

**TUESDAY, 24 JANUARY 2023**

**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, 30TH JANUARY, 2023** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

*Wendy Walters*

**CHIEF EXECUTIVE**

<b>Democratic Officer:</b>	<b>Julie Owens</b>
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**This is a multi-location meeting.  
Members can attend in person at the venue detailed above or remotely via the  
Zoom link which is provided separately.**

**The meeting can be viewed on the authority's website via the following link:-  
<https://carmarthenshire.public-i.tv/core/portal/home>**

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

# **CABINET**

## **MEMBERSHIP – 10 MEMBERS**

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

# A G E N D A

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3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE CABINET HELD ON THE 9TH JANUARY 2023 5 - 18
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7. UPDATE ON THE UK SHARED PROSPERITY FUND (UKSPF) 35 - 66
8. ARFOR 2 (2022-2025) APPROVAL 67 - 76
9. WASTE STRATEGY UPDATE 77 - 118
10. TO CONFIRM THE APPOINTMENT OF THE VICE-CHAIR OF THE PLACE SUSTAINABILITY AND CLIMATE CHANGE SCRUTINY COMMITTEE AS AUTHORITY'S REPRESENTATIVE ON 'PATROL' AND THE CABINET MEMBER FOR WASTE, TRANSPORT AND INFRASTRUCTURE SERVICES AS THE NOMINATED SUBSTITUTE  
*As a result of the resignation of the Chair of Place Sustainability and Climate Change Scrutiny Committee (Cllr John James) from PATROL (Parking and Traffic Regulations Outside London).*
11. 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.

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## CABINET

9 JANUARY 2023

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

**Councillors (In Person):**

C.A. Davies; L.D. Evans; G. Davies; P.M. Hughes; G.H. John;  
A. Lenny; E.G. Thomas; J. Tremlett; A. Vaughan Owen.

**Also in attendance (Virtually):**

Councillor D.M. Cundy.

**Also Present (In Person):**

W. Walters, Chief Executive;  
J. Morgan, Director of Community Services;  
C. Moore, Director of Corporate Services;  
G. Morgans, Director of Education & Children's Services;  
P.R. Thomas, Assistant Chief Executive (People Management & Performance);  
L.R. Jones, Head of Administration and Law;  
S Burford, Project Manager;  
C. Higginson, Media Manager;  
L. Jenkins, Cabinet Support Officer;  
G. Ayers, Corporate Policy and Partnership Manager;  
A. Eynon, Principal Translator;  
M. Runeckles, Member Support Officer (Agency);  
J. Owen, Democratic Services Officer [Minute Taker].

**Also Present (Virtually):**

M.S. Davies, Democratic Services Officer;  
S. Hendy, Member Support Officer.

**Chamber, County Hall, Carmarthen, SA31 1JP and remotely: 10:00am - 11:35am**

**1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**2. DECLARATIONS OF PERSONAL INTEREST**

Councillor	Minute Number	Nature of Interest
A. Davies	12 - Second Homes & Empty Properties	She runs an Airbnb as part of her farm business.

**3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE CABINET HELD ON THE 12TH DECEMBER 2022**

**UNANIMOUSLY RESOLVED** that the minutes of the meeting of the Cabinet held on the 12<sup>th</sup> December, 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 one public question had been received.

##### 5.1. PUBLIC QUESTION TO CLLR. ALED VAUGHAN OWEN, CABINET MEMBER FOR CLIMATE CHANGE, DECARBONISATION AND SUSTAINABILITY

The Chair informed the Cabinet that the questioner Conor MacDonald was not able to be present at the meeting to ask his question however has asked that the Chair formally ask the question to Councillor Aled Vaughan Owen on his behalf.

##### **Question:**

"In light of recent changes taken by Edinburgh City Council, East Dunbartonshire, North Ayrshire, Falkirk and Dundee following Unite's "Get Me Home Safely" campaign, will the cabinet support a change in licensing conditions in Carmarthenshire to ensure hospitality businesses provide late-night workers with free travel home after 23:00? Could the councillor please give reasons for his answer?"

##### **Response by Councillor Aled Vaughan Owen:**

"Thank you for the question

We recognise that journeys to or from work at night can expose workers to concerns about personal safety, the threat of violence and even violence itself. I know that research referenced in Unite's "Get Me Home Safely" campaign found that women feel particularly vulnerable and exposed to the risk of harassment and assault when travelling to and from work. As a council we are committed to reducing violence against women, or threats of it, and our licensing officers actively work with licensed premises, encouraging them to adopt campaigns such as White Ribbon and Ask Angela.

As such, the adoption of the "Get Me Home Safely" campaign in Carmarthenshire is certainly worth exploring further as part of that commitment. Clearly any potential impact on current licensing conditions would be subject to consultation. We will certainly keep an eye on this campaign and respond to any developments in the future."

## 6. COUNCIL'S REVENUE BUDGET MONITORING REPORT

The Cabinet considered the revenue budget monitoring report which provided the latest budgetary position as at 31<sup>st</sup> October 2022 in respect of 2022/2023.

Overall, the monitoring report forecast an overspend for the year at departmental level of £4,844k with a forecast overspend on the Authority's net revenue budget of £3,473k. At a high level, this was due to a combination of:

- Nationally negotiated pay settlements at much higher levels than budgeted, for which additional governmental funding has not been provided. High level estimates are that that could be £7.1m above budget;
- overspends in service areas driven by increased demand combined with reduced grant funding versus previous years, particularly Learning Disabilities and Children's Service.
- A sustained reduction in commercial income, covering car parks, leisure centres and school meals;
- Capital financing underspends due to scheme delays and a reduced need to borrow

It was noted that as part of the 2022/23 budget setting process, the Authority had agreed a £3m in-year contingency budget which was currently held centrally and provided a partial offset to the above mentioned general pressures. Furthermore, it was reported that £200k has been used to offset the increase in fuel prices impacting on School Transport.

The Housing Revenue Account reported a predicted overspend of £665k for 2022/23, to be funded through a contribution from reserves details of which were provided within Appendix B appended to the report. It was also noted that nationally negotiated pay offers at much higher levels than budgeted would fall directly on the HRA to fund which were estimated to be £0.5m above budget.

### **UNANIMOUSLY RESOLVED that:**

- 6.1 the Budget Monitoring report be received, and the budgetary position and appropriate corrective action taken be noted.**
- 6.2 in respect of significant overspends on specific budget areas Chief Officers and Heads of Service critically review options available to them to address the ongoing impact.**

## 7. REVENUE BUDGET STRATEGY 2023/24 TO 2025/26

The Cabinet considered a report providing an overview of the Revenue Budget Strategy for 2023/24 and the following two financial years. The report provided details of the budget process, the current Welsh Government provisional settlement and the final settlement timetable and identified the validation and budget pressures that needed to be considered by members in setting next year's revenue budget. The report would also form the basis of the budget consultation process to be undertaken during January and February 2023.

The report indicated that, after adjustments for Welsh Government identified transfers, the increase in the provisional settlement for Carmarthenshire was 8.5% (£26.432 million). The Aggregate External Finance (AEF) had therefore increased to £338.017 million in 2023/24. Whilst the settlement was significantly above the indicative figure of a 3.4% increase and provided £15.5m more than the original assumption, it was noted that the Welsh Government had recognised that the increased figure would not be enough to meet the inflationary pressures currently facing councils and that difficult decisions would need to be made.

It was noted that whilst significant work had already been undertaken in preparing the budget, the report was only an initial position statement which would be updated over the coming months as the budget was further developed. However, it was reported that due to the delays in the provisional settlement, and the consequential impact on Welsh Government's budget finalisation, the publication of the final settlement would not be published until the 7th March 2023.

In recognising the critical importance of minimising the Council Tax increase for residents during the current cost of living crisis, it was necessary to respond to the current risks around this Budget Strategy and the ongoing inflationary backdrop. The Budget Strategy, in line with the Medium Term Financial Plan proposed that the Council Tax for 2023/24 be increased to 7%, which sought to mitigate reductions to critical services. The proposal would be considered as part of the budget finalisation process over the next month or so and when the Authority would receive further clarification on cost and grant funding with a view to limiting the Council Tax increase as far as possible. Final budget proposals would then be presented to the Cabinet mid/late February, which will allow a balanced budget to be presented to County Council on the 1<sup>st</sup> March 2023.

#### **UNANIMOUSLY RESOLVED:**

- 7.1 To note the contents of the report and approve the three year Budget Strategy 2023/24 to 2024/25 as a basis for consultation. Specifically seeking comments from consultees on the efficiency proposals in Appendix A.**
  
- 7.3 To note the unallocated sum of £716k in the current strategy, would be given further consideration at the completion of the consultation, as noted in paragraph 4.3 of the report.**

#### **8. CAPITAL PROGRAMME 2022/23 UPDATE**

The Cabinet received a report which provided the latest budgetary position for the 2022/23 capital programme, as at the 31<sup>st</sup> October 2022 and detailed new projects and virements for noting and Cabinet approval.

It was reported that departmentally, a net spend of £64,369k was forecast compared with a working net budget of £148,334k giving a -£83,965k variance.



The net budget included the original H.R.A. and General Fund capital programmes approved by Council on the 2<sup>nd</sup> March, 2022 and slippage from 2021/22. It was noted that some budgets had also been amended to account for differences in actual grant allocations compared with the anticipated allocations at the time the programme was approved and new grant awards received during the year to date.

It was noted that Appendix B detailed the main variances within each department.

**UNANIMOUSLY RESOLVED that:**

- 8.1 the capital programme update report 2022/23 be received;**
- 8.2. the new projects as detailed within the report be noted and agreed.**

**9. COUNCIL TAX REDUCTION SCHEME**

The Cabinet received a report which outlined information in regard to the Council Tax Reduction Scheme 2023/24. The report sought formal adoption of the Council Tax Reduction scheme which replaced Council Tax Benefit in April 2013 for 2023/24.

Members noted that the Welsh Government had made regulations that retained the 2013/14 Council Tax Reduction scheme (with limited amendments) for 2014/15 and subsequent years.

Despite being an all-Wales scheme, individual Councils were required by the Prescribed Requirements Regulations to formally adopt a Council Tax Reduction Scheme by 31<sup>st</sup> January each year otherwise the “Default Scheme” would apply which meant that the Council would be unable to exercise its discretion with regard to the limited discretionary elements in the prescribed scheme.

Should the Council wish to exercise its powers in relation to the limited areas of discretion available to it, it is required to do so as part of the formal scheme adoption process.

Furthermore, the report outlined for information, with no recommendation for change, the limited areas of local discretion, and the policy adopted by Council in respect of those discretions. However, whilst the scheme is materially unchanged for 2023/24, in addition to the normal annual up-rating of certain financial figures used for assessing individual entitlement and some technical adjustments (as is being provided for in The Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Wales) (Amendment) Regulations 2023), the statutory instrument made a number of other amendments which was detailed in the report.

**UNANIMOUSLY RESOLVED THAT IT BE RECOMMENDED TO COUNCIL subject to the regulations being approved and coming into force on 20th January 2023 that it:-**

- 9.1. Formally adopts the standard all-Wales Council Tax Reduction scheme provided for in the
    - a. Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2013, and****
  - 9.2. Implements the annual up-rating figures (used in entitlement calculations) and other technical amendments, included in the Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Wales) (Amendment) Regulations 2023 due to come into effect 20th January 2023 and these Regulations apply in relation to a council tax reduction scheme made for the financial year beginning on 1 April 2023;**
  - 9.3. Continues to exercise its discretion with regard to the limited discretionary elements of the prescribed scheme as outlined in the Executive Summary.**
- 10. HOUSING REVENUE ACCOUNT BUDGET 2023/24 TO 2025/26 AND HOUSING RENT SETTING FOR 2023/24**

The Cabinet considered the Housing Revenue Account Budget 2023/24 to 2025/26 and Housing Rent Setting proposals for 2023/24 prior to the consideration of Council. The report prepared by the Director of Corporate Services, in conjunction with officers from the Communities Department, brought together the latest proposals for the Revenue and Capital Budgets for the Housing Revenue Account 2023/24 to 2025/26. It was noted the report had been considered, and endorsed, by the Community Scrutiny Committee at its meeting held on the 19<sup>th</sup> December, 2022 as part of the budget consultation process, an extract of the minutes were appended to the report at Appendix C.

The report had been prepared reflecting the latest proposals contained in the Housing Revenue Account (HRA) Business Plan, being the primary financial planning tool for delivering the Carmarthenshire Homes Standard *Plus* (CHS+) for the future. It was noted the proposed investment within the current business plan had delivered the CHS by 2015 (to those homes where tenants had agreed to have the work undertaken) provided investment to maintain the CHS+ and continued investment for the Housing and Regeneration Delivery Plan.

The report also detailed how rents would increase for 2023/24 with the HRA budget being set to reflect:-

- Social Housing Rent Policy (set by Welsh Government)
- Proposals contained in the Carmarthenshire Housing Revenue Account Business Plan
- Housing Regeneration and Development Delivery Plan

The Cabinet Member for Resources advised that capital investment in the region of £231m had provided Carmarthenshire Home Standard to tenants and, more recently, up to the end of the current financial year, a further £92m would have been spent in maintaining the CHS+ home standard for properties and tenants.

Over the next 3 years it was expected that a further £61m would be spent on maintaining and upgrading the housing stock. The budget also provided funding of some £43m over the next 3 years to support the Affordable Homes Programme, which was on top of the £68m expenditure already incurred to the end of this current financial year. The Strategy would also see the increase in the supply of affordable housing throughout the County through various solutions including our new build programme and buyback scheme. Furthermore, whilst the higher cost of materials due to Brexit, Covid, the war in Europe and a shortage of workers had made finding suitable partners among contractors a significant challenge, this would be continuously monitored throughout the coming year.

Cabinet Members were reminded that since 2015, the Authority had been required to adopt the Welsh Government Policy for Social Housing Rent Harmonisation, meaning that the proposed rent increase was prescribed by Welsh Government guidance and provided an equitable distribution of the rents for the social sector tenants.

While that policy ended in 2018/19, and an interim policy applied for 2019/20 the Welsh Government had subsequently developed a new policy for implementation in 2020/21 to apply for a period of 5 years from 2020/21 and contained some additional/amended requirements, as detailed within the report. The main elements of that policy allowed Local Authorities to uplift the total rent envelope by the Consumer Price Index (CPI) +1% for each of the five years to 2024/25. It also allowed for the level of rent for individual tenants to rise by up to an additional £2 over and above CPI +1% for rent harmonisation, on condition that total rental income collected by the social landlord increased by no more than CPI +1%. However, should CPI fall outside the range of 0% to 3%, the policy provides for the Minister with responsibility for Housing to determine the appropriate change to rent levels to be applied for that year only. As CPI was 10.1% in September 2022 this clause has been activated this year and the Government Minister for Climate Change has instructed that the maximum increase in the rent envelope for any local authority should not exceed 6.5%.

Members were made aware that this current policy would apply until 2024/25 and contained some additional criteria around tenant satisfaction, space standards, financial hardship, minimising evictions and energy efficiency.

In the face of the challenges, the Cabinet Member for Resources reported that all priorities had been responded to and that an overall rent increase of 5.5%, which was 1% beneath the cap set by Welsh Government. Included within the overall rent increase envelope it was proposed that the Authority continued with the rent progression, which would be set at a maximum of £1 for properties below target rent.

In summary, the report proposed the following increases:

- Properties at target rent would increase by 5.36%, which represented a large proportion of tenants – nearly 8,000 tenants.
- Properties where rent was below target rent, the rent would increase by 5.36% plus a maximum progression of £1 per week,
- Rents above target would be frozen until they met the target.

**UNANIMOUSLY RESOLVED THAT IT BE RECOMMENDED TO COUNCIL:**

**10.1 To increase average housing rent by 5.5% (£5.18) per dwelling per week as per WG Social Housing Rents Policy;**

- **Properties at target rents will increase by 5.36%, and;**
- **Properties where rent is below target rent, rent will increase by 5.36% plus a maximum progression of £1.00;**
- **Those rents above target are frozen until such time that they meet the target.**

**This will produce a sustainable Business Plan, maintain CHS+, resource our Housing Regeneration and Development Delivery Plan and is supported by Housing and Regeneration Strategic Team;**

**10.2. To maintain garage rents at £9.00 and garage bases at £2.25;**

**10.3. Apply the Service Charge Policy to ensure tenants who receive the benefit from specific services pay for those services;**

**10.4. To increase charges for using our sewerage treatment works in line with rent increase;**

**10.5. To approve the Housing Revenue Account Budget for 2023/26 (2024/25 & 2025/26 being soft budgets) as set out in Appendix A;**

**10.6. To approve the proposed Capital Programme and applicable funding for 2023/24 and the indicative spends for 2024/25 to 2025/26 as set out in Appendix B.**

**11. HOUSING REVENUE ACCOUNT BUSINESS PLAN 2023-26  
CARMARTHENSHIRE'S HOUSING INVESTMENT PROGRAMME**

The Cabinet considered the Housing Revenue Account Business Plan 2023-26 Carmarthenshire's Housing Investment Programme which explained the vision and detail of the Council's Housing Investment Programme over the next three years, including the housing stock improvement plans, the new build programme and the plans to become net zero carbon.

The Cabinet member for Homes, in acknowledging the economic challenges and the difficulties communities faced regarding the increasing cost of living explained that continued support to tenants in need was vital and at the heart of the work being carried out. It was reported that the Council had already delivered over 1,600 additional homes and the new development programme would support the delivery of a further 2,000 homes, supporting the regeneration of our town centres, rural towns and villages and our major regeneration sites including the Transforming Tyisha programme.

The programme of works would make a significant contribution to tackling the climate emergency and follows the Council's principles of becoming a Net Zero Carbon Authority by 2030. The Council was leading the way on its approach to decarbonising homes, which would make homes more affordable for tenants, provide healthier living conditions and create a greener Carmarthenshire. This plan showed a firm commitment to support the investment required for decarbonising our homes which would involve improving the fabric performance of our homes, installing low carbon heating solutions and renewable technology.

The plan outlined that the Council would continue to deliver a comprehensive programme of works to homes and maintain services to all of its tenants. It would also help stimulate the local economy creating new jobs and training opportunities. During the three years of this plan, we would invest over £260m into social housing in Carmarthenshire (Capital £103m and Revenue £157m)

#### **UNANIMOUSLY RESOLVED THAT IT BE RECOMMENDED TO COUNCIL TO:**

- 11.1 Confirm the vision for our housing investment programmes over the next three years;**
- 11.2 Agree that the 2023-26 Business Plan can be submitted to Welsh Government;**
- 11.3 Note the contribution the Plan makes to the Housing Regeneration and Development Delivery Plan in supporting the delivery of over 2000 homes;**
- 11.4 Note the importance of the investment included in this plan and its role in stimulating the local economy and creating local jobs and training opportunities.**

## **12. SECOND HOMES & EMPTY PROPERTIES**

[Note: Councillor A. Davies having earlier declared a personal interest in this item left the meeting during the consideration and voting thereof.]

The Cabinet considered a report which provided information on the areas for consideration in relation to Second Homes/Short Term Holiday Homes and Empty Properties. Which had been developed following concerns raised at both a local and National level about the perceived impact of growing numbers of second homes and empty properties on our communities.

The Cabinet Member for Resources, in presenting the report highlighted that in 2021, as part of the Agreement between the Welsh government and Plaid Cymru, ways of tackling the second home crisis were announced, including the right to raise the premium to 300% and use the procedure planning and permits. Central to the intention was to ensure fairness, and that good quality affordable housing was accessible to all whilst the owners of second homes made a fair and effective contribution to the communities where the property is being purchased.

Cabinet Members attention was drawn to the recommendations as set out in the report. A correction should be made to the recommendation about second homes, to be correct, the recommendation in terms of the premium was that to consider raising a premium of either 50% or 100% on Second Homes.

It was noted that Carmarthenshire had circa 2,300 empty houses at any given time. In addition, under the new provision, a long-term vacant house was a dwelling that had been empty and with minimal furniture for a continuous period of at least one year. There are around 1,300 such houses in Carmarthenshire. The challenges in dealing with such properties were wide and varied with much of the responsibility for trying to tackle these problems falling on local authorities. Whilst the Local Authority had the responsibility and the legal powers to bring empty houses back into use, it was not practical or desirable in all cases.

It was reported that raising Council Tax Premiums on Vacant Properties and Second Homes was one option available to the Authority in order to manage the situation locally. However, due consideration must be given to the statutory duties to carry out equality impact assessments under the Equality Act 2010 and the Public Sector Equality Duties of Wales 2011, and all other relevant considerations.

In addition, contacting and consulting key stakeholders, including the local electorate, before deciding whether to raise a premium in either case should be considered.

**UNANIMOUSLY RESOLVED to:**

**12.1 Conduct a consultation and impact assessment on introducing council tax premiums on empty properties with a proposal that the following is introduced:**

- **50% for those which have been empty between 1 and 2 years;**
- **The level of premium would then increase to 100% for those properties which have been empty for 2 years up to 5 years;**
- **then a further increase to 200% for properties empty for 5 years or more;**

**12.2 Conduct a consultation and impact assessment on introducing council tax premiums on Second Homes/holiday homes with a proposal raising a premium of either 50% or 100% for all properties classified as a second home under Class B of the Council Tax (Prescribed Class of Dwelling) (Wales) Regulations 1998.**

### 13. ST DAVID'S DAY NOTICE OF MOTION

The Cabinet received for consideration a report which set out the progress in regard to the Notice of Motion referred to Cabinet by County Council on 28<sup>th</sup> September, 2022 [Minute 11.1 refers].

Members noted that the creation of a public or bank holiday is a matter of statute that falls under the responsibility of Westminster Government and that Welsh Government had lobbied Westminster for the responsibility to be devolved to Wales however, this had so far been resisted, although the previous Leader had written to Welsh Government to ask for an all-Wales approach to St David's Day. Fundamentally, without the agreement of Westminster Government or devolved powers to Welsh Government any re-designation of the existing bank/public holidays or creation of a new one would be without funding for the additional costs as a consequence.

The notional cost of applying the extra Statutory day is circa £350k for NJC employees. Should Teaching staff also be included, then the quantum would reach circa £700k.

In view of the current financial situation which the Council faces, the Cabinet Member for Organisation and Workforce, proposed that point c of the notice of motion; *to denote David's Day as an additional day of paid leave for its staff on March 1st annually*, not be progressed at this time. This was duly seconded.

#### **UNANIMOUSLY RESOLVED:**

- 13.1. to call on the Westminster Government to devolve to the Welsh Government the authority for deciding on bank holidays in Wales (through the Banking & Financial Dealings Act 1971) in the same way as at present in Scotland and Northern Ireland, and that we ask all Councils in Wales to make a similar request through the Welsh Local Government Association;**
- 13.2. to note the public support for the creation of a bank holiday on St. David's Day in Wales, and that the Welsh Government has on numerous occasions asked the UK Government to devolve the necessary powers;**
- 13.3 that the investigation of the possibility and implications of denoting St David's Day as an additional day of paid leave for its staff on March 1st annually not be progressed.**
- 13.4. to further consider how the Council can further support St. David's Day celebrations on and around March 1st, working in conjunction with Town and Community Councils and other key partners to deliver cultural and economic benefits.**

**14. CARMARTHENSHIRE COUNTY COUNCIL'S DRAFT ANNUAL REPORT FOR 2021/22**

Cabinet received a report on the Council's Annual Report for 2021/22, produced in accordance with the requirements of both the Well-being of Future Generations (Wales) Act 2015 and the Local Government and Elections Act (Wales) 2021 which required the Council to produce an Annual report on its Well Being objectives and to report on performance, based on a self-assessment approach. The report referenced, in turn, each of the Council's 13 Well Being Objectives and assessed the progress and adaptations made during the year.

**UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL that the Carmarthenshire County Council's Draft Annual Report for 2021/22 be received.**

**15. ANY OTHER ITEMS OF BUSINESS**

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

**16. EXCLUSION OF THE PUBLIC**

**UNANIMOUSLY RESOLVED, pursuant to the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007, that the public be excluded from the meeting during consideration of the following items as the reports contained exempt information as defined in paragraph 14 of Part 4 of Schedule 12A to the Act.**

**17. FINANCIAL SUPPORT FOR CHRT/LLANELLY HOUSE**

**Following the application of the public interest test it was RESOLVED pursuant to the Act referred to in minute no. 16 above not to publicise the content of the report as it contained exempt information relating to the financial or business affairs of any particular person (including the Authority holding that information) (Paragraph 14 of Part 4 of Schedule 12A to the Act). The public interest test in respect of this report outweighed the public interest in disclosing the information contained therein as disclosure would reveal financial information about the operation of Llanelly House which could weaken its position in relation to third parties with whom it engages.**

Cabinet Members received a report in regard to the financial support for CHRT/Llanelly House for consideration. Llanelly House is key in supporting the Regeneration of Llanelli Town Centre and assistance was required to ensure the continued sustainability of the house.

**UNANIMOUSLY RESOLVED to continue to support the CHRT/Llanelly House project by approving a support package of up to £60k per annum for a further 2 years.**



## 18. PENTRE AWEL

Following the application of the public interest test it was **RESOLVED** pursuant to the Act referred to in minute no. 16 above not to publicise the content of the report as it contained exempt information relating to the financial or business affairs of any particular person (including the Authority holding that information) (Paragraph 14 of Part 4 of Schedule 12A to the Act). The public interest test in respect of this report outweighed the public interest in disclosing the information contained therein as disclosure undermine the position of the contractor when negotiating with sub-contractors and suppliers putting it at an unfair disadvantage in the market.

Cabinet Members received a report which provided an update on the construction contract and affordability of Zone 1 of Pentre Awel.

The Cabinet Member for Regeneration, Leisure, Culture & Tourism proposed an additional recommendation to delegate authority to the Director of Corporate Services and Chief Executive to continue to negotiate the final contract price and agree this price in conjunction with the Leader of the Council and Cabinet Member for Regeneration, Leisure, Culture & Tourism and Cabinet Member for Resources. This was duly seconded.

The Head of Administration confirmed that the report and recommendations contained therein required consideration by full council for decision as an exempt item.

### **UNANIMOUSLY RESOLVED THAT IT BE RECOMMENDED TO COUNCIL:**

- 18.1 To receive and note the conclusion and outcomes of the first phase of the two-stage design and build contract to deliver Pentre Awel Zone 1.**
- 18.2 To proceed to the second phase of the contract with Bouygues, Construction, as per the recommendation in the report;**
- 18.3. To note the progress in securing tenancy agreements;**
- 18.4. That any shortfall in funding will be provided through a combination of external funder additional contribution, County Council Pentre Awel (City Deal) contingency funding and additional funding from the market. Upon finalisation of Bouygues' price, a summary table will be shared with Cabinet Members presented to Cabinet. A programme of ongoing Value Engineering will be undertaken with Bouygues throughout the duration of the contract to ensure robust cost management;**

**18.5 To delegate authority to the Director of Corporate Services and Chief Executive to continue to negotiate the final contract price and agree this price in conjunction with the Leader of the Council and Cabinet Member for Regeneration, Leisure, Culture & Tourism and Cabinet Member for Resources.**

\_\_\_\_\_  
**CHAIR**

\_\_\_\_\_  
**DATE**

## CABINET 30<sup>th</sup> JANUARY 2023

### PETITION FOR NEWCASTLE EMLYN ROAD AND PAVEMENT SAFETY

**Purpose:**

To respond to petition received by Council on the 12<sup>th</sup> October 2022.

**Recommendations / key decisions required:**

1. That the contents of the report are noted.
2. That the petitioners are notified of the report
3. Traffic surveys and pedestrian crossing assessments are undertaken at key locations within Newcastle Emlyn in the Spring 2023 and the petitioners advised of the findings.

**Reasons:**

To provide petitioners with the Council’s response to the issue raised.

Cabinet Decision Required                      YES

Council Decision Required                      NO

Cabinet Member Portfolio Holder:              Councillor Edward Thomas

Directorate:	Designations:	Email addresses:
<p><b>Head of Service:</b> Steve Pilliner</p> <p><b>Report Authors:</b>  Richard Waters  Mike Jacob</p>	<p>Head of Service for Highways &amp; Transportation</p> <p>Highways &amp; Transportation Services Manager</p> <p>Traffic &amp; Road Safety Manager</p>	<p><a href="mailto:sgpilliner@carmarthenshire.gov.uk">sgpilliner@carmarthenshire.gov.uk</a></p> <p><a href="mailto:rwaters@carmarthenshire.gov.uk">rwaters@carmarthenshire.gov.uk</a></p> <p><a href="mailto:mjacob@carmarthenshire.gov.uk">mjacob@carmarthenshire.gov.uk</a></p>

**EXECUTIVE SUMMARY  
CABINET  
30<sup>th</sup> JANUARY 2023**

**PETITION FOR NEWCASTLE EMLYN ROAD AND PAVEMENT  
SAFETY**

**Introduction**

A petition was presented to Council on the 12<sup>th</sup> October 2022 by Newcastle Emlyn Town Councillor David Thomas relating to Road and Pavement Safety in Newcastle Emlyn. Council unanimously resolved that in accordance with Corporate Procedure the petition be referred to the Cabinet for consideration.

The petition included 370 signatories who requested the County Council:

- a. Carry out, or procure, a thorough road and pavement safety review into all factors affecting the safe use of public roads and pavements in Newcastle Emlyn (Bridge Street, Castle Street, Church Lane, College Street, Ebenezer Street, Emlyn Square, Market Place, Market Square, New Road, Old Graig Street, Porth Street, Sycamore Street, Water Street, the area leading from the Tanyard Lane carpark out to College Street (by NFU) and all three public carparks)
- b. Highway designers should seek safety opportunities specific to the needs of Newcastle Emlyn and apply sound safety and traffic engineering principles and solutions to achieve a safer road and pavement infrastructure for Newcastle Emlyn. For example, improve the existing zebra crossing near the police station (or improve and convert it to a puffin crossing), install a second zebra or puffin crossing near Cawdor Hall (clock tower), remove all unnecessary sections of 'dropped kerb', install speed indicator devices and/or speed cameras, install safety barriers, increase safety signage.
- c. Promote and encourage the safe use of public roads and pavements by all classes of road and footpath users through the circulation of advice, information and knowledge gained from the review".

These requests are discussed further within this report.

The streets referred in in the petition cover the core area of Newcastle Emlyn as shown on the plan below.



## Background Information

The Council works with partner agencies in accordance with our statutory duties in a number of areas to improve road safety and prevent road traffic collisions. This work falls within three main areas:

- Education – road safety education and training including working with schools.
- Engineering – including highway improvements, traffic calming and traffic management schemes.
- Enforcement – supporting Dyfed Powys Police and Go Safe on tackling inappropriate driver behaviour and through the Council's own on-street parking enforcement.

These areas are explained in more detail below.

## Education

The County Council's Road Safety Team work with partner agencies on a range of educational initiatives which are predominantly funded by Welsh Government. These initiatives have been developed nationally and locally based on evidence of the key higher risk road-user groups to improve road safety and encourage sustainable travel choices.

The Council also works closely with partners to focus on higher risk groups. This includes the following:

- **Kerbcraft** which is aimed at reducing child pedestrian casualties by delivering practical pedestrian training for 5 to 7 year olds in primary schools. This is also linked where possible to Safe Routes to Schools initiatives.
- **National Cycle Training** to encourage more people to cycle, more often and with less risk. This is aimed at Primary School children in year 6.
- **Mega Drive** programme which targets 16-18 year olds and provides key road safety messages to reduce the number of car occupant casualties in this age range and includes challenges the attitudes to risk, increasing the knowledge of in-car safety and reinforces the driver and passenger's responsibilities.
- **Pass Plus Cymru** which is an initiative aimed at new drivers between the ages of 17 and 25 who have less than one year's driving experience. The initiative provides young drivers with additional knowledge and it provides advice on driving techniques.
- **Mature Driver** course which provides refresher training to drivers aged 65 and over including changes to the Highway Code, a discussion of age-related physical changes such as changes to sight and hearing and includes a refresher lesson from an Advanced Driving Instructor.
- **Dragon Rider Cymru** which provides motorcycle training to a variety of user groups who evidence indicates are at a higher risk. The training package encourages post-test motorcyclists training on how to improve their riding skills and is available to those who may be returning to motorcycling after a period of absence, recent motorcyclists and those upgrading their motorcycles to more powerful machines.
- **Biker Down Cymru** provides focused training for motorcyclists who wish to enhance their knowledge in dealing with road related incidents or collisions at may require basic first aid interventions at roadside.
- **Targeted Active Travel & Road Safety** at selected schools to encourage safe walking, cycling and scooting. This includes reception walks with parents for 4-5 year olds, Kerbcraft training for 5-7 year olds, Balanceability for 3-7 year olds, GoRide for 7-11 year olds, Scooter training for 7-11 year olds, National Cycle Training for 9-11 year olds, Sustrans Active Journeys, Walking buses and Accompanied walks.

## Engineering

Engineering interventions are a popular request and the County Council receives frequent calls for highway improvements which far outstrip the budget available. The majority of these requests are related to road safety concerns and include calls for engineering measures such as traffic calming, junction improvements and specific pedestrian facilities such as new footways and pedestrian crossings.

The budget available to bring forward engineering schemes is limited and the Council's Executive Board adopted in February 2017 a two-stage model for assessing and prioritising requests for Highway Infrastructure and Road Safety Improvements. The model enables an evidence-based approach to be taken so that all requests are considered objectively and fairly to ensure that the funding available is directed to the areas of greatest need. Candidate schemes do not progress through Stage 1 of the assessment unless there is evidence of recorded personal injury accidents to justify further consideration.

Stage 2 then involves a more in-depth analysis of accident details, including accidents involving vulnerable road users, the concentration of accidents together with a study of traffic, pedestrian and cycle flows to provide a prioritisation model to identify the most urgent projects.

### Recorded Personal Injury Accidents In Newcastle Emlyn

The Council maintains an accident database which is based on information collated by Dyfed Powys Police regarding road traffic collisions which have resulted in personal injuries being sustained. This provides a reliable source of information which can be used to analyse accident trends and identify accident cluster sites.

The database also enables the comparative assessment of requests for highway improvement and the analysis of how an intervention might be reasonably expected to bring about a reduction in road casualties.

An analysis of the Newcastle Emlyn area has been undertaken to identify recorded personal injury accidents recorded in the last five years by Dyfed Powys Police. A report of the recorded personal injury accidents is included as Appendix A.

The report indicates that there have been five personal injury accidents recorded in the five-year period 01/01/2017 to 31/12/2021. These are summarised below:

Reference	Date	Location	Detail
A014519	Mon 18/02/19	Sycamore Street.	Passing vehicle's wing mirror clipped pedestrian's arm causing bruising. Slight injury.
A041517	Tue 09/05/17	Sycamore Street	V1 stationary on footway, passenger door opened into pedestrian walking on footway. Slight injury.
A045817	Fri 19/05/17	Lane to Mart Car Park	Passenger emerging from V2 struck by passing V1 which failed to stop. Slight injury.
AC07217	Sat 07/01/17	High Street	Pedestrian's arm clipped by wing mirror of passing vehicle. Slight injury.
A093119	Wed 02/10/19	High St to Aber Arad	V1 turned into path of V2. Two Casualties, slight injuries.

There is a time lag between collisions occurring and the details being available within the database while Police investigations are undertaken, data is checked and verified by the Police, and then transferred to the County Council.

It is noted that an incident occurred in June 2022 which involved two pedestrians being struck by a vehicle whilst using a pedestrian crossing on College Street. The details of this incident are not yet available within the County Council's database.

From the information that is currently available to the Council, it is noted that four of the five recorded accidents involved pedestrians. Two of these accidents occurred on Sycamore Street but in different locations and with different circumstances. Two of the accidents also involved pedestrians' arms being clipped by passing vehicles, but again in different locations.

Newcastle Emlyn has a historic streetscape which adds to the attractiveness of the town. In common with many other historic towns this does often mean that the streets are of limited width with narrower footways. This can create a tension with the demands of a modern vehicular-based society. The limited geometry of the streets does restrict the opportunities to widen footways, as is the case in many of the streets in Newcastle Emlyn's Town Centre.

Where a widening of footways is viable, and justified, localised improvements can be considered but the wholesale widening of footways and the removal of drop kerbs would not be practical or affordable.

To put the rate of accidents in context, the main A475 through Newcastle Emlyn will typically carry in the order of 5,000 vehicles each day. This equates to around 9 million traffic movements over the 5 year study period through a busy town centre.

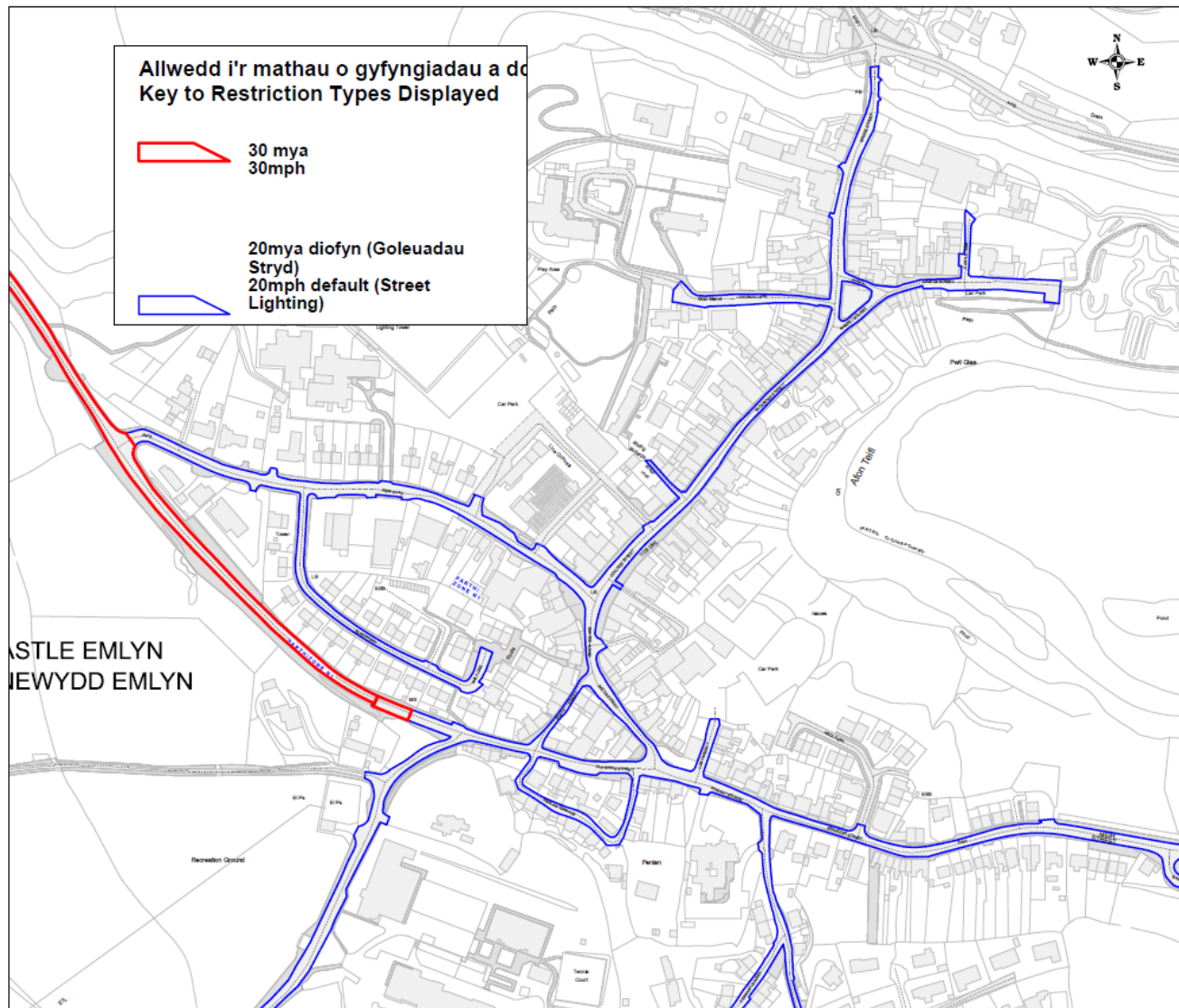
## **Speed limits**

Existing Limits





## Proposed Limits



Legislation regarding speed limits in residential urban areas is set to change on the 17<sup>th</sup> September 2023 which will reduce the current default 30mph limit on restricted roads down to 20mph.

Consultation regarding the implementation of this new legislation is underway but it is currently proposed that this will reduce a section of the A484 from 30mph down to 20mph.

This legislative change will require a fundamental change in driver behaviour and national campaigns supported by local initiatives will be put in place ahead of the September 2023 change. This change in speed limit regime and the public messaging which will support it will have a wider impact on driver behaviour to improve road safety and create safer environments for more walking and cycling.

## Pedestrian Crossings

The introduction of pedestrian crossing facilities are a popular request to the Council and each case is looked at on its merits. Local Authorities are assisted in assessing the case for introducing pedestrian crossing facilities by the Department for Transport's *Traffic Signs Manual Chapter 6 Traffic Control 2019*.

The Manual explains that pedestrians are free to cross the road where they like and, where there are sufficient gaps in traffic and traffic speed is reasonably low, many people cross without needing a specific crossing point. However, as vehicle flow and traffic speed increase pedestrians, particularly more vulnerable people, may find crossing harder and a dedicated facility may be appropriate.

There are three main types of crossing facility:

- a) Uncontrolled or informal crossings which may have just dropped kerbs or a central refuge.
- b) Zebra crossings which give pedestrians the right of way and requires drivers to stop.
- c) Signalised crossings such as a Puffin crossing.

The Manual explains that each type of crossing has advantages and disadvantages and the type chosen should be appropriate for the circumstances but also points out that the provision of a crossing alone will not necessarily lead to an improvement in safety.

The Manual provides a framework for assessing whether a pedestrian crossing facility would provide benefit to road users for their ease of movement and to reduce danger, and if so, what type of crossing might be most suitable.

In Newcastle Emlyn the crossing points in the town are largely informal and pedestrians will normally exercise appropriate care when crossing the road. Formal crossing facilities are then provided at the following locations:

Road	Location	Facility
A475 Emlyn Street	By Plough Hotel	Zebra Crossing
A475 College Street	By Police Station	Zebra Crossing
A484 Old Graig Street	Route to School	Puffin Crossing

Evidence required for an assessment will include existing crossing facilities, vehicle flows, composition and speeds, pedestrian flows and composition, site characteristics and road accident data.

It is noted that Newcastle Emlyn is an attractive and popular town for visitors, particularly during the summer months, but will be quieter during the winter months.

It is therefore proposed that site assessments regarding pedestrian crossing points are further considered during the Spring when traffic and pedestrian numbers more neutral, ie, between the main peaks and troughs in numbers.

It is also proposed that traffic surveys are undertaken to aid this assessment.

### Enforcement

The enforcement of speed limits and inappropriate driving is a power only available to the Dyfed Powys Police. The Council does work to support the Police and their Go Safe partnership regarding road safety campaigns and initiative such as Community Speed Watch.

The Council does have some powers to enforce moving traffic offences such as driving in bus lanes, driving in pedestrian zones and certain restricted turning manoeuvres but such enforcement must be with an approved device. The Council undertakes this enforcement through its camera car and through static traffic cameras.

### Recommendations

- 1) That the contents of the report are noted.
- 2) That the petitioners are notified of the report.
- 3) Traffic surveys and pedestrian crossing assessments are undertaken at key locations within Newcastle Emlyn in the Spring 2023 and the petitioners advised of the findings.

DETAILED REPORT ATTACHED?

**Yes**  
**Accident Report**

## 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.G.Pilliner

Head of Highways and Transportation Services

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

### Risk Management Issues

Ensuring safety of road users as far as is reasonably practicable is a key objective and discussed throughout this report.

### Physical Assets

The report recommends undertaking an assessment of pedestrian crossing facilities within Newcastle Emlyn. This may lead to a bid for new crossing facilities which would be assessed and prioritised in accordance with adopted policy.

# CONSULTATIONS

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

Signed: S.G.Pilliner

Head of Highways and Transportation

<b>1. Scrutiny Committee request for pre-determination</b>	NO
<b>Scrutiny Committee</b>	
<b>Date the report was considered:-</b>	
<b>Scrutiny Committee Outcome/Recommendations:-</b>	

**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**

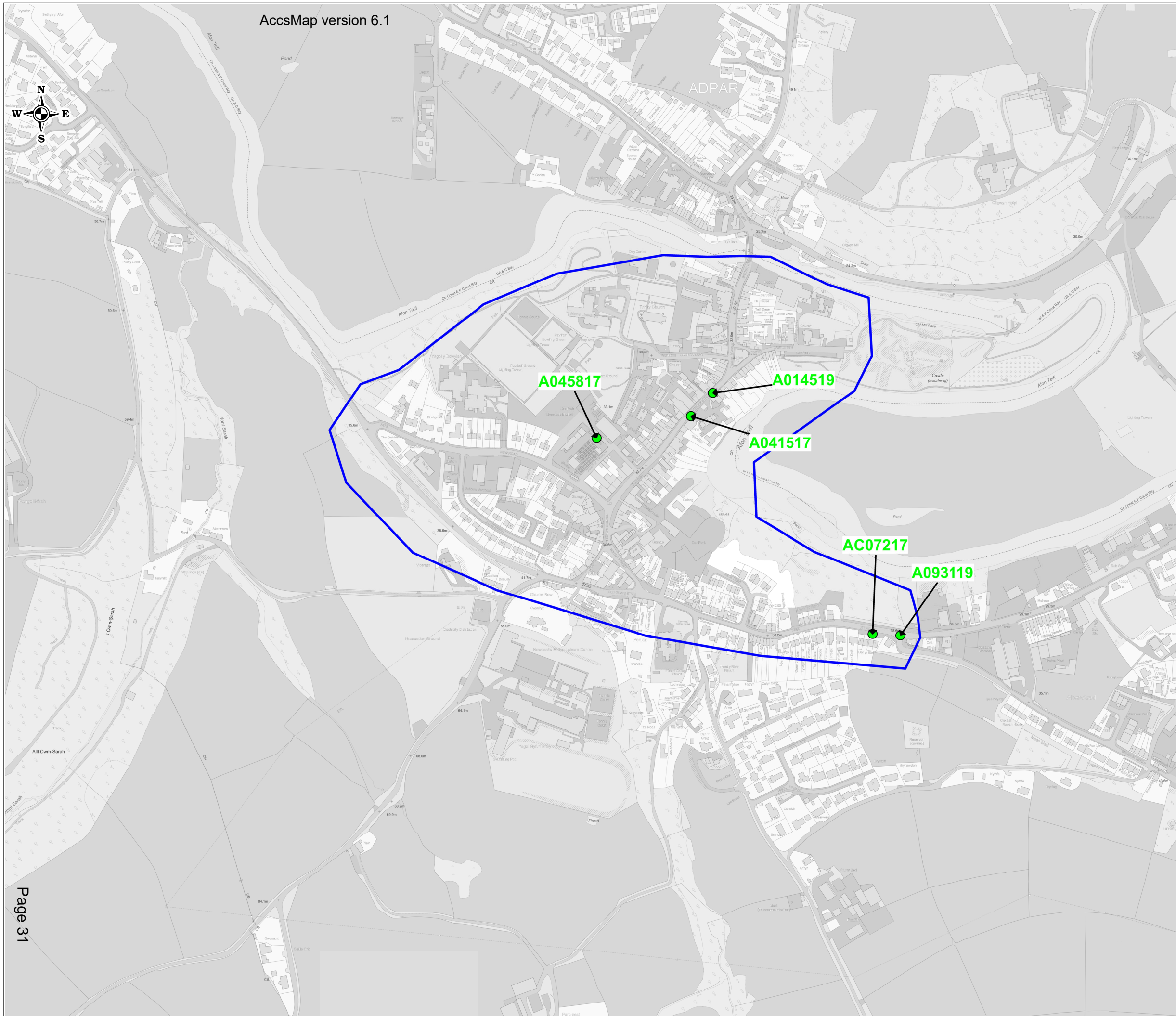
**CABINET MEMBER PORTFOLIO  
HOLDER(S) AWARE/CONSULTED**

**Include any observations here**

**Section 100D Local Government Act, 1972 – Access to Information  
List of Background Papers used in the preparation of this report: NONE**

Title of Document	File Ref No.	Locations that the papers are available for public inspection
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Colour-coding by SEVERITY	
Total Accidents (5)	
■ Fatal	(0)
▲ Serious	(0)
● Slight	(5)
★ Other	(0)

Total Casualties (6)	
Fatal	(0)
Serious	(0)
Slight	(6)

+ Hawlfraint y Goron a hawliau  
 cronfa ddata 2013 Arolwg  
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 and

Selected Range of Accidents  
 between dates 01/01/2017  
 and 31/12/2021

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 or civil proceedings.



