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For all enquiries relating to this agenda please contact Rebecca Barrett  
(Tel: 01443 864245 Email: [barrerm@caerphilly.gov.uk](mailto:barrerm@caerphilly.gov.uk))

**Date: 10th February 2016**

Dear Sir/Madam,

A meeting of the **Regeneration and Environment Scrutiny Committee** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Tuesday, 16th February, 2016** at **5.30 pm** to consider the matters contained in the following agenda.

Yours faithfully,

A handwritten signature in blue ink that reads 'Chris Burns'.

**Chris Burns**  
INTERIM CHIEF EXECUTIVE

## A G E N D A

	Pages
1 To receive apologies for absence.	
2 Declarations of Interest Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers.	
To approve and sign the following minutes: -	
3 Special Regeneration and Environment Scrutiny Committee - 26th November 2015 (minute nos. 1 - 6).	1 - 12

**A greener place Man gwyrdach**

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



- 4 Regeneration and Environment Scrutiny Committee - 8th December 2015 (minute nos. 1 - 11).  
13 - 20
- 5 Consideration of any matter referred to this Committee in accordance with the call-in procedure.
- 6 To receive a verbal report by the Cabinet Member(s).
- 7 To receive and consider the following Cabinet reports\*: -
1. Policy on the Determination of Suitability to Hold a Licence Under the Scrap Metal Dealers Act 2013 – 9th December 2015;
  2. Visit Wales ERDF Projects – The Mon and Brec Canal Adventure Triangle – 20th January 2016;
  3. Active Travel Consultation on Existing Routes Map – 20th January 2016;
  4. Food and Organic Waste Procurement – 20th January 2016.

*\* If a member of the Scrutiny Committee wishes for any of the above Cabinet reports to be brought forward for review at the meeting please contact Rebecca Barrett, 01443 864245, by 10.00 a.m. on Monday, 15th February 2016.*

To receive and consider the following Scrutiny reports:-

- 8 Improvement Objective: Carbon Management - Reduce our Carbon Footprint. (Six-Month Progress).  
21 - 34
- 9 Budget Monitoring Report 2015/2016.  
35 - 50
- 10 Town Centre Improvement Group 2015.  
51 - 68
- 11 To record any requests for an item to be included on the next available agenda.

To receive and note the following information items\*:-

- 12 Caerphilly Local Access Forum Minutes - 9th October 2015.  
69 - 74
- 13 Caerphilly Town Centre Management Group Minutes - 20th October 2015.  
75 - 80
- 14 Ystrad Mynach Town Centre Management Group Minutes - 3rd November 2015.  
81 - 84

*\* If a member of the Scrutiny Committee wishes for any of the above Information Items to be brought forward for review at the meeting please contact Rebecca Barrett, 01443 864245, by 10.00 am on Monday, 15th February 2016.*

**Circulation:**

Councillors M.A. Adams, Mrs E.M. Aldworth (Vice Chair), J. Bevan, Mrs A. Blackman, C.J. Cuss, D.T. Davies (Chair), N. Dix, C. Elsbury, R.W. Gough, Ms J.G. Jones, S. Kent, Ms P. Leonard, M.J. Prew, Mrs D. Price, A. Rees and Mrs E. Stenner

And Appropriate Officers

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## SPECIAL REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON  
THURSDAY, 26TH NOVEMBER 2015 AT 5.30 P.M.

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PRESENT:

Councillor D.T. Davies – Chair  
Councillor Mrs E.M. Aldworth – Vice-Chair

Councillors:

M. Adams, J. Bevan, Mrs A. Blackman, C.J. Cuss, N. Dix, C. Elsbury, R.W. Gough,  
Ms J.G. Jones, S. Kent, M. Prew, Mrs D. Price, A. Rees

Cabinet Members:

N. George (Community and Leisure Services), K. James (Regeneration, Planning and  
Sustainable Development), T.J. Williams (Highways, Transportation and Engineering)

Together with:

C. Harrhy (Corporate Director – Communities), P. Elliott (Head of Regeneration and  
Planning), T. Shaw (Head of Engineering Services), M.S. Williams (Head of Community and  
Leisure Services), M. Eedy (Finance Manager - Environment Directorate), J. Reynolds (Sports  
and Leisure Facilities Manager), B. Manners (Solicitor) and R. Barrett (Committee Services  
Officer)

### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs P. Leonard and Mrs E. Stenner.

### 2. DECLARATIONS OF INTEREST

Councillor D.T. Davies declared an interest in Agenda Item 3 (Draft Savings Proposals for  
2016/17) in respect of Bowling Green Rationalisation. Details are minuted with the respective  
item.

### REPORTS OF OFFICERS

Consideration was given to the following reports.

### 3. DRAFT SAVINGS PROPOSALS FOR 2016/17 – COMMUNITIES DIRECTORATE

Christina Harrhy (Corporate Director – Communities) introduced the report, which set out details of draft 2016/17 savings proposals for the Communities Directorate and sought Members' comments on the proposed savings prior to final proposals being presented to Cabinet in February 2016.

Members were reminded that on 25th February 2015 Council approved the Medium-Term Financial Plan (MTFP) that showed a potential savings requirement of £14.030m for the 2016/17 financial year and £12.105m for 2017/18. This position assumed a 3.4% cut for both financial years in the Aggregate External Finance (Revenue Support Grant (RSG) and Redistributed Non-Domestic Rates) funding received from the Welsh Government (WG). In recent months the UK Government has undertaken a Comprehensive Spending Review and has asked for savings of between 25% and 40% for non-protected areas. As a consequence of this, the financial outlook for Local Government in Wales will inevitably worsen and this will be exacerbated by the likelihood of WG continuing to offer a degree of protection to the NHS.

This Spending Review has resulted in a delay in the announcement of the WG 2016/17 Provisional Local Government Financial Settlement and this is not expected until 9th December 2015. However, as cuts are likely to be deeper than originally anticipated, the MTFP has now been revised to reflect a reduction in the Aggregate External Finance (AEF) of 4.3% for 2016/17 and 2017/18, which equates to a further cash reduction of £2.555m for 2016/17 and £2.360m for 2017/18 above the levels originally assumed (i.e. a total savings requirement of £31.050m).

The 2016/17 Draft Savings Proposals Report presented to Cabinet on 14th October 2015 included an updated MTFP based on a number of assumptions and adjustments (some of which have reduced the overall savings requirement). Full details of these were contained within the report. After all of the above adjustments have been factored into the updated MTFP the remaining projected savings requirement for the Authority are £14.321m for 2016/17, £11.441m for 2017/18 and £9.423m for 2018/19.

The budget strategy agreed by Council on 25th February 2015 included a number of principles to be followed throughout the process of identifying savings proposals. These have been followed and the work to identify savings proposals has been led by the Corporate Management Team in consultation with appropriate Cabinet Members. Heads of Service have been heavily involved throughout the process with support from colleagues in Finance. Service Managers have also been included to ensure that all options that are deliverable for 2016/17 have been considered.

Some of the approved savings for the 2015/16 financial year only had a part-year impact (totalling £1.980m) with the full-year impact now being available to support the savings required for 2016/17. These were summarised in Section 4.2.3 of the report. A high-level summary of the new proposed savings for the 2016/17 financial year by service area and totalling £12.432m was also included in the report. The total proposed savings of £12.432m along with the £1.980m full-year impacts is £91,000 higher than the anticipated total savings requirement of £14.321m for the 2016/17 financial year. This provides a small buffer which can be used to reconsider some of the savings proposals at the conclusion of the ongoing consultation process or alternatively the £91,000 can be set aside as savings in advance for the 2017/18 financial year.

The report presented to Cabinet on 14th October 2015 identified savings proposals totalling £8.661m across all service areas that do not have a direct impact on service users or the public. These proposals were categorised into a single line for each service area in the Appendices of the report. This is consistent with the approach adopted last year and the proposals consist in the main of vacancy management, structural reviews, budget realignment and minor changes to service provision.

The 2016/17 new savings proposals for the Communities Directorate amount to £1.824m, which represents 4.19% of the Directorate's 2015/16 total net budget. £1.136m of the savings proposals will have no direct impact on service users or the public. The remaining draft 2016/17 savings proposals totalling £0.688m for the Communities Directorate will have an impact on service users and/or the public. Full details of the savings proposals that will have an impact on service users and/or the public, together with the category of impact (low, medium or high) were outlined within the report appendices.

Some of the savings proposals will have a part-year impact in 2016/17 but will potentially deliver further savings in 2017/18. The most notable of these are the following: -

- Evaluate options to reduce the deficit at Blackwood Miners Institute (£37,000 saving in 2016/17 and £111,000 in 2017/18);
- Evaluate options to reduce the deficit at the Winding House Museum (£34,000 saving in 2016/17 and £102,000 in 2017/18);
- Bowling Green Rationalisation (£50,000 saving in 2016/17 and £120,000 in 2017/18);
- Transfer of Bedwas Leisure Centre to Bedwas High School (£50,000 saving in 2016/17 and £50,000 in 2017/18).

The Director was thanked for the report and the Chair advised that when considering the proposals, as detailed in the appendices to the report, it was intended to debate and vote on each item individually in order that Officers could be aware of the views of the Members and their support or otherwise on the proposed savings as detailed therein.

#### **4. REGENERATION AND PLANNING DIVISION - 2016/17 DRAFT SAVINGS PROPOSALS WITH AN IMPACT ON SERVICE USERS AND/OR THE PUBLIC**

Pauline Elliott (Head of Regeneration and Planning) presented details of the draft savings proposals for 2016/17 within the Regeneration and Planning Division which will have an impact on service users and/or the public.

##### **ERP11 - Increase in Fees for Pre-planning Advice (Saving £5,000) Public Impact: Low**

Members were advised that fees for pre-planning advice were introduced as part of MTFP savings for the 2014/15 financial year with an estimated income target of £20,000. This target was slightly exceeded due to an increase in applications, and it was therefore proposed to increase the target by a further £5,000 by introducing a £48.00 charge on householder applications.

Members were informed that most Planning Authorities in Wales and the UK now charge for such advice and since Caerphilly introduced charges for other categories in April 2014 there have been very few complaints received on this matter.

In response to Members' queries, Officers explained that the levy would be for householder planning applications, which would be advertised prior to its implementation, and that this charge related to pre-planning advice (i.e. advice given prior to a planning application being submitted). Members suggested that it would be useful to see a comparison of the pre-planning advice charges levied by other local authorities in Wales. Officers explained that this information had previously been presented to the Planning Committee and gave assurances that competitive and appropriate rates were being charged by the Authority.

Following consideration of the report, it was unanimously agreed that this proposal be supported.

### **ERP18 - Review of Events Budget (Saving £17,000)**

**Public Impact: Low**

Members were advised that the Events Team have made considerable savings in recent years (£90,000 in 2015/16) to contribute to the MTFP. Although staffing has been reduced and marketing budgets trimmed, the Team has managed to protect core events throughout the county borough by increasing sponsorship and fees. It was considered that following trends from recent years, a saving of £17,000k for 2016/17 could be achieved by methods such as increasing fees and charges for stallholders at events (such as the Big Cheese).

Members sought assurances that the standard and public enjoyment of Council events would not be affected by these proposals, and Officers reiterated the need for savings to be made in this service, explaining that there would be a low impact due to the continued popularity of these events and the high demand for stall/pitch hire. Discussion also took place regarding the processes involved in allocating stalls/pitches at these events to traders. It was suggested that it would be useful for a list of charges for each event to be provided to Members, including any proposed increases, and it was confirmed that this could be circulated to the Scrutiny Committee following the meeting.

Following consideration of the report, it was moved and seconded that this proposal be supported. By a show of hands (and in noting there were 5 against) this was agreed by the majority present.

### **ERP19 - Reduction in Community Regeneration Budget (Saving £20,000)**

**Public Impact: Low**

Members were advised that Regeneration and Planning administer a grant budget of £229,000 via a Panel which evaluates bids for schemes from groups throughout the county borough. It was proposed to reduce this funding by £20,000 for 2016/17 and although some groups might be adversely affected by this reduction/removal, it was considered that this 10% reduction is warranted due to the current pressure to deliver savings.

Members suggested that it would be beneficial to view a list of the proposed reductions to determine which groups might be affected by these proposals. Some Members expressed reservations in voting on this proposal when there was uncertainty as to what grants could be reduced or removed. Officers explained that it was difficult to pre-empt which groups could be affected, and that it was important to maintain a balance in respect of the amount of information presented in the report. Members were reminded that clarification on the proposals could be sought from Officers in advance of the meeting if required.

Officers also outlined the process by which the Grants Panel allocate funding, including the frequency of such meetings and the scoring criteria used.

Following consideration of the report, it was moved and seconded that this proposal be supported. By a show of hands (and in noting there were 3 against) this was agreed by the majority present.

### **ERP24 - Evaluate options to reduce the deficit at Blackwood Miners Institute (BMI) (Saving £37,000 in 2016/17 and £111,000 in 2017/18)**

**Public Impact: Medium**

Members were informed that over recent years, there has been a focused effort upon increasing income in order to reduce the overall net cost of the BMI to the Council, with the net budget reducing from £365,279 for 2013/14 to £306,196 in 2014/15. Further MTFP savings applied in 2014/15 via operational efficiencies, a staff restructure and further income generation have reduced the 2015/16 net budget to £296,449 (a reduction of 19% since 2013/14).



In taking into account the valuable community and arts contribution of the BMI, it was proposed to achieve a 2016/17 MTFP savings target of £37,000 through a targeted approach to maximising income generation opportunities and further efficiencies in the operation of the BMI. Members were also advised that a Task and Finish Group (or Working Group) would be established to undertake a review of the operating model for Blackwood Miners Institute with a view to delivering a potential saving of £111,000 for 2017/18. A detailed report will be presented for Member consideration, outlining the conclusions and recommendations of the Group.

In responding to Member queries regarding further efficiencies in 2016/17, Officers outlined the progress made to date and explained that via a recent staff restructure within the BMI, a saving of £10,000 for 2015/16 had been achieved. Officers confirmed that further savings would be achieved via a combination of measures, including further staffing efficiencies and an increase in income generation opportunities.

Members referred to the Blackwood Miner Institute's status as a Charitable Trust and the recent approval of a Council-run board of trustees to satisfy the legal requirements of the Charities Commission, and sought further information on the details of the new Trust and associated board of trustees. Officers provided clarification on the structure and role of the new board (which would involve the staggered introduction of Council representatives from across a number of service areas). They explained that the relevant documentation is currently being developed and carefully examined to ensure it meets all legal requirements and that it was anticipated that the board of trustees would be established in the near future.

Members expressed concerns in respect of the potential financial liability implications for trustees, and assurances were given that all the relevant preventative measures would be implemented prior to the board of trustees being established. A number of Members indicated that they would be interested in joining this board once it had been set up.

Following consideration of the report, it was moved and seconded that this proposal be supported. By a show of hands (and in noting there were 2 against) this was agreed by the majority present.

**ERP25 – Evaluate options to reduce the deficit at the Winding House Museum (Saving £34k in 2016/17 and £102k in 2017/18)  
(Public Impact: Medium)**

The report informed Members of the value of the Winding House Museum (WHM) as a valuable heritage asset to the communities within Caerphilly CBC. The budgeted net cost of the WHM to the Council for 2015/16 is £271,964 (having reduced from £283,328 in 2014/15).

It was proposed that a saving proposal of £34,000 for 2016/17 would be achievable through the implementation of initiatives to reduce overall running costs. In addition (and similarly to the proposal for Blackwood Miner's Institute) a Task and Finish Group (or Working Group) would fully explore and evaluate a number of options available, including the operating model for the Winding House, to enable the net cost to the Council to be potentially reduced by a further £102,000 during 2017/18. A detailed report will be presented for Member consideration, outlining the conclusions and recommendations of the Group.

Following consideration of the report, it was moved and seconded that this proposal be supported. By a show of hands (and in noting there were 2 against) this was agreed by the majority present.

**5. ENGINEERING DIVISION - 2016/17 DRAFT SAVINGS PROPOSALS WITH AN IMPACT ON SERVICE USERS AND/OR THE PUBLIC**

Terry Shaw (Head of Engineering Services) presented details of the draft savings proposals for 2016/17 within the Engineering Division which will have an impact on service users and/or the public.

**ENG04 - School Crossing Patrol Site Reduction through necessary Site Assessments  
(Saving £10,000)  
Public Impact: Low**

It was proposed that where resignations and retirements occur, School Crossing Patrol sites will be reviewed against national guidance and assessment criteria, and those sites no longer qualifying will be withdrawn. This would bring about a saving of £10,000 for 2016/17.

Officers explained that the application of national criteria to such sites is already established and has been applied to these sites for the last 18 months, although it had not previously been included as an MTFP saving (and as such, the savings have been brought about by the implementation of national policy).

Members raised concerns that it would be difficult to achieve these savings due to a risk that some sites would not meet the criteria and therefore would not achieve the savings. Officers explained that a number of school crossing patrol sites had been inherited from previous local authorities and that the historical criteria basis on which these sites had been formed did not necessarily meet this national criteria. Members were also informed that a report had previously been presented to the Education for Life Scrutiny Committee on this matter and were reminded of the savings that would be achieved by applying national criteria to these sites.

Concerns were expressed that it was not evident which sites could be affected by the proposals. Officers explained that they were aware of which sites could be withdrawn in view of forthcoming retirements, and confirmed that school head teachers would be informed of the intention to withdraw sites once identified (which would in turn be relayed to parents).

Following consideration of the report, it was moved and seconded that this proposal be supported. By a show of hands (and in noting there were 8 against), the motion was declared lost.

The Regeneration and Environment Scrutiny therefore determined that they were unable to support this proposal (in that the ongoing application of national criteria to such sites be formalised and non-qualifying sites withdrawn) and indicated that they would wish for possible savings to be examined elsewhere as an alternative to this proposal.

**ENG10 - Increase Car Park Excess Charge Notice (ECN) from £30 to £40  
(Saving £25,000)  
Public Impact: Low**

Members were informed that following a comparison with neighbouring local authorities, it was proposed that car park Excess Charge Notices (ECN) be increased from £30.00 to £40.00 per notice, which would result in an additional £25,000 for 2016/17. Town and Community Councils, community partnerships, Members and the public will be consulted in accordance with the Council's constitution, via the Traffic Regulation Order process.

Following consideration of the report, it was moved and seconded that this proposal be supported. By a show of hands this was unanimously agreed.

### **ENG13 - Reduce Traffic Management Operational Budget (Saving £10,000)**

#### **Public Impact: Low**

It was proposed that the Traffic Management operational budget of £40,000 be reduced to £30,000, which would bring about a saving of £10,000 and limit the number of Traffic Regulation Orders that can be progressed each year. This will reduce delivery times to Members and the public for changes to street parking arrangements.

Following consideration of the report, it was moved and seconded that this proposal be supported. By a show of hands this was unanimously agreed.

### **ENG17 - Reduce Community Response Team Operational Budget (Saving £9,000)**

#### **Public Impact: Low**

It was proposed to reduce the budget for the Council's Community Response Team by £9,000. The service reacts to requests for minor maintenance works in the local community. The saving can be achieved via the budget for the Team being incorporated into Highways Operations in 2015/16, and so costs for materials can be integrated into the overall budget, allowing for efficiencies to be made.

Following consideration of the report, it was moved and seconded that this proposal be supported. By a show of hands (and in noting there was 1 against) this was agreed by the majority present.

### **ENG12 - Review of Car Parking Charges (Saving £50,000)**

#### **Public Impact: Medium**

Members were informed that it was proposed to increase car parking charges by 10p per hour across the county borough. Although previous car park increases over a short period of time have seen a corresponding decrease in car parking usage over the short term, it was considered that the proposal should be introduced and reviewed after 12 months to monitor its impact. It would then be considered as part of a wider comprehensive review of the management of highways-owned off street car parks.

