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**Date: 21st March 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, 29th March, 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 Regeneration and Environment Scrutiny Committee - 16th February 2016 (minute nos. 1 - 12).	1 - 10

**A greener place Man gwyrdach**

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



- 4 Consideration of any matter referred to this Committee in accordance with the call-in procedure.
- 5 To receive a verbal report by the Cabinet Member(s).
- 6 To receive and consider the following Cabinet reports\*: -
  1. Outdoor Bowls Clubs – 2nd March 2016;
  2. Velothon Wales 2016 – Proposed Road Closures – 16th March 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 4.00 p.m. on Thursday, 24th March 2016.*

To receive and consider the following Scrutiny reports:-

- |   |  |         |
|---|--|---------|
| 7 | Update on Performance Against Welsh Government Statutory Recycling Targets.                          | 11 - 16 |
| 8 | Scoping of the Countywide Review of the Operation and Management of Highway Owned Council Car Parks. | 17 - 62 |
| 9 | To record any requests for an item to be included on the next available agenda.                      |         |

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

- |    |  |         |
|----|--|---------|
| 10 | Bryn Compost Liaison Group Minutes - 3rd September 2015.           | 63 - 70 |
| 11 | Grants to the Voluntary Sector Panel Minutes - 25th November 2015. | 71 - 72 |
| 12 | Voluntary Sector Liaison Committee Minutes - 2nd December 2015.    | 73 - 80 |
| 13 | Caerphilly Local Access Forum Minutes - 11th December 2015.        | 81 - 86 |

*\* 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 4.00 p.m. on Thursday, 24th March 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



## REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON  
TUESDAY, 16TH FEBRUARY 2016 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, Ms J.G. Jones,  
Mrs P. Leonard M.J. Prew, A. Rees and Mrs E. Stenner

Cabinet Members:

N. George (Community and Leisure Services), T.J. Williams (Highways, Transportation and  
Engineering)

Together with:

C. Harray (Corporate Director – Communities), P. Elliot (Head of Regeneration and Planning),  
M. Eedy (Finance Manager – Environment Directorate), A. Highway (Town Centre  
Development Manager), P. Rossiter (Energy and Water Officer), B. Davies (Solicitor) and  
R. Barrett (Committee Services Officer)

### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors R.W. Gough, S. Kent and Mrs D. Price,  
together with Cabinet Member K. James (Regeneration, Planning and Sustainable  
Development).

### 2. DECLARATIONS OF INTEREST

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

### 3. MINUTES – 26TH NOVEMBER 2015

RESOLVED that the minutes of the Special Regeneration and Environment Scrutiny  
Committee meeting held on 26th November 2015 (minute nos. 1 – 6) be approved as  
a correct record and signed by the Chair.

#### **4. MINUTES – 8TH DECEMBER 2015**

RESOLVED that the minutes of the Regeneration and Environment Scrutiny Committee meeting held on 8th December 2015 (minute nos. 1 – 11) be approved as a correct record and signed by the Chair.

#### **5. CALL-IN PROCEDURE**

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

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

The Scrutiny Committee received verbal reports from Cabinet Members T.J. Williams and N. George. Councillor Williams also delivered a report on behalf of Cabinet Member K. James.

The report from Councillor K. James (Cabinet Member for Regeneration and Planning) gave an overview of the latest position in respect of planning appeals, including one that has been received against the refusal of the surface mine application at Nant Llesg, Rhymney. The Planning Inspectorate are currently considering the validity of information submitted with the appeal, and once this is ascertained, they will issue more information about the timetable and date for the inquiry. Appeals are also forthcoming in respect of proposed housing developments at Pandy Road, Bedwas and Cwmgelli, Blackwood, together with land adjacent to the Axiom factory in Newbridge.

Members were updated on developments in respect of town centre management, including the opening of new businesses/cafes in Bargoed, Blackwood and Caerphilly. It is hoped that these will increase footfall and create a number of new jobs for local residents. A new online Retail Property Directory is also up and running as part of the re-designed Go2 My Town website, which will be used by the Town Centre Management Team to place businesses in vacant town centre properties.

Members were reminded that the Deposit Replacement Caerphilly County Borough Local Development Plan up to 2031 was formally approved for public consultation at a Special meeting of Council on 3rd February 2016. The consultation runs from 11th February 2016 to 23rd March 2016 and is the first opportunity for the public to have their say on the Plan, with everyone urged to get involved.

Blackwood Miners Institute had a very successful year with attendance up 14% on 2014. A record-breaking 14,600 people attended the pantomime over the Christmas period, which was up 17% on last year. Members commented on the high quality of the pantomime and extended their congratulations to all those involved in its production.

Councillor N. George (Cabinet Member for Community and Leisure Services) advised Members of the impact that recent poor weather has had on outdoor sport in the county borough on Council pitches. Although 1739 football/rugby matches were played between August 2015 and January 2016, 426 have been cancelled due to adverse weather conditions.

The Cabinet Member recently attended the Sport Caerphilly Volunteer Awards Evening to celebrate the work of the Council's large number of volunteer coaches and clubs. He also attended the Caerphilly Adventures Volunteers Awards at Llancaiach Fawr which celebrated the work of the Council's outdoor adventure volunteers. Both events showcased talent and hard work which enables the successful function of community sport, together with heart warming successes which opens up access to different experiences in the outdoors to those disadvantaged in society.

Members were informed that the 5th annual Pride In Your Place Awards were recently held at Blackwood Miners Institute and were the most successful to date. Over 80 entries culminated in 34 award nominations, which showcase the efforts of local community groups, individual volunteers and schools in looking after their environment.

Following presentation of his report, the Cabinet Member responded to general queries in respect of pitch bookings and the effect of heavy rainfall on pitch conditions.

Councillor T.J. Williams (Cabinet Member for Highways, Transportation and Engineering) presented his report and informed Members that Welsh Government have invited bids from local authorities for local transport, road safety and Safer Routes in Communities funding for 2016/17. A variety of bids were submitted from the Council by the deadline of 29th January 2016 and details of the successful bids will be provided at a future meeting, along with an update on what this year's funding has achieved.

Members were advised that over the last four months, over 1000 service requests for culverts and gullies have been received due to instances of severely wet weather. However the number of property flooding incidents (including garages) has been minimal and is testament to the hard work carried out by the Group. The approved Flood Risk Management Plan will identify flood risk areas across the county borough with a view to renovating the existing drainage network and lead the way in minimising future flooding incidents.

The Engineering Projects Group currently have a number of projects out to tender, including re-lining works on the Monmouthshire and Brecon Canal, principal bridge inspections and confined space culvert inspection/maintenance. All these projects are anticipated to begin in March 2016 (weather permitting).

Discussion of the Cabinet Member's report ensued and a Member highlighted a number of issues in the Blackwood area arising from recent excessive rainfall (including damage to bridges and pathways and blockages to culverts). Another Member also outlined a number of highway issues in the Rhymney area. It was agreed that the Members concerned would liaise directly with the Cabinet Member/Officers to provide further information on these matters.

The Cabinet Members were thanked for their reports.

## **7. CABINET REPORTS**

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

## **REPORTS OF OFFICERS**

Consideration was given to the following reports.

## **8. IMPROVEMENT OBJECTIVE: CARBON MANAGEMENT – REDUCE OUR CARBON FOOTPRINT (SIX-MONTH PROGRESS)**

Paul Rossiter (Energy and Water Officer) presented the report, which highlighted key progress against Improvement Objective IO4 – Carbon Management: Reduce Our Carbon Footprint.

Members were informed that the public awareness of climate change and the link to carbon footprint is high and there is an expectation by local residents for the Authority to take reasonable steps in reducing the energy consumed by its buildings. Caerphilly Council, along

with all other organisations, is also under increasing pressure from UK wide legislation aimed at improving energy efficiency, such as Provision of Display Energy Certificates, Energy Performance Certificates and compliance with the Carbon Reduction Commitment Scheme, which is a carbon tax that costs the Authority in the region of £440,000 per annum.

To assist in reducing carbon emissions and costs, the Authority has a 45% Carbon Reduction Strategy in place. At the beginning of 2015/16, it was recommended that a new Improvement Objective, Carbon Management: Reduce our carbon footprint (within the Authority's non-domestic buildings and street lighting) be reported to the Scrutiny Committee for regular performance monitoring. The Improvement Objective focuses on 4 priorities to reduce emissions: Good Housekeeping, Invest to Save, Design and Asset Management, and Renewable Technology, which mirror the Carbon Reduction Strategy.

Further details of each priority were outlined within the report and Members were referred to Appendix 1 which outlined action taken and progress made against each of these priorities. Officers also highlighted examples which demonstrate how each of these priorities are being achieved.

Training has been key to the Good Housekeeping priority, with headteachers having been provided with Carbon Reduction Commitment training, and caretakers/key staff in selected schools and community buildings trained on the correct use of their building energy management system heating controls. A presentation entitled "Energy Savings in Schools" has been delivered across 5 schools to date and scheduled for a further 6. All existing energy audits have also been re-issued to building managers and head teachers, and many schools contacted the Council's Energy Team as a result seeking further assistance and advice.

A number of technologies are being considered in respect of the Invest to Save priority, including the PowerPerfactor voltage optimisation unit for Tir y Berth Depot (currently installed at Pontllanfraith House) and Officers are evaluating the feasibility of 54 Invest To Save schemes. 4,000 street lights to date have been converted to energy efficient lighting with the remaining stock scheduled for conversion by financial year end. Information has been placed on the Council's staff intranet page to highlight water bill discounts available for low-income households and the water section of the Council's energy audits has also been strengthened. Energy Officers have identified a replacement Light Emitting Diode (LED) light fitting, which will replace 953 lights at Ty Penallta and significantly reduce wattage per light. Staff have also identified lighting improvements at Tir y Berth Primary and Tir y Berth Garage Depot which could be funded through the Invest to Save Scheme.

Regarding the Design and Asset Management priority, there have been two Council properties sold, one leased out and another disposed of. In respect of the Renewable Technology priority, the 7 medium-sized solar PV arrays (on which the Council claims Feed in Tariff payments) all over-performed in terms of input/output, and staff continue to promote such technologies and look for further opportunities. Officers have also surveyed 9 Home for the Elderly properties with a view to installing PV arrays, and a further update on this matter will be provided to the Scrutiny Committee when available.

Members were advised that 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). Through the various actions outlined, a positive improvement is evident in awareness raising activities, such as the reissuing of energy audits and awareness activities surrounding renewable schemes. From the progress recorded to date, it is unlikely that any of the red (overdue) indicators will remain as such if the current trend of progress continues to the end of the 12-month period. Members were also informed that during the first 6 months of the Improvement Objective, 42 carbon tonnes (£672 saved in carbon tax) has been achieved from the Invest to Save scheme alone, which demonstrates that energy, carbon and cost savings have been achieved in this period.

The Officer was thanked for his presentation and discussion of the report ensued. A Member raised a query regarding the funding available to the Council in respect of Carbon Management. Officers explained that the Invest to Save fund incorporates £200,000 from Salix Finance and £500,000 from CCBC to provide an Invest to Save Fund (which operates as an interest free loan, which is paid back over 0-10 years, thereby providing continuing funds for re-investment in energy efficiency schemes over coming years).

A Member queried the incomplete performance indicator displayed against the number of street lights converted to LED format. Officers explained that this performance indicator only highlights progress to September 2015 and that the switchover is on schedule to be completed by the end of the financial year. The Chair requested that an update on the switch to part-night lighting be included as part of the next Cabinet Member report to the Scrutiny Committee.

Members were pleased to note the actions set out in the report and conveyed for public information in respect of the Council's stance on carbon management. A query was raised regarding public knowledge of the water bill discount available to low-income households. Officers explained that this discount is specifically for domestic customers and offered to find out how Welsh Water publicise this scheme.

A Member queried whether an audit had been carried out across all Council properties to determine their energy efficiency levels. Officers confirmed that main buildings had been assessed, but explained that Council housing stock was not included, as the Improvement Objective relates to energy usage in the Council's non-domestic buildings and street lighting stock. A Member also queried the methods of energy advice given to small community centres, and Officers explained that this depended on use but mainly entailed a common sense approach relating to heating management and turning off lights when not in use. Energy staff are able to provide leaflets and guidance on such matters and will also go out to visit such sites upon request.

Reference was made to the installation of solar panels on properties across some housing association schemes. A Member queried whether a business model exists for this to be implemented within Caerphilly Council housing stock and it was agreed that Officers would liaise with the Member on this matter.

Following consideration of the report, Members noted its contents and the progress made to date in meeting the actions set out in the action plan, and unanimously agreed with the Officer's judgement of "partially successful" against the Improvement Objective at the six-month point.

## **9. BUDGET MONITORING REPORT 2015/2016**

Mike Eedy (Finance Manager - Environment Directorate) presented the report, which informed Members of the most recent budget monitoring position for 2015/2016 for the Environment Directorate service divisions, namely Regeneration and Planning, Engineering Services, Public Protection and Community and Leisure Services.

Reference was made to the revenue budget position for each of the service divisions based on the most current financial information available. Projected outturn figures for the financial year are compared with the budget to show anticipated under/overspends, and more detailed budget monitoring figures were outlined within the report and its appendices.

Members were asked to note that as part of the budget efficiency savings in 2015/2016 to meet Medium Term Financial Plan (MTFP) targets and achieve budget strategy aims, the Environment Directorate were targeted to achieve new budget efficiency savings of £3.861m. The most recent figures indicated a total under spend of £1,578m, but it was explained that a number of ring-fenced budgets (as outlined in Section 4.1.3 of the report) meant this under spend was reduced to £953,000.

The Regeneration and Planning division presently have a projected under spend of £239,000. Within Planning Services, there is an over spend of £6,000 in Development Control and planning application fee income is projected to be £57,000 short of the £571,000 budget target (including pre-application advice income charges of £20,000) but is offset by an under spend in staffing due to vacant posts. There is an over spend of £53,000 in Building Control, where income is projected to be £64,000 below the £307,000 budget. This is partly offset by an under spend in staffing costs due to the delayed filling of a vacant post. Search fee income is £7000 below the £112,000 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.

A significant under spend of £363,000 within Economic Development and Tourism has been partly achieved by a number of vacant posts (most of which are proposed MTFP savings for 2016/2017) and savings relating to promotion/publicity and office costs. There is a projected £101,000 under spend against industrial estates due to rental income exceeding targets/reduced maintenance, and a MTFP saving of £100,000 is proposed in this area for 2016/2017. Tourism have achieved a net under spend of £29,000, with additional income from the Big Cheese event being partly offset by one-off costs relating to the Urdd Eisteddfod event. Members were informed that there are indications that the Big Cheese is becoming a self-financing event. At present, tourism venues are reporting an overall under spend of £112,000 due to a combination of above target income generation and reduced operational costs. MTFP savings are being considered across tourism venues in 2016/2017. Members were advised that the financial performance of the venues is pleasing in view of the poor weather conditions over the summer period.

There is also a projected over spend of £58,000 in relation to the Bargoed retail shop units (which are part of the Bargoed Regeneration project) which is due to anticipated under-occupancy of the units in 2015/2016.

The Engineering Services division have reported a net under spend of £655,000 but after excluding ring-fenced budget variations there is an under spend of £262,000. An overspend within highway reactive maintenance repairs has been offset by an under spend in street lighting energy, which has arisen from low energy prices, together with capital investment in low-energy LED lighting as part of previous MTFP savings and a subsequent reduction in maintenance requirements. MTFP savings of £350,000 have already been approved with further a £100,000 saving against street lighting proposed for 2016/2017. The severity of winter weather will have an impact on the overall outturn position. Engineering are reviewing the highway maintenance programme and endeavouring to balance the budget by financial year end.

Public Protection is presently projecting an under spend of £235,000 across a number of its departments on a revised budget of £7.2m. There is a small over spend of £10,000 within Catering Services due to one-off costs associated with the relocation of the Meals of Wheels kitchen to Penallta House, investment in cashless catering and increased living wage salary costs. The financial position will be carefully monitored, as any school closures due to adverse weather conditions will have an impact upon school meals income.

Community and Leisure Services are currently projecting an overall under spend of £449,000, but £232,000 of the budget relates to cemeteries, where any under spend is ring fenced for future improvement and enhancement works, and hence there is an under spend of £217,000 in this area.

Waste Management and Cleansing is presently projecting an overall under spend of £237,000. There is a large projected over spend of £809,000 arising from revised contract arrangements for dry recycling treatments, which has resulted in a higher cost per tonne. There has been an over spend relating to waste treatment and disposal costs, due to a need to divert some residual waste to landfill during close-down periods at the Viridor EfW Plant.

Such costs to the Authority will cease from 1st April 2016 upon commencement of the main contract with Viridor, as it will then be the responsibility of this supplier to absorb the cost of diverting residual waste to landfill during close-down periods. There will also be a one-off payment to Viridor this year for the processing of incinerator bottom ash arising from this waste treatment process, which will assist in increasing the Council's recycling targets and achieve the statutory target required to avoid the imposition of fines.

It is anticipated that the over spend within Waste Management and Cleansing will be partly offset by an under spend in relation to civic amenity site treatment, which has arisen from reduced tonnage as a result of the new permit scheme. There is also an under spend against staffing and operational costs in this area. Volumes of waste tonnage and the treatment costs from the various waste streams are monitored closely as any fluctuations during the year can have a significant impact on the overall financial position, and a £240,000 contingency fund is retained in the event of an over spend in this area.

Leisure Services are reporting an over spend of £77,000. An over spend within Leisure Centres is mainly due to a projected underachievement in income targets, where income generation is subject to variation in consumer demand and also from competition from other private sector facilities. The Leisure Centres have challenging income budget targets as a result of the additional £100,000 MTFP savings applied in 2015/2016. The over spend in Leisure Centres has been partly offset by an under spend in Central Leisure Services due to vacant posts and other central costs, together with an under spend within Sports and Health Development. Income targets will be monitored closely as income generation is subject to variation depending on customer demand.

Vehicle Maintenance and Fleet Management are presently showing a projected surplus of £25,000. 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. Building Cleaning is reporting a small projected budget surplus of £8,000 at present, which includes assumed additional costs for living wage increases from November 2015 of £44,000 and increased sickness absence cover costs. This is offset by a Head Office staffing under spend which is a MTFP saving in advance for 2016/2017.

Officers explained that some service under spends and over spends will be appropriated to ring-fenced reserves for specific requirements. The remaining Directorate under spend (presently projected at £953,000) will be appropriated to the Environment Directorate strategic reserve and 50% of this pooled under spend/profit will then be appropriated to the Authority working balance. Subject to Members' approval, the remaining 50% will be utilised for Directorate-based service initiatives or investment requirements.

Members thanked the Officer for his report and were pleased to note the achievements in respect of income targets and savings. Reference was made to the amount of underspends within the Directorate and Members expressed a need for consistency and for balanced/accurate budgets to be set at the beginning of the financial year. A query was also raised regarding the £250,000 MTFP saving for 2016/2017 for Home to School Transport. Officers explained that this is a planned saving for the next financial year, and demonstrates that the Authority is planning ahead in terms of their budget strategy and that such budget savings are achievable in future years. Members were also informed that under spends have arisen from the new tendered bus contracts that came into effect January 2016 and that the new Taxi Framework contract that began in 2015/16 has also contributed in part to the under spend.

A Member referred to the intention to award Community Assets funding to Engineering for community response teams as outlined in the report, and queried the impact that this would have on Community Partnership Schemes. Officers explained that Community Assets funding had previously been allocated across various budgets but that it would be transferred into individual service division budgets from 2016/2017 and be allocated to the same recipient initiative. Officers agreed that they would circulate background information and the terms of

reference relating to Community Assets funding and Community Partnership Schemes to the Scrutiny Committee following the meeting.

Discussion took place regarding the Area Forum Budget, and it was agreed Officers would circulate details of this budget to the Scrutiny Committee following the meeting (including details of individual ward/town and community council allocations) and liaise with individual Members to address their queries regarding this matter. Reference was made to the 2016/17 MTFP proposal to reduce the grant to Allotment Federations within the county borough, and Officers explained that as a result of the budget settlement information received from Welsh Government, this proposal did not form part of the final budget saving proposals that will be considered by Cabinet on 17th February 2016 (and thereafter Special Council on 24th February 2016).

Members discussed the success of the Big Cheese event and Officers explained that its self-financing status has been achieved through a combination of increased pitch fees, sponsorship, and income from the fairground and bars. The Events Team are currently examining means of increasing income generation for this event so that other smaller events within the county borough can continue to be supported by the Authority. Members discussed the potential for future MTFP savings to be proposed and the increased contribution to these events from other sources (such as Town Council funding).