DRAWING TITLE

Newcastle Emlyn

SCALE 1 : 5000

DATE 22/11/2022

DRAWING No.

DRAWN BY

Details of Personal Injury Accidents for Period - **01/01/2017** to **31/12/2021** (60) months

Selection:

Notes:

Newcastle Emlyn

Police Ref.	Day	Location Description	Vehicles				Casualties					
			Veh No	Type	Manv	Dir	Class	Sex	Age	Sev		
<b>Road No.</b>	Date											
<b>2nd Road No.</b>	Time											
<b>Grid Ref.</b>	D/L											
	R.S.C											
	Weather											
	Speed											
	Account of Accident											
<b>Causation Factor:</b>												

**AC07217** Saturday HIGH STREET N/A N/A Veh 1 Goods < 3.5t Going ahead S to N Ped M 65 Slight  
07/01/2017 NEWCASTLE EMLYN (N/A)  
**R1: A 484** 1415hrs  
**E 231,080** Wet/Damp  
**N 240,340** Unknown  
20 mph

MALE PEDESTRIAN WALKING ON PAVEMENT IN MIDDLE OF NEWCASTLE EMLYN, HEADING IN DIRECTION OF BRIDGE WHEN HIS RIGHT ARM WAS CLIPPED BY WING MIRROR OF BLUE V1 VAN DRIVING IN DIRECTION OF ROAD. NO OTHER DETAILS V1 KNOWN.

**A041517** Tuesday SYCAMORE STREET N/A Veh 1 Car Stopping S to N Ped M 47 Slight  
09/05/2017 N/A NEWCASTLE EMLYN (N/A)  
**R1: A 484** 1200hrs  
**E 230,830** Dry  
**N 240,640** Fine without high winds  
20 mph

V1 WAS DROPPING OFF A FRIEND AT NO.11 SYCAMORE STREET. DRIVER V1 SLIGHTLY MOUNTED KERB TO DROP HIS FRIEND OFF WHO IS UNWELL CLOSER TO THE DOOR. DRIVER V1 NOTICED A MALE WALKING CLOSE. DRIVER V1 TOLD HIS FRIEND TO WAIT UNTIL MALE PASSED BEFORE GETTING

**A045817** Friday TO MARKET FROM POLICE STATION Veh 1 Car Going ahead NW to SE  
19/05/2017 N/A N/A NEWCASTLE Veh 2 Car Parked 0 to 0 Ped M 66 Slight  
**R1: U** 0900hrs EMLYN (N/A)  
**E 230,700** Dry  
**N 240,610** Fine without high winds  
30 mph

**Causation Factor:**

**Participant:**

**Confidence:**

**1st:** Other

Vehicle 001

Very Likely

INCIDENT OCCURRED ON U/C ROAD - A CUT THROUGH ROAD LEADING TO CAR PARK. V2 PARKED STATIONARY & I.P WAS ATTEMPTING TO GET OUT OF V2 & IN DOING SO, V1 BEEPED HORN AT HIM.(CONFIRMED BY WITNESSES). I.P THEN STOOD TIGHT AGAINST DRIVER SIDE OF V2 & V1 DRIVEN V ERY CLOSE ALONG V2 & MADE CONTACT WITH I.P V2 WITH PASSENGER SIDE OF V1, ROLLING HIM ALONG V2. I.P. V2 THEN FALLEN TO GROUND & V1 DRIVEN OFF AT SPEED. INCIDENT WITNESSED BY SEVERAL WITNESSES. DRIVER V1 LOCATED LATER ON.



Details of Personal Injury Accidents for Period - 01/01/2017 to 31/12/2021 (60) months

Selection:

Notes:

Newcastle Emlyn

Police Ref.	Day	Location Description	Vehicles				Casualties		
			Veh No	Type	Manv	Dir	Class	Sex	Age
<b>Road No.</b>	Date								
<b>2nd Road No.</b>	Time								
<b>Grid Ref.</b>	D/L								
	R.S.C								
	Weather								
	Speed								
	Account of Accident								
<b>Causation Factor:</b>									

**A014519** Monday SYCAMORE STREET N/A N/A Veh 1 Minibus Going ahead NE to SW Ped F 21 Slight  
 18/02/2019 N/A NEWCASTLE EMLYN (N/A)  
**R1: A 475** 1145hrs  
 Daylight:street lights present  
**E 230,860** Dry  
**N 240,672** Fine without high winds  
 20 mph

PEDESTRIAN WALKING ON PAVEMENT ADJACENT TO ROAD THROUGH SYCAMORE STREET, WHEN PASSING V1'S WING MIRROR STRUCK PEDESTRIAN TO RIGHT ELBOW CAUSING BRUISING. IDENTITY OF OFFENDING V1 NOT KNOWN. NO CCTV IN LOCALITY.

**A093119** Wednesday HIGH STREET N/A N/A Veh 1 Car Turning right W to S Dri M 77 Slight  
 02/10/2019 TO ABERARAD NEWCASTLE Veh 2 Car Going ahead RH bend E to NW Dri F 51 Slight  
**R1: A 484** 0740hrs EMLYN (N/A)  
**R2: B 4333** Daylight:street lights present  
**E 231,118** Dry  
**N 240,338** Fine without high winds  
 30 mph

**Causation Factor:**

**Participant:**

**Confidence:**

**1st:** Failed to look properly

Vehicle 001

Very Likely

V1 CROSSED IN PATH OF V2 WHILST TURNING RIGHT FOR B4333 WHICH RESULTED IN COLLISION. (CASUALTIES - SEATBELT WORN BUT NOT INDEPENDENTLY CONFIRMED)

Accidents between dates 01/01/2017 and 31/12/2021 (60) months

Selection:

Notes:

Newcastle Emlyn

Accidents involving:

	Fatal	Serious	Slight	Total
Motor vehicles only (excluding 2-wheels)	0	0	5	5
2-wheeled motor vehicles	0	0	0	0
Pedal cycles	0	0	0	0
Horses & other	0	0	0	0
Total	0	0	5	5

Casualties:

	Fatal	Serious	Slight	Total
Vehicle driver	0	0	2	2
Passenger	0	0	0	0
Motorcycle rider	0	0	0	0
Cyclist	0	0	0	0
Pedestrian	0	0	4	4
Other	0	0	0	0
Total	0	0	6	6



# EXECUTIVE SUMMARY

## UPDATE ON THE UK SHARED PROSPERITY FUND (UKSPF)

### 1 BRIEF SUMMARY OF PURPOSE OF REPORT.

#### Progress to date

Since the report to Cabinet on 31<sup>st</sup> October 2022 where the proposed Anchor projects and the steps taken to date were approved, work has continued at pace to put the processes and procedures required to deliver the funding.

The approval for the Regional Investment Plan was originally due at the end of October but was delayed until after the Autumn Statement on November 17<sup>th</sup>. In December, Swansea Council, as the lead Authority for the South West region, received formal agreement from UK Government which was accepted on the 23<sup>rd</sup> December. This means that the funding is now formally secured for the region.

Officers across the region are doing as much preparatory work as possible on legal agreements etc, so that delivery can commence as soon as practicable.

#### Anchor Projects and Standalone Projects

Following approval by Cabinet on the delivery model for implementation of the funds, much progress has been made in the development of the Anchor projects.

Once the detail of the Anchor projects has been fully approved, the teams will be in a position to open calls for the third party grants. Competitive bidding rounds will then be opened where organisations will be invited to fill these gaps in delivery by submitting applications for standalone projects. Flexibility will be needed so that budget virements within and amongst themes can be made in order to deliver the requirements of the Local Investment Plan.

#### Application and Approval Process

An application form and assessment criteria for the Anchor and Standalone projects can be seen in Annex 1 & 2. A guidance document to assist applicants is also being prepared by the Lead Local Authority and will be available shortly. The Regeneration Partnership and sub groups have been consulted during the development of these documents.

We have consulted with our colleagues in internal audit and developed a flow chart that documents the proposed stages in the approval of the Anchor and Standalone projects in Carmarthenshire. The flow chart can be seen in Annex 3.

#### Multiply

As part of its UK SPF allocation, Carmarthenshire has £6.68m budget for Multiply. This is the new adult numeracy programme. We are working with our colleagues in the Education department, Coleg Sir Gar and wider stakeholders on options to best deliver this programme through a partnership approach.

## 2. OTHER OPTIONS AVAILABLE AND THEIR PROS AND CONS

The UK Government has allocated funding over the next 3 years which will help address some of the challenges facing the County. With funding from EU programmes ending, the UKSPF presents an opportunity to draw down further investment into the County.

<b>DETAILED REPORT ATTACHED?</b>	YES  Detailed Report and Annex 1,2 and 3
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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:** **Head of Regeneration**

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>NONE</b>

## 1. Policy, Crime & Disorder and Equalities

The Shared Prosperity Fund provides an opportunity to draw down additional investment which will help deliver against some of the County's key strategic objectives.

In order to draw down the funding, a Regional Investment Plan was submitted to UK Government setting out how the Region intends to utilise the funding based on local needs and opportunities. A Carmarthenshire Investment Plan was developed which fed into the Regional Plan.

The Investment Plan for Carmarthenshire is based on our existing strategies and plans including the Economic Recovery Plan, Local Innovation Strategy, Wellbeing Assessment, and the South West Wales Regional Economic Delivery Plan. The Carmarthenshire Plan is aligned to the 7 Well-being goals of the Well-being of Future Generations Act.

## **2. Legal**

Local government is being given responsibility for delivery of the UKSPF. Swansea Council will act as the 'lead local authority' for the South West region and will have overall accountability for the funding and how the Fund operates.

Delivery and management of the programme in Carmarthenshire will be the responsibility of the Authority. This will include assessing and approving local project applications, entering into funding agreements with third parties as well as processing payments and day-to-day monitoring.

Appropriate agreements will be put in place between the Regional lead and the Authority which will set out agreed roles and responsibilities. Swansea Council as the Lead Authority is currently drafting a Service Level Agreement. Our Authority's legal team is being consulted on this.

At a project delivery level, the Authority will enter into a funding agreement with all delivery partners. These will be developed in conjunction with the Authority's legal team at the appropriate time

## **1. Finance**

Whilst Swansea Council will act as the accountable body for the region and receive the Region's allocation via UK Government, delivery and management of Carmarthenshire's allocation will remain the responsibility of the Authority with Chris Moore as Senior Responsible Officer.

A dedicated Programme Management Team will be established at a County level to undertake the necessary fund administration. Grant management processes and procedures will be established to ensure that the funding is managed in accordance with the fund requirements. This will involve the establishment of funding agreements with third parties as well as the establishment of procedures for processing payments, monitoring of financial spend, audit requirements etc. These will be developed in conjunction with Corporate services.

The working budgets for the SPF Themes in Carmarthenshire are detailed in the full report, these however, may change as the programme commences and flexibility will be needed so that virements made within and amongst themes can be made in order to deliver the requirements of the Local Investment Plan. These adjustments will be decided with input from the Senior Responsible Officer and the Regeneration Partnership with Cabinet being kept fully informed.

## **5. Risk Management Issues**

A programme level risk management process will be developed to ensure that risk is assessed and managed at all levels.

Individual risk registers will be maintained at project level together with appropriate mitigation measures.

## **7. Staffing Implications**

To manage the UKSPF at a local level, a dedicated Programme Management will need to be established to ensure that the necessary processes and procedures are put in place to administer the UKSPF. This team will sit within Economic Development.

The UKSPF provides for circa 4% of resources to be used to fund administrative support for the programme.

Work has been progressing in drafting the staffing structure and associated job descriptions. It is proposed that the recruitment starts at risk, whilst the formal Service Level Agreement between Swansea Council and this Authority is finalised. The risk will be minimal as the allocation for Carmarthenshire has been approved by UK Government.



## CONSULTATIONS

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

Signed: Jason Jones

Head of Regeneration

(Please specify the outcomes of consultations undertaken where they arise against the following headings)

<b>1. Scrutiny Committee request for pre-determination</b>	Yes
<b>Scrutiny Committee</b>	Homes, Community and Regeneration
<b>Date the report was considered:-</b>	26.01.23
<b>Scrutiny Committee Outcome/Recommendations:-</b>	
A verbal update will be provided at the Cabinet meeting being held on the 30.01.23	

### 2. Local Member(s)

Local Members were given an opportunity to feed into the original consultation on the development of the Local Investment Plan which provides the steer for the delivery of the UKSPF at a local level. The proposed modes of delivery identified take into account the priorities as outlines within the Investment Plan. Once the programme is formally approved local members will be informed of the opportunities available under SPF.

### 3. Community / Town Council

Town and community councils have also been given an opportunity to input the Local Investment Plan process. Once the programme is formally approved Community and Town Councils will be informed of the opportunities available under SPF.

### 4. Relevant Partners

Various stakeholders were given an opportunity to input into the development of the Local Investment Plan and to identify priorities for funding. In addition, the Carmarthenshire Regeneration Partnership has been established which includes representation from business, public and third sector to provide expertise and oversight into the UKSPF process at a local level. The Regeneration Partnership and thematic sub groups have been involved in discussions relating to the development of the Anchor Teams and have also been consulted on the application and assessment paperwork.

### 5. Staff Side Representatives and other Organisations

N/A

<b>CABINET MEMBER PORTFOLIO HOLDER(S) AWARE/CONSULTED</b>  YES	<b>Include any observations here</b>
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**Section 100D Local Government Act, 1972 – Access to Information  
List of Background Papers used in the preparation of this report:**  
  
**THESE ARE DETAILED BELOW**

Title of Document	File Ref No.	Locations that the papers are available for public inspection
UK Shared Prosperity Fund Prospectus		<a href="https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus/uk-shared-prosperity-fund-prospectus">https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus/uk-shared-prosperity-fund-prospectus</a>

# Update on the UK Shared Prosperity Fund (UKSPF)

## 1.0 Purpose

To provide an update on the preparatory work for the UK Shared Prosperity Fund and to endorse steps taken to date, and proposed, to ensure that the County benefits from this new investment programme. Within the October report it was documented that we would provide Cabinet with a further update on progress, specifically in relation to the Anchor projects and the application and decision making processes by the end of the year

## 2.0 Progress to date

Since the report to Cabinet on 31<sup>st</sup> October 2022 where the proposed Anchor projects and the steps taken to date were approved, work has continued at pace in developing the Anchor projects and putting processes and procedures in place to deliver the funding

Approval of the Regional Investment Plan was originally due at the end of October but was delayed until after the Autumn Statement on November 17<sup>th</sup>. UK Government issued a press statement in November advising that all investment plans have been approved. Subsequently, Swansea Council, as the lead Authority for the South West region, has received formal agreement from UK Government which was accepted on the 23<sup>rd</sup> December. This means that Carmarthenshire's funding allocation as well as that for the wider region has been formally secured.

Officers across the region continue to meet on a weekly basis in order to do as much preparatory work as possible so that delivery can commence as soon as practicable once formal UK Government approval is granted and the UK SPF regional working group continues to meet weekly for this purpose.

As Swansea Council has now received formal agreement from UK Government, work has begun in drafting legal agreements with each of the other authorities in the region, so that local delivery can commence. The Authority's legal team will be fully consulted in this process. Whilst the legal agreements are being developed, it is requested that at a local level we proceed at risk with the recruitment of staff for the internal Anchor teams and Programme management team and that we commence with opening up calls for all applications prior to entering into a formal Service Level

Agreement with Swansea Council. This will ensure that we can launch the programme as soon as possible at a local level.

The delay in approval has subsequent knock-on effects on the time available for delivery which is already challenging. UK Government have stipulated that all activity in relation to UK SPF must be complete by March 31<sup>st</sup>, 2025.

As Lead Authority, Swansea Council is putting in place a communication plan in consultation with the other local authorities. This includes regular press releases to inform all interested parties of the opportunities available to them under UK SPF as well as the creation of a website which each of the authorities will link into.

Following Cabinet approval in October to establish a Programme Management Team in Carmarthenshire, a team structure and job descriptions are being prepared so that the recruitment process can proceed as soon as possible to enable the programme to commence. Once established this team will provide regular programme updates and monitoring reports to the Regeneration Partnership and to Cabinet

### **3.0 Anchor Projects and Standalone Projects**

Following approval by Cabinet in October on the delivery model for implementation of the funds, i.e. Anchor projects, Standalone projects and Commissioned projects, much progress has been made in the development of the Anchor projects. As a reminder the Cabinet agreed to approve the following themed Anchor projects:

#### **Community Anchor**

Sustainable Communities will provide a third party grant to support the development and creation of activities aligned to the following themes.

- Poverty
- Circular Economy
- Wellbeing / Leisure
- Access to Services
- Environment and Green
- Tourism, Culture / Heritage
- Community Engagement

The Anchor project will also include additional budget for commissioning external expertise to provide strategic support.

#### **Rural Anchor**

The Rural Anchor will consist of 3 elements:

Ten towns initiative - Support will be delivered via a third-party grant scheme to support the realisation of projects identified within the economic growth plans for the respective areas. The Anchor project will include a budget to commission external expertise to provide strategic support.

Rural Innovation fund – a targeted fund that will provide opportunity to pilot, scope and test new innovative ideas that could be further developed through mainstreaming opportunities.

Hwb Fach y Wlad - Dedicated rural customer services officers will be available to support rural residents by developing provision across our rural market towns to support the needs of residents to access support, advice and information

### **Place Anchor:**

The Place Anchor would look to support town centres through a Vacant Property Fund, a Town Centre Events Fund and a package of support to deliver key projects identified in our Town Centre Recovery Plans to address the ongoing challenges.

### **Supporting Local Business Anchor:**

The Supporting Local Business Anchor will offer financial support to local businesses to support them in all stages of their development through Business start-up and Growth Grants, a Business Renewable Energy Fund and also a Property Development Fund.

In addition, a key focus will be supporting Carmarthenshire businesses to benefit from public procurement spend

**Employability & Skills Anchor:** New streamlined employability programme are being developed and there will be a focus on activity outside the remit of the RLSP and the Swansea Bay City Deal Skills and Talent project.

As the Anchor teams will be managing major parts of the investment plan – primarily by offering third party grants to organisations, it is imperative that these projects are developed in consultation with stakeholders to ensure that they add value to current and proposed provision delivered by UK Government, Welsh Government, and other organisations. The thematic sub groups of the Regeneration Partnership have been established to ensure that we have wider stakeholder involvement in the development of the Anchor projects.

Officers are meeting both internally and as a region to develop these projects to ensure that as well as meeting local need there is also as much commonality across the region as possible.

Once the precise detail of the Anchor projects is fully worked up, the Programme Management Team within Carmarthenshire, in consultation with the theme sub-groups and the Regeneration Partnership will be in a position to determine whether there are further challenges identified in the Investment Plan that are not being covered. Competitive bidding rounds will then be opened where organisations will be invited to fill these gaps in delivery by submitting applications for standalone projects.

The working budgets for the UK SPF themes in Carmarthenshire are as detailed below, these however, may change as the programme commences and flexibility will be needed so that virements made within and amongst themes can be made in order

to deliver the requirements of the Investment Plan. These adjustments will be decided with input from the Senior Responsible officer and the Regeneration Partnership with the Cabinet being kept fully informed.

<b>UK SPF Theme</b>	<b>Working Budget (4% administrative budget removed from figures below)</b>
Community & Place	£10,240,933.76
Supporting Local Businesses	£10,240,933.76
People & Skills	£10,240,933.76
Multiply	£6,413,012

Current thinking is that 50% of the overall budget will be spent on the Anchor projects, these will be subject to detailed proposals. The remaining budget will be allocated to Standalone and Commissioned projects.

#### **4.0 Application and Decision Making Process**

The regional UK SPF working group has produced an application form and assessment criteria for the Anchor and Standalone projects. A guidance document to assist applicants is also being prepared by the Lead Authority and will be available shortly. The Regeneration Partnership and sub groups have been consulted during the development of these documents that can be seen in Annex 1 & 2.

Following consultation with our colleagues in internal audit a flow chart that documents the proposed stages in the approval of the Anchor and Standalone projects in Carmarthenshire has been developed. The flow chart can be seen in Annex 3.

Although Cabinet agreed the principle of the headline Anchor themes and constituted projects for each theme, there will be a requirement for an application form from each Anchor team detailing the proposed delivery with associated budget and indicators. The applications will then go through the stages detailed in the flow chart at Annex 3.

It is therefore recommended that delegated authority sits with Cabinet Member for Regeneration, Leisure, Culture and Tourism to approve the detail within the Anchor projects. This in line with Article 7.5 of Carmarthenshire County Council's Constitution.

Following full approval for the Anchor projects, delivery will commence, and the Anchor teams will be in a position to open calls for the Third Party Grants in accordance with the respective project proposals submitted to the Project Management Team. The application process for these will be determined by the Anchor teams themselves with input from the thematic sub groups, and application

forms tailored to the individual grant schemes. The assessment process for these grants will be managed by the Anchor teams.

Following assessment, final approval for these grants with a value up to £100k will be undertaken by Cabinet Member for Regeneration, Leisure, Culture and Tourism. The Cabinet and Regeneration Partnership will be kept fully informed of approvals through regular reports. Third Party Grants in excess of £100k will be taken to Cabinet for approval.

Standalone projects of all values will go to full cabinet for approval.

