



STREETSCENE AND ENGINEERING CABINET BOARD

(RESCHEDULED FROM 2 MARCH, 2018)

**Immediately Following Scrutiny Committee on
TUESDAY, 6 MARCH 2018**

COMMITTEE ROOMS A/B - NEATH CIVIC CENTRE

1. To agree the Chairperson for this Meeting
2. To receive any Declarations of Interest from Members
3. To receive the Minutes of the Previous Streetscene and Engineering Cabinet Board held 19 January, 2018, and the Special meeting held on 13 February 2018 (*Pages 5 - 14*)

To receive the Joint Report of the Head of Engineering and Transport and the Head of Streetcare

4. Quarter 3 Performance Indicators (*Pages 15 - 26*)
5. Combined Highways and Neighbourhood Works Programme 2018/19 (*Pages 27 - 32*)

To receive the Joint Report of the Interim Head of Social Care, the Head of Engineering and Transport and the Head of Corporate Strategy and Democratic Services

6. Individual Disabled Parking Places Policy (*Pages 33 - 50*)

To receive the Report of the Head of Streetcare

7. Cemetery Rules and Regulations *(Pages 51 - 88)*
8. Fixed Penalty Notice for Fly Tipping *(Pages 89 - 94)*
9. Pwllfawatkin Contract Extension *(Pages 95 - 100)*
10. Streetcare Fees and Charges 2018/19 *(Pages 101 - 114)*

To receive the Report of the Head of Engineering and Transport

11. Cwmavon Landslip *(Pages 115 - 118)*
12. Highway Structures Asset Protection and Maintenance *(Pages 119 - 140)*
13. Incorporation of Council Land into the Highway *(Pages 141 - 144)*
14. Traffic Order - Briton Ferry *(Pages 145 - 154)*
15. Traffic Order - Burrows Road Opposite Bosworth Road, Skewen *(Pages 155 - 162)*
16. Traffic Orders - Water Street and Corporation Road, Aberavon *(Pages 163 - 168)*
17. Vehicle Fleet Procurement Programme 2018-19 *(Pages 169 - 176)*

To receive the Joint Report of the Head of Engineering and Transport, the Head of Property and Regeneration and the Head of Streetcare

18. List of Approved Contractors *(Pages 177 - 184)*
19. Parking Tariff Review 2018 *(Pages 185 - 194)*

To receive the Forward Work programme 2017/18

20. Any urgent items (whether public or exempt) at the discretion of the Chairman pursuant to Statutory Instrument 2001 No 2290 (as amended).

S.Phillips
Chief Executive

Civic Centre
Port Talbot

Thursday, 22 February, 2018

Cabinet Board Members:

Councillors: E.V.Latham and A.Wingrave

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).*

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EXECUTIVE DECISION RECORD
CABINET BOARD - 19 JANUARY 2018
STREETSCENE AND ENGINEERING CABINET BOARD

Cabinet Board Members:

Councillors: E.V.Latham (Chairperson) and A.Wingrave

Officer in Attendance:

T.Davies

1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor E.V.Latham be appointed as Chairperson for the meeting.

2. **MINUTES OF THE PREVIOUS STREETSCENE AND ENGINEERING CABINET BOARD HELD ON 1 DECEMBER, 2017**

Noted by the Committee.

3. **JAPANESE KNOTWEED MANAGEMENT AND TREATMENT SERVICE**

Decision:

That the establishment of a Japanese Knotweed Management and Treatment Service be approved, subject to the charges outlined in Appendix 1 to the circulated report.

Reason for Decision:

To provide and develop a charged for service to deal with the increasing anxiety of land owners over controlling an invasive weed which has the potential to blight and de-value land. The service will enable land owners

to secure remedial action to protect their land and to prevent the spread of Japanese knotweed onto third party land for which they may be liable.

Implementation of Decision:

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

4. **TRAFFIC ORDER - OLD ROAD, TYLA ROAD, BRITON FERRY EAST**

Decision:

That the Legal Orders for the revocation of existing Traffic Regulation Orders, Proposed No Waiting, No Loading or Unloading at Any Time and Limited Waiting Traffic Regulation Order at Old Road, Tyla Road, Briton Ferry, be advertised, and should no objections be received, the Orders be implemented.

Reason for Decision:

To prevent indiscriminate parking in the interest of highway safety.

Implementation of Decision:

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

Consultation:

A consultation exercise will be carried out when the scheme is advertised.

5. **TRAFFIC ORDER - GLAN YR AFON, YSTALYFERA**

Decision:

That the objections be over ruled, the One Way Order and No Entry Order at Glan Yr Afon, Ystalyfera be implemented as advertised and objectors informed accordingly.

Reason for Decision:

To assist the flow of traffic due to the narrowness of the road, in the interest of road safety.

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. **TRAFFIC ORDER - GLAN YR AFON AND SAINT DAVID'S ROAD, YSTALYFERA**

Decision:

That the Legal Orders for No Waiting, No Loading or Unloading at Any Time Traffic Regulation Order, Speed Humps Order and Limited Waiting Order at Glan Yr Afon and Saint David's Road, Ystalyfera, be advertised, and should no objections be received, the Orders be implemented.

Reason for Decision:

To prevent indiscriminate parking and reduce traffic speed in the interest of highway safety.

Implementation of Decision:

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

Consultation:

A consultation exercise will be carried out when the scheme is advertised.

7. **TRAFFIC ORDER - WAUN GRON, FFORDD CEFN LLAN, PONTARDAWE**

Decision:

That the revised scheme (Prohibition of Waiting at Any Time Traffic Regulation Order at Waun Gron, Ffordd Cefn Llan, Pontardawe) as indicated at Appendix B to the circulated report be implemented, and the main objector informed accordingly.

Reason for Decision:

To prevent indiscriminate parking in the interest of road safety.

Implementation of Decision:

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

Consultation:

This item has been subject to external consultation.

8. **TRAFFIC ORDER - AT PURCELL AVENUE, MOZART DRIVE, BRAHMS AVENUE, STUART CLOSE AND WAGNER ROAD, PORT TALBOT**

Decision:

That the proposed Traffic Regulation Order at Purcell Avenue; Mozart Drive; Brahms Avenue; Stuart Close and Wagner Road, Port Talbot, be implemented as advertised (as detailed at Appendix A to the circulated report), and the objectors informed accordingly.

Reason for Decision:

To prevent indiscriminate parking in the interest of road safety.

Implementation of Decision:

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

Consultation:

This item has been subject to external consultation.

9. **TRAFFIC ORDER - MOUNT PLEASANT, TONNA**

Decision:

That the proposed No Waiting at Any Time Order at Mount Pleasant, Tonna, be implemented as advertised (as detailed at Appendix A to the circulated report), and the objector informed accordingly.

Reason for Decision:

To prevent indiscriminate parking in the interest of highway safety.

Implementation of Decision:

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

Consultation:

This item has been subject to external consultation.

CHAIRPERSON

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EXECUTIVE DECISION RECORD

CABINET BOARD - 13 FEBRUARY 2018

STREETSCENE AND ENGINEERING CABINET BOARD (SPECIAL)

Cabinet Board Members:

Councillors: E.V.Latham (Chairperson) and A.Wingrave

Officer in Attendance:

T.Davies

1. **APPOINTMENT OF CHAIRPERSON FOR THE MEETING**

Agreed that Councillor E.V.Latham be appointed as Chairperson for the meeting.

2. **PARKING REVIEW 2018**

Decisions:

1. Off-Street Car Parking

- a) That the proposed 50p increase across all tariff structures be advertised, and subject to no objections, be implemented from April 2018, as set out below:

Up to 1 hour	£1.50
1-2 hours	£2.00
2-3 hours	£2.50
3-4 hours	£3.00
All Day	£3.50

- b) That the first hour free parking in Pontardawe be retained.

- c) That the off-street car parking charges in Pontardawe be advertised, and subject to no objections, be implemented from April 2018, as set out below:

1 hour	Free
1-2 hours	£2.00
2-3 hours	£2.50
3-4 hours	£3.00
All Day	£3.50

- d) That the revised charge for season parking permits be advertised, and subject to no objections, be implemented from April 2018, as set out below:

3 months	£130.00
6 months	£235.00
9 months	£325.00
12 months	£410.00

2. That a monthly season permit be introduced at £50 per month. Appendix G to the circulated report shows the schedule that will be legally advertised.
3. That a virtual permit system be introduced, as detailed in the circulated report.
4. Mobile CCTV Enforcement
 - a) That Officers be authorised to procure the hardware and software for mobile CCTV enforcement.
 - b) That Officers be authorised to progress the digital mapping necessary for the enforcement of Traffic Regulations Orders.
 - c) That Officers be authorised to submit a proposal to the Welsh Government for approval.
 - d) That Officers be authorised to purchase a new enforcement vehicle.

5. Aberavon Seafront Strategy

- a) That the tariff structure for the Aberavon seafront be legally advertised as set out below, and subject to there being no objections, the order be implemented;

£2.00 - 1 May to 30 September

£1.00 - 1 October to 30 April

- b) That Victoria Road car park be incorporated into the authority's off-street parking order, and the charges be legally advertised as set out below, and subject to there being no objections, the order be implemented;

£2.00 - 1 May to 30 September

£1.00 - 1 October to 30 April

- c) That a No Waiting No Loading Traffic Regulation Order be advertised for The Princess Margaret Way, as illustrated on the plan at Appendices C and D to the circulated report, and subject to there being no objections, the Order be implemented.

- d) That the 2-Hour Limited Waiting, No Return within 4 Hours, 7 Days a Week, to the existing parking bays as illustrated on the plan at Appendices C and D to the circulated report, be advertised and subject to there being no objections, the Order be implemented.

Reason for Decisions:

The new tariff structure will support sustainable travel/parking for users. The mobile CCTV camera van enforcement will improve road safety around the county borough Council's Schools and deter indiscriminate parking in bus bays and other traffic regulation orders. The virtual permit scheme will enhance the customer renewal process and meets the Council's Digital Transformation programme.

Implementation of Decisions:

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

Consultation:

This item has been subject to external consultation.

CHAIRPERSON

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Street Scene and Engineering Cabinet Board

2 March 2018

Joint Report of

Head of Engineering & Transport – D. W. Griffiths

Head of Streetcare – M. Roberts

Matter for Monitoring

Wards Affected: ALL

Street Scene and Engineering Performance Indicators for Quarter 3 of 2017/18

- 1 Quarterly Performance Management Data 2017-2018 – Quarter 3 Performance (1st April 2017– 31st December 2017)

Purpose of the Report

- 2 To report quarter 3 performance management data for the period 1st April to 31st December 2017 for Environment. This will enable the Street Scene and Engineering Cabinet Board and Scrutiny Members to discharge their functions in relation to performance management.

Executive Summary

- 3 In line with the Council's six improvement priorities embedded within the Corporate Improvement Plan, the Board should scrutinise, in particular, performance within Waste Management, Transport and Highways, Public Protection and Private Sector Renewal. On the whole performance demonstrates improvement in line with what was planned to be delivered.

Background

4 The role of Scrutiny Committees was amended at the Annual Meeting of Council in May 2010 to reflect the changes introduced by the Local Government (Wales) Measure 2009; Environment will:

- Scrutinise the performance of all services and the extent to which services are continuously improving.
- Ensure performance measures are in place for each service and that the measures reflect what matters to local citizens.
- Promote innovation by challenging the status quo and encourage different ways of thinking and options for service delivery

Failure to produce a compliant report within the timescales can lead to non-compliance with our Constitution. Furthermore failure to have robust performance monitoring arrangements could result in poor performance going undetected.

Financial Impact

5 The performance described in the report is being delivered against a challenging financial background.

Equality Impact Assessment

6 This report is not subject to an Equality Impact Assessment.

Workforce Impacts

7 During 2016/17, the Environment Directorate saw a further downsizing of its workforce (by 7 employees) as it sought to deliver savings of 1.6 million in the year.

Legal Impacts

8 This progress report is prepared under:

1. The Local Government (Wales) Measure 2009 and discharges the Council's duties to "make arrangements to secure continuous improvement in the exercise of its functions".

2. The Neath Port Talbot County Borough Council Constitution requires each cabinet committee to monitor quarterly budgets and performance in securing continuous improvement of all the functions within its purview.

Risk Management

- 9 Failure to produce a compliant report within the timescales can lead to non – compliance with our Constitution. Also failure to have robust performance monitoring arrangements could result in poor performance going undetected.

Consultation

- 10 No requirement to consult.

Recommendations

- 11 Members monitor performance contained within this report.

Reasons for Proposed Decision

- 12 Matter for monitoring. No decision required.

Implementation of Decision

- 13 Matter for monitoring. No decision required.

Appendices

- 14 Appendix 1 - Quarterly Performance Management Data 2017–2018 Quarter 3 Performance (1st April – 31st December 2017) – APPENDIX 1

List of Background Papers

- 15 The Neath Port Talbot [Corporate Improvement Plan - 2015/2018](#) “Rising to the Challenge”;

Officer Contact

- 16 Joy Smith, Road Safety and Business Performance Manager
Tel. No: 01639 686581 email: j.smith@npt.gov.uk



Quarterly Performance Management Data 2017-2018 – Quarter 3 Performance (1st April to 31st December 2017)

Report Contents:

Section 1: Key points.

Section 2: Quarterly Performance Management Data and performance key

Section 3: Compliments & Complaints Data

Section 1: Key Points

Waste Management

The Council is progressing with the implementation of its waste strategy and achieved the 2015/16 statutory recycling and composting target of 58%. It is also on the way to achieving the next target of 64% by 2019/20.

More tonnage of recycling was collected by the Council when compared to the same period last year. However, more tonnage of waste was also collected, therefore overall; recycling performance is lower than for the same period last year.

NRW has also reclassified some wood waste products previously sent for recycling which can no longer be included in the recycling figures as in previous years.

The performance indicator for the total percentage of local authority collected municipal waste used for reuse, recycling and composting includes the total amount of RDF (refuse derived fuel) produced at the MREC that is used off site as a fuel, for example, in the current cement manufacturing industry. Numerous outlets are used for this material and both national and local market availability can affect how much RDF is used

during the course of any year and fluctuations in performance is to be expected.

At the time of writing this report, information for RDF recycling from the MREC is outstanding but will be included in the end of year report.

The amount of waste collected for composting includes the tonnage of garden waste collected by the Council and therefore subject to seasonal variations in weather conditions where less garden waste can be collected from one year to the next. NRW has also reclassified street sweeping waste collected as recycling and not composting.

Transport and Highways

The Council continues to progress its lighting renewal contract and is on target to finish in 2018. The calculation of the PI has been temporarily suspended until software changes are implemented which will correct a problem that has been identified in the data collection, i.e. the current software counts planned replacement of working lamps which are approaching life expectancy as a 'not working' fault which is not correct.

Welsh Government has, via the National Fraud Initiative along with Applied Card Technologies, identified approximately 28,000 deceased bus pass holders across Wales and cancelled the passes. This has had a significant impact on the number, which has reduced by 3,571 cards. In addition, First Cymru have switched on a piece of software on their ticket machines that identify inactive cards (termed as hotlisted cards) this will have further impact on the reduction of concessionary cards in circulation, as most routes in the County are operated by their business.

Street Scene & Countryside Management

The performance data for street cleanliness is reported annually and therefore will be reported in Quarter 4.

Section 2: Quarterly Performance Management Data and Performance Key

2017/2018 – Quarter 3 Performance (1st April 2017 – 31st December 2017)

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

(PAM) Public Accountability Measures – a revised set of national indicators for 2017/18. Following feedback from authorities the revised performance measurement framework was ratified at the WLGA (Welsh Local Government Association) Council on 31 March 2017. These measures provide an overview of local government performance and how it contributes to the national well-being goals. This information is required and reported nationally, validated, and published annually.


Page 20

All Wales - The data shown in this column is the figure calculated using the base data supplied by all authorities for 2016/2017 i.e. an overall performance indicator value for Wales.


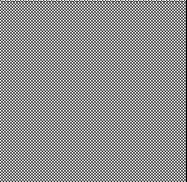
(Local) Local Performance Indicator set by the Council and also includes former national data sets (such as former National Strategic Indicators or Service Improvement Data – SID's) that continue to be collected and reported locally.

	Performance Key
☺	Maximum Performance
↑	Performance has improved
↔	Performance has been maintained
V	Performance is within 5% of previous year's performance
↓	Performance has declined by 5% or more on previous year's 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.
1 st – 6 th	2016/17 NPT performance in upper quartile (top six of 22 local authorities) in comparison with All Wales national published measures (NSI & PAM's).
7 th – 16 th	2016/17 NPT performance in mid quartiles (7 th – 16 th) in comparison with All Wales national published measures (NSI & PAM's).
17 th – 22 nd	2016/17 NPT performance in lower quartile (17 th – 22 nd) in comparison with All Wales national published measures (NSI & PAM's).



1. Environment & Transport – Waste Management

No	PI Reference	PI Description	NPT Actual 2015/16	NPT Actual 2016/17	All Wales 2016/17	NPT Quarter 3 2016/17	NPT Quarter 3 2017/18	Direction of Improvement
1	WMT/012 (Local)	The percentage of local authority collected municipal waste used to recover heat and power.	29.20%	33.40% (23,165 of 69,355)		33.90% (17,471ts)	31.10% (17,090 / 54,978 tonnes)	↓
2	WMT/010i (Local)	The percentage of local authority municipal waste: Prepared for re-use.	0.45%	0.44% (308 of 69,355)		0.48% (247ts)	0.38% (211 / 54,978 tonnes)	V
Page 22	PAM/030 (formerly WMT/009b)	Percentage of municipal waste reused, recycled or composted <i>(*Subject to validation)</i>	58.32%	62.77% (43,534 of 69,355)	63.81% 	64.28% (33,114ts)	61.46% (33,788 / 54,978 tonnes)	V
	WMT/010ii (Local)	The percentage of local authority municipal waste: Recycled	37.68%	45.44% (31,515 of 69,355)		43.27% (22,292ts)	44.33% (24,372 / 54,978 tonnes)	↑
4		a) Incinerator Bottom Ash recycling rate	1.97%	3.44% (2,386 of 69,355)		4.39% (2,262ts)	2.97% (1,634 / 54,978 tonnes)	↓
		b) Kerbside dry recycling rate	16.40%	18.31% (12,700 of 69,355)		19.84% (10,221ts)	19.09% (3,416 / 54,978 tonnes)	V
		c) Household Waste Recycling Centres dry recycling rate	19.31%	23.69% (16,430 of 69,355)		19.04% (9,809ts)	22.27% (12,243 / 54,978 tonnes)	↑

1. Environment & Transport – Waste Management (cont.)

No	PI Reference	PI Description	NPT Actual 2015/16	NPT Actual 2016/17	All Wales 2016/17	NPT Quarter 3 2016/17	NPT Quarter 3 2017/18	Direction of Improvement
5	PAM/031 (formerly WMT/004b)	Percentage of waste sent to landfill	14.04%	10.87% (7,539 of 69,355)	9.5% 	9.90% (5,089ts)	10.30% (5,662/54,978 tonnes)	V
6	WMT/010iii (Local)	The percentage of local authority municipal waste: Collected as source segregated bio-wastes and composted or treated biologically in another way.	19.88%	16.89% (11,711 of 69,355)		20.53% (10,574ts)	16.74% (9,205/54,978 tonnes)	V

2. Environment & Transport – Transport and Highways

No	PI Reference	PI Description	NPT Actual 2015/16	NPT Actual 2016/17	All Wales 2016/17	NPT Quarter 3 2016/17	NPT Quarter 3 2017/18	Direction of Improvement
7	THS/007 (Local)	The percentage of adults aged 60 or over who hold a concessionary bus pass.	92.1%	93.75% (35,070 of 37,409)	87.0% 	93.3% (34903 out of 37409)	84.5% (31982 out of 37836)	↓
		The percentage of adults over 60 who hold a bus pass has decreased from quarter 3 last year due to data cleansing and introduction by bus operators of technology to remove inactive cards but has increased slightly from quarter 2 17/18 due to a slight increase in cards issued.						
8	THS/009 (Local)	The average number of calendar days taken to repair street lamp failures during the year.	1.55	1.81		1.93	—	—
		The calculation of the PI has been temporarily suspended until software changes are implemented which will correct a problem that has been identified in the data collection.						

2. Environment & Transport – Transport and Highways (Cont.)

No	PI Reference	PI Description	NPT Actual 2015/16	NPT Actual 2016/17	All Wales 2016/17	NPT Quarter 3 2016/17	NPT Quarter 3 2017/18	Direction of Improvement
9	PAM/020 (formerly THS/012a)	Percentage of A roads in poor condition	4.5%	4.1%		Reported Annually		—
10	PAM/021 (formerly THS/012b)	Percentage of B roads in poor condition	2.6%	2.4%				—
11	PAM/022 (formerly THS/012c)	Percentage of C roads in poor condition	5.9%	5.4%				—

3. Environment & Transport - Street Scene

No	PI Reference	PI Description	NPT Actual 2015/16	NPT Actual 2016/17	All Wales 2016/17	NPT Quarter 3 2016/17	NPT Quarter 3 2017/18	Direction of Improvement
12	STS/005a (Local)	The cleanliness Indicator	70.5	68.85%		Reported Annually		—
13	PAM/010 (formerly STS/005b)	Percentage of streets that are clean	93.57%	94.14%	96.6% 15 th			—
14	PAM/011 (formerly STS/006)	Percentage of fly tipping incidents cleared in 5 days	67.67%	69.68%	95.37% 21 st			—

Section 3: Compliments and Complaints

2017/2018 – Quarter 3 (1st April to 31st December 2017) – Cumulative data for Street Scene & Engineering Board

	Performance Key
↑	Improvement : Reduction in Complaints/ Increase in Compliments
↔	No change in the number of Complaints/Compliments
v	Increase in Complaints but within 5% / Reduction in Compliments but within 5% of previous year.
↓	Increase in Complaints by 5% or more/ Reduction in Compliments by 5% or more of previous year.

Page 25	PI Description	Full Year 2015-16	Full Year 2016-17	Quarter 3 2016/17	Quarter 3 2017/18	Direction of Improvement
1	<u>Total Complaints - Stage 1</u>	31	19	19	8	↑
	a - Complaints - Stage 1 upheld	15	5	5	1	
	b -Complaints - Stage 1 <u>not</u> upheld	16	14	14	7	
	c -Complaints - Stage 1 partially upheld	0	0	0	0	

No	PI Description	Full Year 2015-16	Full Year 2016-17	Quarter 3 2016/17	Quarter 3 2017/18	Direction of Improvement
2	<u>Total Complaints - Stage 2</u>	5	5	5	5	↔
	a - Complaints - Stage 2 upheld	2	1	1	0	
	b - Complaints - Stage 2 <u>not</u> upheld	3	4	4	5	
	c- Complaints - Stage 2 partially upheld	0	0	0	0	
Page 26	<u>Total - Ombudsman investigations</u>	0	4	4	0	↑
	a - Complaints - Ombudsman investigations upheld	0	0	0	0	
	b - Complaints - Ombudsman investigations <u>not</u> upheld	0	4	4	0	
4	Number of Compliments	23	58	48	29	↓
<p>Complaints: There has been a vast improvement in the amount of Stage 1 investigations undertaken compared to Quarter 2 last year</p> <p>Compliments: Whilst still remaining high, the number of compliments has reduced by 26</p> <p>Welsh Language – There were no complaints in relation to the Welsh Language</p>						

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Streetscene & Engineering Cabinet Board

2 March 2018

Joint report of the Head of Streetcare – M. Roberts and Head of Engineering and Transport - D. Griffiths

Matter for Decision

Wards Affected: All

Combined Highways and Neighbourhood Works Programme 2018/2019

Purpose of Report

- 1 To seek approval of expenditure for highway and neighbourhood works to be undertaken in the financial year 2018/19

Background

- 2 The Members Surgeries first held in October 2002 and subsequent annual meetings with individual Members have been enormously helpful in identifying local concerns. The draft Works Programme for 2018/19 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.
- 3 The Works Programme for 2018/19, which is summarised in Appendix A, totals approximately £1.865 million and is made up of capital and planned revenue Highway Maintenance. Once the allocation of funding to the different works as set out in the appendix is approved, the Network and Programme Manager can write to all Ward Members confirming the detail of works in their ward.
- 4 In addition to Council proposed expenditure of £1.865m, the Council received in late 2017/18 a Road Refurbishment Capital Grant of £1.128m to be spent by 31st March 2019. There are rules associated with the grant further to which the following schemes

backed by technical survey data (as required to be submitted by Welsh Government) have been identified and are being put in hand;

B4242 Aberdulais to Glynneath
A483 Fabian Way
A48 Margam, approach to roundabout
A474 Approach to Cwmgors

Financial Impact

- 5 Each element of the Works Programme is funded specifically by allocated Capital and Revenue expenditure. Ongoing revenue costs will be a call on the Highways Maintenance budget.

Equality Impact Assessment

- 6 A 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 proposal does not require an Equalities Impact Assessment

Workforce Impact

- 7 None

Legal Impact

- 8 None

Risk Management

- 9 To address health and safety risks, schemes contained within the works programme are subject to risk assessments, method statements, pre-construction phase plans as well as being covered by CDM regulations.

Consultation

- 10 Consultation has taken place with Local Ward Members as part of developing the programme.

Recommendation(s)

- 11 That the Works Programme expenditure as set out in Appendix A be approved for 2018/19.

Reason for Proposed Decision(s)

- 12 To maintain assets for which the Council is responsible and address community concerns in relation to same.