A query was raised regarding the budget variation against Caerphilly Adventurers as outlined in Appendix 1D of the report. Officers confirmed that they would investigate the reason for this budget variation and respond to the Member accordingly. Reference was also made to the potential for the Council's Vehicle Maintenance and Fleet Workshop to promote MOTs to Council staff as a means of increasing workload and income, and Officers confirmed that this matter is being progressed by the Fleet Manager.

Having given due consideration to the report, Members noted its contents, together with details of the budget monitoring position contained within the appendices.

## **10. TOWN CENTRE IMPROVEMENT GROUP 2015**

Andrew Highway (Town Centre Development Manager) presented the report, which provided information on the progress made within the Town Centre Improvement Group during 2015 against the Council's objectives.

The report provided information on the work undertaken by the Town Centre Improvement Group during 2015, highlighted how the Group works alongside the Council's five Town Centre Management Groups and outlined the main issues that have been resolved in each of the five principal towns.

Officers explained that the Town Centre Improvement Group was established in 2005 with appropriate representation from all relevant service areas. The remit of the group is to improve the environment within the county borough's five principle town centres (Bargoed, Blackwood, Caerphilly, Risca and Ystrad Mynach), benchmark the performance of CCBC services in these town centres and demonstrate commitment to their environmental improvement, and provide an internal forum for CCBC to address issues that blight town centres.

The Group includes representative from all relevant parts of the Council, together with five police inspectors whose responsibilities include the five principle town centres and Mr Highway expressed his thanks to his colleagues within the Group and partner agencies for the valuable resources afforded to the improvement of town centres within the county borough.

Members were advised that the purpose of the Group is to ensure a responsive co-ordinated approach to the maintenance of the town centres via 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 and ensures that environmental and maintenance matters are addressed in a effective and expeditious manner.

Officers explained that in 2015, a total of 168 issues across the five main town centres were actioned through the Town Centre Improvement Group, and a summary of the main issues resolved by the Group was outlined to Members. The issues resolved included work to address the problem of rough sleepers and securing of a new tenant for the vacant Tesco building in Caerphilly, road closures relating to the Blackwood Summer Beach Party and work to address anti-social behaviour around Blackwood Bus Station, regeneration works and the resolution of parking issues in Bargoed, changes to the public toilet opening hours and the renovation of a public house in Risca, and parking issues/resources within Ystrad Mynach.

Members were referred to the report appendices which contained a detailed breakdown of all the issues resolved in the town centres over the past twelve months, and which evidences the commitment of individual service areas and 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. The aim for the TCIG and the process of Town Centre Management is to promote sustainable long-term growth across the county borough by delivering well-maintained and managed town centres which are at the heart of the local community.

The Scrutiny Committee thanked the Officer for his report, and in acknowledging the importance of the Group, requested that their thanks to the multiple agencies involved in its work be placed on record.

Following consideration of the report, Members noted its contents, including the work of the Town Centre Management Group.

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

The following requests were received:-

1. Councillor Ms. J.G. Jones requested a report in respect of Outdoors Bowls Clubs, and was advised that this will be circulated to the Scrutiny Committee ahead of its presentation to Cabinet on 2nd March 2016.
2. Councillor Ms J.G. Jones referred to a Pilot Scheme within the Public Protection division. Councillor Jones was advised that Public Protection comes under the remit of the Health, Social Care and Wellbeing Scrutiny Committee and was asked to re-direct her request for a report on this matter accordingly.
3. Councillor Mrs A. Blackman requested a report in respect of Leaseholder Arrangements and, in being advised that reports of this nature have recently been presented to the Policy and Resources Scrutiny Committee, was asked to contact the relevant Officer on this matter.

## **12. 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) Caerphilly Local Access Forum Minutes – 9th October 2015;
- (2) Caerphilly Town Centre Management Group Minutes – 20th October 2015;
- (3) Ystrad Mynach Town Centre Management Group Minutes – 3rd November 2015.

The meeting closed at 7.04 pm.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 29th March 2016, they were signed by the Chair.

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CHAIR



## REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE – 29TH MARCH 2016

**SUBJECT: UPDATE ON PERFORMANCE AGAINST WELSH GOVERNMENT  
STATUTORY RECYCLING TARGETS**

**REPORT BY: CORPORATE DIRECTOR - COMMUNITIES**

### 1. PURPOSE OF REPORT

- 1.1 To provide the Scrutiny Committee with the latest update on the Authority's performance against the Welsh Government Statutory recycling target for 2015/16.

### 2. BACKGROUND

- 2.1 As members of the Scrutiny Committee are aware, the Welsh Government has operated a statutory Recycling Target (SRT) regime for several years with specific years being designated as key target years with fairly large increase in the level of recycling to be achieved. 2015/16 is one of these years where the SRT increases to 58%.

- 2.2 The SRT key target years and Caerphilly's comparative performance to date is as follows:-

Year	WG SRT	CCBC Performance
2007/08	25%	32%
2009/10	40%	44%
2012/13	52%	57%

- 2.3 As stated above, the target for 2015/16 rises to 58% (In 2014/15 Caerphilly achieved 57.2%) and then continues to rise in future key target years as follows:-

Year	WG SRT
2015/16	58%
2019/20	64%
2024/25	70%

### 3. SUMMARY

- 3.1 As outlined above, WG have been operating a SRT regime for a number of years with further increases in the level of recycling required over the next 10 years.

- 3.2 The 2015/16 58% target is one of the most challenging target increases that Local Authorities have faced to date and this report aims to update members on the Authority's projected performance against this target while highlighting key issues in relation to the 2015/16 waste tonnages.

#### 4. LINKS TO STRATEGY

- 4.1 Managing waste more sustainably and achieving SRT's have implications across a range of strategies including the Single Integrated Plan and Corporate Plan in relation to the Cleaner, Greener agenda.
- 4.2 Moreover, the Well Being of Future Generations Act (coming into force on 1<sup>st</sup> April 2016) sets out a number of goals/principles which public bodies must apply in the strategies & services that they deliver. These include:-
- A prosperous Wales
  - A resilient Wales
  - A Healthier Wales
  - A more equal Wales
  - A Wales of cohesive communities
  - A Wales of Vibrant Culture and thriving Welsh language
  - A globally responsible Wales
- 4.3 Managing Waste more sustainably and achieving the WG SRT's provides a significant contribution to 6 of these 7 goals/principles..

#### 5. THE REPORT

- 5.1 The collation and presentation of waste data (from which the Performance is calculated) is derived from weighbridge information from treatment/disposal contractors and is uploaded quarterly to the National Waste Dataflow IT system which is managed and audited on behalf of WG by Natural Resources Wales. However, as a result of the complexity associated with the data gathering, collation, upload, auditing and reporting mechanism it is a number of months after the end of each quarter before the data is fully validated.
- 5.2 Consequently, at the time of writing this report the Authority has the benefit of verified Q.1 & Q.2 data, actual Q.3 tonnages (although not yet audited/verified) and a projection for Q.4 based on historical/operational knowledge and experience. In this regard, it is important for the Committee to understand that Q.3 & Q.4 performance is always lower than Q.1 & Q.2 due to the winter effect on certain waste streams (garden and certain CA waste particularly).
- 5.3 Table 1. below illustrates the quarterly performance for 2015/16 for the various waste streams and includes the percentage recycling/composting by quarter.

**Table 1. – 2015/16 Quarterly Performance**

	15/16	15/16	15/16	15/16	15/16
	Q1	Q2	Q3	Q4 Projection	Total
Dry Recycling	10489.10	10438.80	11148.51	10259.92	<b>42336.33</b>
Organics	5057.15	5294.46	3715.86	2957.46	<b>16984.87</b>
Prosiect Gwyrdd (net of IBA)	8426.94	6707.25	8871.33	7392.34	<b>31397.86</b>
Landfill	1529.03	2462.06	2061.38	1511.97	<b>7564.44</b>
<b>Total MSW</b>	<b>25502.22</b>	<b>24902.57</b>	<b>25797.08</b>	<b>22121.69</b>	<b>98283.50</b>
% Recycling /Composting	61%	63%	58%	59%	60.4%

- 5.4 As can be seen from the table, this latest analysis is projecting year-end performance of 60.4%. While this is above the WG SRT of 58%, it must be recognised that this is very close to the SRT of 58% and could go up or down over the Q.4 period.

- 5.5 In order for the Committee to better understand how the projected year-end total of circa 59,000 tonnes of recycling/composting is made up. Table 2. below outlines the detailed make up by waste stream.

**Table 2. – 2015/16 Projected Recycling/Composting Tonnage by Waste Stream Compared to 2014/15**

<b>Waste Stream</b>	<b>2014/15 Year End Recycling/Composting Tonnage</b>	<b>2015/16 Projected Year-End Recycling/Composting Tonnage</b>	<b>Change 2014/15 – 2015/16 &amp; Comments where Relevant</b>
Collected Dry Recycling	<b>15,179</b>	<b>14,133</b>	Reduction of 1046 tonnes due to rejection rate at Cardiff MRF.
CA Site Wood Recycling & Composting	<b>8,308</b>	<b>4,905</b>	Overall increase in CA Site Recycling/composting of 1,157 tonnes due to effect of improved secondary sort by new contractor and implementation of wood recycling contract.
CA Site Green Waste	<b>2,203</b>	<b>3,039</b>	
Other CA Recycling (eg: Metals, Hardcore, etc.)	<b>8,557</b>	<b>6,885</b>	
CA Secondary Sort	<b>3,313</b>	<b>6,395</b>	
Mechanical Sweeper Recycling	<b>2,766</b>	<b>2,497</b>	Negligible change.
Secondary Sort (Litter & other departments)	<b>2,884</b>	<b>3,073</b>	Negligible change.
Bring Banks	<b>172</b>	<b>144</b>	Negligible change.
Furniture/Fridge Reuse	<b>168</b>	<b>157</b>	Negligible change.
Incinerator Bottom Ash (IBA Recycling)	<b>99</b>	<b>5,934</b>	IBA recycling not fully implemented until 2015/16.
Collected Food & Garden (Green)	<b>11,293</b>	<b>10,943</b>	Negligible change.
Other Green (Street Cleansing, Bulky, etc.)	<b>327</b>	<b>1,426</b>	Increase of 1099 tonnes.
<b>Total</b>	<b>55,269</b>	<b>59,531</b>	<b>Overall projected increase in recycling/composting of 4262 tonnages.</b>

- 5.6 As stated above, the 2015/16 target has been very challenging and its projected achievement has only been possible after some key interventions have been implemented by officers throughout the year. These have included:-
- CA Wood Recycling Contract involving a fibreboard manufacturer;
  - Carpet recycling (from CA waste);
  - Mattress recycling (from CA waste);
  - Recycling of IBA from the Project Gwyrdd Plant.
- 5.7 The next significant SRT (64% in 2019/20) will be even more challenging to achieve and the Authority will need to consider any recommended changes to the collection regime arising out of the service review currently being carried out by WG appointed consultants in accordance with the WG Collaborative Change Programme (CCP).
- 5.8 The CCP process is not yet complete and there are no firm recommendations to consider at this present time. Any recommendations that arise out of the review will need to be supported by a robust business plan.

## 6. EQUALITIES IMPLICATIONS

6.1 There are no equalities implications associated with this report.

## 7. FINANCIAL IMPLICATIONS

7.1 The service has seen its recycling costs increase significantly over the last couple of years due to global conditions in the recycling market combined with some contamination issues where residents place food, dirty nappies and other contaminants in the recycling bin which is an issue in current market conditions.

7.2 The relevant 2015/16 service budgets by waste stream are as follows:-

Waste Stream	2015/16 Budget (£)
Residual Waste Collection & Disposal	2,948,019
Organics Collection & Treatment	1,621,620
Dry Recycling Collection & Treatment	2,705,091
Civic Amenity Sites	2,676,490
Bulky Waste	130,993

7.3 The interventions outlined in section 5.6 have obviously resulted in increased costs in 2015/16. These costs to year end are projected as follows:-

- Wood Recycling £57,000
- Carpet Recycling £3,500
- Mattress Recycling £14,000
- Recycling of IBA £246,000 \*

\* NB: From April 2016 the recycling of IBA will not cost the Authority anything as it will then be part of the main Project Gwyrdd Contract.

## 8. PERSONNEL IMPLICATIONS

8.1 There are no personnel implications associated with his report.

## 9. CONSULTATIONS

9.1 The report reflects the views of the listed consultees.

## 10. RECOMMENDATIONS

10.1 Members are asked to note the projected performance against the 2015/16 SRT and the future challenges in terms of increasing SRT's.

## 11. REASONS FOR THE RECOMMENDATIONS

11.1 To provide the Scrutiny Committee with an update on a key performance indicator for one of the services within its remit.

## 12. STATUTORY POWER

12.1 Local Government Acts.  
Environmental Protection Act 1990.

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Consultees: Christina HARRY, Corporate Director – Communities  
Nigel George, Cabinet Member for Community & Leisure Services  
Tony White, Waste Strategy & Operations Manager  
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Mike Eedy, Finance Manager

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## REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE – 29TH MARCH 2016

**SUBJECT: SCOPING OF THE COUNTYWIDE REVIEW OF THE OPERATION AND  
MANAGEMENT OF HIGHWAY OWNED COUNCIL CAR PARKS**

**REPORT BY: CORPORATE DIRECTOR - COMMUNITIES**

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

- 1.1 To seek views and support from the Regeneration and Environment Scrutiny Committee on the scope of the proposed review on the operation and management of the Council's Highway owned public car parks and the potential for future changes to the current parking regime and charging tariffs.

### **2. SUMMARY**

- 2.1 Following discussions on the Highway owned off street car parks related MTFP proposals at the special Regeneration and Environmental Scrutiny committee in June 2014, Members raised a number of issues related to the budget saving proposals and wider operational policy issues. Subsequently a number of related issues have also been raised by Members for which Officers have proposed the scope of a review for discussion and agreement with Members.

- 2.2 The following key issues are proposed to be included in the scope of the review:

- History of parking charges in CCBC
- Impact of P&D on town centres
- Consistency, equality and equity of approach
- Review of the existing tariffs and the variations between car parks and between towns
- Balance of long stay and short stay car parks
- Extension of P&D to current non P&D car parks
- Transferrable tickets
- Residential permits
- Business permits
- Trading
- Payment methods

- 2.3 Members views are sought on the scope of the review and the process and timescales to complete it.

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

- 3.1 To work towards the Council's corporate objective of improving peoples' living environment through targeted actions, regulation, information and advice.

- 3.2 Engineering Division Objective: To provide safe and efficient transport and land drainage infrastructure through quality services delivered by means of cost effective management, maintenance and improvement of the networks.
- 3.3 The report links to the Safer and Prosperous themes of “Caerphilly Delivers”, the Local Services Board (LSB) Single Integrated Plan.
- 3.4 Equalities Objectives and Action Plan: Equality Objective 3 - Physical Access.

## **4. THE REPORT**

### **4.1 History**

- 4.1.1 Prior to the inception of Caerphilly County Borough Council, Twyn car park and Crescent Road car park in Caerphilly and Emporium car park in Bargoed were already subject to parking charges. In 1996 the car parks were inherited by CCBC and following a review carried out at that time parking charges were extended to a number of other public car parks in the county borough. These included Bedwas Road, Station Terrace and the long stay element of Crescent Road car park in Caerphilly, Oakfield Street in Ystrad Mynach, and all of the car parks in Blackwood that are presently subject to pay and display. Appendix 1 provides details of the parking charges as set by CCBC during its early years i.e. between 1996-1998.
- 4.1.2 The parking charges were originally introduced in order to discourage long-term parking by workers, ensure a turn-over of parking spaces and availability for shoppers and visitors and to contribute towards the significant maintenance and operational costs associated with running the public parking facilities.

### **4.2 Parking Regime**

- 4.2.1 The town centre parking regime has evolved since 1996 to provide a balance between provision for commuters, workers, shoppers and visitors. At two to three year intervals, studies of car park usage, ticket sales and income have been undertaken and when appropriate changes to the tariffs have been made. The tariffs were last changed in September 2010, which resulted in a general increase of the 2007 tariffs. Prior to 2007 the tariffs were changed in 2002. Details of the historic parking tariffs for 2002 and 2007 are provided in Appendix 2.
- 4.2.2 Since 1996 the number of Highway owned public car parks has increased significantly through a number of initiatives. Some have been related to improvements in public transport with the provision and expansion of rail park and ride car parks, others have been linked to regeneration projects in the key towns. A total of 83 public off-street car parks are currently managed by the Council's Engineering Services Division as listed in Appendix 3. The location of all these car parks is shown on the plans in Appendix 4.
- 4.2.3 The car parks comprise the following different types of facility:
- 16 pay and display (season tickets are available for 8 of the car parks)
  - 3 limited waiting (Caerphilly, Blackwood & Machen)
  - 10 park and ride (free to use)
  - 2 residents' only (Blackwood)
  - 1 season ticket only (Blackwood)
  - 51 free to use
- 4.2.4 The 16 pay and display car parks are situated in the primary shopping centres of Caerphilly, Blackwood, Bargoed and Ystrad Mynach where parking charges are necessary to discourage long term parking by workers and ensure a turn-over of parking spaces and availability for shoppers and visitors, thereby contributing to town centre vitality and relieving or preventing congestion.

- 4.2.5 The 51 free car parks are generally located away from the main town centres and receive a lower level of usage than those facilities that are subject to parking charges.
- 4.2.6 A significant number (72) of the car parks are subject to the Off-Street Parking Places Orders that enable their use to be regulated and parking charges to be made. The 10 Park & Ride car parks are currently unregulated, however it is intended that Orders will be applied to these facilities in the future to improve regulation.
- 4.2.7 Highland Terrace (10 spaces), Gordon Road (9 spaces) and part of Libanus Road (6 spaces) in Blackwood are designated for residents' only parking. A total of 15 residents parking permits were issued for use in these car parks in 2014.
- 4.2.8 Season tickets can be purchased for Crescent Road, Bedwas Road and Lawrence Street car parks in Caerphilly, Libanus Road, Thorncombe 2, Thorncombe 3, Cliff Road and Courthouse car parks in Blackwood, and Emporium and St Gwladys car parks in Bargoed. In 2014 a total of 84 season tickets were issued for use in these car parks.

### **4.3 Legislation**

- 4.3.1 Section 32 of the Road Traffic Regulation Act gives local authorities power to provide suitable parking places for vehicles for the purpose of relieving or preventing congestion of traffic. Section 35 (iii) allows authorities to make provision for charging for parking for off-street parking. There are no further provisions detailing how off street parking revenue should be spent nor is there case law citing the power of charging under Section 35 of the Act. Local Authorities being bodies created by statute can only act in ways in which they are authorised by statute. Since there is no specific power of revenue raising by off-street parking charges, the Council is effectively limited to spending any surplus on the provision of off-street parking for relieving or preventing congestion.
- 4.3.2 Section 45 of the Act gives the authority power to designate on street parking. In determining whether to designate on-street parking the authority must have regard to the free movement of traffic, access to premises, and the existence of any off-street parking within the locality. Section 46 of the Act gives power to include provision for charging for on-street parking.

### **4.4 Current Parking Tariffs**

- 4.4.1 Appendix 5 provides details of the current tariffs, introduced in 2010, for all Highway owned pay and display car parks. The variation in tariffs has historically been determined by the attractiveness of the car parks (i.e. demand, location and size) and whether the facilities are aimed at short stay or long stay parking. Certainly there is seemingly a previous view that such aspects can be used to positively promote those town centres whose vitality is less than those that surround it. Historically a lower tariff has existed in Ystrad Mynach as this is the only Council owned car park in the town and there is no free to use Highway owned car park. Short stay car parks are directed towards shoppers and visitors and are generally well used. Long stay car parks are directed towards both shoppers and workers.

#### Variation of tariffs between car parks and towns

- 4.4.2 The long stay car parks are located on the edges of the towns in order to encourage their use by workers and commuters. This maximises the available space for shoppers in those car parks closest to the town centres.
- 4.4.3 Currently different tariffs exist in different towns. The highest tariff is in the Twyn car park in Caerphilly as this car park has the greatest demand within the borough, and because of its high level of demand for tourism parking charges also apply to this facility on Sundays. The lowest tariff is in Oakfield Street car park in Ystrad Mynach as this has the lowest demand and it is also the only Council owned car park in the town. The remainder of the pay and display car parks in Bargoed, Blackwood and Caerphilly town centres are set at the same level of charges for both long stay and short stay car parks.

#### Comparison of parking tariffs with neighbouring authorities

4.4.4 Appendix 6 provides a comparison of the Council's parking tariffs with neighbouring local authorities. Newport City Council has radically altered their approach owing to city centre redevelopment disruption and Torfaen and Blaenau Gwent CBCs do not charge. Torfaen is unusual in that its car park charging regime is dictated by that of the privately owned Cwmbran Town Shopping Centre, who decided not to charge. Merthyr CBC has recently amended its parking tariff and no longer offers a 2 hour tariff.

