of playing fields to sporting organisations prior to the presentation to Cabinet for a decision.

### **2. SUMMARY**

- 2.1 The Council is receiving an increasing number of applications from sports clubs to lease facilities (sports fields and/or pavilions). To date, the general ethos is that the Council would support clubs ambitions (on an ad-hoc basis); however in the absence of any guiding principles and for the reasons set out in the body of this report, this is becoming increasingly difficult. The Council is committed, where possible, to provide assistance to clubs to become more sustainable and enable their development and progression to higher leagues. This not only brings benefits for the club, its players, sport in general and the county borough, but the adoption of the principles enables us to protect our assets.
- 2.2 This report sets out some guiding principles which will assist in decision making and provide clarity for sporting organisations when considering applications for transfer of playing fields and or pavilions.
- 2.3 The views of the Regeneration and Environment Scrutiny are sought on the guiding principles prior to a report being presented to Cabinet for a decision.

### **3. RECOMMENDATIONS**

- 3.1 The views of the scrutiny committee are sought prior to submission to Cabinet in relation to the following set of principles relevant to applications for the transfer of playing fields to sporting organisations:
  1. That the Council grant permission where it is appropriate to do so, for clubs to install crowd control barriers (with or without infill panels to exclude dogs).
  2. Where there is an overly restrictive covenant placed on the playing field or building, the Council will be precluded from entering into lease or licence agreements with clubs.

3. That the Council only accept applications from clubs, where they are at least eighteen months away from commencing within a new league structure for example, Welsh League in Football and either the WRU Championship or Premiership in rugby. Any application must be accompanied by a robust business case and a non-refundable fee of £500 to cover initial legal costs and officer's time. Additionally, where relevant, the club will be liable for advertising costs as set out within The Playing Fields (Community Involvement in Disposal Regulations) (Wales) 2015, which can be in excess of £4,000. To this end, pre-application discussions with officers are encouraged.
4. That the Council grant preferred user status where it is appropriate to do so, to such clubs who are registered as Community Amateur Sports Clubs (CASC's).
5. That officers review the booking process and continue to explore development opportunities at 3G pitches to facilitate those clubs in the higher leagues in meeting their league requirements.
6. That playing fields and other facilities held on charitable trust have different governance arrangements and will need to be the subject of a separate decision making process.
7. That where management agreements are granted, responsibility for statutory testing and maintenance (within buildings) and grounds maintenance will be retained by the Council and recharged to the club as part of the agreement.
8. That the Authority will continue to honour existing leases, where the clubs are fully compliant with the terms of the lease.
9. That all applications will be subject to a discussion, to highlight any potential issues, between relevant officers, the relevant Cabinet members and local Members. In this context, officers will engage the relevant local members and Cabinet Member at the earliest stage in the application process and will determine the most appropriate method for consultation with residents in conjunction with the relevant local member(s). The views of local member(s) will be taken into account in the decision making process set out in the Council's constitution. Where the ultimate decision is to refuse any application for asset transfer then the decision will be communicated as the decision of the Council and will not be attributed to the views of any individual members.
10. That any exception to this set of principles is brought before Cabinet for a decision.

#### **4. REASONS FOR THE RECOMMENDATIONS**

- 4.1 To have a clear set of principles which will determine how applications from sporting organisations will be managed going forward. Clear principles will ensure equal treatment of all potential applicants and consistent decision making.

#### **5. THE REPORT**

- 5.1 At its meeting held on the 17<sup>th</sup> October 2000, Cabinet formally approved a standard policy in relation to rents and recreational leases. This is set out within paragraph 4.2, 4.3 and 4.5 of the report, which is attached as Appendix 1.
- 5.2 In 2013, Property Services prepared draft protocols for the transfer of recreational assets, a copy of which is attached as Appendix 2.

- 5.3 The council recognises the way its physical assets are managed can have a positive impact on the long term strength of local communities. Through asset “ownership”, sporting clubs and associations can grow and become more secure and gain access to sources of external funding that the council is not able to take advantage of.
- 5.4 It has however become clear that over time there are conflicting aspirations in relation to the transfer of playing fields. Rugby and football clubs in particular are unable to progress to the higher leagues unless they can demonstrate compliance with Welsh Rugby Union (WRU) or Football Association of Wales (FAW) criteria (for ease a copy of the FAW criteria is attached as Appendix 3). Clubs often require a lease (which confers exclusive occupation upon the tenant) to enable them to draw down funding. Officers have attempted to safeguard the council in such leases/licences by insisting the lease/licence permits free and open public access. However, the enclosure of a site by perimeter fencing and admission of the public only when permitted by the tenant (whether or not a charge is made for entry to the site) can sometimes contravene the basis on which assets are held by the council where there is a “public recreational use” restriction.
- 5.5 It has also become clear that the council has previously responded to applications for leases from sports clubs (who wish to apply for external funding streams) in isolation from any strategic consideration of the council’s own aims and objectives.
- 5.6 Not only should a proposal align to the council’s wellbeing agenda, but officers must also ensure that the way in which assets are managed underpins corporate aims and only where appropriate will the council use asset transfer as a means of supporting sporting organisations. In this context, clubs are directed to facilities such as the Centre of Sporting Excellence where such facilities are available. However, this may be problematic due to Welsh League football rulings concerning the number of clubs playing within the same league structure from a particular venue.
- 5.7 In addition, some leases may be considered as business tenancies, which have statutory protection but may be terminated on specific grounds (for example on the basis that the council wishes to provide generally available public recreation facilities). Members may wish to consider these matters as exceptions.
- 5.8 Officers are currently developing a policy and protocol for Community Asset Transfer (CAT). This report will be presented to members for consideration once it has been developed fully.
- 5.9 However, the transfer of playing fields (and associated changing rooms/pavilions) has a number of particular challenges:-
- (1) Resource implications to comply with The Playing Fields (Community Involvement in Disposal Decisions Regulations) (Wales) Regulations 2015. However, if the majority of applications are to be considered as either preferential user or management agreements, the Regulations will not apply.
  - (2) Barriers to informal use of playing fields. Fences, even with a gate, sometimes gives the impression of excluding the general public.
  - (3) Grandstands and other facilities are sometimes required to progress through WRU/FAW leagues.
  - (4) Some playing fields are held on charitable trust. Any decision regarding them must be taken “*considering only what is in the best interest of the charity*”. It is unlikely that letting the facility at an undervalue can ever be considered “*in the best interest of the charity*”. Members should note that sites held on charitable trust are outside the scope of this report and any decision will be considered separately by Cabinet, sitting as trustees.

- 5.10 Members have previously considered a proposal to exclude dogs from all Council owned marked sports/playing fields and a review is being undertaken with a view to reporting the current position to members for further consideration. Recognising the legitimate concerns in relation to dog fouling on playing fields (in particular those fields on which organised fixtures are played) it would seem appropriate to grant permission to clubs consenting to the installation of crowd control barriers (with or without infill panels to exclude dogs) and granting preferred user status to such clubs who have registered as Community Amateur Sports Clubs. Preferred user agreements allow clubs to have priority use of the playing field over other clubs across the county borough. However, this does not convey upon the club(s) any management or maintenance responsibilities.
- 5.11 Some clubs have requested management agreements for both playing fields and pavilions. Requests for such agreements in relation to pavilions should be judged on their individual merits as opening/closing and cleaning is more cost effective when directly undertaken by a club as part of a management agreement. However, provision would need to be made to accommodate other users.
- 5.12 Management agreements for opening/closing and cleaning pavilions will be offered to such clubs who have registered as Community Amateur Sports Clubs (CASC's); bookings will continue to be managed by the Parks and Countryside Operations Service.
- 5.13 Where a club enters into a management agreement, the consideration will be a peppercorn rent and the managing club will have a preferred user status for both the pavilion and the associated playing field. Responsibility for statutory testing and maintenance (within the building) and grounds maintenance will be retained by the authority and recharged to the club as part of the agreement.

#### 5.14 **Conclusion**

In the current financial climate, it is acknowledged that the Council has limited financial resources to improve playing fields and changing room provision. Whilst our ethos is to get *more people, more active, more often*, the adoption of a set of guiding principles will allow officers to work closely with sports clubs to reach their aspirations, obtain grant funding to improve facilities (which we as a Council cannot access) and subsequently protect our assets for future generations. This also aligns with the principles set out within the Council's adopted Sport and Active Recreation Strategy.