Implementation of Decision

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

Appendices

- 14 Appendix A - Works Programme Summary

List of Background Papers

- 15 None

Officer Contact

- 16 Ian Carter, Network and Programme Manager
Tel: 01639 686908
Email: i.carter@npt.gov.uk

Appendix A

ENVIRONMENT DIRECTORATE WORKS PROGRAMME 2018/19

<u>Minor Works / Traffic schemes</u>	£	£
Disabled Crossings	20,000	<hr/>
		20,000
<u>Traffic</u>		
Individual Disabled Parking / Residents Parking	20,000	
Minor Works / Traffic schemes (various)	218,000	<hr/>
		238,000
<u>Drainage</u>		
Various	300,000	<hr/>
		300,000
<u>Landslips</u>		
Landslips (emergency provision)	20,000	<hr/>
		20,000
<u>Bridges and Structures</u>		
Various	300,000	<hr/>
		300,000
<u>Miscellaneous</u>		
Cattle Grid Replacement	25,000	
Crash Barrier Remedial Works		

	25,000	
Signalised Crossings	20,000	
Programme Mgt.	25,000	
Carriageway Resurfacing	600,000	<hr/>
		695,000
 <u>General Contingency</u>		
Various to be determined	52,000	<hr/>
		52,000
 <u>Total Highways Rolling Programme</u>		
		<u>1,625,000</u>
 <u>Highways and Neighbourhood Management Maintenance Work</u>		
Various	240,000	<hr/>
		240,000
 <u>Grand Total</u>		
		<u>1,865,000</u>

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Streetscene & Engineering Cabinet Board 2 March 2018

Joint Report of the Interim Head of Social Care - I.Oliver
Head of Engineering & Transport – D.Griffiths
and Head of Corporate Strategy and Democratic Services - K.Jones

Matter for Decision

Wards Affected: All

Individual Disabled Parking Places (IDPP)

PURPOSE OF THE REPORT

1. To seek Members approval of the minor amendments to the Individual Disabled Parking Places policy, to include disabled passengers who cannot drive and the provision of an appeals process should the applicant not be successful (excluding where a decision to decline is made on the grounds of highway safety).

Executive Summary

2. The report outlines the rational for the amendments to the policy.

Background

- 3.0 The IDPP scheme has been in place since 2003, with the purpose of providing parking places immediately outside the curtilage of the property to help disabled people whose mobility impairment is such that they cannot walk any significant distance.
- 3.1 It must be noted however, that there is no statutory obligation for local authorities to provide individual disabled parking places in

residential areas. The Council has a statutory duty to ensure that the highways network operates safely, efficiently and legally for the safe passage of all traffic including pedestrians.

- 3.2 In February 2012, following a review of the (IDPP) policy and procedures, the decision was made to continue to provide IDPPs through the provision of an enforceable traffic regulation order and to update the eligibility criteria and assessment process to ensure that only those persons with greatest need are considered.
- 3.3 The existing policy doesn't include disabled children or an appeals process which led to the review and updated policy being developed.

Financial Impact

4. At present the budget for IDPPs has historically been provided from within the Highways Annual Works Programme. The budget in 2017/18 was £20,000 for IDPSS and Residents Parking) with the process of introduce and revoking a traffic regulation order costing approximately £4000 per bay. Any adjustment to the current criteria could potentially increase the number of applications processed and therefore any increases will have a financial and resource cost associated with it.

At this time it is not possible to gauge the numbers of people who would successfully qualify for an IDPP as a result of the amendments.

Equality Impact Assessment

5. A 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.

Workforce Impact

6. Any increases to the number of IDPPs will have a resource cost associated with it and the need for additional resource may be

required. This will be an ongoing assessment process based on the number of applications received each year.

Legal Impact

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

Risk Management

8.0. Risks associated with implementing the amendments include:

- A potential increase in applications for an IDPP. Any increases will have a financial and resource cost associated with it.
- Waiting time for implementation of an IDPP could increase if the number of applications rises.
- An increase in COT referrals and assessments which would fall under the requirements of the Social Services and Wellbeing Act and place a requirement on the Council to meet any assessed needs identified.
- The application of an appeals process where an IDPP has been declined, increases the likelihood of an appeal being submitted. Any increase will have a financial and resource cost associated with it.

Consultation

9.0. Not applicable.

Recommendations

10. That Members approve the minor amendments to the Individual Disabled Parking Places policy, to include disabled passengers who cannot drive, and the provision of an appeals process should the applicant not be successful (excluding where a decision to decline is made on the grounds of highway safety).

Reasons for Decision

11. The decision will allow the new policy to be implemented

Implementation of Decision

12. The decision is proposed for immediate implementation

Appendices

13. Independent Disabled Parking Places Policy 2018 (Appendix 1)

List of Background Papers

14. None.

Officer Contact

15. Sarah Waite
Tel No. 01639 862792
Email: s.waite@npt.gov.uk

APPENDIX 1

Provision of Individual Disabled Parking Places in Neath Port Talbot Policy January 2018

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Individual Disabled Parking Places

Executive Summary

It is recommended that the Council adopts this policy and criteria (as set out in Appendix A) as the protocol for considering the introduction of an Individual Disabled Parking Place (IDPP) requests.

Background

The IDPP scheme has been in place since 2003, with the purpose of providing parking places immediately outside the curtilage of the property to help disabled people whose mobility impairment is such that they cannot walk any significant distance.

In February 2012, following a review of the Individual Disabled Parking Places policy and procedures, the decision was made to continue to provide IDPPs through the provision of an enforceable traffic regulation order (TRO) and to update the eligibility criteria and assessment process to ensure that only those persons with greatest need are considered.

Since the adoptions of this policy there have been a number of legislative changes and in addition, a number of circumstances which are not addressed. This revised policy aims to address these, however, it must be noted that there is no statutory obligation for the Council to provide IDPPs and such a provision is a discretionary service which this policy aims to ensure is supplied in an equal and fair manner.

The Provision of Individual Disabled Parking Places (IDPP)

The purpose of providing Individual Disabled Parking Places (IDPP) in Neath Port Talbot is to provide parking places immediately outside the curtilage of the property to help disabled people whose mobility impairment is such that they cannot walk any significant distance.

The Council recognises the greatest benefit of introducing IDPPs is gained in areas where little or no off-street parking is available and there is significant competition for on-street parking spaces.

In order to help those most in need of the provision of an IDPP, applications will only be considered in Neath Port Talbot if:

1. The applicant must own and drive a vehicle that is registered at the address of the proposed location of the disabled bay
2. The applicant does not already have access to off-street parking or be able to provide an off-street parking space by clearing an existing drive/hard standing or by bringing back into use an existing garage.
3. The applicant must not have already applied for a disability grant to provide off-street parking i.e. driveway. This includes those who are on a waiting list for the above.

These criteria do not guarantee that an IDPP will be provided only that the application will be assessed for suitability.

IDPP Provision Eligibility

The aim of this policy is to provide those drivers whose mobility is such that they cannot walk any significant distance to access parking immediately outside the curtilage of their property, as outlined in this and other supporting documents. This policy does not cater for the provision of parking for disabled residents who do not drive apart from in exceptional circumstances.

The main criterion, that the disabled applicant must be the driver of the vehicle has been adopted because it is reasonable to expect an able bodied driver to double park briefly, to set down the disabled passenger and then remove the vehicle immediately afterwards. This is considered to be a reasonable arrangement on most residential streets.

In addition, the Council appreciates that public resentment can arise for drivers who are not disabled seemingly having a reserved parking space. The policy has therefore, been designed to ensure consideration is given to all residents of the area.

As such, the assessment criteria require that an applicant has a significant mobility impairment and is also the driver of the vehicle which must be registered to the applicants address.

In exceptional circumstances consideration will be given to the provision of an IDPP to a passenger on the basis that the applicant's disability means they cannot be left alone even for a brief period of time, and as a consequence must receive constant supervision.

Consideration will also be given in circumstances where the road characteristics deem it unsuitable to allow brief double parking by an able bodied driver to assist the disabled passenger to a safe place.

A separate exemption will be considered for disabled children aged 16 or younger who meet all criteria bar being the driver, where the able-bodied driver, is their parent, guardian or other close relative or full-time carer and also resides with them.

The criteria for the provision of an Individual Disabled Parking Placement is set out within appendix A to this document.

Locations where IDPP Provision Will Not Be Provided

The Council is both the Highway Authority and Traffic Authority within Neath Port Talbot. The Council will not allow the introduction of an IDPP if it would conflict with the Council's duties and responsibilities in either of these roles.

Consequently the Council will not consider an IDPP provision in the following locations:

- In the turning head facility of any cul-de-sac.
- In any location where an existing prohibition or restriction of parking (inclusive of permit parking), of waiting or loading is in place or is being considered by the Council.
- Within 10 metres of a significant or major road junction.

- At locations where there is a history of visibility related accidents.
- In a position which may prevent the passing of normal traffic flows.
- In a position where a parked vehicle will be unsighted to travelling vehicles such as on a bend.
- On un-adopted highway or private land.

Application Assessment

Applications will initially be assessed via application form, IDPP1 or any subsequent revision: This will be undertaken by Customer Services department.

Applicants who appear to meet the eligibility criteria will be invited to attend a face to face meeting at the One Stop Shop at either Neath or Port Talbot Civic Centre, where they will be required to supply the following supporting evidence:

- A copy of the applicant's driving licence
- A copy of the V5 documentation as proof that the vehicle is registered to the address of the applicant.
- Supporting medical evidence includes that from a consultant, physiotherapist or specialist nurse but NOT own GP. It must confirm the applicant's disability and how this affects their ability to walk any distance. If necessary, staff will also be able to interrogate other Council held information to help determine eligibility. No application will be progressed from this stage without the above information.

Where there is any doubt on eligibility following the initial assessment, an assessment of need will be undertaken by the Community Occupational Therapists as set out in the Social Services and Wellbeing Act (Wales) 2014.

It is important to note that those people, who meet the criteria on disability grounds are not guaranteed an IDPP.

Should all the information above be provided to the satisfaction of the Council an assessment of the highway in relation to the provision of the IDPP will be undertaken by an appropriate nominated officer based within the Traffic Section of the Environment department.

If an IDPP is deemed suitable, the views of nearby neighbours will be sought, and any consultation views submitted, will be taken into consideration and reviewed with local members and presented to the Streetscene and Engineering Cabinet Board for a final decision.

If it is assessed that the placement of an IDPP would compromise highway safety the request will be declined. There is no appeals process for refusal of an IDPP on highway safety grounds. The decision is final.

Application Exemption Assessments

The Council recognises that two groups of people cannot be easily assessed using the standard assessment criteria. Therefore the following exemptions will be considered.

Disabled Passengers Who Cannot Drive

The Council recognises that in certain instances some disabled passengers will need specific help to park at the curtilage of their property.

Consequently, the Council will consider exemptions on the basis that the application is on behalf of a mobility impaired resident who is cared for by the vehicle driver who lives at the address.

The application will be considered on the following basis:

- They cannot be left alone and as a consequence must receive constant supervision. Supporting social/medical evidence would be required
- They rely permanently on a driver, who because of their own infirmity and/or disability, cannot manage to assist the disabled passenger to and from the nearest available parking area.
- The road characteristic deems it unsuitable to allow brief double parking by an able bodied driver to assist the disabled to a safe place.

Exemption application will initially be assessed via the normal application process.

The Council's Community Occupational Health Team will be consulted to help deliberate on the exemption application. The applicant may be contacted by the Council with regards to their service provision.

Disabled Child

Drivers who are parents or who care for children with mobility impairment may benefit from the provision of an IDPP.

Consequently, an exemption is proposed where the able-bodied driver, is the parent, guardian or full-time carer and resides with a disabled child, aged 16 years or younger.

The application will be considered on the following basis:

- They cannot be left alone and as a consequence must receive constant supervision. Supporting social/medical evidence would be required
- They rely permanently on a driver, who because of their own infirmity and/or disability, cannot manage to assist the disabled passenger to and from the nearest available parking area.
- The road characteristic deems it unsuitable to allow brief double parking by an able bodied driver to assist the disabled to a safe place.

Exemption application will initially be assessed via the normal application process.

The Council's Community Occupational Team will be consulted to help deliberate on the exemption application. The applicant may be contacted by the Council with regards to their service provision.

Introduction of Bays and Enforcement

Individual disabled parking places provided by Neath Port Talbot are supported by a TRO which is enforceable by Law. This means that action can be taken by the Council against any person parking in the disabled bay whilst not correctly displaying the specific permit.

Review of IDPP Provision

It is the responsibility on the applicant or their representative to inform the Council when an IDPP is no longer required by the applicant.

When the Council is informed of changes to the applicant's requirements (for example if the applicant moves away), the Council will investigate and give consideration to removing the parking place.

Appeals Process

Where the initial assessment has determined a person is not eligible following application of the eligibility criteria and the person is dissatisfied with the outcome the following process will be followed:

- A request for a Community Occupational Therapy assessment will be made by the Customer Services team to Gateway. Whereby an assessment will be undertaken to determine if there is an assessed need in accordance with the Social Services and Well-being (Wales) Act 2014.
- If the Occupational Therapy assessment confirms there is a need for provision of accessible vehicular parking and the needs cannot be met by provision of adaptations within the curtilage of the property, e.g. off road car parking, the views of the Traffic Section of the Council will be sought to determine whether an IDPP provisions is feasible.
- If it is identified that there is an assessed need and the placement of the provision is feasible, supporting documentation from COTs will be provided to the nominated officer within the Traffic Section.
- The COT would inform the applicant of the outcome of the assessment.

Where a qualifying person is dissatisfied with any decision made by the officers in relation to the provision of an IDPP the circumstances will be reviewed by a senior officer in consultation with the local member and presented to the Streetscene and Engineering Cabinet Board for a final decision.

There is no appeals process for refusal of an IDPP on highway safety grounds. The decision is final.

Data Protection

The Council will retain all information provided by the applicant as digital data within the Councils secured network. All paper copies of documents supplied by the applicant will be digitised following receipt.

Appendix 1

Individual Disabled Parking Application Form

Form IDPP 1

DETAILS OF DISABLED PERSON FOR WHOM THIS REQUEST IS MADE:

FULL NAME			
(Mr/Mrs/Miss/Ms)	<i>Surname</i>	<i>Forename (s)</i>	<i>Date of Birth</i>

ADDRESS:			
		POST CODE:	
PHONE NUMBERS	HOME PHONE		MOBILE
EMAIL ADDRESS			

ARE YOU/IS THE DISABLED PERSON THE VEHICLE DRIVER?	Yes		No	
If NO, please provide details of the driver below				

NAME OF DRIVER			
(Mr/Mrs/Miss/Ms)	<i>Surname</i>	<i>Forename (s)</i>	<i>Date of Birth</i>

ADDRESS:			
		POST CODE:	
RELATIONSHIP TO APPLICANT:			
PHONE NUMBERS	HOME PHONE		MOBILE
EMAIL ADDRESS			

YOUR PROPERTY

TYPE OF PROPERTY: (e.g. House, Flat)	
---	--

WHO OWNS THE PROPERTY?	The Occupier		Private Landlord	
(please tick. If you do not own the property please provide the owner's name & address)	Housing Association			

IS THERE AN EXISTING DRIVEWAY OR OTHER OFF ROAD PARKING SPACE?	YES		NO	
If NO - IS THERE SPACE AVAILBLE WITHIN THE BOUNDARIES OF YOUR PROPERTY TO CREATE A PARKING AREA?	YES		NO	
HAVE YOU ALREADY APPLIED FOR A DISABILITY GRANT TO PROVIDE OFF-STREET PARKING i.e. driveway	YES		NO	
Applicants who are on a waiting list for the above cannot apply for an IDPP				

DETAILS OF DISABILITY FOR WHOM THIS REQUEST IS BEING MADE:

WHAT IS YOUR DISABILITY?	
HOW DOES IT IMPACT ON YOUR ABILITY TO WALK?	
WHAT AIDS/ADAPTIONS/SUPPORT DO YOU CURRENTLY HAVE TO AID YOUR DISABILITY AND DO YOU USE A WHEELCHAIR?	
WHAT DIFFERENCE WOULD AN INDIVIDUAL DISABLED PARKING PLACE MAKE TO YOUR LIFE?	

IMPORTANT NOTES

We are unable to reimburse any costs incurred by yourself in the provision of evidence relating to your permanent disability.

Any proposed bay is required by law to be publicly advertised including newspaper adverts, local notices and letters to immediate neighbours. Any objections received will be investigated further before recommendations are made. The Council reserves the right not to introduce a bay in the light of objections received.

Each case will be assessed on its merits, taking into account the parking arrangements and availability in the street and the proximity of, for example, shops/pubs/clubs/leisure facilities etc., which might attract vehicles into the area.

Meeting the criteria on disability grounds alone, therefore does not guarantee you an Individual Disabled Parking Place.

DECLARATION

I confirm that I am the applicant and reside at the address overleaf, the vehicle used is to transport myself (applicant) and is registered to that address and that there is no vehicular access or other forms of vehicular accommodation within the existing curtilage of the property.

SIGNED (applicant)

If applicant is under 16

SIGNED (Parent/guardian/Carer)

DATED

Equality Impact Assessment Screening Form

Please ensure that you refer to the Draft Screening Form Guidance while completing this form. If you would like further guidance please contact Corporate Strategy or your directorate Heads of Service Equality Group Champion.

Section 1

What service area and directorate are you from?

Service Area: Minor amendments to the Individual Disabled Parking Places policy

Directorate: Adult Social Care – Social Services and Engineering and Transport

Q1(a) What are you screening for relevance?

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

(b) Please name and describe below

To seek Members approval of the minor amendments to the Individual Disabled Parking Places policy, to include disabled children and the provision of an appeals process should the applicant not be successful (excluding where a decision to decline is made on the grounds of highway safety).

Q2(a) What does Q1a relate to?

Direct front line service delivery	Indirect front line service delivery	Indirect back room service delivery
<input checked="" type="checkbox"/> (H)	<input type="checkbox"/> (M)	<input type="checkbox"/> (L)

(b) Do your customers/clients access this service...?

Because they need to	Because they want to	Because it is automatically provided to everyone in NPT	On an internal basis i.e. Staff
x (H) x (M)	<input type="checkbox"/> (M)	<input type="checkbox"/> (L)	

Q3 What is the potential impact on the following protected characteristics?

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
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 type="checkbox"/>	<input checked="" 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"/>

Q4(a) How visible is this service/function/policy/procedure/ project/strategy to the general public?

High visibility to general public

(H)

Medium visibility to general public

(M)

Low visibility to general public

(L)

(b) What is the potential risk to the council's reputation? (Consider the following impacts – legal, financial, political, media, public perception etc...)

High risk to reputation

(H)

Medium risk to reputation

(M)

Low risk to reputation

(L)

Q5 How did you score?

Please tick the relevant box

MOSTLY H and/or M → **HIGH PRIORITY** → **EIA to be completed**
Please go to Section 2

MOSTLY L → **LOW PRIORITY / NOT RELEVANT** → **Do not complete EIA**
Please go to Q6 followed by Section 2

Q6 If after completing the EIA screening process you determine that this service/function/policy/project is not relevant for an EIA you must provide adequate explanation below (Please use additional pages if necessary).

No further impact

Section 2

Screeener- This to be completed by the person responsible for completing this screening
Name: Sarah Waite
Location: CRT Assistant Operational Manager
Telephone Number: 01639 862792
Date: 20/02/2018
Approval by Head of Service
Name: Ian Oliver
Position: Head Of Service
Date: 20/2/18

Please ensure this completed form is filed appropriately within your directorate because it may be required as evidence should a legal challenge be made regarding compliance with the Equality Act 2010.

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Environment and Highways Cabinet Board

2 March 2018

Report of the Head of Streetcare, M. Roberts

Matter for Decision

Wards Affected: ALL

Cemetery Rules and Regulations

Purpose of Report

1. To seek member approval for the amended Cemetery Rules and Regulations covering this council's cemeteries.

Executive Summary

2. Cemetery Rules and Regulations provide a clear and consistent approach to the management of Cemeteries managed by the authority. They set out the standards required of Memorial Masons and Funeral Directors whilst providing guidance on what is and is not permitted by service users and visitors.
3. An existing policy is in place, however this latest document has been amended to reflect current working practices and legislation changes over recent years.

Background

4. The authority is responsible for 9 Cemeteries, these being Margam, Goytre, Cymmer, Ynysymaerdy, Llantwit, Onllwyn, Giants Grave, Carmel and Godregraig.
5. An existing policy exists, however due to legislation changes and working practices this document needs to be updated to reflect these changes.
6. The Institute of Cemeteries and Cremation (ICCM) and the Local Authorities Cemetery Order 1997 (LACO) sets out standards that all Burial authorities in England and Wales must adhere to.

7. The authority acknowledges that the management of cemeteries is very emotive and families frequently contact the authority to discuss matters during very difficult times.
8. It is important that whilst being sensitive to the needs and wishes of families, and providing assistance during these difficult periods, the authority provides clear guidance to ensure consistent management throughout all of its Cemeteries.
9. The authority is committed to maintain its cemeteries to a high standard, this policy provides information to families on what items are permitted. In addition, the permitted dimensions for Memorials are set out, once again providing clear guidance.
10. Whilst providing guidance for families, the policy also sets out standards required of both Funeral Directors and Memorial Masons.
11. Only Memorial Masons that are registered to BRAMM are permitted to work in authority Cemeteries, and the benefits of this registration is set out for families within the Policy.

Financial Impact

12. There are no financial impacts associated with this report.

Equality Impact Assessment

13. A 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 proposal does not require an Equalities Impact Assessment. However, the service has sought to consult widely as set out in the report.

Workforce Impact

14. There are no staffing implications in the delivery of this proposal.

Legal Impact

15. Adhering to this policy will allow the authority to meet its legal obligation as set out within LACO.

Risk Management

16. To date there has not been any prosecutions against the authority in respect of its obligations and the aim is to maintain this position going forward. Failure to provide clear guidance could lead to reputational risks, as tackling unacceptable actions after the event can be difficult in the context of what is a sensitive matter.

Consultation

17. Public consultation from the 1st-31st December 2017 has been carried out with Nil returns.
18. Signs were placed on each authority managed cemetery gate advising public of the link to the online consultation.
19. A link to the online consultation was placed on the Neath Port Talbot County Borough Council cemeteries webpage.
20. Service users (Funeral Directors, Memorial Masons, and Bereavement Groups) and Equality groups were emailed advising them of the link to the online consultation.
21. Service users with no email details were sent a letter which contained the link to the online consultation.
22. Consultation boxes placed at reception within the Quays, Neath Civic Centre, Port Talbot Civic Centre and Pontardawe Library.

Recommendation(s)

23. That the draft Cemetery Rules and Regulation Policy dated September 2017 are adopted by the Council.
24. That a copy of the adopted policy is provided to all local Funeral Directors and Memorial Masons.
25. A link to the policy is placed within the relevant section on the authority's website.

Reason for Proposed Decision(s)

26. To allow the authority to meet its legal obligation whilst providing a clear and consistent approach to the management of Cemeteries managed by the authority.

Implementation of Decision

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

Appendices

28. Cemetery Rules and Regulations – Appendix 1

List of Background Papers

29. None

Officer Contact

30. Andrew Lewis, Waste & Neighbourhood Services Manager Tel: 01639 686021 or email: a.lewis@npt.gov.uk
31. Wayne Curtis, Principal Officer Parks & Cemeteries Tel: 01639 686390 or email: w.curtis@npt.gov.uk

Cemetery Rules and Regulations



Waste & Neighbourhood Services

DRAFT

APPROVED BY

DATE September 17

EDITION/VERSION

REVIEW DATE

Mae'r ddogfen hon hefyd ar gael yn Saesneg.

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DRAFT

INTRODUCTION

It is the Aim of the Council to provide the highest standards within its Cemetery Service to meet the needs of the bereaved and those who visit.

It is therefore essential that Cemetery Rules and Regulations are in place to provide an acceptable balance between the provision of a sensitive service with the need to maintain the dignity and sanctity of our Cemeteries; as well as to inform all cemetery users of the reasonable requirements applicable to them, to enable the Council to effectively manage the service.

The Cemetery Rules and Regulations include the statutory requirements contained within the Local Government Act 1972 and the Local Authorities' Cemeteries Order 1977 and any other relevant legislation governing this service.

Neath Port Talbot Country Borough Council reserves the right to make any amendments, alternations or additions to the Cemetery Rules and Regulations as and when necessary.

All persons admitted to a cemetery and using the Cemetery Service will be subject to the Rules and Regulations set out in this document. The Council reserves the right to remove from a cemetery any person infringing the Regulations.

For the avoidance of doubt, nothing within this document shall prejudice or affect the Council's rights, powers, duties and obligations in the exercise of its functions as a Local Authority.

On request, a copy of these regulations will be issued to all Funeral Directors and BRAMM Monumental Masons that are located within the County Borough. Policy will be available on the Council's website.

In these Regulations, except where the context otherwise requires, the following expressions shall have the meanings hereby assigned to them.

“The Cemetery” shall mean:

- Carmel Cemetery, Heol Hir, Gwaun Cae Gurwen
- Godre’r graig Cemetery, Graig Road, Godre’r graig
- Onllwyn Cemetery, Wembley Avenue, Onllwyn
- Llantwit Cemetery, Llantwit Road, Neath
- Ynysymaerdy Cemetery, Ynysymaerdy Road, Briton Ferry, Neath
- Goytre Cemetery, Goytre Road, Goytre, Port Talbot
- Margam Cemetery, Longlands, Margam
- Cymmer Cemetery, Eastern Avenue, Cymmer
- Giants Grave, Briton Ferry , Neath

and shall include all grave spaces, verges, walls, fences, access roads, designated car parks, amenity areas, buildings and all other structures of whatsoever kind for the time being within its confines.

Should anyone have any queries in relation to the Rules and Regulations, they should, in the first instance, contact the Cemeteries Office cemeteries@npt.gov.uk or call 01639 686121/686122. Any complaints will be dealt with in accordance with the Council’s Corporate Comments, Compliments and Complaints Policy.

Bereavement Services
2017

CEMETERY INFORMATION

Addresses

The Council has responsibility as a burial authority for nine cemeteries located at:-

CEMETERY	ADDRESS	POSTCODE
Carmel Cemetery	Heol Hir	SA18 1PL
Cymmer	Eastern Avenue	SA13 3NT
Godre'r'graig	Graig Road	SA9 2NY
Goytre	Goytre Road	SA13 2YN
Giants Grave	Giants Grave Road	SA11 2ND
Ynysymaerdy	Ynysymaerdy Road	SA11 2TL
Llantwit	Llantwit Road	SA11 3LB
Margam	Longlands Lane	SA13 2NR
Onllwyn	Wembley Avenue	SA10 9HG

Contact

All Burial records and communication should be directed to:-

Cemeteries Office
Neath Port Talbot Country Borough Council
The Quays
Brunel Way
Briton Ferry
SA11 2GG
cemeteries@npt.gov.uk
Tel: 01639 686122

Cemetery Office Opening Hours

The Cemetery office is located within the Service Response Centre at The Quays Brunel Way, Briton ferry and is available from:-

Monday to Thursday	8.45am to 4.00pm
Friday	8.45am to 3.30pm

Cemetery Opening times

The pedestrian gate of a Cemetery will remain open at all reasonable times as determined by the authority.

