

**TUESDAY, 12 JULY 2022**

**TO: ALL MEMBERS OF THE CABINET**

I HEREBY SUMMON YOU TO ATTEND A **MULTI LOCATION** MEETING OF THE **CABINET** WHICH WILL BE HELD IN THE **CHAMBER, COUNTY HALL, CARMARTHEN, SA31 1JP AND REMOTELY AT 10.00 AM, ON MONDAY, 18<sup>TH</sup> JULY, 2022** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

*Wendy Walters*

**CHIEF EXECUTIVE**

<b>Democratic Officer:</b>	<b>Janine Owen</b>
<b>Telephone (direct line):</b>	<b>01267 224030</b>
<b>E-Mail:</b>	<b>JanineOwen@carmarthenshire.gov.uk</b>

Wendy Walters Prif Weithredwr, *Chief Executive*,  
Neuadd y Sir, Caerfyrddin. SA31 1JP  
*County Hall, Carmarthen. SA31 1JP*

# CABINET

## MEMBERSHIP – 10 MEMBERS

Councillor	Portffolio
Darren Price	Leader
Linda Evans	Deputy Leader and Cabinet Member for Homes
Glynog Davies	Education and Welsh Language
Ann Davies	Rural Affairs and Planning Policy
Philip Hughes	Organisation and Workforce
Gareth John	Regeneration, Leisure, Culture and Tourism
Alun Lenny	Resources
Edward Thomas	Transport, Waste and Infrastructure Services
Jane Tremlett	Health and Social Services
Aled Vaughan Owen	Climate Change, Decarbonisation and Sustainability

# **A G E N D A**

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF PERSONAL INTEREST**
- 3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE CABINET HELD ON THE 4<sup>TH</sup> JULY 2022** 5 - 10
- 4. QUESTIONS ON NOTICE BY MEMBERS (NONE RECEIVED)**
- 5. PUBLIC QUESTIONS ON NOTICE (NONE RECEIVED)**
- 6. CABINET VISION STATEMENT 2022 - 2027** 11 - 36
- 7. FREE PARKING DAYS IN TOWNS** 37 - 44
- 8. STREET NAMING AND PROPERTY NUMBERING POLICY** 45 - 84
- 9. CARMARTHENSHIRE SUSTAINABLE COMMUNITIES FOR LEARNING (CSCFL) (FORMERLY THE MODERNISING EDUCATION PROGRAMME) ADDITIONAL LEARNING NEEDS** 85 - 90
- 10. ANY OTHER ITEMS OF BUSINESS THAT BY REASONS OF SPECIAL CIRCUMSTANCES THE CHAIR DECIDES SHOULD BE CONSIDERED AS A MATTER OF URGENCY PURSUANT TO SECTION 100B(4)(B) OF THE LOCAL GOVERNMENT ACT, 1972.**
- 11. EXCLUSION OF THE PUBLIC**

THE REPORTS RELATING TO THE FOLLOWING ITEMS ARE NOT FOR PUBLICATION AS THEY CONTAIN EXEMPT INFORMATION AS DEFINED IN PARAGRAPH 14 OF PART 4 OF SCHEDULE 12A TO THE LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) (WALES) ORDER 2007. IF, FOLLOWING THE APPLICATION OF THE PUBLIC INTEREST TEST, THE CABINET RESOLVES PURSUANT TO THE ACT TO CONSIDER THESE ITEMS IN PRIVATE, THE PUBLIC WILL BE EXCLUDED FROM THE MEETING DURING SUCH CONSIDERATION.
- 12. UK GOVERNMENT LEVELLING UP FUND - LLANELLI PROPOSAL** 91 - 116

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## CABINET

4 JULY 2022

**PRESENT:** Councillor D. Price (Chair)

**Councillors (In Person):**

C.A. Davies, L.D. Evans, P.M. Hughes, G.H. John, A. Lenny, E.G. Thomas and J. Tremlett

**Councillors (Virtually):**

G. Davies.

**Also in attendance (Virtually):**

Councillor D.M. Cundy

**The following Officers were in attendance (In Person):**

W. Walters, Chief Executive;

J. Morgan, Director of Community Services;

G. Morgans, Director of Education & Children's Services;

P.R. Thomas, Assistant Chief Executive (People Management & Performance);

R. Hemingway, Head of Financial Services;

L.R. Jones, Head of Administration and Law;

D. Hockenhull, Marketing and Media Manager;

D.W. John, Environmental Services Manager;

L. Jenkins, Cabinet Support Officer;

S. Rees, Simultaneous Translator;

S. Hendy, Member Support Officer;

J. Owen, Democratic Services Officer.

**The following Officers were in attendance (Virtually):**

A. Rees, Head of Curriculum & Wellbeing, Education & Children;

A. R. Thomas, Head of Education & Inclusion Services, Education & Children.

**Chamber, County Hall, Carmarthen, SA31 1JP and remotely: – 10:00am - 10:30am**

**1. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor A. Vaughan Owen.

**2. DECLARATIONS OF PERSONAL INTEREST**

Councillor	Minute Number	Nature of Interest
Ann Davies	6. 2022-2032 Welsh in Education Strategic Plan	Cllr Davies manages a children's nursery which is implementing the WESP strategy.

**3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE CABINET HELD ON THE 11<sup>TH</sup> APRIL 2022**

**UNANIMOUSLY RESOLVED** that the minutes of the meeting of the Cabinet held on the 11<sup>th</sup> April 2022 be signed as a correct record.

**4. QUESTIONS ON NOTICE BY MEMBERS**

The Chair advised that no questions on notice had been submitted by members.

**5. PUBLIC QUESTIONS ON NOTICE**

The Chair advised that no public questions had been received.

**6. 2022-2032 WELSH IN EDUCATION STRATEGIC PLAN**

The Cabinet considered the content of the revised 2022-2023 Welsh in Education Strategic Plan (WESP). The WESP is a statutory document that all Welsh Local Authorities are required to produce.

The purpose of Carmarthenshire's 2022-2032 WESP is to detail how the Welsh Government's outcomes and targets outlined in their Welsh Medium Education Strategy (WMES) is achieved. The WMES sets out the Welsh Government's vision for an education and training system that responds in a planned way to the growing demand for Welsh-medium education.

Carmarthenshire's WESP, a key vehicle for creating an improved planning system for Welsh-medium education provided the means for the Welsh Government to monitor the response and contribution to the implementation of the WMES objectives.

It was reported that the Welsh Government (WG), in its feedback, was supportive of Carmarthenshire's vision, direction of travel and aspirations. The report sought the Cabinet's approval to be able to submit the finalised Strategy to WG before the June 24th deadline (now extended to July 4th).

The consensus of the Cabinet was that it was important to facilitate an increase in the number of people of all ages to be able and confident to use the Welsh language with their families, in their communities and in the workplace.

**UNANIMOUSLY RESOLVED** that the content of the revised 2022-2032 Welsh in Education Strategic Plan following feedback from Welsh Government (WG) be approved and submit the finalised Strategy to WG before the June 24th deadline (now extended to July 4th).

## **7. DOMESTIC ABUSE, DOMESTIC VIOLENCE & SEXUAL VIOLENCE POLICY**

The Cabinet considered a report on the updated Domestic Abuse, Domestic Violence and Sexual Violence Policy. The Policy had been updated in line with the aims and objectives of the Authority and prevailing legislation - Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 and the new Domestic Abuse Act 2021.

It was reported that the policy was developed following early consultation with colleagues in community safety and regional VAWDASV (Violence Against Women, Domestic Abuse and Sexual Violence) roles to ensure the content dovetailed into their areas of expertise. In addition, the policy had been written using gender-neutral language in recognition of the Council's commitment, to recognise, respect and support its employees' life choices in a non-judgemental and inclusive way.

Cabinet Members noted that with homeworking remaining a feature in the Council's Better Ways of Working strategy, the adoption of 'Safe Leave' would demonstrate the Council's ongoing commitment to thinking about how support can be maintained as employees work in different ways. The Policy included the provision of Safe leave which would provide for up to 10 days paid time off, separate from special leave or sickness absence to anyone experiencing domestic abuse, domestic or sexual violence.

### **UNANIMOUSLY RESOLVED that**

**7.1 the revised version of the Domestic Abuse, Domestic Violence & Sexual Violence Policy demonstrating the Council's ongoing commitment to tackling all forms of violence and abuse, including domestic abuse, domestic violence and sexual violence be approved and adopted;**

**7.2 the provision of up to 10 days paid 'Safe Leave' to assist victims to leave their partners, find new homes and help protect themselves and any dependent children as a consequence of domestic abuse, domestic violence or sexual violence be agreed.**

## **8. OUTSIDE BODY REPRESENTATION**

**[Note: Councillor A. Davies, having earlier declared an interest, remained in the meeting, took part in the consideration and voted on this item.]**

The Cabinet, as a consequence of the recent Local Government Elections, considered a list of notified Outside Bodies in order to determine whether the Council should make/continue to make an appointment to those bodies. An initial review of the list of outside bodies had been undertaken to ascertain the current status of the existing organisations and nominations had been included as appended to the report at Appendix A.

As part of the review method for representatives to report back on the work of each outside body the report sought to introduce a 'reporting back' by way of completing a form - Outside Bodies Councillors' Annual Report 2022/23 as appended to the report at Appendix D.

In addition to the report, the Cabinet was informed that the Plaid Cymru Group had nominated Councillor Emlyn Schiavone and the Independent Group had nominated Councillor Jane Tremlett for the Hywel Dda Health Board.

### **UNANIMOUSLY RESOLVED that:**

- 8.1 Members to Cabinet outside bodies following the 2022 Local Government Elections as detailed in Appendix A and the nominations provided verbally in the meeting be appointed;**
- 8.2 that Members appointed to serve on outside bodies be required to report back on meetings of those bodies by way of completing the form appended to the report at Appendix D.**

## **9. CABINET ADVISORY PANELS**

The Cabinet considered a report which detailed the advisory panels established by the previous administration to report on various issues and was invited to review their purpose, functions and membership and to determine which ones it wished to retain and any new panels it wished to establish.

Cabinet Members noted that the Housing Services Advisory Panel, Compact Liaison Panel, Black Asian and Minority Ethnic Task and Finish Panel and the School Transport Panel, established by the previous Cabinet had concluded their work and would therefore be disbanded.

It was reported that in order to avoid any delay in the appointment of members to sit on the Advisory Panels, nominations had been sought from the Leaders of the political groups which were attached as Appendix A to the report.



In respect of the Notice of Motion from Councillor Liam Bowen at the former Council at its meeting held on the 9<sup>th</sup> February 2022 referred to the Cabinet; *“This Council calls on the Cabinet to further its commitment by declaring a Nature Emergency and establishing a Cross Party Advisory Panel to support this authority’s approach to climate change and nature emergency and incorporate the adoption of the Edinburgh Declaration”*, the Cabinet was asked if it wished to agree to formally establish the Panel and if so a report would be submitted to the next Cabinet meeting on the suggested terms of reference and membership.

**UNANIMOUSLY RESOLVED that:**

- 9.1 The Advisory Panels to the Cabinet as detailed within Appendix 1 to the report be appointed;**
- 9.2. a Climate Change Cross Party Advisory Panel be established and that a report including the suggested terms of reference and membership be submitted to the next Cabinet meeting.**

**10. APPOINTMENT TO COUNCIL OWNED COMPANIES**

The Cabinet considered a report which included nominations in relation to two Council owned companies which it operates. The Governance arrangements for both Companies namely CWM Environmental Ltd. and Llesiant Delta Wellbeing Ltd. require an overseeing role by the Council. The report sought the Cabinet to confirm the appointments as stated in the report to sit on these boards.

**UNANIMOUSLY RESOLVED that:**

- 10.1 the Cabinet Member for Transport, Waste and Infrastructure Services as the Council’s be appointed to be a representative on CWM Environmental Shareholders Board.**
- 10.2. the Cabinet Member for Health and Social Services and the following 3 members be on the Llesiant Delta Wellbeing Ltd Governance Group:-**
- **Councillor Deryk Cundy (Labour)**
  - **Councillor Alex Evans (Plaid Cymru)**
  - **Councillor Hazel Evans (Plaid Cymru)**

**11. ANY OTHER ITEMS OF BUSINESS**

The Chair advised that there were no items of urgent business.

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**CHAIR**

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**DATE**

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## CABINET

18<sup>TH</sup> JULY 2022

### CABINET VISION STATEMENT 2022 – 2027

#### Key decisions required:

**To receive the Vision Statement for 2022- 2027**

Following the Local Government Elections (May 2022) the new Cabinet have committed to publishing a vision statement ahead of the Corporate Strategy due for publication in the Autumn. This vision includes priorities, projects and plans the Cabinet wants to achieve over the period of the administration.

Relevant reports and recommendations on specific projects and programmes within this report will be presented through the democratic process over the next five years.

Relevant scrutiny committee to be consulted NA

Cabinet Decision Required NO

Council Decision Required NA

**CABINET MEMBER PORTFOLIO HOLDER:** - Leader of the Council - Cllr Darren Price

Directorate:

Noelwyn Daniel

Report Author:

Llinos Jenkins

Designations:

Head of IT and Corporate Policy

Cabinet Support Officer

[ndaniel@carmarthenshire.gov.uk](mailto:ndaniel@carmarthenshire.gov.uk)

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# EXECUTIVE SUMMARY

**CABINET  
18<sup>TH</sup> JULY 2022**

## **CABINET VISION STATEMENT 2022 - 2027**

Following the Local Government Elections (May 2022) the Cabinet has agreed to publish a vision statement ahead of the Corporate Strategy to be published in the Autumn. The vision includes priorities, projects, and plans the Cabinet wants to achieve over the course of the administration.

Detailed reports and recommendations on specific projects and programs within this report will be presented through the democratic process over the next five years.

**DETAILED REPORT ATTACHED?**

**YES**

## IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report:

Signed: **Noelwyn Daniel**

**Head of IT and Corporate Policy**

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

## CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: **Noelwyn Daniel**

**Head of IT and Corporate Policy**

Consultations will be held into relevant programmes and projects as they are developed.

**CABINET MEMBER PORTFOLIO  
HOLDER AWARE/CONSULTED**

N/A

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# Cabinet Vision Statement 2022 - 2027

**July 2022**

[carmarthenshire.gov.wales](http://carmarthenshire.gov.wales)

Cyngor **Sir Gâr**  
**Carmarthenshire**  
County Council



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It gives me great pleasure to share with you the Vision Statement of this Cabinet. This vision outlines the starting point of our ambition over the next five years.

During the recent County Council elections members engaged with residents and local businesses across the County to canvass and share their political views. This statement contains some of the key issues and themes identified by members during those conversations. Since the elections we have worked to gather this information to form a statement of our vision for the next five years.

Each administration brings in changes that reflect the current landscape and I have made some changes to the portfolios of my Cabinet in response to local and global events. Climate change dominates the global agenda so for the first time we have created a dedicated climate change portfolio to focus on and drive our ambition to be a net zero carbon local authority by 2030. This Council term runs until 2027 so we all have a key role to play in delivering on that ambition.

I've also appointed a lead member for Tackling Poverty to coordinate an issue that impacts several portfolios. Although as we are now into the recovery stage of the pandemic, we cannot ignore its impact on our communities and also the lessons learnt. Covid highlighted some socio-economic gaps and its disproportionate impact on some groups. We need to address those issues, and coupled with the current cost of living crisis, we know that times are already hard and are likely to get worse before they get better. We are committed to understanding local needs and working with partners to meet them.

Since taking up the role of Leader, I have worked to engage with other political groups and unaffiliated members of the Council. In the Senedd, Plaid Cymru and Welsh Government are already working on delivering their cooperation agreement and this administration will support that approach wherever we can. Indeed, I hope that this administration will also be one that will be defined by its cooperation, and I hope that members from across the chamber will respond positively to find areas of common ground and shared values.

This statement provides an indication of the type of difference we want to make across the county. This includes working with partners to strengthen the economy, increase prosperity, and invest in housing, education, culture, infrastructure, and the environment. But we want to hear what you think the priorities are. Over the next few months, we will see the results of the Residents

Survey and the Staff Survey and will listen to suggestions from members as we develop our Corporate Strategy, to be published in the Autumn, which will set out the Council's strategic objectives over the next five years.