4.4.5 The current charging system is cheaper than in comparative neighbouring towns.

#### Research

4.5.6 In March 2015 MRUK Research published the findings of a study that they undertook (on behalf of Welsh Government) on the relationships between car parking charges and town centre footfall. The study took account of local authority decision making in relation to parking charges in Wales, the views of people visiting town centres across Wales, local stakeholders and examples of best practice across the UK. The key findings, conclusions and recommendations from this study will be considered as part of this review.

#### Scope of Review

4.5.7 The review will need to consider:

- What are the main objectives for the Council in applying parking charges in the Council's Highway owner car parks?
- Is the current parking regime and parking tariffs across the borough still appropriate to meet these objectives?
- Is the application of current legislation still appropriate?

### **4.6 Enforcement**

4.6.1 Regular enforcement of the public car parks is necessary to ensure that a high level of compliance of the parking regulations is maintained. Priority is given to enforcing the pay and display car parks in the main shopping centres as these facilities receive the highest level of demand. The free car parks are enforced on a less frequent basis, as and when required.

4.6.2 The following enforcement methods are employed in the public car parks:

#### Car Park Attendants

4.6.3 A total of 5 part-time attendants are employed by the Council's Traffic Management Section. The attendants are split into two teams covering different areas as defined below; these best reflect the enforcement requirements for each of the primary shopping centres.

- Blackwood town centre – 3 part-time attendants
- Caerphilly, Ystrad Mynach and Bargoed town centres – 2 part-time attendants

4.6.4 An additional part time member of staff is employed to open/close the gates/barriers between 08:00am-8:00pm Monday-Saturday at Wesley Road and Thorncombe Road 3 car parks in Blackwood (enforcement and the issuing of excess charge notices does not form part of this employees' duties). The night time closures were introduced as a result of anti-social behaviour and cost in the order of £5k per annum to operate. The current level of such anti-social behaviour within the car parks is minimal.

#### CCTV

4.6.5 CCTV cameras are installed in 13 of the 16 pay and display car parks. Appendix 3 identifies the sites where CCTV has been installed to date. In some circumstances CCTV footage can be used to generate Excess Charge Notices issued through the post to any persons who are observed to contravene the car park regulations. CCTV is particularly useful for night time enforcement when there are no Attendants on duty. The footage can also be used when investigating appeals against Excess Charge Notices as and when required.

### Scope of Review

4.6.6 The review will need to consider:

- Is the current enforcement regime still appropriate to meet the Council's objectives?
- Is the current level of provision and use of the CCTV system still appropriate?

## **4.7 Income**

### Ticket Sales

4.7.1 The graph in Appendix 7 shows the annual income from ticket sales for the Council's Highway owned off street car parks since 2006/07. The decline in income in 2008/09 and 2009/10 is considered to reflect the downturn in the UK economy at its lowest point. Since then annual income has increased as signs of economic recovery have emerged. Blackwood has most of the pay and display car parks and has consistently generated the highest level of income, followed by Caerphilly, Bargoed and Ystrad Mynach. In 2014/15 the following incomes (inclusive of VAT) were achieved from ticket sales in each town centre:

- Blackwood – £438,764
- Caerphilly – £197,883
- Bargoed – £29,029
- Ystrad Mynach - £20,054

4.7.2 Since 2009/10 the income for Blackwood has increased consistently year on year indicating improved vitality in Blackwood. However the incomes from Caerphilly, Bargoed and Ystrad Mynach have remained fairly constant over the five year period (apart from a noticeable reduction in income for Bargoed and Ystrad Mynach during 2014/15).

4.7.3 The tables in Appendix 8 show the monthly/annual income from ticket sales for all car parks for financial years 2010/11 - 2014/15. A summary of the income totals from ticket sales for 2014/15 is also provided below. High Street car park in Blackwood generates the highest level of income followed by Twyn in Caerphilly. These two facilities account for approximately 50% of the total income generated from ticket sales for all Highway owned public car parks and is predominantly due to their desirable locations. Market Traders and Court House car parks in Blackwood consistently generate the lowest levels of income due to their locations.

- High Street, Blackwood - £201,490
- Twyn, Caerphilly - £128,869
- Cliff Road, Blackwood - £49,708
- Thorncombe 3, Blackwood - £47,829
- Bus Station, Blackwood - £43,973
- Crescent Road, Caerphilly - £42,076
- Woodbine Road, Blackwood - £40,219
- Wesley Road, Blackwood - £28,717
- Oakfield Street, Ystrad Mynach - £24,054
- St Gwladys, Bargoed - £16,674
- Station Terrace, Caerphilly - £13,984
- Thorncombe 2, Blackwood - £13,799
- Bedwas Road, Caerphilly - £12,954
- Emporium, Bargoed - £12,418
- Market Traders, Blackwood - £6,562
- Court House, Blackwood - £6,467

### Excess Charge Notices

4.7.4 The table in Appendix 9 shows the annual income generated from excess charge notices for all car parks for financial years 2010/11 - 2014/15. The fluctuations in income from year to year are partly attributed to a reduction in staffing levels resulting from periods of long term sickness.

4.7.5 The Car Parks Section now has a full compliment of staff and it is anticipated that the level of income generated from Excess Charge Notices will increase.

#### **4.8 Existing Provision and Charging Regime**

4.8.1 Historically parking charges in the form of pay and display have only been applied to the public car parks in Caerphilly, Blackwood, Bargoed and Ystrad Mynach as these towns top the hierarchal order of shopping centres in the County Borough. These towns, along with Risca, are the five town centres covered by the Council's 'Unique Places' model of Town Centre Management.

4.8.2 The current charging regime is not consistent across the borough as parking charges have not been applied to all of the five managed town centres. Different tariffs also apply to some of the town centre car parks where charges have been introduced. Whilst it would be simpler for the same level of charges to be applied to all town centre car parks across the borough, historically this has not been considered appropriate because of the wide range of economic and localised differences that exist between the towns. The locations of all these car parks are shown on the plans in Appendix 4. An overview of the Highway owned off street parking provision in the main towns and villages is below.

##### Bargoed

4.8.3 There are currently 6 Highway owned public car parks in Bargoed town centre, of which 4 are free (196 spaces) and 2 are designated as pay and display (68 spaces). In addition to these facilities there is a park and ride car park (89 spaces) situated on the outskirts of the town plus a large free supermarket car park (390 spaces) located in the centre of the town that the general public are permitted to use for a maximum period of 3 hours when visiting Lowry Plaza.

4.8.4 The park and ride car park is very well used (>90% occupancy on most weekdays) however only 50% of the vehicles that presently use the facility are commuters. The other 50% are owned by workers/traders from the town centre who are likely to be parking there in order to avoid parking charges as well as the 3 hour time restriction in Morrison's car park.

4.8.5 The Morrison's superstore car park has a total of 390 parking spaces (242 on level 1 / 148 on level 2) and its central position within the town is attractive to shoppers using the High Street. Surveys have established that the upper tier car park receives a high level of usage, however the lower tier car park is less well used and generally has a significant amount of free parking space available. Surveys show that approximately 80% of parking spaces are generally available at most times of the day on the lower tier.

##### Blackwood

4.8.6 Blackwood town centre benefits from 14 Highway owned public car parks of which 1 is limited waiting (11 spaces), 1 is free to use (25 spaces), 2 are for residents' only (19 spaces), 1 is for residents and non-residents season tickets (20 spaces), and 9 are designated as pay and display (546 spaces). In addition to these parking facilities there are a number of retail parks situated around the town as well as a superstore that offer a significant amount of free parking. In addition to these, there is a privately managed retail car park located in front of the B&M store that provides free parking for 2 hours and is enforced via ANPR cameras.

4.8.7 The majority of the car parks in Blackwood town centre are situated in close proximity to the High Street and, as such, are both convenient and attractive for shoppers to use. Their good accessibility is considered to be one of the main reasons why they receive such a high level of usage.

4.8.8 High Street, Woodbine Road, Bus Station and Market Trader car parks are located nearest to the town centre and are designated as Short Stay facilities. Court House, Cliff Road, Thorncombe 2 & 3 and Wesley Road car parks are situated further away from the town centre and are designated as long stay facilities.

### Caerphilly

- 4.8.9 There are currently 6 Highway owned public car parks within Caerphilly town centre (296 spaces), of which 4 are pay and display (272 spaces) and 1 is free to use (6 spaces). In addition to these facilities is a large park and ride car park that provides 270 spaces (185 spaces CCBC / 85 spaces ATW) plus a large privately managed car park namely Castle Court Shopping Centre (540 spaces) which has a maximum stay of 3 hours on Monday, Tuesday and Wednesday and 2 hours on Thursday, Friday and Saturday. This is currently under review.
- 4.8.10 Twyn car park is very well used due its central location within the town centre and close proximity to the castle and is designated as a short stay facility. Crescent Road car park is situated some distance from the town centre, however there are a number of business premises adjacent the car park. In order to cater for the different types of user, the facility offers short stay and long stay tariffs as well as season tickets. The car park also provides a coach parking facility.

### Risca

- 4.8.11 There are 4 Highway owned public car parks in Risca town centre all of which are currently free to use. The car parks provide a total of approximately 124 spaces (including the unmarked area for lorry parking in Raglan Street car park).
- 4.8.12 Risca is one of the managed town centres. All of the public car parks within Risca town centre are presently free to use. It should be noted that this charging regime is not consistent with the other towns that make up the Town Centre Management Group i.e. Blackwood, Caerphilly, Bargoed and Ystrad Mynach.
- 4.8.13 Longbridge and Tredegar Street car parks are attractive for shoppers as they are situated in close proximity to the town centre. Longbridge car park receives a high level of usage (>75% full for most of the day) and Tredegar Street car park is less well used (>50% full for most of the day). There is a Lidl supermarket located in Commercial Street that has 2 hours free car parking and its location is attractive for shoppers in the town centre.
- 4.8.14 Raglan Street and Rifleman Street car parks are located some distance from the town centre and are considered to be too remote for shoppers/workers within the town to use.
- 4.8.15 A park and ride car park is provided on the outskirts of the town. The facility currently receives a very low level of usage (owing to the limited hourly service) and its remote location is not attractive to shoppers.

### Ystrad Mynach

- 4.8.16 There is only 1 Highway owned public car park (64 spaces) located in the town centre and this facility presently operates under pay and display. The car park is very well used (>90% full during weekdays). There is also a park and ride car park (93 spaces) located on the outskirts of the town. The park and ride car park is very well used by commuters, however its remote location is not attractive to shoppers.
- 4.8.17 There is a proposal to extend the existing P&R car park for Ystrad Mynach rail station by approximately 125 spaces. The proposal would use Network Rail land to provide a car park with access off Cedar Way over Council land (currently playing fields). The scheme is being promoted and funded by the Welsh Government and is in the final design stages with a planning application expected in the near future.

### Nelson

- 4.8.18 There is 1 Highway owned car park (35 spaces) located within the town centre that receives a high level of usage (>85% full during weekdays).

## Newbridge

- 4.8.19 There are a total of 5 Highway owned public car parks (67 spaces) provided in the town centre (High Street, Panside Cottages, Meredith Terrace, Victoria Terrace and West View). There is also a relatively large Park & Ride car park (75 spaces) in close proximity to the town centre that receives a relatively low level of usage (30-50% full on weekdays).

## 4.9 Comparison of parking provision between town centres

- 4.9.1 The table below shows the total number of Highway owned public car parking spaces currently provided in each town/village and provides a percentage comparison of free and pay and display spaces. Privately managed car parks and park and ride facilities that are remotely located from the town centres are not included as part of the data.

Town Centre	Total no. of parking spaces	No. of free spaces	% of free spaces	No. of pay & display/season ticket spaces	% of pay & display/season ticket spaces
<b>Bargoed</b> Emporium Bus Station St Gwladys Bristol Tce Gateway Hanbury Rd Park & Ride	<b>338</b>	264	<b>78%</b>	74	<b>22%</b>
<b>Blackwood</b> Court House Thorncombe 2 & 3 High Street Cliff Road Red Lion Wesley Road Woodbine Road Bus Station Libanus Road Highland Tce Gordon Road Market Traders	<b>650</b>	11	<b>1.7%</b>	639	<b>98%</b>
<b>Caerphilly</b> Bedwas Road Twyn Station Tce Crescent Rd White Street	<b>304</b>	6	<b>2%</b>	298	<b>98%</b>
<b>Ystrad Mynach</b> Oakfield Street	<b>68</b>	68	<b>0%</b>	68	<b>100%</b>
<b>Risca</b> Longbridge Tredegar Street	<b>103</b>	103	<b>100%</b>	0	<b>0%</b>
<b>Nelson</b> Dynevor Tce	<b>40</b>	40	<b>100%</b>	0	<b>0%</b>
<b>Newbridge</b> High Street Meredith Terrace Newbridge Station Panside Cottages Victoria Terrace West View	<b>142</b>	142	<b>100%</b>	0	<b>0%</b>

- 4.9.2 The data shows that Bargoed and Risca have a disproportionately high percentage of free parking spaces compared to the other managed town centres. Caerphilly and Bargoed have a similar number of parking spaces, however 78% of spaces in Bargoed are currently free to use compared to 2% of the spaces in Blackwood and Caerphilly.

- 4.9.3 There are a number of complex localised factors that need to be taken into consideration when developing a charging regime for the public car parks, however it is apparent that under the current operating arrangement significant disparities exist between the towns.

#### Scope of Review

- 4.9.4 The review will need to consider:

- Is the current level of provision across the towns and villages still appropriate?
- Is the current parking regime and parking tariffs across the towns and villages still appropriate to meet the Council's requirements?

### **4.10 Concessions and Restrictions**

#### Concessions for Traders

- 4.10.1 The town centre public car parks are primarily intended to provide parking opportunity for shoppers and visitors. A concession for traders already exists in the form of Long Stay car parks which have a lower tariff. Loading Only bays are also provided on-street to assist traders with their operational activities.

#### Possible Free Parking Concessions

- 4.10.2 The table in Appendix 8 shows the income generated from ticket sales against each tariff, a summary of which is provided below:

1 hour tickets	- £233,506	(34% of total income)
2 hour tickets	- £171,451	(25%)
3 hour tickets	- £107,045	(16%)
4 hour tickets	- £53,140	(8%)
Daily tickets	- £85,519	(13%)
Weekly tickets	- £3,084	(<1%)

- 4.10.3 The information shows that the sale of 1 hour tickets generates the highest level of income. The sale of 2 hour tickets generates the second highest level of income. The combined sales of 1 and 2 hour tickets accounts for approximately 60% of the total income generated.
- 4.10.4 The introduction of any free parking concessions would reduce the income generated by the respective amounts shown in the table in Appendix 8.
- 4.10.5 In the near future a concession that will allow disabled badge holders to park for an additional hour from the expiry time shown on the pay and display ticket is to be introduced. It is estimated that this will reduce the level of income generated from ticket sales by £20k per annum.

#### Transferrable Tickets

- 4.10.6 Parking tickets are not transferable between car parks within the County and experience shows that there appears to be little demand for this as a very limited number of contraventions of this nature have been observed in recent years. With different tariffs being applied to the long stay and short stay car parks and tariffs varying between towns, it is considered that allowing the transfer of tickets has the potential to cause confusion.

#### Residential / Business Permits

- 4.10.7 Residents' permits are currently offered for Highland Terrace, Gordon Road and Libanus car parks in Blackwood and will shortly be offered for Bedwas Road car park in Caerphilly. The cost of a permit is £75 per annum for all car parks. Currently only one residents' permit per eligible property is allowed and a second permit can be issued with the Council's discretion depending on availability.
- 4.10.8 Business permits are not presently offered, however some businesses have purchased multiple season tickets for their staff and works vehicles.

#### Trading / Markets / Events

- 4.10.9 The Council's Off-Street Car Parking Places Orders prohibits trading from within the car parks. Consideration will generally only be given to a temporary closure of the car park for Council supported events, during which the Order would be suspended and trading would be permitted.
- 4.10.10 All charitable events will be considered on their merits and any decision would be based on the level of impact and health and safety implications for the car park and surrounding area. Historically the following activities have been permitted in the car parks:
- Parking of film crew vehicles (subject to charge)
  - Parking of mobile cancer screening units (free of charge).
- 4.10.11 Requests have previously been received for private markets to be held in The Crescent car park in Machen, however these have been refused on highway safety grounds. A mobile butcher presently operates from Victoria car park in Rhymney one day a week, however this car park is not currently subject to an Off-Street Car Parking Places Order.
- 4.10.12 If Members were minded to accommodate trading and/or non-corporate/non-charitable events within the car parks then some criteria would need to be agreed for officers to manage any requests.

#### Concessions for Schools

- 4.10.13 An historic informal concession has been applied to Crescent Road car park in Caerphilly that allows parents of Ysgol-y-Castell to park free of charge between 08:50am-09:10am and 3:20pm-3:40pm. This concession was introduced to alleviate congestion on the residential roads surrounding the school. The informal arrangement is not advertised on the signs within the car park and has caused confusion with parents on a number of occasions and has attracted criticism from other users.
- 4.10.14 Such concessions are not offered for other Highway owned car parks near schools elsewhere in the County and it is recommended that this arrangement be reviewed.

#### Disabled Users

- 4.10.15 In 2013 a review of the pay and display car park provision in the borough was carried out that focussed on the needs of disabled users. In order to better meet the needs of disabled users the following recommendations were identified as part of the review and officers are currently in the process of implementing the recommended measures:
- Additional disabled parking bays to be provided in 12 pay and display car parks (changes already implemented).
  - A number of existing disabled parking bays are to be increased in size in 9 pay and display car parks (changes already implemented).
  - Concession to allow disabled badge holders to park for an additional hour from the expiry time shown on the pay and display ticket (changes will be implemented before end of current financial year)
  - On-street parking exemptions for blue badge holders to be better publicised/promoted (publicity material to be released in conjunction with above Order being made).

#### Scope of Review

- 4.10.16 The review will need to consider:
- Are the current concessions for traders still appropriate?
  - Should free parking concessions be introduced?
  - Should tickets be transferable?
  - Does the current use of resident and business permits remain appropriate?
  - Is the current approach to trading, markets and events still appropriate?
  - Should there be concessions for schools?
  - Is the current proposal for a concession for disabled users still appropriate?

#### **4.11 Civil Parking Enforcement (CPE)**

- 4.11.1 Whilst CPE has not been proposed as part of this review it is recognised that the level of on-street parking enforcement can have a direct impact on the turnover of on-street parking spaces, usage of public car parks and consequently the overall vitality of town centres. Previous reports to Members advised of the need to commission specialist consultants to develop a business case based to better understand the implications of the Council taking on these powers to enforce the existing on street parking restrictions.
- 4.11.2 A working group has been set up between the Council and Gwent Police (with Members participating) to discuss these issues. At the time of writing this report it had not met but a summary of the meeting will be reported to the Committee.

#### **4.12 Payment Methods**

- 4.12.1 At present all P&D machines accept coin cash payment only. Payment by card is a possibility but would require the upgrading of the P&D machines and supporting software and telemetry with the necessary implementation and operational costs. This option would offer more flexibility to car park users and avoid any overpayment, but given the low tariffs there has not been much request for this and take up is expected to be low. Therefore the benefits it would offer for the cost of introducing the service may not offer value for money.
- 4.12.2 Payment by phone (i.e. mobile) is another possible option that would offer more flexibility to car park users. In addition to the issues raised for card payment, there would be back office changes required and possibly an additional fee to users that may discourage take up.
- 4.12.3 The optimum time to consider introducing these options would be when the P&D machines are due to be replaced but, this is unlikely to be for at least five years given the they were last replaced in 2010.

##### Scope of Review

- 4.12.4 The review will need to consider:

- Is the current payment method still appropriate?
- What alternative/additional options should be considered for the future?

#### **4.13 Summary of the Proposed Scope of the Review**

- 4.13.1 The proposed scope of the review is as identified below:

##### Parking regime and Tariffs

- What are the main objectives for the Council in applying parking charges in the Council's Highway owner car parks?
- Is the current parking regime and parking tariffs across the borough still appropriate to meet these objectives?
- Is the application of current legislation still appropriate?

##### Enforcement

- Is the current enforcement regime still appropriate to meet the Council's objectives?
- Is the current level of provision and use of the CCTV system still appropriate?

##### Existing Provision and Charging Regime

- Is the current level of provision across the towns and villages still appropriate?
- Is the current parking regime and parking tariffs across the town as and villages still appropriate to meet the Council's requirements?

##### Concessions and Restrictions

- Are the current concessions for traders still appropriate?
- Should free parking concessions be introduced?

- Should tickets be transferable?
- Does the current use of resident and business permits remain appropriate?
- Is the current approach to trading, markets and events still appropriate?
- Should there be concessions for schools?
- Is the current proposal for a concession for disabled users still appropriate?