The main entrance gates will be open for funerals, stone masons, and private vehicles when staff are on-site or such other times as the authority shall determine or may be agreed.

Users and Visitors must leave the Cemetery when requested to do so by the authority's officers.

Special Days

The Cemeteries office will be open for reduced hours over Easter and Christmas periods and details will be available Via the Council's web-site www.npt.gov.uk/1108

BOOKING AND SERVICE ARRANGEMENTS

Notice of Interment

Following notification to the Cemeteries Office by telephone, the Written Forms of Notice of Interment must be delivered to the Cemeteries office *at least 48 hours prior to the agreed time/day of the interment.*

Notices shall be accompanied by any required legal documents and payment in full of all fees and charges due to the Council in respect of interments. Failure to comply with this procedure may result in delaying interments.

The Notice shall be given on the form provided by the Council and must contain the following information:-

- a) The name or names as included on the death certificate, address, date of death and age of deceased.
- b) The day, date and time of the arrival of the funeral
- c) The coffin size and grave space intended to be occupied
- d) Whether in an earthen grave, bricked grave or vault
- e) Religious denomination of the deceased (if applicable)
- f) Whether the “exclusive right of burial” has been purchased and the signature of the owner obtained
- g) Whether a headstone is on the grave requiring temporary removal
- h) Whether cremated remains are in an urn or casket
- i) The Document effecting a legally sound transfer of ownership where appropriate
- j) The council must be informed of any persons to be buried who have died from a notifiable disease.

The schedule for booking interments is normally:-

(Please note that this schedule is only guidance and the authority reserves the right to amend at any time)

<u>Initial Request Received</u>	<u>Earliest Funeral</u>
Monday before 10.30 a.m.	Thursday a.m.
Monday after 10.30 a.m.	Thursday p.m.
Tuesday before 10.30 a.m.	Friday a.m.
Tuesday after 10.30 a.m.	Friday p.m.
Wednesday before 10.30 a.m.	Saturday a.m.
Wednesday after 10.30 a.m.	Monday a.m.
Thursday before 10.30a.m.	Tuesday a.m.
Thursday after 10.30 a.m.	Tuesday p.m.
Friday before 10.30 a.m.	Wednesday a.m.
Friday after 10.30 a.m.	Wednesday p.m.

Due to the following (not an exhaustive list) the above schedule is subject to change without prior notice:

- High demand
- Bank Holiday periods
- Coffins which are above the standard grave dimensions (see page 19)
- If a test dig is required
- Adverse weather conditions
- A delay in removal of a memorial

Interments required at shorter notice will, where practicable, be arranged at the sole discretion of the council to meet the needs of a Religious denomination or exceptional circumstances.

Orders or instruction by telephone/post

Any orders or instructions given by telephone will be received at the sole risk of any person giving such orders or instructions, and the Council shall not be responsible for a misunderstanding, which may arise with regard to orders or instructions given by telephone.

Orders or instructions given by telephone must be immediately confirmed in writing to the Council (Email accepted cemeteries@npt.gov.uk).

Orders accompanied by remittances will be accepted if sent by post but the Council will not accept responsibility for any loss or delay which may occur if orders do not reach the Council in time.

Times and Days for Burials

The time stated for a funeral shall be that at which the procession is to arrive at the Cemetery.

All funerals will be met by a member of staff from the Council. No burial will be allowed to proceed unless accompanied by such member of staff. A check of the name plate will be made against the statutory paperwork prior to any service taking place.

Unless otherwise mutually arranged with the Council, the time for burial during the British Summer Time period must be between 10.00am and 3.00pm (10.15am and 2.45pm in Margam Cemetery) Monday to Friday inclusive.

During the Winter (Greenwich Mean Time period) the last burial is to take place at 2.00pm (2.15pm in Margam Cemetery).

Where two full interments are requested in the same Cemetery, (but not in the same grave) a minimum of 2 hours between services is required with the council reserving the right to determine the time of the later interment.

Where two interments of ashes are requested on the same site, (but not in the same grave) a minimum of 1 hour between services is required with the council reserving the right to determine the time of the later interment.

Saturdays burials shall be between 10.00am and 12.00noon (10.15am and 11.45pm in Margam Cemetery) only. (Additional fees applicable)

No burials are permitted on Sundays, Bank Holidays, Christmas Day, Good Friday or any other public holidays except in cases of emergency and by permission of the Council. (Additional fees applicable)

Reservation of graves and cremation plots

The Exclusive Rights of Burial for Cremation Plots may be reserved at locations determined by the council. Graves intended for coffins can no longer be reserved in any of the Council Cemeteries.

Fees

Cemetery fees are payable to the Council in respect of the following:-

- Burial (coffin or ashes)
- Scattering of ashes
- Installation and reinstallation of a memorial
- An additional inscription on a memorial
- Reservation of cremation plot
- Storage and transfer of ashes in Vault (Cymmer only)

Any other matter in connection with the Cemetery Service which has been approved by the Council.

A single fee for burial will be charged in all cases, even if two or more burials of coffins or cremated remains are taking place in the same grave or plot on the same day. A schedule of such fees is available on the Council's Web-site www.npt.gov.uk/1108 or from the Cemeteries Office.

Funeral arrangements

For all Burial Services, the relatives or friends of the deceased appoint the officiating person. The person having charge of the funeral must make all the arrangements with the person intended to officiate. The Council undertakes no responsibility whatsoever on this account.

The person arranging the funeral or his/her representative shall ensure that they have sufficient persons to transfer the coffin from the vehicle to the grave side and lower the coffin into the grave. In all cases this should be a minimum of 4 persons for a burial of an adult.

All funerals within the confines of the Cemetery shall be under the control of the Council, who will direct all vehicles and carriages within the Cemetery.

The time appointed for the funeral is that at which the procession is to arrive at the Cemetery. To avoid disruption to later Funerals we ask that Funerals arrive at the Cemetery punctually. A surcharge may be imposed if late arrivals result in the cemetery staff having to work additional hours.

No funeral processions shall be allowed to enter the Cemetery or Car Parks within the Cemetery except by permission of the Council.

The Council reserves the right to exclude from the Cemetery any person or persons directly or not directly connected with a funeral.

In the case of a burial where a large number of persons are expected to attend, it is advised that the Council be notified prior to the funeral to enable arrangements to be made accordingly.

The production of the Registrar for Deaths Certificate for Disposal, Cremation Certificate, Notice of Interment of a Stillborn Baby or a Coroner's Order for the Burial must be made to the Council prior to burial. No interment will be allowed except on the production of required certificates.

If a certificate is not available at the time of burial, the Declaration Form 18 of the Births & Deaths Registration Act 1926 Section (1) has to be completed by the Funeral Director (or person conducting the funeral at the Cemetery) for the funeral to proceed.

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CEMETERY RULES AND GUIDANCE

Coffins and Cremated Remains Containers

A body will not be accepted for burial at the Cemetery unless it is enclosed within a suitable secured coffin. Cardboard, willow and homemade coffins are acceptable provided that they have first been authorised by the Council. Cremated remains must be held in a container designed for the purpose of burial and approved by the Council.

All coffins and cremated remains containers entering a Cemetery must bear a nameplate or other suitable form of identification which must contain the name of the deceased. The nameplate shall be confirmed against the correlated record by an appropriate member of Cemetery staff to allow the burial to proceed.

Vehicles/Transport

Vehicles shall not be allowed entry to any Cemetery unless permitted by the Council.

All vehicles within a Cemetery shall be under the direction of the Council.

The Council reserves the right to remove any vehicle within a cemetery's grounds if such vehicle is impeding or likely to impede the progress of the funeral procession taking place, or about to take place.

The Council reserves the right to bar the use of the car park to any vehicle.

No vehicle shall be parked on grassed areas within or outside any Cemetery. Vehicles shall not be parked in such a way as to cause a nuisance, annoyance or inconvenience to other Cemetery users or persons.

A speed limit of 5mph applies in all the Council's Cemeteries.

Stone masons' vehicles will not be allowed to remain in a Cemetery for longer than is necessary. The proprietor shall be responsible for any damage caused by the bringing of any materials or works, and will be held responsible for the reinstatement/repair/costs in relation to such materials or works.

No person other than those who are employed by the Council or work in connection with a Cemetery shall draw, drive or wheel any carriage, vehicle or trailer on to the grassed areas within a Cemetery.

Prams, push chairs, mobility scooters and wheelchairs will be allowed within a Cemetery, including the grassed areas; but the Council will not be responsible, under any circumstances, for loss or damage howsoever caused by their use.

No person shall ride any pedal cycle of any description in a Cemetery.

The use of Skates, Skateboards and Go-Carts are forbidden within any part of a Cemetery.

The Council reserves the right to bar access to any persons who either intentionally, negligently or persistently, causes or allows damage to be caused to graves, monuments, stones or the turfed areas of any Cemetery, or to the kerbs, paved areas etc, within a Cemetery.

For any of the above, the Council may pursue (by legal action if necessary) the reimbursement of the cost of any damage above caused.

Admission to the Cemeteries and Buildings

No person, other than an officer of the Council or a person employed by the Council shall enter or remain in a Cemetery whilst the Cemetery is closed to the public.

All persons within a Cemetery will be subject to the directions and instructions from the Council.

All persons visiting a Cemetery must conduct themselves in a quiet and orderly manner, and must keep to the access roads, paths and designated Car Park and not tread upon the turfed areas of the Cemetery unless in the course of visiting a grave.

The Council reserves the right to exclude any person from any part of a Cemetery.

All persons in a cemetery shall take all reasonable care to protect their own physical safety and property.

No person, unless authorised by the Council to do so shall be allowed access to any of the buildings, outbuildings or enclosures within a Cemetery.

A person shall not enter or leave a Cemetery than through one of the gates or entrances constructed and provided and kept open by the Council for that purpose.

Offences in Cemeteries

No person shall in any Cemetery: -

- Create any disturbance in the Cemetery.
- Commit any nuisance in the Cemetery.
- Interfere with any burial taking place in the Cemetery.
- Interfere with any grave, memorial or any flowers or plants which he or she is not authorised to tend.
- Play any game or sport in the Cemetery.
- Discharge a firearm within the Cemetery without prior consent from the Council.
- Carry any weapon, ammunition or any object which may be used as a weapon without prior consent from the Council.
- Sit, stand or climb upon any grave, gravestone, headstone, monument, tree, gate or fence within the Cemetery.
- Use any indecent or obscene language to the annoyance of any person within the Cemetery.
- Pluck or otherwise interfere with any bud, blossom, flower, or leaf of any tree, sapling, shrub, underwood, gorse, furze, fern or plant in the Cemetery, except for the purpose of properly tending any grave which he or she is authorised to tend.
- Place in any part of the Cemetery any literature/posters/business cards.
- Throw, or place any item that is likely to set fire to or damage anything either growing in/on any part of the Cemetery.
- Sell or offer for sale any item or article of any kind whatsoever within the Cemetery.
- Consume Alcoholic drinks in any part of the Cemetery.

No demonstration of any kind shall be held within the Cemetery. No religious service shall be held within the Cemetery other than the service at the time of a funeral except by prior agreement of the Council.

If any damage is caused to Cemetery land, walls or premises by any cause whatsoever, the person or persons committing such damage will be held responsible by the Council.

Dogs

Dogs must be kept on a lead at all times. Dog owners are responsible for controlling their animals and are required to clear up after them by depositing any mess in the bins provided.

Filming and Photographing (including Press and Media)

Photography and filming in any part of the Cemetery at any time is not permitted without prior written consent of the Council.

Playing Music

The playing of music is permitted with prior permission from the Council. Respect and consideration is to be given to other users of the Cemetery and the playing of music that includes indecent or obscene language is forbidden.

Use of Water Tap

Any water tap provided for the use of the public shall be used with due care and users shall ensure that the tap is turned off immediately after use.

Cemetery Staff

Council employees shall not carry out any private work whatsoever within the Cemetery.

No gratuity whatsoever shall be given to or received by Council employees.

Any complaints relating to Cemetery staff should be made to the Council's Cemetery Service.

BURIAL INFORMATION

Register, Records and Plans

A Register of Burials shall be kept in the Cemeteries Office where searches may be made by appointment during office hours only. Certified extracts may be obtained. A charge may apply for this service.

Plans showing grave spaces shall be kept by the Council and shall be open for inspection by appointment only.

The selection and allocation of spaces or graves shall be determined by the authority.

Deeds of Grants of Exclusive Right of Burial

On the purchase of the Exclusive Right of Burial in a grave, a Deed of Grant shall be issued to the person by whom or on whose behalf the said Exclusive Right of Burial is purchased and any such person shall be registered in the books of the Council as the owner of the same.

Please take care that the correct family member/s sign the Notice of Interment application form. As thereafter, they will have legal control over the Exclusive Right of Burial of the grave and any memorials laid upon it.

A Deed of Grant is the legally binding agreement issued to a person(s) (grant holder/s) for the Exclusive Right of Burial in a grave which is currently for a period not exceeding 100 years. This is an important document and should be kept in a safe place by the grantee for future reference.

A Deed of Grant gives the grant holder the legal right of burial to a specified grave space for the period stated. The Deed of Grant does not constitute any ownership of land. The grave remains in the ownership of the Council. The Deed of Grant gives the holder the exclusive right to:-

- Be buried in that grave if sufficient space is available within the grave space
- Authorise further burials in that grave, (where space is available) or permit the scattering of cremated remains over that grave.

- Place a memorial on that grave, subject to the Council's Rules and Regulations
- Have an inscription or additional inscriptions placed on a memorial on that grave, subject to these regulations

An Exclusive Right of Burial to a grave space may be transferred by deed or bequeathed by a Will. Any transfer of the Exclusive Rights of Burial shall not be deemed valid unless such a transfer has been registered at the Cemeteries Office.

Where the grant holder is still alive and wishes to transfer a Grant of Exclusive Right of Burial to another person or persons, a Form of Assignment will have to be completed. The new holder shall own the right until the said Grant of Exclusive Right of Burial expires.

Where the grant holder is deceased, and provided that the Grant of Exclusive Right of Burial has not been specifically left to another person, then upon production of a Grant of Probate or Letters of Administration, the right may be legally transferred to the Executors or Administrators of the deceased's estate.

Where the grant holder is deceased and there is no Grant of Probate or Letters of Administration, the Exclusive Right of Burial may not be transferred to another person except on completion of a Statutory Declaration (and Form of Renunciation if applicable) ensuring that any other person equally entitled counter signs the Statutory Declaration and Form of Renunciation. A Statutory Declaration must be witnessed by a Solicitor or Commissioner for Oaths.

The Council may re-purchase an unused grave on request from the registered grant holder at the current purchase price charged for issuing a Grant.

The Council may re-sell Grants of Exclusive Rights of Burial which have expired.

No grave in which the right of burial has been purchased shall be opened without the production of the requisite legal documentation or the written consent of the owner/s together with the Notice of Interment, and there shall be no right to inter any person except the owner or an immediate relation of such owner, without the consent of the Council.

Burials in Public Graves

The interment charge for a grave where the Exclusive Right of Burial has not been purchased does not include any right or privilege relating to the grave space. Unrelated burials may take place in the same grave and no headstones or other forms of memorialisation will be permitted to be erected/placed on these graves.

Graves - Preparation/Backfilling

All excavation works and backfilling of graves will be carried out by Council staff that are trained to a recognised and credited standard.

The positions of the grave space shall be designated by the Council.

Before any excavation works commence, to accommodate the excavated soil, there may be a need for Cemetery staff to erect a soil box on a neighbouring grave space. The Council will ensure this is done in a respectful way to avoid any upset.

In some situations, pumps are used to ensure the grave is dry for the interment and, depending on weather/ground conditions, may be left in place until the funeral cortege arrives at the cemetery.

During stages of excavation cemetery staff will insert shoring at different levels in line with Health and Safety guidelines.

On completion of the excavation, in order to provide an aesthetically pleasing environment the grave shall be suitably dressed prior to a service taking place.

At the discretion of the Council and where safe and possible to do the council may allow family backfilling to take place under the supervision of cemetery staff. In the event of a family wishing to backfill the grave after the service, details must be included on the original Notice of Interment. Some families find this an appropriate way to pay their final respects to the deceased.

After a burial has taken place, the remaining depth measurements will be recorded and passed to the Cemeteries Office. This information will be kept on the Burial Register.

Cemetery Staff will replace the soil and a temporary mound will be formed, this will allow for soil settlement. Floral tributes will be carefully placed on or around a grave by the Cemetery Staff. In order to preserve the dignity of the Cemetery, the Cemetery staff will remove any faded floral tributes once identified.

Within 6 months of the service the grave will be levelled and either turf laid or topsoil and grass seed applied. This will depend on the season or weather conditions.

If during the six month period, if there are concerns regarding the level of soil, please contact the Cemetery Office and the matter will be investigated and the area topped up with soil as necessary.

After the final reinstatement, the Cemetery Staff will be responsible for the grass maintenance thereafter.

Grave Sizes

Each grave is supported by specialist shoring equipment and can accommodate a maximum coffin of 711mm (28") wide, and 2007mm (79") in length being lowered therein. Anything above these dimensions would require special attention and additional time to prepare the grave. In such cases the funeral director should initially discuss the details with the Council at the time of giving Notice of Interment.

If a coffin exceeds the standard grave space sizes, then a suitable location will be allocated by the Council. If two plots are required to accommodate a coffin then an additional fee may be applied.

Failure to provide accurate coffin sizes may result in the Delay/Postponement or Suspension of a service.

Coffins that exceed the standard depth of 381mm (15") may affect future interments.

The depth of a grave will vary and be dependent upon the location, ground condition and coffin sizes.

Purchasers must specify the number of interments required when booking a burial. Where the remaining unused depth of a grave is not known, a test dig may be undertaken (A test dig fee is applicable and any memorial must be removed).

A minimum depth of soil of 610mm (24") must be allowed from the top of the coffin to the surrounding ground level.

Brick graves, at the time of the first interment, shall be constructed to within 305mm (12") from the level of ground with walls not less than one brick thick. Each coffin must be covered with a stone slab not less than 51mm (2") thick and airtight. The remaining depth of the grave shall be back filled with soil from the top of the slab to the surrounding level of the ground, or as directed by the Council.

The cost of providing a vault, chamber or bricked grave will be borne by the person requesting the works or his or her representative.

A full interment fee is applicable if cremated remains are to be placed at full depth within an earthen grave, and will subsequently result in less available space.

Scattering of Cremated Remains

Scattering of cremated remains shall be permitted within the area of a grave space on lawn plots subject to delivery of a written request, copy of the Cremation Certificate and the payment of a fee to the Cemetery Office.

Scattering of cremated remains shall only be undertaken on a day and time appointed by the Council. No person shall scatter cremated remains within any part of the Cemetery whatsoever without permission of the Council.

Muslim Graves and Burials

Where it is practicable to do so, but without guarantee and subject to the variations contained in page 8, the Council may accommodate a burial within 24 hours of the date of death. Graves will be dug to accommodate one interment. Where reasonably practicable, partly prepared graves will be available.

A body will not be accepted for burial at the Cemetery unless it is enclosed within a suitable secured coffin that must bear a nameplate or other suitable form of identification which must contain the name of the deceased approved by the Council. There will be no washing of bodies allowed at the grave side.

To prevent any Health and Safety hazards and to assist with the routine Grass Cutting, the Mounding of graves will not be permitted.

At the discretion of the Council and where safe and possible to do the council may allow family backfilling to take place under the supervision of cemetery staff. In the event of a family wishing to backfill the grave after the service, details must be included on the original Notice of Interment. Some families find this an appropriate way to pay their final respects to the deceased.

Children's Garden of Remembrance - including memorials (Margam Only)

Children up to twelve years of age may be interred in the Children's Section. Each grave will be excavated to accommodate a single burial or up to 4 sets of cremated remains (for siblings only).

All interments including cremated remains to take place in plots allocated by the Council.

Memorial Applicant to be the same applicant as for the burial.

Only monumental/memorial masons and fixers who are registered with the British Register of Accredited Memorial Masons (BRAMM) may submit an application to undertake any memorial works in the cemetery. No cremation plaque is allowed to be placed.

Maximum dimensions of 533mm (21") high x 432mm (17") x 76mm (3"), with a base, maximum of 559mm (22") x 305mm (12") X 76mm (3") and foundation maximum of 610mm (24") x 356mm (14") x 76mm (3") which must be secured and can incorporate one or two flower pots.

We understand there is a greater desire to personalise the grave in memory of a child. What pleases one may offend another, therefore in an effort to be supportive of the needs of a bereaved parent (but still maintain the dignity of the children's section) we respectfully request that any items are confined to the grave area only.

A 900mm x 600mm (approx. 3ft x 2ft) pavior will be provided of which all memorabilia must be placed within. If families wish to purchase their own pavior this must be of the same size (3'x2') and of the same material as the headstone.

For health and safety reasons, no glass items or loose chippings will be permitted to be placed on/in the grave space.

No fees will be charged for graves or interments and no Exclusive Rights of Burial will be issued.

Full permit fees will be charged for erecting and adding inscriptions on memorials.

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MEMORIALISATION

Memorial Masons

Only Memorial Masons and Fixers registered with the British Register of Accredited Memorial Masons (BRAMM) may submit an application to undertake any memorial works in the Cemetery.

All work to memorials shall be carried out to BS:8415.

The Council shall be informed of dates and times of intention to carry out all works on memorials.

Trough foundations will not be permitted in the Cemetery.

Where possible all work on memorials is to be completed by the mason before they are admitted to the Cemetery and no labour of any kind (beyond that of affixing) will be allowed within the Cemetery, unless at the discretion of the Council.

The permit or receipt authorising any work to be done shall be produced to the officer of the Council at the Cemetery whenever requested during the progress of any such work.

All vehicles conveying monuments, kerbs, headstones or other material to the Cemetery shall proceed by the main road only to the nearest point to that where the work is to be executed and a Hand truck/trolley with wheels shall afterwards be used for the transit of these items. Vehicles must not go on any grassed areas without prior consent of the Council.

Permission to use gantries in the Cemetery will be granted to holders of a valid qualification acceptable to the Council.

Masons and others shall use such means as directed by the Council for the protection of the grassed areas and paths during their work.

Masons employed in affixing monuments, kerbs, headstones etc. will be required to remove all spare soil, related materials and to leave the ground to the satisfaction of the Council. They will be held responsible for any damage done by them or their staff either to the ground or to headstones etc. Masons must provide their own tools, planks and materials.

Where a memorial is removed to facilitate a burial, the mason must remove it and the ancillary base, kerbs, plinth, etc. off site for storage. The site is to be left in a clean and safe condition.

Memorial Masons are not permitted to dispose of any waste in Council skips.

It is the responsibility of the selected mason to seed/turf any grave space that has changed from a Kerbset to Lawn Type.

No monument, kerb, headstone etc. shall be removed from the Cemetery without the consent of the Council.

No mason or other person is to solicit orders within the Cemetery.

The work of affixing memorials must cease each day within the ordinary working hours of the Cemetery and no work shall be allowed on Saturdays, Sundays, Christmas Day, Good Friday or on any public holiday, except at the discretion of the Council.

Work of every description must be carried out continuously and completed with due dispatch.

Memorial masons visiting the Cemetery must show respect to others, especially at the time of a funeral. They must cease work if it is likely to cause distress or upset to others.

Memorial Masons are advised to contact the Council at the earliest opportunity if families ask for a memorial/wording which may not be in keeping within these regulations. Memorials not covered by or included within these regulations shall be subject to special agreement entered into with the Council.

From the date of installation in the Cemetery, all memorials must be subject to a guarantee of conformity granted by the mason. The guarantee confirms that the memorial has been fixed to BS: 8415. Failure to comply with these requirements may lead to the Council contacting BRAMM with the mason being denied future access to the Cemetery.

Memorials

Monuments, kerbs, headstones, crosses and plaques are only allowed to be erected on a private grave.

The ownership, upkeep, maintenance and all repairs, (including those required following stability tests carried out by the Council), of a memorial remain the responsibility of the rights holder for the grave. Headstones, crosses, plaques, kerb sets or other structures shall be kept in good order and repaired to the satisfaction of the Council and at the expense of the grave owner. In default of their being so kept, the Council may carry out the necessary work and recover the cost from such owners, or remove the same.

No memorial is to be installed or structural or restorative works carried out to an existing memorial in the Cemetery unless a permit has been granted by the Council.

An application for a permit to carry out memorial works may be made by the owner of a Grant of Exclusive Right of Burial or any person who can satisfy the Council that he or she is a relative of a person buried in the grave, or is acting at the request of such a relative, and that it is impracticable for him (or her) or such relative to trace the owner of the said right.

Only Memorial Masons registered with the British Register of Accredited Memorial Masons (BRAMM) may submit an application to undertake any memorial works in the Cemetery. Persons wishing to carry out any memorial works must satisfy themselves that the memorial masons they engage are BRAMM registered.

The BRAMM registration scheme is intended to:-

- ✓ Protect the interests of memorial owners in respect of unsatisfactory workmanship
- ✓ Standardise the quality of fabrication and installation methods
- ✓ Ensure Monumental Masons comply with the Council's Health and Safety Regulations
- ✓ Ensure minimum levels of public liability and employer's liability insurance cover are held by all Monumental Masons
- ✓ Ensure that any memorial installed or repaired will pass a future stability test.

All applications for memorial works from the chosen Memorial Mason must be accompanied by the identity of the grave, details and dimensions of the proposed works and the appropriate fee

The Council reserves the right to instruct any person who places any memorial in a Cemetery without prior permission, or who places a memorial which exceeds any of the dimensions referred to in the preceding rules, to remove the memorial from the Cemetery.

No headstone shall be placed at the head of a newly opened or re-opened grave until ground conditions are suitable. The time will vary depending on location and cemetery, to which the stone mason will advise and agree an installation date, as a guide a minimum of 4 months after first interment.

Temporary wooden crosses or staked plaque shall measure no more than 610mm (24") wide and 914mm (36") above ground level, of a design approved by the Council and installed securely.

All monuments, kerbs, headstones, etc of whatever description allowed into the Cemetery remain at the sole risk of the owner thereof, and the Council shall not be held responsible for any damage or breakage which may occur.

No person shall exert any force whatsoever to any memorial except persons authorised by the Council to erect and repair memorials, carry out stability tests and make memorials safe.