## **5.0 Multiply**

As part of its UK SPF allocation, Carmarthenshire has £6.68m budget for Multiply. This is the new adult numeracy programme to help transform the lives of adults across the UK by improving their functional numeracy skills through free personal tutoring, digital training, and flexible courses. We are working closely with our colleagues in the Education department, Coleg Sir Gar and wider stakeholders on options to best deliver this programme through a partnership approach.

## **Conclusion**

A great deal of progress has been made since the Regional Investment Plan was submitted to UK Government earlier this year. With UK Governments recent announcement stating that the investment plans have been approved, work will continue at pace to formalise the arrangements and enable delivery to commence as soon as possible.

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## UK Shared Prosperity Fund South-West Wales Application Form

This form is for project applicants, applying for funding from the UK Shared Prosperity Fund in South-West Wales.

**When completing this form please refer to the General Guidance document. Please also complete Annex A – Outputs, Funding and Planning Workbook.**

PART 1 – APPLICANT INFORMATION	
1a) Project Name:	
1b) Provide start and end dates for the project	
1c) Applicant Organisation:	
1d) Please confirm the total value of the project:	£
1e) Bid Manager Name and position:	
<i>(Name and position of person with day-to-day responsibility for delivering the project)</i>	
1f) Contact telephone number:	
1g) Email address:	
1h) Postal address:	
1i) Website:	
1j) Company Registration Number	
1k) Charity Registration Number	
1l) Vat Registration Number	
1m) Senior Responsible Officer contact details:	
1n) Please confirm the type of organisation:	

Local authority Private sector Voluntary sector University FE College Other (please specify)	Other -
1o) Branding & Publicity - Guidance on the branding and publicity requirements for the UK Shared Prosperity Fund is set out in the Fund Technical Note for Project Deliverers.	
Please confirm that you have read and will comply with all aspects of the Fund branding and publicity requirements.	Yes/No
1p) Does any aspect of the project involve the provision of subsidies (or State Aid)?	Yes/ No

**PART 2 – PROJECT SUMMARY**

[2a] Brief summary of activities or services you propose to deliver? (100 words max)

[2b] Is the application being submitted in response to an open call grant funding opportunity or to apply for an anchor project?  Open Call  Anchor Project

[2c] Please confirm below which investment priority is being covered by this project. Please select all that apply.

Communities and Place  
 Supporting Local Business  
 People and Skills  
 Multiply

<p><b>[2d] Please confirm which UK Shared Prosperity Fund interventions you will deliver.</b>  <i>Refer to Annex A Workbook (T1 – Outputs, T2 – Outcomes) for a list of interventions under each of the three investment priorities.</i></p>
<p>2e) Please provide a list of your delivery partners and their role in the project</p>
<p>[2f] Please provide a detailed description of the proposed activities and services.  Your answer should explain <b>what</b> you propose to deliver, <b>how</b> activities will be delivered to meet the interventions listed in 1f, <b>who</b> the beneficiaries will be and <b>where</b> delivery will take place. If your application is being submitted in response to a need identified in an open call grant funding window, please specify how your proposed activities will address this need.  (1500 words max)</p>
<p>[2g] Please explain how your proposed activities aligns to the Regional Investment Plan for South-West Wales and how it delivers the objectives and interventions outlined by the UK Government.  (750 words max)</p>
<p>[2h] How does the proposal align with local needs and long-term strategic plans for local growth?</p>
<p>[2i] Please indicate how your project activities fit with and adds value to existing UK Government, Welsh Government, Local Authority and other third-party provision.</p>
<p>[2j] Please demonstrate how you have engaged with and secured support from appropriate local, regional and national stakeholders in the development of this project. (250 words)</p>
<p>[2k] What are the implications if this project does not receive funding? (100 words)</p>

[2l] Which places will benefit from the activity?
[2m] What are the key milestones for the implementation of the project? Please complete Annex A – T5 Delivery Milestones

**PART 3 – PROJECT IMPACT**

For questions 3a-3f, please describe in 500 words or less. Please be as concise as possible.

[3a] Which groups will your project target?
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[3b] What will be the short- and long-term benefits of the project on its beneficiaries and the wider community?
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[3c] What UK Shared Prosperity Fund Outputs and Outcomes will the project deliver? In your response please also explain how these outcomes have been estimated and how they will be evidenced.  Please describe below and complete Annex A Workbook (T1 – Outputs, T2 – Outcomes) for a list of interventions under each of the three investment priorities.
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[3d] How does the project support the Government’s Net Zero ambitions or wider environmental considerations? (This is not a requirement for proposals under the People and Skills theme)
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[3e] How does the project demonstrate innovation in service delivery?
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[3f] Please describe how you have considered the equalities impacts of your proposal, the relevant affected groups based on protected characteristics, and any measures you propose in response to these impacts.

**PART 4 – FINANCIAL**

4a] How much UK Shared Prosperity Fund investment is sought?

*Please also complete Annex A – T3 Funding Profile and T4 Expenditure Profile*

4b] Does the funding package include any match funding? If so, how much?  
When will any funding that is not in place be secured?

4c] What will the funding package be spent on? Briefly summarise your planned expenditure here and complete Annex A with full breakdown.

Source of funding	Amount £

4d] How has the overall budget been estimated, what has been done to test that it is accurate, how would any unexpected costs be managed?

4e] Please indicate how value for money will be achieved through the delivery of this project.

## **PART 5 – PROCUREMENT**

Please limit your responses to each question to 750 words or less. Please be as concise as possible.

5a] Please outline any elements of the project that you are likely to procure?

As part of your response please note also:

- Indicate the procurement strategy and route that you will follow.
- Note guidance on SPF Procurement Route & Thresholds for private sector.
- Confirm that the procurement route undertaken will meet Public Contract Regulations 2015 and 2020 amendments.
- Outline how you will successfully manage contracts to achieve agreed Key Performance Indicators.

## **PART 6 – PROJECT MANAGEMENT & APPLICANT EXPERIENCE**

Please limit your responses to each question to 750 words or less. Please be as concise as possible.

6a] How will you manage the project? If this is a multi-agency project, how will this be managed effectively?

6b] Please describe the financial and performance monitoring systems and processes that will be used to robustly record project expenditure and outputs/outcomes.

6c] What experience does the organisation have of delivering this type of activity?

As part of your response please also:

- Describe the resources and relevant expertise that the organisation has available now to deliver the project
- If the organisation will need to recruit staff or appoint contractors what plans are in place to manage the risk of delay.

**PART 7 – PROJECT RISK MANAGEMENT**  
 Please limit your responses to each question to 500 words or less. Please be as concise as possible.

[7a] Summarise the key risks to the project below and describe the process and that will be used to monitor risk. Please also complete Annex A – T6 Risk Register

**PART 8 – EVALUATION**  
 Please limit your responses to each question to 500 words or less. Please be as concise as possible.

[8a] It is important that projects are robustly evaluated, and that learning is shared with others. Please outline your approach to project evaluation, including:

- How the project will be evaluated, in terms of how it was delivered and its impact on clients
- How the findings of the evaluation will be disseminated
- The amount spent on the Evaluation should be proportionate to the size of the project.

**PART 9 – EXIT STRATEGY**  
 Please limit your responses to each question to 500 words or less. Please be as concise as possible.

**Currently the UK Shared Prosperity Fund is operating to 31<sup>st</sup> December 2024**

[9a] Please outline your exit strategy. Consider what, if any, activities will continue and how these will be funded.

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**PART 10 – SUBSIDY CONTROL**

All bids must also consider how they will deliver in line with subsidy control (or State Aid for aid in scope of the in Northern Ireland Protocol) as per UK Government guidance:  
<https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities>

[10a] Does any aspect of the project involve the provision of subsidies (or State Aid)?	Yes/No
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[10b] If yes, briefly explain how the subsidies or state aid are compliant with the UK's subsidy control regime as set out in the guidance.

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**PART 11 – DATA PROTECTION**

Please note that the Ministry for Housing Communities and Local Government (the Department) will be a Data Controller for all UK Shared Prosperity Fund-related Personal Data collected with this form and submitted to the Department, and the control and processing of Personal Data.

Each Lead Authority has been invited to run a local bidding process and will be a Data Controller for all UK Shared Prosperity Fund related Personal Data collected with the relevant forms as part of this process, and the control and processing of Personal Data, where such applications are not submitted to the Department for consideration.

The Lead Authority (in Great Britain) and the Department will processes all data according to the provisions of the Data Protection Act 2018 and the UK General Data Protection Regulation 2018 (UK GDPR) all applicable laws and regulations relating to processing of Personal Data and privacy, including, where necessary, the guidance and codes of practice issued by the Information Commissioner and any other relevant data protection regulations (together “the Data Protection Legislation (as amended from time to time)”).

As a Processor of UK Shared Prosperity Fund-related Personal Data your organisation and the Lead Authority (when acting in Great Britain) must ensure that such Personal Data is processed in a way which complies with the Data Protection Legislation (as amended from time to time).

By proceeding to complete and submit this form, you consent that the Lead Authority (in Great Britain) and its contractors where relevant, and the Department, and its contractors where relevant, may process the Personal Data that it collects from you, and use the information provided



as part of the application to the Department for funding from the UK Shared Prosperity Fund, as well as in accordance with its privacy policies. For the purposes of assessing your bid the Department may need to share your Personal Data with other Government departments (such as the Department for Work and Pensions) and departments in the Devolved Administrations and by submitting this form you are agreeing to your Personal Data being used in this way.

Data Controller, Personal Data, Personal Data and Processor all have the meaning given to them in the Data Protection Legislation (as amended from time to time).

You can find more information about how the Department deals with your data here:

<https://www.gov.uk/government/publications/uk-community-renewal-fund-prospectus>

## **PART 12 – PROJECT APPLICANT STATEMENT**

I declare that I have the authority to represent the project applicant in making this application.

I understand that acceptance of this application form by the Lead Authority (in Great Britain) or the Ministry for Housing Communities and Local Government (the Department) does not in any way signify that the project is eligible for funding under the UK Shared Prosperity Fund or that any such funding has been approved towards it.

On behalf of the project applicant and having carried out full and proper inquiry, I confirm to the Lead Authority (in Great Britain) and the Department that:

- the project applicant has the legal authority to carry out the project; and
- the information provided in this application is accurate.

I also confirm to the Lead Authority (in Great Britain) and the Department that:

I have informed all persons whose personal information I have provided of the details of the personal information I have provided to you and of the purposes for which this information will be used, and that I have the consent of the individuals concerned to pass this information to you for these purposes;

I consent to the Personal Data submitted with this form being shared as set out in this form and in accordance with the Lead Authority's Privacy Policies (in Great Britain) and the Department's Privacy Policies;

I shall inform the Lead Authority (for Great Britain projects) if, prior to any UK Shared Prosperity Funding being legally committed to the project applicant, I become aware of any further information which might reasonably be considered as material to the Lead Authority or the Department in deciding whether to fund the proposal;

For Northern Ireland projects, I shall inform the Department if, prior to any UK Shared Prosperity Funding being legally committed to the project applicant, I become aware of any further information which might reasonably be considered as material to the Department in deciding whether to fund the proposal;

Any match funding that has been set out in part 3 will be in place prior to any award of UK Shared Prosperity Funding; and

I am aware that if the information given in this application turns out to be false or misleading, the Lead Authority (where relevant) or Department may demand the repayment of funding and/or terminate a funding agreement pertaining to this proposal.

I confirm that I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant funding or for the purpose of assisting any person to obtain grant funding may be prosecuted. A false or misleading statement will also mean that approval may be revoked, and any grant may be withheld or recovered with interest.

I confirm that I understand that if the project applicant commences project activity, or enters into any legally binding contracts or agreements, including the ordering or purchasing of any equipment or services before the formal approval of the project, any expenditure is incurred at the organisation's own risk and may render the project ineligible for support.

For and on behalf of the project applicant Name:			
Position		Date	

UK Shared Prosperity Fund South West Wales - Assessment & Scoring Tool V1.2

**PART 1 - APPLICANT INFORMATION - ELIGIBILITY CHECK**

This section is to determine that the applicant information provided meets the criteria to become eligible to apply for the funding

<b>Project Name:</b>	
<b>Applicant Organisation</b>	
<b>Project Value:</b>	

Part 1	Applicant Information and Eligibility Check <i>Please complete the assessment against the application selecting the appropriate answer from the drop down box available</i>	Assessment (drop down list)	Assessors Comments
1	Is the application from an organisation eligible to receive UK Shared Prosperity Fund support?		
2	Will the project be complete by 31st December 2024? <b>See Q1b</b>		
3	Is the application being submitted in response to an open call grant funding opportunity or to apply for an anchor project? <b>See Q2b</b>		
4	Confirm below which investment priority is being covered? <b>See Q1c</b>		
5	Does the project confirm which UK SPF interventions will be delivered? <b>See Q1d</b>		
6	Does the project respond to a need identified in a local open call to submit bids? <b>See Q1e</b>		
7	Does the project address a need identified in the Regional Investment Plan? <b>See Q1f</b>		
8	Would the project duplicate or conflict with other local or national provision or policies? <b>See Q1h</b>		
9	Is the proposed activity permissible within UK Subsidy Controls where relevant?		
10	Will the project be delivered in accordance with branding requirements?		

PASS / FAIL

**Assessment Result**

<b>Note</b>	If the answer to 3-8 is partial, if ineligible activity is removed is there still a viable project? <ul style="list-style-type: none"> <li>•If no, project does not meet the eligibility criteria. go straight to Part 4.</li> <li>•If yes, proceed with the assessment and clarify the elements that should be removed from the project.</li> </ul>		
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<b>Final Result</b>	<b>Finally, does the project meet the SPF criteria?</b>	<b>Yes</b>	Move to Part 2 to continue
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DO NOT DELETE BELOW THIS LINE

**ASSESSOR GO TO PART 2 TO CONTINUE SCORING THE APPLICATION**

- Yes
- No
- Partial
- PASS
- FAIL
- Anchor
- Open Call

**SHARED PROSPERITY FUND ASSESSMENT AND SCORING TOOL**

**Part 1 - Applicant Information to Part 13 - Due Diligence**

Question No.	PART 1	Assessment	Details & Comments	
1e	Bid Manager Name & Position	Complete		
1f	Contact telephone no.	Complete		
1g	Email Address	Complete		
1h	Postal Address	Complete	<div style="border: 1px solid orange; border-radius: 15px; padding: 5px;">                     The assessors check that the applicant has completed each question by answering Complete, Incomplete or Partially Complete to the applicant's response.                 </div>	
1i	Website	Complete		
1j	Company Registration No (where relevant)	Complete		
1k	Charity Registration Number (where relevant)	Complete		
1l	VAT Registration Number	Complete		
1m	Senior Responsible Officer contact details	Complete		
1n	Type of Organisation	Complete		
	Private & Voluntary Sector Applicants - confirm you have attached a copy of the	Complete		
1p	Fund branding and publicity requirements confirmation	Complete		
1o	Does any aspect of the project involve the provision of subsidies (or State Aid)?	Complete		

Question No.	PART 2 - PROJECT SUMMARY	Assessor Checks /Scoring	%	Details & Comments
2a	Brief summary of activities of services you propose to deliver (100 words)	Complete	<div style="border: 1px solid orange; border-radius: 15px; padding: 5px;">                     The %age is automatically calculated                 </div>	
2b	Is this an Anchor project?	Complete		
2c	Please confirm which investment priority is being covered by this project.	Complete		
2d	Please confirm which UK Shared Prosperity Fund interventions you will deliver. Refer to <u>Annex A</u> for a list of interventions under each of the three investment priorities - list below:-			
	Communities & Place - W1 - W15	Yes	<div style="border: 1px solid orange; border-radius: 15px; padding: 5px;">                     Please list interventions (W's) to                 </div>	
	Supporting Local Business - W16 - W33	Yes		
	People & Skills - W34 - W43	Yes		
	Multiply - W44 - W53	Yes		
2e	Detailed description of the proposed activities and services (1500 words max) Your answer should explain what you propose to deliver, how activities will be delivered to meet the interventions listed in 1f, who the beneficiaries will be and where delivery will take place.	5		<div style="border: 1px solid orange; border-radius: 15px; padding: 5px;">                     Please note Value of project in details &amp; comments box                 </div>
2f	Please explain how your proposed activities link to the objectives and interventions outlined by the UK Government and how it aligns to the Regional Investment Plan for South West Wales.	5		
2g	How does the proposal align with local needs and long-term strategic plans for local growth? (NB. Local plans to be referred to here)	5		

2h	Please indicate how your project activities fit with and adds value to existing UK Government, Welsh Government, Local Authority and other third-party provision.	5		
2i	Please demonstrate how you have engaged with and secured support from appropriate local, regional and national stakeholders in the development of this project. (250 words)	5		
2j	What are the implications if this project does not receive funding? (100 words)	5		
2k	When will the project start?	Complete		
	When will the project end?	Complete		
2l	Which places will benefit from the activity?	Complete		
2m	What are the key milestones for the implementation of the project?	5		
	<b>SUB TOTAL =</b>	<b>35</b>		
<b>PART 3 - PROJECT IMPACT</b>		<b>Score</b>	<b>%</b>	
3a	Which groups will your project target?	Complete		
3b	What will be the short and long term benefits of the project on its beneficiaries and the wider community?	5		
3c	What UK Shared Prosperity Fund Outcomes will the project deliver?	5		
3d	How does the project support the Government's Net Zero ambitions or wider environmental considerations?	5		
3e	How does the project demonstrate innovation in service delivery?	5		
3f	Please describe how you have considered the equalities impacts of your proposal, the relevant affected groups based on protected characteristics, and any measures you propose in response to these impacts.	5		
	<b>SUB TOTAL =</b>	<b>25</b>		
<b>PART 4 - FINANCIAL</b>				
4a	How much UK Shared Prosperity Fund investment is sought? Please also complete Annex B	5		
4b	Does the funding package include any match funding? If so, how much? When will any funding that is not in place be secured?	5		
4c	What will the funding package be spent on?	5		
4d	How has the overall budget been estimated, what has been done to test that it is accurate, how would any unexpected costs be managed?	5		
4e	Please indicate how value for money will be achieved through the delivery of this project.	5		
	<b>SUB TOTAL =</b>	<b>25</b>		
<b>PART 5 - PROCUREMENT</b>				

5a	Please outline any elements of the project that you are likely to procure? As part of your response please also: <ul style="list-style-type: none"> <li>• Indicate the procurement strategy and route that you will follow.</li> <li>• Confirm that the procurement route undertaken will meet Public Contract Regulations 2015 and 2020 amendments.</li> <li>• Outline how you will successfully manage contracts to achieve agreed Key Performance Indicators.</li> </ul>	5		
	<b>SUB TOTAL =</b>	5		
<b>PART 6 - PROJECT MANAGEMENT &amp; APPLICANT EXPERIENCE</b>				
6a	How will you manage the project? If this is a multi-agency project, how will this be managed effectively?	5		
6b	Please describe the financial and performance monitoring systems and processes that will be used to robustly record project expenditure and outputs/outcomes.	5		
6c	What experience does the organisation have of delivering this type of activity? As part of your response please also: <ul style="list-style-type: none"> <li>• Describe the resources and relevant expertise that the organisation has available now to deliver the project</li> <li>• If the organisation will need to recruit staff or appoint contractors what plans are in place to manage the risk of delay.</li> <li>• Lessons learned from delivery of CRF activity</li> </ul>	5		
	<b>SUB TOTAL =</b>	15		
<b>PART 7 - PROJECT RISK MANAGEMENT</b>				
7a	Summarise the key risks to the project below and describe the process and that will be used to monitor risk. Please also complete Annex A (T6)	5		
	<b>SUB TOTAL =</b>	5		
<b>PART 8 - EVALUATION</b>				
8a	It is important that projects are robustly evaluated, and that learning is shared with others. Please outline your approach to project evaluation, including: <ul style="list-style-type: none"> <li>• How the project will be evaluated, in terms of how it was delivered and its impact on clients</li> <li>• How the findings of the evaluation will be disseminated</li> </ul>	5		
	<b>SUB TOTAL =</b>	5		
<b>PART 9 - EXIT STRATEGY</b>				
9a	If you plan to continue delivery of activities beyond 31st December 2024 please tell us how this will be funded, and what activities are likely to continue.	5		
9b	Do you plan to cease activities prior to 31st December 2024, if so what exit strategy will you put in place?			
	<b>SUB TOTAL =</b>	5		

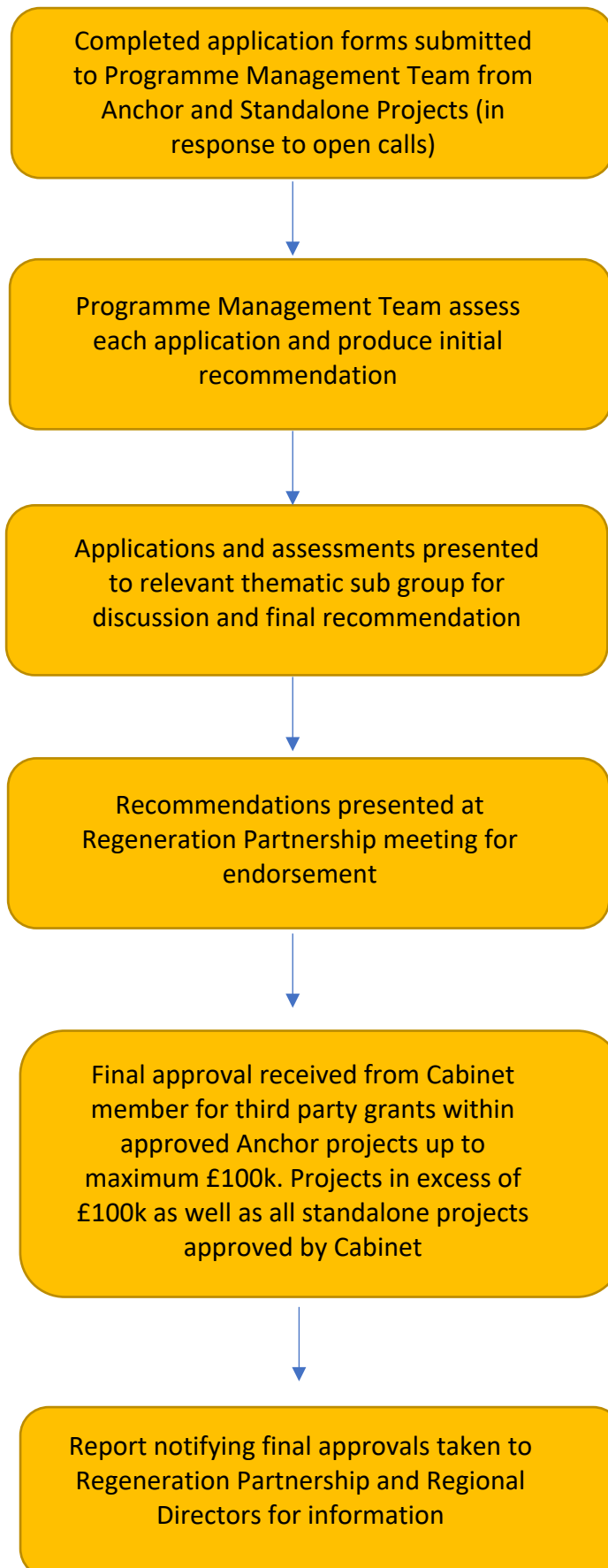
<b>PART 10 - SUBSIDY CONTROL</b>				
10a	Does any aspect of the project involve the provision of subsidies (or State Aid)?	Yes		
10b	If yes, briefly explain how the subsidies or state aid are compliant with the UK's subsidy control regime as set out in the guidance.	Complete		
<b>PART 11 - BRANDING &amp; PUBLICITY</b>				
11a	Please confirm that you have read and will comply with all aspects of the Fund branding and publicity requirements.	Yes		
11b	Data Protection consent?	Yes		
<b>PART 12 - PROJECT APPLICANT STATEMENT</b>				
12a	Signed on behalf of the project applicant i.e. name, position and date.	Complete		
	Other (please describe)	Complete		
<b>PART 13 - DUE DILIGENCE [INTERNAL USE ONLY ]</b>				
13a	Has the project passed due diligence checks?	Yes		
<b>Overall Quality Score =</b>		<b>100</b>	<b>100%</b>	
<b>Overall Ranking =</b>		<b>TBC</b>		
<b>do not delete below this line</b>				

