

## ***ENVIRONMENT AND HIGHWAYS CABINET BOARD***

*Immediately Following Scrutiny Committee on  
THURSDAY, 12<sup>TH</sup> MARCH 2015*

***COMMITTEE ROOMS A/B - NEATH CIVIC CENTRE***

### **PART 1**

1. To agree the Chairman for this Meeting.
2. To receive any declarations of interest from Members.
3. To receive the Minutes of the previous Environment and Highways Cabinet Board held on 29th January 2015 (*Pages 1 - 6*)

### **To receive the Report of The Head of Streetcare**

4. Combined Highway and Neighbourhood Works Programme 2015/16 (*Pages 7 - 12*)

### **To receive the Report of The Head of Engineering and Transport**

5. Performance Indicators - Quarter 3 2014/15 (*Pages 13 - 22*)
6. Vehicle Fleet Procurement Programme 2015/16 (*Pages 23 - 30*)
7. Traffic Orders - Neath Pedestrian Area 2015 (*Pages 31 - 48*)
8. New Neath Multi Storey Car Park Operating Regime (*Pages 49 - 54*)

### **To receive the Joint Report of the Director of Environment and the Director of Finance and Corporate Services**

9. Community Transport - Withdrawal of Funding (*Pages 55 - 66*)

**To receive the Forward Work Programme 2014/15.**

10. Any urgent items (whether public or exempt) at the discretion of the Chairman pursuant to Statutory Instrument 2001 No 2290 (as amended).
11. Access to Meetings - to resolve to exclude the public for the following items pursuant to Regulation 4(3) and (5) of Statutory Instrument 2001 No. 2290 and the relevant exempt paragraphs of Part 4 of Schedule 12A to the Local Government Act 1972.

**PART 2**

**To receive the Private Joint Report of the Director of Environment and the Director of Finance and Corporate Services**

12. Community Transport - Withdrawal of Funding (Exempt under Paragraph 14) (*Pages 69 - 94*)

**S.Phillips**  
**Chief Executive**

**Civic Centre**  
**Port Talbot**

**Thursday, 5<sup>th</sup> March 2015**

**Cabinet Board Members:**

**Councillors:** E.V.Latham and Mrs.S.Miller

***Notes:***

- (1) *If any Cabinet Board Member is unable to attend, any other Cabinet Member may substitute as a voting Member on the Committee. Members are asked to make these arrangements direct and then to advise the committee Section.*
- (2) *The views of the earlier Scrutiny Committee are to be taken into account in arriving at decisions (pre decision scrutiny process).*

## **EXECUTIVE DECISION RECORD**

**CABINET BOARD – 29<sup>TH</sup> JANUARY 2015**

**ENVIRONMENT AND HIGHWAYS CABINET BOARD**

### **Cabinet Board Members:**

Councillors: Mrs.S.Miller (Chairman) and P.D.Richards

### **Officers in Attendance:**

D.Griffiths, M.Roberts and Mrs.T.Davies

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#### **1. APPOINTMENT OF CHAIRMAN**

Agreed that Councillor Mrs S.Miller be appointed Chairman for the meeting.

#### **2. MINUTES OF THE ENVIRONMENT AND HIGHWAYS CABINET BOARD HELD ON 18TH DECEMBER, 2014**

Noted by the Committee.

#### **3. DECLARATION OF CWM DU GLEN GLANRHYD PLANTATION AS A LOCAL NATURE RESERVE**

##### **Decision:**

That Cwm Du Glen & Glanrhyd Plantation be declared a Local Nature Reserve and that authorisation be given for the associated Management Plan to be implemented, and also that a management agreement with Pontardawe Town Council be entered into on terms and conditions to be agreed by Property and Regeneration Section.

**Reason for Decision:**

To secure the long term protection of the site, whilst demonstrating to the general public the quality and value of the natural environment in Neath Port Talbot.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

4. **APPLICATION TO UPGRADE BRIDLEWAY NO. 17 (LLANGYNWYD MIDDLE)**

**Decision:**

That the application to upgrade Bridleway No. 17 in the community of Llangynwyd Middle and footpath Nos. 36, 76, 58 and 97 to a restricted byway (as detailed within the circulated report) be refused.

**Reason for Decision:**

There is insufficient evidence to support the claim to upgrade the footpaths to a higher status than that currently ascribed to it.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

**Consultation:**

This item has been subject to external consultation.

5. **APPLICATION TO UPGRADE FOOTPATH NO. 73 (MARGAM)**

**Decision:**

That the application to upgrade footpath No. 73 (Margam) to a byway open to all traffic and footpath No. 25 (Llangynydd Middle), be refused.

**Reason for Decision:**

There is insufficient evidence to support the claim to upgrade Footpath No. 73 to any higher status than that currently ascribed to it.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

**Consultation:**

This item has been subject to external consultation.

6. **GNOLL PARK SAVINGS**

**Decision:**

That the report be noted.

7. **APPROVED CONTRACTORS**

**Decision:**

That, having due regard to the Equalities Impact Assessment screening, Contractor 1- 3 (as detailed within the circulated report) be included on the Select List for the relevant categories.

**Reason for Decision:**

To keep the Select List up-to-date and as far as possible ensure a competitive procurement process, as well as for the purpose of supplying a List of Contractors for invitation to tender within the relevant category.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

8. **PORT TALBOT PARKWAY AND MILLAND ROAD CAR PARKING**

**Decisions:**

That, having given due regard to the Equality Impact Assessment:-

1. the new Port Talbot Parkway Car Park be named as “Harbourside – ‘Parkway’ Car Park”;

2. both “Harbourside – ‘Parkway’ Car Park” and Milland Road Car Parks be designated as Long Stay Pay and Display;
3. a Merchant Account be set up to accept credit and debit card payments;
4. approval be granted to invest in new Pay and Display machines;
5. the tariff structure set out at Appendix A to the circulated report, be approved.

**Reason for Decisions:**

To enable the Authority to harmonise its long stay parking provision at the Rail Stations in Neath and Port Talbot.

**Implementation of Decisions:**

The decisions will be implemented after the three day call in period.

**Consultation:**

A legal order will be advertised and should any objections/observations be received, these will be presented to a future Environment and Highways Scrutiny Committee for discussion before consideration by the Environment and Highways Cabinet Board and a decision made.

9. **TRAFFIC ORDERS, NEATH PEDESTRIAN AREA**

**Decisions:**

That, having due regard to the Equality Impact Assessment screening:-

1. the objections be upheld in part (as detailed within the circulated report) and the objectors informed accordingly;
2. the scheme be redesigned to allow vehicles to park in the pedestrian area between 5pm and 8am;
3. the scheme be advertised as indicated at Appendix F to the circulated report, and subject to there being no objections, the Order be implemented.

**Reason for Decisions:**

To prevent unauthorised entry and indiscriminate parking in the interest of road safety and to support the night time economy within the area where there is less pedestrian movement.

**Implementation of Decision:**

The decisions will be implemented after the three day call in period.

**Consultation:**

This item has been subject to external consultation.

10. **URGENT ITEM**

Because of the need to deal now with the matter contained in Minute No.11 below, the Chairman agreed that it could be raised at today's meeting as an urgent item pursuant to Statutory Instrument 2001 No.2290 (as amended).

**Reason for Urgency:**

Due to the time element.

11. **BUS ROUTE 32-36, CROESERW AND CYMMER**

**Decision:**

That having due regard to the Equalities Impact Assessment, it be noted that First Group will continue to provide the route 32/36 service at its current level, whilst Bridgend County Borough Council's funding arrangement remains at its current level, and that Neath Port Talbot County Borough Council Officers be authorised to write to Bridgend County Borough Council advising them that this Authority's funding contribution towards service 32/36 will be withdrawn from 31<sup>st</sup> March 2015.

**Reason for Decision:**

In order that Officers can formally notify Bridgend County Borough Council of the Authority's intention to withdraw revenue support associated with their service contract 32/36.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

**Consultation:**

This item has been subject to initial consultation as part of the removal of Council subsidised bus services reported to the Environment and Highways Cabinet Board on the 18<sup>th</sup> December 2014, including groups with protected characteristics. A further consultation with the Operator and Local Members has been undertaken on the 6<sup>th</sup> January 2015.

**CHAIRMAN**



## ENVIRONMENT AND HIGHWAYS CABINET BOARD

### JOINT REPORT OF THE HEAD OF STREETCARE – M.ROBERTS AND THE HEAD OF ENGINEERING & TRANSPORT – D.GRIFFITHS

12<sup>TH</sup> MARCH 2015

#### SECTION A – MATTER FOR DECISION

**WARD(S) AFFECTED: ALL**

#### **COMBINED HIGHWAYS AND NEIGHBOURHOOD WORKS PROGRAMME 2015/2106**

##### **Purpose of Report**

To seek approval of highway and neighbourhood works to be undertaken in the financial year 2015/16

##### **Background**

The Members Surgeries first held in October 2002 and subsequent annual meetings with individual Members have been enormously helpful in identifying local concerns. This Works Programme has taken account of those concerns raised in the latest round of Member meetings and balanced them with inspection reports from Technical Officers and other technical surveys and results.

The Works Programme, which is summarised in Appendix A, totals approximately £1.75 million and is made up of Capital and Planned Highway Maintenance.

##### **Appendices**

Appendix A – Neath Port Talbot County Borough Council – Works Programme 2015/2016 summary.

##### **Recommendations**

That the Works Programme 2015/2016 be approved.

### **Reasons for Proposed Decision**

To support and progress the key themes and objectives of the Community Plan.

### **List of Background Papers**

None

### **Officer Contact**

Ian Carter, Capital Programme Manager – Programme Management

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E-mail: [i.carter@npt.gov.uk](mailto:i.carter@npt.gov.uk)

## COMPLIANCE STATEMENT

### COMBINED HIGHWAYS AND NEIGHBOURHOOD WORKS PROGRAMME 2015/2106

#### (a) Implementation of Decision

The decision is proposed for implementation after a three-day call-in period.