### 6. **ASSUMPTIONS**

6.1 In preparing this report, the following assumption has been made:-

- In para 3.5, that a number of teams playing from the Centre of Sporting Excellence is acceptable to the relevant bodies (WRU/FAW).

### 7. **LINKS TO RELEVANT COUNCIL POLICIES**

7.1 The recommendations in this report contribute to the following wellbeing goals within the Wellbeing of Future Generations Act (Wales) 2015:

- A Wales of Vibrant Culture and Thriving Welsh Language;
- A More Equal Wales;
- A Healthier Wales.

7.2 At its meeting on 14<sup>th</sup> November 2018, Cabinet approved the Sport & Active Recreation Strategy. The strategy sets out the Council's future purpose and direction for the provision of sport and active recreation across the county borough over the next ten years. This includes a commitment to working closely with community sports clubs and governing bodies, assisting them to become bigger, stronger and more sustainable through facility improvements.

7.3 In 2015, Cabinet approved a review of existing outdoor recreation and leisure facilities. The review focused on equipped play provision, sports pitches, allotments and amenity green space. This will ensure that any future funding is channelled into identified gaps in provision.

#### 7.4 **Corporate Plan 2018-2023.**

The contents of this report contributes to the Corporate Well-being objective 5 – creating a county borough that supports a healthy lifestyle in accordance with the sustainable development principle within the Wellbeing of Future Generations (Wales) Act.

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

8.1 This report contributes to the wellbeing goals as set out within the Links to Strategy section above:-

- (1) A Healthier Wales - creating a society in which people's physical and mental wellbeing is maximised and in which choices and behaviours that benefit future health are understood.
- (2) A More Equal Wales – creating a society that enables people to fulfil their potential no matter what their background or circumstances.
- (3) A Wales of Vibrant Culture and Thriving Welsh Language – creating a society that promotes and protects culture, heritage and the welsh language and which encourages people to participate in the arts and sport and recreation.

### **9. EQUALITIES IMPLICATIONS**

9.1 An Equalities Impact Assessment screening has been completed in accordance with the Council's Strategic Equality Plan and supplementary guidance. No potential for unlawful discrimination and/or low level or minor negative impact has been identified; therefore a full Equalities Impact Assessment has not been carried out.

### **10. FINANCIAL IMPLICATIONS**

10.1 There are no direct financial implications associated with this report however there could be potential future Medium Term Financial Plan (MTFP) savings from entering into such agreements.

### **11. PERSONNEL IMPLICATIONS**

11.1 In relation to paragraph 5.11 of this report, should a club request a management agreement, which include the pavilion, there maybe personnel implications associated with that request as we currently employ Pavilion Attendants to open, close, clean and ensure the building is secured, when fixtures are booked. However, some of these staff are engaged via an employment agency and those who are employed directly by the Council could be allocated to an alternative facility.

11.2 In addition to the above, a potential staff resource implication has been identified in paragraph 5.9 (1) of this report.

## 12. CONSULTATIONS

- 12.1 This report has been sent to all the listed consultees below and all responses have been reflected within this report.

## 13. STATUTORY POWER

- 13.1 Local Government Act 2000.

## 14. URGENCY

- 14.1 The decision is not urgent and is subject to the call in procedure.

Author: Michael Headington, Green Spaces & Transport Services Manager  
([headim@caerphilly.gov.uk](mailto:headim@caerphilly.gov.uk))

Consultees: Mark S. Williams, Interim Corporate Director - Communities  
([willims@caerphilly.gov.uk](mailto:willims@caerphilly.gov.uk))  
Robert Hartshorn, Head of Public Protection, Community & Leisure Services  
([hartsr@caerphilly.gov.uk](mailto:hartsr@caerphilly.gov.uk))  
Stephen Harris, Interim Head of Business Improvement Services and Acting 151 Officer  
Mark Williams, Interim Head of Property Services ([willim17@caerphilly.gov.uk](mailto:willim17@caerphilly.gov.uk))  
Councillor Nigel George, Cabinet Member for Neighbourhood Services  
([georgn@caerphilly.gov.uk](mailto:georgn@caerphilly.gov.uk))  
Councillor Lisa Phipps, Cabinet Member for Homes and Places  
([JonesL1@caerphilly.gov.uk](mailto:JonesL1@caerphilly.gov.uk))  
Richard Crane, Principal Solicitor ([cranerk@caerphilly.gov.uk](mailto:cranerk@caerphilly.gov.uk))  
Lynne Donovan, Head of People Services ([donovl@caerphilly.gov.uk](mailto:donovl@caerphilly.gov.uk))  
Anwen Cullinane, Senior Policy Officer - Equalities & Welsh Language  
([cullima@caerphilly.gov.uk](mailto:cullima@caerphilly.gov.uk))  
Robert Tranter, Head of Legal Services/Monitoring Officer  
([trantrj@caerphilly.gov.uk](mailto:trantrj@caerphilly.gov.uk))  
M. Eedy, Finance Manager ([eedymp@caerphilly.gov.uk](mailto:eedymp@caerphilly.gov.uk))  
J. Reynolds, Sports & Leisure Facilities Manager ([reynoj@caerphilly.gov.uk](mailto:reynoj@caerphilly.gov.uk))  
J. Lougher, Sports & Leisure Development Manager ([loughi@caerphilly.gov.uk](mailto:loughi@caerphilly.gov.uk))

### Appendices:

- Appendix 1 Recreational leases to outside bodies  
Appendix 2 Protocols for the transfer of Recreational Assets  
Appendix 3 FAW / WRU Criteria



## CABINET – 17TH OCTOBER 2000

**SUBJECT: RECREATIONAL LEASES TO OUTSIDE BODIES**

**REPORT BY: DIRECTOR OF EDUCATION AND LEISURE**

**1. PURPOSE**

- 1.1 To consider and establish a policy for Caerphilly County Borough Council in respect of the rent charged for recreational leases that apply to local sports clubs and associations (Private, Professional or Commercial enterprises will be subject to separate negotiations and leasing arrangements).

**2. BACKGROUND**

- 2.1 The County Borough Council has a significant number of recreational leases.
- 2.2 These have been inherited mainly from 4 of the former constituent authorities and from new leases operational from 1996.

Sports clubs are rooted in their local communities and perform a valuable function within local sporting networks, ensuring that development activities take place and that participants have the opportunity to progress and excel.

Most of these relate to areas of land upon which buildings and other facilities have been developed, although some relate to buildings in respect of which the lessors have full or partial maintenance responsibilities. Some present leases have provision for rent reviews whereas others do not.

- 2.3 Members will be aware that Cabinet on the 27th June, 2000, and at Council on 3rd August, 2000, a policy was adopted in relation to ground leases to outside bodies. That particular policy document did not cover the groups that are referred to in this policy document.

**3. ACTION REQUIRED**

- 3.1 In the interests of fairness and equity and in order to achieve a consistent approach across the whole Caerphilly County Borough Council area for those leases that have review clauses and for any new leases, it is suggested that it would be advantageous to adopt a formal policy for its recreational leases.
- 3.2 The present County Borough Council's policy is to lease land and property used for recreational purposes at less than the commercial market rental value because:
- (a) most of these leases are to voluntary community based clubs and organisations that do not have substantial revenue income;

- (b) most of the leased property provides valuable facilities for use by the local community at little or no cost to the local authority, except occasional or pump-priming assistance in the form of grants, advice and help in kind;
  - (c) the management of these facilities is vested in community based clubs or organisations, hence decisions about their future development and control are taken at local level within their respective communities. The Council exercises a degree of control through the terms and conditions of the individual leases.
- 3.3 If a decision is taken to seek a commercial market revenue for any new recreational leases, leases which are now the responsibility of the County Borough Council which have review clauses, it would have a severely detrimental effect upon a number of the clubs and organisations and would create a system which favoured some lessees and penalised others.
- 3.4 There is dispensation for local authorities to lease recreational land and property at less than market rental under the Local Government Act 1972: General Disposal Consent 1998.
- 3.5 Some existing leases have a set annual rental with no provision for review. In these cases the lessee will continue to pay the same annual rental for each year throughout the lease term.
- 3.6 In other cases the lease has been granted subject to "the Council's prevailing rent policy in relation to recreational leases". This allows the Council to review the rent at periodic intervals, e.g., every 3, 5 or 7 years. The benefits of this arrangement are that the Council will receive increased, albeit small scale, revenue income from recreational leases on an ongoing basis, where the lessee can be sure of their annual rent commitment over a given period. Whilst it is a matter for the Council to set the rent level at each review it is less likely that the Council will act in an unreasonable manner if it decides to link the rent increase into an existing mechanism such as the retail price index. In this way the rent payable for recreational leases will increase in line with inflation.
- 3.7 In the majority if not all recreational leases there is a clause which does not permit the lessee to assign the lease or sub-let any part of the land without the prior written consent of the Council in its capacity as landlords.