YES
NO
COMPLETE
N/A

Rating	Criteria	Score
<b>Very Good</b>	<ul style="list-style-type: none"> <li>• Demonstrates a very strong alignment to local and national priorities, evidence of need and local engagement.</li> <li>• Project offers very good value for money, unit costs per output/outcome are very good, with an exit strategy that demonstrates sustainability post-grant funding</li> <li>• Complete confidence in deliverability and the achievement of proposed outputs and outcomes.</li> <li>• Very good prospects for project success</li> </ul>	<b>5</b>
<b>Good</b>	<ul style="list-style-type: none"> <li>• Demonstrates a good alignment to local and national priorities, evidence of need and local engagement.</li> <li>• Project offers good value for money, unit costs per output/outcome are good, with an exit strategy that outlines the potential to sustain the project post-grant funding</li> <li>• High level of confidence in deliverability and the achievement of proposed outputs and outcomes.</li> <li>• Good prospects for project success</li> </ul>	<b>4</b>
<b>Acceptable</b>	<ul style="list-style-type: none"> <li>• Demonstrates an acceptable alignment to local and national priorities, evidence of need and local engagement.</li> <li>• Project offers reasonable value for money, unit costs per output/outcome are acceptable, with an exit strategy that outlines some potential options for sustaining delivery post-grant funding.</li> <li>• Some acceptable weaknesses or deficiencies in deliverability</li> <li>• Reasonable level of confidence in deliverability and the achievement of proposed outputs and outcomes.</li> <li>• Reasonable probability of project success</li> </ul>	<b>3</b>
<b>Marginal</b>	<ul style="list-style-type: none"> <li>• Demonstrates a basic but limited alignment to local and national priorities, evidence of need and local engagement.</li> <li>• Possibly capable of delivering and achieving proposed outputs and outcomes.</li> <li>• Project unlikely to offer value for money, unit costs per output/outcome are high, with an exit strategy that fails to provide confidence in continuity post-grant funding</li> <li>• Some weaknesses or deficiencies</li> <li>• Limited level of confidence in deliverability and the achievement of proposed outputs and outcomes.</li> <li>• Possibility of project success</li> </ul>	<b>2</b>
<b>Poor</b>	<ul style="list-style-type: none"> <li>• Demonstrates a very limited understanding of local need, engagement, or very limited ability to meet alignment to local and national priorities</li> <li>• Major weaknesses or deficiencies</li> <li>• Project fails to offer value for money, unit costs per output/outcome are very high. Exit strategy is poor.</li> <li>• Very limited level of confidence in deliverability and the achievement of proposed outputs and outcomes.</li> <li>• Low probability of project success</li> </ul>	<b>1</b>
<b>Unacceptable</b>	<ul style="list-style-type: none"> <li>• Fails to meet the criterion in all respects</li> <li>• Indicates a complete misunderstanding of, or non-compliance with, stated requirements</li> <li>• No Confidence in deliverability and the achievement of proposed outputs and outcomes.</li> <li>• No prospect of project success</li> </ul>	<b>0</b>



## Approval Process for Carmarthenshire Anchor and Standalone projects



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## CABINET 30<sup>TH</sup> JANUARY 2023

### ARFOR 2 (2022-2025) APPROVAL

**Purpose:**

To provide an update on the Arfor 2 Programme and to endorse steps taken to date to ensure that the County benefits from this new investment programme.

**Recommendations / key decisions required:**

- Endorse steps taken to date that will enable the County to benefit from the Arfor 2 programme
- To authorise the establishment of appropriate governance arrangements for the implementation of the programme at a local level, including the establishment of the Cymunedau Mentrus third party grant.

**Reasons:**

Following the success of the first phase of the Arfor Programme, £11 million has been committed by the Welsh Government to a second phase of the Arfor Programme across the four Counties of Gwynedd, Carmarthenshire, Ceredigion and Anglesey up until March 2025.

**Cabinet Decision Required:** YES

**Council Decision Required:** NO

**Cabinet Member Portfolio Holder:-**

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

**Directorate:**

**Name of Head of Service:**

Jason Jones

**Report Author:**

Rhian Phillips

**Designations:**

Head of Regeneration

Economic Development,  
Area Manager

**Tel / Email addresses:**

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

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

# EXECUTIVE SUMMARY CABINET 30<sup>TH</sup> JANUARY 2023

## ARFOR 2 (2022-2025) APPROVAL

### ARFOR 1

In 2019, following a budget agreement between the Welsh Government and Plaid Cymru, £2 million was allocated to the Arfor programme to trial innovative methods of supporting the economy in the strongholds of the Welsh language of Gwynedd, Anglesey, Ceredigion and Carmarthenshire.

### ARFOR 2

Based on the success of the first phase of the Programme, a further £11 million is being provided by Welsh Government until March 2025 to support the communities to flourish through economic interventions, which will also contribute to increasing opportunities to see and use the Welsh language on a daily basis.

The key strategic objectives of Arfor 2 are:

- To create opportunities for young people and families (under 35 years old) to stay in or return to their indigenous communities – supporting them to succeed locally by engaging in enterprise or developing a career
- To create enterprising communities within Welsh-speaking areas – by supporting commercial and community enterprises that aim to preserve and increase local wealth by taking advantage of the identity and unique qualities of their areas.
- To maximise the benefit of activity through collaboration– to ensure that good practice and lessons learnt are shared and that there is on-going monitoring to ensure continuous improvement.

Strengthen the identity of communities with a high density of Welsh speakers – by supporting the use and visibility of the Welsh language, encouraging a sense of place and local loyalty.

Arfor 2 comprised the following 5 work packages:

- Llwyddo'n Lleol - Targeted youth programme to support entrepreneurial skills to deter youth migration
- Cymunedau Mentrus/Enterprising Communities - Administered by Carmarthenshire County Council, creating opportunities for business start-up, growth and third sector development via a third grant aligned with Arfor objectives
- Arfor Challenge Fund- Opportunity for organisations across the region to submit applications for resources to develop and pilot activities that will address the strategic objectives of the Programme.
- Strengthening the Identity of Arfor Communities - Create a communication and marketing program for the Programme
- Monitoring and Evaluation and learning

## GOVERNANCE

As per the previous round of funding, Gwynedd County Council will continue to act as the lead authority for Arfor 2 and will lead on the procuring services to deliver each strand, other than Cymunedau Mentrus, which will be administered by Carmarthenshire County Council.

## OTHER OPTIONS AVAILABLE AND THEIR PROS AND CONS

Welsh Government has allocated funding to the four Local Authority areas which were part of the initial Arfor programme. The funding is designed to help address some of the challenges faced across the County. Arfor 2 presents an opportunity to draw down further investment into the County as well support for businesses and organisations to grow and support the economy and the sustainability of the Welsh language. Carmarthenshire County Council could decide not to participate, although this would mean the loss of significant funding to the Welsh language communities of Carmarthenshire.

**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:**

**Jason Jones**

**Head of Regeneration**

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>NONE</b>

## 1. Policy, Crime & Disorder and Equalities

The Arfor 2 Programme provides an opportunity to draw down additional investment which will help deliver against some of the County's key strategic objectives.

The objectives of the Arfor programme are:

- to create opportunities for young people and families (under 35 years old) to stay in or return to their indigenous communities, supporting them to succeed locally by engaging in enterprise or developing a career
- to create enterprising communities within Welsh-speaking areas, by supporting commercial and community enterprises that aim to preserve and increase local wealth by taking advantage of the identity and unique qualities of their areas
- to maximise the benefit of activity through collaboration, to ensure that good practice and lessons learnt are shared and that there is on-going monitoring to ensure continuous improvement
- strengthen the identity of communities with a high density of Welsh speakers, by supporting the use and visibility of the Welsh language, encouraging a sense of place and local loyalty

The above is aligned with the county's existing strategies and plans including the Economic Recovery Plan, Local Innovation Strategy, Wellbeing Assessment, and the South West Wales Regional Economic Delivery Plan and Corporate Strategy.

The Programme will support the objectives of the Wellbeing & Future Generations Act by targeting interventions which aim to ensure that the Welsh speaking communities of the County remain vibrant and sustainable communities.

The proposals are also in line with the objectives of Cymraeg 2050 in terms of increasing the use of the Welsh language, as well as creating favorable conditions for the Welsh language to flourish.

## 2. Legal

Gwynedd County Council will act as the lead body for the Arfor 2 programme, as per the previous programme. A legal agreement between the counties was established for the first phase of the Programme. This is currently being reviewed for Arfor 2. The Authority's legal team will be consulted as part of this process.

**The Authority will be responsible for the delivery and management of the 'Cymunedau Mentrus/Enterprising Communities' work package at a local level. This will include assessing and approving local project applications and entering into funding agreements with third parties. These will be developed in conjunction with the Authority's legal team at the appropriate time**

### **3. Finance**

Overall accountability for the Programme will rest with Gwynedd County Council as lead Authority.

The Authority we will be given direct responsibility for the delivery of a £1.25m, third party grant under the Cymunedau Mentrus/Enterprising Communities work package.

A dedicated officer will be employed to undertake the necessary fund administration fully funded by the programme. Grant management processes and procedures will be established to ensure that the funding is managed in accordance with the fund requirements. This will involve the establishment of funding agreements with third parties as well as the establishment of procedures for processing payments, monitoring of financial spend, audit requirements etc. These will be developed in conjunction with the Council's Corporate Services.

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

A programme level risk management process will be developed by Gwynedd County Council as lead Authority to ensure that risk is assessed and managed at all levels.

A specific risk register will be maintained for the Cymunedau Mentrus/Enterprising Communities work package with appropriate mitigation measures identified.

### **6. Staffing Implications**

To ensure the effective delivery of the Programme at a local level, a dedicated officer will be recruited which will sit within Economic Development. Funding has been secured via the Arfor programme to fund this post.

# CONSULTATIONS

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

Signed: **Jason Jones**

**Head of Regeneration**

<b>1. Scrutiny Committee request for pre-determination</b>	NO
<b>Scrutiny Committee</b>	
<b>Date the report was considered:-</b>	
<b>Scrutiny Committee Outcome/Recommendations:-</b>	

**2. Local Member(s)**

N/A

**3. Community / Town Council**

N/A

**4. Relevant Partners**

Gwynedd, Anglesey and Ceredigion County Councils. Welsh Government

**5. Staff Side Representatives and other Organisations**

N/A

**CABINET MEMBER PORTFOLIO  
HOLDER(S) AWARE/CONSULTED**

YES – Cllr Gareth John

**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
Funding Letter from WG dated 2.12.2022		Will be located at County Hall
Legal Agreement issued by Gwynedd County Council		Will be located at County Hall



## ARFOR 2

### 1.0 Background

In 2019, following a budget agreement between the Welsh Government and Plaid Cymru, £2 million was allocated to the Arfor 1 programme to trial innovative methods of supporting the economy in the strongholds of the Welsh language of Gwynedd, Anglesey, Ceredigion and Carmarthenshire.

In Carmarthenshire, Arfor 1 was targeted at the food and creative industry sectors. A total investment of £500k was invested in 40 of businesses, which resulted in the creation of 40 new jobs and safeguarded 170 jobs in the local economy of Carmarthenshire.

### 2.0 Lessons learned from Arfor I

An evaluation of the overall Arfor programme identified the following key lessons:

- Innovation and piloting of ideas should continue to be a key focus of any successor programme
- The programme had an impact on supporting young people to establish and develop enterprises, thereby increasing the likelihood of keeping them in their local areas
- The relationship between the economy and the language needs to be better understood and any future programme should place greater emphasis on research, monitoring and evaluation
- Collaboration and the sharing of good practice and learning have been key features of the programme.

### 3.0 Arfor 2

Based on the success of the first phase of the Programme, a further £11 million has been secured until March 2025 to support the communities that are strongholds of the Welsh language to flourish through economic interventions which will also contribute to increasing opportunities to see and use the Welsh language on a daily basis.

The key strategic objectives of Arfor 2 are:

- To create opportunities for young people and families (under 35 years old) to stay or return to their indigenous communities – supporting them to succeed locally by engaging in enterprise or developing a career
- To create enterprising communities within Welsh-speaking areas – by supporting commercial and community enterprises that aim to preserve and increase local wealth by taking advantage of the identity and unique qualities of their areas.
- To maximise the benefit of activity through collaboration– to ensure that good practice and lessons learnt are shared and that there is on-going monitoring to ensure continuous improvement.
- Strengthen the identity of communities with a high density of Welsh speakers – by supporting the use and visibility of the Welsh language, encouraging a sense of place and local loyalty.

In April 2022, the Arfor Board which consists of the Leaders of the four Counties, submitted an 'Outline Proposal' to Welsh Government for the second phase of the Programme setting out the strategic objectives and principles of Arfor 2. This was subsequently approved in principle. Over the last few months officers across the region have been working up more detailed proposals which were approved by Welsh Government prior to WG public announcement of the programme on 6 October 2022. Confirmed via a funding letter received from Welsh Government dated 2.12.2022

It is anticipated that Arfor 2 will commence December 2022.

#### 4.0 Arfor 2 Work packages

Arfor 2 will consist of the following work packages which will meet the overall strategic objectives of the programme:

Work Package	Budget	Method of delivery
<p><b>Llwyddo'n Lleol</b> Llwyddo'n Lleol is a targeted youth programme to support entrepreneurial skills. The project will support young people to start up a new business within their indigenous communities through a combination of support and financial assistance with the aim of encouraging young families to stay or return to the area. The project will be delivered across the four counties via a 3<sup>rd</sup> party contractor, managed by Gwynedd County Council.</p>	<p>£ 3,000,000 Regional project</p>	<p>Procured delivery via the Regional lead (Gwynedd County Council)</p>
<p><b>Cymunedau Mentrus/ Enterprising Communities</b> The third party grant will consist of the following:</p> <ul style="list-style-type: none"> <li>• business start up fund</li> <li>• business growth fund</li> <li>• Social enterprise fund</li> </ul> <p>The fund will build upon the work which was undertaken under Arfor I and will focus on sectors that provide growth opportunities.</p> <p>Whilst the fund will be delivered locally, eligible activity will be agreed at a regional level to ensure consistency of approach. Funding secured via the will enable the Authority to employ a dedicated officer to manage and implement the fund at a local level.</p>	<p>£ 4,500,000 (£1,125,000 allocation per County)</p>	<p>Implementation in each individual county via a third party grant</p>

<p><b>Arfor Challenge Fund</b> The Challenge fund will consist of 2 elements:</p> <p><i>Small Challenge Fund</i> -offering support and funding of up to £30,000 for local organisations to develop and pilot activities that will address the strategic objectives of the Programme. Delivery of the small challenge fund will be commissioned via Gwynedd County Council. The appointed contractor will work with each of the four areas to promote the opportunities available via the challenge fund and be responsibility for inviting and receiving applications for funding.</p> <p><i>Large Challenge Fund</i> - a flexible fund that will offer up to £100k funding to organisations individually or jointly to develop and implement plans responding to the strategic objectives of the ARFOR Programme. This element will be directly managed by Gwynedd County Council in liaison with the other three Local Authorities. The opportunity to bid for funding will be promoted to a cross section of organisations across the four Counties.</p> <p>All applications submitted for consideration as part of the Challenge Funds will be considered by an Officer working group comprising of the four authorities before being submitted to the Arfor Board.</p>	<p>£ 2,600,000 Regional project</p>	<p>Activity will be available at a local level but managed at a regional level by Gwynedd County Council</p>
<p><b>Strengthening the Identity of Arfor Communities</b> Arfor 2 will build on previous work to promote good practice and to help businesses and community organisations to realise the economic benefits associated with the use of the Welsh language as part of their day to day business. This will done by further developing Bwrlwm Arfor (<a href="http://www.bwrlwmarfor.cymru">www.bwrlwmarfor.cymru</a>) an online platform to share best practice.</p> <p>A strategic marketing and communication plan will also be a key feature of the programme.</p>	<p><b>£300,000.00</b></p>	<p>Administered regionally by Gwynedd County Council with input from each of the Counties</p>

<p><b>Monitoring and Evaluation and learning</b></p> <p>A key element of Arfor 2 will be monitor and evaluate the results and impact of the Programme from the outset. Gwynedd County Council will oversee the contract management however each Authority will have a valuable role to play in feeding into this process. This element of the programme will also seek to broaden our understanding of the links between the economy and the Welsh language.</p>	<p><b>£200,000.00</b></p>	<p>Administered regionally by Gwynedd County Council with input from each of the Counties</p>
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## 5.0 Programme Governance

Gwynedd County Council will continue to act as the lead authority for the programme across the four local authority areas. A legal agreement between the counties has already been established for the first phase of the Arfor Programme. This is currently being reviewed for the 2<sup>nd</sup> phase and will be shared with the Corporate legal team for their input at the appropriate time.

To provide strategic direction and oversee the delivery of Arfor II, a Board consisting of the Leaders of the four Counties has been established. To date, the Board has met on 2 occasions to consider and endorse the work which has been undertaken to date in the development of the programme.

The Board will be supported by a Group of Officers comprising senior officers representing the four counties, together with representatives from the Welsh Government and the Welsh Local Government Association.

The role of the officer group will be to ensure that there is continual input from a Carmarthenshire level at every part of delivery to ensure that the needs of our local businesses and communities are met.

## 6.0 Conclusion

Arfor 2 presents a further opportunity for the County to support communities to flourish through economic interventions which will also contribute to the strengthening of the Welsh language. By creating opportunities for young people and families to stay or return to their indigenous communities, the Programme will also address a key issue which currently faces our County.

**CABINET**  
**30<sup>TH</sup> JANUARY 2023**

**WASTE STRATEGY UPDATE**

**Purpose:**

To present the project progress and update report for the interim phase of the Waste Strategy 2021 and outline associated waste management policies ahead of the interim waste changes roll out in January 2023.

**Recommendations / key decisions required:**

1. To note the progress and delivery of the Waste Strategy 2021
2. To approve the Waste and Recycling Policy

**Reasons:**

To provide an update on the Waste Strategy 2021-2025 and service roll-out in January 2023 that has a clear strategic objective of improving kerbside domestic waste collections and in turn increasing recycling rates in Carmarthenshire. Also summarise the current waste management policies that are required to improve operational and strategic performance.

Cabinet Decision Required	YES
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Council Decision Required	NO
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CABINET MEMBER PORTFOLIO HOLDER:-	Cllr. Edward Thomas
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Directorate: Name of Head of Service: Daniel John  Report Author: Geinor Lewis  Yana Thomas	Designations: Interim Head of Waste and Environmental Services  Waste Strategy and Policy Manager  Waste Transformation Project Manager	Tel: (01267) 228131 <a href="mailto:DWJohn@carmarthenshire.gov.uk">DWJohn@carmarthenshire.gov.uk</a>  Tel; (01267) 224565 <a href="mailto:Gmlewis@carmarthenshire.gov.uk">Gmlewis@carmarthenshire.gov.uk</a>  Tel; (01267) 224565 <a href="mailto:ylthomas@carmarthenshire.gov.uk">ylthomas@carmarthenshire.gov.uk</a>
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**EXECUTIVE SUMMARY**  
**CABINET**  
**30<sup>TH</sup> JANUARY 2023**  
**WASTE STRATEGY UPDATE**

**Introduction**

Carmarthenshire County Council currently provides waste services to approximately 91,000 households through the delivery of a fortnightly residual general waste collection and co-mingled kerbside recycling service as well as a weekly food collection. Kerbside bulky and garden waste are offered as chargeable services, in addition to a network of Bring-sites available for glass recycling in the main with provision for textiles and small electrical items at busier sites.

Whilst the current service model has previously enabled the authority to exceed the statutory 64% target, we did fail to meet this last financial year, evidencing further change is required to meet this and the 70% target from 2024/25.

The Carmarthenshire Waste Strategy 2021 – 2025 was approved by Cabinet in October 2021. This strategy outlines a comprehensive programme of works to deliver service transformational change to achieve 70% recycling by 2024/25, providing a base for further improvements to achieve zero waste by 2050 and working towards reducing the carbon impact of the service in line with our future carbon reduction ambitions.

The strategy provides a phased approach to service change with an interim solution to be delivered in 2022, with a longer-term service change to achieve the Blueprint collection methodology by 2024.

In February 2019 members unanimously resolved to declare a climate emergency and committed to become a net zero carbon local authority by 2030. The future waste service design presents a real opportunity for achieving this ambition. The Councils objective combined with current WG waste fleet aspirations mean that the Council has the opportunity to develop and maximise its ULEV fleet capacity to deliver the long-term strategy. As transport emissions make up a large part of the Councils overall emissions, this approach can deliver significant benefits to our overall carbon emissions. In addition, the development of the Eco- Park and potential for centralised depot at Nantycaws presents a real opportunity to develop new renewable energy production and charging infrastructure for the proposed Waste fleet and could unlock wider commercial charging potential.

## Interim Position

The interim phase of the Wase Strategy will commence in November this year with the new collection methodology commencing for residents on the 23rd January 2023. This will comprise of:

- Dry recycling [blue bags] collected weekly
- Non-recyclable material [black bags] three black bags every three weeks, and the
- introduction of a glass collection service to 95% of properties in Carmarthenshire for glass bottles and jars to be collected from kerbside every three weeks.
- With food waste collection continuing to be collected weekly.

This change has required the procurement of an additional 23 vehicles in total, with the introduction of the first three electric refuse collection vehicles into the fleet to support our wider objectives. The current fleet from the 23rd of January 2023 will be utilised to collect the dry recycling material on a weekly basis until the blueprint methodology is implemented in 2024, whereby new vehicles are required.

Whilst the residual waste and glass recycling are collected by separate vehicles and crew, it was important to try and maintain a consistent waste collection day/week for the householder. Due to the operational placement of vehicles in the three principal depots, and geographical spread of the county we have been unable to ensure that all households are collected on the same day, however by undertaking some changes to the blue bag recycling round, we have managed to achieve around 44% of households on the same day for collection for their Blue, Black and Glass collection.

Waste collections currently are managed and operated from three different depots in the county based in Johnstown, Glanamman & Trostre. Due to the number of vehicles and the requirement for additional front-line employees [17 HGV drivers, 28 loaders] it has required a fourth depot to be introduced in Cross Hands for the interim measure, until an agreed option for location for the second phase of the strategy is agreed. The premises at Cross Hands has been leased for a period of two years following a successful planning application for the change of use for its intended use and the receipt of an operator's license for the site. The glass and residual fleet will operate from this new depot.