#### (b) Sustainability Appraisal

##### Community Plan Impacts

Economic Prosperity	Positive impact
Education & Lifelong Learning	No impact
Better Health & Wellbeing	Positive Impact
Environment & Transport	Positive Impact
Crime & Disorder	Positive Impact

##### Other Impacts

Welsh Language	Positive Impact
Sustainable Development	Positive Impact
Equalities	Positive Impact
Social Inclusion	Positive Impact

#### (c) Consultation

Comprehensive consultation has taken place with the Local Ward Members.

<b><u>Appendix A</u></b>						
<b><u>ENVIRONMENT DIRECTORATE WORKS PROGRAMME 2015/16</u></b>						
<b><u>Minor Works</u></b>				<b>£</b>		<b>£</b>
Disabled Crossings				12,000		
Various				64,000		
						<b>76,000</b>
<b><u>Verge Parking Conversions</u></b>						
Various				20,000		
						<b>20,000</b>
<b><u>Traffic</u></b>						
Individual Disabled Parking Spaces				10,000		
Residents Parking				10,000		
Miscellaneous signs, barriers and TRO's				46,500		
						<b>66,500</b>
<b><u>Lighting and Telematics</u></b>						
Telematics				17,000		
						<b>17,000</b>
<b><u>Drainage</u></b>						
Various				250,000		
						<b>250,000</b>
<b><u>Landslips</u></b>						
Landslips (emergency provision)				20,000		
						<b>20,000</b>

<b><u>Bridges and Structures</u></b>						
Various					250,000	
						<b>250,000</b>
<b><u>Miscellaneous</u></b>						
Safety Fencing					30,000	
Carriageway Resurfacing					755,500	
						<b>785,500</b>
<b><u>General Contingency</u></b>						
To be determined					15,000	
						<b>15,000</b>
<b><u>Total Highways Rolling Programme</u></b>						<b>1,500,000</b>
<b><u>Highways and Neighbourhood Management Maintenance Work</u></b>						
Various					250,000	
						<b>250,000</b>
<b><u>Grand Total</u></b>						<b>1,750,000</b>

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## ENVIRONMENT AND HIGHWAYS CABINET BOARD

### REPORT OF THE HEAD OF ENGINEERING AND TRANSPORT – D.W. GRIFFITHS

12<sup>th</sup> March 2015

#### SECTION C– MATTER FOR MONITORING

WARD(S) AFFECTED: ALL

#### ENVIRONMENT AND HIGHWAYS PERFORMANCE INDICATORS FOR QUARTER 3 OF 2014/15

##### Purpose of Report

The purpose of this report is to advise Members of the 3rd Quarter of 2014/15 Performance Indicators. This report will highlight performance levels over the 3rd Quarter of 2014/15 and will demonstrate whether indicators have improved from the 3rd quarter of the previous year.

##### Appendices

Quarterly Performance Management Data 2014-2015 – Quarter 3 Performance (1<sup>st</sup> April 2014– 31<sup>st</sup> December 2014) – Appendix 1

##### List of Background Papers

1. NPT Corporate Improvement Plan 2014-17 rising to the Challenge
2. Policy & Resources Committee Report 30<sup>th</sup> July 2010 - Securing Continuous Improvement & Scrutiny Work Programme

##### Officer Contact

Joy Smith, Road Safety Manager  
Engineering and Transport  
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Email: [j.smith@npt.gov.uk](mailto:j.smith@npt.gov.uk)



**Quarterly Performance Management Data 2014-2015 – Quarter 3 Performance (1st April 2014– 31<sup>st</sup> December 2014)**

**Report Contents:**

**Section 1: Key points and summary of performance.**

**Section 2: Quarterly Performance Management Data and performance key**



**Section 1: Key points and summary of performance.**

In line with performance results available at the end of the 3<sup>rd</sup> quarter 2014-2015:-

7 Environment & Highways indicators improved in this reporting period compared to 6 this time last year, an additional Transport & Highways indicator has improved. It should be noted that as there are only 8 comparable indicators for quarter 3 so an increase in performance across a small number of indicators can have a significant effect on overall performance. The additional 8 measures, most of which are reported annually will be included in the overall assessment of performance in quarter 4.

Service Area	Improved or Maximum Performance	Maintained Performance	Marginally declined - within 5%	Performance declined by 5% or more	No Comparable data	Number of Performance Indicators
1. Environment & Transport – Waste Management	5 (5)	0 (0)	1 (0)	0 (1)	0 (0)	6
2. Environment & Transport – Transport and Highways	2 (1)	0 (0)	0 (1)	0 (0)	4 (4)	6
3. Environment & Transport - Countryside Management	0 (0)	0 (0)	0 (0)	0 (0)	1 (1)	1
4. Environment & Transport - Street Scene	0 (0)	0 (0)	0 (0)	0 (0)	3 (3)	3
<b>Total Number of Performance Indicators</b>	<b>7 (6)</b>	<b>0 (0)</b>	<b>1 (1)</b>	<b>0 (1)</b>	<b>8 (8)</b>	<b>16</b>
<b>Overall performance Percentage (of comparable measures)</b>	<b>87.5% (75%)</b>	<b>0% (0%)</b>	<b>12.5% (12.5%)</b>	<b>12.5% (12.5%)</b>		

**NB - Quarter 3, 2013-2014 position in brackets.**

\* - Achieving either 100% or 0% (where lower performance figure is better) performance, where there is no scope for improvement for the relevant performance indicator.

### **Waste Management**

The Council is progressing with the implementation of its waste strategy that seeks to ensure that the Council meets its statutory recycling target. Performance to date indicates that the Council is on course to achieve the Welsh Government's statutory recycling target of 58% by March 2016. Five of the six Waste indicators have seen an improvement with only one indicator (WMT/010 (ii) dropping by 0.42%

### **Transport and Highways**

Only two of the Transport and Highways indicators are monitored in the third quarter. Both indicators (Street Lighting and Bus Passes) have seen an improvement.

THS/011a,b,c & THS/012 Roads that are considered in overall poor condition are monitored annually and will be discussed during the quarter 4 report at the end of the financial year.

### **Countryside**

CMT/001 - Rights of way that are easy to use by members of the public, are measured biannually, and will be reported in the 4th Quarter.

### **Street Scene**

Indicators for the management of streets are monitored annually.

### **N.B. – Mail Monitoring**

Is no longer being reported as only measures a small proportion of volume of mail received, e.g. letters, as opposed to email correspondence, which now equals the vast majority of mail received.

## **Section 2: Quarterly Performance Management Data and Performance key**

### **2014-2015 – Quarter 3 Performance (1<sup>st</sup> April 2014 – 31<sup>st</sup> December 2014)**

**Note: The following references are included in the table. Explanations for these are as follows:-**







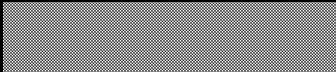



**(NSI) National Strategic Indicators (NSIs)** - are used to measure the performance of local authorities at a national level and focus on key strategic priorities. Local authorities are under a legal duty to collect & report on these measures.

**(PAM) Public Accountability Measures** - consist of a small set of “outcome focussed” indicators, selected initially from within the existing Performance Measurement Framework. They will reflect those aspects of local authority work which local authorities agree are considered to be important in terms of public accountability. For example, recycling, educational attainment, sustainable development, etc. This information is required and reported nationally, validated, and published annually.

**(SID) Service Improvement Data** - can be used by local authority services and their regulators as they plan, deliver and improve services. The make-up of this data set will be defined by local authorities according to need and value, collated centrally and shared within the local government community to support service improvement. The Data Unit will maintain centrally defined data definitions and associated guidance.

**All Wales** The data shown in this column is the figure calculated using the base data supplied by all authorities for 2013/2014 i.e. an overall performance indicator value for Wales.

**(L)** Local Performance Indicator set by the Council.

	<b>Performance Key</b>
	Maximum Performance
	Performance has improved
	Performance has been maintained
	Performance is within 5% of previous years performance
	Performance has declined by 5% or more on previous years performance - Where performance has declined by 5% or more for the period in comparison to the previous year, an explanation is provided directly below the relevant performance indicator.
	No comparable data (data not suitable for comparison / no data available for comparison)
	No All Wales data available for comparison.
	2013/14 NPT performance in upper quartile (top six of 22 local authorities) in comparison with All Wales national published measures (NSI & PAM's). <b>3 of 6 Environment &amp; Highways measures in upper quartile.</b>
	2013/14 NPT performance in mid quartiles (7 <sup>th</sup> – 16 <sup>th</sup> ) in comparison with All Wales national published measures (NSI & PAM's). <b>2 of 6 Environment &amp; Highways measures in mid quartiles.</b>
	2013/14 NPT performance in lower quartile (17 <sup>th</sup> – 22 <sup>nd</sup> ) in comparison with All Wales national published measures (NSI & PAM's). <b>1 of 6 Environment &amp; Highways measures in lower quartile.</b>

## 1. Environment & Transport – Waste Management

No	PI Reference	PI Description	2012/13 Actual	2013/14 Actual	All Wales 2013/14	Quarter 3 2013/14	Quarter 3 2014/15	Direction of Improvement
1	WMT/009b (NSI/PAM) 14 <sup>th</sup>	The percentage of municipal waste collected by local authorities and prepared for reuse and/or recycled, including source segregated bio wastes that are composted or treated biologically in another way.	48.33%	54.04%	54.33%	54.21%	58.61%	↑
2	WMT/004b (NSI/PAM) 3 <sup>rd</sup>	The percentage of municipal waste collected by local authorities sent to landfill.	20.3%	14.04%	37.72%	14.8%	11.30%	↑
3	WMT/010i (SID)	The percentage of local authority municipal waste: Prepared for re-use.	0.15%	0.18%	2.06%	0.16%	0.29%	↑
4	WMT/010iii (SID)	The percentage of local authority municipal waste: Collected as source segregated bio-wastes and composted or treated biologically in another way.	13.27%	15.76%	18.49%	16.23%	20.92%	↑
5	WMT/012 (SID)	The percentage of local authority collected municipal waste used to recover heat and power.	27.54%	29.33%	9.11%	24.8%	28.0%	↑
6	WMT/010ii (SID)	The percentage of local authority municipal waste: Recycled.	34.92%	38.09%	33.80%	37.82%	37.40%	v



