



EDUCATION, SKILLS AND CULTURE CABINET BOARD

***Immediately Following Scrutiny Committee on
THURSDAY, 3 MAY 2018***

COMMITTEE ROOMS 1/2 - PORT TALBOT CIVIC CENTRE

1. To agree the Chairperson for this Meeting
2. To receive any declarations of interests from Members
3. To receive the Minutes of the Education, Skills and Culture Cabinet Board held on the 15 March 2018 (*Pages 3 - 6*)

To receive the Report of the Director of Education, Leisure and Lifelong Learning

4. Strategic Schools Improvement Programme - Engagement of External Consultancy Services (*Pages 7 - 12*)
5. Long Term Sickness Taskforce Schools Update (*Pages 13 - 22*)

To receive the Report of the Head of Transformation

6. Former Sandfields Comprehensive School Caretaker's House - 74, St Helier Drive, Sandfields, Port Talbot (*Pages 23 - 28*)
7. Any urgent items (whether public or exempt) at the discretion of the Chairman pursuant to Statutory Instrument 2001 No 2290 (as amended).

8. 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 paragraph(s) of Part 4 of Schedule 12A to the Local Government Act 1972.

To receive the Private Report of the Head of Transformation

9. Three Quarter Year Performance Review 17 - 18 Celtic Leisure (Exempt Under Paragraph 14) (Pages 29 - 34)

S.Phillips
Chief Executive

Civic Centre
Port Talbot

27 April 2018

Cabinet Board Members:

Councillors: To be determined at Council

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 Democratic Services staff.*
- (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
EDUCATION, SKILLS AND CULTURE CABINET BOARD
15 MARCH, 2018

Cabinet Members:

Councillors: P.A.Rees and D.W.Davies

Chair and Vice Chair of Scrutiny:

Councillors: A.Thomas and M.Crowley

Officer in Attendance:

N.Headon

1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor P.A.Rees be appointed Chairperson for the meeting.

2. **MEMBERS DECLARATION OF INTEREST**

The following Member made a declaration of interest at the commencement of the meeting:-

Councillor P.A.Rees	Report of the Head of Transformation Re: Admission to Community Schools as he has grandchildren attending Ysgol Cymraeg Castell Nedd School.
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3. **MINUTES OF THE EDUCATION, SKILLS AND CULTURE CABINET BOARD HELD ON 15 FEBRUARY, 2018**

Noted by Committee.

4. **FORWARD WORK PROGRAMME**

Noted by Committee.

5. **SCHOOL TERM DATES 2020/2021**

Decision:

That approval be granted to consult on the proposed school term dates for the 2020/2021 academic year.

Reason for Decision:

To ensure the Authority meets its statutory duties.

Implementation of Decision:

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

6. **ADMISSION TO COMMUNITY SCHOOLS 2019/2020**

Decision:

That having given due regard to the equality impact assessment, for the admission arrangements for community schools for the 2019/2020 academic year, be approved.

Reason for Decision:

To enable the Council to meet statutory duties and good practice guidelines in respect of the admission of pupils to community schools.

Implementation of Decision:

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

7. **ADULT COMMUNITY LEARNING SERVICE IN NEATH PORT TALBOT**

Decision:

That the report be noted.

8. **SCHOOL IMPROVEMENT PERFORMANCE, PRIORITIES AND CAPACITY**

Decision:

That the report be noted.

9. **ACCESS TO MEETINGS**

Decision:

That pursuant to Regulation 4(3) and (5) of Statutory Instrument 2001 No. 2290, the public be excluded for the following item of business which involved the likely disclosure of exempt information as defined in Paragraph 14 of Part 4 of Schedule 12A to the Local Government Act 1972.

10. **FLYING START TIR MORFA EXTENSION OF TENDER**

Decisions:

1. That approval be granted to exclude the requirements of competition and that Rule 2.1 of the Council's Contracts Procedure Rules (CPRs) be suspended;
2. That the contract between the Council and Caralyn George t/a Georgie Porgie's for the provision of childcare services re: Flying Start Playgroup at Tir Morfa, Sandfields, be extended for a period of 12 months to 31 March 2019.

Reason for Decisions:

To allow Flying Start child care provision to be continued for a period of 12 months in Tir Morfa.

Implementation of Decisions:

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

CHAIRPERSON

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

EDUCATION SKILLS AND CULTURE CABINET BOARD

3rd May 2018

REPORT OF THE DIRECTOR OF EDUCATION, LEISURE AND LIFELONG LEARNING

MATTER FOR DECISION

Strategic School Improvement Programme – Engagement of External Consultancy Services

WARDS AFFECTED: ALL

Purpose of Report

- 1 To obtain Member approval to appoint CPC Project Services LLP, by virtue of the Crown Commercial Services Framework Agreement for the provision of management consultancy services, to prepare for the Neath Port Talbot County Borough Council (“the Council’s) business cases for the delivery of 21st Century Schools Band B Proposals.

Executive Summary

- 2 As part of Welsh Government’s submission requirements for capital funding all Local Authorities have to follow strict guidelines as regards the preparation of detailed business cases in line with HM Treasury Green Book and Five Case Business Model to ensure that the case for investment is rigorously tested and proven in respect of our 21st Century Schools Programme.