A handwritten signature in dark ink that reads "Darren Price".

Cllr Darren Price  
Leader of Carmarthenshire County Council

### **Timeline**

July 18<sup>th</sup> – Vision Statement presented at Cabinet by the Leader.

August 5<sup>th</sup> – Residents Survey and Staff Survey close.

August/September 2022 – Review of the Vision Statement to align with the results of the Residents and Staff Survey.

Autumn 2022 – Publication of the Corporate Strategy.

## Cabinet Structure



## **Start Well - Enabling our children and young people to have the best possible start in life**

### **EDUCATION**

- Continue investment in school buildings across the county and overhaul Carmarthenshire's Sustainable Communities for Learning Program to meet the needs of the 21st century. Ensuring that all new schools meet the required standards of insulation and ventilation to cut energy bills and be more environmentally friendly.
- Look to improve the availability of early years education and childcare settings across the county, particularly in rural areas; with a particular focus on providing and strengthening Welsh-medium childcare in all areas.
- Continue to ensure that pupils with additional learning needs (ALN) are fully supported to meet their potential in line with ALN Reform.
- Work alongside schools to increase school attendance rates and improve access to education for vulnerable pupils.
- Increase the utilisation of school facilities for community use outside of teaching hours.
- Work with schools to deliver a full and rounded curriculum which aspires to raise educational standards and ensures that pupils understand and celebrate their local history, geography, and culture.
- In line with the vision of Welsh Government, provide high quality nutritious free school meals to all primary school pupils, over the lifetime of the administration.
- Support the provision of opportunities for residents in the county to engage in essential learning in literacy, numeracy, and digital skills, in line with current Welsh Government funding. Enabling post 16 learners to upskill for employment and progression, as well as lifelong learning and community benefits and offer learners' high quality 21<sup>st</sup> century learning environments.
- Ensure that the standard of learning and teaching in our schools is of a high quality to support our learners to make appropriate progress.
- In line with the Welsh Government's programme, increase the availability of bilingual and Welsh medium education in our schools, following thorough consultation with parents, school governing bodies, learners, and the local community.
- Work with Welsh Government to consider the effectiveness of anti-covid ventilation devices in schools.

## **Live Well - Enabling our Residents to live and age well**

### **HEALTH AND SOCIAL CARE**

- To work with Hywel Dda University Health Board to deliver seamless integrated Health and Social Care wherever possible.
- Invest in local efficient council run services to rebalance the market across all elements of adult and children social care.
- Increase the level of supported accommodation to specifically facilitate safe discharge from hospital and/or the need for residential care for vulnerable adults.
- Further expand the Delta Connect service to provide proactive technology enabled care to vulnerable people within their own homes together with a package of emergency support, monitoring, and wellbeing calls.
- Work with the Health Board to provide readily accessible and appropriate levels of support to all with Mental Health issues with an expansion of access and support to Children and Vulnerable Adults.
- Further support a Care Academy giving a career pathway for care work, including professional development and training for young people leaving school. Work to double the number of staff supported to gain a Social Work degree.
- Support the ambition to rebalance the market and take profit out of children's care by opening of a Children's Home for children with complex needs in Carmarthenshire.
- Work with Welsh Government to create and define a National Care Service that delivers national standards of care with local delivery of services to meet our community's needs.
- Continue to better integrate health and care and work towards parity of recognition and reward for health and care workers.
- Continue to provide support to keep children at home with their families and out of the care system wherever possible and lobby Welsh Government to provide additional resources for foster and kinship carers to support the children in their care.
- Continue to improve the support available to carers across the county.
- Develop preventative services to meet the demands of an ageing population.

## HOMES

- Invest in quality housing, providing a sustainable boost to economic growth and support the principle that everyone should be able to live and work in the communities of their upbringing.
- Deliver mixed tenure homes, consisting of homes for social rent, low-cost home ownership and open market sales, creating balanced, strong, resilient communities.
- Recognise the needs of our diverse communities, ensuring that the right homes are built in the right places. These will include single person accommodation, family-sized houses, bungalows, and apartments.
- Provide affordable homes for young and working aged people to help them remain in the county and benefit from the additional jobs created. This will help maintain culture and identity especially in rural towns and villages.
- Aid town centre regeneration by providing mixed tenure housing in our town centres.
- Focus on developing increasingly sustainable and efficient housing with stock future proofed and retrofitted to tackle Climate Change and rising energy costs.
- Lobby Welsh Government for a solution to phosphate regulations which are currently obstructing the building of affordable and open market homes.
- Consider the greater use of the additional powers afforded by Welsh Government to tackle the second homes crisis.
- Work with Welsh Government to deliver a system of fair rents with a view to making the private rental market affordable for local people on local incomes and new approaches to making homes affordable.
- Continue to work with key partners to end homelessness.
- Reduce the number of council house voids and empty properties across the county creating more homes for local people.

## **Making our communities and environment, healthy, safe and prosperous**

### **ECONOMY**

- Continue regeneration plans to safeguard and support over 1,400 businesses. In the shorter term we will provide employment support to some 3,000 people, helping a further 850 into full-time employment. Major investment and developments will help the local economy recover post-Covid.
- In Llanelli we will deliver several retail sites in the town centre, which have already had planning permission. We will maximise the community benefits arising from the multi-million-pound Pentre Awel scheme at Llanelli, the first development of this size and scope in Wales, which will create 1,800 well-paid jobs.
- We will support and encourage people to lead active and healthy lives, ensure supply chain opportunities for local businesses, and local recruitment.
- In Carmarthen, following its purchase by the County Council, work will soon start on transforming the former Debenhams building into a community hub incorporating health, leisure, education, and cultural activities together with public sector, business and tourist information and advice services. Small and independent business will be encouraged to develop, grow, and expand in the town centre, supporting hospitality facilities and enhancing the evening economy.
- The Masterplan for Ammanford will be actioned to bring new life back to a town which has suffered a gradual and distressing decline since the local coalmines closed. Disjointed areas of the town centre will be unified through better-quality highway design, pedestrian links, and the redesign of key open spaces. The weekly market will be grown to include a greater number of stalls. Undertake a feasibility study for a leisure centre in the centre of the town.
- Continue to lobby Welsh Government to reopen the Amman Valley railway line to passengers as part of the Swansea Bay Metro.
- Ten Towns - Continue to develop plans for our 10 rural towns and surrounding areas: Llandeilo, Llandovery, Llanybydder, Newcastle Emlyn, Cross Hands, Cwmaman, Kidwelly, Laugharne, St Clears and Whitland. These plans aim to secure economic, cultural, social, and environmental sustainability.
- Work with partners to create a second phase of ARFOR in order to maximise the economic benefits to Carmarthenshire.

- Continue to submit robust bids in order to attract funding across the county, including UK Shared Prosperity Fund and the Levelling Up Fund, replacing former EU sources of funding.
- Continue to attract inward investment where high levels of productivity, competitiveness and wage can be achieved.
- We will promote the 'Think Carmarthenshire First' approach widely across the Authority, encouraging officers to seek quotations from local suppliers. We will continue to support local businesses to bid for work by targeting specific tendering opportunities across the county and promoting our forward work programme in advance.
- Do everything we can to increase our local procurement spend and upscale above the current 53%.

## **ENVIRONMENT AND TRANSPORT**

- Continue and accelerate the aim of being a Net Zero Carbon Local Authority by 2030 and set up a cross-party working group to move the Net Zero Carbon and Nature Emergency agenda forward.
- Utilise a phased approach for the implementation of a new kerbside waste collection system in 2024/25, that is compliant with Welsh Governments' Blueprint collection methodology. This will mean that households will receive a weekly recycling, food and glass collection services from 24/25. In the meantime, an interim transitional phase will introduce weekly blue bag collections, weekly food collection, three-weekly kerbside glass and non-recyclable waste collection from Autumn 2022. In addition, we will introduce a nappy collection service from early summer 2022.
- Review the current vehicle fleet strategy with a view to utilising the most suitable and low emissions vehicle technology (including electric or other power sources) over the coming years. This will include replacement of refuse collection vehicles and other vehicles within our fleet as appropriate. This will make a significant contribution to our efforts to decarbonise our services in order to address our local, national, and global commitment to Net Zero Carbon.
- Increase renewable energy on council houses and other buildings to reduce domestic bills and help meet climate change targets.
- Help people who don't have cars or other means of personal transport to get about by developing a community transport strategy that will identify potential new initiatives and identify how existing schemes could be expanded or enhanced e.g. the Bwcabus and minibus brokerage schemes.



- Work with regional partners to look at the feasibility of setting up a publicly owned bus company and the accompanying logistical requirements to serve areas not currently served by existing companies, subject to a change in legislation to allow municipal bus companies to be set up.
- Continue to lobby UK Government and the Welsh Government for a fair share of rail investment in west Wales. Calling for a direct 1-hour fast train service from Cardiff to Carmarthen. This will include the lobbying for and supporting the reopening of other lines localised service and branch lines.
- Lobby Welsh Government for a feasibility study for a passenger railway and cycle route along the Gwendraeth Valley.
- To continue to bid for finances via Welsh Government to enable further roll out of public access charging points across the county in accordance with our Electric Vehicle Infrastructure strategy, with a particular focus on the strategic highway network initially, as well as looking at locations across urban and rural areas, as the number of electric vehicles increase. This will allow us to build on the success of the current suite of chargers that have been installed, including the first super-charging hub in Cross Hands.
- Increase the biodiversity of all council owned land, and recognise the strong interrelationship between climate change, the loss of biodiversity and human wellbeing. Consider the use of CCC land for creating havens of wildflowers and pollinators, including roadsides and verges. We cannot solve the threats of human-induced climate change and loss of biodiversity in isolation. We either solve both or we solve neither.
- Work with the Dyfed Pension Fund to continue the journey on reducing its carbon intensity and encourage the Dyfed Pension Fund to work with and learn from other pension funds with a view to further disinvestment in fossil fuels and non-ethical investments.
- Ensure that there are systems in place to efficiently manage Planning Enforcement across the county.
- Continue to engage with and lobby Welsh Government on their commitment to construct a bypass for Llandeilo.
- Increase renewable energy on council owned land and work with partners to support renewable energy schemes across the county.
- Support the delivery of the Councils Strategic Economic Objectives by the determination of major planning applications within agreed timescales.

- Ensure effective services in terms of managing and maintaining key infrastructure assets that include highway, drainage, street scene and local amenity assets.
- Support the principle of responsible afforestation, in consultation with local communities and without having a detrimental impact on local employment, culture and community viability.
- Continue to review and assess the need for safer routes and traffic calming measures across Carmarthenshire's towns and villages as part of our road safety initiatives, whilst awaiting the outcome of the Welsh Government proposed 20mph speed limit pilot study, prior to a final decision by Welsh Government on implementing the full 20mph speed limit initiative across Wales.
- Develop facilities within Carmarthenshire County Council offices to support Active Travel for visitors, members and officers. Looking at bike racks, changing rooms, shower facilities etc.
- Deliver the cycle and pedestrian path from Carmarthen to Llandeilo which will be a huge boost to local towns and villages, and tourism throughout the county.
- Work with Welsh Government to ensure electricity infrastructure is in place to allow us to develop ambitious renewable energy projects to reach net zero.

## **LEISURE AND HERITAGE**

- Start work on a new Leisure Centre for Llanelli, as part of the first phase of Pentre Awel.
- Deliver a new 3G sports pitch at Ammanford.
- Complete a feasibility study for a Skateboard Park and further develop the BMX Pump track in Pembrey.
- Consider the feasibility of developing more cycle/walking paths on redundant railway lines, including the former Cardi Bach line to the north of Whitland.
- Develop a strategy and assess the need for all weather pitches across the county.
- Develop Oriel Myrddin Gallery in Carmarthen as the West Wales Arts Centre and open the County Archive in King St.

- Working with local communities to develop cultural and historical trails accessible to residents and tourists. Encourage residents to take ownership of their local areas by creating community trails based on local knowledge. As part of a broader scheme, look at ways of developing trails based around the many castles and historic sites across the county.
- Continuously review cultural exhibits and events to ensure that they are regularly updated, timely and relevant. Take full advantage of the rich history of Carmarthenshire.
- Consider the powers available in relation to local tourism levies and the impact of their introduction locally.
- Develop a sport for all approach to support a broad range of participation in sports, from beginners to elite.
- To increase the local economic impact of day visitors and overnight tourists across rural and urban Carmarthenshire.
- We will promote and support appropriate opportunities at Pembrey Racing Circuit.

## **RURAL AFFAIRS**

- Maximise the potential positive contribution to the economic, social, cultural, and environmental sustainability of the local community through our rural portfolio ownership and working with key stakeholders.
- Further build on our relationship with the Wales Federation of Young Farmers Clubs (YFC), an invaluable organisation in rural areas.
- Work in schools to educate learners about food production and how to cook healthy meals using local produce.
- Consider ways of simplifying the process of converting redundant farm buildings into homes or workshops for local people.
- Help local village halls to expand on their services, such as a community café, for economic benefit, access to services, to combat rural loneliness and increase resilience.
- Following withdrawal of Welsh Government funding, explore all possible funding options to support a programme of improving the condition of rural roads.

- Continue to build on Carmarthenshire's status as a sustainable food place and in collaboration with other partners, develop a community food strategy to encourage the production and supply of locally sourced food in Wales.

## **CULTURE AND EQUALITIES**

- Support the publication of the Race Equality Action Plan.
- Support campaigns to strengthen the rights of disabled people and tackle the inequalities they continue to face.
- Support the publication of the Welsh Government LGBTQ+ Action Plan.
- Continue to increase and promote the use of the Welsh language within the administration of the County Council.
- Work with stakeholders to increase the proportion of Welsh-medium apprenticeships.

## **TACKLING POVERTY**

- Appoint a Cabinet Member to lead on the Tackling Poverty Agenda.
- Review the Terms of Reference of the Tackling Poverty Advisory Panel to ensure that they have the necessary scope to undertake a review of the work required in relation to Tackling Poverty.
- Request that the Tackling Poverty Advisory Panel immediately begins an additional strand of work in relation to the current cost of living crisis.
- Work with external bodies to tackle and understand what can be done to support residents immediately and in the short term in order to mitigate the negative effect on individual finances as the cost of living continues to spiral.
- Support the devolution of the administration of welfare and the necessary infrastructure required to prepare for it.

## **Work well - To further modernise and develop as a resilient and efficient Council**

### **ORGANISATION**

- Consider and implement appropriate changes in line with Welsh Government Council Tax reform.
- Ensuring that Carmarthenshire County Council is a diverse and inclusive organisation
- To work with relevant groups to promote the council as an employer across all communities including within the Black, Asian and Minority Ethnic community.
- Work with the Public Services Board to drive community engagement and good practice in relation to recruitment from Black, Asian and Minority Ethnic communities.
- To work with relevant external groups, to improve representation and signposting for Black, Asian and Minority Ethnic communities on the Council's website.
- To look at ways of improving the quality of our workforce equality data and continuously improve the quality of information gathered in order to improve workforce planning and management.
- Work to position our recruitment competitively and work towards continuously improving recruitment levels across the organisation. Seeking to understand the steps needed in order to become the employer of choice in West Wales.
- Work to market Carmarthenshire County Council as an attractive employer for apprentices, school leavers and graduates. Focusing on reducing the migration of young people out of Carmarthenshire and from rural areas.
- Consider the short and long-term capacity of our workforce to deliver the current administration's vision.
- Develop focused training for Members on areas relating specifically to equality, diversity, and equity, to be included within Code of Conduct training.
- A cultural commitment to scrutiny, taking action to encourage scrutiny that is challenging and recognising that its work must be designed to have impact. Acknowledging that in order to achieve good scrutiny Member and Public participation is key.

- Continue to embrace and promote agile working, hybrid meetings and new ways of working across the organisation.
- Work with Welsh Government, Public Service partners and Trade Unions in further progressing the Real Living Wage agenda.
- Further increase our use of the latest digital technology to further transform the services delivered by the Council.
- To develop a Council Transformation Strategy which will provide the strategic framework to support the implementation of a programme of transformation and change across the organisation.
- Keep regional partnership working under review, together with local government partners, to ensure they are efficient and work for Carmarthenshire as new Corporate Joint Committee arrangements are introduced.
- Continue to work with Town and Community Councils for the benefit of our residents and communities.

