

# Document Pack



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**FRIDAY, 5 MAY 2023**

**TO: ALL MEMBERS OF THE COMMUNITIES, HOMES & REGENERATION SCRUTINY COMMITTEE**

I HEREBY SUMMON YOU TO ATTEND A MEETING OF THE **COMMUNITIES, HOMES & REGENERATION SCRUTINY COMMITTEE** WHICH WILL BE HELD IN THE **CHAMBER - COUNTY HALL, CARMARTHEN. SA31 1JP AND REMOTELY AT 10.00 AM ON MONDAY, 15TH MAY, 2023** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

*Wendy Walters*

**CHIEF EXECUTIVE**

<b>Democratic Officer:</b>	<b>Kevin J Thomas</b>
<b>Telephone (direct line):</b>	<b>01267 224027</b>
<b>E-Mail:</b>	<b><a href="mailto:kjthomas@carmarthenshire.gov.uk">kjthomas@carmarthenshire.gov.uk</a></b>
<b>This is a multi-location meeting. Committee members can attend in person at the venue detailed above or remotely via the Zoom link which is provided separately.</b>	
<b>The meeting can be viewed on the Authority's website via the following link:- <a href="https://carmarthenshire.public-i.tv/core/portal/home">https://carmarthenshire.public-i.tv/core/portal/home</a></b>	

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

**COMMUNITIES, HOMES & REGENERATION SCRUTINY  
COMMITTEE**

**PLAID CYMRU GROUP - 7 Members**

Cllr. Betsan Jones (Vice-Chair)  
Cllr. Bryan Davies  
Cllr. Terry Davies  
Cllr. Handel Davies  
Cllr. Ken Howell  
Cllr. Denise Owen  
Cllr. Russell Sparks

**LABOUR GROUP - 4 Members**

Cllr. Deryk Cundy (Chair)  
Cllr. Rob Evans  
Cllr. Martyn Palfreman  
Cllr. Michael Thomas

**INDEPENDENT GROUP - 2 Members**

Cllr. Anthony Davies  
Cllr. Hugh Shepardson

**UNAFFILIATED**

# **A G E N D A**

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF PERSONAL INTEREST INCLUDING ANY PARTY WHIPS ISSUED IN RELATION TO ANY AGENDA ITEM**
- 3. PUBLIC QUESTIONS (NONE RECEIVED)**
- 4. BURRY PORT HARBOUR PETITION TO FULL COUNCIL - UPDATE POSITION** 5 - 10
- 5. BURRY PORT PLACEMAKING PLAN** 11 - 60
- 6. SHARED PROSPERITY FUND - TACKLING TOWNS** 61 - 66
- 7. EMERGENCY SOCIAL HOUSING ALLOCATION UPDATE REPORT ON THE OPERATION OF THE NEW ALLOCATION POLICY (MONITORING)** 67 - 82
- 8. COMMUNITY AND REGENERATION SCRUTINY COMMITTEE FORWARD WORK PROGRAMME FOR 2023/24** 83 - 88
- 9. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COMMITTEE HELD ON THE 5TH APRIL 2023** 89 - 98

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## COMMUNITIES, HOMES & REGENERATION SCRUTINY COMMITTEE

15<sup>TH</sup> MAY, 2023

**SUBJECT:  
BURRY PORT HARBOUR PETITION TO FULL COUNCIL – UPDATE  
POSITION**

**Purpose:**

The purpose of this report is to update Members on the position at Burry Port Harbour, following a petition presented to full Council on the 25<sup>th</sup> January 2023.

**THE SCRUTINY COMMITTEE IS ASKED TO:-**

- To note the position with regards the lease obligations of Burry Port Marina Ltd (BPML) in respect of their management of the Harbour.
- To note CCC's position with regards overseeing the lease and asset and the continued engagement by officers with the management of BPML

**Reasons:**

- Burry Port Harbour was leased to BPML, a subsidiary of The Marina Group for a period of 150 years from the 1<sup>st</sup> April 2018
- Harbour users and the Friends of Burry Port Marina (FBPM) have raised concerns over the condition of the harbour, culminating in a petition being presented to Council.

**CABINET MEMBER PORTFOLIO HOLDER:-**

Cllr. G. John (Cabinet Member for Regeneration, Leisure, Culture and Tourism)

**Directorate:**

Communities

**Designations:**

Head of Leisure  
Head of Regeneration

**Email addresses:**

[IJones@carmarthenshire.gov.uk](mailto:IJones@carmarthenshire.gov.uk)  
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**Name of Head of Service/  
Report Author:**

Ian Jones  
Jason Jones

## EXECUTIVE SUMMARY

### BURRY PORT HARBOUR PETITION TO FULL COUNCIL – UPDATE POSITION

#### **Issues raised within petition presented by Chair of Friends of Burry Port Marina (FBPM)**

*'We the undersigned electors in the County of Carmarthenshire petition the Carmarthenshire County Council:*

*To recognise that the condition of Burry Port harbour and marina has steadily deteriorated to what is essentially an unworkable state despite the long-term lease to a private marina operator, and we register our deep concern and dissatisfaction.*

*To ensure, as Landlord and Statutory Harbour Authority, all terms of that lease are fully enforced without further delay.*

*To inspect the property and issue notices of any breaches of these terms within the next month, and if the leaseholder fails to take appropriate and effective action, to pursue your rights under the lease.*

*To take note that we have no faith or confidence that the Water Injection Dredging method will clear the harbour of the heavy sand that needs removing, which makes up the vast bulk of the accumulated sediment, and we do not consider this to be an appropriate or effective action.*

*We want to see the harbour and marina return to the best possible condition, to be a safe, functioning, attractive facility that is a genuine benefit for both the harbour users and our whole community.'*

#### **Update position**

CCC officers representing the Regeneration property, Finance and Leisure divisions continue to meet regularly with the Managing Director of The Marine Group, where operational concerns have, and continue, to be raised. Officers are also meeting regularly with the chair of FBPM. The County Council shares the stated aim of FBPM in wanting a safe, functioning, attractive facility that is a genuine benefit for both the harbour users and our whole community.

Many of the concerns raised locally are recognised by CCC, however, it should be noted that the harbour is still operating albeit access and egress times for vessels are reduced due to the lack of sustained progress with dredging. These concerns have been communicated to BPML and the tenant has since been issued with legal notice of potential breaches against the terms of the lease, with a requirement for the operator to outline a clear, measurable, and timebound plan of action to address these concerns.

One of the main points of concern is the lack of progress in ensuring that the harbour is dredged to a depth of 1m of water, below the top of the harbour sill, at impound level. Whilst the terms of the lease do not specify how BPML should operationally manage (or dredge) the harbour, the expected outcome is clearly articulated in terms of depths within the harbour. The operator must also comply with all environmental and Health and Safety regulations as they undertake day-to-day operations and any major works. The Water Injected Dredging (WID) methodology is a recognised and environmentally supported method of sustainable dredging, however, there is a recognition by all parties, including BPML) that some other methods, such as mechanical dredging, will and may continue to be required to remove heavier sand-based sediment from the harbour.

BPML quote a very challenging financial environment, along with the impact of the covid pandemic as some mitigation for the current condition of the harbour, however, there is a recognition that progress over the first five years of the lease period has not been satisfactory, especially in relation to the dredging regime.

It is also recognised that the challenging financial environment has provoked debt to accumulate in respect of rates, rental and other charges and this has also become part of the officer dialogue with BPML management. Enforcement action has been implemented and repayment schedules agreed. There is continued ongoing discussion in respect of BMPL securing funds to support the repayment of debt and the delivery of the works programme.

Looking forward, a documented dredging plan has been submitted by BPML, along with a list of other improvements around the harbour, including an upgrade of the commercial pontoons, a re-commencement of work to re-furbish the old RNLI building into a new Harbour Masters' office and improved changing and showering facilities for harbour users. This plan of work is being communicated to stakeholders via BPML, via TMG's website and by direct contact with mooring holders.

CCC officers will continue to monitor progress over the coming months, assessing progress against BPML's stated plan of action and the lease requirements.

**DETAILED REPORT ATTACHED**

**NO**

## IMPLICATIONS

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

**Signed:**      **Ian Jones**                      **Head of Leisure**  
                     **Jason Jones**                      **Head of Regeneration**

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>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>YES</b>

### 2. Legal

Instructions received and letter issued to BPML stating that they are currently in breach of their repairing obligation under Clause 25, and specifically Clause 25.3, which places an obligation to:

*‘...dredge the Harbour and East Dock when necessary to ensure that the Dredged sea bed level of both the Harbour and East Dock is of no less than 1.0 metre at impound level (with the lock gate up) at any time during the Term.’*

BPML have been put on notice of the steps open to Carmarthenshire County Council to remedy the breach, which will also include recovery of any costs incurred in doing so.

### 3. Finance

Annual lease is chargeable at a minimum of £30k pa. Debts in respect of Rental, Rates and Employee related costs is outstanding and recovery action and a repayment schedule has been implemented.

### 7. Physical Assets

Concerns expressed by CCC and key stakeholders regarding dredging of harbour not meeting the outcomes stated in the lease with BPML. This is needs to be addressed to protect the authority’s asset and reputation.



<b>CABINET MEMBER PORTFOLIO HOLDER(S) AWARE/CONSULTED</b> YES	<b>Include any observations here</b>
----------------------------------------------------------------------	--------------------------------------

<b>Section 100D Local Government Act, 1972 – Access to Information</b> <b>List of Background Papers used in the preparation of this report:</b>  <b>THERE ARE NONE</b>		
Title of Document	File Ref No.	Locations that the papers are available for public inspection

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**Date 15<sup>th</sup> May 2023**

**Subject: Burry Port Placemaking Plan**

**Purpose:**

To provide Scrutiny Committee with an overview of the Burry Port Placemaking Plan prior to the report being considered by Cabinet.

**THE SCRUTINY COMMITTEE IS ASKED TO:-**

Consider the information contained in the report and provide comments prior to the report's consideration by Cabinet.

**Reason(s)**

To enable Scrutiny committee to review the plan prior to consideration by Cabinet.

**CABINET MEMBER PORTFOLIO HOLDER:-**

Councillor Gareth John: Cabinet Member for Regeneration, Leisure, Culture and Tourism

**Directorate**

**Name of Head of Service: Jason Jones**

**Designations: Head of Regeneration**

**Tel Nos.**

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**Report Author: Tessa Peregrine**

**Economic Development Area Manager**

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# EXECUTIVE SUMMARY

## Burry Port Placemaking Plan

### SUMMARY OF PURPOSE OF REPORT.

To complement the Ten Towns Growth Plans and Covid-19 recovery masterplans for the Primary towns, Carmarthenshire County Council have developed a Placemaking Plan for Burry Port. The report is appended for information and consideration.

Burry Port is part of the 14 Town initiative, which supports the growth and resilience of towns across the County. The publication of the Placemaking Plan for Burry Port will bring it in line with the other towns within the initiative.

The plan has been developed with key stakeholders in the area to identify opportunities which aligned the recovery proposals for the town centre with the regeneration aspirations of the harbourside area, to ensure Burry Port maximises the impact of planned regeneration activity in the local area. The themes that emerged from the plan will guide and support future funding applications.

The aim of the Placemaking Plan is to:

- Grow existing business
- Maximise job creation
- Support the development of a knowledge economy
- Developing distinctiveness of the area
- Identify current and future role of service provision in the community
- Support opportunities for sustainable energy provision
- Establish sustainable income generation for future growth
- Increase resilience, sustainability and future growth of the town and surrounding feeder communities

Projects will be delivered in partnership with key stakeholders and is dependent on securing resources to deliver projects. We will therefore seek to find funding opportunities where available to assist in project delivery.

### Stakeholder engagement

When producing the Placemaking Plan, face to face meeting were held, and virtual engagement sessions with key stakeholders within the community, these included:

- Friends of Burry Port Harbour
- The Marine Group
- Pembrey and Burry Port Town Council
- Local Members
- RNLI
- Local businesses

Their input into the sessions helped identify Placemaking Project Opportunities in the area which would help deliver regeneration aspirations in Burry Port.

### **Next Steps**

The Placemaking Plan will be considered at Cabinet on the 19<sup>th</sup> June 2023. If the plan is endorsed at Cabinet, we will convene a meeting of key stakeholders in Burry Port to present the final plan and seek to form a group to take the plan forward. We will endeavor to dovetail this work with the Shared Prosperity Fund, Tackling Towns Project under the Place Anchor.

<b>DETAILED REPORT ATTACHED ?</b>	<b>YES</b>
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# IMPLICATIONS

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

Signed: Jason Jones

Head of Regeneration

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

## Policy, Crime & Disorder and Equalities

The Placemaking Plan for Burry Port considers our existing strategies and plans including the Economic Recovery and Delivery Plan. The proposals are also aligned to the 7 Well-being goals and the 5 ways of working of the Well-being of Future Generations Act and considers the Socio-Economic Duty of Carmarthenshire County Council.

## Finance

Projects taken forward through the Placemaking Plan will need to access relevant funding streams to realise the schemes. We will work with key stakeholders to identify and secure funding where possible. Some funding has been secured via the Shared Prosperity Fund to enable delivery of some projects in the town. Finance is also secured for a staff resource to assist in project delivery and is fully funded through the shared prosperity fund.

## Staffing Implications

Support will be provided by the Economic Development team to engage with Stakeholders. A Shared Prosperity Fund Officer will be appointed to assist in delivering some of the projects within the Placemaking Plan via Tackling Towns.

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

**Include any observations here  
Report Noted**

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

**THESE ARE DETAILED BELOW**

<b>Title of Document</b>	<b>File Ref No.</b>	<b>Locations that the papers are available for public inspection</b>
<b>Burry Port Placemaking Plan</b>	<b>To be completed</b>	<b>Appended to the report</b>

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# Burry Port Town Centre Placemaking Plan



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**ELEMENT**  
URBANISM



# 1 Purpose

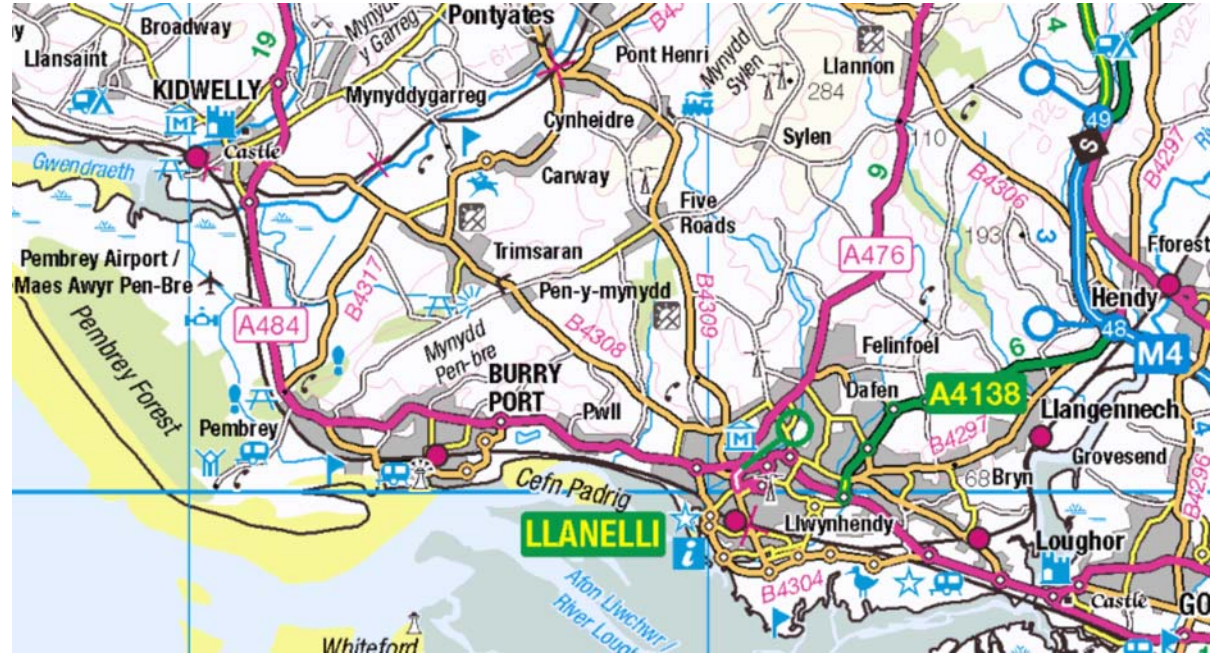
This placemaking plan has been commissioned for Burry Port town centre by Carmarthenshire County Council (Carmarthenshire CC) in response to several ambitious regeneration schemes in the area including the harbourside regeneration. The purpose is to identify opportunities which will strengthen the recovery of the town centre alongside the wider growth and regeneration aspirations for Burry Port.

The plan has been prepared with the contributions of local businesses and stakeholders. They have identified the key issues, opportunities and new ideas for recovery and growth of the town centre. The Plan will support future economic well-being of the community, guide and support future funding applications.