## 2. Environment & Transport – Transport and Highways

No	PI Reference	PI Description	2012/13 Actual	2013/14 Actual	All Wales 2013/14	Quarter 3 2013/14	Quarter 3 2014/15	Direction of Improvement
7	THS/009 (SID)	The average number of calendar days taken to repair street lamp failures during the year.	1.94	1.83	4.75	1.65	1.54	↑
8	THS/007 (NSI) 6 <sup>th</sup>	The percentage of adults aged 60 or over who hold a concessionary bus pass.	91.8%	88.9%	84.3%	88.9%	90.1%	↑
9	THS/011a (SID)	The percentage of: Principal (A) roads in overall poor condition.	7.9%	6.8%	4.5%	Reported Annually	—	
10	THS/011b (SID)	The percentage of: Non-principal/classified (B) roads in overall poor condition.	6.7%	5.2%	6.1%		—	
11	THS/011c (SID)	The percentage of: Non-principal /classified C roads in overall poor condition.	9.6%	8.2%	18.9		—	
12	THS/012 (PAM) 4 <sup>th</sup>	The percentage of Principal (A) roads, Non-principal (B) roads and Non-principal C roads that are in overall poor condition.	8.0%	6.7%	13.2%		—	

### 3. Environment & Transport - Countryside Management

No	PI Reference	PI Description	2012/13 Actual	2013/14 Actual	All Wales 2013/14	Quarter 3 2013/14	Quarter 3 2014/15	Direction of Improvement
13	CMT/001 (SID)	The percentage of total length of 'Rights of Way' which are easy to use by members of the public.	68%	67%	69%	Data reported twice a year in QTR 2 & QTR 4.		—

### 4. Environment & Transport - Street Scene

Page 21	14	STS/005b (PAM) 	The percentage of highways and relevant land inspected of a high or acceptable standard of cleanliness.	83%	98.5%	96.8%	Reported Annually	—
	15	STS/005a (SID)	The cleanliness Indicator	70	67.6	73.2		—
	16	STS/006 (NSI) 	The percentage of reported fly tipping incidents cleared within 5 working days.	95.25%	81.10%	95.03%		—

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## ENVIRONMENT AND HIGHWAYS CABINET BOARD

### REPORT OF THE HEAD OF ENGINEERING AND TRANSPORT – D. W. GRIFFITHS

12<sup>TH</sup> MARCH 2015

#### SECTION A – MATTER FOR DECISION

**WARD(S) AFFECTED: ALL**

#### **VEHICLE FLEET PROCUREMENT PROGRAMME 2015/16**

##### **Purpose of Report**

To seek Members' approval to procure new and replacement vehicles in 2015/16 as per the attached programme.

##### **Background**

The preparation of the Vehicle Fleet Replacement Programme for 2015/16 has been undertaken by the Council's Fleet Section in consultation with User Directorates/Sections, including a review of current vehicle condition and service.

Vehicles acquired by Contract Hire such as pool cars are dealt with separately and are not included in this report.

The proposed programme is shown on the attached Appendix. It is noted, however, that the Fleet Manager, in conjunction with the User Directorates, may opt to extend the working life of individual vehicles once tenders are received where there are economic advantages to be gained.

The means of financing the acquisition of each of the items listed will be either by Outright Purchase or Prudential Loan.

- Outright Purchase - Can be used to acquire new or pre-owned vehicles or items of plant. Items acquired by this means will involve monthly contributions to the Renewals Fund for a pre-determined period of time.

- Prudential Loan - Can be used to acquire new or pre-owned vehicles or items of plant. Items required by this means will involve loan repayments for a pre-determined period of time.

The financing costs of the vehicle acquisitions will be a charge on the relevant Directorates` Operating Account and the means of acquisition will be agreed between the Fleet Manager and user Directorate in each case.

### **Financial Implications**

As all of the vehicles are replacements to existing vehicles a budget will already be in place to fund the costs of vehicle purchases over the vehicles life so there are no financial implications.

### **Consultation Outcome**

There is no requirement for external consultation on this item.

### **Sustainability Appraisal**

The replacement vehicles will have a higher euro standard which will produce better MPG's and reduce our carbon footprint.

### **Recommendation**

It is recommended that the proposed Vehicle Procurement Programme for 2015/16 in the attached Appendix be approved.

### **Reasons for Proposed Decision**

The vehicles listed in this report are reaching the end of their economic life and their replacement will have a beneficial effect on both the environment and the productivity of the Council.

### **List of Background Papers**

None

### **Ward Affected**

All

### **Officer Contact**

Mike Donovan – Fleet Manager

Tel No: 01639 765071 / email: [m.donovan@npt.gov.uk](mailto:m.donovan@npt.gov.uk)

## **COMPLIANCE STATEMENT**

### **VEHICLE FLEET PROCUREMENT PROGRAMME 2015/16**

(a) **Implementation of Decision**

The decision is proposed for implementation after the three day call-in period.

(b) **Sustainability Appraisal**

**Community Plan Impacts**

Economic Prosperity	-	Positive
Education and Lifelong Learning	-	No Impact
Better Health and Well Being	-	No Impact
Environment and Transport	-	Positive
Crime and Disorder	-	No Impact

**Other Impacts**

Welsh Language	-	No Impact
Sustainable Development	-	No Impact
Equalities	-	No Impact
Social Inclusion	-	No Impact

(c) **Consultation**

Consultation has included all relevant user Directorates

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL  
Cyngor Bwrdeistref Sirol Castell-Nedd Port Talbot**

**ENVIRONMENT DIRECTORATE**

**FLEET SERVICES SECTION**

**VEHICLE FLEET PROCUREMENT PROGRAMME**

**2015/2016**

**USER – ENVIRONMENT DIRECTORATE – STREETCARE DIVISION**  
**– LIGHTING & BUILDING SERVICES**

<b>Fleet No</b>	<b>Reg No</b>	<b>Existing Item</b>	<b>Replacement Type</b>
4832	CK08 YFN	Light Panel Van	Light Panel Van
4815	CP56 KXS	Light Panel Van	Light Panel Van
3749	NJ06 USH	Medium Panel Van	Medium Panel Van
3750	NJ06 USO	Medium Panel Van	Medium Panel Van
3751	NJ06 USL	Medium Panel Van	Medium Panel Van
3752	NJ06 USN	Medium Panel Van	Medium Panel Van

**USER – ENVIRONMENT DIRECTORATE – STREETCARE DIVISION**  
**– TRUNK ROADS SERVICES**

<b>Fleet No</b>	<b>Reg No</b>	<b>Existing Item</b>	<b>Replacement Type</b>
1240	CU06 CCN	18 Tonne Lorry with Crane	18 Tonne Lorry
1244	CN57 HNU	18 Tonne Cone Laying Lorry	18 Tonne Cone Laying Lorry
081	CU58 CUA	Road Sweeping Lorry	Road Sweeping Lorry

**USER – ENVIRONMENT DIRECTORATE – STREETCARE DIVISION**  
**– WASTE AND NEIGHBOURHOOD SERVICES**

<b>Fleet No</b>	<b>Reg No</b>	<b>Existing Item</b>	<b>Replacement Type</b>
2920	CU06 BXE	Crew Cab Tipper Heavy Van	Crew Cab Tipper Heavy Van
2893	CU05 HPC	Crew Cab Tipper Heavy Van	Crew Cab Tipper Heavy Van
2923	CU07 CKV	Crew Cab Tipper Heavy Van	Crew Cab Tipper Heavy Van
2921	CU56 BYV	Heavy Tipper Van	Heavy Tipper Van
2922	CU56 CHG	Heavy Panel Van	Heavy Panel Van
3795	CV09 EFS	Medium Panel Van	Medium Panel Van
4818	CP56 KXR	Light Panel Van	Light Panel Van
150	KX10 NJZ	Compact Sweeper	Compact Sweeper
161	KX10 NKC	Compact Sweeper	Compact Sweeper
169	KX10 NKA	Compact Sweeper	Compact Sweeper
5734	KX10 NJY	Mini Sweeper	Mini Sweeper

**USER – ENVIRONMENT DIRECTORATE – STREETCARE DIVISION**  
**– DRAINAGE SECTION:**

<b>Fleet No</b>	<b>Reg No</b>	<b>Existing Item</b>	<b>Replacement Type</b>
5330	CU58 EEM	JCB Excavator	Excavator
5331	CU58 EER	JCB Excavator	Excavator

**USER – ENVIRONMENT DIRECTORATE – PROPERTY & REGENERATION DIVISION – FACILITIES MANAGEMENT (OFFICE CLEANING)**

<b>Fleet No</b>	<b>Reg No</b>	<b>Existing Item</b>	<b>Replacement Type</b>
4814	CP56 KXN	Light Panel Van	Light Panel Van
4816	CP56 KXL	Light Panel Van	Light Panel Van

**USER – ENVIRONMENT DIRECTORATE – ENGINEERING & TRANSPORT DIVISION –GENERAL OFFICE SECTION**

<b>Fleet No</b>	<b>Reg No</b>	<b>Existing Item</b>	<b>Replacement Type</b>
4819	CP56 KXT	Light Panel Van	Light Panel Van

**USER – ENVIRONMENT DIRECTORATE – ENGINEERING & TRANSPORT DIVISION – PARKING MANAGEMENT SECTION**

<b>Fleet No</b>	<b>Reg No</b>	<b>Existing Item</b>	<b>Replacement Type</b>
4821	CP07 AOS	Light Van	Light Van
4822	CP07 ANX	Light Van	Light Van