Where an area within a Cemetery is designated a lawn Cemetery the following regulations apply: -

- a) Headstones or vases are only permitted to be placed at the head of purchased graves and subject to the Rules and Regulations. The positioning of the headstones and vases shall be as directed by the Council.
- b) Before any headstone is placed in the Cemetery, drawings showing the dimensions and the full inscriptions to be placed shall be delivered to the Council for approval, together with the form of application and signed by the appropriate applicant.
- c) Memorials shall be of natural quarried stone only (with the exception of temporary wooden crosses or staked plaques)

- d) Memorial fixings shall be as specified in BS:8415.
- e) The Council reserves the right to refuse or to instruct the removal of any inscription on any memorial which in its opinion is improper or undesirable.
- f) The Council may carry out a check or test of a memorial, including all extensions and inscriptions, to verify compliance with the submitted application form. The Memorial Mason will be requested to immediately take whatever action is necessary to ensure compliance should any failings be identified.
- g) The Council reserves the right to remove anything erected without written consent or which varies from a written consent and to charge for the cost of removal.
- h) No memorial shall be altered or interfered with after it has been erected in the Cemetery according to the design submitted; nor shall any additional inscriptions be cut thereon without prior approval of the Council. A copy of additional inscriptions (and any pictures) arranged exactly as intended to be executed, must be submitted to the Council.
- i) All information relating to the designation of lawn plots and types and sizes of memorials can be obtained from the Cemeteries Office or a registered local memorial mason. Kerb sets are not permitted on lawn plots.
- j) In the case of there being a memorial on the grave which is required to be opened for an additional burial, the memorial may have to be removed for health and safety reasons before the grave digging operations can commence. The applicant shall be responsible for all related costs. The removal of a memorial may not be required for the burial of cremated remains in a lawn grave.

Only headstones of the sizes specified below shall be permitted in the Cemetery and will be erected on concrete foundations between 991mm (39") and 1067mm (42") in length, 381mm (15") wide and 76mm (3") in depth and upon an **optional** natural hewn stone plinths, which shall not be more than 914mm (36") in length and be 381mm (15") in width and have a thickness of not less than 76mm (3").

Headstones not to exceed 914mm (36") in height and 610mm (24") in width and a minimum of 76mm (3") in thickness and a maximum of 152mm (6") in thickness.

Memorials are permitted to a maximum overall height of 1118mm (44") from ground level.

From implementation of this policy an enclosed area of the same material as the memorial not exceeding 305mm (12") is permitted at the front of a lawn headstone, No other items are to be placed/planted outside of this area. Such items if placed will be removed by Cemetery Staff which will be stored safely in the cemetery for a further 1 month. These items will be disposed of after this period if not collected.

The Council will not be responsible for any damage caused to items that are placed outside of the enclosed area whilst carrying out maintenance.

Each headstone shall be engraved with the grave and plot reference number at the back lower section of the headstone. Stonemasons shall inscribe their firm's name and symbol denoting use of a ground anchor at the base side of the monument. This must not, however, exceed 152mm (6") x 51mm (2") in size.

Kerb sets memorials shall measure 2134mm (84") x 914mm (36"), and can only be installed at existing locations. For further information please contact the Cemeteries Office.

Please note there is no planting permitted within the kerbset memorial.

An extension in the form of a tablet is permitted on existing headstones and should extend no more than 305mm (12") out from the existing foundation base into the grave area. The foundation must be of the same material and width as the base used for the original headstone. The additional memorial shall be of the same material as the initial memorial in colouring, lettering and other features. The width of the added memorial tablet shall not exceed the width of the headstone and be adequately fixed to the base. The new base shall be lower than the original base and the new tablet shall slope back onto the existing base of the headstone. No other items are to be placed/planted outside of this area.

All memorials in the Cemetery will be subject to periodic testing. Responsibility for maintaining memorials remains with those who erected them. The Council may make safe any memorials that become a concern or fail a safety test which may include being sunk into the ground vertically, laid flat, cordoned off, stake and banded or other suitable support and the placement of a warning marker. The Council will endeavour to inform the rights holder to the grave or last known contact or any person who can satisfy the Cemeteries Officer that he or she is a relative of the person buried in the grave or is acting at the request of such a relative, of safety measures undertaken. The rights holder or other person granted a permit by the Cemeteries Officer is responsible for authorising repairs by a BRAMM accredited mason.

Where necessary, the Council may remove from the Cemetery any memorial which it reasonably considers to be dangerous or where no person has arranged repairs in a reasonable time period: in accordance with the provisions of Section 3 (1) of the Local Authorities Cemeteries Order 1977.

(The below applies to Ynysmaerdy Cemetery Double Width Graves Only)

Where the rights to adjoining grave spaces have been pre-purchased, permission may be granted for a headstone to be centrally placed at the head.

Decorations and Planting

Whilst the Council understands that the burial of loved ones is a very emotive issue, placement of unauthorised memorabilia creates a series of issues for local authorities including issues with grass cutting and grounds maintenance; as well as health and safety issues for stonemasons and coffin bearers.

Types of unauthorised memorabilia we respectively ask not to be placed include: placing of curb edgings, Solar lighting, flags, balloons, wind chimes, lanterns, soft toys, statues, photographs, football scarves, wooden crosses, windmills, gnomes, alcoholic cans/bottles or any glass. As of implementation of this policy such items will be removed by Cemetery Staff which will be stored safely in the cemetery for a further 1 month. These items will be disposed of after this period if not collected.

The person responsible for tending the grave shall be responsible for the good condition of any plant. However, the Council shall have the right without notice to prune, cut down or dig up, and remove any shrubs, plants or flowers, at any time when, in its opinion, they have become unsightly, overgrown or

when necessary for the purpose of reopening a grave or carrying out work to a memorial.

Due to the Council's responsibility for the safety of memorials, the planting of any large shrub, tree, or conifer is not permitted as, over time, the roots continue to grow and could eventually undermine the foundation of a memorial thereby affecting its stability.

It is inevitable that as time passes, some graves are visited less frequently, therefore some shrubs or plants could eventually encroach into the area of an adjacent grave. For such reasons, the Council reserves the right to authorise the pruning or removal of any plant, shrub or flower at any time without notification.

Cut flowers and wreaths placed on graves shall be allowed to remain in situ until they are deemed unsightly upon which occurrence they will be removed by the Council.

No flowers, flower pots, artificial wreaths or any other articles shall be removed from or taken out of the Cemetery without the permission of the Council. Dead flowers, wreaths, weeds and other matter taken off graves must be deposited in the refuse bins on site.

Should any grave in the view of the Council become untidy/neglected or contains any authorised memorials such as fences, kerbs or edgings on or around the grave, where possible the Council will notify the registered grave owner that remedial works must be completed within 1 month. If this notice is not complied with, the Council may remove such items, which will be stored safely in the cemetery for a further 1 month. These items will be disposed of after this period if not collected.

An area not exceeding 305mm (12") is permitted at the front of a lawn headstone for potted flowers and plants only. Due to the Council's responsibility to maintain the grass, the placing of any stone chippings is not permitted as they could cause an injury to the staff or visitors or damage a memorial. The placing of wooden and plastic fencing or loose chippings are not permitted.

Christmas wreaths shall be removed from the Cemetery after January 31st.

Cremated Remains Plots

Each plot shall normally accommodate the interment of 4 cremated remains.

Cremated remains must be held in a container designed for the purpose of burial and approved by the Council. The container must have the full name of the deceased clearly visible.

Memorials placed on cremated remains plots shall be constructed on the following basis:

- ❖ A foundation of only grey paviour measuring 914mm (36") x 610mm (24") shall be placed over the plot by the Council.
- ❖ That any memorial be a black granite sloping polished tablet measuring 508mm (20") x 508mm (20") x 102mm (4") x 51mm (2") and placed upon the foundation in a position determined by the Council.

Any flower containers are to be positioned at the top of the tablet.

All flowers, wreaths and other items must be contained within the cremation plot, and not encroach on any land or adjoining cremation plot.

Lettering shall be inscribed on the sloping face and front edge only. Photographs can be incorporated, however all pictures/wording must be stated on the memorial application.

No further inscriptions will be allowed on the edges of the memorials other than on the back facing side of the memorial which shall be inscribed with the stone mason's name and plot and grave number in discrete lettering no more than 25mm (1") in height.

Memorial Seats

Memorial seats are subject to the availability of a suitable location and the approval of the Council. Those who wish to purchase a bench can contact the Cemeteries office for further details.

Comments, Compliments & Complaints Procedure

Comments, Compliments and complaints procedure

The Council operates its own comments, compliments and complaints procedure, details of which are available on www.npt.gov.uk/1454 or from the Cemeteries Office.

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Streetscene & Engineering Cabinet Board

2 March 2018

Report of the Head of Streetcare

M. Roberts

Matter for Decision.

Wards Affected: ALL WARDS

Fixed Penalty Notice for Fly Tipping

1. Purpose of Report

- 1.1. To advise Cabinet Board of the introduction of new Fixed Penalty Notices to deal with fly tipping under the “Unauthorised Deposit of Waste (Fixed Penalty) (Wales) Regulations 2017”.
- 1.2. To seek a decision to set the level of the Fixed Penalty Notice to the maximum of £400, with an option of an early payment incentive.

2. Executive Summary

- 2.1. Fly tipping is an offence under section 33(1) of the Environmental Protection Act 1990. The act prohibits, subject to certain exemptions, the deposit of controlled waste or extractive waste in or on any land other than in accordance with an Environmental Permit. A person who commits an offence under section 33 (1) is liable on conviction:
 - In a Magistrates Court to imprisonment for 12 months and a fine of up to £50,000 or both.
 - In Crown Court, to imprisonment for 5 years and an unlimited fine or both.
- 2.2. The new regulations amend the Environmental Protection Act 1990 to insert a new section which enables Welsh Waste Collection Authorities to issue a Fixed Penalty Notice for small-scale fly-tipping offences. Such Fixed Penalties may not be less than £150 and not more than £400; if no amount is specified a

default amount of £200 will apply and a discount may be applied for early payment.

3. Background

- 3.1. In 2016/17 local authorities in Wales received 38,614 reports of fly tipping, costing the Welsh Tax payer over 2.18 million to clear. Neath & Port Talbot CBC received 1050 reports of fly tipping, a reduction of 17% on the previous year's amount of 1271, costing over £76,000 to clear (according to the nationally agreed evaluation methodology).
- 3.2. Enforcement action continues to be taken to deal with perpetrators of fly tipping; however this is a complex and time consuming process which requires significant input of staff resources and cannot be guaranteed to be successful. The fines from any successful prosecutions are paid to the court and not to the local authority. In response to public concerns about fly tipping and appropriateness of sanctions available, the Welsh Government brought forward the "Unauthorised Deposit of Waste (Fixed Penalties) (Wales) Regulations 2017" which came into force on the 25th October 2017.
- 3.3. The Regulations introduce a new power enabling an authorised officer of a Welsh Collection Authority to serve a Fixed Penalty Notice on a person found to be responsible for fly tipping offences. The explanatory note within the legislation explains that the Regulations provide local authorities with an option of a more efficient and proportionate response to the small scale fly tipping of waste as opposed to enforcement by prosecution. In addition it allows an individual to discharge their liability for conviction of the offence by payment of the Fixed Penalty Notice. Fixed Penalty Notices also provide an opportunity for first time "non-habitual" offenders to avoid court and a possible criminal record. They offer a more efficient and proportionate response to tackling small-scale fly-tipping incidents which will also help ease the burden on our legal section and the court system.
- 3.4. The Regulations give local authorities the power to set the level of the Fixed Penalty Notice within the range of £150 to £400 with a default amount of £200 if no other amount is specified. Local Authorities can choose to make arrangements to accept a reduced amount for early payment of no less than £120 if paid within 10 days following the date of the notice. Fixed Penalty

Notice receipts can be retained by the council and may be used in exercising its functions in relation to fly tipping. Fixed Penalty Notices can be used on both public and privately owned land. If the Fixed Penalty Notice is not paid then the council's recourse will be to prosecute via the normal court process

- 3.5. Fixed Penalty Notices should not be issued to repeat offenders. Where an offender is taken to court, the fact that they have been issued with a previous Fixed Penalty Notice may influence the court's assessment of the offender's suitability for a particular sentence. In Wales an "Enforcement Working Group" facilitated by Fly Tipping Action Wales has produced guidance on what constitutes small scale fly tipping. On occasions there may be individual circumstances that will need to be considered, but the guidance will assist in ensuring that a consistent approach is adopted throughout Wales when issuing Fly-Tipping Fixed Penalty Notices; the guidance proposes that the following criteria should apply when considering the suitability of a Fixed Penalty Notice:
- First time non-habitual offenders only
 - Non-hazardous waste only
 - Up to a car boot load
 - Up to 8 black bags
 - One or two bulky items (e.g. furniture, white goods)
- 3.6. Fly-tipping blights our communities and it damages our environment. These powers will provide Local Authorities with an additional enforcement tool for small-scale fly-tipping offences where a prosecution is considered disproportionate. The ability to issue Fixed Penalty Notices will not eradicate the problem of fly tipping but it is a positive step in tackling an issue that has an impact across the County Borough.
- 3.7. Experience has shown that over the last two years fines issued by the courts for small scale tips are ranging between £150 and £250, together with a Victim Surcharge of perhaps £30. In addition to this the officer's investigatory costs and clean-up cost are applied for; these costs are generally awarded in full. Typically the total penalty awarded in the court for a small scale fly tip has been in the range of £250/£350, but have also been much higher.

- 3.8. When determining the level of the Fixed Penalty Notice it is clearly important that it acts as a deterrent. It is also important that it is not set at a level which incentivises the offender to ignore the fine and take the option of a court hearing. Of course the outcome of legal proceedings cannot be pre-determined, but an analysis of financial penalties imposed for relevant offences in recent years indicates that typically it would cost an offender less to pay the Fixed Penalty Notice at the maximum of £400 than to be found guilty in court as for example, it also allows the individual to avoid any costs associated with legal representation.
- 3.9. As stated above Local Authorities can choose to make arrangements to accept a reduced amount for early payment of no less than £120 if paid within 10 days of the date of issue on the notice. Whilst a discount can encourage an early payment it also has the effect of reducing the financial penalty which would impact upon the deterrent effect of the Fixed Penalty Notice. It is therefore proposed that the Fixed Penalty Notice is set at the maximum level of £400 with an early discount payment of £280.

4. Delegated Powers

- 4.1. To implement the new Fixed Penalty Notices will require associated powers to be delegated to the Director of Environment and the Head of Streetcare to issue Notices on behalf of the Authority, and to appoint named competent Waste Enforcement Officers to issue such Fixed Penalty Notices on their behalf.

5. Financial Impact

- 5.1. In order to issue a Fixed Penalty Notice for fly tipping the investigatory process would be no different than if we were going down the prosecution route; the evidence must be conclusive. However, during the financial year 2016/17 the Waste Enforcement team dealt with 29 cases that would have constituted a “small scale fly tip” and if the proposed Fixed Penalty Notice regime had been in force it may have generated an income of between £8,120 - £11,600. Any income gained as a result of this regime may be used to support the Waste Enforcement team in their efforts to combat fly tipping.

6. Equality Impact Assessment

6.1. A 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 proposal does not require an Equalities Impact Assessment

7. Workforce Impact

7.1. There are no workforce impacts associated with this report

8. Legal Impact

8.1. There are no legal impacts associated with this report, but the use of Fixed Penalty Notices will reduce the burden on this council's legal services.

9. Risk Management

9.1. There are no risk management issues associated with this report.

10. Consultation

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

11. Recommendations.

11.1. It is recommended that Members:

- Adopt the use of Fixed Penalty Notices for the small scale fly tipping of Household Waste in accordance with the Unauthorised Deposit of Waste (Fixed Penalties) (Wales) Regulations 2017.
- Set the level of Fixed Penalty Notice at £400 with an early payment incentive reducing the fine to £280 if paid within ten days of the FPN being issued.
- Give delegated authority to the Director of Environment and the Head of Streetcare to issue Fixed Penalty Notices under the new legislation, and to appoint specific named competent Waste Enforcement Officers to issue such Fixed Penalty Notices on their behalf.

12. Reasons for Proposed Decision

12.1. The adoption of FPN's for small scale fly tipping of household waste will improve the authority's effectiveness in tackling fly

tipping and allow officers to deal with small scale fly tipping more proportionally and efficiently. Any monies accrued as a result of issuing notices will help to offset the associated investigatory costs/removal costs of fly-tipped waste and reduce the amount of case files submitted to the Authority's Legal Section.

13. Implementation of Decision

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

14. Appendices

- 14.1. Equalities Impact Screening Assessment

15. List of Background Papers

- 15.1. Nil

16. Officer Contact

- 16.1. Mr Andrew Lewis, Waste and Neighbourhood Services Manager.
Tel: 01639 686021 or e-mail: a.lewis@npt.gov.uk

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Streetscene & Engineering Cabinet Board

2 March 2018

Report of the Head of Streetcare

M. Roberts

Matter for Decision

Wards Affected: All Wards

EXTENSION OF CONTRACT FOR THE HOUSEHOLD WASTE AND RECYCLING CENTRE (HWRC) AT PWLLFAWATKIN WASTE MANAGEMENT FACILITY, PONTARDAWE

Purpose of Report

- 1 To seek approval for a one year extension for the contract with FCC Waste Services (UK) Ltd. for the provision and management of the Household Waste and Recycling Centre (HWRC) at the Pwllfawatkin Waste Management Facility, Rhyd-y-fro, Pontardawe.

Executive Summary

- 2 FCC own and operate the HWRC and the adjoining landfill site at Pwllfawatkin. Some Members may recall that following a board report on the 23rd April 2015, the contract with FCC was extended for three years until the 31st March 2018, and there is now a need for a further extension of the contract from the 1st April 2018.
- 3 The provision of facilities is a statutory obligation under the Environmental Protection Act 1990. There are two other sites located in the County Borough at Briton Ferry and Cymmer and these are owned by the Council, although also operated by FCC under a separate contract which was subject to competitive tender. As FCC own the site in Pwllfawatkin they are the only company that can offer the service, hence the need to consider a single tender submission for that site.

Background

- 4 The HWRC in Pwllfawatkyn deals with approximately 3,400 tonnes of waste per year and provides facilities for a range of wastes.
- 5 The Pwllfawatkyn HWRC, which is provided and managed by FCC, recycles or composts 63% of all waste deposited at the site, although this does not compare favourably to the Council owned sites in Briton Ferry and Cymmer, where 74% of all waste deposited is recycled. FCC run all three sites but the facilities at Pwllfawatkyn are more limited.
- 6 As the Pwllfawatkyn site is privately owned and operated, only FCC can offer services at the site and therefore, for services to continue, the Council must consider acceptance of a single tender.
- 7 Last time when the acceptance of a single tender was considered the context was that no suitable alternative sites could be identified. However, Powys County Council (PCC) have now constructed and opened a new purpose built, modern recycling facility in Lower Cwmtwrch, which sits on the border with Neath Port Talbot County Borough.
8. As has been well publicised, the Council needs to make savings in order to balance the books going forward, and the Council's Forward Financial Plan which has recently been subject to consultation, includes for savings to be made in respect of Household Waste and Recycling Centres. Furthermore, Welsh Government is encouraging Councils to collaborate and work together in order to make savings.
9. Officers from this Council have been in dialogue with colleagues from Powys who have in turn been in discussion with the operator of their Household Waste Recycling Centre at Lower Cwmtwrch. The dialogue has identified that savings can be made for both Council by collaborating in the provision of a joint site.
10. To optimise the savings and provide for advance notice of service changes for residents, it has been identified that such joint working would best commence in April 2019, albeit this would mean the £100K estimated savings included in the Council's FFP being delivered a year later than originally hoped for. Joint working from April 2019 would however also provide opportunity for Powys

Council to bring operation of the site in-house if that were needed to optimise savings.

11. It is noted that planning permission for the Pwllfawatkin Landfill site, to which the current HWRC is associated, was due to run out in 2017 but has been extended by the site operator FCC for a further two years only. The continued existence of an HWRC at the site after this time is therefore uncertain beyond 2019.
12. It is therefore proposed to accept a single tender quotation from FCC for operation of an HWRC at Pwllfawatkin for a further one year only and give notice of the intention of closing the site at the end of the contract on 31st March 2019. In the interim officers will draw up proposed formal arrangements for joint provision of the facility at Lower Cwmtwch from 1st April 2019.
13. Moving the Council's HWRC to the new site will improve recycling performance and be cheaper for the Council. At present, people who live near to Pwllfawatkin have direct access to a HWRC facility, whilst others living within the county borough but near to the border with Powys (and their site at Lower Cwmtwrch) have to drive around 15 to 20 minutes to access Pwllfawatkin. Under the proposed joint working the situation in terms of travel for residents would simply be reversed.

Financial Impact

- 14 The current costs per tonne of dealing with waste at the HWRC in Pwllfawatkin will be subject to indexation, with an overall cost increase of circa £15,000, and costs would be met by the waste budget.
- 15 Further to the agreed Forward Financial Plan, by changing to joint provision in the upper Swansea Valley with Powys, the Council will achieve savings in relation to HRWC provision, albeit from April 2019 as opposed to April 2018 as hoped for.
- 16 The facility at Lower Cwmtwrch site has better facilities and a higher rate of recycling, which will help boost this Council's recycling rate and thereby assist in avoiding fines associated with failure to achieve the statutory recycling targets.

Equality Impact Assessment

- 17 A 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 proposal does not require an Equalities Impact Assessment.

Workforce Impact

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

Legal Impact

- 19 The provision of HWRCs is a statutory obligation under the Environmental Protection Act 1990. Under the proposal in this report, savings will be made going forward whilst three facilities will be maintained within the County Borough.

Risk Management

- 20 If the action set out in this report is not taken, there is a risk to the continuation of a facility in the upper Swansea valley with future expiry of planning permission for the Pwllfawatkin Landfill site and associated HWRC.

Sustainable Development

- 21 This report has a positive impact in relation to Sustainable Development. The proposed collaboration between councils will allow for service provision at lower cost for both councils and improved recycling rates for Neath Port Talbot, whilst overall transport movements in the upper Swansea valley are expected to be neutral.

Consultation

- 22 There is no requirement under the Constitution for external consultation on this item, although the Council's proposed FFP savings with respect to HWRC in the upper Swansea valley have been subject to consultation as part the council's budget plans.

Recommendation(s)

It is recommended that:

- 23 Further to Contracts Procurement Rules 2.1 (5) and 3 (x), Members approve a negotiated extension to the existing contract with FCC Waste Services (UK) Ltd. for one year, from 1 April 2018;
24. Notice is given to FCC that the Council intends to cease operation of the HWRC facility at Pwllfawatkin from the end of the contract extension;
- 25 Officers draw up formal arrangements with Powys regarding sharing their facility in Lower Cwmtwrch from 1 April 2019 and bring a further report back to Members concerning the detail.

Reason for Proposed Decision(s)

- 26 To facilitate savings and increased recycling whilst at the same time securing the continuation of a HWRC facility in the upper Swansea Valley for NPT residents.

Implementation of Decision

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

Appendices

- 28 None

List of Background Papers

- 29 E & H Report – Waste Strategy Update, April 2015

Officer Contact

- 30 Mr Andrew Lewis, Waste and Neighbourhood Services Manager.
Tel: 01639 686021 or e-mail: a.lewis@npt.gov.uk

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Streetscene & Engineering Cabinet Board 2 March 2018

Report of the Head of Streetcare M. Roberts

Matter for Decision

Wards Affected: ALL

Streetcare Fees and Charges

Purpose of Report

- 1 To determine Streetcare Fees and Charges for 2018/19

Executive Summary

- 2 Fees and charges are renewed annually with respect to changes in costs and financial requirements.

Background

- 3 This report details proposed fees and charges for the financial year 2018/19 for the following:
 - i. Streetworks
 - ii. Cemeteries
 - iii. Trade Waste and Bulk Collections
 - iv. Neighbourhood Services
 - v. Pest Control
 - vi. Stray Dogs
- 4 With respect to cemetery charges, following the Campaign led by Carolyn Harris, the Swansea MP, Welsh Government is providing a grant to Local Authorities to abolish all fees directly relating to the burial of person under the age of 18 years old. This will come into effect from 1st April 2018 and associated changes are included in Appendix 2.

This grant is covered by a Memorandum of Understanding (MoU) entered into by the Welsh Government Association and the commitment to absorb fees relating to:

- i. The *interment* of a person under the age of 18 years (including stillborn and foetal remains);
- ii. The *exclusive right of burial*, where required;
- iii. Any *other fees* directly relating to the burial of a person (for example the fees charged for permission to erect a memorial).

The commitment does not relate to wider funeral costs such as, for example, the cost of a memorial or funeral director fees.

The continued operation of the MOU will be reviewed by WG in advance of the financial year 2020/21.

Financial Impact

- 5 To maintain service charges in line with service costs.

Equality Impact Assessment

- 6 Screening Assessments have been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. After completing the assessments it has been determined that the proposals do not require an Equalities Impact Assessment.

Workforce Impact

- 7 There are no workforce impacts associated with this report.

Legal Impact

- 8 There are no legal impacts associated with this report.

Risk Management

- 9 There are no risk management issues associated with this report accepting that increases in charges are never welcome by service users.

Consultation

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

Recommendation

- 11 It is recommended that the proposed increases in Streetcare Fees and Charges as set out in the appendices are approved and implemented with effect from 1 April 2018.