A Member suggested that car parking charges could be introduced in a number of free car parks (including park and ride car parks) across the county borough as a means of increasing revenue. Officers explained that it would not be cost-effective to introduce charges within the smaller free car parks around the county borough. Members were advised that a previous proposal to introduce park and ride charges had not been supported by the Regeneration and Environment Scrutiny Committee, and also that introducing park and ride charges in certain areas could create parking issues in adjacent residential streets. Members were also reminded of the need to consider increasing car parking charges in that a rise had not occurred since 2010.

It was suggested that a list of viable locations in respect of introducing charges in smaller car parks be brought back to the Scrutiny Committee. Concerns were also expressed in respect of a blanket increase across all chargeable car parks and Members suggested that alternatively a reduced charge could be implemented within less popular car parks located on the outskirts of town centres to increase their usage. Officers confirmed that both these matters would be examined as part of the wider comprehensive review of the management of off-street car parks.

Following consideration of the report, a number of Members indicated that they did not wish to support the proposed increase in car parking charges, and thus it was moved and seconded that this proposal not be supported. By a show of hands (and in noting there were 6 against), this was agreed by the majority present.

The Regeneration and Environment Scrutiny therefore determined that they were unable to support this proposal and indicated that they wished for alternative options/savings to be examined (including the avenues suggested to Officers during the course of the debate).

**ENG14 - Reduce Planned Carriageway Operational Resurfacing Budget (Saving £50,000)**

**Public Impact: Medium**

The Highways Act 1980 places a statutory duty upon the Highway Authority (i.e. the Council) to maintain a safe highway network for its users, which is fulfilled through a combination of reactive and proactive inspections and repairs. A £50,000 reduction to the planned carriageway resurfacing budget was proposed for 2016/17, which will result in a 5.8% reduction to the annual area of treatment (approximately 3,800m<sup>2</sup> per annum). Such a reduction may diminish the quality and resilience of the carriageway which may lead to increased defects and potentially increased insurance claims.

It is recognised that the Council's draft Highways Asset Management Plan has projected that the condition of the highway network will continue to decrease unless additional funding is identified over and above what has been provided in previous years. However, in this wider context, the overall impact of the 2016/17 MTFP saving proposal is minimal.

Concerns were raised as to the impact of an extremely cold winter on the resulting condition of highway surfaces and the need for increased repairs and Officers confirmed that a contingency budget will be utilised in such an eventuality. Members were also advised that the Council has invested in preventative maintenance techniques and the use of new innovative technology (such as the Multihog and Velocity Patcher machines) to address carriageway repairs in a cost-effective manner.

Following consideration of the report, it was moved and seconded that this proposal be supported. By a show of hands (and in noting there was 1 against) this was agreed by the majority present.

**ENG15 - Reduce Carriageway Surface Dressing Budget (Saving £100,000)**

**Public Impact: Medium**

It was proposed that the carriageway surface dressing budget be reduced by £100,000 for 2016/17, which will result in a 9% reduction in the annual area of treatment (approximately 20,000m<sup>2</sup> per annum). As with the reduction in the planned carriageway operational resurfacing budget, it is recognised that such a reduction may diminish the quality and resilience of the carriageway which may lead to increased defects and potentially increased insurance claims.

It is also recognised that the Council's draft Highways Asset Management Plan has projected that the condition of the highway network will continue to decrease unless additional funding is identified over and above what has been provided in previous years. However, in this wider context, the overall impact of the 2016/17 MTFP saving proposal is minimal.

Following consideration of the report, it was moved and seconded that this proposal be supported. By a show of hands this was unanimously agreed.

**6. COMMUNITY AND LEISURE SERVICES DIVISION - 2016/17 DRAFT SAVINGS PROPOSALS WITH AN IMPACT ON SERVICE USERS AND/OR THE PUBLIC**

Mark S. Williams (Head of Community and Leisure Services) presented details of the draft savings proposals for 2016/17 within the Community and Leisure Services Division which will

have an impact on service users and/or the public.

**CL04 - Reduction in Allotment Grants to Allotment Federations (Saving £14,000)**  
**Public Impact: Low**

The Authority currently pays £28,000 per annum to the Allotment Federations (who manage allotment sites across the county borough on behalf of the Authority). The proposed saving of £14,000 will therefore reduce the grant level by 50% in 2016/17. Although this has been classified as having a “low” impact to the public across the county borough, there is potential for significant representations to be made to Members from the Federations and plot holders. However, it must be acknowledged that the Federations have the ability to increase income through setting new plot charges. The ultimate risk is that the Federations cease to exist and the Authority will then have to manage the allotments directly.

In response to a Member’s query, Officers explained that a consultation meeting had recently been held between Council Officers and the Rhymney and Caerphilly Allotment Federations to discuss the proposals but that a clear outcome had not been established regarding this matter.

Discussion took place between Members and Officers in respect of allotment plot hire costs, the popularity of allotments and the number of vacant plots, the role of the Allotment Federations and their financial accountability, and other external sources of funding available to the Federations.

In response to Members’ queries, Officers confirmed that the 50% reduction in funding to the Federations was the first such reduction of its kind. Members suggested that it would be beneficial for negotiation to take place between Officers and the Federations on the proposed level of reduction in funding.

It was moved and seconded that consideration of this proposal be deferred pending the outcome of further discussions and negotiations between Officers and the Allotment Federations. By a show of hands this was unanimously agreed.

**CL07 - Reduction in Playground Maintenance Budget (Saving £9,000)**  
**Public Impact: Low**

It was proposed to reduce the available budget to fund replacement and additional items of playground equipment by £9,000. Officers explained that this reduction can be managed with minimal impact and the Authority’s statutory Health and Safety responsibilities will still be maintained. There may be periods where playgrounds are out of commission for longer periods than in previous years. Sites suffering from repeated levels of vandalism and in need of regular repair may need to be considered for removal of certain equipment or complete closure in order to meet the requirements of the Authority’s budget strategy.

Following consideration of the report, it was moved and seconded that this proposal be supported. By a show of hands this was unanimously agreed.

**CL19 - Removal of 5 additional posts in the Cleansing Service and Reconfiguration of Structure/Service Delivery (Saving £110,000)**  
**Public Impact: Low**

It was proposed to achieve savings of £110,000 in the Cleansing Service through the deletion of posts linked to voluntary early retirement/voluntary severance/redeployment. It is likely that minor changes to working practices can be made to mitigate any effects on service delivery to the public.

Discussion took place regarding the recruitment of apprentices in this service area and the range of duties and requirements associated with the cleansing posts to be deleted. Members expressed concerns that the deletion of posts could impact on cleansing standards in some areas of the county borough, especially in relation to litter picking. Officers explained that these duties would be assimilated via the proposed reconfiguration of the staffing structure (which would include an assessment of the existing workload within the service area).

Following consideration of the report, it was moved and seconded that this proposal be supported. By a show of hands this was unanimously agreed.

**CL20 - Introduction of Admin (Waste Transfer Note) Charges for Commercial Waste Customers (Saving £20,000)**

**Public Impact: Low**

It was proposed to achieve savings of £20,000 through the introduction of an administration fee for the management of legal (waste transfer note) documentation for Commercial Waste customers.

This will only impact on commercial waste customers and is already charged by service competitors and many other local authorities. Officers explained that the level of fees varies between local authorities, and they outlined the processes involved in the management of legal waste documentation.

Following consideration of the report, it was moved and seconded that this proposal be supported. By a show of hands this was unanimously agreed.

**CL30 - 4% Increase across a range of Leisure Centre Charges (Saving £50,000)**

**Public Impact: Low**

The proposed increase in charges (which will achieve £50,000 in revenue) has been set at 4% to represent a reasonable incremental increase. This should be of relatively low impact to Leisure Centre users and achievement of income will be closely monitored as the year progresses.

Following consideration of the report, it was moved and seconded that this proposal be supported. By a show of hands this was unanimously agreed.

**CL31 - Changing the pricing structure for the Caerphilly Adventure Service (Saving £18,000)**

**Public Impact: Low**

The net cost of the Caerphilly Adventure Service to the Council for 2015/16 is £113,000. It was proposed that the pricing structure be reviewed to achieve additional income and the main increases will then be applied to services offered to external customers.

Officers outlined the role of the Caerphilly Adventure Service (which is wide ranging and includes the organising of activities/expeditions, and works with many organisations, including Families First, Education and individual schools, as well as corporate/private individuals) and provided an explanation of the income streams received by the service.

Following consideration of the report, it was moved and seconded that this proposal be supported. By a show of hands this was unanimously agreed.

**CL14 - Bowling Green Rationalisation (Saving £50,000 in 2016/17 and £120,000 in 2017/18)**

**Public Impact: Medium**

Councillor D.T. Davies (Chair) declared a prejudicial interest in that he is a member of Bargoed Bowls Club, and left the meeting room during consideration of the item.

Councillor Mrs E.M. Aldworth (Vice-Chair) took the Chair for this item.

Officers explained that it was proposed to achieve a total saving of £170,000 over 2 years through the merger of some bowls clubs/facilities, the closure of 3 facilities (with the lowest number of members) and bowling clubs taking on an element of self-management supported with a reduced Council maintenance regime. If some facilities close, then this will result in the public having to join or transfer their membership to existing clubs to enable their continued participation in the sport.

Officers have held meetings throughout Summer 2015 with all bowls clubs across the Authority, and these meetings have proved to be very positive. A specific report on this saving proposal is due to be presented to Cabinet prior to consideration of the whole-Authority savings proposals in February 2016.

Officers provided clarification in respect of the proposals and the outcomes of the meetings to date, explaining that closure of one bowls club had been agreed by all parties. With regards to possible mergers, discussions were ongoing with a view to merging Abertridwr, Oakdale and Islwyn Park bowls clubs. Bargoed and New Tredegar Bowls Clubs have also been identified as possible candidates for a merger.

A Member raised concerns that local ward members had not been included in the discussions between Officers and bowls clubs management for the proposals relating to bowls clubs in their wards. The Member expressed reservations in voting on the proposal, explaining that they had not been party to these discussions (including any resulting issues or outcomes raised) and as a result they would be abstaining from voting on this proposal. It was suggested that a copy of the letter sent to bowls clubs summarising the outcome of discussions could be provided to local ward members to update them on the current situation.

The same Member also expressed reservations in voting on this proposal when there was uncertainty as to which bowls clubs would be affected and explained that it would have been beneficial to view a list of the sites that could be affected by these proposals.

Officers referred to the report that was due to be presented to Cabinet in February 2016 regarding this specific proposal, explaining that this report could not be presented to the Scrutiny Committee at this time as they were awaiting the results of the meeting between Bargoed and New Tredegar Bowls Clubs regarding a possible merger, before completing the report. They offered to circulate it to the Scrutiny Committee ahead of its presentation to Cabinet. Members were also informed that the number of parties attending the bowls clubs meetings had been kept to a minimum for practical purposes.

Following consideration of the report, it was moved and seconded that this proposal be supported. By a show of hands (and in noting there was 1 against and 3 abstentions) this was agreed by the majority present.

**CL25 - Transfer of Bedwas Leisure Centre to Bedwas High School (Saving £50,000 in 2016/17 and £50,000 in 2017/18)**

**Public Impact: Medium**

It was proposed to transfer the management of Bedwas Leisure Centre to Bedwas High School, which would achieve a saving of £50,000 in 2016/17 and again in 2017/18.

Discussions are at an advanced stage with the school's Headteacher who is keen to proceed with the transfer, although an agreement has not yet been reached regarding the proposals.

Officers outlined further details of the proposals and the associated implications in respect of funding and the future use of the leisure centre. A business plan has been communicated to the school to enable income to be generated from the school and public swimming lessons programme. The school will be provided with an annual subsidy to manage the facility in accordance with curriculum priorities.

Concerns were raised in respect of the implications of the proposals on public use of the facility. Officers explained that the facility is not open to the public in the day (evenings only) and is open for pre-paid swimming lessons and pool parties on Saturday. Members were advised that the proposals may allow for some limited public usage and that any reduction in swimming provision can be mitigated through delivery programmes developed by Bedwas High School and Caerphilly Leisure Centre.

Officers confirmed that maintenance issues (such as boiler repair) would become the responsibility of Bedwas High School if the transfer took effect, but explained that the facility was generally in a good state of repair. Discussion took place as to contingency plans if the school were unable to maintain the management of the site in future years. Officers also confirmed that if the school's governing body were not in agreement with the Head on the proposed transfer, then the use of the leisure centre would be re-examined as part of the Authority's wider leisure strategy.

Following consideration of the report, it was moved and seconded that this proposal be supported. By a show of hands this was unanimously agreed.

The meeting closed at 8.00 pm.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 16th February 2016, they were signed by the Chair.

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CHAIR





## REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON  
TUESDAY, 8TH DECEMBER 2015 AT 5.30 P.M.

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PRESENT:

Councillor D.T. Davies – Chair  
Councillor Mrs E.M. Aldworth – Vice-Chair

Councillors:

M. Adams, J. Bevan, Mrs A. Blackman, C.J. Cuss, C. Elsbury, R.W. Gough, M.J. Prew,  
A. Rees, Mrs E. Stenner

Cabinet Members:

N. George (Community and Leisure Services), K. James (Regeneration, Planning and  
Sustainable Development), T.J. Williams (Highways, Transportation and Engineering)

Together with:

C. Harry (Corporate Director – Communities), T. Shaw (Head of Engineering Services),  
C. Campbell (Transportation Engineering Manager), R. Kyte (Team Leader - Strategic and  
Development Plans), G. Parry (Highway Operations Group Manager), A. Wilcox (Senior  
Planning Officer), L. Lane (Solicitor) and R. Barrett (Committee Services Officer)

### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors N. Dix, Ms J.G. Jones, S. Kent,  
Mrs P. Leonard and Mrs D. Price.

### 2. DECLARATIONS OF INTEREST

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

### 3. MINUTES – 27TH OCTOBER 2015

RESOLVED that the minutes of the Regeneration and Environment Scrutiny  
Committee meeting held on 27th October 2015 (minute nos. 1 – 11) be approved as a  
correct record and signed by the Chair.

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

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

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

The Scrutiny Committee received verbal reports from Cabinet Members N. George, T.J. Williams and K. James.

Councillor N. George, Cabinet Member for Community and Leisure Services, informed Members that the Authority have been working with a specialist company to address flooding issues with the football pitch at the Centre for Sporting Excellence in Ystrad Mynach. This flooding was believed to have been caused by the porosity of the sand used on the pitch. The Cabinet Member outlined the sand testing process undertaken in line with sports governing body requirements (e.g. FIFA/World Rugby), explaining that this initial testing does not always identify problems in relation to the grading/porosity of the sand. The installers have now undertaken works at no cost to the Authority to rectify the issue and are optimistic that this should resolve the flooding problems.

The Waste Team within Community and Leisure Services recently achieved the “Best Use of Waste Hierarchy Award 2015” at the recent Chartered Institute of Wastes Management Sustainability and Resource Awards in London. This award was presented in recognition of the varied education programme and initiatives the Team have in place to encourage waste minimisation and increase re-use and recycling.

Officers have recently completed an evaluation of the Authority’s projected performance against the WG statutory recycling target of 58%. This projection is based on actual tonnage against the first half of the year and projected tonnage against the second half. The projection for the year end is 58% (although this could fluctuate due to cold weather factors) and Officers are currently developing extra criteria to demonstrate additional performance against the target.

The Wales Audit Office are undertaking a review of the Sports and Leisure Service and recently visited the Authority to interview a range of Officers and Members. A report outlining their findings is anticipated in the next few weeks.

Councillor T.J. Williams, Cabinet Member for Highways, Transportation and Engineering, presented his report and updated Members on activities relating to Road Safety Week (23rd - 29th November 2015). This year road safety officers are encouraging people to think about their car use and how they might “drive less and live more” by advertising via social media the benefits of sustainable travel and the initiatives offered by the Authority (including Kerbcraft, Walk to School Weeks, Mega Drive, National Standards and the Junior Road Safety Officer programme).

Road Safety Week coincides with the launch of Gwent Police’s Anti Drink/Drug Driving campaign, which runs over the festive season. Last year Bedwas High School won the Gwent round of the poster competition, and this year the Caerphilly Players amateur dramatics group (which includes one of the Council’s Kerbcraft Trainers) won a prize for their video which shows the consequences of getting into a car with a person who has been drinking.

Members were informed that the installation of 8,000 street light LED gear-trays is on schedule to be completed in April 2016. The scheme is projected to save up to £100,000 in energy costs in 2015/16 with an additional £190,000 in 2016-17. Full details were contained in the report on Part Night Lighting and Future Lighting Energy Saving Proposals that was due to be presented to the Scrutiny Committee later on the agenda.

The Engineering Projects Group have recently awarded a contract for the re-lining of the Bowls surface water culvert at Penyrheol, which involve the placing of a synthetic liner within the culvert to restore its structural integrity. This is part of an ongoing programme of maintenance works to surface water culvert assets owned by the Authority.

Members were advised of progress in respect of the Winter Maintenance Plan, with the Highways Team readied to deploy gritting vehicles in the event of severe weather warnings. An innovative scheduling programme ensures all routes are properly treated, and 10,000 tonnes of grit are held in storage in preparation for more extreme weather episodes. The Council has also updated its Winter Service Plan, which outlines the various key actions that will be undertaken during bad weather to keep major roads throughout the county borough moving.

Discussion took place regarding the Winter Maintenance Plan and it was agreed for information to be circulated to Members in respect of major gritting/grit bin restocking routes within the county borough. Members were advised that this information was also contained within the Winter Plan, which had been reviewed in Summer 2015 and was available on the Council's website. A Member queried the cost of supplying a grit bin and it was agreed that Officers would liaise directly with the Member to provide further information on this matter.

Councillor K. James, Cabinet Member for Regeneration and Planning, updated Members on the launch of the annual "Choose the High Street" Christmas Voucher Booklet scheme, which took place at Blackwood's Maxime Cinema on 5th November 2015 and was attended by pupils from Blackwood Primary School. The booklet contains a number of offers across town centres in the county borough and has been extremely well-received. Members were also informed that the "Choose The High Street – Past and Present" competition winners (which was held across county borough libraries in Summer 2015) were presented with their prizes on 27th November 2015.

Members were updated on Christmas events around the county borough, with the first Christmas Market of the festive season having taken place at Ystrad Mynach on 22nd November 2015, which attracted double the previous year's footfall. Festive markets were also held in Bargoed (28th November 2015) and Blackwood (5th and 6th December 2015), although the Risca Christmas Market (5th December 2015) was cancelled due to extreme weather conditions. Caerphilly Christmas Market takes place on 12th and 13th of December, which will be followed by the annual River of Light Lantern parade on Thursday 17th December around Caerphilly Town Centre and Caerphilly Castle.

Members were advised that the Bargoed Ice Rink event has a new location in Morrisons underground car park and will take place between 9th - 13th December. The event is supported by the Council's Match Funding Scheme and Bargoed Town Council.

Blackwood Miner's Institute have already sold 11,860 tickets for this year's pantomime and are on track for their most successful ever year, having nearly surpassed last year's record income with several weeks still to go. 35,000 "What's On" guides have also been distributed across the county borough to promote the wider events programme that takes place across the Council's tourism and cultural venues.

The prestigious Caerphilly Business Forum gala awards took place on Friday 20th November 2015. These awards reward success and recognise business excellence within the county borough and are open to businesses of all sizes and from all sectors. The Premier Award was won by the CPS Group, and Kinetic Pixel (a new tenant of the Council) were awarded Business of the Year - Under 25 employees.