The aim of the Placemaking Plan is to:

- Grow existing business
- Maximise job creation
- Support the development of a knowledge economy
- Develop distinctiveness of the area
- Identify current and future role of service provision in the community
- Support opportunities for sustainable energy provision
- Establish sustainable income generation for future growth
- Increase resilience, sustainability and future growth of the town and surrounding feeder communities

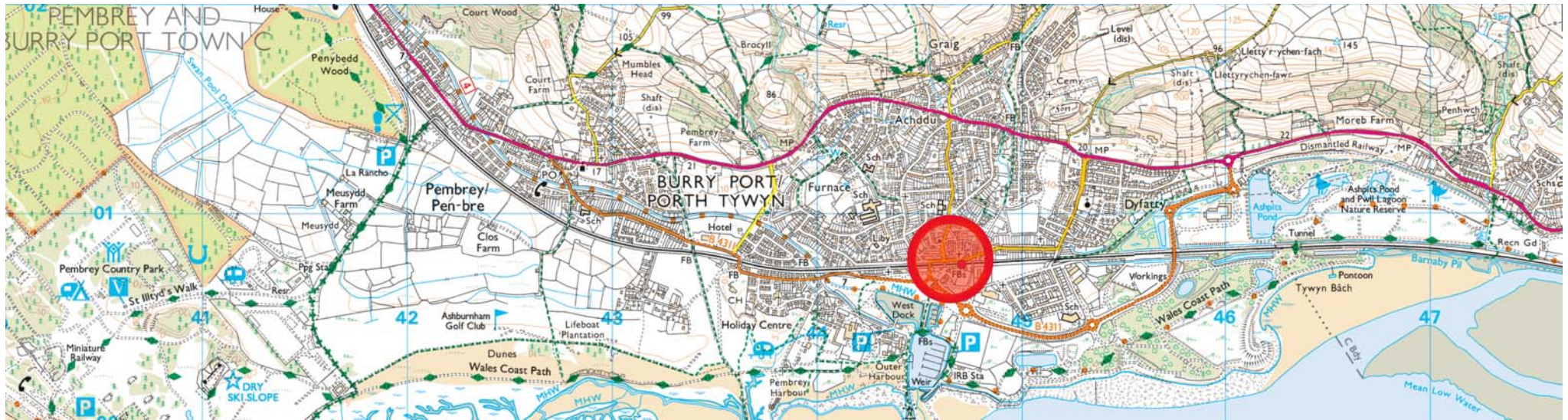
Figure 1 - Burry Port location context (Ordnance Survey)



## 2 Introducing Burry Port

### 2.0 Context

Figure 2 – Burry Port town centre context (Ordnance Survey)



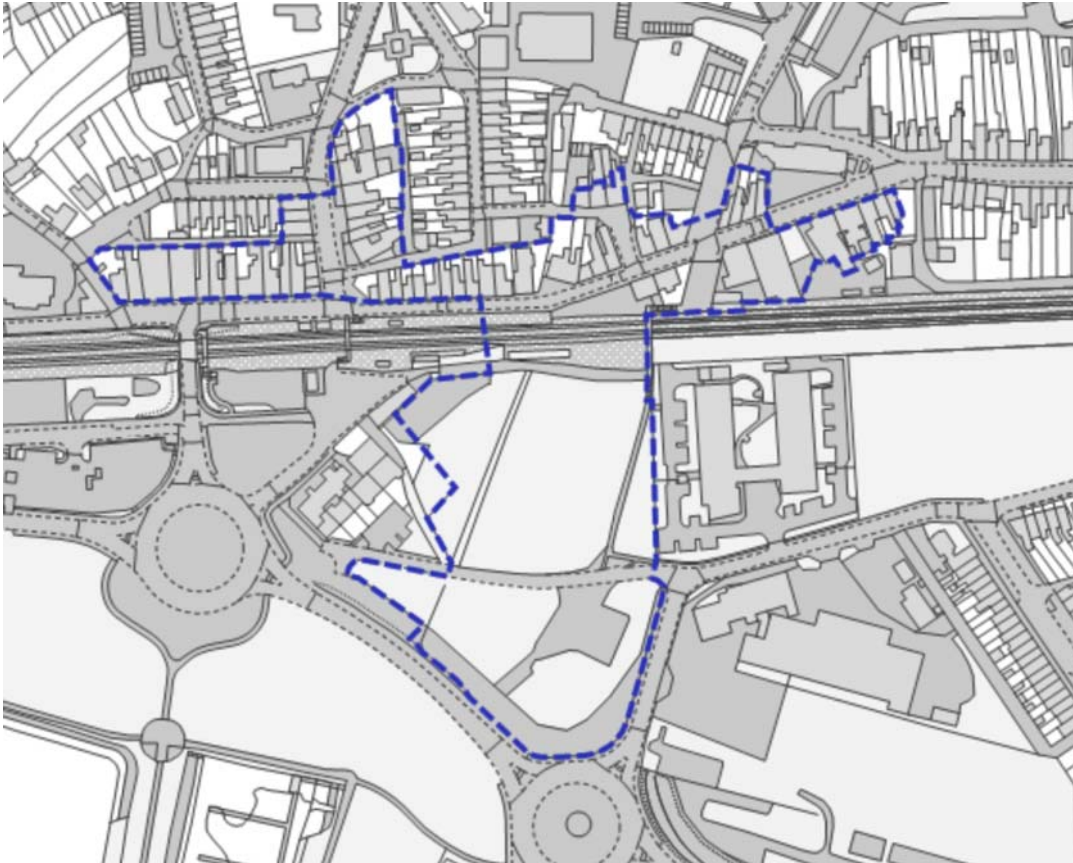
The A484 is the key route connecting Burry Port with Llanelli and the M4 to the east and Carmarthen to the west. The town centre train station has direct links with west Wales, Swansea, Cardiff, Manchester and London.

Historically, the town has grown around industry associated with the harbour which once facilitated the movement of coal from the Gwendraeth Valley. The industrial activity within the town has largely disappeared and the harbour now serves as a marina for small leisure craft as part of a network across west Wales. The Millennium Coastal Park and Path provides strong links to Pembrey Country Park and Cefn Sidan Sands to the west and Llanelli to the east.



## 2.1 Town centre

Figure 3 - Town Centre study core area



The defined<sup>1</sup> town centre boundary for Burry Port covers the local retail area incorporating a mix of convenience and comparison retailers. However, the focus of this plan also includes various sites and features located around the edge with an influence upon the future direction of the centre.

The plan area is divided into two distinct parts by the railway line, to the north is the traditional commercial centre along Station Road. To the south of the railway line the area is characterised by infrastructure (parking, public toilets), open green spaces and future development sites for mixed use retail development.

## 3 Location & place

### 3.0 Strategic regeneration & development

Burry Port forms part of the cluster of settlements along the Llanelli coastline with a strong growth-related and regeneration focus. The National Plan identified Llanelli specifically as a 'national growth area' and the focus for development with Burry Port providing a service centre and a component in the delivery of new homes and jobs. In contrast with the wider urban and post-industrial character, the Burry Port area is set within an attractive coastline and rural backdrop. The town has impressive views of the Gower Peninsula and Carmarthen Bay. The tourism attractions include the Millennium Coastal Path and nearby Pembrey Country Park along its southern coastline.

### 3.1 Burry Port Masterplan

Burry Port Harbour is one of Carmarthenshire's strategic regeneration areas supported by the Llanelli Waterside Joint Venture between Carmarthenshire County Council and Welsh Government. Investment has already been made in infrastructure and transport to make the area more accessible and to strengthen the link between the Millennium Coastal Path and town centre. The area includes completed projects including the new RNLI building and Parc Y Tywyn School developments.

Figure 4 - Masterplan Sites (Source Carmarthenshire CC)



The masterplan of the area provides diverse development opportunities for commercial, retail, leisure and tourism, alongside new residential units. Recent and future developments opportunities include:

- Enterprise Village - employment space with an element of live work units and possible marine related uses to support and promote harbour activity.
- Commercial Leisure Site - 2.8 acres of land for a mixed-use development scheme incorporating circa 5,000 sq m of retail, hotel, pub/restaurant and residential uses providing an active frontage across the marina.
- Food Store Site - 3.8 acres of land with potential for retail or other uses based on need. The site is located within close proximity to the town centre and benefits from good public transport and road links.
- Former Grillo site – the site of a Zinc Oxide factory owned by Grillo that was demolished in 2007 suitable for 230 homes and up to 465 sqm of retail and leisure floorspace (A1, A3 and D1 uses)

## 3.2 Burry Port Marina

Burry Port Marina offers 450 berths, enabling year-round cruising along the beautiful coastline. The marina is managed by The Marine Group and as part of the wider masterplan for the harbour, and a programme of improvements to upgrade the marina include:

- Capital investment in boat lifting equipment
- Rolling dredging programme
- Upgrade works to facilities
- The addition of diesel fuelling facilities
- Maintenance and upgrade of pontoons

In addition to this, a new marina office, shower/toilet facilities and start up workspace are under construction within the former RNLI building. After years of decline, the marina is expected to be fully watered and attracting new activity by Spring 2022, with the new births generating major opportunities for local spend and strengthening Burry Port as a destination.

A regenerated marina provides Burry Port with a strategic position to capture growth in sailing and marina activity, recreational fishing and servicing offshore industry such as energy. Planned investment in commercial leisure facilities around the harbour are essential for supporting growth and improving the level of attraction. The vision includes seasonal accommodation e.g., floating accommodation and camping/campervan areas and a year-round events calendar – e.g. regattas, music, and food events.

The main challenge for Burry Port town centre is to ensure its attraction and the quality of the overall offer is strong enough to maximise opportunities arising from the growth and development of the marina area.



## 4 Movement

### 4.0 Train & buses

Burry Port and Pembrey train station runs hourly services on the South Wales Main Line towards Carmarthen and Fishguard (westbound) and Manchester and London (eastbound). The station is a prominent feature and visitor gateway for Burry Port with a pivotal position and influence on the adjacent shopping area.

The railway line effectively divides the town centre from the harbour and coastline, with one of the biggest issues being the lack of convenient walking and cycling connections between both areas.

The stations proximity to the scenic walking and cycling paths and Pembrey Country Park means the town centre is an ideal starting/finishing point for visitors

The free parking areas, bus services, cycle hire and toilet facilities positioned around the station have created a cohesive transport 'hub'. The XII bus service connects with Carmarthen and Kidwelly to the north, and Llanelli and Swansea to the east. The service (from Carmarthen to Swansea) begins at around 7:30am and the final eastbound bus to stop at Burry Port is at 6:30pm.

Community involvement in the station has been supported by the South West Wales Community Rail Partnership and encourages initiatives with support from Transport for Wales (TfW). The Burry Port and Pembrey station gardens have been maintained by the Cefn Sidan U3A and Burry Port Town Council as part of the station adoption scheme.

Identified improvements that would benefit the station have included:

- New 'welcome' signage to raise greater awareness / promotion of the station "Alight here for the town centre, harbour and gateway to the Wales Coastal Path".
- Additional seasonal planting and prominent floral displays
- Wayfinding signage directing people from the station to the town centre, harbour, and Coastal Path
- Cycle facilities – in addition to the cycle storage facilities available on the eastbound platform the area would benefit for more visible and public facilities located in the car park or town centre.
- CCTV – the station occasionally experiences incidents of anti-social behaviour

## 4.1 Walking & cycling

There are several physical and psychological barriers that have weakened the links between the town centre and marina. Combined, they have created an impression of distance that is much greater than the actual 5-minute journey.

Navigating on foot or cycle the two town centre footbridges are less than straightforward. One of the footbridges is a segregated metal 'cage' with an uninviting no-frills appearance. It allows direct pedestrian access either side of the railway line but does not allow cycling. Links towards the marina are confused because there is no direct linking pavement between the town centre, footbridge and crossing the B.4311 roundabout towards the coastline.

Figure 5 – Walking distances from town centre



A third, less obvious, pedestrian bridge is currently 'hidden' in a small car park at the eastern end of Station Road. The bridge is poorly maintained and managed with a build-up of rubbish beneath. The footpath immediately south crosses waste ground and leads to Glanmor Terrace with equally poor-quality access to the harbour.

Significant improvements are necessary to overcome the movement "barrier" of the railway, not only for pedestrians including families with pushchairs and young children, but those with accessibility needs and cyclist. Carmarthenshire CC have in the pipeline proposals for improved crossing facilities at the south side of the combined road footbridge. This is currently in the process of being designed for delivery later in 2022.

In terms of cycling, the flat coastal location, Millennium Coastal Path and National Cycle Network (Route 4) makes Burry Port the ideal destination for family and recreational cycling and active travel. Pembrey Country Park is located 4.5km from the town centre – a 15-minute cycle ride or 55-minute walk.

However, within the town centre there's a scarcity of infrastructure in support the cycling potential. Apart from cycle storage located on the station platform (only for rail users), there's no public cycle stands in the centre and no waymarking directing visitors to the Millennium Coastal Path and National Cycling Network. More encouraging is the Brompton Hire located in the main car park. This is a self-serve 24h bike hire for up to 30 days and is perfect for supporting visitors on long weekends away or commuting through the week. Cycles can be returned to the docks in Burry Port, Carmarthen, Llanelli or nationwide.

## 4.2 Parking

Users of the town centre have the option to park in a limited number of on street 1 hour parking bays at the west end of Station Road and along Stepney Street. The east of Station Road is much narrower and predominantly restricted parking (double yellow lines) which is a concern for the business located in this area and local observations suggest is frequently ignored.

There are several formal off street car parks conveniently located across the centre. Parking is free, although there are concerns locally that this might change in the future. Overall, for a town of its size the appears to be sufficient parking options.

**Table 1 – Town centre car parks**

Location	
<b>Seaview Terrace</b>	Free – Long stay
<b>Station Car Park</b>	Free
<b>Tramway Car park</b>	Free
<b>New Street Car Park</b>	Free

## 5 Public Realm

Burry Port's town centre has a long and linear form focused along the west-east alignment of Station Road with Stepney Road laterally connecting and providing additional retail frontage and access to other facilities.

This simple arrangement results in a highly legible town centre with the Station Road/Stepney Street junction acting as a natural centre point and shopping core immediately opposite one of the entrances to the train station. However, pedestrian connectivity is significantly undermined by the traffic dominated streets and barriers to pedestrian movement particularly eastwards along Station Road where the road narrows and the centre peters out close to Bridge Street. In fact, the Station Road/New Street area feels distinctively secondary in nature, despite the location of some key businesses, and separate from the centre as a destination.

The compactness of the town centre has been compromised by the railway line that mirrors Station Road and presents a severe physical and perceptual barrier. The development of key facilities (public toilets, parking etc) to the south of the railway line and town centre further compounds the perception of severance.

The town centre has few eye-catching buildings, however Memorial Square positioned at the edge of the commercial centre is more impressive and provides an appealing mix of public space and civic buildings. With the exception of the small paved and seating area to the southern end of Stepney Road, there is no public space for people to dwell or for events to take place.

The Marina Fields provide alternative green spaces just south of the centre however, their attractiveness as a connected town centre destination is also compromised by the physical and perceptual barriers to pedestrian movement caused by the railway line and the disjointed routes across Ashburnham Road.



## 6 Identity

Burry Port is a harbour town which at the present time lacks the general public awareness of similar towns along the West Wales coastline. The absence of comprehensive visitor signage and a clear encouragement for visitors to explore Burry Port from the A484 contributes towards this lack of town profile. However, being relatively unknown also has its advantages with the self-branded tag - 'the best kept secret in West Wales'.

The town has its roots in heavy industry, and for decades the vast Carmarthen Bay power station dominated the coastline, it retains many aspects of its working town rawness and authenticity. However, in recent years the town has become a gateway to the Millennium Coastal Park and the post-industrial landscapes transformed into wetlands, woodlands, nature reserves, play areas, fishing lakes, visitor centres and a National Cycle Path. Today, the town is best known for its Marina and the landmark Burry Port Lighthouse, eight-mile-long beach and the wildlife and sea fishing of the Loughor Estuary.

Figure 6 - Impression of Burry Port



As well as the pride shown in the town's industrial heritage, which a series of information boards placed around the town help to enlighten, the town is also celebrated for being the place where Amelia Earhart landed after her record breaking 1928 flight across the Atlantic. The memorial is positioned close to the town centre and connects the story and trail with the coast. Also, near to the harbour is found the renowned Parsons Pickles factory where the finest pickles are made, as well as lava bread and cockles.

However, Burry Port feels like a place going through the process of reinvention. There are transformative regeneration proposals for the harbour area, and despite its glorious surroundings and popular visitor attractions, some of Burry Port are still not particularly pretty and can be improved. The town centre itself is small and independent but feel very traditional and functional with only a few attractions and meeting the day to day needs of the local community.