## Cabinet Portfolios

### Leader – Cllr Darren Price

Chair of Cabinet	Liaises with other political group leaders
Welsh Government Relations	Translation Services
Local Government Relations	City Deal Delivery
Represents Council at WLGA	Communications
Represents the Council on the Swansea Bay City Region	Determines Cabinet Portfolios
Marketing and Media	Public Services Board
Appoints Cabinet Members	Local Government and Elections (Wales) Act 2021
Liaises with Chief Executive	Partneriaeth Regional Service

### Deputy Leader and Cabinet Member for Homes – Cllr Linda Evans

Housing Policy	Traveller sites
Carmarthenshire Home Standards	Rent arrears
Homelessness Lead & Supporting People	Refugee resettlement programme
Private Sector Housing	Welsh Housing Quality Standards
Housing Maintenance and Repairs	Homes as Power Stations
Housing Adaptations	Tenancy Enforcement
Renewal Schemes	Houses in Multiple Occupation (HMO) inc Licencing
Affordable Housing & Housing Options	Cabinet representative on Corporate Governance Group
Tenancy Support (Housing Support Grant)	Democratic Services
Council Business Manager (Governance, Legal and Democratic Services)	Development Lead for Cabinet
Tackling Poverty and Cost of Living Lead	Legal Services
Councillors ICT Service Lead	Voids and Allocation of Council Homes
Landlord Training	Corporate Governance
3 <sup>rd</sup> Sector Homeless Support	Transforming Tyisha Project
Housing Support Grant	Covert surveillance, FOI and data protection

## Cabinet Member for Organisation and Workforce – Cllr Philip Hughes

Contact Centres and Customer Service Centres	Agile working
Equalities – policy and workforce	Health & Safety Policy Lead
Human Resources and Workforce Planning	Corporate Delivery of Priorities
Performance Management	Electoral Services
Business and Service Improvement	Coroners
Wales Audit	Registrars (Birth Deaths and Marriages)
Training – Learning and Development	Trade Union Engagement
I.C.T. Digital Service Delivery	Skills Development
T.I.C. (Transformation, Innovation and Change)	Regional Workforce Planning
Police relations	Skills and Talent Programme (City Deal)
Counterterrorism and Security Act 2015	Workforce Diversity
Armed Forces Champion	Community Leadership
Lord Lieutenancy	Community Centres
Community Cohesion and Tackling Extremism	Anti-Slavery and Ethical Employment Champion'
Core Values	Occupational Health
Employee Wellbeing	Complaints
Socio Economic Duty	

## Cabinet Member for Resources – Cllr Alun Lenny

Finance Strategy and Budget	Procurement & Frameworks
Capital Programme	Savings Delivery
Property / Asset Management	Financial Services
Commissioning & Procurement	Community Benefits
Risk Management and Risk Planning	Council Tax
Housing Benefits	National Non-domestic Rates (NNDR)
Revenues	Strategic Finance (Corporate Projects)
Annual Governance Statement	

## Cabinet Member for Rural Affairs and Planning Policy – Cllr Ann Davies

Rural Affairs and Community Engagement	Rural Economy Lead
Rural Regeneration	Building Control
Third Sector Liaison	Planning Policy
Equalities – Community (not policy & workplace)	Ten Towns Initiative
Markets, Marts and Allotments	Third Sector Services
Food Standards	Planning Services (Planning Department)
Environmental Health (inc Covid 19 regulations)	
Planning Enforcement	Access to Rural Services
Local Development Plan	LEADER Programme



**Cabinet Member for Climate Change, Decarbonisation and Sustainability –  
Cllr Aled Vaughan Owen**

Climate Change Strategy	Statutory Nuisance Matters (Noise, pets, Overgrown Gardens)
Decarbonisation	Public Protection
Biodiversity (nature emergency)	Sustainable Development Lead
Licensing Policy	Fly Tipping
Trading Standards	Environmental Enforcement
Unlicensed Waste	Environmental (Wales) Act 2016
Ash Die Back Strategy	Air Quality

**Cabinet Member for Transport, Waste and Infrastructure Services – Cllr  
Edward Thomas**

Refuse	Passenger and Community Transport
Street Cleansing	Coastal defence
Highways and Transport Services	Grass cutting services
Grounds Maintenance	Infrastructure repairs and maintenance
Building Services & Estate Management (excluding housing stock)	Litter and Community Cleansing
Emergency Planning	Regional Transport Policy
Flooding and Shoreline Management	Parks Maintenance
Fleet Management (inc renewal and maintenance)	Regional Collaborations for Transport Highways and Waste
Public Rights of Way	School Transport
School Transport Appeals	Streetscene
Caretaking and Building Cleaning	Waste Management
Parking Services inc Policy, Control and Enforcement	Household Waste Recycling Centres
Recycling Services	Litter Environmental Quality Strategy
Bridges	Narberth Crematorium
Active Travel and Safer Routes	Countryside Access

## **Cabinet Member for Regeneration, Leisure, Culture and Tourism – Cllr Gareth John**

Leisure Centres and Swimming Pools	Community Digital Connectivity
Museums	Town Centre Development
Leisure Strategy	Cultural Services
Libraries	Arts Development
Country & Woodland Parks	Archives
Tourism	Inward Investment Opportunities
Town and Community Councils	Foundational Economy and Resilience
Economic Development	Theatres
Economic Recovery Plan Lead	Destination Management and Marketing
Major Projects	Events and Attractions
Regeneration Strategy	Health, Fitness, and Exercise Referral
Local and Regional Business Opportunities	Community Regeneration Initiatives
Community Sports Development	Outdoor Education
Local and Regional Economic Investment Strategy	Digital Infrastructure Programme (City Deal)

## **Cabinet Member for Education and Welsh Language - Cllr Glynog Davies**

Schools and Education Services from 3 - 19	Regional Integrated School Improvement Service
School Improvement, Organisation and Performance	Welsh in Education Strategic Plan and Forum
Education Welfare and Inclusion	Adult Community Learning including Welsh for Adults
School Support and Governor Services	Youth Support Service
Nursery Education and Standards	School Admissions
Young People Not in Education, Employment & Training (NEETS)	Behavioural Services
Regional Consortia	School Attendance
Carmarthenshire's Sustainable Communities for Learning Programme	Education data and systems
Additional Learning Needs	Play Sufficiency Assessment
Development of the Welsh Language / Standards reporting	Music Service
Healthy Schools	School Catering Services
Estyn	Post 16 Education & Funding and Regional Learning and Skills Partnership
Educational Psychology	Schools Safeguarding and Attendance Team
Education and Wellbeing Team	

## Cabinet Member for Health and Social Services – Cllr Jane Tremlett

Adult Social Services	Ageing Well
Residential Care including in-house residential homes	Assessment and Care Management
Home Care including in-house home care and reablement services	Older People and frailty
Learning Disabilities	Integrated Services to include NHS liaison and collaboration between health and social care
Mental Health	Physical Disability and Sensory Impairments
Direct Payments	CYP Board Member
Carers	CAHMS Child and Adolescent Mental Health Services
Dementia Care	Corporate Parenting Lead
Children's Social Services	Community Support Services
Adult Safeguarding	Fostering Services
Adoption Services	Respite
Care Inspectorate Wales	Prevention Strategy
Older Peoples Commissioner	Supporting Families
Commissioned Services	Safeguarding Children
Early Years, Family Support and Prevention	Complex Needs Transition
Parenting and Child Welfare	Child Protection Coordinator
Safeguarding West and Adoption	Safeguarding East and Service Improvement
Age Friendly Champion	

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## CABINET

18<sup>TH</sup> JULY 2022

### FREE PARKING DAYS IN TOWNS

#### Purpose:

Consideration of varying the current arrangement in towns of five free days each year to support their economic growth.

#### Recommendations:

To note the contents of the report and consider the following options:

1. Maintain the current 5 days – approx. cost to Council is £57k per year.
2. Extend to 10 days – approx. total cost to Council £114k per year (i.e. an additional £57k over the existing costs).
3. Extend to 12 days – approx. total cost to Council £137k per year (i.e. an additional £80k over the existing costs).
4. Maintain the existing 5-day provision for the three principal towns (Carmarthen, Llanelli and Ammanford) and extend supporting towns to 10 days (£61.5k per year) or 12 days (£63.3k per year). This proposal results in a net additional cost of *£4.5k and £6.3k respectively for the 10 and 12 day options.*
5. Undertake a pilot scheme for 12 months to assess the impact of an extended provision of 12 days in Llandovery.
6. Undertake a review of the current car parking strategy, approved in 2018, with a future report to be considered by Cabinet to confirm the Terms of Reference for the review

#### Reasons:

To consider the cost and resource implications of varying the current free parking days arrangement.

Relevant scrutiny committee to be consulted NO

Cabinet Decision Required: Yes

CABINET MEMBER PORTFOLIO HOLDER: Cllr. Edward Thomas

Directorate:	Designations:	Email addresses:
Name of Head of Service: Stephen Pilliner	Head of Highways and Transport	<a href="mailto:SGPilliner@carmarthenshire.gov.uk">SGPilliner@carmarthenshire.gov.uk</a>
Report Author: Richard Waters	Highways & Transportation Services Manager	<a href="mailto:rwaters@carmarthenshire.gov.uk">rwaters@carmarthenshire.gov.uk</a>

# CABINET

18<sup>TH</sup> JULY 2022

## FREE PARKING DAYS IN TOWNS

### BRIEF SUMMARY OF PURPOSE OF REPORT.

#### 1. Background

The Council has an approved policy to provide free parking in its pay & display car parks on up to five separate days each year to support events or campaigns in each town.

This initiative was introduced in 2013 and aimed to increase footfall in towns. Normally it used to support events such as the Christmas Lights launch which is popular annual event in most towns and other more bespoke events such as the Cycling Championship in Newcastle Emlyn, Festival of Senses in Llandeilo or the Sheep Festival in Llandovery.

Applications for the free parking days are submitted on-line and must have the support of the appropriate Town Council and Town Centre Management Group. Following internal consultation, the applications are put forward for Cabinet Member approval.

The free parking days are available for the following towns and their associated car parks.

Ammanford	Margaret Street/Lloyd Street, Carregamman, Wind Street Baltic, Hall Street
Carmarthen	St Peters, John Street, Quayside, Lammas Street, Friars Park, Blue Street, Priory Street, County Hall, 3 Spilman Street, Parc Myrddin, Station approach, Coach/bus station approach
Llandeilo	Crescent Road
Llandovery	Castle
Llanelli	Murray Street Multi Storey, Church Street, Thomas/Edgar Street, Vauxhall Road, East Gate
Newcastle Emlyn	Mart, Cawdor, Castle
St Clears	Pentre Road

In addition to this, a pilot initiative was introduced in October 2018 to boost footfall in our town centres which provides regular free parking in our short stay car parks. The timing of the free parking was agreed with the respective towns to increase visitor number during quieter periods. The allocation, which is still on-going, is shown below.

Carmarthen	Tuesdays & Thursdays 3:30pm to 6pm
Ammanford, Llandeilo, Llandovery, Newcastle Emlyn & St Clears	Monday to Wednesday 10am to 2pm
Llanelli	Mondays & Tuesdays 10am to 4pm

Questions have been asked recently by representatives in some of the rural towns about the potential to increase the free parking days over and above the current 5 free-parking days per annum that the Council has in place. The requests are made on the basis of independent reports commissioned as part of the Council's Ten Town initiative.

The Ten Towns initiative has been designed to increase the resilience and future growth of Carmarthenshire's rural market towns and their surrounding areas. A key part of this programme is the development of Economic growth plans to drive forward an agenda for change for ten rural towns across the County. The Authority secured funding via the Rural Development Plan to commission external consultants to develop plans in each of the respective areas. This process has encouraged the involvement of local businesses, communities and stakeholders in identifying actions needed to support growth in their localities.

The Growth Plans are very much community owned documents. Growth Plan Teams have been established in the respective areas to take forward some of the key aspirations identified. The Growth Plan Teams are chaired by the local Member and include representation from Town and community councils, local businesses and third sector. Their role is to oversee the delivery of the ideas which have been identified within the growth plans and to identify how they can collectively take these ideas forward. To support the Teams, 3 Rural Market Town officers have been appointed to help progress the ideas identified by the communities.

The Authority has committed £1m capital funding to support the Growth Plan teams to take forward some of the capital aspirations identified within the plans. Each of the growth plan teams have been invited to collectively bring forward their priority projects for consideration. Initial Expressions of Interest were submitted by the end of February and an 'in principle' approval granted at the end of March. Each of the Growth Plan teams have been invited to submit their second stage applications by November 2022, before final approval can be granted.

However, it is unlikely that the capital fund would support free parking days and the consequential loss of revenue would impact on the Authority if any additionality was granted.

## **2. Operational Impact**

There are two areas of resource impact on the Parking Services' resources in facilitating the initiative, namely the processing of applications and the signing of the free parking days.

Applications for free parking days are received on-line and processed by the business support team who validate the application, consult with colleagues before putting forward applications for Cabinet Member approval.

Approved free parking days are then advertised within each of the car parks with signs deployed and subsequently removed by Civil Enforcement Officers.

### 3. Financial Impact

The five free parking days tend to be spread throughout the year and the financial loss of income varies as parking incomes fluctuate through the year. The covid pandemic over last two years has also had a significant impact with customer levels dipping from February 2020 onwards.

To consider the potential impact of varying the current five-day allocation a pre-covid base year of 2018/19 has been used to identify ticket sale levels. An average ticket sales per day has been calculated using comparable days of the week either side of the free parking day that year for each of the towns. The cost estimate calculated in the table below also includes the 20 pence charge increase introduced in January 2021 and a deduction in income for VAT.

Car Park	Typical cost / free day parking	Typical Cost for 5 days (existing arrangement)	Typical Cost for 10 days	Typical cost for 12 days
Ammanford*	£705.76	£3 528.80	£7057.60	£8 469.12
Carmarthen*	£8195.21	£40 976.05	£81 952.10	£98 342.52
Llandeilo	£353.96	£1 769.80	£3 539.60	£4 247.52
Llandovery	£202.03	£1 010.15	£2 020.30	£2 424.36
Llanelli*	£1596.61	£7 983.05	£15 966.10	£19 159.32
Newcastle Emlyn	£285.11	£1 425.55	£2 851.10	£3 421.32
St Clears	£60.88	£304.40	£608.80	£730.56
<b>Total</b>	<b>£11 399.56</b>	<b>£56 997.80**</b>	<b>£113 995.60</b>	<b>£136 794.72</b>
<i>Additional Cost of extending days for all towns</i>	N/A	N/A	£56,997.80	£79,796.92
<i>Additional cost of mixed option (extending non-principal towns)</i>	N/A	N/A	£4,509.90	£6,313.86

Note: cost estimates based on pre-covid 2018/19 data with 20p price increase and VAT deducted.

\* denotes principal towns.

\*\* - current cost of agreed 5 day initiative for all towns.

Estimates indicate as car parking levels post-covid return to more normative levels the current initiative of having 5 free parking days will result in an annual loss of income of £56 997. If this were to be increased to 10 days free parking the total income loss is estimated at £113 995 (i.e. **an additional £56,977 per year over the current cost**) and this increases to £136 794 (i.e. **an additional £79,797 per year over the current cost**) if the initiative were to be extended to 12 days per year.

A mixed option is also available of maintaining the 5 days within the principal towns of Carmarthen, Llanelli and Ammanford and extending the 10 day or 12 days free parking options to the smaller supporting towns at a cost total of £61,507.70 and £63,311.66 respectively. These options would therefore result in a net increase of £4,509.9 for the additional 5 days and £6313.86 for the additional 7 days over and above the existing 5 day free parking arrangement.



In addition to the income loss there would also be an increase in workload associated with administering applications and advertising the free parking days.