Work on the Deposit Replacement Local Development Plan (LDP) is underway and will be reported to a special meeting of Council on 3rd February 2016. Further to consideration by Council, the Replacement Plan will be subject to a statutory six-week public consultation

exercise between February and March 2016, allowing the public to have an opportunity to comment on any aspect of the Plan (including its allocations).

Members were advised that all ten local authorities in South-East Wales have submitted a £1.2 billion City Deal proposal to the UK Treasury, which was supported by the Chancellor as part of the Comprehensive Spending Review. Welsh Government has also contributed the £600 million earmarked for the METRO integrated transport scheme. All Councils and stakeholders now have to participate in detailed negotiations with UK and Welsh Government towards reaching an agreement. This will also involve agreeing City Deal projects which lift the gross value added economic measure of the region by an additional 5%. Caerphilly Council Officers will be promoting projects which bring jobs and investment to the county borough by providing much-needed infrastructure and Members will be updated as this work progresses.

Members were informed that CON29 searches (which form part of the standard conveyancing process for the purchase of land and/or property) will be subject to VAT from 1st February 2016. In order to avoid a subsequent loss in search income (approximately £20,000) it has been recommended to Corporate Management Team that 20% be added to the Authority's current CON29 charges from the VAT implementation date.

Discussion took place on the Cabinet Member's report and Officers confirmed that the Council's website would be updated to reflect the increase in CON29 search charges, explaining that the increase would be applicable to search requests made from 1st February 2016. In referring to Bargoed Ice Rink, Members commented that although Bargoed Town Council were a major sponsor of the event (having contributed approximately £10,000 towards this year's event) this had not been reflected in local advertising, and they requested that this contribution be noted by the Scrutiny Committee.

Members also requested regular updates in respect of the City Deal scheme and the types of bids involved, and it was confirmed that progress on this scheme would be cascaded to Members as it arises.

The Cabinet Members were thanked for their reports.

## **6. CABINET REPORTS**

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

## **REPORTS OF OFFICERS**

Consideration was given to the following reports.

## **7. PLANNING GUIDANCE FOR SMALLER SCALE WIND TURBINE DEVELOPMENT/CAERPHELLY COUNTY BOROUGH LANDSCAPE SENSITIVITY AND CAPACITY STUDY**

Rhian Kyte (Team Leader - Strategic and Development Plans) and Adeline Wilcox (Senior Planning Officer) presented the report, which provided an update on technical work undertaken in respect of supplementary planning guidance for wind turbines and outlined the results of public consultation and representations received in respect of the Supplementary Planning Guidance for Smaller Scale Wind Turbine Development and the Caerphilly County Borough Landscape Sensitivity and Capacity Study.

The report sought the comments of Members on the representations received and the minor amendments proposed to the guidance in respect of wind turbine development as a result, prior to its presentation to Cabinet and thereafter Council for approval as formal Supplementary Planning Guidance to the Caerphilly County Borough Local Development Plan (LDP) up to 2021.

Members were advised that concerns have arisen over the significant number of applications for single and multiple wind turbines being received in the area, and the cumulative impact arising from this. Landscape Officers felt there was insufficient guidance for local authorities or developers to allow consistent assessment of the potential impacts of these smaller scale developments. In response to this, Blaenau Gwent Council (on behalf of the Heads of the Valleys Authorities, including Caerphilly County Borough Council) commissioned a specialist company to undertake a study on this matter.

This work informed the new guidance, which has been prepared in two parts (Supplementary Planning Guidance for Smaller Scale Wind Turbine Development and the Caerphilly County Borough Landscape Sensitivity and Capacity Study). Details of the consultation process and the representations received in respect of the guidance were summarised within the report, together with a copy of the consultation reports included within the appendices.

During the course of the ensuing debate, Members commented on the low consultation response received from the public in respect of the new guidance and Officers explained that this could be due to the technical nature of the document in that it is of greater relevance to the planning and development industry than to the general public. It was confirmed that a good response had been received from a cross-section of environmental organisations, industry representatives and local authorities against both parts of the new guidance, who were in agreement with a number of the proposals contained therein.

Members raised concerns regarding the proposed landscape sensitivity and capacity guidance in that it did not stipulate additional policy. Members expressed a need for strict planning criteria to be applied to the development of wind turbines. Officers outlined current policy in respect of such developments and explained that the Supplementary Planning Guidance is a piece of technical guidance that sits within the Council's planning policy (the Local Development Plan up to 2021). Officers confirmed that they would examine emerging policy to determine whether it can be strengthened in the forthcoming Replacement LDP in terms of required criteria for future wind turbine applications. Members requested that their concerns on this matter be reported to Cabinet and Council.

Following consideration of the report, it was moved and seconded that the following recommendations be forwarded to Cabinet (and thereafter Council) for approval. By a show of hands, this was unanimously agreed.

RECOMMENDED to Cabinet (and thereafter Council) that:-

- (i) the representations received as part of the consultations undertaken and the minor amendments proposed in Appendix 3 of the report with regards to the Supplementary Planning Guidance for Smaller Scale Wind Turbine Development and the Caerphilly County Borough Landscape Sensitivity and Capacity Study be considered;
- (ii) the guidance be approved as formal Supplementary Planning Guidance to the Caerphilly County Borough Local Development Plan up to 2021.

## 8. PART NIGHT LIGHTING AND FUTURE LIGHTING ENERGY SAVING PROPOSALS

Graham Parry (Highway Operations Group Manager) together with Terry Shaw (Head of Engineering Services) presented the report, which outlined the stages required to attain the projected street lighting energy savings agreed at Cabinet as part of the Medium Term Financial Plan (MTFP) for 2015/16 and 2016/17 and the steps that could be undertaken to make further savings in this field. The report advised Members on the progress made to date and sought their views on future lighting energy savings proposals, prior to its presentation to Cabinet for approval.

Using a slideshow presentation, Officers gave an overview of the current situation of the lighting stock and the options available to attain the street lighting energy savings as part of the Medium Term Financial Plan. Full details of these options were contained within the Officer's report. Reference was also made to the existing measures in place, including part-night lighting for the majority of the inter-urban (roads between towns and villages), areas nominated for low energy lighting, the introduction of a central management system/dimming scheme and to the capital investment in 2015/16 of £980,000 for the replacement of approximately 8,000 - 9,000 lights with LED gear trays (installation in progress).

With regards to future street lighting savings, it was anticipated that further energy reduction initiatives will generate more savings in the longer term, although further investment will be required in order to take them forward. These proposals include the switch-off of all non-conflict area lights, part-night lighting savings in all non-conflict areas (for which a range of selection criteria will need to be determined) and the proportional reduction in the lighting maintenance budget linked with further investment in LED/low-energy technology. It was considered that the earlier these measures are implemented the sooner the savings can be realised and as such, Officers would further consider how the required finance can be identified (possibly with prudential borrowing).

During the course of the ensuing debate, Members relayed concerns from local residents regarding a perceived reduction in visibility within residential areas as a result of the change-over from orange sodium lights to the new LED lights. Officers explained that although feedback on the changes had been mixed (in that some residents viewed the new lights as brighter than the old ones and others viewed them as dimmer), overall the new LED lights provide a sharper and more defined method of light illumination. Officers stressed the need for Members to consider the positive impact of LED/low-energy technology on future budget saving proposals, together with the environmental benefits and reiterated that the main function of street lighting is to safely illuminate highways (and not private residential drives/footways).

In response to Members' queries, Officers explained that energy is purchased through a specialised consortium in order to achieve the most competitive rates and savings. Officers also provided clarification in respect of part-night lighting in conflicted areas and agreed to liaise with local ward members in respect of lighting issues and concerns within specific areas of the county borough. Officers also confirmed that there had been a delay in implementing the part-night lighting proposals in 2015/16 due to the need for further options to be considered and further consultation to take place with residents and interested parties.

Following consideration and discussion of the report, it was determined that each of the recommendations contained within the Officer's report would be voted on individually, and each proposal was moved and seconded prior to the commencement of the vote.

By a show of hands and the majority present (and in noting there were 2 against), it was recommended to Cabinet that for the reasons contained therein, the sourcing of the whole saving of £160,000 from the Lighting Maintenance Budget (as outlined in Section 4.6 (Section D) of the report) be endorsed.

By a show of hands and the majority present (and in noting there were 4 against) it was recommended to Cabinet that for the reasons contained therein part-night lighting be endorsed as part of the Medium Term Financial Plan 2017/18 savings, giving an opportunity for site-specific assessments and the setting up of an appeals process.

By a show of hands, it was unanimously recommended to Cabinet that for the reasons contained therein, Proposal 2a for 2017-18 be endorsed (optimised selection combining CPO (Halide) with LED replacements) for the 2017/18 Medium Term Financial Plan, with the proviso that there will be on-going maintenance costs for the cheaper CPO (Halide) units and their possible replacement with LED technology in 5-7 years' time, should they become obsolete.

By a show of hands and the majority present (and in noting there were 4 against) it was recommended to Cabinet that for the reasons contained therein, Proposal 3a be endorsed (the use of £1m to finish LED replacement of lighting units in 'conflicted' areas with the additional £1m replacing up to 40% of the remaining lighting stock).

By a show of hands and the majority present (and in noting there was 1 abstention) it was recommended to Cabinet that for the reasons contained therein, the preferred options/proposals as outlined in the report be reviewed and approved.

As such (and in view of the foregoing) it was RECOMMENDED to Cabinet that:-

- (i) the sourcing of the whole saving of £160,000 from the Lighting Maintenance Budget (as outlined in Section 4.6 (Section D) of the report) be endorsed;
- (ii) part-night lighting be endorsed as part of the Medium Term Financial Plan 2017/18 savings, giving an opportunity for site-specific assessments and the setting up of an appeals process;
- (iii) Proposal 2a for 2017-18 be endorsed (optimised selection combining CPO (Halide) with LED replacements) for the 2017/18 Medium Term Financial Plan, with the proviso that there will be on-going maintenance costs for the cheaper CPO (Halide) units and their possible replacement with LED technology in 5-7 years' time, should they become obsolete;
- (iv) Proposal 3a be endorsed (the use of £1m to finish LED replacement of lighting units in 'conflicted' areas with the additional £1m replacing up to 40% of the remaining lighting stock);
- (v) the preferred options/proposals as outlined in the report be reviewed and approved.

## **9. ACTIVE TRAVEL CONSULTATION ON EXISTING ROUTES MAP**

Clive Campbell (Transportation Engineering Manager) presented the report, which sought Members' views on the draft Active Travel Existing Routes Maps and reported the responses from statutory and public consultation on the matter, prior to its presentation to Cabinet for approval.

Members were informed that the Active Travel (Wales) Act 2013 places new duties on local authorities in Wales to produce and publish Active Travel maps. The first stage of the Act requires local authorities to produce an 'Existing Routes Map' that has to be submitted to the Welsh Government for approval by 22nd January 2016.

The Existing Routes Maps prepared and consulted upon (and contained within Appendix 1 of the report) includes Active Travel routes in the County Borough that satisfy 4 points which summarise the definition of an existing active travel route (as detailed within the report). Of the 35 responses received during the consultation process (summarised in Appendix 2 of the report), 80% agreed with the routes as proposed.

Members noted that one minor change is required to the proposed map to Link 13 (St. Cenydd Comprehensive school to Caerphilly town centre), which amends the origin of the Active Travel route to remove the road bridge from the route. It was explained that If the bridge becomes compliant with the Disability Discrimination Act (DDA) then the map can be reviewed in the future.

Officers confirmed that the next stage of the Active Travel scheme is contingent on a deadline being established by Welsh Government and that the work developed to date has contributed to a number of areas of Council strategy, including that of the South East Wales Valleys Local Transport Plan objective to develop innovative walking, cycling and Smarter Choices programmes.

Following consideration of the report, it was moved and seconded that the following recommendation be forwarded to Cabinet for approval. By a show of hands, this was unanimously agreed.

RECOMMENDED to Cabinet that the results of consultation on the draft Active Travel Existing Routes Maps be noted, and that the proposed Existing Routes Maps (as detailed in the report) be endorsed prior to submission to Welsh Government by 22nd January 2015.

#### **10. REQUESTS FOR REPORTS TO BE INCLUDED ON THE NEXT AVAILABLE AGENDA**

There were no requests for reports received.

#### **11. INFORMATION ITEMS**

The Committee noted the following items for information, full details of which were included within the Officers reports. None of the items were brought forward for review.

- (1) Public Consultation on Waste Management, Highways and Environmental Maintenance Services;
- (2) Grants to the Voluntary Sector Minutes - 15th July 2015;
- (3) Bargoed Town Centre Management Group Minutes - 7th October 2015;
- (4) Blackwood Town Centre Management Group Minutes - 16th October 2015;
- (5) Risca Town Centre Management Group Minutes - 2nd November 2015;
- (6) Summary of Members' Attendance - Quarter 2 - 1st July 2015 to 30th September 2015.

The meeting closed at 7.09 pm.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 16th February 2016, they were signed by the Chair.

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CHAIR





## REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE – 16TH FEBRUARY 2016

**SUBJECT: IMPROVEMENT OBJECTIVE: CARBON MANAGEMENT - REDUCE OUR CARBON FOOTPRINT (SIX-MONTH PROGRESS)**

**REPORT BY: CORPORATE DIRECTOR - COMMUNITIES**

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### 1. PURPOSE OF REPORT

- 1.1 The Local Government Measure 2009 requires all local authorities in Wales to set and publish a set of Improvement Objectives. The Wales Audit Office (WAO) will use these Improvement Objectives to evaluate the council's likelihood of improvement and following that, the level of actual improvement that is achieved for the citizens of Caerphilly.
- 1.2 At the beginning of 2015/16, it was recommended that the Improvement Objective: **Carbon Management: Reducing our carbon footprint** due to energy usage in our non-domestic buildings and street lighting, would be reported to this committee for regular performance monitoring.
- 1.3 This report highlights key progress for the period April to September 2015.

### 2. SUMMARY

- 2.1 in Line with the Carbon reduction Strategy the Improvement Objective focuses on 4 priorities to reduce emissions:
  - Good Housekeeping (10% reduction)
  - Invest to Save (20% reduction)
  - Design and Asset Management (10% reduction)
  - Renewable technology (5% reduction)
- 2.2 The actions outlined in this covering report provide a snapshot of what progress has been made as at the end of quarter 2. All actions have progress registered against them and some are already 100% complete or ahead of schedule, such as the reissue of energy audits and awareness activities surrounding renewable schemes.
- 2.3 Through the various actions outlined we are clearly seeing a positive improvement in awareness raising activities, as a result of targeting key individuals such as head teachers, caretakers and building managers.
- 2.4 From the progress recorded to date, it is unlikely that any of the Red, Amber Green flags would remain Red if the current trend of progress remains to the end of the 12 month period.
- 2.5 CCBC can demonstrate that energy, carbon and cost savings have been achieved during the initial 6 months of the Improvement Objective from the Invest To Save Scheme alone.
- 2.6 Officers judge that this objective to be 'partly successful' at this time.

### 3. LINKS TO STRATEGY

- 3.1 The local Government Measure 2009 requires each authority to publish priorities for improvement called Improvement Objectives.
- 3.2 Carbon Reduction Strategy 2009.

### 4. THE REPORT

- 4.1 The Improvement Objective provides opportunities to:
- Drive down carbon emissions and water conservation in our non domestic buildings
  - Drive down utility service costs and carbon tax, whilst also protecting against future utility price increases
  - Improve working/teaching environments e.g. improve lighting levels or reduce overheating
  - Help maintain legislative requirements
- 4.2 Public awareness of climate change and the link to carbon footprint is high and Caerphilly Borough citizens expect the Authority to take reasonable steps to reduce the energy consumed by its buildings.
- 4.3 Caerphilly CBC along with all other organisations is under increasing pressure from UK wide legislation aimed at improving energy efficiency e.g. Provision of Display Energy Certificates, Energy Performance Certificates and compliance with the Carbon Reduction Commitment scheme, which is an outright carbon tax that costs CCBC circa £440k per annum.
- 4.4 To assist in reducing carbon emissions and costs, the authority has a 45% Carbon Reduction Strategy in place and has more recently developed this carbon management improvement objective. The theme of the Improvement Objective mirrors the strategy as outlined in the headings below.

#### **Action Good Housekeeping**

- 4.5 Carbon Reduction Commitment (CRC) Training. We have developed a standard presentation format for delivery to school head teachers at the school cluster group meetings. The presentation includes site specific information, which includes Display Energy Certificates, their latest version of their Energy Audit, their school benchmarks and actual school CRC costs. This training is particularly relevant to schools, which are a major carbon emitter and therefore a major contributor to the annual £440k cost to the authority.
- 4.6 Re Issue Energy Audits. All existing energy audits were re issued to building managers and head teachers as a one off exercise. Many schools contacted the energy team as a result seeking further assistance and advice. This has re motivated staff across the authority.
- 4.7 Training key Staff e.g. Caretakers on Building Energy Management Systems. We have trained caretakers and staff on the correct use of their building energy management system heating controls at Penllwyn, Greenhill and Bargoed Primary schools. We have also provided training at Blackwood Miners Institute and Islwyn Indoor Bowls, which has a community facing benefit. This enables users to ensure over and under heating does not occur whilst at the same time minimising carbon emissions and reducing utility costs.
- 4.8 Workshops, Events and Training with staff and Pupils in Schools. We have developed and implemented a standardised and prescribed information and training presentation pack titled 'Energy Savings In Schools' and to date, we have delivered 5 specific sessions with Fleur De Lys Primary, Waunfawr Primary, Pengam Primary, Tyn Y Wern Primary and Cwrt Rawlin Primary schools, with a further 6 currently scheduled between September and November 2015. This is educating and training both pupils and staff within schools on the merits of energy conservation.

## **Action Invest To Save**

- 4.9 Technologies being considered. We are currently evaluating Tir Y Berth depot to establish if it is suitable for the PowerPerfector Voltage Optimisation unit, which is currently installed on Pontllanfraith House. We are also evaluating the feasibility of 54 Invest To Save schemes, which include, Replacement of Computer Monitors, Building Energy Management Systems, Swimming Pool Pumps, Pool Insulating Covers, Lighting and Controls, medium size PV installations (>50kWp). We surveyed 9 Home For The Elderly properties for suitability of PV arrays.
- 4.10 Street Lighting Improvement. As at the end of quarter 2, there have been 4,000 conversions to energy efficient lighting, with the remainder of the lighting stock being converted by the end of the financial year.
- 4.11 To promote understanding and benefits of water conservation. We have issued a message on the intranet highlighting how low income families could take advantage of Welsh Water discounts on their water bills. We have also strengthened the water section on our energy audits, which will provide additional information, e.g. advice on leaks, moving forward.
- 4.12 Various Lighting Upgrades. We have identified a replacement Light Emitting Diode (LED) light fitting, suitable to replace 953 lights at Ty Penallta. This will reduce wattage per light from 88 watts to 18/22 watts depending on location. We have also identified lighting improvements at Tir Y Berth Primary and Tir Y Berth Garage depot. These would be funded through the invest to save scheme.

## **Action Design and Asset Management**

- 4.13 There has been two properties sold (Risca Cash Office and Infoquest), one leased out (Caerphilly Library) and another disposed off (Newbridge Public Toilets).