86,730 [95%] of properties in Carmarthenshire will be in receipt of glass collection from their home. Between Monday 21st November 2022 and Friday 20th January 2023, residents will be delivered a year's supply of blue bags and food waste liners for the brown kitchen caddy, and a black 44L box for their glass bottles and jars.

Residents will also receive an information pack through the post between the 14th November 2022 and January 20th 2023 which will provide guidance and further information in relation to the changes, including the days of the week their collections will be collected and a calendar to assist with the black and glass three weekly collections.

A robust engagement and communication plan has been developed to guide and assist residents in Carmarthenshire with the changes to their waste collections. Various communication strategies have been planned for pre and post roll out of the new service, to include social media campaigns, planned work to update the current website in relation to the changes, members seminars to ensure that members are fully informed of the changes to assist their constituents, posters to be installed at bus stop and FAQ's on the website.

As some residents will have their blue and black bags collected on different days of the week, we will be introducing a SMS and email notification service that residents will be able to sign up for. This service will send a reminder either via email or text message to the resident the evening before their collection day, to remind the resident of what commodity we will be collecting the following day.

There are unfortunately 2,954 properties which will be unable to be serviced by the kerbside glass collection but we will be working at getting these onto the service in the near future. The reasoning that these properties have not been able to join the glass recycling scheme at this time, is for reasons such as:

- the property is located in a long reach area and access via the 7.5t glass collection vehicle isn't feasible from both size and health and safety.
- The property is serviced by a private / non adopted road or
- Access to the property is via narrow lanes, which are unsuitable for a 7.5t glass collection vehicle.

As part of the service change we will be rationalising our network of Glass Bring Sites, we will continue to provide this service at strategic locations around the County during the interim period, to ensure residents who will not receive a kerbside collection will maintain access to glass recycling in their local community.

### **Integrated Impact Assessment**

As of any service change, an Integrated Impact Assessment has been completed and measures have been put in place to ensure that these changes do not have a negative impact on Carmarthenshire residents. On the back of this assessment, we have developed a community engagement plan which is based on education and enforcement. Recycling advisors will be engaging with residents in person, targeting areas that we currently experience high contamination and low participation to recycling. Waste Wardens will be employed in time for the roll out in January 2023, to investigate noncompliance and enforce when needed if advice and guidance is not followed.



## Finance

The Council, like many others, is under increasing financial pressure following a difficult period through COVID-19 response and due to the ongoing national economic position with further impact on services imminent from Welsh Government revenue support reductions compounded further by the decline in the Single Revenue Grant for Environmental Services, which has been a key source of core funding for the Council's Waste Services for many years. Given that we are at a low-cost base for collection under the current regime due to the operation of a single collection fleet, any switch to an alternative system to accommodate a weekly collection of Dry Recycling is going to be costly from a fleet and resource perspective. However, there is capital financial support from Welsh Government for Local Authorities in undertaking waste service change to Blueprint compliant collections.

We have been working with colleagues in Welsh Government to develop the opportunity for support funding, developing and submitting a business case for consideration.

As a result of this exercise and business case, the WG have recognised the considerable opportunities associated with the potential plans outlined for improving the collection of high-quality materials alongside support for their processing and use. Not just in waste and resource efficiency, but also in renewable energy, transport, and regional economic development. We have received notification of support funding approval for £14.3m from the WG and the Minister for Climate Change based upon our service change timelines. And the decarbonisation of our fleet resource and the benefit on wider WG objectives.

This capital support combined with increased material values and lower treatment costs inherent with Blueprint collections, will result in overall savings in 2024/25 compared to the increased cost of the interim position.

## Circular Economy

Carmarthenshire has been successful in obtaining funding to develop our circular economy ambitions within the County. WE have recently implemented a series of projects delivering the re-use, repair, and re-manufacture of waste streams. The projects include:

- Repair workshop and re-use village at Nantycaws
- Re-use shop in Llanelli town centre
- Commercial recycling centre at Nantycaws
- Paint re-use facility

These projects add vital pieces of the jigsaw to Carmarthenshire's contribution to Wales becoming a leader in recycling. However, it is still required to develop our domestic waste collections to supplement these developments so that we can deliver against the objectives contained within the WG strategy.

## Next Steps

Following the roll out of the interim service model in January the procurement of vehicles for the long-term solution needs to be undertaken in earnest, with routing and service design for the recycling collections commenced. This work delivers the necessary improvements in recycling quality and will dictate our capacity for the utilisation of ULEV vehicles in the longer term. We need to finalise the long-term depot configuration and service design proposals and commence design, planning and ultimately build of this centralised approach.

## Waste Policy

With the impending waste changes roll out in January 2023, which have the strategic objective of improving kerbside domestic waste collections and increasing recycling capture in Carmarthenshire a change and formalisation of waste management policies is required.

The waste policies that underpin our services have previously been fragmented, whereby sections of our policy approach have been amended or added to within separate reports and papers passed through the democratic process, as and when change is necessary or required with no public document to consolidate them.

To provide clarity to officers, Members, and the public, we have created a singular waste management policy document. This has been achieved through collating, amending, and updating existing policies to ensure the service is working towards a cohesive strategic approach to enable residents to reuse or recycle as much of their domestic waste as they can.

This document outlines how Carmarthenshire County Council is to deliver the refuse and recycling collection services, our network of HWRC's and Re-use facilities as well as the actions required for householders to participate fully in the service to recycle and dispose of their waste.

**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: **Daniel W John**

**Head of Waste & Environmental Services**

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

### 1. Finance

To deliver the interim the net service cost increase from the baseline will be £1.63m per year. With the proposed timeline this would equate to a figure of £2.4m for an 18-month service programme. This will be funded through divisional reserves and budget growth allocation.

£14.6m capital funding has been obtained from WG and will support the capital costs required to effect the longer term change.

### 4. ICT

There is a comprehensive IT development programme for Waste and Environmental Services with resource currently identified. IT Development for information systems relating to our kerbside collection fleet will be required to deliver our long-term aspirations of service improvement.

### 5. Risk Management Issues

The current Welsh Government statutory target is 64% recycling, increasing to 70% recycling by 2025, and possibly 80% by 2030, with the aim for Wales to be a zero waste (100% recycling) nation by 2050. If the Authority fails to meet the statutory targets, it could face large financial penalties. This risk of recycling performance failure is identified as part of the corporate risk along with mitigating measures.

### 6. Physical Assets

Additional physical resources have been necessary to deliver the interim options set out. With the purchase and lease of additional vehicles to deliver the service configuration. The service has also entered into a lease agreement on a unit at cross hands to effect collections of the additional services.

Detailed modelling is being undertaken to fully understand the requirements going forward.

In addition, the development of infrastructure at Nantycaws and transfer stations will be progressed with WG and regional support.

### 7. Staffing Implications

Additional staffing resources have been necessary in the interim options set out. With 47 operatives required and currently being employed.

Robust workforce planning and training actions have been undertaken for in-house staff with 18 new drivers trained from within the current service.

Trade Unions have been actively engaged in the service change and monthly meetings are scheduled to continue with colleagues.

# CONSULTATIONS

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

Signed: Daniel W John

Head of Waste & Environmental Services

<b>1. Scrutiny Committee request for pre-determination</b>	YES
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15.12.22 -PSCC RESOLVED that the progress and delivery of the Waste Strategy 2021 be received and noted

## 2.Local Member(s)

A full engagement and briefing programme for members has been set out.

## 3.Community / Town Council

we will continue to undertake a full engagement process to inform local stakeholders and involve them in our decision-making process.

## 4.Relevant Partners

WG are actively engaged in the development of this approach and funding drawdown is being agreed.

## 5.Staff Side Representatives and other Organisations

Yes - we will continue to undertake a full consultation and engagement programme with staff side representatives to deliver the strategy.

<b>CABINET MEMBER PORTFOLIO HOLDER(S) AWARE/CONSULTED</b>	
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YES

# Carmarthenshire County Council

## Waste and Environmental Services

### Waste and Recycling Policy

23<sup>rd</sup> January 2023

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## Introduction

Carmarthenshire County Council's Refuse and Recycling Collection Policy aims to ensure that refuse and recycling services operate effectively and efficiently in order to maximise recycling and reduce the amount of waste sent for treatment and disposal.

The Council currently provides waste services to approximately 91,000 households through the delivery of a:

- weekly co-mingled kerbside recycling service
- weekly food waste recycling collection
- three weekly glass recycling collection
- three weekly residual general waste collection
- Fortnightly AHP and Nappy Waste collection(subscription service)
- Kerbside bulky and garden waste collections are offered as chargeable services,
- A network of 4 Household Waste Recycling Centre's (Whitland, Nantycaws, Trostre, Wernddu)
- Recycling Bring-sites available for glass recycling and provision for textiles and small electrical items at busier sites.
- Re-use and repair shops located at Nantycaws and Llanelli Town Centre and
- A commercial waste recycling facility located at Nantycaws.

Under the terms of the Environmental Protection Act, 1990, Carmarthenshire County Council (the 'Council') is classed as a Waste Collection and Disposal Authority, and as such, under section 45 (1), has a statutory duty to collect household waste from all domestic properties in the County. Under Section 46(4) of the Act, the Council has specific powers to stipulate:

- The size and type of the collection receptacle(s);
- Where the receptacle(s) must be placed for the purpose of collecting and emptying;
- The materials or items which may or may not be placed within the receptacle(s).

This document outlines how Carmarthenshire County Council is to deliver the refuse and recycling collection services, our network of HWRC's and Re-use facilities as well as the actions required for householders to participate fully in the service to recycle and dispose of their waste.



## Kerbside Collections

Carmarthenshire County Council operate a suite of Kerbside collections. The services are conducted from Monday to Friday inclusive, except on Bank Holidays when the collection days are agreed with key stakeholders and notified to residents in advance. Collections are conducted between the hours of 6am – 2pm (except for AHP and nappy waste collections which are 7am- 3pm).

### Collection Frequency

The Council will collect household waste and recycling on the following basis

- Weekly Dry Recycling and food waste
- Three Weekly Black bag – limited to three 60L sacks
- Three Weekly Glass recycling (Where available)
- Fortnightly AHP and Nappy Waste (Subscription service)
- Fortnightly Garden Waste (Chargeable subscription service)

### Presentation of refuse and recycling receptacles

Refuse and recycling must be presented at the kerbside by 6.00am on the day of collection and not before 6pm the day before collection. Recycling receptacles must be back within the property boundary the same day of collection.

If receptacles are not presented by 6.00am on the day of collection, bins reported as missed will not be considered a 'missed' collection for reporting reasons. Responsibility for disposal of the waste will then become that of the householder, we will not return to collect the waste. Refuse and recycling receptacles not presented for collection at the time the collection operatives arrive at the property will be recorded.

Should a missed collection be reported on the designated day of collection, and subject to the record sheet failing to show the receptacle as not being presented for collection, the Council will be required to go back and collect the waste within 3 working days.

Waste must be presented in the correct receptacles, specified by the council. Waste presented in the incorrect receptacle will be left uncollected and recorded against the property. A sticker will be placed on the receptacle and a record of the infringement taken. This will commence a comprehensive education and enforcement process to assist residents to contribute fully to the recycling scheme.

Where householders do not present their refuse or recyclables for collection in accordance with Council requirements, the householder will have the following options:

- take the waste to the Household Waste Recycling Centre;
- store the waste until the next collection day

The crew will return emptied waste receptacles as close to the collection point as possible, avoiding blocking any accesses to property. They will endeavour to close lids on bins and consider any conditions on the day of collection that may affect where they position the

empty bin upon return, to limit damage, health and safety issues for pedestrian or other road users or reduce as best they can the probability of the potential for lost or damaged bins due to adverse weather conditions. Bins which are not taken back into the boundary of the property following a collection, may be identified as 'abandoned' and removed by the Council

Where appropriate, spillages or loose recycling will be cleaned up by the collection crew using the cleaning tools stored on the collection vehicle. If additional cleansing is required, the collection crew will notify their supervisor to request further cleansing via the cleansing service.

Our Crews are there to provide you support and advice on recycling and waste collection issues. Crews will not tolerate and are instructed to report any verbal abuse or bad behaviour from the public towards them, directly to their supervisor at the earliest opportunity, such behaviour will not be condoned and will be dealt with via the councils' policies and procedures.

### **Dry Recycling (blue bags)**

All households are provided with a weekly comingled collection of dry mixed recycle. Residents receive a supply of single use blue bags annually. These bags are free of charge and each household received three rolls of fifty-two bags per roll, each year.

Households can present unlimited blue bags each week to recycle as much of their household waste as possible on their designated collection day. The blue bags provided are to be used for kerbside recycling collection use only. The bags should not be used for anything else other than the intended purpose stipulated by the council.

If the householder requires an additional supply due to the number of people living within the property resulting in additional dry mixed recycling capacity needs, further rolls are available at prescribed outlets, listed on the council website.

One additional roll can be obtained per visit. If for health or infirmity reasons a resident or their relative, friend or neighbour on their behalf, cannot access any of the outlets, residents can contact the Hwb to request a delivery to their home.

Annual deliveries are conducted to every household in the county regardless of number of inhabitants within the household. If householders do not use the blue bag supply provided, they can return surplus stock to any of the councils principal Hwbs in; Carmarthen, Llanelli or Ammanford.

Recycled items must be clean and dry before placing into the bags. The following can be recycled weekly in the blue bags;

- Paper
- Cardboard
- Metal cans and tins; aerosols and foil
- Plastics bottles, pots, tubs and trays
- Food and drink cartons such as Tetra Pak

Large cardboard boxes can be flat packed and placed underneath or alongside (in a secure manner) the blue bags.

Any contamination or presentation of blue bags on the incorrect collection day will be uncollected, a sticker will be placed on the bag and a record of the infringement taken. This will commence a comprehensive education and enforcement process to assist residents to contribute fully to the recycling scheme.

## Food Waste

All households in the county are provided with a weekly collection of food waste. Residents are provided with a 23-litre plastic food waste bin and 5 litre plastic kitchen caddy. Residents are also provided with 7 litre liners for their kitchen caddies. These liners when full should be tied and transferred into the 23-litre food waste bin to be presented at kerbside/ collection area on the designated collection day.

Due to the methods and vehicles used for food waste collection in some areas and for households that are serviced by cage vehicles, additional 30 litre liners are provided for the 23 litre food waste bins. All 30 litre liners must be tied firmly within the food waste bin by the resident ahead of collection to ensure all food waste is contained securely whilst transferring the food from bin to vehicle and during transit.

The following can be recycled using the weekly food collection service:

- Food scraps
- Fruit and vegetable peelings
- Meat and fish including bones
- Seafood shells
- Egg shells
- Tea bags and coffee grounds
- Waste pet food

It is the resident's responsibility to;

- Put food waste in the liners provided and present for collection within the 23-litre food waste bin
- Not overfill the bin and make sure the lid is shut and secured by folding the handle down fully to lock the lid in place to prevent spillages
- Place the bin at the collection point before 6am on collection day.
- Collect the bin from the collection point once emptied
- Wash out the bin after collection to remove any food residue and to keep the food bin clean

Any contamination or presentation of the food waste bin on the incorrect collection day will be uncollected, a sticker will be placed on the bag and a record of the infringement taken. This will commence a comprehensive education and enforcement process to assist residents to contribute fully to the recycling scheme.

Residents may place out more than one food waste caddy per collection.

The food waste bin, kitchen caddy and liners provided are to be used for kerbside food waste collection use only. They should not be used for anything else other than the intended purpose stipulated by the council.

If the householder requires an additional supply of liners due to the number living within the property resulting in additional food waste capacity needs, further rolls are available from the councils principal Hwbs in; Carmarthen, Llanelli or Ammanford. One additional roll can be obtained per visit.

Replacement food waste bins and caddies for damaged or stolen bins are also available via the Hwb or through completing an online 'request a recycling item' form.

If for health or infirmity reasons a resident or their relative, friend or neighbour on their behalf, cannot access any of the prescribed outlets, residents can contact the Hwb to request a delivery to their home.

## **Glass bottles and jars**

The collection will take place every three weeks using a 45-litre kerbside box to all eligible households. Boxes will be issued initially through the roll out delivery process.

If any box is lost or damaged the service will allow no more than one additional box to be ordered within a six-month time period. If a further box is requested within this timeframe, contact will be made with the resident to determine the issue.

Resident can only place out one box for collection. The box should not be used for anything else other than the intended purpose stipulated by the council. Collections will only be made from Council issued boxes compliant with our health and safety standards.

The following can be placed in the box for three weekly kerbside collections.

- All glass bottles and jars

Including;

- ✓ glass bottles, such as those used for beer, wine and soft drinks
- ✓ glass jars, such as those used for baby food and sauces
- ✓ non-food and drink glass bottles and jars, such as those used for perfume, aftershave and face creams

It is the resident's responsibility to;

- Make sure glass bottles and jars are empty and rinsed
- Put glass bottles and jars into the box loosely, not in plastic bags.
- Not overfill the box or put out any additional glass.
- Place the box at the collection point before 6am collection day.
- Collect the box from the collection point once emptied
- Keep the box clean

A replacement box for kerbside bottles and jar recycling because of damaged or lost bins are available via completing an online 'request a recycling item' form or residents can contact the Hwb to request a delivery to their home.

Any contamination or presentation of the box for glass bottles and jars on the incorrect collection day will be uncollected, a sticker will be placed on the box and a record of the infringement taken. This will commence a comprehensive education and enforcement process to assist residents to contribute fully to the recycling scheme.

## **Garden Waste**

*\*Requires registration and is a seasonal subscription (paid for) service*

Fortnightly garden waste collections are available via subscription. The service is in operation during the months of March – November for household garden waste only.

Residents registering for the service will be provided with council issued receptacles for garden waste collection and details of their collection day. Residents can register for a collection online or by contacting the Hwb. This is a chargeable service with charges paid annually either via direct debit or a one-off reduced price (10% discount) on full year cost and which covers a 240-litre green waste wheeled bin and its collection.

A comprehensive terms and conditions document attached (appendices 1) provides a complete guide to the garden waste service provision.

## **Absorbent Hygiene Products (AHP) Nappy Waste**

A Fortnightly AHP/ Nappy Waste collection is available via subscription. The service consists of collections for; Hygiene waste comprising of categories 1-4 below and children's disposable nappy waste category 4.

Offensive Waste (as defined in the Controlled Waste Regulations 2012) means waste that:

- a) Is not clinical waste;
- b) Contains body fluids, secretions or excretions and;
- c) Whose collection and disposal are not subject to special requirements to prevent infection.

Waste eligible for the service can consist of:

- 1) Disposable bed pans & liners, incontinence pads, bed and chair pads
- 2) Colostomy/stoma bags, catheter bags and urine bottles
- 3) Plastic gloves & disposable aprons
- 4) Nappies including any bags & wipes

Residents registering for the service will be provided a supply of rolls containing purple bags. The bags must be placed out for collection on the designated collection day.

Hygiene waste customers may also request either 240 or 360 litre purple lidded wheel bins to store their waste. Residents can register for a collection online or by contacting the Hwb on 01267 234567. Children's Nappy customers will not be eligible for any wheeled bins.

AHP/Nappies cannot be placed in any bag other than the bags which have been supplied by the council or the waste will not be collected. Persistent misuse of purple bags for any waste other than AHP will have stickers placed on the bag advising the resident that there is an issue. Any household found to be using the AHP bags for general waste will be visited by a Community Recycling Advisor who will provide information on the correct use of the bags. They will issue advice and guidance for using the service and explain any breaches. Any further breaches will follow the waste education and enforcement process.

A review will be undertaken every two years to establish that everyone registered for the service is using the service and circumstances have not changed. A comprehensive terms and conditions document attached (appendices 2) provides a complete guide to the AHP service provision.

### **Black bag residual waste**

General household rubbish – that is, rubbish that cannot be recycled or composted is collected in black bags. These are not provided by the Council, so residents will need to purchase their own.

The EPA (46(1)) permits Councils to require householders to place waste for collection in receptacles of a kind and number specified. On this basis a restriction on the amount of residual (refuse/black bag waste) is enforced.

The following **RESTRICTION** is applicable within CCC:

- a. Households are permitted to put out for collection up to **three** black bags of residual waste (refuse/black bag waste) every three weeks, which equates up to 180 litres in capacity;
- b. **Householders are to provide black bags** for residual waste collections, the Council does not supply black bags to householders;
- c. Each bag must be no larger than **60 litres in volume** and bags above 60 litres or oversized bags (such as wheelie bin liners) will not be collected. Equally very heavy bags will not be collected as the bags need to be lifted into a waste vehicle and manual handling guidelines will be adhered to;
- d. All residual waste must be placed in black bags only, residual waste presented in any other coloured bag will not be collected.
- e. Side waste of bulky domestic items intended for residual waste collection presented alongside black bags will not be collected.

The waste will remain uncollected if

- there are any visible items suitable for recycling within the residual waste or
- the residual black bag waste has been presented on the incorrect collection day or
- more than the prescribed quantity and size is presented.

A sticker will be placed on the bag(s) and a record of the infringement taken. This will then commence a comprehensive education and enforcement process to assist residents to contribute fully to the recycling scheme.

## **Black Bag Limit Exemptions**

### Large families

Where a household has 6 or more permanent occupants, they may make a request for an exemption to this limit, so long as they are complying with the authorities full recycling schemes. A home visit may be required for the Council to qualify the application.

If successful households will be granted an allowance of **one** extra residual black bag per three weeks.

Approved households are provided with council issued distinct stickers which can be placed on the additional bag to verify to the collection crew that they have officially requested and been approved for the exemption.

The stickers have a unique identification and can only be issued via this process and is the only sticker officially recognised by the collection crews for collection.

One whole sticker is to be used for the additional bag allowance, no part sticker or any other sticker will be recognised as having followed the official process. Only one sticker per three-week cycle will be allowed.

If additional waste is presented a notice will be placed on the bag by the collection crew and a record of the infringement taken if the additional bag/s are not seen to be compliant with the scheme.

This will commence a comprehensive education and enforcement process to assist residents to contribute fully to the recycling scheme. Once households have used their supply and if they require more, they must reapply whereby a full review is undertaken with the applicant to ensure that where possible, all other waste is recycled.

### Ashes

Residents who produce ash from coal solid fuel fires, are allowed an unlimited allocation of residual waste bags at kerbside for ash waste and they are conforming with the full kerbside recycling scheme.

Residents will receive an allocation of council issued, distinct stickers, once they have used their supply and if they require more, they must reapply whereby a full review is undertaken with the applicant to ensure that where possible, all other waste is recycled. Exemption Stickers must be used on ash waste bags only and normal residual waste will be limited to three black bags per fortnight.

Due to the weight of clinker and ash, the bags should not be filled and residents are requested to fill the bags a third full due to the weight.

The householder will be expected to comply with the authorities full recycling schemes before consideration for an exemption is undertaken.

Eligible households are provided with pink stickers which can be placed on the additional ash bags to verify to the collection crew that they have officially requested and been approved for the exemption. The stickers have a unique identification and can only be issued via this process and is the only sticker officially recognised by the collection crews.

One whole sticker is to be used for the additional ash bag allowance, no part sticker or any other sticker will be recognised as having followed the official process. Anything other than the official whole sticker presented on the additional bags will result in the bags being left uncollected. A notice will be placed on the bags by the collection crew and a record of the infringement taken. This will commence a comprehensive education and enforcement process to assist residents to contribute fully to the recycling scheme.

Residents can apply for an exemption by completing the online form on our website or by phoning 01267 234567.