3. In order to produce business cases in respect of the Council's Band B 21st Century Schools Programme, there is a wish to appoint CPC Project Services LLP, an organisation who has previously provided all of our Band A business cases to provide these services.

3. By utilising the Crown Commercial Service Framework Agreement for the provision of management consultancy services, the Council would be able to appoint CPC Project Services LLP without having to undertake a procurement exercise, details of which are set out below.

Background

4. The Council is responsible for promoting high educational standards and for delivering efficient primary and secondary education. Having the right schools in the right place and ensuring that they are fit for the 21st century learner is the challenge facing the Council. Achieving this will involve reviewing the number and type of schools the Council has in its area and assessing whether best use is being made of resources and facilities.

5. Implementing the Strategic School Improvement Programme (SSIP) has involved reviewing existing provision and determining the number and type of schools needed to deliver education effectively and efficiently across the County Borough resulting in substantial change involving opening new schools, closing existing schools, merging or amalgamating schools, federating schools and promoting new initiatives that support collaborative working between schools.

6. As part of Welsh Government's submission requirements for capital funding all Local Authorities have to follow strict guidelines as regards the preparation of detailed business cases in line with HM Treasury Green Book and Five Case Business Model to ensure that the case for investment is rigorously tested and proven.

7. In respect of Band A projects services provided by CPC Project Services LLP, were procured by utilising the Government Procurement Services (GPS) (formally called Office Government of Commerce Buying Solutions) Framework Agreement for Management Consultancy and

Accounting Services – Organisations and Change Management Consultancy – Local Government under Lot RM662/L6.

8. This has now been superseded by the Crown Commercial Services Consultancy Framework Agreement for the Provision of Management Consultancy Services (Reference RM3745). This Framework Agreement permits the Council to make a direct award to a consultant without the need for a procurement exercise to be carried out, provided the Council can demonstrate that the proposed consultant represents the most economically advantageous offer to the Council and why specifically the Council should contract with that consultant without undertaking a tender exercise of those organisations appointed to the Framework Agreement, to which this report aims to provide.
9. The need for additional capacity and relevant expertise to accelerate the process of preparing business cases and to take the Council to a state of full preparedness is crucial to meet the Welsh Government's challenging business case scrutiny process, critical project delivery time lines and release of funding necessary to fulfil the aspirations of our Band B 21st Century Schools' Programme thus ensuring programme delivery dates are not compromised.
10. To date, and with the expertise offered by CPC Project Services LLP, the Council has successfully delivered business cases to HM Treasury standards and in doing so secured Welsh Government financial support for Band A projects worth £123 million.
11. Any delay associated with business case preparedness and release of Welsh Government financial support is likely to impact negatively on delivery of Band B proposals.
12. Educational, financial and operational reputation will be at risk and the Council could find itself having to manage failure in business continuity and service delivery as a result of delayed intervention.
13. Realising early and timely revenue savings resulting from the implementation of the Band B proposals will impact on the ability of the Council to prudentially borrow which underpins the capital affordability of the 21st Century Schools' Programme as a whole.
14. There is clear operational and financial advantage in commissioning CPC Project Services LLP to assist with the delivery of the remaining business cases in that this provides continuity and consistency in the technical

approach necessary to ensure coherent transmission between the various stages of business case development.

15. CPC Project Services LLP has a relevant working knowledge of the Council – its ethos, aims and objectives, which would take time for an alternative provider to acquire and they have a detailed understanding the Council's overarching strategy for schools and is therefore able to offer a reduction in both days and timescales to develop the required business cases. Crucially, through the course of their last contract with the Council, they have developed excellent working relationships across Education, Environment and Finance service areas. Well timed, successful business case submissions will be crucial in assuring that Band B projects are successfully and efficiently delivered

Financial Impact

16. To develop business cases for all Band B 21st Century School proposals, the total cost to the Council will be £169,950, the cost of which will be met by core funding. This cost represents 0.03% of the anticipated cost of all Band B proposals, i.e. £67M

Equality Impact Assessment

17. A Screening Assessment has been undertaken to assist the Authority 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.

Workforce Impact

18. There are no workforce impacts associated with this report.

Legal Impact

19. As a Local Authority, the Council is able to utilise the Crown Commercial Services Framework Agreement for the provision of management consultancy services which enables the Council to make a direct award without requiring a tender exercise. The Framework Agreement sets out the terms and conditions for the appointment and advice will be sought from the Head of Legal Services to ensure these arrangements are compiled with when a formal contract is drawn up.

Risk Management

20. Failure to meet the timescales set by Welsh Government for the production of appropriate and detailed business plans could see application for funding via the 21st Century Schools Programme being missed or applications rejected, meaning the Council will be unable to proceed with its proposals

Consultation

21. There is no requirement for consultation on this matter.

Recommendation

22. That delegated authority be granted to the Director of Education, Leisure and Lifelong Learning to enter into a contract with CPC Project Services LLP on the terms and conditions set out in the Crown Commercial Services Framework Agreement for the provision of management consultancy services for the production of business cases in respect of Band B of the 21st Century Schools Programme.

Reasons for Proposed Decision

23. To ensure the Council can meet timescales and the standards set by Welsh Government for the production of business cases in respect of Band B Schools as part of the 21st Century Schools Programme.