## **Action Renewable Technology**

- 4.14 Internal Promotion. We outlined to the Carbon Group in quarter 1 that the seven medium sized PV arrays that we claim Feed In Tariff payments on all over performed in the previous year. We continue to promote such technologies and look for further opportunities
- 4.15 Islwyn West Comprehensive School. It is too early to outline any progress on this project.
- 4.16 We have surveyed 9 Home For The Elderly Properties with a view to installing PV arrays up to a maximum of 50kWp. Further update to be provided.
- 4.17 In addition to the points summarising the improvement actions made above, Appendix 1 presents greater detail of the objective, what difference we plan to make, how we will measure success and what resources we have to deliver this objective.
- 4.18 All actions have progress registered against them and some are already 100% complete or ahead of schedule, such as the reissue of energy audits and awareness activities surrounding renewable schemes
- 4.19 Through the various actions outlined we are clearly seeing a positive improvement in awareness raising activities, as a result of targeting key individuals such as head teachers, caretakers and building managers
- 4.20 From the progress recorded to date, it is unlikely that any of the Red, Amber Green flags would remain Red if the current trend of progress remains to the end of the 12 month period. Some currently red flags would be amber if we were reporting quarter 3.
- 4.21 CCBC can demonstrate that energy, carbon and cost savings have been achieved during the initial 6 months of the Improvement Objective from the Invest To Save Scheme alone i.e. 42 carbon tonnes saved equates to £672 saved in carbon tax.

## **5. EQUALITIES IMPLICATIONS**

- 5.1 There are no equalities implications to this report that have not been considered or would adversely affect any individual or group who fall under one of the protected characteristics or wider issues as shown in the Council's Strategic Equality Plan.

## **6. FINANCIAL IMPLICATIONS**

- 6.1 There are no financial implications other than to note that for each unit of energy conserved, gas or electricity, there are direct financial savings recorded on the utility bills and annually on the carbon tax bill.

## **7. PERSONNEL IMPLICATIONS**

- 7.1 There are no personnel implications from this report.

## **8. CONSULTATIONS**

- 8.1 The result of all consultations has been incorporated into this report.

## **9. RECOMMENDATIONS**

- 9.1 The Scrutiny Committee consider the content of the report and note the progress made in meeting the actions set out in the action plan.
- 9.2 The Committee discuss and reach agreement on the officer judgement of 'partially successful' for this objective at this time.

## **10. REASONS FOR THE RECOMMENDATIONS**

- 10.1 That the Council undertakes effective scrutiny for setting and monitoring of performance improvement.
- 10.2 To inform members of progress made in meeting the improvement objective and the impact on our organisation and staff.

## **11. STATUTORY POWER**

- 11.1 Local Government Measure 2009.

Author: Paul Rossiter, Energy & Water Officer,  
Email: [rossip@caerphilly.gov.uk](mailto:rossip@caerphilly.gov.uk), Tel: 01495 235535

Consultees: Mark Williams Building Consultancy Manager  
Cllr David Hardacre Cabinet Member for Performance & Asset Management  
Chris Burns Interim Chief Executive  
Colin Jones Head of Performance, Property and Policy  
Nicole Scammell Acting Director of Corporate Services & S151  
Dave Thomas Senior Policy Officer, Policy  
Ros Roberts Performance Manager  
Ian Raymond Performance Management

Appendices:  
Appendix 1 Carbon Management: Reduce our carbon footprint

# Improvement Objectives

## IO4 - Carbon Management: Reduce our carbon footprint

### Outcomes

Our objective is to take steps to reduce the Council's carbon footprint and inform and assist others within the Borough to do the same.


The overall objective is to reduce the Council's carbon footprint of 26,035 tonnes by 45% by 2019.

### Why have we chosen this?

Our climate is undergoing dramatic changes as the direct result of greenhouse gas (GHG) emissions from human activity. Carbon dioxide (CO<sub>2</sub>) is the most significant and prevalent GHG is emitted mostly from the burning of fossil fuels like coal, oil and natural gas.

The UK Government has committed to take action and has introduced the Climate Change Act with a target to cut carbon emissions by at least 80% by 2050, with a minimum reduction of 26% by 2020 across the UK.

CCBC is a large organisation and as such has a large carbon footprint. We have an obligation to take steps to minimise our carbon footprint and the associated negative impact on the environment.



A greener place to live, work and visit  
Man gwyrddach i fyw, gweithio ac ymweld



# Improvement Objectives

## IO4 - Carbon Management: Reduce our carbon footprint

**Quarter 2** is proven to be **partially successful**, and has the potential to become better.







It has for example;

Encouraged school head teachers and school staff to participate in energy training events.




It has improved awareness and assisted in securing additional funding for sizeable PV arrays on homes for the elderly for installation in Q3. Culminating in projected carbon savings in excess of 1,400 tonnes in its lifetime and offsetting Electricity costs on today's values of £338k across the same period.

## IO4 - Carbon Management: Reduce our carbon footprint

## Actions - Good Housekeeping

Title	Comment	RAG	Overall Status	% Complete
Carbon Reduction Commitment (CRC) Training	<p>Developed and established a 'standardised CRC presentation/training information pack' for use/delivery to school cluster groups, with comprehensive and site specific information, that is tailored to each cluster as relevant. Site specific information includes Display Energy Certificates, site energy audits, benchmarking and CRC costs.</p> <p>This action has not yet started for 15/16 as it has been difficult to gain access to the head teacher cluster groups. Cluster group schedules are pre-determined by their Chair(s) and finding suitable slots is quite difficult. However, we have scheduled 2 Cluster group events; October 2015, and January 2016.</p>		Partially Met	15
General awareness raising through various media formats	<p>We have recorded 18 activities, which include;</p> <ul style="list-style-type: none"> <li>- Intranet awareness on water cost reductions for staff/residents, identifying Invest to save case studies.</li> <li>- specific advice via emails to schools.</li> </ul> <p>For example, a case study was developed into a presentation pack for the School Budget Forum, explaining how Ysgol Penalltau had made a 15% reduction in gas consumption.</p>		In Progress	50
Re-issue benchmark information to building managers	<p>Two of our main utility suppliers (British Gas and EDF energy) have had difficulty in issuing accurate and reliable bills for many months, which is fundamental and key to our ability to produce internal benchmarking information for our sites.</p> <p>Some preparatory work and benchmarking exercises have been started, but cannot be completed until later in the year</p>		Overdue	0
Re-issue energy audits	<p>All existing energy audits were re-issued as a one off exercise planned for 15/16. This was particularly useful for new building managers and any new Headteachers.</p> <p>However, the energy team received a number of calls as a result of this exercise, asking for specific advice on elements of the audits and some schools have asked for their audits to be updated, which we are in the process of doing.</p> <p>The key benefit of such an exercise, is to re-motivate staff to consider improving energy efficiencies in our properties.</p>		Complete	100
Training key staff eg caretakers on building energy management systems	<p>We have trained staff at Penllwyn, Greenhill and Bargoed Primary school. We have also provided training to Blackwood Miners Institute and Islwyn Indoor Bowls which has a community facing benefit.</p>		In Progress	50
Workshops, events and training with staff and pupils in schools	<p>We have developed and implemented a standardised and prescribed information and training presentation pack titled ' Energy Savings In Schools' and to date, we have delivered 5 specific sessions with Fleur De Lys Primary, Waunfawr Primary, Pengam Primary, Tyn Y Wern Primary and Cwrt Rawling Primary schools, with a further 6 currently scheduled between September and November 2015.</p>		In Progress	33

**IO4 - Carbon Management: Reduce our carbon footprint****Actions - Asset Management**

Title	Comment	RAG	Overall Status	% Complete
Pontllanfraith offices are being considered for disposal, which has the potential for savings 409 tonnes of carbon per year	Ongoing. All utilities are still connected. Awaiting confirmation to disconnect supplies.		In Progress	15
There are likely to be numerous properties considered for sale or disposal including the old cash office Risca and the old Caerphilly library which may bring some carbon savings	As at end of Q2 Newbridge Public Toilets have been disposed off, Caerphilly Old Library has been leased out. The Cash Office in Risca has been sold along with Infoquest Youth Building, Pontllanfraith.  These sites will generate a carbon saving, however the new Caerphilly Library may have resulted in an increase in carbon emissions.		In Progress	10
Training staff to make better use of our buildings eg advising schools to locate after school activities to smaller buildings rather than use the main teaching blocks which need more heating and lighting, however carbon savings would be unquantifiable	Training for this is only provided as part of the wider CRC training. See good housekeeping section CRC training.		In Progress	15



## IO4 - Carbon Management: Reduce our carbon footprint

## Actions - Invest to Save

Title	Comment	RAG	Overall Status	% Complete
Other technologies being considered include, insulation, voltage correction and controls	As at Q2 we have identified that the voltage correction unit from Pontllanfraith House could be relocated to Tir Y Berth depot, and we are currently evaluating suitability of the site. We are also evaluating the feasibility of 54 invest to save schemes, such as; Computer Monitors / Building Energy Management Systems / Swimming Pool Pumps / Property Lighting & Controls / Large Scale PV Arrays (>50 Kw), as possible future projects to implement. We have surveyed all CCBC's Homes for the Elderly (x9 HFE's) for their likely opportunities for PV arrays.	🟡	In Progress	25
There is opportunity to replace existing street lighting lamps (90 watts) with high efficiency LED's (19 watts) units	4,000 Lamps (gear trays) have been changed to date with a further 4,000+ planned for Q3 and Q4.	🟡	Partially Completed	45
To promote understanding and benefits of water conservation through consumption management and control across schools, leisure, and other non- domestic buildings.	Other than the issue of the message below on the intranet, we have been restricted on this action due to resource issues (Maternity leave) and prioritising workloads.  "If your a customer of welsh water and your total household income is £12,500 or less a year, you may be entitled to up to 55% or an average of £250 off your water and sewerage bill. This is an average ammount and we will be able to confirm the reduction from your bill if you are eligible and after you apply. For Further information <a href="http://www.dwrcymru.co.uk/en/my-account/helpu.aspx">www.dwrcymru.co.uk/en/my-account/helpu.aspx</a> .  However, in each of the 36 Energy Audits Reports that were issued to Q2, there was specific guidance on efficient water conservation technologies e.g. push taps and urinal controls. The audits also made reference to the importance of maintenance to ensure these control devices are operating as intended. Moving forward it has been decided that additional water conservation information will be provided for audits completed in Q4 onwards, which will include guidance on e.g. leak detection	🟡	In Progress	30
Various building energy management systems	We have identified the need for additional heating controls at Tir Y berth depot and are awaiting a formal quote to establish if there is a viable payback rate for investment.  See also the comments reported against the action: Other Technologies....above.	🟡	In Progress	25
Various lighting upgrades	We have identified 953 lights in TY Penallta that can be changed to a more energy efficient format called Light Emitting Diode (LED). To date, we have sourced and trialed some LED lamps, surveyed Ty Penallta and now need to establish likely payback rates before progressing to tender and then installation (costs being met from the internal Invest to Save Scheme). Wattages would reduce from 88 watts down to 18 or 22 watts depending on location. these would provide significant carbon savings. Payback rates are being established. we have also identified Tir Y Berth Primary school as a site requiring lighting improvements are are evaluating payback rates. We also think we have a viable lighting project at Tir Y Berth garage.	🟡	In Progress	20

**IO4 - Carbon Management: Reduce our carbon footprint****Actions - Renewable Technology**

Title	Comment	RAG	Overall Status	% Complete
Further promote internally the benefits and understanding of the renewable technology at the Carbon Group and possibly other forums such as School Budget forum	We outlined the performance early in Q1 on the performance of the PV systems for the previous year. All PV's outperformed the anticipated generation levels.			0
The forthcoming Islwyn West Comprehensive School in Oakdale is likely to require a PV system in the region of 72kwp, which would provide carbon savings in the region of 34 tonnes per year. This will require preparation consideration in 2015/	PV's are still being considered for the school, however no progress to report on the development at this time.			0

**IO4 - Carbon Management: Reduce our carbon footprint**

**Note:** All Targets are annual values  
(Except for the Eco Schools Platinum Award measure)

**How much did we do?**


Title	Actual	Target	Intervention	RAG	Result 12 Months Ago	Comment
The number of workshops and events held with schools as part of the Eco Schools programme		71.00	50.00		91	At the end of Q2, 34 workshops and events have been held.
The number of Street Light converted to Light Emitting Diode (LED) format	4000.00	9110.00	5000.00	⊖	N/a	New measure for 15/16, the 9110 is an annual target. As at the end of Q2 4,000 Lamps (gear trays) have been changed with the remainder to be completed by 31st March 16.
The number of Salix projects delivered within the year	4.00				12	No formal target was set for 2015/16 as identified projects must be tendered and evaluated for payback. Up to 2014/15, there were 220 projects delivered in a 10 year period.  Projects are: new computer monitors for YGCR, Heolddu LC pool cover and pool pumps. New lighting for St cenydd Comp with installation in Q3/4.
The number of renewable energy technologies (claiming Feed in Tariffs or Renewable Heat Incentive) that are installed, and the merits and benefits of existing renewable schemes.	7.00	7.00	5.00	⊖	7	At the start of Q1 we provided a full report to the Carbon Group on the performance of the 7 schemes for 2014/15. We reported that all of the schemes were generating power and therefore carbon savings far in excess of the anticipated output. Trinity Fields school had generated 28% higher output than projected. Carbon group was satisfied with the PV's performance with no follow up actions required.
The number of energy awareness sessions delivered to schools	5.00	15.00	10.00	⊖	11	We have a further 6 training sessions scheduled between September and the end of November 15.
The number of CRC training events delivered		4.00	2.00		2	The target for 15/16 is 4 groups, depending on Headteacher accessibility.  As at the end of Q2 none delivered. It was difficult to gain access to the headteacher cluster group as agendas were already full. Next training session scheduled for October 15, then January 16
No of Energy Audit Reports discussed and handed over to site Managers	8.00	25.00	15.00	⬇	14	Resources between 2013 and 2015 were diverted to cover DEC's plus other work areas such as LAEF.  As at Q2 Resources are again an issue with the priority being DEC generation and covering maternity leave.

**IO4 - Carbon Management: Reduce our carbon footprint****How well did we do it?**

Title	Actual	Target	Intervention	RAG	Result 12 Months Ago	Comment
Display Energy Certificate (DEC) - The number of 'Advisory and Recommendation Reports' generated and delivered to building managers (7 yr cycle)	6.00					As at Q2, no Formal Targets set as the property portfolio is dynamic and the number of properties requireing DEC changes each year.
Display Energy Certificate (DEC) - The number of 'Property Certificates' generated and issued within the year	36.00	90.00	80.00	⬇️	89	As at Q2, progress has been slower than anticipated due to Maternity leave.
% of schools with the highest (green flag) award under the Eco Schools programme as at 31st March	76.00	73.00	70.00	⬆️	71	At the end of quarter 2, 68 schools, equating to 76% of schools have Green Flags
The number of our schools which achieve a Platinum award under Eco Schools	20.00	18.00	16.00	⬇️	N/a	Monitored quarterly. The 15/16 year end Target is 21.
Total lifetime energy savings (kWh) resulting from the streetlighting conversions	3616600.00	2500000.00	1800000.00	⬇️	N/a	The target of 2,500,000 kWh is based on converting the full 9,000+ planned streetlight conversions.

## IO4 - Carbon Management: Reduce our carbon footprint

### Is anyone better off?

Title	Actual	Target	Intervention	RAG	Result 12 Months Ago	Comment
Annual carbon emission savings (Tonnes of CO2) from Council buildings - Resulting from LAEF schemes that have been implemented	42.60				118	<p>42.6 tonnes in Q2 from the following projects. heolddu LC pool cover and pool pumps. St Cenydd Comprehensive new PC monitors and new lighting at St cenydd Comprehensive.</p> <p>Yearly measure - No target formally set for 15/16 as identified projects must be tendered and evaluated for payback rates. This measure forms part of the assessment (contribution) towards the CCBC Carbon Reduction Strategy (2009) and is calculated from the Local Authority Energy Fund (LAEF) schemes that were implemented (within the year). Through all our schemes/projects delivered at the end of 14/15, a total of 2,484 t annual carbon savings has been realised. The PI result here, shows potential 'annual savings' (reductions in emissions) of the technologies invested in, within this year.</p>
<p>Pro 33</p> <p>The lifetime carbon saved on converting to high efficiency street lighting (tonnes/year)</p>	1940.00	1235.00	700.00		N/a	<p>New measure for 15/16, based on the number of street lights changed during the year. A typical year would see the lights on for 4,173 hours. These carbon savings are for 1,391 burn hours as they have only been running for a small proportion of the year. The lamps last 10 years so lifetime savings to date would be 194 tonnes * 10 = 1,940 tonnes saved.</p>

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## REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE - 16TH FEBRUARY 2016

**SUBJECT: BUDGET MONITORING REPORT 2015/2016**

**REPORT BY: CORPORATE DIRECTOR - COMMUNITIES**

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

- 1.1 To inform Members of the most recent budget monitoring position for 2015/2016 for Environment Directorate service Divisions, including Regeneration & Planning Division, Engineering Services Division, Public Protection Division and Community & Leisure Services Division.

### **2. SUMMARY**

- 2.1 The report summarises the most recent budget monitoring projections for 2015/2016 based on the latest available financial information.
- 2.2 It attaches, as appendices the more detailed budget monitoring figures for each of the Council Fund Services outlined in paragraph 1.1 above.

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

- 3.1 The content of the report is in accordance with the budget strategy considered by the Council at its meeting of 25<sup>th</sup> February 2015.
- 3.2 The budget figures outlined in this report assist in meeting the ambition of the Authority to build better communities by building better public services, building better lifestyles, building a vibrant economy and building Futures Changing Lives.
- 3.3 Budget and trading account monitoring and management information itself is in accordance with the corporate theme of delivering the Strategies.

### **4. THE REPORT**

#### **4.1 Introduction**

- 4.1.1 The report outlines the revenue budget position for each of the service Divisions that form part of the Environment Directorate based on the most current financial information available. Projected outturn figures for the financial year are compared with the budget to show the anticipated under/overspends. More detailed budget monitoring figures are shown in the appendices' 1a to 1d.

- 4.1.2 It should be noted that the budget report to Council on 25th February 2015 detailed the need to apply further budget efficiency savings in 2015/2016 to meet medium term financial plan (MTFP) targets and achieve budget strategy aims. Environment Directorate services were targeted to achieve new budget efficiency savings of £3.861million.
- 4.1.3 The table 1 below summarises the present budget monitoring position, with an overall Directorate under spend of £1,578, but exclusive of ring fenced budgets this under spend is reduced to £953k. Appendices 1a to 1d provide more detail on the budget variation projections for each Service Division.

TABLE 1	ORIGINAL ESTIMATE 2015/2016	REVISED ESTIMATE 2015/2016	ANTICIPATED OUTTURN 2015/2016	ANTICIPATED VARIANCE 2015/2016 Under (Over)
	£000	£000	£000	£000
<b>Regeneration &amp; Planning Division</b>	<b>4,338</b>	<b>4,418</b>	<b>4,179</b>	<b>239</b>
<b>Engineering Services Division</b>	<b>20,435</b>	<b>20,535</b>	<b>19,880</b>	<b>655</b>
<b>Public Protection Division</b>	<b>7,233</b>	<b>7,243</b>	<b>7,008</b>	<b>235</b>
<b>Community &amp; Leisure Services Division</b>	<b>18,779</b>	<b>18,847</b>	<b>18,398</b>	<b>449</b>
<b>NET DIRECTORATE</b>	<b>50,785</b>	<b>51,043</b>	<b>49,465</b>	<b>1,578</b>
Home to School Transport - ring fenced under spend				339
Social Services Transport – ring fenced under spend				54
Cemeteries Task & Finish – ring fenced under spend				232
<b>NET DIRECTORATE excluding ring fenced budgets</b>				<b>953</b>

## 4.2 Regeneration & Planning Division

- 4.2.1 Overall, the service Division presently has a projected under spend of £239k. Planning services are reporting an over spend of £124k and Economic Development & Tourism an under spend of £363k.
- 4.2.2 Countryside Services are reporting a under spend of £13k, with a shortfall in income generation from car park charging of £26k offset by under spends in relation to a staff vacant post which is a MTFP saving in advance for 2016/2017 and other operational costs.
- 4.2.3 Development Control is reporting a small £6k over spend, Planning application fee income is projected to be £57k short of the £571k budget target, including pre application advice income charges of £20k but this is offset by an under spend in staffing due to delayed filling of vacant posts. There is an over spend of £53k in Building Control, where income is projected to be £64k below the £307k budget. This income shortfall is however partly offset by under spend in staffing costs due to the delayed filling of a vacant post. Search fee income is £7k below the £112k budget. Planning application fee, building control fee and search fee income is dependent on the number of applications received and this will be monitored closely as numbers of applications and fee levels can vary.