#### 4. Conclusions

- If the additional free days are granted to all towns, then this would have a negative financial impact on the Department as set out in the report.
- The impact of applying additional free parking days to the non-principal towns only is less in financial terms, however the equity of this approach could be questioned if businesses in the principal towns thought they were being treated differently.
- It is not clear at this stage if the additional free-days (up to 10 or 12) will substantially make a difference to the footfall within the towns.
- A 12-month pilot scheme could be considered to inform the debate, but the financial impact to the service would need to be recognised in the context of any current pressures with respect to shortfall in car park revenue post Covid.
- The other option is to remain with the current arrangements of 5 free parking days as set out under the current policy.
- Given the changing nature of Carmarthenshire's towns and the impact of the covid pandemic it may be appropriate to undertake a review of the current car parking strategy, approved in 2018, with a future report to be considered by Cabinet to confirm the Terms of Reference for the review.

#### 5. Summary of Options

The main options available to continue the free parking initiative are as follows:

1. Maintain the current 5 days – approx. cost to Council is £57k per year.
2. Extend to 10 days – approx. total cost to Council £114k per year (i.e. an additional £57k over the existing costs).
3. Extend to 12 days – approx. total cost to Council £137k per year (i.e. an additional £80k over the existing costs).
4. Maintain the existing 5-day provision for the three principal towns (Carmarthen, Llanelli and Ammanford) and extend supporting towns to 10 days (£61.5k per year) or 12 days (£63.3k per year). This proposal results in a net additional cost of **£4.5k and £6.3k respectively for the 10 and 12 day options.**
5. Undertake a pilot scheme for 12 months to assess the impact of the extended provision.
6. Undertake a review of the Car Parking Strategy adopted in 2018.

**DETAILED REPORT ATTACHED?**

**NO**

# IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report:

Signed: S. Pilliner

Head of Highways & Transportation

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
<b>NONE</b>	<b>NONE</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>	<b>YES</b>	<b>NONE</b>

## Finance

<i>Additional cost of mixed option (extending non-principal towns)</i>	<i>N/A</i>	<i>N/A</i>	<i>£4,509.90</i>	<i>£6,313.86</i>
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The financial impact to the service would need to be recognised in the context of any current pressures with respect to recovery of car park revenue post Covid.

## Staffing Implications

The potential increase in staff workloads are identified within the report but can be accommodated within existing staff resources.

## CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: S. Pilliner

Head of Highways & Transportation

1. Scrutiny Committee – N/A

2. Local Member(s) - N/A

3. Community / Town Council – N/A

4. Relevant Partners - N/A

5. Staff Side Representatives and other Organisations – N/A

CABINET MEMBER PORTFOLIO HOLDER  
AWARE/CONSULTED

Yes

Section 100D Local Government Act, 1972 – Access to Information  
List of Background Papers used in the preparation of this report:

THERE ARE NONE

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## CABINET

18<sup>TH</sup> JULY 2022

### STREET NAMING AND PROPERTY NUMBERING POLICY

#### Purpose:

- To put in place a policy framework that allows officers to operate the Street Naming and Property Numbering function effectively, consistently and efficiently for the benefit of residents, emergency services, businesses and visitors.
- To provide clear criteria for officers to consider the merits of applications received, including the consideration given to the Welsh language.
- To confirm the fee structure as set out within the appended report.
- To clarify the consultation process that will be undertaken both internally and externally within the Council - including liaison with local Member and/or Town and Community Council as appropriate.

#### Recommendations:

1. That the Council approves the draft policy for a period of public consultation of 28 days.
2. That any representations received to the consultation, along with officer recommendations, be reported back to the Council for deliberation.

#### Reasons:

- To respond to the notice of motion and subsequent resolution of the Council [on the 13 of October 2021 – minute number 9.1 refers.](#)
- To ensure that the Council reflects those relevant legislative powers and duties, including The Welsh Language Act 1993, the Welsh Language (Wales) Measure 2011, the Well Being of Future Generations Act 2015 and Sections 17 to 19 of the Public Health Act (1925).

Relevant scrutiny committee to be consulted: No

Cabinet Decision Required	YES
Council Decision Required	YES

#### CABINET MEMBER PORTFOLIO HOLDER: -

Cllr. Ann Davies, Cabinet Member for Rural Affairs and Planning

Directorate:	Designations:	Email addresses:
Name of Head of Service: Rhodri Griffiths	Head of Place and Sustainability	rdgriffiths@carmarthenshire.gov.uk
Report Author: Ian Llewelyn	Forward Planning Manager	irllewelyn@carmarthenshire.gov.uk

# EXECUTIVE SUMMARY

**CABINET**  
**18<sup>TH</sup> JULY 2022**

## **STREET NAMING AND PROPERTY NUMBERING POLICY**

### **1.0 What is the current situation?**

1.1 Officers already utilise a guidance document / draft policy that provides a framework to operate the Street Naming and Property Numbering function in an effective and efficient manner. However, following the notice of motion and subsequent resolution of the Council on 13 October 2021 (and the provisions of legislation and policy) the content and scope of the guidance note has been reviewed and is presented as part of this report.

1.2 Reflecting the Council's role in deciding on the names of new streets, recognition is given to the importance of the Welsh language. Consequently, the Council has actively promoted that new street names will adopt a Welsh name that is consistent with the heritage and history of the area. In this respect, advice and support is given to developers on adopting Welsh place names for new developments and consultation is undertaken with the Local Member and Town / Community Councils as appropriate.

1.3 In regards house naming, research was undertaken by Forward Planning in October 2021 as below and reflects data from applications received between 1/6/2015 – 7/10/2021 (Total of 975).

House Name Language	Applications
Welsh	500
English	231
English > Welsh	87
English > English	69
Welsh > Welsh	53
Welsh > English	35

1.4 Llangeler has the highest number of Welsh applications with 32 Applications (Trelech had 1). Llanelli Rural has the highest number of English Applications with 16 Applications (Pendine had 1). Llanfihangel ar Arth has the highest number of Welsh > English Applications at 3 Applications (Talley had 1). Pembrey & Burry Port and St Ishmael are joint top for English > Welsh at 5 Applications (St Clears had 1).

## **2.0 What does the policy seek to achieve?**

2.1 The adoption of a policy allows for officers to apply a consistent approach allowing for:

- changes to existing property names and adding a house name to a numbered address;
- providing numbering schemes for new developments and arranging street names where appropriate;
- registration of new properties and property conversions; and
- re-naming and numbering streets where appropriate.

(Reference should also be made to the 'Purpose' section of this cover report as set out on page 1).

2.2 The address of a property is a very important issue. All public and private sector organisations, the emergency services and the general public need an efficient and accurate means of locating and referencing properties.

## **3.0 What are our next steps/future proposals?**

3.1 Following Council approval, a full public consultation will be undertaken with any representations received reported back for Council's deliberations ahead of the intended adoption of the Policy.

3.2 It should be noted that whilst the implementation of the policy rests within the Place and Sustainability Service, an ongoing cross departmental approach is undertaken (most notably with Corporate Policy) so as to ensure that key policy considerations such as the Welsh language are taken into account.

3.2 Note: Whilst substantively complete the content of the Draft Street Naming and Numbering Policy will be subject to minor additions as it progresses through the reporting process.

**REPORT ATTACHED?**

**Draft Street Naming and Numbering Policy**

# IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report:

Signed: **R Griffiths**

**Head of Place and Sustainability**

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>

## 1. Policy, Crime & Disorder and Equalities

The policy recognises the importance of property names of historic and / or cultural significance especially those historic Welsh names. In this regard, the policy set out aligns positively with the Well-being of Future Generations Act's goal of creating a *Wales of vibrant culture and thriving Welsh language*.

## 2. Legal

Carmarthenshire County Council has statutory powers to ensure that all streets and properties are correctly named and numbered within the County. These powers derive from Sections 17 to 19 of the Public Health Act (1925).

Reference is also made to the Welsh Language Act 1993, the Welsh Language (Wales) Measure 2011 and the [Well Being of Future Generations Act 2015](#). With specific reference to the Well Being of Future Generations Act 2015, the following goal is cited: "*A Wales of Vibrant Culture and Thriving Welsh Language*".

## 3. Finance

No costs are associated with this particular report as its primary purpose is to outline and clarify the Council's position and processes with regards naming and numbering property. It is therefore not anticipated the implementation of the policy will lead to resource implications (including staffing) as the Street Naming and Property Numbering function is already being delivered through current financial provisions. Reference is made to the fee structure contained within the policy which is reflective of the current fees being charged. It should be noted the level of fees charged is discretionary and will be subject to further review.



# CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: R Griffiths

Head of Place and Sustainability

## Scrutiny Committee - As per cover sheet

**2.Local Member(s)** - Will be formally consulted as part of the Public consultation exercise

**3.Community / Town Council** - Will be formally consulted as part of the Public consultation exercise

**4.Relevant Partners** - Will be formally consulted as part of the Public consultation exercise

**5.Staff Side Representatives and other Organisations** - Will be formally consulted as part of the Public consultation exercise

**CABINET MEMBER PORTFOLIO HOLDER  
AWARE/CONSULTED:**

YES

## Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THERE ARE NONE

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# Draft Street Naming and Numbering Policy

Place and Sustainability

May 2022

[carmarthenshire.gov.wales](http://carmarthenshire.gov.wales)

Cyngor **Sir Gâr**  
**Carmarthenshire**  
County Council



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# Document History

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# Street Naming and Property Numbering Policy









## 1.1 Purpose of Policy

- 1.1.1 **This policy provides a framework for Carmarthenshire County Council to operate the Street Naming and Numbering function effectively and efficiently for the benefit of Carmarthenshire residents, emergency services, businesses, and visitors.**
- 1.1.2 The aim of this document is to provide advice and guidance to developers and existing property owners when considering new developments, property conversions, or single in-fill plots, as well as changing the name of an existing property. It also provides guidance to Community or Town Councils on the legal framework for operation of the Street Naming and Property Numbering function and the protocols for determining official street names and property numbers.
- 1.1.3 The primary purpose is to create addresses, which are logical and consistent and to ensure that properties can be located quickly in all situations. This is important as various organisations, services, and the general public need an efficient way of locating and referencing properties.
- 1.1.4 Street naming and numbering is an important aspect of modern life that is often taken for granted, but it is sufficiently important to need legislation to enforce the requirements of government and local government in this area.
- 1.1.5 There may be a lack of awareness (notably amongst the general public) in regards the requirement to go through a process for changing the name of a property. As part of the consultation on this policy, the Council will seek to raise awareness of this requirement. It should be noted that Section 1.2 of this policy makes it clear why it is important that the process is done correctly.
- 1.1.6 The delivery of the street naming and numbering service is provided under the Council's Scheme of Delegation, within the portfolio of the Head of Place and Sustainability. However, it should be noted that this policy seeks to make provision for consultation with elected /community representatives where appropriate / relevant.
- 1.1.7 The general approach of the Council is to seek to work with applicants in the implementation of the Street Naming and Property Numbering function via a consensus building approach. It should be noted that the Place and Sustainability service is currently in the process of launching a customer charter. The desired outcome is timely and consistent decision making where there is a good customer experience. However, there is an onus on applicants to work with officers if this outcome is to be achieved – including providing clear and accurate plans and by submitting proposals that are in keeping with this policy – notably in terms of respecting and celebrating the linguistic and historical fabric of the County.

## 1.2 Introduction

1.2.1 **Carmarthenshire County Council has statutory powers to ensure that all streets and properties are correctly named and numbered within the County. These powers derive from Sections 17 to 19 of the Public Health Act (1925).**

1.2.2 Street Naming and Numbering is an important function as it allows the Council to maintain and update the NLPG (The National Land and Property Gazetteer) which forms the foundation for use of every address in Britain. This enables:-

-  Emergency Services to find a property quickly and effectively
-  Post to be delivered efficiently
-  Visitors to locate their destination
-  Utility companies to connect their services once premises have been given a formal postal address
-  Reliable delivery of services and goods by courier companies
-  Records of Service Providers to be kept in an efficient manner
-  Companies to accept an address for official purposes. For example, insurance, credit rating, contract acceptance
-  Many legal transactions associated with properties can be withheld until they are identified by a street name, house name or number, for instance.

1.2.3 The street naming and numbering policy establishes the correct process and procedures for the following activities:-

- House name change
- Add a name to an existing numbered Property
- House Naming or Numbering
- Development with a new street name
- Property Conversion into Flats or Units
- Amending schedule of development already issued
- Renaming a street at resident's request
- Naming a road where no name exists
- Confirmation of official address
- To add or change a commercial trading name to a business premises
- Request to investigate any address anomaly



## 1.3 Welsh Language Considerations

- 1.3.1 As a Welsh Local Authority, Carmarthenshire County Council is subject to the provisions contained within the Welsh Language Act 1993, the Welsh Language (Wales) Measure 2011 and the Well-being of Future Generations (Wales) Act 2015 which places into legislation the aim to create '*A Wales of vibrant culture and thriving Welsh language*'. We must also consider the Welsh Government's '*Cymraeg 2050: Welsh language strategy*' and the long-term approach to achieving a million Welsh speakers by 2050.
- 1.3.2 As well as establishing the role of the Welsh Language Commissioner, the Welsh Language Measure gave an official status to the Welsh language. This means that Welsh should not be treated less favourably than the English language in Wales. The measure also established the following:
- Gave the Commissioner powers to set Standards on organisations
  - Regulate organisations, and ensure they comply with the Standards
  - Promote and encourage the Welsh language
- 1.3.3 Carmarthenshire County Council believes that it should reflect the importance of the Welsh language in the services which it provides in delivering effective, bilingual services to the community. Street and property names can make a significant visual contribution to the Welsh language, making it a visible characteristic of the County. It also plays an important part in promoting the area's cultural identity, heritage, and history through the use of names which reflect these aspects of the locality.
- 1.3.4 Since the Council has the right to decide on the names of new streets, it recognises the importance of giving consideration to and promoting the Welsh language, and this policy in relation to property and street names will therefore be to promote and adopt a **Welsh** name that is consistent with the heritage and history of the area.
- 1.3.5 We will give guidance and support to developers on adopting Welsh place names for new developments. We will not support changing a property name if it would result in changes or the removal of a name of historic or cultural significance and will provide advice to the applicant and encourage them to reconsider the proposed change.
- 1.3.6 For historical developments, street names, place names and geographical features, where the difference between the Welsh and English versions of a name and street is just the spelling, we will use the Welsh version.
- 1.3.7 All existing streets that require additional or replacement Street nameplates will be given its Welsh Translation to be added to the nameplate. The Welsh translation however does not form part of the Official Street Name unless put through the Street Renaming procedure.
- 1.3.8 With regards to historical street names, any historical reference in the street name will not be translated into Welsh unless there is a Welsh version.
- 1.3.9 Carmarthenshire County Council has statutory responsibilities to maintain accurate and updated lists of the names of towns, villages, communities, as well as new developments. In each case, the Council will ensure that its lists are of a high standard and will, in association with the Welsh Language Commissioner who has the responsibility for advising on the standard forms of Welsh place-names, conduct an audit of the lists that it maintains to ensure standardisation where necessary. Where existing names have specific historical or linguistic significance, renaming will not be supported.

## 1.4 Well-being of Future Generations

- 1.4.1 The Well-being of Future Generations (Wales) Act 2015 is about improving the social, economic, environment and cultural well-being of Wales. It sets out seven national well-being goals, including 'A Wales of vibrant culture and thriving Welsh Language'. Ensuring that the naming of streets in Carmarthenshire reflects local heritage, with names for new developments which are historically, culturally, and linguistically linked, will play an important role in delivering this well-being goal.

## 1.5 Street Naming & Numbering Service

### Who is responsible for street naming and numbering?

- 1.5.1 Carmarthenshire County Council has statutory responsibilities and powers, within the context of adoptive legislation, for the naming of streets, alteration of street names and indication of street names. The Council also has additional discretionary powers to provide a number or name to a property.
- 1.5.2 It should be noted that Royal Mail has no statutory responsibilities or powers to either name a street or to name, number, rename or renumber a property. Royal Mail has sole responsibility for assigning a postcode following notification of new or amended address details by Carmarthenshire County Council.
- 1.5.3 The Council as the statutory naming and numbering authority undertakes appropriate checks within the Corporate Address Gazetteer and wider consultation and liaison with Royal Mail who are responsible for the [Postcode Address File \(PAF\)](#) in regard to new property and/or street names. This minimises potential duplication and confusion and ensures that a consistent and unambiguous approach is adopted across Carmarthenshire.