Implementation of Decision

24. The decision will be implemented after a 3 day call in period.

Appendices

25. None

List of Background Papers

26. None

Officer Contact

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

EDUCATION, SKILLS AND CULTURE COMMITTEE

12^h April 2018

Report of the Director of Education – Aled Evans

Matter for Information

Wards Affected: All Wards

LONG TERM SICKNESS TASKFORCE SCHOOLS UPDATE

1. Purpose of Report

1.1 The purpose of this report is to provide Members with an update in relation to the work of the Long Term Sickness Taskforce in Schools and the early intervention methodology pilot.

2. Background to the Long Term Sickness Taskforce Project

2.1 In April 2016, the School Sickness Taskforce was established to undertake an examination of long term sickness absence [over 28 days absent] and to understand what actions would be needed to reduce the incidences of absence and / or the length of absences with the aim of reducing the costs of absence to Schools. The School Sickness Taskforce is jointly funded by Primary Schools, Secondary Schools and the Education Directorate.

In March 2016 CYPE approved a long term sickness absence management project to be implemented in schools. This was with a view to effectively improving the management of long term sickness absence and reducing it over time. A dedicated HR Officer focussing on long term sickness absence case management has been in place since

March 2016 and started to brief schools on the long term sickness absence project in April 2016 as follows:

- Secondary and special schools: April – June 2016
- Primary Schools: Mid-October – end of November 2016, with final session held in January 2017

93% attendance of Head Teachers/Bursars was achieved. 30 Chair of Governors also attended.

It is understood that most schools have now briefed staff on the long term absence project, (see briefing note in Appendix 1). Case management support has been available to secondary and special schools since the briefings in April and to primaries since mid-October 2016, although the dedicated HR Officer has tried to capture all known long term absence cases since September 2016 (which is difficult as absence data is not immediately available to centrally based staff).

2.2 The Early Intervention and Effective Communication Strategy within the Sickness Taskforce Project combines the following:

- **Early intervention**
- **Effective communication**
- Informal **Return to Work Plan Meetings** with a clear focus on the return to work
- Additional HR resources utilised for **rigorous case management** and **manager/Headteacher prompting** at each key stage
- **Clear roles and responsibilities** – managers/Headteachers retain responsibility and accountability for managing absence
- School Briefings and Training for Schools
- **Stress risk assessments** to be carried out for every instance of identified work related stress (even where employee is not absent)
- **How to Guides** on managing long term absence
- **Occupational Health Referral Hotline** to ensure referrals are necessary and add value

2.4 The Taskforce was phased in over a period of time, from April 2016 – June 2016 the secondary schools began the procedure and from October 2016 – January 2017 the primary schools phased in the process.

3. Summary of Findings

3.1 Taskforce Activity

3.1.2 During the 2016/17 school year, the dedicated HR Officer advised on 160 long term absence cases (some repeat), as well as 11 where long term absence (over 28 days) was avoided through early intervention. A total of 133 formal long term sickness absence meetings were held (all attended by HR), as indicated below.

- Informal Return to Work Planning Meetings: Not known (Schools' are inconsistent in terms of informing HR if/when completed)
- Formal Stage 1 meetings: 72
- Formal Stage 2 meetings: 36
- Formal Stage 2 review meetings: 11
- Formal Stage 3 meetings: 14
 - Of which:
 - Ill Health Capability dismissals: 9
 - Ill Health Retirements: 5
- Voluntary Redundancies: 3 (effective end of Aug 2017)
- Early Retirements: 2 (effective end of Aug 2017)

The dedicated HR Officer also attended a number of informal Return to Work Planning meetings and OHU case conferences where necessary/on request.

3.1.3 Table 1 attached in Appendix 1 shows that the average working days lost per employee total for primary schools has decreased by 0.51 days (6.22%), whereas in comprehensives, special and all-through schools the decrease is 0.17 days (2.38%) with an overall decrease in schools of 0.29 days (3.86%) in average working days lost per employee.

3.1.4 There has been a decrease in long term sickness absence across the board for the 12 month period 1st August to 31st July in 2016/17 compared to the same period in 2015/16. A drop in the number of

working days lost by 628 (3.43%) and in the number of FTE working days lost by 72 (0.63%) is shown in Table 2, within Appendix 1.

3.1.5 Table 3 details that long term sickness has decreased in primary schools by 828 working days (7.24%). The FTE working days lost has decreased by 818.87 (11.73%).

3.1.6 Table 4 shows that long term sickness has decreased in secondary schools by 104 working days (1.51%). The FTE working days lost has increased by 510.29 (11.47%).

3.1.7 Table 5 below details the 8 most common absence reasons for the last 2 years. The most common reason each year has been for absences due to stress related illnesses – This increased by 542.14 FTE working days in 2016/17 compared to the same period a year earlier. The other absence reason includes all absences (such as bowel related, stomach pain related and neck pain related) with a lower total FTE working days lost figure than the 7th most common absence reason in each year.

3.1.8 Long term sickness absences attributed to ‘Stress Related’ illnesses accounted for 4881.35 FTE working days in the period shown during 2015/16 – 42.7% of the total FTE working days lost in that year due to long term sickness. In 2016/17, the FTE working days lost figure rose to 5423.49 – 47.75% of the years overall FTE working days lost due to long term sickness. Table 6 below shows the different types of ‘Stress Related’ illnesses as well as the number of instances case managed by HR in each year. In 2016/17, 14 fewer ‘Stress related’ cases were managed compared to 2015/16, however, it can be argued that it is as a direct result of adding the reason ‘Stress – Other Work’ to the Vision system – 13 cases were managed under this reason.