- 4.2.4 Strategic Planning and Local Development Plan (LDP) budgets are presently projected to be £71k over spent due a shortfall in grant and other fee income and associated LDP monitoring costs, partly offset by staffing under spend due to maternity leave not being covered.
- 4.2.5 Schemes under the Rural Development Plan (R.D.P) are continuing in 2015/2016 as a result of a new approved RDP programme 2014-2020. The total cost of these schemes will be 80% funded by European (W.E.F.O) grant. Approval of the new schemes has helped secure continuity of employment of Planning and Countryside staff.
- 4.2.6 Economic Development & Tourism is presently projecting an under spend of £363k. This under spend is partly due to staff vacant posts (£64k) in Business Enterprise Support and Business Urban Renewal most of which are proposed MTFP savings in advance for 2016/2017 and savings in relation to publicity & promotion and office costs. There is a projected £101k under spend in relation to industrial estates due to income from rents in excess of targets and reduced maintenance costs, again there is a MTFP saving in advance proposal of £100k for 2016/2017. Tourism Events have a net under spend of £29k, with additional income generated from the Big Cheese event being partly offset by one off costs in relation to the Urdd held at Llancaiach Fawr. At present the Tourism Venues are reporting an overall under spend of £112k due to a combination of income generation above target and reduced operational costs, again, MTFP savings are being considered for the tourism venues in 2016/2017. The financial performance of the tourism venues is pleasing especially as summer weather has been poor.
- 4.2.7 The under spends are partly offset by a projected over spend of £58k in relation to the Bargoed retail shop units which are part of the Bargoed Regeneration project. This is due to anticipated under occupancy in 2015/2016 on the units.
- 4.2.8 Cabinet approved at its meeting on 17<sup>th</sup> June 2015 to award £80k of Community Assets funding to Regeneration & Planning for a range of initiatives including town centre urban renewal schemes, community partnership schemes, invasive plant species and living environment partnerships.

### **4.3 Engineering Services**

- 4.3.1 A net under spend of £655k is projected for the Engineering Division for 2015/16, but after excluding budget variations in relation to Home to School Transport (£339k under spend) and Social Services Transport (£54k under spend) which will be ring fenced and appropriated back to the Service Directorates, there is an under spend of £262k.
- 4.3.2 Expenditure in relation to highway reactive maintenance repairs is presently projected to be £200k over spent due to ongoing pressures on the highway network. However, this is more than offset at this stage, by an under spend in street lighting energy (£190k) due to low energy prices and capital investment in low energy LED lights and a £48k under spend in street lighting maintenance due to a reduction in maintenance requirements because of the ongoing capital investment. MTFP savings of £350k have already been approved and a further, £100k proposed in relation to street lighting in 2016/2017. The severity of winter weather in relation to snow, gritting and flooding will have an impact on the overall outturn position. Engineering are reviewing the highway maintenance programme and endeavouring to balance the budget by the financial year end.
- 4.3.3 The Engineering Projects Group (EPG) has a projected under spend of £15k, mainly due to staff vacant posts.
- 4.3.4 There are some overspends in relation to car parks, primarily NNDR & Invest to save repayment (part year return/full year repayment) costs (£25k) and the car park income budget is just £2k short of the £734k budget. The car park income budget includes an increased target of £20k to reflect the ceasing of holding events in pay & display car parks. There is a projected £18k under spend on traffic surveys due to contract end in August 2015, which is a

MTFP saving in advance. There is also a £10k under spend in Public Transport from public transport subsidies and bus services support grant, again this is part of MTFP savings in advance for 2016/2017.

- 4.3.5 There is also an overall under spend in staffing due to vacant posts/delayed filling of £215k an element of which is MTFP savings in advance for 2016/2017.
- 4.3.6 The £339k under spend in relation to Home to School Transport relates to operators costs partly due to new contract rates. There is some volatility in this budget however in relation to demand for taxi's and variation in school days due to poor winter weather. There is a £250k MTFP saving for Home to School Transport in 2016/2017.
- 4.3.7 Social Services Transport has a projected under spend of £54k due to reduced vehicle costs, operator costs and bus service operator grant being greater than budgeted.
- 4.3.8 Cabinet approved at its meeting on 17<sup>th</sup> June 2015 to award Community Assets funding to Engineering for community response teams (£100k) and this is included in the revised estimates.
- 4.3.9 At this stage of the year Network Contracting Services is reporting a break even position. It is anticipated that the value of work and income will increase during the remainder of the year which should result in an improved financial position. NCS is undertaking the work in relation to the Operation and Maintenance (O&M) sub contract with Sirhowy Enterprise Way Ltd for a further 10 years and this should have a positive impact on the overall financial position, although in order to be compliant with the risk transfer aspects of the PFI procurement, surpluses in relation to this contract will again be ring fenced, as they were in previous financial years.

#### **4.4 Public Protection**

- 4.4.1 Public Protection is presently projecting an under spend of £235k on a revised budget of £7.2million.
- 4.4.2 Environmental Health is currently projecting a net under spend of £105k, this includes a £41k under spend in enforcement group primarily due to additional income including income from Blaenau Gwent in relation to pest control, £40k under spend in Pollution due to vacant posts which are MTFP savings in advance and £12k under spend in the food team due to staff vacancy maternity. These under spends may be partly offset due to potential increases in Welsh Water costs resulting from monitoring at closed landfill sites and the appointment of new consultants for contaminated land. Costs in relation to closed landfills, pollution and contamination can be volatile and subject to change during the year so they will be monitored closely.
- 4.4.3 Trading Standards, Licensing and Registration service group is reporting a projected under spend of £31k, again, partly due to a staff vacant post in Commercial Services (£18k) which is a MTFP savings in advance for 2016/2017, reduced casual hours in Registrars (£6k) plus additional fees & charges income in Registrars (£4k). Licensing staffing costs are £10k below budget and licensing fee income is presently projected to be £25k under achieved partly due to a reduction in applications from the taxi trade and deregulation of some activities under the Licensing Act 2003. The budget will be monitored closely as this can be subject to variation and the target was increased in 2015/2016 as part of approved MTFP savings.
- 4.4.4 Community Safety is projecting a £34k under spend primarily due to staffing (£9k) in relation to CCTV and Community Safety Wardens from reduced overtime and maternity leave and additional CCTV monitoring income from other services (£20k). All grant funded schemes are on budget to date, final approval of the 2015/2016 spend plans from Welsh Government for the Substance Misuse Action Fund, have now been agreed. Newport City Council now acts

as regional banker for this initiative for the Gwent Authorities and is being periodically recharged for costs incurred.

- 4.4.5 Public Protection administration and support costs are under spent by £55k due to staff vacant posts in administration and trainees which are MTFP savings in advance for 2016/2017.
- 4.4.6 Catering Services are projecting an overall under spend of £10k on a £3.2million net budget this includes one off costs in relation to staff voluntary severance, adaptations to Ty Penallta to accommodate the transfer of the Meals on Wheels service from Tiryberth, investment in cashless catering at a number of schools and increased pay costs associated with living wage increases from November 2015. The financial position will be monitored carefully as any school closures due to adverse winter weather will impact upon income.
- 4.4.7 Cabinet approved at its meeting on 17<sup>th</sup> June 2015 to award £10k of Community Assets funding to Public Protection for Community payback (graffiti removal etc) schemes.

#### **4.5 Community & Leisure Services**

- 4.5.1 The Community & Leisure Division is presently projecting an overall under spend of £449k on a revised budget of £18.847 million. However, £232k of this relates to cemeteries where any under spend is ring fenced for future improvement and enhancement in cemeteries. Excluding cemeteries there is an under spend of £217k.
- 4.5.2 Waste management & cleansing is presently projecting an overall under spend of £237k. There is a large projected over spend in relation to dry recycling treatment of £809k due to revised treatment contract arrangements with a higher cost per tonne, however, the new arrangements will ensure security of recycling materials treatment for at least the next 12 months. This includes a one off payment to Viridor this year of £276k, for the processing of incinerator bottom ash from the EfW process, which will assist in increasing the Council's recycling tonnage closer to the 58% statutory target which needs to be achieved to avoid the imposition of fines. Additional SWMG of £200k has been received which will be used to assist in the funding of the bottom ash processing. There is also over spend of £293k in relation to residual waste treatment & disposal costs. The residual waste disposal budget was reduced by £1,169k in 2015/2016 as part of the anticipated MTFP savings from the early commencement of the Viridor Efw Plant, however, there has been a need to divert some residual waste to landfill because of close down periods at the Plant which has increased costs and also a diversion of some rejected dry recyclables to Viridor for treatment.
- 4.5.3 It is anticipated that these over spends will be partly offset by an under spend in relation to CA sites waste treatment of £225k, due to reduced tonnage resulting from the introduction of the permits scheme, this under spend has reduced on previous projections due to the introduction of new arrangements for recycling wood sent to CA sites. There is also an under spend in staffing costs (£462k) in relation to waste collection, street cleaning and HQ management & supervision staffing, for vacant posts and MTFP savings in advance for 2016/2017. There are also other savings in operational costs including reduced/delayed vehicle and plant acquisition requirement (£216k RCCO) and other operational costs (£236k) such as fuel and repairs, although these costs remain volatile and will be closely monitored. Volumes of waste tonnage from the various waste streams and the treatment costs per tonne are monitored closely as any fluctuations during the year can have a significant impact on the overall financial position. The budget report to Council on 25<sup>th</sup> February 2015, approved the provision of a £240k contingency for waste management, to be held corporately and released to Community & Leisure Waste Management if there was a projected overall over spend for the Service Division due to waste management cost/budget pressures.
- 4.5.4 Overall, Parks, Outdoor Facilities and Cemeteries services is presently projecting an under spend of £255k however £232k of this under spend relates to cemeteries where any under spend is ring fenced for future planned investment to create and enhance cemetery provision across the County Borough. The remainder of the service area is presently projecting an

under spend of £23k, which is due to a staff vacant post which is a MTFP saving in advance for 2016/2017.

- 4.5.5 Leisure is reporting an overall over spend of £77k. Leisure centres are reporting an over spend of £176k, this is mainly due to a projected under achievement in income targets at present. The Leisure Centres have challenging income budget targets as a result of the additional £100k MTFP savings applied in 2015/2016. The over spend in Leisure Centres is partly offset by an under spend in central leisure of £74k due to vacant posts and other central costs and an under spend in sports & health development of £25k. Income targets at Leisure Centres will be monitored closely as income generation is subject to variation depending on customer demand.
- 4.5.6 Cabinet approved at its meeting on 17<sup>th</sup> June 2015 to award £68k of Community Assets funding for litter bin replacements, allotment strategy implementation and Parks services for a range of initiatives in relation to cemeteries, allotments, route and roundabout enhancements and community schemes.
- 4.5.7 Vehicle Maintenance & Fleet management is presently showing a projected surplus of £25k. The outturn position will be dependent on the value of work through the workshop over the next few months and the ability to finance fixed overheads.
- 4.5.8 Building Cleaning is reporting a small projected budget surplus of £8k at present, this includes assumed additional costs for living wage increases from November 2015 of £44k and increased sickness absence cover costs. This is offset by HQ staffing under spend which is a MTFP saving in advance for 2016/2017.

#### **4.6 Medium Term Financial Plans (Mtfp) Savings 2015/2016**

- 4.6.1 The 2015/16 revenue budget for Environment Directorate included targeted MTFP savings of £3.861m as summarised in table 2 below. The projected overspends and under spends discussed in the above paragraphs take account of these savings targets.

TABLE 2

<b>Service Division</b>	<b>Approved Savings 2015/2016 £000</b>
<b>Regeneration &amp; Planning Division</b>	<b>622</b>
<b>Engineering Services Division</b>	<b>985</b>
<b>Public Protection Division</b>	<b>117</b>
<b>Community &amp; Leisure Services Division</b>	<b>2,137</b>
<b>TOTAL</b>	<b>3,861</b>

- 4.6.2 As reflected in the budget monitoring figures reported above, most of the approved MTFP savings introduced for 2015/2016 have or will be achieved by the end of the financial year, however, there are some that require further review and monitoring including increased income generating targets in relation to Leisure Centres and Licensing.

#### **5. EQUALITIES IMPLICATIONS**

- 5.1 There are no potential equalities implications of this report and its recommendations on groups or individuals who fall under the categories identified in Section 6 of the Council's Strategic Equality Plan. There is no requirement for an Equalities Impact Assessment Questionnaire to be completed for this report.

## **6. FINANCIAL IMPLICATIONS**

- 6.1 As noted in the table in paragraph 4.1.3 above some service under and over spends will be appropriated to ring fenced reserves for specific requirements. The remaining Directorate under spend presently projected at £953k, will be appropriated to the Environment Directorate strategic reserve and 50% of this "pooled" under spend/profit will then be appropriated to Authority working balances. The remaining 50% will, subject to Members approval be utilised for Directorate based service initiatives or investment requirements.

## **7. PERSONNEL IMPLICATIONS**

- 7.1 Members will be aware that when setting the budget, MTFP savings were identified for the Environment Directorate in relation to vacancy management savings, these are reflected in the financial figures reported.

## **8. CONSULTATIONS**

- 8.1 There are no consultation responses, which have not been included in this report.

## **9. RECOMMENDATIONS**

- 9.1 Members are requested to note the contents of this report.

## **10. REASONS FOR THE RECOMMENDATIONS**

- 10.1 The Council Budget is based on the achievement of both expenditure and income targets. In order to ensure that these are met and the Council's financial integrity is maintained Directors are required to review income and expenditure trends.

## **11. STATUTORY POWER**

- 11.1 Local Government Act 1972.

Author: Mike Eedy, Finance Manager (Environment Directorate) Tel 01495235413  
E – Mail eedyp@caerphilly.gov.uk

Consultees: Councillor D.T Davies Chair Regeneration & Environment Scrutiny Committee  
Councillor Mrs E.M Aldworth Vice Chair Regeneration & Environment Scrutiny Committee  
Councillor, K. James, Cabinet Member Regeneration, Planning & Sustainable Development  
Councillor, N George Cabinet Member Community & Leisure Services  
Councillor T. Williams Cabinet Member Highways, Transportation & Engineering  
Chris Burns, Interim Chief Executive  
Dave Street Corporate Director, Social Services  
Christina Harry Corporate Director, Communities  
Pauline Elliott, Head of Regeneration & Planning  
Robert Hartshorn, Head of Public Protection  
Terry Shaw, Head of Engineering Services  
Mark S Williams Head of Community & Leisure Services  
Nicole Scammell, Acting Director of Corporate Services and Section 151 Officer  
Steve Harris, Interim Head of Corporate Finance  
Cheryl Jeremic, Acting Group Accountant

Rose Shears, Finance Officer  
Jane Southcombe, Financial Services Manager  
Dave Roberts, Group Accountant  
Paul Adams, Senior Assistant Accountant

Background Papers:

Divisional budget monitoring working papers 2015/2016

Appendices:

Appendix 1A	Budget Monitoring Report – Regeneration, Planning and Economic Development
Appendix 1B	Budget Monitoring Report – Engineering Services
Appendix 1C	Budget Monitoring Report – Public Protection
Appendix 1D	Budget Monitoring Report – Community and Leisure Services

Links to other Documents:

Council Meeting 25/2/2015: “Budget Proposals 2015/16 and Medium Term Financial Strategy 2015/2018” Agenda Item No. 4

Cabinet Meeting 04/02/2015: “Budget Proposals 2015/2016 and Medium Term Financial Strategy 2015/2018” Agenda Item No 10

<i>DIRECTORATE OF THE ENVIRONMENT</i>	Page No	Estimate 2015/2016	Revised Estimate 2015/2016	Projected Outturn 2015/2016	Variance 2015/2016
<b><u>REGENERATION, PLANNING &amp; ECONOMIC DEVELOPMENT</u></b>					
<b><i>ECONOMIC DEVELOPMENT AND TOURISM</i></b>					
Business Development		1,127,241	1,147,241	<b>1,012,154</b>	135,087
Business Urban Renewal		266,211	266,211	<b>316,112</b>	(49,901)
Tourism Events		119,730	119,730	<b>90,638</b>	29,092
European Affairs		77,485	77,485	<b>68,656</b>	8,829
Commercial Properties		(929,479)	(929,479)	<b>(1,030,762)</b>	101,283
Tourism Venues		987,967	987,967	<b>879,562</b>	108,405
Community Regeneration		172,223	207,223	<b>181,498</b>	25,725
Community First Expenditure		3,360,924	3,360,924	<b>3,360,924</b>	0
Community First Grant Funding		(3,360,924)	(3,360,924)	<b>(3,360,924)</b>	0
Blackwood Miners Institute		296,448	296,448	<b>292,152</b>	4,296
Arts Development		144,994	144,994	144,994	0
		<b>2,262,820</b>	<b>2,317,820</b>	<b>1,955,004</b>	<b>362,816</b>
<b><i>PLANNING</i></b>					
Countryside and Landscape		1,264,322	1,289,322	1,276,073	13,249
Strategic Planning		381,296	381,296	<b>452,753</b>	(71,457)
Development Control		348,073	348,073	<b>353,962</b>	(5,889)
Building Control		(44,257)	(44,257)	<b>8,997</b>	(53,254)
Land Charges		(15,338)	(15,338)	<b>(8,438)</b>	(6,900)
Corporate and Democratic Core		141,045	141,045	<b>141,045</b>	0
		<b>2,075,141</b>	<b>2,100,141</b>	<b>2,224,392</b>	<b>(124,251)</b>
<b><i>TOTAL NET BUDGET</i></b>					
		<b>4,337,961</b>	<b>4,417,961</b>	<b>4,179,396</b>	<b>238,565</b>