Reason for Proposed Decision(s)

- 12 To determine the level of charges within Streetcare

Implementation of Decision

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

Appendices

- 14 Appendix A – Streetworks Fees and Charges
- 15 Appendix B – Cemeteries Fees and Charges
- 16 Appendix C – Trade Waste and Bulk Collection Fees and Charges
- 17 Appendix D – Neighbourhood Services Fees and Charges
- 18 Appendix E – Pest Control Fees and Charges
- 19 Appendix F – Stray Dog/Kennelling Fees and Charges

List of Background Papers

- 20 There are no background papers to this report

Officer Contact

- 21 For Streetworks charges:
Steve Owen, Highway & Drainage Services Manager. Tel: 01639 686304 or e-mail: s.owen@npt.gov.uk
- 22 For Cemeteries, Trade Waste Bulk Collection & Bldg. Rubble, Neighbourhood, Pest Control and Stray Dog charges:
Andrew Lewis, Waste & Neighbourhood Services Manager. Tel: 01639 686021 or e-mail: a.lewis@npt.gov.uk

Appendix A

Streetworks Fees and Charges

Service	NPT	NPT
	Charges	Charges
	2017/18	2018/19(+)
	£	£
Pavement café Licences	N/A	N/A (#)
Skip licence	35	37
Scaffolding licence	65	68
Hera Fencing panel	65	68
Hoarding permit	65	68
Overseal Licence	65	68
External Cladding/insulation licence	N/A	N/A
A-Frame permit	N/A	N/A
Cabin/Container permit	65	68
Roll On/Off permit	65	68
Deposit Materials (S171)	65	68
Compound permit	65	68
Vehicle Crossing application	95	130
Vehicle Crossing Construction	1500	1500
Temporary Excavation	130	136

For Comparison

Carmarthen	Swansea	Bridgend
Charges	Charges	Charges
2017/18	2017/18	2017/18
£	£	£
126 (chair and Admin)	31 (Per Chair)	163
43	39	30
65	75	57
N/A	75	115
N/A	75	115
N/A	75	N/A
N/A	75	N/A
126	75	163
43	81	115
N/A	81	N/A
426	81	115
126	81	N/A
135	88	104
N/A	1300-1400	N/A
N/A	149	165

permit		
Streetworks Licence	500	525
Streetworks Licence (over 6 dwellings)	500	525
Temporary Traffic Notices (works under 5 days) Emergency Urgent Works	N/A	N/A
Temporary Traffic Orders (works over 5 working days) not including advertisement costs	570	598
Emergency TTNotice	570	598
# BAR markings	225	225
# Construction Traffic Management, Pre-Application Advice, CTMP	N/A	N/A

	187	523	481
	187	1046	N/A
	334	649	467
	334	2451(*)	467
	334	649	467
	N/A	£80	N/A
	334	1236	N/A

Notes:

* Including Mandatory Advertising costs

+ All charges subject to 5% uplift

Pavement café licence: To date charges have been deferred each year since introducing the licence to encourage take up-

Appendix B

Cemetery Charges

Exclusive Right of Burial:-	<u>2017/2018</u>	<u>2018/2019</u>
Purchase of New Grave (depth of 2)	£834.00	£851.00
Purchase of New Grave (depth of 4) <i>available at Margam Cemetery only</i>	£1047.00	£1068.00
Full Grave for Cremated Remains Only	£610.00	£622.00
Purchase of New Cremation Plot	£296.00	£302.00
Extension of Exclusive Rights of Burial	£68.00	£69.00
Burials:-		
Interment Fee	£646.00	£659.00
Interment of Cremated Remains	£271.00	£276.00
Interment of Cremated Remains in a New Grave- full depth	£646.00	£659.00
Scattering of Cremated Remains	£74.00	£75.00
Cremated Remains in/out of Vault <i>(Cymmer Cemetery only)</i>	£74.00	£75.00
Additional Charge for Saturday Interments	Interment fee + 50%	Interment fee + 50%
Test Dig	£137.00	£140.00
Person under the age of 18 years old (including stillborn & Foetal remains):-		*No fee directly relating to a standard burial as grant funded by Welsh Government.
Others:-		
Erection of Headstone & Memorial	£162.00	£165.00
Erection of additional memorial <i>(next to existing memorial)</i> or Re-erection of memorial,	£68.00	£69.00
Added inscription	£68.00	£69.00
Change of headstone/memorial	£68.00	£69.00
Search of Cemetery Records	£38.00	£39.00
Burial Chamber <i>(for the use with shallow grave's or family preference)</i>	£462.00	£496.00

Note:*Position relates to the standard burial of a person under the age of 18 years old (including stillborn & foetal remains)

TRADE WASTE AND BULK COLLECTION CHARGES 2018/19

The trade waste service is a chargeable function currently provided to circa 1,100 customers throughout the County Borough.

Refuse Component

Fees for 2018/19 provide for an increase in residual waste charges of 2% rounded up to the nearest 50p (individual increases are shown in the attached tables) unless otherwise stated.

Any trade customers that exceed their contracted waste capacity and present excess waste in bags adjacent to their bins will be subject to a fee of £3.50 per bag before collection is made (an increase from £3 per bag previously).

Trade customers that regularly make no attempt to pay their trade waste invoices following the allocated payment period will have their service suspended and waste/recycling containers removed from site. Following payment in full, customers that want to continue with the Council for a collection service will be liable to a one-off reinstatement fee of £100.00 before the containers are returned and the collection service is re-introduced.

Recycling Component

The price for the compulsory kerbside recycling service will also increase by 2% for 2018/19, rounded up to the nearest 50p (See attached).

Recycling is a compulsory component of all trade refuse agreements and customers are required to pay for both a refuse and weekly recycling service within their contract (*), furthermore all trade sack customers will be subject to a minimum annual charge. (As shown on the attached).

(* There is a low number of small businesses, e.g. traditional barbers/dog grooming services, which produce a very limited amount of waste including a negligible quantity of recyclable material. Any request for such businesses to waive the requirement to sign up to the recycling service will be considered on their individual merit]

It is noted that if trade customers are not recycling, they may contribute to the risk of Welsh Government (WG) fines being levied against the Council for failing to meet recycling targets. If they do

not wish to recycle then they are at liberty to buy in services from local private sector service providers.

Trade Refuse Annual Contract Charges

Refuse component - weekly

Bin size (litres)	2017/18 collection (£)	Annual Rental (£)	2018/19 Collection *	Annual Rental (£)
240	354.64	35.36	362.00	36.00
360	482.56	47.84	492.50	49.00
660	786.24	87.36	802.00	89.00
1100	1235.52	168.48	1260.50	172.00
Trade refuse sacks	£59.00 (per 26)		£60.00 (per 26, see Note 1)	

Note 1: Minimum requirement of agreement is to purchase 26 bags/year.

Excess waste – charged at £3.50 per bag

*Two collections per week will attract twice the collection charge (only available in Neath town centre).

Refuse component - fortnightly

Bin size (litres)	2017/18 collection (£)	Annual Rental (£)	2018/19 Collection (£)	Annual Rental (£)
240	177.32	35.36	181.00	36.00
360	241.28	47.84	246.50	49.00
660	393.12	87.36	401.00	89.00
1100	617.76	168.48	630.50	172.00
Trade refuse sacks	£59.00 (per 26)		£60.00 (per 26, see Note 1)	

Note 1: Minimum requirement of agreement is to purchase 26 bags/year.

Excess waste – charged at £3.50 per bag

Recycling Contract Charges

For 2018/19, collection fee of £6.50 per week for all of the range of trade recycling options provided plus half price bin rental where bins are required, with the exception of trade sack and single 240 bin customers where the charge will be £4.50 per week. Traders who wish to access the Household Waste and Recycling Centres (HWRCs) for the disposal of recyclable commercial waste will be charged £278.50 per annum (52 permits in each book purchased).

Registered Charity Contract Charges (Charity Shops Only)

The Controlled Waste (England and Wales) Regulations 2012 state that only registered charity shops selling donated goods originating from a domestic property are eligible to qualify for discounted charges. All other charities and charity shops that do not meet the requirement will be charged the full amount.

Refuse component - weekly

Bin size (litres)	2017/18 collection (£)	Annual Rental (£)	2018/19 Collection * (£)	Annual Rental (£)
240	177.32	35.36	181.00	36.00
360	241.28	47.84	246.50	49.00
660	393.12	87.36	401.00	89.00
1100	617.76	168.48	630.50	172.00
Trade refuse sacks	£29.50 (per 26)		£30.00 (per 26, see Note 1)	

Note 1: Minimum requirement of agreement is to purchase 26 bags/year.

Excess waste – charged at £3.50 per bag

*Two collections per week will attract twice the collection charge (only available in Neath town centre).

Refuse component - fortnightly

Bin size (litres)	2017/18 collection (£)	Annual Rental (£)	2018/19 Collection (£)	Annual Rental (£)
240	88.66	35.36	90.50	36.00
360	120.64	47.84	123.50	49.00
660	196.50	87.36	200.50	89.00
1100	308.88	168.48	315.50	172.00

Trade refuse sacks	£29.50 (per 26)	£30.00 (per 26, see Note 1)
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Note 1: Minimum requirement of agreement is to purchase 26 bags/year.

Excess waste – charged at £3.50 per bag

Recycling Contract Charges

For 2018/19, collection fee of £6.50 per week for all of the range of trade recycling options provided plus half price bin rental where bins are required, with the exception of trade sack and single 240 bin customers where the charge will be £4.50 per week. Charities who wish to access the Household Waste and Recycling Centres (HWRCs) for the disposal of recyclable commercial waste will be charged £278.50 per annum (52 permits in each book purchased).

Trade Refuse/Recycling Service is a non-Vatable service.

Bulk Waste Collection Charge

For 2018/19 an increase from £20.50 to £21.00. Whilst there is no specific limit on the number of items, to prevent abuse, such as a complete house and garden clearance, a 'fair use'

Building Rubble Charges

Waste Type	2017/18 Charges (£)	2018/19 Charges (£)
Building Rubble Only	23.75	24.25
Mixed Building Rubble (Containing stones, wood Ceramic items etc).	60.60	61.80
Ceramic Waste Only	36.35	37.00
Soil	23.75	24.25
Plaster and Plasterboard	130.00	132.60
Asbestos (Asbestos sheets should be wrapped in Polythene	17.70 (Based on 8ft X 3ft sheets)	18.05 sheeting)

Appendix D

Neighbourhood Services Charges

	Standard		Concession/Junior		Comments
	2017/18	2018/19	2017/18	2018/19	
Allotments					
Per plot	£30.50	£31.00	£22.50	£23.00	
Victoria Gardens					
Victoria Gardens	£64.50	£66.00	£32.50	£33.00	
Victoria Gardens (Part Hire)			£16.50	£17.00	Up to 2 hours
Grit & Grit Bins					
One Tonne Bin - New bin & grit	£541.00	£552.00			
Top up existing one tonne bin	£106.00	£108.00			
Half Tonne Bin - New bin & bin	£313.50	£320.00			
Top up existing half tonne bin	£83.50	£86.00			

Pest Control Charges

Residential	2017/18	2018/19	Comments
Rats Mice (up to 3 visits)	£39.00	£40.00	
Cockroaches/BedBugs (up to 3 visits)	£39.00	£40.00	
Ants/Wasps/Fleas (inside property per visit)	£39.00	£40.00	
Out of Hours Service (Residential only)	£76.00	£78.00	
Commercial			
Rats/Mice/insects (per visit)	£76.00+vat	£78.00+vat	£78.00+vat for the 1st hour with £39.00 for every half hour thereafter

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Stray Dog & Kennelling Charges

	2017/18		2018/19	Comments
1 Day	£61.00		£62.00	
2 Days	£71.50		£73.00	
3 Days	£82.50		£84.00	
4 Days	£93.50		£95.00	
5 Days	£104.50		£107.00	
6 Days	£115.50		£118.00	
7 Days	£126.50		£129.00	
Dog Adoption Fee	£32.50		£33.00	

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Streetscene & Engineering Cabinet Board

2 March 2018

Report of the Head of Engineering & Transport

D. W. Griffiths

Matter for Decision

Ward Affected: Bryn and Cwmavon

Procurement of a single specialist Contractor to undertake urgent remedial works: Cwmavon Road Landslip, Cwmavon, Port Talbot

Purpose of Report

1. To obtain Members' approval to procure a specialist Contractor to carry out Rock Anchoring strengthening work to the steep embankment opposite Coppermine Estate at Pant Du Cwmavon, Port Talbot.

Executive Summary

2. The report outlines the reason why the work is required.

Background

3. Members are aware that 300 tonnes of material slipped from the steep embankment on the 30th of December 2017 and caused the closure of the B4286 Cwmavon Road for 11 days. Clearance work and tree felling was carried out to partially reopen the road with a single lane working traffic management.
4. The scheme is necessary to provide a safe traffic movement for the B4286 users, removing the temporary single lane traffic management and reopening the main access road to Coppermine estate.
5. The Engineering Section have been in extensive discussions with four consultants and four contractors (two of the contractors are on our select list) to design and build the rock anchoring strengthening

work. The preferred contractor is already on the Council's preferred list of contractors.

6. As this work is of a specialist nature, it is desirable and in the best interest of the Council due to the urgent nature of the work to source a single negotiated tender for this purpose.
7. The contractor is already on the Council's preferred list of contractors.

Financial Impact

8. The work will be funded by the Council's Capital Programme.

Equality Impact Assessment

9. A 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.

Workforce Impact

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

Legal Impact

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

Risk Management

12. There are no service risk management issues associated with this scheme; however, the Council may be open to challenge on the procurement.

Consultation

13. Not applicable.

Recommendations

14. It is recommended that:-

- Members approve the exclusions from the requirements of competition as set out in the Council's Corporate Contract Procedure rules be utilised.
- That Clause 3.1(ii) be utilised for the execution of the work of a specialist nature which are to be carried by one contractor/consultant.
- That permission be granted to enter into contract with the value to be reported and included in the Council's Capital Programme.

Reasons for Decision

15. This is necessary to speed up procurement time to carry out the urgent strengthening work, removing the single lane Traffic Management on the B4286 Cwmavon Road and to re-open the access to the Coppermine Estate.

Implementation of Decision

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

Appendices

17. None.

List of Background Papers

18. None.

Officer Contact

19. Mr Hasan I. Hasan – Engineering Manager
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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Streetscene & Engineering Cabinet Board

2 March 2018

Report of the Head of Engineering & Transport

D. W. Griffiths

Matter for Information

Wards Affected: ALL

Highway Structures Asset Protection and Maintenance

Purpose of Report

- 1 To update Members of progress on the County Bridge Assessment, Strengthening and Maintenance Programme and the implementation of the Code of Practice for the Management of highway structures, footbridges and other public rights of way.
- 2 The management of landslips and carriageway edge failures.
- 3 The Management of Tips.

Executive Summary

- 3 This report provides an update on the progress in this important area and sets out the challenges to be addressed if the County's Highway Structure Assets are to be maintained in an appropriate condition in accordance with the Code of Practice and the standards set down in the Highways Asset Management Plan.

Background

- 4 Members will recall the County Bridge Strengthening Report and Presentations to the Environment & Highways Scrutiny Committee in December 2015 highlighting 'at-risk' structures and a programme of future management.
- 5 This report provides the current status, highlighting emerging liabilities affecting highway structures.

Progress Report on Bridge Assessment and Strengthening

- 6 In summary, the introduction of the 40 Tonne Truck to the Highway Network in 1999 prompted the assessment of 209 highway structures built before 1973.

Since December 2015;

Six bridges were strengthened in 2015/16

Eight bridges were strengthened in 2016/17

Three bridges were strengthened in 2017/18

- 7 Overall, up to the end of December 2017 of the 195 no. assessments carried out (Appendix A):-

- 35 bridges passed the assessment.
- 133 bridges originally failed their assessment, and have been strengthened, to meet current Highway Loading Standard requirements.
- 20 bridges are designated as sub-standard and are currently unable to sustain the current Highway Loading Standard and require strengthening or replacement.
- Five Structures are programmed to be strengthened as part of the rolling programme 2018/19.
- There are 25 outstanding bridge assessments. These will be completed by April 2020, subject to resources. In general they are smaller bridges on unclassified roads and do not represent a major risk (Appendix B).

Management of Sub-Standard Structures

- 8 A routine inspection process is in place to monitor all substandard bridges. Assessment pro-formas for all sub-standard bridges are updated in accordance with the latest Design Code (BD 79/06 – The Management of Sub-Standard Highway Structures).
- 9 The 25 outstanding bridges that require assessment have been added to the monitoring list.

Other Bridges Issues

10 There are a number of actions to be implemented in accordance with the Code of Practice for the Management of Highway Structures as follows:

- i) Complete the survey of existing retaining walls.
- a) Update the system to record all new walls and structures built by private developers;

Preparation is ongoing. Adoption, maintenance liabilities, commuted sums and approved construction types are issues to be resolved. It is important to ensure that the Authority does not take on additional liabilities from developers without adequate funding to deal with the additional assets.

- b) In accordance with the Code of Practice determine maintenance liabilities for 1,854 retaining walls.
- ii) Currently 485 bridges are subject to a general inspection on a two yearly cycle. Of these 50 require specialist access equipment and 135 require diving/confined space equipment in order to carry out a six yearly Principal Inspections.

Subsequently, when routine inspections are delayed there is a risk that issues will become critical before they are noticed. This leads to budgeting difficulties and/or the risk of having to impose restrictions on routes and/or major works being necessary at short notice.

If the current inspection regime continues then it would be prudent to budget for a sizeable contingency sum in the Capital Programme.

Footbridges and Public Rights of Way (PROW) Structures

11 There are 90 footbridges listed in the highway structures asset inventory. Maintenance of these structures is met from the Bridge Maintenance Budget (£195k) with costs for inspection met from the bridges revenue allocation of £200k. There are estimated to be a further 400 PROW bridges, managed by the Countryside, Leisure and Estates sections. The Bridges Section provides professional

advice when requested to the relevant sections. Responsibility for these structures is outside the scope of the highway bridges' budget and works identified are separately funded out of the respective Revenue Budgets.

- 12 It should be noted that these are new revenue pressures for the Engineering Service.

Routine Maintenance Backlog

- 13 The current backlog is estimated to be circa £3.3M of work. Current levels of expenditure (works only costs) is £195k per financial year. The replacement cost for all the bridges and retaining walls in the county is estimated to be between £380m and £480m. Current maintenance expenditure is 0.05% of the asset value. At this level it is clear that the backlog will continue to grow.

Bridge Strengthening Programme

- 14 Whilst the major issues arising from the Bridge Assessment programme have been dealt with, there are still 27 no. bridges remaining on the list (after this year's work is completed).
- 15 Whilst the majority of these involve relatively minor works to elements of the bridges there are some that require major works. These are detailed below:-

Cymmer Viaduct – estimated cost	£2.75m (alternative access route)
Cymmer Railway Bridges	£1.5m
The Green, Neath	£200k
Bridge Street, Neath	£100k or £1.0M (if lifting bridge required as part of Regeneration Programme)

Landslips/Carriageway Edge Failures

- 16 There are approximately 148 landslip areas within the Neath Port Talbot county boundary. The majority of these landslips are away from areas of habitation so do not present a risk to life or property.

- 17 The Engineering Section is currently dealing with 17 longstanding sites that are impacting on the highway network and which represent potential liabilities if not dealt with in the near future. The current budget for monitoring these sites is £20k

Tip Inspection

- 18 The Engineering section is currently dealing with the inspection 133 Tip sites that are impacting on the well-being of members of public. 20 sites were inspected this financial year. The current budget for monitoring these sites is £30K.

Financial Impact

- 19 The current revenue (backlog programme) of £195k is inadequate to maintain the asset portfolio. Continued under investment will result in emergency works, bridge weight restrictions or closures.
- 20 The budget associated with the outstanding bridge assessment and strengthening programme needs to be at a minimum maintained at the current level and ideally increased to complete the programme.
- 21 Major works identified from the principal inspections are unfunded and will become future capital programme pressures.
- 22 The monitoring or repair of landslip and carriageway edge failure is also a high risk area and an increasing revenue and capital pressure.
- 23 The monitoring of tip sites is also a high risk area and an increasing revenue and capital pressure.

Equality Impact Assessment

- 24 There are no equality impacts associated with this report.

Workforce Impacts

- 25 There are no workforce impacts associated with this report.

Legal Impacts

- 26 The inspection of highway structures and assets are a statutory duty of the Council, as Highway Authority.

Risk Management

- 27 A risk management plan is in place. This function has also been identified as high risk in the Council's Corporate Risk Management Plan. Weight limits and/or road closure may need to be implemented.

Consultation

- 28 There is no requirement for external consultation on this matter.

Appendices

- 29 Appendix A: List of bridges strengthened in the last 10 years
- 30 Appendix B: List of bridges requiring assessment
- 31 Appendix C: List of Landslips/Carriageway Edge Failures
- 32 Appendix D: List of Tips

List of Background Papers

- 33 Highway Asset Management Plan

Officer Contact

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Appendix A

APPENDIX 'A' - List of bridges strengthened in the last 20 years

BRIDGE ASSESSMENT AND STRENGTHENING PROGRAMME

	Complete
	Closed
	Subject to NWR agreement

BRIDGE No.	BRIDGE NAME	STR. REQD	REMARKS	PRIORITY	WT REST	Monitoring Appropriate
15A	Burrows Road	YES	Subject to NWR OK			YES
17A	New Road, Skewen	NO				
17B	Station Road, Skewen	YES	3 Tonne wt Limit			YES
17C	Crymlyn Road	YES	Subject to NWR OK			YES
29a	Old Road Culvert	YES	Parapet			
40	Neath Abbey	19	strengthened 2003			
59	Dinas Rock	NO				
65B	Hill Road	YES	Subject to NWR OK			YES
77	Argoed Culvert	NO				
77A	Afan Argoed Bridge		Replaced 2000			
80	Glynafan Colliery Bridge		Strengthened 2014			
80A	Ty Nant Bridge, Cymmer		infilled 2006			
81	Gelli Mill	NO				
85b	Abergwynfi Culvert		Parapet Stengthened 2016			
89	Cwmgwrach Bridge		Replaced 2001			
90	Cymmer Afan Bridge		strengthened 2010			
91	Cymmer Corrwg		Replaced 1996			
92	Cymmer Viaduct	YES	Full replacement	1	7.5t	YES
92A	Troed y Rhiw		strengthened 2015			

92B	Abercregan Culvert		Culvert filled 2008			
92C	Abergreggan Ft Br		Replaced 2014			
93	Glyncorrwg River Bridge		Strengthened 2003			
93A	Nant Y Allor		Re-decked 2012			
93B	Old Railway Bridge		New Parapet			
94	Heol-y-Deryn, Glyncorrwg		strengthened 2008			
94A	Glan-yr-Nant	NO				
95	Melyn Street		Strengthened 2009			
96	Cynonville Culvert		Strengthened 2015			
96A	Dyffryn Rhondda Culvert		Just PPT			
96A2	Footbridge Adjacent to Duffryn Street	YES				
97	Culvert N'th of Dyffryn Rh'dda		Strengthened 2011			
100A/100A1	Cymmer Railway bridges	YES	Full Replacement	2		YES
104C	Canal Bridge, Trebanos	NO				
105	Rhyn Dwy, Clydach		Strengthened 2005			
105A	New Road Culvert, Ynysmeudwy		Strengthened 2011			
105B	Old Road Culvert, Ynysmeudwy		strengthened 2011			
109	Pedestrian Underpass, Ystalyfera		Strengthened 2003			
110	Commercial St., Ystalyfera	NO				
111	Afon Twrch, Ystalyfera	NO				
113	Commercial St., Canal Bridge		Strengthened 2008			
117	Crown Bridge		Strengthened 2012			
118	Cwmllwynfell Bridge	NO				
120	Pen Rhiw Fawr Bridge		strengthened 2004			
123	Carmel Road, G-C-G		Strengthened 2005			
124	Heol Hir		Strengthened 2005			
125	Tairgwaith Culvert		strengthened 2010			
126(1&2)	Glyn Clydach, Bryncoch	NO				
128	Bryncoch (Main Rd.)		strengthened 2011			
129	Farmers Road, Bryncoch		strengthened 2011			
*130	Dyffryn Arms, Bryncoch Conc Slab	NO				
131	Tyn y Cwm		Strengthened 2003			
134	Old Bridge, Pontardawe	NO				
135	Alltwen Bridge	NO				

135A	Tramway Road		Strengthened 2006			
136	Herbert St.Canal, Pontardawe		strengthened 2011			
136A	Upper Clydach, Pontardawe	NO				
137	Holly St., Pontardawe		Strengthened 2010			
138	Baran Mountain, Rhyd-y-fro		Arch strengthened 2009			
138B	Penlan Road Culvert	YES				YES
139	Egel Br, Rhyd y Fro,Pontardawe		Strengthened 2014			
140	Pwllfawatkin		Strengthened 2004			
140A	Abernant Colliery Colliery Culvert		Strengthened 2009			
141	Pont y Groes		Strengthened 2014			
142	Llwyncelyn, Tairgwaith		Strengthened 2006			
143	Cilpentan, Tairgwaith		Strengthened 2006			
144	Mary Street Pedestrian Underpass		strengthened 2004			
144A	Stockham's Corner Subways	NO				
144B	Beechwood Avenue, Neath		Strengthened 2006			
145	Millands Road Viaduct		Pier strengthened 1996			
145A	The Green, Neath	YES	Part of Canal Green Dev't	3		YES
146	A474 Neath River Bridge		Bracing system 2002			
147	Court Herbert, Tennant Canal	NO				
147A	Vale of Neath Line	YES				YES
148	Ty Drew		Strengthened 2009			
149	Dderwen Fawr		Infilled 2007			
150	Tan y Rhiw, Cilfrew	NO				
151	Twin Stone Culvert		strengthened 2011			
152	Llwyngruffydd Culvert No. 2		Strengthened 2007			
153	Llwyngruffydd Culvert No. 1		Strengthened 2007			
154	Blaen-Nant Culvert,Abernant	YES				YES
155	Nant Ddu, Crynant		strengthened 2010			
156	Crynant		Strengthened 2003			
157	Maes Mawr, Crynant		strengthened 2009			
158	Ynys y Bont, Treforgan		strengthened 2009			
158B	Culvert near Treforgan		strengthened 2011			
158C	Ynys y Bont Relief Arch	YES				
159	Treforgan		Strengthened 2006			