#### 4. STANDARDISATION OF TERMS

- 4.1 It is proposed that a recreational lease policy is adopted along similar lines to those recreational leases presently granted, but the policy is more clearly defined than at present and that the criteria for determining lease rentals is clear and prescriptive.
- 4.2 It is proposed that:-
- (a) the proposed rent level of £50 per annum, per acre or part thereof, in relation to land and/or buildings leased for recreational purposes, be agreed. These rates to be charged to clubs/organisations on the basis of their purpose, funding/ability to raise funds, as set out below:  
Non profit making groups and organisations offering community/social benefits;  
Groups reliant on locally raised funds;  
Bona fide clubs affiliated to national affiliated bodies.

This does not include those clubs which are professional, private or commercial, e.g., premier rugby clubs affiliated to the Welsh Rugby Union.

- (b) a leased term of 10 years is proposed for all new leases and renewals. Where organisations meet the requirements of funding bodies, it is proposed that the longer lease be granted of the minimum period required. In such cases the extended lease would be granted subject to confirmation of scheme funding,
- (c) the rental charge in respect of any new leases be subject to review every 5 years;
- (d) all recreational rent reviews be increased in line with the retail price index.

4.3 The following standard terms should be included together with any specific terms required by the Head of Legal Services in relation to individual sites:

Concessions - £50 per annum/per acre or part thereof

Market Rental - assessed by Valuer

(For private, commercial and professional organisations).

User Clause:

Restriction of use of the land to the purpose indicated by the applicants for purpose of the organisation.

Restriction preventing development or alteration of the land without landlord's consent.

The tenants would be required to covenant to:-

1. pay the appropriate rent;
2. pay rates and any other outgoings;
3. pay for all utility services consumed and meter charges;
4. keep the property in a good state of repair;
5. not to assign, under-let, or part with possession of part or the whole of the property without the landlord's prior written consent which shall not be unreasonably withheld;
6. maintain and repair all buildings and grounds fit for purpose of use;
7. meet any other costs associated with the undertaking of a lease.

The Council as landlord would covenant to:-

1. grant the tenant peaceful enjoyment of the property;
2. to re-enter in the event of non-payment of rent or other fundamental breach of lease terms, insolvency of the tenant, or cessation of use of the property by the tenant.

4.4 In the current economic climate the rent levels suggested represent a relatively modest increase, although a decrease in some of the rentals presently charged. In this way it can be seen that the Council is helping to assist local sports clubs and recreational organisations which make a valuable contribution to the quality of life for local residents.

4.5 It is proposed that the new rent levels, if agreed, should become operational immediately.

## 5. FINANCE IMPLICATIONS

- 5.1 The financial implications arising from the report are difficult to quantify in that it is difficult to forecast the potential loss of income from facilities from which there is presently a charge and the savings from maintenance which are presently met by the Council for those facilities.
- 5.2 In the process of negotiating future leases, there may be, in certain circumstances, a need to grant aid organisations to enable them to maintain their facilities, in particular those facilities that are expensive to maintain. It is proposed that a proportion of the present maintenance budget could be used for grant aid in these circumstances.
- 5.3 A more detailed analyses of these issue will be the subject of a future report on grounds maintenance.

## 6. RECOMMENDATION

The information on recreational leases is noted and that the standard Council policy be established on rents policy on recreational leases the details of which to be agreed as set out in paragraphs 4.2, 4.3 and 4.5.

Author: Peter Gomer, Head of Lifelong Learning & Leisure  
Consultees: John Rogers, Legal Services  
Martin Lennon, Property Services

This recommendation is endorsed by Corporate Management Team.

## APPENDIX 2 PROTOCOLS FOR THE TRANSFER OF RECREATIONAL ASSETS

### PREAMBLE

- 1.1 It should be noted that some recreation grounds have been dedicated for public recreation and may have covenants restricting their use to *public* recreation, or reverter clauses whereby the land reverts to the original owner in the event that the public use ceases; in other case land is held under charitable trust. There are four classifications of recreational assets.

### CLASSIFICATIONS OF RECREATIONAL ASSETS

- 1.1.1 RECREATIONAL ASSETS HELD ON CHARITABLE TRUSTS.  
Assets and resources held in this way can, and must, be used only to further the charity's aims; the management of such assets must be to support or further that purpose.
- 1.1.2 RECREATIONAL ASSETS SUBJECT TO RESTRICTIVE COVENANTS  
Some recreation grounds may have been dedicated for public recreation and may have covenants restricting their use to *public* recreation. In such circumstances Asset Transfer might be a breach of that legal obligation.
- 1.1.3 RECREATIONAL ASSETS SUBJECT TO REVERTER CLAUSES.  
Some recreation grounds may have been dedicated for public recreation and may have reverter clauses whereby the land reverts to the original owner in the event that the public use ceases.
- 1.1.4 PUBLIC OPEN SPACE  
Those that are unencumbered, that is to say the Council owns the freehold and there are no restrictions on its title. Nonetheless the Council has a degree of constraint on its actions since Public Open Space cannot be sold or transferred without advertising the intention to do so and having regard to any objections that are made.
- 1.2 The Council has previously responded to applications for asset transfers from sporting clubs and associations that have wished to apply for external funding in isolation both from one another, and from any strategic consideration of the Council's own aims and objectives.
- 1.3 Officers have attempted to safeguard the Council in these transfers against breaches of restrictive covenant by requiring the transferee to permit the public access; however, the enclosure of a site by fencing and admission of the public only when permitted by the tenant (whether or not a charge is made for entry to sites) contravene the basis on which assets have been held by the Council where there is a public recreational use clause.
- 1.4 That the council has, in the past, been party to such ambiguousness is sustainable only in the absence of a policy or Protocol governing the management of recreational assets.



**PRESUMPTION**

***The Council will not agree to the transfer of a recreational asset unless it can be shown that such a transfer is in the better public interest***

1. One of the Council's Corporate Priorities is to **promote and support health & well-being**; recreational assets provide space and opportunities for recreation and contribute to the well-being of local communities, helping to underpin this priority. There is an extensive network of provision across the County Borough.
2. The Council also recognises the way its physical assets are managed can have a positive impact on the long-term strength of local communities. Through asset ownership, sporting clubs and associations can grow and become more secure, gaining access to sources of additional funding that the Council itself may not be able to access.
3. However, the Council must ensure that the way assets are managed underpins wider corporate aims and only where appropriate will the Council use asset transfer as a means of supporting sporting clubs and associations.
4. For any application to succeed, it must satisfy the appropriate protocol overleaf.

## PROTOCOLS

### A RECREATIONAL ASSETS HELD ON CHARITABLE TRUSTS

- A.1 Before any transfer proposal can be considered, the purpose of the charity must be defined and the proposal weighed against, and only against, that purpose

The question to be posed is: "Does the proposal support or further the identified charitable purpose?"

*If "Yes", how? A Business Case will be required from the Applicant*

*If "No", will a cash sum (capital or revenue) be generated that can be used to support or further that purpose?*

- A.2 If the Council, as charitable trustee, is minded to progress the application, refer to [Sales, leases, transfers or mortgages...](#) (Charity Commission website) (See also [Appendix 1](#) Summary Decision Chart for assets held on Charitable Trusts)

#### **N.B.**

- i. If the asset is "designated land" and is not to be replaced, specific consent may be needed from the Charity Commission.
- ii. The "usual" consultation rules under the "PROTOCOL FOR DISPOSAL OF PROPERTY" will not automatically apply to such a disposal

### B RECREATIONAL ASSETS SUBJECT TO RESTRICTIVE COVENANTS

- B.1 Before any transfer proposal can be considered, the nature of the restriction must be defined and the proposal weighed against it.