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<i>DIRECTORATE OF THE ENVIRONMENT</i>	Page No	Estimate 2015/2016	Revised Estimate 2015/2016	Projected Outturn 2015/2016	Variance 2015/2016
<b><u>ENGINEERING DIVISION</u></b>					
<b>HIGHWAY OPERATIONS</b>					
Gross Expenditure		10,492,586	10,591,168	10,496,380	94,788
Grants, Fees & Charges and Other Income		(377,300)	(375,882)	(368,198)	(7,684)
<b>Net Expenditure</b>		<b>10,115,286</b>	<b>10,215,286</b>	<b>10,128,182</b>	<b>87,104</b>
<b>ENGINEERING PROJECTS GROUP</b>					
Gross Expenditure		1,088,126	1,088,126	1,045,019	43,107
Fees & Charges and Other Income		(1,217,101)	(1,217,101)	(1,189,369)	(27,732)
<b>Net Expenditure</b>		<b>(128,975)</b>	<b>(128,975)</b>	<b>(144,350)</b>	<b>15,375</b>
<b>TRANSPORT ENGINEERING</b>					
Gross Expenditure		1,725,711	1,725,711	1,607,375	118,336
Grants, Fees & Charges and Other Income		(1,018,785)	(1,018,785)	(1,019,252)	467
<b>Net Expenditure</b>		<b>706,926</b>	<b>706,926</b>	<b>588,123</b>	<b>118,803</b>
<b>PASSENGER TRANSPORT</b>					
Gross Expenditure		5,409,343	5,432,508	6,180,576	(748,068)
Grants, Fees & Charges and Other Income		(3,601,788)	(3,624,953)	(4,383,143)	758,190
<b>Net Expenditure</b>		<b>1,807,555</b>	<b>1,807,555</b>	<b>1,797,433</b>	<b>10,122</b>
<b>HOME TO SCHOOL TRANSPORT</b>					
Gross Expenditure		6,592,696	6,592,696	6,253,333	339,363
Grants, Fees & Charges and Other Income					
<b>Net Expenditure</b>		<b>6,592,696</b>	<b>6,592,696</b>	<b>6,253,333</b>	<b>339,363</b>
<b>SOCIAL SERVICES TRANSPORT</b>					
Gross Expenditure		1,410,318	1,410,318	1,379,170	31,148
Grants, Fees & Charges and Other Income		(14,210)	(14,210)	(37,210)	23,000
<b>Net Expenditure</b>		<b>1,396,108</b>	<b>1,396,108</b>	<b>1,341,960</b>	<b>54,148</b>
<b>ENGINEERING - GENERAL (Expenditure only)</b>		<b>121,081</b>	<b>121,081</b>	<b>90,878</b>	<b>30,203</b>
<b>Engineering Division</b>		<b>20,610,677</b>	<b>20,710,677</b>	<b>20,055,559</b>	<b>655,118</b>
<b>Network Contracting Services (NCS)</b>		<b>(175,992)</b>	<b>(175,992)</b>	<b>(175,992)</b>	<b>0</b>
<b>TOTAL EXPENDITURE ENGINEERING SERVICES</b>		<b>20,434,685</b>	<b>20,534,685</b>	<b>19,879,567</b>	<b>655,118</b>

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<i>DIRECTORATE OF THE ENVIRONMENT</i>	Page No	Estimate 2015/2016	Revised Estimate 2015/2016	Projected Outturn 2015/2016	Variance 2015/2016
<b><i>PUBLIC PROTECTION DIVISION</i></b>					
<b><i>TRADING STANDARDS</i></b>					
Expenditure		792,186	792,186	768,672	23,514
Income		(21,311)	(21,311)	(32,173)	10,862
Net Expenditure		<b>770,875</b>	<b>770,875</b>	<b>736,499</b>	<b>34,376</b>
<b><i>LICENSING</i></b>					
Expenditure		368,276	368,276	356,301	11,975
Income		(341,201)	(341,201)	(316,201)	(25,000)
Net Expenditure		<b>27,075</b>	<b>27,075</b>	<b>40,100</b>	<b>(13,025)</b>
<b><i>REGISTRARS</i></b>					
Expenditure		281,991	281,991	275,728	6,263
Income		(209,200)	(209,200)	(213,000)	3,800
Net Expenditure		<b>72,791</b>	<b>72,791</b>	<b>62,728</b>	<b>10,063</b>
<b><i>CCTV</i></b>					
Expenditure		635,086	635,086	624,871	10,215
Income		(135,091)	(135,091)	(155,164)	20,073
Net Expenditure		<b>499,995</b>	<b>499,995</b>	<b>469,707</b>	<b>30,288</b>
<b><i>COMMUNITY WARDENS</i></b>		<b>363,821</b>	<b>363,821</b>	<b>360,375</b>	<b>3,446</b>
<b><i>COMMUNITY SAFETY</i></b>		<b>143,015</b>	<b>153,015</b>	<b>152,853</b>	<b>162</b>
<b><i>SAFER CAERPHILLY - COMMUNITY SAFETY PARTNERSHIP</i></b>					
Expenditure		371,634	371,634	384,372	(12,738)
Income		(371,634)	(371,634)	(384,372)	12,738
Net Expenditure		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><i>CORPORATE AND DEMOCRATIC COSTS (CDC)</i></b>		<b>34,680</b>	<b>34,680</b>	<b>34,330</b>	<b>350</b>
<b><i>HEALTH DIVISIONAL BUDGET</i></b>					
Expenditure		314,687	314,687	258,283	56,404
Income		(8,000)	(8,000)	(7,000)	(1,000)
Net Expenditure		<b>306,687</b>	<b>306,687</b>	<b>251,283</b>	<b>55,404</b>
<b><i>HEALTH IMPROVEMENT</i></b>					
Expenditure		218,445	218,445	207,258	11,187
Income		(141,355)	(141,355)	(140,855)	(500)
Net Expenditure		<b>77,090</b>	<b>77,090</b>	<b>66,403</b>	<b>10,687</b>
<b><i>ENFORCEMENT</i></b>					
Expenditure		671,557	671,557	654,882	16,675
Income		(53,178)	(53,178)	(77,917)	24,739
Net Expenditure		<b>618,379</b>	<b>618,379</b>	<b>576,965</b>	<b>41,414</b>
<b><i>POLLUTION</i></b>					
Expenditure		368,265	368,265	327,935	40,330
Income		(25,565)	(25,565)	(25,565)	0
Net Expenditure		<b>342,700</b>	<b>342,700</b>	<b>302,370</b>	<b>40,330</b>
<b><i>FOOD TEAM</i></b>					
Expenditure		567,916	567,916	561,583	6,333
Income		(13,000)	(13,000)	(18,503)	5,503
Net Expenditure		<b>554,916</b>	<b>554,916</b>	<b>543,080</b>	<b>11,836</b>
<b><i>EMERGENCY PLANNING</i></b>					
Net Expenditure		<b>139,735</b>	<b>139,735</b>	<b>138,910</b>	<b>825</b>
<b><i>CATERING</i></b>					
Expenditure		7,402,273	7,402,273	7,377,419	24,854
Income		(4,120,690)	(4,120,690)	(4,105,461)	(15,229)
Net Expenditure		<b>3,281,583</b>	<b>3,281,583</b>	<b>3,271,958</b>	<b>9,625</b>
<b><i>TOTAL NET EXPENDITURE</i></b>		<b>7,233,342</b>	<b>7,243,342</b>	<b>7,007,560</b>	<b>235,782</b>

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<i>DIRECTORATE OF THE ENVIRONMENT</i>	Page No	Estimate 2015/2016	Revised Estimate 2015/2016	Projected Outturn 2015/2016	Variance 2015/2016
<b><u>COMMUNITY &amp; LEISURE SERVICES</u></b>					
<b>WASTE MANAGEMENT</b>					
<i>Residual Waste</i>		2,948,019	2,948,019	2,936,569	11,450
<i>Organics recycling</i>		1,621,620	1,621,620	1,463,191	158,429
<i>Civic Amenity Sites</i>		2,676,490	2,676,490	2,500,817	175,673
<i>Waste Transfer Station</i>		152,550	152,550	275,713	(123,163)
<i>Dry Recycling</i>		2,701,763	2,705,091	3,009,006	(303,915)
<i>Bulky Waste</i>		130,993	130,993	117,509	13,484
<i>Commercial Waste</i>		(482,744)	(482,744)	(397,003)	(85,741)
<i>Other Waste</i>		70,054	70,054	33,401	36,653
<i>Treher</i>		178,246	178,246	130,504	47,742
<i>Sustainable Waste Management Grant</i>		(3,339,603)	(3,342,931)	(3,542,931)	200,000
<i>HQ Staff</i>		1,423,408	1,423,408	1,305,175	118,233
<b>CLEANSING</b>					
<i>Public Conveniences</i>		89,615	89,615	74,594	15,021
<i>Street Cleansing</i>		4,126,042	4,136,042	4,162,579	(26,537)
<b>GROUND MAINTENANCE AND PARKS</b>					
<i>Cemeteries</i>		215,978	215,978	(15,568)	231,546
<i>Allotments</i>		37,856	45,856	39,819	6,037
<i>Parks and Playing Fields</i>		1,492,238	1,542,238	1,562,491	(20,253)
<i>Playgrounds</i>		272,270	272,270	271,712	558
<i>Outdoor facilities</i>		292,877	292,877	285,926	6,951
<i>Housing Ground Maintenance</i>		249,278	249,278	249,278	0
<i>Community Assets Funding</i>		0	0		
<i>HQ Staffing</i>		1,060,205	1,060,205	1,030,168	30,037
<b>LEISURE SERVICES</b>					
<i>Leisure Centres</i>		2,344,883	2,344,883	2,446,847	(101,964)
<i>Sports &amp; Health Development</i>		92,437	92,437	58,808	33,629
<i>Outdoor Education</i>		148,584	148,584	157,310	(8,726)
<i>Community &amp; Leisure Services Divisions</i>		<b>18,503,059</b>	<b>18,571,059</b>	<b>18,155,915</b>	<b>415,144</b>
<i>Building Cleaning</i>		326,077	326,077	317,716	8,361
<i>Vehicle Maintenance &amp; Fleet Management</i>		(50,421)	(50,421)	(75,971)	25,550
<b>Total net expenditure Community &amp; Leisure Services</b>		<b>18,778,715</b>	<b>18,846,715</b>	<b>18,397,660</b>	<b>449,055</b>

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## REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE – 16TH FEBRUARY 2016

**SUBJECT: TOWN CENTRE IMPROVEMENT GROUP 2015**

**REPORT BY: CORPORATE DIRECTOR - COMMUNITIES**

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

- 1.1 To provide information on the progress made within the Town Centre Improvement Group during 2015 against the Council's objectives.

### **2. SUMMARY**

- 2.1 This report will provide information on the work undertaken by the Town Centre Improvement Group during 2015. It will highlight how the Group works alongside the Council's five Town Centre Management Groups and outlines some of the issues that have been resolved in each of the five principal towns. An accompanying Appendix contains a full list of the issues resolved in 2015 by the Town Centre Improvement Group using an Environmental Audit process.

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

- 3.1 The Council has agreed to a five-year regeneration programme entitled "People, Businesses and Places". The proposals within the strategy are based on a number of regeneration principles, one of which is "Strengthening Town Centres".
- 3.2 "Prosperous Caerphilly" is identified as one of the key outcomes in the Council's "Single Integrated Plan". The Implementation of the *Unique Places* model of Town Centre Management in the County Borough's principal town centres is one of the actions identified to achieve this outcome.

### **4. THE REPORT**

- 4.1 The Town Centre Improvement Group was established in 2005 with appropriate representation from all relevant service areas.
- 4.2 The remit of the group is to:
- Improve the environment within the five principal town centres: Caerphilly, Blackwood, Bargoed, Risca and Ystrad Mynach;
  - Benchmark the performance of CCBC services in the five town centres;
  - Demonstrate the commitment of CCBC as an authority to the environmental improvement of the five town centres;
  - Provide an internal forum for CCBC to address issues that blight town centres.

- 4.3 The group includes representatives from all the relevant parts of the Council, in addition to the five Police Inspectors whose responsibilities include the town centres of Bargoed, Blackwood, Caerphilly, Risca and Ystrad Mynach.
- 4.4 The purpose of the Town Centre Improvement Group is to ensure that there is a responsive and co-ordinated approach to the maintenance of the town centres through the process of an Environmental Audit. In addition, the Town Centre Improvement Group addresses items raised within the meetings of the five Town Centre Management Groups.
- 4.5 The work of the Town Centre Improvement Group should be seen as complementary to the five Town Centre Management Groups, ensuring that environmental and maintenance matters, which are the responsibility of CCBC, are addressed in an effective and expeditious manner.
- 4.6 In 2015, a total of 168 issues across the five town centres were actioned through the Town Centre Improvement Group (TCIG). This Group's strength continues to be built on a mindset of collaborative working across Council departments, providing a forum for officers to exchange information. An outline of some of the issues resolved by the TCIG in each of the five managed town centres is shown below. It provides an overview of the scope of the work examined in the audit process and highlights the group's role in resolving them.

#### 4.7 **Caerphilly**

##### Rough Sleepers – Community Safety / Police / Town Centre Management

Throughout the town centre instances involving homeless persons were an issue of concern to businesses, residents and local members. To address the problem a multi-agency group was established which built on the existing relationships forged in the TCIG meetings.

##### Tesco Site - Town Centre Management

Tesco's decision to close its Cardiff Road store meant that a prime site in the town would be left vacant. Town Centre Management provided updates at the TCIG meetings to inform colleagues on their work to secure a new tenant and to discuss the various issues relating to the vacant site. This helped ensure that the building remained in good condition as prospective tenants viewed it.

##### Park Lane – Urban Renewal

The Council's demolition of the buildings in Park Lane provoked widespread interest from the community and amongst local members. The TCIG provided a platform for officers to share information on the sites future and also a method to track updates for the Town Centre Management Group.

#### 4.8 **Blackwood**

##### Summer Beach Party – Events Team

The town centre events program is designed to provide retailers with increased sales opportunities. Prior to the staging of the event a number of Council departments and the Police are involved in the planning and preparation. The TCIG meeting helps officers understand the impact that an event with a full road closure may have on their service area.

##### Programme of Painting Works - Highways

A programme of works was agreed for the Highways "Community Response Team" to repaint a number of key areas in the town centres. The work plays an essential part in keeping the five managed town centres well maintained so that they are attractive places for people to visit and for businesses to trade in.

##### Inappropriate Usage of the Market Place- Police / Community Safety / Licensing / Transportation / Urban Renewal / Cleansing / Town Centre Management

Following complaints from retailer's, a local landlord and the shopping centre manager, Town Centre Management worked to facilitate a dialogue between the appropriate Council departments. The various elements in this issue included the inappropriate use of a public bench, cleaning of the bus station toilets, sale of alcohol and monitoring of CCTV cameras.



#### 4.9 **Bargoed**

##### BIG Idea - Regeneration Scheme – Urban Renewal / Planning / Transportation / Highways / Town Centre Management

The TCIG has given officers not directly involved in the works regular updates on the progress of the cinema project, letting of the unit shops, demolition of HJJ Building and construction of the 'Pocket Park'. The aim has been to encourage an exchange of information to assist in managing the change.

##### Parking Issues – Police / Urban Renewal

Within the new public realm scheme, parking remains a significant issue. At the TCIG meetings, officers have engaged directly with the local Police Inspector in order to best utilise their limited resources to enforce parking restrictions. The Police and Council officers have also considered a number of different public realm solutions.

##### Cigarette Ends - Cleansing

A complaint was received in relation to the collection of cigarette ends along the new kerb lines throughout the town centre. One of the primary functions of the audit process is to show how issues, which are the Council's responsibility, are dealt with both effectively and quickly.

#### 4.10 **Risca**

##### Fallen Tree in Tredegar Grounds Park - Parks

Following a particularly severe storm, a tree was uprooted in the park and was left blocking the main footpath. The issue was highlighted at the Town Centre Management Group so that members and the Community Council were aware that the Parks officers would expedite the trees removal.

##### Weekend Opening of Toilet Block - Cleansing

The Town Council agreed to fund the opening of the facility at weekends to enable users of the park to have access to the toilets outside the core opening hours provided by the Council's Cleansing section. The issue was brought to the meeting to make other departments aware of the new arrangement.

##### Renovation of Risca House Inn – Regulatory Planning / Highways

During extensive refurbishment works to the property it was noticed that the level of the adopted Highway adjacent to the building had substantially altered. The Environmental Audit was used to coordinate the Planning process with the necessary Highways works.

#### 4.11 **Ystrad Mynach**

##### Parking Issues – Police

Since Gwent Police discontinued its Traffic Warden Service all of the town centres have experienced parking problems. The TCIG has enabled officers to engage directly with the local Police Inspector to utilise Police Community Officers to enforce parking restrictions.

##### Review of Town Centre Traffic Order - Transportation

Following a request by the Police, various aspects of the Traffic Regulation Order for the town centre were reviewed. At the TCIG, officers engaged with the Police Inspector to identify the revisions in the Order which would assist Police Community Support Officers in their traffic enforcement duties.

##### Maintenance Issues Siloh Square – Parks / Cleansing / Urban Renewal

Gelligaer Community Council raised a number of issues in respect of Siloh Square. As these were the responsibility of a number of different service areas the audit was used to ensure that each separate issue was addressed, being mindful that due to a single location the issues were interlinked.

#### 4.12 **Town Centre Issues**

Attached is an Appendix containing a detailed breakdown of all the issues resolved in each of the town centres over the past twelve months. This is evidence of the commitment of individual service areas and shows the diverse nature of problems addressed by the group.

The objective in 2016 is to continue to provide a high level of service in the principal town centres whilst accepting the constraints of the Council's Medium Term Financial Plan (MTFP). The challenging situation within the wider UK economy continues to place significant pressure on all retailers, particularly independents. The low levels of consumer spending mean that jobs within the retail sector remain at risk as national retailers continue to rationalise their store portfolios. The aim for the TCIG and the process of Town Centre Management is to promote sustainable long-term economic growth across the County Borough by delivering well-maintained and managed town centres which are at the heart of the local community.

### **5. ADDITIONAL PROJECTS**

- 5.1 Through the TCIG a number of additional projects have been achieved which have added value to the street scene and have offered a visible improvement to the town centres. Many of these have tackled specific issues and sought to resolve long-term problems, which may have proved difficult for departments to work through without this collaborative approach and the support of other officers.

### **6. EQUALITIES IMPLICATIONS**

- 6.1 This report is for information purposes, so the Council's Eqla process does not need to be applied.

### **7. FINANCIAL IMPLICATIONS**

- 7.1 The Community Assets Budget which is used for work in the five town centres remained at £20,000 in 2015 / 2016 following its reduction from £40,000 in 2014 / 2015. The Enhanced Maintenance Budget, which is used in part for work in the five town centres, again remained at its previous level of £18,000 following a significant reduction from £96,000 in 2014 / 2015. The Council's commitment to its MTFP means that both these budgets will continue to be reviewed on an annual basis. It should be noted that the reductions in both these budgets have limited the ability of the Council to react to requests for town centre maintenance works and means that proactive improvement projects can no longer be undertaken.

### **8. PERSONNEL IMPLICATIONS**

- 8.1 There are no direct personnel implications, although the "Community Response Team" from the Engineering Services Division, funded through the Community Assets Budget, continues to be an important asset to the process of improving the appearance of the town centres.

### **9. CONSULTATIONS**

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

### **10. RECOMMENDATIONS**

- 10.1 To inform members of the work of the Town Centre Improvement Group.