4.2 Cost benefits

4.2.1 In terms of financial savings, primary schools have spent around £200,000 less on long term sickness absence in 2017/18 than in 2015/16 prior to the schools sickness taskforce. In 2017/18 the primary schools have underspent the SLA set aside to cover the cost of long term sickness absence by £84,834.

4.2.2

	15/16	16/17	17/18
Expenditure	£ 606,786	£ 530,868	£ 426,010
LLAN contribution	- £ 471,712	-£ 476,880	-£ 487,373
Over Spend Reapportionment	- £ 135,039	-£ 53,810	

4.2.3 We are not able to split the total sickness spend in the Secondary Sector between long term and short term absence, but the total sickness absence costs in secondary schools is listed below:

2015/16 £532,721.96

2016/17 £717,512.01

2017/18 £641,898.54

5. Next steps

5.1 Funding is currently available until August 31st 2018 and beyond this point negotiations with schools are ongoing to sustain the additional resources based in the HR team.

6. Risk Management

Sickness absence must continue to be managed effectively or there is the risk that sickness rates will increase with associated loss of productivity and budgetary impact.

7. Financial Impact

The costs of the HR Officer is a full time Grade 8 post, £27,668 plus on costs, which is shared between the Primary Schools, Secondary

Schools and the Education Directorate. This cost can be offset against the savings listed above in this report.

8. Consultation

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

9. Equality Impact Assessment

There is no requirement for an Equality Impact Assessment in relation to this item.

10. Workforce Impacts

This report will be shared with recognised trade unions in respective consultative forums for discussion and consideration.

11. Legal Impacts

The management of absence must be fair and reasonable, and managers should ensure compliance with the School's Maximising Attendance of Staff in Schools Procedure and related policies.

12. Recommendation

It is RECOMMENDED that Members NOTE the update report.

13. Background Papers

The Maximising Attendance of Staff in Schools Policy and Procedure.

14. Officer Contact

For further information on this report item, please contact Aled Evans, Director of Education.