#### Pet waste

Pet waste must be double bagged and mixed with other domestic waste within the residual black bag waste only. Any excess disposable pet bedding or cat litter can be taken to a recycling centre. There are no extra allowances for this type of waste in black bags.

Such waste should be double bagged and separated from other waste if taking to the recycling centre, as bags are checked, and residents would be asked to separate any recyclable items.

Any waste pet food can go in the food bin.

## Receptacles, Dustbins and Wheeled Bins

Householders may use standard 'dustbin(s)' to store their bags on the kerbside. However, the dustbin(s) must be of a standard size (80 to 90 litres) and the householder must still house their waste in the prescribed bags for the collection i.e., black, blue or purple bags pending on the collection the householder wished to use the dustbin for.

The authority will not be liable to replace any broken dustbins as they are used purely on the resident's preference to contain bagged waste.

Wheeled bins purchased privately by the resident are permitted for black bag residual or blue bag dry recycling for storage purposes only; on collection day householders must put their bags on the kerbside for collection, and not present within the wheeled bin for collection. No waste will be collected from the wheeled bin on health and safety grounds and a sticker will be placed on the bin and a record of the infringement made. This will commence a comprehensive education and enforcement process to assist residents with the waste policies.

The council provides services that use wheeled bins such as garden waste and AHP. The bins are purchased via a comprehensive procurement process and the bins adhere to British Standards and the working practices assigned to such services undergo a robust health and safety risk assessment and safe systems of work to allow collection crews to undertake collections safely from wheeled bins issued only by the council. The vehicles also have the



standard wheeled bin lifting mechanism to support the lift of council issued bins safely and within the health and safety guidelines.

The council do not have a way of determining the standards of the privately purchased bins and therefore will not collect from privately owned bins.

All refuse and recycling receptacles supplied to householders shall always remain the property of the Council Assisted lift collections

Any damage to wheeled bins caused by the collection crews during the collection process will be replaced free of charge. Replacement wheeled bins or recycling boxes shall be delivered to householders as soon as practicable after the request has been made

## Assisted Collections

Requires registration and limited to infirm residents

Residents who are temporarily or permanently unable transport their waste to access kerbside services due to their limited ability, and there is no one else to help, can apply for an assisted collection. The service is not available if there are able bodied residents living at the same address.

Residents can register for an assisted collection online or via the Hwb on **01267 234567**

Confirmation of the following will be required when applying for an assisted collection:

- Full contact details of person applying for the service
- Reason for application
- Details of anyone else living in the same household
- Reasons why any other occupants are unable to move the waste and/or recycling
- Provision of copy documents to confirm proof of eligibility (e.g. Blue badge, single person Council Tax allowance)
- Confirmation of which services the applicant requires assistance for i.e. temporary or permanent
- Agree to the Council making further checks on information provided by applicant when required

Applicants will need to complete a form to ascertain eligibility for the scheme. Once the form is fully completed and documents are provided as proof of eligibility, consideration by an officer from the Waste Services Team will determine the eligibility and potentially arrange a further visit to the property to undertake a health and safety risk assessment inspection to determine the new designated collection point.

Residents who require a temporary assisted collection, for example during the recuperation period following an operation, will agree the length of time in which they require assistance and the assistance will automatically be terminated after that date. If residents require assistance for a longer time than originally agreed, they will be required to reapply.

Once the assisted collection has been established the collection point will be confirmed with the appropriate crews.

Residents should allow ten working days to be contacted for the assisted collection to be confirmed.

Residents should inform the council if they or a family member no longer require the service or need to amend their contact details.

A review of the assisted lift database will be conducted every two years to ensure the most up to date records are kept.

The decision of the supervising/authorised officer will be final

## **Bulky Waste Collections**

### Chargeable service

We provide a bulky waste collection and will collect up to three items for £25 from your usual refuse and recycling collection point.

Residents can register for a collection online on My Account or by calling 01267 234567. Depending on their preference residents can select a slot within a six-week timeframe or can be allocated the next available slot for collection in their area and advised of the collection date.

Payment can be made by debit or credit card by calling the Hwb or online via the My Account booking system. Once payment has been authorised the collection will be booked in.

A bulky collection booking is for three items, if at the time of booking the resident does not have three items then an item can be added later. An item can also be changed up to two full working days before the collection is due to take place.

Collection points for bulky waste items will usually be at the normal refuse 'and recycling collection point for the property to accommodate the collection vehicle unless there is an operational requirement to provide a different collection location due to an assisted lift\* or type of waste being deposited\*\*.

All items for bulky waste collection must be fully accessible to our collection crews.

Residents agree that the items they dispose of via the bulky waste service can be assessed for the purpose of repair and reuse via the Eto project.

Residents must remove the seals from any refrigerators or freezers to avoid children, pets or wildlife becoming trapped within.

No additional items will be collected other than those listed and paid for in the bulky waste collection application

Residents can opt to receive a reminder either via text or email

There are no concessions for this service.

Collection crews do not enter property.

\*If the resident receives an assisted lift for their usual kerbside collection and requires assistance with a bulky collection an additional risk assessment must be carried out. The booking is put on hold whilst an assessment is undertaken. The officer from the waste services team will confirm with the resident following a visit to the property if the location complies with health and safety standards for operatives to lift and manoeuvre the waste based on the bulky items in question.

\*\*If a change of location to the usual kerbside collection is requested due to constraints on space at the normal collection point or limited access to the pavement/ public highway due to the nature of the bulky waste requiring presentation, an application form can be completed to determine the feasibility of the request. An officer from the waste services team will need to assess and conduct a health and safety risk assessment, they will then confirm what location would be best to collect the waste from or decline the application.

This will be done ahead of booking the bulky collection.

### Cancellations and Refunds

If cancellations are made at least three full working days before the day of the scheduled collection date, residents will be granted a full refund. Cancellations made after this period will be non-refundable.

If for any reason the collection operatives are unable to collect the items, for example due to adverse weather conditions, the operatives will attempt to collect the items as soon as operationally possible.

No refund will be given if, for any reason, the collection operatives attend the property to find:

- The items are not presented at the time of collection
- The items are not presented at the agreed collection point;
- The incorrect items have been placed for collection or the number of items has been exceeded;
- The items are presented in such a way that the operatives are unable to safely collect the items;
- The property is secured and the collection operatives cannot gain access to the external area where agreement has been made to collect from; or
- Another company / source has collected the items.

## Compost Bins

'Soil Saver' compost bins (330 litre) are available to purchase for £12 including delivery, via the councils website or by contacting the Hwb on 01267 234567

- The bin dimensions are height 100cm and diameter 80cm. An information booklet is also included. The bins are available to Carmarthenshire residents only.
- Bins will be delivered within 10 working days
- An unlimited number can be ordered.

## Christmas and New Year Collections

Waste increases during the Christmas and New Year period and should be managed through using the full kerbside recycling scheme available to all domestic residents.

All accepted recycling materials should be placed in the blue recycling bags and food waste caddy for weekly recycling and glass bottles and jars in the prescribed box every three weeks or any surplus can be taken to the nearest bring site wherever possible.

Blue bag dry mixed recycling and food waste is unlimited and if residents are contributing to the full kerbside scheme reasonable excess in residual waste may be collected during this seasonal influx in domestic waste arisings.

## Distribution Outlets for bags and caddies

To encourage residents of Carmarthenshire to recycle as much as possible, the council has established numerous collection points throughout the county for the free collection of blue bags. In the official council offices (Hwbs) in the three principal towns, residents can collect blue bags, food waste caddies, and liners free of charge. The recycling items obtained from the Hwbs should be used for domestic collections only.

The additional collections points are in other council buildings or at private outlets and they supply blue bags only. A list of outlets is available on our website.

The Hwbs in the principal towns can also accept surplus blue bags which residents can return and which will be redistributed. Broken or damaged bags should not be returned.

## Education and Enforcement Process

The Council's policy is to promote the responsible management of waste from householders, businesses and visitors. Building awareness and having an educational approach is important to help residents understand their role and assist with improving recycling and operating efficient services. Education and enforcement activities will follow these principles and be used as a staged approach.

The council will educate householders about the requirements of restricted residual waste in the first instance. Enforcement will be used only for those householders and persons that have received prior education and guidance, which has then not been adhered to.

There are circumstances to which the education and enforcement processes shall follow and will be applied to;

- exceeding the residual black bag restriction
- contamination of recycling blue bags, food waste, glass bottles and jars, AHP and nappy waste and/ or garden waste
- and for placing any waste out on the incorrect day.

The process maps in appendices 3 and 4 demonstrate the stages for each process to allow individuals to support our strategic and operational objectives.

If residents still fail to comply with the waste receptacles/recycling notice they will receive a £100 fixed penalty notice. If residents still do not comply after FPN the maximum penalty on conviction can be up to £1000.

## Collection Points

As a Council we undertake the majority of our collections from the edge of the adopted highway, in certain circumstances we have made arrangements whereby collections can take place from the edge or the rear of a property and on occasion on an unadopted road. In these cases, the road owner is expected to sign an indemnity regarding road conditions and the location is subject to a condition survey and risk assessment. This approach is in place to protect our workforce from injury and to limit our vehicles suffering damage from some of the unadopted and private roads that are in a very poor condition.

### Housing developments and unadopted roads

Whilst residents move into their new home on any new development, much of the site can remain unfinished awaiting development or building works in a phased manner. This involves the use of heavy machinery, storage of building materials, vehicles on roadways, erection of scaffolding, hazardous hard hat areas and many trip hazards. There may also be incomplete roadways and pavements, raised manhole covers, raised gullies/hydrants, and raised edges on kerbs. To always ensure our staffs safety, a development will only be entered by our vehicles and crews when all building works are fully completed or an agreement is reached with the developer for a phased entry, whereby a larger development may take several years to complete.

During the development, arrangements for waste collections will be agreed with the developer. Those with infirmities/disabilities may apply for Assisted Lifts, however it would be the responsibility of the developer to ensure this material is moved to the collection point on behalf of the resident.

It is only upon receipt of a section 38 agreement (required from the Highways Section) or indemnifying letter from the developer, that we would undertake a risk assessment to enter the development for waste collection either in a staged or completed build phase.

### Rear Lanes and Long Reach Properties

#### Private roads

Some properties in Carmarthenshire are situated along narrow, private lanes or country tracks which are not maintained by the Highways department. These have the potential to damage council refuse vehicles and provide hazards for our crews such as potholes or overgrown vegetation and overhanging branches. Parked cars may block full access and there may be blind bends and no turning circle for our vehicles. The council will request that residents present their waste at the closest location to the primary highway network where collection vehicles can travel safely.

In certain circumstances, a risk assessment will determine the designated collection point for such properties to use at the nearest primary highway network. These collection points may serve one or several properties along a lane or branch of lanes. The collection points will be serviced at the same frequency as the kerbside service.

If a resident that lives on a private lane cannot present their waste at the allocated collection point and requires assistance, they can apply for an assisted lift collection. Those that may be awarded an assisted lift collection will receive a visit so that a full risk assessment can be conducted to determine the health and safety requirements. The service will need to at times determine on a case-by-case basis the most efficient means of collecting the waste. In any circumstance the landowner would need to meet set guidelines issued by waste services regarding maintained road surfaces, adequate turning area for a vehicle specified by the council, lighting and cut back of overgrowth of vegetation or/and overhanging branches routinely as a minimum.

### **Highway maintained roads**

The collection crews will record on their daily debrief forms and report back to the supervisor of any highway defects that require attention and that may hinder or prohibit them for undertaking their collection rounds. Any road, bridges or hedge/tree overgrowth that requires attention will be reported to the highways department for remedial works to be conducted at the earliest opportunity.

### **Parked cars**

Collections may sometimes be hindered or cannot take place at all by the designated collection vehicle due to access restricted by parking of motorists. The collection crew will endeavour to call back later in the collection day if they encounter a vehicle which prohibits them from entering a road/street to collect from households. If this is still not possible a parked car process has been developed to highlight the problems experienced by the service to those that may have parked in an inconsiderate manner and blocked access to larger vehicles. Appendices 5 demonstrates the process.

## **Missed Collections**

There is a facility on our website to check for any waste collection disruptions which may lead to missed collections this facility should be utilised in the first instance.

Refuse and recycling must be presented at the kerbside by 6.00am on the day of collection and not before 6pm the day before collection. Recycling receptacles must be back within the property boundary the same day of collection.

If receptacles are not presented by 6.00am on the day of collection, bins reported as missed will not be considered a 'missed' collection for reporting reasons. Responsibility for disposal of the waste will then become that of the householder, we will not return to collect the waste. Refuse and recycling receptacles not presented for collection at the time the collection operatives arrive at the property will be recorded.

Should a missed collection be reported on the designated day of collection, and subject to the record sheet failing to show the receptacle as not being presented for collection, the Council will be required to go back and collect the waste within 3 working days.

Residents can report a missed collection on the council website or by calling 01267 234567. Missed collections should not be reported until after 2pm (3pm for Hygiene and Nappy waste) on the day of collection, due to any time delays experienced by the collection crew.

## **Email and text messaging service**

The waste service provides an email or text messaging service to residents who wish to receive reminder notification of their kerbside collection service. Registration for this service can be made via My Account. The residents address details and method of contact will be obtained at registration.

Residents will receive a message based on their preferred communication method reminding them the evening before their collections to place their waste out for collection. The service is available for blur bag dry recycling, food waste, glass bottle and jars, black bags, AHP and garden waste collection services.

Sign up to the service provides agreement that residents are willing to receive messages regarding their waste collection service, this may in some instances mean additional alert messages due to disruptions in collections such as vehicle breakdowns or adverse weather conditions.

It is the resident's responsibility to amend their contact details or cancel the service. Residents must amend their details via My Account if their contact detail have changed or they have moved address as the messages sent will be pertaining to the detail available via the My Account contact and address details.

## **Holiday homes, holiday rentals, caravan parks/sites and bed and breakfast establishments**

A free recycling and food waste collection and a chargeable residual waste collection will be provided to holiday premises within the county whose owners pay Business Rates to Carmarthenshire County Council. For the purposes of clarity, holiday premises are those that are rented for monies for the purposes of providing holiday accommodation. This policy does not include transitory traveller camps or any sites which do not have valid planning or planning exemption for such use.

Members of the public who reside in holiday homes, permanent traveller sites or caravan parks for longer than 3 months and pay council tax will be treated as householders and receive the full recycling and residual waste service free of charge. Owners of second homes who use them solely for their own family or friend use and do not receive any kind of income from renting the premises will also be entitled to the full recycling and residual waste service free of charge.

The authority may reserve the right to request payment from holiday premise owners or management companies for the provision of wheeled bin containers on site supplied and serviced by the local authority to contain the waste specified for recycled waste.

## Cemeteries and Places of worship

### Domestic waste

Places of worship who do not conduct additional activities on site that generate monies for profit or for the purposes of giving monies to a nominated charity (that is not part of the religious establishment), will also be treated as domestic waste. This includes any waste generated through religious festivals irrespective of denomination. At the discretion of the council waste from cemeteries which are stand alone or within the grounds of a place of worship will be treated as domestic waste except for large burial grounds.

### Commercial waste charges

Places of worship who run businesses on their sites, such as a paid for creche, restaurant, hire out meeting rooms, hall spaces for commercial activity, etc will be treated as commercial waste. Large cemeteries will be treated as commercial and would need to have a commercial collection agreement.

## Collection of waste from charities

The Controlled Waste Regulations 2012 changed the charging mechanism to impose a charge for both collection and disposal of waste from charitable organisations. The only exception is for registered charities which accept donations of items from the public e.g. clothes, crockery, furniture etc. This type of waste remained under the classification of household waste and therefore the disposal cost must be excluded from the commercial charge for these clients only.

The remaining registered charity clients are charged the full commercial rate for collection and disposal of waste as they do not accept donations of household items from the public.

## Household Waste Recycling Centres

Carmarthenshire has four HWRCs, Trostre in Llanelli, Nantycaws near Carmarthen, Wernddu near Ammanford and Whitland. The sites are for the use of Carmarthenshire residents and for the disposal of domestic waste only. Trostre, Wernddu and Nantycaws also have adjacent transfer stations which may take commercial waste.

All four sites are open between the hours of 08:30 – 18:00 during the Summer (Apr – Sept) and between 08:30 – 16:00 during the winter (Oct – Mar).

Whitland is open Wed – Sun but does also open on Bank Holiday Mondays (unless these fall on Christmas/Boxing or New Year's Day)

The other three sites are open 7 days a week except for Christmas/Boxing and New Year's Day.

### Proof of Residency



- Any person visiting the HWRCs in Carmarthenshire will be required to produce proof of residency when requested by site staff
- Proof of residency will be taken to include items such as driving licence, council tax bill or recent utility bill (within 3 months) with a CCC address. There are some mitigating circumstances such as those that pay Carmarthenshire council tax but have an out of county postal address these can be accommodated through discussion with officers.
- Those who are not able to produce proof of residency when requested, will be turned away from the site.
- Any individual suspected to be accessing the HWRC with waste from a commercial origin will be refused entry.

#### Permits and vehicle guidance

Our recycling centres are for the use of Carmarthenshire residents to dispose of household waste only. We've introduced a free permit system for certain vehicle types to ensure that businesses are not using the recycling centres illegally to dispose of commercial waste.

This is an online application, whereby the vehicle registration document and proof of residency must be uploaded to be approved. Successful applicants are issued with twelve tickets which they can use throughout the year and reapply upon the anniversary of the permit expiry. Supplementing this permit scheme is a vehicle guidance document showing which vehicles are allowed entry, which require permits and which are prohibited from the sites. Applications for permits can be found on the council website at: [Recycling centre permits \(gov.wales\)](#)

For residents that do not have vehicles and hire vans on a short-term basis, they will have access to the HWRC in a hired van (sign writing not essential) if the hire agreement is three days or less and the hire agreement and proof of residency is shown on site.

Trailer of 2.44 meters (8 foot) in bed length will be permissible regardless of the number of axles but will be limited by which type of vehicle can enter the site with a trailer.

Any individual suspected to be accessing the HWRC with waste from a commercial origin will be refused entry.

#### Black bag sorting

We recommend that you sort your waste into recyclable and non-recyclable materials before coming to the recycling centre. Many household items can be recycled, either in your blue bag or your food waste bin. Other items such as glass, clothes and small electrical items can be recycled at the recycling centre or smaller recycling banks.

If residents bring black bags to the recycling centre, they will be required to sort them at one of our designated sorting stations.

Our recycling policy for HWRC's:

- Unsorted black bag waste is not accepted
- Householders are instead required to sort all recyclable material from non-recyclable materials prior to arriving at the HWRCs.

- On arrival householders are required to place recyclable items in the relevant recycling container, and only non-recyclable items in the residual waste (general waste/black bag) skip.
- If a person arrives at the HWRCs with unsorted waste, they will be given the option to either sort their black bags in a designated sorting area at the site or return home to sort their black bag waste.
- Any bags sorted on site must be sorted by householders, site staff will be able to provide guidance but will not assist with the sorting.
- The deposit of recyclable items in the residual skips will not be permitted.

### Donation Stations

Residents are encouraged to donate any domestic waste item which is of reasonable condition that can be cleaned, repaired or upcycled at the 'Eto' repair and reuse facility, when attending the HWRC.

- Donation stations are located at all four HWRC and are located near the entrance of the HWRC to encourage residents to donate items at the designated donation station before disposing for recycling or waste disposal within the HWRC skips.
- No waste after deposited in the skips can be taken by the public for repair or reuse purposes.
- All waste donated must be left at the donation stations for repair and reuse
- All waste donated must be domestic waste such as;
  - Garden equipment
  - Wood and wooden items
  - Bikes
  - Electricals
  - Furniture
  - Household items
  - Sports equipment
  - Children's toys
  - CDs & DVDs
  - Books
  - Tiles
  - Rugs
- No donated items can be taken from the donation station by the public when deposited by others
- Donation stations are open during the same operating times as the HWRCs

### Education and enforcement:

Any person that leaves unsorted black bag waste at, or in the vicinity of, the HWRCs, will be considered to have committed the offence of 'fly tipping' as per s34 of the EPA 1990, and will be subject to CCCs Enforcement Policy.

The council's enforcement officers can on occasion visit the recycling centre to undertake spot checks. Thus, to ensure that residents are compliant with the disposal of waste on site and to determine no commercial activity is occurring on any of the four recycling centres.

#### Disposal of blue bags (dry recycling)

Residents can dispose of their blue bags, containing dry recycled materials, at all four HWRCs in dedicated skips. From 1<sup>st</sup> April 2023, following a review removal of the blue bag skip may be possible as there will be a weekly provision for the collection of these at kerbside. Recycling provision for dry mixed recycling items that may come from black bag sorting on site will be available.

#### Plasterboard (gypsum) waste and asbestos

Plasterboard is made of the mineral gypsum, which produces hydrogen sulphide gas (rotten egg smell) in landfills. Plasterboard is no longer permitted in landfills but must be recycled and as this material is found mostly in construction materials a limit is put on the amount that can be taken into the HWRCs. This is restricted to three standard bin bags per month. The plasterboard in the bags needs to be decanted into the plasterboard containers on site.

Only cement bonded asbestos is allowed at the HWRCs (Chrysotile). Blue and Brown asbestos (Crocidolite & Amosite) are not allowed and require specialist treatment and disposal.

The cement bonded asbestos must be double bagged, and the bags sealed. Up to three bags of asbestos are permitted for disposal at the HWRCs each year.

Whole sheets of cement bonded asbestos and quantities of both asbestos and plasterboard more than the three bags, are taken to Nantycaws, over the weighbridge and an appropriate disposal fee paid to the site operator.

#### Refrigerators and freezers – COLD units

Up to and no more than three domestic fridges, freezers, wine coolers or fridge freezers (including American style domestic fridge freezers and domestic chest freezers) per household to be deposited at the HWRC per visit. No commercial coolers, fridges, or freezers are allowed on site.

Fridges must be clean and contain no food or other items that are not inherently part of the apparatus. It is advisable to remove the seals to avoid children, pets or wildlife becoming trapped within.

#### Charities

Any registered charity using the Household Waste Recycling Centres (HWRCs) for the disposal or recycling of waste will need to contact the waste section of the local authority

for permission to use the site. Charities will need to register with the waste section prior to use of any of the HWRCs and will need to provide the following:

- Provision of a registered charity number
- Registration number and make of the vehicle delivering waste to the site
- 24 hours' notice of delivery of materials to a named HWRC.

The following disposal conditions will apply:

- Disposal of recyclable or compostable materials will be free of charge with unlimited visits.
- Disposal of residual black bag waste will be limited to two times a month.

Hardcore, rubble and any other construction materials will be chargeable and will need to go over the weighbridge at Nantycaws or via the commercial recycling centre in accordance with the opening times of the facility.

If waste is picked up by a charity whereby, they receive monies for its disposal, then this material will have to be diverted to a transfer station or landfill and the appropriate disposal fee paid.

## **Eto – repair and reuse**

Eto is a Welsh Government Circular Economy grant funded project that will help everyone in Carmarthenshire to be more sustainable, cut down on waste and give a second life to perfectly good items.

Re-using is a great way to save the energy used from making new products, helping to reduce carbon footprint and allow residents to do their bit to protect the environment.

The project is set up to help create a circular economy in Carmarthenshire, keeping items in use for longer and all the benefits that brings.