#### Payment Methods

- Is the current payment method still appropriate?
- What alternative/additional options should be considered for the future?

#### Process and Timescale

- 4.13.2 In order to undertake the review it is proposed that a Task & Finish group of the Regeneration and Environment Scrutiny Committee be established that would discuss and agree how the review will be undertaken and the timescale within which to complete it.

### **5. EQUALITIES IMPLICATIONS**

- 5.1 This report is for the information purposes, so the Council's Equalities Impact Assessment process does not need to be applied at this stage but will be considered as part of any recommendations identified.

### **6. FINANCIAL IMPLICATIONS**

- 6.1 None at this time.

### **7. PERSONNEL IMPLICATIONS**

- 7.1 None.

### **8. CONSULTATIONS**

- 8.1 All comments received have been incorporated in the report.

### **9. RECOMMENDATIONS**

- 9.1 Members are asked for their views on the proposed scope of the review for the Council's Highway owned off street car parks as set out in 4.13 above.
- 9.2 Members are asked for their views on the proposal to establish a Task & Finish group to undertake the review and agree the details of how it will be undertaken and the timescale within which to complete it.

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

- 10.1 As detailed in paragraph 2.1.

### **11. STATUTORY POWER**

- 11.1 Road Traffic Regulation Act 1984.

Authors: Dean Smith, Principal Engineer  
Clive Campbell, Transportation Engineering Manager

Consultees: Cllr D T Davies - Chair of Regeneration and Environment Scrutiny Committee  
Cllr E M Aldworth - Vice Chair of Regeneration and Environment Scrutiny Committee  
Cllr T Williams - Cabinet Member for Highways, Transportation & Engineering  
Cllr K James – Cabinet Member for Regeneration, Planning and Sustainable Development  
Chris Burns – Interim Chief Executive  
Christina Harray – Corporate Director, Communities  
Nicole Scammell, Acting Director of Corporate Services & S 151  
Terry Shaw – Head of Engineering Services  
Pauline Elliott – Head of Regeneration & Planning  
Andrew Highway – Town Centre Development Manager  
Alan Dallimore – Team Leader, Urban Renewal & Conservation  
Gail Williams – Monitoring Officer/Principal Solicitor  
David A Thomas – Senior Policy Officer  
Mike Eedy – Finance Manager  
Trish Reardon – HR Manager

#### Background Papers:

Management and Enforcement of Highway Owned Public Car Parks; report to Regeneration and Environment Scrutiny Committee on 17 September 2013.  
Review of the Operation and Parking Charges for Blue Badge Holders in Council Public Car Parks; report to Regeneration and Environment Scrutiny Committee on 10 December 2013.  
Review of the Impact of Car Parking Charges on Town Centres; report to Regeneration and Environment Scrutiny Committee on 1 April 2014.  
Proposed Park & Ride for Ystrad Mynach Rail Station; report to Cabinet on 20 May 2015  
Town Centre Parking Strategy for Bargoed; report to Bargoed Town Centre Management Group on 15 October 2015.

#### Appendices:

Appendix 1 – Table showing historic parking tariffs  
Appendix 2 – Table showing 2002 and 2007 parking tariffs  
Appendix 3 – List of Highway owned public car parks  
Appendix 4 – Plans showing the locations of the Highway owned public car parks  
Appendix 5 – Table showing current parking tariffs  
Appendix 6 – Table showing tariffs of neighbouring authorities  
Appendix 7 – Graph showing income from ticket sales for each town  
Appendix 8 – Table showing monthly income from ticket sales  
Appendix 9 – Table showing income from Excess Charge Notices  
Appendix 10 – Table showing income for each tariff

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## TABLE SHOWING HISTORIC PARKING TARIFFS

Tariffs in the early years i.e. 1996-1998

	Ystrad Mynach 1996	Blackwood 1998	Bargoed 1996	Caerphilly 1996
1 hour	20p	20p	20p	20p
2 hours	30p	30p	30p	30p
3 hours	40p	40p	40p	40p
4 hours	60p	60p	60p	60p
Daily	£1.00	£1.00 (long stay) £2.00 (short stay)	£2.00 (short stay only)	£2.00 (short stay only)
Weekly	£4.50	£4.50 (long stay only)	N/A	N/A
Season Ticket	N/A	£160	N/A	N/A
Residents' Permit	N/A	£30	N/A	N/A
Excess Charge Notice	£50 reduced to £20 if paid within 14 days			

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## TABLE SHOWING 2002 AND 2007 PARKING TARIFFS

### 2002 Parking Tariffs

In 2002 the parking tariffs were increased. Different hourly tariffs were introduced for short and long stay car parks. Season tickets increased from £160 to £210. Excess Charge Notices increased to £75 (reduced to £30 if paid within 14 days).

	Short Stay	Short Stay Twyn	Long Stay
1 hour	30p	50p	30p
2 hours	40p	80p	40p
3 hours	60p	£1.20	60p
4 hours	£1.20	£2.50	80p
Daily	£2.40	£5.00	£1.30
Weekly	N/A	N/A	£6.00
Season Ticket	N/A	N/A	£210
Residents' Permit	N/A	N/A	£30
Excess Charge Notice	£75 reduced to £30 if paid within 14 days		

### 2007 Parking Tariffs

In 2007 a general increase was made to the 2002 tariffs.

	Short Stay	Short Stay Twyn	Long Stay	Long Stay Ystrad
1 hour	40p	50p	40p	30p
2 hours	60p	£1.00	50p	40p
3 hours	90p	£1.50	70p	60p
4 hours	£1.50	£3.00	£1.00	80p
Daily	£3.00	£5.00	£1.50	£1.30
Weekly	N/A	N/A	£7.50	£6.00
Season Ticket	N/A	N/A	£280	£210
Residents' Permit	N/A	N/A	£50	£50
Excess Charge Notice	£75 reduced to £30 if paid within 14 days			

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## LIST OF HIGHWAY OWNED PUBLIC CAR PARKS

Item	Location	Car Park Name	Charges	Bays	CCTV
1	Aberbargoed	Pant Street	Free	12	-
2	Abercarn	Bridge Street	Free	15	-
3	Abercarn	Dan-y-Rhiw Terrace	Free	8	-
4	Abercarn	Gwyddon Road	Free	10	-
5	Abertysswg	Walter Street	Free	44	-
6	Bargoed	Bargoed Station	Park & Ride (Free)	89	-
7	Bargoed	Bus Station	Free	18	-
8	Bargoed	Emporium	Pay and display & season ticket	44	yes
9	Bargoed	Bristol Terrace	Free	12	-
10	Bargoed	Gateway	Free	30	-
11	Bargoed	Hanbury Road	Free	114	yes
12	Bargoed	Restaurant Site	Free	34	-
13	Bargoed	St Gwladys	Pay and display & season ticket	24	yes
14	Bedwas	Bridgend Inn	Free	25	-
15	Bedwas	Church Street	Free	12	-
16	Blackwood	Bus Station	Pay and display	45	yes
17	Blackwood	Cliff Road	Pay and display & season tickets	89	yes
18	Blackwood	Court House	Pay and display & season ticket	37	-
19	Blackwood	Gordon Road	Season ticket for residents only	9	yes
20	Blackwood	Highland Terrace	Season ticket for residents only	10	-
21	Blackwood	High street	Pay and display	188	yes
22	Blackwood	Libanus Road	Season ticket for residents & non residents only	20	-
23	Blackwood	Market Traders	Pay and display	21	yes
24	Blackwood	Montclair avenue	Free	25	-
25	Blackwood	Red Lion	Free (Limited waiting - 2 hours)	11	-
26	Blackwood	Thorncombe 2	Pay and display & season ticket	35	yes
27	Blackwood	Thorncombe 3	Pay and display & season ticket	69	yes

Item	Location	Car Park Name	Charges	Bays	CCTV
28	Blackwood	Wesley Road	Pay and display	28	yes
29	Blackwood	Woodbine Road	Pay and display	34	yes
30	Caerphilly	Aber Station	Park & Ride (Free)	130	-
31	Caerphilly	Bedwas Road	Pay and display & season ticket	18	-
32	Caerphilly	Caerphilly Station	Park & Ride (Free)	270	-
33	Caerphilly	Crescent Road	Pay and display & season ticket	168	yes
34	Caerphilly	Energlyn & Churchill Park	Park & Ride (Free)	15	-
35	Caerphilly	Lawrence Street	Free & Season tickets (Limited waiting - 2 hours)	14	-
36	Caerphilly	Station Terrace	Pay and display & season ticket	24	-
37	Caerphilly	Twyn	Pay and display	62	yes
38	Caerphilly	White Street	Free	10	-
39	Cefn Fforest	Waunborfa Road	Free	16	-
40	Crosskeys	Gladstone Street	Free	40	-
41	Crumlin	Crown Street	Free	12	-
42	Crumlin	Kendon Road	Free	13	-
43	Crumlin	Pen-Y-Fan	Free	40	-
44	Cwmfelinfach	Alexandra Road	Free	25	-
45	Cwmfelinfach	Commercial Buildings	Free	25	-
46	Cwmfelinfach	Maindee Road	Free	10	-
47	Fleur-de-lis	Ivor Street	Free	30	-
48	Hengoed	Hengoed Station	Park & Ride (Free)	45	-
49	Llanbradach	Station Road	Free	20	yes
50	Llanbradach	Station Road	Free	13	-
51	Machen	Siloam Hill	Free (Limited waiting - 1 hour)	4	-
52	Machen	The Crescent	Free	55	-
53	Markham	Bryn Road	Free	12	-
54	Nelson	Dynevor Terrace	Free	35	-
55	Newbridge	High Street	Free	25	-
56	Newbridge	Meredith Terrace	Free	10	-

Item	Location	Car Park Name	Charges	Bays	CCTV
57	Newbridge	Newbridge Station	Park & Ride (Free)	75	yes
58	Newbridge	Pantside Cottages	Free	6	-
59	Newbridge	Victoria Terrace	Free	12	-
60	Newbridge	West View	Free	14	yes
61	New Tredegar	Dyffryn Terrace	Free	26	-
62	New Tredegar	Jubilee Road	Free	6	-
63	New Tredegar	Morgan Street	Free	12	-
64	Oakdale	Pen-Rhiw Avenue	Free	15	-
65	Pengam	Pengam Station	Park & Ride (Free)	155	yes
66	Pontllanfraith	Bryn Lane	Free	10	-
67	Pontllanfraith	Sir Ivors Road	Free	42	-
68	Pontymister	Foundary Road	Free	20	-
69	Pontymister	Herbert Avenue	Free	38	-
70	Pontymister	Mill Street	Free	22	-
71	Pontymister	Risca Station	Park & Ride (Free)	87	yes
72	Rhymney	Lower Row, Bute Town	Free	6	-
73	Rhymney	Rhymney Station	Park & Ride (Free)	23	-
74	Risca	Longbridge	Free	37	-
75	Risca	Raglan Street	Free (Lorry parking permitted - 2 long bays)	6	-
76	Risca	Rifleman Street	Free	17	-
77	Risca	Tredegar Terrace	Free	64	-
78	Senghenydd	Commercial Street	Free	15	-
79	Trethomas	Navigation Street	Free	30	-
80	Wattsville	Islwyn Street	Free	10	-
81	Ynysddu	High Street	Free	25	-
82	Ystrad Mynach	Oakfield street	Pay and display	64	yes
83	Ystrad Mynach	Ystrad Station	Park & Ride (Free)	93	yes

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DO NOT SCALE

**Key**

**Pay & Display Car Parks**

- 1 St Gwladys Car Park
- 2 Emporium Car Park

**Park & Ride Car Parks**

- 3 Bargoed Station Car Park

**Free Car Parks**

- 4 Gateway Car Park
- 5 Bristol Terrace Car Park
- 6 Hanbury Road Car Park



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Surf	Date	Initials	Description



**TRAFFIC MANAGEMENT**  
 Communities Directorate  
 Engineering Division HQ.  
 Ty Penallta, Tredomen Park, Ystrad Mynach  
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 Head of Engineering Services - Terry Shaw  
 B.Eng, MBA, C.ENG, MICE, MCMI, MCIHT

project title  
 Caerphilly County Borough Council  
 Countywide Review of Highway Owned  
 Off-Street Car Parks

drawing title  
 Car Parking locations  
 Bargoed

scale	date	drawn	checked
NTS	12/11/15	CB	CC
project ref.	drawing no.	rev.	

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**Key**

**Pay & Display Car Parks**

- 1 Wesley Road Car Park
- 2 Cliff Road Car Park
- 3 Woodbine Road Car Park
- 4 High Street Car Park
- 5 Bus Station Car Park
- 6 Market Traders Car Park
- 7 Thorncombe Road 3 Car Park
- 8 Thorncombe Road 2 Car Park
- 9 Court House Car Park

**Free Car Parks**

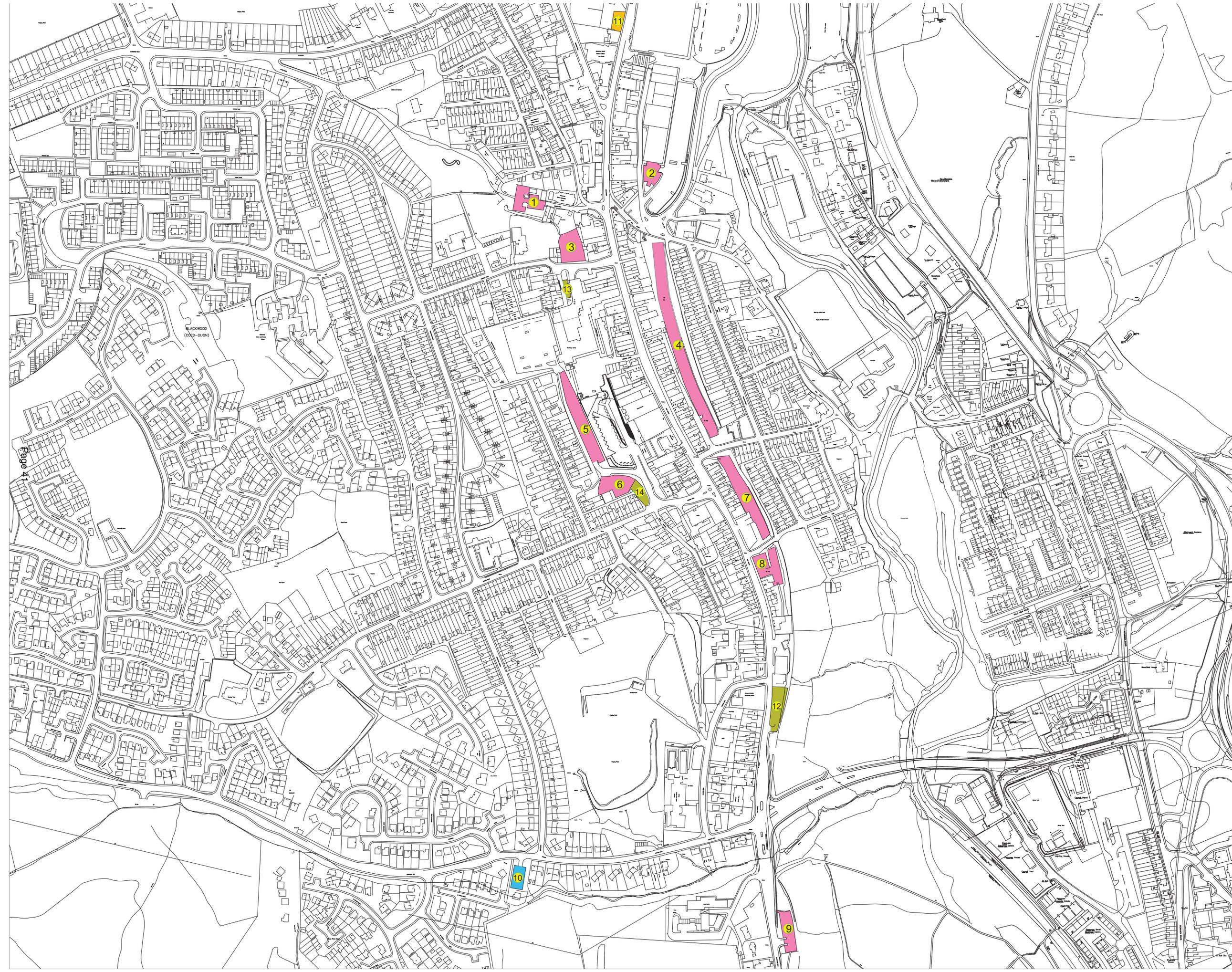
- 10 Montclair Avenue Car Park

**Free (limited waiting - 2 hours) Car Parks**

- 11 Red Lion Car Park

**Free Car Parks**

- 12 Libanus Road Car Park
- 13 Highland Terrace Car Park
- 14 Gordon Road Car Park



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Surf	Date	Initials	Description



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project title  
 Caerphilly County Borough Council  
 Countywide Review of Highway Owned  
 Off-Street Car Parks

drawing title  
 Car Parking locations  
 Blackwood

scale	date	drawn	checked
NTS	12/11/15	CB	CC
project ref.	drawing no.		rev.

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DO NOT SCALE

**Key**

**Pay & Display Car Parks**

- 1 Bedwas Road Car Park
- 2 Twyn Car Park
- 3 Crescent Road Car Park
- 4 Station Terrace Car Park

**Park & Ride Car Parks**

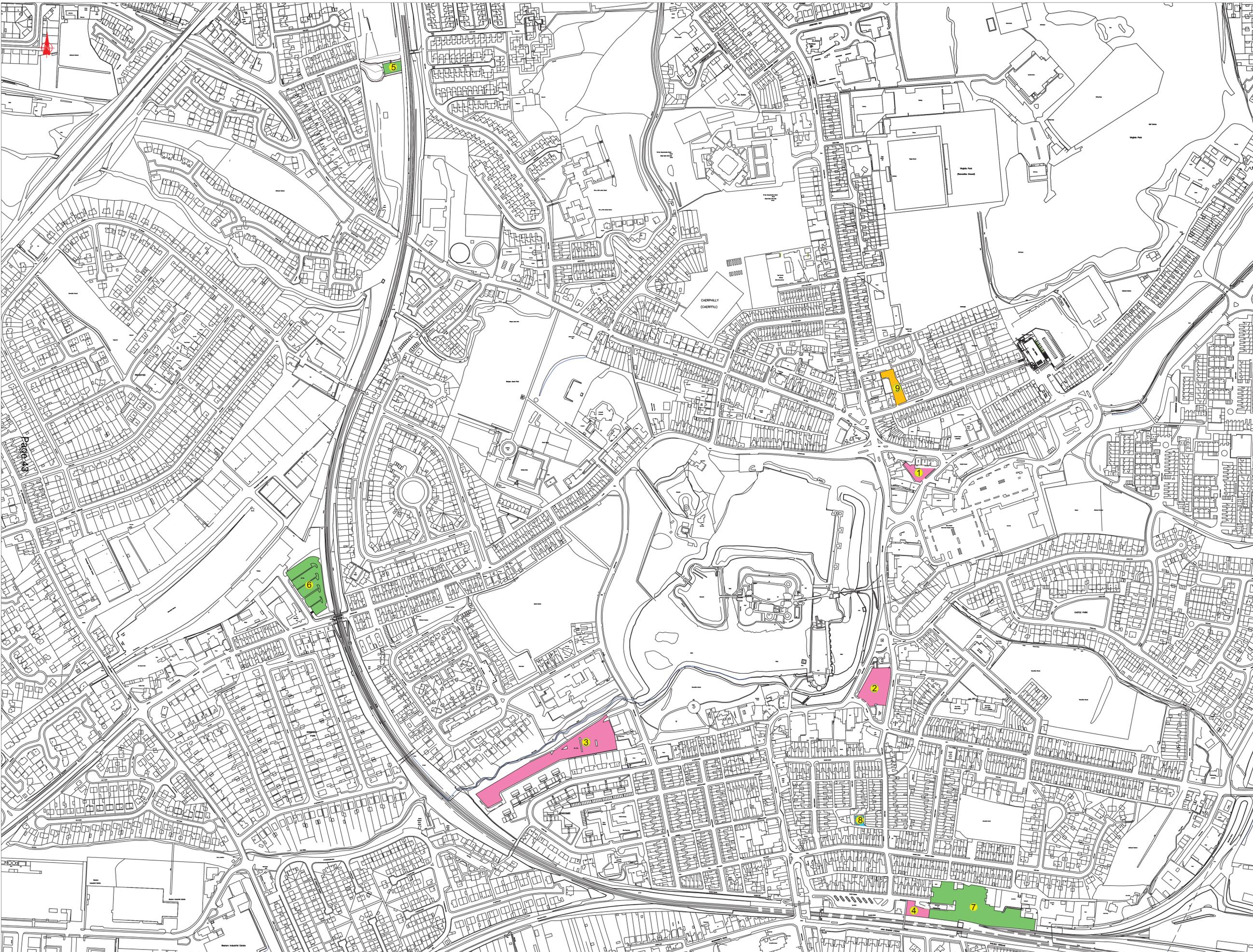
- 5 Energlyn & Churchill Park Car Park
- 6 Aber Station Car Park
- 7 Caerphilly Station Car Park

**Free Car Parks**

- 8 White Street Car Park

**Free & Season Tickets (Limited Waiting 2 hours) Car Parks**

- 9 Lawrence Street Car Park



Surf	Date	Initials	Description



TRAFFIC MANAGEMENT  
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project title  
 Caerphilly County Borough Council  
 Countywide Review of Highway Owned  
 Off-Street Car Parks

drawing title  
 Car Parking locations  
 Caerphilly

scale	date	drawn	checked
NTS	12/11/15	CB	CC
project ref.	drawing no.		rev.