Table 1

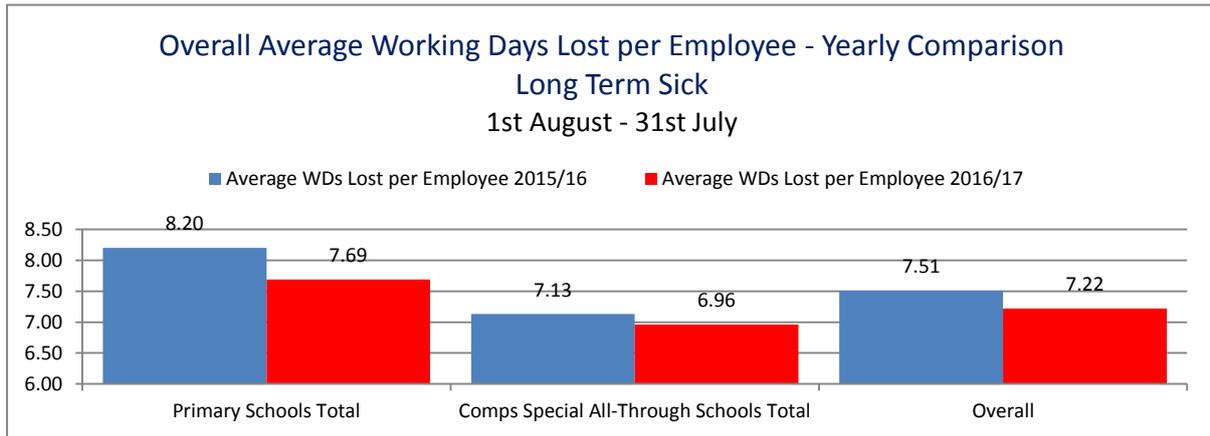


Table 2

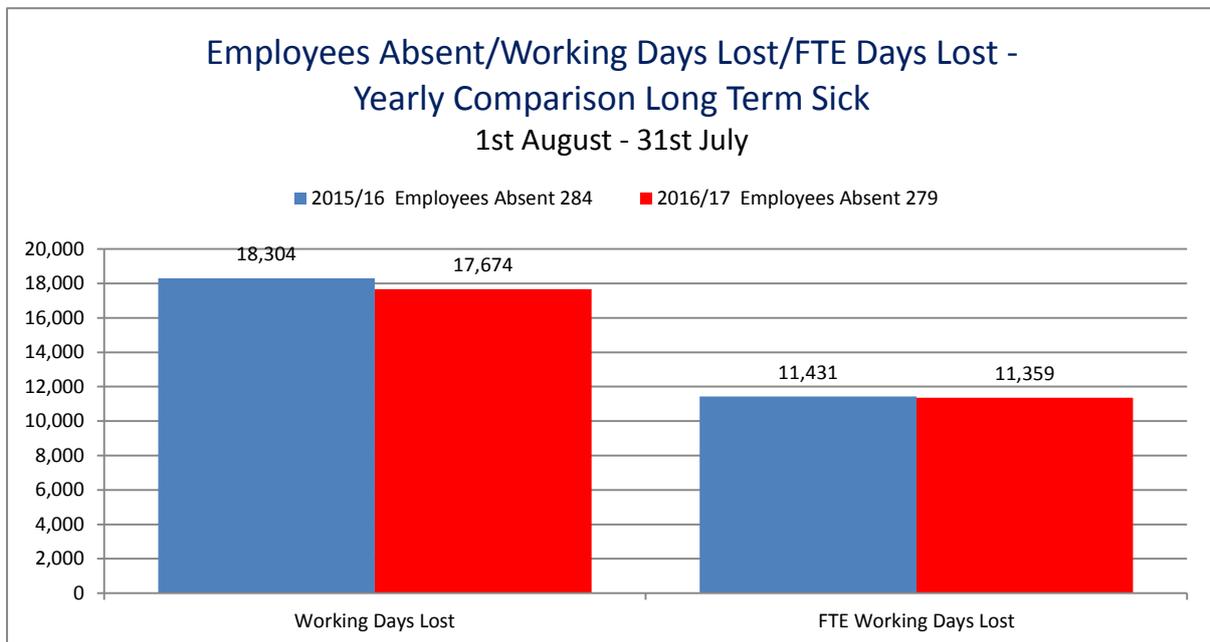


Table 3

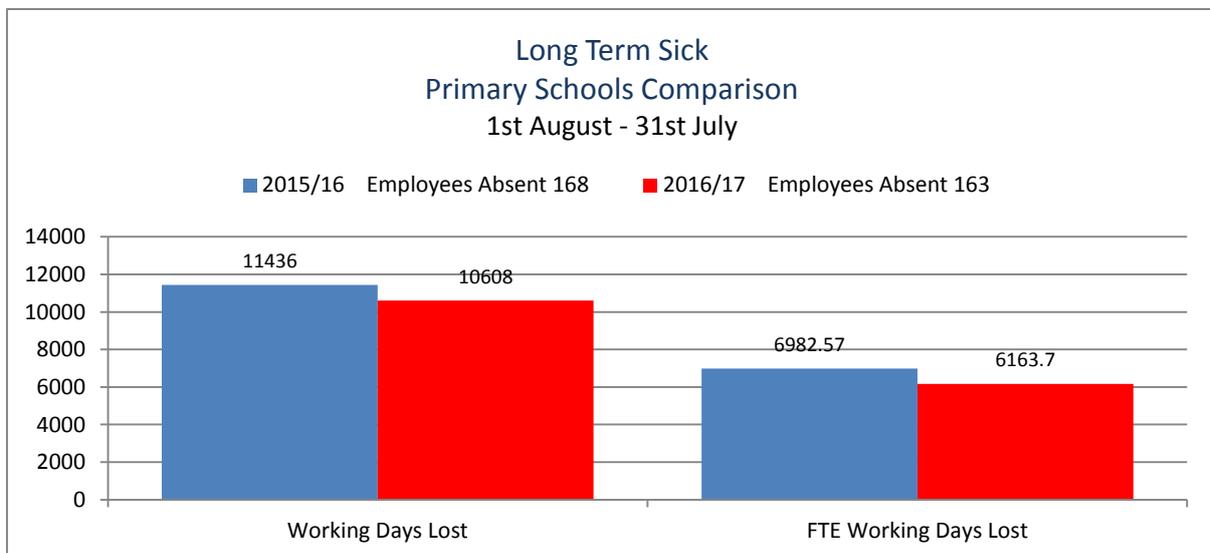


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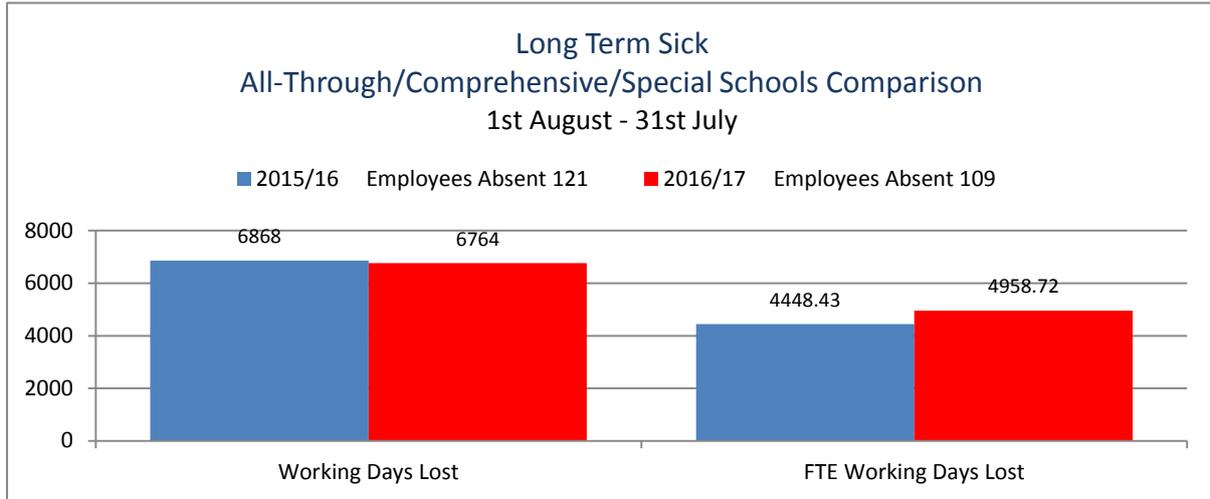