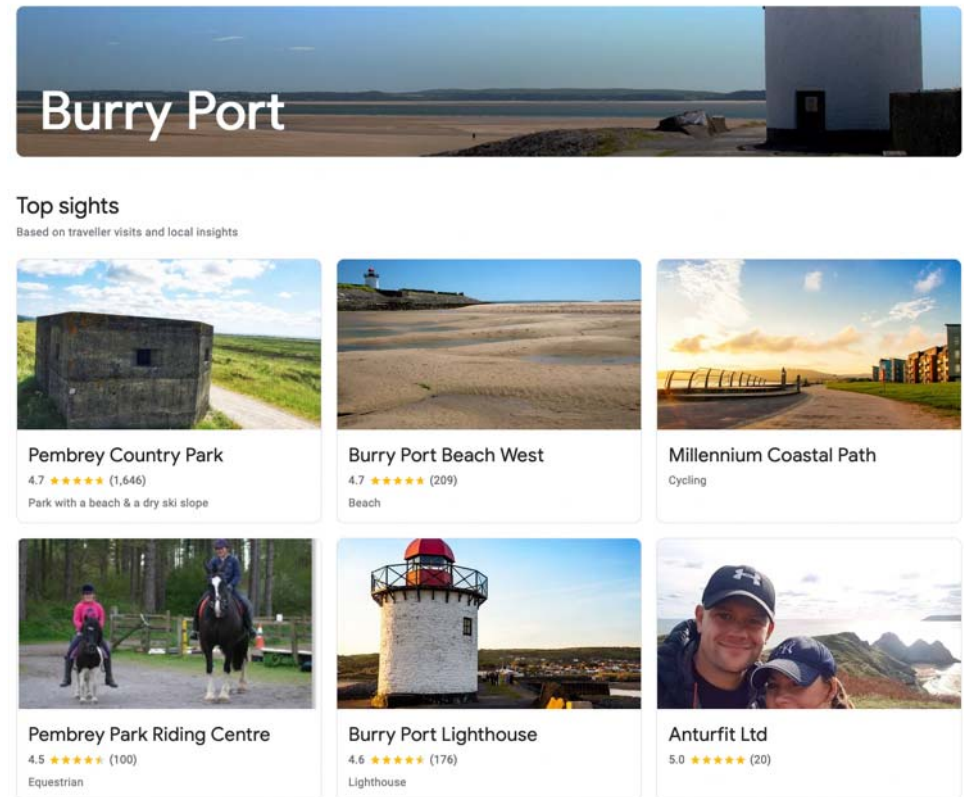
## 6.0 Online presence/identity

People's awareness of a place and what a town has to offer is now driven by its online presence. The town's online identity is closely aligned with nearby Pembrey and directed through third parties such as Discover Carmarthenshire and TripAdvisor. The combined Pembrey and Burry Port identity sometimes makes it harder to see the town's unique appeal and the reliance on third party websites means the town centre businesses and local organisations are not in full control of how the town is marketed as underlined by some of the content and businesses profiled on these web pages being out of date.

Aside from Wikipedia, there is a lack of a website that highlights Burry Port's current offer including shops, restaurants, events, and activities as well as any future developments. The Town Council website partially fulfils this

role, but it ranks lower in the search engine results (featuring on the second page) and justifiably has more of a local community focus. The most prominent Google Travel sights also reflect the combined Pembrey and Burry Port identity, which can make it harder to identify the key attractions of the town from a visitor's perspective.

Figure 7 - Google Travel top sights



Local shops, cafes, and restaurants do not feature prominently in search results, although Facebook is popular amongst local businesses, particularly the hospitality sector, including:

- Caffi Lofa – 3,022 likes
- Nik the Greek – 2,868 likes
- Cadno – 2,842 likes
- Carmarthenshire Coffee Company – 605 likes

However, this is not reflected across other social media platforms, such as Instagram or Twitter, or in search engine results; this suggests that town centre businesses could have a stronger online presence and form a larger part of Burry Port's online identity.

Burry Port has a mixed online presence, with generally positive representation alongside Pembrey but there is significant room for improvement – specially to promote the town's 'best kept secret' distinctiveness. A single unified website and a comprehensive social media presence for businesses and attractions would help achieve this providing a first port of call for residents and visitors.

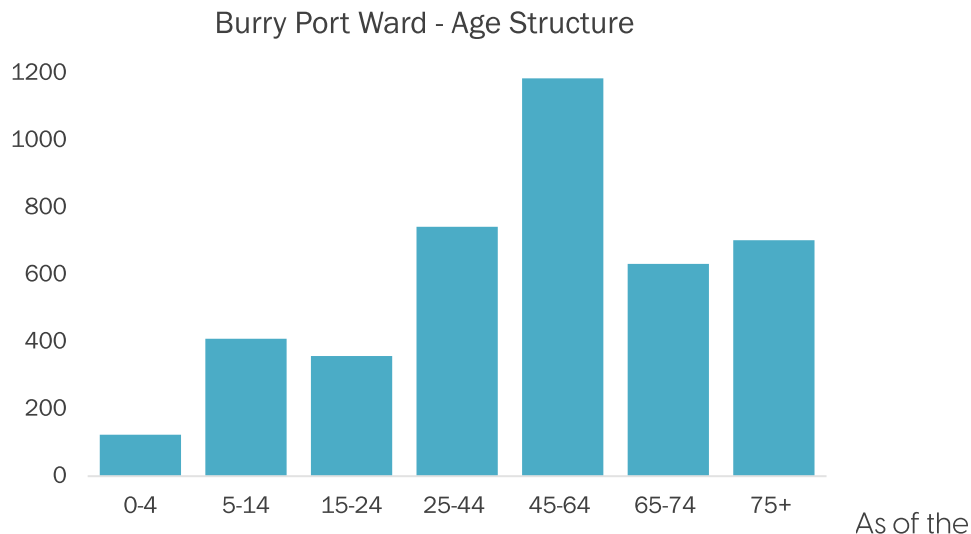


# 7 People & community

## 7.0 Understanding the community

The ward of Burry Port has an estimated population of 4,154, of which nearly a third are aged 65+, this is significantly higher than the Carmarthenshire average of 24%. Burry Port's older population is also reflected in above average proportion of retirees between ages 16-74 (24%) compared with the Carmarthenshire average of 18%.

Figure 8 - Age syructure



As of the

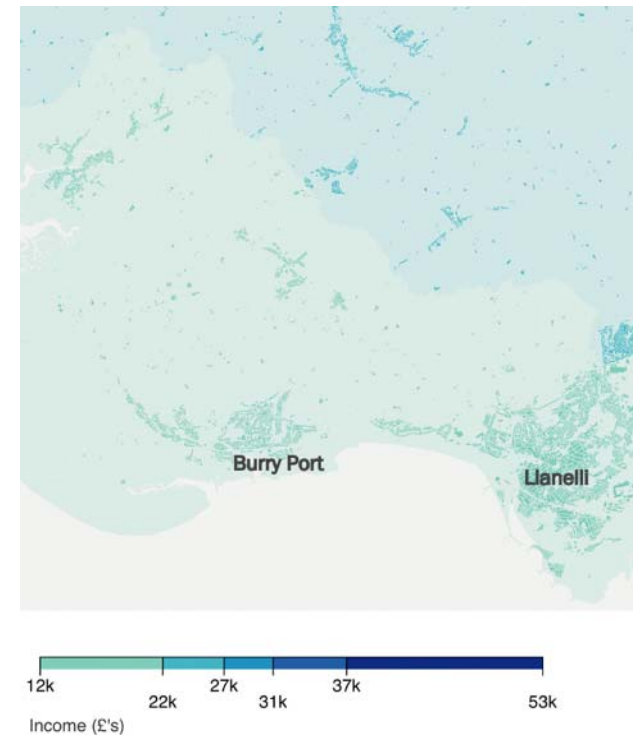
2011 census, 32% of the population can speak Welsh, which is more than 10% lower than the proportion of Carmarthenshire as a whole (44%).

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<sup>2</sup> Office for National Statistics

Household income data<sup>2</sup> estimates the average household income of Burry Port and Pembrey to be £24,300 – amongst the 10% lowest areas in England and Wales.

Figure 9 - Household income after housing costs in Burry Port and the surrounding area (ONS – 2018 data)





21% of the population aged 16-74 are in semi-routine occupations, such as shelf-stackers, care workers or farm workers and 5% are long-term unemployed or have never worked. Both are slightly higher than the Carmarthenshire average, whilst the proportion in higher managerial, administrative, and professional occupations is slightly below average.

The key issues for the town centre:

- Burry Port is an older than average community
- Low household income.
- Lower levels of economically activity
- People in employment tend to be in routine or semi-routine occupations.

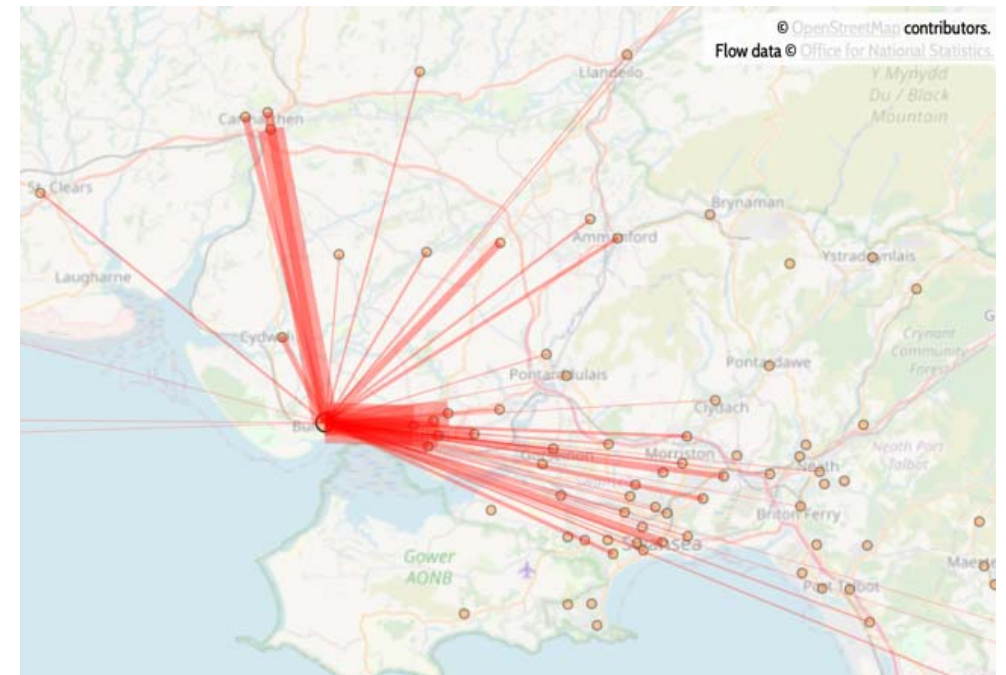
## 7.1 Where do people work?

Burry Port is categorised<sup>3</sup> as a Dependent to Interdependent, this is a place where residents on the whole travel longer distances to work and services and are reliant on neighbouring places for some activities and jobs, as is reflected in the travel to work data highlighted below.

Travel to work data shows that several hundred people both live and work in the Burry Port area; there is significant diversity in local employment, with jobs spread across a number of sectors.

There is no large local employer in Burry Port, however there are several small and medium sized enterprises (SMEs). Local employers include Amcanu (an industrial design and sheet metal fabricator), Whitfish (fish merchant), Celtic Couriers and The Marine Group (operator of the harbour).

Figure 10 - Map of commutes from Burry Port to the surrounding area (DataShine)



Based on Census data, a quarter of people in employment worked from home or within 5km of Burry Port, with 38% travelling 10km or further. This has likely changed since the pandemic but reflects the assessment of Burry Port which categorised the town as a residential coastal town (i.e., lower job density).

<sup>3</sup> Understanding Welsh Places

The travel to work data suggests that before the pandemic around 2,000 people regularly commuted from Burry Port to primarily work in the South West Wales region. The main places people travel to work outside of Burry Port are Swansea, Llanelli, and Carmarthen.

Key issues for the town centre:

- Low job density with resulting lower local spending
- Whilst commuter patterns are likely to remain, the restructuring of the labour market, particularly with the widespread introduction of work from home may create new opportunities.

## 7.2 Key stakeholders & organisations

The town benefits from several groups and key organisations with a strong interest in the future direction of the town centre. In addition to the two local Members of Carmarthenshire CC, the towns governance includes Pembrey and Burry Port Town Council and Officers. The Town Council has established a community partnership forum with several thematic groups including the local economy. Burry Port Business Group is for local business owners working together and 'putting Pembrey and Burry Port on the map'. Other important stakeholders include:

- Friends of Burry Port Harbour Group
- Events group
- TfW Transport for Wales
- Marine Group
- RNLI

### 7.3 Events & activities

Events in recent years have included the Pembrey and Burry Port Carnival, Burry Port Car Boot Sale, RNLI Burry Port Triathlon and a Christmas Market and Parade. Although local in scale and appeal, these events have been successful in attract a significant number of people to the town and are considered popular among residents.

The carnival and car boot sale, both organised by the Pembrey and Burry Port Carnival Committee, have been held on the Marina Field, which is located south of the town centre in a key position adjacent to the marina. The space was frequently used before the pandemic however it lacks facilities that would support a greater level of use and diversity of use such as performance shelters, water and electricity hook-ups etc.

Figure 11 -Burry Port Car boot Marina Field (Source Facebook)





## 8 Business & mix of uses

### 8.0 Diversity of uses

Burry Port town centre includes 81 business units, which are occupied by 36 businesses (and other organisations). Aside from residential, the dominant uses are hair and beauty, takeaways (including fish and chip shops), traditional pubs and restaurants. There's also small but diverse mix of specialist businesses with a bakery, butchers, pharmacy, post office supported by specialist women's clothing, and antiques shop.

Most businesses in the town centre are independents, with only Jenkins Bakery and the Co-op representing regional or national multiples.

Figure 12 -Town centre diversity



It is possible to buy all the essentials in the town centre from independents or the Co-op, and the centre is a place the local community rely upon for local and top up shopping. However, larger food and comparison-shopping take place mainly in Llanelli or other larger centres and retail parks nearby.

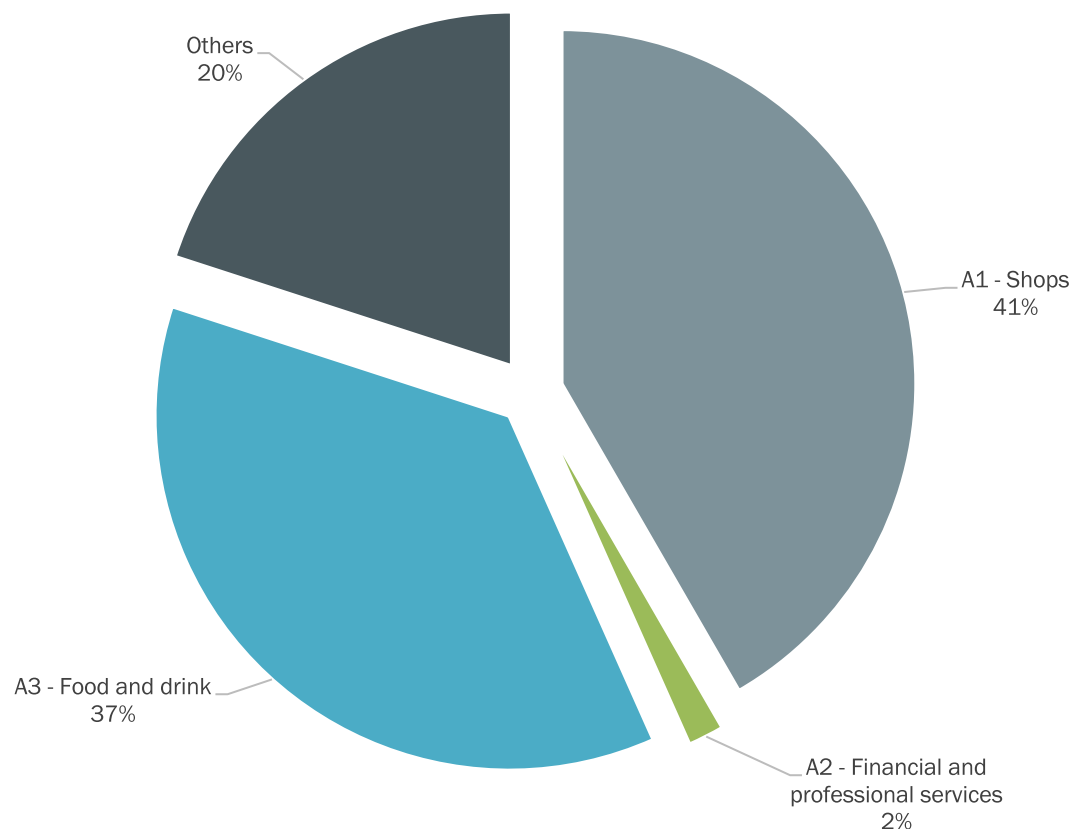
In addition to the range of businesses there's good range of community facilities and services further strengthening the variety of the town centre, including:

- Police station
- Health Centre and GP
- Institute and Memorial Hall (Pembrey and Burry Port Town Council)
- Memorial Park with various sports pitches and games areas

However, the library is located outside of the town centre within a nearby residential neighbourhood (0.2 miles or 5-minute walking distance). The opportunity exists to consider the benefits of relocating this service nearer to the public transport hub and commercial centre where footfall is greatest.

Figure 13 -Town centre uses

Use class of occupied units in Burry Port town centre







## 8.1 Number of vacancy properties

As of November 2021, Burry Port town centre had a vacancy rate of 10% with 73 (of the 81 units) occupied. Sell 2 Vape and Ladbrokes have recently closed in the town centre. The vacancy rate has declined since 2017 (12%) although the pattern has changed with a greater concentration of empty units presently occurring along the eastern end of Station Road/New Street that appears to be an area in transition.

## 8.2 Town centre investment

The high proportion of independents, diverse range of businesses and low vacancy rate suggest that the town centre is in a healthy position. The Phoenix Italian and Carmarthenshire Coffee Company are recent openings and there are good levels of interest in available commercial property when they become available.

The growth of food and drink businesses in the town centre appears to be continuing with a new bar and a restaurant due to open in the centre in early 2022. This investment has the potential to help strengthen the centres evening economy. Discussions with stakeholders have identified a need for more high-quality dining, coffee, and retail establishments in the town centre to capture extra spend from visitors, particularly those attracted to the harbour as its commercial/leisure offer grows.