### Street Numbering - Unregistered address

- 1.5.4 If a property is not "registered" the owner/occupier will encounter difficulties in obtaining goods and services from a variety of sources such as applying for a credit card or goods bought by mail order.
- 1.5.5 All organisations purchase their address databases from Royal Mail. If an address does not show on the database held by Royal Mail, it is interpreted that the property does not exist.
- 1.5.6 When a property is officially named or numbered by Carmarthenshire County Council, Royal Mail is notified as part of the process. Therefore, it is imperative that all Street Numbering applications are made to Carmarthenshire County Council.

## How do I contact the service?

1.5.7 The Street Naming & Numbering service is operated by the Information Management Section, within Place & Sustainability, contact details are:

Normal hours are: 9.00 - 17.00 Monday – Thursday / 9.00 – 16.30 Friday.

### Street Naming & Numbering Service

**Address:** Municipal Offices  
Crescent Road  
Llandeilo  
SA19 6HW

**Telephone:** 01558 825332

**Email:** [snn@carmarthenshire.gov.uk](mailto:snn@carmarthenshire.gov.uk)

**Website:** [www.carmarthenshire.gov.wales/snn](http://www.carmarthenshire.gov.wales/snn)

## 2. Guidance for Applicants

### 2.1 When to apply?

2.1.1 Applications for Street Naming and Numbering services should be made by:

- Individuals or organisations wishing to add a name to an existing numbered only property
- Individuals or organisations wishing to rename an existing named property
- Individuals or developers building new properties which include new residential properties, commercial premises, industrial units and the like
- Individuals or developers wishing to amend layouts for new developments that have already gone through the formal naming and numbering process
- Individuals or developers undertaking conversions of existing properties which will result in the creation of new residential properties or business premises. This will include existing buildings which are sub-divided into flats or offices, barns converted into residences and the splitting of commercial units
- Residents wishing to rename a street
- Individuals and businesses seeking confirmation of an address.

2.1.2 Applicants should consult with the Council at the earliest opportunity to avoid potential delays. Applications should be submitted as soon as possible after formal planning consent and/or building regulation approval for the proposal has been granted.

### 2.2 How to apply?

2.2.1 Download the relevant application form online: [www.carmarthenshire.gov.uk/snn](http://www.carmarthenshire.gov.uk/snn)

There are 8 different SNN paper application forms:

Form	Application Category
SNN1	Rename an Existing Property / Add a Name to an Existing numbered property
SNN2	Single new dwelling
SNN3	Development with <b>NO</b> street naming [Residential & Commercial]
SNN4	Development with a <b>NEW</b> street name [Residential & Commercial]
SNN5	Amendment to a Development Layout [Residential & Commercial]
SNN6	Property Conversion to Flats or Units [Residential & Commercial]
SNN7	Street Renaming at Residents request
SNN8	Official registration of an Existing Property

## 2.3 What to submit?

2.3.1 All requests for Street Naming & Numbering services must include:

- A completed Carmarthenshire County Council Street Naming & Numbering Application Form
- An appropriately scaled location plan to a scale no less than 1:1250, and in the case of a new developments, a layout plan, indicating the position of properties in relation to geographical surroundings.
- An internal layout plan for developments which are subdivided at unit or floor level, for example, a block of flats or commercial, industrial units.
- The main entrance to each subdivision or block must be clearly marked.
- The appropriate fee for the specific Street Naming & Numbering service required.

## 3. Scale of charges

### 3.1 Application fees

3.1.1 The differential scale of charges outlined below is current as of 1 April 2019. The charges are reviewed on an annual basis. Charges for street naming and numbering services are zero VAT rated.

Task	Fee	
<i>House name change</i>	£35	Covers the cost of investigations and notification to Royal Mail, internal and external organisations, customer confirmation, officer time and resources.
<i>Add a name to an existing numbered Property</i>	£35	Covers the cost of investigations and notification to Royal Mail, internal and external organisations, customer confirmation, officer time and resources.
<i>House Naming or Numbering for one dwelling</i>	£35	Covers the cost of investigations and notification to Royal Mail, internal and external organisations, customer confirmation, officer time and resources.
<i>Development with <b>NO</b> street name [Residential &amp; Commercial]</i>	£35 per plot [1-5] £30 per plot [6-25] £25 per plot [26-75] £20 per plot [76+]	Covers the cost of investigations, production of plot to number schedules, and notification to Royal Mail, internal and external organisations, customer confirmation, officer time and resources.
<i>Development with a <b>NEW</b> street name [Residential &amp; Commercial]</i>	£150 per street + £35 per plot [1-5] £30 per plot [6-25] £25 per plot [26-75] £20 per plot [76+]	Covers the cost of investigations, consultations with Local Member(s) & Town & Community Councils, Highways, LLPG Custodian, site notice/visit, and production of plot to number schedules, notifications to Royal Mail, internal and external organisations, customer confirmation, officer time and resources.

Task	Fee	
<i>Property Conversion into Flats or Units [Residential &amp; Commercial]</i>	£35 + £15 per Flat/Unit	Covers the cost of investigations, production of flat/unit to number schedules, and notification to Royal Mail, internal and external organisations, customer confirmation, officer time and resources.
<i>Amending schedule of development already issued following plot changes by developer</i>	£35 per plot	Covers the re-plan, amended plot to postal information, notification to Royal Mail, emergency services, other internal and external organisations, officer time and resources.
<i>Renaming a street at residents request or Naming a road where no name exists</i>	£150 + £35 per property legal costs & replacement street nameplate costs	Covers the cost of investigations, consultations and notifications to residents and internal council and external organisations including Royal Mail and emergency services, officer time and resources.
<i>Provision of official address confirmation for customer, solicitors and conveyancers</i>	£30	Covers the cost of (historic) investigations, officer time and resources.
<i>To add or change a commercial trading name to a business premises</i>	No Fee	This is because it is in the interests of the businesses and external organisations including Royal Mail to have up-to-date information
<i>Request to investigate any address anomaly</i>	No Fee	This is because it is in the interests of the residents and emergency services to have all anomalies corrected
<i>Issuing of amended address information following an error on the Council's LLPG database or Royal Mail PAF.</i>	No Fee	Where an error has occurred, it is not reasonable to apply a charge in order to correct an address database, except where the problem has arisen as a direct consequence of development occurring without the required Planning and/or Building Regulation permissions

## 4. Street Naming and Numbering for New Developments

### 4.1 General Principle

- 4.1.1 Carmarthenshire has a significant cultural, linguistic, and historical background and therefore to ensure preservation of this heritage, preference will be given to naming schemes with an historical and local context. Appropriate resources, such as the List of Historic Place-names, should also be referred to.
- 4.1.2 If no historical link can be established directly to the land under development, then adjacent areas may be explored for ideas.
- 4.1.3 If no historical or local context can be determined, and the proposed development consists of a network of streets or buildings, a theme may be suggested. Again, care should be taken to ensure that any proposed theme meets the protocols contained in this document.
- 4.1.4 New street names shall not be assigned to new developments when such developments can be satisfactorily included in the current numbering scheme of the street providing access.
- 4.1.5 The Town/Community Council and County Councillor for the area can use their local and historical knowledge of the area to determine any suggested themes / and or street names' suitability for the area. The Town/Community Council and County Councillor can suggest alternative themes / and or Street Names which may have a more relevant historical and local context. Again, these suggestions will need to meet protocols contained in this document and the consultation process will start again.
- 4.1.6 Property developers submitting a request for Street Naming & Numbering services can request that the Town/Community Council and County Council suggest any themes and/or street names for a new development.
- 4.1.7 Although every opportunity is afforded to individuals or businesses in suggesting new development themes and/or street names, the Council may serve a notice of objection under Section 17 of the Act. The person or business proposing the street name may, within twenty-one days after the service of the notice, appeal against the objection to the Magistrates Court.

### 4.2 Use of Unofficial Marketing Titles

- 4.2.1 Carmarthenshire County Council will not adopt unofficial 'marketing' titles or themes used by the developers for the sale of new properties unless a historical or local context has been agreed in advance and on the clear understanding that the theme will form the basis of the approved street naming scheme only.
- 4.2.2 The adoption of 'marketing' titles will not be permitted in creating attractive 'unofficial' locality or village names. It is therefore advisable to be cautious in the use of development names for marketing purposes if the name has not been authorised.
- 4.2.3 It should be pointed out in literature distributed to prospective purchasers that marketing names are not the official street name, are subject to approval and therefore possibly subject to change.
- 4.2.4 Developers should ensure that purchasers and occupiers of a property use the official address and not the name of the development. Historically this is a re-occurring problem that can lead to frustration and disappointment. Developers are to ensure that marketing is not misleading and the name of the development is not used within the official address.

## 4.3 Proposed Themes

4.3.1 A developer / County Councillor / The Town/Community Council proposing a theme for street naming & numbering or property naming for a new development scheme should consider the following:

- a) The suggested street or building name(s) should have a proven historical or local context and a link directly to the development site or adjacent area
- b) The suggested street or property name will not be a name of a person within living memory. The naming of streets after individuals can be somewhat contentious and, in many respects, subjective, therefore no street or property will be named after a person either present or recent past.
- c) The only exception will be in such instances where historic geographic locations are referred to as proper names eg: Kimberley Park, John's Wood and the like
- d) The suggested street or property naming scheme will not be the same or similar to any existing names in Carmarthenshire to avoid possible confusion
- e) Where no historical or local context can be established, with the land intended for development and a network of streets will be created, the developer/County Councillor/Town/Community Council may submit a suggested theme, with appropriate reasons, for consideration.
- f) Distinctions by suffix within the same or adjoining area are to be avoided, eg: Apple Avenue and Apple Road.
- g) Suggested street or building names which are aesthetically unsuitable should be avoided. For example: Gaswork Road, Tip House etc
- h) Names that may give rise to spelling difficulties will not be accepted.
- i) Wherever possible a proposed name should have a proven historical significance to the land intended for development. Advice from local historical or interest groups is recommended.
- j) Suggested street or building names which are capable of deliberate misinterpretation should be avoided. For example: Hoare Road, Typple Avenue, Quare Street etc
- k) Suggested street or property names that could be considered or construed as obscene, racist or which could contravene any aspect of the Carmarthenshire County Council equal opportunities policies will not be acceptable.
- l) Subsidiary names, ie: a row of buildings within an already named road being called '...Terrace', should be avoided if possible.
- m) The property number 13 will not be omitted from property numbering schemes.



#### 4.3.2 Advice or guidance regarding historic or local context can be obtained by:

- Communicating with the [Town or Community Council / County Councillor](#)
- Visiting our website at: [www.carmarthenshire.gov.wales/snn](http://www.carmarthenshire.gov.wales/snn)
- Visiting our Libraries and Information Service website at: [www.carmarthenshire.gov.wales/libraries](http://www.carmarthenshire.gov.wales/libraries)
- View old maps of Carmarthenshire [online](#)
- Visiting Cadw's website for information on historic environment records at: [Historic environment records | Cadw \(gov.wales\)](#)
- Visit the [List of Historic Place Names](#) website
- Visit the [Welsh Language Commissioner](#) website to view a 'List of Standardised Welsh Place-names'

## 4.4 Approving Naming and Numbering Schemes

### Street Names

- 4.4.1 All new street names should start with one of the following prefixes in the case of Welsh language translations (suffixes in the case of English translations) applied in the following context, however this is not an exhaustive list and in exceptional circumstances alternatives may be permitted.

Rhodfa (Avenue)	for any road or thoroughfare
Cylch (Circle)	for roads with the same start and end point
Clôs (Close)	for cul-de-sac only
Comin (Common)	for roads in appropriate circumstances
Cwrt or Llys (Court)	for cul-de-sac and residential blocks only
Cilgant (Crescent)	for a crescent shaped road
Tywyn (Dene)	for roads with an historic link to wooded valley
Rhodfa (Drive)	for any road or thoroughfare
Pen (End)	for cul-de-sac only
Gerddi (Gardens)	for residential roads (provided there is no confusion with local open space)
Gelli (Grove)	for residential roads
Rhiw (Hill)	for a hillside road only
Lôn (Lane)	for any road or thoroughfare in a rural area or in appropriate circumstances
Dol (Mead)	as an alternative to above
Dol (Meadow)	for any road or thoroughfare in a rural area
Stablau (Mews)	for residential roads
Parêd (Parade)	for roads in appropriate circumstances
Parc (Park)	for roads in appropriate circumstances
Llwybr (Path)	for pedestrian ways
Maes (Place)	for residential roads
Dyfroedd (Reach)	for roads in appropriate circumstances –
Crib (Ridge)	for a hillside road only
Bryn (Rise)	for a hillside road only
Heol (Road)	For any major road or thoroughfare
Rhes (Row)	for residential roads in appropriate circumstances
Sgwâr (Square)	for a square only
Stryd (Street)	for any road or thoroughfare
Teras (Terrace)	for a terrace of houses but NOT as a subsidiary name within another officially named street
Gwel y .....(View)	for residential roads in appropriate circumstances
Rhodfa (Walk)	for pedestrian ways
Ffordd (Way)	for any road or thoroughfare
Glanfa (Wharf)	for roads parallel or adjacent to navigable waterways

- 4.4.2 Many of the Welsh versions above will mutate/change when the name of a road is added and will therefore need to be sent by the Street Naming & Numbering Officer for professional translation to ensure accuracy.

## Property Numbering Sequence

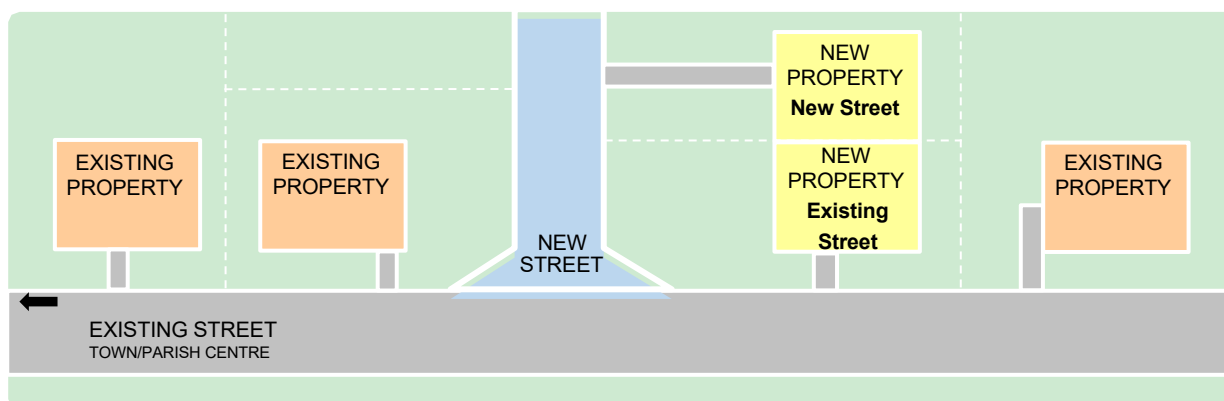
The following protocols will be applied to new development schemes:

- 4.4.3 It should be pointed out in literature distributed to prospective purchasers that the provisional numbering schemes are subject to change if the developer adds plots that require addressing after the original Street Naming & Numbering has been allocated to the development.
- 4.4.4 Once a number has been issued to any property in Carmarthenshire then it can never be removed. This is applicable to all properties in Carmarthenshire included properties that have numbers but are not on a numbered street. Names may be added but can never replace the number.
- 4.4.5 Properties, in particular those occupying corner sites, will be numbered or named according to the street in which the main entrance is located. The manipulations of property names or numbers in order to secure a more prestigious or desired address, or to avoid an address, which is thought to have undesired associations, will not be permitted.
- 4.4.6 **The final decision on naming or numbering rests with the Street Naming and Numbering service, the official address will be confirmed once an application has been made. An address should only be used when it has been confirmed as official by the service to avoid problems.**

## 4.5 Identifying new and existing streets

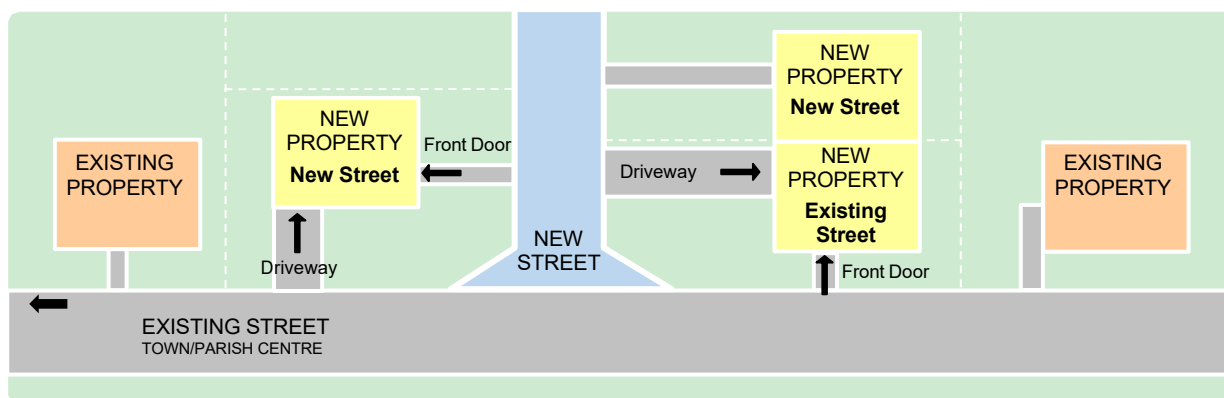
4.5.1 The street that a property is addressed on is the street that the front door or principal entrance is accessed from. Where a new property is accessed off an existing street it will be named or numbered on that street.