Table 5

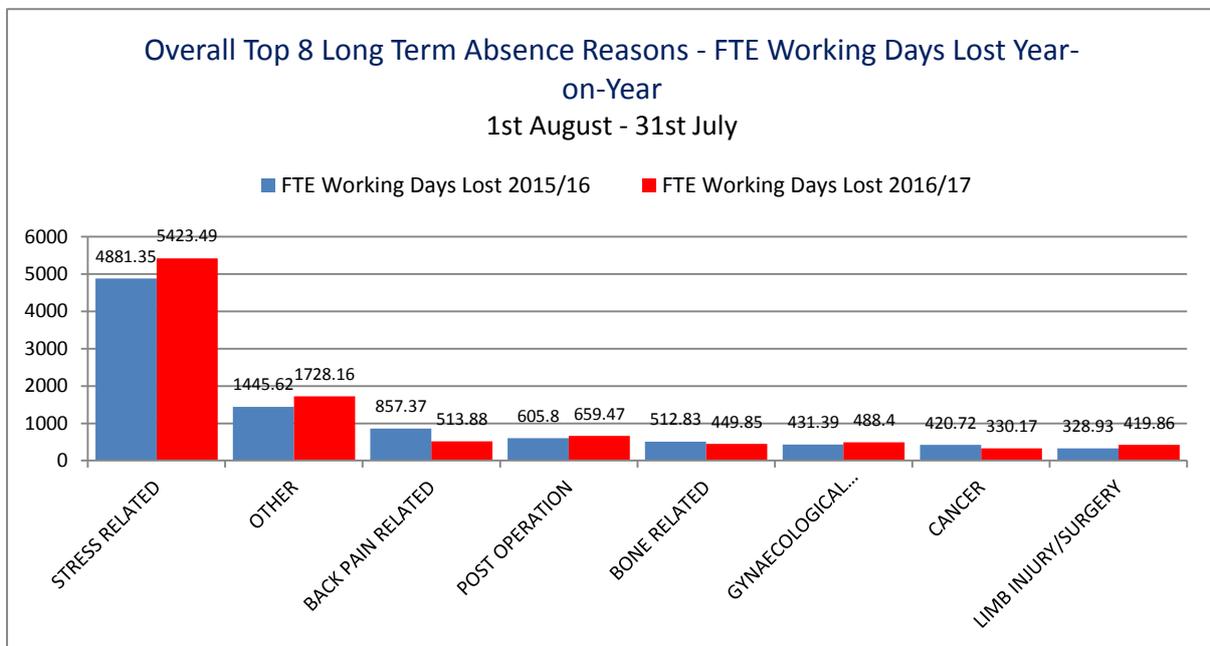
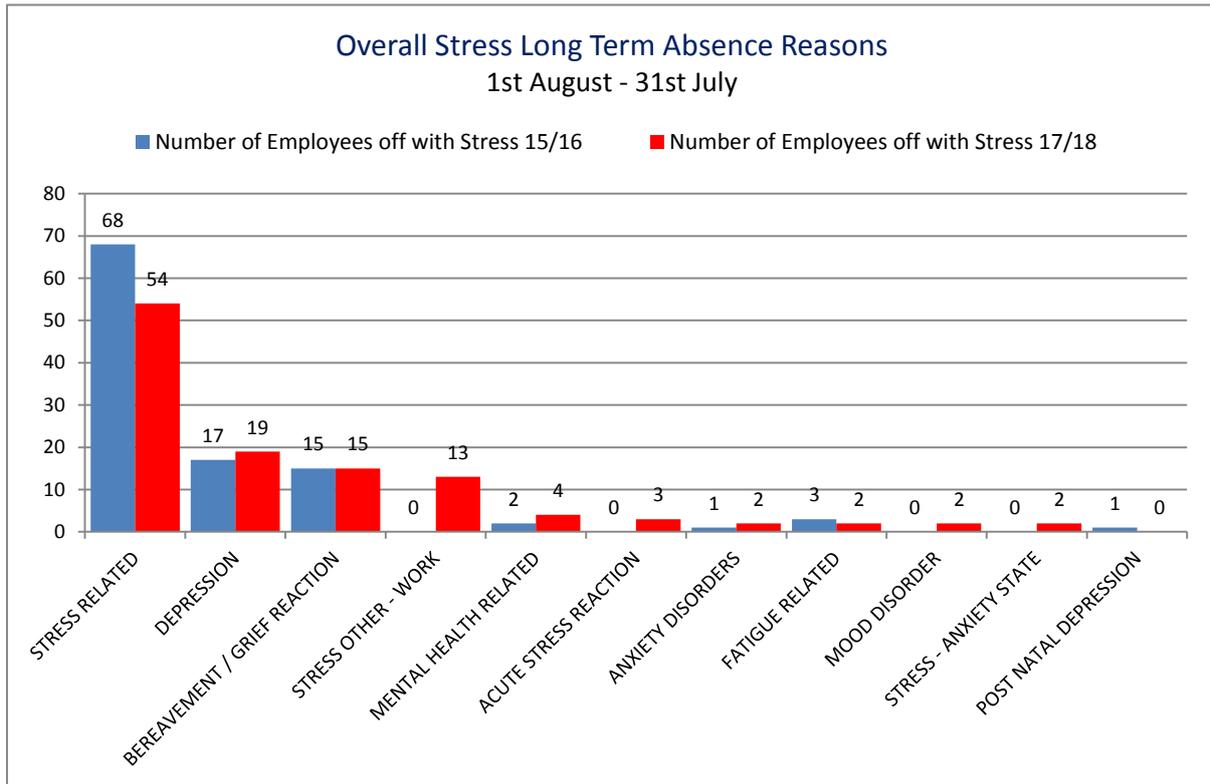