There are concerns that the centre needs to start catering more for the likely new wave of visitors and users of the harbour. It is important for the future of the town that the level of quality found in the centre and harbour area remain in balance including new opportunities for businesses to establish themselves particularly in the core area around Station Road/Stepney Road.

## 8.3 The Co-op

The town centre supermarket will relocate in 2022 to its new site located on Seaview Terrace. The 570sqm store includes a small amount on onsite car parking and is located a few minutes' walk from the existing store.

The relocation of the Co-op is an opportunity to strengthen the convenience offer of the centre, although it also creates a potentially significant and eye-catching empty property at the main entrance to the town centre. The Co-op will strip out the existing store before marketing and is unlikely to be available for alternative uses until at least 2023. The building is likely to require subdivision and modernisation to attract interest from smaller scale businesses. Creating the opportunity for new footfall generators in the town centre through a mixed-use regeneration of the building would help to counterbalance the loss of the Cop-op from the main shopping area.

## 9 SWOT & Analysis

The analysis of Burry Port town centre has identified the following key strengths, weaknesses, opportunities, and threats (SWOT). The purpose of the SWOT analysis is to find out what's working well, and what's not so good. It also looks at how the town might wish to grow, and how it might get there; as well as what might get in the way.

### Strengths



### Weaknesses



### Opportunities



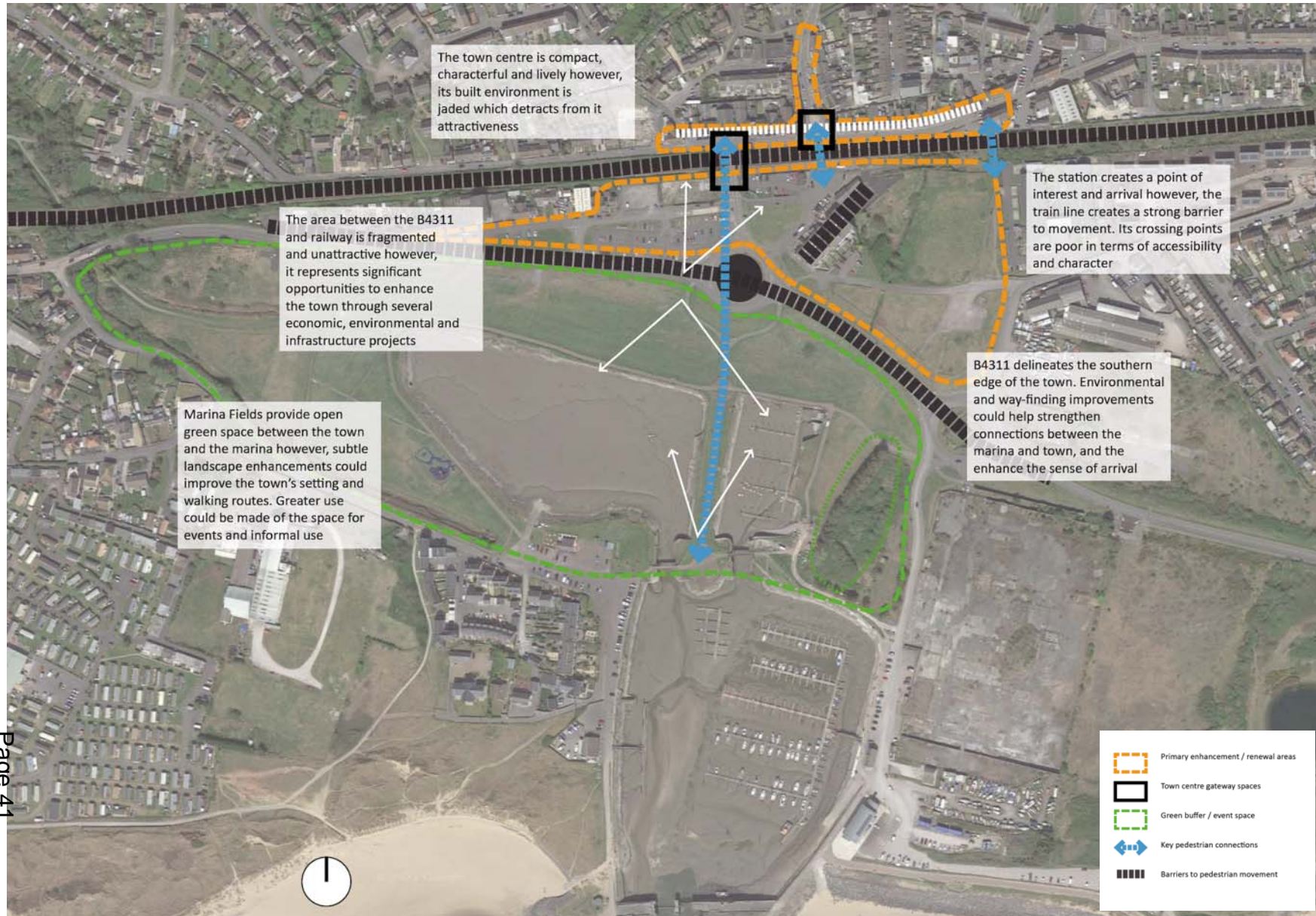
### Threats





## 9.0 Analysis drawing

Figure 15 – Analysis of town centre



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## 10 Key objectives & strategic moves

The transformation of Burry Port is taking place against a backdrop of a diverse range of development opportunities creating c300 new homes, commercial, retail, leisure and tourism in the harbour area. The potential exists for the whole town to grow and prosper from Burry Port's increasing profile as a high-quality place to live and destination for exploring the attractions of the South and West Wales coastline.

However, the town centre requires its own plan to ensure that it grows and develops in balance with the quality of experience that has been envisioned for the marina area. The following strategic objectives should help to achieve this goal:

1. Raise the profile and identity of Burry Port as a coastal town with an attractive centre, marina and coastline
2. Encourage the town centre to become more interesting and appealing mix of uses for local families and visitors
3. Encourage the growth of new leisure and retail uses in the centre
4. Improve the pedestrian and cycling connections between the town centre and the area south of the railway line including key transport facilities and the marina area
5. Public realm and building improvements that dramatically improve the visual appeal of the town and enhances the coastal character.
6. Green infrastructure improvements which add interest and scale to the landscape character.

### Identity

The town centres' identity and appeal should be founded on confidence in its role as a high quality and attractive working town. Focusing on the quality of its built environment, independent shopping and hospitality, heritage, culture and events will help create a better and more marketable image of the centre that corresponds with the harbour and coastal attractions.

The town centre already meets the day to day needs of the local community but needs to improve its quality and diversity to appeal to a wider range of people visiting the area. This should be achieved through a better environment and range of businesses and attractions.

The ability to intercept a greater number of visitors to the Millennium Coastal Park should be tackled through high quality signage positioned along the main movement routes as well as through a unifying and up-to-date online presence.

### Movement

The biggest issue is the lack of good connections and poor pedestrian and cycling experience between the town centre and the harbour area. The priority should be connecting points of arrival (train station, car parks, harbour and coastal path) and key destinations in a way that encourage movement and overcome both physical and perceptual barriers.

Improvements to the levels of cycling infrastructure could revolutionise how the town centre is accessed and used – and become part of its identity alongside cycling the Millennium Coastal Path.

## Mix of uses

This is important in terms of broadening the town centre's appeal in the best traditional of popular seaside towns. The centre would benefit from providing more attraction for families and more shops selling locally sourced gifts, clothes and leisure products for the growing visitor market. And more contemporary cafés and high-quality pubs/restaurants would encourage local residents and visitors mooring overnight in the marina to develop a night time economy.

Improvements that create new business spaces and encourages a greater diversity along the high street would responds to the healthy levels of commercial interest in the centre and encourage new business start-ups. The future re-use of the Co-op building should be the catalyst for several new enterprises as well as exploring the feasibility of relocating the library to the centre.

## Public Realm and buildings

Although the centre feels lively with customers and community activity, the quality of the public realm and many of the building frontages appear lacklustre and undistinguished

Prominent buildings along Station Road could be relatively quickly transformed through a coordinated enhancement scheme taking its inspiration from the genteel pastel-coloured properties found in many seaside towns and already evident in the harbour developments and Stepney Road.

However, there are limited opportunities for significant public realm alterations along Station Road and Stepney Street because of the width of the roads and traffic movement.

There are important points of arrival where targeted improvements should create significantly improved gateways including outside the current Co-op building opposite the uninviting 'cage' footbridge and road crossing as well as at the junction of Station Road/Stepney Road next to the train station platform.

The centre would also benefit from improvements at the train station driven by the station's importance as a gateway for the town centre, harbour and to the attractions along the Wales Coastal Park. Improvements include more prominent and impactful 'welcome' and wayfinding signage directing visitors towards the attractions of Burry Port. Additional seasonal planting and prominent floral displays would provide a 'wow factor' potentially intercepting more passengers passing through the centre.

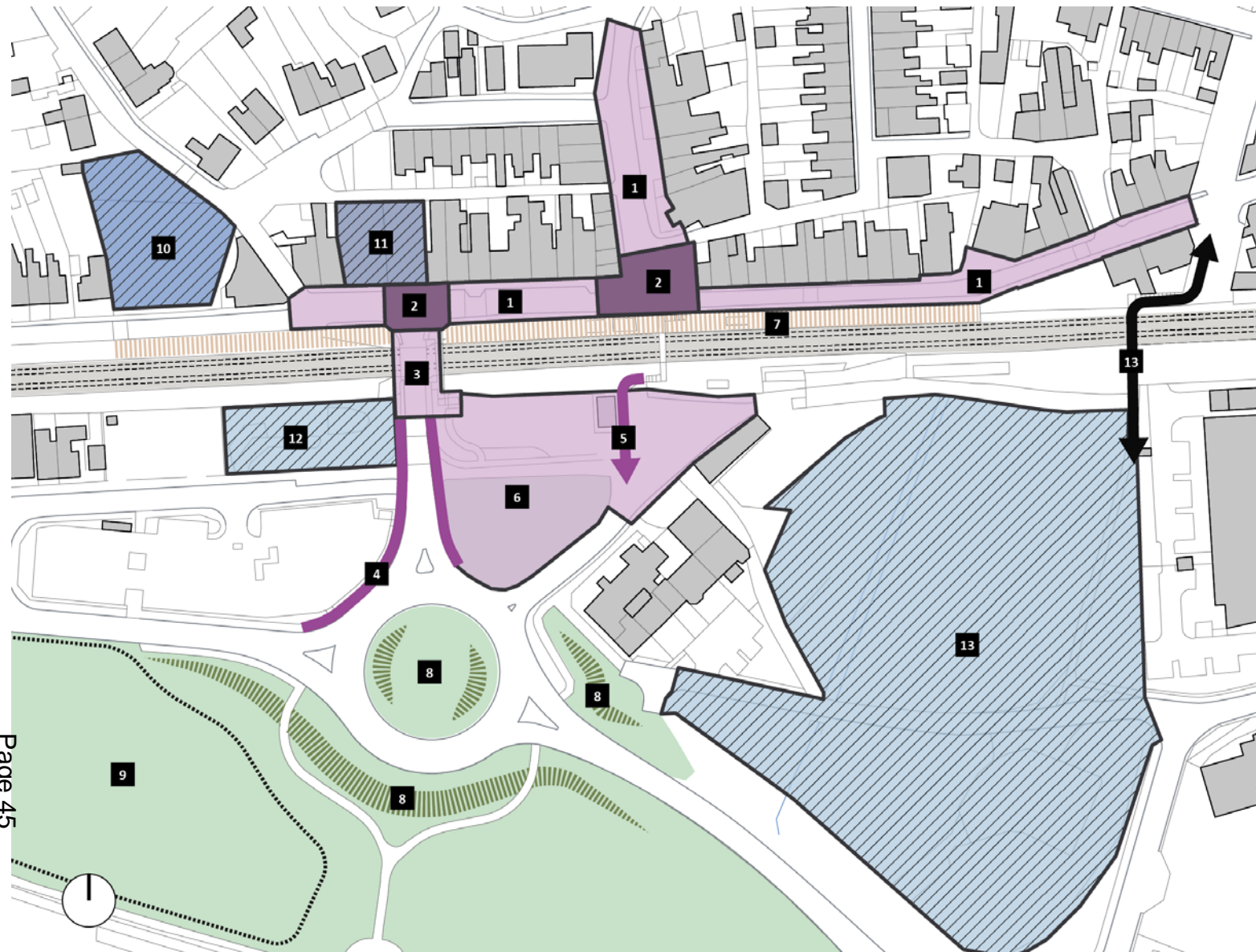
## Open Space events and activity

There are few opportunities to hold regular large scale outdoor event within the town centre without closing the roads. However, Marina Fields as the towns established outdoor events space provides significant scope for improved infrastructure to encourage the operation of future event and green infrastructure and information improvements to strengthen links with the town centre.



# 11 Placemaking Project Opportunities

Figure 16 - Opportunities



**KEY**

- 1. Station Road / Stepney Road Enhancements
- 2. Town Centre Gateways
- 3. Railway Bridge Improvements
- 4. Town Approach from Ashburnham Roundabout
- 5. Route and Wayfinding Improvements to South of Station Footbridge
- 6. Ashburnham Road Area Redevelopment
- 7. Pembrey & Burry Port Station
- 8. Ashburnham Road / B4311 Gateway
- 9. Marina Fields
- 10. Vacant Site
- 11. Co-op building
- 12. Proposed site for relocated Co-op
- 13. Development Site and link
- 14. Cycling infrastructure
- 15. Wayfinding and signage

## Station Road / Stepney Road Enhancements

**Objective - To reinvigorate the commercial centre of the town to help support existing businesses, encourage new enterprises and attract more visitors.**

Station and Stepney Road represent a characterful and locally popular centre for the town. They benefit from the lively presence of numerous businesses and the daily activity associated with the station. However, the fabric of many of the buildings and much of the public realm is jaded and detracts from the personality and appeal of the centre.

Figure 17 - View Stepney Road



### Actions

1. Feasibility study to explore ideas for public realm and environmental improvement to Station Road and Stepney Road. Options and assessment of a range of improvements including:

- New paving materials and street furniture (and how they can be used consistently throughout the town to reinforce local identity)
- Street lighting that is appropriate to the character of the town centre
- Localised reduction or carriageway widths, shared-surfacing, reduced / controlled access for different vehicle users, rationalised parking arrangements, etc.
- Review of existing Traffic Regulation Orders (TROs)
- Opportunities for increasing the usable pedestrian space, outside seating and display areas for businesses
- Pavement licensing arrangements
- Street furniture and signage audit and proposals for the de-cluttering of the street environment
- 'Access for all' appraisal of options
- Strategy for engagement with local businesses, wider stakeholders and the public
- Cost appraisal
- Risk assessment
- Delivery timescale

In support of the feasibility study, undertake or commission the following:

- Topographical survey of the area
- Utilities, basement and radar surveys
- Liaison with statutory undertakers to understand potential future works in street
- Assessment of funding opportunities

2. Liaise with the building and business owners with properties fronting Station Road and Stepney Road to identify potential cosmetic improvements to buildings and commercial frontages. This could include:

- Painting of exterior walls: As most properties are rendered and some are already painted, the painting of all the frontages in a range of colours will dramatically improve the visual appeal of the town, reinforce its 'coastal' character and create a point of interest on approach from the train and marina.
- Maintenance and repair: An agreed programme of general maintenance
- Shopfronts and signage: a review of opportunities to enhance shopfronts including signwriting, extendable canopies, standards for window dressing, boundary treatments, display and seating areas

Figure 17 - Impression of Station Road



## 2. Town Centre Gateways

**Objective - To define and frame the town centre by creating enhanced 'spaces' at key points of entry – the railway bridge at the western end of Station Road and the junction of Stepney Road, Station Road and the railway station entrance.**

The two locations identified are particularly cramped in terms of pedestrian access – despite being points of entry, and are visually unremarkable or, in the case of the railway bridge, unattractive. There is also a lack of space in the town centre for informal activities and business use. The creation of new spaces, without compromising the highway requirements, will help address these issues and strengthen the identity of the town centre.

### Actions

1. Feasibility study to explore ideas for gateway spaces including options for:

- The localised reduction or carriageway widths, shared-surfacing, reduced / controlled access for different vehicle users, rationalised parking arrangements, etc. to create increased pedestrian/activity space
- Opportunities for seating and public art (for example a possible mural to the gable wall of 54 Station Road)

It is anticipated that this feasible study would be carried out at the same time as project 1 Station Road / Stepney Road Enhancements, and therefore share the same technical assessments listed above



### 3. Railway Bridge Improvements

**Objective -Create an attractive and accessible gateway to the town centre that welcomes visitors and positively reflects the character of the town.**

As the primary point of access into the town centre on approach from the south, the railway bridge is extremely unattractive and inadequate in terms of accessibility and user experience. As a minimum, the bridge requires a substantial overhaul to improve its function and appearance and should ideally be replaced with a superior design.

**Figure 18 - Existing unattractive approach to town centre**



Actions

This is an opportunity to enhance the bridge and that this may include a community based public art. Opportunities exist to incorporate improvements with proposed highway crossing proposals in development by Carmarthenshire CC. Notwithstanding, the aspiration for the bridge advocated by this study is as follows:

1. Feasibility study in liaison with Carmarthenshire CC, Transport for Wales and stakeholders to investigate two potential levels of intervention:

- 1 - The installation of a new footbridge which provides adequate width for users (including pedestrians, dismounted cyclists and people using wheelchairs, mobility scooters and prams) to comfortably pass in both directions. The design should complement the character of the townscape, be uncaged, lit and afford views towards the town and coast. The spaces either side of the bridge should also be substantially remodelled to allow easy and safe access.
- 2 - A substantial overhaul of the existing bridge including the removal of the cage, resurfacing, lighting and cosmetic improvements, together with substantial remodelling of the spaces either side of the bridge to allow easy and safe access and space for users to wait until the bridge is clear to use.