4.5.2 Figure 1 shows new properties accessed off both new and existing streets and demonstrates on which street the new property will be numbered or named:



**Figure 1 - New plots on both existing and new streets – accessed from existing street**

4.5.3 Where the front door of a new plot is accessed from a new street and the alternative / driveway access is from an existing street or vice-versa then the property will be named / numbered on the road that the front door is accessed by:



**Figure 2 - New plots on both existing and new streets - multiple access on different streets**

4.5.4 It is therefore important that applications are accompanied by a plan that clearly indicates the principal entrance to all properties so a correct scheme can be devised.

4.5.5 **Note that the guidance contained in this document exists to help make applications and overcome common problems encountered, it does not constitute policy and final details of the scheme will be at the discretion of the Street Naming and Numbering Service.**

4.5.6 As a rule, variations on the guidance given will not be accepted, therefore careful consideration should be made when making an application to avoid disappointment.

## 4.6 Conventions used for existing streets

### Property naming/numbering on an existing street

- 4.6.1 Where new plots are to front onto an existing street the Street Naming and Numbering Service will assess the application once received and decide whether the new plots will be included within any numbering scheme upon that street or will be assigned names.

### New plots on an existing numbered street

- 4.6.2 If plots front on to an existing numbered street, numbers out of preference will be assigned to the new properties. New properties will be numbered using gaps in the numbering system if possible:

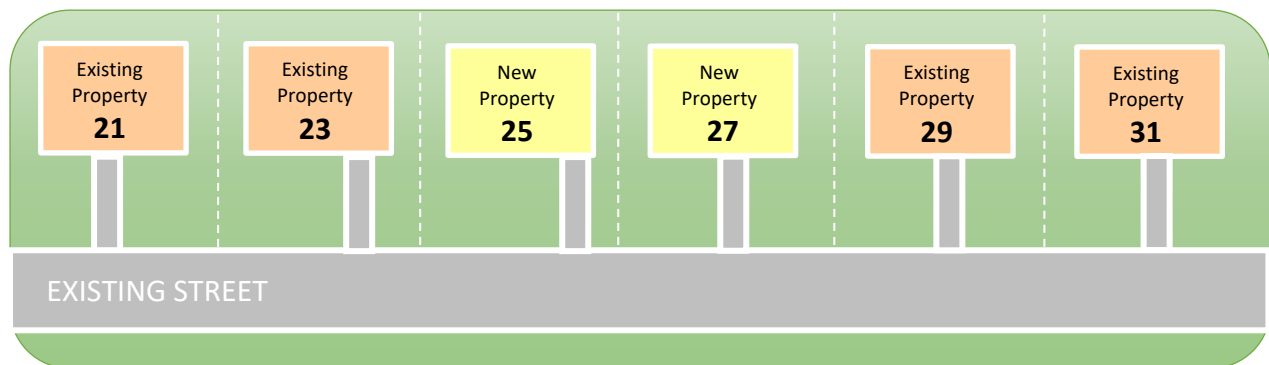


Figure 3 - New plots utilising numbers not used in the existing numbering system

- 4.6.3 Where it is not possible to use gaps in the existing numbering system, a development of up to four plots will be suffixed with the letters a-d after the preceding number:

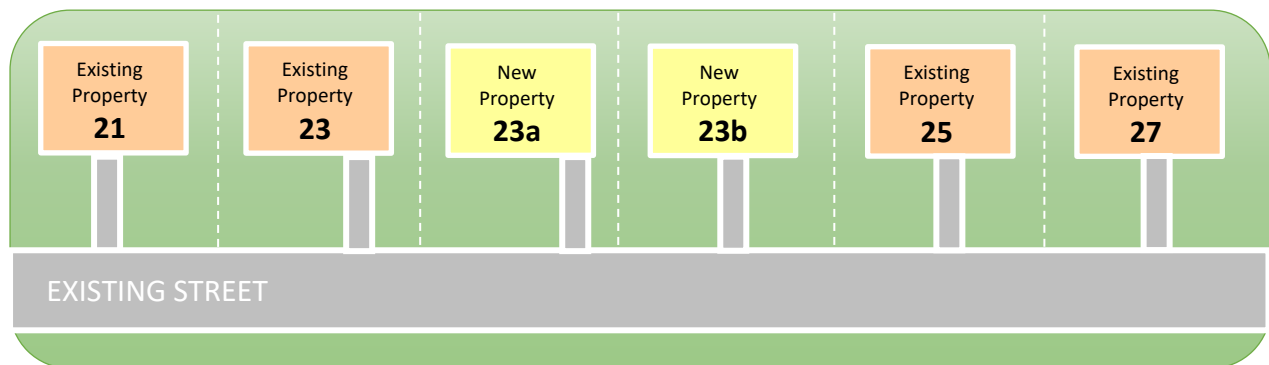


Figure 4 - New plots utilising numbers not used in the existing numbering system

4.6.4 **Infill development** (new properties built between existing properties or in grounds of an existing property) on a numbered street will be given the same number as the property preceding the infill or following in appropriate circumstances (ie: when the infill property precedes No.1 on a numbered street) followed by a suffix of 'A', 'B' etc eg: 3A, 3B.



Figure 5 - New plots utilising numbers not used in the existing numbering system

4.6.5 If it is not practical to suffix the number, the Street Naming and Numbering Service will allow house names to be used:

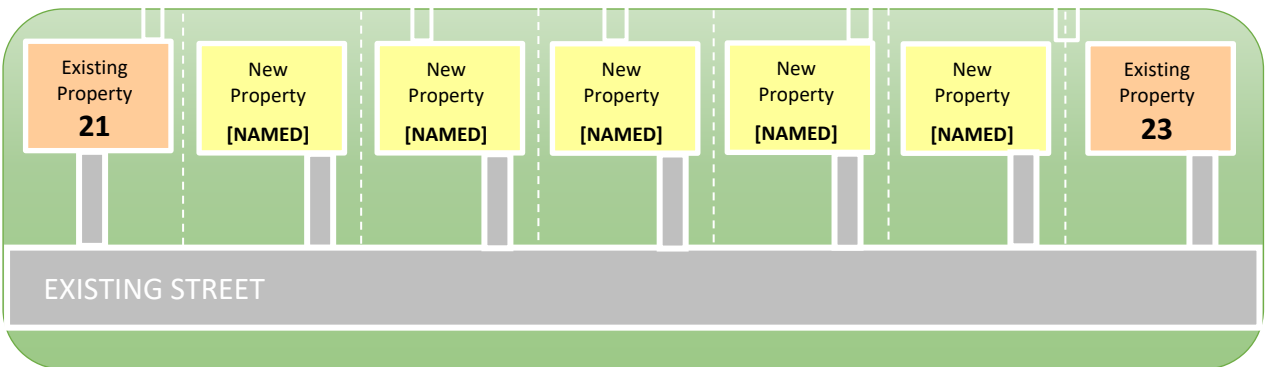


Figure 6 - New plots named on and existing street where numbering is not practical

## New plots on an existing named street

4.6.6 If a street does not have an adopted numbering scheme the properties along it will have an official name as part of their address.

4.6.7 Where a street numbering sequence may not exist, predominantly in rural areas, it will be appropriate to allocate agreed property names, however all approved property names will be addressed directly to the nearest official designated street name, to enable emergency services to locate a property quickly.

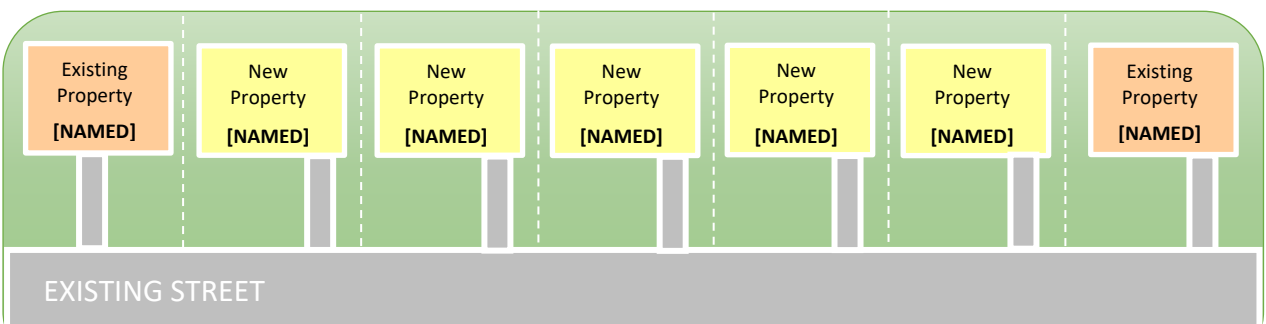


Figure 7 - New plots named on and existing street where no numbering exists

## Naming of existing unnamed street

- 4.6.8 The naming of unnamed streets will only be done when a property owner on the street requests that their street be named (and suggests a name) due to the lack of a name causing a delay in Emergency Services locating the street. The resident will need to put this forward to their Community/Town Council, who will forward the request and completed application form onto us at Street Naming & Numbering.

### 4.7 Conventions used for new streets

- 4.71. New properties accessed off a new street will always be numbered. The standard conventions for numbering new streets are:

Odd Numbers on the left and even on the right running from start to end, or vice versa if there is an issue with neighbouring properties on adjoining streets and duplication of numbers.

This convention will also be used if there is a possibility that the site will be extended in the future.

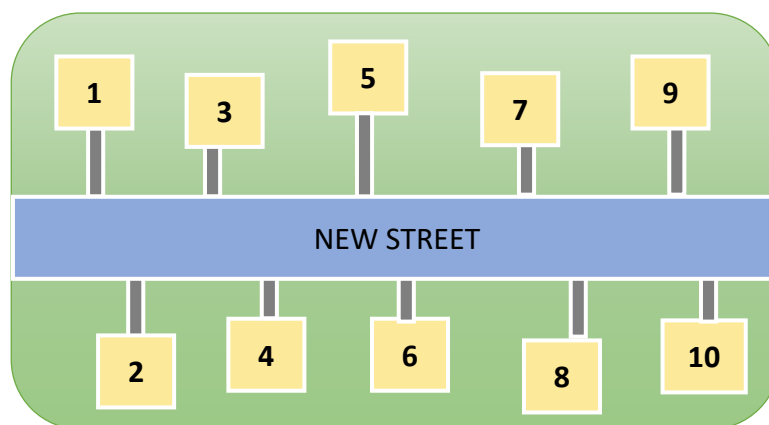


Figure 8 – Numbering along a new street

Side Roads are numbered ascending from the main road:

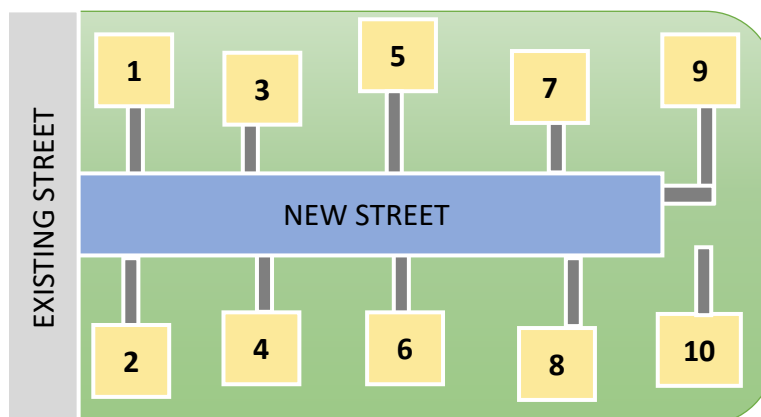
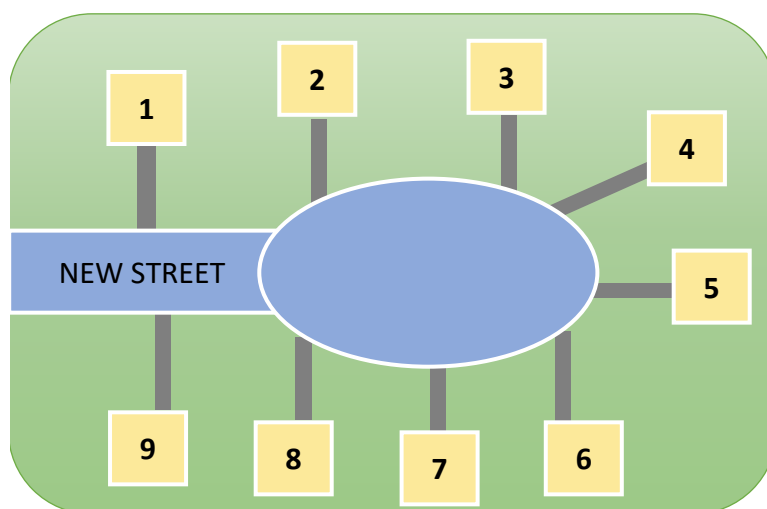


Figure 9 – Numbering along a side street

In small developments the numbers may be allocated consecutively at the discretion of the Street Naming and Numbering Service.

Cul-de-sac and small scale development will be numbered consecutively in a clockwise direction. Longer cul-de-sac development will again be numbered as stated above.