**USER - ENVIRONMENT DIRECTORATE – ENGINEERING AND TRANSPORT DIVISION – COMMUNITY SERVICE TRANSPORT SECTION**

<b>Fleet No</b>	<b>Reg No</b>	<b>Existing Item</b>	<b>Replacement Type</b>
245	CN54 FRX	28 Seat Mobility Bus	Mobility Bus
246	CN54 FRU	28 Seat Mobility Bus	Mobility Bus
327	CU04 JRX	16 Seat Minibus	16 Seat Minibus
206	CU05 HRC	16 Seat Mobility Bus	Mobility Bus
209	CU05 HPZ	16 Seat Mobility Bus	Mobility Bus
249	CU05 HRA	16 Seat Mobility Bus	Mobility Bus

**USER - ENVIRONMENT DIRECTORATE – ENGINEERING AND TRANSPORT DIVISION – FLEET SERVICE**

<b>Fleet No</b>	<b>Reg No</b>	<b>Existing Item</b>	<b>Replacement Type</b>
WKS 2	NA	All Vehicle Diagnostic Set	All Vehicle Diagnostic Set

**USER – ENVIRONMENT DIRECTORATE –PLANNING DIVISION –  
COUNTRYSIDE AND WILDLIFE TEAM**

<b>Fleet No</b>	<b>Reg No</b>	<b>Existing Item</b>	<b>Replacement Type</b>
3767	CP08 MVX	4X4 Medium Van	4x4 Medium Van

**USER – SOCIAL SERVICE HEALTH AND HOUSING DIRECTORATE  
– BUSINESS STRATEGY AND PUBLIC PROTECTION DIVISION –  
ENVIRONMENTAL HEALTH AND TRADING STANDARDS SERVICE**

<b>Fleet No</b>	<b>Reg No</b>	<b>Existing Item</b>	<b>Replacement Type</b>
4831	CV08 ZDK	Light Panel Van	Light Panel Van

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## ENVIRONMENT AND HIGHWAYS CABINET BOARD

### REPORT OF THE HEAD OF ENGINEERING AND TRANSPORT – D. W. GRIFFITHS

12<sup>TH</sup> MARCH 2015

#### SECTION A – MATTER FOR DECISION

**WARD(S) AFFECTED: NEATH NORTH**

#### TRAFFIC ORDERS: NEATH PEDESTRIAN AREA 2015

##### Purpose of Report

To consider the responses received following the re-advertisement of the proposed amendments to the 2009 Neath Pedestrian Area Order as indicated in Appendix A.

##### Background

Members will be aware of the Neath Pedestrian Area report to the January board upholding the objections in part in order to support the night time economy.

The scheme is necessary to prevent unauthorised entry and indiscriminate parking in the interest of pedestrian and road safety.

In February 2015 the proposals were advertised and at the same time a consultation exercise was undertaken to all properties directly affected by the scheme Appendix B

Screening Assessment has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. After completing the assessment it has been determined that this function does not require an Equality Impact Assessment.

##### Financial Implications

The work will be funded by the Capital Programme.

##### Consultation Outcome

##### List of Consultees

Councillor M Protheroe  
Councillor A Lockyer

Residents/ Shop Owners directly affected by the scheme:-

As part of the consultation exercise 220 letters were delivered by hand to residents/shop owners, resulting in 4 letters and 1 letter containing a petition being received in response to the proposal. (Appendix C)

### **Observations on Objections**

#### Letter 1 – Appendix C

A permit scheme will be available to all traders within the pedestrian zone so their vehicles can be identified by Council Enforcement Officers whilst they are loading or unloading. There is no obligation for the trader to purchase a permit, they can still load or unload within the permitted times as long as they are seen to be doing so.

#### Letter 2 – Appendix C

Loading of heavy or bulky goods can take place from 8am to 10.30am as long as they are seen to be doing so. Valid Blue Badge Holders are able to access and park their vehicle within the pedestrian area from 8am until 10.30am.

There will be new signs on entry to the pedestrian area outlining the legal order this will be reinforced by internal signing.

Dropping off at the church prior to the closure of the pedestrian area at 10.30am can take place. The closest legal pick up point after this time will be Orchard Street or Old Market Street. Visitors to St. Thomas' Church will still have the option to park in near-by streets and off street car parks should they wish to do so.

#### Letter 3 – Appendix C

It is envisaged that the scheme will produce a safer environment making it a more pleasant experience for all visitors to shop within the pedestrian area.

The pedestrian area by its very nature should function as such and pedestrian safety is of paramount importance.

#### Letter 4 – Appendix C

The figures alleged for Milland Road Car Park have no bearing on the proposed order being consulted on for the Neath Pedestrian Area.

The reason for the implementation of the order is to improve pedestrian safety. Any accidents within the pedestrian area naturally will be at low speed, also between the hours of 10.30am and 5pm there are no vehicles permitted within the area. The accident data we receive are for collisions that are personal injury accidents attended by the police.

The pedestrian area by its very nature should function as such and pedestrian safety is of paramount importance.

#### Letter 5 – Appendix C

Having spoken with Cardiff City Council their Order is a Prohibition of Driving Order permit holders exempt, this is due to fact that the distance from on street parking to the Church is significant in the centre of Cardiff. Also the width of carriageway is sufficient to allow on street parking.

Re-siting the bollards near Church Place would not be possible as this would allow vehicles to access the pedestrian area during a time when vehicles are prohibited from doing so, this would create a pedestrian safety concern.

There are currently arrangements in place for the Church to contact the Authority when a wedding or funeral takes place and access is provided, and this arrangement will remain.

#### **Sustainability Appraisal**

It is envisaged that the proposal aims to prevent unauthorised entry and indiscriminate parking within the pedestrian area in the interests of road and pedestrian safety.

#### **Recommendation**

It is recommended, having due regard to the Equality Impact Assessment screening that:-

1. The objections be overruled and the objectors informed accordingly
2. The scheme is implemented as previously advertised in February 2015, this to align with the opening of the new multi-story car park in the Town.

#### **Reasons for Proposed Decision**

To prevent unauthorised entry and indiscriminate parking in the interest of improved pedestrian road safety.

#### **List of Background Papers**

As set out in Appendix C and held on Traffic Regulation File TR25

#### **Officer Contact**

Mr J C Davies – Senior Engineer – Traffic  
Tel.No. 01639 686479 email: [j.davies15@npt.gov.uk](mailto:j.davies15@npt.gov.uk)

## **COMPLIANCE STATEMENT**

### **TRAFFIC ORDERS: NEATH PEDESTRIAN AREA 2015**

(a) **Implementation of Decision**

The decision is proposed for implementation after a three day call-in period

(b) **Sustainability Appraisal**

**Community Plan Impacts**

Economic Prosperity	-	Positive
Education and Lifelong Learning	-	No Impact
Better Health and Well Being	-	No Impact
Environment and Transport	-	Positive
Crime and Disorder	-	No Impact

**Other Impacts**

Welsh Language	-	No Impact
Sustainable Development	-	Positive
Equalities	-	No Impact
Social Inclusion	-	Positive

(c) **Consultation**

This item has been subject to external consultation.





Signs on Entry



It is a Pedestrian Zone 7 days a week 8am – 5pm where vehicles must not enter  
**THIS ORDER IS ENFORCED BY THE POLICE**

The exception to the above is for vehicles displaying a valid disabled blue badge and vehicles which are loading/unloading between the hours of 8am–10.30am  
**ALL VEHICLES ARE BANNED BETWEEN 10.30am – 5pm**  
**THIS ORDER IS ENFORCED BY THE POLICE**

Vehicles must not wait/park in the zone unless they are loading/unloading or a vehicle displaying a valid blue badge  
**THIS ORDER IS ENFORCEABLE BY COUNCIL PARKING ENFORCEMENT OFFICERS (7 DAYS A WEEK 8am – 5pm)**

Internal Signs



These signs will be placed at various intervals throughout the pedestrian zone  
**THIS ORDER IS ENFORCEABLE BY COUNCIL PARKING ENFORCEMENT OFFICERS (7 DAYS A WEEK 8am – 5pm)**

APPENDIX A

## Appendix B



10 February 2015  
01639 686013  
environment@npt.gov.uk  
Mr M C Brumby  
TR25/MCB/IW

Date Dyddiad  
Rhif Ffôn  
email e-bost  
Contact Cyswllt  
Yr Ref Eich Cyf  
Our Ref Ein Cyf

The Occupier

APPENDIX B

Dear Sir/Madam

**Re:- Proposed Traffic Orders – Neath Pedestrian Order**

Neath Port Talbot County Borough Council intend to advertise the above scheme. A copy of the plan is attached together with a drawing of the new signage.

Consultation is for the amended hours of 8am to 5pm, the proposed scheme also extends the Orders (enforcement) to a Sunday and to allow businesses fronting the pedestrian area to be eligible for a permit.

A copy of the proposed Order, Statement of Reasons and an appropriate plan may also be inspected during normal working hours at the main reception desks in the Civic Centres at Neath, Port Talbot and The Quays, Baglan.

Any objections / support or comments should be forwarded as soon as possible in writing to the address below and must be received no later than 27<sup>th</sup> February 2015.