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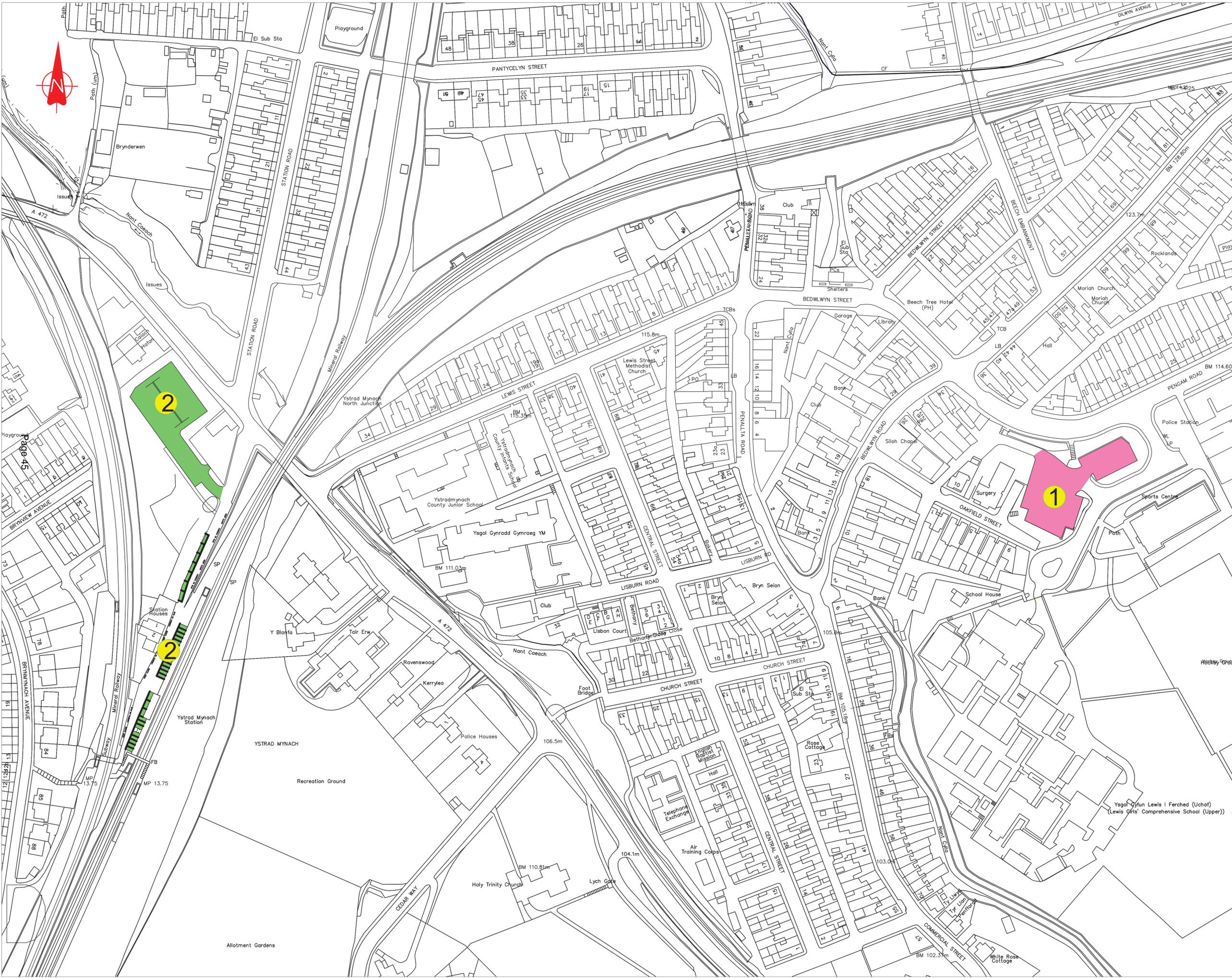
DO NOT SCALE

**Key**  
**Pay & Display Car Parks**

1 Oakfield Street Car Park

**Park & Ride Car Parks**

2 Ystrad Station Car Park



Suffix	Date	Initials	Description



**TRAFFIC MANAGEMENT**  
Communities Directorate  
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Off-Street Car Parks

drawing title  
Car Parking locations  
Ystrad Mynach

scale	date	drawn	checked
NTS	12/11/15	CB	CC
project ref.	drawing no.		rev.

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## TABLE SHOWING CURRENT PARKING TARIFFS

2015 / Current Parking Tariffs (introduced in 2010)

Location	1hr	2hr	3hr	4hr	Daily	Weekly	Annual Tickets
<b>BLACKWOOD</b>							
Court House	50p	70p	90p	£1.20	£2.00	£9.00	£95 / 3 months £300 / year
Cliff Road	50p	70p	90p	£1.20	£2.00	£9.00	£95 / 3 months £350 / year
Thorncombe No.2	50p	70p	90p	£1.20	£2.00	£9.00	£95 / 3 months £350 / year
Thorncombe No.3	50p	70p	90p	£1.20	£2.00	£9.00	£95 / 3 months £350 / year
Wesley Road	50p	70p	90p	£1.20	£2.00	£9.00	N/A
High Street	50p	80p	£1.20	£2.00	£3.50	N/A	N/A
Woodbine Road	50p	80p	£1.20	£2.00	£3.50	N/A	N/A
Bus Station	50p	80p	£1.20	£2.00	£3.50	N/A	N/A
Market Trader	50p	80p	£1.20	£2.00	£3.50	N/A	N/A
Libanus Road	Season tickets only (£75.00 for residents / £200 for non residents)						
Highland Terrace	Season tickets only (£75.00 for residents)						
Gordon Road	Season tickets only (£75.00 for residents)						
<b>BARGOED</b>							
Emporium	50p	80p	£1.20	£2.00	£3.50	N/A	£95 / 3 months £350 / year
ST Gwladys	50p	80p	£1.20	£2.00	£3.50	N/A	£95 / 3 months £350 / year
<b>CAERPHILLY</b>							
Twyn	60p	£1.20	£1.80	£3.50	£600	N/A	Every day
Crescent North East Section	50p	80p	£1.20	£2.00	£3.50	N/A	N/A
Crescent Middle Section	50p	70p	90p	£1.20	£2.00	£9.00	£95 / 3 months £350 / year
Bedwas Road	50p	70p	90p	£1.20	£2.00	£9.00	£95 / 3 months £350 / year
Station Terrace	50p	70p	90p	£1.20	£2.00	£9.00	£95 / 3 months £350 / year
Lawrence Street	2hr limited waiting (no charge) Season tickets (£75 / 3 months & £250 / year)						
<b>YSTRAD MYNACH</b>							
Oakfield Street	40p	50p	70p	£1.00	£1.50	£7.50	N/A

	Short Stay	Short Stay Twyn	Long Stay	Long Stay Ystrad
1 hour	50p	60p	50p	40p
2 hours	80p	£1.20	70p	50p
3 hours	£1.20	£1.80	90p	70p
4 hours	£2.00	£3.50	£1.20	£1.00
Daily	£3.50	£6.00	£2.00	£1.50
Weekly	N/A	N/A	£9.00	£7.50
Season Ticket	N/A	N/A	£350	£350
Residents' Permit	N/A	N/A	£75	£75
Excess Charge Notice	£75 reduced to £30 if paid within 14 days			

## TABLE SHOWING TARIFFS OF NEIGHBOURING AUTHORITIES

### Car Park Charging Comparisons with Neighbouring Authorities

The current charging system is considered similar or slightly cheaper than in neighbouring towns. There are however, considerable variations in charges and strategies making it difficult to carry out an exact comparison.

### Tariffs in the Short Stay Car Parks

	Caerphilly	Merthyr Tydfil	Rhondda Cynon Taf	Newport
1 hour	50p	70p	75p	N/A Free
2 hours	80p	no rate	£1.50	N/A Free
3 hours	£1.20	£1.50	£2.50	£1.00
4 hours	£2.00	N/A	£3.40	N/A
5 hours	N/A	N/A	N/A	£3.50
Daily	£3.50	£3.50	£12.55	£4.50
Five Days	N/A	N/A	N/A	N/A
Six Days	N/A	£14.00	N/A	N/A
		£1.00 all day on Saturdays		

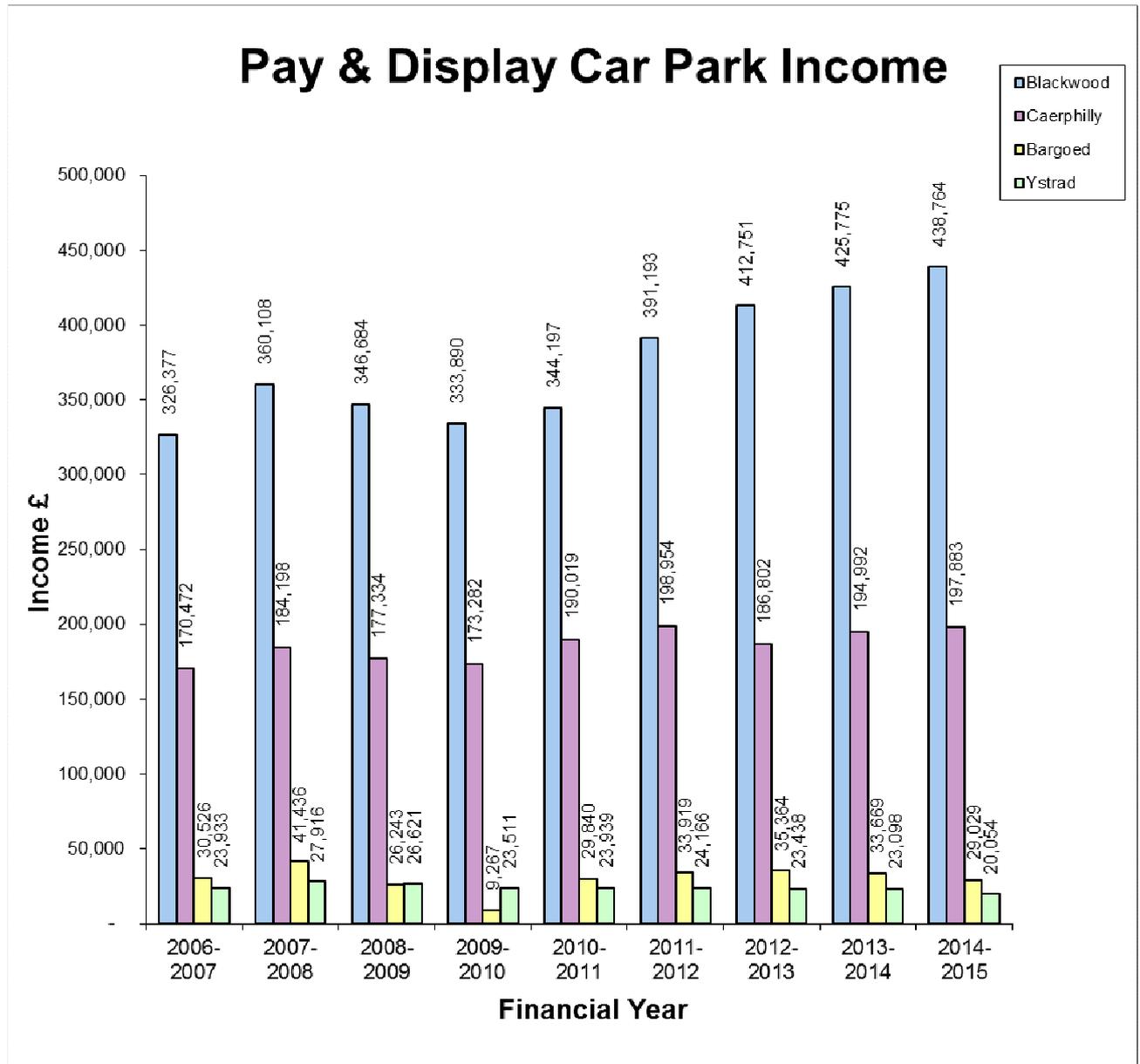
### Tariffs in the Long Stay Car Parks

	Caerphilly	Merthyr Tydfil	Rhondda Cynon Taf
1 hour	50p	70p	N/A
2 hours	70p	N/A	N/A
3 hours	90p	£1.50	N/A
4 hours	£1.20	N/A	£1.30
5 hours	N/A	N/A	N/A
Daily	£2.00	£3.50	£2.50
Weekly 6 days	£9.00	£14.00	N/A
Season ticket Non residents	£95/3 months £350/year	N/A	£37.50 monthly £375 annually
Season ticket Residents	£75/year	N/A	N/A
		£1.00 all day on Saturdays	

Merthyr season tickets -           £38 / month  
   £114 / quarter  
   £350 annually (can be paid in monthly instalments)

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GRAPH SHOWING INCOME FROM TICKET SALES FOR EACH TOWN



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APPENDIX 8

TABLE SHOWING MONTHLY INCOME FROM TICKET SALES

MONTHLY INCOME FOR THE CAR PARKS FOR YEAR 2014 - 2015

Car Park Name	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
Court House	418	917	471	337	523	475	506	511	519	489	678	623	<b>£6,467.00</b>
Thorncombe 2	1134	1127	1021	860	792	1660	1449	893	1073	1018	1396	1376	<b>£13,799.00</b>
Thorncombe 3	4525	3084	3740	3886	3953	4740	3481	3812	4782	3547	3440	4839	<b>£47,829.00</b>
High Street	15346	15945	13892	16961	18418	16895	17157	14964	20647	16048	17104	18113	<b>£201,490.00</b>
Wesley Road	2357	2358	1993	2368	2293	2337	2643	2823	3181	2145	2013	2206	<b>£28,717.00</b>
Woodbine	3258	3323	3016	3516	3436	3258	3355	3205	4105	3165	3021	3561	<b>£40,219.00</b>
Bus Station	3833	3210	3417	4057	3579	4002	3151	3177	5085	3026	3218	4218	<b>£43,973.00</b>
Market Traders	334	836	396	107	497	642	560	696	519	742	566	667	<b>£6,562.00</b>
Cliff Road	4541	3938	3526	4545	3714	4242	3951	3830	5622	3702	3702	4395	<b>£49,708.00</b>
Oakfield Street	2124	1817	1630	2300	1359	2241	2045	1981	2174	1751	1920	2712	<b>£24,054.00</b>
Twyn	11717	11239	9791	12584	11805	11590	10505	9786	9064	9676	9892	11220	<b>£128,869.00</b>
Crescent	4044	3758	3071	4598	4428	4239	2889	2461	4109	1364	2813	4302	<b>£42,076.00</b>
Bedwas Road	1287	1585	899	956	877	1264	954	975	1053	724	976	1404	<b>£12,954.00</b>
Station Terrace	1109	984	1042	1525	839	1237	1044	1068	1561	952	1204	1419	<b>£13,984.00</b>
Emporium	1213	962	950	1184	1015	1181	890	944	1408	706	869	1096	<b>£12,418.00</b>
St Gwladys	1592	1272	1281	1694	1169	1606	1353	1468	1175	1096	1282	1686	<b>£16,674.00</b>
<b>TOTAL/Month</b>	<b>58832</b>	<b>56355</b>	<b>50136</b>	<b>61478</b>	<b>58697</b>	<b>61609</b>	<b>55933</b>	<b>52594</b>	<b>66077</b>	<b>50151</b>	<b>54094</b>	<b>63837</b>	<b>£689,793.00</b>

APPENDIX 8

MONTHLY INCOME FOR THE CAR PARKS FOR YEAR 2013 – 2014

Car Park Name	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
Court House	1181	753	410	721	285	407	489	720	674	720	650	756	<b>£7,766.20</b>
Thorncombe 2	990	688	1506	807	698	1564	1776	675	1377	675	1036	1588	<b>£13,379.65</b>
Thorncombe 3	4638	3648	3406	4236	3796	3434	4475	3190	3512	3190	3083	3057	<b>£43,665.20</b>
High Street	16159	16657	14928	17089	15394	14297	15970	16041	17862	16041	12737	13806	<b>£186,980.85</b>
Wesley Road	2328	2609	2188	2623	2419	2256	2516	2943	2966	2943	1892	2063	<b>£29,745.95</b>
Woodbine	3748	728	2192	3518	3252	3110	3365	3590	3690	3590	2714	2991	<b>£36,488.00</b>
Bus Station	3761	3150	3316	4166	3198	3253	3793	3111	4721	3111	2661	2959	<b>£41,200.45</b>
Market Traders	736	N/C	1147	N/C	1007	482	510	689	674	689	730	712	<b>£7,376.00</b>
Cliff Road	5067	4661	4579	5525	4473	4435	5531	5550	6095	5550	3708	3999	<b>£59,173.30</b>
Oakfield Street	1858	2391	1840	2253	1397	1645	2351	1909	1982	1909	1711	1853	<b>£23,098.90</b>
Twyn	10759	10231	10003	12613	10952	9699	10698	10029	8937	10029	9858	10805	<b>£124,613.20</b>
Crescent Road	4560	4212	3878	4892	4880	3252	4622	3433	4384	3433	1840	2349	<b>£45,735.20</b>
Bedwas Road	1271	828	897	838	914	821	1377	965	1050	965	927	987	<b>£11,839.85</b>
Station Terrace	1133	930	1009	1319	928	853	1028	1121	1376	1121	950	1037	<b>£12,804.55</b>
Emporium	1397	1077	1192	1453	1138	1199	1471	1190	1655	1190	985	967	<b>£14,913.80</b>
St Gwladys	1681	1213	1408	2060	1623	1718	2195	1688	848	1688	1320	1314	<b>£18,756.05</b>
<b>TOTAL/Month</b>	<b>61267</b>	<b>53776</b>	<b>53899</b>	<b>64113</b>	<b>56354</b>	<b>52425</b>	<b>62167</b>	<b>56844</b>	<b>61803</b>	<b>56844</b>	<b>46802</b>	<b>51243</b>	<b>£677,537.15</b>

APPENDIX 8

MONTHLY INCOME FOR THE CAR PARKS FOR YEAR 2012 – 2013

Car Park Name	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
Court House	55	628	795	737	847	872	361	661	1078	494	566	516	<b>£7,610.00</b>
Thorncombe 2	1021	1628	1012	1262	787	1252	1848	1005	770	864	1303	1320	<b>£14,072.00</b>
Thorncombe 3	3404	4866	4066	4489	4239	3911	5005	4052	2831	3094	3809	3642	<b>£47,408.00</b>
High Street	13535	16052	15439	16159	16241	14267	16296	15911	8927	12616	14439	15261	<b>£175,143.00</b>
Wesley Road	2320	2450	2342	2367	2520	2290	2561	2895	1505	1829	2088	2313	<b>£27,480.00</b>
Woodbine	3116	3614	3781	3637	3522	3315	3726	3689	1819	2897	3275	3689	<b>£40,080.00</b>
Bus Station	3938	4113	3170	3323	3791	3162	3875	3059	1838	3204	2939	2940	<b>£39,352.00</b>
Market	74	633	463	1099	122	496	796	347	685	282	615	385	<b>£5,997.00</b>
Cliff Road	4542	4898	4623	5040	4372	4039	5634	4939	3963	4548	4333	4678	<b>£55,609.00</b>
Oakfield Street	1781	2452	1879	2482	1636	2013	2525	1965	969	1809	1943	1984	<b>£23,438.00</b>
Twyn	9089	10000	9664	11809	10929	9320	10648	10120	4076	8181	9417	10676	<b>£113,929.00</b>
Crescent Road	4413	5423	4451	4584	4257	4100	4960	2826	2224	2764	3011	3145	<b>£46,158.00</b>
Bedwas Road	915	1548	939	1009	971	897	1467	974	753	673	886	1026	<b>£12,058.00</b>
Station Terrace	1283	1335	980	1635	1521	1116	1503	1189	892	1190	1061	952	<b>£14,657.00</b>
Emporium	990	1762	1267	1651	1231	1337	1632	1129	729	1081	1328	1147	<b>£15,284.00</b>
St Gwladys	1372	1754	1428	1893	1438	1791	2479	1970	918	1529	1804	1704	<b>£20,080.00</b>
<b>TOTAL/Month</b>	<b>51848</b>	<b>63156</b>	<b>56299</b>	<b>63176</b>	<b>58424</b>	<b>54178</b>	<b>65316</b>	<b>56731</b>	<b>33977</b>	<b>47055</b>	<b>52817</b>	<b>55378</b>	<b>£658,355.00</b>