Both options should be coordinated with potential adjacent schemes as described for '2 Town Centre Gateways' and '4 Town Approach'. Also, for either option, the inclusion of cosmetic enhancements involving a community arts scheme would be welcomed.



## 4. Town Approach from Ashburnham Roundabout

**Objective - Create a safer and more comfortable, attractive and welcoming approach to the town centre from the south.**

As the primary point of access into the town centre on approach from the south, the route between the Ashburnham Road roundabout and the railway bridge is unattractive and inadequate in terms of accessibility and user experience. Improved pavements widths, crossings, boundary treatments and environmental improvements will help to provide a positive first impression.

**Figure 19 - Views Ashburnham Roundabout**



Actions

1. Feasibility study to explore ideas for public realm and environmental improvement to Station Road and Stepney Road.

Options and assessment of a range of improvements including:

New boundary treatment to the car park edge to the west of Ashburnham Road to replace the unattractive timber/metal rail and unmaintained green edge. This could instead be delineated by a low

wall faced with natural stone to create a tidy, attractive and low maintenance edge and help to screen the car park beyond

- New street lighting of a scale and design appropriate to the town centre setting. Lighting in the town centre should be consistent and should replace the utilitarian highways type lighting currently in place
- New paving materials and street furniture (used consistently throughout the town to reinforce local identity)
- Street furniture and signage audit and proposals for the de-cluttering of the street environment
- Improved pedestrian crossings
- 'Access for all' appraisal
- Strategy for engagement with local businesses, wider stakeholders and the public
- Cost appraisal
- Risk assessment
- Delivery timescale

## 5. Route and Wayfinding Improvements to South of Station Footbridge



**Objective - Create a more legible, comfortable and attractive route to the south of the Station footbridge in the vicinity of Ashburnham Road.**

As one of two main points of access into the town centre on approach from the south, the route south of the footbridge is confusing, unattractive and inadequate in terms of accessibility and user experience. A legible pedestrian route and improved use of the available space will help to provide a positive and more coherent first impression.

### Action

1. Feasibility study to explore ideas for improved pedestrian route, more efficient parking arrangement and associated environmental improvements. Options and assessment of a range of improvements including:

- A delineated and paved pedestrian route and crossings including access and space adjacent to the public convenience and connecting with the existing footway on Ashburnham Road
- Associated environmental improvements potentially including tree planting, lighting, signage and seating
- New paving materials and street furniture (used consistently throughout the town to reinforce local identity)
- Improved pedestrian crossing
- Reconfiguration of the existing parking layout to make more efficient and legible use of the available space

## 6. Ashburnham Road Area Redevelopment

**Objective - To reimagine this key area located at the centre of the town between the two main points of entry.**

This substantial area is currently fragmented, comprising an area of grass, footways and parking. It visually detracts from the character of the town, creating a negative first impression. This area, however, is highly accessible and could accommodate a viable economic use and/or useable green space, adding interest and vitality to the town centre – especially in coordination with other identified development opportunities to the south of the railway.

## Actions



1. Feasibility study including economic appraisal to explore a range of ideas and options for the redevelopment of the identified area. Assessment of options relating to two design approaches including:

- Built development including a range of land-uses that are complementary to the town centre and bring cohesion to the urban form and circulation routes, attractive high-quality architecture and improved external spaces
- Environmental improvements to create a useable green and hard-surfaced public space / gardens and improved circulation routes. This option could also include the ideas for a performance space / bandstand

## 7. Pembrey & Burry Port Station

Objective - Create a memorable sense of arrival for visitors arriving by train and an enhanced town centre environment.

Actions

1. Work with Transport for Wales, the Community Rail Partnership, Town Council and station volunteers to explore ideas for a range of environmental improvements to the station including:

- Planting: especially along boundary railings opposite the businesses on Station Road, comprising ornamental bedding displays typical of traditional train stations, to bring colour and texture to the town centre. The section immediately to the west of the road bridge should also be improved with maintained structural planting.
- Signage: Enhanced platform and wayfinding signage potentially incorporating a branding slogan or reference to the identity / attractions associated with the town

“Alight here for the Millennium Coastal Path, Burry Port Harbour, National Cycle Network, Pembrey Country Park”

Figure 20 - Examples of station signage





## 8. Ashburnham Road / B4311 Gateway

**Objective - Create a sense of arrival for visitors approaching via the B4311 and from the marina and Memorial Grounds.**

Actions

1. Feasibility study to develop planting enhancements to the soft areas surrounding and including the B4311 roundabout. This should seek to establish characterful structural planting, green and blue infrastructure, which adds interest and scale but does not obscure views or create a utilitarian landscape character. Instead, a scheme incorporating coastal species, including the Black Pine which help to define the character of the open space to the east of the marina.

## 9. Marina Fields

**Objective - Support the greater level of use of the current events area for both formal and informal uses, and help to unify activity held between the Marina and Town Centre**

Actions

1. Feasibility with Carmarthenshire CC, the Events Group and Marine Group to identify requirements to support a broader range of year-round activities.

- An assessment of current known activities and scoping for future events. It is anticipated that a range of facilities could be provided such as power and water supply stations, areas of hardstanding or reinforced grass, storage facilities for equipment, etc.

- Feasibility study for the implementation of a performance shelter/ event space including economic assessment and potential funding sources.
- Develop a programme of events and develop greater year-round use to increase visitor numbers and enhance the reputation of the town.

**Figure 21 – Views Marina Fields**



## 10. Vacant Site – Sea View Public House

Objective – the site has been identified as an important opportunity for new housing and uses near to the town centre. Planning permission has been granted for 10 dwellings although the site remains undeveloped. The vacant site, in its current state, has a negative impact on the quality of the town centre.

## 11. Co-op building

Objective – to create additional space for small town centre businesses, community enterprise and services.

Action

- Liaise with the Co-Op and their appointed Agents to help influence the options for this prominent town centre building. The current Co-op building is likely to become available for new uses during 2023/24
- Explore options to support with grants and other mechanisms the improvement and reconfiguration to create smaller business spaces appropriate in scale for the local market and encourages a greater diversity along the high street. The building has the potential to support several new businesses as well as exploring the feasibility of relocating the town library.

- Figure 22 – Co-op building





## 12. Seaview Terrace site for relocated Co-op

Objective – to ensure that the new store, completed by the end of 2022, integrates closely with the town centre through the range of proposals set out in the Plan that seek to improve active travel and movement.

## 13. Development Site

Objective – to ensure the sites future development and use integrates closely with the regeneration of the town centre through an appropriate masterplan, movement and linkage strategy.

### Action

- Prepare a site masterplan/development brief setting out key principles for any future development.
- Explore options for improving the attractiveness of the existing footbridge railway crossing connecting with the development site.

## 14. Cycling infrastructure

Objective – Significantly improve the levels of cycling infrastructure available in the town centre to reflect the destinations role as a key point of entry onto the Millennium Coastal Path and to enhance the areas cycling reputation.

### Action

- Explore as part of the public realm and movement improvements set out in this Plan the opportunity for eye-catching public cycle stands and pumps.
- Integrate ideas for new facilities with future Active Travel improvements

- Figure 23 – Eye-catching cycling infrastructure



## 15. Wayfinding and signage

Objective – a signage and information strategy connecting points of arrival (train station, car parks, harbour and coastal path) and key destinations in a way that encourage movement and overcomes both physical and perceptual barriers.

### Action

- A high-quality town map and signage positioned in the centre of the town
- Walking and cycling signage with distance markers between the centre and coastal destinations
- Town centre information directing visitor towards the Amelia Earhart memorial and other heritage features

## 12 Funding and delivery

In response to COVID-19, Carmarthenshire County Council has established underpinning resources to support the recovery and growth of town centres. Working with Welsh Government's Transforming Towns programme, and opportunities arising from the UK Government's Levelling Up and Future Prosperity Funds, a range of new initiatives and business support could be made available. This Plan forms an important basis for identifying the needs and the range of opportunities these new funds and resources could help to deliver, which include:

- Carmarthenshire County Council Business Grant Funds – opportunities for businesses to apply for direct support through, Transformational Commercial Property Development Fund, Business Start-Up Fund and Business Growth Fund.
- Town digital solutions – a series of initiatives to support businesses and communities to obtain faster and more reliable internet connectivity and application of digital SMART towns.
- Funding has been secured for local marketing/ distinctiveness including branded promotional material, prepared social media content for every town.
- Local energy plans - Carmarthenshire Energy Limited will support communities to identify and scope potential sites for new energy generation.
- Circular Economy - support with initiatives that grow manufacturers design products to be reusable and the reuse of materials.

### Delivery

The growth plan is for all the stakeholders of Burry Port and requires commitment and effort from local authorities, community organisations and businesses for the town is to be successful and deliver sustained prosperity. This Plan is necessary to provide a clear pathway for the prioritised actions over three levels of importance:

- Immediate - actioning of quick-win permanent or temporary schemes, to take advantage of available seed funding and current programmes.
- Short term - delivery within the next 2-3 years - priority transformational projects that may require feasibility studies, planning, funding, approvals before delivery.
- Strategic - Significant projects and strategies that may take several years to develop and will help guide the towns direction to be resilient and to respond to long term changes.

Table 2 – Action Plan

PROJECT	IMMEDIATE	SHORT	STRATEGIC
1. Station Road / Stepney Road Enhancements			█
2. Town Centre Gateways			█
3. Railway Bridge Improvements		█	
4. Town Approach from Ashburnham Roundabout		█	
5. Route and Wayfinding Improvements to South of Station Footbridge	█	█	
6. Ashburnham Road Area Redevelopment			█
7. Pembrey & Burry Port Station	█		
8. Ashburnham Road / B4311 Gateway			█
9. Marina Fields	█	█	
10. Vacant Site		█	█
11. Co-op building	█	█	
12. Proposed site for relocated Co-op	█		
13. Allocated Food Store Site	█		
14. Cycling infrastructure	█		
15. Wayfinding and signage	█		



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# Agenda Item 6

## Communities, Homes and Regeneration Scrutiny Committee

Date 15<sup>th</sup> May 2023

**Subject: Shared Prosperity Fund – Tackling Towns**

**Purpose:** To provide Scrutiny Committee with an overview of the Tackling Towns projects prior to the report being considered by Cabinet.

### THE SCRUTINY COMMITTEE IS ASKED TO:-

Review the information contained in the report on the Shared Prosperity Fund – Tackling Towns in advance of the report being considered by Cabinet.

### Reason(s)

To formulate views for submission to the Cabinet.

### CABINET MEMBER PORTFOLIO HOLDER:-

Councillor Gareth John: Cabinet Member for Regeneration, Leisure, Culture and Tourism

<b>Directorate</b>		<b>Tel Nos.</b>
<b>Name of Head of Service: Jason Jones</b>	<b>Designations: Head of Regeneration</b>	<b>E Mail Addresses:</b> <a href="mailto:jjones@carmarthenshire.gov.uk">jjones@carmarthenshire.gov.uk</a>
<b>Report Author: Tessa Peregrine</b>	<b>Economic Development Area Manager</b>	<a href="mailto:Tperegrine@carmarthenshire.gov.uk">Tperegrine@carmarthenshire.gov.uk</a>

# EXECUTIVE SUMMARY

## Shared Prosperity Fund – Tackling Towns

### Introduction and Background

The UK Shared Prosperity Fund (UKSPF) is a central pillar of the UK Government's Levelling Up agenda and will provide funding over the next two years up until March 2025. The fund is a combination of revenue and capital funding that can be used to support a wide range of interventions to build, provide, and improve life chances.

The Committee has previously considered an update report on the UK Shared Prosperity Fund (UKSPF) in January 2023, where the delivery model of Anchor, Standalone and Commissioned Projects were presented, with the Tackling Towns programme sitting under the Place Anchor. Cabinet also considered and endorsed the Anchor Programmes which included Tackling Towns in January 2023. The Shared Prosperity Fund was formally launched on the 1<sup>st</sup> March 2023.

### Tackling Towns

The Tackling Towns programme aims to improve Carmarthenshire's town centres. The fund is targeted towards supporting projects and interventions to respond to the on-going challenges faced by Town Centres. The fund will be available to support the direct delivery of key actions identified within our regeneration masterplans for Carmarthen, Llanelli and Ammanford and the town plans listed below.

An allocation of £500,000 will be made to each of the three primary towns of Ammanford, Carmarthen and Llanelli with £1,100,000 allocation between the towns of Kidwelly, Whitland, St Clears, Llandeilo, Llandovery, Cwmamman, Cross Hands, Newcastle Emlyn, Laugharne, Llanybydder and Burry Port. All towns have Growth/Placemaking/Recovery plans in place and delivery will be linked directly to the actions noted. All projects delivered through the Tackling Towns fund are required to be completed by September 2024.

The projects earmarked for delivery have all been identified within the Recovery Masterplans, Growth Plans and Placemaking Plans of the respective towns. During the process of completing these plans engagement was undertaken with key stakeholders, Town Task Forces, Town Forums and Town Growth Groups.

**Annex A** details the list of prioritised projects for each of the 14 towns. Project officers will work towards delivery of the projects. Should further budget become available, then additional projects from the prioritised lists can be considered. If any projects are unable to be completed within project delivery timescales, we will review reserve projects which can be developed to ensure use of the Shared Prosperity Funding within the set timescales.

### Next Steps

The plan is set to be considered in Cabinet in June 2023, and if endorsed the project delivery team will work to develop and deliver the projects within funding timescales.

**DETAILED REPORT ATTACHED ?**

**Yes**

**Appendix A – List of Tackling Towns Projects**

# 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>NO</b>	<b>YES</b>	<b>YES</b>	<b>NO</b>

## 1. Policy, Crime & Disorder and Equalities

The Projects identified for delivery consider our existing strategies and plans including the Economic Recovery and Delivery Plan and respective Town Centre Plans. The proposals are also aligned to the 7 Well-being goals and the 5 ways of working of the Well-being of Future Generations Act and considers the Socio-Economic Duty of Carmarthenshire County Council.

### Legal

Legal support may be a required where land and property forms part of projects. We will engage with legal on a case-by-case basis to seek advice.

### Finance

£2.6m funding has been ringfenced under the Place Anchor and is fully funded through the UK Shared Prosperity Fund. Funding under the programme has also been allocated to recruit regeneration officers to deliver the programme.

### Risk Management Issues

All risk management issues will be assessed and mitigated during project delivery.

### Staffing Implications

Additional Regeneration Officers will be recruited to deliver the projects and is fully funded through the Shared Prosperity Fund.