## **11. REASON FOR RECOMMENDATION**

11.1 For members to note the report and the progress made against the corporate objectives.

## **12. STATUTORY POWER**

12.1 Local Government Act 2000.

Author: Andrew Highway, Town Centre Development Manager  
Consultees: Cllr. K. James, Cabinet Member for Regeneration, Planning and Sustainable Development  
Cllr C. Forehead, Chair of Caerphilly Town Centre Management Group  
Cllr D.T Davies, Chair of Bargoed Town Centre Management Group  
Cllr N. Dix, Chair of Blackwood Town Centre Management Group  
Cllr N. George, Chair of Risca Town Centre Management Group  
Cllr A. Angel, Chair of Ystrad Mynach Town Centre Management Group  
Cllr D.T Davies, Chair of Regeneration Scrutiny Committee  
Chris Burns, Chief Executive  
Christina Harrhy, Corporate Director Communities  
Pauline Elliott, Head of Regeneration & Planning  
Tony White, Refuse & Cleansing Officer  
Rhodri Lloyd, Special Projects Officer  
Lyndon Ross, Senior Environment Officer  
Kath Peters, Community Safety Manager  
Clive Campbell, Transportation Engineering Manager  
Gavin Barry, Assistant Engineer  
Myra McSherry, Licensing Manager  
Derek Price, Parks and Outdoor Facilities Manager  
Simon Beacham, Area Parks Officer  
Tim Stephens, Development Control Manager  
Allan Dallimore, Team Leader – Urban Renewal  
Steve Wilcox, Assistant Town Centre Manager  
Steve Pugh, Communications Manager  
Paul Hudson, Marketing and Events Manager  
Inspector G. Jones (Caerphilly)  
Inspector J. White (Blackwood / Risca)  
Inspector I. Muirhead (Bargoed / Ystrad Mynach)

Appendices:

Appendix 1 Matrix of Issues Resolved Across the Five Town Centres

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**TOWN CENTRE IMPROVEMENT GROUP 2015**

**APPENDIX 1**

**BARGOED**

<b>AUDIT</b>	<b>ISSUE</b>	<b>LOCATION</b>	<b>DATE</b>	<b>DEPARTMENT</b>
<b>FEBRUARY</b>	Choose the High Street Campaign	Town Centre	10-Feb	Town Centre Management
	Damage to Bench	O/S Barclays Bank, Hanbury F	10-Feb	Urban Renewal
	Christmas Event	Town Centre	10-Feb	Business Enterprise Support Team
	Choose the High Street @ Christmas Cam	Town Centre	10-Feb	Town Centre Management
	Installation of Christmas Illuminations	Town Centre	10-Feb	Town Centre Management
	Parking Enforcement Event	Town Centre	10-Feb	Police
	Partially Collapsed Drain Cover	O/S Shoe Zone, High Street	10-Feb	Highways
<b>APRIL</b>	Glutton Litter Sucker Trial	Morrisons, Lowry Plaza	14-Apr	Cleansing
	Limited Waiting Bays	Cardiff Road	14-Apr	Police
	Banner Changeovers	Town Centre	14-Apr	Town Centre Management
	Big Spring Clean Event	Town Centre	14-Apr	Cleansing
<b>JUNE</b>	Cinema Development	Town Centre	16-Jun	Urban Renewal
	New noticeboard	Lowry Plaza	16-Jun	Urban Renewal
	Assessment of Access Junction	Hanbury Road Car Park	16-Jun	Urban Renewal/Transportation
	Flooding in Ricci's Café	Hanbury Square	16-Jun	Urban Renewal
	Resurfacing of Emporium Car Park	Upper High Street	16-Jun	Transportation
	Banner Changeover	Town Centre	16-Jun	Town Centre Management
<b>AUGUST</b>	Spar Deliveries Causing Traffic Problems	High Street	18-Aug	Police
	Cigarette Ends	Town Centre	18-Aug	Cleansing
<b>OCTOBER</b>	Pocket Park Consultation	Hanbury Road	20-Oct	Urban Renewal
	Choose the High Street - Past & Present	Town Centre	20-Oct	Town Centre Management
	Damage to Miners' Heads Artwork	Hanbury Square	20-Oct	Urban Renewal

Malfunctioning Tree Lights  
Banner Changeover

High Street  
Town Centre

20-Oct  
20-Oct

Urban Renewal/Highways  
Town Centre Management

**DECEMBER**

Parking Issues  
Theft of Charity Shop Donations  
Theft of Railings  
Parking Complaint  
Temporary Grit Bins  
Christmas Event  
Bargoed Ice Rink  
Graffiti Removal

Lower High Street  
Town Centre  
Hanbury Road Car Park  
High Street  
Town Centre  
Town Centre  
Town Centre  
Hanbury Road Car Park

15-Dec  
15-Dec  
15-Dec  
15-Dec  
15-Dec  
15-Dec  
15-Dec  
15-Dec

Police/Urban Renewal  
Police/Community Safety  
Police/Community Safety  
Police  
Highways  
Business Enterprise Support Team  
Business Enterprise Support Team  
Cleansing

## TOWN CENTRE IMPROVEMENT GROUP 2015

### BLACKWOOD

AUDIT	ISSUE	LOCATION	DATE	DEPARTMENT
FEBRUARY	Choose the High Street Campaign	Town Centre	10-Feb	Town Centre Management
	Christmas Event	Town Centre	10-Feb	Business Enterprise Support Team
	Choose the High Street @ Christmas Campaign	Town Centre	10-Feb	Town Centre Management
	Installation of Christmas Illuminations	Town Centre	10-Feb	Town Centre Management
	Road Closed Signage	High Street/Pentwyn Road	10-Feb	Transportation
	Paving Repairs	Hall Street	10-Feb	Highways
	Reinstatement of Bollard	Hall Street	10-Feb	Highways
APRIL	Car Cruisers	ASDA, Cliff Road	14-Apr	Police
	Antisocial Behaviour	Interchange Bus Station	14-Apr	Community Safety/Police
	Broken Artwork	Gordon Road/High Street	14-Apr	Urban Renewal
	Faded Road Marking	Wesley Road	14-Apr	Transportation
	Broken Window	High Street	14-Apr	Town Centre Management
	Banner Changeover	Town Centre	14-Apr	Town Centre Management
	Cleaning of Toilets	Interchange Bus Station	14-Apr	Cleansing
	Companies Canvassing for Business	High Street	14-Apr	Highways
JUNE	Rat Problem	Cliff Road	16-Jun	Environmental Health
	Repainting of Benches & Bollards	Woodbine Road	16-Jun	Highways
	Retailer Security Briefing	Town Centre	16-Jun	Police/Town Centre Management
	Removal of Road Closure	High Street	16-Jun	Town Centre Management/Police/Transportation
	Banner Changeover	Town Centre	16-Jun	Town Centre Management
	Programme of repainting	Northern Town Centre	16-Jun	Highways
AUGUST	Damage to the Market Place	Town Centre	18-Aug	Police/Town Centre Management Regulatory Planning/Community Safety/Police/Town Centre
	Damage to Properties	High Street	18-Aug	Management
	Litter Problems	Blackwood Retail Park	18-Aug	Town Centre Management

	Repainting of Bollards	High Street	18-Aug	Highways
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**OCTOBER**

Choose the High Street - Past & Present	Town Centre	20-Oct	Town Centre Management
Banner Changeover	Town Centre	20-Oct	Town Centre Management
Japanese Knotweed	The Marketplace Shopping Centr	20-Oct	Countryside Services
Removal of Bench	The Marketplace Shopping Centr	20-Oct	Urban Renewal/Highways

**DECEMBER**

Cleaning of Artwork	Gordon Road	15-Dec	Urban Renewal
Underage Drinking	The Marketplace/Gravel Lane	15-Dec	Police/Community Safety
Siting of Waste Transfer Skip	R/O High Street	15-Dec	Regulatory Planning/Environmental Health/Highways
Temporary Grit Bins	Town Centre	15-Dec	Highways
Christmas Event	Town Centre	15-Dec	Business Enterprise Support Team
Repainting of Handrail	High Street/Pentwyn Road	15-Dec	Highways



## TOWN CENTRE IMPROVEMENT GROUP 2015

### CAERPHILLY

AUDIT	ISSUE	LOCATION	DATE	DEPARTMENT
<b>FEBRUARY</b>	Choose the High Street Campaign	Town Centre	10-Feb	Town Centre Management
	Christmas Event	Town Centre	10-Feb	Business Enterprise Support Team
	Choose the High Street @ Christmas Campaign	Town Centre	10-Feb	Town Centre Management
	Installation of Christmas Illuminations	Town Centre	10-Feb	Town Centre Management
	Hedge/Tree Maintenance	Brynau Road	10-Feb	Town Centre Management/Regulatory Planning
	Repainting of Signage Columns	The Twyn	10-Feb	Highways
	Slot Drain Blockage	Public Realm Area - Visitor Centre	10-Feb	Highways/Urban Renewal
	Operation Tinsel	Town Centre	10-Feb	Police
<b>APRIL</b>	Toilet Improvements	The Twyn	14-Apr	Cleansing
	Hanging Wire	Specsavers, Cardiff Road	14-Apr	Parks
	Burglary to Retail Premises	Town Centre	14-Apr	Police/Community Safety
	Operation Pelican	Town Centre	14-Apr	Police
	Banner Changeover	Town Centre	14-Apr	Town Centre Management
	Caerphilly Cheese Artwork	Castle Street	14-Apr	Parks
	New Fingerposts	Pentrebane Street	14-Apr	Urban Renewal/Town Centre Management
	New Signage	Clive Street	14-Apr	Urban Renewal/Town Centre Management
	Community Garden	St. Martin's Church	14-Apr	Town Centre Management
	Missing Stone	The Twyn	14-Apr	Urban Renewal/Highways
	Temporary Pedestrian Barrier	The Irish Thymes, Station Terrace	14-Apr	Police/Transportation
<b>JUNE</b>	Rough Sleepers	Cardiff Road	16-Jun	Town Centre Management/Community Safety/Police
	Morrisons Delivery Vehicles	Brynau Road	16-Jun	Town Centre Management/Regulatory planning
	Cleansing & Maintenance of Steps	Twyn Car Park	16-Jun	Transportation/Cleansing
	Demolition of Properties	Park Lane	16-Jun	Urban Renewal
	Tesco Site	Cardiff Road	16-Jun	Town Centre Management
	Litter Problems	Rear of Cardiff Road/Pentrebane Street	16-Jun	Cleansing/Environmental Health

	Rubbish Strewn from Litter Bins Banner Changeover	Rear of Cardiff Road/Pentrebane Stree Town Centre	16-Jun 16-Jun	Cleansing Town Centre Management
<b>AUGUST</b>	Condition of Bus Station Damaged Barrier Crowd Issues outside The Irish Thymes Installation of Railings outside Library Additional Floral Displays Maintenance of Seating Areas Pedlars	Station Terrace Market Street Station Terrace The Twyn Town Centre Cardiff Road Lower Twyn Square	18-Aug 18-Aug 18-Aug 18-Aug 18-Aug 18-Aug 18-Aug	Transportation Highways Regulatory Planning/Highways/Police Highways/Transportation Parks Cleansing/Highways Police
<b>OCTOBER</b>	Cleaning of Paviours Choose the High Street - Past & Present Broken Handrail Weld Banner Changeover Graffiti Removal Missed Litter Collections Fly Tipping	The Twyn Town Centre The Twyn Town Centre Cardiff Road Pentrebane Street Stockland Street/St. Fagan's Street	20-Oct 20-Oct 20-Oct 20-Oct 20-Oct 20-Oct 20-Oct	Cleansing/Urban Renewal Town Centre Management Urban Renewal/Highways Town Centre Management Cleansing Cleansing Cleansing
<b>DECEMBER</b>	Graffiti Artwork Cigarette Ends Installation of Temporary Grit Bins Christmas Event Cigarette Ends in Drains  Litter Accumulations Removal of Chain Flooding of Culvert Clearance of Foliage	Bartlett Street Clive Street Town Centre Town Centre Clive Street Lane between Pentrebane Street & Stockland Street Clive Street Castle Street The Twyn	15-Dec 15-Dec 15-Dec 15-Dec 15-Dec  15-Dec 15-Dec 15-Dec 15-Dec	Regulatory Planning Cleansing/Environmental Health Highways Business Enterprise Support Team Cleansing  Cleansing Highways Highways Highways

## TOWN CENTRE IMPROVEMENT GROUP 2015

### RISCA

AUDIT	ISSUE	LOCATION	DATE	DEPARTMENT
FEBRUARY	Choose the High Street Campaign	Town Centre	10-Feb	Town Centre Management
	Christmas Event	Town Centre	10-Feb	Business Enterprise Support Team
	Choose the High Street @ Christmas Campaign	Town Centre	10-Feb	Town Centre Management
	Installation of Christmas Illuminations	Town Centre	10-Feb	Town Centre Management
	Toilet Block Mural	Tredegar Grounds, Tredegar Street	10-Feb	Urban Renewal
	Condition of Toilet Block Mural	Commercial Street	10-Feb	Urban Renewal
APRIL	Artwork	Tredegar Grounds, Tredegar Street	14-Apr	Urban Renewal
	Banner Changeover	Town Centre	14-Apr	Town Centre Management
	Tree Blown Over	Tredegar Grounds, Tredegar Street	14-Apr	Parks
JUNE	Renovation of Risca House Inn	Commercial Street	16-Jun	Regulatory Planning
	Banner Changeover	Town Centre	16-Jun	Town Centre Management
AUGUST	N/A	N/A	18-Aug	N/A
OCTOBER	Choose the High Street - Past & Present	Town Centre	20-Oct	Town Centre Management
	Uneven Pavement	Park Road	20-Oct	Highways
	Weekend opening of Toilet Block	Tredegar Grounds	20-Oct	Cleansing
	Collapse of Footway	Commercial Street	20-Oct	Highways/Regulatory Planning
	Banner Changeover	Town Centre	20-Oct	Town Centre Management
DECEMBER	Banners Alongside Highway	Pontymister Industrial Estate	15-Dec	Regulatory Planning
	Temporary Grit Bins	Town Centre	15-Dec	Highways

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**TOWN CENTRE IMPROVEMENT GROUP 2015**

**YSTRAD MYNACH**

<b>AUDIT</b>	<b>ISSUE</b>	<b>LOCATION</b>	<b>DATE</b>	<b>DEPARTMENT</b>
<b>FEBRUARY</b>	Choose the High Street Campaign	Town Centre	10-Feb	Town Centre Management
	Traffic Order Suitability Assessment	Bedwlwyn Road	10-Feb	Police
	Choose the High Street @ Christmas Camp	Town Centre	10-Feb	Town Centre Management
	Installation of Christmas Illuminations	Town Centre	10-Feb	Town Centre Management
<b>APRIL</b>	Damage to Artwork	Siloh Square	14-Apr	Urban Renewal
	Banner Changeover	Town Centre	14-Apr	Town Centre Management
	Big Spring Clean Event	Town Centre	14-Apr	Cleansing
<b>JUNE</b>	Review of Traffic Order	Town Centre	16-Jun	Transportation
	Taxi Rank Assessment	Town Centre	16-Jun	Transportation
	Street Furniture Repainting	Siloh Square	16-Jun	Highways
	New Eisteddfod Banners	Town Centre	16-Jun	Town Centre Management
	Banner Changeover	Town Centre	16-Jun	Town Centre Management
<b>AUGUST</b>	New Planters	Town Centre	18-Aug	Parks
	Weeding of Flower Beds	Town Centre	18-Aug	Parks
	Removal of Chewing Gum	Bedwlwyn Road	18-Aug	Cleansing
<b>OCTOBER</b>	Traffic Congestion Blocking Emergency Vehicle	Town Centre	20-Oct	Police
	Choose the High Street - Past & Present	Town Centre	20-Oct	Town Centre Management
	Line Repainting	Church Street	20-Oct	Highways

Banner Changeover  
Traffic Flow Assessment

Town Centre  
Town Centre

20-Oct  
20-Oct

Town Centre Management  
Transportation

**DECEMBER**

Vehicle Street  
Illegal Parking  
Litter  
Additional Plants  
Loose Paving Blocks  
Tidying of Planters  
Temporary Grit Bins  
Christmas Event  
Stolen Plants  
Illegal Parking

Pengam Road  
Church Street  
Siloh Square  
Town Centre  
Siloh Square  
Penallta Road/High Street  
Town Centre  
Town Centre  
Siloh Square  
Town Centre

15-Dec  
15-Dec  
15-Dec  
15-Dec  
15-Dec  
15-Dec  
15-Dec  
15-Dec  
15-Dec  
15-Dec

Police/Transportation  
Police  
Cleansing  
Parks  
Urban Renewal  
Parks  
Highways  
Business Enterprise Support Team  
Police/Community Safety  
Police

## TOWN CENTRE IMPROVEMENT GROUP 2015

TOWN	AUDIT MONTH	NUMBER OF ISSUES RESOLVED
<b>Bargoed</b>	February	7
	April	4
	June	6
	August	2
	October	5
	December	8
	<b>TOTAL</b>	<b>32</b>
<b>Blackwood</b>	February	7
	April	7
	June	8
	August	6
	October	4
	December	6
	<b>TOTAL</b>	<b>38</b>
<b>Caerphilly</b>	February	8
	April	11
	June	8
	August	7
	October	7
	December	9
	<b>TOTAL</b>	<b>50</b>
<b>Risca</b>	February	6
	April	3
	June	2
	August	0
	October	5
	December	2
	<b>TOTAL</b>	<b>18</b>
<b>Ystrad Mynach</b>	February	4
	April	3
	June	5
	August	3
	October	5
	December	10
	<b>TOTAL</b>	<b>30</b>
<b>Summary</b>	<b>TOTAL</b>	<b>168</b>

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## CAERPHILLY LOCAL ACCESS FORUM

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN, YSTRAD  
MYNACH, ON FRIDAY 9TH OCTOBER 2015 AT 10:00

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### PRESENT:

William Lindsay - Chair  
Gary Lewis - Vice-Chair

Councillor Ken James

Barry Clarke, Andrew Edwards, Roger Evans, Elaine Gwynne, Lorraine Howells, Sartha Rajoo,  
Alison Palmer, Maggie Thomas, Nigel Yates, Ruth Stones

Together with: Officers – Phil Griffiths (Secretary/Principal Planner), Andy Powell (ROW and  
Countryside Access Officer), Amy Dredge (Committee Services Officer)

Chris Heaps – Natural Resources Wales (NRW)

### 1. WELCOME

Phil Griffiths (Secretary) welcomed all members to the Fifth Local Access Forum.

### BEREAVEMENT - J.R DAVIES

The Secretary referred to the recent death of J.R. Davies, who'd been a Member of the LAF for a number of years. Members and Officers stood in silence as a mark of respect and extended their condolences to the bereaved family.

### 2. ELECTION OF CHAIR AND VICE CHAIR

Phil Griffiths confirmed that the election of Chair and Vice Chair was required as this was a new Forum and as a result, the meeting would be held in two parts. The first meeting would be to elect a new Chair and Vice Chair and the second meeting would be used to go through the main agenda. The Secretary canvassed with the members for any interest in taking up these positions but no response was received. The previous Chair and Vice Chair confirmed they were happy to remain in post and this was proposed and seconded.

### **3. SHORT BREAK**

The Secretary then opened the main meeting.

### **4. APOLOGIES**

Apologies for absence were received from Glyn Davies, David Parry, Michael Benjamin, June Piper.

### **5 DECLARATIONS OF INTEREST**

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

### **6. MINUTES**

The minutes of the meeting held on the 12th June 2015 were approved as a correct record.

### **7. MATTERS ARISING**

Two members have unfortunately resigned from the Forum namely Syliva Dolbear and Robert Jones. Three new members were welcomed to the meeting, Sartha Rajoo, Michael Benjamin (who unfortunately was unable to attend the meeting) and Ruth Stones.

Members introduced themselves and it was confirmed for the benefit of new members that the membership is made up of Countryside Access & Rights of Way Officers from the Local Authority, Farmers, Ramblers, Cyclists, representatives from Disability Access Groups, Ken James, Cabinet Member for Regeneration and the Environment and Local Residents.

A Member raised the issue of fly tipping and confirmed that this remains a problem even though volunteers are now assisting with the clean-up. It was confirmed that Rhodri Lloyd (Special Projects Officer) will attend the December meeting and provide an update on this subject.

Councillor Ken James confirmed he will be happy to take this issue back to Cabinet as the Council budget is being cut year on year but was not aware that volunteers are being "thwarted" and the Local Authority may need to find another way around it.

The Members discussed the issue of off-roading and it was confirmed that this is an ongoing problem. A local task group has been launched and the local Minister for Blaenau Gwent is involved in tackling this problem.

### **8. ACCESS AND OUTDOOR RECREATION GREEN PAPER**

The Officer referred to the Welsh Government Consultation Document dated July 2015 relating to improving opportunities to access the outdoors for responsible recreation. All Local Access Forums throughout Wales were tasked with completing a questionnaire and the Officer outlined each question individually and confirmed the Local Authority's responses as well as the National Access Forum (NAF). The general theme was the challenges facing all Local Authorities for improving services with less resources and funding available.

### **9. OPEN ACCESS LAND**

Chris Heaps (NRW) made reference to open access land and in particular unimproved agricultural land.