Yours faithfully

  
For HEAD OF ENGINEERING & TRANSPORT

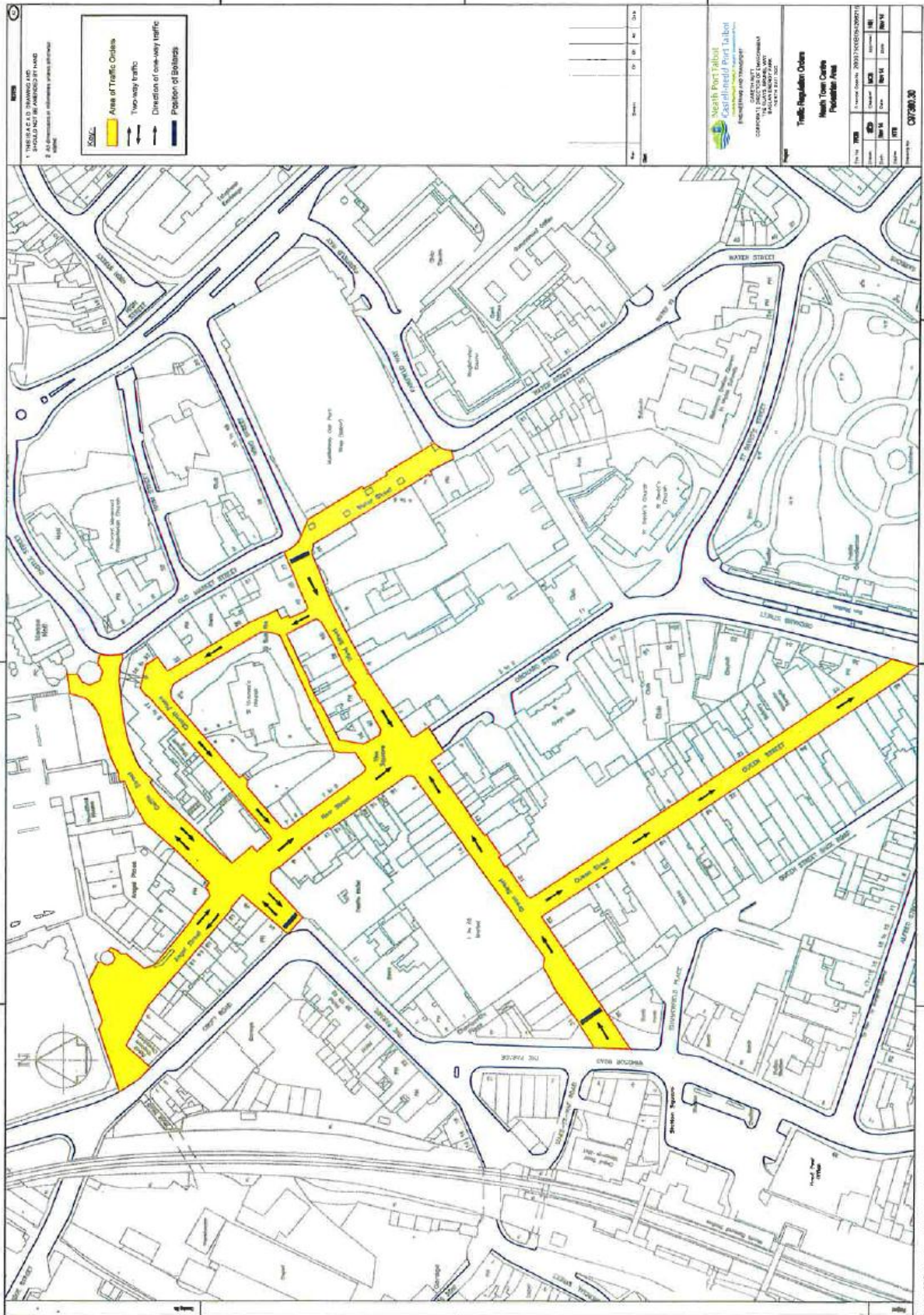
Environment  
Yr Amgylchedd

David W Griffiths  
Head of Engineering & Transport  
The Quays, Brunel Way, Baglan Energy Park,  
Neath SA11 2GG  
Tel: 01639 686868 Fax: 01639 686100

David W Griffiths  
Pennaeth Peirianneg a Chludiant  
Y Ceiau, Ffordd Brunel, Parc Ynni Baglan,  
Castell-nedd SA11 2GG  
Ffôn 01639 686868 Ffacs 01639 686100









Signs on Entry



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**THIS ORDER IS ENFORCED BY COUNCIL PARKING ENFORCEMENT OFFICERS (7 DAYS A WEEK 8am – 5pm)**

Internal Signs



These signs will be placed at various intervals throughout the pedestrian zone

**THIS ORDER IS ENFORCEABLE BY COUNCIL PARKING ENFORCEMENT OFFICERS (7 DAYS A WEEK 8am – 5pm)**

**Appendix C**

APPENDIX C - LETTER 1

HH  
MB.

Our Ref: SLJ/GBL/4121.856

Your Ref: TR25/MCB/JW

10<sup>th</sup> February, 2015

Dear Sir,

Re: Proposed Traffic Orders – Neath Pedestrian Order

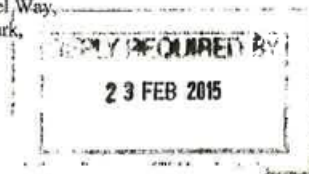
Thank you for the circular letter regarding the proposed traffic and pedestrian order.

This Firm has been a ratepayer of Neath for upwards of 50 years. It has to be said that even with the existing traffic order it is really inconvenient not being able to access our offices for short periods in the morning, and particularly so when we need to drop off and collect files and maybe spend 5 or 10 minutes in the Office before going to Court. The town of Neath is already dead as a result of such parking restrictions. Businesses cannot thrive with such restrictive parking arrangements and result in empty shops and an increase in non rate paying charity shops.

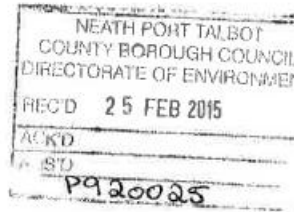
I hope you will listen to the voice of the people who pay the rates and retain the existing times of 10.30am to 5pm. Furthermore, we often have clients who have disabilities who wish to attend our offices and it would be very helpful if 5p.m. could be brought forward to 4p.m. so enabling clients to attend the Office.

Yours faithfully,

Head of Engineering and Transport,  
Neath Port Talbot County Borough Council,  
The Quays, Brunel Way,  
Baglan Energy Park,  
NEATH.  
SA11 2GG



Mr MC Bumbby  
 Neath Port Talbot CBC  
 Dept of Engineering, Transport  
 The Quays, Burrell Way  
 Baylan Energy Park  
 Neath SA11 2GG



23 February 2015

Dear Sir

Ref TR 25/JCD/AMH

I refer to your letter of 14 February 2015, with enclosures, & wish to object to the revised proposals

- 1) Implementation of the 8am start to the traffic ban will affect people who are not entitled to Blue Badges but are still unable to carry heavy/bulky shopping from the town centre to the car parks etc
- 2) It will also affect traders - especially those in Neath Market such as greengrocers selling heavy goods - as most shops do not open until 9am so even Blue Badge holders cannot access them until then.
- 3) It is not clear whether permitted "loading or unloading" will apply to people wishing to load heavy shopping or only to traders.

4) Even if people attending <sup>at</sup> St. Thomas' Church are given permits, if the "No Entry" bollards are put up, how will they be able to access the church, especially for the monthly Welsh language Service which does not begin until 11am. As mentioned in my previous letter we have church members who are able to attend only if they can park near to the church. People start arriving for the weekly 9.30am Service from about 9am + often do not leave until after 10.30am.

5) Sometimes there are special services which start later eg Christmas Day 10am, New Year's Day Council of Churches Service 10.30am + occasional Sundays at 3pm.

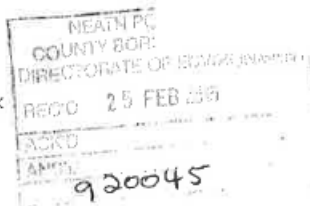
Yours faithfully

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APPENDIX C - LETTER 3



David W Griffiths  
Head of Engineering & Transport  
The Quays, Brunel Way, Baglan Energy Park  
Neath SA11 2GG



20/02/2015

Dear Mr Griffiths

Neath and District Chamber of Trade would firstly like to welcome the support shown to the night time economy within the amended traffic orders.

It comes as a great disappointment that the daytime economy wasn't taken into account when making these amendments.

We'd like to strongly oppose the proposed traffic orders, as it's understood it will hit business in the town, the orders are not justified under the evidence NPTCBC is able to provide.

Studies have been undertaken and these orders will have substantial effects on many of the daytime traders that currently rely on the town being accessible via the pedestrian zone.

It is believed that many traders, already being squeezed with current small margins, will struggle and they could be put out of business when this order is imposed.

We urge you to reconsider your proposals and look for alternative ways of managing this area.

Attached is a petition with the minimum amount of signatories in line with government guidelines.

Yours faithfully



page 1/3



NEATH &  
DISTRICT  
CHAMBER  
OF TRADE

SIAMBR  
FASNACH  
CASTELL NEDD  
A'R CYLCH

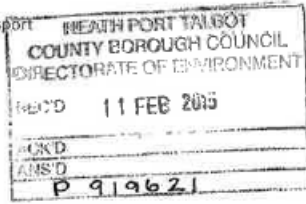
This petition is with regards to re introducing previously relaxed traffic orders and new orders on a Sunday. These orders will effect trade, there is no evidence to back the justification NPTCBC have provided behind the reasons for these orders.

Joan E. PEET	STALL 56:57:58	<i>J. Peet</i>	<i>Neath Market</i>
Lynne waltan	STALL 51 NEATH MARKET	<i>Waltan</i>	
Bernard Prossgrave	STALL 50 Neath Market	<i>B. Prossgrave</i>	
J. TAMPIN	STALL 16 NEATH MARKET	<i>J. Tampi</i>	
S.H. Singleton	Stalls 48 & 49 NEATH MARKET	<i>S.H. Singleton</i>	
R. Whitehouse	Stall 47 Neath Market	<i>R. Whitehouse</i>	
M. RESTARER	STALL 48 NEATH MARKET	<i>M. Restarer</i>	
<del>R. J. Jones</del>	STALL 46 Neath Market	<del><i>R. J. Jones</i></del>	
<del>W. J. Jones</del>	Stall 19A Neath Market	<del><i>W. J. Jones</i></del>	
<del>John Jones</del>	37, Neath Market	<del><i>John Jones</i></del>	
Jonathan Rees	24 NEATH MARKET	<i>Jonathan Rees</i>	
G. V. REES	32 NEATH MARKET	<i>G. V. Rees</i>	
S. M. REES	25 NEATH MARKET	<i>S. M. Rees</i>	
J. M. REES	27 Neath Market	<i>Jessica Rees</i>	
M. Mellor	STALL 4 NEATH MARKET	<i>M. Mellor</i>	
<del>L. Jones</del>	STALL 3 Neath Market	<del><i>L. Jones</i></del>	
<del>32</del>	STALL 2 NEATH MARKET	<del><i>32</i></del>	
Ben Gye	STALL 1 Neath Market	<i>Ben Gye</i>	
<del>Ben Gye</del>	STALL 21 Market	<del><i>Ben Gye</i></del>	
E. HAWK	STALL 21 MARKET	<i>E. Hawk</i>	
Amy Sultward	Cimla Customer	<i>Amy Sultward</i>	
Garth Cole	Stall 20 Neath	<i>Garth Cole</i>	
P. Cole	Coles Butchers	<i>P. Cole</i>	
M. Michael	" "	<i>M. Michael</i>	
S D	CIMLA	<i>S D</i>	