### Physical Assets

None identified

<b>CABINET MEMBER PORTFOLIO HOLDER(S) AWARE/CONSULTED</b> Yes		<b>Include any observations here</b>  Report Noted
<b>Section 100D Local Government Act, 1972 – Access to Information</b> <b>List of Background Papers used in the preparation of this report:</b>		
<b>Title of Document</b>	<b>File Ref No.</b>	<b>Locations that the papers are available for public inspection</b>
<b>SPF Report to Communities, Homes and Regeneration Scrutiny Committee January 2023</b>	<b>N/A</b>	<a href="#"><u>Agenda for Communities, Homes &amp; Regeneration Scrutiny Committee on Thursday, 26th January, 2023, 10.00 am (gov.wales)</u></a>

# Tackling Towns Projects - May 2023

Location	Project name	Description
Llanelli	Central Square	Works to redefine Central Square as a civic focus and 'heart' of the town centre. The existing public space should be redesigned to create a vibrant, attractive, and functional town square.
Llanelli	Public Realm Improvements:	Design and delivery for the redesign public realm spaces, to include indicative costings and programme for subsequent delivery.
Llanelli	Cowell Street:	rejuvenate the west side of the town centre and improve the appearance, accessibility, and safety of the street environment.
Llanelli	Eastgate Connections:	rejuvenate the east side of the town centre to encourage footfall, support local businesses and improve the appearance, and accessibility
Llanelli	Footfall Counter & Digital Provisions:	add extra footfall counters in the town to have a better understanding of how footfall is spread out through the town and work with business to improve their digital provisions such as counters at the door, CO2 emissions, Wi-Fi access points etc
Llanelli	Market Street South:	a mixed-use scheme in the heart of the town centre. The scheme will complement the adjoining proposed developments at Market Street South and Y Linc.
Llanelli	Spring Gardens:	Reinforce the current investment in adjacent buildings (YMCA) and improve the reputation of the Spring Gardens through the encouragement of more day-to-day uses
Llanelli	Town Centre Boundary / Gateway Enhancement:	enhance first impressions and the general attractiveness of the town centre as a place to live, visit and invest in
Ammanford	The railway crossing project	Enhance the pedestrian connection from the riverside and its natural surroundings to the high street
Ammanford	Wind St Crossing improvements:	Improve connectivity and links from surrounding locations, with the wider town centre. Enhance crossing points to reduce risk and conflict between pedestrians and vehicles.
Ammanford	Market Square, Quay St, Ammanford	improve pedestrian links, reinforce role of the market square as gateway to the town, change outdoor market venue into multi purpose civic space
Carmarthen	Carmarthen Castle, Nott Square	the physical appearance, including materials and greening along with the possibility of introducing some flags and banners to brighten the area. Street furniture options would also need to be included, along with an option to install a mural or some artwork on the boundary wall if possible.
Carmarthen	Chapel St Carmarthen	combining any proposed design and redevelopment work with the plans that are in place for Jacksons Lane and ensuring a strong link as well as increasing footfall for the surrounding businesses
Carmarthen	Nott Square and Guildhall Square, Carmarthen	enhancement of both areas to reinvigorate and redefine them as retail, hospitality and entertainment focus points within the town centre.
Carmarthen	Red Street, Carmarthen	repair and resurfacing works and installation of electrical points to allow for use by pop-up stalls/ outdoor markets. There is also a requirement to include outdoor seating options and additional street lighting to enhance the area
Carmarthen	Signage Improvements, Carmarthen	The projects main purpose would be to improve and further develop the signage within the town centre. Perhaps it would be worth considering some digital information boards, or a multi directional signage board
Burry Port	Town Centre Gateways	To define and frame the town centre by creating enhanced 'spaces' at key points of entry. We will utilise the fund to undertake a feasibility study to explore ideas for gateway spaces.
Burry Port	Pembrey and Burry Port Station	to create a memorable sense of arrival for visitors arriving by train and an enhanced town centre environment.
Burry Port	Wayfinding & Signage	high-quality town map and signage positioned in the centre of the town. Walking and cycling signage with distance markers between the centre and coastal destinations
Cross Hands	Llandeilo Road	Improvement of the existing public space and street environment along Llandeilo Road
Cross Hands	Signage enhancements	This will aim to better inform the visitors to the town of what is available for them to do and see within the town centre.
Cwmaman	street art/mosaic	Stakeholders have prioritised the enhancements to Glanaman and Garnant which will add an identity by way of street art/mosaic designs to add vibrancy to the areas and a sense of place.
Cwmaman	Glanaman Square enhancement	Replacement of interpretation board with mosaic mural that provides an identity and gateway to the area
Cwmaman	The Raven Square, Garnant	creating a cohesive identity with the 2 villages that form the Cwmaman area.
Kidwelly	Kidwelly Square	The development of Kidwelly Square has been prioritised as a key project for the town in order to create a welcoming space in the town that will extend and enhance the successful market provision, including new signage to aid the town centre
Laugharne	Car Parking- Victoria Street or Gaisford House	The lack of car parking space in the township has been an issue for a number of years for both residents and businesses. Prioritised by the growth plan team and highlighted in the growth plan as a key area to develop, utilising the equally allocate
Llandeilo	Car Park greening and Resurfacing.	enhanced green/vibrancy projects to provide an attractive impression for visitors and tourists, within car parking area located near Municipal buildings. Resurfacing of the car park has been prioritised as well.
Llandovery	The Market square enhancements	Enhancing the area to be able to provide an additional sheltered/covered space for more frequent events and outdoor market opportunities were favoured by stakeholders alongside new street furniture and planting/green vibrant projects



Llandovery	Car Park Signage	Signage was highlighted as a need especially within the car park area which during the holiday season is frequented by visitors utilising the town as service/convenience stop off
Llanybydder	enhancing Station Terrace car park	support and enhance the market and other proposed events, enhancing of the overall appearance of the Station Terrace car park concentrating on the area to the right of the car park entrance where the market is held.
Newcastle Emlyn	Castle Gateway outdoor amphitheatre	The addition of planters and solar benches were also favoured in this area as well the potential to enhance the Castle gateway to support the potential development of an outdoor amphitheatre that is being explored as part of the Town's 10 town project.
St Clears	Signage and Interpretation Boards	The War Memorial, Rebecca Riot Square and the green space beyond the Pentre Road car park, provide an extended dwell time space for the town. Enhancing these areas with new signage and interpretation boards noting the cultural and historical references of the town
Whitland	St John's Street	Enhancements to St John's Street's overall appearance with a focus on greening projects and the introduction of information panels in the area

15<sup>TH</sup> MAY, 2023

**SUBJECT:**  
**EMERGENCY SOCIAL HOUSING ALLOCATION UPDATE REPORT  
ON THE OPERATION OF THE NEW ALLOCATION POLICY  
(MONITORING)**

**PURPOSE:**

To provide Scrutiny Committee with the monitoring report of the impact of the implementation of the Emergency Social Housing Allocations Policy.

**THE SCRUTINY COMMITTEE IS ASKED TO:-**

1. Consider the data provided in the monitoring report of the Emergency Social Housing Allocation update report on the operation of the new allocation policy;
2. To note that the next quarterly update will include the data for full implementation of the Emergency Social Housing Allocation Policy as of 5<sup>th</sup> April 2023; and
3. Provide feedback on any additional or detailed information required for the next quarterly monitoring report being mindful of GDPR rules.

**Reason(s)**

Scrutiny Committee at its meeting held on the 26<sup>th</sup> January, 2023 requested to receive updates at every meeting on the effectiveness of the change.

**CABINET MEMBER PORTFOLIO HOLDER:-**

**Cllr. Linda Evans, Deputy Leader & Housing Portfolio Holder**

Directorate

Communities

Name of Head of Service:

Jonathan Morgan

Report Author:

Angie Bowen

Designations:

Head of Housing & Public  
Protection

Housing Hwb Manager

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

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

# EXECUTIVE SUMMARY

## EMERGENCY SOCIAL HOUSING ALLOCATION UPDATE REPORT ON THE OPERATION OF THE NEW ALLOCATION POLICY (MONITORING)

At its meeting held on the 20<sup>th</sup> February 2023 Cabinet considered the findings of the Communities, Homes, and Regeneration Scrutiny Committee Task & Finish Group to develop an Emergency Social Housing Allocations Policy for Carmarthenshire to address the unprecedented situation where the Council, as with all Welsh Local Authorities and Registered Social Landlords, was facing increased demand for social housing that was exceeding the level of supply.

The Emergency Allocations Policy was approved by Cabinet at this meeting, together with the following recommendation:

*That the Scrutiny Committee receive updates at every meeting from officers on the effectiveness of the change; that the content of the update reports (attached) include data for the previous period referring to:*

- Proportion of properties directly matched and those advertised
- Banding of Clients directly matched
- Number of properties directly matched and advertised by each community connection area, type of property and landlord
- Proportion of direct matches that were successful
- Number of direct matches where the client requests a review of the allocation, and the outcome of those reviews
- Number of direct matches where the client refuses the allocation but doesn't request a review

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: Jonathan Morgan Head of Housing & Public Protection

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

## 1. Policy, Crime & Disorder and Equalities

A thorough Equality Impact Assessment has been carried out.

## 3.Finance

Failure to respond to the current situation could result in significant financial pressures around the use of temporary accommodation and the inability to move households on to more permanent accommodation.

## 5. Risk Management Issues

Failure to implement the Policy may result in:

- The overall housing system in the County “silting up” with little move-on opportunities to permanent accommodation;
- Increased use of temporary, and more expensive accommodation, to meet housing need; and
- Perception that we are not looking at more sustainable plans for the general homeless population in the County.

## 6. Physical Assets

Council housing will be used as solutions for temporary as well as permanent solutions.



<b>CABINET MEMBER PORTFOLIO HOLDER(S) AWARE/CONSULTED</b>  YES	<b>Include any observations here</b>  <i>The Emergency Policy better supports residents and improves the process for those in greatest housing need. This monitoring report demonstrates the effectiveness of the way social housing is allocated in Carmarthenshire.</i>
----------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**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
<b>Report to Cabinet on 20<sup>th</sup> February, 2023 – Emergency Social Housing Allocations Policy</b>		<a href="#">Emergency Allocation Policy - Final Draft - 26 01 23.pdf (gov.wales)</a>
<b>Communities, Homes &amp; Regeneration Scrutiny Task &amp; Finish Report</b>		<a href="#">Task and Finish report - Final.pdf (gov.wales)</a>

# The Emergency Allocations Policy Impact of Direct Matching

Outcomes October 22 – March 23

May 2023



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

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



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At its meeting held on the 20<sup>th</sup> February 2023 Cabinet considered the findings of the Communities, Homes, and Regeneration Scrutiny Committee Task & Finish Group to develop an Emergency Social Housing Allocations Policy for Carmarthenshire to address the unprecedented situation where the Council, as with all Welsh Local Authorities and Registered Social Landlords, was facing increased demand for social housing that was exceeding the level of supply.

The Emergency Allocations Policy was approved by Cabinet at this meeting, together with the following recommendation:

*That the Scrutiny Committee receive updates at every meeting from officers on the effectiveness of the change; that the content of the update reports (attached) include data for the previous period referring to:*

- Proportion of properties directly matched and those advertised
- Banding of Clients directly matched
- Number of properties directly matched and advertised by each community connection area, type of property and landlord
- Proportion of direct matches that were successful
- Number of direct matches where the client requests a review of the allocation, and the outcome of those reviews
- Number of direct matches where the client refuses the allocation but doesn't request a review

This report sets out the first set of data available for direct matching. From October 2022 to April 2023 direct matching was carried out by the Head of Housing using discretion to directly allocate the majority of properties to meet the most urgent and acute levels of need.

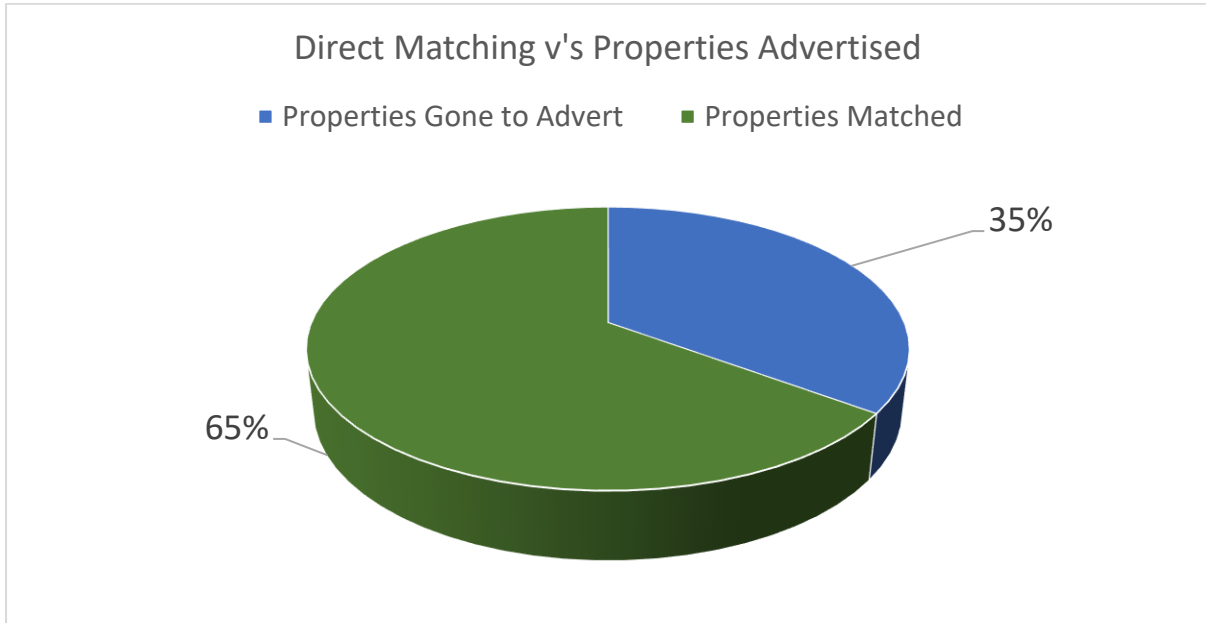
The data in this report highlights how this has impacted on the number of properties available to bid on for the wider housing register.

## Recommendations

Communities, Homes, And Regeneration Scrutiny Committee are asked to:

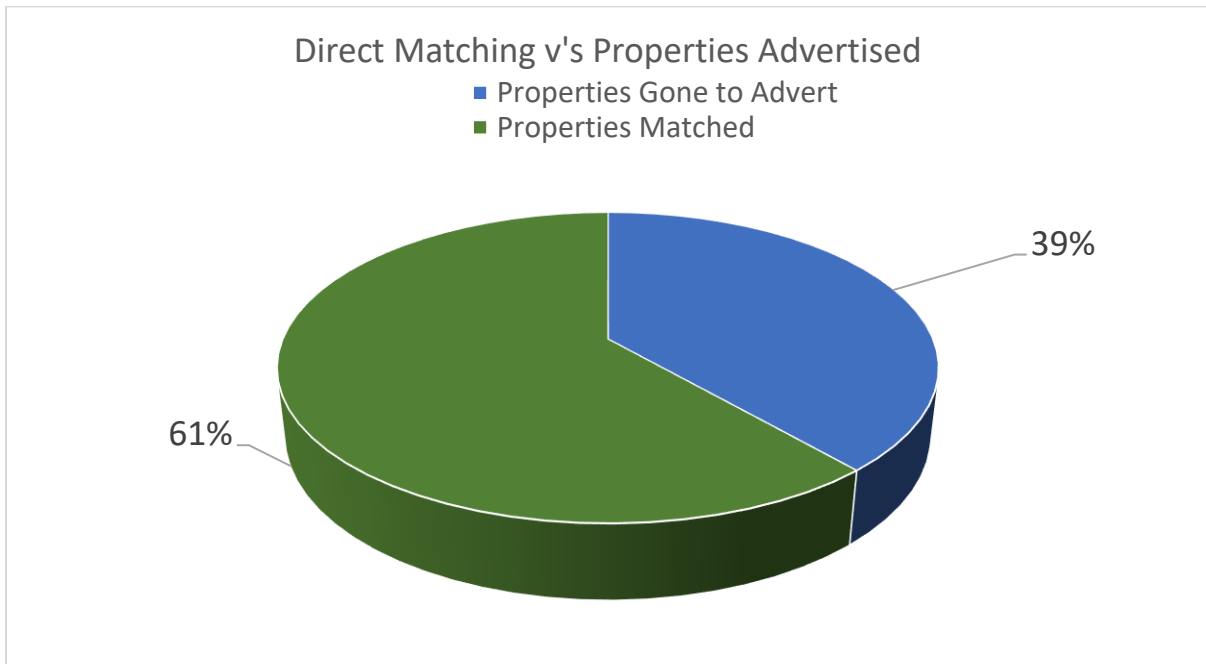
1. Consider the data provided in the monitoring report of the Emergency Social Housing Allocation update report on the operation of the new allocation policy;
2. To note that the next quarterly update will include the data for full implementation of the Emergency Social Housing Allocation Policy as of 5<sup>th</sup> April 2023; and
3. Provide feedback on any additional or detailed information required for the next quarterly monitoring report being mindful of GDPR rules.

**Graph 1. Properties Matched October 2022 – December 2022**



Properties Gone to Advert	73
Properties Matched	135

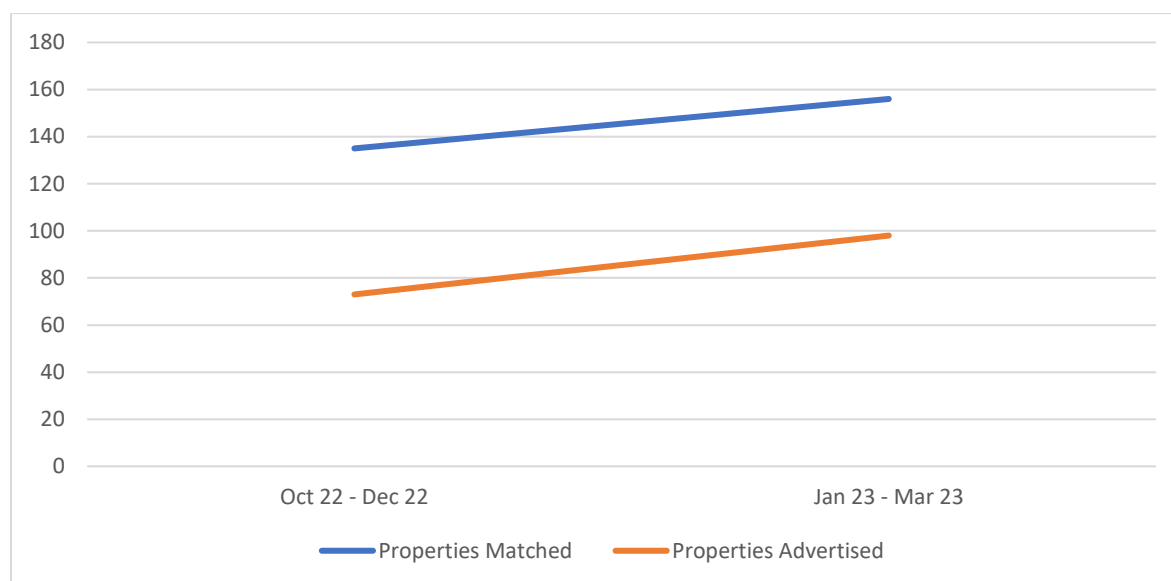
**Graph 2. Properties Matched January 2023 – March 2023**



Properties Gone to Advert	98
Properties Matched	156



**Graph 3. Properties directly matched v's properties advertised.**



## Matches by Community Connection Ward, Property Type and Landlord

**Table 1. Matches By Community Connection Area**

Community Connection Area	Matches Oct 22 - Dec 22	Matches January 23 - March 23
Amman Valley	2	9
Ammanford	12	26
Carmarthen	23	21
Gwendraeth	7	9
Llandovery/Llandeilo	5	5
Llanelli East	18	18
Llanelli North/Rural	11	10
Llanelli Town	33	23
Llanelli West	13	16
Rural Central	0	4
Rural North	8	6
Rural West	3	9

**Table 2. Matches By Property Type**

<b>Property Type</b>	<b>Matches Oct 22 - Dec 22</b>	<b>Matches January 23 - March 23</b>
1 Bedroom Bungalow	3	5
1 Bedroom Flat	38	19
1 Bedroom Flat >55's	6	3
1 Bedroom House	1	0
1 bedroom Flat Extra Care	0	1
Bedsit	3	0
Shared Housing	0	8
2 Bedroom Bungalow	17	33
2 Bedroom Flat	9	14
2 Bedroom Flat >55's	0	1
2 Bedroom Maisonette	0	2
2 Bedroom House	29	32
3 Bedroom House	27	36
4 Bedroom House	2	2

**Table 3. Matches By Landlord**

<b>Landlord</b>	<b>Matches Oct 22 - Dec 22</b>	<b>Matches January 23 - March 23</b>
Bro Myrddin	14	9
Caredig	10	7
Carmarthenshire Council	101	129
Pobl	8	9
Simple Lettings	1	1
Wales and West	0	1
Western Valleys	1	0

## **Homeless Duties within the Homeless (Wales) Act 2014**

### **Sec 66 – Prevention**

Once the household has been assessed and found to be at threat of homelessness, a duty to assist that household to try and prevent homelessness by taking all 'reasonable steps'. Some solutions such as mediation, support with debt advice/mortgage/rent arrears, security measures put in place, advocacy, private rented accommodation, social housing, prevention fund.