The local maps were revised in September 2014 by the Welsh Government and set out access available to the public. The NRW has provided new symbols available to Local Authorities that are intended to be more clear for the public, when accessing land.

Members were asked to view maps during the meeting and the Committee were asked to place pins where they considered these symbols should be placed. There were four categories of land: Open Country, Public Forests, Dedicated Access Land and Registered Common Land. Chris Heaps confirmed that the symbols will replace existing signage in time when the resources are available.

## **10. LOCAL ACCESS FORUMS CONFERENCE**

Phil Griffiths and Garry Lewis (Vice Chair) attended the recent National Access Forum (NAF) Conference.

This was the eleventh National Access Forum where Jean Rosenhall has been the same Chair since the introduction in 2002. The opening presentation related to Recreation and Access in Wales. Much emphasis was placed on the script relating to budgetary restrictions. The Rights of Way Improvement Plan was considered and it was confirmed that the current green paper is subject to imminent consultation, whereby guidance will be relayed in 2016 and the open review taking place in 2017.

There is a requirement of the departments of the Welsh Government to work close together. It was confirmed that disabled access is being neglected.

The Welsh Government has committed to funding the Coastal Path for the sum of £900,000 over the next five years. The coastal path received 2.8 million visits in 2014 and much emphasis is being placed on the health benefits to the public.

Delegates were informed of the wide ranging threats to funding and consideration was given to alternatives to funding for example Volunteers or Community Council's maintaining rights of way.

Members were informed that the "Come Outside Project" was discussed and it was confirmed that this project has been utilised in twelve out of fifty areas in Wales and has far exceeded the expectation of participants. The programme deals with social deprivation and educationally, people learn to use the countryside and how the countryside functions along with the health benefits associated. Other benefits include self-esteem, confidence building and improvement to life chances. Although funding is due to run out in April 2016 the NAF hope to somehow achieve ongoing funding. There is a new consultation due in October/November 2015 followed by guidance being received in February 2016 focussing on public need and more focus on monitoring. This will be an enhanced role for the Local Access Forum.

## **11. RIGHTS OF WAY IMPROVEMENT PLAN (ROWIP) - UPDATE**

Andy Powell informed Members that in 2007 the Welsh Government tasked all Local Authorities and National Parks to publish an Improvement Plan (ROWIP), relating to countryside access and provisions for less abled people. The Local Authorities submitted the ROWIP to Welsh Government who provided funding for the Local Authority to deliver what was contained in the plan. Unfortunately, funding has been reduced to approximately £37,500 pa when the budget in 2007 was approximately £60,000 pa. Copies of the plan are available to members.

The Rights of Way and Countryside Team create projects annually. Members were informed that there are two claim periods, the first ending in November and the team need to confirm how

much money is spent at that time as a limit of £15,000 must have been committed to project(s) by that time. The current spend is approximately £18,000 which is well ahead of the limit figure. Andy Powell confirmed that there are rolling projects for instance changing styles for gates this will assist people with mobility problems. Money is allocated for equestrian projects and last year the team funded the Machen Forge Trail by putting a bridge in place. There are other projects lined up this year for walks whereby volunteers are tasked to check on previous projects where repairs may be required.

## **12. FUNDING UPDATE**

Phil Griffiths provided an update in relation to funding bids and the budget. He confirmed an update in relation to the Canal bid which is a multi-million pound shared with Torfaen and Caerphilly County Borough Council which is the first of two applications about to be submitted to Tourism Wales setting out various priorities.

The second application is shared with Torfaen and Blaenau Gwent and the Brecon Beacons and this relates to the 'Upland Project'.

The Local Authority are looking to generate income within the Borough. Phil Griffiths confirmed that there are three events this year arranged at Penallta Park in Ystrad Mynach.

There are three, one year grant approved projects ongoing:

Invasive Species  
Twmbarlwm  
Upper Sirhowy Valley

Phil Griffiths confirmed that the NRW is a big ally with the Local Authority.

## **13. FUTURE WORK/TRAINING OF THE LOCAL ACCESS FORUM**

Field Fair Trust – is access to countryside for people with disabilities.

It was suggested that Members attend a Disability Awareness Training Course and the Officers committed to arranging this and will email dates and venues to the Committee in due course.

## **14. REPORT OF THE PREVIOUS FORUM**

The LAF agreed on an end of term tenure report at the previous meeting.

Members were asked to volunteer to form a sub-group of the LAF to prepare the report collectively and the Chair volunteered. A Member suggested the Officer and the Chair to provide a "bare bones" report that could be distributed to members who could then offer additional comments. There is no specific format for this report but previous reports could be looked at.

Phil Griffiths considered that a report of this type could be useful in future with ROWIP rather than just attaching minutes of meetings held.

## **15. DATES AND VENUES OF FUTURE MEETINGS**

The next meeting will be held on Friday 11th December 2015, where the meetings throughout 2016 will be agreed. It is suggested that one out of the four meetings will be a site visit (preferably held in June) that would allow Members an opportunity to visit a venue that is relevant to the content of the meeting. All members supported this suggestion.

## **16. ANY OTHER BUSINESS**

There were no matters raised.

The meeting closed at 12.45pm.

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## CAERPHILLY TOWN CENTRE MANAGEMENT GROUP

### MINUTES OF THE MEETING HELD AT PENALLTA HOUSE ON TUESDAY 20TH OCTOBER 2015 AT 2:00PM

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PRESENT:

Councillors:

E. M. Aldworth (Consultee), C. Elsbury, C. Forehead, K. James, J. Pritchard

Together with:

Mr K Williams (Clerk Caerphilly Town Council), Mr J Dilworth (Clerk Van Community), Insp G Jones (Gwent Police), Mrs S Cooper (Caerphilly Access Group), Mrs T Undrey, Mrs D Hale, (Caerphilly Retailers Association), Mr K Robottom (Caerphilly Residents Association), Mr Tidridge (Heol Trecastell Residents Association), Mrs D Stephens (Caerphilly Pubwatch), Ms K Warrington (Caerphilly Workmens Hall), Mrs J Hibbert (Town Councillor)

Also:

A. Highway (Town Centre Development Manager), A. Dallimore (Team Leader - Urban Renewal), R. Lloyd (Special Projects Officer), A. Jones (Clerk)

#### 1. APOLOGIES FOR ABSENCE

Councillors P. J. Bevan, D. T. Davies (Consultee), J Fussell, B. Jones, S. Kent, M. Prew, Professor R Deacon, Mr T Jones (Tommy Cooper Society), S. Wilcox (Assistant Town Centre Manager), K. Dowdall (Senior Engineer), M Godfrey (Environmental Health Officer)

#### 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 3. MINUTES OF PREVIOUS MINUTES

The previous minutes were taken as read.

#### 4. SKATE PARK UPDATE

Mr Lloyd informed the group that the best location for the skate park would be in Morgan Jones Park. Mr Lloyd will work with Legal Services to progress the scheme and also make enquiries with regards to the availability of Section 106 monies.

Councillor Pritchard welcomed the news and supported the idea.

Mr Lloyd confirmed that further consultation will take place. Councillor Pritchard asked for confirmation of the time frame as to when work on the facility would begin following the consultation period.

Mr Lloyd advised that the matter would need to be initially referred to Procurement Services and a tender process undertaken.

Councillor Elsbury asked which financial year the monies be available from - Mr Lloyd confirmed it would be part of next financial years budget.

Councillor Elsbury welcomed the news but sought clarity on when the Council would lock the gates.

Mr Lloyd confirmed that the area would not be lit up and that Community Safety Wardens will be patrolling.

Mr Lloyd was thanked for his update.

## **5. 'CHOOSE THE HIGH STREET CHRISTMAS CAMPAIGN'**

Mr Highway presented the report to the group.

Members were advised that this year there will be a 'Choose the High Street' Christmas Voucher Booklet with over 100 offers, which is more than in 2014.

Mr Highway wished to thank the retailers for participating and also thank the Council's Graphics Team who designed the booklet and associated publicity material.

Councillor Elsbury thanked Mr Highway and team for their hard work and confirmed that the event is successful every year.

The Chair thanked Mr Highway for the report.

## **6. 'CHOOSE THE HIGH STREET PAST & PRESENT'**

Mr Highway presented the report to the group.

Mr Highway informed the group that the exhibitions were very successful and thanked Mr Wilcox for all of his hard work.

The group were advised that the only disappointment was with the lack of interest from the schools. Only Blackwood Comprehensive participated and they were very enthusiastic in bringing forward ideas for what they would like to see develop in Blackwood town centre.

The Chair thanked Mr Highway and Mr Wilcox for their hard work and the report.

## **7. SOUTH EAST WALES VACANCY REPORT**

Mr Highway passed on apologies for Mr Wilcox and presented the group with the report

Members discussed the figures of vacant premises within the table contained within the report. They were advised that these may have changed as the data used was from October 2014. Mr Highway confirmed that Mr Wilcox could bring updated figures to future meeting and forward information to members of the group.



The group discussed the vacant properties and members of the group stated that they are empty mainly due to the Business Rates being too high.

Councillor Pritchard requested that delegation from the Town Centre Management Group visit the Welsh Assembly to discuss the issue of Business Rates.

The Chair thanked Mr Highway for the report.

## **8. TOWN CENTRE PROMOTIONAL SPACES**

Mr Highway presented the report to the group.

Members discussed the report and Mr Highway informed the group that Mr Wilcox has worked hard to build a good working relationship with the promoters who use the site and is very grateful for all of his hard work.

The Chair thanked Mr Highway for the report

## **9. AIR QUALITY UPDATE**

Mr Highway passed on apologies for Ms Godfrey and read out a statement provided by Ms Godfrey.

‘Since the last update to the meeting, the traffic model for Caerphilly has been updated and that information has been incorporated in to the air quality model, however the consultants have advised that further traffic information is required to model some of the short term measures listed within the Air Quality Action Plan for Caerphilly and Pollution Control are currently coordinating the collection of this information. The soft measures within the Action Plan continue to be progressed and will continue in to 2016/17. Hopefully by the next meeting, the modelling exercise will be finished or nearing completion’.

## **10. CEDAR TREE ROUNDABOUT UPDATE**

Mr Highway passed on apologies for Ms Dowdall and read out a statement provided by Ms Dowdall.

‘Unfortunately, there have been a number of procurement difficulties outside of the control of CCBC in connection with this scheme which have led to a delay in the proposed commencement date of Autumn 2015. At present the Council is not yet in a position to award the Contract and have still to seek funding from Welsh Government. We are therefore not in a position to supplement the information that was provided at the last Town Centre Management Group Meeting.

Once funding has been secured, a contract awarded the commencement date for the construction works will be advertised via road signs and other media channels in advance to advise motorists/ residents and businesses of possible delays. Caerphilly Basin Councillors and community councils will be informed separately at this time via an email briefing.

During the course of the construction works the Council has established a dedicated link on their website which residents and businesses can refer to for construction updates. The address of the link is:

[HTTP://WWW.CAERPHILLY.GOV.UK/PWLLYPANT.](http://www.caerphilly.gov.uk/pwllypant)’

## **11. PARK LANE UPDATE**

Mr Dallimore advised that since the last meeting the 'soft marketing' has shown that there is some interest from a hotel chain provided they can fit an 80 bed facility onto the site. A report will go to the Council's Corporate Asset Group.

Mr Dallimore confirmed that he will look to see if there is a market for a hotel, he hoped that by the next meeting he may then have a summary of viable options.

Ms Warrington asked if the area could be utilised as a car park Mr Dallimore explained this would not be possible and that the area will remain fenced off until a scheme is progressed.

## **12. REQUEST FOR FUNDING FOR A COMMUNITY NOTICE BOARD**

Mr Dallimore sought clarification from Ms Warrington on the request made previously from the Workmen's Hall for the funding for disabled toilet.

Ms Warrington apologised for not being at previous meeting, she confirmed that the Hall has some funding and still require the Area Forum Budget funding to complete the works.

Mr Highway clarified that the £3,500 will be kept for the Workmen's Hall and that a balance of £11,682 remains.

Mr Dallimore requested £400 funding from the group for the notice board and installation on the side elevation of the library.

The Chair invited the group to vote on recommending £400 funding for the noticeboard and installation. The votes were 11 in favour and 0 against.

## **13. REQUEST FOR FUNDING FOR REPLACEMENT BENCH SEAT AND REPAIR OF FLAGSTONES TOP OF CARDIFF ROAD**

Mr Dallimore informed the group that he has noticed damage to the area above the toilet block. He advised that the work to remove the bench and repair/remove cracked slabs will cost between £2,000 - £2,300.

Councillor Elsbury informed the group that individuals on skateboards have caused some of the damage and maybe it would be best to wait until the skate park is built before undertaking any works.

Members discussed that this could be an enforcement issue and Insp Jones confirmed that the Police are keeping up visits to the area.

Mr Dallimore advised that the area does need to have some urgent works and suggested that the floor scape works are undertaken now, but he advised that the bench could benefit for future works.

The chair recommended that the group to allocate the £2,300 to be used when necessary for these works to be carried out. This was seconded by Councillor James.

The votes were 5 in favour, 4 against and 1 abstention. The recommendation was passed.

**14. REQUEST FOR FUNDING FOR CLEANING & MINOR STRUCTURAL REPAIR OF BIRD THEME ARTWORK**

Mr Dallimore advised that there is structural damage to the artwork and has had a report which has identified that the stone was laid incorrectly.

The cost of the works to 'stitch' it back and eradicate the problem is £2,000.

Members of the group asked if the structure is unsafe. Mr Dallimore confirmed that if left it could become unsafe, therefore his advice was to carry out the works as soon as possible.

The Chair recommended the funding be approved and invited the group to vote. The votes were 10 in favour, 0 against and 1 abstention. The recommendation was passed.

**15. CAERPHILLY TOWN CENTRE AUDIT REPORT – AUGUST 2015**

Mr Highway presented the report to the group and the following items were raised.

Taxi rank issues. Mr Highway thanked Mrs D Stephens from Pub Watch for attending and asked her for update. Mrs Stephens confirmed that the closure of the Irish Thymes has made a difference and the area at the top of Cardiff Road is quieter. As part of the Pubwatch scheme banned individuals have been monitored closely.

Insp Jones confirmed that the dynamics in the town has changed and asked landlords to keep an eye on the numbers of patrons in the pubs.

Retailers raised an issue of cigarette ends on Clive Street which needs addressing. Mr Highway will discuss this matter with cleansing.

Retailers also requested that a bike lock on a pole the market entrance in Clive Street be removed. Mr Highway agreed to look into this.

Mr K Williams asked for confirmation as to whether the handrail outside the Twyn Community Centre has been repaired as Councillor Kent had confirmed that it had not. Mr Highway agreed to chase this matter up.

Additional Floral Displays – it was reported that that retailers will be asked to consider funding these in the future.

The meeting closed at 15:10 pm

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CHAIR

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## YSTRAD MYNACH TOWN CENTRE MANAGEMENT GROUP

### MINUTES OF THE MEETING HELD AT PENALLTA HOUSE ON TUESDAY 3RD NOVEMBER 2015 AT 3:15PM

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PRESENT:

Councillors:

A. Angel, K. James, J. A. Pritchard

Together with:

C. Mortimer (Gelligaer Community Council Clerk)

Also:

Mr A Highway (Town Centre Manager), Mr S Wilcox (Assistant Town Centre Manager), Mr A Dallimore (Team Leader – Urban Renewal & Conservation), A. Jones (Clerk)

#### 1. TO RECEIVE APOLOGIES FOR ABSENCE

Councillors M. James, D. T. Davies (Consultee), W. David (Community Councillor), D. Cushing (Community Councillor), Mr W Jeff (Tredomen Allotments Association), Dr M Jorro (Rhymney Valley Music Club), Mr K Jones (Ystrad Mynach Partnership), Mr P Hudson (Marketing & Events Manager)

#### 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 3. TO NOTE THE PREVIOUS MINUTES OF MEETING HELD ON 14<sup>TH</sup> JULY 2015

The previous minutes were taken as read.

#### 4. CHOOSE THE HIGH STREET CHRISTMAS CAMPAIGN

Mr Highway presented the report to the group.

Members were advised that this year there will be a 'Choose the High Street' Christmas Voucher Booklet with over 100 offers which is more than in 2014.

Mr Highway wished to thank the retailers for participating and also thank the Council's Graphics Team who designed the booklet and associated publicity material.

Mr Highway was thanked for the report.

## **5. CHOOSE THE HIGH STREET PAST & PRESENT – ANALYSIS REPORT**

Mr Highway presented the report to the group.

The group were informed that the exhibitions were very successful and Mr Wilcox was thanked for his hard work.

The group were advised that the only disappointment was with the lack of interest from the schools. Only Blackwood Comprehensive School participated, they were very enthusiastic in bringing forward ideas for what they would like to see on the high street.

Councillor Angel confirmed that feedback was very positive and people were really impressed with the photographs. Councillor Angel told the group that there is there is a sense of pride in the town and that retailers are engaging.

Mr Highway was thanked for the report.

## **6. SOUTH EAST WALES TOWN CENTRE VACANCY REPORT**

Mr Wilcox presented the report to the group.

Members discussed the figures of vacant premises within the table and were advised that these may well have changed as the report was from October 2014. Mr Wilcox confirmed that he could bring updated figures to a future meeting and forward data to members of the group.

Mr Wilcox was thanked for the report.

## **7. TOWN CENTRE PROMOTIONAL SPACES**

Mr Wilcox presented the report to the group.

Members discussed the report and Mr Highway informed the group that Mr Wilcox has worked hard to build a good working relationship with the promoters who use the site and is very grateful for all of his hard work.

Mr Highway advised that the Town Council are invited to use this space free of charge and if assistance or the use of gazebos is required Mr Hudson's team will be happy to help. Mr Highway advised the group to contact Mr Wilcox if they would like to use the space.

Ms Mortimer asked if Ystrad Mynach would be having feeder pillar installed. Mr Wilcox will look into this

Ms Mortimer asked whether or not a St David's Event has been arranged for Ystrad Mynach in 2016. Mr Wilcox will check with Mr Hudson.

Mr Wilcox was thanked for the report

## **8. CHRISTMAS MARKET UPDATE**

Mr Hudson had passed on apologies in case he could not make the meeting so Councillor Angel updated the group on the Christmas Market Event.

Lewis Girls School would be providing 40 chairs which will be kept in the chapel overnight, Amber Skips would be providing a wheelie bin and Emlyn Lloyds are providing the Christmas tree.

Everything is on schedule with entertainment, 32 stalls along and fairground attractions. Cllr Angel expressed his thanks for the support the event was receiving.

Ms Mortimer confirmed that BTM Brass Band will be available for the event.

**9. YSTRAD MYNACH TOWN CENTRE AUDIT – OCTOBER 2015**

The following items were raised on the audit.

Painting of the post box, Mr Wilcox will chase this up.

Illegal parking Mr Highway confirmed that he had spoken with the Inspector who is trying to arrange for PCSO's to be in the town but they may need to be deployed to other duties.

The Police Commissioner has advised that parking is an ongoing problem which everyone needs to be involved in.

Grubbing Out Siloh Square - Mr Dallimore confirmed that there is a problem within the Square where pavements need to be re-pointed. There is a small budget and Mr Dallimore will chase NCS to see if this can be sorted prior to the Christmas Event.

Councillor Pritchard expressed concern over the pavements as this is a safety issue, particularly for elderly people and individuals with walking sticks.

Mr Dallimore confirmed that he will request that Highways colleagues to raise a service request.

Temporary Grit Bins - Councillor Pritchard requested confirmation as to who could use these grit bins. Mr Highway confirmed that the bins available for the retailers to use these would be refilled when empty by the Council's Highways team

There were no further issues raised on the audit.

Meeting closed at 16.07pm

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CHAIR

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