*The question to be posed is: "Would the proposal be in breach of that restriction?"*

- B.2 If it would, the Council must determine whether the proposal supports or furthers its own strategic aims and corporate priorities, and whether it wishes to seek a relaxation or removal of the covenant.

*If the proposal supports or furthers those strategic aims and corporate priorities a Business Case will be required from the Applicant*

*If the proposal does not support or further those strategic aims and corporate priorities will a cash sum (capital or revenue) be generated that can be used to support or further them?*

- B.3 If the Council is minded to progress the application, the "usual" consultation rules under the "Protocol for Disposal of Property" will apply to such a disposal

The flowchart at [Appendix 2](#) will assist the process



## **C RECREATIONAL ASSETS SUBJECT TO REVERTER CLAUSES**

- C.1 Before any transfer proposal can be considered, the nature of the dedication must be defined and the proposal weighed against it.

*The question to be posed is: "Would the proposal be in breach of that restriction?"*

- C.2 If it would, the Council must determine whether the proposal supports or furthers its own strategic aims and corporate priorities, and whether it wishes to seek a waiver of the reversion from the Grantor. In such instances, the original owner may require a cash settlement that may have regard to a relaxation of the purpose behind the dedication, or may represent the full market value of the land.

*If the proposal supports or furthers those strategic aims and corporate priorities a Business Case will be required from the Applicant*

*If the proposal does not support or further those strategic aims and corporate priorities will a cash sum (capital or revenue) be generated that can be used to support or further them?*

*The terms of the waiver referred to in paragraph C.2 above will inform the decision-making process*

- C.3 If the Council is minded to progress the application, the "usual" consultation rules under the "PROTOCOL FOR DISPOSAL OF PROPERTY" will apply to such a disposal

The flowchart at [Appendix 2](#) will assist the process

## **D RECREATIONAL ASSETS OTHERWISE FREE FROM RESTRICTIONS (PUBLIC OPEN SPACE)**

- D.1 Does the transfer proposal support or further the Council's strategic aims and corporate priorities?
- D.2 If it would, the Applicant must produce a Business Case to show how the proposal supports or furthers those strategic aims and corporate priorities
- D.3 If the proposal does not support or further those strategic aims and corporate priorities will a cash sum (capital or revenue) be generated that can be used to support or further them?
- D.4 If the Council is minded to progress the application, the "usual" consultation rules under the "Protocol for Disposal of Property" will apply to such a disposal

The flowchart at [Appendix 2](#) will assist the process

## DEFINITIONS

ASSET TRANSFER	is defined as a disposal to a person or other legal entity under the terms of a lease for more than 7 (seven) years
CHARITABLE TRUST	is a form of express trust dedicated to charitable goals. There are a variety of advantages to charitable trust status, including exception from most forms of tax and freedom for the trustees not found in other types of English trust. To be a valid charitable trust, the organisation must demonstrate both a charitable purpose and a public benefit. <sup>1</sup>
DESIGNATED LAND	sometimes referred to as 'specie land', is required by the charity's <a href="#">governing document</a> to be used for a particular purpose of the charity
PUBLIC OPEN SPACE	is defined in s336 of the Town and Country Planning Act 1990as any land laid out as a public garden or used for the purposes of public recreation, or land that is a disused burial ground. Areas of unmaintained wasteland will fall within the definition if they are in fact used for informal public recreation.
RECREATIONAL ASSET	is defined, <i>in this Protocol</i> , as a playing field (or fields) with associated changing rooms and/or pavilions operated by the Council, and open to use by individuals and groups from within the County Borough.
RESTRICTIVE COVENANT	is a legal obligation imposed in a deed by the seller upon the buyer <i>not</i> to do something. Such restrictions "run with the land" and are enforceable on subsequent buyers of the property.

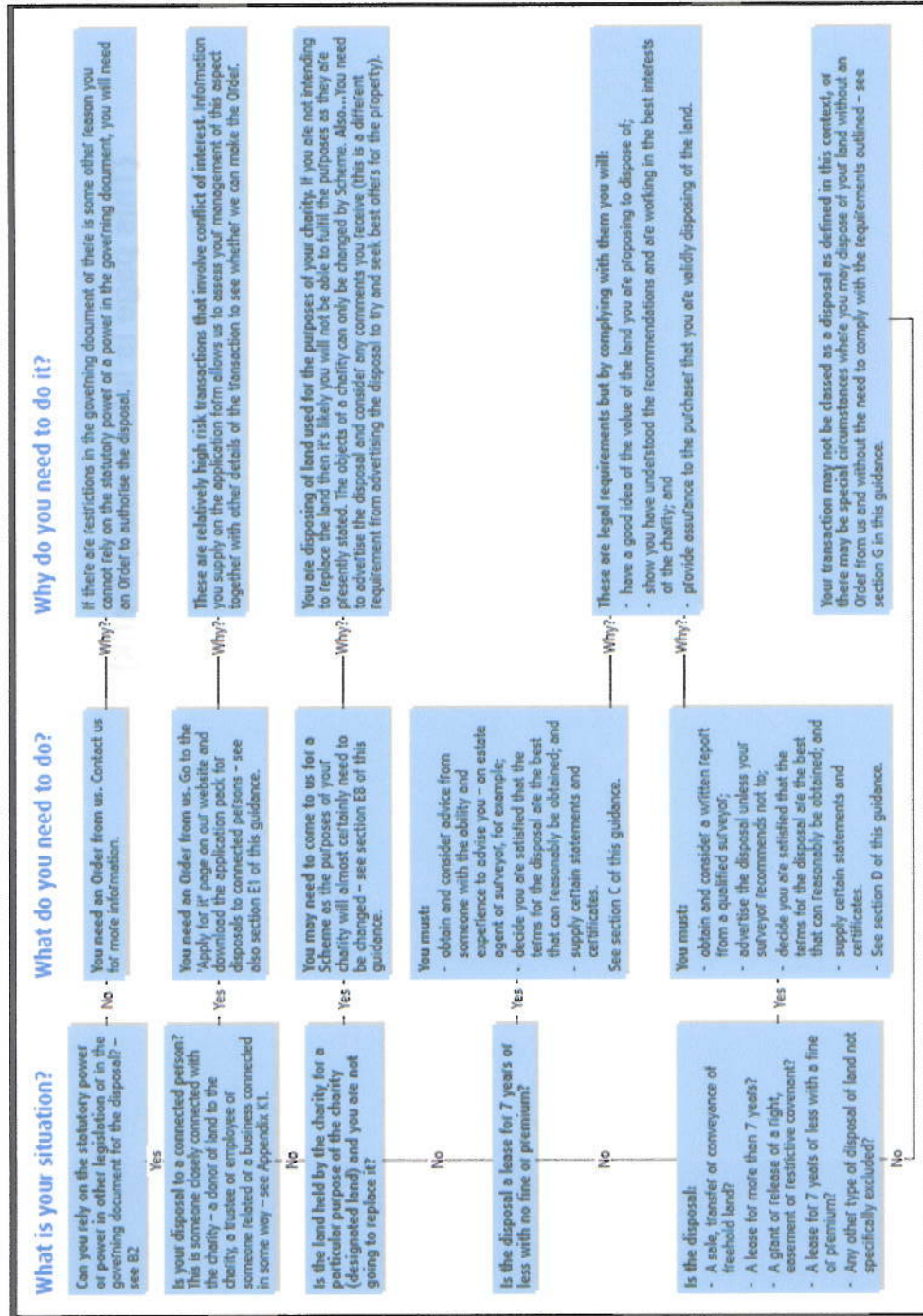
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Summary Decision: CHM 11 2011 0012 0010 CHM 11 2011 0012 0010