APPENDIX 8

MONTHLY INCOME FOR THE CAR PARKS FOR YEAR 2011 – 2012

Car Park Name	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
Court House	N/A	729	808	629	697	705	543	541	999	654	502	965	<b>£7,772.00</b>
Thorncombe 2	902	1963	892	1275	1020	1049	1121	1656	879	1268	823	1181	<b>£14,029.00</b>
Thorncombe 3	3861	4197	3566	4040	3548	3461	3270	4788	3193	4145	3623	4245	<b>£45,937.00</b>
High Street	14249	14490	13531	15177	14519	14184	12727	15725	10415	14878	13309	15510	<b>£168,714.00</b>
Wesley Road	2193	2415	2130	2078	2532	2076	2211	2887	N/A	2140	2051	2107	<b>£24,820.00</b>
Woodbine	3556	3434	3080	3591	3299	3473	3027	3802	N/A	2968	2960	3585	<b>£36,775.00</b>
Bus Station	2500	3639	2373	2511	2288	2295	2277	4714	1900	2965	2868	3067	<b>£33,397.00</b>
Market Traders	460	980	N/C	573	775	472	466	544	661	748	294	766	<b>£6,739.00</b>
Cliff Road	4207	4812	4088	3966	4541	3676	3944	6263	4318	4940	3995	4260	<b>£53,010.00</b>
Oakfield Street	1819	2236	1807	1990	2018	1911	2018	2711	1116	2340	1932	2268	<b>£24,166.00</b>
Twyn	10283	10464	9464	11190	11863	10597	8440	10980	5252	8738	9925	10121	<b>£117,317.00</b>
Crescent	5140	6019	4655	5014	6190	3604	4496	5298	3239	2813	3841	4100	<b>£54,409.00</b>
Bedwas Road	968	1276	1081	877	969	970	968	1488	799	865	983	1075	<b>£12,319.00</b>
Station Terrace	1101	1492	1187	1344	1351	1385	1191	1789	1070	912	1041	1046	<b>£14,909.00</b>
Emporium	1291	1803	1421	1446	1092	655	1260	1503	454	1335	1049	1148	<b>£14,457.00</b>
St Gwladys	1472	1641	1485	1525	2788	2398	1553	1769	783	1393	1286	1369	<b>£19,462.00</b>
<b>TOTAL/Month</b>	<b>54002</b>	<b>61590</b>	<b>51568</b>	<b>57226</b>	<b>59490</b>	<b>52911</b>	<b>49512</b>	<b>66458</b>	<b>35078</b>	<b>53102</b>	<b>50482</b>	<b>56813</b>	<b>£648,232.00</b>

APPENDIX 8

MONTHLY INCOME FOR THE CAR PARKS FOR YEAR 2010 – 2011

Car Park Name	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
Court House	CLOSED												
Thorncombe 2	883	937	1360	946	792	968	1070	1582	210	972	1118	1034	<b>£11,871.55</b>
Thorncombe 3	3128	3063	3641	3243	3013	3274	3860	5067	3557	3421	3512	3944	<b>£42,723.45</b>
High Street	12105	10608	12205	12418	12450	12926	14621	13534	9636	11741	11616	15934	<b>£149,794.15</b>
Wesley Road	1406	1476	1898	1530	1204	1867	2033	2766	747	1732	2030	2518	<b>£21,206.80</b>
Woodbine	2587	2223	2485	2835	2576	2938	3202	3082	1174	2497	2743	3170	<b>£31,512.30</b>
Bus Station	1689	1835	2927	1899	1821	2045	2303	4038	1460	1914	2009	2609	<b>£26,548.80</b>
Market Traders	1022	570	498	587	886	915	74	742	665	386	546	584	<b>£7,475.40</b>
Cliff Road	3772	3643	4709	3816	4583	4563	4787	6450	3485	4117	4130	5010	<b>£53,065.00</b>
Oakfield Street	1721	1737	2028	1657	1786	2011	2180	3513	976	1803	2042	2485	<b>£23,939.30</b>
Twyn	9699	7814	10062	9764	10224	9146	10904	9317	5150	8175	8416	10328	<b>£108,999.20</b>
Crescent	3761	3982	5867	4120	5133	4318	4649	5511	3131	3886	4173	7475	<b>£56,005.50</b>
Bedwas Road	751	873	1114	830	772	810	1014	1458	621	894	993	925	<b>£11,054.95</b>
Station Terrace	898	904	1306	1058	959	983	1201	2211	981	963	1054	1442	<b>£13,960.05</b>
Emporium	1125	1269	1415	1286	1462	1381	1412	1675	771	1358	1629	1940	<b>£16,722.70</b>
St Gwladys	1153	1043	1220	1000	1184	1175	1319	1252	544	994	944	1290	<b>£13,117.70</b>
<b>TOTAL/Month</b>	<b>45700</b>	<b>41977</b>	<b>52735</b>	<b>46989</b>	<b>48845</b>	<b>49320</b>	<b>54629</b>	<b>62198</b>	<b>33108</b>	<b>44853</b>	<b>46955</b>	<b>60688</b>	<b>£587,996.85</b>

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## TABLE SHOWING INCOME FROM EXCESS CHARGE NOTICES

Financial Year	Income / £
2014/15	92,518
2013/14	103,248
2012/13	78,903
2011/12	81,896
2010/11	107,245

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## TABLE SHOWING INCOME FOR EACH TARIFF

Incomes per tariff for 2014/15 fiscal year

Location		Tariff	Income	1 hour Free	2 hours Free	3 hours Free	4 hours Free
<b>Long Stay</b>							
Court House Thorncombe 2 Thorncombe 3 Cliff Road Bedwas Road Crescent Road Wesley Road Station Terrace	1 hr	50p	£38,526.10	£38,526.10	£38,526.10	£38,526.10	£38,526.10
	2 hours	70p	£20,679.80		£20,679.80	£20,679.80	£20,679.80
	3 hours	90p	£35,068.60			£35,068.60	£35,068.60
	4 hours	£1.20	£14,229.45				£14,229.45
	Daily	£2.00	£76,421.35				
	Weekly	£9.00	£3,024.50				
Weekly tickets only available for Station Tce							
Oakfield Street	1 hr	40p	£7,144.30	£7,144.30	£7,144.30	£7,144.30	£7,144.30
	2 hours	50p	£7,593.45		£7,593.45	£7,593.45	£7,593.45
	3 hours	70p	£1,720.85			£1,720.85	£1,720.85
	4 hours	£1.00	£4,083.75				£4,083.75
	Daily	£1.50	£2,661.40				
	Weekly	£7.50	£60.05				
<b>Short Stay</b>							
High Street Woodbine Bus Station Market Trader Crescent Road Emporium St Gwladys	1 hr	50p	£124,062.25	£124,062.25	£124,062.25	£124,062.25	£124,062.25
	2 hours	80p	£117,148.20		£117,148.20	£117,148.20	£117,148.20
	3 hours	£1.20	£46,415.40			£46,415.40	£46,415.40
	4 hours	£2.00	£26,438.95				£26,438.95
	Daily	£3.50	£28,155.25				
Twyn	1 hr	60p	£53,773.40	£53,773.40	£53,773.40	£53,773.40	£53,773.40
	2 hours	£1.20	£36,030.10		£36,030.10	£36,030.10	£36,030.10
	3 hours	£1.80	£23,840.70			£23,840.70	£23,840.70
	4 hours	£3.50	£8,388.40				£8,388.40
	Daily	£6.00	£6,436.80				
<b>Total</b>			<b>£681,903.05</b>	<b>£233,506.05</b>	<b>£404,957.60</b>	<b>£512,003.15</b>	<b>£565,143.70</b>

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## BRYN COMPOST LIAISON GROUP

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH  
ON THURSDAY, 3RD SEPTEMBER 2015 AT 2.00 P.M.

---

PRESENT:

Councillors:

A. Angel, H.W. David, W. David, N. George, J.A. Pritchard

Together with:

**Residents:** Mr J. Cuthbert, Mrs G. Davies, Mr M. Davies, Mr W. Griffiths, Mr G. Reynolds, Mrs C. Woods

**Gelliargwellt Uchaf Farm:** Mr P. Colley, Mr A. Price

**Natural Resources Wales:** Mr J. Goldsworthy, Mrs E. Roe, Mr A. Ward

**Public Health Wales:** Mrs T. Deacon

**Environmental Health:** Miss C. Edwards, Mr G. Mumford

**Officers:** R. Barrett (Committee Services Officer)

### 1. ELECTION OF CHAIR

It was noted that Councillor Dave Poole, formerly the Chair of the Bryn Compost Liaison Group and the outgoing Cabinet Member for Community and Leisure Services had recently been appointed to the post of Deputy Leader and Cabinet Member for Housing. Councillor Nigel George was subsequently appointed as the new Cabinet Member for Community and Leisure Services.

In accordance with the Council's Constitution (in that the Cabinet Member for the Environment be the designated Chair for the Liaison Group) it was moved and seconded that Councillor George be duly elected as Chair. By a show of hands, this was unanimously agreed.

Councillor N. George moved to his position as Chair for the remainder of the meeting and introductions were made.

### 2. CHAIR'S ANNOUNCEMENT

The Chair referred to a recent public meeting held by Gelligaer residents to discuss a number of issues surrounding activity at Gelliargwellt Uchaf Farm. He advised that in accordance with the Group's Terms of Reference (contained within the Council's Constitution), only those issues directly related to the Bryn Compost facility within Gelliargwellt Uchaf Farm would be

discussed during the course of the meeting. A Member added that Environmental Health Officers had already provided detailed responses to the issues raised, and Officers confirmed that those responses relevant to the Bryn Compost facility would be discussed during the course of the meeting. The Member indicated that he would take this information back to local residents.

### **3. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor G.J. Hughes, together with local resident representatives Mrs A. Gray, Mr G. Mahony, Public Health Wales representatives Mr H. Brunt and Mrs M. Bowley, and Gelliargwellt Uchaf Farm representative Mr R. Thomas.

### **4. DECLARATIONS OF INTEREST**

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

Councillor H.W. David asked for it to be noted that he and Councillor W. David, together with local resident representatives Mr J. Cuthbert and Mr B. Griffiths, had attended the aforementioned public meeting of Gelligaer residents the previous week to discuss a number of issues surrounding activity at Gelliargwellt Uchaf Farm.

### **5. MINUTES – 12TH MAY 2015**

The minutes of the Bryn Compost Liaison Group meeting held on 12th May 2015 were received and noted.

### **6. MATTERS ARISING**

A Member asked if the Composting Best Practice Document referred to at a number of previous meetings was now available. Officers from Natural Resources Wales (NRW) explained that as work was still being carried out on the document, it was not yet ready for general circulation. Due to the important nature of the document, the Member expressed concern with the continued delay in publication. NRW explained that they had contacted the Department for Environment, Food and Rural Affairs (DEFRA) in respect of this delay, who are the government agency responsible for developing the document. However, as the document is outside the remit of NRW, there is little they can do to hasten its release. Another Member added that he would raise this matter with the Welsh Government's Environment Minister.

Reference was made to the arrangements made between Mr Price (Gelliargwellt Uchaf Farm) and Environment Health and relayed back to the Liaison Group at a previous meeting, in that it had been agreed for odour-releasing activities by the farm and Bryn Compost to be minimised in and around the week of the Urdd National Eisteddfod event in May 2015. Clarification was sought on the action taken by the farm and compost facility to minimise these odour-releasing activities, and a Member queried why these arrangements that had been put in place for the duration of the Eisteddfod event were not carried out as a matter of normal routine.

Ceri Edwards, Environmental Health Manager, confirmed that she had contacted Mr Price regarding the Eisteddfod, which was to be held in the locality of Gelliargwellt Uchaf Farm. Mr Price had agreed to schedule certain farming and composting activities so that they avoided the dates surrounding the event period (such as slurry/leachate spreading activities, emptying the vessels and moving the windrows). Miss Edwards explained that this request had been

made to facilitate a positive impression of the surrounding area during the event. However, she emphasised that the composting site, in line with farming activities, entailed 24-hour operations, and that it had taken a great deal of arrangement by Bryn Compost staff in order to defer these activities.

The Member commented on how this demonstrated that arrangements could be made to minimise odour-releasing activities when the need arose. Miss Edwards explained that these arrangements were put in place as a precautionary measure and that some of the farming and composting activities might not have been scheduled in any case during the week of the Eisteddfod. She re-emphasised the nature of the farm and composting site in that they are a 24-hour operation, and explained that whilst some activities can be deferred for a short while, these practices cannot be deferred indefinitely.

Members expressed dissatisfaction that these odour-restricting arrangements were not part of normal practice, explaining that local residents were unhappy that odour-releasing activities had been restricted for the purposes of the Eisteddfod but would not be restricted for the purposes of residents. Concerns were expressed regarding the health impact of poor air quality on the local population and a Member commented on the communications impact of the arrangements, explaining that this implied that residents' health was of less concern than that of the Eisteddfod. Following a debate with Environmental Health Officers, the Member explained that he was relaying the concerns of local residents to the Liaison Group, specifically those arising from the aforementioned public meeting the previous week.

Miss Edwards elaborated on the arrangements made with Bryn Compost, explaining that she had approached Mr Price following a request from the Group that odour-releasing activities be curtailed during the week of the Eisteddfod. She added that this did not acknowledge that there were currently odour issues arising from Bryn Compost, but rather that Environmental Health had been complying with the request from the Liaison Group. A Member suggested that this action was an implicit recognition that there was a problem with odours and Miss Edwards explained that she had merely responded to the Group's request as she would have been held to account by them if she had not done so.

A local resident Member confirmed that she had made the initial request regarding farming and composting activities around the week of the Eisteddfod, but explained that her notion had been that the farm would shut down for a week. Miss Edwards reiterated that the farm was a 24-hour operation and therefore such activities could not be stopped. The Member alluded to the earlier comment made in respect of odour-releasing activities being restricted during the Eisteddfod and suggested that the health of visiting children to the Eisteddfod had been given precedence over that of local children. Miss Edwards explained that she was unable to agree with this comment.

Mr Price of Bryn Compost addressed the Group and explained that he had been approached by Miss Edwards with a view to restricting odour-releasing activities around the week of the Eisteddfod. Activities scheduled for that week that were put back included the emptying of the compost tunnel, together with silage and slurry spreading activities. He confirmed that no in-vessel composting or slurry spreading activities were carried out that week, and that the farm and compost site had to catch up on these activities the following week.

A Member asked if any lessons, new techniques or better practices had been learned as a result of the amended operation. Miss Edwards reiterated that the processes had not been changed but simply been postponed. Mr Price also reiterated that he had not changed his operation but had merely delayed composting operations for that particular week.

Mrs Emily Roe from Natural Resources Wales referred to the dataset of odour complaints surrounding the week of the Eisteddfod. An odour complaint was received on 20th May 2015, which corresponded with the notification given by Bryn Compost that they were moving compost down from the in-vessel composting (IVC) facility (and was subsequently not recorded as a breach as the site had been operating in line with their permit and environment

management systems). NRW attributed those odour complaints received during the last week of May and the Eisteddfod period to farming activities following notification from Gelliargwellt Uchaf Farm, or as not originating from the site due to the wind direction at the time.

On 2nd June 2015 and 4th June 2015 NRW carried out odour monitoring following a number of complaints. Farming odours were detectable in the Gelligaer area but no compost odours were present. On 8th June 2015, Bryn Compost notified NRW that they were moving compost from the IVC facility to outside windrows, as this activity could give rise to odours in the local area. NRW did not receive any odour complaints that day. Mrs Roe explained that there had therefore been no complaints attributable to the composting facility immediately before or after the Eisteddfod event.

A Member from Penybryn commented that she had been on holiday during the Eisteddfod but that there had been very strong odours in the area at the time, and that there continued to be an odour, which currently resembled a strong fish smell. Mrs Roe reiterated that none of the complaints detailed within the dataset of complaints during this period were attributable to composting activities.

## **7. UPDATES FROM NATURAL RESOURCES WALES**

The Group were referred to the overview of odour complaint data for Bryn Compost between 1st April 2015 and 31st July 2015, with the four months of data spread over two pages of graphs. The data detailed the number of odour complaint telephone calls received by NRW, together with the type of odour detected if NRW officers attended the site in response to the complaint received. The recorded wind direction on the day of each set of complaints was also included in cases where it had been in the wrong direction to be coming from the locality of Bryn Compost and Gelliargwellt Uchaf Farm. Where there was no wind information listed, it could be assumed that there was potential for odours to be coming from the direction of the Bryn Compost site.

Mrs Roe summarised the first page of odour complaints received between April and June 2015, highlighting those where NRW had attended site or where composting odours had been detected. Arising from odour complaints on 16th April 2015, NRW attended site and confirmed that both farming and composting odours were detectable. As notification had been received that Bryn Compost were moving compost from the IVC facility to outside windrows earlier on in the day, the site was in line with their permit and environment management procedures and therefore no breach of permit was logged against this event. On 29th April 2015, NRW carried out a routine inspection, with no odours detected off site at the time of the visit.

NRW visited the area on 16th May 2015 in response to odour complaints. No compost odours were detected during this visit but farm odours were detected in the Gelligaer area. On 1st June 2015, odour complaints were received, which corresponded with notification from the farm that slurry spreading activities would be taking place that week in the Gelligaer and Nelson areas. On 2nd June 2015 and 4th June 2015, NRW carried out odour monitoring following a number of odour complaints. Farming odours were detectable in the Gelligaer area but no compost odours were present.

In response to a Member's query, NRW explained that they have a set criteria for responding to odour complaints. Attendance at site in the event of complaints received is based on a wide range of factors (including the number of complaints received), and efforts are made by NRW to attend as many site visits as possible. The Member made reference to some odour complaints that did not appear to have been recorded by NRW and Officers explained that they were happy to discuss the matter once they had finished presenting the dataset.

Mrs Roe then summarised the second page of odour complaints (those received between June and July 2015) again highlighting those where NRW had attended site or where

composting odours had been detected. On 8th June 2015 Bryn Compost notified NRW that they were moving compost from the IVC facility to outside windrows, as this activity may give rise to odours in the local area. NRW did not receive any odour complaints this day.

On 16th June 2015, NRW Officers carried out a routine site inspection at Bryn Compost and during this time, NRW received a number of complaints regarding odours coming from the site. Off-site odour monitoring was carried out at this time and no composting odours were detected off-site. Bryn Compost was fully compliant with their permit during this inspection and the odour monitoring substantiated that farming odours were present in the Gelligaer area. On 17th June 2015, NRW were able to substantiate farming odours in Gelligaer in response to complaints, but no compost odours were detected.

On 22nd June 2015, Bryn Compost notified NRW that another batch of compost would be taken out of the IVC building to the outside windrows area. No odour complaints were received on this day. On 25th June 2015, NRW were able to substantiate farming odours in Gelligaer following odour complaints, and no compost odours were detected. On 26th June 2015 NRW visited site following complaints and an odour was detected. They were unable to substantiate the source of the odour on that occasion.

On 2nd July 2015, NRW detected farming odours in Gelligaer and faint localised compost odour in Legions Way. Work had been carried out on site to keep a bio filter working and therefore it was understandable for a rise in odour to occur. The work was necessary and was in accordance with Bryn Compost's permit, with no breach recorded at this time. On 10th July 2015, NRW attended further reports of odour in the Gelligaer area. There were no composting odours present but farming odours were detectable throughout Gelligaer.

On 15th July 2015, Bryn Compost notified NRW that they were moving compost from the IVC facility to outside windrows. NRW received an odour complaint from the Nelson area at this time and went to investigate the impact of this movement. The wind direction had changed by the time the Officer had reached Nelson so NRW were unable to measure the extent of the impact the movement of compost may have caused. A faint compost odour was detectable in Legions Way, which was linked to the site's bio filter. Upon inspection, Bryn Compost found that water filtration had not entirely reached the very low levels within the bio filter and undertook immediate action to rectify the situation. There were no faults with the water sprinkler system and the odour was caused by unusual weather conditions.

On 21st July 2015 a routine inspection was carried out at Bryn Compost and off-site odour monitoring detected faint levels of composting odour in Legions Way. On-site investigation determined the bio filter as the cause, which was due to those works carried out on 15th July 2015. There is a "bedding-in" period for the bio filter to become fully functional when new filter material is introduced, which is common practice and must be carried out on occasions in order to keep the bio filter fully functional. It was deemed that Bryn Compost had carried out all the work in such a way as to keep odours to a minimum and no breach was recorded. NRW added that this remedial work to the bio filter appeared to resolve the problem and no further issues with this equipment had arisen since then.