J. DERRICK	NEATH MARKET STALL 45	<i>J. Derrick</i>
Claire Walsh	NEATH Picture Frames	<i>C. Walsh</i>
L. Neave	Bella from Florist	<i>L. Neave</i>
P. Racho	Strongly 5 to 5	<i>P. Racho</i>
M. Bowen	CORNER CABIN	<i>M. Bowen</i>
M. Reynolds	STALL 41 VEG	<i>M. Reynolds</i>
M. Jones	SIZZLES STALL 7	<i>M. Jones</i>
C. SWEENEY	SIZZLES, STALL 7	<i>C. Sweeney</i>
C. BECK	FORGET ME NOT (12)	<i>C. Beck</i>
S. Langford	Katie's Kitchen	<i>S. Langford</i>
M. Wolfe	Katie's Kitchen	<i>M. Wolfe</i>
J. Rowe	Katie's Kitchen	<i>J. Rowe</i>
M. Peet	Stall 19A NEATH	<i>M. Peet</i>
S. Hughes	Stalls 15, 16, 17	<i>S. Hughes</i>
M. NIVINGTON	MIKE CARROLL KING VAPE	<i>M. Nivington</i>
C. Davies	GREEN STREET LETTICE LIKES NEW STREET	<i>C. Davies</i>
ANDREA CHAPMAN	BAROC NEW STREET	<i>Andrea Chapman</i>
JASON KING	RECCAE REPTILES	<i>Jason King</i>
IAN JONES	The Angel Inn	<i>Ian Jones</i>
Kevin Thomas	Valley Mill	<i>Kevin Thomas</i>
ANDREW BROWN	ANALY BROWNS	<i>Andrew Brown</i>
Senna Suttler	SCOPE	<i>Senna Suttler</i>
SUSIE HAWKES	The Bubbly Shop	<i>Susie Hawkes</i>
AG WILLIAMS	Bellorma	<i>AG Williams</i>
OPHUR	Country Kitchen	<i>Ophur</i>

APPENDIX C - LETTER 4

Mr M C Brumby  
Head of Engineering & Transport  
The Quays  
Brunel Way  
Baglan Energy Park  
Neath  
SA11 2GG  
10<sup>th</sup> February 2015



Dear Sir

Re **PROPOSED TRAFFIC ORDERS – NEATH PEDESTRIAN ORDER**

Many thanks for your letter dated 4<sup>th</sup> February.

This letter is purely cosmetic as the council have already stated to the Chamber of Trade that these proposals will go through , so what is the point of objecting?

I would however like to raise the following points:-

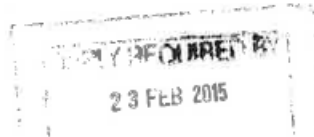
- Per your figures, the number of cars using Milland Road car park has decreased by 39% since the increase of parking fees to £3.00 per car.  

NO of cars per annum	@ £1.00	£181,000
" " "	@ £3.00	£110,400

1.e £276,000 income – 10 months  
Grossed up for 12 months £331200-3 = 110,400

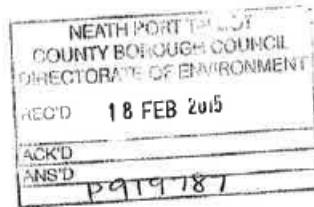
Footfall in Neath has decreased which effects all businesses

- The reason given by yourselves and councillor's to bring this in order is because it is dangerous. Could you please let me know how many accidents have occurred since the restriction has not been implemented, and were they caused (if any) by non disabled drivers or disabled drivers?
- I have been informed by a councillor that if the turnover in Marks & Spencer's doesn't improve in the next two years they will be closing. Therefore, your proposal will make it easier for Marks & Spencer's to make their decision.
- Therefore,, based on the above point I cannot see how the new development will help the town especially if there is no Marks & Spencer!!





APPENDIX C - LETTER 5



Mr David W Griffiths  
Head of Head of Engineering & Transport  
The Quays  
Brunel Way  
Baglan Energy Park  
Neath  
SA11 2GG

Dear Sir

**Proposed Traffic Orders – Neath Pedestrian Order**

Thank you for your letter of February 4 2015.

It is disappointing that the Environment and Highways Scrutiny Committee has upheld the objections, in part.

Firstly, on behalf of St Thomas' Church, may I enquire which part the Cabinet Board objected to and whether a solution can be overcome.

Regarding the new proposal which the Authority will be consulting, I have read the 2015 Proposed Order and the definitions in Article 2 (1). A minority of the congregation have a "Disable Person's Badge" and therefore are automatically permitted to park for a period not exceeding 3 hours, as set out in Article 14.

However, due to the absence of Public Transport on a Sunday morning, there are a fewer number of the congregation obliged to use private transport, and reading Article 2(1) on

---

"Parking Disc", which means a parking disc issued by a Local Authority etc, would indicate that this falls within the same category as the "Disable Person's Badge" referred to in Article 14.

Your letter of February 10 2015,(second paragraph), the proposed scheme also extends the Orders (enforcement) to a Sunday and to allow businesses fronting the pedestrian area to be eligible for a "Traders Permit"

I have been given to understand that "Parking Discs" will not be issued to the Church, even though St Thomas' is surrounded by businesses i.e. New Street; Cattles Street; Church Place; Angel Street; Wind Street; Green Street; and all within the "Bollard Scheme.

Personally, I feel that this is an unfair situation.

Regarding my observation in my letter of December 12 2014 appertaining to the Welsh Service, which is conducted on the first Sunday of the each month and the only Church in the Benefice of Neath to hold a Welsh Service, the failure to allow, again due to the lack of public transport, the Service to continue, which has been in existence since the 13<sup>th</sup>/14<sup>th</sup> century will be a disastrous move if the lack of attendance causes the Welsh Service to cease.

The Authority may wish to consult with Cardiff City Council, where a similar situation has been resolved to accommodate St John's Church, The Hayes, Cardiff, which is also in a pedestrianised area and entry controlled by bollards and discs/permits issued to congregation members and dignitaries.

Finally, may I propose the resiting of the Bollards placed at the entrance to Wind Street. The reason for this proposal is due to the employment of staff to drop the bollards to allow wedding and funeral vehicles to enter the Pedestrianised area and then either to return or remain on site to raise the bollards.

The proposal, would alleviate the need for a staff member to be present if the bollards were resited on the western side of the junction of Wind Street and Church Place.

This suggestion, if the Cabinet Board agree, it would also allow Welsh members to enter Church Place and receive discs.

Vehicles not covered by Article 2(1) would automatically be prosecuted.

On the basis of what has been set out above, would the Cabinet Board consider a six(6) months trial for the Sunday morning Services in Church Place and view the result before a final decision is made.

I trust that the above matters will receive favourable attention.

Yours Faithfully,

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## ENVIRONMENT AND HIGHWAYS CABINET BOARD

### REPORT OF THE DIRECTOR OF ENVIRONMENT – G. NUTT

12<sup>TH</sup> MARCH 2015

#### SECTION A – MATTER FOR DECISION

**WARD(S) AFFECTED: NEATH NORTH**

#### **NEW NEATH MULTI-STOREY CAR PARK OPERATING REGIME**

##### **Purpose of Report**

To seek Members' approval on the management and operating regime for the new Neath multi-storey car park.

##### **Background**

Members will be aware of the new multi-storey car park construction work currently being undertaken in the Neath town centre. The Authority needs to decide which of the various options of parking solutions they wish to implement. The various options open to the Authority regarding the operating regime as it currently stands are:-

1. Automatic Number Plate Recognition (ANPR)
2. Pay on Foot
3. Pay and Display

##### **Automatic Number Plate Recognition**

ANPR is the newest form of car park control and can be coupled with a range of payment options from pay on foot through to pay and display and can be operated with both barrier controlled car parks and barrier less sites.

ANPR carries with it the greatest flexibility of payment type; customers can either pay on entry, exit or even pre or post pay. This method also offers almost 100% compliance in terms of payment and introduces the ability to soft enforce as well as hard enforce any non-compliance.

However, as current legislation stand, the Authority are unable to enforce through the use of ANPR.

## Pay on Foot

*Operating principle:* A motorist when entering a pay on foot controlled car park takes a machine readable ticket from a ticket dispenser in the entry lane and the traffic control barrier then opens to permit entry to the car park. The ticket allows the date, time of entry to be identified. The motorist parks, keeps the ticket and goes about their business. When the motorist complete their business they return to the car park, finds a paypoint and presents the entry ticket. The parking fee is automatically calculated at the paypoint from the data on the ticket. Upon payment of the parking fee, the information on the ticket is modified and returned to the motorist. The motorist returns to the vehicle and drives to the exit lane where the modified ticket is presented to the ticket reader, which verifies that payment has been made and opens the traffic control barrier to allow exit.

This has become the market standard method for operating retail focused car parks. Pay on foot offers a high level of payment compliance coupled with customer service benefits such as, flexibility of payment methods and only paying for the time actually used.

Pay on foot relies on the car park being barrier controlled, whilst this gives an added feeling of security for customers it does create the operational requirement for onsite staffing during all operating hours in case of mechanical failure and loss of ticket.

The equipment carries a high day 1 cost depending on which system is implemented and given the complexity of the payment machines, relatively high on-going maintenance costs. On top of this there is the requirement for full staffing of the car park.

## Pay and Display

*Operating principle:* A motorist when entering a Pay and Display controlled car park drives in, finds a parking space and walks to the nearest paypoint (Pay and Display machine), decides how long a parking period they want and then purchases a pay and display ticket for that duration.