Annex 1

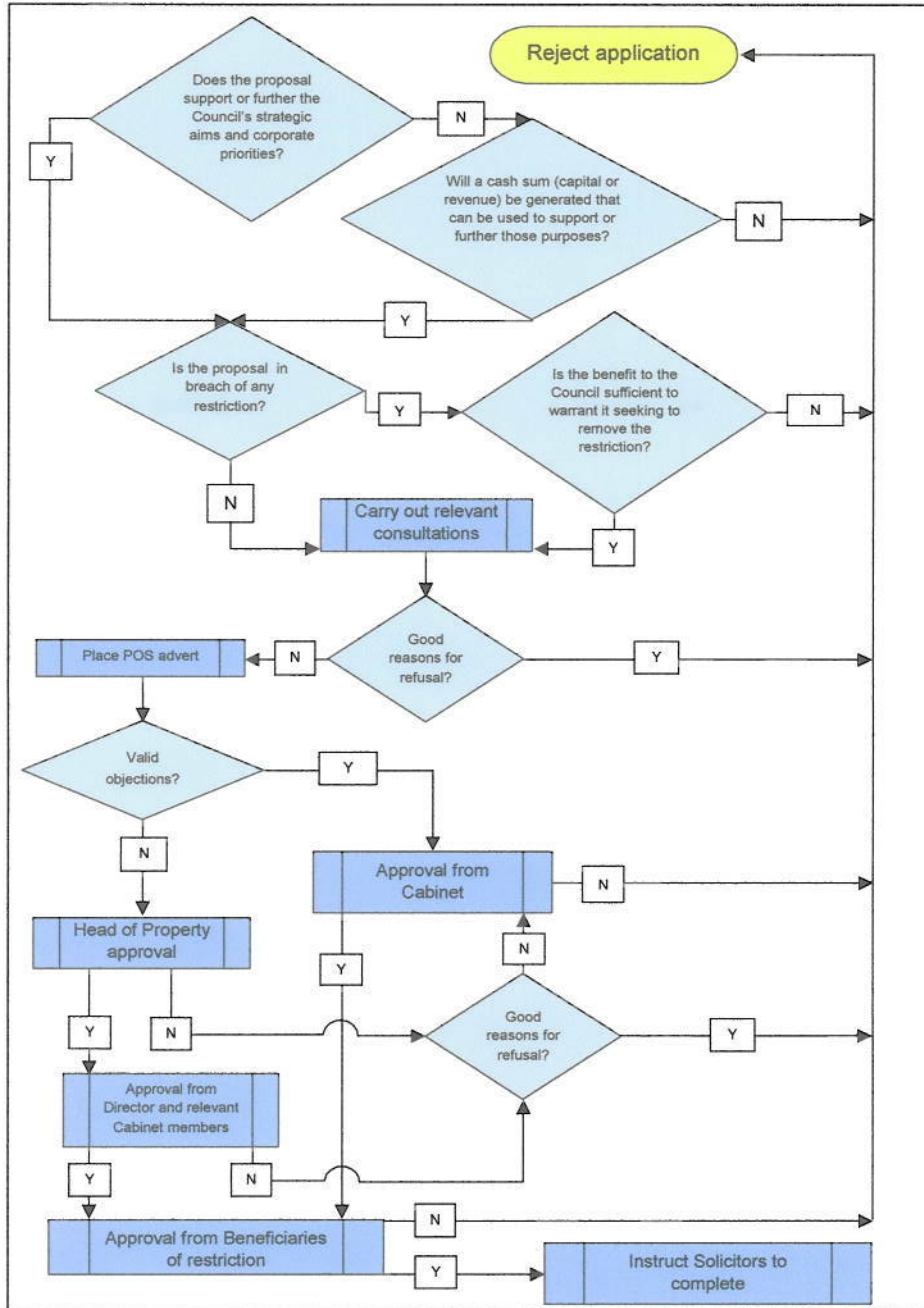
# Annexe 1

## SUMMARY DECISION CHART FOR ASSETS HELD ON CHARITABLE TRUSTS



## Annexe 2

### FLOWCHART FOR RESTRICTIONS OTHER THAN CHARITABLE TRUSTS





FOOTBALL ASSOCIATION OF WALES

**TIER 2 GROUND CRITERIA REGULATIONS**



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# Glossary of Terms

**Note** – Definitions are also contained in the FAW’s “Articles of Association”, “Standing Orders” and “Regulations” (including, without limitation, the Regulations for the Pyramid League System) and cross-references are noted where appropriate.

	<b><u>DEFINITION</u></b>
<b>Applicant</b>	The Club applying to the FAW for assessment against the Tier 2 Ground Criteria Regulations.
<b>Chief Executive Officer</b>	The senior employee of the FAW.
<b>Core Process</b>	Minimum requirements that the FAW has to put in place for verification of compliance with the criteria described in the Regulations as basis for the issuance of Tier 2 Certification to an Applicant.
<b>Council</b>	The supreme executive body of the FAW.
<b>Club</b>	Any club playing at Tier 2 of the FAW Pyramid and any club seeking promotion to Tier 2.
<b>Club Licensing Appeals Body</b>	The appeals board appointed by the FAW to deal with an appeal by an Applicant or the FAW against a decision of the First Instance Body.
<b>Deadline for Submissions</b>	The date by which the Applicants must submit to the FAW, all documents and evidence in support of their Application for Tier 2 Certification.
<b>Decision Making Bodies</b>	The First Instance Body and the Club Licensing Appeals Body.
<b>FAW</b>	The Football Association of Wales Limited.
<b>FAW National Game Board</b>	The FAW committee of the Council responsible for Tier 1-4 of the FAW Pyramid.
<b>First Instance Body</b>	The board appointed by the FAW to assess Applicants and decide whether or not to grant the Applicant Tier 2 Certification.
<b>Ground</b>	Means the venue where the Applicant will play its home matches in domestic competitions including, but not limited to, all properties and facilities near to such stadium (for example offices, hospitality areas.)
<b>Ground Criteria</b>	The infrastructure criteria for the Ground set out or referred to in section 5 of these Regulations, as amended by the FAW from time to time.

<b>May</b>	Indicates a party's discretion to do something (i.e. optional, rather than mandatory).
<b>Must or Shall</b>	Indicates an obligation to do something (i.e. mandatory). Failure to meet the obligation will result in refusal to grant Tier 2 Certification.
<b>Recommended</b>	This is a best-practice recommendation and therefore, not Tier 2 Certification failure.
<b>Significant Change</b>	Means an event that is considered material to the documentation previously submitted to the FAW and that would require a different presentation if it had occurred prior to the submission of the documentation.
<b>[Subsequent Events</b>	Events or conditions occurring after the grant of Tier 2 Certification.
<b>Tier 2</b>	The second Tier of the FAW Pyramid, being the Huws Gray Alliance League and the Welsh Football League Division 1.
<b>Tier 2 Certification</b>	The certification granted by a Decision Making Body for the Applicant to play in Tier 2 of the FAW Pyramid.
<b>Toolkit</b>	A resource produced by the FAW, which contains all relevant templates and helpful documents to assist Clubs in meeting the Ground Criteria.
<b>[]</b>	

# **1. Introduction**

## **1.1 Tier 2 Ground Criteria Regulations**

The Tier 2 Ground Criteria Regulations set out quality standards and procedures by which Clubs will be assessed as a basis for continuous Ground improvement. It is a modern form of regulation.

The objective of a uniform Tier 2 criteria was first published in the FAW's Strategic Plan of 2012. The formation of the new National Game Board in September 2014 became the catalyst for the introduction these Regulations. Following a series of taskforce meetings and ground audits, the first version of the Tier 2 Regulations was written.

The National Game Board approved that version in its meeting on 13<sup>th</sup> April 2015, which was ratified by FAW Council on 29<sup>th</sup> April 2015 and updated to this version of the Regulations on 14<sup>th</sup> February 2017, which was ratified by Council on [ ] 2017.

From and including the start of season 2018/19, no Club shall be eligible to play in a Tier 2 league unless they hold Tier 2 Certification.

## ***1.2 Benefits of Tier 2 Ground Criteria Regulations***

The FAW sets the standards for Tier 2 Ground Criteria Regulations. By meeting these standards, football as a whole is acknowledging its responsibility to the community at large. The auditing of these Regulations are a transparent process that enables Clubs in particular to demonstrate to all their stakeholders that they meet quality standards for their Ground.

These Regulations will help to establish benchmarking information. Clubs will be able to use this information to establish their position and to plan future quality improvement.

FAW resources will be focused on assisting Clubs to meet their standards. Football will benefit from the adoption of quality management practices by the FAW.