Repaired, re-used and re-purposed items are available at;

- Eto, 31 Stepney Street, Llanelli
- Canolfan Eto, Nantycaws Recycling Centre, Llanddarog Road, Carmarthen

Donated items will be assessed to ensure that they are in a suitable condition and are safe to be re-used, repaired or re-purposed. After this, any necessary work will be carried out before items are sold.

All electrical items will be subject to Portable Appliance Testing (PAT) which is a routine inspection of electrical appliances to ensure they are safe to use.

No warranty is provided.

Returns can be made, and full refund provided based on consumer rights legislation.

Opening hours of Eto shops are published on the council's website.



## Appendix

### Appendices 1 - Garden Waste Terms and Conditions

#### **Terms and Conditions**

These are the terms of the agreement between Carmarthenshire County Council, County Hall, Carmarthen, Carmarthenshire SA31 1JP and the customer regarding this garden waste service.

#### **Service**

1. This service is available to Carmarthenshire residents for household use only.
2. Collections will take place on the first garden waste collection day after delivery of your bin and on a fortnightly basis thereafter. Online ordering will result in immediate notification of day and week of collection. Alternatively, if you order via other methods, you will receive communication stipulating your collection day and week.
3. Bin(s) should be stored on your property and put out for collection before 6am on collection day. If we receive a missed collection call from you, we will refer to our on-board camera system to detect if the bin was out for collection. We will not call back if the bin was not presented at the time of collection.
4. All garden waste must be placed loose inside the bin and the bin lid must be closed for collection. We will not collect the following: • Bagged garden waste • Overflowing bins • Bins that are too heavy • Bins that contain non-permitted items (full list on our website)
5. Some properties may not be suitable for this service due to restricted access for our collection vehicles. In that event we reserve the right to withdraw the garden waste collection service and to notify you accordingly. If payment has been processed a full refund will be given.

#### **Delivery of wheeled bin(s) and collections of garden waste**

6. We aim to deliver the bin(s) within 10 working days of receiving your payment. However, this may not be possible on every occasion. You will be kept informed of any delay.
7. The bin(s) remain the property of the council and must not be defaced or inscribed in any way. Customers are responsible for keeping their containers clean and return the bins to their residential property as soon as collections have been made. Damaged or stolen bin(s) must be reported immediately on [www.carmarthenshire.gov.wales/gardenwaste](http://www.carmarthenshire.gov.wales/gardenwaste) or call 01267 234567. The council reserves the right to make a charge to replace any containers damaged because of misuse by the customer.
8. If the access road to your property for the collection vehicle or crew is blocked, the council will endeavour to return once the area is clear. In exceptional circumstances, if a collection vehicle is repeatedly restricted from collecting the bin(s), residents may be asked to take their containers to an agreed collection point.
9. Dependant on demand you may not receive a new bin and you may instead be provided with a bin returned from a previous customer, in this event we will clean and wash the bin before delivering.
10. The authority will not be liable for any injury or damage resulting from the use or movement of the bin, except where death or personal injury is due to negligence on the part of the council or its employees.

11. Wheeled bins will not be collected in from you at the end of each season, they should be retained and stored for the next season.

### **Charges and subscriptions**

12. Subscriptions are renewed annually at the start of the season. The contract will terminate at the end of each season. The season dates are subject to change. Existing customers will receive a renewal notice, for the following years' service, in advance of the payment deadline each year.

13. Payments for the service will be published on Carmarthenshire County Council website. No concessions are available for this service.

14. You will pay the full cost whatever point in the year you subscribe to the service. Once collections have started from your wheeled bin, there will be no refund if you; • decide to cancel the service at any point during the season • if collections cannot be carried out for reasons beyond the council's control • if you report a missed collection but our enquiries confirm that the bin was not presented at the normal collection point at the time of collection.

15. If you do not renew the garden waste contract for the new season you are required to contact us on [ENVGardenWaste@carmarthenshire.gov.uk](mailto:ENVGardenWaste@carmarthenshire.gov.uk) to make arrangements for collection of the bin. Failure to surrender the bin will result in a charge of £25

16. If you move house within Carmarthenshire - please let us know at least 10 working days before you are due to move so that we can make sure your bin gets emptied at your new address and advise of any changes to your personal contact details. Likewise, if you move outside the county, please contact us so that we can make arrangements to collect the bin. Email us on; [ENVGardenWaste@carmarthenshire.gov.uk](mailto:ENVGardenWaste@carmarthenshire.gov.uk)

### **Cancellation of the service**

17. You have a right to cancel this contract within 14 days of the contract being concluded, without giving any reason. If you exercise these statutory cancellation rights, we will give you a full refund within 14 days of cancellation. For further information on your cancellation rights and how to exercise them, see the Instructions for cancellation and model cancellation form in the Schedule to these terms and conditions.

### **Our rights to terminate**

18. Carmarthenshire County Council reserves the right to terminate this service at any time if:

a) We decide that your property is not suitable for this service due to access to the property being restricted. A full refund will be given.

b) You fail to make any payments to the council under this contract at the required time. There will be no refund for monies received and you remain liable to pay full annual cost of the service.

c) You regularly place items out for collection which do not qualify as household garden waste, or which are prohibited items listed on our webpage;

[www.carmarthenshire.gov.wales/gardenwaste](http://www.carmarthenshire.gov.wales/gardenwaste) There will be no refund for monies received and you remain liable to pay full annual cost of the service

**Your rights to terminate**

19. In addition to your statutory cancellation rights (in clause 16) you can also terminate this contract at any time by giving us 7 days' notice in writing. If you terminate under this clause, we will not give you a refund.



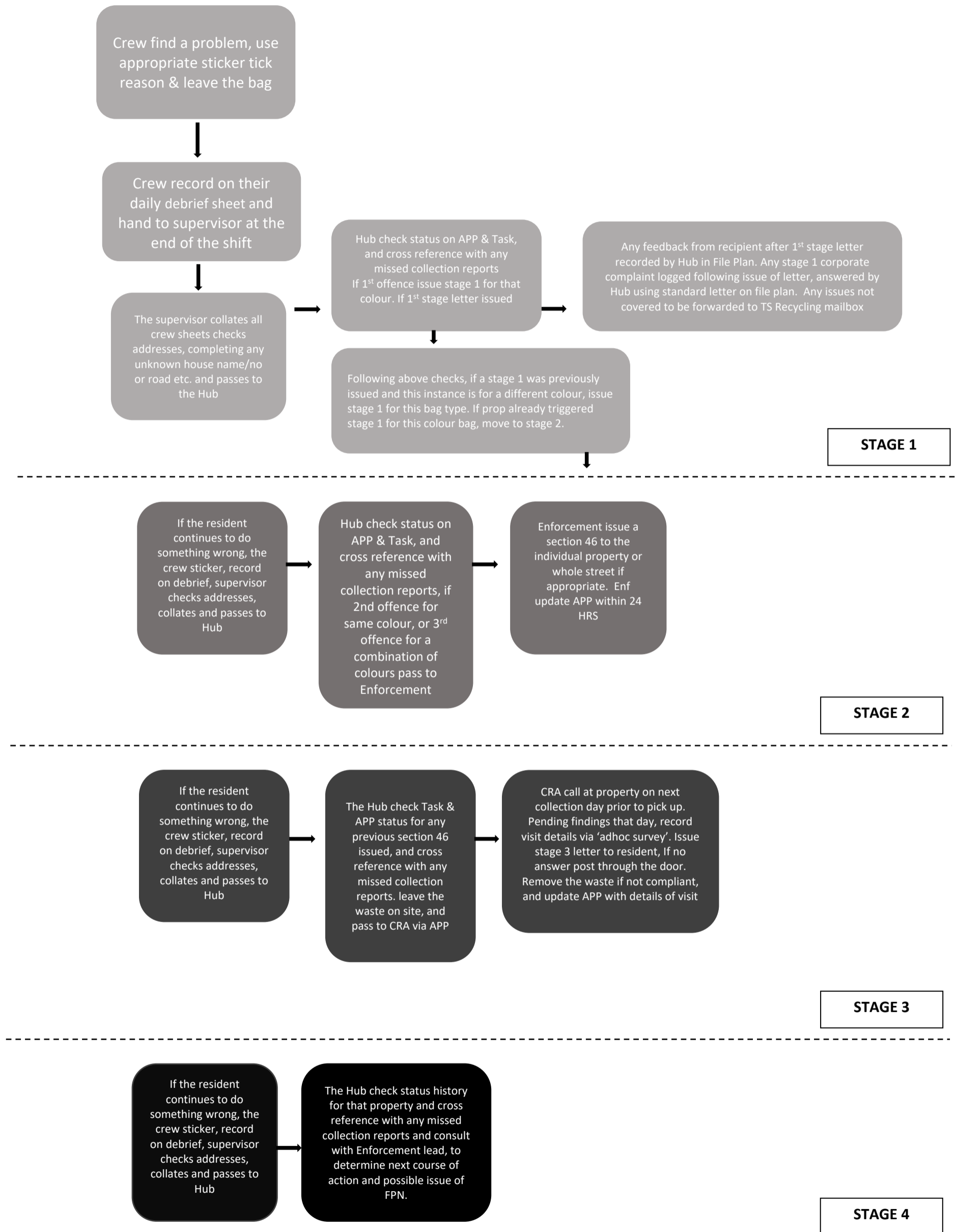
## Appendices 2 – AHP and children’s nappy waste terms and conditions

1. This service is for Carmarthenshire residents only and solely for domestic use. You confirm that the waste is not from a commercial business, e.g., a residential care home, or a registered child minder.
2. Once you receive your purple bags, you can start putting them out on your next Hygiene & Nappy Waste collection day. You can look this up on our webpage where you can also download and print a collection calendar.
3. Bags should be placed out before 7am for collection at your usual refuse/recycling collection point.
4. Do not report a missed collection until after 3pm on the day of collection. Any reports after 3pm will be checked against our onboard camera footage to verify the waste was out and at the correct location when we called at your property. If the bags were not out, we will notify you and not return until the next scheduled collection day. You will need to remove the bags from the collection point until then.
5. All hygiene and nappy waste must be placed in purple bags provided. All bedpans, catheter and stoma bags should be emptied if possible before placing in the purple bag.
6. Some properties may require a visit to see how we can assist with offering the service. If this is the case, you agree to this and you will be contacted directly.
7. We aim to deliver the purple bags within 10 working days of receiving your application. We will contact you should this be delayed. When you require further bags, you must apply for more to be delivered to your registered address. Requests can be made via our website or by contacting Customer Services on 01267 234567. Please ensure you leave enough time for delivery to take place.
8. Once you have applied, you will remain a customer until you contact us to advise you wish to cancel.
9. If you need to stop your collections temporarily, please contact us. If you do not put waste out on three consecutive collections, we will contact you to see if you still require the service. A review of customers will also be carried out every two years.
10. If you are completing the form on behalf of someone else, you agree for us to contact you using the information you provided. We will notify you of any service change/delays on their behalf, and you will inform them of the changes.
11. If you require the service for children’s nappies, the child/children can only be registered for the service under one Carmarthenshire address. If relatives are helping to care for your child at another property, they cannot register for the service as well. However, you can give them purple sacks for any used nappies, but they must pass them back to you for collection from your own registered address.
12. You agree to contact us and amend your address details if you move house, change your email address or other contact details.
13. You agree to inform us to cancel collections once the service user no longer requires the service

**Appendices 3 – Individual property education and enforcement process map**

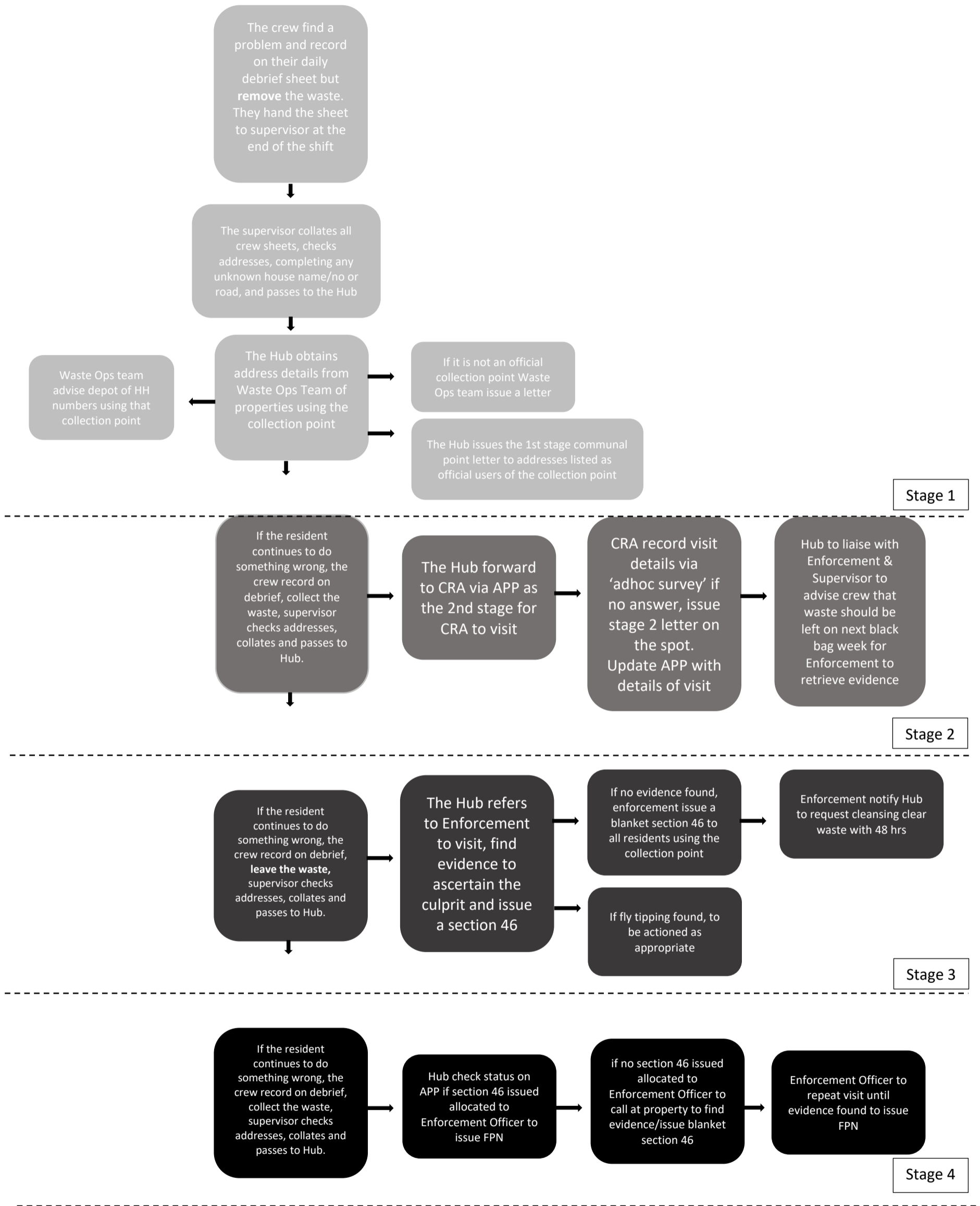
**Education/Enforcement Process 2022**

**Process for individual properties, not adhering to blue/black bag policy (not communal waste points)**

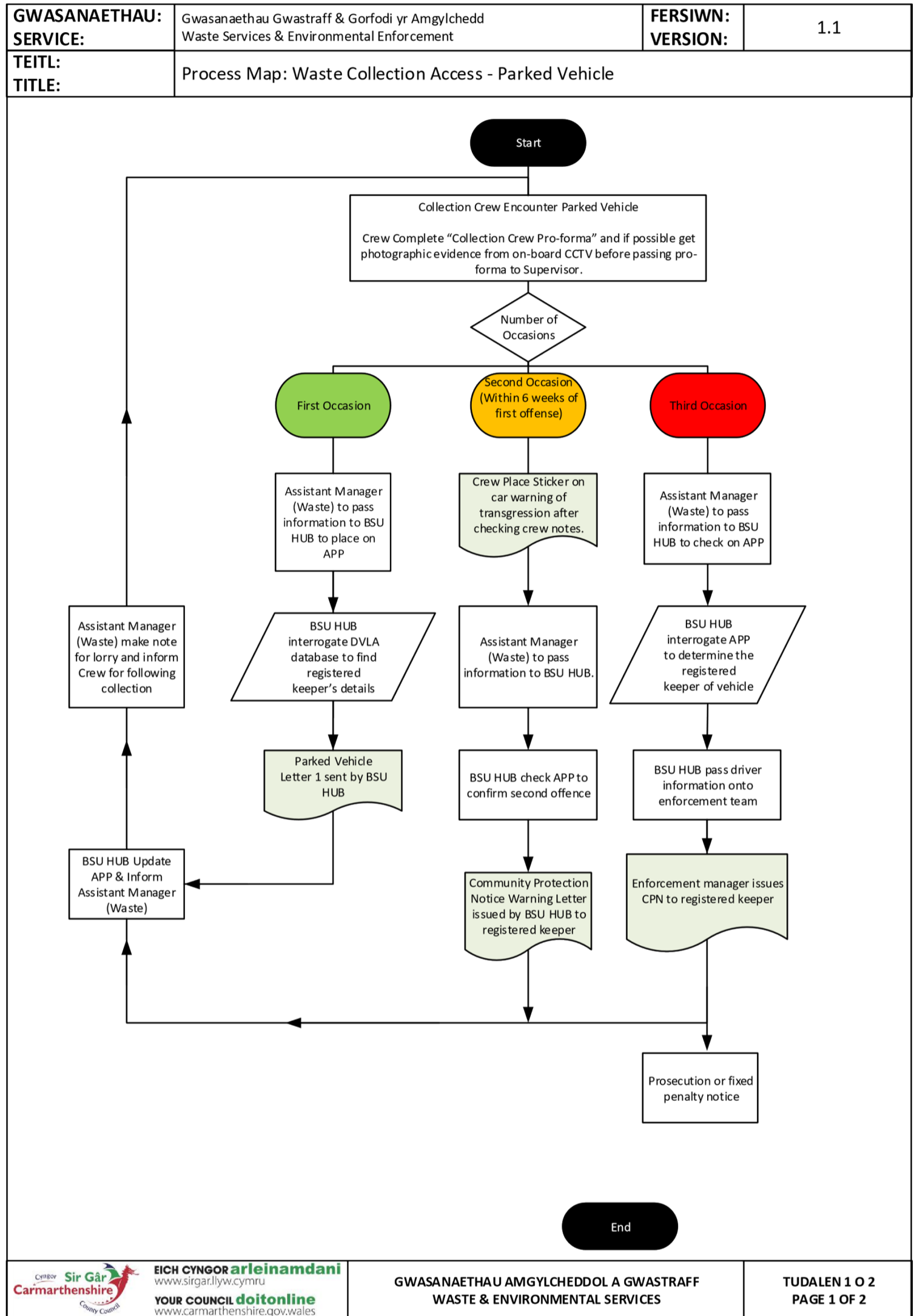


**Appendices 4 – Communal collection point education and enforcement process**

**Education/Enforcement Process  
Process for properties with communal collection points**



Appendices 5 – Parked Cars Process

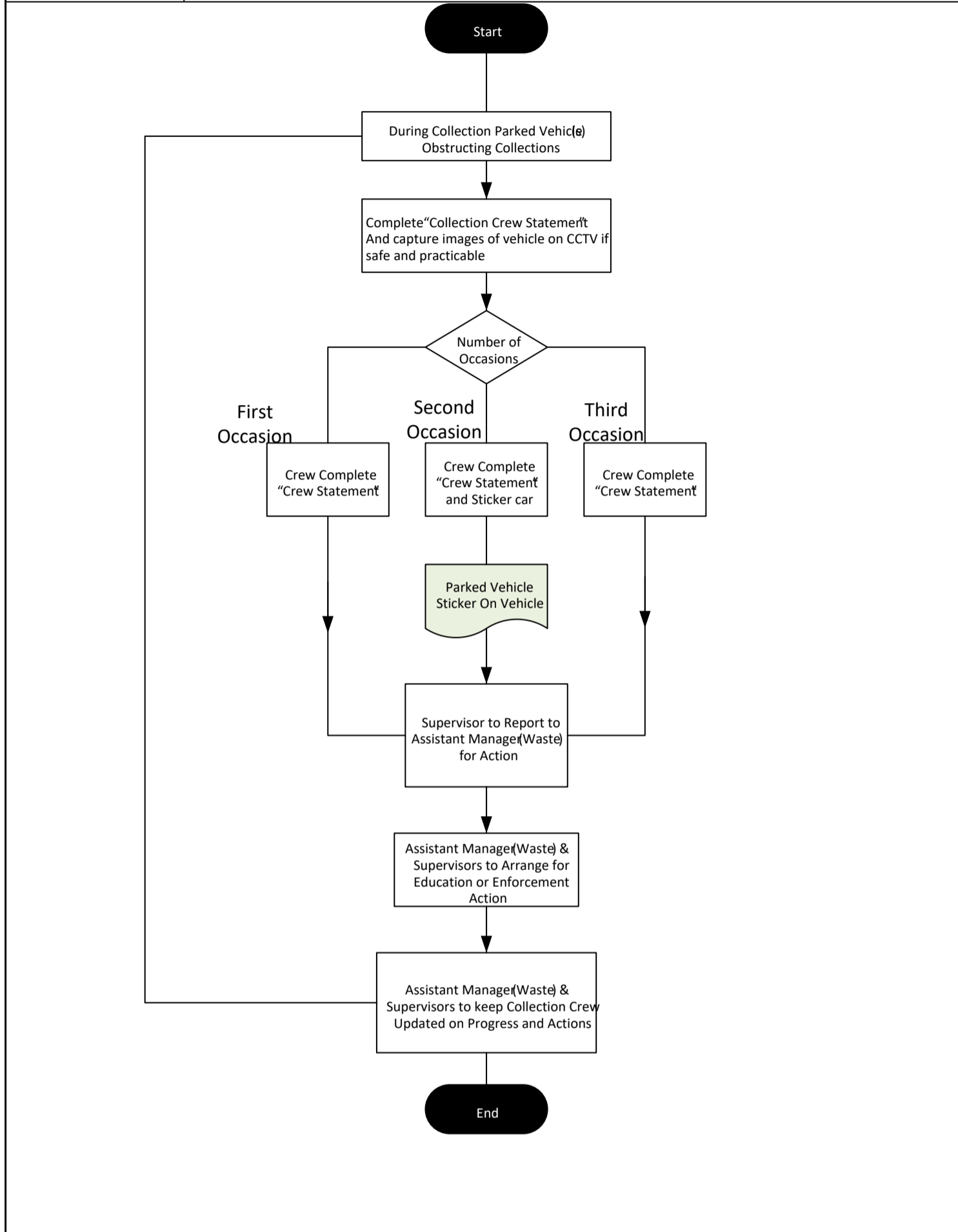


EICH CYNGOR **arleinamdani**  
www.sirgar.llyw.cymru  
YOUR COUNCIL **doitonline**  
www.carmarthenshire.gov.wales

GWASANAETHAU AMGYLCHEDDOL A GWASTRAFF  
WASTE & ENVIRONMENTAL SERVICES

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<b>GWASANAETHAU:</b> <b>SERVICE:</b>	Gwasanaethau Gwastraff & Gorfodi yr Amgylchedd Waste Services & Environmental Enforcement	<b>FERSIWN:</b> <b>VERSION:</b>	
<b>TEITL: TITLE:</b>	Process Map: Waste Collection Access - Parked Vehicle (Collection Team Process)		



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