**Figure 10 – Consecutive Numbering**



# 5. Application process

## 5.1 New street name

New Developments: applications that **require a new street name**

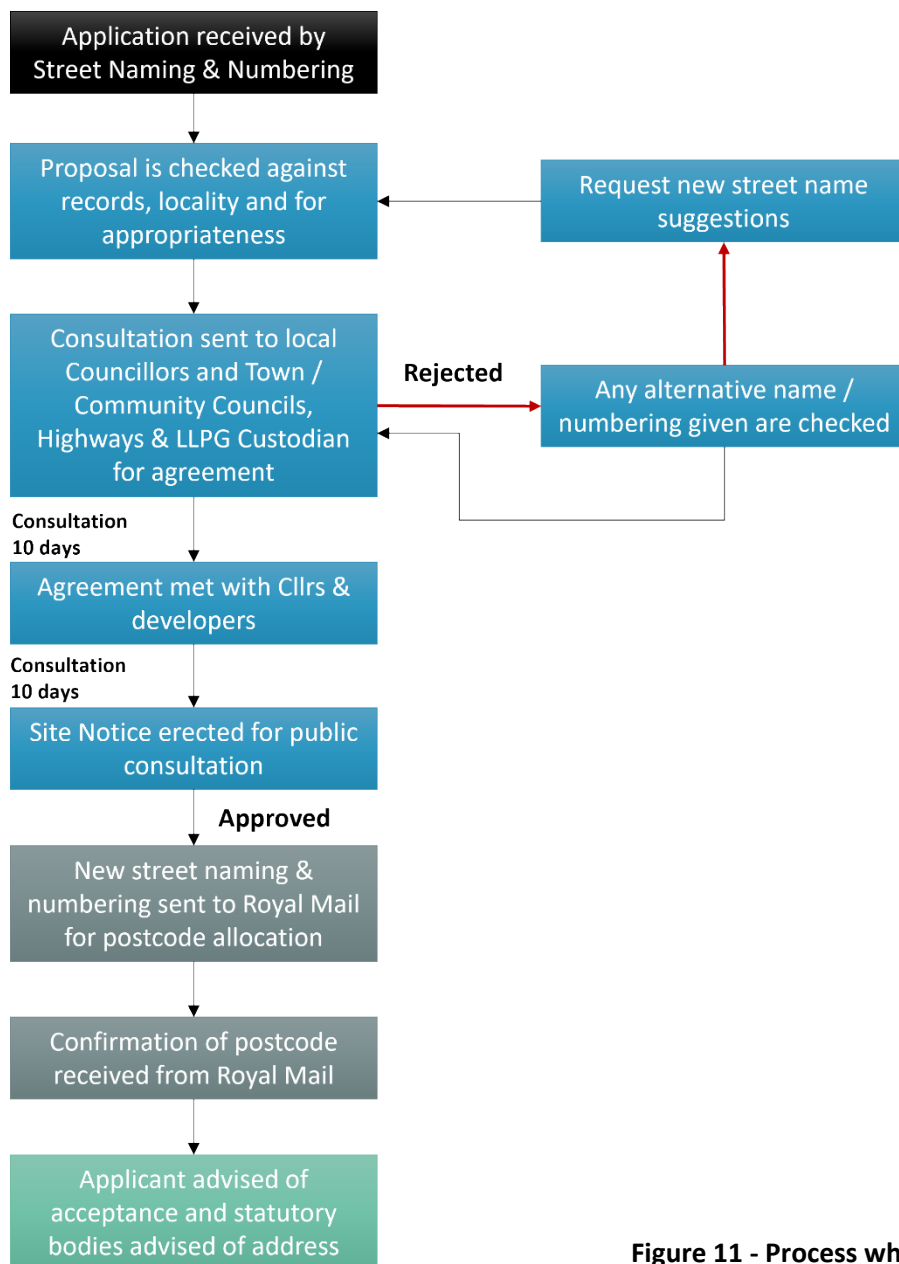
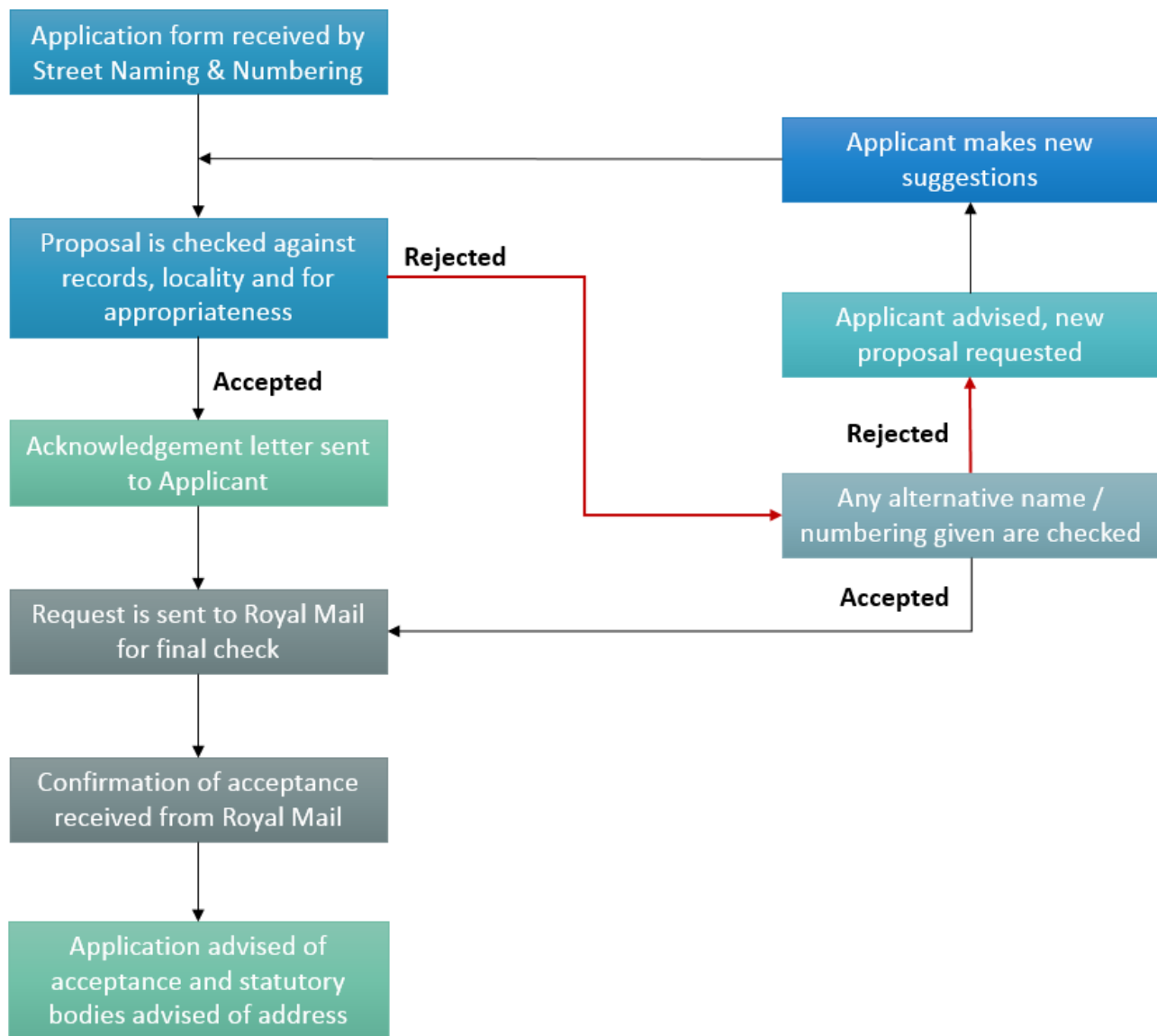


Figure 11 - Process where a new street name is created

- 5.1.1 All plots on a new development will require a full official address. Once a site has been purchased and planning permission for the development granted an application will be required for a naming and numbering scheme to be provided.
- 5.1.2 To make an application you can download the relevant form online at [www.carmarthenshire.gov.uk/snn](http://www.carmarthenshire.gov.uk/snn). For a **new development which has NO new street name[s]**, you should complete the **SNN3** form. If the **new development requires a NEW street name[s]** then complete the **SNN4** form and return it to us with the appropriate charge.
- 5.1.3 The **timescale** of an application where a new street name is created, is approximately 6 weeks, providing the proposal is appropriate and accepted. Please note that the timescale will be prolonged if the initial proposals are rejected or if the public consultation is objected.

## 5.2 Proposals not relating to a new street name

5.2.1 Applications where NO new street name is created are subject to a different process which does not include consultation with County Councillors or Town and Community Councils. Such proposals may include the change of a house name, name or numbering new properties, conversions etc.



**Figure 12 - Process where a NO new street name is created**

5.2.2 The timescale of an application where there is NO Street name created, is approximately 14 working days if the proposal is accepted. Please note that the timescale will be prolonged if the initial proposals are rejected as alternatives will have to be provided, it is therefore important to note the guidance on selecting a suitable name / numbering and provide as many proposals as possible.

## 5.3 Naming an existing property

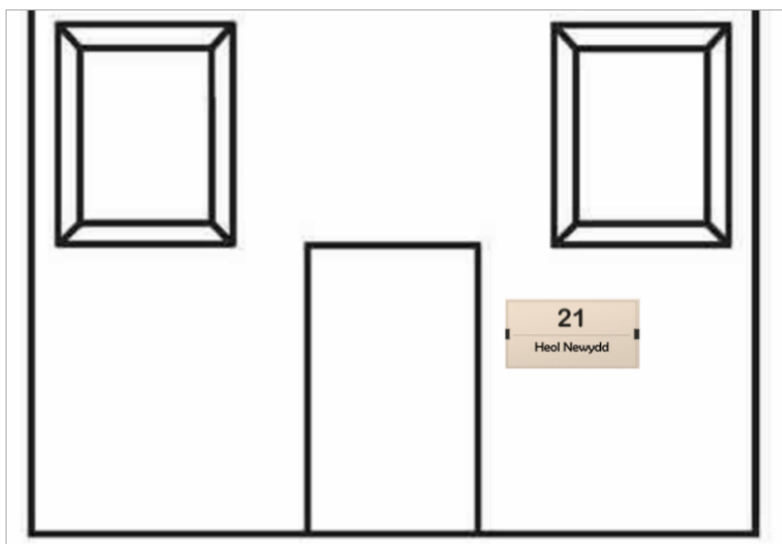
- 5.3.1 To **make an application** for a **change or to add a property name to an existing dwelling**, you should complete the **SNN1** form and return it to us with the appropriate charge. **Please note:** *to add a new address to a new property please use **SNN2***
- 5.3.2 The allocation of a property name will be permitted but where an existing numbering scheme is in place, the name will be an addition to that number and not a replacement. A property numbered on a street that has an established numbering scheme cannot change to a name only.

## 5.4 New address for a single new property

- 5.4.1 To **make an application** for a **new address for a single new property**, you should complete the **SNN2** form and return it to us with the appropriate charge. **Please note:** *to have a new address created for more than one property, please use form **SNN3**.*

## 5.5 Selection of a suitable new name

- 5.5.1 The following types of suggestions will not be accepted by us:
- Names that already exist elsewhere in the parish/town or locality as this creates confusion.
  - Names that are like ones that already exist.
  - Inappropriate, abusive, or offensive names.
  - Names capable of deliberate misinterpretation.
  - New names which result in the removal of an existing name deemed of important historic or cultural significance
- 5.5.2 The authority encourages all occupants of properties to follow these guidelines to maintain a good standard of the street naming and numbering system and allow properties to be found with ease. We request that, if possible, you provide alternatives to your preferred new name as this will aid the application process.
- 5.5.3 It is recommended that a replacement house name plate is not purchased or ordered until the new official address has been confirmed by the Street Naming and Numbering Service as the name may be rejected.



## 5.6 Property ownership

- 5.6.1 We will accept applications for re-naming if you are the owner of the property. If you are the leaseholder, tenant, occupant or one of several occupants we will require written confirmation from the owner of the property giving their consent for the property to be re-named. Please note that when you sign the application form, you are confirming that you have the legal right to request re-naming, it will be necessary to submit any consent required at the same time the application is submitted.

## 5.7 Activation of new addresses

- 5.7.1 When a new dwelling has been named or/and numbered, but the property has not yet been completed, the address created is 'provisional'. The details are shared with Royal Mail who keep these addresses on their 'Not Yet Built' (**NYB**) database. This is to avoid the problem of post being sent out to non-existing properties on a building site. We do notify statutory bodies at this stage so they are aware of the new address.
- 5.7.2 Once the property is within 6 weeks of completion, the owners should contact our Street Naming and Numbering section and request that the address is activated for use. Royal Mail will be contacted and asked to move the address from their NYB database onto their 'Postal Address File' (**PAF**) database making it available for general use. The statutory bodies will be notified again to say that the addresses are now active.

## 5.8 Amendment to a development layout

- 5.8.1 To **make an application** for an **Amendment to a development layout** once a numbering sequence has been agreed, you should complete the **SNN6** form.
- 5.8.2 Where a street naming and numbering scheme has been carried out and a developer revises the layout; an amended scheme will have to be prepared. In this case the level of charges will need to be assessed and agreed before the formal application is made.
- 5.8.3 The charge will be based on the extent of the revision and the amount of further work to be carried out. Refer to the scale of charges on page 8.

## 5.9 Conversion of barn, outbuilding or derelict building

- 5.9.1 To **make an application** for converting a **single** barn / outbuilding or derelict building you should complete the **SNN2** form. To convert **multiple** buildings, you should complete the **SNN3** form and return it to us with the appropriate charge.
- 5.9.2 The allocation of a property name to a barn/outbuilding conversion will be permitted but the name must not already be in use by any other property, nor sound too like any other property in the area (postal town eg: Ammanford - SA18). A check will be undertaken once the application is submitted. Names that sound racist, obscene or are open to misinterpretation will not be accepted. It is considered good practice to propose names which have a historic or cultural link to the property or locality.

## Barn / Outbuilding conversions within a Farm

- 5.9.3 The name of the farm/property that the barn/outbuilding conversion is located at will be included in the barn's address due to the shared access. Only if the barn/outbuilding conversion has its own access, separate to the farm/property, will the farm/property name be omitted from the address.
- 5.9.4 A numbering scheme can be developed if more than one barn/outbuilding at a farm/property is being developed.

## Derelict buildings

- 5.9.5 The allocation of a property name to a developed derelict building will be permitted if the street from which it is accessed is not numbered. If the street from which it is accessed has a numbering scheme, then the developed property will slot into that numbering scheme where appropriate.

## 5.10 Annexes

- 5.10.1 To **make an application** for a new **Annexe** to have their own address, you should complete the **SNN2** form.
- 5.10.2 Annexes to buildings eg: granny flats or ancillary accommodation, will be given the prefix 'Annexe'. The rest of the address will be the same as the parent property eg: Annexe, 1 High Street.

## 5.11 Land, stables, crofts, allotments, and small holdings with no dwelling

- 5.11.1 Royal Mail do not add a piece of land just for the provision of services or deliveries, even if a post-box is put on site. It either must be a residential address or a business address [with trading name], with business premises on site staffed during normal working hours.
- 5.11.2 The owners will need to take up deliveries / services with the companies involved.

## 5.12 Property conversion to flats or units

- 5.12.1 To **make an application** for a **new apartment block** or **property conversion into Flats or Units**, you should complete the **SNN5** form. To create a new apartment block or Units **with a new street name**, you should complete the **SNN4** form and return it to us with the appropriate charge.

### Naming / Numbering

- 5.12.2 Flats/Units are usually numbered on the road in which the principal entrance sits unless they are tall or substantial buildings. It is important when making an application that the main entrance is clearly shown along with the number of flats contained within the building to enable the scheme to be numbered accurately. Individual internal properties within a building should be numbered separately.

- 5.12.3 The internal numbering of premises within buildings should start at the lowest point, with number 1 being the first property on the left when entering the lowest floor. Numbering should continue clockwise and upward.
- 5.12.4 Use of the word 'flat' will apply to those properties where accommodation is on one floor only of a building. Where residential accommodation covers two or more floors and has its own internal stairs the term 'apartment' will be used.
- 5.12.5 Blocks which only contain flats and apartments may be given a name, but each individual flat or apartment will be numbered consecutively. This name will not require a consultation with Local Councillors or Town/Community Councils.
- 5.12.6 Flat or apartment conversions above commercial premises will not be given a name and will use the numbering from the ground floor premises, see example:  
'Flat 1, 10-12 Y Stryd Fawr' or  
'Apartment 1, 10-12 Y Stryd Fawr'
- 5.12.7 All newly proposed development block names should preferably end with one of the following suffixes:
- Cwrt or Llys [Cwrt]
  - Tŷ [House]
  - Penrhyn or Pwynt [Point]
  - Tŵr [Tower]
  - Porthdy [Lodge]
  - Fflatiau [Apartments]
  - Plastai [Mansions]
  - Bannau [Heights]
- 5.12.8 For any residence accessed internally through a commercial premise, the accommodation will be given a prefix to match the accommodation type eg: flat. The rest of the address will be the same as the parent property, eg: where a flat above a public house is only accessed internally, its address will be Flat, Name of Public House, Property Number and Street Name.

## 5.13 Conversion or sub-division of a property

- 5.13.1 Conversion or sub-division of a residential property resulting in **a single point** of entry from which all the flats are accessed will be **numbered** rather than described or lettered ie: Flat 1 rather than First Floor Flat or Flat A.
- 5.13.2 Conversion or sub-division of a residential property resulting in **multiple points of entry** with each flat having its own separate front door, off the street, will include a suffix to the primary shell address i.e. 'A', 'B', 'C' etc (24A, 24B, 24C etc).
- 5.13.3 A merged property will utilise the numbers of the original properties where premise numbers are used. For instance, the merging of two properties at 4 High Street and 6 High Street or Unit 1 Trading Estate and Unit 2 Trading Estate will result in new addresses of 4-6 High Street and Unit 1-2 Trading Estate respectively.