Table 6



Duration of Long term Sickness Absence

Table 1 below shows that fewer employees are now taking sick leave overall (4 fewer), and that fewer employees are off work for longer than 6 months (11 fewer). This could indicate that the policy timeframes are starting to have an impact.

Table 1

	No Employees Long Term Sick	No Employees Sick less than 3 months	No Employees Sick 3 - 6 months	No Employees Sick more than 6 months
2015/16	268	175	53	40
2016/17	264	167	68	29

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

EDUCATION SKILLS AND CULTURE CABINET BOARD

3rd May 2018

REPORT OF THE HEAD OF TRANSFORMATION

MATTER FOR DECISION

WARDS AFFECTED: Sandfields West

FORMER SANDFIELDS COMPREHENSIVE SCHOOL CARETAKER'S HOUSE – 74 ST HELIER DRIVE, SANDFIELDS, PORT TALBOT, SA12 7AS

Purpose of Report

- 1 To obtain Member approval in declaring the former Sandfields Comprehensive School caretaker's house at 74, St Helier Drive, Sandfields, Port Talbot, SA12 7AS as surplus to the operational requirements of Education, Leisure and Lifelong Learning Service.

Executive Summary

2. The Council is responsible for promoting high educational standards and for delivering efficient primary and secondary education. Having the right schools in the right place and ensuring that they are fit for the 21st century learner is the challenge facing the Council. Achieving this will involve reviewing the number and type of schools the Council has in

its area and assessing whether best use is being made of resources and facilities.

3. Implementing the Strategic School Improvement Programme (SSIP) has involved reviewing existing provision and determining the number and type of schools needed to deliver education effectively and efficiently across the County Borough resulting in substantial change involving opening new schools, closing existing schools, merging or amalgamating schools, federating schools and promoting new initiatives that supports collaborative working between schools.
4. The Council decided to review its provision on the basis of:
 - educational standards
 - the need for places and the accessibility of schools
 - the quality and suitability of school accommodation
 - effective financial management
5. At their meeting of 29th May 2013, Cabinet Members determined to proceed with a proposal that would see the closure of Sandfields, Glanafan and Cwrt Sart Comprehensive schools along with Traethmelyn Primary school to be replaced by Ysgol Bae Baglan.
6. Consequently, Sandfields Comprehensive School permanently closed in August 2016 with pupils subsequently transferring to Ysgol Bae Baglan from September 2017.
7. Historically, the semi-detached dwelling at 74, St Helier Drive, Sandfields, Port Talbot, SA12 7AS (edged black on the attached plan) was considered part of the former Sandfields Comprehensive School site and provided opportunity for the caretaker to reside immediately adjacent to the school.
8. The last tenancy of the dwelling at St Helier Drive, terminated in April 2016 following the resignation of the caretaker at that time. As a residential dwelling, the house has remained uninhabited since.
9. At their meeting on 14th September 2016, Cabinet also determined that Band A of the 21st Century Schools Programme would be revised to facilitate new a build scheme on the site of the former

Sandfields Comprehensive and Traethmelyn Primary school sites to provide Welsh-medium education for pupils age 11-16 in the South of the County Borough. During the early construction stages of Ysgol Gymraeg Bro Dur, the uninhabited caretaker's house was briefly utilised as a temporary contractor's office.

10. There is no operational requirement to maintain a designated caretaker's residence at St Helier Drive to serve new Welsh-medium school currently under construction and due for occupation in September 2018.
11. Should Members be minded to recommend declaring the land and premises as surplus to requirements, the Head of Property and Regeneration be authorised to disposal of the premises.

Financial Impact

12. The Council will receive a market value capital receipt which will be reinvested into the Education budget and the purchaser will also pay the Council's professional fees.

Equality Impact Assessment

13. A Screening Assessment has been undertaken to assist the Authority 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.

Workforce Impact

14. There are no workforce impacts associated with this report.

Legal Impact

15. There are no legal impacts associated with this report.

Risk Management

16. The semi-detached dwelling is set within a residential area and whilst there have been no reported incidents to date, there are inherent risks associated with empty properties including damage, theft and anti-social behaviour. There is also the associated financial risk to maintaining the condition and consequent market value of an empty property.

Consultation

17. There is no requirement for consultation on this matter.

Sustainability

18. The disposal of the property will result in the reoccupation of a vacant domestic dwelling, remove any future maintenance liability and provide the Council with a capital receipt to be reinvested into the Education budget.