## **2. Procedure**

### **2.1 The Management of the System**

The Tier 2 Ground Criteria Regulations will be managed by the FAW for Tier 2 Clubs. The system will comprise of audits conducted by the FAW and assessment by the Decision Making Bodies.

In order to demonstrate that it meets the Ground Criteria, a Club will make available, a series of Club reports and supporting documents at the audit that will be conducted at a pre-agreed time with the Club at its Ground. An action plan will be provided by the FAW, which will outline whether the Club currently meets the Ground Criteria.

In considering a Club's application, no Club will be permitted to make changes or further developments to their Ground, nor submit any additional information, following the April 30<sup>th</sup> deadline.

Those Clubs that meet all of the mandatory 'A' Ground Criteria standards will be issued with Tier 2 Certification. Those Clubs that have not fulfilled the minimum mandatory 'A' Ground Criteria will not be granted Tier 2 Certification.

The Deadline for the submission is 30<sup>th</sup> April annually.

The list of Tier 2 Certified Clubs must be communicated by the FAW to the Leagues' concerned by 31<sup>st</sup> May. This must be strictly adhered to annually, before the relevant League's annual general meeting.

### **2.2 Tier 2 Ground Criteria Certification Refusal**

Tier 2 Certification is mandatory for participation at Tier 2.

If a Club is refused Tier 2 Certification by the First Instance Body, the following procedure will apply:-

**April** A Club refused Tier 2 Certification must submit any appeal to the Licensing Manager of the FAW within 10 days of being informed of the First Instance Body's decision. Appeals must be forwarded in writing by recorded delivery mail for the attention of the Licensing Manager of the FAW together with the appropriate Appeal Fee. The Club Licensing Appeals Body is notified and a meeting date agreed.

**April** The Licensing Manager of the FAW prepares a report and dispatches this to the Club Licensing Appeals Body.

**April/May** The Club Licensing Appeals Body considers the Applicant's appeal by 31<sup>st</sup> May each year. The decision is made whether to grant Tier 2 Certification or not. If Tier 2 Certification is granted, any area for future attention may be detailed. If Tier 2 Certification is refused, areas to be addressed must be detailed.

### **2.3 Criteria Graduation**

The Ground Criteria described in these Regulations are graded into two separate categories. The different grades have been defined as follows:

#### **'A' Criteria – Mandatory**

If the Applicant does not fulfil any A-Criteria, then it cannot be granted Tier 2 Certification unless the Decision Making Body grants an exemption (time limited to one season only) under 4.4 of these Regulations.

#### **'B' Criteria – Recommendation**

If the Applicant does not fulfil any B-Criteria, then it will still receive Tier 2 Certification.

### **2.4 Development**

This is a progressive system designed to deliver continuous improvement. Improvements will be introduced as the system develops. The National Game Board has the authority to review criteria and these recommendations will be referred to Council for approval following a consultation process with various bodies including the relevant Leagues and its Clubs. The development process will incorporate reasonable timescales and the Regulations will be reviewed at least every two years.

## **3. Governing Body**

### **3.1 Responsibilities**

1. The Football Association of Wales governs the Tier 2 Ground Criteria system.
2. In particular, the FAW must:
  - a) Establish an appropriate administration as defined in 3.2.
  - b) Establish a process for the decision-making as defined in 3.3.
  - c) Define the core process as defined in 3.5.
  - d) Assess the documentation submitted by the Clubs, consider whether this is appropriate and determine whether each criterion has been met and what further information, if any, is needed.
  - e) Ensure equal treatment of all Applicants and guarantee the Clubs full confidentiality with regard to all information provided during the process as defined in 3.6.
  - f) Determine whether Tier 2 Certification can be granted.

### **3.2 Administration**

1. The administrative tasks of the FAW include:
  - a) Preparing, implementing and further developing the Tier 2 Ground Criteria system;
  - b) Providing administrative support to the Decision Making Bodies;
  - c) Assisting, advising and monitoring Applicants during the season; and
  - d) Informing the National Game Board of any event occurring after the Decision Making Bodies have made their decisions that constitutes a Significant Change to the information previously submitted.

### **3.3 Process for decision-making**

1. Each Decision Making Body must be independent of the other.
2. The First Instance Body decides on whether Tier 2 Certification should be granted to an Applicant on the basis of the documents provided by the submission deadline set by the FAW and on whether Tier 2 Certification should be withdrawn.

3. The Club Licensing Appeals Body decides on appeals submitted in writing and makes the final decision on whether a Tier 2 Certification should be granted or withdrawn.
4. Appeals may only be lodged by:
  - a) An Applicant who received a refusal from the First Instance Body;
  - b) An Applicant whose Tier 2 Certification has been withdrawn by the First Instance Body; or
  - c) The FAW.
5. The Club Licensing Appeals Body makes its decision based on the decision of the First Instance Body and all evidence provided by the Applicant or the FAW with its written request for appeal and by the set deadline.
6. Members of the Decision Making Bodies are appointed by the Chief Executive Officer and must:
  - a) Act impartially in the discharge of their duties;
  - b) Abstain if there is any doubt as to their independence from the Applicant or if there is a conflict of interest. In this connection, the independence of a member may not be guaranteed if he/she or any member of his/her family (spouse, child, parent or sibling) is a member, shareholder, business partner, sponsor or consultant of the Applicant;
  - c) Not act simultaneously as Licensing Manager of the FAW;
  - d) Not belong simultaneously to the Council or any of its affiliated leagues; and
  - e) Not belong simultaneously to the administrative staff of the FAW.
7. The quorum must be at least three members. In case of a tie, the Chairman has the casting vote.
8. The Decision Making Bodies must operate according to the following procedural rules:
  - a) all deadlines as specified in the annual Core Process must be respected;
  - b) the principle of equal treatment;
  - c) legal representation can provide evidence to the Decision Making Bodies on behalf of the Applicant;
  - d) the Applicant can provide evidence to the Decision Making Bodies;
  - e) meetings will be conducted in English;
  - f) extensions will not be permitted;
  - g) Applicants and the FAW will be given 10 days to lodge an appeal against the decision of the First Instance Body;
  - h) Applicants will be allowed to submit their appeal evidence until the deadline stipulated in the Core Process;
  - i) there is no cost to the Applicant for the First Instance Body;
  - j) the cost of the appeal is as per FAW Rule 43.2.3: and
  - k) the decision will be provided in writing to the Applicant with reasoning.

### **3.4 Sanctions**



The breach or abuse of these Regulations (including, without limitation, submission or misleading or falsified documents or information by an Applicant) will be a Disciplinary Offence under the FAW Rules and Section E of the FAW Rules shall apply.

### **3.5 Core Process**

1. The FAW defines the Core Process in Appendix I for the verification of the Ground Criteria and thus control the issuing of the Tier 2 Certification.
2. The Core Process starts on August 1<sup>st</sup> and ends on the submission of the list of decisions on May 31<sup>st</sup> each season.
3. The deadlines must be clearly defined at the beginning of the season and communicated to the Clubs concerned in a timely manner.

### **3.6 Equal Treatment and confidentiality**

1. The FAW ensures equal treatment of all Applicants during the Core Process.
2. The FAW guarantees the Applicants full confidentiality with regard to all information submitted during the licensing process. Anyone involved in the licensing process or appointed by the FAW must sign a confidentiality agreement before assuming their tasks.

## **4. Applicant**

### **4.1 Definition of the Applicant**

1. An Applicant may only be a football club, i.e. a legal entity fully responsible for a football team participating in FAW competitions which either:
  - a. Is a registered member of the FAW and/or its affiliated league(s) (hereinafter: registered member); or
  - b. Has a contractual relationship with a registered member.

### **4.2 General responsibilities of the Applicant**

1. The Applicant must provide the FAW with:
  - a) All necessary information and/or relevant documents to fully demonstrate that the obligations are fulfilled; and
  - b) Any other document relevant for decision-making.
2. This includes information on the reporting entity/entities in respect of which information is required to be provided to satisfy the Ground Criteria.
3. Any event occurring after the submission of the documentation to the FAW representing a Significant Change to the information previously submitted must be promptly notified to the FAW.