## 5.14 Commercial properties

- 5.14.1 To **make an application** to create new Commercial units, **without** a new street name, you should complete the **SNN3** form. To create new commercial Units **with a new street name**, you should complete the **SNN4** form and return it to us with the appropriate charge.
- 5.14.2 Commercial properties which contain multiple offices, office suites or units should ensure each office, suite or unit is uniquely identified preferably by a numbering schedule (eg: Suite 1 / Suite 2 etc) and where suitable by its location within the building (e.g. Suite 1, Ground Floor / Suite 5, First Floor etc).
- 5.14.3 It should be noted that names for Shopping Centres, Retail Parks and Industrial Estates are subject to the same principles as street names which are set out in section 4 above. **It is recommended that contact is made with the Street Naming & Numbering Officer at an early stage of development so that naming and numbering schemes can be agreed before marketing commences.**
- 5.14.4 All addresses will have a Welsh version and this includes units within and industrial estate for example. The prefix will be translated as well as the suffix letters. The letters will be translated but not used in sequence; therefore, Unit 1D will be translated to Uned 1D rather than following the sequence of the Welsh Alphabet and using 1CH.

English	Welsh
Unit 1A	Uned 1A
Unit 1B	Uned 1B
Unit 1C	Uned 1C
Unit 1D	Uned 1D

### Shopping Centres, Retail Parks, and Industrial Estates

- 5.14.5 In order to minimise disruption and confusion, the address of each commercial property, should be a sustainable address that can be re-used by whatever business or organisation occupies the property. Unit numbers should be allocated which will remain constant whichever company occupies the premises. The unit number should be displayed prominently on each building.

#### Shopping Centres (Arcades or Malls):

- 5.14.6 A name will be given to the building which houses an indoor shopping centre. Each shop or unit within the building will require its own unique number and the street from which the building is deemed to have its main access will be the street used in the address eg:
- Unit 1 The Arcade, College Street, Ammanford, SA18 2LN
  - Unit 2 The Arcade, College Street, Ammanford, SA18 2LN

#### Retail Parks (Open Air Shopping Precincts):

- 5.14.7 A name will be given to the park or precinct. Each shop or unit within will require its own unique number. The Street from which the park or precinct is deemed to have its main access will be the street used in the address, however, it is possible that some shops or units may be accessed from a different street and this street will be used in the addresses for those shops or units. The numbering scheme will be applied to the park or precinct as a single entity regardless of which street the units are accessed from eg:
- Unit 1 Trostre Retail Park, Llanelli, SA14 9UY
  - Unit 2 Trostre Retail Park, Llanelli, SA14 9UY



## Industrial Estates:

- 5.14.8 Where appropriate a name may be given to an industrial estate. Each unit or yard will require its own unique number. If all the units are directly accessed from the same street the numbering scheme will be based on the industrial estate as a single entity with the street from which access is gained being the street used in the address eg:
- Unit 1 Capel Hendre Industrial Estate, Ammanford, SA18 3SJ
  - Unit 2 Capel Hendre Industrial Estate, Ammanford, SA18 3SJ
- 5.14.9 If, however, the estate comprises of more than one street, and these streets are deemed to require naming, the units or yards will be numbered to the street from which they are accessed. If it is still deemed appropriate to give the industrial estate its own name the name will now be treated as a locality eg:
- Unit 1, Llanelli Workshops, Trostre Industrial Park, Llanelli, SA14 9UU
  - Unit 2, Llanelli Workshops, Trostre Industrial Park, Llanelli, SA14 9UU
  - Unit 1, Glanamman Workshops, Tabernacle Road, Glanamman, Ammanford
  - Unit 2, Glanamman Workshops, Tabernacle Road, Glanamman, Ammanford

## 5.15 Street re-naming upon resident's request

- 5.15.1 To **make an application** for **Street renaming at a resident's request**, you should complete the **SNN7** form.
- 5.15.2 Carmarthenshire County Council will accommodate reasonable requests for re-naming of streets. However, it is stressed that an application must be made by a community or town council. For residents, the request is to be made to the community or town council in the first instance, and the type of request may initiate a consultation process by Royal Mail.
- 5.15.3 Requests of this nature will only be considered if it can be shown that all affected owners and residents in the street have been consulted in writing and **ALL** agree with the proposed change. Where the change is approved the community/town council will be responsible for the costs of all replacement street name signs and any notifications.
- 5.15.4 Occasionally, the Council may decide that a street requires renaming. In this circumstance the Council will notify all residents of the proposed change and pay any costs associated with the change where necessary.

## 5.16 Other considerations and common queries

- 5.16.1 Where an occupier of a property is **uncertain about the official address**, contact may be made with the Street Naming and Numbering Service to supply a copy of the official address. The Street Naming and Numbering Service is the only section of the council that can confirm the official address.
- 5.16.2 **The Street Naming and Numbering Service does not deal with other road related queries and street direction signs.** The maintenance of public highways and highway signage are the responsibility of the highways section of Carmarthenshire County Council and, where applicable, the South Wales Trunk Road Agent (SWTRA).



## 5.17 Notification of a new or altered address to internal and external partners

5.17.1 The Street Naming and Numbering Service automatically inform the following organisations of a new or altered address:

- Carmarthenshire County Council Electoral Registration
- Carmarthenshire County Council Tax & Business Rates
- Carmarthenshire County Council Local Land and Property Gazetteer (LLPG) Custodian
- Carmarthenshire County Council Highways
- Carmarthenshire County Council Recycling & Waste
- Carmarthenshire County Council Waste and Environmental
- British Gas Transco\*
- BT Openreach\*
- Dŵr Cymru Welsh Water\*
- Emergency Services
- Land Registry
- Mid & West Wales Fire Service
- National Health Service
- Ordnance Survey
- Police Authority
- Royal Mail
- Valuation Office
- West Wales Utilities\*

\* These organisations are notified because they are responsible for network infrastructure.

5.17.2 For supply and billing, and all other personal contacts such as banks, doctors, etc. the applicant will need to provide notification separately.

## APPENDIX 1 - Legislation

### Street Numbering - Legislation

The street naming legislation covering England and Wales (excluding London) is contained in:

- Section 64 and 65 of the Town Improvement Clauses Act 1847
- Section 160 of the Public Health Act 1875
- Section 21 of the Public Health Act 1907
- Section 17, 18 and 19 of the Public Health Act 1925
- The Local Government Act 1972

Carmarthenshire County Council has formally adopted the procedures under Section 64 and 65 of the Town Improvement Clauses Act 1847 for Street Numbering.

### Street Naming - Legislation

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- Section 160 of the Public Health Act 1875
- Section 21 of the Public Health Act 1907
- Section 17, 18 and 19 of the Public Health Act 1925
- The Local Government Act 1972

Carmarthenshire County Council has formally adopted the procedures under Section 17, 18 and 19 of the Public Health Act 1925 for Street Naming.

## APPENDIX 2 - Scheme of Delegation

Under the Council's Scheme of Delegation, the Director of Environment (within the portfolio of the Head of Place and Sustainability) has power to approve the following:

- **Road naming** – providing a road name to a new road or an existing road with no name (sections 17-19 and 76 of the Public Health Act 1925). Where appropriate the Street Naming and Property Numbering Section will consult with the respective Town or Parish Council for suggestions of road names.
- **Property numbering** – providing numbers to plots, in-fills (properties built between existing houses or in the grounds of), property conversions and commercial premises (sections 64 and 65 Towns Improvement Clauses Act 1847 incorporated into s160 of the Public Health Act 1875 for urban areas and wellbeing power under the Local Government Act 2000 for rural areas.

## APPENDIX 3 - Street Signs

Under the 1925 Act, Carmarthenshire County Council has a duty to name, and maintain street nameplates irrespective of whether they are private or publicly maintained streets.

Section 19 of the 1925 Act gives authorities the power to insist that the name of every street shall be shown in a conspicuous position and, also alter or renew it if it becomes for any reason illegible.

This section also makes it illegal to pull down or remove a street name, which has been lawfully set up, or to fix a notice or advertisement within close proximity to the sign. Anyone found guilty of infringing these requirements can be liable to a fine imposed by a Magistrates Court

These acts also give us the ability to produce regulations concerning the erection of signs for the names of public streets and, ensure that the names and numbers of all buildings are displayed by their owners in accordance with these regulations.

### **Street Nameplates**

For further details regarding street nameplates please contact our Highways Department.

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## CABINET

18<sup>TH</sup> JULY 2022

### **CARMARTHENSHIRE SUSTAINABLE COMMUNITIES FOR LEARNING (CSCFL) (FORMERLY THE MODERNISING EDUCATION PROGRAMME) ADDITIONAL LEARNING NEEDS**

#### **Recommendations / key decisions required:**

That Cabinet approves a virement in the capital programme to allow these urgent works to be undertaken as a matter of urgency.

#### **Reasons:**

To approve a realignment to the Capital Programme to facilitate urgent works to increase specialist spaces for pupils with Additional Learning Needs / Autistic Spectrum Disorder

**Relevant scrutiny committee to be consulted:** NO

**Cabinet Decision Required:** Yes

**Council Decision Required:** NO

#### **Cabinet Member Portfolio Holder:**

Cllr. Glynog Davies (Education & Children)

<b>Directorate:</b>	<b>Designations:</b>	<b>Tel: Email addresses:</b>
Education & Children		
<b>Name of Heads of Service / Report Authors:</b>		
Simon Davies	Head of Access to Education	01267 246471 <a href="mailto:SiDavies@carmarthenshire.gov.uk">SiDavies@carmarthenshire.gov.uk</a>
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# EXECUTIVE SUMMARY

**CABINET**  
**18<sup>TH</sup> JULY 2022**

## **CARMARTHENSHIRE SUSTAINABLE COMMUNITIES FOR LEARNING (CSCFL) (FORMERLY THE MODERNISING EDUCATION PROGRAMME)**

### **ADDITIONAL LEARNING NEEDS**

#### **Background**

There is currently no capital allocation specifically for Autistic Spectrum Disorder (ASD) in Band A or Band B of Carmarthenshire's Sustainable Communities for Learning (Formerly Modernising Education Programme) Programme.

Currently, all works are facilitated via the capital maintenance programme however, due to the significant value involved these works need to be facilitated via the departmental capital programme.

The five-year capital strategy 22/23 – 26/27 was approved by County Council on 2<sup>nd</sup> March 2022.

The five-year capital strategy contains budget lines for urgent non CSCfL education works such as mobile accommodation, equalities works, mobile accommodation and addressing significant health and safety issues.

However, an urgent matter in relation to ASD provision has arisen that requires the decision of Cabinet to make an adjustment (virement) to the capital programme in order to address this urgent need.

#### **Autistic Spectrum Disorder (ASD) Provision**

The Department for Education and Children currently (21/22 academic year) has the following places across the county to facilitate specialist provision for pupils with Autism:

- Primary – 64
- Secondary - 84

Since September 2021, there has been a significant increase in the demand for ASD provision and in the 2021/22 academic year there was a shortfall of 30 places which is an over capacity of 20%.

In recent months a significant increase in the demand for specialist ASD places for the 2022/23 academic year has been experienced by the department and the projected position for September 2022 is as follows:

Primary – Required number of places / available - 20  
Secondary – Required number of places / available -10

There will also be a projected continued shortfall for the academic year of 23/24 of a minimum of 26 places as it currently stands which does not take into account incoming pupils and mainstream school pupils with identified needs over the 22-23 academic year.

The significant increase in demand experienced as a result of:

- Inward migration – families relocating to Carmarthenshire
- A significant increase in the number of pupils being diagnosed with the additional needs/ASD medical diagnosis which is recognised as a national trend. Health Board has increased the capacity of the neurodevelopmental team to process the backlog of ASD referrals resulting in an increase of ASD diagnosis. Across the last 3 years this has seen over a 100 children in Carmarthenshire with ASD diagnosis in our schools.
- School capacity - growth in local school population/building suitability
- Covid related disruption of well-established early identification processes - A period of readjustment was required as Health Visitors were unable to make home visits to fulfil Early Assessments and checks on Early Years children. These cohorts of children are now entering the Foundation Phase of their education without the pre-Covid assessment information normally collated being available to schools. This information would normally have provided schools with the baseline information required to support the timely management of provision and support. The Health-run Neuro-Developmental Team process for identification of Autism was suspended during Covid as practitioners were reassigned to Covid related roles. This resulted in a backlog of CYP on the waiting list for ASD diagnosis. These children are now being processed and are coming through Early Years Pathways into specialist provision. The impact of children being at home during Covid also had a significant impact on the behaviours and well-being of ASD children with higher numbers requiring specialist provision. The ALN systems (Education) did not cease throughout the period of Covid as virtual/remote processes were put in place to meet statutory process requirements.
- Early identification processes re-established - Health assessment and diagnosis processes have been re-established and waiting lists are being processed as quickly as possible.

The Local Authority has a legal obligation to make provision for these pupils by September 2022 and could face costly legal challenge that has the potential to cost up to £30,000 in legal fees per case. If need is not met locally this could result in the legal obligation to secure expensive out of county independent placements costing upwards of £150,000 for a given year.

Parents have already advised the Department that if specialist provision is not provided they will be taking legal action via SEN appeals processes.

The Environment Department have already been engaged and worked up schemes across five school sites:

- Burry Port Community School (Primary)
- Llangennech CP School (Primary)
- Y Bedol CP School (Primary)
- Ysgol Glanymor (Secondary)
- Ysgol Heol Goffa (Special)

The total budget cost to carry out these urgent works for September 2022 is £1.76 million. Given that the budget costs are significant a virement approval is necessary.

### **Recommendation**

That Cabinet approves a virement in the capital programme to allow these urgent works to be undertaken as a matter of urgency.

<b>DETAILED REPORT ATTACHED?</b>	<b>NO</b>
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## IMPLICATIONS

**I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report:**

**Signed:** *S. Davies*

**Head of Access to Education**

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>NONE</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>

### **1. Policy, Crime & Disorder and Equalities**

Developments are consistent with the Welsh Government's ALN policy – ALNET Act and the ALN Statutory Code of Practice

### **2. Legal**

The Local Authority has a legal obligation to make provision for these pupils by September 2022 and could face costly legal challenge that has the potential to cost up to £30,000 in legal fees per case. If need is not met locally this could result in the legal obligation to secure expensive out of county independent placements costing upwards of £150,000 for a given year.

### **3. Finance**

**Revenue:**

The revenue costs for all units will be met from departmental underspend for 2021/22. A new bid for funding will be submitted to realise funding from April 2023 forward.

**Capital:**

This virement will reduce the Local Authority capital available to match fund grant funding from the Welsh Government's Sustainable Communities for Learning Programme and will reduce the available finance for future capital investment in new or refurbished school premises.

### **5. Risk Management Issues**

There is a risk to Carmarthenshire's reputation if specialist provision is not made for these pupils.

Reduction in overall schools capital investment funding

The lack of specialist ASD provision has recently been highlighted as inadequate in the national media.

## 6. Staffing Implications

On going cost of staffing specialist provisions.

## 7. Physical Assets

Five school locations (as noted above) will be developed to facilitate the specialist provision.

All works will be managed and coordinated by the Environment Department.

## CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed:



Head of Access to Education

1. **Scrutiny Committee** – Not applicable as it is an operational matter

2. **Local Member(s)** – Not applicable as it is an operational matter

3. **Community / Town Council** – Not applicable as it is an operational matter

4. **Relevant Partners** – Not applicable as it is an operational matter

5. **Staff Side Representatives and other Organisations** – Not applicable as it is an operational matter

**CABINET MEMBER PORTFOLIO HOLDER  
AWARE/CONSULTED**

Yes

## Section 100D Local Government Act, 1972 – Access to Information List of Background Papers used in the preparation of this report:

Title of Document	File Ref No.	Locations that the papers are available for public inspection
FIVE YEAR CAPITAL PROGRAMME (COUNCIL FUND) - 2022/23 TO 2026/27		<a href="https://democracy.carmarthenshire.gov.wales/ieListDocuments.aspx?CId=155&amp;MId=5278&amp;Ver=4">https://democracy.carmarthenshire.gov.wales/ieListDocuments.aspx?CId=155&amp;MId=5278&amp;Ver=4</a>

# Agenda Item 12

By virtue of paragraph(s) 14 of Part 4 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

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