The motorist then displays that ticket in the vehicle so that it can be easily read from outside. The motorist then goes about their business. When the business is complete the motorist returns to their vehicle and drives out of the car park. Pay and Display systems control motorists by the threat of financial penalties for contravention of the car parking order. Contraventions are detected by Local Authority Civil Enforcement Officers (CEO's).

Whilst Pay and Display is often seen as old fashioned and a basic method of car park control, it does carry significant benefits in terms of capital cost, maintenance costs, reliability and reduce the need for staffing.

The down side of Pay and Display is the potential for low levels of payment compliance, and needs to be covered by increased enforcement to reach the same levels of compliance as pay on foot.

Modern Pay and Display machines offer the same flexibility of payment types as pay on foot and with the addition of pay by phone, can also offer a cashless payment option.

Also, as part of the operating strategy, a robust budget is required for the cleansing, security and lift maintenance contracts for the multi-storey car park.

### **Financial Implications**

The cost of works and the installation of the new Pay and Display machines will be funded from the capital works programme.

Budgets need to set up for cleansing, security and lift maintenance and utility costs.

### **Consultation Outcome**

A legal order will be advertised and any objections and observations will be reported back to Environment and Highways Scrutiny Committee and Environment and Highways Cabinet Board before a final decision is taken.

### **Sustainability Appraisal**

The new Neath multi-storey car park will support sustainable travel/parking for users.

The car park will support Town Centre Regeneration.

### **Recommendations**

It is recommended, having given due regard to the Equality Impact Assessment:-

1. The management of the Neath multi-storey be undertaken by the Authority's parking services.
2. That new pay and display machines be purchased for the Neath multi-storey car park.
3. That Officers be authorised to vary the Council's civic properties facilities term contract to include the new lifts in to the current facilities maintenance contract.
4. That the tariff structure set out at Appendix A be approved.

### **Reasons for Proposed Decision**

To enable the Authority to adopt an operating regime for the new Neath multi-storey car park.

### **Appendices**

Appendix A – Schedule - Tariff Structure

### **Background Papers**

None

### **Wards Affected**

Neath North

### **Officers' Contact**

Steve Cook, Parking Manager  
Tel. No: 01639 763986  
email: [s.cook@npt.gov.uk](mailto:s.cook@npt.gov.uk)

Andrew Collins, Regeneration & Strategic Development Manager  
Tel. No: 01639 686416  
email: [a.collins@npt.gov.uk](mailto:a.collins@npt.gov.uk)

## **COMPLIANCE STATEMENT**

### **NEW NEATH MULTI-STOREY CAR PARK OPERATING REGIME**

#### (a) **Implementation of Decision**

The decision is proposed for implementation after the three day call-in period.

#### (b) **Sustainability Appraisal**

##### **Community Plan Impacts**

Economic Prosperity	-	positive
Education and Lifelong Learning	-	no impact
Better Health and Well Being	-	no impact
Environment and Transport	-	positive
Crime and Disorder	-	no impact

##### **Other Impacts**

Welsh Language	-	no impact
Sustainable Development	-	no impact
Equalities	-	no impact
Social Inclusion	-	positive

#### (c) **Consultation**

A legal order will be advertised and should any objections/observations be received, these will be presented to a future Environment and Highways Scrutiny Committee for discussion before consideration by the Environment and Highways Board and a decision made.

SCHEDULE

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>	<u>Column 5</u>	<u>Column 6</u>	<u>Column 7</u>	<u>Column 8</u>	<u>Column 9</u>	<u>Column 10</u>
<u>Name of the Parking Place</u>	<u>Date at which the order will come into effect in relation to parking place</u>	<u>Position in which vehicles may wait</u>	<u>Classes of vehicle</u>	<u>Days of Operation of Parking Place</u>	<u>Hours of Operation of Parking Place</u>	<u>Maximum Period for which vehicle may wait</u>	<u>Scale of Charges</u>	<u>Season Tickets</u>	<u>Bands</u>
Neath Multi-storey Car Park Neath	1 <sup>st</sup> July 2015	Wholly within a parking bay other than a disabled parking space applies to (i) to (iii) of column 4 herein. Wholly within a parking space applies to (iv) & (v) of column 4 herein.	(i) motor cars within provision of section 136 (2) (a) of the Act (ii) motor cycles as defined in section 136(4) of the Act (iii) motor vehicles constructed or adapted for the use for the conveyance of goods or burden the unladen weight of which does not exceed 1525kg (iv) invalid carriages (v) disabled persons vehicles	Monday to Saturday inclusive excluding Christmas day  Sunday	8.00am to 6.00pm  9.00am to 5.00pm	10 hours  8 hours	Up to 1 hour £1.30 1-2 hours £1.80 2-3 hours £2.30 3-4 hours £2.80 Over 4 hours £3.30  £1.00 All Day	3 months - £100.00 6 months - £180.00 9 months - £250.00 12 months - £315.00	D



## ENVIRONMENT AND HIGHWAYS CABINET BOARD

### JOINT REPORT OF THE DIRECTOR OF ENVIRONMENT – G. NUTT AND THE DIRECTOR OF FINANCE AND CORPORATE SERVICES – H. JENKINS

12<sup>TH</sup> MARCH 2015

#### SECTION A – MATTER FOR DECISION

WARD(S) AFFECTED – ALL

#### NEATH PORT TALBOT COMMUNITY TRANSPORT – WITHDRAWAL OF FUNDING

##### Purpose of Report

To seek Members approval to withdraw funding to Neath Port Talbot Community Transport (NPTCT).

##### Background

##### Current Position

This report sets out a series of issues brought to the Council's attention through whistle blowers within NPTCT organisation.

NPTCT is a third sector transport organisation which provides transport for eligible elderly, disabled and socially/geographically isolated residents within the predominantly urban areas of Neath and Port Talbot.

NPTCT is located in rented premises at Milland Road, Neath, and has a mix of volunteer drivers, paid drivers and office staff. The organisation has a fleet of accessible vehicles available for community use by eligible local residents. The scheme also operates a town rider service in Neath and Port Talbot.

The organisation has a volunteer Board which comprises of a cross section of people from the local community.

In July 2013 Officers were contacted by members of NPTCT staff, who expressed concerns regarding the governance arrangements of the NPTCT organisation.

These concerns were brought to the attention of NPTCT and its Officers, and former chair who gave assurances that any anomalies would be dealt with in house.

In July 2014, Council Officers were again contacted by staff of NPTCT in relation to outstanding issues.

As a result of the meeting an Audit investigation by the Council's Internal Audit team was instigated.

### Audit Reports

There followed an audit review of the systems and procedures in place at NPTCT. The review highlighted poor financial management and a lack of internal controls. It is the Auditor's opinion that the organisation suffered losses as a result of these control weaknesses.

NPTCT's independent Auditors in reviewing the organisation's financial statements came to the conclusion for the period 2013/14, that they had insufficient evidence to provide an audit opinion on the organisation's financial statements.

### Equality Impact Assessment

An Equality Impact Assessment has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010 (Appendix A).

Withdrawing the Council's funding to NPTCT may mean it will not be possible for the organisation to deliver the service at the level they currently provide. If this proves to be the case, identified groups of people with protected characteristics will be negatively affected. The groups most adversely affected will be the elderly and disabled, who utilise the Town Rider and car scheme, which NPTCT may decide to stop operating.

Unfortunately, in these circumstances, the impacts are outweighed by the need to protect the public purse.

If the scheme is maintained, it would still be entitled to claim Concessionary Fares Reimbursement and the Live Kilometre Support Grant for their Town Rider service.

### **Financial Implications**

Neath Port Talbot CBC support NPTCT via a revenue grant of £34,692 and £11,200 from the Welsh Government Bus Services Support Grant. This is only a part of their funding, the majority arises from other activities.

## **Recommendations**

It is recommended, having due regard to the Full Equality Impact Assessment that:-

In the interest of protecting the public purse and owing to the findings of NPTCBC's Internal Audit Report into NPTCT and the independent Auditor's lack of audit opinion for the year ending 31<sup>st</sup> March 2014, that Council withdraws its financial support to NPTCT from 1<sup>st</sup> April 2015.

## **Reason for Proposed Decision**

The Treasurer and Manager who were in charge prior to the Audit investigation have now left NPTCT. The interim Manager has endeavoured to make progress, however, NPTCBC still has serious concerns over the financial management and governance of the organisation. This leaves Neath Port Talbot CBC in a position where a difficult decision needs to be made to withdraw the funding from NPTCT.

The Council is required by its financial procedure rules to ensure that the income and expenditure of an external body to which it provides public money, is operating in a way that is compliant with its fiduciary duty, i.e. the proper spending of public money for the purpose it was given.

NPTCT failed to maintain a set of auditable accounts which would demonstrate compliance.

## **List of Background Papers**

Correspondence and background paperwork is on file with the Integrated Transport Unit, NPTCBC.

## **List of Appendices**

Appendix A

## **Wards Affected**

All

## **Officer Contact**

Mr P. Jackson – Integrated Transport Unit Manager

Tel No. 01639 686091

E-mail: [p.jackson@npt.gov.uk](mailto:p.jackson@npt.gov.uk)

## **COMPLIANCE STATEMENT**

### **NEATH PORT TALBOT COMMUNITY TRANSPORT – WITHDRAWAL OF FUNDING**

#### **Implementation of Decision**

The decision is proposed for implementation after the 3-day call-in period.

#### **Sustainability Appraisal**

##### **Community Plan Impacts**

Economic Prosperity	- negative
Education & Lifelong Learning	- no impact
Better Health and Well Being	- negative
<i>Environment &amp; Transport</i>	- negative
Crime & Disorder	- no impact

##### **Other Impacts**

Welsh Language	- no impact
Sustainable Development	- no impact
Equalities	- negative
Social Inclusion	- negative

##### **Consultation**

There has been no requirement under the Constitution for external consultation on this item.