### **Sec 73 – Relief**

Once the household has been assessed and found to be homeless, a duty to assist the household in resolving their homelessness.

### **Sec 75 – Final duty**

Once the duty under Section 73 has ended, if the household is homeless, has a local connection and fits into a priority need group the authority has a duty to house. This accommodation must be for a minimum of 6 months.

### **Temporary Accommodation**

If a household is homeless or at risk of becoming homeless, they apply to the council for help. We may provide temporary accommodation; this can sometimes be referred to as 'emergency' accommodation or 'interim' accommodation'.

We provide different kinds of temporary accommodation. Some of which is provided by the Council, private landlords and commissioned rooms in Hotels and Bed and Breakfast that we have the responsibility for arranging and allocating.

At the time of writing this report (03 05 23) there are no households with children in Bed and Breakfast or Hotels. For families these are used in emergency situations only until such time as we can arrange more suitable temporary accommodation.

The impact of the direct matching has enabled us to reduce the time that households spend in temporary accommodation by 19 days for single people and 16 days for families. Although this demonstrates an improvement there are still substantial challenges ahead in reducing the use and length of stay in temporary accommodation.

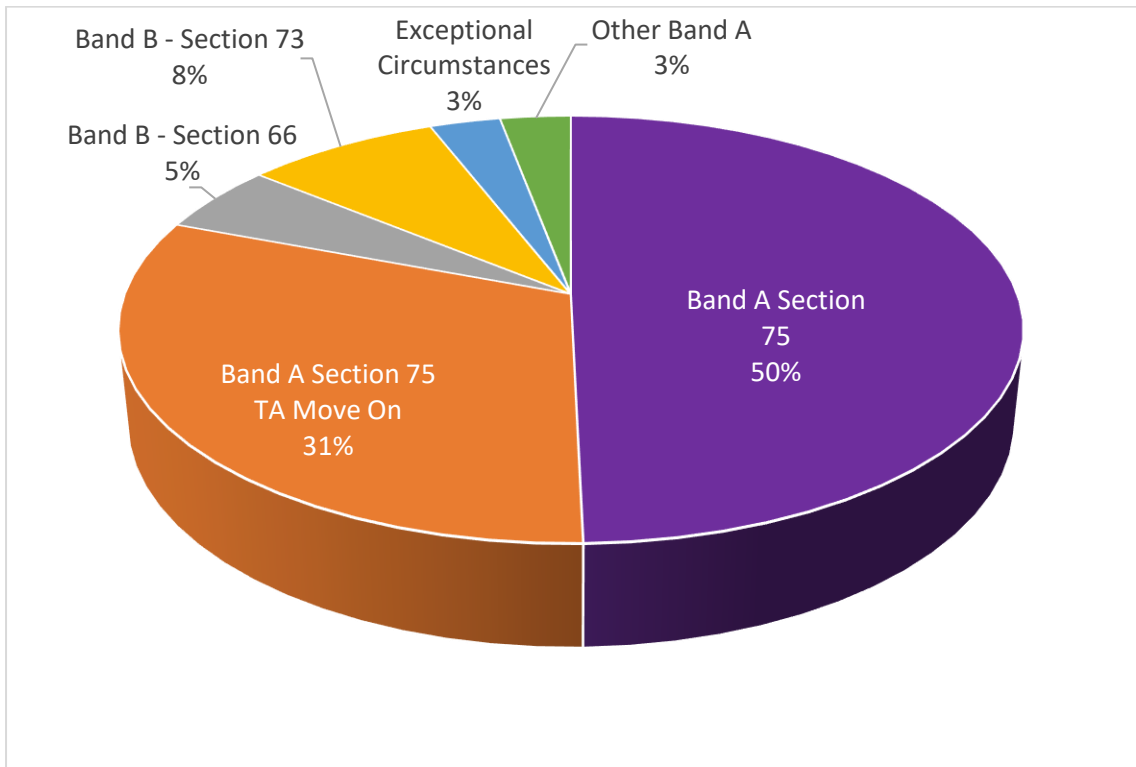
### **No Preference Group**

Applicants are placed in a Band depending on their housing need identified through the housing assessment. Applicants will fall under the 'No preference group' if they:

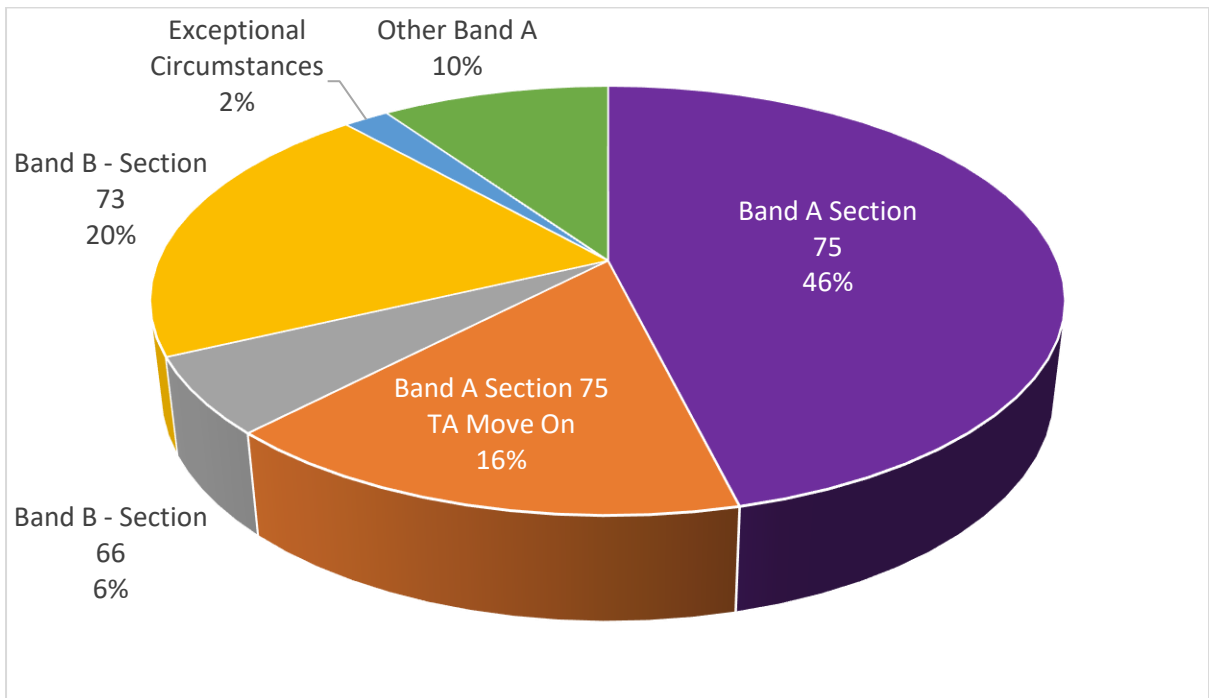
- Have the financial resources available to meet their housing costs.

- Have been guilty, or a member of their household has been guilty, of unacceptable behaviour serious enough to make them unsuitable to be a tenant of the Council.
- Do not have a local connection to Carmarthenshire, as defined at section 81 of the Housing (Wales) Act 2014. A person has a local connection with the area because:
  - the person is, or in the past was, normally resident there, and the residence is or was of the person's own choice.
  - the person is employed there.
  - of family associations.
  - unless they are exempt because of special circumstances (i.e., fleeing domestic abuse or violence, moving to receive or provide care to someone who has a local connection)

**Graph 4. Matches by Bands Where Tenancies Have Commenced October to December 2022**

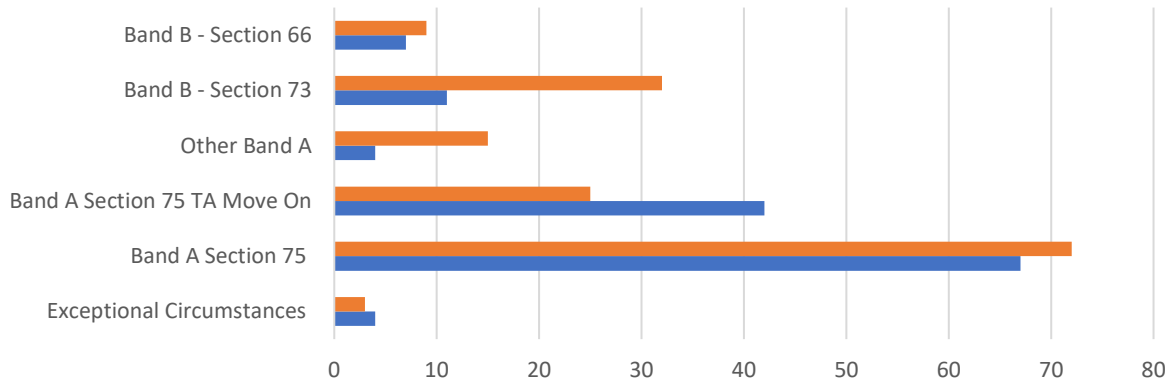


**Graph 5. Matches by Bands Where Tenancies Have Commenced January to March 2023**





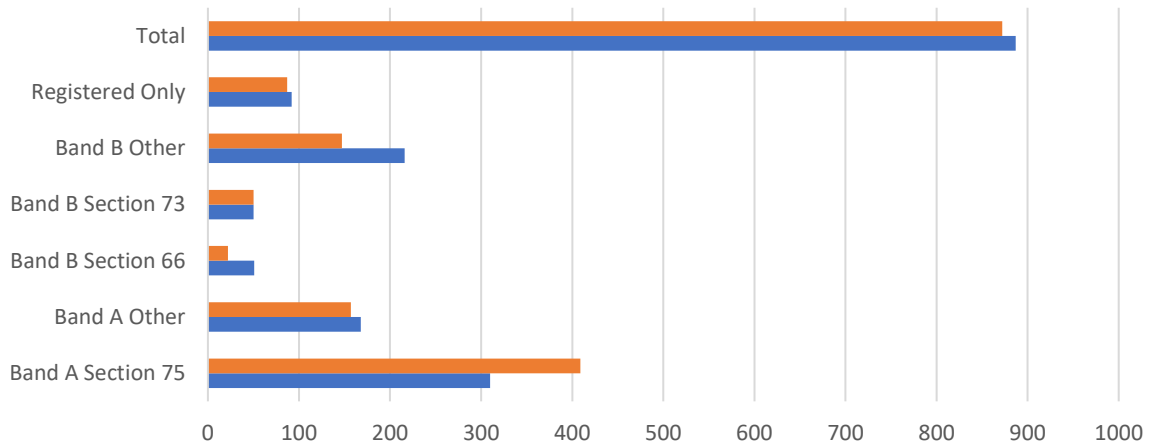
Graph 6. Matches by Bands Where Tenancies Have Commenced



	Exceptional Circumstances	Band A Section 75	Band A Section 75 TA Move On	Other Band A	Band B - Section 73	Band B - Section 66
Jan 23 - Mar 23	3	72	25	15	32	9
Oct 22 - Dec 22	4	67	42	4	11	7

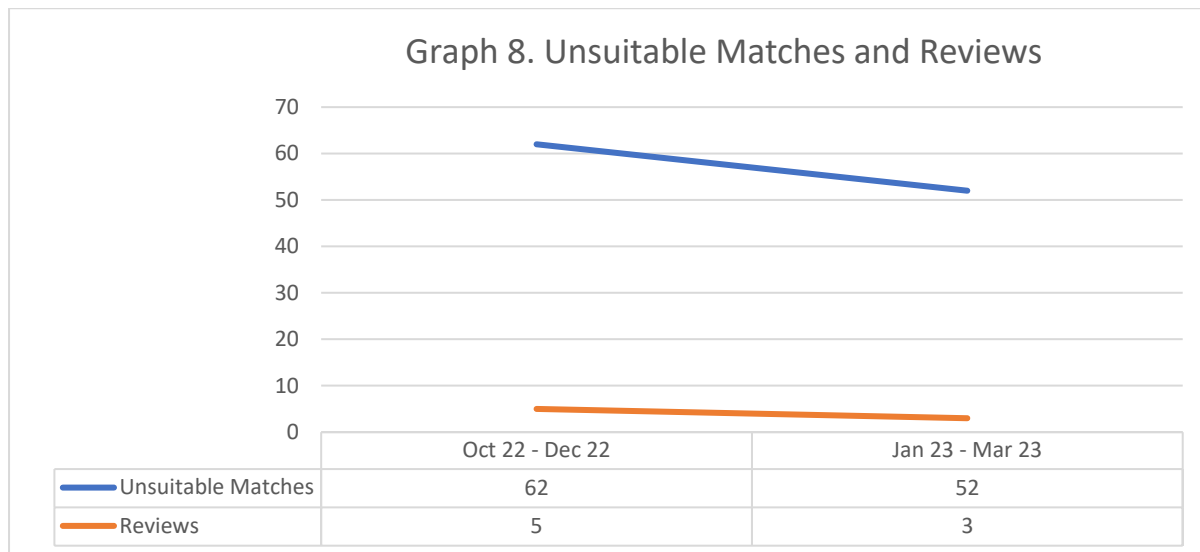
Jan 23 - Mar 23 Oct 22 - Dec 22

Graph 7. Allocations 21/22 and 22/23 Where Tenancies Have Commenced



	Band A Section 75	Band A Other	Band B Section 66	Band B Section 73	Band B Other	Registered Only	Total
22/23	409	157	22	50	147	87	872
21/22	310	168	51	50	216	92	887

22/23 21/22



### Reasons for unsuitable matches:

- Change of Circumstances i.e., no longer needed accommodation, other needs we were unaware of.
- Property not suitable to meet their needs – medical conditions, family make up.
- Property topography unsuitable.
- Property Condition unsuitable.

## Housing Register data

**Table 4. Number of Households on the Housing Register**

<b>Band</b>	<b>Applications 09/10/22</b>	<b>Applications 12/04/23</b>
<b>Band A</b>	607	830
<b>Band B</b>	1197	926
<b>Band C (Registered Only)</b>	2610	2463
<b>No Preference Group</b>	-	332
<b>Total</b>	4414	4551

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# COMMUNITY AND REGENERATION SCRUTINY COMMITTEE 15<sup>TH</sup> MAY 2023

## Community and Regeneration Scrutiny Committee Forward Work Programme for 2023/24

### THE SCRUTINY COMMITTEE IS ASKED TO:-

- Confirm its Forward Work Programme for 2023/24.

### Reason(s)

- The County Council's Constitution requires scrutiny committees to develop and publish annual forward work programmes that identify issues and reports to be considered during the course of the municipal year.

### CABINET MEMBER PORTFOLIO HOLDER:- Not Applicable

<p><b>Directorate:</b> Chief Executive's</p> <p><b>Name of Head of Service:</b> Linda Rees-Jones</p> <p><b>Report Author:</b> Kevin Thomas</p>	<p><b>Designations:</b></p> <p>Head of Administration &amp; Law</p> <p><b>Democratic Services Officer</b></p>	<p><b>Tel Nos. / E-Mail Addresses:</b></p> <p>01267 224010 <a href="mailto:lrjones@carmarthenshire.gov.uk">lrjones@carmarthenshire.gov.uk</a></p> <p>01267 224027 <a href="mailto:kjthomas@carmarthenshire.gov.uk">kjthomas@carmarthenshire.gov.uk</a></p>
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**EXECUTIVE SUMMARY**  
**COMMUNITIES, HOMES AND REGENERATION SCRUTINY**  
**COMMITTEE**  
**15<sup>TH</sup> MAY 2023**

**Communities, Homes and Regeneration Scrutiny  
Committee Forward Work Programme for 2023/24**

**Purpose of the Forward Work Programme**

Article 6.2 of the County Council's Constitution states that: *"Each scrutiny committee is required to develop and publish an annual forward work programme, identifying issues and reports to be considered during the course of a municipal year"*.