### **4.3 Certification**

1. Clubs which qualify for Tier 2 on sporting merit from and including season 2018/19 onwards must obtain Tier 2 Certification.
2. Tier 2 Certification expires without prior notice at the end of the season for which it was issued.
3. Tier 2 Certification cannot be transferred.
4. Tier 2 Certification may be withdrawn by the FAW if:
  - a) Any of the conditions for the issuing of the Tier 2 Certification are no longer satisfied; or
  - b) The Club violates any of its obligations under the Tier 2 Ground Criteria Regulations.
5. As soon as a Tier 2 Certification withdrawal is envisaged, the FAW administration must notify the Chief Executive Officer.

#### **4.4 Clubs outside of Tier 2**

1. Clubs relegated from the Welsh Premier League on sporting merit or for failure to achieve the National Domestic Licence must meet the Ground Criteria of Tier 2 Certification, which will be assessed at the same time as its application for a National Domestic Licence.
2. Clubs seeking promotion into Tier 2 may, using the application process in accordance with Appendix II, seek extraordinary permission from the Decision Making Bodies to meet certain of the 'A' (Mandatory) Ground Criteria during the season immediately following the Club's promotion to Tier 2. The Decision Making Bodies May grant such permission but if granted such permission shall apply only for the said season.

## **5. Infrastructure Criteria**

### **5.1 INTRODUCTION**

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Club Licensing infrastructure criteria has been a catalyst for the essential development at a number of Welsh Premier League grounds. The importance of a safe, comfortable and modern Ground, offering a pleasurable experience to the player, official, spectator and sponsor should mean that those individuals return time and time again.

Consequently, the development of infrastructure is of ultimate significance for the development of Tier 2 Clubs.

In considering a Club's application, no Club will be permitted to make changes or further developments to their Ground Criteria following the April 30<sup>th</sup> deadline.

If it is brought to the attention of the Football Association of Wales that the Ground falls below the minimum level required at any time during the season, an inspection must be carried out at the earliest opportunity.

### **5.2 OBJECTIVES**

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The objective of the Ground Criteria are that Applicants have an approved Ground available for playing Tier 2 league matches, which provides stakeholders with well equipped, well-appointed and safe and comfortable stadia.

### **5.3 BENEFITS FOR CLUBS**

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Clubs and Ground owners can develop strategies to upgrade its facilities in order to meet the relevant Ground Criteria. This approach allows the Ground owner in cooperation with the Club to clearly plan and invest in missing requirements, which nowadays are necessary to host people at attractive and entertaining events.

Therefore, each Club, together with the Ground owner and the local community, should try to provide a Ground that is attractive, safe and secure, easily accessible by car (including parking facilities) and/or public transport, has comfortable seats with a close view of the pitch, has clean hospitality and refreshment facilities, is equipped with hygienic and spacious toilets for both sexes and provides communication installations with public address systems.

The FAW shall inspect the Ground.

## **5.4 GROUND CRITERIA**

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### **Safety and Security**

The Club shall prepare a report that will be inspected and verified on site at the audit and which shall refer to the Safety and Security of the Ground and shall provide detailed information on each of the sub-headings.

#### **I.01 – Stadium Safety Risk Assessment and Evacuation Plan** *(A criteria)*

1. The Applicant must provide a Stadium Safety Risk Assessment, which must include, but is not limited to the requirements of the document provided in Appendix III.
2. The Applicant must provide a Safety Policy, which must include all of the Criteria as listed in I.03 – ‘Public Access and Egress’.
3. The Applicant must have in place a Stadium Evacuation Plan, detailing all emergency exits, gates and routes to evacuate the Ground.
4. All documents submitted for the I.01 criteria must be signed by an authorised signatory of the Club, dated and be no older than two years old.

#### **I.02 – Approved Capacity Level** *(A criteria)*

1. The Applicant must have in place an approved capacity level, which is relevant and safe for all competitions. The minimum capacity for Tier 2 Clubs is 750.
2. The Applicant must have in place at least 250 covered seats, which are in compliance with criteria I.15.

#### **I.03 – Public Access and Egress** *(B criteria)*

It is Recommended that the Applicant ensures the following is provided in the Ground and the relevant documents provided for the audit:

1. At least two Turnstiles designed in such a way as to avoid congestion and ensure the smooth flow of the crowd.
2. All public passageways and stairways in the spectator areas should be painted in a bright colour, as must all gates leading from the spectator areas into the playing area and all exit doors and gates leading out of the Ground.
3. All exit doors and gates in the Ground, and all gates leading from the spectator areas into the playing area, should:
  - a) Be fitted with a locking device which may be operated simply and quickly by anyone from the inside in the case of exit doors and gates or from either side in the case of gates leading into the playing area;
  - b) Be designed to remain unlocked while spectators are in the Ground.

4. Approaches to the Ground should be adequately signposted to guide spectators to their sectors, and all turnstiles, entry and exit gates and doors should be operational and similarly clearly indicated by signs which are universally understood. Commercial signage and signage within Dressing Rooms must also be on display.
5. Club should submit a Policy stating the procedure for all Players, Officials and Spectators when entering the Ground. A policy must be in place if there is need for segregation.
6. The boundary wall/fence should be of sound solid construction, secure on all sides and designed to obscure viewing from outside the Ground. (Recommended height of boundary structure is 2 metres).
7. The Club must submit a Layout Plan detailing all facilities within the Ground (1:1000) and a Site Plan showing the Access Routes in to the Ground (1:1500)

#### **I.04 – Public Address System**

*(A criteria)*

1. The Ground must be equipped with a public address system.
2. The public address system should cover both the inside and outside of the Ground and be secured against failures of the main power supply.

### **Areas Relating to Players and Officials**

**The Club shall prepare a report that will be inspected at the audit and which shall refer to the field of play and shall provide detailed information on each of the sub-headings.**

#### **I.05 – Field of Play**

*(A criteria)*

The field of play must be smooth and level.

1. The Ground must be equipped with either a natural playing surface or football turf.
2. Football turf must meet all of the following conditions:
  - a) It must have been granted the required FIFA licence in accordance with the FAW Regulations for synthetic pitches;
  - b) It must meet all the requirements of the national legislation in force;
  - c) Its surface must be green and marked with white lines.
3. The field of play must be equipped with a drainage system so that it cannot become unplayable due to flooding.
4. The field of play should be 105 metres long and 68 metres wide. If this is not possible due to Ground constraints, the minimum allowable is 98m long and 62 metres wide.
5. There must be a grass verge or alternatively artificial turf of the minimum width of 1.5 metres between the touch line and the perimeter barrier. It is Recommended that this distance is 3 metres.
6. Barriers or emergency gates must surround the perimeter of the pitch.

### **I.06 – Warm-Up Area**

**(A criteria)**

A warm-up area for substitutes must be available along the touchlines, behind the advertising boards behind the goal or on a separate area.

### **I.07 – Goals and Spare Goals**

**(A / B criteria)**

1. Goalposts and crossbars must be made out of aluminium or similar material and must be round or elliptical. Moreover, they must be in compliance with the Laws of the Game as promulgated by the International Football Association Board (IFAB), which means, in particular, that:
  - a) the distance between the posts must be 7.32m;
  - b) the distance from the lower edge of the crossbar to the ground must be 2.44m;
  - c) the goalposts and crossbars must be white;
  - d) they must not pose any danger to players. **(A criteria)**
2. A spare goal, which can be easily installed if the circumstances so require, should be available within the Ground for League matches. **(B criteria)**

### **I.08 – Substitutes' benches**

**(A criteria)**

- a) The Ground must be equipped with two covered benches at pitch level, each with seating room for at least 8 people and positioned either side of the Halfway Line. The two benches must be on the same side as each other.
- b) Any developments to the Substitutes benches, following the first inspection, must increase the capacity to 13 people.

### **I.09 – Dressing Rooms**

**(A criteria)**

- 1 The Ground must be equipped with:
  - a) A dressing-room for each team with a minimum of four showers, seating room for at least 18 people and exclusive use, with private access to one individual seated toilet.
  - b) A referees' dressing-room with a minimum of one shower, access to one exclusive individual seated toilet and seating room for three people.
- 2 A Ground must guarantee a safe walkway for both teams and the referees from their dressing-rooms to the playing area and ensure their safe arrival at/departure from the Ground.

### **I.10 – Match Day Office**

**(B criteria)**

The Ground should be equipped with a match-day office with access to communication facilities such as phone and internet connection, located nearby and with easy access to the team and referees' dressing rooms.