160	Ynys y Fforch		Strengthened 2003			
161	Nant y Cafn		Strengthened 2003			
162	Garden City,Seven Sisters		Strengthened 2002			
163	Heol-y-Felin, Seven Sisters		strengthened 2011			
164	Ty n Newydd 1 bridge		Strengthened 2011			
165	Nant y Melyn		strengthened 2009			
166	Dulais Gardens		Strengthened 2002			
167	Station Road, Onllwyn		Replaced 2007			
167A	Halfway House	YES	Subject to NWR			YES
169	Camnant Road Bridge		Strengthened 2005			
170	Gorsllwyn		Strengthened 2011			
171	Nant y Fedwen Fawr		Strengthened 2006			
172	Ton y Ffildre		Strengthened 2014			
173	Pant-y-Ddrainen Culvert		strengthened 2004			
174	Coed Cae Culvert, Banwen		Strengthened 1999			
175	Nant y Gwyddil,Glynneath		Replaced 1999			
176	Maes-y-Pergwm,Glynneath		Replaced 2015			
178	Maes -y- Ffrynnon		strengthened 2010			
179	Nant Llwyn y Gwin	NO				
216	Burrows Lodge		strengthened 2005			
216B	Jersey Marine Railway		strengthened 2006			
221	Tollgate	YES				YES
221A	Bertha Road		Strengthened 2009			
222	Ffrwdwyllt		Replaced 1996			
224	Chapel of Ease		Replace Parapet & trief Kerbs			
224A	North Street Footbridge		Deck Repalced 2015			
225	Pont Sarn Culvert		Extended 2013			
226	Oak Bridge, Aberbaiden		Strengthened 2014			
226A	Rhyd y Bont Bren		Replaced 2007			
244B	Llanmihangel Footbridge	YES				YES
246	Pont yr Offeiriad	NO				
247	Cwm Wern Deri Road Bridge		strenghtened 2011			
252	Velindre		Replaced 1999			
253	Afan Way		strengthen 1999			

255	Seaway Parade	YES				YES
255D	Evans Bevans Subway		Strengthened 2016			
255F	Christchurch Subway		Strengthened 2009			
255G	Afan Way Subway No. 1		Strengthened 2009			
255H	Afan Way Subway No. 2		Strengthened 2009			
255J	Afan Way Subway No. 3		Strengthened 2009			
255K	Afan Way Subway No. 4		Strengthened 2009			
255L	Afan Way Subway No. 5		Strengthened 2009			
255M	Afan Way Subway No. 6		Strengthened 2009			
257B	Zion Chapel Culvert		Strengthened 2013			
258	Afan Valley Road Culvert		Strengthened 2011			
258A	Afan Valley Road Culvert		Strengthened 2011			
259	Blean Baglan Culvert		strengthened 2011			
259A	Baglan Church Culvert	Yes	Parapet is listed with CADW			YES
259B	Crythan Farm Railway Bridge	NO				
259C	Crythan Brook		strengthened 2004			
261	Pont y Cymmer		strengthened 2003			
261A	Heol Y Graig Culvert		Strengthened 2011			
261E	Bridge on By-way 111	YES				
262	Pen Star Bridge		strengthened 2009			
263	Nant Groes Ddu Culvert		Strengthened 2013			
264	Efail Fach Road Bridge		Strengthened 2009			
265	Tyn-y-Cwm Culvert, Tonmawr	NO				
268	Bridge st Bridge	YES	Part of Canal Green Dev't	4		YES
275	Shelone Road	YES	Subject to NWR			YES
277	Giants Grave, Briton Ferry	YES				YES
278	Cryddan Brook, Old road, Neath		Overslabbed 2007			
280	Llantwit Road Culvert	NO				
281	Henfaes Terrace Culvert		strengthened 2006			
282	New Canal Bridge, Tonna	YES	Remedial work 2010			YES
284	Neath canal Bridge		Strengthened 2010			
283	Tonna Road Bridge		Replaced 2002			
285	Vicarage Road Bridge	YES				
286	Pant-y-Coed, Tonna/Clyne					

289	Cyd Terrace Culvert		strengthened 2003			
290	Clyne Railway Bridge	YES	Subject to NWR OK			YES
291	Cwm Coed Culvert		Strengthened 2015			
292	Ynys Dyfnant, Melin Court		Strengthened 2010			
293	Melyn Court, Resolven		Strengthened 2003			
294	Waterfall Bridge		Strengthened 2005			
295	Glyn Castle, Resolven		Strengthened 2006			
296	Resolven Housing Estate Bridge		strengthened 2005			
297	Resolven Railway Bridge	YES	Subject to NWR			YES
298	Resolven River Bridge		strengthened 2005			
314A	Glais to Alltwen Road Railway Bridge	NO				
324	Penlannau		Replaced 2008			
342	Swansea to London Railway Bridge	NO				
343	Water Street River Bridge	NO				
344	Subway next to bus station	NO				
344A	St Joseph to St Mary Church Subway	NO				
346A	Pentyla Subway	NO				
346B	Llewellyn Street subway No. 1	NO				
346C	Llewellyn Street subway No. 2	NO				
346D	Cwmafan Road Subway	NO				
345	St. Mary's Viaduct	NO				
347	Prior St. River Bridge	NO				
701	Ynysbwlllog Culvert					
705	Crugau Culvert	NO				
706	Rheola Brook Culvert					
707	Pentrechwydau Road Bridge					
708	Yscwrfa Bridge					
709	Yscwrfa Culvert	NO				
712	Lamb & Flag Canal Bridge		Strengthened 2003			
10/134	Pyle Road Bridge	NO				
10/136	Coal Brook Culvert	YES				YES
706	Rheola Brook Culvert					
1006	Pontwalby		Interim Strengthening-02			
1007/1039	Plas y Felin, Glynneath		Strengthened 2009			

1008/G227	New Bridge Pontneddfechan		Strengthened 2009			
1009/1199	Old Bridge, Pontneddfechan	NO				
1015/G169	Brynamman Boundary Bridge	YES				YES
1016/1033	Pwll y Wrach		Strengthened 2006			
1017/G84	Garnant Boundary Bridge		Strengthened 2014			
1002 /1162	Wetral Bridge (Bridgend C.C.)		Replaced 2004			
Total No. of Bridges Assessed = 196						

Appendix B

APPENDIX 'B' - Outstanding Bridge Assessments

Bridge No.	Bridge name	
85a	Nantgwyn Culvert	1
93C	Norton Terrace Bridge	2
100c	St Michaels Arch	3
138B	Penlan Road Culvert	4
141A	Cwm Garnant Railway Bridge	5
147b	Business Park Canal Bridge	6
158A	Ynys y Bont Farm	7
221f	Knight's Rd. Culvert	8
245a	Pyle Rd. Culvert, at entrance to Water Street	9
255b	Seaway Parade Culvert No.1	10
257D	Jersey Inn Culvert	11
299	Old Canal Bridge, Resolven	12
335	RHYDDING CULVERT	13
300	Georges Row Canal Bridge	14
256	Tyr Owen Row Culvert	15
256A	Tyr Owen Row Culvert 2	16
158C	Ynys Y Bont Cattle Underpass	17
138B	Penlan Road Culvert	18
251	Measteg Raod culvert	19
180	Morfa Glas Piped Culvert	20
762	Pelenna Bridge	21
764	Bryn Catwg Culvert	22
772	Margam Park Access Culvert	23
773	Old Graig Coch Access Road Culvert	24
779	Nant Tyn y Cwm Road Culvert	25

Appendix C

List of Landslips/Carriageway Edge Failures

1.	<u>Cwmavon Road, Port Talbot</u> Landslips affecting the B4286 causing uneven road surface. Some evidence that this is a circular slip affecting 200m of road. No significant evidence of landslip affecting retaining wall between road and disused rail land. Monitoring pins being levelled four times/year. £1K per year + resurfacing in 5 years
2.	<u>Pant-du, Cwmafan</u> Steep slope opposite entrance to new housing estate on B4286. 300 tonnes of material slipped during December 2017. Work on engineering solution is ongoing. Estimated cost £500K
3.	<u>Pwll y Glaw, Cwmafan</u> Depression affecting A4107 Afan Valley Road. No obvious cause. £20K
4.	<u>Heol y Glyn, Glyncorrwg</u> Landslips onto road accompanied by large quantities of water, caused build-up of trapped water in moss and peat high on hillside. Three occurrences in last 10 or so years. Each time the road has been closed and Police refuse to open until hillside has been inspected by engineer. However, once the water has been released, the danger is passed. Inspection on forestry land on hillside did not reveal any immediate solution. £1K per year
5.	<u>Pen y Star, Efail Fach</u> Road closed unofficially due to total collapse of road side. No prospect of rebuilding bank and restoring support. Remedial works could involve moving road laterally into upside including retaining wall and/or mass earthworks on private land. Alternative route now used for many years without incident. Complaints initially but it would appear that all residents apart from Sardis Chapel accept the situation. Route does not warrant the cost of reconstruction and the

	bends below and under railway bridge pose a significant risk to road users. £500K
6.	<p><u>Ormes Road, Skewen</u></p> <p>This road and New Road are <u>not</u> adopted highways. It was resolved by Committee many years ago that those roads should not be adopted.</p> <p>The area is not recognised as a landslip area, however, there are 12 plots and houses which remain empty. Also, area between Ormes Road and Newell Road was drilled by a potential developer but ground conditions were not suitable. Evidence of long term instability.</p> <p>Complaints and claims regarding drainage and collapsed retaining walls are being dealt with by Drainage Section and Insurance Section. £1k per year</p>
7.	<p><u>Forest Goch, Bryncoch A474</u></p> <p>Road in danger of losing support due to meandering River Clydach. Water main has been diverted. NRW denied responsibility. Works needs to reinstate bank protection and infill to support road. £30K</p>
8.	<p><u>Glan Rhyd, Ynysmeudwy</u></p> <p>River Tawe meandering closer to A4067 Swansea Valley road. Works carried out many years ago, but ideally additional works required. NRW would not object to us extending blockstone and moving shingle. £30K</p>
9.	<p><u>Ynysmeudwy B4603</u></p> <p>Road edge and footway collapsed and fenced off. Road has been drilled and investigated leading us to conclude that movement should not extend out into carriageway. £55K</p>
10.	<p><u>Graig Road, Garnant</u></p> <p>Footway depression occurring over many years and requiring regular reinstatement. Extensive investigation by the Coal Authority has proved that it is not caused by mining activity. Evidence of old leat crossing road at this point, possibly serving steam engine</p>

	<p>sheds in valley below.</p> <p>Reinstatement would possibly entail reconstruction from river bed level below, however, sewer main in embankment and fibre optic Openreach cables in footway. Carry on reinstating footway. £1K per year</p>
12.	<p><u>Graig Road, Godre'r Graig</u></p> <p>Loss of footway and support to carriageway. BT pole and manhole/cables in footway. £20K</p>
13.	<p><u>Panteg, Godre'r Graig Landslip</u></p> <p>Monitoring of pins on roads carried out periodically.</p> <p>Report and re-assessment carried out by Earth Science Partnership.</p> <p>Risk Map has been published.</p> <p>Strengthening work to the retaining work ongoing.</p> <p>Tree felling is ongoing.</p> <p>Movement over winter has continued as expected. Objective is to monitor and if possible warn of imminent movement.</p> <p>£300K over 3 years.</p>

Appendix D – Disused Tips within NPTCBC

Ref No.	Tip Name
A1	Complex at Centre of Cwmafon
A2	Dyffryn Rhondda Colliery Riverside
A3	Aberbaiden Kenfig Hill
A4	West of Mynydd Buchan
A6	Nantewlaeth Cymmer
A7	Cymmer Afan
A8	Old Dyffryn Rhondda Aerial Tips
A9	Glyncymmer Adj. New School, Cymmer
A10	Southpits, (Moel Iorth) Glyncorrwg
A12	Gelli Afan Cymmer
A13	Cwm Wernderi, Goytre, Port Talbot
A14	Newlands, West of Pyle
A15	Adj. Brynbryddan, Cwmafan
A16	Tewgoed Fawr, Port Talbot
A17	Cwm Y Garn, Goytre, Port Talbot
A18	Cribbwr Fawr, Pyle
A19	Penhydd Slant, Bryn, Port Talbot
A20	Pen Maen Tips, Bryn, Port Talbot
A21	Ynys Y Gwas Tips, Cwmafan
A22	West of Goytre, Port Talbot
A23	Bryn Road, Western Logs Maesmelyn Colliery
A24	Graig Y Tewgoed, Wernavon Colliery, Cwmafan to Pontrhydyfen
A25	Torymynydd Rhondda Colliery, Pwll Y Gwlaw, Cwmafan
A26	Cwm, Pontrhydyfen
A27	Bryn (Navigation), Port Talbot

A28	Cwmfarteg, Bryn
A29	Cynonville, Port Talbot
A30	Cwmcregan, Cymmer, Fforch-Las Quarries, Avon Vale Quarries ; Avon Vale Colliery
A31	Pen Y Castell, Cymmer
A32	Cymmer
A33	Old Glenavon Colliery, Cymmer
A34	Glyncorwg Pits, Graig Fach, West of Blaengwynfi
A35	Abergwynfi
A36	Higher level tip, Abergwynfi
A37	Pwll Y Gwlaw, Cwmafan
A38	Mynydd Corrwg Fechan Glyncorwg, (Old Aerial tip), Glyncorwg
A39	Old North Rhonnda Pit, Glyncorwg
A40	Afon Tip
A41	Abergwynfi School, Culvert
A42	Corrwg Rhondda Colliery
L2	Maerdy tips, Gwaun Cae Gurwen, GCG Colliery
L3	Higher patches, Lower Cwmtwrch, Gilwen Colliery
L4	Darren Tips, Trebanos
L5	Gurnos Ind Estate
L6	Rhosaman, Rhydwen
L7	Ystralyfera
L8	Old Tarrini Tips, Roadside
L9	Henre Forgan Colliery, Near Berrington P.H., Cwmllynfell
L11	Old Steer Pits, Gwaun Cae Gurwen
L12	East Pit, Gwaun Cae Gurwen
L13	East Pit, Gwaun Cae Gurwen
L14	Upper Farteg tips, Ystralyfera
L15	Pontardawe Station site
L17	Old Farteg tips, Ystralyfera
L19	Old Tarreni tips, Citybebyll
L21	Glantawe Tinplate works
L24	Cwmllynfell

L26	Brynmawr / Cae Duke/Abernant Complex
L44	Cilmaengwyn
L45	Tyle Pen Y Lan, Cwmllynfell
L46	Primrose cottages, Rhos
L47	Rhos,
L48	Cwm Nant-Llwyd Colliery, Gellinedd, Rhos, Pontardawe
L49	Uplands Quarries Pontardawe
L50	Glyn Merich Woods, Pontardawe
L51	Ynys-y-Geinon, Ynys Wil-Hernin
L52	Godre'r Graig higher level & Pentwyn no 3
L53	Pant Teg
L54	Gilfach Yr Haidd, Pwllbach Colliery
L55	Part of the Higher Patches tips complex See L3 above
L56	Bryn Morgan Colliery, Upper Cwmtwrch
L57	Cwmllynfell
L58	Ystradowen 1
L59	Ystradowen 2
L60	Cwmllynfell colliery early years see L59
L61	Later Cwmllynfell colliery, see L60
L62	Glen colliery, Cwmllynfell
L63	Ystradowen
L64	Brynamman
L68	Ystradowen
L69	Cwmgors
L70	Clun Gwyn
N1	Glyncastle, Resolven
N2	Rear of School Road, Crynant Maesmawr Colliery Crynant Colliery
N3	Coal yard, cwmgwrrach
N4	Aerial ropeway tips, Banwen
N5	Dillwyn tip, Nant Y Cafn
N6	Old Cefn Coed, Blaenant Colliery Complex, see N44 below
N7	Llwyn-on Colliery, Crynant
N8	Banwen Pyrddin
N9	Ffald Y Dre, Rheola Colliery, Resolven
N10	Above Ffald Y Dre, Resolven
N11	Nr Ysgwrfa bridge, Aberpergwm
N12	Rear of old tinsplate works, Clyne

N13	Above Parish Road, Cwmgwrach, Tip for colliery at Blaengwrach; part of the Empire Tips See N17 & 21
N14	Seven Sisters (North of Seven Sisters) , See N42 below
N15	Gored Merthyr Colliery, Glyngwillym farm, Resolven
N17	Empire Tips & Complex Above Parish Road, Cwmgwrach, Tip for colliery at Blaengwrach; part of the Empire Tips See N13
N18	Onllwyn Colliery
N19	North of Crynant
N20	Glyncastle colliery, Resolven, Railway Sidings
N21	Empire Tips & Complex Above Parish Road, Cwmgwrach
N22	Pont Walby, Glynneath
N23	Gelli Cae Bryn, Glynneath, Rock Colliery
N24	Adjacent to Cwmgwrach Rugby Club
N25	Maes y Gwyn, Ryan Minning, Heol Wenallt, Cwmgwrach
N26	North of Gelli Cae Bryn, Glynneath
N27	Glyn Merthyr tip, Meli Court
N28	North of Clyne (above Ynysbwlog mine water treatment)
N29	Ynysarwed, Ynisarwed, Craig Nedd, Abergarwed, Resolven,
N30	Pen Rhiw House, PontWalby
N31	Ynysarwed Minewater Treatment
N32	Cefn Mawr Colliery & Blaen y cwm Colliery
N33	Eaglebush Colliery, Melyn, Neath
N34	Penstar, Aberpergwm
N35	Rock tip, Aberpergwm
N36	Cae Capel tip, Glynneath
N37	Cwm rhy dy Gau, Glynneath
N40	Onllwyn
N41	Khartoum Terrace, Onllwyn
N42	North of Seven Sisters, See N14 Above
N43	Brynteg, Cwmdulais; Nant Hir, Ynys Dawley, Penylan No 3
N44	Blaenant See N6 above
N45	Fforest Goch below Pentre Hearne
N47	Bryncoch Clydach Valley
N48	Darren Colliery, Longford, Skewen

N50	Drummau Road, Skewen
N51	Michaelston higher, Tonmawr, See N52 below
N52	Middle mine, Blaenpelena, Tonmawr, See N51 above
N53	Pentre Ffynon, Lon Las
N54	Werbddu Colliery, Tor Y Graig, Bryncoch
N56	Cerrig Llwydon & Craig y Fedw Colliery, Pontrhydyfen

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Streetscene & Engineering Cabinet Board

2 March 2018

Joint Report of

Head of Engineering & Transport - D. W. Griffiths, Head of Property & Regeneration – S. Brennan and Head of Streetcare Services – M. Roberts

Matter for Decision

Wards Affected: Briton Ferry West

INCORPORATION OF COUNCIL LAND INTO THE HIGHWAY

Purpose of Report

- 1 Members are requested to approve the dedication of a section of Council owned unadopted road and footway running off Brunel Way past the new Waterside Medical Practice leading to the barrier of Neath Port Talbot County Borough Council Service Response Centre, as highway.

Executive Summary

- 2 To formally dedicate as highway, a section of Council owned unadopted road and footway, under Section 24(2) of the Highways Act 1980.

Background

- 3 The Council own a section of unadopted road and footway running off Brunel Way past the new Waterside Medical Practice, leading to the Service Response Centre, Briton Ferry, Neath as approximately shown edged in Black on the attached plan, which is held under the control of Property and Regeneration Section.
- 4 Works have been undertaken to develop land adjacent to the road comprising a new medical centre, offices and associated car parking. The extent of the highway proposal will terminate at the

two entrances to the medical centre car parks and the red and white entrance barrier for the Service Response Centre.

- 5 The proposal is to dedicate these areas of land as highway maintainable at public expense, under Section 24(2) of the Highways Act 1980 – the power to construct new highways.

Financial Impact

- 6 Future maintenance costs will be the responsibility of the Highway Authority which would be offset by its inclusion in the annual maintenance grant submission to the Welsh Government.

Equality Impact Assessment

- 7 A 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 proposal does not require an Equalities Impact Assessment.

Workforce Impacts

- 8 None.

Legal Impacts

- 9 As a result of the dedication, the road, footway and verge become highway maintainable at public expense.

Risk Management

10. If not dedicated as highway maintainable at public expense ongoing maintenance liability would rest with Property & Regeneration.

Consultation

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

Recommendations

12 It is recommended that:-

The section of unadopted road footway and verge becomes highway maintainable at public expense.

Reason for Proposed Decision

13 To enable the road and verge to become highway maintainable at public expense.

Implementation of Decision

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

Appendices

15 Appendix A - Plan

List of Background Papers

16 None.

Officer Contact

17 Mr David Adlam, Development Control Manager, Engineering & Transport

Tel: 01639 686398 or e-mail: d.adlam@npt.gov.uk

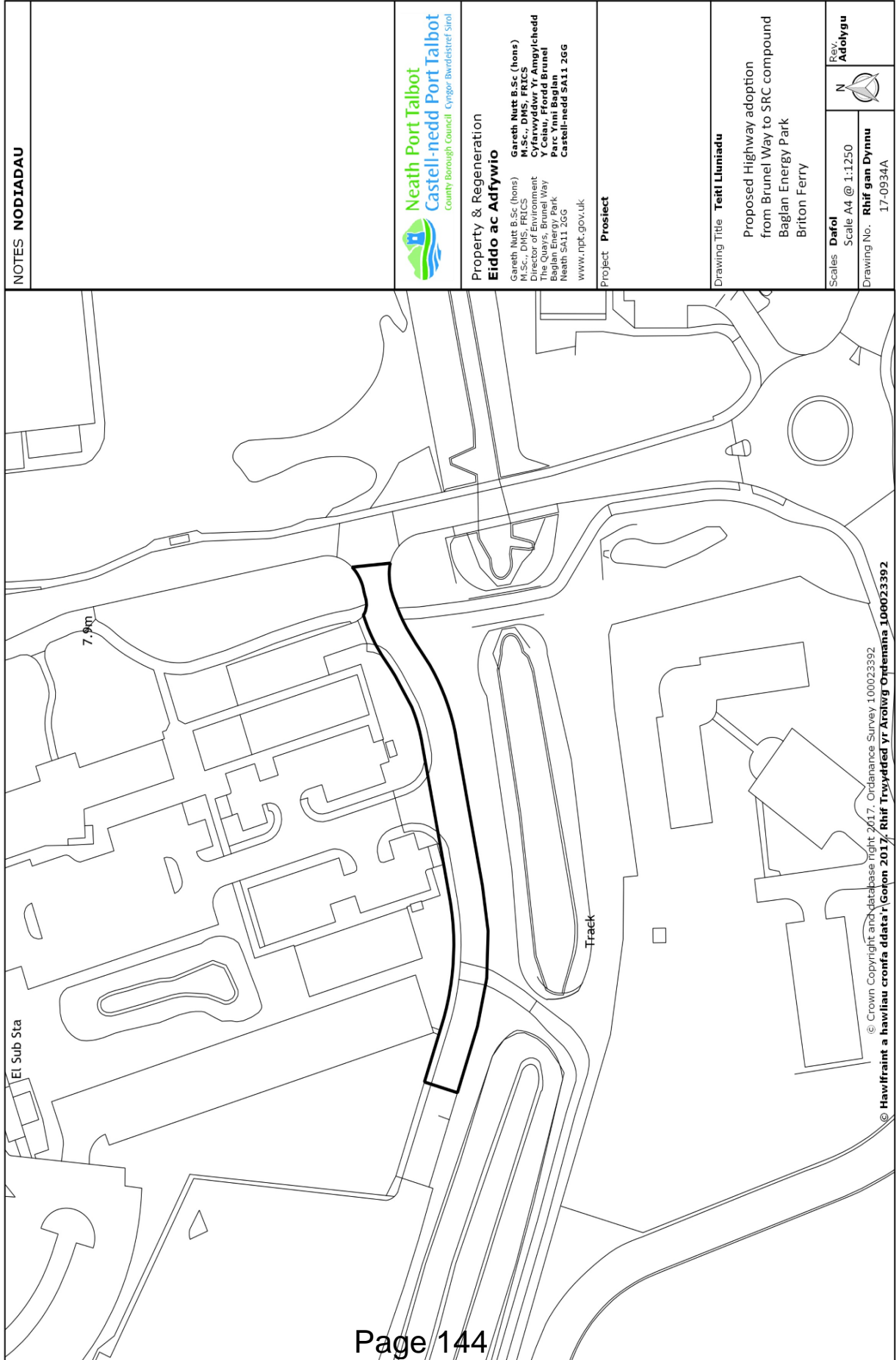
18 Mr David Phillips, Strategic Property & Valuation Manager

Tel: 01639 686980 or e-mail: d.phillips@npt.gov.uk

19 Mr Andrew Lewis, Waste and Neighbourhood Services Manager

Tel: 01639 686021 or e-mail: a.lewis@npt.gov.uk

Appendix A



NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Streetscene & Engineering Cabinet Board

2 March 2018

Report of the Head of Engineering & Transport

D. W. Griffiths

Matter for Decision

Wards Affected: Briton Ferry West

Proposed Prohibition of Waiting at Any Time Traffic Regulation Order at Shelone Road, Elmwood Road and at the access lane adjacent to No.'s 72 to 74 Shelone Road, Briton Ferry

Purpose of Report

1. To consider the objections received following the advertisement of the above schemes as indicated in Appendix A1 and A2.

Executive Summary

2. Three letters were received; with one letter objecting to the proposals at the access lane adjacent to No.'s 72 to 74 Shelone Road and two letters requesting extensions to the proposed traffic regulation orders at Shelone Road/Elmwood Road.
3. The report outlines the objections and the recommendations for the scheme.

Background

4. Traffic Regulation Orders were proposed at the above junctions to prevent indiscriminate parking in the interest of road safety.

Financial Impact

5. The work will be funded by the Welsh Government Capital Road Safety Grant.

Equality Impact Assessment

6. A 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.

Workforce Impacts

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

Legal Impacts

8. The scheme was advertised for a 21-day period.

Risk Management

9. There are no risk management issues associated with this scheme.

Consultation

10. A consultation exercise was carried out when the schemes were advertised.
11. Three letters were received with one letter objecting to the proposals at the access lane adjacent to No.'s 72 to 74 Shelone Road and two letters requesting extensions to the proposed Traffic Regulation Orders at Shelone Road/Elmwood Road.

Shelone Road / Elmwood Road – Appendix A1

12. Two letters received requested extensions to the proposed Traffic Regulation Orders as advertised. The letters are as indicated in Appendix B1 and B2.
13. One letter requested an extension to the proposed Traffic Regulation Order on Shelone Road and the other letter requested an extension to the proposed TRO on both sides of the road at the bend in Elmwood Road which is a small cul-de-sac.
14. The Local Member has been informed and he supports the scheme as advertised. The proposed orders attempt to balance the community

need for on street parking and junction protection in the interest of highway safety.

Access Lane adjacent to Nos 72 to 74 Shelone Road – Appendix A2

15. The objector is concerned at the proposed removal of two much needed parking spaces. The objector states that there are two further access points servicing the rear of the properties on Shelone Road. The letter is as indicated in Appendix B3.
16. The Local Member has been informed and he supports the withdrawal of the proposed traffic regulation order at this location. The situation will be monitored going forward.