Recommendation

19. That Members' declare the land and premises at 74, St Helier Drive, Sandfields, Port Talbot, SA12 7AS as being surplus to the operational requirements of the Education Leisure and Lifelong Learning Service.

Reasons for Proposed Decision

20. To declare the former Sandfields Comprehensive School caretaker's house as surplus to the operational requirements of Education, Leisure and Lifelong Learning Service and enable the Council to obtain a capital receipt to be reinvested in the Education budget

Implementation of Decision

20. The decision will be implemented after a 3 day call in period.

Appendices

21. See attached plan – appendix 1

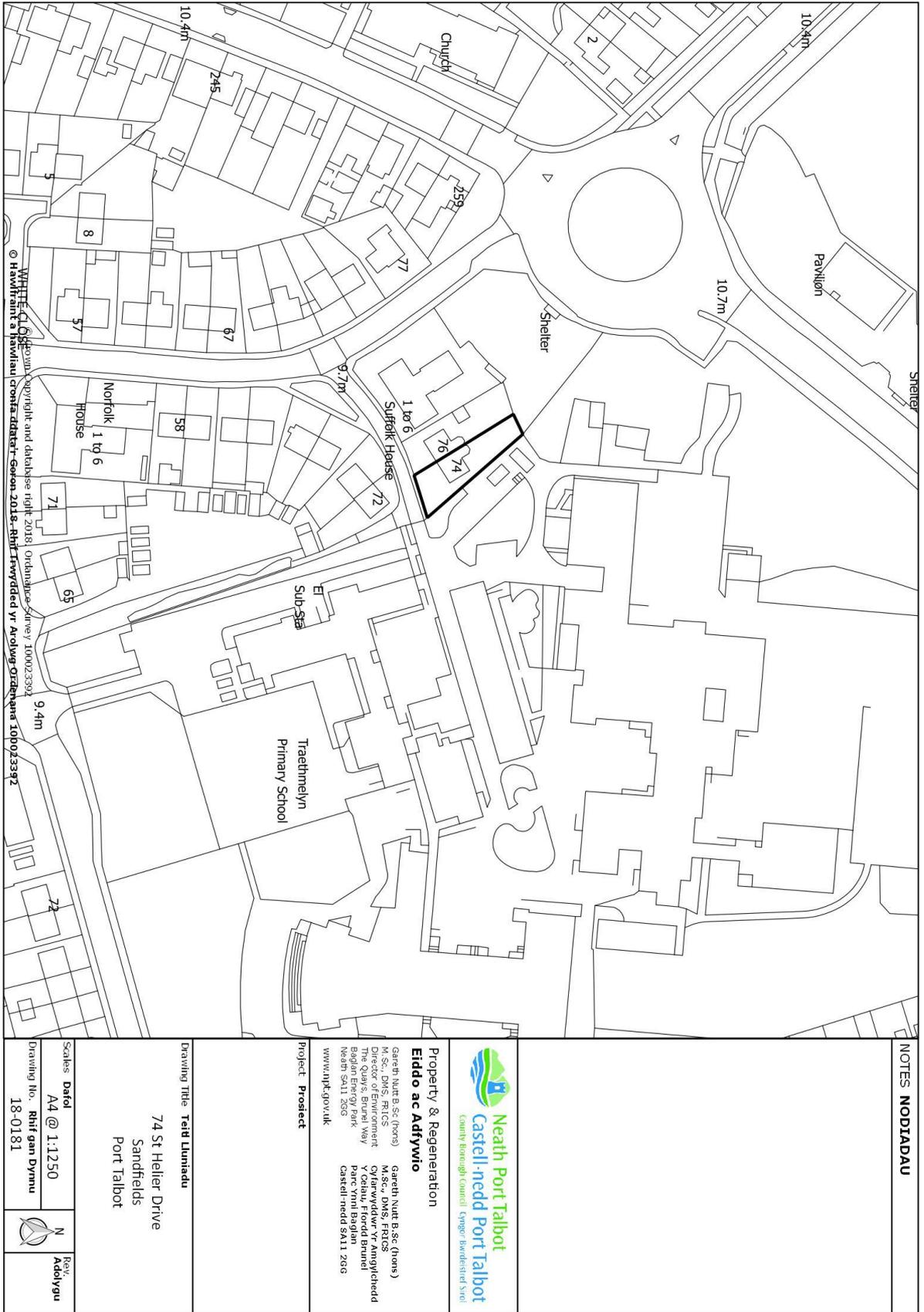
List of Background Papers

22. None

Officer Contact

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Appendix 1



NOTES NODIADAU



Property & Regeneration
Eiddo ac Adfywio

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 Director of Environment
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 Baglan Energy Park
 Neath SA11 2GG
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Gareth Nutt B.Sc.(Hons)
 M.A.S. DHS, FRICS
 Cynnyddwr Yr Amgylchedd
 Y Quay, Ffordd Brunel
 Parc Ynni Baglan
 Castell-nedd SA11 2GG

Project Proiect

Drawing Title **Teir Lluniadu**
 74 St Heller Drive
 Sandfields
 Port Talbot

Scales **Dafn**
 A4 @ 1:1250
 Drawing No. **Rhif gan Ddymu**
 18-0181

Rev. **Adolygu**



By virtue of paragraph(s) 14 of Part 4 of Schedule 12A of the Local Government Act 1972.

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