A Member raised a query in respect of the movement of compost from the IVC to windrows located within Bryn Quarry. NRW explained that this was part of the composting process arranged with the Bryn Compost site. A number of Members stated that they were unaware of these changes, and NRW explained that discussions had taken place at previous Liaison Group meetings with a view to the windrows being moved to the quarry.

Mr Price explained that the final maturation stage of the composting process had historically been causing odours when this took place on the concrete pad adjacent to the IVC building. Along with other improvements, it had been determined that once compost leaves the IVC building it would be better to move the windrows directly to the concrete pad in the quarry. This has led to a decrease in the production of odours.

A Member stated that Bryn Compost had previously been instructed by NRW to ensure the compost product was kept covered over, and Mr Price reiterated that Bryn Compost had been given changeable information over the years in respect of the best way forward regarding composting practices. He explained that the biggest breakthroughs experienced by Bryn Compost in respect of odour reduction had been the introduction of smaller/higher windrows, and reducing the compost temperature as quickly as possible following its removal from the IVC.

A local resident Member made reference to the detection and assessment of odours, and explained the difficulty experienced by complainants in describing the type of odour. NRW explained that their officers have a wide range of experience in a variety of farming odours, and described the methodology used to assess the odour type and its source. The Member also raised a query regarding NRW's response time in respect of attending site to investigate odour complaints. NRW explained that they attempt to arrive on site as soon as they can, but depending on the circumstances, this is not always possible.

A Member expressed their frustration in that when they telephone NRW to report an odour, the smell will often quickly dissipate, only for another to take its place. NRW explained that there were a number of other farms and activities in the area that could account for the variety of smells. Local resident Members stated that they had never experienced issues with farming odours before and that the problems had only started when Bryn Compost was set up. They also reiterated their concerns regarding the health impact of poor air quality on local children. NRW explained that on occasion they deemed these farming odours to be "offensive and strong" and that such instances are reported to CCBC's Environmental Health department, as farming odours are outside the remit of Natural Resources Wales.

A Member relayed the strong views of local residents arising from the recent public meeting to discuss activity at Gelliargwellt Uchaf Farm. He explained that the odours detectable were more than simply farming smells and were subsequently within the remit of the Liaison Group, and that it was the feeling of local residents that their concerns were not being properly addressed.

Mrs Roe explained that further investigation by NRW had established that the farm's slurry pit, (which may become anaerobic when static) releases an ammonia-type smell when initially stirred. She explained that because this smells unlike a farming odour, people assume it is a compost odour. Mrs Roe was confident that the compost facility was not the main cause of odours as she felt the Bryn Compost facility is well-managed. The farm has invested in a slurry-stirring system (which should result in the slurry mixture producing a more farm-like odour) and thus the matter is already being addressed. Mrs Roe reiterated that farming odours did not come under the remit of NRW but was the responsibility of Environmental Health, with whom she had recently met with to inform of her findings.

Members of the Group noted the findings as a plausible explanation for the odour, and requested a meeting with Environmental Health and the local Assembly Member to discuss the matter further. Environmental Health Officers agreed to this request but explained that this slurry pit process conforms to normal farming practices. They clarified that the crust that forms on top of the slurry is broken so that the contents of the pit can be agitated and stirred to produce a more homogenous liquid that is pumped through the umbilical pipes for spreading on fields. It is the breaking of the slurry pit crust (that forms as a layer on the top of the pit) prior to stirring that allows an initial release of odour.

In response to a Member's query, the Environmental Health Manager confirmed that these odours would initially be offensive and strong. Another Member referenced the strong ammonia smell arising from the slurry pit and Mr Price confirmed that ammonia contains nitrogen, and in accordance with the practice used by many other farms, is spread as a fertiliser. In response to concerns expressed by Members regarding this practice, the Environmental Health Manager explained that they had received email notification that slurry

spreading activity was currently taking place in the area and no complaints had been made to the Environmental Health department in this respect.

A Member sought clarification on the instances of compost odour detected in July 2015 and NRW further outlined the remedial work undertaken by Bryn Compost in respect of the bio filter. A query was also raised in respect of the complaint logging system used by NRW and Mrs Roe outlined the current procedure. She explained that in NRW's next monthly update newsletter to residents, she would ask that complainants make note of the date and time they reported the odour and also request a NIRS reference number. In the event of any queries, this will allow the complaint to be easily located.

A Member raised concerns that odour complaints to NRW were not being correctly logged and cited instances where callers had been cut off during the call. NRW discussed this matter with the Member and asked for further details of the date and time of such instances to be forwarded to them.

Discussion took place in respect of the possible identification of the ammonia-type smell and the purpose of the Liaison Group. Mrs Roe reiterated that there had been issues with compost odour in the past and that historical instances of odours should not be attributed solely to farming activities. Mrs Roe explained that the Group had driven forward a number of improvements arising from past issues with compost odours, and she emphasised the strategic direction of the Group and the usefulness of information received from local residents.

Members' attention was directed to the second graph contained within the meeting papers that displayed the number of odour complaints for Bryn Compost over a two year period between July 2013 and July 2015. Members were asked to note the decreasing trend line that indicated a decrease in detectable compost odours in the local community, although there was a spike in the summer months due to the warmer weather.

A concern was raised by a Member as to whether this decreasing trend line was a true reflection of a decline in detectable odour or whether local residents were tiring of reporting odours. He asked that the importance of reporting all odours be reiterated to local residents, and also suggested that feedback be given to complainants explaining what action had been carried out by NRW. Mrs Roe explained that it was not possible to respond to every call received by Natural Resources Wales, and that newsletters had been introduced for local residents, which were far more informative and gave a more detailed overview of odour incidents.

Members' attention was directed to the final graph in the meeting papers, which displayed the number of complaints between 1st January 2015 and 31st July 2015, split into the location of each odour complainant. In total, 122 complaints have been received from 30 complainants. This graph was accompanied by a map showing the centralised location of where the odours were detected.

Reference was made to the last meeting of the Liaison Group in May 2015, whereby a Member from Nelson advised she had made a number of odour complaints that had not been recorded by NRW. The Member had been asked to forward the reference numbers for these complaints to NRW so that the matter could be investigated. NRW explained that the Member had been contacted but had been unable to locate the relevant numbers and had subsequently withdrawn her query. NRW had investigated their system but could not find any details that corresponded with the odour complaints reported by the Member. NRW reiterated to the Liaison Group the importance of keeping a record of all calls made to them in respect of odour complaints.

A query was raised regarding the monitoring process in respect of air quality and the concerns of local residents regarding the matter were relayed to the Liaison Group. NRW explained that an external company carries out monitoring of air quality on a quarterly basis and any

comments are relayed to the relevant parties. NRW outlined the processes entailed in monitoring air quality and explained that they had no concerns regarding current bio-aerosol levels. Members expressed a need for this information to be relayed to residents to alleviate their concerns and NRW agreed that they would include this information in the newsletter on a quarterly basis.

A Member referred to a previous presentation by Dr Gill Richardson, regarding the results from bio-aerosol monitoring. A request was made for Public Health Wales (PHW) to repeat a similar exercise, and their representative, Tracey Deacon, explained that she could present data from local GPs similar to that which had previously been presented to the Group.

Mr Jon Goldsworthy from NRW advised the Group that there would be a change to the focus of future datasets in respect of odour complaints and that they would be presented on a monthly basis in future. He explained that the more detailed datasets compiled over the last year had enabled NRW to gain a better understanding of the odour complaints. Members were given assurances that NRW would continue to operate in the same way and continue to provide monthly updates to residents.

## **8. EMILY ROE – NATURAL RESOURCES WALES**

The Chair advised the Group that Mrs Emily Roe had accepted a new position within Natural Resources Wales and this was therefore her last Bryn Compost Liaison Group meeting. Mr Adam Ward (who was in attendance to observe proceedings) will be taking over the regulation of the site from Mrs Roe.

Members thanked Mrs Roe for her hard work and acknowledged the significant improvement in contribution from NRW as a result of her efforts. In turn, Mrs Roe remarked on the strength and achievements of the Liaison Group as a collective whole since its inception and thanked those present for their valued contributions to the Group.

The meeting closed at 3.39 p.m.



## GRANTS TO THE VOLUNTARY SECTOR PANEL

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN PARK  
ON WEDNESDAY, 25TH NOVEMBER 2015 AT 5.00 PM

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### PRESENT:

Councillor Mrs G. Oliver - Chair  
Councillor R. Gough - Vice Chair

### Councillors:

H.A. Andrews, Mrs A. Blackman, D. Carter, D. Havard, C. Hawker, A. Lewis and M.J. Prew.

### Together with:

S. Harris (Interim Head of Corporate Finance), D. Roberts (Principal Group Accountant - Financial Advice and Support), G. Elliot (Communities First Finance Assistant), C. Evans (Committee Services Officer).

### 1. APOLOGIES

Apologies for absence had been received from Councillor E. Stenner.

### 2. DECLARATIONS OF INTEREST

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

### 3. MINUTES – 15TH JULY 2015

The Panel received and approved the minutes of the Grants to the Voluntary Sector Panel held on 15th July 2015 (minute nos. 1 - 7).

### 4. APPLICATIONS FOR FINANCIAL ASSISTANCE

#### 4.1 Statement of Expenditure

Members noted the budget available for 2015-2016 as £60,044.51, which included the estimated reduction for Discretionary Rate Relief and budget carried forward. If all awards in the report are agreed the remaining budget would be £53,034.51.

## 4.2 Welsh Church Act Fund

Members noted the Welsh Church Act Fund applications received and approved by officers since the last meeting in accordance with the agreed criteria as set out in Appendix 4. The total allocated amounts to £6,356.67.

Members sought clarification on the criteria for the grant funding and it was noted that the criteria was not solely limited to Church/Chapels. A further report would be presented to the Panel, which outlines the criteria for the grant funding and Members were invited to sign post any local organisations that may be eligible for the grant.

## 4.3 Applications for Financial Assistance: Panel Awards

Members were asked to consider the applications listed in Appendix 1 to the report and to make appropriate recommendations to the Interim Head of Corporate Finance for approval.

RECOMMENDED that the following applications for financial assistance be referred to the Interim Head of Corporate Finance for approval under delegated powers:-

	£
(a) Friends of Navigation Colliery, Crumlin	£200.00
(b) Cambrian Foundation for Deaf Children	£200.00
(c) Caerphilly Causeway Prospects	£100.00
(d) Rhymney Valley Music Club	£200.00
(e) Gelligaer Historical Society	£200.00
(f) Valleys Healing and Life	£100.00

## 4.4 Applications for Financial Assistance: General Criteria Awards

Members noted the applications received since the last meeting, as listed in Appendix 2, which are in accordance with the agreed criteria and to be processed by officers.

A Member sought clarification on the category for 'Sporting Individual Representing Country', and whether there is a stipulation within criteria that the individuals are to be amateurs in their field. Officers highlighted that the current criteria does not require for individuals to be amateurs, however, as per Panel request, the criteria will be amended and future applications would be considered for amateurs only.

The meeting closed at 5.22 p.m.

Approved and signed as a correct record subject to any amendments agreed and recorded in the minutes of the next meeting.

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CHAIR



## VOLUNTARY SECTOR LIAISON COMMITTEE

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN  
ON WEDNESDAY 2ND DECEMBER 2015 AT 10.30 A.M.

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PRESENT:

Cllr. D. Carter – Chair

Councillors:

Mrs. E. M. Aldworth, Mrs. P. Cook, R. W. Gough, C. Hawker, K. James, D.W.R. Preece,  
J. A. Pritchard.

Together with:

Bargoed YMCA	-	Ms. J. Price
Caerphilly 50+ Forum	-	Mr. D. Morgan
Caerphilly Parents & Carers Forum	-	Mrs. B. Helps
Caerphilly People First	-	Mr. C. Luke
Disability Can Do Organisation	-	Mrs. H. Williams
GAVO – Assistant Chief Executive	-	Mrs. E. Forbes
GAVO (Vice-Chair)	-	Mr. R. H. Cooke
Groundwork Wales	-	Mr. B. Dando
Homestart Caerphilly Borough	-	Mrs. M. Snowden
Menter Iaith	-	Mrs. L. Jones
Right From The Start	-	Ms. C. Loring
The Parent Network	-	Ms. M. Jones
The Vanguard Centre	-	Mrs. M. Wade
Van Road United Reformed Church	-	Mr. J. Wade
VOLUME	-	Mr. D. Brunton

Also present:

J. Dix (CCBC Policy & Research Manager), J. Elliott (CCBC Senior Research Officer),  
A. Palmer (CCBC/GAVO), G. Jones (GAVO), C. Burns (Interim Chief Executive CCBC)  
C. Jones (Head of Performance & Property Services – CCBC), N. Scammell (Acting Director  
of Corporate Services and S 151), C/Insp. N. McLain (Gwent Police)

### 1. APOLOGIES

Apologies for absence were received from Cllrs. Ms. L. Ackerman, J. Bevan, P. J. Bevan,  
Mrs. P Griffiths, G. Johnston, A. Lewis, R. Woodyatt, Cllr Keith Reynolds (Leader of Caerphilly  
County Borough Council).

Also from, Mr. L. Clay (Abertridwr Community Church), Ms. P. Jones (Caerphilly Care &  
Repair, Mr. A. Read (Cancercareline), Mrs. K. Stevenson (Groundwork Wales)  
Mrs. M. Chapman (Office of the Police & Crime Commissioner for Gwent), Mr. H. Llewellyn  
(Town & Community Council Representative), Mrs. D. Lovering (Caerphilly Business Forum  
Representative), Ms. S. Crane & Ms. C. Gregory (ABUHB), Mr. H. Llewellyn (Town &  
Community Council Representative).

## 2. DECLARATIONS OF INTEREST

None declared.

## 3. MINUTES

There were no matters arising from the minutes of the meeting on 16<sup>th</sup> September 2015, and they were accepted as a true record.

## 4. CAERPHILLY COUNTY BOROUGH COUNCIL BUDGET SETTING AND LOCAL GOVERNMENT RE-ORGANISATION UPDATE – CHRIS BURNS, INTERIM CHIEF EXECUTIVE

Chris Burns (CB) updated the Committee on the budget setting process. At the moment the budget proposals for Caerphilly County Borough Council are out for public consultation, with colleagues to expand further following his update.

On Local Government Reorganisation, CB informed that the Welsh Government has published a Draft Local Government (Wales) Bill, which is out to consultation until 15<sup>th</sup> February 2016. There is an Executive Summary of the Bill, which makes for easier reading, given the detail of the Bill across a number of documents. There are proposals under the Bill, which will not be considered until after the National Assembly for Wales Elections in May. The nature of the Bill is wide ranging, for example including Community Councils *general power of competence*, different boundary configurations, local authority finances, the public participation duty as well as other matters.

The most publicised proposal is to reduce the present 22 local authorities to 8, with options for 2 or 3 Counties in North Wales. The proposal in this area is to create a 'Super Gwent' authority, which will combine Caerphilly, Torfaen, Blaenau Gwent, Monmouthshire and Newport creating the largest authority in Wales. There will be Local Government elections, as scheduled in 2017. In 2019 there will be new elections to form a Shadow Authority i.e. Greater Gwent representation, and in 2020 the new authority will be in place. There will then be Local Government Elections in 2023, and from that year onwards, the elections will be on a five year cycle.

Through reorganisation there will be complex issues to address, for example the wide variety of Council Tax levied, and the harmonisation of this, across other councils. It was noted that Blaenau Gwent Council's council tax is over 30% higher than the Caerphilly borough's.

Detail is provided in the Bill on Community Area Committees (also included under the Well-being of Future Generations (Wales) Act) in addressing local issues, with County Councils possibly being able to delegate functions to the Committees.

It was noted that Caerphilly County Borough Council led by the Leaders of the political groups will be submitting a response on the Draft Bill consultation to the Welsh Government.

CB introduced Nicole Scammell (NS) Acting Director of Corporate Services and S 151 Officer, to give an update on the financial situation and overall budget proposals for the Council. NS informed the Council is assuming a 4.3% reduction from the Welsh Government, and a continuing period of austerity. Budget setting for 2016/17 has been delayed by the later than usual date by the Government Spending Review not being until 25<sup>th</sup> November.

NS referred to the overall Council saving proposals set out in the 14<sup>th</sup> October 2015 Cabinet report, which had been circulated to the Committee Members in advance of this meeting. 70% of the proposed savings will be of nil public impact not affecting front line services. NS noted the requirement that Health and Schools budgets are protected within Local Authorities, and there is as yet an unknown increase in funding for Health.

NS explained that the Council's Cabinet have set out draft savings proposals after an extensive period of public consultation. It was noted that the Council's Scrutiny Committees are looking in detail at the budget saving proposals with all the papers for the committee in the public domain and readily available. The budget decisions will be ratified by Full Council on 24<sup>th</sup> February 2016.

NS passed to Colin Jones (CJ) Head of Performance and Property Services who talked through the previously circulated Special Policy and Resources Scrutiny Committee report (7<sup>th</sup> December 2015) on the Medium Term Financial Plan 2016/17 for Property and Policy Services. The report proposes to – *reduce the Council's annual budget for supporting voluntary organisations in 2016/17 by £30k*. CJ noted that over the years the Council had done well in protecting the Voluntary Sector Budget, but given the extent of financial pressures facing the Council cuts now need to be considered with a 8% reduction proposed in the core funding provided through the budget to: Groundwork Wales, Caerphilly and Blaenau Gwent Citizens Advice Bureau, and Gwent Association of Voluntary Organisations, and reductions in the budget heading promoting the work of the Voluntary Sector, and the Community Plan. It is proposed that the officer costs for supporting the Voluntary Sector is retained, as *it contributes significantly to the special partnership relationship this council has developed with the voluntary sector over many years*.

CJ referred to the Wales Audit Office (WAO) *All Wales Local Government Improvement Study: Council funding of third sector services*, which has recently commenced and is considering whether councils' commission third sector services effectively (previously circulated to the Committee) and noted that the findings of the study will be reported back to the Committee.

CJ stated he would take comments on the Policy and Resources Scrutiny Committee report up to noon 7<sup>th</sup> December 2015, if they could be channelled through Jackie Dix (Policy & Research Manager).

The Chair thanked, Colin Jones, Nicole Scammell and Chris Burns for their presentations, and expressed his gratitude on behalf of the Voluntary Sector for keeping them well informed. He said that he would hope that the Council and the Voluntary Sector will continue to keep the successful relationship ongoing

The Vice Chair speaking on behalf of the Voluntary Sector Representatives sitting on the Committee endorsed the protection of officer costs for supporting the Voluntary Sector, which has contributed to the special relationship the Council has with the Voluntary Sector.

Emily Forbes (Deputy Chief Executive GAVO) noted the importance of CCBC's wider funding to the Voluntary Sector and the accumulative impact of these cuts on the Sector, and asked what was CCBC's total spend on funding the Voluntary Sector.

Chris Burns commented that this is a piece of work that is currently being considered by CCBC, and estimated that funding was in the region of £3-5m with a sizeable amount of funding attributed to the funding of Education and Social Services projects. Chris Burns referred to the current Wales Audit Office (WAO) study, and noted that although the Council is not one of the 6 in-depth local authority areas, that the Council is contributing to the data request from the WAO, and will keep the Committee informed of the outcomes of this study.

In response it was commented that the Voluntary Sector brings significant money into the Caerphilly borough through lottery and other sources of funding.

Although it was acknowledged that continuing cuts to budgets were inevitable in these times of economic restraint, it was noted that there is a potentially a bigger role for the Voluntary Sector to play in the borough.

The importance of the local Voluntary Sector pulling together was emphasised as it was felt that there was a danger that contracts could be lost to outside, national voluntary organisations.

**5. UPDATE ON THE WHITE RIBBON CAMPAIGN AND JUNIOR AND YOUTH FORUM PRIORITIES FOR 2016 – CAERPHILLY YOUTH FORUM REPRESENTATIVE**

A representative from the Caerphilly Youth Forum gave a PowerPoint presentation on the priority issue over the past year. Under the Health, Social Care & Well-Being theme –

*Domestic Abuse – There are not enough services for different age groups affected.*

The Youth Forum has worked alongside Llamau on the white Ribbon Campaign, and supported Safer Caerphilly in the *Tweet your feet Campaign*, to raise awareness on Domestic Abuse. The Forum has also created a film in association with the Welsh Government, on healthy relationships. In order to further publicise the White Ribbon campaign, the Youth Forum has created a radio advertisement to advertise *Our Launch*, and as part of the continuing campaign, another launch event was held at Blackwood Miners Institute which coincided with International Children's Rights Day on the 19<sup>th</sup> November 2015.