Recommendations

17. It is recommended that:-

- At Shelone Road/Elmwood Road (Appendix A1):-
The objection be over ruled and that the scheme is implemented as advertised and that the objector is informed accordingly.
- At the access Lane adjacent to No.'s 72 to 74 Shelone Road (Appendix A2):-
The proposed TRO is withdrawn and that the objector is informed accordingly. The situation is monitored going forward.

Reasons for Proposed Decision

15. To prevent indiscriminate parking in the interest of road safety.

Implementation of Decision

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

Appendices

17. Appendix A1 – Plan of the scheme as advertised at Shelone Road/ Elmwood Road.
18. Appendix B1 and B2 - Letters of objection.
19. Appendix A2 – Plan of the scheme as advertised at the access lane adjacent to No.'s 72 to 74 Shelone Road.

20. Appendix B3 – Letter of objection.

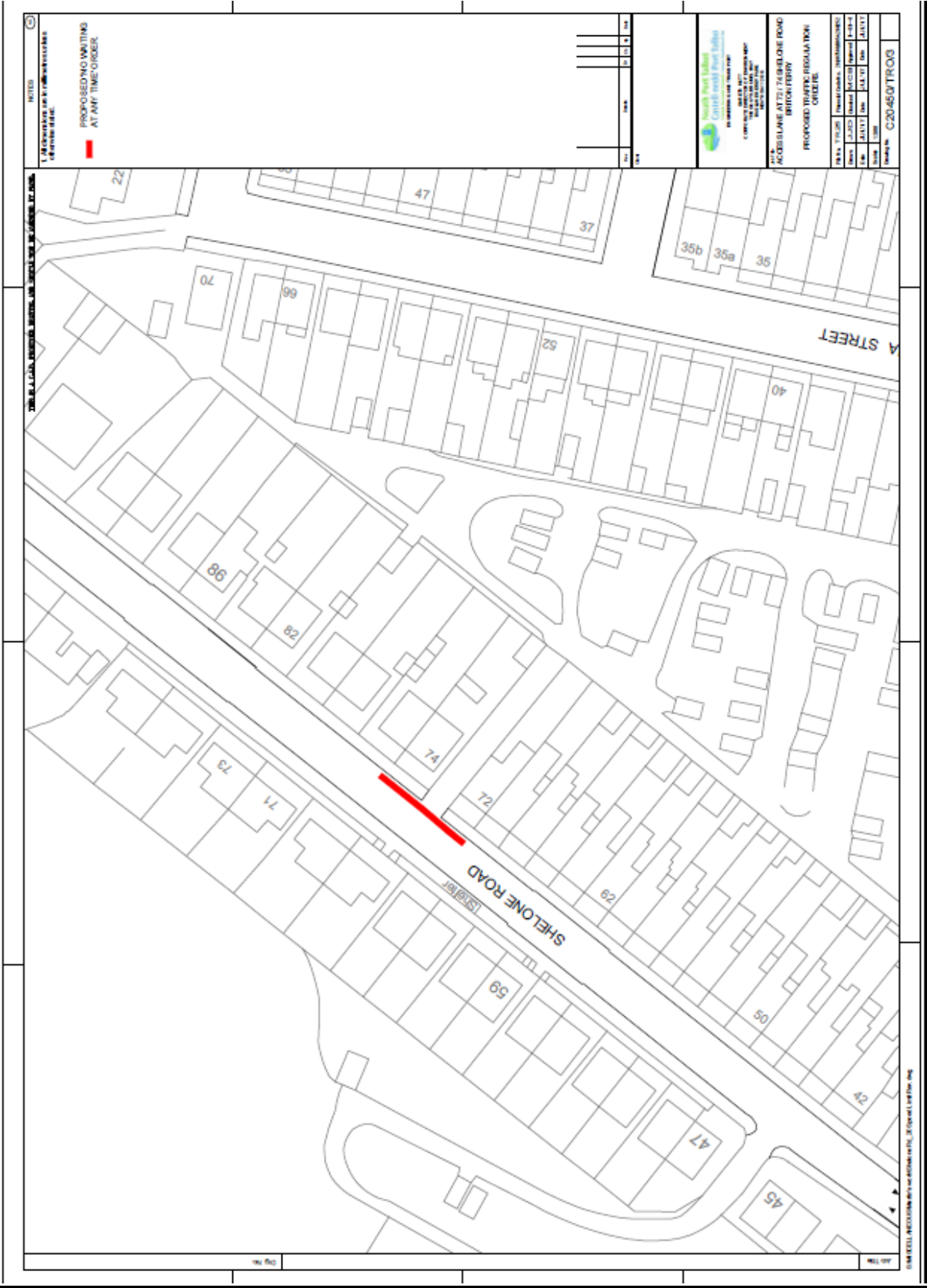
List of Background Papers

21. None

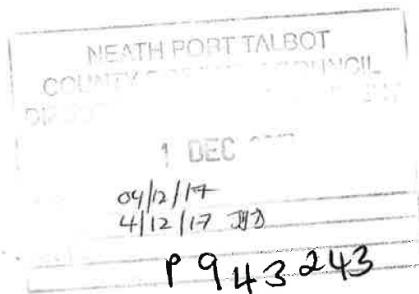
Officer Contact

22. Mr Martin Brumby, Engineering & Transport
Tel. No. 01639 686013
Email environment@npt.gov.uk

Appendix A2



Appendix B1



Briton Ferry

Neath

West Glamorgan

SA11 2NF

29 November 2017

Dear Sir

F.A.O – Mr J Davies (Your Ref: - TR25/JD/JW)

Re: Prohibition of Waiting at Any Time – Shelone Road and Elmwood Drive, Briton Ferry

In response to your correspondence dated the 13 November 2017, with regard to the provision of any objections/support or comments concerning the above proposed scheme, I respectfully bring the following observations to your attention.

With regard to any observations that I make, I will make reference to the attached plan and provide photographic evidence where possible.

With regard to the proposed restrictions, **I fully support those restrictions as currently proposed.**

However, I would respectfully suggest, if possible, that additional consideration be given to **extending the current proposals** to alleviate the current restricted vehicular access problems being experienced by, specifically, No's [redacted] Elmwood Drive.

The current (Prohibition of Waiting at any Time) proposals whilst being welcomed will only succeed in moving and increasing the existing issues further into Elmwood Drive i.e.

- (a) Further increase the indiscriminate parking that currently exists in Elmwood Drive and which would be exacerbated by the provision of "Double Yellow Lines" as currently proposed.
- (b) Further increase the parking problem which exists within Elmwood Drive which it seems is used as "Overflow" car parking for the residents of *Shelone Road and others*.

The width of the roadway in Elmwood Drive is approx. 5.5 metres.

I fully appreciate that in this day and age households have more than one vehicle. **It is not my intention to look to restrict parking for anyone.** However, I believe that the width and curvature of Elmwood Drive does not lend itself to unrestricted parking on either the roadway or pavement as is sometimes the case. Incidentally, over the years, this unrestricted/double parking issue has resulted in damage to my vehicles both, it has to be said, by "Accidental and Criminal" damage. Facts that can be supported by South Wales Police statistical data.

The current position is that Shelone Road currently benefits from parking on both sides of the roadway. Some of the residents choose not to utilise this available parking and choose to use Elmwood Drive. Residents of Shelone Road and their visitors (in addition to others) will park in the

areas currently proposed for restriction and to those areas directly opposite No.'s [REDACTED]. Due to the width and curvature of the roadway, those vehicles are ***parking on the pavements and in some cases on the grass verge*** making parking difficult for more than one vehicle outside of No.'s [REDACTED] and therefore to enter and exit driveway(s) and restricts safe access and egress for both motorists and pedestrians.

I therefore respectfully offer some suggestions which could look to potentially overcome these issues:

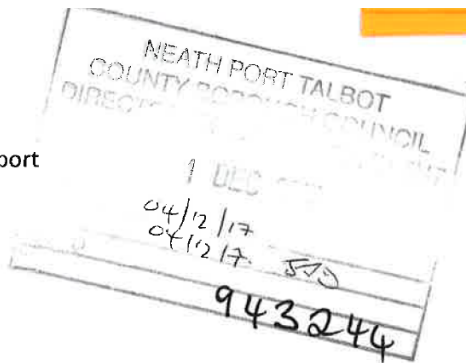
- Extend the proposed restricted area on both sides of Elmwood Drive as identified on the attached plan. This would assist in removing indiscriminate parking. Also, the curvature issues associated with road parking (residential side) currently being experienced when vehicles park either in front of or behind more than one vehicle. To leave the parking space directly outside of [REDACTED] (with a vehicle parked in front of and behind) currently requires the vehicle to mount the pavement. ***(see "Green" on attached plan)***
- Consideration, if possible, being given to a *resident scheme* or some form of *permit parking* outside [REDACTED]

N.B It would be remiss of me not to bring to your attention that there is a garage facility associated with number [REDACTED]. This garage has been there in excess of 25 years and was built by previous occupiers of the property. Due to the location, the difficult access and egress to the garage it is considered that it can only safely be used if vehicles are taken off the road for extended periods and not for daily use. The additional off road parking space associated with [REDACTED] is currently utilised by a second vehicle at the property. This is utilised when and wherever possible dependant on the indiscriminate parking particularly on the bend next to entrance to the off road parking area.

Yours faithfully

Appendix B2

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



Your Contact : Mr J Davies
Your Ref : TR25/JD/JW

Dear Mr Griffiths

RE: PROHIBITION OF WAITING AT ANY TIME – SHELONE ROAD, BRITON FERRY

I am writing with reference to your letter dated 13th November 2017 in relation to the above. I have been away on annual leave hence the delay in responding.

I am the owner of property [redacted] Shelone Road, Briton Ferry which will be effected by the proposed Order above. The property is unoccupied however it is my intention to move there upon my retirement and after completion of redecorating, refurbishment etc. This was my family home and I have slowly been undertaking redecoration and updating for a few years, whilst paying the appropriate Community Tax, Water Rates etc.

I am unable to get to the Council offices to view the proposed Order, Statement of Reasons and appropriate plan due to work commitments, so I should be grateful for some clarification, please.

- Why is this being proposed and what will be the benefit and to whom and why ?
- The parking on Shelone Road currently is abysmal so to remove 2 further parking opportunities will make it worse plus it is no longer a bus route
- I feel I will be disadvantaged with no waiting order outside my property – whilst other properties in the street will have the luxury of the opportunity of doing so and also should I need to receive deliveries
- If it is for access to the land behind the property - I also need to ensure my property is protected – my outside wall is directly on the narrow access lane, so I would hope that heavy traffic is not anticipated to use this for any reason as eventually this would have a detrimental effect. There are 2 other access points to this land .

I trust you will understand my concerns/observations as it is my responsibility to ensure my property is protected and not disadvantaged in any way.

Thank you in anticipation of your response.

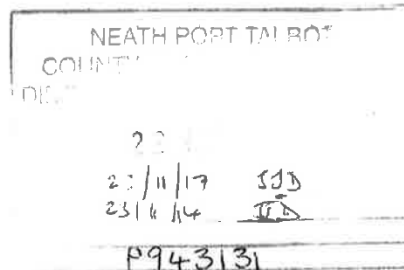
Yours sincerely

Appendix B3

From: [REDACTED]
Sent: 22 November
To: Environment
Subject: Prohibition of Waiting at any time Shelone road,
[REDACTED]

Briton Ferry,
Neath Port Talbot,
SA11 2NG.
22/11/2017

Att Mr J Davies.
TR25/JD/JW.



Dear Mr Davies,

First of all may I say I am glad to see the proposal and have no objection as so ever.

I am a disabled person and would like to bring to your attention that when I leave my driveway it will be safer for me with the proposed lines but for the Left hand side, there is always an obstruction there and forces me out to the middle of the road where there has been near misses the on more than on occasion. I would like to ask you can you continue the lines past my driveway to the the edge of the driveway just 2 yards further down at number [REDACTED] this will most certainly avoid a serious accident waiting to happen and on the health and safety grounds and could this be considered.

If you require any further information please write to me at the e-mail or feel free to contact me on [REDACTED].
Thank you for your assistance in this matter and hope to hear in regards or your views.

Thanking you

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Streetscene & Engineering Cabinet Board

2 March 2018

Report of the Head of Engineering & Transport

D. W. Griffiths

Matter for Decision

Wards Affected: Coed Ffranc Central

Proposed Prohibition of Waiting at Any Time Traffic Regulation Order at Burrows Road opposite Bosworth Road, Skewen

Purpose of Report

1. To consider the objections received following the advertisement of the above scheme as indicated in Appendix A.

Executive Summary

2. Three letters of objection were received all of which objected to the proposed reduction in on street parking outside their properties.
3. The report outlines the objections and the recommendations for the scheme.

Background

4. Traffic Regulation Orders were proposed at the above junction to prevent indiscriminate parking in the interest of road safety.

Financial Impact

5. The work will be funded by the Welsh Government Capital Road Safety Grant.

Equality Impact Assessment

6. A 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.

Workforce Impacts

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

Legal Impacts

8. The scheme was advertised for a 21-day period.

Risk Management

9. There are no risk management issues associated with this scheme.

Consultation

10. A consultation exercise was carried out when the scheme was advertised.
11. Three letters of objection were received all of which objected to the proposed reduction in on street parking outside their properties.
12. The objectors stated that although they had rear parking spaces these were in adequate for the number of vehicles at the properties and the spaces were difficult to access for the elderly and they were also unmaintained.
13. The letters of objection are as indicated in Appendix B1, B2 and B3.
14. The local members have been informed and they support the scheme as advertised. The proposed orders try to achieve a balance between the resident's need for on street parking and providing junction protection in the interest of highway safety.

Recommendations

15. It is recommended that:-

The objections are over ruled, that the scheme is implemented as advertised and that the objectors are informed accordingly.

Reason for Proposed Decision

16. To prevent indiscriminate parking in the interest of road safety.

Implementation of Decision

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

Appendices

- 18. Appendix A – Plan of the scheme.
- 19. Appendix B1, B2 and B3 – Letters of objection.

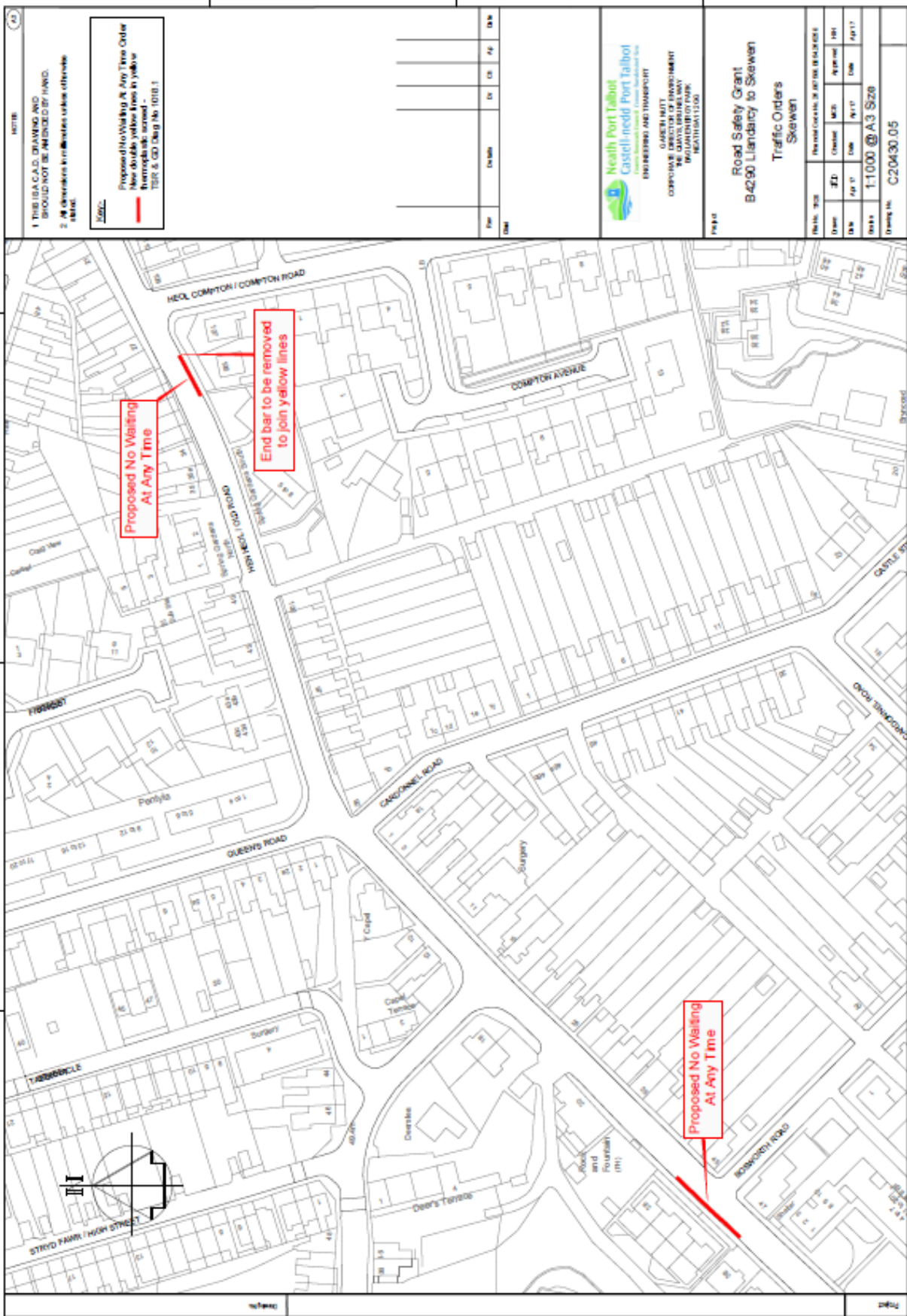
List of Background Papers

20. None

Officer Contact

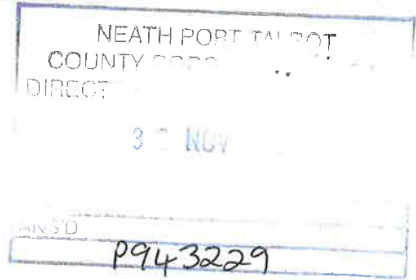
- 21. Mr Martin Brumby, Engineering & Transport
Tel. No. 01639 686013
Email environment@npt.gov.uk

Appendix A



Appendix B1

From:
Sent: 30 November 2017 07:59
To: Environment
Subject: FW: Parking objection burrows road



Can you book this in please

From: [redacted]
Sent: 25 November 2017 12:09
To: [redacted]
Subject: Parking objection burrows road

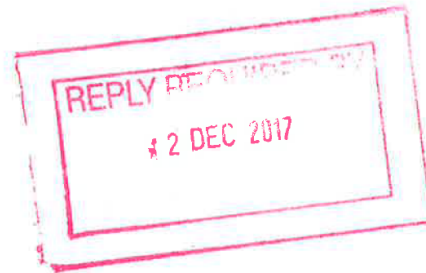
Dear sir/madam

My name is [redacted] and I currently live in [redacted] burrows road Skewen.

I received your letter yesterday stating the proposed new yellow line system outside my house and I would like to object. There are four houses on this row all of which have 1-2cars per a house hold. The off-road parking is only available for one car for three houses the fourth does not have the option. More often than not the off road parking is also blocked due to the overflow from the rock and fountain pub.

What solution do you propose for residents in these four houses if you block off the only parking that we have. The biggest issue are shop users parking on the junction obstructing views.

I look forward to your response



Appendix B2

NEATH PORT TALBOT
COUNTY BOROUGH COUNCIL
DIRECTORATE OF COMMUNITY SERVICES

4 DEC 2017
+114
943255

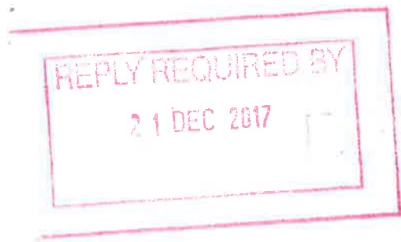
REPLY RECEIVED BY
14 DEC 2017

Dear Sir,

I am against the proposed to put yellow lines in front of our four houses. I am COPD and glad I only have to climb the steps in front, we have a parking spaces at the back but you couldn't park four cars out there, it is so dark and the cars have been damaged over the years when we have parked out there the lighting is so bad, we have steps to climb and a gate to unlock, then a climb up to the car port, also we have a lot of dogs mess to put up with, I am, and there is also my neighbor who is 101, you would make our life a misery, please think about making your decision.

Yours respectfully

Appendix B3



P943314

Burrows Road,
Skewen,
Neath,
West Glamorgan
SA
27th November, 2017

Dear Mr. Davies,

With reference to a letter that was posted through our letterbox this afternoon I would like to register this communication as an objection of the highest degree.

I would first like to enquire the reasons behind this action and would like a prompt reply please.

My objection in the first and most important instance stems from the fact that my mother who is 101 years old lives at Burrows Road as do my husband and I. When we have to take my mother out then we use a wheelchair and it is difficult enough to use the main front steps, which is why we actually had a ramp put from our front door to alleviate the steps that were originally there. Whilst we are aware there are parking spaces at the rear of the property it would be an impossible task to negotiate that exit for my elderly infirm mother therefore the proposed action is making my mother housebound. When she has appointments to attend this would severely impair the feasibility of getting her there.

The steps at the rear of the property do not have

form of handrail therefore making the use of those impossible, so the rear exit is not maintained by the Council as it should be as this area does not come under the jurisdiction of the house owners. The area is overgrown, with dogs fouling the area.

If you require any authentication regarding my mothers medical history including Anemia, severe arthritis, diabetes and a heart attack then I can have her doctor to issue a report.

If we cannot get a reasonable, acceptable response then we will have no option other than contacting our solicitor to pursue the issue on our behalf.

We indeed hope that the issue will be resolved before that action

Yours faithfully

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Streetscene & Engineering Cabinet Board

2 March 2018

Report of the Head of Engineering & Transport

D. W. Griffiths

Matter for Decision

Wards Affected: Aberavon

Proposed Prohibition of Waiting at Anytime Order: Prohibition of Waiting, Loading and Unloading at Any Time Order: Speed Cushions: at Water Street and Corporation Road, Aberavon, Port Talbot.

Purpose of Report

1. To consider the objection received following the advertisement of the above scheme as indicated in Appendix A.

Executive Summary

2. One letter of objection was received which objected to the proposed closure of side road adjacent to property No.'s 146B to 130B Water Street.
3. The report outlines the objection and the recommendations for the scheme.

Background

4. Traffic Regulation Orders were proposed for the above scheme to prevent indiscriminate parking in the interest of road safety and assist with the junction improvement to provide a right turn lane from Water Street into Corporation Road.
5. The scheme was supported by the Local Members following a Member lead Public Consultation.

Financial Impact

6. The work will be funded by the Welsh Government Local Transport Network Fund Grant.

Equality Impact Assessment

7. A 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.

Workforce Impacts

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

Legal Impacts

9. The scheme was advertised for a 21-day period.

Risk Management

10. There are no risk management issues associated with this scheme.

Consultation

11. A consultation exercise was carried out when the scheme was advertised.
12. One letter of objection was received which objected to the proposed closure of the side road adjacent to No.'s 146B to 130B Water Street.
13. The proposed closure is a consequence of the proposed right turn lane from Water Street into Corporation Road in the interest of highway safety.
14. The letter of objection does not relate to the proposed Traffic Regulation Orders listed above but to the highway junction improvement scheme.
15. The junction improvement scheme has been discussed in detail with the Local Members whom support the scheme.
16. The letter of objection is as indicated in Appendix B.

Recommendations

17. It is recommended that:-

The objection is over ruled, that the scheme is implemented as advertised and that the objector is informed accordingly.

Reasons for Proposed Decision

18. To prevent indiscriminate parking and to reduce traffic speed in the interest of road safety.

Implementation of Decision

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

Appendices

20. Appendix A – Plan of the scheme.
Appendix B– Letter of objection.

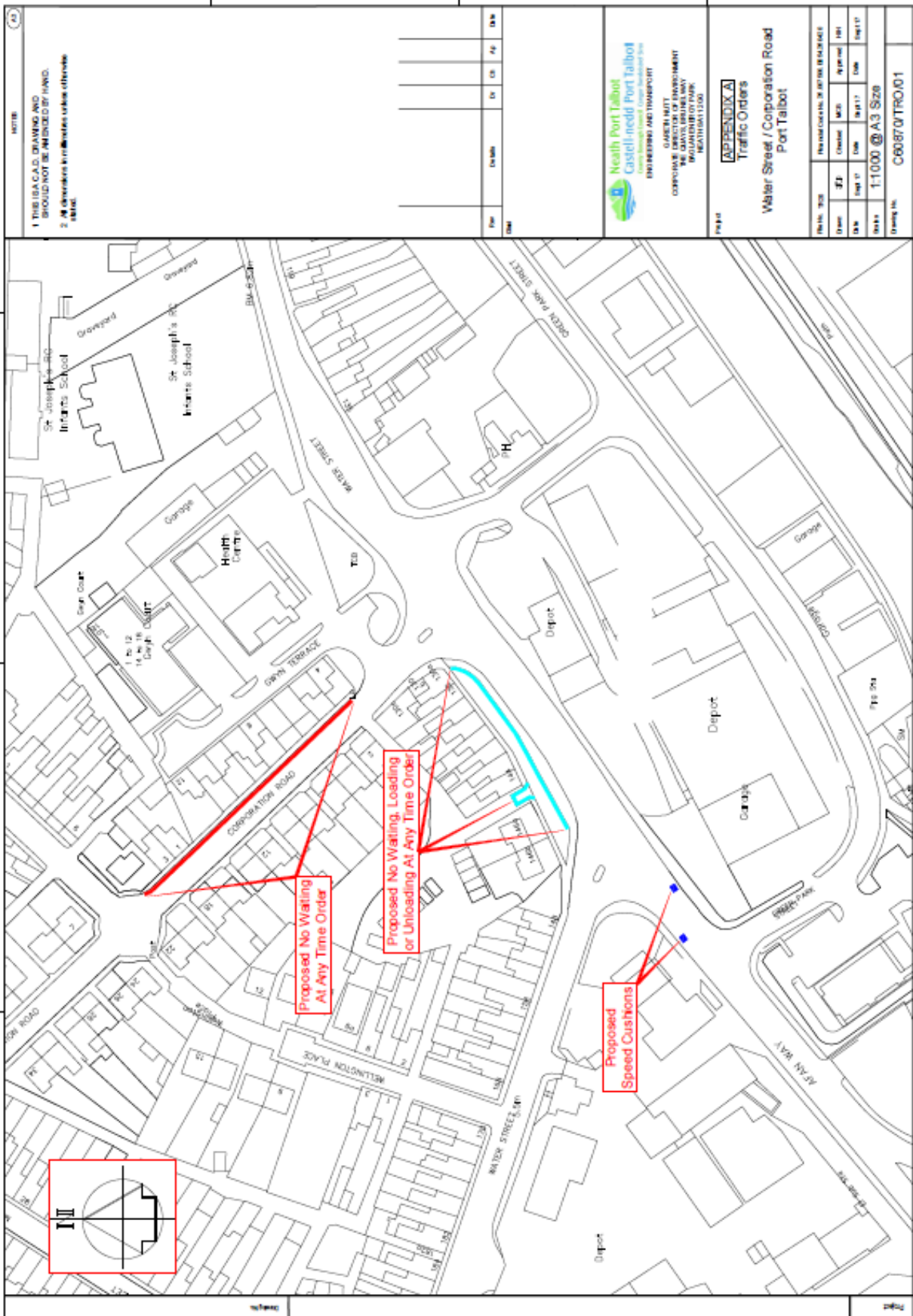
List of Background Papers

21. None

Officer Contact

22. Mr Martin Brumby, Engineering & Transport
Tel. No. 01639 686013.
Email: environment@npt.gov.uk

Appendix A



Appendix B

Environment

From:
Sent: 08 January 2018 16:33
To: Environment
Subject: Re: FW: Proposed work on Water Street Port Talbot

Dear Sir/Madam,

Sorry you couldn't open my attached letter on my previous email on 08/01/2018. So I decided to type it on this email.