**Appendix A**

**Equality Impact Assessment (EIA) Report Form**

This form should be completed for each Equality Impact Assessment on a new or existing function, a reduction or closure of service, any policy, procedure, strategy, plan or project which has been screened and found relevant to Equality and Diversity.

**Please refer to the 'Equality Impact Assessment Guidance' while completing this form. If you would like further guidance please contact the Corporate Strategy Team or your directorate Heads of Service Equality Champion.**

<b>Where do you work?</b>
Service Area: Integrated Transport Unit
Directorate: Environment

**(a) This EIA is being completed for a...**

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**(b) Please name and describe below...**

To withdraw of funding to Neath Port Talbot Community Transport (NPTCT)

**(c) It was initially screened for relevance to Equality and Diversity on ...5.02.15**

On how the removal of funding will impact of the users of the service NPTCT provide.

**(d) It was found to be relevant to...**

Age .....	<input checked="" type="checkbox"/>	Race.....	<input type="checkbox"/>
Disability .....	<input checked="" type="checkbox"/>	Religion or belief .....	<input type="checkbox"/>
Gender reassignment .....	<input type="checkbox"/>	Sex.....	<input checked="" type="checkbox"/>
Marriage & civil partnership .....	<input type="checkbox"/>	Sexual orientation .....	<input type="checkbox"/>
Pregnancy and maternity.....	<input type="checkbox"/>	Welsh language .....	<input type="checkbox"/>

**(e) Lead Officer**

**Name:** Peter Jackson

**Job title:** ITU Manager

**Date:** 6.2.2015

**(f) Approved by Head of Service**

**Name:** D.W. Griffiths

**Date:** 6.2.2015

## Section 1 – Aims (See guidance):

Briefly describe the aims of the function, service, policy, procedure, strategy, plan, proposal or project:

### What are the aims?

It is proposed to remove the Council's funding to NPTCT. This proposal is being made as a result of concerns regarding governance and financial irregularities which resulted in an internal audit investigation. The subsequent report confirmed the concerns and as a result of the issues raised, the Council has lost confidence in the ability of NPTCT to manage their affairs and provide a reliable and cost effective service.

### Who has responsibility?

The Council has a duty to protect the public purse and it will be the responsibility of the Council to ensure that it has acted in the public interest. The Corporate Directors will take this proposal forward and the Head of Engineering and transport with the assistance of the Integrated Transport Unit Manager will implement the proposal.

### Who are the stakeholders?

NPTCT employees, volunteers and the users of the service they provide.

NPTCT has eight paid employees and a pool of volunteers who act as drivers and passenger assistants.

## Section 2 - Information about Service Users (See guidance):

Please tick what information you know about your service users and provide details / evidence of how this information is collected.

Age .....	<input checked="" type="checkbox"/>	Race.....	<input type="checkbox"/>
Disability .....	<input checked="" type="checkbox"/>	Religion or belief .....	<input type="checkbox"/>
Gender reassignment .....	<input type="checkbox"/>	Sex.....	<input checked="" type="checkbox"/>
Marriage & civil partnership .....	<input type="checkbox"/>	Sexual orientation .....	<input type="checkbox"/>
Pregnancy and maternity.....	<input type="checkbox"/>	Welsh language .....	<input type="checkbox"/>

### What information do you know about your service users and how is this information collected?

The users of the service provided by NPTCT are elderly and or people with a disability who may have difficulty in accessing mainstream transport.

Census data from 2011 indicates that in Neath Port Talbot

- 25.3% of the population are over the age of 60
- 16.1% of the population are 'limited a lot' in their day to day activities.

NPTCT serves the urban areas of the County Borough. It should be noted that only a small proportion of the population living in urban areas access the services of NPTCT.

As core funders of the organisation Neath Port Talbot County Borough Council requires NPTCT to submit quarterly returns to secure their funding. The return provides information of the patronage of the service and how the service is accessed. This could be via the Town Rider scheme, group hire or the car scheme. No specific information is submitted regarding the users of the services.

**Any Actions Required?**

### Section 3 - Impact on Protected Characteristics (See guidance):

Please consider the possible impact on the different protected characteristics. This could be based on service user information, data, consultation and research or professional experience (e.g. comments and complaints).

	Positive	Negative	Neutral	Needs further investigation
Age	➔ <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	➔ <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	➔ <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Welsh language	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Thinking about your answers above, please explain in detail why this is the case? including details of any consultation (and/or other information), which has been undertaken to support your view?**

NPTCT provides transport for the elderly and disabled people who may not have access to mainstream public transport in urban areas of NPT. This is provided by a demand responsive Town Rider service which can be pre booked by members of the scheme.

The organisation also has vehicles and staff (cars and minibuses) available for groups of eligible residents to hire for trips and outings.

NPTCT also undertakes work for the Local Health Board by providing non-emergency patient transport to local hospitals.

The cut in funding is unlikely to affect the non-emergency patient transport provision that NPTCT provides. It is also unlikely to affect the group hire provided to eligible residents will be adversely affected.

Withdrawing the Council's funding to NPTCT may mean it will not be possible for them to deliver the service at the level they currently provide. If this proves to be the case, identified groups of people with protected characteristics may be negatively affected. The groups most adversely affected will be the elderly and disabled, who utilise the Town Rider and car scheme.

**What consultation and engagement has been undertaken (e.g. with the public and/or members of protected groups) to support your view?**

The Council has been in contact with NPTCT regarding withdrawal of funding and NPTCT have indicated it may not be possible for them to provide transport at the current level.

**Any actions required (to mitigate adverse impact or to address identified gaps in knowledge)**

If NPTCT reduce their services, the Council will monitor any comments or complaints received from users of the service.

## Section 4 - Other Impacts:

Please consider how the initiative might address the following issues.

You could base this on service user information, data, consultation and research or professional experience (e.g. comments and complaints).

<b>Foster good relations between different groups</b>	<b>Advance equality of opportunity between different groups</b>
<b>Elimination of discrimination, harassment and victimisation</b>	<b>Reduction of social exclusion and poverty</b>

**(Please see guidance for definitions)**



**Please explain any possible impact on each of the above.**

The withdrawal of funding to NPTCT will not be a positive experience for the organisation or for the people they transport should they reduce the level of service they provide. It is unlikely to foster good relations with those affected. For some it may result in social exclusion, making it more difficult to access services such as the G.P, dentist or shops.

**What work have you already done to improve any of the above?**

It has been indicated by NPTCT that it would be difficult at this point in time to predict the impact on the services they provide.

**Is the initiative likely to impact on Community Cohesion?**

If NPTCT reduce the services they provide, it will directly impact on community cohesion.

**How will the initiative treat the Welsh language in the same way as the English language?**

The removal of the funding will not discriminate disproportionately on the Welsh Language

**Actions (to mitigate adverse impact or to address identified gaps in knowledge).**

The Council will guide service users to the Traveline Cymru website to direct users to other transport options.

## **Section 5 - Monitoring arrangements:**

Please explain the arrangements in place (or those which will be put in place) to monitor this function, service, policy, procedure, strategy, plan or project:

**Monitoring arrangements:** The two NPTCT town rider schemes allow users to utilise concessionary smartcards. The combined services average 1,081 passenger journeys per month.

Information regarding patronage by smartcard users on other Community Transport and mainstream public transport services can be obtained. This will indicate where there has been an uptake on other means of transport if the town rider schemes reduce or cease.

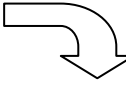
**Actions:** Officers will monitor the services provided by NPTCT.

The impact of the withdrawal of funding may not become fully apparent for some months. This is because some users of NPTCT's services travel on an infrequent basis.

As outlined above, smartcard information will be sought to establish a shift in users to other bus operators. The users of concessionary smartcards are those who are over the age of 60 and/or who have sensory or mobility impairments.

## Section 6 – Outcomes:

Having completed sections 1-5, please indicate which of the outcomes listed below applies to your initiative (refer to guidance for further information on this section).

- Outcome 1: Continue the initiative...
- Outcome 2: Adjust the initiative...
- Outcome 3: Justify the initiative...  
- Outcome 4: Stop and remove the initiative...

For outcome 3, detail the justification for proceeding here

## Section 7 - Publication arrangements:

On completion, please contact the Corporate Strategy Team for advice on the legal requirement to publish the findings of EIAs.

## Action Plan:

<b>Objective - What are we going to do and why?</b>	<b>Who will be responsible for seeing it is done?</b>	<b>When will it be done by?</b>	<b>Outcome - How will we know we have achieved our objective?</b>	<b>Progress</b>
Withdraw funding to Neath Port Talbot Community Transport	Officers of Neath Port Talbot County Borough Council	1 <sup>st</sup> April 2015	Payment withdrawn	This will be completed by the 31 <sup>st</sup> March 2015
Comments & Complaints	Officers of Neath Port Talbot County Borough Council	Quarterly review	Will provide monitoring info	31.3.16
Traveline Cymru	Officers of Neath Port Talbot County Borough Council	Ongoing	Will provide monitoring info	Ongoing
NPTCT service changes	Officers of Neath Port Talbot County Borough Council	Quarterly Review	Will provide monitoring info	31.3.16
Smartcard update	Officers of Neath Port Talbot County Borough Council	Six Monthly	Will provide monitoring info	31.3.16

\* Please remember to be 'SMART' when completing your action plan.

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## 2014/2015 FORWARD WORK PLAN

### ENVIRONMENT AND HIGHWAYS CABINET BOARD

Meeting Date and Time	Agenda Items	Type  (Decision, Monitoring or Information)	Rotation  (Topical, ,Annual, Biannual, Quarterly, Monthly, Topical)
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<b>23/04/15</b>	1) Offers of Grant & Acceptances	Decision	
	2) Waste Report	Decision	Topical
	3) Road Safety Strategy	Decision	
	4) Local Government Borrowing Initiative (LGBI) 2013/14 – 2014/15 Settlement	Info	Final
	5) Sustainable Development Policy (Karen Jones)	Decision	Topical
	6) Fees and Charges	Info	Annual
<b>May/April</b>	1) Business Plans – D.Griffiths - M.Roberts - N.Pearce		

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