A poster was created focusing on the facts of Healthy / Unhealthy Relationships and a festival wrist band was designed and created to tie in with the White Ribbon Campaign. Examples of the bands, publicity posters and leaflets explaining the signs of domestic abuse and its consequences, were handed out to the Committee members, in the form of information packs.

The Junior Forum Priority for 2015 was *The Living Environment*. This concentrated on persuading the public to reduce litter, and fly tipping, and also to clean up dog mess.

The priority for the Youth Forum 2016 is *Education for Life*. It will assist in modernising the Youth Service so it fits into young people's lifestyles with Wi-Fi in all building – based locations, improving access to the service and increased awareness of the service through use of social media.

The priority for the Junior Forum is the Living Environment. This will encourage the public's need to respect the natural habitat of wildlife.

The Chair thanked the Youth Forum representative and the accompanying Youth worker, for an informative presentation and wished them well in their new projects for 2016.

**6. COMPACT PRESENTATION AND Q & A: UPDATE ON OPERATIONAL FRAMEWORKS FOR NEIGHBOURHOOD CARE NETWORKS IN CAERPHILLY COUNTY BOROUGH – ANEURIN BEVAN UNIVERSITY HEALTH BOARD.**

Unfortunately representatives from the Aneurin Bevan University Health Board (ABUHB) were unable to attend this meeting to give the presentation. Following the meeting the PowerPoint was circulated, with the ABUHB offering to give the presentation at a later date to the Committee.

**7. CAERPHILLY COUNTY BOPROUGH ANTI-POVERTY STRATEGY – ROB HARTSHORN, HEAD OF PUBLIC PROTECTION & ANTI POVERTY OFFICER CHAMPION**

Rob Hartshorn (RH) spoke on a paper about the Caerphilly borough Anti Poverty Strategy. In explaining *What is poverty?* - it means that for individuals, and in family situations, not being able to make ends meet. This may for example mean that fuel and other utility bills are not able to be paid, and the household may not be in the position on being online to take advantage of better deals.

A Caerphilly borough Anti-Poverty Board has been established with the following membership: the Member Anti-Poverty Champion Cllr Elaine Forehead and the Officer Anti-Poverty Champion the Head of Public Protection. Along with the Chief Housing Officer, the Chief Education Officer, the Head of Regeneration and Planning, and Public Health Wales. There is also a standing invitation to the Leader and Chief Executive of the Council to attend.

The Anti-Poverty Board held its first meeting on 27th July 15. The meeting chaired by the Interim Chief Executive agreed to meet quarterly. There are a number of existing groups contributing to tackling poverty in the borough. The Anti-Poverty Board has reviewed existing delivery arrangements and agreed to provide strategic lead to:

- The Welfare Reform Steering Group
- Poverty Programme Collaboration Group
- Training and Education Forum.

A complementary strand of work has been initiated in response to the 2014 release of the Welsh Index of Multiple Deprivation (WIMD), which ranks St James 3 (largely comprising of Lansbury Park) as the most deprived area in Wales. The Lansbury Park Board has been established to address the multifarious adverse factors in Lansbury Park in an attempt to turn the area around in making Lansbury Park once more a desirable place to live, and to build in stability to the community. Caerphilly County Borough Council is determined to tackle the causes of this poor ranking. Work will focus on:

- Tackling low household income levels and debt
- Improving employment opportunities and helping people to become work ready
- Fostering healthy life styles in supporting and empowering local people to make healthy choices
- Focus on initiatives promoting the mental health and well being of local people
- Improving education attainment and promoting lifelong learning
- Improving access to local services through better coordination and understanding of local need.

Cllr. D. Preece said that there should be a priority within the Anti-Poverty Strategy on the links with the causes of obesity, with particular reference to parents / carers of young children as they are growing up, and the potential unhealthy lifestyles.

RH replied that physical activity is addressed in the Anti-Poverty Strategy and the ABUHB has a strategy to cover obesity issues.

Cyril Luke referred to page 9 of the Anti-Poverty Strategy under Prevention point 2. He said that the understanding of Universal Credit etc., for people with learning disabilities, will be difficult and people will need support from Social Services. They may also not be IT literate so could there be any alternatives or assistance offered?

RH said that he would hope that Tenancy Support would be able to provide advice and deal with these issues. However he would look into this.

The Chair thanked Rob Hartshorn for his presentation on the Anti-Poverty Strategy.

**8. VOLUNTARY SECTOR REPRESENTATIVES QUESTION: DISCUSSION ON COMMUNITY CENTRES AND HOW THE VOLUNTARY SECTOR CAN BE INVOLVED – STEVE HAWKINS, COMMUNITY CENTRES SERVICE MANAGER**

Steve Hawkins was invited to this meeting to discuss comments and queries on Community Halls and Community Centres. Discussion centred around a possible confusion over questions raised on this subject from previous meetings. The question is how exactly can community based organisations support their centres and halls.

Community Centres and Halls are managed on a day to day basis by Management

Committees (Trustees), all of which have charitable status. One of the main problems is actually recruiting and retaining committee members on these committees. Ideally there should be greater representation from the 18 to 21 age group, but these people are not interested in participating on management committees.

Management Committees (Trustees) are responsible for *managing* community centres and not for managing the activities that take place within them. There is a distinct shortfall in those willing to organise and run such activities on a voluntary basis.

Emily Forbes (EF) said that there are forty two community centres in the county borough which will require building insurance and caretakers insurance. Should this not be provided under the Health and Well Being, and Anti-Poverty Strategies as services to the people? When required Community Centre Forums are arranged for management committee members to attend, as a supportive measure, to update on new initiatives and resolve queries. SH to further discuss these issues with EF.

**9. REVIEW OF COMPACT AGREEMENT AND ANNUAL COMPACT ACTION PLAN: JACKIE DIX, POLICY AND RESEARCH MANAGER**

Jackie Dix (JD) said that a review of the Compact Agreement and Annual Compact Action Plan needs to be undertaken for next year. The review of the Compact Agreement will need to incorporate new policy directions ushered in by the Future Generations (Wales) Act 2015 . A Task and Finish Group will need to be formed to work on the Compact Agreement 2017 – 2021, and to review the design of the Annual Compact Action Plan, which will be convened by the Council's Policy Unit. This Group will comprise of Compact Partners, and nominated Councillor and Voluntary Sector Representatives and some staff members from GAVO. The Chair asked if there are any volunteers to sit on this Group that they should get in touch with JD.

**10. OPEN DISCUSSION: WHAT'S HAPPENING IN THE COUNTY BOROUGH (AN OPPORTUNITY FOR ALL COMPACT PARTNERS AND COMMITTEE REPRESENTATIVES TO RAISE KEY ISSUES)**

No issues raised.

**11. ITEMS OF INTEREST FROM THE VOLUNTARY SECTOR COMPACT PARTNERS (ONE QUESTION ONLY FOR EACH REPORT – UP TO 15 MINS)**

**a) Update from the Aneurin Bevan University Health Board (ABUHB)**

A written report was provided with the committee papers. There were no questions raised on this report.

**b) Gwent Association of Voluntary Organisations**

A written report was provided with the committee papers. There were no questions raised on this report.

**c) Digest of Caerphilly County Borough Council Committee Reports**

A written report was provided with the committee papers. There were no questions raised on this report.

**d) South Wales Fire & Rescue Service**

A written report was provided with the committee papers. There were no questions raised on this report.

**e) Police & Crime Commissioner (PCC) for Gwent**

A written report was provided with the committee papers. There were no questions raised on this report.

**12. COMMUNITY PLANNING QUARTERLY BRIEFING:– SEPTEMBER TO DECEMBER 2015**

To receive and note the information items attached.

**13. DECISION & ACTION SUMMARY**

<b>SUBJECT</b>	<b>DECISION</b>	<b>ACTION</b>
1. Policy and Resources Scrutiny Committee Report 07/12/15	Comments on the budget report to be channelled through Jackie Dix in collating for Colin Jones	All
2. Wales Audit Office (WAO) <i>All Wales Local Government Improvement Study: Council funding of third sector services</i>	Committee to receive further updates on the study	Jackie Dix
3. Anti-Poverty Strategy under Prevention point 2 raised that the understanding of Universal Credit etc., for people with learning disabilities, will be difficult and people will need support from Social Services. They may also not be IT literate so could there be any alternatives or assistance offered?	RH said that he would hope that Tenancy Support would be able to provide advice and deal with these issues. However he would look into this.	Rob Hartshorn
4. Members sought for task and finish group of Compact Agreement and Annual Compact Action Plan	Compact Partners to contact Jackie Dix direct. Nominations required for Councillor and Voluntary Sector Representatives	GAVO – and Jackie Dix

**14. DATE OF NEXT MEETING:**

Wednesday 16th March 2016 at 10.30am in the Sirhowy Room, Penallta House.

Meeting ended 12.10 pm.

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## CAERPHILLY LOCAL ACCESS FORUM

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN,  
YSTRAD MYNACH, ON FRIDAY 11TH DECEMBER 2015 AT 10:00AM

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PRESENT:

William Lindsay - Chair  
Garry Lewis - Vice-Chair

Councillor Ken James

Michael Benjamin, Barry Clarke, Glyn Davies, Keith Donovan, Roger Evans, Lorraine Howells, Alison Palmer, David Parry, Sartha Rajoo, Maggie Thomas, and Nigel Yates.

Together with:

Phil Griffiths (Secretary/Principal Planner), Andy Powell (ROW and Countryside Access Officer), June Piper (CROW Support Officer), Lyndon Ross (Senior Environmental Health Officer), Rhodri Lloyd (Special Projects Officer – Public Services) and Amy Dredge (Committee Services Officer).

Chris Heaps – Natural Resources Wales (NRW).

**1. WELCOME**

The Chair welcomed Michael Benjamin to his first meeting of the Local Access Forum.

**2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Andrew Edwards, Elaine Gwynne and Ruth Stones.

**3. DECLARATIONS OF INTEREST**

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

**4. MINUTES – 9TH OCTOBER 2015**

The minutes of the meeting held on the 9th October 2015 (minute nos. 1 - 16) were approved and signed as a correct record subject to it being noted under Minute No. 7 - Matters Arising – the last sentence in the last paragraph should read 'Local Member for Blaenau Gwent'.

## 5. MATTERS ARISING

### Fly Tipping (Minute No. 9)

Phil Griffiths confirmed that as discussed previously, Rhodri Lloyd (Special Projects Officer, Public Services) will deliver a presentation to Members to explain what the Council is doing in terms of monitoring and controlling the problem of fly tipping and waste management.

## 6. THE COUNCIL'S WASTE MANAGEMENT STRATEGY – PRESENTATION

The Forum welcomed Rhodri Lloyd to the meeting who presented Members with details of how the Council is tackling the problems with waste throughout the borough.

Mr Lloyd set out the background to the strategy including factors such as:

- Geography/Geology
- Environmental Management
- Employment History
- Affinity with local area and supporter of the countryside
- Commitment to providing a better LEQ, a better Caerphilly and a better Wales
- Environmental and community improvement schemes in both the built and natural environment

Members were informed of the amount of waste the Council deals with on a weekly and annual basis and the different types of collection services that are available to the public. It was explained that a range of disposal facilities are available and unfortunately due to budget cuts, the 6 CAHWR licensed sites are reducing their service from 7 days a week to 6.

Concerns were expressed with the ongoing problem of fly tipping and Mr Lloyd confirmed that incidents have not significantly increased and although budget cuts have reduced the team's presence within the community, less than 1 percent of waste disposed of by the Authority is from fly tipping in the countryside.

Lyndon Ross (Senior Environmental Health Officer) was invited to advise the Forum at this stage on the issue of Enforcement. He confirmed that his Officers form a professional and proactive team, who are committed and experienced and compare favourably with other Local Authorities (LAs). He gave examples of the types of cases the team deal with including abandoned vehicles, illicit tipping and dog fouling and discussed the various prosecutions and in particular the difficult cases that were prosecuted during 2015. Members were pleased to note that those individuals who had been prosecuted, were 'named and shamed' in the local press.

Mr Lloyd informed Members that the Local Authority are working in collaboration with government agencies, third sector and individuals in tackling waste and confirmed there are a network of ambassadors who go the 'extra mile'. He confirmed that a lot of 'clean up' work is on non-Authority owned land. In terms of performance levels in waste management, Mr Lloyd confirmed the Authority has a 60 percent recycling rate, an 85 percent CAHWR site recovery rate and that satisfaction rates for service are constantly high.

In concluding, he advised Members that the Authority understands the strategic importance of maintaining the countryside and remain committed to helping tackle the issues with waste.

During the course of the presentation, Mr Lloyd and Mr Ross responded to the various queries raised by members of the Forum, including particular issues in their areas.

The Chair thanked Mr Lloyd and Mr Ross for their informative presentation.

## **7. WELSH GOVERNMENT CONSULTATION PAPERS**

### Access Green Paper

Andy Powell reminded members that at the last meeting details were provided of the LAF and Caerphilly CBC responses sent to the Welsh Government (WG) in respect of the Green Paper. He confirmed that there are no current updates and the Authority does not expect to receive any further progress with the Green Paper until after the WG elections in May 2016, when it is hoped that a timeline will be set on how this paper will progress to the White Paper Stage.

### ROWIP's - Review of Guidance to Local Highway Authorities

The Forum received a brief overview of the document that has been issued to support the first decennial review of Rights of Way Improvement Plans (ROWIPs) in Wales, where local authorities must have regard to S61(4) of the Countryside and Rights of Way Act 2000 (CROW) that replaces the previous guidance issued in 2002.

Mr Powell advised Members that Caerphilly published the ROWIP in 2007 (to 2017). The LA will therefore need to prepare and publish a new ROWIP and this document will provide helpful guidance in its preparation.

The Welsh Government expects local highway authorities to use ROWIPs to plan strategically for the management, development, integration and promotion of their local rights of way network.

Mr Powell confirmed that there is little difference in this document compared with the 2002 guidance. However, there is no commitment in the document from WG to help fund its implementation for the next 10 year period and this was one of the main points raised by Caerphilly at the consultation stage. Concerns were expressed in relation to the reduction in resources across all Rights of Way sections in Local Government.

## **8. FUNDING UPDATE**

The Forum received an update on current funding bids from Phil Griffiths.

There are 2 current bids that are looking positive, the first is the Canal joint bid between Caerphilly and Torfaen (with the introduction of bike hire at Cwmcarn Visitor Centre). The main Countryside element of this bid involves wider works, including significant access improvements on Mynydd Maen with the potential introduction of a part-time land manager.

The second is an application for funding to NRW for a project to support Aberbargoed Grasslands and its hinterlands. This would make use of Aberbargoed Education Centre as a training centre and this bid has gone through the first stage of the process.

There are potentially 17 applications to be made by Caerphilly County Borough Council for funding under the Rural Development Programmes 'Community Rural Development Fund'. Expressions of Interest are currently being prepared.

In terms of tourism, reference was made to consolidating the hub at Parc Cwm Darren. The caravan park has been improved and it is proposed that this may be extended with the possibility of also diversifying to include glamping pods. The background to this has been achieved by working with NRW.

Reference was made to the European Grant (Life Plus) but unfortunately Caerphilly does not have the resources to take this forward as an 18 month preparation time is required, although the LA monitor this regularly.

During the course of the ensuing discussion, reference was made to NRW and the fact they have not come out well in relation to Welsh Government funding which will impact on CCBC, although no details have been provided where the cuts will be made at this time.

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

### ROWIP Funding

Andy Powell provided Members with an update in relation to the current spend and confirmed the allocation of funding for 2015/16 is £37,480. A claim of 40% was made at the end of November amounting to approximately £14,500 which now makes the total £17, 500, for the current claim period. A commitment has been made to spend a further £18,000 to projects, leaving approximately £2K to spend in areas that will be identified in early 2016. The final claim will be submitted at the end of February.

It was explained that this year's projects include changing stiles for gates, which is a rolling programme that involves working with landowners, as their permission is required when structures are replaced. Improvement works have been made to several bridleways through drainage improvements and surfacing. Some handrails have been installed and consideration is being given for improving signage throughout the borough with the purchase of a new style fingerpost, which will be rolled out when the remainder of the current stock has been exhausted.

The Forum sought clarification in relation to the replacement finger posts and Mr Powell confirmed they would be made from aluminium and not wood as previously used. He explained that the wooden posts have a cost implication as they need to be replaced every 8 to 10 years. The aluminium gates are also considered to be visibly clearer.

## **10. OFF ROADING**

Andy Powell updated the Forum regarding the ongoing problem with off roading and advised Members that PC Simon James (who attended the meeting in June) is still in post and trying to combat the problem, although he will also covering the Torfaen and Blaenau Gwent areas.

Members were advised of a recent cross boundary multi agency meeting held in Torfaen that Mr Powell attended. Also in attendance was Chief Inspector Nick Maclean and colleagues from Gwent Police, Local Government Officers from Blaenau Gwent, Torfaen and Caerphilly and various Commoners Representatives. The purpose of the meeting was to discuss the issues of illegal off roading and fly tipping on the commons.

Mr Powell confirmed that although resources are stretched within Gwent Police, they are trying to combat these problems. It was stated that the work PC James has been involved with highlights the importance of partnership working between all organisations.

Reference was made to a presentation that was received from TACP at the meeting that had recently been commissioned by Blaenau Gwent, Torfaen and Caerphilly whereby LAs are to undertake an Uplands Study. Part of this study produced a South-East Wales Uplands Landscape Crime Toolkit, which provides various elements of trying to combat illegal activity.

This Group is due to meet again in February 2016 and it is hoped that an update in relation to implementing the elements of the toolkit, will be available for the next LAF meeting in March.

## **11. WALKING FOR HEALTH**

Andy Powell provided an update in relation to healthier initiative walks and confirmed that over

3,000 walkers have participated. Over 10,000 walkers attended 671 'led walks' arranged by Brian Bebb across the 80 routes within the borough. 11 volunteers have now trained as walk leaders.

Concerns were expressed regarding the reduction in funding from the NHS in relation to contributing to fund Mr Bebb's role for this project as it has been running for 8 years and Members fear that the capacity will be lost. The NHS fund Mr Bebb's post and the LA fund his expenses. It was proposed, seconded and unanimously agreed that a letter is sent to Mr Bebb's manager expressing the Forum's concerns and requesting the project continues.

## **12. RIGHTS OF WAY AND PLANNING GUIDANCE**

Phil Griffiths gave an overview of a meeting held in the summer with Tim Stephens (Development Control Manager) and some Members of this Forum. The issues of rights of way were discussed in relation to the planning application process and reference was made to a guidance note that has been produced by Leicester City Council. It is intended that Leicester's model will be adopted to suit Caerphilly's needs. The draft document will be brought to this committee for agreement and then approval shall be sought from appropriate Officers.

## **13. TRAINING – MEMBERS TRAINING UPDATE**

June Piper informed Members of a Disability Awareness Training session opportunity for Members to attend, provided by Andy Johnson formerly of the Fieldfare Trust (who had previously provided training to this committee several years ago). Dates of availability were discussed and Members agreed to attend the course on the 26th February 2016. The venue for the training session shall be chosen by Andy Johnson.

## **14. WALK EVENT 2016**

The Forum noted the date of 7th May 2016 for CCBC's Annual Walk Event, which is named 'The Forge – Feet of Fire'. There are routes to suit all abilities and fitness levels including:

- 1-5 mile route (led walk)
- 11 mile route (led walk)
- 17 mile route (self-led challenge: walk, jog or run)
- 17 mile led walk (limited to 30 entrants)
- 22 mile route (self-led challenge: walk, jog or run)
- 22 mile led walk (limited to 10 entrants)

Early bird prices are available until the 1st of March 2016 and more information can be found at [www.caerphillychallengeseries.co.uk](http://www.caerphillychallengeseries.co.uk) or follow the team on Facebook on 'Cwm a Mynydd' Facebook Page (formerly 'Rural Caerphilly'). <https://www.facebook.com/ruralcaerphilly/>.

Andy Powell was pleased to inform Members that CCBC's Countryside Service is working in conjunction with Bedwas High School, Caerphilly Adventure Group the Local Ramblers in relation to this event.

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

It was agreed that future meetings of the LAF would be held at Penallta House on the following dates:

- Friday, 11th March 2016 at 10.00am

- Friday, 3rd June 2016 at 10.00am (Site Visit to be agreed at a future meeting)
- Friday, 9th September 2016 at 10.00am
- Friday, 2nd December 2016 at 10.00am

**16. ANY OTHER BUSINESS**

Keith Donovan expressed his appreciation of the work undertaken by the Countryside Team in relation to the new bridge built on the Machen Forge Trail.

The Chair closed the meeting at 12.30pm and wished everyone a Merry Christmas.