With reference to your letter informing us of the proposed work on the slip road on Water Street, Port Talbot. I am concerned about the thinking behind this decision to block off the slip road in front of our houses and would urge you to reconsider your decision as it doesn't hinder or impede the traffic that uses the main road, but the slip road does serve as a life-line to all the residents who I might add are in their later years who find this road very beneficial when either un-loading shopping or in bad weather etc. also cause the ally that runs behind our houses has to be kept clear for other house owners or emergency vehicles.

When we have deliveries by either lorry or vans with the road blocked off leading onto Corporation Street the vehicles would have to reverse onto Water Street and with this road being a major bus route I can see many accidents happening

Awaiting your kind attention on this matter

Yours Sincerely

Water Street Port Talbot Mobile:

On 8 January 2018 at 13:59, Environment <environment@neath-porttalbot.gov.uk> wrote:

Dea

our e-mail below was received today, but unfortunately we are unable to open the attached letter.

Please could you try sending it in a different format such as a word document or pdf and we will hopefully be able to access it.

Regards

Environment

Neath Port Talbot County Borough Council/ Cyngor Bwrdeistref Sirol Castell-nedd Port Talbot Tel/ Ffôn: 01639 686868

REPLY REQUIRED
22 JAN 2018

NEATH PORT TALBOT
COUNTY BOROUGH COUNCIL

08 JAN 2018

943538

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Environment and Highways Cabinet Board

2 March 2018

Report of the Head of Engineering & Transport

D. W. Griffiths

Matter for Decision

Ward Affected: All

Vehicle and Heavy Plant Fleet Procurement Programme 2018/19

Purpose of Report

1. To seek approval to procure new and replacement vehicles and heavy plant in 2018/19 as per the attached programme.

Executive Summary

2. A replacement report has been prepared to replace vehicles/plant which has reached the end of their economic life cycle in line with the Authority's renewals programme.
3. If agreed, vehicles/plant will be procured either by outright purchase or prudential loans and repaid by departments over the life of the vehicles/plant.

Background

4. The preparation of the Vehicle/Plant Fleet Replacement Programme for 2018/19 has been undertaken by the Council's Fleet section in consultation with user Directorates/Sections, including a review of current vehicle condition and service.
5. Vehicles acquired by contract hire such as certain pool vehicles, are dealt with separately and are not included in this report.
6. The proposed programme is shown on the attached Appendix A. It is noted, however, that the Fleet Manager, in conjunction with the user Directorates, may opt to extend the working life of individual vehicles/plant once tenders are received where there are economic advantages to be gained.

7. The means of financing the acquisition of each of the items listed will be either by outright purchase or prudential loan.
8. Outright purchase – Can be used to acquire new or preowned vehicles or items of plant. Items acquired by this means will involve monthly contributions to the Renewals Fund for a predetermined period of time prior to the section purchasing the required items.
9. Vehicles purchased from Grant funding will need to be budgeted for by the service area when a replacement vehicle is required.
10. Prudential loan – Can be used to acquire new or preowned vehicles or items of plant. Items required by this means will involve loan repayments for a predetermined period of time.
11. The financing costs of the vehicle acquisitions will be a charge on the relevant Directorate's Operating account and the means of acquisition will be agreed between the Fleet Manager and user Directorate in each case.
12. Included in this report are seven vehicles from Community Services Transport. These vehicles had their life extended while Socials Services redesigned their service delivery model. The seven vehicles have been included in E&H board reports of the 28th January 2016 and 16th February 2017 and are further included with this report with a view to renewing them in financial year 2018/19 via Prudential borrowing.
13. Permission is also sought to purchase a light van for parking services for Mobile CCTV to facilitate parking enforcement around Schools and bus stop bays.

Financial Impact

14. As all of the vehicles are replacements to existing vehicles, a budget will already be in place to fund the costs of vehicles/plant purchased over the vehicles' life, so there are no financial implications apart from natural vehicle price increase.

Equality Impact Assessment

15. A 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 proposal does not require an Equalities Impact Assessment

Workforce Impacts

16. There will be no workforce impacts.

Legal Impacts

17. There is no legal risk to the Authority.

Risk Management

18. The vehicles and plant 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.

Consultation

19. There is no requirement for external consultation on this item.

Recommendations

It is recommended that:-

20. The proposed Vehicle/Plant Procurement Programme for 2018/19 in attached Appendix A is approved for vehicle renewals.

21. That a new light van be purchased for mobile parking enforcement.

Reason for Proposed Decision

22. The replacement vehicles and plant will have a higher euro standard which will enable the fleet to be more fuel efficient by producing better MPGs and reducing the carbon footprint of the Council by lower emissions. The specifications are developed to accommodate the Authorities Health and Safety requirements and will be discussed with user sections, manufacturers and health and safety section to ensure the correct vehicles are procured.

Implementation of Decision

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

Appendices

24. Appendix A – Fleet Procurement Programme 2018/19.

List of Background Papers

25. None

Officer Contact

Peter Jackson, Integrated Transport Manager, Engineering and Transport
☎ 01639 686091 ✉ p.jackson@npt.gov.uk

Kevin Lewis, Fleet Manager, Engineering & Transport
☎ 01639 765071 ✉ k.lewis@npt.gov.uk

Appendix A

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Cyngor Bwrdeistref Sirol Castell-Nedd Port Talbot

ENVIRONMENT DIRECTORATE

FLEET SERVICES SECTION

VEHICLE FLEET PROCUREMENT PROGRAMME

2018/19

User: Environment Directorate – Streetcare Division – Lighting & Building Services

Fleet No.	Reg No.	Existing Item	Replacement Type
2932	CP58 DXF	HEAVY VANS	HEAVY VANS

User: Environment Directorate – Streetcare Division – Waste & Neighbourhood Services

Fleet No.	Reg No.	Existing Item	Replacement Type
5688	5688	TRACTOR ATTACHMENTS	TRACTOR ATTACHMENTS
5677	5677	TRACTOR ATTACHMENTS	TRACTOR ATTACHMENTS
3796	CP09 DFV	MEDIUM VANS	MEDIUM VANS
2941	CP59 GPY	HEAVY VANS	HEAVY VANS
2947	CV10 DNY	HEAVY VANS	HEAVY VANS
2943	CP59 GPK	HEAVY VANS	HEAVY VANS
2945	CP59 GPU	HEAVY VANS	HEAVY VANS
2946	CV10 DNX	HEAVY VANS	HEAVY VANS
2948	CN10 AWX	HEAVY VANS	HEAVY VANS
2949	CN10 AWW	HEAVY VANS	HEAVY VANS
2950	CV10 VAA	HEAVY VANS	HEAVY VANS
2951	CV10 UZY	HEAVY VANS	HEAVY VANS
2952	CV10 UZX	HEAVY VANS	HEAVY VANS
2953	CV10 UZW	HEAVY VANS	HEAVY VANS
4858	CP09 AXZ	LIGHT VAN	TO BE DETERMINED
1264	CU09 FTY	LORRIES	LORRIES

User: Environment Directorate – Streetcare Division – Land Drainage Section

Fleet No.	Reg No.	Existing Item	Replacement Type
1269	CU59 FJF	LORRIES	LORRIES
1270	CU59 FJJ	LORRIES	LORRIES
1271	CU59 FJE	LORRIES	LORRIES
2940	CP59 GPO	HEAVY VANS	LORRIES
2944	CV59 XXO	HEAVY VANS	LORRIES
83	CU09 KFA	SPECIALIST VEHICLES	SPECIALIST VEHICLES
1267	CU59 FHZ	LORRIES	LORRIES
89	CN59 EJL	SPECIALIST VEHICLES	SPECIALIST VEHICLES
90	CN59 EJO	SPECIALIST VEHICLES	SPECIALIST VEHICLES
1262	CU09 FUY	LORRIES	LORRIES
1263	CU09 HXW	LORRIES	LORRIES

User: Environment Directorate – Engineering & Transport Division – Road Safety

Fleet No.	Reg No.	Existing Item	Replacement Type
FC11	CN13 XNR	CAR	TO BE DETERMINED

User: Environment Directorate – Engineering & Transport Division – Community Service Transport Section

Fleet No.	Reg No.	Existing Item	Replacement Type
264	CN09 CFO	COACH	COACH

258	CN08 HJU	COACH	COACH
261	CN07 GWJ	COACH	COACH
262	CN07 GWG	COACH	COACH
263	CN07 GWK	COACH	COACH
344	CF08 BPZ	MINIBUS	MINIBUS
345	CF08 BPX	MINIBUS	MINIBUS
517	CN58 EXC	MINIBUS	MINIBUS

User: Technical Services – General Office (Pool Cars)

Fleet No.	Reg No.	Existing Item	Replacement Type
FC10	SL62 BNU	ELECTRIC CARS	ELECTRIC CARS
FC12	CE63 FHM	ELECTRIC CARS	TO BE DETERMINED

User: Education & Lifelong Learning – Libraries – Community Development

Fleet No.	Reg No.	Existing Item	Replacement Type
407	CU08 JUO	MOBILE LIBRARIES	MOBILE LIBRARIES
4859	CV10 KNW	LIGHT VAN	TO BE DETERMINED

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Environment and Highways Cabinet Board

2 March 2018

Report of the Head of Engineering & Transport

D. W. Griffiths

Matter for Decision

Ward Affected: All

List of Approved Contractors

Purpose of Report

1. To seek Members' approval to amend the Approved List of Contractors.

Executive Summary

2. To seek approval for contractors to be included on the Approved List of Contractors.

Background

3. Members will be aware that on previous occasions reports concerning the compilation of the Approved List of Contractors have been presented to Cabinet Board. Members are updated on a regular basis on outstanding issues relating to the lists.
4. The full list of categories is set out in Appendix A for your information.
5. The process gives local companies an opportunity to provide goods and services to the Council.
6. The following firms have applied to be included in the list:-

<u>FIRM</u>	<u>CATEGORY</u>
Aspect Contract Ltd	31
Prism Traffic Engineering Ltd	1,108,111(Elec Signage)
Swansea Drains Ltd	5,7,76,94,95,105

Financial Impact

7. None.

Equality Impact Assessment

8. A 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.

Workforce Impacts

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

Legal Impacts

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

Risk Management

11. There are no risk management issues associated with this report.

Consultation

12. The Approved List of Contractors is promoted on NPT web pages through local events.

Recommendation

13. It is recommended that:-

The contractors in section 6 of this report are included on the Approved List for the relevant categories.

Reasons for Proposed Decision

14. To keep the Approved List up to date and as far as possible ensure a competitive procurement process.
15. These recommendations to be adopted for the purpose of supplying a List of Contractors for invitation to tender within the relevant category.

Implementation of Decision

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

Appendices

17. Appendix A – Approved List of Categories

List of Background Papers

18. None

Officer Contact

19. Hasan Hasan, Engineering Manager
Tel. No: 01639 686463
email: h.hasan@npt.gov.uk

Appendix A

General Services

1. Signs
2. Plant Hire
3. Security
4. Clinical Waste
5. Pest Control
6. Re-Cycling
7. Waste Disposal (eg. Car, Computers, Steel)
8. Crowd Control
9. Traffic Management
10. Portable Buildings
11. Scaffolding

Building Construction / Maintenance

12. Building Construction £50,000 - £200,000
13. Building Construction £200,000 - £1m
14. Building Construction Over £1m
15. Minor Building Works below £50,000
16. Works of Adaptation below £5,000
17. Re-Roofing
 - a) Felt & Asphalt below £10,000 / above £10,000
 - b) Tiles & Slate below £10,000 / above £10,000
 - c) GRP
 - d) High Performance Coverings
 - e) Sheeting & Cladding
18. Supply & Installation of Floor Finishes
 - a) Flexible Sheet, Tiles, Carpets
 - b) Jointless
 - c) Rigid Tiles, Slabs, Mosaics
 - d) Wood
19. Plastering
20. Painting & Decorating
21. Supply & Installation of Windows / Doors
(Windows to BS 7412, Doors to PAS 23/1, PAS 24/1 to BS 7950 Kitemark Scheme)
 - a) PVCU (using Aluplast System)
 - b) Timber
 - c) Aluminium
 - d) Steel
 - e) Roller Shutter
 - f) Security Doors
 - g) Automatic Doors

22. Suspended Ceilings
23. Welding / Fabrication below £5,000
24. Welding / Fabrication above £5,000
25. Stonework Repair / Restoration / Cleaning
26. Glazing & Safety Filming
27. Wall Tie Replacement
28. External Wall Insulation
29. Damp Proofing / Dry Rot / Woodworm Treatment
30. Cavity Wall and / or Loft Insulation
31. Asbestos Handling & Removal, Asbestos Surveys & Asbestos Consultancy Services
32. Window Blinds
33. Shop Fitters – Specialist Joinery
34. Refurbishment of Laboratories
35. Clearance of Void properties
36. Works to Listed Buildings

Mechanical & Electrical Engineering

37. Domestic (including Housing) Plumbing & Central Heating below £50,000
38. Domestic (including Housing) Plumbing & Central Heating above £50,000
39. Commercial Heating & Ventilating below £100,000
40. Commercial Heating & Ventilating above £100,000
41. Domestic (including Housing) Electrical Installation below £50,000
42. Domestic (including Housing) Electrical Installation above £50,000
43. Commercial Electrical Installations below £100,000
44. Commercial Electrical Installations above £100,000
45. Gas Boiler Maintenance
46. Maintenance of Building Management Systems for Heating & Ventilation

Mechanical & Electrical Specialist Services

47. CCTV
48. Intruder Alarms
49. Fire Alarms
50. Warden Call System
51. Lifts
52. Swimming Pool Plant Equipment
53. Water Systems Cleaning & Chlorination
54. Ductwork System Cleaning & Sterilisation
55. Domestic & Commercial Kitchen Equipment Maintenance
56. Supply & Installation of Specialist Kitchen Equipment / Fittings

57. Installation, Testing & Maintenance of Local Exhaust Ventilation (LEV)
58. Water Systems – Risk Assessment
59. Supply & Installation of Pipework & Ductwork Installation
60. Supply, Installation and / or Servicing of Automatic Door Systems
61. PA Systems / Sound Systems
62. Stage Lighting
63. Service / Repair of Kilns
64. Supply, Installation & Servicing of Leisure Services Equipment
65. Specialist Steelwork (stainless Steel & Fabricated Works)
66. Lightening Conductors
67. Fire Fighting Equipment including Hose Reels
68. Smoke / Fire Detectors
69. Stage Equipment including Curtains, Gantry, Special Effects etc.
70. Computer / Telephone Cabling

Civil Engineering

71. Civil Engineering £0 – £25,000
72. Civil Engineering £25,000 – £250,000
73. Civil Engineering £250,000 – £1m
74. Civil Engineering over £1m
75. Land Reclamation
76. Sewers & Drainage
77. Hard & Soft Landscaping
78. Ground Investigation
79. Demolition
80. Surfacing, Carriageway & Footways
81. Surface Dressing
82. Road Markings & Reflective Road Studs
83. Carriageway Slurry Surfacing & Footways
84. Fencing
85. Gabion & Blockstone
86. Steel Fabrication below £25,000
87. Steel Fabrication above £25,000
88. Bridge Works, New & Maintenance

Civil Engineering Specialists

89. Concrete Repairs
90. Diving Inspections & Works within Water
91. Bridge Deck Expansion Joints
92. Bridge Deck Water Proofing
93. Soil Nailing
94. Sewer Relining

95. Sewer Surveys
96. Safety Fencing
97. Bridge Parapets (Manufacture & Installation)
98. Access Plant for Inspection
99. Bridge Parapet Painting
100. Painting of Structural Steelwork
101. Arboriculturalist
102. Weedspraying
103. Weather Forecasting
104. Playground Equipment
105. Specialist Cleaning
106. Synthetic Pitches and Sports Facilities
107. Bus / Cycle Shelters
108. Traffic Signals
109. Street Lighting
110. Street Furniture
111. Specialist Contractor not listed above – please specify type of work

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Streetscene & Engineering Cabinet Board

2 March 2018

Joint Report of

Head of Engineering & Transport - D. W. Griffiths

Head of Streetcare - M. Roberts and

Head of Property & Regeneration - Simon Brennan

Matter for Decision

Wards Affected: Neath North, Port Talbot and Cymmer

Parking Tariff Review 2018

Purpose of Report

1. To seek Members' approval to incorporate the Afan Forest car park into the Authority's Off-street Parking Order. To also seek Members' approval to amend the parking tariff charges and seasonal parking permits in relation to Gnoll Park and Afan Forest Park.

Executive Summary

2. This report seeks Members' approval to include Afan Forest Country park car park in to the off-street parking order together with amending the tariff structure and the introduction of a season permit. To endorse the tariff structure and seasonal permit charges recommended by the Education, Skills and Culture Cabinet Board at the Gnoll Park. The advertisement of schedule at Appendix B will consolidate all the parking tariff and season tickets into one off-street schedule.

Background

3. Members will be aware that a report was recently taken to a Special Streetscene & Engineering Scrutiny Cabinet Board on 13th February 2018 which Scrutiny Members supported and was duly endorsed by cabinet members.

4. During the meeting members were advised that two reports were being taken to the Education, Skills and Culture Cabinet Board on 15th February 2018.
5. The First report was from the Head of Property & Regeneration requesting authorisation that the Afan Forest Country Park car park proposed tariff structure and season permits be included in the Authority's Off-street Parking Order.
6. The recommendation from Education, Skills and Culture Cabinet Board is shown below:

Members confirm their agreement to the increase in Car Parking Charges as set out within Option 2 namely that car parking charges are increased to £1.00 for up to one hour, £2.50 for up to 4 hours and £3.50 all day, and increase the cost of a season ticket to £52.00.

7. The second report was from the Head of Streetcare requesting permission to change the tariff structures and season tickets in the Gnoll Country Park.
8. The recommendation from Education, Skills and Culture Cabinet Board is shown below:

Members confirm their agreement to Car parking charges being increased to £2.50 for up to 4 hours and £3.50 for all day, and the cost of a season ticket is increased to £52.

9. Set out in Appendix A is the proposed tariff structure and season permit charges for advertisement for the Gnoll and Afan Forest Country Parks car parks.
10. Set out in Appendix B is the complete schedule which also includes the tariff structure agreed by the Streetscene and Engineering Cabinet Board held on 13th February 2018 that will be legally advertised if members agree to the recommendations.

Financial Impact

11. All associated costs for advertisement will be shared by the relevant services.

Equality Impact Assessment

12. Screening Assessments forms were produced by the relevant services and were available for Scrutiny at the Education, Skills and Culture Cabinet Board on the 15th February 2018.

Workforce Impact

13. No impact on the workforce.

Legal Impact

14. A Legal Order will be advertised and any objections and observations will be reported back to Streetscene & Engineering Scrutiny & Cabinet Board.

Risk Management

15. Members need to be aware that there is a risk element to the change in tariff structures should members of the public fail to meet demand then any loss of income would need to be absorbed by the relevant accounts.

Consultation

16. This item has been included in the Forward Work Programme and has been the subject to external consultation.
17. A Legal Order will be advertised and should any objections/observations be received, these will be presented to a Streetscene & Engineering Scrutiny & Cabinet Board.

Recommendations

18. It is recommended, having given due regard to the Equality Impact Assessment that:-
 - That the tariff structure and season permits for the Gnoll Country Park car park be advertised and subject to no objections being received be implemented from the 1st April 2018 or as soon as is possible.

- That the Afan Forest Country car park be included in the authority's off-street parking order.
- That the tariff structure and season permits for the Afan Forest Country car park be advertised and subject to no objections being received be implemented from the 1st April 2018 or as soon as is possible.
- The proposed tariff structures at Appendix B 'schedule' be agreed and advertised and subject to no objections being received be implemented from the 1st April 2018 or as soon as is possible.

Reason for Decisions

19. The new tariff structure will support sustainable travel/parking for users.

Implementation of Decision

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

Appendices

21. Appendix A – Schedule – Country Parks Tariff Structure
Appendix B – Schedule for advertisement.

List of Background Papers

22. None.

Officer Contact

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Appendix A

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>
Afan Forest Park Car Park Port Talbot	1 st April 2018	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 Sunday inclusive excluding Christmas day	8.00am to 6.00pm	10 hours	Up to 1 hour £1.00 Up to 4 hours £2.50 £3.50 All Day	£52 per annum	N/A
Gnoll Park Car Park Neath	As above	As above	As above	As above	8.00am to 6.00pm	10 hours	Up to 4 hours £2.50 £3.50 All Day	£52 per annum	N/A

Appendix B

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>
St Mary's Car Park Port Talbot	1 st April 2018	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 £1.50 1-2 hours £2.00 2-3 hours £2.50 3-4 hours £3.00 All Day £3.50 £1.00 All Day	1 months - £50.00 3 months - £130.00 6 months - £235.00 9 months - £325.00 12 months - £410.00	A
Bethany Square Car Park Port Talbot	As above	As above	As above	As above	As above	As above	As above	As above	A

Port Talbot									
Scarlet Avenue Car Park Port Talbot	As above	As above	As above	As above	As above	As above	As above	n/a	C
Victoria Road Car Park Port Talbot	As above	As above	As above	As above	As above	As above	As above	n/a	C
Afan Forest Park Car Park Port Talbot	As above	As above	As above	Monday to Sunday inclusive excluding Christmas day	8.00am to 6.00pm	10 hours	Up to 1 hour £1.00 Up to 4 hours £2.50 £3.50 All Day	£52 per annum	
Multi-storey Car Park Neath	As above	As above	As above	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 £1.50 1-2 hours £2.00 2-3 hours £2.50 3-4 hours £3.00 All Day £3.50 £1.00 All Day	1 months - £50.00 3 months - £130.00 6 months - £235.00 9 months - £325.00 12 months - £410.00	A
Rosser Street Car Park Neath	As above	As above	As above	As above	As Above	As Above	As above	As above	A
High Street Car Park Neath	As above	As above	As above	As above	As above	As above	As above	As above	A
Milland Road Car Park Neath	As above	As above	As above	Monday to Saturday inclusive excluding Christmas day Sunday	As above 9.00am to 5.00pm	As above 10 hours	Up to 1 hour £1.50 1-2 hours £2.00 2-3 hours £2.50 3-4 hours £3.00 All Day £3.50 £1.00 All Day	As above	A

Gnoll Park Car Park Neath	As above	As above	As above	Monday to Sunday inclusive excluding Christmas day	8.00am to 6.00pm	10 hours	Up to 4 hours £2.50 £3.50 All Day	£52 per annum	N/A
Herbert Street (Upper) Car Park Pontardawe	As above	As above	As above	Monday to Saturday inclusive excluding Christmas Day	8.00am to 6.00pm	10 hours	Up to 1 hour Free 1-2 hours £2.00 2-3 hours £2.50 3-4 hours £3.00 All Day £3.50	1 months - £50.00 3 months - £130.00 6 months - £235.00 9 months - £325.00 12 months - £410.00	A
Herbert Street (Lower) Car Park Pontardawe	As above	As above	As above	As above	As above	As above	As above	As above	A
High Street Car Park Pontardawe	As above	As above	As above	As above	As above	As above	As above	As above	A
By-Pass Car Park Short Stay Pontardawe	As above	As above	As above	As above	As above	As above	As above	As above	A
By-Pass Car Park Long Stay Pontardawe	As above	As above	As above	As above	As above	As above	Flat rate £2.00	As above	A

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STREETSCENE AND ENGINEERING CABINET BOARD

2017/2018 FORWARD WORK PLAN

STREETSCENE AND ENGINEERING CABINET BOARD

DATE	Agenda Items	Type (Decision, Monitoring or Information)	Rotation (Topical, Annual, Biannual, Quarterly, Monthly)	Contact Officer/Head of Service
13 April 2018	Public Lighting Asset Update	Info	Topical	Mike Roberts
	Refuse & Recycling Collections	Info	Topical	Mike Roberts
	Waste Strategy Review	Decision	Topical	Mike Roberts
	Management of Potholes	Information	Topical	Mike Roberts
	Bridges Asset Plan	Information	Topical	Dave Griffiths/ Hasan Hasan
	Road Safety Strategy Update	Monitoring	Annual	Dave Griffiths/ Joy Smith

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To be programmed in:

- Business Plans (all)
- HDC - Highway Technical Design Guidance – Decision – Topical - Dave Griffiths/ Dave Adlam
- Historical Environment SPG (July 2018) – Decision – Topical – Lana Beynon
- Delegated Powers for Pest Control Service – Topical – Mike Roberts
- Review of Grit Bins – Mike Roberts
- Preferred Contractors List – Dave Griffiths – Decision – Topical (May/June 2018)

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