**I.11 – First Aid & treatment facilities (Players & Officials)** **(B criteria)**

The Ground should be equipped with a dedicated room for first aid and medical treatment of players and officials. The minimum equipment required is stated in Appendix IV.

**I.12 – Floodlighting** **(B criteria)**

1. The Ground must be equipped with floodlight installations.
2. The Ground floodlight lux levels must be in compliance with the following:
  - a) Achieve 250 lux when tested by an independent organisation.
  - b) Clubs will have to provide a report stating the lux value, which must be no more than three years old, attaining a minimum of 250 lux.
  - c) If the floodlights fall below 150 lux, they must be upgraded to 250 lux.
3. The FAW may at any time, request a 96-point lighting test to determine the current lux levels of the floodlights.

**I.13 – Parking Areas** **(A criteria)**

1. Parking space for a minimum of one bus and ten cars must be made available for the teams and officials.
2. This parking space must be located in a safe and secure area in the immediate vicinity of the players' and officials' area.
3. In addition there should be a minimum of 10 parking spaces available for VIP's in a safe and secure area.

**I.14 – Refreshment Facilities** **(A criteria)**

1. Clubs must provide Players and Match Officials with food and drink after the game. (A Criteria)



## **Spectator-Related Areas**

The Club shall prepare a report that will be inspected at the audit and which shall refer to the Club's procedures and practices with regard to spectators at its games.

### **I.15 – Stands and Spectator Facilities** **(A criteria)**

1. Seats for spectators must be individual, fixed (e.g. to the floor), separated from one another, shaped, made of an unbreakable and non-flammable material and have a backrest of a minimum height of 30 cm when measured from the seat.
2. The use of temporary stands is prohibited.
3. The Ground must be equipped with Refreshment and Catering facilities for all spectators in every sector of the Ground.
4. Bench seating of any description is prohibited.

### **I.16 – Hardstanding** **(A/ B criteria)**

1. There must be hardstanding surrounding one length and one width of the field of play, comprising of concrete, paving stones or tarmac. *(A Criteria)*
2. All mandatory Spectator Areas as defined in I.15 – I. must be accessed by hardstanding. *(A Criteria)*
3. Hardstanding of a temporary nature will not be approved under any circumstances. Where the Ground is part of a larger sports complex, the football area must be totally enclosed from all other activities. *(A Criteria)*
4. It is Recommended that it is possible for spectators to be accommodated, either standing or seated, for the full length of all four sides of the playing area, except where permission has been granted by the League for one of the sides or part thereof, to be closed by Spectators. *(B Criteria)*
5. It is Recommended that hardstanding surrounds the whole of the field of play, comprising of concrete, paving stones or tarmac. Hardstanding of a temporary nature will not be approved under any circumstances. Where the Ground is part of a larger sports complex, the football area must be totally enclosed from all other activities. *(B Criteria)*
6. It should be possible, if whenever, necessary to prevent spectators from moving from one sector or sub-sector to another, except as part of the Ground's evacuation process. *(B Criteria)*

### **I.17 – Visiting Supporters** **(A criteria)**

1. At least 5% of the total Ground capacity must be available exclusively for visiting supporters, and where necessary, in a segregated area of the Ground.
2. Segregation requirements at specific matches shall be decided by the FAW in liaison with the local authorities concerned.

### **I.18 – Emergency Lighting**

*(A criteria)*

1. For the purpose of ensuring safety and guiding spectators and staff, the Ground must be equipped with an emergency lighting system, for use in the event of a general Ground lighting failure.
2. Emergency lighting must be available on at least one side of the field of play to which the public or staff have access, including all egress and evacuation routes.
3. If Emergency lighting is only available on one side of the Ground, only this side of the Ground is permitted to be open at an evening match. This must be reflected in the document used to satisfy I.01 criteria.

### **I.19 – Sanitary Facilities**

*(A/ B criteria)*

1. Sufficient clean and hygienic sanitary facilities must be distributed evenly throughout all sectors of the Ground for male and females spectators. Toilets and urinals must be equipped with flushers. Sinks and amenities such as toilet paper and soap must be available. *(A Criteria)*.
2. The Recommended requirement for sanitary facilities are the following, based on an 80:20 ratio of male and female: *(B Criteria)*

*Based on 750 Capacity as per Regulation I.02*

- |                                    |     |
|------------------------------------|-----|
| a) 1 seated toilet per 250 males   | (3) |
| b) 1 urinal per 125 males;         | (5) |
| c) 1 seated toilet per 125 females | (2) |

### **I.20 – First Aid for Spectators**

*(A criteria)*

1. Clubs must have the services of at least one fully qualified First Aid Officer at each home match.
2. The First Aid Officer must produce a valid certificate confirming at least six hours of training.

### **I.21 – Facilities for spectators with disabilities**

*(A/ B criteria)*

1. Clubs, in consultation with a local disability group (or Level Playing Field for example) must have undertaken a review of its own procedures with regard to the level of service it provides for spectators with disabilities. *(A Criteria)*
2. The Ground should have dedicated access and seats for spectators with disabilities and their helpers. *(B criteria)*
3. In addition, persons with disabilities should have dedicated sanitary facilities as well as refreshment and catering facilities nearby.
4. One disabled toilet should be available for every 15 wheelchair users.

### **I.22 – Ground Regulations**

**(A criteria)**

1. The Club must arrange to have its Ground Regulations fixed in suitable areas of the Ground in such a way that the spectators can read them.
2. Ground Regulations should at least provide information on; Admission rights, abandonment and postponement of events, a description of prohibitions and penalties such as entering the field of play, throwing objects, use of foul and abusive language, racist behaviour, restrictions with regard to alcohol, fireworks, flares, banners, seating rules and causes for ejection from the Ground.
3. Where tickets are issued, the Ground Regulations should be clearly detailed on the ticket.

### **I.23 – VIP Hospitality Areas**

**(A criteria)**

1. A Ground must identify at least 10 VIP seats, which includes five for the visiting team officials.
2. A hospitality area must be provided for VIP's and for the visiting team officials.

## **Media Related Areas**

The Club shall prepare a report that will be inspected at the audit and which shall refer to the Club's procedures and practices with regard to representatives of the media at its games. The report shall provide detailed information on each of the sub-headings.

### **I.24 – Media Working Area**

**(B criteria)**

1. At least one room equipped with desks, power supply and phone/internet connections should be provided for media representatives.

### **I.25 – Press Box**

**(B criteria)**

1. The press box should be covered and centrally located in the main grandstand. They should have an unobstructed view of the entire playing area and easy access to the other media areas.
2. In the press box, all seats with desks should be equipped with a power supply and phone or internet connections.
3. The desks should be big enough to accommodate a laptop computer and a notepad.
4. There should be 20 covered seats, 5 of which should be equipped with desks.

### **I.26 – Television Gantry**

**(B criteria)**

1. A television gantry should be provided to meet the broadcaster's requirements.

### **I.27 – Radio Commentary positions**

**(B criteria)**

1. One covered radio position should be identified.
2. Each identified commentary position must have at least three seats.

### **I.28 – Post Match Interview Area**

**(B criteria)**

1. The Ground must provide a dedicated post-match interview area, with relevant backboard. The location must be as close as possible to the dressing room area and the facility must be approved by the host broadcaster.

### **I.29 – OB Van Parking Area**

**(B criteria)**

1. The Ground should have hardstanding parking facilities to accommodate the host broadcaster OB Unit in the immediate vicinity. The surface dimension of the area must be at least 100m<sup>2</sup>.

## **FOOTBALL ASSOCIATION OF WALES CONTACTS**

The Association's point of contact is -

**Mr. Steve Jones**  
**Licensing Manager**  
0292 20435 859 (T)  
02920 496 953 (F)  
[sjones@faw.co.uk](mailto:sjones@faw.co.uk)

Alternative contact and Head of Department;

**Mr. Andrew Howard**  
**Head of Competitions**  
0292 20435 847 (T)  
02920 496 953 (F)  
[ahoward@faw.co.uk](mailto:ahoward@faw.co.uk)

The Football Association of Wales, 11/12 Neptune Court, Vanguard Way, Cardiff. CF24 5PJ.

*FAW representatives involved are subject to confidentiality and independence agreements.*