The development of a work programme:

- Provides an opportunity for members to determine the priority issues to be considered by their scrutiny committee over the course of the next year.
- 
- Provides a focus for both officers and members and is a vehicle for communicating the work of the Committee to the public. The programme (see attached report) will be published on the council's website and will be updated on a quarterly basis – [www.carmarthenshire.gov.uk/scrutiny](http://www.carmarthenshire.gov.uk/scrutiny) – and sent to key stakeholders for information. It will also be updated on a quarterly basis.
- Ensures agreement of provisional agendas for scheduled scrutiny meetings within the council diary. The Programme is a flexible document that can be amended to reflect additional meetings and agenda items during the course of the year.

**DETAILED REPORT ATTACHED ?**

**YES - Draft Forward Work Plan 2023/24**



# 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: Linda Rees-Jones

Head of Administration & Law

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

**1. Policy, Crime & Disorder and Equalities – In line with requirements of the County Council’s Constitution.**

**2. Legal – In line with requirements of the County Council’s Constitution.**

**CABINET MEMBER PORTFOLIO HOLDER(S) AWARE/CONSULTED**  
NO

**Not Applicable**

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

**THESE ARE DETAILED BELOW OR THERE ARE NONE** (Delete as applicable)

Title of Document	File Ref No.	Locations that the papers are available for public inspection
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# Communities, Homes and Regeneration Scrutiny Committee – Forward Work Programme 2023/ 2024

29 <sup>th</sup> June 23	28 <sup>th</sup> Sept 23	15 <sup>th</sup> Nov 2023	13 Dec 23	Jan 24 (Date TBC)	February 24 (Date TBC)	April 2024 (Date TBC)
Communities, Homes, and Regeneration Scrutiny Committee Annual Report 2022/23	Emergency Social Allocations Policy – Monitoring	Scrutiny Actions Update	Emergency Social Allocations Policy – Monitoring Report	Emergency Social Allocations Policy – Monitoring Report	Scrutiny Actions update	Emergency Social Allocations Policy – Monitoring Report
Emergency Social Allocations Policy – Monitoring	Revenue Budget Monitoring Report	Emergency Social Allocations Policy – Monitoring Report			Emergency Social Allocations Policy – Monitoring Report	
	Incentive Scheme for tenants					

**OTHER REPORTS TO BE INCLUDED:**

Update reports on the Levelling Up Fund / Shared Prosperity Fund and the Arfor 2 Programme

**Site Visits – Dates to be confirmed**

- Parc Howard
- Pembrey County Park

**TASK AND FINISH REVIEW**

The Committee has yet to determine a Task and Finish Group for 2023-24





R. Sparks	5 – Revenue & Capital Budget Monitoring Report 2022/23	Has a swimming business and has dispensation from the Standards Committee to speak and make written representations but not vote.
R. Sparks	6 – Draft Divisional Delivery Plans 2023-24 for Housing & Public Protection, Housing Property & Strategic Projects and Leisure	Has a swimming business and has dispensation from the Standards Committee to speak and make written representations but not vote.
M. Palfreman	6 – Draft Divisional Delivery Plans 2023-24 for Housing & Public Protection, Housing Property & Strategic Projects and Leisure	Runs a consultancy service on Social Care to Local Authorities and has dispensation from the Standards Committee to speak and make written representations but not vote.

There were no declarations of prohibited party whips.

### 3. PUBLIC QUESTIONS (NONE RECEIVED)

The Chair advised that no public questions had been received.

### 4. CONSERVATION AREA APPRAISALS

The Committee considered a report on appraisals undertaken on the following 10 conservations areas within Carmarthenshire and the proposed amendments to their boundaries, where applicable. The report detailed the outcome of the consultation exercise undertaken between the 24<sup>th</sup> June and 26<sup>th</sup> August 2022, and outlined the next steps and future stages towards the adoption of the appraisals and their outcomes. It was also noted the appraisals had been undertaken in accordance with the Council's legal duties under the Planning (Listed Building and Conservation Areas) Act 1990:

- Carmarthen Town,
- Priory Street, Carmarthen
- Lammas Street, Carmarthen
- Picton Terrace, Carmarthen
- Laugharne,
- St Clears,
- Kidwelly,
- Llanelli,
- Llandeilo
- Newcastle Emlyn.

The following questions/issues were raised on the report:-

- Reference was made to the 27 Conservation Areas within Carmarthenshire, many of which had not been reviewed since their creation, some as long ago as the 1970's. It was confirmed the lack of any subsequent reviews had been recognised, hence the undertaking of the above 10 appraisals. Whilst the delay in the reviews was part attributed to a resourcing issue, it was noted that as staffing levels within the unit were now up to full complement, appraisals of the remaining 17 areas would be undertaken in-house as part of the Unit's future work programme.
- Reference was made to the elements within the report relating to excessive street furniture within some of the conservation areas, for example in Llanelli, and clarification sought on whether they would be removed retrospectively following the report's adoption. It was noted that whilst the conservation areas had not been reviewed for a significant period, any consideration on the removal of street furniture would need to be undertaken as part of an examination of the public realm as a whole and being seen as an opportunity on how best to preserve and enhance the street scene while having regard to its conservation. That could include, for example, regeneration proposals and developing a blueprint for street furniture and tree planting.
- A point was raised regarding the appraisal consultations and how residents would be advised their properties were situated within a conservation area.

The Committee was advised that extensive consultations had been undertaken with the public on the appraisals which included holding events, online webinars, pre- consultation questionnaire and via the 'Have your say' portal on the Council's website. With regard to engaging with the public following the report's adoption the Head of Place and Infrastructure advised the department could look at how that could best be achieved, for example holding workshops.

- Reference was made to existing provisions preventing the erection of solar dishes on the front of properties within conservation areas, Clarification was sought on whether the same criteria would be applied on the installation of solar panels to reduce carbon emissions and help achieve net zero carbon.

The Senior Built Heritage Officer advised there were planning policies in place in relation to solar panels from the Welsh Government Guidance, and specific advice was also included on the Council's Planning Portal.

Should homeowners within a conservation area wish to erect solar panels on their home, they would need to apply for planning consent and each application would be considered on its own merit having regard to planning policies and any potential impact the development may have on the character of the area. Additionally, while solar panel installation was one avenue available to homeowners to achieving carbon reductions, there were other options available which the department could advise upon e.g. insulation or new windows, with each building having to be assessed individually on which package of measures would best achieve that reduction. It was also confirmed that if solar panels had been installed on a property prior to its inclusion within a revised conservation boundary their removal would not be required.

In response to the above, a comment was made on legislation relating to conservation areas and its conflict with the Welsh Government's target of achieving zero carbon emissions. It was felt the Committee should write to the Welsh Government in that regard requesting it give consideration on how it could best support both preserving and saving the environment.

#### **UNANIMOUSLY RESOLVED**

- 4.1 that the Conservation Area Appraisals Report be approved.**
- 4.2 That a letter be sent from the Chair to the Welsh Government to highlight the challenges and contradictions between conservation areas and the climate emergency and that it considers how it can best support in both preserving and saving the environment.**

## **5. REVENUE & CAPITAL BUDGET MONITORING REPORT 2022/23**

(NOTE: Councillor R. Sparks declared an interest in this item and remained in the meeting for its consideration)

The Committee considered a report on the 2022/23 Revenue and Capital Budget Monitoring reports for the Housing, Regeneration & Property, Place and Sustainability and Leisure and Recreation Services for the period up to the 31<sup>st</sup> December, 2022. It was noted the main budgetary pressure were being faced within Leisure Services which had predicted £907k overspend to year end. Overall, the revenue budget was forecasting a £407k overspend but, based on current reductions, it should be close to target at the year end. The capital budget was forecasting a £25,999k underspend, whilst the Housing Revenue Account was forecasting a £651k underspend.

The following questions/issues were raised on the report:

- Reference was made to the income shortfall within the provisions markets, due to low occupancy rates, and clarification sought on what remedial action was being taken to increase those rates.

The Head of Regeneration advised one of the issues related to the level of rent prospective leaseholders were able to pay for units in the markets compared to target rentals. Consideration was being given to how the units could be made more attractive to potential leaseholders and to how

those could be marketed. For example, while vacant units were currently advertised by means of tender documents, future marketing could involve promotion via social media.

- Reference was made to the increased car parking income at the car parks at Burry Port Harbour and whether it could be possible for that income to be used to provide additional toilet facilities at the harbour. Currently, there was only one toilet cubicle available at the rear of the coffee shop to serve 2 beaches.

The Head of Regeneration advised the Leisure Division was in discussion with the Town Council in that regard and he would raise the matter with the Head of Leisure and for a response to be forwarded to the Councillor.

- Reference was made to the report being for the accounting period up to the end of December 2022, some three months out of date. It was enquired whether future reports could include more up to date information.
- With regard to the £907k projected overspend within the Leisure Services Division, clarification was sought on what measures were being introduced to address the covid slump and encouraging more people to use the leisure facilities.

The Committee was advised that the next report on the agenda for the committee's consideration that morning relating to the Draft Leisure Business Plan 2023-24 which addressed that very point detailing step by step objectives and timelines for actions.

The Director of Communities reminded the Committee that during the covid pandemic the Council's indoor leisure facilities had been closed and the government grant to support those had ceased in April 2022. Subsequently, the division had worked extremely hard to rebuild the service and current usage levels were 95% of pre-pandemic levels with visitors to the Country parks also increasing. Those participation rates were encouraging, and the Division was entering the new financial year on track with regard to membership levels.

**UNANIMOUSLY RESOLVED that the Revenue and Capital Budget Monitoring Report be received.**

## **6. DRAFT DIVISIONAL DELIVERY PLANS 2023-24 FOR HOUSING & PUBLIC PROTECTION, HOUSING PROPERTY & STRATEGIC PROJECTS AND LEISURE**

(NOTE:

Councillor R. Sparks having earlier declared an interest in this item re-declared the interest and remained in the meeting for its consideration.

Councillor M. Palfreman declared an interest in this item and remained in the meeting for its consideration)

The Committee considered the 2023-24 Draft Divisional Delivery Plans for the Housing and Public Protection, Housing Property & Strategic Projects and the Leisure Divisions within the Communities Department detailing the strategic

actions and measures to be taken forward to enable the Council to make progress against its Well-Being Objectives, thematic priorities and service priorities.

The following issues / questions were raised on the reports:

- In response to a question on Action A2 on the Housing and Public Protection Plan, to resettle refugees in a co-ordinated way to ensure settled accommodation is available to meet their needs, the Head of Housing and Public Protection confirmed the Council was meeting its obligations and the introduction of the New Social Housing Allocations Policy was assisting in that regard.
- In response to a question on Action A17 on the Housing and Public Protection Plan, to contribute to 'Further, Faster Carmarthenshire' ensuring additional community-based accommodation offer for older people, the Committee was advised it related to preventing elderly people being admitted to hospital by providing them with appropriate accommodation to meet their needs. Similarly, it aimed to assist in discharging elderly people from hospital at the earliest opportunity by providing the right accommodation at the right time with appropriate support where needed. The Department was also working closely with Health and Social Services to secure those early releases.

The Head of Housing and Public Protection reminded the Committee that the Council had plans to develop more affordable housing with their delivery being key. It would also need to be recognised there would, on occasions, be capacity issues but that by operating in co-ordinated way the department should continue to manage their provision and meet demand.

- Reference was made to the Actions and Measures element of the report and a suggestion made they could be used as the basis for future reports to the Committee to monitor progress.
- In response to a question on the high risks detailed within the Housing and Public Protection Plan, the Head of Housing and Public Protection advised that status was necessary to ensure risks were managed in a proper manner.
- With regard to the reference within the Housing Property and Strategic Projects report recording a reduction in the level of void properties from over 400 to 280, the Committee was advised that subsequent to the report's preparation the number of voids had further reduced to 239.
- In response to a question on the use of local contractors to undertake works to Council Housing, the Head of Housing Property and Strategic Projects reminded the Committee that a new contractor framework was currently being prepared which would hopefully encourage smaller contractors to apply for inclusion. It was also noted the Council was increasing trade staffing levels to enable it to undertake more minor works to properties itself with larger works being undertaken by contractors.
- Reference was made to the 'Care and Repair' service provided to elderly private homeowners to make their homes safer by installing new locks for example and to whether a similar service could be provided to council tenants.

The Head of Housing Property and Strategic Projects advised that whilst the Council did not provide such a service to its tenants at the present time, there may, as its trades staffing levels increased, be an opportunity to consider such provision in the future thereby providing a proactive service for tenants.

- Whilst emergency works to tenant's properties were undertaken promptly, a concern was raised the same could not be applied to remedial works. The Head of Housing Property and Strategic Projects advised that over recent years the council had encountered difficulties in undertaking such works in a timely manner due to the impact of covid and contractor availability. However, as the number of skilled trades staff employed by the Council increased to enable works to be undertaken in-house, the response times would improve.
- In response to a question on the Kidwelly Industrial Museum within the Leisure Plan, it was confirmed the site currently remained closed due to safety issues. However, a plan was being developed to help facilitate its re-opening at a future date.
- With regard to action A7 within the Leisure Plan to develop a 'sport for all' approach the committee was apprised of the work being undertaken by the Leisure Division to promote that ethos. That included working with clubs etc to increase the number of volunteers and provide advice on finance and grant availability. The Council also provided sports for children prior to them joining clubs such as swimming and was currently developing an aquatics plan in that regard.
- With regard to a question on the marketing of corporate events at Council owned facilities such as Pembrey Country Park, the Head of Regeneration advised he would raise the issue with the Council's marketing section.

**UNANIMOUSLY RESOLVED that the 2023-24 Draft Divisional Plans for the Housing and Public Protection, Housing Property & Strategic Projects and Leisure Divisions be approved.**

## **7. REGENERATION DIVISION SERVICE DELIVERY PLAN 2023-24**

(NOTE: Councillor A. Davies had earlier declared an interest in this item and remained in the meeting for its consideration)

The Committee considered the 2023-24 Service Delivery Plan for the Regeneration Division within the Chief Executives Department detailing the strategic actions and measures to be taken forward thereby enabling the Council to make progress against its Well-Being Objectives, thematic priorities and service priorities.

The following issues / questions were raised on the reports:

- The Committee was advised that with regard to the Shared Prosperity Fund and the Arfor 2 programme, the current position was that the first phase of the SPF had now closed, with a good response having been received thereto and the Arfor 2 programme had been launched. It was confirmed an update report on those schemes could be provided to a future meeting of the Committee.



- In response to a question, the Head of Regeneration confirmed an update report on the Pentre Awel development could also be provided to a future meeting following the completion of lease negotiations.,

**UNANIMOUSLY RESOLVED that the 2023-24 Service Delivery Plan for the Regeneration Division be approved.**

**8. PLACE AND SUSTAINABILITY DIVISION - SERVICE DELIVERY PLAN 2023-24**

The Committee considered the 2023-24 Service Delivery Plan for the Place and Sustainability Division within the Place and Infrastructure Department detailing the strategic actions and measures to be taken forward thereby enabling the Council to make progress against its Well-Being Objectives, thematic priorities and service priorities.

The following issues / questions were raised on the reports:

- With regard to a question on planning enforcement, the Committee was advised the department had, over the previous year, reduced the number of outstanding enforcement cases from over 1,000 to 392, a reduction of over 600. In addition, a further 600 new cases had also been processed representing a 66.8% investigation rate compared to the previous 38%.
- With reference to Section 106 Agreements, the Committee was reminded of the need for local members and Town and Community Council's to submit representations at the pre-application stage on what they felt should be included in any agreement to benefit the community as, once signed, it would prove very difficult to change. It was also noted the department had held workshops for town and community councils to assist them understand the S106 process and how they could become involved.
- With reference to promoting the Welsh Language, the Head of Place and Sustainability advised the Local Development Plan was currently subject to public consultation and the department was working closely with Llais from Gwynedd on the development of a plan to ensure the Welsh Language and local people were an integral part of the LDP. It was hoped the plan would be completed by April to feed into the LDP. It was also recognised the LDP would be updated regularly prior to its submission to the Welsh Government Inspector.

**UNANIMOUSLY RESOLVED that the 2023-24 Service Delivery Plan for the Place and Sustainability Division be approved.**

**9. 2022/23 QUARTER 3 - PERFORMANCE REPORT (01/04/22-31/12/22) RELEVANT TO THIS SCRUTINY**

The Committee received the 2022/23 Quarter 3 Performance Report for the period 1<sup>st</sup> April to 31<sup>st</sup> December in respect of the areas falling within its remit.

The report detailed the progress made against the actions and measures within the Corporate Strategy and on the delivery of the 13 Well-Being Objectives. The

Committee noted the Council would continue reporting on the objectives throughout 2022/23 until they were superseded by the new Corporate Strategy.

**UNANIMOUSLY RESOLVED that the report be received.**

**10. FORTHCOMING ITEMS**

The Committee received a list of forthcoming items to be considered at its next meeting to be held on the 15<sup>th</sup> May, 2023.

**RESOLVED that the list of forthcoming items to be considered at the next scheduled meeting on the 15<sup>th</sup> May, 2023 be noted.**

**11. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COMMITTEE HELD ON THE 23RD FEBRUARY 2023**

**UNANIMOUSLY RESOLVED that the minutes of the meeting of the Committee held on the 23<sup>rd</sup> February, 2023 be signed as a correct record.**

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

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

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